

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, OK 74701  
SPECIAL AGENDA**

**June 16, 2020**

### **CALL TO ORDER**

### **INVOCATION/FLAG SALUTE**

### **ROLL CALL**

### **ORDER OF BUSINESS**

1. Presentation of Proclamation for Roma's Italian Restaurant
2. Consent Items
  - A. Regular Meeting Minutes of May 12, 2020;
  - B. Special Called Meeting Minutes of May 26, 2020;
  - C. Payroll Claims - May 2020;
  - D. Consider Approval of Budget Amendment 2020-12;
  - E. Consider Approval of Durant Main Street Annual Contract for FY2020-2021 (C-2020-31).
3. Consider Items Removed from Consent
4. Information Items
  - A. City Clerk Report - May 2020;
  - B. City Manager Report - May 2020;
  - C. Community Development Monthly Report - May 2020;
  - D. Economic Development Monthly Report - May 2020;
  - E. Emergency Management Monthly Report - May 2020;
  - F. Financial Statements April 2020 and Sales Tax Breakdown May 2020;
  - G. Fire Department Monthly Report - May 2020;
  - H. Library Monthly Report - May 2020;
  - I. Parks Department Monthly Report - May 2020;
  - J. Planning Commission Minutes of 5.26.2020;
  - K. Police Department Monthly Report - April 2020;
  - L. Street Department Monthly Report - May 2020
5. Consider Approval of Updated Personnel Manual Effective July 1st,

2020

6. Consider Award of Bid for Street Construction Project to J & L Paving, LLC in the amount of \$1,798,6656.00 for Mill and Overlay of 30 Specified Streets Sections
7. Public Hearing: 2020 Community Development Block Grant (CDBG) Small Cities Application Requesting Funding For Water Treatment Plant Improvements
8. 2020 Community Development Block Grant (CDBG) Small Cities Application Requesting Funding For Water Treatment Plant Improvements
  1. Consideration To Approve Application Resolution 2020-021 For The 2020 Community Development Block Grant (CDBG) Small Cities Application Requesting Funding For Publicly-Owned Water Treatment Improvements.
  2. Consideration To Approve Leverage Resolution 2020-022 Committing The Required 1:1 Cash Match For The Community Development Block Grant (CDBG) Small Cities Project For Publicly-Owned Water Treatment Improvements.
  3. Consideration To Authorize Mayor To Sign Relevant CDBG Application Documents For The 2020 Community Development Block Grant (CDBG) Small Cities Application For Publicly-Owned Market Square Improvements.
9. CONSIDER AND TAKE ACTION WITH RESPECT TO RESOLUTION 2020-24 OF THE CITY COUNCIL OF THE CITY OF DURANT, OKLAHOMA (THE "CITY") APPROVING ACTION TAKEN BY THE DURANT CITY UTILITIES AUTHORITY (THE "AUTHORITY") AUTHORIZING ISSUANCE, SALE AND DELIVERY OF ITS CLEAN WATER SRF PROMISSORY NOTE TO OKLAHOMA WATER RESOURCES BOARD; RATIFYING AND CONFIRMING A LEASE AGREEMENT, AS AMENDED; RATIFYING, CONFIRMING, AND APPROVING A SALES TAX AGREEMENT BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO A YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUE; AND CONTAINING OTHER PROVISIONS RELATED THERETO.
10. 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 June 5, 2020 at 2:00 p.m. and that an agenda of said meeting was posted at the place of such meeting at 10:20 a.m. on the 12th day of June, 2020.

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Cynthia J. Price, City of Durant



# The City of Durant

## Office of City Clerk

### Memorandum

**Date:** 6/11/2020  
**To:** Mayor and City Council  
**From:** Cynthia J. Price, City Clerk  
**Re:** Presentation of Proclamation for Roma's Italian Restaurant

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### Council Information / Action Requested

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

### ATTACHMENTS:

| Description  | Type    | Upload Date |
|--------------|---------|-------------|
| Proclamation | Exhibit | 6/11/2020   |



# *City of Durant* ***Proclamation***

*A Proclamation Expressing  
Appreciation to  
Gzim Krasniqi and Tony Liridon  
Roma's Italian Restaurant*

*Whereas, Roma's Italian Restaurant opened their doors for business in Durant in 2005; and*

*Whereas, Roma's Italian Restaurant plays a vital part of the economic strength in Durant, and are valued by our citizens, and tourists alike; and*

*Whereas, Roma's Italian Restaurant plays an important role in our quality of life, whether as a place to celebrate a special occasion, refresh and recharge while on travel, or a place to meet with colleagues over a business lunch or dinner; and*

*Whereas, Roma's Italian Restaurant is an important community partner in helping our area organizations with worthy charitable causes; and*

*Whereas, the City of Durant wishes to honor Roma's Italian Restaurant for their community loyalty, longstanding support and generosity.*

*Now, Therefore, I, Oden Grube, Mayor of the City of Durant, do hereby proclaim the appreciation of the citizens of Durant to Gzim Krasniqi and Tony Liridon, owners of Roma's Italian Restaurant;*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Durant, Oklahoma to be affixed this 16<sup>th</sup> day of June 2020.*

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*Oden Grube, Mayor*



# The City of Durant

## Office of City Clerk

### Memorandum

**Date:** 6/11/2020  
**To:** Mayor and City Council  
**From:** Cynthia J. Price, City Clerk  
**Re:** Consent Items  
A. Regular Meeting Minutes of May 12, 2020;  
B. Special Called Meeting Minutes of May 26, 2020;  
C. Payroll Claims - May 2020;  
D. Consider Approval of Budget Amendment 2020-12;  
E. Consider Approval of Durant Main Street Annual Contract for FY2020-2021 (C-2020-31).

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.

### Council Information / Action Requested

Approval of consent items as presented.

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

#### ATTACHMENTS:

| Description                                                                             | Type    | Upload Date |
|-----------------------------------------------------------------------------------------|---------|-------------|
| A. Regular Meeting Minutes of 5.12.2020                                                 | Exhibit | 6/3/2020    |
| B. Special Called Meeting Minutes of May 26, 2020                                       | Exhibit | 6/11/2020   |
| C. Consider Approval of Payroll Claims - May 2020                                       | Exhibit | 6/11/2020   |
| D. Consider Approval of Budget Amendment 2020-12                                        | Exhibit | 6/11/2020   |
| E. Consider Approval of Durant Main Street Annual Contract for FY 2020-2021 (C-2020-31) | Exhibit | 6/11/2020   |

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 9:15 a.m. on the 8th day of May, 2020.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF THE DURANT CITY COUNCIL OF May 12, 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 6:01 p.m.

**INVOCATION/FLAG SALUTE**

Assistant City Manager James Dalton provided the invocation. Council Member Mike Morris led the flag salute.

**ROLL CALL**

In Attendance and Appearing Remotely:

Vice Mayor Steve Brittingham

In Attendance and Appearing In-Person:

Council Member Mike Morris  
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. 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) Approved

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve consent items as presented.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

## **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

Approved

City Manager John Dean addressed council and stated this item was first discussed at the council retreat in February 2020. The proposed Ordinance would allow the City to have subdivision authority in the county within three miles of the city limits.

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer to approve Ordinance No. 1897 creating a Regional Planning Commission pursuant to 11 O.S. 46-101.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- b. Consider Approval of Recommended Streets for Improvements and Authorize Staff to Solicit Bids for the Improvements

Approved

City Manager John Dean addressed council and stated staff has reviewed and recommended a list of streets for improvements. Staff will prepare the necessary documents to advertise for bids. The cost of the recommended street work is approximately \$2 Million Dollars. Mayor Grube stated the list adds up to 8.2 miles of streets. Council Member Tomlinson raised the question of preserving the bricks beneath the overlay for historical value. Public Works Director Marty Cook will research the cost and bring an estimate back to council.

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve the recommended streets for improvements and authorize staff to solicit bids for the improvements.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- c. Consider Approval of Resolution 2020-17 Extending the State of Emergency Due to the COVID-19 Pandemic

Approved

City Manager John Dean addressed council and stated the proposed resolution extends the State of Emergency to May 28, 2020 and keeps the City in line with Governor Stitt's Open Up & Recover Safely (OURS) Plan.

Motion was made by Jerry Tomlinson and seconded by Steve Brittingham to approve Resolution 2020-17 extending the State of Emergency due to the COVID-19 Pandemic.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- 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)

Approved

Grants Coordinator Rebecca Payne addressed council and stated the purpose of the change order is for the installation of a 12" riser for the master meter vault and to remove and replace asphalt, additional pipe, backfill and fittings for the Tie In Location. Grants Coordinator Payne recommended approval.

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer 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).

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- e. Consider Approval of an Agreement for Professional Services with Wall Engineering for Street Improvements

Approved

Engineer Brandon Wall addressed council and stated the agreement is for surveying, geotech, all support services, hydraulic studies and design for University and West Main. Council Member Sherrer asked if sidewalks would be included on streets being reconstructed. Mr. Wall stated that sidewalks would be considered on an area by area basis. City Manager John Dean recommended that sidewalks be included in the bid. City Manager recommends approval.

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve agreement for professional services with Wall Engineering for street improvements.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- 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.

Approved

Human Resources Supervisor Kari Jones addressed council and stated the Fraternal Order of Police (FOP) and the City have agreed to roll the 2020 Collective Bargaining Agreement into 2021 with a provision stating if other city employees receive a Cost of Living Allowance (COLA) then negotiations would be re-opened. The implementation of a compensation plan for city employees would not be a factor for negotiations to be re-opened. City Manager John Dean recommended approval.

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer to approve Collective Bargaining Agreement with Fraternal Order of Police (FOP), Local 113 for Fiscal Year 2020-21 and Authorize the Mayor to sign agreement.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- 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)  
Tabled

Grants Coordinator Rebecca Payne appeared before council and stated the City was awarded \$939,366.00 for Tubacex which included the water, wastewater, infrastructure improvements and engineering costs including the railroad bore. The construction costs came in lower than originally estimated because one of the bidders already had their equipment located on a nearby site for another project. The Oklahoma Department of Commerce (ODOC) reviewed the project because of the amount of money that would not be utilized and proposed to reduce the amount to fit expenses plus allow a 15% contingency. Ms. Payne stated that until the budget modification is approved, the grant reimbursement cannot be requested.

City Manager John Dean recommended this item be tabled.

Motion was made by Jerry Tomlinson and seconded by Mike Morris to table item.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- 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

Approved

City Manager John Dean addressed council and stated this has been an ongoing project through the City Clerk's Office and was recently completed with the assistance of IT Director Brenton Rucker and City Attorney Tom Marcum.

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve Resolution 2020-18 adopting the 2020 Records Retention Manual for the City of Durant pursuant to 11 O.S. Section 22; and Providing for Annual Supplements.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- 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;

Approved



Human Resources Supervisor Kari Jones addressed council and stated that each year the Oklahoma Municipal Retirement Fund (OMRF) provides an actuarial report based on the City retirement plan. This past year the criteria was changed with regard to life expectancy. The increased life expectancy resulted in an increase of costs that will be needed to keep the Plan funded. Ms. Jones stated that to accommodate for the increase, the City proposes to re-apply the mandatory 1.5% currently contributed by city employees from the Defined Contribution Plan to the Defined Benefit Plan effective July 1. As of July 1st, any employee contribution to the Defined Contribution Plan will be voluntary.

Motion was made by Jerry Tomlinson and seconded by Steve Brittingham to approve Ordinance 1905 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.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- 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;

Approved

Human Resources Supervisor Kari Jones addressed council and stated the proposed Ordinance reduces the mandatory city employees' contribution to the Defined Contribution Plan from 1.5% to 0%.

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer to approve Ordinance 1906 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.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

## **5. Public Hearings**

- a. Consideration PC2020-05 a Final Plat for Pecan Creek, Located at 49th Street & Kimberly Road

Approved

Community Development Director Danielle Barker addressed council and stated staff has reviewed and there are some street issues. The street superintendent stated he is in

agreement with approval of the plat with the condition that the streets gets fixed properly within a reasonable amount of time.

Hearing opened to public.

Call for comment three times.

No public comment.

Public hearing closed.

Motion was made by Mike Morris and seconded by Steve Brittingham to approve PC2020-05 a final plat for Pecan Creek, located at 49th Street and Kimberly Road.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- 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

Approved

Community Development Director Danielle Barker addressed council and stated the property owner is requesting rezoning and a lot split so that he can build a residence there. The Planning Commission has recommended approval. There have not been any letters/comments received in opposition.

Hearing Opened to Public

Call for comment 3 times.

No public comment.

Public hearing closed.

Motion was made by Danny Sherrer and seconded by Jerry Tomlinson to approve Ordinance 1902, Section 1, rezoning for the property located on the North East corner of Wilson Street and 49th Avenue from A-1, General Agriculture to R-1, Single-Family Residential.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

Motion was made by Danny Sherrer and seconded by Jerry Tomlinson to approve Ordinance 1902, Section 2, emergency clause.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- 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

Approved

Community Development Director Danielle Barker addressed council and stated Choctaw Nation is the property owner and the property is currently in the process of being placed in a trust. The intent is to place a day care facility on the property. The Planning Commission has recommended approval. There have not been any letters/comments received in opposition.

Hearing Opened to Public

Call for comment 3 times.

No public comment.

Public hearing closed.

Motion was made by Danny Sherrer and seconded by Jerry Tomlinson to approve Ordinance 1903, Section 1, 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.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

Motion was made by Danny Sherrer and seconded by Steve Brittingham to approve Ordinance 1903, Section 2, emergency clause.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

## **6. New Business**

There was no new business.

## **ADJOURNMENT**

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

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

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 May 1, 2020 at 2:00 p.m. and that an agenda of said meeting was posted at the place of such meeting at 10:35 a.m. on the 22nd day of May, 2020.

**MINUTES OF THE SPECIAL MEETING OF DURANT CITY COUNCIL of May 26, 2020 AT 2:00 PM, Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, OK 74701**

**CALL TO ORDER**

Mayor Grube called the meeting to order at 2:02 p.m.

**INVOCATION/FLAG SALUTE**

Michael Clements provided the invocation. Vice Mayor Steve Brittingham led the flag salute.

**ROLL CALL**

|                                     |                             |
|-------------------------------------|-----------------------------|
| Present: Council Member Mike Morris | City Manager John Dean      |
| Council Member Danny Sherrer        | City Attorney Tom Marcum    |
| Council Member Jerry Tomlinson      | City Clerk Cynthia J. Price |
| Vice Mayor Steve Brittingham        |                             |
| Mayor Oden Grube                    |                             |

Absent: None (\*denotes partial attendance)

Mayor Grube declared a quorum.

1. Presentation - Street Department Superintendent James Young

Mayor Grube was joined by fellow city council members and the city manager in presenting Street Superintendent James Young with a plaque commemorating his 34 years of dedicated service to the City of Durant. Mr. Young will be retiring in June 2020.

2. Consider Approval of Ordinance 1907 Amending Chapter 39 Civil Emergencies, Section 39.03 Director; Powers and Duties

Approved

City Manager John Dean addressed council and stated under the current code, the Civil Emergency Management Director is hired by the city manager but the salary is set by council. This change would allow the city manager to set the

salary for this position. This is standard practice for all other positions hired by the city manager.

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve Ordinance 1907, Section 1, amending Section 39.03 of the Code of Ordinances of the City of Durant, Oklahoma.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve Ordinance 1907, Section 2, emergency clause.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

3. Consider Approval of Resolution 2020-19 Extending the Declared State of Emergency Due to the COVID-19 Pandemic Until June 14, 2020

Approved

City Manager John Dean addressed council and stated the proposed resolution would extend the State of Emergency to June 12, 2020. The City of Durant will continue to follow the State of Oklahoma "Open Up and Recover Safely" (OURS) approach as implemented by the State of Oklahoma.

Motion was made by Steve Brittingham and seconded by Danny Sherrer to approve Resolution 2020-19 extending 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; directing the City Manager to not issue permits for events with certain limitations; authorizing the City Manager to adjust operations and services in response to COVID-19 as necessary; and follow the State Open Up and Recover Safely Three-Phase Approach.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

4. Consider Approval of Resolution 2020-15 Establishing Fees and Schedule for the Carl Albert Swimming Pool

Approved

City Manager John Dean addressed council and stated additional hours of operation have been added to allow the public better access to the Carl Albert Swimming Pool.

Motion was made by Mike Morris and seconded by Danny Sherrer to approve Resolution 2020-15 establishing fees and schedule for the Carl Albert Swimming Pool.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

## 5. Budget Workshop

No Action Taken

City Manager John Dean addressed council and presented a budget summary. All council members were previously provided with a copy of the proposed budget in its entirety for their review and consideration. A question and answer period followed.

## 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

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

001-GENERAL FUND

|                                 | ANNUAL<br>BUDGET           | CURRENT<br>PERIOD         | Y-T-D<br>ACTUAL            | % OF<br>BUDGET     | Y-T-D<br>ENCUMB.    | BUDGET<br>BALANCE         |
|---------------------------------|----------------------------|---------------------------|----------------------------|--------------------|---------------------|---------------------------|
| -----                           |                            |                           |                            |                    |                     |                           |
| SALARIES AND BENEFITS           |                            |                           |                            |                    |                     |                           |
| CITY ADMINISTRATION             | 545,595.85                 | 35,542.72                 | 417,888.17                 | 76.59              | 0.00                | 127,707.68                |
| CITY CLERK                      | 108,659.52                 | 10,645.80                 | 96,013.14                  | 88.36              | 0.00                | 12,646.38                 |
| CITY TREASURER                  | 346,206.22                 | 30,131.97                 | 314,096.82                 | 90.73              | 0.00                | 32,109.40                 |
| LAW ENFORCEMENT (PD)            | 4,858,476.89               | 435,058.91                | 4,110,014.60               | 84.59              | 0.00                | 748,462.29                |
| ANIMAL CONTROL (PD)             | 96,376.66                  | 7,240.84                  | 80,528.11                  | 83.56              | 0.00                | 15,848.55                 |
| FIRE DEPARTMENT                 | 3,287,548.06               | 296,259.53                | 2,960,549.24               | 90.05              | 0.00                | 326,998.82                |
| PARKS, REC. & GEN. SVCS.        | 525,751.84                 | 48,656.38                 | 522,985.07                 | 99.47              | 0.00                | 2,766.77                  |
| SWIMMING POOL                   | 71,934.79                  | 5,369.84                  | 57,297.86                  | 79.65              | 0.00                | 14,636.93                 |
| MUNICIPAL COURT                 | 54,407.70                  | 4,375.72                  | 48,163.82                  | 88.52              | 0.00                | 6,243.88                  |
| COMMUNITY DEVELOPMENT           | 477,984.35                 | 44,955.72                 | 457,319.18                 | 95.68              | 0.00                | 20,665.17                 |
| PUBLIC LIBRARY                  | 505,008.14                 | 33,525.51                 | 435,307.79                 | 86.20              | 0.00                | 69,700.35                 |
| STREET DEPARTMENT               | 838,448.53                 | 61,494.36                 | 704,867.51                 | 84.07              | 0.00                | 133,581.02                |
| ECONOMIC DEVELOPMENT            | 62,568.00                  | 10,738.32                 | 30,213.13                  | 48.29              | 0.00                | 32,354.87                 |
| CIVIL EMERGENCY MGMT.           | 193,143.45                 | 17,224.25                 | 166,569.76                 | 86.24              | 0.00                | 26,573.69                 |
| GENERAL GOVERNMENT              | 160,800.00                 | 0.00                      | 3,940.37                   | 2.72               | 430.72              | 156,428.91                |
| CITY GARAGE                     | 258,084.59                 | 21,876.40                 | 219,984.47                 | 85.24              | 0.00                | 38,100.12                 |
| 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>          |
| <br>TOTAL SALARIES AND BENEFITS | <br>12,410,955.63<br>===== | <br>1,063,096.27<br>===== | <br>10,625,739.04<br>===== | <br>85.62<br>===== | <br>430.72<br>===== | <br>1,784,785.87<br>===== |



PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

001-GENERAL FUND  
REVENUES

|       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | Y-T-D<br>ENCUMB. | BUDGET<br>BALANCE |
|-------|------------------|-------------------|-----------------|----------------|------------------|-------------------|
| ----- |                  |                   |                 |                |                  |                   |
|       | =====            | =====             | =====           | =====          | =====            | =====             |

\*\*\* END OF REPORT \*\*\*

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

010-INFO. TECH. SERVICE FUND

|                             | ANNUAL<br>BUDGET           | CURRENT<br>PERIOD         | Y-T-D<br>ACTUAL            | % OF<br>BUDGET        | Y-T-D<br>ENCUMB.     | BUDGET<br>BALANCE         |
|-----------------------------|----------------------------|---------------------------|----------------------------|-----------------------|----------------------|---------------------------|
| -----                       |                            |                           |                            |                       |                      |                           |
| SALARIES AND BENEFITS       |                            |                           |                            |                       |                      |                           |
| INFO. TECH. SERVICE FUND    | <u>219,427.61</u>          | <u>23,068.15</u>          | <u>191,399.34</u>          | <u>87.23</u>          | <u>0.00</u>          | <u>28,028.27</u>          |
| TOTAL SALARIES AND BENEFITS | <u>219,427.61</u><br>===== | <u>23,068.15</u><br>===== | <u>191,399.34</u><br>===== | <u>87.23</u><br>===== | <u>0.00</u><br>===== | <u>28,028.27</u><br>===== |

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

010-INFO. TECH. SERVICE FUND  
REVENUES

|       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | Y-T-D<br>ENCUMB. | BUDGET<br>BALANCE |
|-------|------------------|-------------------|-----------------|----------------|------------------|-------------------|
| ----- |                  |                   |                 |                |                  |                   |
|       | =====            | =====             | =====           | =====          | =====            | =====             |

\*\*\* END OF REPORT \*\*\*

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

020-DURANT INDUSTRIAL AUTH.

|                       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | Y-T-D<br>ENCUMB. | BUDGET<br>BALANCE |
|-----------------------|------------------|-------------------|-----------------|----------------|------------------|-------------------|
| -----                 |                  |                   |                 |                |                  |                   |
| SALARIES AND BENEFITS |                  |                   |                 |                |                  |                   |
|                       | =====            | =====             | =====           | =====          | =====            | =====             |

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

020-DURANT INDUSTRIAL AUTH.  
REVENUES

|       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | Y-T-D<br>ENCUMB. | BUDGET<br>BALANCE |
|-------|------------------|-------------------|-----------------|----------------|------------------|-------------------|
| ----- |                  |                   |                 |                |                  |                   |
|       | =====            | =====             | =====           | =====          | =====            | =====             |

\*\*\* END OF REPORT \*\*\*

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

101-SPECIAL 911 TAX FUND

|                                 | ANNUAL<br>BUDGET               | CURRENT<br>PERIOD             | Y-T-D<br>ACTUAL                | % OF<br>BUDGET            | Y-T-D<br>ENCUMB.         | BUDGET<br>BALANCE              |
|---------------------------------|--------------------------------|-------------------------------|--------------------------------|---------------------------|--------------------------|--------------------------------|
| -----                           |                                |                               |                                |                           |                          |                                |
| SALARIES AND BENEFITS           |                                |                               |                                |                           |                          |                                |
| PD COMM CENTER                  | <u>758,075.81</u>              | <u>45,288.16</u>              | <u>560,566.10</u>              | <u>73.95</u>              | <u>0.00</u>              | <u>197,509.71</u>              |
| <br>TOTAL SALARIES AND BENEFITS | <br><u>758,075.81</u><br>===== | <br><u>45,288.16</u><br>===== | <br><u>560,566.10</u><br>===== | <br><u>73.95</u><br>===== | <br><u>0.00</u><br>===== | <br><u>197,509.71</u><br>===== |

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

101-SPECIAL 911 TAX FUND  
REVENUES

|       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | Y-T-D<br>ENCUMB. | BUDGET<br>BALANCE |
|-------|------------------|-------------------|-----------------|----------------|------------------|-------------------|
| ----- |                  |                   |                 |                |                  |                   |
|       | =====            | =====             | =====           | =====          | =====            | =====             |

\*\*\* END OF REPORT \*\*\*

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

206-DURANT AIRPORT AUTHORITY

|                             | ANNUAL<br>BUDGET           | CURRENT<br>PERIOD         | Y-T-D<br>ACTUAL           | % OF<br>BUDGET        | Y-T-D<br>ENCUMB.     | BUDGET<br>BALANCE         |
|-----------------------------|----------------------------|---------------------------|---------------------------|-----------------------|----------------------|---------------------------|
| -----                       |                            |                           |                           |                       |                      |                           |
| SALARIES AND BENEFITS       |                            |                           |                           |                       |                      |                           |
| BEAKER FIELD                | <u>143,877.50</u>          | <u>12,221.30</u>          | <u>90,948.70</u>          | <u>63.21</u>          | <u>0.00</u>          | <u>52,928.80</u>          |
| TOTAL SALARIES AND BENEFITS | <u>143,877.50</u><br>===== | <u>12,221.30</u><br>===== | <u>90,948.70</u><br>===== | <u>63.21</u><br>===== | <u>0.00</u><br>===== | <u>52,928.80</u><br>===== |



PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

206-DURANT AIRPORT AUTHORITY  
REVENUES

|       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | Y-T-D<br>ENCUMB. | BUDGET<br>BALANCE |
|-------|------------------|-------------------|-----------------|----------------|------------------|-------------------|
| ----- |                  |                   |                 |                |                  |                   |
|       | =====            | =====             | =====           | =====          | =====            | =====             |

\*\*\* END OF REPORT \*\*\*

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

405-DURANT UTILITIES AUTH.

|                                 | ANNUAL<br>BUDGET          | CURRENT<br>PERIOD       | Y-T-D<br>ACTUAL           | % OF<br>BUDGET     | Y-T-D<br>ENCUMB.  | BUDGET<br>BALANCE       |
|---------------------------------|---------------------------|-------------------------|---------------------------|--------------------|-------------------|-------------------------|
| -----                           |                           |                         |                           |                    |                   |                         |
| SALARIES AND BENEFITS           |                           |                         |                           |                    |                   |                         |
| PUBLIC WORKS ADMINISTRATI       | 178,506.08                | 14,457.64               | 145,397.17                | 81.45              | 0.00              | 33,108.91               |
| UTILITY BILLING                 | 450,763.63                | 29,432.06               | 365,947.08                | 81.18              | 0.00              | 84,816.55               |
| WATER/SEWER LINE MAINT.         | 602,331.59                | 38,785.07               | 509,162.44                | 84.53              | 0.00              | 93,169.15               |
| WATER TREATMENT PLANT           | 489,500.01                | 41,371.68               | 432,231.17                | 88.30              | 0.00              | 57,268.84               |
| WASTEWATER TREATMENT            | 386,514.16                | 33,628.40               | 349,554.15                | 90.44              | 0.00              | 36,960.01               |
| COLLECTION - SOLID WASTE        | 772,008.25                | 56,664.34               | 620,683.43                | 80.40              | 0.00              | 151,324.82              |
| 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>52,890.69</u>        | <u>516,132.34</u>         | <u>87.28</u>       | <u>0.00</u>       | <u>75,239.13</u>        |
| <br>TOTAL SALARIES AND BENEFITS | <br>3,670,995.19<br>===== | <br>267,229.88<br>===== | <br>2,939,107.78<br>===== | <br>80.06<br>===== | <br>0.00<br>===== | <br>731,887.41<br>===== |

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

405-DURANT UTILITIES AUTH.  
REVENUES

|       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | Y-T-D<br>ENCUMB. | BUDGET<br>BALANCE |
|-------|------------------|-------------------|-----------------|----------------|------------------|-------------------|
| ----- |                  |                   |                 |                |                  |                   |
|       | =====            | =====             | =====           | =====          | =====            | =====             |

\*\*\* END OF REPORT \*\*\*

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

500-MULTI-SPORTS COMPLEX

|                                 | ANNUAL<br>BUDGET        | CURRENT<br>PERIOD      | Y-T-D<br>ACTUAL         | % OF<br>BUDGET     | Y-T-D<br>ENCUMB.  | BUDGET<br>BALANCE      |
|---------------------------------|-------------------------|------------------------|-------------------------|--------------------|-------------------|------------------------|
| -----                           |                         |                        |                         |                    |                   |                        |
| SALARIES AND BENEFITS           |                         |                        |                         |                    |                   |                        |
| RECREATIONAL MARKETING          | 96,092.59               | 5,576.94               | 74,203.13               | 77.22              | 0.00              | 21,889.46              |
| DURANT MULTI-SPORT COMP         | <u>372,045.65</u>       | <u>21,431.01</u>       | <u>294,716.59</u>       | <u>79.22</u>       | <u>0.00</u>       | <u>77,329.06</u>       |
| <br>TOTAL SALARIES AND BENEFITS | <br>468,138.24<br>===== | <br>27,007.95<br>===== | <br>368,919.72<br>===== | <br>78.81<br>===== | <br>0.00<br>===== | <br>99,218.52<br>===== |

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

500-MULTI-SPORTS COMPLEX  
REVENUES

|       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | Y-T-D<br>ENCUMB. | BUDGET<br>BALANCE |
|-------|------------------|-------------------|-----------------|----------------|------------------|-------------------|
| ----- |                  |                   |                 |                |                  |                   |
|       | =====            | =====             | =====           | =====          | =====            | =====             |

\*\*\* END OF REPORT \*\*\*

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

610-CEMETERY OPERATIONS FUND

|                       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | Y-T-D<br>ENCUMB. | BUDGET<br>BALANCE |
|-----------------------|------------------|-------------------|-----------------|----------------|------------------|-------------------|
| -----                 |                  |                   |                 |                |                  |                   |
| SALARIES AND BENEFITS |                  |                   |                 |                |                  |                   |
|                       | =====            | =====             | =====           | =====          | =====            | =====             |

PAYROLL CLAIMS SUMMARY  
AS OF: MAY 31ST, 2020

610-CEMETERY OPERATIONS FUND  
REVENUES

|       | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | Y-T-D<br>ENCUMB. | BUDGET<br>BALANCE |
|-------|------------------|-------------------|-----------------|----------------|------------------|-------------------|
| ----- |                  |                   |                 |                |                  |                   |
|       | =====            | =====             | =====           | =====          | =====            | =====             |

\*\*\* END OF REPORT \*\*\*



# THE CITY OF DURANT

## Office of the City Clerk

### Memorandum

Date: 6/1/2020

To: Mayor and City Council

From: An-Chen Lai, Finance Director/Treasurer

Re: Consider Approval of Budget Amendment 2020-12

---

Your authorization to approve Budget Amendment BA 2020-12 is requested.  
All of the adjustments are procedural in nature: necessary to carry out the activities of the city.  
All of the proposed budget changes have been reviewed by the City Manager and the amendment is recommended for approval.

### **Council Information/Action Requested**

Your authorization to approve Budget Amendment, BA 2020-12  
#1884 ADJ PD VEHICLE MAINT, CHECK FROM OMAG FOR 2019 TAHOE#4173. STREET  
STOP SIGN REPAIR 12TH & MULBERRY FROM PROGRESSIVE CHECK REIMB. #1885 ADJ  
2020 STREET IMPROVEMENT PROJECT PROFESSIONAL SERVICES

### **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.



PACKET: 00396-BA 2020-12

BUDGET CODE: CB-Current Budget

| FUND ACCOUNT                                                                          | DATE      | DESCRIPTION         | ADJUSTMENT | ORIGINAL<br>BUDGET | PREVIOUS<br>ADJUSTMENTS | NEW<br>BUDGET | BUDGET<br>BALANCE |
|---------------------------------------------------------------------------------------|-----------|---------------------|------------|--------------------|-------------------------|---------------|-------------------|
| Budget Adj. # 001884 -----                                                            |           |                     |            |                    |                         |               |                   |
| 001 000-361.40-00<br>MISC. REVENUE                                                    | 6/09/2020 | BA2020-12 PD VEH ST | 73.00      | 43,000.00-         | 83,862.53               | 135,261.53-   | 33,725.17         |
| 001 016-541.50-67<br>SIGNS<br>DEPT: STREET DEPARTMENT                                 | 6/09/2020 | BA2020-12 PD VEH ST | 73.00      | 15,000.00          | 0.00                    | 15,073.00     | 6,020.28          |
| 001 000-361.40-00<br>MISC. REVENUE                                                    | 6/09/2020 | BA2020-12 PD VEH ST | 8,326.00   | 43,000.00-         | 83,862.53               | 135,261.53-   | 33,725.17         |
| 001 005-521.50-64<br>VEHICLE MAINTENANCE-DEPARTMENT<br>DEPT: POLICE - LAW ENFORCEMENT | 6/09/2020 | BA2020-12 PD VEH ST | 8,326.00   | 9,000.00           | 4,661.70                | 21,987.70     | 13,367.93         |

|                                                                             |           |                     |             |      |               |              |              |
|-----------------------------------------------------------------------------|-----------|---------------------|-------------|------|---------------|--------------|--------------|
| Budget Adj. # 001885 -----                                                  |           |                     |             |      |               |              |              |
| 015 805-555.61-90<br>2020 STREETS IMPROVEMENTS<br>DEPT: 2020 USSTRN EXPENSE | 6/09/2020 | BA2020-12 2020 ST I | 848,980.00- | 0.00 | 10,829,850.00 | 9,980,870.00 | 9,980,870.00 |

|                                                                                  |           |                     |            |      |           |            |      |
|----------------------------------------------------------------------------------|-----------|---------------------|------------|------|-----------|------------|------|
| 015 805-555.61-03<br>2020 STREET PROFESSIONAL SERVI<br>DEPT: 2020 USSTRN EXPENSE | 6/09/2020 | BA2020-12 2020 ST I | 848,980.00 | 0.00 | 40,150.00 | 889,130.00 | 0.00 |
|----------------------------------------------------------------------------------|-----------|---------------------|------------|------|-----------|------------|------|

## PACKET NOTES:

#1884 ADJ PD VEHICLE MAINT FROM OMAG CHECK 2019 TAHOE#4173

ADJ ST STOP SIGN 12TH MULBERRY FM PROGRESSIVE CHECK

#1885 ADJ 2020 STREET IMPROVMNT PROFESSIONAL SERVICE

TOTAL NO. ADJUSTMENTS--REVENUE: 2 8,399.00

TOTAL NO. ADJUSTMENTS--EXPENSE: 4 8,399.00

TOTAL IN PACKET--

16,798.00

\*\*\* NO WARNINGS \*\*\*

\*\*\* NO ERRORS \*\*\*

\*\*\* END OF REPORT \*\*\*



# THE CITY OF DURANT

## Office of the City Clerk

### Memorandum

Date: 6/1/2020

To: Mayor and City Council

From: John R. Dean, Jr., City Manager

Re: Consider Approval of Durant Main Street Annual Contract for FY 2020-2021  
(C-2020-31)

#### **Council Information/Action Requested**

Approval of Durant Main Street Annual Contract for FY 2020-2021 (C-2020-31)

#### **City Staff Information/Action Follow-Up, if Council authorizes this action:**

**AGREEMENT FOR SERVICES  
FISCAL YEAR 2020-2021  
BETWEEN THE CITY OF DURANT  
AND THE DURANT MAIN STREET BOARD OF DIRECTORS**

The City of Durant and the Durant Main Street program (DMS) agree as follows:

1. That the City of Durant seeks to partner with Durant Main Street to provide programs for the development of the Main Street Designated District (also known as the Durant Central Business District) and accomplishing a Downtown Improvement Work Plan for the City of Durant. These work plans and any other DMS projects will be detailed on an annual master work plan kept on file at the DMS office and available for City review.
2. DMS will coordinate with the City for mutually beneficial projects and activities that promote historic preservation, community development and economic growth of historic downtown Durant.
3. That it is the intention of both the City and DMS to work together primarily in an effort to encourage public and/or private commitments to strengthen and preserve the community's downtown.
4. That DMS will provide the City of Durant an annual budget and quarterly financial statements including but not limited to an accounting of funds from other agencies supporting DMS efforts. Reports will be provided quarterly to City Council.
5. That DMS will provide the following services modeled after the National Main Street Four Point Approach, as they apply to revitalizing the Main Street Designated District:
  6. Promotion
    - a. Enhance the image of downtown Durant;
    - b. Encourage consumers and investors to shop, live, work, and invest in downtown Durant through advertising, retail promotions, special events, and marketing campaigns; and
    - c. Maintain and disperse an updated website and calendar of events for downtown Durant.
  7. Design
    - a. Capitalize on downtown's historic buildings and street walkability to create an inviting atmosphere through attractive storefronts, window displays and streetscapes;
    - b. Promote good maintenance practices, rehabilitation of historic buildings, and appropriate new construction;
    - c. Facilitate a Façade Grant Program for downtown building improvements or renovations;
    - d. Coordinate and fund regular landscape maintenance, including prevention and removal of weeds and fire ants and the mowing of any green spaces, as well as the watering of flowers.

- e. Coordinate and provide all season and holiday décor for Downtown Durant.
- 8. Economic Vitality
  - a. Strengthen downtown Durant's economic assets while expanding and diversifying its economic base;
  - b. Recruit compatible new businesses and economic uses to make downtown more responsive to today's consumers;
  - c. Assist with the expansion of existing public or private businesses through professional development resources;
  - d. Conduct and update building inventories to encourage the conversion of underutilized commercial space into economically productive property;
  - e. Assist the City in obtaining federal, state, and private grants for community development related projects;
  - f. Direct downtown businesses to the proper authorities in relation to building codes, zoning districts, safety codes, business licensing requirements, tax requirements, financial incentives, etc; and
  - g. Survey downtown businesses and consumers to determine if particular city ordinances need to be reevaluated or changed.
- 9. Organization
  - a. Assemble the necessary volunteer resources to carry out the Main Street mission;
  - b. Create a well-connected community of downtown businesses; and
  - c. Develop a variety of methods to secure the financial resources necessary for continued revitalization of Downtown Durant.
- 10. The City will provide the following services within the Designated Main Street District:
  - a. Maintenance
    - i. Regularly scheduled trash collection from all receptacles;
    - ii. Budget City funds quarterly for season flowers and plants to fill the flower pots and hanging flower baskets. Durant Main Street will coordinate a landscaping plan with the City.
    - iii. Regular refilling of water reservoirs inside flower pots;
    - iv. Regular maintenance and replacement of mulch in flower beds;
    - v. Regular maintenance of outdoor power outlets in downtown to ensure they are in working order for holiday décor, etc.
    - vi. Regular maintenance of street and sidewalk pavement and potholes;
    - vii. Regular maintenance of paint on street crosswalks; and
    - viii. Regular maintenance of paint on downtown benches and trash receptacles.
  - b. Installation
    - i. Installation and removal of any streetscape, seasonal, or holiday décor requiring a bucket truck or ladder;
    - ii. Budget City funds annually for new downtown beautification projects;

- iii. Addition of power outlets on lamppost to enable holiday lights and other streetscape décor; and
  - iv. Replacement of Historic Downtown Durant metal signs throughout the City and on highway exists with updated signs that reflect the new Main Street logo.
- 11. The City will pay The City will pay DMS for services rendered, a fee of \$30,000.00 for Fiscal Year 2020-2021 to be paid in equal quarterly installments in the amount of \$7,500 per quarter commencing with the month of July 2020.
- 12. DMS funds a facade renovation program in the Central Business District to provide an incentive for businesses to beautify and renovate facades. In addition to the City's contribution of \$30,000.00, the City of Durant shall match the facade renovation program up to \$3,000.00 per year. (FY2020) Furthermore, any facade funding furnished by the City, which is unexpended during the FY 2020- 2021 contract period, shall not be carried forward by DMS to the next fiscal year and thus forfeited. Reimbursements granted by the City during the 2020-2021 fiscal year will be made for facade renovations completed between July 1, 2020 and June 30, 2021. All reimbursement requests must be submitted to the City with itemized receipts before June 30, 2021.
- 13. DMS has outlined the following measurable goals to which they will remain accountable:
  - a. Host a minimum of 8 promotional events benefitting Downtown Durant;
  - b. Complete three new projects from the DMS Downtown Improvement Work Plan focused on Economic Vitality, Organization, and Design; and
  - c. Attend a minimum of 6 regularly scheduled City Council meetings.
- 14. This agreement shall commence July 1, 2020 and terminate June 30, 2021. This Agreement may be renewed for an additional year following evaluation and negotiation prior to June 1, 2021.
- 15. Acknowledging that the City may not commit itself to any expenditure beyond its Fiscal Year, this agreement must be affirmatively ratified annually by the City of Durant by approving fees set forth herein in the City's annual budget, in which event, DMS shall have the option of either accepting or rejecting said increase/decrease and continuing or terminating this agreement.
- 16. This agreement may be terminated at any time by mutual agreement of the City and DMS. This agreement may further be terminated upon thirty (30) days written notice, by either party for just cause.
- 17. This agreement shall be controlled by the laws of the State of Oklahoma and shall not be assigned without written consent of the parties hereto.
- 18. As a result of receiving municipal funding, DMS agrees that it must follow the Open Meeting Act.

**CITY OF DURANT**

---

Oden Grube, Mayor

**ATTEST:**

---

Cynthia J. Price, City Clerk

THIS AGREEMENT being dated and approved this \_\_\_\_ day of \_\_\_\_\_, 2020 by the  
Durant Main Street Board of Directors.

**DURANT MAIN STREET BOARD OF  
DIRECTORS**

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President, Durant Main Street Board

**ATTEST:**

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Secretary, Durant Main Street Board



# The City of Durant

## Office of City Clerk

### Memorandum

**Date:** 6/11/2020

**To:** Mayor and City Council

**From:**

**Re:** Consider Items Removed from Consent

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**Council Information / Action Requested**

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



# The City of Durant

## Office of City Clerk

### Memorandum

**Date:** 6/11/2020  
**To:** Mayor and City Council  
**From:**  
**Re:** Information Items  
A. City Clerk Report - May 2020;  
B. City Manager Report - May 2020;  
C. Community Development Monthly Report - May 2020;  
D. Economic Development Monthly Report - May 2020;  
E. Emergency Management Monthly Report - May 2020;  
F. Financial Statements April 2020 and Sales Tax Breakdown May 2020;  
G. Fire Department Monthly Report - May 2020;  
H. Library Monthly Report - May 2020;  
I. Parks Department Monthly Report - May 2020;  
J. Planning Commission Minutes of 5.26.2020;  
K. Police Department Monthly Report - April 2020;  
L. Street Department Monthly Report - May 2020

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### Council Information / Action Requested

Information only.

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

#### ATTACHMENTS:

| Description                                                         | Type    | Upload Date |
|---------------------------------------------------------------------|---------|-------------|
| A. City Clerk Report - May 2020                                     | Exhibit | 6/11/2020   |
| B. City Manager Report - May 2020                                   | Exhibit | 6/11/2020   |
| C. Community Development Monthly Report - May 2020                  | Exhibit | 6/11/2020   |
| D. Economic Development Monthly Report - May 2020                   | Exhibit | 6/11/2020   |
| E. Emergency Management Monthly Report - May 2020                   | Exhibit | 6/11/2020   |
| F. Financial Statements April 2020 and Sales Tax Breakdown May 2020 | Exhibit | 6/11/2020   |



|                                                  |         |           |
|--------------------------------------------------|---------|-----------|
| G. Fire Department Monthly Report - May 2020     | Exhibit | 6/11/2020 |
| H. Library Monthly Report - May 2020;            | Exhibit | 6/11/2020 |
| I. Parks Department Monthly Report - May 2020    | Exhibit | 6/11/2020 |
| J. Planning Commission Minutes of 5.26.2020;     | Exhibit | 6/11/2020 |
| K. Police Department Monthly Report - April 2020 | Exhibit | 6/11/2020 |
| L. Street Department Monthly Report - May 2020   | Exhibit | 6/11/2020 |

# **CITY CLERK MONTHLY INFORMATION REPORT**

**MAY 2020**

## **MUNICIPAL COURT -**

No municipal court dockets were heard during the month of May 2020. Anyone being issued a citation was always able to pay by phone or by mail, and in person after May 4, 2020 when city hall reopened to the public. A letter was mailed to each person with a pending violation which informed them of their new court date.

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

## **LICENSES -**

The following licenses were issued in May 2020:

Food Trucks – 2

Farmers Market - 15

## **SPECIAL EVENT PERMIT APPLICATIONS -**

There were two Special Event Permit Applications received in May 2020.

### **Events Held in City of Durant in May 2020:**

2020 Durant High School Senior Class Car Only Parade.

### **Upcoming Events To Be Held in City of Durant in June 2020:**

Draggin' Main Car & Motorcycle Show – June 20, 2020

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

**\*\* Please note that the Farmers Market is being held at the corner of 2<sup>nd</sup> and Evergreen in the First Texoma National Bank parking lot due to construction at Market Square. \*\***

## **RECORD REQUESTS -**

There were seven (7) record requests received and processed in May, 2020.

### **CEMETERY ADMINISTRATION/3B GRAVE SERVICE -**

Burials: 6 (5 casket burials) (1 cremains burial).  
Sales: 0  
Transfers: 0

### **CEMETERY -**

The ground penetrating radar work was temporarily suspended at Highland Cemetery due to the shelter in place order currently in effect in the State of Texas. Work will resume on June 1, 2020. The contractor's work for this project is expected to be complete by June 30, 2020. At that time, the city staff will begin the process of transferring the new information over to our existing records.

The cemetery statue which is being refurbished by a local sculptor is almost complete. I spoke with the sculptor last week and she expects the statue to be completed in the month of June. A ceremony will be scheduled for the unveiling of the statue with personal invitations going out to all donors and the media.

### **BIDS -**

There were four bids advertised in May 2020.

Streets – Mill and Overlay; Deadline June 11, 2020 at 1:00 p.m.

CRM Software Development and Implementation; Deadline June 11, 2020 at 11:00 a.m.

Abatement Contractor; Deadline June 11, 2020 at 10:00 a.m.

2009 Yukon; Deadline June 11, 2020 at 11:15 a.m.

### **BOARD SECRETARY -**

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

Durant City Council (2 meetings);

Durant City Utility Authority;

Durant Airport Authority;

Durant Tourism Economic Development Authority (2 meetings).

# CITY OF DURANT MUNICIPAL COURT

[illegible]

## DISMISSED CASES

[illegible]



# CITY OF DURANT

## Office of the City Manager

June 04, 2020

Mayor Grube and members of the City Council:

May, 2020 City Manager Monthly Report

Met with Brandon Wall regarding street improvements.

Met with Alan Brooks and Chris Gander regarding funding Wastewater plant improvements.

Worked on Fuel issue at the Airport.

Worked on Market Square project items.

Solicited bids for identified potential street improvements.

Implemented phases of the emergency plan for COVID-19.

Re-opened City facilities on May 4<sup>th</sup>.

Dealt with various COVID-19 issues and events.

Attended Weekly Emergency Task Force meetings.

Conducted Budget workshop meeting with City Council.

Met with Animal Control personnel to discuss needs, facility updates, and expectations.

Worked with Community Development and Solid Waste on the enforcement process and activities regarding the solid waste changes.

Met with Commissioner Boyer regarding the Regional Planning Commission.

Worked with Pool Manager and staff on swimming pool opening preparations.

Met with members of various press organizations.

Met with ODOT and others regarding certain Street names.

Respectfully Submitted,

John R. Dean, Jr., City Manager





# The City of Durant

## Office of Community Development

### Monthly Activity Report, May 2020

| 1. Inspections |           |
|----------------|-----------|
| Building       | 24        |
| Electrical     | 26        |
| Mechanical     | 10        |
| Plumbing       | 23        |
| Other          | 1         |
| <b>TOTAL</b>   | <b>84</b> |

| 2. Code Enforcement    |            |
|------------------------|------------|
| Other Contacts Made    | 40         |
| Grass & Weeds          | 34         |
| Junk Vehicles          | 7          |
| Junk Appliances        | 3          |
| Dilapidated Structures | 14         |
| Trash & Debris         | 27         |
| Trees & Shrubs         | 6          |
| Other                  |            |
| Notices Posted         |            |
| Condemned              | 5          |
| <b>TOTAL</b>           | <b>136</b> |

| 3. New Construction |          |
|---------------------|----------|
| SFR                 | 2        |
| MFR                 | 1        |
| Commercial          | 0        |
| Industrial          | 0        |
| <b>TOTAL</b>        | <b>3</b> |

| 4. Permits Issued |           |
|-------------------|-----------|
| Building          | 27        |
| Electrical        | 16        |
| Plumbing          | 6         |
| Mechanical        | 4         |
| Floodplain        | 3         |
| <b>TOTAL</b>      | <b>56</b> |

| 5. Public Hearings  |          |
|---------------------|----------|
| Board of Adjustment | 0        |
| Planning Commission | 2        |
| City Council        | 1        |
| <b>TOTAL</b>        | <b>3</b> |

| 6. Letters Mailed |            |
|-------------------|------------|
| Code Enforcement  | 92         |
| Public Hearings   | 20         |
| Other             | 185        |
| <b>TOTAL</b>      | <b>297</b> |

| 7. GIS / Mapping        |            |
|-------------------------|------------|
| Maps Printed            | 54         |
| 911 Addresses Requested | 69         |
| <b>TOTAL</b>            | <b>123</b> |

| 8. Licenses Issued |          |
|--------------------|----------|
| Electrical         | 1        |
| Plumbing           | 0        |
| Mechanical         | 0        |
| Roofing            | 2        |
| <b>TOTAL</b>       | <b>3</b> |

06/01/2020 9:09 AM

## PROJECT VALUATION AND FEE REPORT

1

PROJECTS: 0 -ZZZZZZZZZZ

APPLIED DATES: 5/01/2020 THRU 5/31/2020

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            |   |
|---------|------------|----------------------------|-----------------------|------------|------------------------|---|
| 030762  | 5/01/2020  | WOGOMAN, CHRISTEN B        | 1403 SKYLINE DR       | OWNER      | STORM SHELETER PERMIT  | 1 |
| 030768  | 5/05/2020  | McCarthy, Casey            | 2813 University       | OWNER      | NEW HOME PERMIT        | 1 |
| 030771  | 5/05/2020  | WIGINGTON, CHRISTY         | 2202 S 9TH AVE        | OWNER      | FENCE PERMIT           | 1 |
| 030772  | 5/06/2020  | DAVID, CATHEY              | 3102 BUTLAN CIRCLE    | OWNER      | POOL PERMIT            | 1 |
| 030773  | 5/06/2020  | CATHEY, DAVID              | 3102 BUTLAN CIR       | OWNER      | FENCING PERMIT         | 1 |
| 030774  | 5/06/2020  | COOK                       | 1524 W EVERGREEN      | OWNER      | TEMP SIGN PERMIT       | 1 |
| 030777  | 5/07/2020  | CLARK, CHARLIE M           | 5606 BENJAMIN DR      | OWNER      | CARPORT PERMIT         | 1 |
| 030779  | 5/08/2020  | STEPHENS, ANGELIQUE        | 724 W PINE ST         | OWNER      | FENCE PERMIT           | 1 |
| 030780  | 5/11/2020  | ALL SEASONS CONTRACTING    | 301 N 11TH AVE        | OWNER      | ROOF PERMIT            | 1 |
| 030784  | 5/11/2020  | GATEWAY HOMES & DESIGN LLC | 1414 ST IVES          | OWNER      | NEW HOME PERMIT        | 1 |
| 030789  | 5/12/2020  | BREI LLC                   | 1323/1325 LIVEOAK     | OWNER      | NEW HOME PERMIT        | 1 |
| 030794  | 5/12/2020  | JD THOMAS CONSTRUCTION     | 1231 N WASHINGTON     | OWNER      | COMM REMODEL PERMIT    | 1 |
| 030799  | 5/14/2020  | CRYSTAL BLUE POOL          | 2331 FOLSOM RD        | OWNER      | SWIMMING POOL PERMIT   | 1 |
| 030800  | 5/14/2020  | ANGELLO CONSTRUCTION       | 2929 W UNIVERSITY     | OWNER      | NEW SIGN PERMIT        | 1 |
| 030801  | 5/18/2020  | ALL SEASONS CONTRACTING    | 1113 SPRINGFIELD CT   | OWNER      | ROOFING PERMIT         | 1 |
| 030804  | 5/19/2020  | BRYAN CO STEEL             | 2525 MONTEREY LN      | OWNER      | NEW SHOP PERMIT        | 1 |
| 030805  | 5/19/2020  | D2 SAFEROOMS               | 932 CROOKED OAK DR    | OWNER      | STORM SHELTER PERMIT   | 1 |
| 030806  | 5/19/2020  | HOBBS CONSTRUCTION         | 4820 WILSON ST        | OWNER      | NEW HOME PERMIT        | 1 |
| 030813  | 5/20/2020  | MCDANIEL, ROCKY            | 122 N 2ND             | OWNER      | SIGN RELOCATION PERMIT | 1 |
| 030815  | 5/20/2020  | CRYSTAL BLUE POOL          | 5427 ROBIN RD         | OWNER      | POOL PERMIT            | 1 |
| 030818  | 5/21/2020  | SELF, EVELYN               | 516 S 11TH            | OWNER      | STORM SHELTER PERMIT   | 1 |
| 030821  | 5/26/2020  | SALAS, ROBERTO M           | 1008 W LOUISIANA ST   | OWNER      | CAR PORT PERMIT        | 1 |
| 030822  | 5/26/2020  | R&R SIGNS                  | 1205 N WASHINGTON AVE | OWNER      | SIGN PERMIT            | 1 |
| 030823  | 5/27/2020  | BRYANT, JULIE              | 3022 PRESTONWOOD      | OWNER      | FENCING PERMIT         | 1 |

PROJECTS: 0 -ZZZZZZZZZZ  
APPLIED DATES: 5/01/2020 THRU 5/31/2020  
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      | I      |
|----------------|------------|------------------|------------------------|------------|------------------|--------|
| 330824         | 5/28/2020  | NEEDHAM ROOFING  | 1500 N 19TH AVE        | OWNER      | COMM ROOF PERMIT | I      |
| 330826         | 5/29/2020  | WILLIAMS, GERRED | 405 NORTHRIDGE DR      | OWNER      | ROOF PERMIT      | I      |
| 330827         | 5/29/2020  | GOGGANS, EDITH M | 4005 W UNIVERSITY      | OWNER      | DEMO PERMIT      | I      |
| *** TOTALS *** |            |                  | NUMBER OF PROJECTS: 27 | VALUATION: | 999,307.00       | FEEES: |



PROJECTS: 0 -ZZZZZZZZZZ  
APPLIED DATES: 5/01/2020 THRU 5/31/2020  
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    | 27            | 999,307.00 | 6,919.00 |
| *** TOTALS ***                | 27            | 999,307.00 | 6,919.00 |

\*\*\* BUILDING CODE RECAP \*\*\*

| BUILDING CODE - DESCRIPTION       | # OF PROJECTS | # OF SEGMENTS | VALUATION  |   |
|-----------------------------------|---------------|---------------|------------|---|
| ACCS - SIGNS/ACCESSORY STRUCTURES | 17            | 17            | 122,807.00 | : |
| CA - COMMERCIAL ALTERATION        | 2             | 2             | 16,000.00  | : |
| DEMO - DEMOLITION                 | 1             | 1             | 3,500.00   | : |
| MFR - MULTI FAMILY RESIDENTIAL    | 1             | 1             | 125,000.00 | : |
| ROOF - ROOFING PERMIT             | 4             | 4             | 127,000.00 | : |
| SFR - SINGLE FAMILY RESIDENTIAL   | 2             | 2             | 605,000.00 | : |
| *** TOTALS ***                    | 27            | 27            | 999,307.00 | : |

## 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: 05/01/2020 THROUGH 05/31/2020  
ISSUED RANGE FROM: 00/00/0000 THROUGH 99/99/9999  
USE SEGMENT DATES: NO  
EXPIRE RANGE FROM: 00/00/0000 THROUGH 99/99/9999  
USE SEGMENT DATES: NO

## PRINT OPTIONS

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

\*\* END OF REPORT \*\*\*

|                       |    |
|-----------------------|----|
| Other contacts made   | 1  |
| Trash and Debris      | 27 |
| Grass and Weeds       | 34 |
| Dilapidated Structure | 14 |
| Junk Vehicles         | 7  |
| Junk Appliance        | 3  |
| Trees and Shrubs      | 6  |

TOTAL POSTED            92  
CONTACTS MADE        40

May-20

Monthly Code Report

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

|     |          |                    |                  |        |
|-----|----------|--------------------|------------------|--------|
| 52  | 5/4/2020 | 1004 N 5TH         | TRASH AND DEBRIS | OWNER  |
| 53  | 5/4/2020 | 1013 N 5TH         | TRASH AND DEBRIS | OWNER  |
| 54  | 5/4/2020 | 1023/1025 N 5TH    | GRASS AND WEEDS  | CITY   |
| 55  | 5/4/2020 | 1023/1025 N 5TH    | TRASH AND DEBRIS | CITY   |
| 56  | 5/4/2020 | 1023/1025 N 5TH    | JUNK VEHICLE     | CITY   |
| 57  | 5/4/2020 | 1303 N 5TH         | TRASH AND DEBRIS | OWNER  |
| 58  | 5/4/2020 | 1302 N 5TH         | TRASH AND DEBRIS | CITY   |
| 59  | 5/4/2020 | 1302 N 5TH         | JUNK VEHICLE     | CITY   |
| 60  | 5/4/2020 | 1310 N 5TH         | TRASH AND DEBRIS | OWNER  |
| 61  | 5/4/2020 | 1629 N 9TH         | GRASS AND WEEDS  | OWNER  |
| 62  | 5/4/2020 | 1627 N 9TH         | GRASS AND WEEDS  | OWNER  |
| 63  | 5/4/2020 | 1637 N 9TH         | GRASS AND WEEDS  | CITY   |
| 64  | 5/4/2020 | 1637 N 9TH         | TRASH AND DEBRIS | CITY   |
| 65  | 5/4/2020 | 911 CROOKED OAK    | GRASS AND WEEDS  | CITY   |
| 66  | 5/4/2020 | 1723 N 10TH        | GRASS AND WEEDS  | OWNER  |
| 67  | 5/4/2020 | 1723 N 10TH        | TRASH AND DEBRIS | OWNER  |
| 68  | 5/4/2020 | 1723 N 10TH        | JUNK VEHICLE     | OWNER  |
| 69  | 5/4/2020 | 1712 N 10TH        | GRASS AND WEEDS  | OWNER  |
| 70  | 5/4/2020 | 1602 N 10TH        | GRASS AND WEEDS  | OWNER  |
| 71  | 5/4/2020 | 1606 N 10TH        | GRASS AND WEEDS  | OWNER  |
| 72  | 5/4/2020 | 1515 N 10TH        | GRASS AND WEEDS  | OWNER  |
| 73  | 5/4/2020 | 1511 N 10TH        | GRASS AND WEEDS  | OWNER  |
| 74  | 5/4/2020 | 1511 N 10TH        | JUNK VEHICLE     | OWNER  |
| 75  | 5/4/2020 | 1508 N 10TH        | TRASH AND DEBRIS | CITY   |
| 76  | 5/4/2020 | 2010 FOUR SEASONS  | GRASS AND WEEDS  | OWNER  |
| 77  | 5/4/2020 | 2108 FOUR SEASON   | GRASS AND WEEDS  | OWNER  |
| 78  | 5/4/2020 | 2108 FOUR SEASON   | TREES AND SHRUBS | OWNER  |
| 79  | 5/4/2020 | 1013 WILSON        | TRASH AND DEBRIS | OWNER  |
| 80  | 5/4/2020 | 1017 WILSON        | GRASS AND WEEDS  | OWNER  |
| 81  | 5/4/2020 | 1103 WILSON        | GRASS AND WEEDS  | OWNER  |
| 82  | 5/4/2020 | 1104 WILSON        | GRASS AND WEEDS  | OWNER  |
| 83  | 5/4/2020 | 1108 WILSON        | GRASS AND WEEDS  | OWNER  |
| 84  | 5/4/2020 | 1104 BROOKLINE     | GRASS AND WEEDS  | OWNER  |
| 85  | 5/4/2020 | 1018 BROOKLINE     | TRASH AND DEBRIS | OWNER  |
| 86  | 5/4/2020 | 2709 LORRIE LANE   | GRASS AND WEEDS  | OWNER  |
| 87  | 5/4/2020 | 2804 MISTY CIR     | GRASS AND WEEDS  | CITY   |
| 88  | 5/4/2020 | 2925 ROBIN HOOD PL | GRASS AND WEEDS  | OWNER  |
| 89  | 5/4/2020 | 2925 ROBIN HOOD PL | TREES AND SHRUBS | OWNER  |
| 90  | 5/4/2020 | 2716 ROBIN HOOD PL | GRASS AND WEEDS  | OWNER  |
| 91  | 5/4/2020 | 2702 ROBIN HOOD PL | GRASS AND WEEDS  | OWNER  |
| 92  | 5/4/2020 | 2702 ROBIN HOOD PL | TRASH AND DEBRIS | OWNER  |
| 93  | 5/4/2020 | 2908 ROBIN HOOD PL | GRASS AND WEEDS  | OWNER  |
| 94  | 5/4/2020 | 2908 ROBIN HOOD PL | TRASH AND DEBRIS | OWNER  |
| 95  | 5/4/2020 | 2907 SLEEPY HOLLOW | GRASS AND WEEDS  | OWNER  |
| 96  | 5/4/2020 | 2905 SLEEPY HOLLOW | GRASS AND WEEDS  | OWNER  |
| 97  | 5/4/2020 | 2817 SLEEPY HOLLOW | GRASS AND WEEDS  | OWNER  |
| 98  | 5/4/2020 | 2815 SLEEPY HOLLOW | GRASS AND WEEDS  | OWNER  |
| 99  | 5/4/2020 | 2705 SLEEPY HOLLOW | GRASS AND WEEDS  | CITY   |
| 100 | 5/8/2020 | 421 S 12TH         | TRASH AND DEBRIS | POSTED |
| 101 | 5/8/2020 | 421 S 12TH         | DILAPIDATED      | POSTED |
| 102 | 5/8/2020 | 1805 W MAIN        | GRASS AND WEEDS  | POSTED |
| 103 | 5/8/2020 | 1818 W MAIN        | GRASS AND WEEDS  | POSTED |
| 104 | 5/8/2020 | 1822 W MAIN        | GRASS AND WEEDS  | POSTED |
| 105 | 5/8/2020 | 1822 W MAIN        | GRASS AND WEEDS  | POSTED |
| 106 | 5/8/2020 | 1822 W MAIN        | TRASH AND DEBRIS | POSTED |

|     |           |                   |                  |        |
|-----|-----------|-------------------|------------------|--------|
| 107 | 5/8/2020  | 1822 W MAIN       | TREES AND SHRUBS | POSTED |
| 108 | 5/8/2020  | 307 N 9TH         | GRASS AND WEEDS  | POSTED |
| 109 | 5/8/2020  | 307 N 9TH         | TREES AND SHRUBS | POSTED |
| 110 | 5/8/2020  | 1408 N 9TH        | DILAPIDATED      | POSTED |
| 111 | 5/8/2020  | 1305 W LIVEOAK    | TRASH AND DEBRIS | POSTED |
| 112 | 5/8/2020  | 624 W LOCUST      | TRASH AND DEBRIS | POSTED |
| 113 | 5/8/2020  | 1301 N 7TH        | GRASS AND WEEDS  | POSTED |
| 114 | 5/8/2020  | 1301 N 7TH        | DILAPIDATED      | POSTED |
| 115 | 5/8/2020  | 1309 N 7TH        | GRASS AND WEEDS  | POSTED |
| 116 | 5/8/2020  | 1309 N 7TH        | DILAPIDATED      | POSTED |
| 117 | 5/8/2020  | 1310 N 7TH        | GRASS AND WEEDS  | POSTED |
| 118 | 5/8/2020  | 1310 N 7TH        | DILAPIDATED      | POSTED |
| 119 | 5/8/2020  | 1311 N 7TH        | GRASS AND WEEDS  | POSTED |
| 120 | 5/8/2020  | 1311 N 7TH        | DILAPIDATED      | POSTED |
| 121 | 5/8/2020  | 1315 N 7TH        | GRASS AND WEEDS  | POSTED |
| 122 | 5/8/2020  | 1315 N 7TH        | DILAPIDATED      | POSTED |
| 123 | 5/8/2020  | 1321 N 7TH        | GRASS AND WEEDS  | POSTED |
| 124 | 5/8/2020  | 1321 N 7TH        | DILAPIDATED      | POSTED |
| 125 | 5/8/2020  | 1327 N 7TH        | TRASH AND DEBRIS | POSTED |
| 126 | 5/8/2020  | 1327 N 7TH        | DILAPIDATED      | POSTED |
| 127 | 5/8/2020  | 701 UNIVERSITY    | TRASH AND DEBRIS | POSTED |
| 128 | 5/8/2020  | 701 UNIVERSITY    | JUNK VEHICLE     | POSTED |
| 129 | 5/8/2020  | 1008 UNIVERSITY   | TRASH AND DEBRIS | POSTED |
| 130 | 5/8/2020  | 1124 HILL         | TRASH AND DEBRIS | POSTED |
| 131 | 5/8/2020  | 1006 WILLOW       | GRASS AND WEEDS  | POSTED |
| 132 | 5/8/2020  | 1006 WILLOW       | TRASH AND DEBRIS | POSTED |
| 133 | 5/8/2020  | 1413 WENDELL      | GRASS AND WEEDS  | POSTED |
| 134 | 5/8/2020  | 1020 GAIL FARRELL | GRASS AND WEEDS  | POSTED |
| 135 | 5/8/2020  | 308 N 10TH        | GRASS AND WEEDS  | POSTED |
| 136 | 5/8/2020  | 308 N 10TH        | TREES AND SHRUBS | POSTED |
| 137 | 5/8/2020  | 708 N 13TH        | GRASS AND WEEDS  | POSTED |
| 138 | 5/8/2020  | 708 N 13TH        | TRASH AND DEBRIS | POSTED |
| 139 | 5/8/2020  | 708 N 13TH        | JUNK VEHICLE     | POSTED |
| 140 | 5/8/2020  | 218 SE 4TH        | TRAVEL TRAILER   | POSTED |
| 141 | 5/8/2020  | 214 SE 1ST        | GRASS AND WEEDS  | POSTED |
| 142 | 5/8/2020  | 214 SE 1ST        | TRASH AND DEBRIS | POSTED |
| 143 | 5/8/2020  | 218 SE 1ST        | GRASS AND WEEDS  | POSTED |
| 144 | 5/8/2020  | 218 SE 1ST        | TRASH AND DEBRIS | POSTED |
| 145 | 5/8/2020  | 218 SE 1ST        | JUNK APPLIANCES  | POSTED |
| 146 | 5/8/2020  | SE 3RD & ARKANSAS | GRASS AND WEEDS  | POSTED |
| 147 | 5/8/2020  | SE 3RD & ARKANSAS | TRASH AND DEBRIS | POSTED |
| 148 | 5/8/2020  | SE 3RD & ARKANSAS | JUNK VEHICLE     | POSTED |
| 149 | 5/8/2020  | 1101 N 1ST        | TRASH AND DEBRIS | POSTED |
| 150 | 5/8/2020  | N-S RAIL WAYS     | GRASS AND WEEDS  | POSTED |
| 151 | 5/8/2020  | N-S RAIL WAYS     | TRASH AND DEBRIS | POSTED |
| 152 | 5/18/2020 | 421 S 12TH        | TRASH AND DEBRIS | 2 WKS  |
| 153 | 5/18/2020 | 421 S 12TH        | DILAPIDATED      | 2 WKS  |
| 154 | 5/18/2020 | 1805 W MAIN       | GRASS AND WEEDS  | CITY   |
| 155 | 5/18/2020 | 1818 W MAIN       | GRASS AND WEEDS  | OWNER  |
| 156 | 5/18/2020 | 1822 W MAIN       | GRASS AND WEEDS  | OWNER  |
| 157 | 5/18/2020 | 1822 W MAIN       | GRASS AND WEEDS  | OWNER  |
| 158 | 5/18/2020 | 1822 W MAIN       | TRASH AND DEBRIS | OWNER  |
| 159 | 5/18/2020 | 1822 W MAIN       | TREES AND SHRUBS | OWNER  |
| 160 | 5/18/2020 | 307 N 9TH         | GRASS AND WEEDS  | CITY   |
| 161 | 5/18/2020 | 307 N 9TH         | TREES AND SHRUBS | CITY   |

|     |           |                   |                  |         |
|-----|-----------|-------------------|------------------|---------|
| 162 | 5/18/2020 | 1408 N 9TH        | DILAPIDATED      | OWNER   |
| 163 | 5/18/2020 | 1305 W LIVEOAK    | TRASH AND DEBRIS | CITY    |
| 164 | 5/18/2020 | 624 W LOCUST      | TRASH AND DEBRIS | CITY    |
| 165 | 5/18/2020 | 1301 N 7TH        | GRASS AND WEEDS  | OWNER   |
| 166 | 5/18/2020 | 1301 N 7TH        | DILAPIDATED      | 90 DAYS |
| 167 | 5/18/2020 | 1309 N 7TH        | GRASS AND WEEDS  | OWNER   |
| 168 | 5/18/2020 | 1309 N 7TH        | DILAPIDATED      | 90 DAYS |
| 169 | 5/18/2020 | 1310 N 7TH        | GRASS AND WEEDS  | OWNER   |
| 170 | 5/18/2020 | 1310 N 7TH        | DILAPIDATED      | 90 DAYS |
| 171 | 5/18/2020 | 1311 N 7TH        | GRASS AND WEEDS  | OWNER   |
| 172 | 5/18/2020 | 1311 N 7TH        | DILAPIDATED      | 90 DAYS |
| 173 | 5/18/2020 | 1315 N 7TH        | GRASS AND WEEDS  | OWNER   |
| 174 | 5/18/2020 | 1315 N 7TH        | DILAPIDATED      | 90 DAYS |
| 175 | 5/18/2020 | 1321 N 7TH        | GRASS AND WEEDS  | OWNER   |
| 176 | 5/18/2020 | 1321 N 7TH        | DILAPIDATED      | 90 DAYS |
| 177 | 5/18/2020 | 1327 N 7TH        | TRASH AND DEBRIS | CITY    |
| 178 | 5/18/2020 | 1327 N 7TH        | DILAPIDATED      | 90 DAYS |
| 179 | 5/18/2020 | 701 UNIVERSITY    | TRASH AND DEBRIS | CITY    |
| 180 | 5/18/2020 | 701 UNIVERSITY    | JUNK VEHICLE     | OWNER   |
| 181 | 5/18/2020 | 1008 UNIVERSITY   | TRASH AND DEBRIS | CITY    |
| 182 | 5/18/2020 | 1124 HILL         | TRASH AND DEBRIS | CITY    |
| 183 | 5/18/2020 | 1006 WILLOW       | GRASS AND WEEDS  | OWNER   |
| 184 | 5/18/2020 | 1006 WILLOW       | TRASH AND DEBRIS | CITY    |
| 185 | 5/18/2020 | 1413 WENDELL      | GRASS AND WEEDS  | CITY    |
| 186 | 5/18/2020 | 1020 GAIL FARRELL | GRASS AND WEEDS  | CITY    |
| 187 | 5/18/2020 | 308 N 10TH        | GRASS AND WEEDS  | CITY    |
| 188 | 5/18/2020 | 308 N 10TH        | TREES AND SHRUBS | CITY    |
| 189 | 5/18/2020 | 708 N 13TH        | GRASS AND WEEDS  | CITY    |
| 190 | 5/18/2020 | 708 N 13TH        | TRASH AND DEBRIS | CITY    |
| 191 | 5/18/2020 | 708 N 13TH        | JUNK VEHICLE     | CITY    |
| 192 | 5/18/2020 | 218 SE 4TH        | TRAVEL TRAILER   | 30 DAYS |
| 193 | 5/18/2020 | 214 SE 1ST        | GRASS AND WEEDS  | OWNER   |
| 194 | 5/18/2020 | 214 SE 1ST        | TRASH AND DEBRIS | 2 WKS   |
| 195 | 5/18/2020 | 218 SE 1ST        | GRASS AND WEEDS  | CITY    |
| 196 | 5/18/2020 | 218 SE 1ST        | TRASH AND DEBRIS | CITY    |
| 197 | 5/18/2020 | 218 SE 1ST        | JUNK APPLIANCES  | CITY    |
| 198 | 5/18/2020 | SE 3RD & ARKANSAS | GRASS AND WEEDS  | CITY    |
| 199 | 5/18/2020 | SE 3RD & ARKANSAS | TRASH AND DEBRIS | CITY    |
| 200 | 5/18/2020 | SE 3RD & ARKANSAS | JUNK VEHICLE     | CITY    |
| 201 | 5/18/2020 | 1101 N 1ST        | TRASH AND DEBRIS | OWNER   |
| 202 | 5/18/2020 | N-S RAIL WAYS     | GRASS AND WEEDS  | 30 DAYS |
| 203 | 5/18/2020 | N-S RAIL WAYS     | TRASH AND DEBRIS | 30 DAYS |
| 204 | 5/22/2020 | 1102 TIMBERLINE   | TRASH AND DEBRIS | POSTED  |
| 205 | 5/22/2020 | 608 NE 4TH        | GRASS AND WEEDS  | POSTED  |
| 206 | 5/22/2020 | 608 NE 4TH        | TRASH AND DEBRIS | POSTED  |
| 207 | 5/22/2020 | 608 NE 4TH        | DILAPIDATED      | POSTED  |
| 208 | 5/22/2020 | 603 NE 2ND        | TRASH AND DEBRIS | POSTED  |
| 209 | 5/22/2020 | 603 NE 2ND        | TREES AND SHRUBS | POSTED  |
| 210 | 5/22/2020 | 603 NE 2ND        | JUNK VEHICLE     | POSTED  |
| 211 | 5/22/2020 | 603 NE 2ND        | JUNK APPLIANCES  | POSTED  |
| 212 | 5/22/2020 | 603 NE 2ND        | DILAPIDATED      | POSTED  |
| 213 | 5/22/2020 | 1423 N 3RD        | GRASS AND WEEDS  | POSTED  |
| 214 | 5/22/2020 | 812 N 10TH        | GRASS AND WEEDS  | POSTED  |
| 215 | 5/22/2020 | 812 N 10TH        | TRASH AND DEBRIS | POSTED  |
| 216 | 5/22/2020 | 1208 MULBERRY     | TRASH AND DEBRIS | POSTED  |



|     |           |                    |                  |        |
|-----|-----------|--------------------|------------------|--------|
| 217 | 5/22/2020 | 1305 DALLAS        | GRASS AND WEEDS  | POSTED |
| 218 | 5/22/2020 | 1305 DALLAS        | TRASH AND DEBRIS | POSTED |
| 219 | 5/22/2020 | 1818 OLIVE         | GRASS AND WEEDS  | POSTED |
| 220 | 5/22/2020 | PARKWEST LOTS      | GRASS AND WEEDS  | POSTED |
| 221 | 5/22/2020 | STUTE - LOTS       | GRASS AND WEEDS  | POSTED |
| 222 | 5/22/2020 | 1319 W LOUISIANA   | GRASS AND WEEDS  | POSTED |
| 223 | 5/22/2020 | 1319 W LOUISIANA   | TREES AND SHRUBS | POSTED |
| 224 | 5/22/2020 | 401 S 13TH         | GRASS AND WEEDS  | POSTED |
| 225 | 5/22/2020 | 609 S 13TH         | GRASS AND WEEDS  | POSTED |
| 226 | 5/22/2020 | 609 S 13TH         | TRASH AND DEBRIS | POSTED |
| 227 | 5/22/2020 | 609 S 13TH         | JUNK APPLIANCES  | POSTED |
| 228 | 5/22/2020 | 609 S 13TH         | DILAPIDATED      | POSTED |
| 229 | 5/22/2020 | 621 S 13TH         | JUNK VEHICLE     | POSTED |
| 230 | 5/22/2020 | 1415 W MISSISSIPPI | GRASS AND WEEDS  | POSTED |
| 231 | 5/22/2020 | 1415 W MISSISSIPPI | TRASH AND DEBRIS | POSTED |
| 232 | 5/22/2020 | 1415 W MISSISSIPPI | TREES AND SHRUBS | POSTED |
| 233 | 5/22/2020 | 1415 W MISSISSIPPI | DILAPIDATED      | POSTED |
| 234 | 5/22/2020 | 935 W GEORGIA      | GRASS AND WEEDS  | POSTED |
| 235 | 5/22/2020 | 935 W GEORGIA      | TRASH AND DEBRIS | POSTED |
| 236 | 5/22/2020 | 935 W GEORGIA      | JUNK VEHICLE     | POSTED |
| 237 | 5/22/2020 | 917 W GEORGIA      | GRASS AND WEEDS  | POSTED |
| 238 | 5/22/2020 | 917 W GEORGIA      | TRASH AND DEBRIS | POSTED |
| 239 | 5/22/2020 | 907 W GEORGIA      | GRASS AND WEEDS  | POSTED |
| 240 | 5/22/2020 | 907 W GEORGIA      | TRASH AND DEBRIS | POSTED |
| 241 | 5/22/2020 | 907 W GEORGIA      | JUNK VEHICLE     | POSTED |
| 242 | 5/22/2020 | 907 W GEORGIA      | DILAPIDATED      | POSTED |
| 243 | 5/22/2020 | 515 S 7TH          | TRASH AND DEBRIS | POSTED |

## Monthly Economic Development Report

May 2020

**To:** Mayor and Council Members

**From:** Lisa Taylor, Director

**Date:** June 2020

**Tubacex Durant:** Tubacex is running, and will hold a grand opening soon. When fully operational, the company will employ 140 persons averaging \$55,000 per year salary.

**Cardinal Glass Plant Entry:** Regarding the hazardous road conditions at Highway 70 and Cardinal Way: The City of Durant has completed construction, which has helped trucks safely enter the plant. However, it continues to be a dangerous intersection when trying to leave Cardinal Parkway. I have requested an official "traffic study" to be conducted at this intersection, which may result in a reduced speed limit on Highway 70. The study could take three months, as the OK Department of Transportation has other ongoing projects at this time.

**Highway 70:** A meeting was held with the resident engineer at the Oklahoma Department of Transportation to discuss the problematic naming of several streets as Highway 70. At least two local companies have been affected by the problem for many years. At this time, the discussion has continued internally within the City of Durant. A solution will be proposed to City Council in the coming months.

**Requests for Information:** Three Project proposals submitted during the month of May: Two submitted to Oklahoma Department of Commerce, one submitted to another contact. Declined opportunity to submit proposals for three projects for the following reasons: 1) Project 1 had an average salary below \$35,000; 2) Project 2 was a pilot that required a \$750,000 buy in from the City, which we lose if the pilot project fails; and, 3) Project 3 required land at no cost, buildings at no cost, a "heavy incentive package", and would be used as storage facilities for various businesses, yet to be determined (no jobs tied to project).

**Business Retention & Expansion Services:** I met with representatives from various local businesses during May. One visit led to a discussion about a possible expansion project at Eaker Field. Currently, we are working with Kiamichi Technology Center, OK Manufacturing Alliance, City officials, and Eaker Field representatives to develop a plan for assistance.



**TO:** Durant City Manager and Durant City Council

**FROM:** Kenneth Eppler, Emergency Management Director

**DATE:** May 31, 2020

**SUBJECT:** Monthly Report for May 2020

**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 May 13, 2020 we filed for payment on the first 3 quarters of FY 2020 (\$30,000) under the new Amended EMPG guidelines. These guidelines were put in place because, due to COVID19, some of the requirements for compliance with the grant are not achievable at this time. The request was approved by Director Gower the same day. No payment has been received at this time. A final closeout and request for 4<sup>th</sup> quarter payment is due in October.

**Significant Events:**

**Monday, May 4** 1800 EOC was activated for severe thunderstorms. Spotters were deployed. 2248 EOC deactivated.

**Thursday, May 7** 1430 EOC activated for severe weather. 1630 EOC deactivated.

**Friday May 22** 2045 EOC activated for severe weather. Spotters were deployed. 75 mph wind recorded at the EOC. EOC deactivated at 0210.

*Kenneth Eppler, Director*

# City of Durant, Oklahoma

## General Fund - UNAUDITED

### Monthly Revenue and Expense Report APRIL 2020 -83.33% of Fiscal Year Lapsed

| Revenue Type:                   | This Period      | Year-To-Date      | Current<br>FY19/20 Budget | % of<br>Budget Y-T-D |
|---------------------------------|------------------|-------------------|---------------------------|----------------------|
| Sales Tax (2%)                  | 656,221          | 6,595,562         | 7,400,000                 | 89.13%               |
| Use Tax                         | 147,919          | 1,554,735         | 1,600,000                 | 97.17%               |
| Alcoholic Beverage Tax          | 14,146           | 152,351           | 125,000                   | 121.88%              |
| Tobacco Excise Tax              | 17,477           | 134,121           | 140,000                   | 95.80%               |
| Telephone Franchise Tax         | 120              | 5,298             | 15,000                    | 35.32%               |
| Electric Service Franchise Tax  | 58,781           | 743,495           | 850,000                   | 87.47%               |
| Natural Gas Franchise Tax       | 5,530            | 44,955            | 60,000                    | 74.93%               |
| Cable TV Service Franchise Tax  | -                | 70,609            | 75,000                    | 94.14%               |
| Vehicle Tax                     | 9,020            | 106,238           | 120,000                   | 88.53%               |
| Gasoline Excise Tax             | 0                | 19,729            | 35,000                    | 56.37%               |
| Licenses - All Types            | 150              | 34,210            | 41,000                    | 83.44%               |
| Permits - All Types             | 23,221           | 183,945           | 240,000                   | 76.64%               |
| Swimming Pool Revenues          | -                | 32,363            | 54,900                    | 58.95%               |
| Library Café Revenues           | 20               | 490               | -                         |                      |
| Charges For Services            | -                | 14,085            | 25,600                    | 55.02%               |
| Police Bonds & Fines            | 20,434           | 304,171           | 325,900                   | 93.33%               |
| Interest Earnings               | 1,762            | 30,484            | 28,000                    | 108.87%              |
| Grant Revenues                  | -                | 90,754            | 210,857                   | 43.04%               |
| Miscellaneous Revenues          | 60,277           | 314,977           | 242,049                   | 130.13%              |
| <b>Sub-Total Revenues</b>       | <b>1,015,077</b> | <b>10,432,570</b> | <b>11,588,306</b>         | <b>90.03%</b>        |
| Transfer from Emp Insurance     | 16,667           | 166,670           | 200,004                   | 83.33%               |
| Transfer from Utility Authority | 216,667          | 2,166,667         | 2,600,000                 | 83.33%               |
|                                 | <b>233,334</b>   | <b>2,333,337</b>  | <b>2,800,004</b>          | <b>83.33%</b>        |

#### USE OF FUND BALANCE

|                                                     |                  |                   |                   |               |
|-----------------------------------------------------|------------------|-------------------|-------------------|---------------|
|                                                     |                  |                   | 1,875,301         |               |
| <b>Total Revenues &amp; Other Financing Sources</b> | <b>1,248,411</b> | <b>12,765,907</b> | <b>16,263,612</b> | <b>78.49%</b> |

| Department:                             | This Period      | Year-To-Date      | Current<br>FY19/20 Budget | % of<br>Budget Y-T-D |
|-----------------------------------------|------------------|-------------------|---------------------------|----------------------|
| City Administration                     | 33,939           | 448,203           | 600,373                   | 74.65%               |
| City Clerk                              | 9,909            | 104,387           | 133,729                   | 78.06%               |
| City Treasurer                          | 30,518           | 342,172           | 446,739                   | 76.59%               |
| Legal Services - Attorney               | 11,480           | 50,347            | 100,350                   | 50.17%               |
| Law Enforcement - Police Dept           | 408,549          | 4,162,503         | 5,571,391                 | 74.71%               |
| Animal Control                          | 6,129            | 82,009            | 115,127                   | 71.23%               |
| Fire Dept                               | 266,927          | 2,844,446         | 3,551,475                 | 80.09%               |
| Parks, Rec & General Services           | 74,299           | 661,159           | 850,097                   | 77.77%               |
| Swimming Pool                           | 853              | 65,022            | 117,485                   | 55.35%               |
| Municipal Court                         | 8,293            | 114,354           | 141,629                   | 80.74%               |
| Community Development                   | 46,741           | 467,912           | 579,186                   | 80.79%               |
| Public Library                          | 51,206           | 560,291           | 700,401                   | 80.00%               |
| Street Department                       | 73,825           | 942,535           | 1,266,661                 | 74.41%               |
| Economic Development                    | 19,318           | 59,377            | 120,908                   | 49.11%               |
| Civil Emergency Management              | 19,401           | 212,968           | 296,232                   | 71.89%               |
| General Government                      | 78,689           | 491,730           | 1,000,817                 | 49.13%               |
| City Garage                             | 26,196           | 251,746           | 344,827                   | 73.01%               |
| Senior Citizens Center                  | 352              | 9,274             | 54,321                    | 17.07%               |
| <b>Sub-Total Operating Expenditures</b> | <b>1,166,623</b> | <b>11,870,436</b> | <b>15,991,748</b>         | <b>74.23%</b>        |
| <b>Other Financing Uses:</b>            |                  |                   |                           |                      |
| 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%               |
| <b>Sub-Total Transfers Out</b>          | <b>7,917</b>     | <b>224,254</b>    | <b>271,864</b>            | <b>82.49%</b>        |

|                                                         |                  |                   |                   |               |
|---------------------------------------------------------|------------------|-------------------|-------------------|---------------|
| <b>Total Expenditures &amp; Other Financing Sources</b> | <b>1,174,540</b> | <b>12,094,690</b> | <b>16,263,612</b> | <b>74.37%</b> |
|---------------------------------------------------------|------------------|-------------------|-------------------|---------------|

|                                                      |               |                |          |          |
|------------------------------------------------------|---------------|----------------|----------|----------|
| <b>Net Gain / (Loss) - Excluding Balance Forward</b> | <b>73,871</b> | <b>671,218</b> | <b>0</b> | <b>0</b> |
|------------------------------------------------------|---------------|----------------|----------|----------|

# City of Durant, Oklahoma

## Capital Improvements Fund - UNAUDITED

### Monthly Revenue and Expense Report APRIL 30 2020

| Revenue Type:                                      | This Period    | Year-To-Date     | Current<br>FY19/20 Budget |
|----------------------------------------------------|----------------|------------------|---------------------------|
| Interest Earnings                                  | 350            | 15,230           | 13,000                    |
| Miscellaneous                                      | -              | 42,430           | 67,711                    |
| CCPF Donation                                      | -              | 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                   |
| OEM/911 MNGMNT AUTH GRANT                          | -              | -                | 156,346                   |
| EDA 08-01-05284 WWTP IMP 69%                       | -              | -                | 1,500,000                 |
| Choctaw WWTP IMP Contribution                      | -              | 700,000          | 700,000                   |
| <b>Sub-Total Revenues</b>                          | <b>350</b>     | <b>1,000,844</b> | <b>9,692,157</b>          |
| TRSF From General Fund                             | -              | -                | 39,087                    |
| Transfer from DCFA Fund-MISC                       | -              | -                | 750,000                   |
| Transfer from PD Drug Enforcement                  | -              | 12,501.00        | 12,501                    |
| Reimb. From DIA (Project)                          | -              | -                | 15,700                    |
| Transfer from Utility Authority                    | 133,333        | 1,333,333        | 1,609,300                 |
| Transfer from DCUA 2010 STRN                       | -              | 224,119          | 224,500                   |
| Transfer from DCUA 2012A STRN                      | -              | 120,496          | 827,255                   |
| <b>Sub-Total Transfers In</b>                      | <b>133,333</b> | <b>1,690,449</b> | <b>3,478,343</b>          |
| USE OF FUND BALANCE                                |                |                  | 1,005,571                 |
| <b>Total Revenue &amp; Other Financing Sources</b> | <b>133,683</b> | <b>2,691,294</b> | <b>14,176,071</b>         |

| Expenditure Type:              | This Period    | Year-To-Date     | Current<br>FY19/20 Budget |
|--------------------------------|----------------|------------------|---------------------------|
| Law Enforcement - Police Dept  | -              | 94,689           | 161,192                   |
| Animal Control                 | -              | -                | 80,000                    |
| Communication Ctr.             | -              | 2,500            | 215,433                   |
| Fire Dept                      | -              | 1,039,243        | 1,084,631                 |
| Parks, Rec, & Gen Services     | -              | 26,505           | 341,497                   |
| Street                         | 6,431          | 535,873          | 972,559                   |
| Civil Emergency Management     | -              | 33,720           | 33,720                    |
| General Government             | 24,120         | 345,852          | 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 | -              | 276,397          | 5,853,384                 |
| Water Treatment Plant          | -              | 368,174          | 420,922                   |
| Wastewater Treatment Plant     | -              | 98,861           | 2,509,243                 |
| Collection-Solid Waste         | -              | 299,900          | 299,900                   |
| Disposal- Solid Waste          | 77,910         | 286,969          | 365,324                   |
| <b>Total Fund Expenditures</b> | <b>108,461</b> | <b>3,435,624</b> | <b>14,176,071</b>         |

|                                                      |               |                  |          |
|------------------------------------------------------|---------------|------------------|----------|
| <b>Net Gain / (Loss) - Excluding Balance Forward</b> | <b>25,222</b> | <b>(744,330)</b> | <b>-</b> |
|------------------------------------------------------|---------------|------------------|----------|

## Durant City Utilities Authority Fund 405 - Unaudited

### Monthly Revenue and Expense Report APRIL 2020 - 83.33% of Fiscal Year Lapsed

| Revenue Type:                                | This Period    | Year-To-Date      | Current<br>FY19/20 Budget | % of<br>Budget Y-T-I |
|----------------------------------------------|----------------|-------------------|---------------------------|----------------------|
| Licenses and Permits                         | -              | 23,300            | 10,000                    | 233.00%              |
| Laboratory Test Performed                    | 2,067          | 17,997            | 25,000                    | 71.99%               |
| Water Service - City-Wide                    | 171,498        | 2,077,725         | 2,800,000                 | 74.20%               |
| Water Sales - RW Dist. #2                    | 3,034          | 30,336            | 36,000                    | 84.27%               |
| Water Sales - RW Dist. #5                    | 80,750         | 936,457           | 950,000                   | 98.57%               |
| Sewer Service Fees                           | 188,848        | 1,954,488         | 2,500,000                 | 78.18%               |
| Sewer Excessive Strength Fees                | -              | 3,683             | -                         | 0.00%                |
| Sanitation Service Fees                      | 270,308        | 2,656,218         | 3,100,000                 | 85.68%               |
| Sanitation - Roll off Bins Revenue           | 78,219         | 806,192           | 1,000,000                 | 80.62%               |
| Sanitation - Compactor Revenue               | 19,841         | 242,333           | 270,000                   | 89.75%               |
| Landfill Gate Fees (excluding Xfer ST.)      | 30,745         | 563,540           | 500,700                   | 112.55%              |
| Transfer Station Fees Revenue                | 6,693          | 359,279           | 425,000                   | 84.54%               |
| Interest Earnings                            | 1,822          | 32,646            | 9,200                     | 354.85%              |
| Agri. Lease Revenue                          | 2,627          | 3,427             | 3,750                     | 91.39%               |
| Late Payment Penalties                       | 36             | 92,962            | 122,000                   | 76.20%               |
| Non Payment Fee                              | (1,649)        | 107,953           | 140,000                   | 77.11%               |
| Bad Debt Collect Fees Revenue                | 300            | 5,335             | 1,500                     | 355.64%              |
| Water Tower Lease                            | 8,476          | 86,184            | 108,000                   | 79.80%               |
| DCUA Service Initiation Fee                  | 1,875          | 23,775            | 25,000                    | 95.10%               |
| Tap Fees: Water & Sewer                      | 14,891         | 165,483           | 110,000                   | 150.44%              |
| Recyclable Products SW Dis.                  | 1,801          | 8,753             | 5,000                     | 175.06%              |
| Interest Earnings in 2007 USSTRN Proj. Acct. | 57             | 1,805             | -                         | 0.00%                |
| Miscellaneous Revenues                       | 1,365          | 6,007             | 5,000                     | 120.14%              |
| <b>Sub-Total Operating Revenues</b>          | <b>883,602</b> | <b>10,205,877</b> | <b>12,146,150</b>         | <b>84.03%</b>        |

#### USE OF FUND BALANCE

|                                                     |                |                   |                   |               |
|-----------------------------------------------------|----------------|-------------------|-------------------|---------------|
| <b>Total Revenues &amp; Other Financing Sources</b> | <b>883,602</b> | <b>10,205,877</b> | <b>12,146,150</b> | <b>84.03%</b> |
|-----------------------------------------------------|----------------|-------------------|-------------------|---------------|

| Expense Type:                       | This Period    | Year-To-Date     | Current<br>FY19/20 Budget |               |
|-------------------------------------|----------------|------------------|---------------------------|---------------|
| Public Works Administration         | 14,690         | 151,236          | 215,325                   | 70.24%        |
| Utility Billing                     | 49,184         | 543,667          | 744,216                   | 73.05%        |
| Water/Sewer Line Maintenance        | 68,009         | 727,672          | 926,440                   | 78.55%        |
| Water Treatment Plant               | 83,115         | 926,184          | 1,206,781                 | 76.75%        |
| Wastewater Treatment Plant          | 51,665         | 696,645          | 890,263                   | 78.25%        |
| Solid Waste - Collections           | 74,640         | 832,709          | 1,111,328                 | 74.93%        |
| Utility General Administration      | 19,000         | 112,308          | 452,538                   | 24.82%        |
| Lake Durant                         | 2,974          | 31,644           | 39,600                    | 79.91%        |
| Solid Waste - Disposals             | 110,100        | 1,176,036        | 1,493,480                 | 78.74%        |
| <b>Sub-Total Operating Expenses</b> | <b>473,377</b> | <b>5,198,101</b> | <b>7,079,970</b>          | <b>73.42%</b> |

|                                      |                |                  |                  |               |
|--------------------------------------|----------------|------------------|------------------|---------------|
| 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        | 2,166,667        | 2,600,000        | 83.33%        |
| Transfer to Capital Improvement Fund | 133,333        | 1,333,333        | 1,609,300        | 82.85%        |
| Transfer to Airport Authority        | 12,672         | 126,723          | 159,822          | 79.29%        |
| Transfer to DMSC                     | 26,928         | 269,283          | 323,140          | 83.33%        |
| Transfer to 911 Fund                 | 13,667         | 136,667          | 164,000          | 83.33%        |
| Transfer to DWRF Maintenance Fund    | 6,667          | 66,667           | 80,000           | 83.33%        |
| <b>Sub-Total Transfer Expenses</b>   | <b>409,934</b> | <b>4,213,339</b> | <b>5,066,180</b> | <b>83.17%</b> |

|                                            |                |                  |                   |               |
|--------------------------------------------|----------------|------------------|-------------------|---------------|
| <b>Total Fund Expenses &amp; Transfers</b> | <b>883,311</b> | <b>9,411,440</b> | <b>12,146,150</b> | <b>77.48%</b> |
|--------------------------------------------|----------------|------------------|-------------------|---------------|

|                                                      |            |                |          |  |
|------------------------------------------------------|------------|----------------|----------|--|
| <b>Net Gain / (Loss) - Excluding Balance Forward</b> | <b>291</b> | <b>794,437</b> | <b>-</b> |  |
|------------------------------------------------------|------------|----------------|----------|--|

**City of Durant, Oklahoma**  
**4.375% Sales Tax Revenue Breakdown**

| <b>Current Month Sales Tax Revenue Detail</b> |                       |
|-----------------------------------------------|-----------------------|
| 1/4% Economic Development (e                  | \$82,857.85           |
| 1/4% Multi-Sports Facilities (eff             | \$82,857.85           |
| 1/4% SOSU Improvements (effe                  | \$82,857.85           |
| 1% Capital Improvements (effect               | \$331,431.42          |
| 2% General Operations                         | \$662,862.84          |
| 5/8% DISD Improvements (effec                 | \$207,144.63          |
| Total Sales Tax Rev. May 2020 (               | <b>\$1,450,012.44</b> |





# Durant Fire Department

## Monthly Report

May 2020

| Type of Response                | Month     | Year to Date |            |
|---------------------------------|-----------|--------------|------------|
|                                 | May       | 2020         | 2019       |
| Fires & Fire Related Calls      | 13        | 63           | 49         |
| Rescue ( MVC's) & Medical Calls | 25        | 464          | 650        |
| Hazardous Condition (No Fire)   | 16        | 30           | 20         |
| Service Calls                   | 6         | 24           | 20         |
| Good Intent Calls               | 15        | 97           | 61         |
| False Alarm & False Calls       | 14        | 42           | 34         |
| Special Incident Type           | 1         | 3            | 5          |
| <b>Total Responses</b>          | <b>90</b> | <b>723</b>   | <b>839</b> |

| Type of Service Performed | Month     | Year to Date |            |
|---------------------------|-----------|--------------|------------|
|                           | May       | 2020         | 2019       |
| Permits                   | 50        | 124          | 138        |
| Inspections               | 27        | 232          | 231        |
| Plans Review              | 4         | 80           | 83         |
| Smoke Alarm Installed     | 0         | 3            | 7          |
| Public Education          | 0         | 0            | 4          |
| Fire Investigations       | 5         | 24           | 6          |
| Pre-Fire Plans            | 0         | 2            | 15         |
| <b>Total Services</b>     | <b>86</b> | <b>465</b>   | <b>484</b> |

### Comments :

Training for May, 2020

Completed annual fire hose testing. This took two weeks of training time.

All ladders including aerial ladder were tested by third party per NFPA guidelines.

All three shifts participated in a intro to Vent, Enter, Isolate, & Search (VEIS) Class.

Several of the shifts got in some valuable driving time on the new T-3

B-shift helped set up for the new recruit physical testing, they also conducted an AAR on the MVC involving the 4 teenage occupants.

A-shift had a training day on the pump operation, foaming on the new T-3

The Technical Rescue Team also had a team exercise at SOSU (Confined Space)



# Donald W Reynolds Community Center & Library

May 2020

Library is open w/limited access, services, & hours

## Statistical Report

|                                           |                                                                           |        |
|-------------------------------------------|---------------------------------------------------------------------------|--------|
| Attendance monthly total -----            | <i>only 4/8 computers open &amp; up to 20 in library to check out----</i> | 1,225  |
| Attendance daily average -----            |                                                                           | 64     |
| Circulation monthly (physical units)----- |                                                                           | 2,923  |
| Circulation average daily -----           |                                                                           | 153    |
| Computer usage total -----                |                                                                           | 283    |
| Computer users average daily-----         | <i>only allowed 60 min max sessions-----</i>                              | 15     |
| Computer usage average time-----          |                                                                           | 32 min |
| Computer guest passes-----                |                                                                           | 255    |
| Computer guest passes average daily-----  |                                                                           | 17     |
| New Library card holders-----             | <i>did not make new cards until 5/18-----</i>                             | 26     |
| Materials donated -----                   |                                                                           | 750    |
|                                           | ( 52 put in collection )                                                  |        |

## Interesting Statistics

**Attendance:** We have one entrance open, the west one, and are only allowing a limited amount of people in the library during the day. We have modified our hours to M-FR 9:00am to 6:00pm and are adding Saturday hours, 10:00am to 2:00pm, in June. There were 4 computers open for the first two weeks of May and then we added 4 more for the last two weeks. There will be 8 computers open for June & July with the possibility of increasing those as needed but not to full capacity. The community center has been closed which includes the meeting rooms, café, lobby, large restrooms, and east entrance. The rooms inside the library, sans the conference room, are also closed to the public and locked with possibly reopening in July. Patrons must check in at the west desk to gain entrance into the library and there is no seating for leisure reading or “hanging out.” The statistics do not include the traffic at the drive thru window.

**Revenue:** \$2482.10 for the month with \$1775 coming from a meeting room rental earlier in the year. This means we took in over \$700 in May with limited services. Much of our revenue is from: 3 out of county memberships at \$25 ea, \$365 in copies, and \$125 in lost/damaged items.

## What's Happened

-The library had no programming in May and will not do any “in person” programming in June or July. Details about the Summer Reading Program are laid out below.

-The Fire Department held their recruit training in May and took their written exam in the library's theater.

- The Program Director spent the month preparing the activities and crafts for the upcoming SRP.

-The library lost their janitor, Bre Underwood, over the Memorial Day weekend. Bre had been hospitalized mid-May and was suffering from some serious health issues relating to CHF. She passed away in her sleep. Bre had been with the library for over 1.5 years. The library staff and family donated \$600 to help with her cremation.

## **What's Coming Up**

-The SRP will be “take away” and will consist of bags of crafts & activities tied to a weekly theme for 8 weeks in June & July. The first 100 families will receive “basic bags” that will include basic craft supplies to complete the crafts over the summer. Each week’s bag will include coupons from local businesses such as Sonic, Freddy’s, Snowbyrds, and more.

“Imagine Your Story” is the fantasy-based theme for the Summer Reading Program.

-The library will start handing out daily “supper” meals for kids on June 1<sup>st</sup> with a goal of 15 meals per day M-FR. These meals and snacks are provided by the Oklahoma Food Bank program and are a part of the library’s “Very Hungry Reader” program that is in its 3<sup>rd</sup> year. The meals are picked up in the drive thru and are available from 4:00-6:00pm.

## **Projects**

- The library is finishing up switching all the restroom toilets to automatic flushing with the help of Mark from the city. Mark is an experienced plumber, saving the library over \$1000 in installation costs. The work should be finished in June.

-The library will work on finishing up some building projects, re-doing the west exterior covered walkway with a wrap which will cover up a poor paint job at installation (no base/primer coat was used.)

- The landscapers are taking out dead items, trimming trees, putting out river rock and mulch, and cleaning up storm debris. The city crews took down a couple of large limbs from the tree at the SW corner of the building in May. Given the amount of shrubbery that died in the wet spring, the grounds will be in a transition period for the next year or two getting rid of the old and deciding what to bring in that will tolerate Oklahoma’s crazy weather.

- The library will bring in a consultant to help figure out the next step in the library’s reading park. A drainage study may need to be done and as well as an architectural plan to help lay out the park’s design in a manner where it can be phased in over 3-5 years.

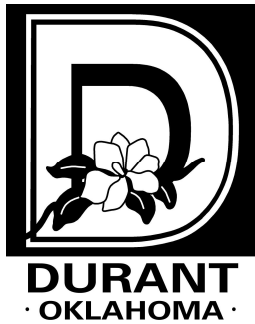
## **Library Promotion**

Library Website – [www.donaldwreynolds.okpls.org](http://www.donaldwreynolds.okpls.org)

Donald W Reynolds & Donald W Reynolds Friends of the Library- FACEBOOK FOR PHOTOS AND INFORMATION

<http://www.facebook.com/home.php?#!/rlwpubliclibrary>

“Check it out at the Library” - weekly column with the Sunday edition of the Durant Daily Democrat.



# THE CITY OF DURANT

## Office of the City Manager

### Memorandum

**Date:** June 1, 2020  
**To:** City Manager and Council  
**From:** Marty Pope  
**Re:** Monthly Activity

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Capital Improvements - The Parks Department ordered a new 1 ton Dump truck in the previous physical year and should be delivered this week. We have been waiting for about 10 months.

Mowing Contracts - Highway 69/75 and the Bypass is mowed once a month from April through October . This is a 3 year contract.

Parks, Medians and Clover Leafs are on a cycle of 24 mowings from April through October which is basically every 10 days. This is a three year contract.

Hay Contracts for Durant Airport , Durant Lake, DMSC, and Cemetery are cut once or twice a year. Contracts run from April to October. This a three year contract.

We will have a City Auction in October this year with OK of the City Manager.

May 1 the Parks Department RE-Installed basketball goals on Parks from Covid 19. Mowed and Sprayed Parks.

May 4-8<sup>th</sup>

Built and worked on Ponds at Durant Lake. COMPLETED in the month of MAY  
Power washed and cleaned City Pool, filled with water and started daily maintenance.  
Drove to J & I and hauled new building kit for Dog Pound back to Landfill.  
Run Parks, Mowed, Sprayed and Brush Cut right of ways.

May 11-15<sup>th</sup>

Worked on Market Square Restrooms and Completed.  
Mowed Airport, Fixed Hangar door that was broken.

Worked on Library with bird problems, hauling all limbs and cut down broken Limbs from storm 3 loads.

Boarded up broken slide and covered up all graffiti on playground equipment that was vandalized.

Fixed Billy miller II Fence that was run into by a car.

Repaired doors and locks at DOT office on South fifth.

DMSC Planted new sod between fields 6 and 7 at softball that washed out.

Mowed , and weed eat daily.

Sprayed Soccer, and Football fields.

May 18-22<sup>nd</sup>

Mowed Parks and Airport.

Brush cut highways and Flood plain lots.

Worked and sprayed fields at DMSC.

Sprayed Main Street , Alley ways, and Parks.

DMSC mowed and weed eat daily. Sprayed Baseball and Softball.

Worked on leaking valves on fields.

Went to Sherman and picked up new valves and Sprinkler heads for fields .

Installed new A.D.A signs and painted new lines.

May 25<sup>th</sup>-29<sup>th</sup>

Removed carpet at City Hall, moved Furniture at City Hall.

Mowed Parks and Ball fields.

Removed entry gate inside Library.

Trimmed trees and broken limbs at Cemetery.

Formed pad at Carl Albert Park for Multi Purpose Field.

Unloaded new Playground Equipment for Carl Albert Park.

DMSC fixed leak under track and valves on fields which is ongoing throughout the summer.

Installed new turf on fields in town. And at DMSC.

**Minutes of the Durant Municipal Planning Commission Meeting of Tuesday,  
May 26, 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:**

Drew Jackson

**Roll Call:**

**Planning Commission Members:**

**Present:** Kerr, Horner, Jackson, Keener

**Absent:** Knight

**1. CONSIDERATION APPROVAL OF MINUTES**

- Planning Commission Meeting of April 21, 2020

Motion was made by Commission Member Kerr and seconded by Commission Member Jackson to approve the minutes of April 21, 2020 as presented

Motion carried by the following vote:

Aye: Kerr, Jackson, Keener

Nay:

Abstain

**2. CONSIDERATION PC2020-10**

Danielle Barker reviewed with the Planning Commission members a rezoning case to go from Ag to Light Industrial. The surrounding properties are mostly Ag and R-1. There is a small slither of property that is Industrial across the street. So, there is some industrial in the area. The applicant approached staff with the idea that potential development would be better suited for Industrial rather than Ag. There are no current plans as to what they want to do with the property. Their thought was they would like have it as Industrial zoning. The property is about 215 acres. There is currently nothing on the property. The current future land use map shows the area as being Hwy Commercial and Ag uses. Therefore, the zoning request is not in compliance with the Comp Plan however that is something that we are working on and that area is on the list that will be examined to change. The applicant is here to answer any questions, but if you have any questions for me I will be happy to answer them.

K. Keener: I do have general questions about I-1 and what it abuts. I know that when you have I-1 against R something you're going to have to have a barrier and 8 ft fence and some other things. It seems like I next to A is not that way.

D. Barker: I don't believe it is typically, Ag land is more than 5 acres. So since smaller lots exist in R that is probably why that exists.

K. Keener: Some of these zonings off of Cemetery Rd are used primarily as R. I do believe there is some language in the classifications talking about if there's a road that separates you're not required to have a barrier. Do you know what I'm talking about?

D. Barker: I do and that may be right I don't remember right off the top of my head.

K. Keener: I'm just looking at the folks on Cemetery Rd to the east side of Cemetery Rd there are some residences there and then you have that big piece zoned R-1 not too long ago on the west side of Cemetery Rd. I'm just wondering how they're going to compliment or contrast with each other.

D. Barker: You're right. That is what I have been thinking as well. Trying to figure out which way it should go.

K. Keener: The reason I'm bringing that up is that if they are not required to have fencing or a separation of barriers then they could run into some challenges there.

D. Barker: Right and there are those additional restrictions that no light or sound can leave the property and things like that. There are some protections there. You also have to look at how well it will compliment the whole area long term.

K. Keener: Any questions for Ms. Barker? Okay then we will have the applicant come up and speak, Mr. Aycock.

B. Aycock: I'm here representing Mr. Monny Mullins and his wife and Buddy and Becky Yandell. They separately own all of the 7 tracts that we have applied to re-zone. It's pretty much 50/50 across the board which tracts they own and total acreage as well. Based on our work with them and our market analysis of the property we feel like the highest and best use for the land is Light Industrial. It's right there by the by-pass and it would be beneficial for some type of shipping or warehouse that is why they wanted to go with Light Industrial. They were not interested in moving it to an I-2. And after reviewing the Commercial designations they didn't feel like that was right either. They don't have any interest in using the land going forward. So that is why they were thinking what the land would best be used for in the future and picked the Light Industrial.

D. Jackson: What is the motive behind the re-zoning?

B. Aycock: To make it easier to transfer property to someone who may want to use it for the purposes that I mentioned.

D. Jackson: Is it under contract right now?

B. Aycock: No it is not.

K. Keener: It looks like from the packet that there is water in the vicinity?

B. Aycock: Based on what I have been able to come up with there is city water and sewer access right there at the corner of SE 3<sup>rd</sup> and Country Club Rd. I do not know what condition that infrastructure is in. I think it was recently upgraded for the Industrial land down Country Club Rd. I do know there is new infrastructure sitting in a parking lot down Country Club Rd I am not sure what it is for. South of the by-pass is rural water and I don't think there is any city sewer south of the by-pass but I'm not sure. I do know it is available on the corner of SE 3<sup>rd</sup> and Country Club. All of the land is vacant except for tract 6 there is a single family home on that property.

K. Keener: Whitney do you have any questions?

W. Kerr: Looking at the area I don't think this is spot zoning but here is my issue I'm happier if there is Industrial right beside where they are and there is not technically in the zoning. But for that area is an Industrial area. For everything there is Industrial so it gives me a little bit of pause because the Industrial is across the street and not side by side but at the same time that's one of the places that I think that future land use map would change to and Industrial designation because everything in that area is Industrial. So no questions just commentary.

K. Keener: Yeah that was my concern that we had not too long ago re-zoned that decent size tract there to R-1 on that west side of Cemetery Rd. And this property is going to butt up to it. Or be across the street from it.

D. Jackson: The R-1 zoning was south of the By-pass right?

K. Keener: Yes

C. Horner joined at 5:44 pm.

D. Jackson: We also have other houses on Cemetery Rd south of the by-pass. So I'm noticing there are some other R-1 uses that are connected.

W. Kerr: The housing division that we approved for re-zoning was that off of Rodeo or was it off of Cemetery?

K. Keener: It is off of Cemetery basically right on the south side of the by-pass if I'm remembering correctly.

B. Aycock: Is that the 160 acres?

K. Keener: Yeah

B. Aycock: So that's going to be South of the by-pass and West of Cemetery.

K. Keener: So it's right where that big tract comes along the South side of the by-pass and meets Cemetery Rd. On the opposite side of Cemetery Rd would be the large R-1 tract.

B. Aycock: I think most of the abutting properties are 5 acres or more. I think they are all rural Ag as far as everything that is East of Cemetery Rd. There is one Commercial property. I do think it is grandfathered in on Rodeo Rd.

K. Keener: Do we have anyone in opposition or questions or concerns?

D. Barker: Staff has not received anything but seeing as there are a few people in the crowd we might open up the opportunity for them to speak.

S. Levins: My husband and I have just built a new house on Rodeo Rd on the South side. It is right across the street from the property. When we bought this property we had the expectation that it would stay Agriculture. We have 60 acres I have horses my concern is and I do call this spot zoning. I'm very concerned with what properties could go there. Because ya'll spot zoning something that isn't even designated for what the property is going to be used for concerns me greatly; because they can sell it to anybody to do anything. And if it does not have the responsibility of building an 8 ft wall around it is obviously going to affect our property a great deal. In other words drive our property prices down. The other part that concerns me and why I call it spot zoning is there is a designated area on the other side of the by-pass that has been designated as Industrial. So to me you're trying to put an Industrial thing next to a spot that you have designated as R-1 recently. And over here are all of our homes. Everyone along Rodeo Rd has the thought that they will be able to have horses and cows. Behind us there are cattle and they run all over that place. And it bothers me that we will have an Industrial place right across the street that is going to do nothing but create problems with traffic and trash especially if they do not have to build a wall. And all kinds of things I see causing us problems in the future. Plus probably making our taxes go up. And we have no control over it and that really bothers me. It's almost like the batch plant that was built years ago when they first started developing out there. I thought it was interesting that the people doing it would plant trees all around this batch plant so that you wouldn't be able to see it. I'd like any of you to find a tree out there. So what they tell the council or what ya'll vote on may or may not be what actually happens after the property is sold. So if ya'll designate it as Industrial and the people who buy it can almost do whatever they want to with it. Because nobody checks up on it to see what is done after it is sold. And I think that really is spot zoning. I think it is detrimental to the growth of the City of Durant to keep going around and

doing the spot zoning. I consider that area as Agriculture and Residential. So that is why my husband and I oppose it. We just built a new house there. There is going to be more new houses built there.

J. Bishop: I live on Cemetery Rd I have a 5-acre tract. I am the northern most property on Cemetery Rd before you get to the by-pass. I have two different perspectives on this. My first perspective is that when I initially saw the paperwork request come to my house was that this is potential for the city to have some growth. If we had another plant coming in here the size of CMC it would greatly add to the appeal of being here in Durant. Your adding all of these jobs and be driving the need for more houses. Adding more employment is a positive for the City. It is decently close to the new Tubacex plant and there are things growing in that area that could make sense for it to happen. Then it comes to the other side. My property is abutting to this. Me being affected specifically I don't see it as a positive. It is a positive for the city but just not for me. I think it would reduce my property value as a Residential unit anyway. I visited with my neighbor who is not represented here; he wasn't able to make it. My two neighbors who are a joined to my property shared the same opinion of it sounds great for the City but we would want them to buy us out if they wanted to put in something like that. We wouldn't want to stay and that's our feeling on it. I'm all for a huge warehouse coming in for the City but I don't want to live next to one. Thank You.

K. Keener: Anybody else for or against the request?

P. Smith: I believe everybody would be against it. I don't think that the way the property lays out would work. You would have to go in there and do quite a bit of work to do anything Industrial. I do have the property that I think you were in reference to. That is on the corner of Cemetery and Rodeo. Where the property lay's at as Mr. Bishop was saying borders back to everyone's houses that they are going to build there. Eventually I'm going to build a house on the backside of my property. If you let them re-zone then what protection do you give our children, grandchildren and them wondering off into a situation like that. If they happen to make a concrete plant out of it, you have conveyor belts and all that. If a child doesn't pay attention and the workers aren't paying attention; we all know how construction accidents happen. So there's not enough safety that anyone has presented that is going to make enough safety for the residents that are there. There is also a railroad bed that comes through there as well. At anytime that railroad could come back and put that railroad back through there. I guess it lies behind Mr. Bishop's property. And then it comes through Mr. and Mrs. Levin's property. I don't remember which railroad it is but at anytime that railroad could come back through there so if the property is sold to an Industrial area and they put the railroad back in there are we going to hear trains all night? It's just a concern for all the noise. The issue was when they put in the steel fab plant in and Tubacex we wouldn't hear it. I'm at the corner of Cemetery and Rodeo Rd and I can hear it all night long dropping steel. There are no sound barriers there. They are down in a hole but that sound still travels. With the way the property lays I'm not sure how you would even have it Industrial because if they widen the highway through there how much access is the hwy department going to give each tract? Or are they going to turn trucks down Rodeo or Cemetery? Because you can't have access from the by-pass the state won't give any one access off the by-pass. I oppose it because I don't think it's the proper area. I agree with Mr. Aycock on having it on the north side of the by-pass because it is already there. The city water does come down Rodeo Rd we just don't have sewer. Everything that would benefit the Industrial part would be the North side of the by-pass nothing on the South side.

K. Keener: Anyone else want to speak?

B. Aycock: I just wanted to mention as far as the railroad easement goes it is an abandoned easement and the railroad company is no longer in business. It is on the survey from when we had it done. We don't ever anticipate there being a use for that railroad, especially with the by-pass being there now. It would be quite an undertaking I think.

S. Levins: When my husband and I bought our property my question to our attorney was since the



railroad runs through it actually separates ours where there is 20 acres then the railroad. I then asked how we can get that in our name he said you can't. But on the tax records it has the railroad separate. He informed us we cannot do anything on that piece of land. He said it would take an act of god to get it out from under the railroad and into our name again. So there is the possibility, it has happened in other places like Chattanooga Tennessee where they have taken not particularly a railroad but they have used it for other uses for their community and they are in their legally right to do that. And they would be legally in their right to do it to our property.

B. Aycock: We might clarify the difference between I-1 and I-2 because I do not think a concrete plant would work for an I-1. So I-1 specifically is more for shipping, warehousing, stuff that is not going to be nearly the nuisance a concrete plant would be. There is access going down SE 3<sup>rd</sup> and when we did our market analysis we determined the frontage for SE 3<sup>rd</sup> and Hwy 70 would be the most important to someone interested in that land. Access from Rodeo Rd really wasn't something that was in our thoughts.

K. Keener: I do believe the concrete batch plant is allowed in I-1 just from a recent case we had.

D. Barker: I think the batch plant can be in I-1. Drew and I had talked about the differences after that case.

J. Bishop: This question may be best to ask Whitney but what type of legal protections would residents around I-1 have if a concrete plant wanted to come in. Because with a concrete plant you have dust going everywhere how would you maintain that and keep us safe from that type of environment?

W. Kerr: So for the concrete plants there are some particular things built into the code in terms of signage in terms of barriers with fencing things like that. I will say, I don't know how protective they are and that's part of the reason we did not approve the concrete plant on the other side of town based on where it was and the possibility of protecting the close residents from that kind of debris. So there is some protection built into the code I think the level of protection is probably questionable on a concrete plant in general. Now you do have some legal protection in terms of nuisance and that's a whole different ball park involving lots and lots of lawsuits and stuff like that which a bit of a mess.

K. Keener: From circumstances we have had with the sand plant you usually have to end up getting DEQ or EPA involved. That's the remedy that I know of. I know we had that with the sand plant I don't know how affective that was or if it was shut them down and stop or if we need to get into that at this point, I guess was if affective?

D. Barker: It's still in the process so not as effective as what people would like it to be.

K. Keener: Any discussion among the Commission?

W. Kerr: My theory is always the land or property owner should be able to use their land as they want to with respect with restrictions upon everybody else around it. My issue is at this point we don't know what this property would be used for. This is kind of an early jump on trying to increase market ability so that it could be sold to an unknown person at some future point. So we are making some big assumptions as to what industry could go in there. I would have some concerns if I lived in that neighborhood. I'd have some massive concerns about what might come in.

D. Jackson: I have some similar thoughts in terms of 215 acres in broad stroke next to what we just re-zoned R-1. It is a pretty big leap from R-1 or A to I. Especially without knowing intended use or being able to negotiate protection for residents and I have concerns for that reason.

C. Horner: Yeah, that's my thoughts as well. I think I would like to see them come to a committee

on a project versus a broad stroke and everything. I like to see what type of project you are putting in there and maybe look at each individual one and try to get the community on board with the understanding of what is going in there.

K. Keener: Do you have a PUD in Industrial projects?

D. Barker: You could potentially have a PUD with Industrial areas. I do not think it is done very often it's usually with Commercial and Residential type uses. That is something that potentially could be done. But you all are right, without knowing the specific of what is going in there we have to consider everything that is within I-1 could potentially go in there.

D. Jackson: To your point earlier this is outside of the current future land use map and that could change with review. So our perception could change with that. But I can't make large changes without knowing if the future land use map is going to change with it.

K. Keener: Also with I-1 there's a potential concern that there is not a minimum lot area and not a minimum frontage so you could peel of some land back here on Cemetery and force traffic down there for land owners who don't have access anywhere else. Which would increase traffic of trucks and for things that road is probably not the best to go down for. So that is a concern for the unknown for everybody.

D. Jackson: Ready for a motion?

K. Keener: I know some folks have been a part of the process before and others may not have but we are a recommendation committee so any vote or decision we make tonight is a recommendation to the city council and they make the final decision. So they can agree or disagree with our recommendation. So if you want to be represented we do recommend you do go to the City Council meeting so you can share your side or thoughts. I wanted to share that first before we have any motion or votes. Is there anybody that didn't get to speak or that wants to speak or anything that I missed?

B. Aycock: We do have this broken into 7 separate tracts so I do not know if it is an option for you guys to maybe take the merits that's involved in each individual tract rather than make a blanket decision for all 7 tracts. We ask that maybe you consider each one individually.

K. Keener: Ms. Barker is that something we can do since its presented as a whole or what do we need to do to meet that request?

D. Barker: It's possible I presume. Whitney may be able to speak on that on the legal side of things. My question is that with them all being here that could be the way we potentially break that out. I have to make sure how those are legally divided out and if each lot is separate from each other. The important thing is to make sure of the legal description of each lot. If those are different then it's more possible than if they are all the same legal.

W. Kerr: Yeah I agree. I think it's possible we could address it during the meeting but a lot of it would depend on if there are separate legal descriptions for each of the tracts he is talking about. The other issue I might point out is technically yes everyone within 300 feet of that property got a letter but there should be some type of opportunity for them to sit down and see which tracts we are talking about.

K. Keener: I don't believe in the packet we have it broken down.

D. Barker: Yeah I don't think I have seen it where it is broken out. Aaron did do his mapping where each legal was but I do not have that with me. If that is something you guys want to consider you do have the option to table this until a later time or the next meeting. But that is an option if we want to dig a little deeper into divvying it out.

K. Keener: Whitney what are your thoughts on if it were tabled on specifics? I will also ask is there one particular tract we are going to be shooting for?

B. Aycock: Not all 7 tracts were separately surveyed and for 6 of the 7 tracts warranty deeds were filed this year. Also we do have exact legal descriptions for 6 of the 7 tracts and they were surveyed this year as well.

W. Kerr: I would not have an issue with tabling it and having an actual breakdown drawn up of what the individual tracts are. There would have to be public access so they could see what the tracts were and what exact divisions they are. I'm not sure how we would give them public access. But if there was a tract closer to SE 3<sup>rd</sup> and away from the other houses then that may be something the people who are opposing it are more for versus right up against their property.

D. Jackson: Does this require additional publication?

W. Kerr: No you would not have to republish because they have been given notification. You would just have to table it and find a way to make it publicly available for people to look at with a new map of the 7 tracts with numbers so we know which tract is which number.

C. Horner: Or would it be best to make a decision now and push it to Council and bring that up at Council with documentation?

W. Kerr: Legally you can do it either way.

D. Jackson: It seems like tabling it might give the public an opportunity to come back and discuss as well.

K. Keener: I agree with that. I think it would be rushed at Council if we just pushed it through from my experience.

D. Jackson: Mr. Aycock is this time sensitive?

B. Aycock: No it is not.

K. Keener: Mrs. Levins did you have a question?

S. Levins: No I just wanted to make a comment. Will we the land owners around be notified if you continue this? I'm worried about not knowing about a meeting.

K. Keener: Whatever we do tonight you will know what the next step is and when to be present if you want to be a part of the next step.

D. Barker: If it is tabled tonight then it will not go to Council. It will come back to Planning Commission before it goes to Council.

K. Keener: If it is tabled and that's the motion we voted on that just means it's going to stay here and we will look at it again in June at our regular meeting. If it votes yay or nay, then it moves on to Council on their regularly scheduled meeting which is also in June.

J. Levins: I may have misunderstood but you said you needed maps about this property. Well we were all sent out maps of this property that wanted to be zoned I-1. Did I miss understand that you did not have these maps?

K. Keener: No, if you're talking about specifics of tracts. Is that what you're talking about?

J. Levins: Yeah the tracts.

K. Keener: Yeah we have these maps but it's not showing all the tracts. I don't know if it's only showing one or three or what it's showing.

J. Levins: That doesn't look anything like what we got.

K. Keener: We don't know what tract or parcel or which legal description goes to which portion of this land.

J. Levins: I wish we would have brought our map with us.

K. Keener: Well we have maps we have overheads we still don't have anything that describes to us which legal belongs to which tract

J. Levins: Our map showed the whole thing. Yes, that's the one.

K. Keener: So this one shows this big piece and this big piece but I don't know if this is tract one or which tract it is.

J. Levins: Okay that's what was confusing to me.

K. Keener: What we want to do is get a picture drawn using the legal descriptions and we can look at it and say this is tract one or this is tract two whatever it may be. So we will all be on the same page.

J. Levins: Whoever wants to re-zone this are they obligated to tell us what they are going to re-zone it for and what it will be used as?

K. Keener: No they are not required to say what their use is going to be. So we have a packet that shows us what activity or business is allowed in that zoning. Any one that wants a packet can have one as well. So they picked a zoning with what they hoped would be marketable for someone who was looking for land in that area.

J. Levins: Okay thank you.

K. Keener: You're welcome.

P. Smith: So for Ag you have to have a minimal acreage. What is the minimum for Industrial?

K. Keener: There is no minimum acreage or frontage. That's what I was saying earlier. It sounds great to say you're going to come off the highway or off of SE 3rd but if you sell a piece from over in the back then you're not going to have access. There are minimums in all zonings except general commercial, Central Business District, I-1, I-2, and H-1 which is health.

P. Smith: So they could end up selling them as half acre tracts and have 650 plants there.

K. Keener: Well, Yeah. It would probably bring more if you could sell them in half acre tracts. Do we have a motion of thought or anything?

Motion was made by Commission Member Jackson and seconded by Commission Member Horner to table the request as presented

Motion carried by the following vote:

Aye: Kerr, Jackson, Horner, Keener

Nay:

Abstain

K. Keener: So our table means we are going to have this item on our agenda for next month.

D. Barker: The date is going to be different because we had a case come in that has some stuff going on with it which caused the date to be pushed about a week or so. We are still figuring out the dates but it will be out soon.

K. Keener: So how do we notify the land owners? Also is it going to be something that will be kicked to the next meeting in July?

D. Barker: Our next meeting is June 16<sup>th</sup>. But I think we are looking at moving it to June 23. I was hoping to have an answer before the meeting but I have not heard from the City Attorney.

D. Jackson: So I'm confused. Would that be a special?

D. Barker: Yes

D. Jackson: So in addition to our regular meeting?

D. Barker: No, we would have both cases at the same time. It would be like our regular meeting just pushed to a different day.

D. Jackson: Are we able to do that?

D. Barker: You can.

K. Keener: I just want to make sure we are able to notify everyone that wants to be notified.

D. Barker: Yes I agree.

K. Keener: Is that other case time sensitive?

D. Barker: I'm not sure to be honest, but according to the applicant probably so.

W. Kerr: Danielle is this something we can put on the city web site?

D. Barker: We could yes. We are trying to get them posted just like the City Council Agendas. We just haven't been able to get to that point yet. But we can definitely do that before our June meeting or at least try too. But we can at least put it in the City website Planning Commission meeting on this date.

D. Jackson: Would it be able to mail another notification?

D. Barker: We could yes.

D. Jackson: Is there additional cost for the applicant to do that?

D. Barker: No there is not.

K. Keener: So is that the plan to notify them by mail then?

D. Barker: Yes

K. Keener: So just to clarify you will be getting letters from the Community Development office with a date and time of the next meeting.

**OLD BUSINESS:**

**NEW BUSINESS:**

**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, Keener

Nay:

The meeting was adjourned at 6:23 p.m.



# 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

| <b>OFFENSES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Apr-20</b> | <b>Apr-19</b> | <b>YTD 2020</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|-----------------|
| <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             |
| <b>TOTAL OFFENSES</b> (UCR Part 1 & Part 2 Crimes)                                                                                                                                                                                                                                                                                                                                                                                                     | 197           | 286           | 1,122           |

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



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## MONTHLY DEPARTMENTAL REPORT APRIL 2020

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

|                    |    |    |    |
|--------------------|----|----|----|
| <b>EOD Actions</b> | 23 | 23 | 92 |
|--------------------|----|----|----|

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)

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

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





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## MONTHLY DEPARTMENTAL REPORT APRIL 2020

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

\*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

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

| <b><i>ANIMAL CONTROL</i></b> | <b><i>Apr-20</i></b> | <b><i>Apr-19</i></b> | <b><i>YTD 2020</i></b> |
|------------------------------|----------------------|----------------------|------------------------|
| 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 |      |      |      |       | <<< |      | <<<   |       | <<<  | >>> ARRESTS <<< |       |     |       |     | > COLLISIONS (MVC) < |      |      |        |       | >>> > CITATIONS < <<< |       |     |       | CALLS FOR SERVICE |        |        |          |          | >> ANIMAL CONTROL << |       |      |       |
|-------|-------------|------|------|---------------|------|------|------|-------|-----|------|-------|-------|------|-----------------|-------|-----|-------|-----|----------------------|------|------|--------|-------|-----------------------|-------|-----|-------|-------------------|--------|--------|----------|----------|----------------------|-------|------|-------|
|       | MUR-        |      | ROB- | ASSAULTS      |      | BURG | LAR- | MV    | AR- | UCR  | UCR   | TOTAL | DOM  | UCR             | UCR   |     |       |     | 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           | 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-<br>DER   | RAPE | ROB-<br>BERY | ASSAULTS<br>AGG | SIMP | BURG<br>B&E | LAR-<br>CENY | MV<br>THEFT | AR-<br>SON | UCR<br>PT 1 | UCR<br>PT 2 | TOTAL<br>OFF |          | UCR<br>PT 1     | UCR<br>PT 2 | JUV | TOTAL |     | INJU-<br>RIES        | PROP<br>DAM | PRIV<br>PROP | FATAL-<br>ITIES | TOTAL | TRAF/NON-<br>TRAF CITS | WARN  | DUI | TOTAL | DURANT            | BRYAN<br>CO | TOTAL  |               |                | CFS                  | CITA-<br>TIONS | FEES<br>COLL | ADOP-<br>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-<br>DER   | RAPE | ROB-<br>BERY | ASSAULTS |      | BURG<br>B&E | LAR-<br>CENY | MV<br>THEFT | AR-<br>SON | UCR<br>PT 1 | UCR<br>PT 2 | TOTAL<br>OFF |          | UCR<br>PT 1     | UCR<br>PT 2 | JUV | TOTAL |     | INJU-<br>RIES        | PROP<br>DAM | PRIV<br>PROP | FATAL-<br>ITIES | TOTAL | TRAF/NON<br>TRAF CITS | WARN                  | DUI | TOTAL | DURANT | BRYAN<br>CO       | TOTAL  | CFS      |               |                | CITA-<br>TIONS       | FEES<br>COLL | ADOP-<br>TIONS |  |
|       |               |      |              | AGG      | SIMP |             |              |             |            |             |             |              |          |                 |             |     |       |     |                      |             |              |                 |       |                       |                       |     |       |        |                   |        |          |               |                |                      |              |                |  |
| 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<br>VIOL | >>> ARRESTS <<< |             |     |       | EOD | > COLLISIONS (MVC) < |             |              |                 |       |              | >>> > CITATIONS < <<< |       |     |       |        | CALLS FOR SERVICE |        |       | RESERVE<br>HOURS | Chaplain<br>Hours | >> ANIMAL CONTROL << |              |                |  |
|-------|---------------|------|--------------|-----------------|------|-------------|--------------|-------------|------------|-------------|-------------|--------------|-------------|-----------------|-------------|-----|-------|-----|----------------------|-------------|--------------|-----------------|-------|--------------|-----------------------|-------|-----|-------|--------|-------------------|--------|-------|------------------|-------------------|----------------------|--------------|----------------|--|
|       | MUR-<br>DER   | RAPE | ROB-<br>BERY | ASSAULTS<br>AGG | SIMP | BURG<br>B&E | LAR-<br>CENY | MV<br>THEFT | AR-<br>SON | UCR<br>PT 1 | UCR<br>PT 2 | TOTAL<br>OFF |             | UCR<br>PT 1     | UCR<br>PT 2 | JUV | TOTAL |     | INJU-<br>RIES        | PROP<br>DAM | PRIV<br>PROP | FATAL-<br>ITIES | TOTAL | TRAF-<br>FIC | NON-<br>TRAF          | WARN  | DUI | TOTAL | DURANT | BRYAN<br>CO       | TOTAL  | CFS   |                  |                   | CITA-<br>TIONS       | FEES<br>COLL | ADOP-<br>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<br>VIOL | >>> ARRESTS <<< |       |               |             |              | EOD | > COLLISIONS (MVC) < |       |              |              |       | >>> > CITATIONS < <<< |       |        |             |        | CALLS FOR SERVICE |                |              | RESERVE<br>HOURS | Chaplain<br>Hours | >> ANIMAL CONTROL << |  |  |  |
|--------|-------------|------|--------------|-----------------|------|-------------|--------------|-------------|------------|-------------|-------------|--------------|-------------|-------------|-------------|-----------------|-------|---------------|-------------|--------------|-----|----------------------|-------|--------------|--------------|-------|-----------------------|-------|--------|-------------|--------|-------------------|----------------|--------------|------------------|-------------------|----------------------|--|--|--|
|        | MUR-<br>DER | RAPE | ROB-<br>BERY | ASSAULTS<br>AGG | SIMP | BURG<br>B&E | LAR-<br>CENY | MV<br>THEFT | AR-<br>SON | UCR<br>PT 1 | UCR<br>PT 2 | TOTAL<br>OFF | UCR<br>PT 1 | UCR<br>PT 2 |             | JUV             | TOTAL | INJU-<br>RIES | PROP<br>DAM | PRIV<br>PROP |     | FATAL-<br>ITIES      | TOTAL | TRAF-<br>FIC | NON-<br>TRAF | WARN  | DUI                   | TOTAL | DURANT | BRYAN<br>CO | TOTAL  | CFS               | CITA-<br>TIONS | FEES<br>COLL |                  |                   | ADOP-<br>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-            |       |     | TOTAL |     | 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 |
| 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<br>HOURS | Chaplain<br>Hours | >> ANIMAL CONTROL << |               |                |  |
|--------|-------------|------|--------------|----------------------|-----|-------------|--------------|-------------|------------|--|-------------|--------------|-------------|---------------|-------|-----------------|-------|-------|-----|-----|----------------------|-------------|--------------|-----------------|-------|--------------|-----------------------|-------|--------|--------|--------|-------------------|-------|-------|------------------|-------------------|----------------------|---------------|----------------|--|
|        | MUR-<br>DER | RAPE | ROB-<br>BERY | ASSAULTS<br>AGG SIMP |     | BURG<br>B&E | LAR-<br>CENY | MV<br>THEFT | AR-<br>SON |  | MISC<br>OFF | TOTAL<br>OFF | DOM<br>VIOL | FEL-<br>ONIES |       | MISD            | JUV   | TOTAL | EOD |     | INJU-<br>RIES        | PROP<br>DAM | PRIV<br>PROP | FATAL-<br>ITIES | TOTAL | TRAF-<br>FIC | NON-<br>TRAF          | WARN  | DUI    | TOTAL  | DURANT | BRYAN<br>CO       | TOTAL | CFS   |                  |                   | CITA-<br>TIONS       | FEE\$<br>COLL | ADOP-<br>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<br>VIOL | >>> ARRESTS <<< |       |               |             | EOD | > COLLISIONS (MVC) < |                 |       |              |              | >>> > CITATIONS < <<< |     |       |        |             | CALLS FOR SERVICE |         |                | RESERVE<br>HOURS | Chaplain<br>Hours | >> ANIMAL CONTROL << |                |  |  |
|--------|-------------|------|--------------|---------------|----|-------------|--------------|-------------|------------|--|-------------|--------------|---------------|------|-------------|-----------------|-------|---------------|-------------|-----|----------------------|-----------------|-------|--------------|--------------|-----------------------|-----|-------|--------|-------------|-------------------|---------|----------------|------------------|-------------------|----------------------|----------------|--|--|
|        | MUR-<br>DER | RAPE | ROB-<br>BERY | ASSAULTS      |    | BURG<br>B&E | LAR-<br>CENY | MV<br>THEFT | AR-<br>SON |  | MISC<br>OFF | TOTAL<br>OFF | FEL-<br>ONIES | MISD |             | JUV             | TOTAL | INJU-<br>RIES | PROP<br>DAM |     | PRIV<br>PROP         | FATAL-<br>ITIES | TOTAL | TRAF-<br>FIC | NON-<br>TRAF | WARN                  | DUI | TOTAL | DURANT | BRYAN<br>CO | TOTAL             | CFS     | CITA-<br>TIONS |                  |                   | FEE\$<br>COLL        | ADOP-<br>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<br>VIOL | >>> ARRESTS <<< |       |               |             |              | EOD | > COLLISIONS (MVC) < |       |              |              |      |     | >>> > CITATIONS < <<< |        |             |        |         | CALLS FOR SERVICE |               |                | RESERVE<br>HOURS | Chaplain<br>Hours | >> ANIMAL CONTROL << |  |  |  |
|--------|-------------|------|--------------|-----------------|------|-------------|--------------|-------------|------------|--|-------------|--------------|---------------|------|-------------|-----------------|-------|---------------|-------------|--------------|-----|----------------------|-------|--------------|--------------|------|-----|-----------------------|--------|-------------|--------|---------|-------------------|---------------|----------------|------------------|-------------------|----------------------|--|--|--|
|        | MUR-<br>DER | RAPE | ROB-<br>BERY | ASSAULTS<br>AGG | SIMP | BURG<br>B&E | LAR-<br>CENY | MV<br>THEFT | AR-<br>SON |  | MISC<br>OFF | TOTAL<br>OFF | FEL-<br>ONIES | MISD |             | JUV             | TOTAL | INJU-<br>RIES | PROP<br>DAM | PRIV<br>PROP |     | FATAL-<br>ITIES      | TOTAL | TRAF-<br>FIC | NON-<br>TRAF | WARN | DUI | TOTAL                 | DURANT | BRYAN<br>CO | TOTAL  | CFS     | CITA-<br>TIONS    | FEE\$<br>COLL | ADOP-<br>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 | >>> ARRESTS <<< |      |       |       |     |     | > COLLISIONS (MVC) < |             |              |                 |       | >>> > CITATIONS < <<< |              |       |        |        | CALLS FOR SERVICE |             |       |       | Chaplain | >> ANIMAL CONTROL << |     |     |                |
|--------|-------------|------|--------------|-----------------|------|-------------|--------------|-------------|------------|--|-------------|--------------|-----|-----|-----------------|------|-------|-------|-----|-----|----------------------|-------------|--------------|-----------------|-------|-----------------------|--------------|-------|--------|--------|-------------------|-------------|-------|-------|----------|----------------------|-----|-----|----------------|
|        | MUR-<br>DER | RAPE | ROB-<br>BERY | ASSAULTS<br>AGG | SIMP | BURG<br>B&E | LAR-<br>CENY | MV<br>THEFT | AR-<br>SON |  | MISC<br>OFF | TOTAL<br>OFF |     |     | FEL-<br>ONIES   | MISD | JUV   | TOTAL | EOD |     | INJU-<br>RIES        | PROP<br>DAM | PRIV<br>PROP | FATAL-<br>ITIES | TOTAL | TRAF-<br>FIC          | NON-<br>TRAF | WARN  | DUI    | TOTAL  | DURANT            | BRYAN<br>CO | TOTAL |       |          | RESERVE<br>HOURS     |     | CFS | CITA-<br>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 |     |                |



**DURANT**  
· OKLAHOMA ·

# THE CITY OF DURANT

## Office of the Street Department

### Street Department Project Schedule May 1<sup>st</sup> 2020 thru May 31<sup>st</sup> 2020

#### A. Work Completed:

1. Cleaned drains city wide
2. Worked on cul-de-sac on Timberline. dug out & base rock
3. Dug out bad spot on Little John & Martin cir
4. Clean ditch on s.e 5th
5. Cleaned up storm damage
6. Completed Cardinal Pkwy project. Asphalt edge of road & dirt work. Concrete end of tin horns.
7. Helped pickup extra haul. May 2nd
8. Ran patch Truck
9. Sign Maintenance
10. Light Maintenance
11. Ran sweeper
12. Level patch Simons & Sunnyside
13. Help set forms at Carl albert park

#### B. Work Planned In June 2020

Pave alley Cedar to beech behind 1<sup>st</sup> Christian Church (Joint Property Owner agreement)  
Pour slab at Land fill transfer station  
Install concrete flume on Gail Farrell  
Level patch Kimberly & 49<sup>th</sup>  
Install asphalt on cul-de-sac on Timberline dr.  
Level patch Monterey ln

#### C. Work Planned For July. 2020 Thru July 2021 Approx. start date – Finis .

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





# Work Order Report

05/01/2020 - 05/31/2020

| Work Order Date | Location                     | Requested By    | Work Description               | Work Start Date | Work End Date |
|-----------------|------------------------------|-----------------|--------------------------------|-----------------|---------------|
| 5/29/2020       | N 5TH ( MAIN TO UNIVERSITY ) | JAMES SCOTT     | SWEPT                          | 5/28/2020       | 5/28/2020     |
| 5/29/2020       | MULBERRY                     | JAMES SCOTT     | SWEPT                          | 5/28/2020       | 5/28/2020     |
| 5/29/2020       | RADIO RD                     | CANDICE MONTERO | POT HOLE                       | 5/28/2020       | 5/28/2020     |
| 5/29/2020       | N 1ST ( SONIC )              | CANDICE MONTERO | POT HOLE                       | 5/28/2020       | 5/28/2020     |
| 5/29/2020       | 1625 MAPLE                   | CANDICE MONTERO | POT HOLE & 1 LEVEL PATCH       | 5/28/2020       | 5/28/2020     |
| 5/29/2020       | N 12TH & ELM                 | CANDICE MONTERO | LEVEL PATCH                    | 5/28/2020       | 5/28/2020     |
| 5/29/2020       | N 12TH & WILLOW              | CANDICE MONTERO | POT HOLE                       | 5/28/2020       | 5/28/2020     |
| 5/29/2020       | N 5TH & MULBERRY             | CANDICE MONTERO | LEVEL PATCH                    | 5/28/2020       | 5/28/2020     |
| 5/29/2020       | GERLACH                      | CANDICE MONTERO | LEVEL PATCH                    | 5/28/2020       | 5/28/2020     |
| 5/28/2020       | N 5TH ( MAIN TO UNIVERSITY ) | JAMES SCOTT     | SWEPT                          | 5/27/2020       | 5/27/2020     |
| 5/28/2020       | N 12TH ( MAIN TO CHUCKWA )   | JAMES SCOTT     | SWEPT                          | 5/27/2020       | 5/27/2020     |
| 5/28/2020       | 614 TENNESSE TO S 6TH        | CANDICE MONTERO | 6 POT HOLES 5 15 LEVEL PATCH S | 5/27/2020       | 5/27/2020     |
| 5/28/2020       | S 7TH & TENNESSEE            | CANDICE MONTERO | 2 POT HOLES & 2 LEVEL PATCHS   | 5/27/2020       | 5/27/2020     |
| 5/28/2020       | N 5TH                        | CANDICE MONTERO | POT HOLE                       | 5/27/2020       | 5/27/2020     |
| 5/28/2020       | N 1ST                        | CANDICE MONTERO | 2 LEVEL PATCH                  | 5/27/2020       | 5/27/2020     |

| Work Order Date | Location                      | Requested By    | Work Description            | Work Start Date | Work End Date |
|-----------------|-------------------------------|-----------------|-----------------------------|-----------------|---------------|
| 5/28/2020       | MISSISSIPPI AT AVALON APT.    | CANDICE MONTERO | POT HOLE                    | 5/27/2020       | 5/27/2020     |
| 5/28/2020       | ARKANSAS & S 21ST             | CANDICE MONTERO | EDGE OF ROAD                | 5/27/2020       | 5/27/2020     |
| 5/28/2020       | CHUCKWA AT 9TH & 10TH         | CANDICE MONTERO | 6 POT HOLES                 | 5/27/2020       | 5/27/2020     |
| 5/27/2020       | N 5TH ( MAIN TO UNIVERSITY )  | JAMES SCOTT     | SWEPT                       | 5/26/2020       | 5/26/2020     |
| 5/27/2020       | EVERGREEN ( N 1ST TO N 21ST ) | JAMES SCOTT     | SWEPT                       | 5/26/2020       | 5/26/2020     |
| 5/27/2020       | MAIN N 1ST TO N 21ST          | JAMES SCOTT     | SWEPT                       | 5/26/2020       | 5/26/2020     |
| 5/26/2020       | GAIL FARRELL                  | JAMES SCOTT     | SWEPT                       | 5/22/2020       | 5/22/2020     |
| 5/26/2020       | SANDPIPER CIR                 | JAMES SCOTT     | SWEPT                       | 5/22/2020       | 5/22/2020     |
| 5/26/2020       | CHAPARRAL                     | JAMES SCOTT     | SWEPT                       | 5/22/2020       | 5/22/2020     |
| 5/26/2020       | 208 MEADOW LARK               | JAMES SCOTT     | SWEPT                       | 5/22/2020       | 5/22/2020     |
| 5/26/2020       | MAIN ( N 1ST TO N 15TH )      | JAMES SCOTT     | SWEPT                       | 5/22/2020       | 5/22/2020     |
| 5/26/2020       | S 11TH & LOUISIANA            | CANDICE MONTERO | 8 POT HOLES, 4 LEVEL PATCHS | 5/22/2020       | 5/22/2020     |
| 5/26/2020       | S 11TH & ARKANSAS             | CANDICE MONTERO | POT HOLE                    | 5/22/2020       | 5/22/2020     |
| 5/22/2020       | ELM ( N 1ST TO N 21ST )       | JAMES SCOTT     | SWEPT                       | 5/21/2020       | 5/21/2020     |
| 5/22/2020       | N 4TH ( MAIN TO UNIVERSITY )  | JAMES SCOTT     | SWEPT                       | 5/21/2020       | 5/21/2020     |
| 5/22/2020       | 702 WILSON                    | CANDICE MONTERO | 2 POT HOLES                 | 5/21/2020       | 5/21/2020     |
| 5/22/2020       | WILSON & FOUR SEASONS         | CANDICE MONTERO | POT HOLE                    | 5/21/2020       | 5/21/2020     |

| Work Order Date | Location                        | Requested By    | Work Description           | Work Start Date | Work End Date |
|-----------------|---------------------------------|-----------------|----------------------------|-----------------|---------------|
| 5/22/2020       | 619 S 2ND                       | CANDICE MONTERO | POT HOLE                   | 5/21/2020       | 5/21/2020     |
| 5/22/2020       | S 1ST & MISSISSIPPI             | CANDICE MONTERO | 3 POT HOLES                | 5/21/2020       | 5/21/2020     |
| 5/22/2020       | ALLEY BETWEEN ALABAMA & GEORGIA | CANDICE MONTERO | 3 POT HOLES 5 LEVEL PATCH  | 5/21/2020       | 5/21/2020     |
| 5/22/2020       | 617 WILLOW                      | CANDICE MONTERO | WATER CUT                  | 5/21/2020       | 5/21/2020     |
| 5/22/2020       | 1012 TO 1102 WACO               | CANDICE MONTERO | 6 POT HOLES 5 LEVEL PATCHS | 5/21/2020       | 5/21/2020     |
| 5/22/2020       | N 4TH ( UNIVERSITY TO MAIN )    | JAMES SCOTT     | SWEPT                      | 5/20/2020       | 5/20/2020     |
| 5/22/2020       | S 5TH ( MAIN TO TENNESSEE ST )  | JAMES SCOTT     | SWEPT                      | 5/19/2020       | 5/19/2020     |
| 5/22/2020       | S 9TH ( MAIN TO CHOCTAW RD )    | JAMES SCOTT     | SWEPT                      | 5/19/2020       | 5/19/2020     |
| 5/22/2020       | 1628 N 10TH                     | CANDICE MONTERO | POT HOLE                   | 5/19/2020       | 5/19/2020     |
| 5/22/2020       | 179 N 10TH                      | CANDICE MONTERO | POT HOLE                   | 5/19/2020       | 5/19/2020     |
| 5/22/2020       | UNIVERSITY                      | CANDICE MONTERO | LEVEL PATCH EDGE OF ROAD   | 5/19/2020       | 5/19/2020     |
| 5/22/2020       | S 1ST & LOUISIANA               | CANDICE MONTERO | 8 POT HOLES                | 5/19/2020       | 5/19/2020     |
| 5/22/2020       | E MAIN                          | CANDICE MONTERO | POT HOLE 2 LEVEL PATCHS    | 5/19/2020       | 5/19/2020     |
| 5/22/2020       | NE 2ND & CEDAR                  | CANDICE MONTERO | POT HOLE                   | 5/19/2020       | 5/19/2020     |
| 5/22/2020       | 416 NE BEECH                    | CANDICE MONTERO | LEVEL PATCH                | 5/19/2020       | 5/19/2020     |
| 5/22/2020       | 816 NE 4TH                      | CANDICE MONTERO | LEVEL PATCH                | 5/19/2020       | 5/19/2020     |

| Work Order Date | Location                 | Requested By    | Work Description            | Work Start Date | Work End Date |
|-----------------|--------------------------|-----------------|-----------------------------|-----------------|---------------|
| 5/22/2020       | 902 SPRINGFIELD CT.      | CANDICE MONTERO | POT HOLE                    | 5/19/2020       | 5/19/2020     |
| 5/22/2020       | SE 5TH & BEECH           | CANDICE MONTERO | 8 LEVEL PATCHS              | 5/19/2020       | 5/19/2020     |
| 5/22/2020       | MOCKINGBIRD              | CANDICE MONTERO | 8 POT HOLES, 6 LEVEL PATCHS | 5/18/2020       | 5/18/2020     |
| 5/22/2020       | S 5TH & GEORGIA          | JAMES SCOTT     | SWEPT                       | 5/18/2020       | 5/18/2020     |
| 5/22/2020       | MAIN ( N 1ST TO N 21ST ) | JAMES SCOTT     | SWEPT                       | 5/18/2020       | 5/18/2020     |
| 5/22/2020       | 1120 BEECH               | CANDICE MONTERO | 2 LEVEL PATCHS              | 5/18/2020       | 5/18/2020     |
| 5/22/2020       | UNIVERSITY               | CANDICE MONTERO | 5 LEVEL PATCHS              | 5/18/2020       | 5/18/2020     |
| 5/22/2020       | UNIVERSITY & LARKSPUR    | CANDICE MONTERO | POT HOLE                    | 5/18/2020       | 5/18/2020     |
| 5/22/2020       | 2702 LITTLE JOHN         | CANDICE MONTERO | POT HOLE & 1 LEVEL PATCH    | 5/18/2020       | 5/18/2020     |
| 5/22/2020       | ENGLEWOOD & EPPLER       | CANDICE MONTERO | POT HOLE 2 LEVEL PATCHS     | 5/18/2020       | 3/26/2020     |
| 5/22/2020       | ENGLEWOOD                | CANDICE MONTERO | POT HOLE 2 LEVEL PATCHS     | 5/18/2020       | 5/18/2020     |
| 5/22/2020       | GAIL FARRELL             | CANDICE MONTERO | 3 LEVEL PATCH               | 5/18/2020       | 5/18/2020     |
| 5/22/2020       | MOCKINGBIRD              | CANDICE MONTERO | 2 POT HOLES 1 LEVEL PATCH   | 5/18/2020       | 5/18/2020     |
| 5/22/2020       | 1602 MOCKINGBIRD         | CANDICE MONTERO | 2 POT HOLES                 | 5/18/2020       | 5/18/2020     |
| 5/22/2020       | GAIL FARRELL             | JAMES SCOTT     | SWEPT                       | 5/15/2020       | 5/15/2020     |
| 5/22/2020       | MAIN                     | JAMES SCOTT     | SWEPT                       | 5/15/2020       | 5/15/2020     |
| 5/22/2020       | LITTLE JOHN & ROBIN HOOD | CANDICE MONTERO | 3 POT HOLES                 | 5/15/2020       | 5/15/2020     |

| Work Order Date | Location                     | Requested By    | Work Description                | Work Start Date | Work End Date |
|-----------------|------------------------------|-----------------|---------------------------------|-----------------|---------------|
| 5/22/2020       | WASHINGTON                   | CANDICE MONTERO | 2 POT HOLES                     | 5/15/2020       | 5/15/2020     |
| 5/22/2020       | S 5TH & MISSISSIPPI          | CANDICE MONTERO | WATER CUT                       | 5/15/2020       | 5/15/2020     |
| 5/18/2020       | LOUISIANA ( S 1ST TO S 2ND ) | CANDICE MONTERO | GAS CUT                         | 5/15/2020       | 5/15/2020     |
| 5/18/2020       | RODEO ( 78 TO S 9TH )        | CANDICE MONTERO | 11 POT HOLES & 4 LEVEL PATCHS ) | 5/15/2020       | 5/15/2020     |
| 5/18/2020       | N 3RD ( MAIN TO UNIVERSITY ) | JAMES SCOTT     | SWEPT                           | 5/13/2020       | 5/13/2020     |
| 5/18/2020       | N 2ND                        | JAMES SCOTT     | SWEPT                           | 5/13/2020       | 5/13/2020     |
| 5/18/2020       | MAIN                         | JAMES SCOTT     | SWEPT                           | 5/13/2020       | 5/13/2020     |
| 5/18/2020       | N 4TH ( MAIN TO UNIVERSITY ) | JAMES SCOTT     | SWEPT                           | 5/14/2020       | 5/14/2020     |
| 5/18/2020       | N 3RD ( MAIN TO UNIVERSITY ) | JAMES SCOTT     | SWEPT                           | 5/14/2020       | 5/14/2020     |
| 5/13/2020       | S 9TH ( MAIN TO FAIR BARN )  | JAMES SCOTT     | SWEPT                           | 5/12/2020       | 5/12/2020     |
| 5/13/2020       | N 2ND                        | JAMES SCOTT     | SWEPT                           | 5/12/2020       | 5/12/2020     |
| 5/13/2020       | N 2ND                        | JAMES SCOTT     | SWEPT                           | 5/11/2020       | 5/11/2020     |
| 5/13/2020       | MAIN ( N 1ST TO N 21ST )     | JAMES SCOTT     | SWEPT                           | 5/11/2020       | 5/11/2020     |
| 5/13/2020       | 49TH & KIMBERLY              | CANDICE MONTERO | PATCH ENTERANCE                 | 5/11/2020       | 5/11/2020     |
| 5/13/2020       | N 1ST                        | CANDICE MONTERO | PATCH ENTERANCE                 | 5/11/2020       | 5/11/2020     |
| 5/13/2020       | S 15TH & PATRIOT WAY         | CANDICE MONTERO | PATCH ENTERANCE                 | 5/11/2020       | 5/11/2020     |
| 5/13/2020       | CHAPARRAL                    | CANDICE MONTERO | 3 POT HOLES                     | 5/11/2020       | 5/11/2020     |

| Work Order Date | Location                              | Requested By    | Work Description | Work Start Date | Work End Date |
|-----------------|---------------------------------------|-----------------|------------------|-----------------|---------------|
| 5/13/2020       | 701 MEADOWLARK                        | CANDICE MONTERO | LEVEL PATCH      | 5/11/2020       | 5/11/2020     |
| 5/13/2020       | 720 MEADOWLARK                        | CANDICE MONTERO | LEVEL PATCH      | 5/11/2020       | 5/11/2020     |
| 5/13/2020       | MAIN ( E MAIN TO N 15TH )             | JAMES SCOTT     | SWEPT            | 5/8/2020        | 5/8/2020      |
| 5/13/2020       | NORTH RIDGE DR                        | JAMES SCOTT     | SWEPT            | 5/8/2020        | 5/8/2020      |
| 5/13/2020       | LINDEN WOOD                           | JAMES SCOTT     | SWEPT            | 5/8/2020        | 5/8/2020      |
| 5/8/2020        | MARTIN CIR                            | JAMES SCOTT     | SWEPT            | 5/7/2020        | 5/7/2020      |
| 5/8/2020        | WASHINGTON                            | JAMES SCOTT     | SWEPT            | 5/7/2020        | 5/7/2020      |
| 5/8/2020        | UNIVERSITY ( N 1ST TO UNIVERSITY PL ) | JAMES SCOTT     | SWEPT            | 5/7/2020        | 5/7/2020      |
| 5/8/2020        | US 70 & 49TH                          | CANDICE MONTERO | 3 POT HOLES      | 5/7/2020        | 5/7/2020      |
| 5/7/2020        | ROBIN RD                              | JAMES SCOTT     | SWEPT            | 5/6/2020        | 5/6/2020      |
| 5/7/2020        | ROAD RUNNER DR                        | JAMES SCOTT     | SWEPT            | 5/6/2020        | 5/6/2020      |
| 5/7/2020        | COUNTRY ESTATES                       | JAMES SCOTT     | SWEPT            | 5/6/2020        | 5/6/2020      |
| 5/7/2020        | MAIN ( N 1ST TO N 15TH )              | JAMES SCOTT     | SWEPT            | 5/6/2020        | 5/6/2020      |
| 5/7/2020        | ALABAMA & S 12TH                      | CANDICE MONTERO | GAS CUT          | 5/6/2020        | 5/6/2020      |
| 5/7/2020        | 1901 PARKWAY CIR                      | CANDICE MONTERO | POT HOLE         | 5/6/2020        | 5/6/2020      |
| 5/7/2020        | 10TH & BEECH                          | CANDICE MONTERO | 3 POT HOLES      | 5/6/2020        | 5/6/2020      |
| 5/7/2020        | 1230 FOUR SEASONS                     | CANDICE MONTERO | 2 POT HOLES      | 5/6/2020        | 5/6/2020      |
| 5/7/2020        | FOUR SEASONS                          | CANDICE MONTERO | POT HOLE         | 5/6/2020        | 5/6/2020      |
| 5/7/2020        | ROLLING LANE DR                       | CANDICE MONTERO | POT HOLE         | 5/6/2020        | 5/6/2020      |

| Work Order Date | Location                   | Requested By    | Work Description           | Work Start Date | Work End Date |
|-----------------|----------------------------|-----------------|----------------------------|-----------------|---------------|
| 5/7/2020        | 100 BLK N 12TH             | CANDICE MONTERO | LEVEL PATCH                | 5/6/2020        | 5/6/2020      |
| 5/7/2020        | 625 S 15TH                 | CANDICE MONTERO | POT HOLE                   | 5/6/2020        | 5/6/2020      |
| 5/6/2020        | N 12TH ( MAIN TO CHUCKWA ) | JAMES SCOTT     | SWEPT                      | 5/5/2020        | 5/5/2020      |
| 5/6/2020        | KANDE LN                   | JAMES SCOTT     | SWEPT                      | 5/5/2020        | 5/5/2020      |
| 5/6/2020        | ROBIN HOOD PL              | JAMES SCOTT     | SWEPT                      | 5/5/2020        | 5/5/2020      |
| 5/6/2020        | FORREST CIR                | JAMES SCOTT     | SWEPT                      | 5/4/2020        | 5/4/2020      |
| 5/6/2020        | MAIN ( N 1ST TO N 21ST )   | JAMES SCOTT     | SWEPT                      | 5/4/2020        | 5/4/2020      |
| 5/6/2020        | MADISON RIDGE              | JAMES SCOTT     | SWEPT                      | 5/4/2020        | 5/4/2020      |
| 5/6/2020        | S 12TH & ALABAMA           | CANDICE MONTERO | WATER CUT                  | 5/4/2020        | 5/4/2020      |
| 5/6/2020        | MEADOW LARK                | CANDICE MONTERO | 4 POT HOLES 2 LEVEL PATCHS | 5/4/2020        | 5/4/2020      |
| 5/6/2020        | ARKANSAS & SUNNY MEADOWS   | CANDICE MONTERO | POT HOLE                   | 5/4/2020        | 5/4/2020      |
| 5/6/2020        | MEADOWLARK & SANDPIPER     | CANDICE MONTERO | LEVEL PATCH                | 5/4/2020        | 5/4/2020      |
| 5/6/2020        | CHRISTY CIR                | JAMES SCOTT     | SWEPT                      | 5/1/2020        | 5/1/2020      |
| 5/6/2020        | MISTY CIR                  | JAMES SCOTT     | SWEPT                      | 5/1/2020        | 5/1/2020      |
| 5/6/2020        | LORRIE LN                  | JAMES SCOTT     | SWEPT                      | 5/1/2020        | 5/1/2020      |
| 5/6/2020        | WILLOW ( N 7TH TO N 12TH ) | JAMES SCOTT     | SWEPT                      | 5/1/2020        | 5/1/2020      |
| 5/6/2020        | MAIN ( N 1ST TO N 21ST )   | JAMES SCOTT     | SWEPT                      | 5/1/2020        | 5/1/2020      |
| 5/6/2020        | N 7TH & WILLOW             | JAMES SCOTT     | SWEPT                      | 5/1/2020        | 5/1/2020      |
| 5/6/2020        | 106 POPLAR                 | CANDICE MONTERO | 3 POT HOLES                | 5/1/2020        | 5/1/2020      |

| Work Order Date | Location                | Requested By    | Work Description          | Work Start Date | Work End Date |
|-----------------|-------------------------|-----------------|---------------------------|-----------------|---------------|
| 5/6/2020        | N 2ND & PINE            | CANDICE MONTERO | 2 POT HOLES               | 5/1/2020        | 5/1/2020      |
| 5/6/2020        | CARL ALBERT             | CANDICE MONTERO | 2 POT HOLES               | 5/1/2020        | 5/1/2020      |
| 5/6/2020        | 1220 MISSISSIPPI        | CANDICE MONTERO | 9 POT HOLES               | 5/1/2020        | 5/1/2020      |
| 5/6/2020        | 1200 BLK MISSISSIPPI    | CANDICE MONTERO | 2 POT HOLES 1 LEVEL PATCH | 4/30/2020       | 4/30/2020     |
| 5/6/2020        | 20TH & EVERGREEN        | CANDICE MONTERO | 2 POT HOLES               | 4/30/2020       | 4/30/2020     |
| 5/6/2020        | 16TH & LOCUST           | CANDICE MONTERO | 17 POT HOLES              | 4/30/2020       | 4/30/2020     |
| 5/6/2020        | S 5TH & MISSISSIPPI     | CANDICE MONTERO | WATER CUT                 | 4/30/2020       | 4/30/2020     |
| 5/6/2020        | 3725 WILSON             | CANDICE MONTERO | WATER CUT                 | 4/30/2020       | 4/30/2020     |
| 5/6/2020        | 323 LOCUST              | CANDICE MONTERO | LEVEL PATCH               | 4/30/2020       | 4/30/2020     |
| 5/6/2020        | COUNTRY CLUB            | CANDICE MONTERO | 2 POT HOLES               | 4/30/2020       | 4/30/2020     |
| 5/1/2020        | ELM ( N 1ST TO N 21ST ) | JAMES SCOTT     | SWEPT                     | 4/30/2020       | 4/30/2020     |
|                 |                         |                 |                           |                 |               |

Total Records: 131

6/1/2020





# The City of Durant

## Human Resources Department

### Memorandum

**Date:** 6/3/2020  
**To:** Mayor and City Council  
**From:** Kari Jones  
**Re:** Consider Approval of Updated Personnel Manual Effective July 1st, 2020

---

The bulk of the personnel manual has not been updated since 2005. Several sections are outdated, contradictory, or unnecessarily wordy.

A handbook committee composed of Department Heads and the City Manager reviewed, researched, and recommended changes. OMAG reviewed, and the City Manager approved the final product.

The majority of the changes made are to clean-up language. Some substantial changes made:

Policy change- Vacation, Sick, Holiday Pay, and Overtime Pay.

Revised/ updated- Drug and Alcohol Policy, FMLA, Anti-Harassment and Discrimination.

Policies Added- Bereavement, Social Media, Computer Systems and Electronic Communications.

### Council Information / Action Requested

Approval of Updated Personnel Manual to be effective July 1st, 2020

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

#### ATTACHMENTS:

| Description                           | Type       | Upload Date |
|---------------------------------------|------------|-------------|
| Personnel Manual 2020                 | Cover Memo | 6/11/2020   |
| FMLA Policy                           | Cover Memo | 6/3/2020    |
| FMLA Service Member                   | Cover Memo | 6/3/2020    |
| Anti-Harassment and Discrimination    | Cover Memo | 6/3/2020    |
| Computer and Electronic Communication | Cover Memo | 6/5/2020    |
| Drug and Alcohol Policy               | Cover Memo | 6/5/2020    |
| Tuition Reimbursement                 | Cover Memo | 6/3/2020    |
| Social Media Policy                   | Cover Memo | 6/3/2020    |

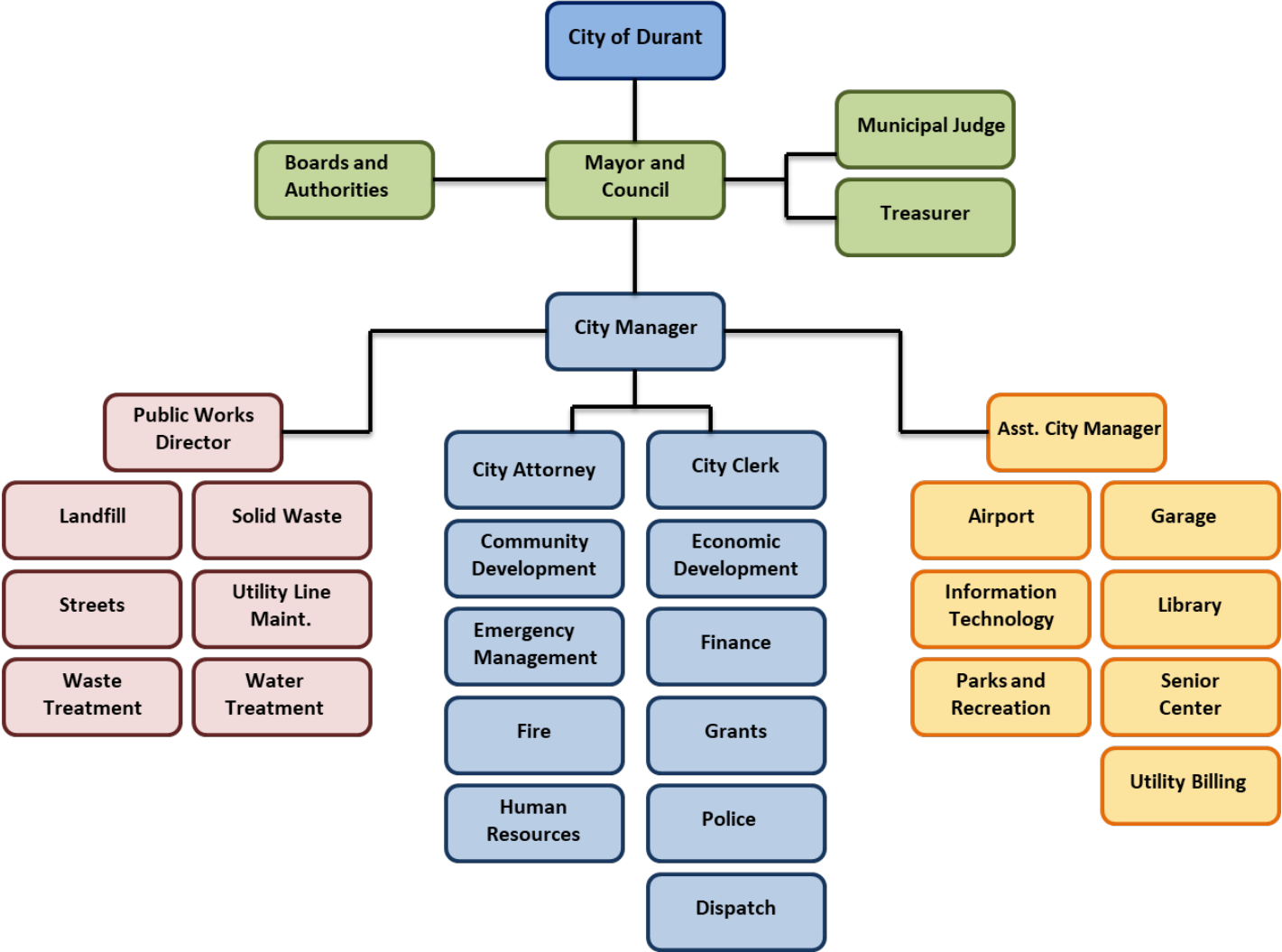


***CITY OF DURANT, OKLAHOMA  
PERSONNEL MANUAL***

**Mission Statement:**

**It is the mission of the employees of the City of Durant to provide high-quality services to promote a proud, safe, and healthy community in which we can all live & thrive.**

# City of Durant Organization Chart



## **Contents**

|                                                         |           |
|---------------------------------------------------------|-----------|
| MISSION STATMENT .....                                  | 1         |
| ORGANIZATION CHART.....                                 | 2         |
| <b>1.00 INTRODUCTION .....</b>                          | <b>6</b>  |
| PURPOSE.....                                            | 6         |
| AUTHORITY AND ADMINISTRATION .....                      | 6         |
| APPLICABILITY OF PERSONNEL POLICIES.....                | 6         |
| DISSEMINATION OF PERSONNEL POLICIES.....                | 6         |
| <b>2.00 EMPLOYMENT and HIRING.....</b>                  | <b>7</b>  |
| EQUAL EMPLOYMENT OPPORTUNITY .....                      | 7         |
| NON – DISCRIMINATION.....                               | 7         |
| NEPOTISM.....                                           | 7         |
| EMPLOYMENT STANDARDS .....                              | 8         |
| METHODS OF RECRUITMENT AND SELECTION.....               | 9         |
| PUBLIC ANNOUNCEMENTS .....                              | 9         |
| CONSIDERATION OF CURRENT EMPLOYEES .....                | 9         |
| PRIOR SERVICE WITH THE CITY OF DURANT .....             | 9         |
| QUALIFICATIONS .....                                    | 9         |
| APPLICATION FOR EMPLOYMENT .....                        | 10        |
| MEDICAL EXAMINATION.....                                | 10        |
| SELECTION.....                                          | 11        |
| EMPLOYEE STATUS .....                                   | 11        |
| PROBATIONARY PERIOD .....                               | 12        |
| <b>3.00 TRANSFERS, SEPARATION, and DISCIPLINE .....</b> | <b>14</b> |
| TRANSFERS.....                                          | 14        |
| DEMOTION.....                                           | 14        |
| SEPARATION .....                                        | 14        |
| DISCIPLINE .....                                        | 15        |
| <b>4.00 EMPLOYEE CONDUCT and RELATIONS .....</b>        | <b>17</b> |
| PERSONAL CONDUCT RULES.....                             | 17        |
| HOURS .....                                             | 18        |

|                                                          |           |
|----------------------------------------------------------|-----------|
| BREAKS.....                                              | 18        |
| TOBACCO USE .....                                        | 19        |
| TRAVEL POLICY .....                                      | 19        |
| CITY EQUIPMENT .....                                     | 21        |
| OUTSIDE EMPLOYMENT .....                                 | 22        |
| FINANCIAL INTERESTS .....                                | 22        |
| POLITICAL ACTIVITY .....                                 | 23        |
| GIFTS.....                                               | 23        |
| FINANCIAL RESPONSIBILITY .....                           | 23        |
| DRESS CODE.....                                          | 23        |
| <b>5.00 PAY PLAN.....</b>                                | <b>24</b> |
| COMPENSATION .....                                       | 24        |
| PAY POLICIES.....                                        | 24        |
| MAINTENANCE .....                                        | 24        |
| <b>6.00 FRINGE BENEFITS.....</b>                         | <b>25</b> |
| HOLIDAYS .....                                           | 25        |
| VACATION LEAVE .....                                     | 25        |
| SICK LEAVE .....                                         | 26        |
| BEREAVEMENT LEAVE.....                                   | 27        |
| LEAVE SHARING .....                                      | 29        |
| INJURY and WORKERS' COMPENSATION .....                   | 30        |
| MILITARY LEAVE .....                                     | 30        |
| CIVIL LEAVE.....                                         | 30        |
| INSURANCE .....                                          | 30        |
| RETIREMENT .....                                         | 30        |
| SOCIAL SECURITY .....                                    | 31        |
| MANAGEMENT PERSONNEL.....                                | 31        |
| <b>7.00 DRUG and ALCOHOL FREE WORKPLACE and EMPLOYEE</b> |           |
| <b>ASSISTANCE PROGRAM.....</b>                           | <b>33</b> |
| POLICY STATEMENT.....                                    | 33        |
| GENERAL POLICY PROVISIONS.....                           | 34        |
| EMPLOYEE ASSISTANCE PROGRAM.....                         | 35        |

**APPENDICES.....36**

|                                                  |              |
|--------------------------------------------------|--------------|
| FAMILY MEDICAL LEAVE ACT POLICY.....             | Appendix A   |
| FMLA SERVICE MEMBER LEAVE.....                   | Appendix A-2 |
| ANTI HARASSMENT AND DISCRIMINATION POLICY .....  | Appendix B   |
| CITY OF DURANT COMPLAINT FORM.....               | Appendix B-2 |
| COMPUTER SYSTEMS AND ELECTRONIC COMM POLICY..... | Appendix C   |
| DRUG AND ALCOHOL TESTING POLICY .....            | Appendix D   |
| REASONABLE SUSPICION CONSENT FORM.....           | Appendix D-2 |
| TUITION REIMBURSEMENT .....                      | Appendix E   |
| EMPLOYEE SOCIAL MEDIA GUIDELINES.....            | Appendix F   |

## **1.00 INTRODUCTION**

### **1.01 PURPOSE**

The policies in this manual set forth the primary rules governing employment with the City of Durant. The policies contain the benefits and obligations of employment with the City. They have been prepared and adopted to promote consistent, equitable, and effective practices by both employees and supervisors that will result in high-quality service to our community.

### **1.02 AUTHORITY AND ADMINISTRATION**

The City Manager serves as the Chief Executive Officer and Head of the administrative branch of the City and supervises and controls all departments, officers, and agencies of the City.

The City Manager shall provide administrative interpretation of the Personnel Policies to the various Department Directors.

### **1.03 APPLICABILITY OF PERSONNEL POLICIES**

These personnel policies apply equally to all employees of the City of Durant. Employees who are covered by lawfully negotiated collective bargaining agreements will be afforded such rights as are contained in those bargaining agreements to the extent that a bargaining agreement contains a provision expressly covering a subject that also is covered in these policies, in which case the bargaining agreement's provisions shall apply.

### **1.04 DISSEMINATION OF PERSONNEL POLICIES**

Human Resources shall maintain complete sets of the personnel policies with all revisions for reference purposes. Each employee will be given a copy of these policies and all significant revisions necessary to keep the policies up-to-date.



## **2.00 EMPLOYMENT AND HIRING**

### **2.01 EQUAL EMPLOYMENT OPPORTUNITY**

The City will not, because of an individual's race, color, religion, sex, sexual orientation, national origin, veteran status, age, handicap or disability status, fail or refuse to hire, or discharge any individual or otherwise discriminate against them with respect to compensation, terms, conditions, or privileges of employment. Personnel decisions will be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform a specific job. It is further policy of the City to cooperate to the fullest extent with the applicable regulations of the Civil Rights Act of 1964 and Executive Order No. 11246, the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). This policy pertains to any and all arrangements under which employees are selected or referred for work.

### **2.02 NON – DISCRIMINATION**

The City will take positive action to see that applicants are employed, and employees are treated equally during employment without regard to their race, age, religion, color, handicap or disability, veteran status, national origin, sex, or sexual orientation. The City will make sure that seniority practices, job classifications, etc., do not have a discriminatory effect; that all facilities and City activities are non-segregated, and the City will continually monitor all personnel activities to ensure that its Non-discrimination Policy is carried out.

### **2.03 NEPOTISM**

1. The hiring of employees shall not violate the nepotism laws. Generally, elected or appointed officials are prohibited from appointing, voting for, or confirming the appointment to any office, position, clerkship, employment, or duty of any person closely related to them through marriage or bloodline; "related by affinity or consanguinity within the third degree."

- a. First-degree consanguinity is a parent or child of the employee.
- b. Second-degree consanguinity is a grandparent, grandchild, brother, or sister of the employee.
- c. Third-degree consanguinity is a great grandparent, great-grandchild, aunt, uncle, niece, or nephew of the employee.
- d. First-degree affinity is a spouse or a parent or child of the spouse of an employee.

- e. Second-degree affinity is a grandparent, grandchild, sister, or brother of the spouse of an employee.
- f. Third-degree affinity is a great grandparent, great-grandchild, aunt, uncle, niece, or nephew of the spouse of an employee.
- g. Step-relations will be considered the same as the relatives described above.

2. All other employees not affected by the preceding subsection shall not, directly or indirectly, hire or supervise, or be hired or supervised by a member of their family.

3. Employees who marry while working in the same department where one supervises the other will be given a reasonable amount of time for one of them to secure another position, either within the City in another department or outside City Government. For the purposes of this policy, a reasonable amount of time shall not typically exceed six (6) months.

4. No restrictions shall be placed on employee's benefits (except for health insurance and dependent coverage), salary, and/or opportunities for advancement because of family relationship except as provided in this section.

5. No person related to any elected or appointed official of the City shall be appointed to any office, position or clerkship, or other service to the City. This prohibition shall not apply, however, to any person who has been continuously employed by the City for a period of thirty (30) days prior to the appointment of a City official so related to them, or a period of six (6) months prior to the election of any City official so related.

## **2.04 EMPLOYMENT STANDARDS**

1. Applicants being considered for employment by the City must:

- a. Meet the age requirements under the Fair Labor Standards Act;
- b. Meet the educational and experience standards established for the position;
- c. Be able to perform the essential duties of the position;
- d. Be legally entitled to work in the United States.

2. The City shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all

other benefits and privileges of employment afforded to non-disabled individuals, provided that any accommodations made do not impose an undue hardship on the City. Reasonable accommodation shall be determined through consultation with the disabled individual and, where deemed necessary, through consultation with outside resources to assure compliance with the ADA.

## **2.05 METHODS OF RECRUITMENT AND SELECTION**

The City utilizes various methods of recruiting and selecting persons to fill vacancies: (1) promotion from within; (2) lateral transfer from within; (3) from applications on file from a previous vacancy; or (4) public announcement and competitive consideration of applications for employment. The City Manager will make the final decision on the selection of applicants to fill each vacancy. The City will accept applications only when there is a job vacancy.

## **2.06 PUBLIC ANNOUNCEMENTS**

Public announcements of position openings at the City are disseminated by Human Resources in the manner most appropriate for the particular position being filled.

## **2.07 CONSIDERATION OF CURRENT EMPLOYEES**

Human Resources will notify employees of vacancies in the organization for which applications will be accepted. Current employees will then be permitted to apply for positions for which they believe themselves to be qualified, so long as they have completed their initial probationary period and have not transferred within the last twelve months.

## **2.08 PRIOR SERVICE WITH THE CITY OF DURANT**

Employees entering service with the City who have prior service with the City may be considered for appointment above the customary entry salary level. Any break in continuous service with the City forfeits any benefits accrued prior to the break, except as allowed by law. (Also see *Separation* in Section 3.00.)

## **2.09 QUALIFICATIONS**

Any decisions regarding employment are based solely upon an individual's qualifications for the position. The City seeks the most qualified person for each specific position.

The City will maintain a job description, which sets forth the required knowledge, skills, and abilities for each staff position and the acceptable levels of experience and training for each position. The job description sets forth the minimum acceptable qualifications to fill the position.

Any person hired by the City or any current employee must obtain any licenses or certifications required of his/her position within the amount of time as required by the position after hire or after the effective date of this manual in the case of a current employee; unless otherwise required by law or regulation to have such licenses or certifications within another period of time. Failure to obtain or maintain proper licensure is grounds for disciplinary action, as described in Section 3.00.

## **2.10 APPLICATION FOR EMPLOYMENT**

Each applicant for employment is required to submit a written application and other pertinent information regarding training and experience. Human Resources shall make appropriate inquiries to include verification of experience, character, and qualifications for the job.

All employees are required to have a Social Security Number and have permanent residence in the United States of America. Certain positions may also require United States citizenship. All regular appointees shall have attained the minimum age of sixteen (16) years of age and must be able to provide proof of age, either by driver's license or birth certificate. Certain job duties covered by the U.S. Department of Labor's Child Labor Standards require that the employee be at least eighteen (18) years of age. All Supervisors and City Officials should be aware of these standards and how they apply to their department.

Employment shall be contingent on a determination that the proposed employee will be accepted for coverage under the City's liability insurance policy.

Any applicant or employee who willfully misrepresents, or fails to report or present pertinent data on an application form, employment record, or in any other way, including a job interview or verbally in another context, shall be subject to disqualification or dismissal.

## **2.11 MEDICAL EXAMINATION**

The City may require all applicants undergo a medical examination after a conditional offer of employment. Individuals offered a position with the City will be screened by testing for traces of drugs or concentrations of alcohol in accordance with the City of Durant drug and alcohol policy. The applicant will commence employment duties only after he or she has successfully passed the medical examination and the screen for drugs and/or alcohol.

## **2.12 SELECTION**

The City Manager has exclusive authority to select and employ personnel within the limits of the overall comprehensive budget. Supervisors may be asked for recommendations as appropriate.

## **2.13 EMPLOYEE STATUS**

### **1. Employment at Will:**

- a. The City of Durant is a statutory council-manager form of government. Based on the applicable Oklahoma Statutes, all employment with the City shall be considered “at will” employment and employees may be discharged for the good of the service.
- b. No contract of employment shall exist between any individual and the City for any duration, either specified or unspecified, except for those employees who are appointed directly by the City Council.
- c. The City shall have the right to terminate the employment of any employee for any legal reason, or no reason, at any time either with or without notice.
- d. The City shall also have the right to change any condition, benefit, policy, or privilege of employment at any time, with or without notice.
- e. Employees of the City shall have the right to leave their employment with the City at any time, with or without notice.
- f. Other statutes concerning employee status may apply to certain employees, and the City will apply the standards in any such statutes to such employees.

2. **Regular Full Time:** A regular full-time employee is appointed to fill a position scheduled to work at least forty (40) hours per week for an unspecified period of time on a continuing basis.

3. **Regular Part Time:** A regular part-time employee is appointed to fill a position scheduled to work less than thirty (30) hours per week but on a continuing basis.

4. **Temporary:** A temporary employee is an individual hired on a temporary or seasonal basis up 12 months to fill special needs of the City or for a specific project to be completed within a specified period of time. Temporary

employees may be full-time or part-time. Temporary employees are not entitled to the employment benefits provided by the City. The pay rate for each temporary position is at the discretion of the City Manager and the overall budget set by the City Council.

5. Probationary: Candidates for employment with the City must complete a probationary period of at least six months (three months for management personnel as stated in section 6.15) before becoming a regular full-time or regular part-time employee. During this period, the employee will be designated as a probationary employee.
6. Contract Labor: A contract employee must have a signed agreement, establishing the details of the service to be rendered, in effect before services are provided. The Department Head requesting such services must present the agreement to the City Manager for approval prior to any such services being rendered. All payments for contract services will be processed through the City's Accounts Payable System in accordance with those guidelines by submitting a detailed invoice. Contract laborers are considered independent contractors and are not afforded benefits, nor are they covered by the City's liability plan unless otherwise agreed to in writing by the City Manager.
7. Conflict of Interest for Appointed Employees and Contract Labor: No municipal officer or employee, or any business in which the officer, employee, or spouse of the officer or employee has a proprietary interest, shall engage in:
  - a. Selling, buying, or leasing property, real or personal, to or from the municipality;
  - b. Contract with the municipality; or
  - c. Buying or bartering for or otherwise engaging in any manner in the acquisition of any bonds, warrants, or other evidence of indebtedness of the municipality.

## **2.14 PROBATIONARY PERIOD**

Employees, either full-time or part-time, must satisfactorily complete a probationary period of six months before becoming a regular employee. This probationary period does not negate the at-will status of employees as discussed in section 2.13. At the end of the probationary period, a supervisor may extend the probationary period for 30 days for further evaluation.

1. The probationary period provides:

- a. An adjustment period for an employee to become accustomed to the duties of the job, to become familiar with employment with the City, and to determine whether he or she would like to become a regular employee of the City.
  - b. A period of time for supervisors to observe the employee's work habits, attendance, and aptitudes, and to decide whether the employee has the desired qualities to be placed on regular employment status.
2. After the end of the initial six-month probationary period, a probationary employee's performance will be evaluated. A probationary employee must have a satisfactory evaluation if he or she is to obtain regular employee status. This performance appraisal will be conducted by the appropriate manager with a recommendation that the employee be retained as a regular employee or dismissed from employment with the City.
3. Fire Department employees and Police Department commissioned officers work for a one-year probationary period.

## **3.00 TRANSFERS, SEPARATION, and DISCIPLINE**

### **3.01 TRANSFERS**

Upon approval of Department Head and City Manager, an employee may request a transfer from one department to another. The employee must meet the qualifications of the vacant position prior to transfer and must be in good standing in their current department. Transferring to a different pay class may affect pay.

### **3.02 DEMOTION**

Any employee may be demoted to a lower position for which he/she is qualified if their position is being abolished for lack of work or funds if the employee fails to possess the necessary qualifications to render adequate service in their present position, or by their request. Demotion may also be utilized for disciplinary purposes. The City Manager and Department Head must approve all demotions. Demotion may result in a change in pay classification.

### **3.03 SEPARATION**

All separations of employees from positions shall be designated as one of the following: resignation, lay off, disability, death, retirement, job abandonment, termination of appointment, or dismissal. Regular employees who separate shall on the pay date following the effective date of separation receive payment for all earned wages, all compensatory time accumulated and may receive pay for accumulated vacation leave.

1. Resignations may be tendered by informing the Department Head of the reason and the effective date. A minimum of two weeks' notice is preferred. If two weeks' notice is not given, the employee may be ineligible for rehire.
2. Lay off shall be made by the City Manager when it is deemed appropriate due to a shortage of work or funds or the abolition of a position.
3. Separation by death shall be effective on the date of death, and all compensation due will be paid to the designated beneficiaries or the estate of the employee.
4. If an employee is absent from work for three consecutive working days/shifts without authorization, the employee will be deemed to have abandoned his or her job and resigned. The employee's records will



indicate the conditions of termination and will show that the employee is not eligible for rehire

5. Employees on a temporary or seasonal basis will be terminated when their job is completed. These employees are not eligible for accrued vacation time pay because of their temporary status, but are eligible for rehire. Employees separated because of reduction in force may be considered first in future hiring for up to one year following the reduction in force.
6. Before a Department Head makes a conditional offer of employment to a previously separated employee, he/she must first obtain approval from Human Resources and the City Manager.
7. An employee may be separated from employment by the City Manager for the good of the service as described in 2.13 above.

### **3.04 DISCIPLINE**

All employees should maintain high standards of conduct, cooperation, efficiency, and attitude. Whenever work habits, conduct, production, or performance fall below accepted standards, appropriate steps will be taken to bring about improvements. These steps can vary and may include: oral reprimand, formal coaching, disciplinary write-up, suspension with or without pay, demotion, or dismissal. Suspension without pay may be used with the City Manager's approval.

Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including termination:

1. Insubordination, gross neglect of duty, or refusal to comply with management's lawful instructions; unless such instructions are injurious to employees, the general public's health, safety, or contrary to the employee's professional ethics.
2. Indecent conduct or conviction of a felony while an employee of the City (excluding minor traffic offenses). Conviction of a misdemeanor may also result in termination depending on the nature and circumstances of the crime.
3. The Intentional falsification of records, reports, or any other documents.
4. Indulging in offensive conduct or using offensive language toward the public or City employee, including dishonesty, falsification, or misrepresentation of facts.

5. Sleeping on duty except when accepted as a normal portion of the job assignment.
6. Being under the influence of intoxicants or drugs while on duty in violation of the City's drug and alcohol policy.
7. Making a threat of violence or actually displaying violent behavior within the workplace.
8. Deliberate or careless conduct that endangers the safety of the employee or other employees, including the provoking of or instigation of a fight during working hours or on City premises.
9. Inducing or attempting to induce any employee in the service of the City to commit an unlawful act or to act in violation of any lawful departmental official regulations, orders, or professional ethics.
10. Acceptance of any fee, gift, or other valuable consideration that was given with the intent or expectation of influencing the employee in the performance of his or her duties.
11. Unauthorized use of City property, or the personal property of another, (ex. vehicles, machinery, uniforms, or office materials), including theft, destruction, waste, or misappropriation.
12. Discussing with unauthorized persons any confidential information gained through their employment with the City.
13. Excessive absences and/or tardiness, inattentiveness to work, starting work late/leaving early, or leaving the work premises during work hours without authorization from the designated supervisor.
14. Violating a safety rule or safety practice.
15. Failure to report to work without giving the supervisor or Department Head notice of absence prior to the beginning of that scheduled workday, unless it is impossible to give such a notice.
16. Unauthorized use of sick leave.
17. Loss of license or certification required for work.
18. Possession of firearms, firearms, weapons, or explosives while on City property or while working for the City unless permitted by law.

19. Any act of harassment (sexual, racial, or other) or other act of illegal discrimination while on the job.
20. Incompetence, inefficiency, or negligence in the performance of work duties.

#### **4.00 EMPLOYEE CONDUCT and RELATIONS**

1. All employees are expected to avoid personal conduct at work and elsewhere that may result in embarrassment or criticism to the City. It is essential that attitudes and actions both on and off the job bring credit to the City since the City is often measured by the personal conduct of its employees.
2. Employees of the City, as the representatives to the residents, must adhere to high standards of professionalism, public service, and courtesy. Employees are expected to make efficient use of their time; to be responsible for carrying out their assigned work activities in an effective and efficient manner, to maintain good professional conduct; and to maintain good relationships with City officials, the general public, and with fellow employees.
3. Employees must be punctual in reporting to work. Employees must also keep their appointments and meet the schedules and timelines for completion of their work. An employee who expects to be late or absent from work must report the expected tardiness or absence immediately.

#### **4.02 PERSONAL CONDUCT RULES**

As a public servant, each employee must maintain the highest standard of ethical conduct. As such, employees must not engage in the following prohibited activities:

- a. Use their official positions to obtain special privileges or exemptions for themselves or others;
- b. Give any special consideration, treatment, or advantage to any individual, citizen, or group beyond that which is available to every other individual, citizen, or group;
- c. Disclose any confidential information that could adversely affect the property, government, or affairs of the City. Employees may not

directly or indirectly use any City information for their own personal benefit;

- d. Directly or indirectly represent or appear on behalf of private interests before any agency, board or commission of the City. Employees may not represent any private interest in any action or proceeding involving the City nor shall he/she accept compensation or a retainer, which is based upon a specific action taken by the City;
- e. Use City supplies, equipment, vehicles, or facilities for any purpose other than in the conduct of official City business, provided employees who are issued city-owned cell phones may use such cell phones for a limited number of brief personal calls in emergencies;
- f. Have a direct or indirect financial interest in the sale to the City of any land, materials, supplies or services in which the employee recommends or participates in the purchase decision or transaction;
- g. Use of anything of value belonging to the City for personal reasons.

1. The above list does not necessarily detail all prohibited activities. Any activity violating the public trust is prohibited.

2. Any such actions are subject to immediate discipline, including termination from employment. Certain of the above-described actions are subject to criminal prosecution under the laws of the State of Oklahoma. All employees must understand that the City may pursue criminal charges in addition to disciplinary action if the prohibited action is criminal in nature.

#### **4.03        HOURS**

All Employees shall keep office and working hours necessary for the efficient transaction of services as determined by the Department Heads and the City Manager. Full-time employees are scheduled to work a minimum of forty hours per week. No more than one hour shall be taken for lunch.

#### **4.04        BREAKS**

All employees are allowed a break period not to exceed fifteen minutes during each four hours of his or her work day. This time is designated to refresh the

employee for increased productivity. In the event a break is missed, there is no entitlement to make it up later. Lunch breaks are determined by department.

#### **4.05 TOBACCO USE**

In keeping with the City's intent to provide a safe work environment, smoking, vaping, and the use of smokeless tobacco is prohibited throughout the workplace and extends to 25 feet beyond any portion of City buildings or facilities. Any tobacco use in City-owned or leased vehicles is also prohibited. This policy applies equally to all employees, customers, and visitors.

#### **4.06 TRAVEL POLICY**

1. Travel will be approved only if the purpose of the trip is to transact official business, attend official and professional meetings, or participate in conferences or training sessions necessary to maintain a required professional certification/license or promote and enhance the efficient conduct of the City's affairs. Travel expenses can also be reimbursed after the travel with the appropriate receipts. While this policy sets out standard guidelines for travel expenses, budget constraints may require a modified application of these guidelines on a case by case basis. City travel must be authorized by the division head. The City Manager has the right to allow exceptions to the travel.

- a. The employee and their division head will do their best to find the most cost-effective travel expenses for transportation, lodging, meals, conference registrations, etc. Travel expense items prohibited from reimbursement include personal items, laundry and cleaning, side trips, alcoholic beverages, and entertainment. Also prohibited are reimbursements for expenses for members of the employee's family.

2. Air Travel: For travel outside of the State of Oklahoma, commercial air transportation is usually more economical in time and money and should be utilized whenever possible. Air coach and discount rates should be considered the standard. First class passage may be used only when there is no alternative, and it must be approved in advance by the City Manager. Reimbursement shall be for the actual cost of the fare. Unused portions of any ticket should be refunded and the money returned to the City.

3. City Vehicles: City employees are encouraged to use a city-owned vehicle, when available, for city business travel within the State of Oklahoma. The use of any City-owned vehicle for travel out-of-state requires approval of their division head. Direct expenses associated with the use of a City vehicle, which are incurred by the employee, such as gasoline and oil, will be reimbursed with receipts.

4. Private Car: Employees receiving a car allowance will not be eligible for mileage reimbursement for trips within a one-way distance of 75 miles from Durant. Use of a private car for the convenience of the employee will be reimbursed on a mileage basis in an amount not to exceed the "Coach" airfare. Mileage will be reimbursed in an amount per mile as determined by the Internal Revenue Service.

5. Rental Car: Normally, rental of a vehicle while attending a conference will not be an eligible expense. Nevertheless, it is recognized that under some circumstances, rental of a vehicle may be a necessary and/or a cost-effective practice. Prior approval shall be obtained in all cases. Justification for the use of a rental car must be submitted with the travel request form.

6. Other Expenses: Transportation expenses such as, but not limited to, gasoline, taxi fare, bus fare, parking, tolls, etc., shall be reimbursed at actual cost from provided receipts.

7. Lodging-Expenses: will be allowed for adequate lodging and accommodations appropriate to the trip. Intermediate priced rooms should be the practice. If the employee's spouse is attending the event, the employee shall be responsible for any differential on the daily room rate for double occupancy. Entertainment is not reimbursable. A receipt will be required for reimbursement of lodging expenses.

8. Meals and Other Incidental Expenses: Employees, when away from Durant on a trip, are required to use the "Per Diem" rate for meals and incidental expenses based on Internal Revenue Code Section 274. Meals shall be reimbursed for City of Durant employees only. The City shall not "pick up the tab" for others unless authorized by the City Manager.

9. Registration/Conference Fees: Fees charged for registration at any approved event are an allowable expense. Whenever possible, registration fees should be paid in advance. A receipt or other proof of the fee should be provided with the expense report. Media, such as books and DVD's, offered for sale and not required conference materials, can be reimbursed if approved by the division head.

10. Local Travel: Employees are encouraged to use a city vehicle for daily city business within the city limits. Costs incurred by an employee while attending a conference, meeting, or training seminar, or while otherwise carrying out official City business within the Durant area, can be reimbursed upon submission of appropriate claim forms, including acceptable documentation of the expense.

1. Attendance and Conduct:

- a. Traveling on behalf of the City and using public funds is a privilege. As a City employee or appointed official, the employee is expected to attend the conference and training sessions.
- b. An employee found to be absent from a substantial portion of the conference, seminar, sessions or other activity without good and justifiable cause will be subject to disciplinary actions and may be personally liable for all travel expenses.

## 2. Cancellations:

- a. If the registration, lodging and/ or transportation has been prepaid by the City and the employee is unable to complete the intended travel, the claimant and sponsoring department are required to follow-up on the cancellation policy of the sponsoring organization and lodging site. All possible means are to be explored to obtain refunds, partial refunds, or options for substituting another employee.
- b. The employee must provide written justification, which is approved by their division head, to explain and justify the reason for the inability to travel as previously arranged.

3 Accidents: In the event an employee traveling on City business becomes involved in an accident, Human Resources should be notified as soon as possible.

4. Abuse of this travel policy, including falsifying expense reports to reflect costs not incurred by the employee, will be grounds for disciplinary action, up to and including termination of employment.

## **4.07 CITY EQUIPMENT**

1. City equipment, materials, supplies and utilities are for official use only and are never to be used for personal reasons except as specifically provided for in this manual. City vehicles may be driven home upon the division head's approval in accordance with the City's vehicle take-home policy when an employee is required by the nature of his/her job to make use of a City vehicle on an emergency call basis. Employees who drive City vehicles home shall have the appropriate non-cash benefit withholding of their pay as required by the IRS.

2. City vehicles shall be operated at all times in conformity with State and local laws effecting their usage unless on emergency business.

3. All accidents involving City vehicles will be reported in writing, to the Safety Director and the City Clerk's office, along with a police report.

- a. Whenever a City employee is involved in a motor vehicle or off-road equipment accident, a copy of the accident report, along with a written statement of each employee involved or witnessing the accident shall be submitted to the City Clerk's office by the employee's Department Head within twenty-four (24) hours of the time of the accident (excluding holidays and weekends).
  - b. Oklahoma State Law (40 Oklahoma Statute 40-102) requires a police accident investigation on all accidents involving property damage in excess of \$500. Any driver of a City vehicle involved in an accident with damage shall immediately contact his/her Department Head and the police (or other appropriate law enforcement agency) to investigate the accident.
  - c. An accident review board will review the accident documentation and statements and will afford the employee involved in the accident an opportunity for a hearing. The employee may be represented by another employee, an attorney, or anyone else of his/her choosing. The Safety Director shall chair the Board, and Human Resources, a Department Head of another department, and if requested, a peer of the employee will serve as the board.
4. If it is determined that the employee was at fault in the accident, the accident review board will make a recommendation to the employee's Department Head as to the level of discipline, if discipline is warranted.
5. A department may establish its own internal accident review policy in lieu of the City-wide policy if such policy is specifically approved by the City Manager.

#### **4.07 OUTSIDE EMPLOYMENT**

Prior to employees taking other jobs outside the employment of the City, he or she shall first request approval from their Department Head, and the Department Head may approve such request, provided that such outside employment does not affect the efficiency of the employee, there is no conflict of interest, and no work is performed during working hours with the City. All requests for outside employment, and the Department Head's action thereon, shall be forwarded to Human Resources for review.

#### **4.08 FINANCIAL INTERESTS**

No employee shall have any financial interest, directly or indirectly, in the profits of any contract, service or other work whatever performed by the City or shall personally, as an agent, provide any surety bail or bond required by law or subject to approval by the City Council. Nor shall any employee accept any free



or preferred service, benefits or concessions from any persons or companies in return for special consideration. Any employee violating the provisions of this section may be guilty of misconduct and may be dismissed.

#### **4.09 POLITICAL ACTIVITY**

Employees are encouraged to exercise their right to vote and belong to political parties. An employee may be a candidate for elective or public office, but shall not hold any elective or public office under the United States Government, the State of Oklahoma, or the City of Durant.

No employee shall participate in political activities during working hours or while in a City uniform or vehicle or while on City premises. Employees are free to participate in political activities to the same extent as any citizen, when they are off duty, off city property, and not in a City vehicle or wearing a City uniform.

#### **4.10 GIFTS**

Any and all gifts and gratuities to City employees are not to be accepted when such gifts or gratuities constitute a conflict of interest or violation of applicable Oklahoma Statutes.

#### **4.11 FINANCIAL RESPONSIBILITY**

Employees are expected to manage their finances and maintain a good credit standing while working for the City. Employees subject to a garnishment action may be required to reimburse the City for administrative costs associated with their garnishment.

#### **4.12 DRESS CODE**

The City recognizes that standards of appropriate dress may vary based on public contact and the nature of the employee's job responsibilities. Appropriate personal appearance and hygiene is expected by the City. Each employee is responsible to use good judgment and dress appropriately for his/her job. If uniforms are provided, said uniform is the appropriate attire.

Appropriate office attire means clean, neat and conservative clothing. It would include attire such as dresses, shirts, slacks, sweaters, skirts and shoes. Examples of inappropriate attire would include revealing articles of clothing, slogans imprinted on clothing, sweat or jogging suits.

While this guideline cannot address all types of inappropriate attire, it is intended to assist employees in exercising positive judgment. If employees are unsure of the suitability of their attire, they should ask their supervisor for guidance.

## **5.00 PAY PLAN**

### **5.01 COMPENSATION**

The City pay plan will include the salary schedule as adopted by the City Council and subsequent amendments. The salary ranges in the schedule consisting of the minimum and maximum rates of pay and intermediate steps for all classes of positions.

### **5.03 PAY POLICIES**

1. Hourly rates may be utilized as established by the City Manager, subject to the federal and state minimum wage. In the case of call back, employees will be guaranteed at least two hours of pay. Non-exempt employees will receive overtime pay at the rate of 1.5 hours for each hour of overtime worked in one week. The work period for all non-union employees is 7 days. The City will comply with all applicable provisions of the Fair Labor Standards Act (FLSA). A pay period is two weeks.

2. Employees who have completed one year of employment with the City will receive an additional paycheck totaling the amount of one week of regular pay on the first payday of their birth month. Employees who receive longevity pay are not eligible to receive Birthday Pay.

3. Whenever an employee is promoted from a lower job class to a higher job class in which additional duties and responsibilities are assigned, the employee will be placed in that step, which will give him/her at least one incremental pay raise. The opposite applies to demotion.

4. Whenever an employee transfers from one job class to another unrelated job class, the employee will be placed in the step deemed to be appropriate by the Department Head with approval of the City Manager.

### **5.04 MAINTENANCE**

The pay plan is intended to provide competitive compensation for all job classes, with regard to general rates of pay for similar employment in private establishments and other public jurisdictions in the area, cost of living, and other

factors. From time to time, comparative studies of all factors affecting salary should be made and recommendations made prior to the end of the fiscal year. Adjustments may be made by the City Council, in the compensation plan, provided the City is financially able to meet such increases.

## **6.00 FRINGE BENEFITS**

### **6.01 DEFINITION**

Fringe benefits are those added benefits other than salary that are added to make employment with the City of Durant more attractive with the hope of encouraging career service. These benefits include certain holidays, vacation leave, sick leave, bereavement leave, workers' compensation, military leave, group medical insurance, life insurance, and retirement. Information regarding group medical and insurance plans is available from Human Resources.

### **6.02 HOLIDAYS**

1. All employees except temporary employees shall be entitled to holidays as designated by the City Council for which they shall receive pay at their regular or prorated rate. Regular part-time employees (employees appointed for an indefinite term on a part-time basis) shall be eligible for paid holidays proportionate to the number of appointed hours for the position. If an employee is absent the day before and/or the day after a holiday and the absence is not a pre-approved absence, a note from a physician will be required in order for the employee to be paid for the holiday.

2. Should an employee be required to work an authorized holiday, he/she shall be entitled to receive 8 hours of holiday pay for each holiday worked, in addition, to pay for regular hours worked.

### **6.03 VACATION LEAVE**

1. Regular full-time employees shall receive 80 hours vacation leave with pay each complete year in which they have been in the City's service, 120 hours per year for employees with more than 10 years service but less than 15 years' service, and 160 hours per year for employees with over 15 years service. Earned vacation leave shall accrue bi-weekly; however, new employees shall not be eligible to take earned vacation time off until after completion of nine month's service unless discussed and approved by the City Manager during the hiring process. Vacations shall follow the guidelines as follows:

- a. Vacation leave shall not accrue to more than 240 hours. Employees hired prior to July 1st, 2020, will continue to accrue up to 480.
- b. Employees must take 40 hours of vacation leave a year. Any of the 40 mandatory hours not taken will not roll over into employee vacation balances January 1st of the following year.

2. On January 1st, the department head of each department shall post a signup sheet for employees to schedule their vacations for the calendar year. The department head shall approve all vacation requests, provided that the operating requirements of the City are met. In case of conflict where two or more employees desire to schedule vacations at the same time, and not all requests can be granted, the employee with the most seniority shall have priority.

3. Employees who are covered by collective bargaining agreements shall receive vacation benefits as provided in the agreement.

4. Employees leaving the City service in good standing, after having been employed at least nine months, shall be paid for accumulated vacation leave not to exceed 240 hours. Those hired prior to July 1st, 2020, will be paid for accumulated vacation hours not to exceed 480 hours.

#### **6.04            SICK LEAVE**

When an employee is unable to perform their duties because of personal illness or injury, or when an employee might expose and jeopardize the health of others, sick leave may be taken. Department heads shall be notified prior to taking sick leave.

1. If any employee is absent from his/her work schedule for three consecutive working days, he or she may be required to furnish a doctor's certificate as a condition of being granted additional sick leave.

2. Employees shall accrue sick leave at a rate of 80 hours a year. Not to exceed 800.

3. A department head may request an employee advance sick leave of up to ten (10) working days, provided said employee has been a satisfactory employee for at least one year and only after all other accrued leave has been exhausted. Advanced sick leave must be approved by the City Manager.

4. Any employee misusing the sick leave privilege may be disciplined, up to and including dismissal.

5. A temporary employee who is retained as a regular full-time employee, without a break in service, may accrue prorated sick leave from the date of initial appointment.

6. Employees retiring 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 every three hours of accumulated sick leave at the time of retiring.

7. Any employee who is indebted to the City for sick leave shall have his final pay deducted to offset the indebtedness unless separation is due to death.

8. Eligibility- An employee is eligible to take sick leave for one of the following reasons:

- a. Personal illness or physical incapacity, including medical, dental, or optical diagnosis or treatment, and pregnancy.
- b. Serious illness of a member of the employee's immediate family requiring the employee's personal care or attention. Immediate family shall include husband or wife, father or mother of the employee, sister or brother of the employee, children or legally adopted children of husband or wife, or any other person whose relationship could justify the employee's absence, providing special approval by the Department Head is first obtained.
- c. Exposure to a contagious disease that, in the opinion of a physician, could jeopardize the health of others.
- d. All illnesses caused or contributed to by pregnancy, childbirth, or related medical conditions. For all job-related purposes, said illnesses shall be treated as illnesses caused or contributed to by other medical conditions.
- e. An employee who is unable to report for work due to one of the above reasons shall report his absence to his supervisor within one hour of the time he/she is expected to report for work.

#### **6.05            BEREAVEMENT LEAVE**

Bereavement leave is paid leave that allows an employee time off to deal with their personal distress and related practical arrangements, primarily, but not limited to when a member of their immediate family dies. The City of Durant recognizes that bereavement is a difficult life event, requiring time to grieve and fulfill family obligations. The City of Durant further recognizes that failure to take this time may negatively impact work and the employee's transition back to a normal routine.

1. This policy applies to all active full time employees of the City of Durant upon hire. This policy does not apply to employees who are working on a temporary or part time basis.
2. While on bereavement leave, employees continue to receive the same benefits as when actively working. All City-paid contributions continue.
3. Paid bereavement leave may be used only on days an employee is scheduled to work.
4. Immediate family is defined as:
  - a. Spouse or significant other
  - b. Child (natural/step/adoptive)
  - c. Parent (natural/step/adoptive)
  - d. Brother or Sister (natural/step/adoptive)
  - e. Immediate in-laws (father, mother, sister, brother, son, daughter)
  - f. Grandparents (immediate or spousal)
  - g. Grandchild
  - h. Legal Guardian
  - i. Person living in the same household as employee
  - j. Person with whom the employee administers day to day care
  - k. Any individual related by blood or affinity whose close association with the employee is equivalent of a family relationship
  - l. Immediate may include: Any individuals not included in the above list may be approved at the discretion of Human Resources
5. The City of Durant acknowledges that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave in which an employee is entitled. In the event of the death of an immediate family member, up to three (3) working days paid leave will be granted per occurrence.
6. An employee may take unpaid or annual leave to supplement their bereavement leave.
7. An employee should notify their supervisor of their need to take leave as soon as possible.

8. The City of Durant may request proof of the reason for bereavement and proof of relationship to employee.

## **6.06            LEAVE SHARING PROGRAM**

City of Durant employees may donate vacation or sick leave to any employee who qualifies for Family Medical Leave. Holiday time, and compensatory time cannot be donated between employees. The intent of this policy is to allow employees to voluntarily assist co-workers in critical need of leave due to an illness or injury of the employee or a member of the employee's immediate family.

1. An employee may receive donated sick leave up to the number of hours the employee is regularly scheduled to work each pay period, provided the employee:

- a. Qualifies for and is granted Family Medical Leave.
- b. Has or will exhaust all available leave.
- c. Provides verification from a licensed healthcare provider to the Human Resources Department, if necessary.

2. The donating employee may donate any amount of leave to an eligible employee provided the donation does not cause the vacation leave balance of the employee to fall below eighty (80) hours and provided the donation does not cause the sick leave balance of the employee to fall below eighty (80) hours.

3. Hours donated will be taken and given on an as needed basis.

(For example: If an employee requests to donate 40 hours of sick leave but the recipient only needs 20 hours for the pay period, only 20 hours will be taken from the donor. Should the employee need additional leave the next pay period, the remainder of the donation will be taken. If the employee returns to work prior to the donation being utilized, the donor will keep the unused hours.)

4. An employee may only receive up to nine-hundred sixty (960) hours of donated leave during their employment with the City of Durant.

5. To request to donate leave, an employee must fill out a leave donation request and have it signed by the recipient's department head and City Manager prior to it being sent to payroll.

6. All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave to another employee.

#### **6.07            INJURY and WORKERS' COMPENSATION**

All eligible employees of the City shall be covered by the provisions of Oklahoma worker's compensation laws during the performance of their duties. An employee injured while performing his or her assigned duties shall be entitled to benefits under Oklahoma worker's compensation laws. Injuries must be reported immediately to the Department Head, who in turn, will notify Human Resources and the Safety Director. Human Resources, or designee, shall assist the employee in preparing claims and shall endeavor to see full benefits are given the employee. No employee on occupational injury leave shall receive a combination of workers' compensation and salary in excess of his or her regular pay.

#### **6.08            MILITARY LEAVE**

Full time classified employees shall be accorded military leave up to 30 regularly scheduled work days a year, as required by State and Federal law, and military leave may be counted in computing seniority. Any employee appointed to a vacancy created by granting of military leave shall be designated as military replacement and the length of such appointment shall be limited to the length of leave granted the incumbent.

#### **6.09            CIVIL LEAVE**

Any employee shall be given necessary time off without loss of pay for performing jury duty or when called as a witness, and employees will be required to endorse to the City any witness or jury fees or stipends received, up to the amount of their pay from the City.

#### **6.11            INSURANCE**

The City provides group medical and life insurance coverage for employees which applies to all regular employees that work a minimum of 30 hours a week, and probationary employees after completion of at least ninety (90) days service. The City will determine annually the premium rates based on the City's ability to pay.

#### **6.12            RETIREMENT**

Participation in a retirement plan is mandatory for all employees. The Police and Fire Departments have State mandated retirement plans. Any other full-time employee shall be covered by the Oklahoma Municipal Retirement Fund. All plans are on file in the Personnel Office. Plans may require employee contributions, in addition to contributions made by the City. Any employee, upon



termination, may apply for a refund of those retirement contributions already paid into the designated retirement system. Forms are available in the Human Resources office.

### **6.13            SOCIAL SECURITY**

As provided by the Durant Municipal Code, the Federal Social Security Act and Public Law 734 of the 81st Congress shall be extended to all employees, except Fire Department employees. Medicare premiums shall be withheld from all employees pay except those firefighters employed before March 31st, 1986.

### **6.15            ADDITIONAL BENEFITS FOR MANAGEMENT PERSONNEL**

1. In recognition of extra hours worked by management personnel (those employees defined as exempt under the Fair Labor Standards Act), certain additional benefits are granted to department directors, and other management personnel as designated by the City Manager beyond those provided to general employees and members of recognized bargaining units.
2. Vacation leave for management personnel is allowed after his/her first three months of employment, to the extent of available accrued hours.
3. In recognition of extraordinary work hours worked, Divison Heads, Department Directors, and Department Heads, of the departments identified on the organizational chart are granted 40 hours of administrative leave, or time-off, in addition to regular vacation leave earned. Administrative leave with pay shall be granted per calendar year, and the unused administrative leave granted in one year may not be carried over to the next year unless specifically approved by the City Manager. Administrative leave will be prorated based upon the start of employment with the City and/or implementation of these benefits.
4. Management personnel will be eligible for all other paid holidays, health insurance and other benefits and/or compensation granted to all general employees and members of recognized bargaining units.

## **7.00 DRUG and ALCOHOL FREE WORKPLACE POLICY and EMPLOYEE ASSISTANCE PROGRAM**

### **7.01 POLICY STATEMENT**

1. The City of Durant considers its employees to be its most valuable resource and is concerned about the health, safety, well-being, and satisfactory work performance of all employees. The use, abuse, and dependence on alcohol and/or drugs can seriously affect the health of employees, jeopardize their own safety and that of others, as well as impair job performance.
2. It is the policy of the City of Durant to comply with all applicable state and/or federal laws in the administration of creating and sustaining a drug and alcohol free workplace.
3. It is the policy of the City of Durant that the unlawful manufacture, distribution, dispensing, possession, use of, or being under the influence of, a controlled substance or alcohol is prohibited in the workplace. Any employee determined to be in violation of this policy while on duty, on or in City property, or when wearing a City of Durant uniform, whether on or off duty, is subject to disciplinary action, which may include termination.

### **7.02 GENERAL POLICY PROVISIONS**

Any of the following actions are grounds for discipline, up to and including, termination of employment:

1. The use, sale, purchase, or possession of illegal drugs on or off the job, or the misuse of prescription drugs in a manner that affects the employee's work;
2. Possessing or using alcoholic beverages on the job or on the premises of the City, or in City vehicles or equipment;
3. Reporting to work under the influence of an illegal drug or alcohol. An employee may attend work under the influence of a prescription drug for which he or she has a valid prescription, and the use of the drug will not affect the employee's job performance or endanger others.

**(See Appendix D for ALCOHOL & CONTROLLED SUBSTANCE TESTING  
POLICY AND PROCEDURES)**

#### **7.04 EMPLOYEE ASSISTANCE PROGRAM**

It is the policy of the City of Durant to assist our employees who have or may develop a personal problem (marital, legal, alcoholism and chemical dependency, financial, emotional, or stress-related) that interferes with their ability to lead a normal productive life.

##### **A. ELIGIBILITY**

Persons eligible to participate in the Employee Assistance Program are:

- 1) Full-time employees (as outlined in 2.13 EMPLOYEE STATUS)
- 2) Immediate family members of full-time employees

##### **B. EMPLOYEE RESPONSIBILITY**

- 1) In the event the employee possesses a need for utilization of the Employee Assistance Program, it shall be the employee's responsibility to present personal problems affecting their work and lives to the Employee Assistance Program.
- 2) If the employee or a family member's personal problems (marital, legal, alcoholism and chemical dependency, financial, emotional, or stress-related) are affecting the employee's attitude or ability to perform their duties at work, the employee should call the Employee Assistance Program of the City of Durant.
- 3) It shall be the employee's responsibility to carry through with the recommended treatment or course of action following problem assessment and referral.
- 4) If formally referred to the Employee Assistance Program Services by the Department Head or Human Resources due to behavioral problems or job performance deterioration, it is the employee's responsibility to accept the referral to the program and follow through with treatment recommendations.

##### **C. DEPARTMENT HEAD RESPONSIBILITY**

- 1) If, during regular conferences with an employee, the Department Head discovers that the employee is experiencing personal problems (marital, legal, alcoholism and chemical dependency, financial, emotional, or stress-related), the Department Head should suggest the employee voluntarily seek assistance from the Employee Assistance Program.

- 2) If regular supervisory practices are not providing the necessary structure to correct behavioral problems or job performance, the Employee Assistance Program shall be recommended in conjunction with progressive discipline.
- 3) Depending upon the nature and severity of the decline in an employee's behavior or job performance, the Employee Assistance Program may be recommended, requested, or required by management.
- 4) When participation in the EAP is required, the Department Head shall inform the employee that while the choice to seek assistance in the employee's failure to do so may result in disciplinary action and possible termination from the City of Durant.
- 5) This policy, and subsequent related procedures, are not intended to take the place of the normal disciplinary process, or in any way to block an employee's legitimate access to contractual protection, where applicable, or other personnel policies and procedures of the City.
- 6) It will be the responsibility of all management to implement this policy and to follow the procedures which have been designated to assure that no person with any of these problems (marital, legal, alcoholism and chemical dependency, financial, emotional, or stress-related) will have either their present job security or future promotional opportunities jeopardized by a request for assistance. However, continued unsatisfactory behavior, job performance, and job attendance will be handled in accordance with existing policies.

#### D. PROGRAM CONFIDENTIALITY

In order for the Employee Assistance Program to work, employee confidentiality must be maintained at all times. No information regarding the employee's diagnosis or particular problem will be revealed to others or put into an employee's personnel record. Once the Department Director has formally referred an employee to the Employee Assistance Program, the Department Director is entitled to the following information:

- 1) Did the employee keep the Employee Assistance Program appointment(s)?
- 2) Is the employee cooperating?
- 3) Is the employee going to require long-term assistance?
- 4) What are the prospects for improvement?

## **APPENDICES**

### **A. FAMILY MEDICAL LEAVE ACT POLICY**

#### **A-2. FMLA SERVICE MEMBER LEAVE**

### **B. ANTI HARASSMENT AND DISCRIMINATION POLICY**

#### **B-2. CITY OF DURANT COMPLAINT FORM**

### **C. COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS POLICY**

### **D. ALCOHOL & CONTROLLED SUBSTANCE TESTING POLICY AND PROCEDURES**

#### **D-2. REASONABLE SUSPICION CONSENT FORM**

### **E. TUITION REIMBURSEMENT**

### **F. EMPLOYEE SOCIAL MEDIA GUIDELINES**

## APPENDIX A

### FAMILY MEDICAL LEAVE ACT POLICY

#### 1. PURPOSE OF THE ACT

The FMLA allows eligible employees to take up to 12 weeks of unpaid leave in a 12 month period for medical reasons; the birth or adoption of a child; and the care of a child, spouse, or parent of the employee who has a serious health condition. (§ 825.200(a)).

#### 2. DEFINITIONS

- A. Son or Daughter: A biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either less than 18 years of age or 18 years of age or older and "incapable of self-care" because of a physical or mental disability at the time that FMLA leave is to commence. "Incapable of self care" means that the individual requires active assistance or supervision to provide daily self-care in three or more activities or instruments of daily living (i.e. hygiene, eating, paying bills, cleaning, etc.). (§ 825.122(c)).
- B. Parent: The biological parent, adoptive, step or foster father or mother, of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. Persons who are in loco parentis include those with day-to-day responsibilities to care for and financially support a child. A biological relationship is not necessary. (§ 825.122(b)).
- C. Spouse: A husband or wife as defined or recognized under State law for purposes of marriage in the State of Oklahoma, including common law marriage under the laws of the State of Oklahoma. (§ 825.122(a)).
- D. Health Care Provider: A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or any other person determined by the Secretary of Labor to be capable of providing health care services (i.e., podiatrist, dentists, clinical psychologists, optometrists, chiropractor, nurse practitioner and nurse-midwife, physician assistants, clinical social workers, and certain Christian Science practitioners). (§ 825.125(b)).
- E. Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, continuing treatment by a health care provider or a chronic condition. (§ 825.113).

- F. Intermittent Leave: Leave taken in separate blocks of time due to a single qualifying reason. (§ 825.202(a)).
- G. Reduced Leave: A leave schedule that reduces an employee's usual number of working hours per workweek or hours per workday. A change in the employee's schedule for a period of time, normally from full time to part-time. (§ 825.202(a)).
- H. FMLA 12-Month Period: The 12-month period is measured forward from the date an employee's first FMLA leave begins. Example: If an employee's FMLA 12-month period begins on June 9 it will run until the following June 8. (§ 825.200(b)(4)).

### 3. **ELIGIBILITY REQUIREMENTS**

- A. To be eligible for leave under the FMLA, an employee must have been employed by The City for at least 12 months within the past seven years and worked at least 1,250 hours during the previous 12 month period preceding the request for leave. (§ 825.110).
  - 1. The 12 months do not need to be consecutive months. (§ 825.110(b)). For example, if an employee worked for The City five (5) years before the current period of employment, the previous service could be counted toward the employee's 12-month eligibility requirement.
  - 2. If the break in service is to fulfill National Guard or Reserve military service obligations, there is no limit in the gap between periods of employment. (§ 825.110(b)).
- B. If The City grants non-FMLA leave to an employee before the employee is eligible for FMLA leave and the employee becomes eligible for FMLA leave while on non-FMLA leave, the leave period after the date the employee becomes eligible is FMLA leave and the leave period before such leave is non-FMLA leave. (§ 825.110).
- C. An eligible employee shall be entitled to a total of 12 workweeks of leave during the FMLA 12 month period for one or more of the following FMLA qualifying events:

#### **Birth or Adoption**

- 1. The birth of a son or daughter of the employee or placement of a son or daughter with the employee for adoption or foster care. (§ 825.112).

- a. Both the mother and father are entitled to FMLA leave to be with the healthy newborn child (i.e., bonding time) during the 12-month period beginning on the date of birth. (§ 825.120).
- b. The mother is entitled to FMLA leave for incapacity due to pregnancy (i.e., morning sickness), for prenatal care, or for her own serious health condition following the birth of the child. (§ 825.120).
- c. The husband is entitled to FMLA leave if needed to care for his pregnant spouse who is incapacitated, if needed to care for her during her prenatal care, or if needed to care for the spouse following the birth of a child if the spouse has a serious health condition. (§ 825.120).
- d. Employees may take FMLA leave before the actual placement or adoption of a child if an absence from work is required for placement for adoption or foster care to proceed (i.e., appear in court, counseling, or travel to another country, etc.). (§ 825.121).
- e. If both parents work for The City, the combined leave to which they are entitled is 12 weeks. However, time may be split in any manner chosen by the parents. For example, if each parent took 6 weeks of leave to care for a healthy, newborn child, each could use an additional 6 weeks due to his or her own serious health condition or to care for a child with a serious health condition. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full 12 weeks of leave. (§ 825.120(a)).

*Employee's Serious Health Condition:*

2. A serious health condition that renders the employee "unable to perform the functions of the position" because of an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. (§ 825.112).

- a. An employee is "unable to perform the functions of the position," where the health care provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee's position. An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. (§ 825.123).
- b. An on-the-job injury that qualifies as a serious health condition under FMLA will be charged to the employee's FMLA entitlement. The workers' compensation absence and FMLA leave shall run



concurrently subject to proper notice and designation by the department.

*Family Member's Serious Health Condition:*

3. An employee may be eligible for FMLA when "needed to care for" the employee's spouse, son, daughter, or parent of the employee with a "serious health condition." Care for parents-in-law is not covered by the FMLA. (§ 825.112; § 825.201).

- a. "Needed to care for" means an employee may take leave to care for a family member if needed to provide physical and/or psychological care (i.e., basic medical needs, hygiene, transportation to the doctor, or emotional support). (§ 825.124).
- b. The employee does not need to be the only individual or family member available to provide the care, nor is the employee required to provide actual care. (§ 825.124).
- c. If both spouses work for The City, each is entitled to 12 weeks to care for a sick son or daughter. If one spouse is ill and must be cared for by

**Servicemember leave – See Appendix A-2.**

**4. NOTICE AND DESIGNATION OF FMLA**

- A. Eligibility notice. When an employee requests FMLA leave, or when the department/division acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the FMLA Coordinator must notify the employee of the employee's eligibility within five business days, absent extenuating circumstances. If it is determined that the employee is not eligible, the notice must state at least one reason why the employee is not eligible. See DOL Notice of Eligibility of Rights and Responsibilities form. (§ 825.300).
- B. Employee notice requirements. An employee must provide at least verbal notice to the department/division at least 30 days before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or a planned medical treatment for a serious health condition of the employee or a family member. If 30 days notice is not practicable, notice must be given as soon as practicable. The notice should make the department/division aware that the employee needs FMLA leave and the anticipated timing and duration of the leave. (§ 825.302).

- C. Designation notice. It is The City's responsibility through the FMLA Coordinator to designate leave as FMLA qualifying, and to give notice of the designation of FMLA leave to the employee. When the FMLA Coordinator has enough information to determine whether the leave is being taken for an FMLA qualifying reason (e.g., after receiving the certification), the Coordinator must notify the employee within five (5) business days. See DOL Designation Notice form. (§ 825.300(d)).
1. If the department/division will require the employee to present a fitness-for-duty certification to be restored to employment, it must provide notice of such requirement with the designation notice. If the fitness-for-duty is to address the employee's ability to perform the essential functions of the employee's position, it must so indicate in the designation notice and must include a list of essential functions of the employee's position. (§ 825.300(d)).
  2. If the information provided by the employer to the employee in the designation notice changes (e.g., the employee exhausts the FMLA entitlement), the employer shall provide, within five (5) business days of receipt of the employee's first notice of need for leave subsequent to any change, written notice of the change. (§ 825.300(d)(5)).
- D. Sufficient information to designate leave. The decision to designate leave as FMLA-qualifying must be based only on information received from the employee or the employee's spokesperson (i.e., if the employee is incapacitated, the employee's spouse, adult child, parent, doctor, etc., may provide notice to the department/division of the need for leave). (§ 825.301(b)).
1. In any circumstance where there is insufficient information about the reason for an employee's use of leave, the department/division can inquire further of the employee or the employee's spokesperson to ascertain whether the leave is potentially FMLA qualifying. (§ 825.301(b)).
  2. If the employee or their spokesperson fails to explain the reasons for the use of leave, the FMLA leave may be denied. (§ 825.301(b)).
- E. Requesting use of approved FMLA leave. When an employee seeks leave due to an approved FMLA event, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave. (§ 825.303).

1. Calling in "sick" without providing more information will not be considered sufficient notice to trigger obligations under the FMLA. (§ 825.303).
  2. An employee has an obligation to respond to questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable inquiries regarding the leave request may result in denial of FMLA protection if unable to determine whether the leave is FMLA qualifying. (§ 825.303).
- F. Retroactive designation. FMLA leave may be retroactively designated with appropriate notice to the employee provided that the failure to timely designate leave does not cause harm or injury to the employee. (§ 825.301).
- G. Denial of FMLA Leave. Denial of FMLA leave requires consultation with the Personnel Department.

## **5. CERTIFICATION**

- A. Certification requirement. The department/division may require an eligible employee to provide certification from a health care provider supporting the need for family and/or medical leave no later than 15 days from the date leave is requested. (§ 825.305(b)).
- B. Costs. Any and all costs associated with obtaining medical certification for purposes of FMLA are the sole responsibility of the employee.
- C. Complete and sufficient certification. In all instances in which certification is requested, it is the employee's responsibility to provide a complete and sufficient certification, and failure to do so may result in denial of FMLA leave. (§ 825.305; § 825.306).
1. The FMLA Coordinator shall advise an employee whenever the certification is incomplete or insufficient and shall state in writing what additional information is necessary to make the certification complete and sufficient. The employee has seven (7) calendar days to resubmit the certification. If the deficiencies are not cured in the resubmitted certification FMLA leave may be denied. (§ 825.305; § 825.306).
  2. A Medical certification is considered incomplete if one or more of the applicable entries have not been completed. A medical certification is considered insufficient if the information is vague, ambiguous, or non-responsive. (§ 825.305; § 825.306).

3. A certification that is not returned is not considered incomplete or insufficient but constitutes a failure to provide certification. (§ 825.305).
- D. Certification for each event. A separate request for leave must be submitted for each FMLA purpose. Approved leave shall only apply to that single purpose.
- E. Statement of essential functions. The department/division has the option, in requiring certification from a health care provider, to provide a statement of the essential functions of the employee's position for the health care provider to review. The essential functions of the employee's position are to be determined with reference to the position the employee held at the time notice is given or leave commenced, whichever is earlier. (§ 825.123).
- F. Certification forms. When leave is taken because of an employee's own serious health condition or the serious health condition of a family member, the employee may be required to obtain a medical certification from the health care provider. For use in obtaining medical certification, employees can either submit the current Department of Labor form WH-380E or WH-380F or some other form of documentation that sets forth the following information: (§ 825.306)
1. The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
  2. The approximate date on which the serious health condition commenced, and its probable duration;
  3. A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave. Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;
  4. If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the employee's job as well as the nature of any other work restrictions, and the likely duration of such inability (see § 825.123(b) and (c));
  5. If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member

is in need of care, and an estimate of the frequency and duration of the leave required to care for the family member;

6. If an employee requests leave on an intermittent or reduced schedule basis for planned medical treatment of the employee's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and duration of such treatments and any periods of recovery;
  7. If an employee requests leave on an intermittent or reduced schedule basis for the employee's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the frequency and duration of the episodes of incapacity; and
  8. If an employee requests leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required leave.
- G. HIPAA privacy rules. The City has a statutory right to require sufficient medical information to support an employee's request for FMLA leave for a serious health condition. Generally, HIPAA privacy rules only apply in a physician/patient relationship and not to the employee/employer relationship. The HIPAA privacy rule does not apply in situations where an employee is providing medical certification to the employer for purposes of qualifying for FMLA leave. If an employee fails to provide the requested medical information, the employee will not qualify for FMLA.
- H. Contact with health care providers. The FMLA specifically allows Human Resource professionals to contact an employee's health care provider for the sole purpose of authenticating or clarifying a medical certification but only after the employee has been given the opportunity to cure any deficiencies. The FMLA specifically prohibits direct supervisors from contacting the employee's health care provider. (§ 825.307).
- I. Recertification. If a minimum duration for the period of incapacity is specified, recertification may not be requested until that time period has expired. For example, if the certification states the employee will be unable to perform essential functions of job for two weeks, then the department/division cannot request recertification until that two weeks has expired. (§ 825.308).

1. Recertification may be requested in less than 30 days if the employee requests an extension of leave, circumstances have changed significantly from the original certification, or there are doubts about the stated reason for the employee's absence. (§ 825.308).
2. In all circumstances, recertification is permitted every six (6) months. (§ 825.308).
3. The employee is responsible for the costs of recertification. (§ 825.308).
4. If the recertification is not provided in 15 days, the department/division may deny the continuation of FMLA leave until recertification is provided. (§ 825.308).

**6. INTERMITTENT AND REDUCED LEAVE SCHEDULE**

- A. Birth or placement of a child. When leave is taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, intermittent or reduced leave may be taken only with the agreement of the supervisor. An agreement is not required for leave during which the mother has a serious health condition with the birth of her child or if the newborn child has a serious health condition. (§ 825.202(c)).
- B. Medical need for intermittent leave. Intermittent or a reduced leave schedule taken because of one's own serious health condition or to care for a parent, son or daughter with a serious health condition requires a medical need for leave, and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. (§825.202(b)).
- C. Scheduling treatment. When planning medical treatment, the employee must consult his/her supervisor and make a reasonable effort to schedule the treatment so as not to unduly disrupt operations, subject to the approval of the health care provider. (§ 825.302).
- D. Temporary transfer. An employee on intermittent leave or on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or family member may be temporarily transferred from their regular position to an alternative position for which the employee is qualified and which better accommodates recurring periods of leave. (§ 825.204).

1. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced schedule leave. (§ 825.204(b)).
  2. When the employee no longer needs to continue the intermittent leave or reduced leave schedule, the employee must be placed in the same or equivalent job as he/she left when the leave commenced. (§ 825.204(e)).
  3. Transfers may require compliance with applicable collective bargaining agreements. (§ 825.204(b)).
- E. Timekeeping. Intermittent and reduced leave schedule will reduce the 12-week FMLA entitlement minute for minute. (§ 825.205).

## **7. EFFECT ON PAY, ACCRUED LEAVE, BENEFITS AND POLICIES**

- A. Substitution of paid leave. Generally, FMLA leave is unpaid leave. However, The City requires an employee requesting FMLA leave to substitute accrued sick leave, vacation leave, compensatory time (CTO) and donated sick leave prior to being placed in an unpaid leave status. The department/division is not required to provide sick leave benefits in any situation in which a health care professional has not certified the leave as medically necessary, or has released the employee/family member from medical care. (§ 825.207).
- B. Exempt employees. If an employee is otherwise exempt from minimum wage and overtime requirements under the Fair Labor Standards Act (FLSA) as a salaried employee, providing unpaid FMLA-qualifying leave to such an employee will not cause the employee to lose the FLSA exemption. (§ 825.206).
- C. Vacation and sick leave accruals. Vacation and sick leave shall not continue to accrue during any family and/or medical leave, which exceeds two (2) consecutive payroll periods. (§ 825.209(h)).
- D. Retirement and longevity. Unpaid family and/or medical leave will result in an adjustment to the employee's retirement and longevity eligibility (see applicable state statute with respect to eligibility for members of the Police and Fire pension systems). Salary review and eligibility dates will be adjusted one day for each day of absence in excess of 30 continuous calendar days. (§ 825.209(h)).
- E. Health and welfare benefits. An employee on FMLA leave will have health and welfare benefits maintained while on leave as if the employee had continued to work instead of taking the leave.

1. Premiums. The employee will continue to pay his/her share of the premiums during the leave period. Failure to pay the required premium may result in cancellation of the employee's coverage. (§ 825.209; § 825.210; § 825.212).
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- F. Overtime. If an employee would normally be required to work overtime, but is unable to do so because of a FMLA-qualifying reason that limits the employee's ability to work overtime, the hours which the employee would have been required to work may be counted against the employee's FMLA entitlement. Voluntary overtime hours that an employee does not work due to a serious health condition may not be counted against the employee's FMLA leave entitlement. (§ 825.205).
  - G. Holiday. Holidays are counted as FMLA leave if the employee is on FMLA leave the entire week in which the holiday falls. If the employee takes FMLA for less than a full workweek in which the holiday falls, the holiday does not count as FMLA leave unless the employee was otherwise scheduled and expected to work during the holiday. (§ 825.200).
  - H. Periodic reporting. The department/division may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. The relevant facts and circumstances related to the individual employee's leave situation must be taken into account before determining how often the employee should be required to report the status and intent of their return to work. (§ 825.311).
  - I. Division reporting requirements. The department/division may require an employee to comply with the usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. (§ 825.302).
  - J. Bonuses. If a bonus, award, or other payment is based on the achievement of a specified goal (e.g., hours worked, production output, perfect attendance, safety, etc.) and the employee has not met the goal due to FMLA leave, then the bonus or payment can be denied (and does not need to be pro-rated) as long as other employees on an equivalent leave status (e.g., vacation, sick days, paid time off, etc.) for a reason that does not qualify as FMLA leave are treated the same. (§ 825.215).
  - K. Secondary employment. An employee is prohibited from engaging in any secondary employment that occurs when the employee is off work from City employment on FMLA leave.



- L. Recordkeeping. Each department/division will be responsible for establishing procedures for entering and tracking FMLA leave in the payroll system for benefit purposes, as well as, maintaining records and documents related to health care certifications in a separate confidential medical file. (§ 825.500).

## **8. RETURN FROM FAMILY/MEDICAL LEAVE**

- A. Restoration to position. An employee returning from FMLA leave within the 12 week FMLA period shall be restored to the position held prior to the leave commencing; or if the previously held position is unavailable, shall be restored to an equivalent position with equivalent pay and benefits, within his/her current department or division. (§ 825.214).
  - 1. Necessary leave. An employee may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave. (§ 825.311(c)).
  - 2. Light duty. If an employee accepts a light-duty assignment while still eligible for FMLA leave, he/she has reinstatement rights to his/her original or an equivalent job, but only until the end of the FMLA 12-month period. (§ 825.220(d)).
  - 3. Qualifications expired. If an employee is no longer qualified for the position because of the employee's inability to attend a necessary course, renew a license, etc. as a result of the leave, the employee shall be given a reasonable opportunity to fulfill those conditions upon return. (§ 825.215(b)).
- B. Medical release to return to work. Prior to an employee's return to work, the employee may be required to provide The City with a medical release, indicating that he/she is able to resume work. (§ 825.312(a))
- C. Fitness for duty. The department/division is entitled to a fitness-for-duty certification up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform his/her duties, based on the serious health condition for which the employee took such leave. In order to require a fitness-for-duty, the department/division must provide an employee with a list of the essential job functions no later than with the designation notice and it must be indicated in the designation notice that the fitness-for-duty must address the employee's ability to perform those essential functions. (§ 825.312(a)).
  - 1. The cost of the fitness-for-duty shall be borne by the employee. (§ 825.312(c)).

2. A department/division may delay restoration to employment until an employee submits a required fitness-for-duty. (§ 825.312(e)).
  3. An employee who does not provide a fitness-for-duty certification or request additional FMLA leave is no longer entitled to reinstatement under the FMLA. (§ 825.312(e)).
- D. Second opinion. The City reserves the right to obtain a second opinion, and if necessary, a third opinion, at The City's expense. If the second or third opinion supports the original release, the employee shall be compensated from the date of the original release. However, if both the second and third opinion do not support the original release, the employee shall not be compensated for time lost. (§ 825.307(b)).

## **9. FAILURE TO RETURN FROM FAMILY/MEDICAL LEAVE**

- A. Failure to Return. An employee who fails to return from FMLA leave after the 12 weeks of FMLA leave has expired and has not been approved for leave of absence or after being medically certified to do so, may be subject to disciplinary action, up to and including termination.
1. If the leave of absence is approved, the employee will be permitted to use accrued vacation/sick leave/comp time. If the employee does not have any accrued vacation, sick leave, or comp time, he/she will be placed in an unpaid status.
  2. If after the leave of absence expires the employee remains unable to perform the essential functions of the position he/she held at the time FMLA was granted (with or without restrictions), the employee may be subject to termination.
  3. Medical documentation from the employee's health care provider indicating that the employee is unable to work because of the continuation, recurrence, or onset of the serious health condition, must be provided at the time the leave of absence is requested. The City reserves the right to investigate an employee's continued absence. Note: Continued absences due to job injuries are covered under applicable job injury policies.
- C. Restoration after expiration of FMLA. The employee does not have the right to restoration to his/her position after the 12-week FMLA entitlement has expired, except where the employee's paid leave exceeds the FMLA period.

**10. ADMINISTRATION**

- A. Each City department shall have an assigned FMLA Coordinator who is responsible for administration of the FMLA policy as it pertains to that department's employees. If an employee has questions or concerns about the interpretation or administration of the FMLA policy they are to consult their FMLA Coordinator.
- B. Human Resources shall be responsible for general oversight and interpretation of the FMLA; provide advice and guidance to all FMLA Coordinators regarding applications of the Act; and, the coordination of all FMLA dispute resolution activities between The City and the United States Department of Labor, Wage and Hour Division.

## **FAMILY MEDICAL LEAVE SERVICEMEMBERS**

### **1. PURPOSE**

As of January 28, 2008, the FMLA allows two new forms of leave benefits for families of military servicemembers – qualifying exigency leave and leave to care for an injured or ill military family member. The same rules that apply to traditional FMLA provisions apply to servicemember family and medical leave. The servicemember family and medical leave amendments allow eligible employees to take up to twelve (12) weeks of FMLA leave in a twelve (12) month period for a qualifying exigency. The Act further allows up to 26 weeks of leave in a twelve (12) month period to an eligible employee who is the primary caregiver of a servicemember in the Armed Forces with a serious injury or illness incurred in the line of active duty. This policy shall not supersede specific language in the collective bargaining agreements, unless required by Federal or State law. This policy is not intended to change any existing terms and conditions of employment in effect in any of the bargaining agreements.

### **2. DEFINITIONS**

A. Son or daughter: The employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, who is on active duty or call to active duty status and who is of any age. (§ 825.122(g); § 825.127(b)(1)).

B. Parent (of a covered servicemember): The biological parent of an employee or an individual who stood in loco parentis to an employee. Persons who are in loco parentis include those with day-to-day responsibilities to care for and financially support a child. A biological relationship is not necessary. (§ 825.122(b); § 825.127(b)(2)).

C. Spouse: A husband or wife as defined or recognized under State law for purposes of marriage in the State of Oklahoma, including common law marriage under the laws of the State of Oklahoma. (§ 825.122(a)).

D. Next of Kin (of a covered servicemember): A servicemember's nearest blood relative in the following order: (1) blood relatives with legal custody of the servicemember (2) siblings (3) grandparents (4) aunts and uncles (5) first cousins. The highest priority is given to a blood relative whom the servicemember has designated as the next of kin. Once this designation is made, that relative is deemed the only next of kin eligible to take military caregiver leave. If the servicemember does not designate a next of kin, multiple family members with the same level of relationship may take leave, either consecutively or simultaneously. (§ 825.122(d); § 825.127(b)(3)).

E. Health Care Provider: For purposes of leave taken to care for a covered servicemember, any one of the following health care providers may complete such certification: (1) United States Department of Defense ("DOD") health care provider (2) a United States Department of Veterans Affairs ("VA") health care provider; (3) a DOD Tricare network authorized private health care provider; or (4) a DOD non-network Tricare authorized private health care provider. (§ 825.310(a)).

F. Intermittent Leave: Leave taken in separate blocks of time due to a single qualifying reason. (§ 825.202(a)).

G. Reduced Leave: Leave schedule that reduces an employee's usual number of working hours per workweek or hours per workday. A change in the employee's schedule for a period of time, normally from full time to part time. (§ 825.202(a)).

H. FMLA 12- Month Period: The 12-month period measured forward from the date an employee's first FMLA leave begins. Example: If an employee's FMLA 12-month period begins on June 9 it will run until the following June 8. (§ 825.200 (b) (4)).

J. Active Duty: Military duty that results in the call or order to, or retention on, active duty of members of the uniformed services under Title 10 §§ 688, 12301(a), 12302, 12304, 12305 or 12406, chapter 15 of Title 10 or any other provision of law during a war or during a national emergency declared by the President or Congress. (10 U.S.C. § 101(a)(13)(B)).

K. Contingency Operation: A military operation:

1. designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. resulting in the call or order to, or retention on, active duty of members of the uniformed services under section 688, 12301(a), 12302, 12304, 12305, or 12406 of Title 10 of the United States Code, chapter 15 of Title 10 of the United States Code, or any other provision of law during a war or during a national emergency declared by the President or Congress. See also (§ 825.126(b)(3); § 825.800).

L. Covered Servicemember: A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. (§ 825.800; § 825.127(a)).

M. Outpatient Status: The status of a member of the Armed Forces assigned to (1) a military medical treatment facility as an outpatient or (2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (§ 825.127(a)(2)).

O. Serious Injury or Illness: An injury or illness incurred by the servicemember in line of duty on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. (§ 825.127(a)(1)).

P. Qualifying Exigency: A qualifying exigency includes: (1) short notice deployment of seven or fewer calendar days; (2) military events and related activities; (3) childcare and school activities for a child under 18 (or older if incapable of self support); (4) financial and legal arrangements; (5) counseling for employee, military member or child under 18 (or older if incapable of self support); (6) rest and recuperation of up to 5 days per break while on deployment; (7) post-deployment activities and issues related to death of military member on active duty for 90 days; or (8) additional activities per agreement of employer and employee. (§ 825.126(a)).

### 3. QUALIFYING EXIGENCY:

An eligible employee can receive up to 12 weeks of leave in a twelve-month period for a qualifying exigency arising from Federal active duty/call-up of the employee's spouse, child (of any age) or parent. Exigency leave applies only to a federal call to duty or a state call under order of the President. Qualifying exigency leave only applies to families of National Guard and Reserve and certain retired members of the Armed Forces and not to families of regular armed servicemembers on active duty. (§ 825.126).

A. ELIGIBILITY: To be eligible for leave under the FMLA for a qualifying exigency, an employee must:

1. have been employed by The City for at least twelve (12) months; and
2. worked at least 1,250 hours during the previous twelve (12) month period preceding the request for leave; and
3. be the spouse, son/daughter or parent to a servicemember in the National Guard, Reserve and certain retired members of the Armed Forces; and provide certification of a qualifying exigency as defined above.

B. CERTIFICATION: The FMLA permits an employer to require that employees submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. See the attached Department of Labor Form WH-384 – Certification of Qualifying Exigency for Military Family Leave. The employee must either complete this form or provide:

1. a statement signed by the employee with appropriate facts regarding the qualifying exigency; and
2. approximate date on which the qualifying exigency will commence; and
3. the beginning and ending dates of leave; and
4. an estimate of frequency and duration if on intermittent leave or reduced leave schedule; and

5. if the qualifying exigency involves meeting with a third party, appropriate contact information for the individual with whom the employee is meeting and a brief description of the purpose of the meeting. (§ 825.309(b)).

#### 4. MILITARY CAREGIVER LEAVE:

An employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave in a 12-month period to care for a servicemember with a serious injury or illness incurred in the line of active duty. This leave benefit is covered on a per-covered-servicemember, per-injury basis. An eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered servicemembers or to care for the same servicemember with a subsequent serious injury or illness. (§ 825.127(c)).

A. ELIGIBILITY: To be eligible for leave under the FMLA, an employee must:

1. have been employed by The City for at least twelve (12) months; and
2. worked at least 1,250 hours during the previous twelve (12) month period preceding the request for leave. (29 U.S.C. § 2611 (2) (A) (i) (ii); and
3. be the spouse, son/daughter or next of kin to a member of the Armed Forces, National Guard, Reserves and servicemembers on the temporary disability retired list; and
4. provide certification that the covered servicemember incurred a serious illness or injury in the line of duty on active duty for which he/she is undergoing: (1) medical treatment; (2) therapy; (3) recuperation; (4) outpatient treatment; or (5) on the temporary disability list.

B. CERTIFICATION: The FMLA provides that an employer may require an employee seeking leave due to a serious injury or illness of a covered servicemember to submit a certification, from a health care provider as defined above, providing sufficient facts to support the request for leave. To determine whether an employee is eligible to receive FMLA leave, the employee must complete the attached Department of Labor Form WH-385 – Certification for Serious Injury or Illness of Covered Servicemember – for Military Family Leave or provide:



1. the name, address, and appropriate contact information of the health care provider, the type of practice, the medical specialty and whether the health care provider is a DOD health care provider, a VA health care provider, a DOD Tricare network authorized private health care provider, a DOD non-network Tricare authorized private health care provider; and
2. whether the serious injury or illness was incurred in the line of duty; and
3. the approximate date on which the serious injury or illness commenced and probable duration; and
4. a statement of appropriate medical facts regarding the covered servicemember's health condition; and
5. information sufficient to establish that the covered servicemember is in need of care and the estimated beginning and ending dates for treatment and recovery; and
6. whether there is a medical necessity for the covered servicemember to have intermittent leave or a reduce leave schedule and an estimate of the treatment schedule. (§ 825.310(a) & (b)).

In lieu of the Department of Labor Form WH-385 or an employee's own certification form, it is sufficient to accept either "invitational travel orders" (ITOs) or "invitational travel authorizations" (ITAs) issued to any family member to join an injured or ill servicemember at his or her bedside. (§ 825.310(e)).

## 5. NOTICE AND DESIGNATION OF FMLA

A. Eligibility notice. When an employee requests FMLA leave, or when the department/division acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the FMLA Coordinator must notify the employee of the employee's eligibility within five business days, absent extenuating circumstances. If it is determined that the employee is not eligible, the notice must state at least one reason why the employee is not eligible. See DOL Notice of Eligibility of Rights and Responsibilities form. (§ 825.300).

B. Employee notice requirements. An employee must provide at least verbal notice to the department/division at least 30 days before FMLA leave is to begin if the need for the leave is foreseeable. If 30 days notice is not practicable, notice must be given as soon as practicable. The notice should make the

department/division aware that the employee needs FMLA leave and the anticipated timing and duration of the leave. (§ 825.302).

C. Designation notice. It is The City's responsibility through the FMLA Coordinator to designate leave as FMLA qualifying, and to give notice of the designation of FMLA leave to the employee. When the FMLA Coordinator has enough information to determine whether the leave is being taken for a FMLA qualifying reason (e.g. after receiving the certification), the Coordinator must notify the employee within five (5) business days. See DOL Designation Notice form. (§ 825.300(d) § 825.127(c)(4)).

1. If the information provided by the employer to the employee in the designation notice changes (e.g. the employee exhausts the FMLA entitlement), the employer shall provide, within five (5) business days of receipt of the employee's first notice of need for leave subsequent to any change, written notice of the change. (§ 825.300(d)(5)).

D. Sufficient information to designate leave. The decision to designate leave as FMLA-qualifying must be based only on information received from the employee.

1. In any circumstance where there is insufficient information about the reason for an employee's use of leave, the department/division can inquire further of the employee or the employee's spokesperson to ascertain whether the leave is potentially FMLA qualifying. (§ 825.301(b)).
2. If the employee or their spokesperson fails to explain the reasons for the use of leave, the FMLA leave may be denied. (§ 825.301(b)).

E. Requesting use of approved FMLA leave. When an employee seeks leave due to an approved FMLA event, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave. (§ 825.303).

1. Calling in without providing information about the reason for the FMLA leave will not be considered sufficient notice to trigger obligations under the FMLA. (§ 825.303).
2. An employee has an obligation to respond to questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable inquiries regarding the leave request may result in denial of FMLA protection if unable to determine whether the leave is FMLA qualifying. (§ 825.303).

F. Retroactive designation. FMLA leave may be retroactively designated with appropriate notice to the employee provided that the failure to timely designate leave does not cause harm or injury to the employee. (§ 825.301).

G. Denial of FMLA Leave. Denial of FMLA leave requires consultation with the Personnel Department.

## 6. CERTIFICATION

A. Certification requirement. The department/division may require an eligible employee to provide certification supporting a qualifying exigency or certification from a health care provider supporting the need for FMLA leave no later than 15 days from the date leave is requested. (§ 825.305(b)).

B. Costs. Any and all costs associated with obtaining medical certification for purposes of FMLA are the sole responsibility of the employee.

C. Complete and sufficient certification. In all instances in which certification is requested, it is the employee's responsibility to provide a complete and sufficient certification and failure to do so may result in denial of FMLA leave. (§ 825.305; § 825.306; § 825.310(f)).

1. The FMLA Coordinator shall advise an employee whenever the certification is incomplete or insufficient, and shall state in writing what additional information is necessary to make the certification complete and

sufficient. The employee has seven (7) calendar days to resubmit the certification. If the deficiencies are not cured in the resubmitted certification FMLA leave may be denied. (§ 825.305; § 825.306).

2. A medical certification is considered incomplete if one or more of the applicable entries have not been completed. A medical certification is considered insufficient if the information is vague, ambiguous, or non-responsive. (§ 825.305; § 825.306).
3. A certification that is not returned is not considered incomplete or insufficient, but constitutes a failure to provide certification. (§ 825.305).

D. Certification for each event. A separate request for leave must be submitted for each FMLA purpose. Approved leave shall only apply to that single purpose.

G. HIPAA privacy rules. The City has a statutory right to require sufficient medical information to support an employee's request for FMLA leave. Generally, HIPAA privacy rules only apply in a physician/patient relationship and not to the employee/employer relationship. The HIPAA privacy rule does not apply in situations where an employee is providing medical certification to the employer for purposes of qualifying for FMLA leave. If an employee fails to provide the requested medical information, the employee will not qualify for FMLA.

H. Contact with health care providers. The FMLA specifically allows Human Resource professionals to contact an employee's health care provider for the sole purpose of authenticating or clarifying a medical certification but only after the employee has been given the opportunity to cure any deficiencies. The FMLA specifically prohibits direct supervisors from contacting the employee's health care provider. (§ 825.307).

I. Recertification and second opinions. The City may not utilize the second and third opinion process or the recertification process during the period of time in which leave is supported by an ITO or ITA. (§ 825.310(e)(2)).

J. Confirmation of relationship. The City may require an employee to provide confirmation of a covered family member relationship to the seriously ill or injured servicemember when an employee supports his or her request for FMLA leave with an ITO or an ITA. (§ 825.310(e)(3).

K. Qualifying exigency verification. If an employee submits a complete and sufficient certification to support his or her request for leave because of a qualifying exigency, The City may not request additional information from the employee. (§ 825.309(d).

1. Qualifying exigency meeting with third party. If the qualifying exigency involves meeting with a third party, a representative from the Personnel Department may contact the individual or entity with whom the employee is meeting for purposes of verifying a meeting or appointment schedule and the nature of the meeting. The employee's permission is not required but no additional information can be requested by The City. (§ 825.309(d).
2. Verification of active duty. A representative from the Personnel Department may contact an appropriate unit of the Department of Defense to request verification that a covered military member is on active duty or call to active duty status. No additional information may be requested. (§ 825.309(d).

## 7. INTERMITTENT AND REDUCED LEAVE SCHEDULE

A. Qualifying exigency or to care for a covered servicemember. Intermittent or reduced leave schedule may be taken for qualifying exigencies or where the employee is caring for a covered servicemember. (§ 825.202(b)(2)).

B. Medical need for intermittent leave. Intermittent or a reduced leave schedule taken to care for a covered servicemember requires a medical need for leave and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. (§825.202(b)).

C. Scheduling treatment. When planning medical treatment or leave for a qualifying exigency, the employee must consult his/her supervisor and make a

reasonable effort to schedule the treatment and/or appointment so as not to unduly disrupt operations. (§ 825.302).

D. Temporary transfer. An employee on intermittent leave or on a reduced leave schedule that is foreseeable based on planned medical treatment for a covered servicemember or appointments arising out of a qualifying exigency may be temporarily transferred from their regular position to an alternative position for which the employee is qualified and which better accommodates recurring periods of leave. (§ 825.204).

1. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced schedule leave. (§ 825.204(b)).
2. When the employee no longer needs to continue the intermittent leave or reduced leave schedule the employee must be placed in the same or equivalent job as he/she left when the leave commenced. (§ 825.204(e)).
3. Transfers may require compliance with applicable collective bargaining agreements. (§ 825.204(b)).

E. Time keeping. Intermittent and reduced leave schedule will reduce the 12-week (or 26-week) FMLA entitlement minute for minute. (§ 825.205).

## 8. EFFECT ON PAY, ACCRUED LEAVE, BENEFITS AND POLICIES

A. Substitution of paid leave. Generally, FMLA leave is unpaid leave. However, The City allows an employee requesting FMLA leave to substitute accrued sick leave, vacation leave, compensatory time (CTO) and donated sick leave prior to being placed in an unpaid leave status. The department/division is not required to provide sick leave benefits in any situation in which the covered servicemember's health care provider has not certified the leave as medically necessary, or has released the covered servicemember from medical care. (§ 825.207).

B. Exempt employees. If an employee is otherwise exempt from minimum wage and overtime requirements under the Fair Labor Standards Act (FLSA) as a salaried employee, providing unpaid FMLA-qualifying leave to such an employee will not cause the employee to lose the FLSA exemption. (§ 825.206).

C. Vacation and sick leave accruals. Vacation and sick leave shall not continue to accrue during any FMLA leave, which exceeds two (2) consecutive payroll periods. (§ 825.209(h)).

D. Retirement and longevity. Unpaid FMLA leave will result in an adjustment to the employee's retirement and longevity eligibility (see applicable state statute with respect to eligibility for members of the Police and Fire pension systems). Salary review and eligibility dates will be adjusted one day for each day of absence in excess of 30 continuous calendar days. (§ 825.209(h)).

E. Health and welfare benefits. An employee on FMLA leave will have health and welfare benefits maintained while on leave as if the employee had continued to work instead of taking the leave.

1. Premiums. The employee will continue to pay his/her share of the premiums during the leave period. Failure to pay the required premium may result in cancellation of the employee's coverage. (§ 825.209; § 825.210; § 825.212).
2. COBRA. Once all leave, including FMLA, has been exhausted and the employee has been in an unpaid status exceeding two (2) consecutive payroll periods, the employee will be offered allowable continuation coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Should the employee elect COBRA continuation coverage, he/she will be responsible for all premiums associated to continue health insurance coverage. Failure to pay the required premiums may result in cancellation of insurance benefits. (§ 825.209(f)).

F. Overtime. If an employee would normally be required to work overtime, but is unable to do so because of a FMLA-qualifying reason that limits the employee's ability to work overtime, the hours which the employee would have been required to work may be counted against the employee's FMLA entitlement. Voluntary

overtime hours that an employee does not work due to a serious health condition may not be counted against the employee's FMLA leave entitlement. (§ 825.205(c)).

G. Holiday. Holidays are counted as FMLA leave if the employee is on FMLA leave the entire week in which the holiday falls. If the employee takes FMLA for less than a full workweek in which the holiday falls, the holiday does not count as FMLA leave unless the employee was otherwise scheduled and expected to work during the holiday. (§ 825.200).

H. Periodic reporting. The department/division may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. The relevant facts and circumstances related to the individual employee's leave situation must be taken into account before determining how often the employee should be required to report the status and intent of their return to work. (§ 825.311).

I. Division reporting requirements. The department/division may require an employee to comply with the usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. (§ 825.302(d)).

J. Bonuses. If a bonus, award, or other payment is based on the achievement of a specified goal (e.g., hours worked, production output, perfect attendance, safety, etc.) and the employee has not met the goal due to FMLA leave, then the bonus or payment can be denied (and does not need to be pro-rated) as long as other employees on an equivalent leave status (e.g., vacation, sick days, paid time off, etc.) for a reason that does not qualify as FMLA leave are treated the same. (§ 825.215(c)(2)).

K. Secondary employment. An employee is prohibited from engaging in any secondary employment that occurs when the employee is off work from City employment on FMLA leave.

L. Recordkeeping. Each department/division will be responsible for establishing procedures for entering and tracking FMLA leave in the payroll system for benefit



purposes, as well as, maintaining records and documents related to health care certifications in a separate confidential medical file. (§ 825.500).

## 9. RETURN FROM FAMILY/MEDICAL LEAVE

A. Restoration to position. An employee returning from FMLA leave within the 12-week (or 26-week) FMLA period shall be restored to the position held prior to the leave commencing; or if the previously held position is unavailable, shall be restored to an equivalent position with equivalent pay and benefits, within his/her current department or division. (§ 825.214).

1. Necessary leave. An employee may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave. (§ 825.311(c)).
2. Qualifications expired. If an employee is no longer qualified for the position because of the employee's inability to attend a necessary course, renew a license, etc. as a result of the FMLA leave, the employee shall be given a reasonable opportunity to fulfill those conditions upon return. (§ 825.215(b)).

## 10. FAILURE TO RETURN FROM FAMILY/MEDICAL LEAVE

A. Failure to Return. An employee who fails to return from FMLA leave after the 12 weeks (or 26 weeks) of FMLA leave has expired and has not been approved for leave of absence or after being medically certified to do so, may be subject to disciplinary action, up to and including termination.

B. Personal leave of absence. An employee who is unable to return to work after the 12-week (or 26-week) FMLA period has expired may apply for a leave of absence through his/her department director. (See Personal Leave of Absence Section of the Personnel Policies).

1. If the leave of absence is approved, the employee will be permitted to use accrued vacation/sick leave/comp time. If the employee does not have

any accrued vacation, sick leave, or comp time, he/she will be placed in an unpaid status.

2. If after the leave of absence expires the the employee may be subject to termination.

C. Restoration after expiration of FMLA. The employee does not have the right to restoration to his/her position after the 12-week (or 26-week) FMLA entitlement has expired. An employee whose leave exceeds 12 weeks (or 26 weeks) will be returned to the same or similar position, only if available. If the same or similar position is not available, the employee may be terminated.

## 11. ADMINISTRATION

A. Each City department shall have an assigned FMLA Coordinator who is responsible for administration of the Servicemember FMLA policy as it pertains to that department's employees. If an employee has questions or concerns about the interpretation or administration of the Servicemember FMLA policy they are to consult their FMLA Coordinator.

B. The Personnel Department shall be responsible for general oversight and interpretation of the Servicemember FMLA; provide advice and guidance to all FMLA Coordinators regarding applications of the Act; and, the coordination of all FMLA dispute resolution activities between The City and the United States Department of Labor, Wage and Hour Division.

## **APPENDIX B**

### **ANTI HARASSMENT AND DISCRIMINATION POLICY**

#### **EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION POLICY**

The City is committed to providing equal employment opportunities to all employees and applicants for employment. There shall be no discrimination against any employee or applicant on the basis of race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, as defined and required by state and federal laws. This commitment extends to every aspect of employment, including recruitment, selection, placement, training, compensation, promotion, transfer, layoff, recall, and disciplinary action. The responsibility for administering this policy is delegated to Department Heads and Supervisors.

#### **PROFESSIONAL CONDUCT AND ANTI-HARASSMENT POLICY**

The City is committed to establishing a professional and congenial work environment and will take reasonable steps to ensure that the work environment is pleasant for all who work here. All employees are expected to treat others with courtesy, consideration, and professionalism. The City will not tolerate the harassment of any employee or any member of the public by any other employee, supervisor, or customer. Employees may not use epithets, slurs, or other terms or language designed to threaten, insult, intimidate, or show hostility to another. Employees are prohibited from posting or circulating in the workplace any written or graphic materials or other objects that attack, defame, belittle, degrade or show hostility or aversion to any person or group of people. In addition, harassment for any discriminatory reason, such as race, gender, national origin, disability, age, religion, or veteran status is prohibited not only by State and Federal laws but also by the policies of the City. The City prohibits not only unlawful harassment but other types of unprofessional and discourteous conduct. Accordingly, derogatory, racial, ethnic, religious, age, gender, sexual orientation, sexual or other inappropriate remarks, slurs, "jokes," written material or actions will not be tolerated in the workplace.

Included in this prohibition is a prohibition against sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or

3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or of creating an environment that is intimidating, hostile, or offensive to the employee.

Each employee must exercise his own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to, the following:

1. Verbal: Repeated sexual innuendos, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
2. Visual/Non-Verbal: Derogatory posters, cartoons, telefaxes, drawings, suggestive objects or pictures, graphic commentaries, leering or obscene gestures;
3. Physical: Unwanted physical contact including touching, interference with the individual's normal work movements or threatening gestures; and
4. Other: Making or threatening reprisals as a result of a negative response to a harassing action.

Any employee or applicant who feels that he or she has been subjected to harassment or otherwise has been discriminated against due to his or her race, color, religion, national origin, gender, sexual orientation, age, disability or veteran status or who witnesses such harassment or discrimination against another employee, should promptly report the incident. A complaint form is available in the Human Resources office. Although employees are encouraged to discuss issues of alleged harassment or discrimination with their immediate supervisor, they may by-pass their immediate supervisor and report the incident directly to Human Resources. In the event, the employee believes Human Resources is involved in the harassment or discrimination, the employee may bring the complaint to the attention of the City Manager. Further, any supervisors who gains information concerning allegations of harassment or discrimination is to immediately report the same to Human Resources.

All complaints of harassment or discrimination will be investigated. In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incidents occurred will be considered. Except as deemed necessary to investigate and remedy violations, management will keep any complaint, and the information revealed in the investigation as confidential as possible.

All employees are strongly encouraged to use the complaint procedures set forth herein if they believe they have been subjected to discrimination or harassment. Before it becomes a serious problem and the conduct interferes with an individual's work performance or creates a hostile environment, employees are encouraged to

notify management of conduct that may violate this policy. That will allow management time to address the situation.

The initiation of a complaint, in good faith, will not be grounds for discipline. It is a violation of the City's policy for an individual to be disciplined or otherwise disadvantaged as a result of a good faith resort to this complaint procedure. However, deliberately reporting false allegations may be considered as a form of harassment and may subject an employee to appropriate discipline.

If a person is determined to have violated this policy, the City will take appropriate action designed to prevent any further incidents of inappropriate behavior. If necessary, this could include disciplinary action up to and including termination. In addition, management and supervisory employees may face disciplinary action if they fail to take corrective action after becoming aware of the existence of harassment or discrimination, regardless of whether the victim has filed a formal complaint.

## **APPENDIX C**

### **COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS POLICY**

1. City computers and/or electronic communication systems, hardware, software, and their related equipment are city-owned and maintained. To that end, use of this equipment and its related services cannot be considered personal use or personal property and is open to inspection by any authorized person. The contents of any file, folder, hard drive, electronic communications, or connection to the Internet while using a city-owned computer and/or electronic communication systems are public information and not confidential.

2. Purchases of hardware or related equipment should be processed through the Information Technology Department in order to determine the lowest cost, compatibility to existing equipment, and reliability of the product. Maintenance of the city's computer systems is the responsibility of the Information Technology Department. All other personnel are prohibited from adding, installing, deleting, or changing the software or hardware or any peripherals within the computer systems unless so authorized by personnel within the office of Information Technology. PC hardware may not be removed from city property without notice and may require assistance from the Information Technology staff.

3. The purchase, installation, maintenance, and deletion of software, as well as license documentation, are the responsibility of the Information Technology staff. Prior to the purchase of any software, personnel in the Information Technology Department should be contacted to determine the safety and reliability of the software. Attempting to install or maintain software without a proper license of purchase is a crime. Regular audits to locate unauthorized software will be conducted, and pirated software or software without proper license will be deleted without notification to the user. Employees shall not copy software from a city PC for use in their own computer.

4. It is the responsibility of every City employee to use the City's computers and electronic communication systems responsibly in the interest and furtherance of the public's business. The Internet shall not be used for any illegal, improper, unprofessional, or illicit purposes. The transmission of any and all material in violation of any city, state, or federal law or regulation is prohibited. The electronic communication systems are part of the working tools used by this organization to more effectively serve the community. The use of City-owned

electronic communications is a privilege, not a right, and the use for personal matters should be limited. If additional charges to the City are incurred due to personal use, the employee may be personally responsible for those charges and or subject to disciplinary action. Messaging through City computers and/or electronic communication systems is subject to the Open Records Act and to public scrutiny. Any questions regarding the appropriate use of these resources should be directed to the employee's supervisor. Each employee is responsible for any information or message that he or she generates and/or distributes via electronic communication systems.

5. Examples of prohibited uses include, but are not limited to:

- a. Disclosing the password or user ID of a computer system entrusted to you or using a computer account that was not assigned to you by The City of Durant to access computer systems, Unless Information Technology has authorized multiple access for that user ID;
- b. Obtaining or attempting to obtain unauthorized access to another's computer system;
- c. Impersonating any individual or otherwise misrepresenting your affiliation with the City;
- d. Deliberately performing an act that will interfere with the normal operation of the Computer Systems, including developing or distributing programs that are designed to infiltrate computer systems internally or externally;
- e. Installing unauthorized wireless access points. All wireless access points in The City of Durant must be coordinated through Information Technology and must conform to specified standards. Information Technology reserves the right to block network access to any devices including wireless access point not conforming to these standards;
- f. Using Computer Systems in any way that violates any applicable law, rule, or regulation or in any way that subjects The City of Durant to liability;

g. Placing, using, accessing, transmitting, forwarding material of the following types of information or software on any Computer System or on any system connected directly to the Computer Systems:

1. That which infringes upon the rights of another person;
2. That which violates the privacy of another person;
3. That which is obscene, threatening, demeaning, racist, harassing, abusive, profane, sexually explicit, or otherwise offensive in nature to a reasonable person, whether in words or images that would be either illegal, prohibited or inappropriate;
4. That which consists of information which may injure someone else and/or lead to a lawsuit or criminal charges. Examples of such information include libelous statements, pirated software, destructive software, or copyrighted images and information without permission;

h. Unauthorized reading, deleting, copying, modifying, or printing of electronic communication of another user;

i. Using the City's electronic connections for not business users, including private gain or profit, religious, or soliciting for political support;

j. Sending or forwarding unsolicited junk mail, chain letters, or mass mailings;

k. Using, accessing, transmitting or forwarding material of a sexually explicit, obscene, threatening, demeaning, racist, harassing or otherwise offensive nature, whether in words or images that would be either illegal, prohibited or inappropriate;

6. All hardware, software, and data generated on or handled by the City's computer and/or electronic communication systems (including "back up" copies) are the property of the City of Durant. Any matter created, received, stored in, or sent from the City's computers and/or electronic communication systems may be



reviewed by authorized employees, such as a supervisor, the city attorney's office, or human resources personnel, in the course of their official duties.

7. All employees should be aware that any information generated on, or processed by, or stored in the City's electronic communication systems may be required to be produced to a member of the public, including the press, pursuant to the Oklahoma Open Records Act,. In the case of public records requests, the city attorney's office may be required to review copies of all electronic communications to determine whether the law requires the records to be released or whether an employee may have an individual right to privacy that may allow a document to be withheld or released in edited form.

8. Public records retention and disposition schedules are established by the City of Durant and are based on a record's informational content, not on its format. The City of Durant creates "back up" records of electronic mail. The primary purpose of creating these "backups" is to restore electronic records in case of system failure, not for purposes of retention of public records. The "backups" are retained for the limited period of time required by the City of Durant Records Retention Policy." This retention period is different than the time period the document itself must be retained. It is the responsibility of each city department and each employee to retain any electronic communications, depending on the nature and content of the document, as required by the public records retention and disposition schedules. Records retention and disposition schedules that apply to city records are available through the City Clerk's office.

9. Employees should have NO expectation of privacy or property rights in either sending or receiving electronic communications and other information on the Internet. The City of Durant reserves the right to monitor the content of electronic communications without notification. Electronic communications may be monitored to support operational, maintenance, auditing, security, and investigative activities.

10. If a Department Head has reason to believe that an employee under his or her supervision may have engaged in any prohibited behavior or inappropriate use of electronic communications, it is the Department Head's responsibility to contact the City Manager, or designee, who will guide the Department Head through the process of documenting the allegations. The decision of whether or not to monitor the employee's electronic communications, and/or conduct a

search of the employee's electronic files shall be subject to the approval of the City Manager, or designee.

11. If a decision is made to monitor and/or search electronic communications, the City Manager, or designee, will send a written request to Information Technology for their staff to provide the technical assistance required. Information Technology staff, however, will be excluded from any examination of content of the electronic communications, which will be subject only to review by the City Manager, or managers with an official need to know the information and such members of the city attorney's office, who may be consulted to provide legal advice and assistance.

12. Violations of this policy may result in revocation of privileges relating to electronic communications, disciplinary actions pursuant to Chapter 3 of the City of Durant Personnel Manual, and other possible legal consequences. A single incident in violation of this administrative guideline may be grounds for disciplinary action, up to and including dismissal.

## **APPENDIX D**

# **ALCOHOL & CONTROLLED SUBSTANCE TESTING POLICY AND PROCEDURES**

### **1. Policy Statement:**

The City recognizes the importance of a drug and alcohol free workplace. The abuse of drugs, alcohol, or other chemical substances by an employee endangers the safety of the public, the employee, and other City employees. The City recognizes that it is in its best interest, as well as the best interest of its employees and the public, to prevent and eliminate drug, alcohol and/or substance abuse in the workplace. Any employee found using, possessing, selling, distributing, or being under the influence of an illegal chemical substance and/or alcohol during working hours or while on City property or while using City equipment will be subject to discipline up to and including termination of employment.

### **2. Effective Date:**

This policy will be effective ten (10) days after posting in a prominent place at all City facilities where employees routinely report for duty and following distribution of the policy to all employees. In addition, a copy will be given to each applicant for employment upon receipt of a conditional offer of employment.

### **3. Application:**

This policy applies to all employees as well as all applicants for employment once they have received a conditional offer of employment. Employee is defined as any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, unless otherwise provided for by contract. This policy will comply with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, 40 O.S. §551, et seq. (Act) as amended.

### **4. Applicant Pre-Employment Testing:**

All applicants will undergo drug and/or alcohol testing following a conditional offer of employment, but prior to final hiring and assignment. Refusal to undergo a test, or a positive test, will result in the City withdrawing its conditional offer of employment. In addition, adulteration of a specimen for a drug or alcohol test will be considered as a refusal to undergo a test.

## **5. For Cause Testing:**

Drug and/or alcohol testing may be conducted on any employee at any time the City has reasonable suspicion there is cause to believe an employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

1. Observation of drugs or alcohol on or about the employee's person or in the employee's vicinity;
2. Observation of conduct on the part of the employee that suggests that the employee is impaired or is under the influence of drugs or alcohol;
3. Receipt of a report of drug or alcohol use by an employee while at work;
4. Information that an employee has tampered with drug or alcohol testing at any time;
5. Negative job performance patterns by the employee; or
6. Excessive or unexplained absenteeism or tardiness.

The supervisor will verbally inform the employee of the reason for the test. Additionally, the attached Reasonable Suspicion Determination Report will be completed and signed by the supervisor(s)/witnesses within 24 hours of the event. A copy of the Report will be forwarded to the Human Resources Department.

The employee involved must stop work immediately and will be transported as soon as possible to the designated testing facility by a management/supervisory employee. The employee will not be allowed back to work until the results of the test are known.

## **6. Post Accident Testing:**

Post-Accident drug and/or alcohol testing may be conducted on an employee where there has been damage to City property or equipment while the employee was at work or the employee or another person has sustained an injury while at work. The post accident test will be administered while the employee is still on duty or as close to as possible. No employee required to take a post accident

alcohol or drug test may use any alcohol or drugs, of any kind, following the accident until the employee undergoes the post-accident testing.

## **7. Random Testing:**

The City may, at various times, randomly select members of the following employment groups, at its discretion, for unannounced random testing for drugs or alcohol:

1. police officers;
2. firefighters;
3. persons engaged in activities which directly affect the safety of the public;
4. employees whose work involves direct contact with inmates in the custody of the Department of Correction; or
5. employees whose work requires possession of a CDL.

## **8. Periodic Scheduled Testing:**

The City may require an employee in any of the employment groups identified in Section 7 above to undergo drug or alcohol testing as part of a routinely scheduled employee fitness for duty examination or in connection with the employee's return to duty from a leave of absence.

## **9. Post Rehabilitation Testing:**

The City may require an employee to undergo drug and/or alcohol testing, without prior notice, for a period of up to two (2) years after the employee's return to work following a confirmed positive test result or following participation in a drug or alcohol dependency program. Post-rehabilitation testing will be conducted in addition to any other testing the employee is subject to under this policy.

## **10. Substance for Which Tests May Be Given:**

The City reserves the right to test for all drugs and for the presence of alcohol. Threshold reporting levels will be those established and maintained by State and

Federal Regulations relevant to the position held by the employee. Any positive levels below those established reporting levels will not be reported to the City's Review Officer by the testing laboratory.

#### **11. Methods and Documentation:**

Collection, storage, transportation, testing facilities, and testing procedures will be conducted in accordance with rules established by the State Board of Health. Samples may be collected on the premises of the City at its election. Body component samples will be collected with due regard to the privacy of the individual being tested. In no case may any City employee directly observe the collection of a urine sample. A written record of the chain of custody of the sample will be maintained until the sample is no longer required.

All sample testing will conform to scientifically accepted analytical methods and procedures. Testing will include confirmation testing of any positive test results by gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy as approved by the State Board of Health at the cut off levels as determined by the State Board of Health. In the case of the use of Breathalyzer testing method, no discipline may be imposed unless there is a confirmation test performed on a second sample that confirms the prior results.

An applicant or employee will be given the opportunity to provide notification of any information which he/she considers relevant to the test, including currently or recently used drugs or other relevant information. In the event that an applicant or employee wishes to challenge the results of the City's test, he/she may do so as provided in this policy. The applicant or employee must have had the sample collected within one hour of the City's sample and such retest must be in accordance with the standards set forth by the State Board of Health and in this policy.

#### **12. Costs:**

The City is responsible for all costs associated with drug or alcohol testing. However, if an applicant or employee requests a confirmation test of a sample within twenty-four (24) hours of receiving notice of a positive test result in order to challenge the results of the positive test, the applicant or employee is responsible for the cost of the confirmation test unless the confirmation test reverses the findings of the challenged positive test. In such case, the City will reimburse the person for the cost of the confirmation test.

### **13. Refusal to Undergo Testing or Tampering with Sample:**

Employees who refuse to undergo testing according to the terms of this policy will be subject to disciplinary action up to and including termination. Adulteration of a specimen or of a drug or alcohol test will be considered as a refusal to undergo a test and will result in disciplinary action up through and including termination of employment.

### **14. Review Officer:**

The City will contract with a Review Officer who will receive confirmed positive test results from the testing facility and evaluate those results in conjunction with the subject employee and/or applicant. The Review Officer will be qualified by the Board of Health to receive, interpret and evaluate the test results. Upon receiving a confirmed positive test result, the Review Officer will contact the applicant or employee prior to notification of City officials. The applicant or employee will be given the opportunity to explain the test results.

### **15. Confidentiality:**

The City will treat all tests and all information related to such tests, as confidential materials. All records relating to drug testing will be kept separated from personnel records. The records are the property of the City but will be made available to the affected applicant or employee for inspection and copying upon request and will also be available for review by the City's Review Officer. Except as set forth below, the records will not be released to any person other than the applicant or the employee without that person's express written permission. However, the City may release the records:

- a. To comply with a valid judicial or administrative order;
- b. As admissible evidence in a case or proceeding before a court of record or administrative agency if the employee or the City is named as a party in the case or proceeding; or
- c. To employees or agents of the City who need access to the records in connection with the administration of this Policy and the Act.

## **16. Disciplinary Action:**

The City may elect to take disciplinary action, up to and including termination of employment, against an employee who: 1) tests positive for drugs and/or alcohol; 2) refused to test under this policy; or 3) adulterates a specimen for a drug or alcohol test.

1. The City will evaluate the employment history of any employee who tests positive for drugs and/or alcohol. The appropriate course of action will be determined based on the employee's total work record. Where deemed appropriate by management, an employee may be offered the opportunity to enter into a rehabilitation program. Continued employment will be contingent upon the successful completion of a rehabilitation program and an agreement to undergo periodic drug and/or alcohol post-rehabilitation testing for up to two (2) years. However, the City reserves the right to initiate disciplinary action, up to and including termination of employment, for the first positive test result. A decision regarding disciplinary action under this policy by management will be final and binding.
2. Employees who have tested positive, and who have been offered the opportunity to participate in a rehabilitation program in lieu of termination of employment, will not be allowed to return to work until they can provide a verified negative "return to work" test from a City approved facility. An employee may be allowed a maximum of 12 weeks to provide a verified negative "return to work" drug or alcohol test. If a negative test is not provided within 12 weeks, the employee will be terminated from employment. Until a negative "return to work" test is supplied, the employee will be on leave without pay. However, an employee may request permission to use accrued sick leave and vacation leave. An employee may request a "return to work" test no sooner than two weeks from a positive test result, and subsequently every other week thereafter, until a negative "return to work" test is obtained. Employees refusing to seek help or submit to testing in accordance with this policy will be subject to disciplinary action.
3. In the event the City does not terminate the employment of an employee who has a positive test result, the employee who enters a rehabilitation program after the positive test results will be permitted to do so only once. Any future recurrence for abuse with the same or any other substance will result in termination of employment.
4. An employee who is discharged from employment on the basis of refusal to undergo drug or alcohol testing or based on a positive drug or alcohol



test will be considered as having been discharged for misconduct for the purpose of unemployment compensation and the City will protest any application for unemployment benefits.

### **17. Prohibitions:**

No employee will be on duty or operate a City vehicle/equipment or perform job duties while in possession of alcohol nor use alcohol during duty time. Further, no employee may report for duty, drive a City-owned vehicle, operate City equipment or remain on duty when the employee has used any controlled substance, except when the use is pursuant to the instructions of a physician and where the physician has advised an employee the substance will not adversely affect an employee's ability to drive a vehicle or operate equipment. No supervisor having knowledge that an employee has used a controlled substance may permit an employee to be on duty or drive/operate any City vehicle or equipment.

### **18. Responsibilities of Individuals:**

In order to comply with the provisions of this policy, each employee assumes the following responsibilities:

1. Working under the Influence of Performance Impairing Medication: Employees who have been prescribed legal medications that might affect the safe performance of their duties are required to notify their supervisors prior to performing any hazardous or dangerous tasks.
2. Reporting to Work or Working While Impaired: Employees may not report to work and may not continue to work while impaired by any restricted substance identified in this policy.
3. Reporting Violations: The services provided by certain employees are performed, at times, under hazardous and dangerous conditions. Thus, employees are encouraged to come forward and report any violation of this policy to management. This information may be instrumental in the prevention of serious accidents and injuries on the job.

## **19. Medical Marijuana:**

Effective August 28, 2019 employees possessing a valid State issued Medical Marijuana license shall not be discriminated against for possessing a license or testing positive for marijuana that is at or above the cutoff concentration level established by the United States Department of Transportation or Oklahoma law regarding being under the influence, whichever is lower, except in the following circumstances:

1. Use or possession of marijuana at work or during work hours;
2. The City would fail to obtain or lose federal funding;
3. The employee is required as part of the job duties to possess a federal license under the Federal Motor Carrier Safety Administration, the Federal Aviation Administration, Federal Railroad Administration, Federal Transit Administration, National Highway Traffic Safety Administration or Pipeline and Hazardous Materials Safety Administration.
4. Safety Sensitive Positions. The employee's position involves safety sensitive job duties, including but not limited to:
  - a. the handling, packaging, processing, storage, disposal or transport of hazardous materials;
  - b. the operation of a motor vehicle, other vehicle, equipment, machinery or power tools;
  - c. repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage;
  - d. performing firefighting duties;
  - e. the operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution;
  - f. the extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment or transport of potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component;

- g. dispensing pharmaceuticals;
- h. carrying a firearm; or
- i. direct patient care or direct child care

5. Health and Workers Compensation Benefits. Employer is not required to reimburse the costs associated with the use of medical marijuana.

## **20. REASONABLE SUSPICION (FOR CAUSE) CHECKLIST** **INSTRUCTIONS**

### **Observation of Behavior**

When a Supervisor is notified or suspects an employee may be in violation of the Drug Free Workplace Policy:

The Supervisor must notify HR as soon as possible of the possibility of a violation of the Policy.

- Two designated staff members (witnesses) will observe the behavior of the employee and immediately complete the Reasonable Suspicion Testing Checklist.
- After completing the Reasonable Suspicion Testing Checklist, if the witnesses believe, there is reasonable suspicion that the employee may be in violation of the Policy (e.g. using or being under the influence of drugs or alcohol while at work); the witnesses must contact HR.
- Each witness must observe the behavior of the employee and complete a separate Reasonable Suspicion Testing Checklist.
- After completing the Reasonable Suspicion Testing Checklist, if the witnesses believe the employee may be in violation of the policy, the witnesses will escort the employee to an area where a conversation with the employee can be held in private.

### **Two Witnesses**

Both designated staff members should be involved in all steps of the process and are required to fully document the events immediately.

### **Notification of Possible Violation to Employee**

The witnesses will inform the employee that the employee may be in violation of the Policy and will inform the employee of the observations. The employee must be given an opportunity to provide an explanation of the observed behaviors ("What explanation do you have for these behaviors?"). Both witnesses will document the conversation, including noting if the employee declined to comment.

If both witnesses believe the employee is in violation of the Policy, they will inform the employee that they believe the employee is in violation of the Policy,

ask the employee to submit to a reasonable suspicion drug/alcohol test, and sign and complete the Reasonable Suspicion Testing Consent Form indicating the employee's consent or refusal to the screening.

For example, the designated staff member might say, "At this time, we believe you are in violation of the Drug Free Workplace policy and are requesting that you submit to a reasonable suspicion drug/alcohol test. This test will involve screenings to detect the presence of alcohol or drugs in your system. A positive test could result in corrective action, up to and including termination of your employment. Please read this consent form and sign in the appropriate area to indicate either your consent to or your refusal to the test. Failure to submit to and/or complete this testing may lead to corrective action, up to and including termination of employment.

## **21. The City's Drug-Free Workplace Reasonable Suspicion Testing Procedure:**

- Collective Bargaining- If the employee is covered under a collective bargaining agreement and the employee requests union representation, the employee will have the right to consult with a union representative. If requested, up to one half hour will be made available to obtain this consultation. This is the maximum time allowed for this consultation.
- Minors -If the employee is 17 years of age or younger, the parent or guardian must be contacted to provide consent.

### **Employee Refuses Testing**

If the employee refuses to submit to the testing, one of the designated staff must tell the employee that refusal to submit to and complete the testing could subject them to corrective action up to and including termination of employment. The designated staff member should again ask the employee to submit to the testing.

If the employee refuses again, the designated staff member will inform the employee that the refusal could subject them to disciplinary action. The designated staff member will inform the employee to report to duty at their next assigned shift and should instruct and assist, if necessary, the employee to make arrangements to be taken home safely. If the employee insists upon driving home, the designated staff member will inform the employee that local law enforcement will be notified and again instruct the employee to make arrangements to get home safely. If the employee refuses, the designated staff member should obtain vehicle information such as make, model, color, license plate number and must notify local law enforcement that an employee is suspected of being in violation of the Drug-Free Workplace policy and that the

suspected employee may be attempting to operate a vehicle. The witnesses must report this refusal to Human Resources as soon as possible.

### **Employee Consents to Testing**

If the employee consents to testing designated staff member will arrange for testing. The designated staff member should notify Human Resources that they have an employee suspected of being in violation of the Drug-Free Workplace policy and that the suspected employee will be transported to the specimen collection location for a drug/alcohol screening.

The employee will be transported to the collection location if possible by two designated staff members. At no time will the employee be allowed to transport him/herself. A copy of the completed Reasonable Suspicion Testing Checklist and any other relevant documentation will be maintained. If there is a safety concern, the designated staff members can request a Durant PD officer to follow the transporting vehicle containing the witnesses and employee.

### **Specimen Collection Contacts**

*Simply Safe Compliance*  
398 N 49<sup>th</sup>, St. Durant OK  
580-924-9797

The designated staff members will remain with the individual while at the collection location.

If the individual refuses to cooperate in the testing process, the designated staff member must tell the individual that refusal to submit to and complete the testing could subject them to corrective action up to and including termination of employment.

If after reasonable efforts have been made to enable the individual to provide a breath or urine specimen and the individual is unable to do so, an evaluation by the testing facility's medical personnel is to be conducted to establish medical impediment to providing a specimen. If no medical impediment exists, it is considered a refusal to test.

Once the screening has been completed, if positive, the designated staff member will inform the individual to report to Human Resources the next business day and should instruct the individual to make arrangements to be taken home safely. If the individual insists upon driving home, the designated staff member will inform the individual that local police may be notified and again instruct the individual to make arrangements to get home safely. If the individual refuses, designated staff member should obtain vehicle information such as make, model, color, and license plate number and must notify Durant PD that they have an

individual suspected of being in violation of the Drug-Free Workplace policy and that the suspected individual may be attempting to operate a vehicle.

### **Test Results**

Test results and any other pertinent reports will be reviewed by Human Resources who will determine if a policy violation occurred. Human Resources will work with the department head to determine next steps.

## **APPENDIX E**

### **TUITION REIMBURSEMENT**

#### **PURPOSE**

The educational development of the 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 \$2,100.00 per calendar year.

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.

Any employee involved in the Tuition Reimbursement Program must turn in their Tuition Reimbursement application form one semester in advance. For example, if any 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 a 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 Human Resources (for budgetary purposes). Requests for reimbursement must be submitted to Human Resources office within 45 days after the end of the semester for which reimbursement is sought. Any exceptions should be addressed in a memorandum to Human Resources.

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 of 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.
- 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 updated information; and
- C. A copy of the official school transcript listing the grades for each course completed.

#### ELIGIBILITY

Tuition and lab fee reimbursement is available only to employees who have 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 grade 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.

## APPENDIX F

### EMPLOYEE SOCIAL MEDIA GUIDELINES

**Social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Durant, as well as any other form of electronic communication. You are solely responsible for what you post online. Keep in mind that any of your conduct that adversely affects your job performance, the performance of coworkers, or otherwise adversely affects members, customers, suppliers, people who work on behalf of the City of Durant, or the City's legitimate business interests may result in disciplinary action up to and including termination.

**1. Know and follow the rules-** Carefully read these guidelines, the City of Durant's Statement of Values, and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

**2. Be respectful-** Always be fair and courteous to co-workers, customers, members, suppliers or people who work on behalf of the City of Durant. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, your supervisor, or by utilizing HR's Open Door Policy, than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, co-worker's or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

**3. Be honest and accurate-** Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives most everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the City of Durant, co-workers, members, customers, suppliers, people working on behalf of the City, or competitors.

**4. Post only appropriate and respectful content**

- a. Maintain the confidentiality of the City of Durant's private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- b. Express only your personal opinions. Never represent yourself as a spokesperson for the City of Durant. If the City is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of the City, co-workers, members, customers, suppliers or people working on behalf of the City of Durant. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City of Durant. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the City of Durant."

**5.Using social media at work-** Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with the Equipment Policy. Do not use City provided email addresses to register on social networks, blogs or other online tools utilized for personal use.

**5. Retaliation is prohibited-** The City of Durant prohibits taking negative action against any individual for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

**6. Media contacts-** Employees should not speak to the media on City of Durant's behalf without contacting the City Manager.



# The City of Durant

## Public Works Director

### Memorandum

**Date:** 6/5/2020  
**To:** Mayor and City Council  
**From:** Marty Cook - Public Works Director  
**Re:** Consider Award of Bid for Street Construction Project to J & L Paving, LLC in the amount of \$1,798,6656.00 for Mill and Overlay of 30 Specified Streets Sections

---

We had two bidders out of four plan holders. The bid sheet and bids are attached.

### Council Information / Action Requested

Award Bid

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

#### ATTACHMENTS:

| Description                | Type       | Upload Date |
|----------------------------|------------|-------------|
| Bid Tab and Recommendation | Cover Memo | 6/11/2020   |
| J&L Paving Bid             | Cover Memo | 6/11/2020   |
| Overland Corp Bid          | Cover Memo | 6/11/2020   |
| Length and Width           | Cover Memo | 6/11/2020   |
| Original Estimate          | Cover Memo | 6/11/2020   |

**City of Durant  
Bid Tabulation Sheet**

**Item: Streets – Mill and Overlay**

**Bid Opened: June 11, 2020 @ 1:00 pm**

| <b>BIDDER</b>                                                                   | <b>AMOUNT</b>         | <b>Deviations to Specs</b>                                                                                                                             | <b>Delivery Date</b>                                            | <b>Warranty Terms</b> |
|---------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------|
| <b>J &amp; L Paving LLC<br/>3737 Lamar Avenue, Ste. 700<br/>Paris, TX 75460</b> | <b>\$1,798,665.00</b> | <b>Excludes sales tax on materials</b>                                                                                                                 | <b>7/20/2020,<br/>complete in<br/>45 days</b>                   | <b>One year</b>       |
| <b>Overland Corporation<br/>PO Box 1947<br/>Ardmore, OK 73402</b>               | <b>\$1,967,831.00</b> | <b>If a Type S5 (64-22)<br/>asphalt leveling course is<br/>required, price to furnish<br/>and install is \$186.10 per<br/>ton for each ton placed.</b> | <b>30 days<br/>after<br/>award,<br/>complete in<br/>90 days</b> | <b>One year</b>       |

**IN ATTENDANCE:**

**Marty Cook, Public Works Director**

**John Dean, City Manager**

**Cynthia Price, City Clerk**

**Staff Recommendation: J & L Paving LLC**

**BIDDER'S RETURN SHEET**  
**Bid: 'Streets -Milling and Overlay'**  
**Bids Due by June 11, 2020 @ 1:00pm**

Amount of bid per specifications dated May 21, 2020

Bid Should Include All Materials, Equipment, Labor, Traffic Control and Flaggers for Milling, Paving and Striping.

\$1,798,665.00

Total Bid Amount FOB Durant, OK \$ \_\_\_\_\_

Total Bid Amount in Words: One Million Seven Hundred Ninty-eight  
Six Hundred Sixty-five Dollars, and zero Cents

List Any Deviations to Specifications: Excludes Sales Tax on Materials

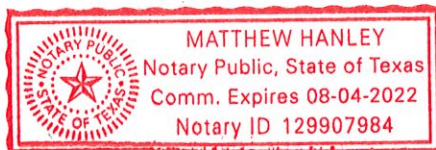
State Earliest Delivery Date: July 20th, 2020

State Warranty Terms: One Year

|                           |                   |
|---------------------------|-------------------|
| <u>J&amp;L Paving LLC</u> | <u>06-11-2020</u> |
| Company Submitting Bid    | Date              |

**AFFIDAVIT:** I, the undersigned, of lawful age, being first duly sworn on oath, say that I am the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder had not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any City official or employee as to quantity or price in the prospective contract or any other terms of said prospective contract; or in any discussion between bidders and any City official concerning exchange or money or other thing to any officer or employee of the Durant City Utilities Authority any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before me this 10th day of June 2020.



(SEAL)

My commission expires 8-4-22  
Matthew Hanley  
Notary Public

Firm: J&L Paving LLC

Signed: Brad Osborne

Printed Name: \_\_\_\_\_

Title: Senior PM

Address: 3737 Lamar Ave, Suite  
700, Paris TX 75460

Telephone: 903-703-9196

Fax: 903-784-4768

Mark Outside Envelope 'Streets - Milling and Overlay'



**IMPORTANT NOTICE  
STATE OF TEXAS  
COMPLAINT PROCEDURES**

**1. IMPORTANT NOTICE**

To obtain information or make a complaint:

2. You may contact your agent.

3. You may call **Westfield Insurance Company, Westfield National Insurance Company, and/or Ohio Farmers Insurance Company's** toll-free telephone number for information or to make a complaint at:

**1-800-243-0210**

4. You may also write to **Westfield Insurance Company, Westfield National Insurance Company, and/or Ohio Farmers Insurance Company** at:

**Attn: Bond Claims  
One Park Circle  
P O Box 5001  
Westfield Center, OH 44251-5001  
Fax #330-887-0840**

5. You may contact the Texas Department of Insurance to obtain information on companies, coverages, rights or complaints at:

**1-800-252-3439**

6. You may write to the Texas Department of Insurance, Consumer Protection Section (MC 111-1A):

P.O. Box 149091  
Austin, TX 78714-9091  
Fax: (512) 490-1007  
Web: [www.tdi.texas.gov](http://www.tdi.texas.gov)  
E-mail: [ConsumerProtection@tdi.texas.gov](mailto:ConsumerProtection@tdi.texas.gov)

**7. PREMIUM OR CLAIM DISPUTES:**

Should you have a dispute concerning your premium or about a claim, you should contact the agent, Westfield Insurance Company, Westfield National Insurance Company, or Ohio Farmers Insurance Company first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

**8. ATTACH THIS NOTICE TO YOUR POLICY:**

This notice is for information only and does not become a part or condition of the attached document.

**AVISO IMPORTANTE**

Para obtener informacion o para someter una queja:

Puede comunicarse con su (title) al (telephone number).

Usted puede llamar al numero de telefono gratis de **Westfield Insurance Company, Westfield National Insurance Company, and/or Ohio Farmers Insurance Company's** para informacion o para someter una queja al:

**1-800-243-0210**

Usted tambien puede escribir a **Westfield Insurance Company, Westfield National Insurance Company, and/or Ohio Farmers Insurance Company:**

**Attn: Bond Claims  
One Park Circle  
P O Box 5001  
Westfield Center, OH 44251-5001  
Fax #330-887-0840**

Puede comunicarse con el Departamento de Seguros de Texas para obtener informacion acerca de companies, coberturas, derechos o quejas al:

**1-800-252-3439**

Puede escribir al Departamento de Seguros de Texas, Consumer Protection Section (MC 111-1A):

P.O. Box 149091  
Austin, TX 78714-9091  
Fax: (512) 490-1007  
Web: [www.tdi.texas.gov](http://www.tdi.texas.gov)  
E-mail: [ConsumerProtection@tdi.texas.gov](mailto:ConsumerProtection@tdi.texas.gov)

**DISPUTAS SOBRE PRIMAS O RECLAMOS:**

Si tiene una disputa concerniente a su prima o a un reclamo, debe comunicarse con el agente, Westfield Insurance Company, Westfield National Insurance Company, o Ohio Farmers Insurance Company primero. Si no se resuelve la disputa, puede entonces comunicarse con el departamento (TDI).

**UNA ESTE AVISO A SU POLIZA:** Este aviso es solo para proposito de informacion y no se convierte en parte o condicion del documento adjunto.



**Bid Bond  
SURETY DEPARTMENT**

**Conforms with the American Institute of  
Architects, A.I.A Documents No. A-310**

KNOW ALL MEN BY THESE PRESENTS,

That we, **J&L Paving LLC** as Principal hereinafter called the Principal, and **Westfield Insurance Company** a corporation created and existing under the laws of the State of **Ohio** whose principal office is in **Westfield Center, OH** as Surety, hereinafter called the Surety, are held and firmly bound unto **City of Durant Oklahoma** as Obligee, hereinafter called the Obligee,

in the sum of **Five Percent of the Greatest Amount Bid** Dollars **(5% GAB)** for the payment of which sum, well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents

Whereas, the Principal has submitted a bid for **Durant Streets-Mill and Overlay**

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or contract documents with good and sufficient surety for the faithful performance of such contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect

Signed and sealed this 11th day of June, 2020

**J&L Paving LLC**

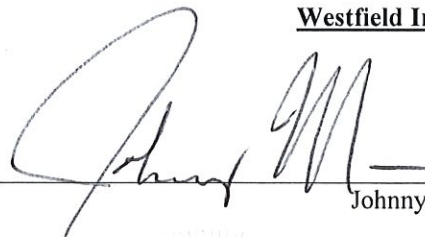
(Principal)

By 

(SEAL)

**Westfield Insurance Company**

(Surety)

By 

(SEAL)

Johnny Moss, Attorney-in-fact



General  
Power  
of Attorney

CERTIFIED COPY

POWER NO. 4220012 14

**Westfield Insurance Co.**  
**Westfield National Insurance Co.**  
**Ohio Farmers Insurance Co.**  
Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint  
TONY FIERRO, JOHNNY MOSS, JAY JORDAN, MISTIE BECK, JEREMY BARNETT, JADE PORTER, ROBERT G. KANUTH,  
JARRETT WILLSON, JACK NOTTINGHAM, JOINTLY OR SEVERALLY

of ROCKWALL and State of TX its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

**LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.**

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 02nd day of JANUARY A.D., 2020.

Corporate  
Seals  
Affixed



WESTFIELD INSURANCE COMPANY  
WESTFIELD NATIONAL INSURANCE COMPANY  
OHIO FARMERS INSURANCE COMPANY

By:   
Gary W. Stumper, National Surety Leader and  
Senior Executive

State of Ohio  
County of Medina ss.:

On this 02nd day of JANUARY A.D., 2020, before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Hartford, CT; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial  
Seal  
Affixed



David A. Kotnik, Attorney at Law, Notary Public  
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio  
County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 17th day of June 2020



Frank A. Carrino, Secretary



**BIDDER'S RETURN SHEET**  
**Bid: 'Streets -Milling and Overlay'**  
**Bids Due by June 11, 2020 @ 1:00pm**

Amount of bid per specifications dated May 21, 2020

Bid Should Include All Materials, Equipment, Labor, Traffic Control and Flaggers for Milling, Paving and Striping.

Total Bid Amount FOB Durant, OK \$ 1,967,831.00

Total Bid Amount in Words: One million nine hundred sixty seven thousand eight hundred thirty one dollars no cents

List Any Deviations to Specifications: If a Type SS (64-22) asphalt leveling course is required our price to furnish and install is \$186.10 per ton for each ton placed.

State Earliest Delivery Date: Start - 30 days after award  
Complete - 90 days

State Warranty Terms: 1 year

Overland Corporation  
Company Submitting Bid

6/11/20  
Date

**AFFIDAVIT:** I, the undersigned, of lawful age, being first duly sworn on oath, say that I am the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder had not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any City official or employee as to quantity or price in the prospective contract or any other terms of said prospective contract; or in any discussion between bidders and any City official concerning exchange or money or other thing to any officer or employee of the Durant City Utilities Authority any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before me this 11th day of June 2020.

Firm: Overland Corporation

Signed: [Signature]

Printed Name: Michael S. Voornes

Title: President

Address: PO Box 1947

Ardmore, OK 73402

Telephone: (580) 223-8432

Fax: (580) 223-8454



My commission expires 6/17/22  
[Signature]  
Notary Public

Mark Outside Envelope 'Streets - Milling and Overlay'



# THE CITY OF DURANT

## Office of the Street Superintendent

### Streets to be Milled and overlayed

5/06/2020

#### North Side

#### LENGTH AND WIDTH

|                                                                  |                         |              |
|------------------------------------------------------------------|-------------------------|--------------|
| 1. Nth 5 <sup>th</sup> ave from Main to Walnut                   | 3 inch mill and overlay | 3738' x 28'  |
| 2. Nth 4 <sup>th</sup> ave from Main to Beech                    | 2 inch mill and overlay | 776' x 26'   |
| 3. Nth 7 <sup>th</sup> ave from Elm To Mulberry                  | 2 inch mill and overlay | 1041' x 27'  |
| 4. Nth 12 <sup>th</sup> ave from Elm to Live oak                 | 2 inch mill and overlay | 318' x 28'   |
| 5. Live oak just east of nth 12 <sup>th</sup> to 9 <sup>th</sup> | 2 inch mill and overlay | 1,000' x 26' |
| 6. Nth 19 <sup>th</sup> 100 block                                | 2 inch mill and overlay | 381' x 21'   |
| 7. Waco from nth 10 <sup>th</sup> to 12 <sup>th</sup>            | 2 inch mill and overlay | 843' x 26'   |
| 8. Hill street from concrete to nth 9 <sup>th</sup>              | 2 inch mill and overlay | 180' x 28'   |
| 9. Chuckwa west of 10 <sup>th</sup> to nth 7 <sup>th</sup> ave   | 3 inch mill and overlay | 1,163' x 26' |
| 10. Wilson from nth 1 <sup>st</sup> ave to Four seasons          | 2 inch mill and overlay | 3,641' x 27' |
| 11. Estelle from University to Chuckwa                           | 2 inch mill and overlay | 1,330' x 27' |
| 12. Chuckwa from Estelle east to concrete                        | 2 inch mill and overlay | 1,270' x 27' |
| 13. Mocking Bird From Washington to John Junction                | 3 inch Mill and overlay | 6,329' x 23' |
| 14. NTH 16 <sup>TH</sup> 1200 block                              | 2 inch mill and overlay | 405' x 26'   |
| 15. Grand 1200 block                                             | 2 inch mill and overlay | 201' x 27'   |

#### South Side

|                                                                     |                         |              |
|---------------------------------------------------------------------|-------------------------|--------------|
| 1. Arkansas from sth 1 <sup>st</sup> ave to sth 9 <sup>th</sup> ave | 3 inch mill and overlay | 3,061' x 22' |
| 2. Sth 5 <sup>th</sup> ave from Arkansas to Tennessee               | 2 inch mill and overlay | 2,403' x 27' |
| 3. Sth 10 <sup>th</sup> from Georgia to Texas                       | 2 inch mill and overlay | 1,200' x 22' |
| 4. Mississippi from sth 9 <sup>th</sup> to 11 <sup>th</sup>         | 2 inch mill and overlay | 845' x 22'   |
| 5. Mississippi 100 block                                            | 2 inch mill and overlay | 505' x 20'   |
| 6. Louisiana 100 block                                              | 2 inch mill and overlay | 647' x 24'   |
| 7. Louisiana 1200 and 1300 block                                    | 2 inch mill and overlay | 821' x 22'   |
| 8. Texas 100 to 300 block                                           | 2 inch mill and overlay | 804' x 23'   |

#### East Side

|                                                             |                         |              |
|-------------------------------------------------------------|-------------------------|--------------|
| 1. Ne 2 <sup>nd</sup> 70E TO Est Main                       | 3 inch mill and overlay | 2,386' x 21' |
| 2. Se 1 <sup>st</sup> from e main to Est Arkansas           | 2 inch mill and overlay | 610' x 25'   |
| 3. E Arkansas from Se 1 <sup>st</sup> to Se 3 <sup>rd</sup> | 2 inch mill and overlay | 720' x 20'   |
| 4. Ne 5 <sup>th</sup> from E Main to E Cedar                | 2 inch mill and overlay | 740' x 20'   |
| 5. E Arkansas from Se 3 <sup>rd</sup> to se 5 <sup>th</sup> | 2 inch mill and overlay | 1,000' x 22' |
| 6. Ne 4th ave 500 block                                     | 2 inch mill and overlay | 491' x 22'   |
| 7. Timberline                                               | 3 inch mill and overlay | 3,605' x 23' |



# THE CITY OF DURANT

## Office of the Street Superintendent

### Streets to be Milled and overlayed

#### North Side

|                                                                  |                         |               |
|------------------------------------------------------------------|-------------------------|---------------|
| 1. Nth 5 <sup>th</sup> ave from Main to Walnut                   | 3 inch mill and overlay | \$256,000.00  |
| 2. Nth 4 <sup>th</sup> ave from Main to Beech                    | 2 inch mill and overlay | \$32,500.00   |
| 3. Nth 7 <sup>th</sup> ave from Elm To Mulberry                  | 2inch mill and overlay  | \$ 46,000.00  |
| 4. Nth 12 <sup>th</sup> ave from Elm to Live oak                 | 2 inch mill and overlay | \$ 15,000.00  |
| 5. Live oak just east of nth 12 <sup>th</sup> to 9 <sup>th</sup> | 2 inch mill and overlay | \$42,000.00   |
| 6. Nth 19 <sup>th</sup> 100 block                                | 2 inch mill and overlay | \$13,000.00   |
| 7. Waco from nth 10 <sup>th</sup> to 12 <sup>th</sup>            | 2 inch mill and overlay | \$ 10,000.00  |
| 8. Hill street from concrete to nth 9 <sup>th</sup>              | 2 inch mill and overlay | \$8,200.00    |
| 9. Chuckwa west of 10 <sup>th</sup> to nth 7 <sup>th</sup> ave   | 3 inch mill and overlay | \$74,000.00   |
| 10. Wilson from nth 1 <sup>st</sup> 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 <sup>TH</sup> 1200 block                              | 2 inch mill and overlay | \$20,000.00   |
| 15. Grand 1200 block                                             | 2 inch mill and overlay | \$9,000.00    |

#### South Side

|                                                                     |                         |               |
|---------------------------------------------------------------------|-------------------------|---------------|
| 1. Arkansas from sth 1 <sup>st</sup> ave to sth 9 <sup>th</sup> ave | 3 inch mill and overlay | \$ 165,000.00 |
| 2. Sth 5 <sup>th</sup> ave from Arkansas to Tennessee               | 2 inch mill and overlay | \$ 105,000.00 |
| 3. Sth 10 <sup>th</sup> from Georgia to Texas                       | 2 inch mill and overlay | \$61,000.00   |
| 4. Mississippi from sth 9 <sup>th</sup> to 11 <sup>th</sup>         | 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   |

#### East Side

|                                                             |                         |              |
|-------------------------------------------------------------|-------------------------|--------------|
| 1. Ne 2 <sup>nd</sup> 70E TO Est Main                       | 3 inch mill and overlay | \$122,000.00 |
| 2. Se 1 <sup>st</sup> from e main to Est Arkansas           | 2 inch mill and overlay | \$25,000.00  |
| 3. E Arkansas from Se 1 <sup>st</sup> to Se 3 <sup>rd</sup> | 2 inch mill and overlay | \$24,000.00  |
| 4. N e 5 <sup>th</sup> from E Main to to E Cedar            | 2 inch mill and overlay | \$24,000.00  |
| 5. E Arkansas from Se3rd to se 5 <sup>th</sup>              | 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 |

Grand total \$ 2,074,700.00



# The City of Durant

## Grants Department

### Memorandum

**Date:** 6/11/2020  
**To:** Mayor and City Council  
**From:** Rebecca Payne, Grants Coordinator  
**Re:** Public Hearing: 2020 Community Development Block Grant (CDBG) Small Cities Application Requesting Funding For Water Treatment Plant Improvements

Durant is eligible for the annual **CDBG Small Cities Grant** in the amount of \$ **152,222.22** with a required 1:1 leverage (cash match). The estimated cost of the total project is \$674,520.

Staff members have determined the need for Water Treatment Plant improvements and the cash match is identified in the current approved budget.

Per the grant requirement, projects must be completed in within areas that serve at least 51% low to moderately low income residents, according to HUD Income Guidelines. A city-wide random household survey was conducted in 2017, and the results of this survey reflects 58% of the random 400 surveys received are low to moderately low income households. This survey may be used for five years to be eligible for certain CDBG grant applications.

Becca will conduct the Public Hearing per the grant guidelines and the approved 2020 Citizen Participation Plan.

### Council Information / Action Requested

No Action: Public Hearing For The 2020 Community Development Block Grant Small Cities (CDBG) Application Phase Grant Request For Water Treatment Plan Improvements.

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

Becca will complete the grant application to be submitted by June 30. The grant should be awarded by October 2020.

### ATTACHMENTS:

| Description                       | Type       | Upload Date |
|-----------------------------------|------------|-------------|
| 2020 CDBG Cost Estimate           | Cover Memo | 6/11/2020   |
| Public Hearing Notice - 2020 CDBG | Cover Memo | 6/11/2020   |

WALL ENGINEERING, LLC

P.O. Box 1457

Durant, OK 74702

Ph: 580-924-1800 Fax: 580-924-1801

| City of Durant<br>2020 CDBG WTP Electrical & Controls Improvements<br>Preliminary Cost Estimate<br>June 2, 2020 |      |          |               |               |
|-----------------------------------------------------------------------------------------------------------------|------|----------|---------------|---------------|
| ITEM                                                                                                            | UNIT | QUANTITY | UNIT          | AMOUNT        |
| Mobilization                                                                                                    | L.S. | 1        | \$ 15,000.00  | \$ 15,000.00  |
| Electrical & Controls System Upgrade                                                                            | L.S. | 1        | \$ 588,310.00 | \$ 588,310.00 |
| Construction SubTotal                                                                                           |      |          |               | \$ 603,310.00 |
| Engineering                                                                                                     |      |          |               | \$ 49,431.00  |
| Construction Inspection                                                                                         |      |          |               | \$ 18,059.00  |
| Preliminary Engineering, Report, & Data Collection                                                              |      |          |               | \$ 3,720.00   |
| Project Total                                                                                                   |      |          |               | \$ 674,520.00 |

# NOTICE OF PUBLIC HEARING

## TO DISCUSS A PROPOSAL FOR A COMMUNITY DEVELOPMENT BLOCK GRANT

### **FY 20 OK Department of Commerce Small Cities Program**

The City of Durant is proposing to submit a grant application by June 30, 2020 to the Oklahoma Department of Commerce for a Community Development Block Grant through the Small Cities Set Aside Program. The City of Durant will hold an Application Phase Public Hearing announcing a grant proposal to upgrade the electrical and controls system improvements for the city-owned Water Treatment Plant, to benefit all Durant citizens. If funded, the proposed project would be partially financed with FY 20 Community Development Block Grant (CDBG) funds.

**Tuesday • June 16, 2020 at 6:00 PM**

**City Council Chambers at Durant City Hall**

**300 West Evergreen • Durant, Oklahoma.**

***Public Hearing will also be live-streamed through the***

***City of Durant website at [www.durant.org](http://www.durant.org)***

***within the GOVERNMENT tab: Live Stream - Youtube Channel link***

***• OR connect directly at - <https://durant.org/live> •***

The purpose of the public hearing is to provide a clear explanation of the proposed project and to give an opportunity for citizens to discuss the FY 20 CDBG Small Cities project, community needs and community development priorities concerning assistance to low and moderate income persons in the community, with city officials and fellow citizens. According to the Oklahoma Department of Commerce's Income guidelines, the project will benefit at least 51% low and moderate-income residents.

All interested citizens are invited to attend the public hearing. Topics of discussion will include: OK State CDBG Program purpose, design and emphasis; the proposed City of Durant FY 20 CDBG Small Cities Project, to include project purpose and description.

If you will be unable to attend the Application Phase Public Hearing at the scheduled time, and you would like more information, please write or call the City Clerk, 300 West Evergreen Street, Durant, Oklahoma 74701 or (580) 931.6645 to comment on the proposed project. A City of Durant official attending the Public Hearing will answer your comments or questions.

**Posted Thursday, June 11, 2020 before 6:00 p.m.** on the City of Durant website ([www.durant.org](http://www.durant.org)), City of Durant Facebook, Durant City Hall, Durant County Courthouse and Annex, Donald W. Reynolds Public Library, and Durant Chamber Of Commerce.





# The City of Durant

## Grants Department

### Memorandum

**Date:** 6/11/2020  
**To:** Mayor and City Council  
**From:** Rebecca Payne, Grants Coordinator  
**Re:** 2020 Community Development Block Grant (CDBG) Small Cities Application Requesting Funding For Water Treatment Plant Improvements

1. Consideration To Approve Application Resolution 2020-021 For The 2020 Community Development Block Grant (CDBG) Small Cities Application Requesting Funding For Publicly-Owned Water Treatment Improvements.
2. Consideration To Approve Leverage Resolution 2020-022 Committing The Required 1:1 Cash Match For The Community Development Block Grant (CDBG) Small Cities Project For Publicly-Owned Water Treatment Improvements.
3. Consideration To Authorize Mayor To Sign Relevant CDBG Application Documents For The 2020 Community Development Block Grant (CDBG) Small Cities Application For Publicly-Owned Market Square Improvements.

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Documents and authorization for Mayor to sign relevant documents necessary for the application.

### Council Information / Action Requested

Approve Application Resolution 2020-021

Approve Leverage Resolution 2020-022

Authorization For Mayor To Sign Relevant Application Documents

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

Becca will complete the grant application to be submitted by June 30. The grant should be awarded by October 2020.

### ATTACHMENTS:

| Description                    | Type       | Upload Date |
|--------------------------------|------------|-------------|
| Application Resolution 2020-21 | Cover Memo | 6/11/2020   |



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
2020 SMALL CITIES PROGRAM

APPLICATION RESOLUTION 2020-21

**WHEREAS**, Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, authorized by the Secretary of Housing and Urban Development, as representative of the United States of America, to grant to the State of Oklahoma funds and administrative responsibility for the "Small Cities Community Development Block Grant" program; and

**WHEREAS**, the Oklahoma Department of Commerce, pursuant to designation by the Governor as the administering agency of the Community Development Block Grant Program for Small Cities in Oklahoma, is directed to further the purposes of community development in the State, and is authorized and empowered to accept funds from the Federal Government or its agencies and to enter into such contracts and agreements as are necessary to carry out the functions of the Department; and

**WHEREAS**, the **City of Durant** is a local unit of general purpose government that will provide opportunity for input by residents in determining and prioritizing community development needs through its written Citizen Participation Plan; and

**NOW THEREFORE, BE IT RESOLVED** by the Durant City Council that **City of Durant** desires to obtain assistance in community development and hereby requests the Oklahoma Department of Commerce to provide assistance under the policies, regulations, and procedures applicable to local communities in Oklahoma.

**NOW THEREFORE, BE IT RESOLVED** by the Durant City Council that the **City of Durant** affirms its commitment to take all action within its power to facilitate the receipt of the assistance of community development funds if the **City of Durant** is awarded a Community Development Block Grant, and upon receipt to administer said grant by the rules and regulations established by the United States of America, the State of Oklahoma, and all empowered agencies thereof.

**ADOPTED** this 16th day of June 2020, at a specially scheduled meeting of the governing body, in compliance with the Open Meeting Act, 25 O.S. §§ 301-314 (2001).

Oden Grube, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Elected Official

Attest:

\_\_\_\_\_  
Cynthia Price, City Clerk

**Resolution No. 2020 – 022**

**A RESOLUTION FOR LEVERAGED FUNDS  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
FY 20 Small Cities Program**

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The City of Durant has determined the critical need for improvements at the publicly owned Water Treatment Plant to benefit the entire Durant community. Proposed improvements include an upgrade of the electrical and controls system (SCADA); and

**WHEREAS**, the City of Durant is submitting a grant application to the Oklahoma Department of Commerce through the FY20 CDBG Small Cities Program requesting funds in the approved allocation amount of **\$ 152,222.22** - for the necessary Water Treatment Plan improvements; and

**WHEREAS**, the City of Durant is committing local funds, which includes the required 1:1 ratio leverage source, in the form of city budget cash funds to support the FY20 CDBG Small Cities application budget for a successful project.

**NOW THEREFORE, BE IT RESOLVED**, the City of Durant commits a minimum of **\$ 152,222.22** - as cash match for the 2020 CDBG Small Cities grant budget towards the Water Treatment Plant improvements.

**PASSED AND APPROVED** by the Mayor and City Council of the City of Durant, Oklahoma this June 16, 2020, at a specially scheduled meeting of the governing body, in compliance with the Open Meeting Act, 25 O.S. § 301 et seq.

---

Oden Grube, Mayor

ATTEST:

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Cynthia Price, City Clerk



# The City of Durant

## Office of City Clerk

### Memorandum

**Date:** 6/11/2020  
**To:** Mayor and City Council  
**From:** John R. Dean, Jr., City Manager  
**Re:** CONSIDER AND TAKE ACTION WITH RESPECT TO RESOLUTION 2020-24 OF THE CITY COUNCIL OF THE CITY OF DURANT, OKLAHOMA (THE "CITY") APPROVING ACTION TAKEN BY THE DURANT CITY UTILITIES AUTHORITY (THE "AUTHORITY") AUTHORIZING ISSUANCE, SALE AND DELIVERY OF ITS CLEAN WATER SRF PROMISSORY NOTE TO OKLAHOMA WATER RESOURCES BOARD; RATIFYING AND CONFIRMING A LEASE AGREEMENT, AS AMENDED; RATIFYING, CONFIRMING, AND APPROVING A SALES TAX AGREEMENT BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO A YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUE; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

---

### Council Information / Action Requested

Approval of Resolution 2020-24

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

### ATTACHMENTS:

| Description        | Type    | Upload Date |
|--------------------|---------|-------------|
| Resolution 2020-24 | Exhibit | 6/12/2020   |

PURSUANT TO THE LEGAL NOTICE AS IS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT INCLUDING THE POSTING OF NOTICE AND AGENDA AS IS REQUIRED BY THE TERMS THEREOF, THE CITY COUNCIL OF THE CITY OF DURANT, OKLAHOMA (THE "CITY") MET SPECIAL SESSION IN THE ROSCOE J. HATFIELD COUNCIL CHAMBERS AT CITY HALL, 300 WEST EVERGREEN, DURANT, OKLAHOMA 74701, ON THE 16TH DAY OF JUNE, 2020, AT 6:00 O'CLOCK P. M.

PRESENT:

ABSENT:

(OTHER PROCEEDINGS)

Thereupon, the following resolution was introduced and caused to be read by the City Clerk. Councilmember \_\_\_\_\_ moved passage of the Resolution and Councilmember \_\_\_\_\_ seconded the motion. The motion carrying with it the approval of said Resolution was approved by the following vote:

AYE:

NAY:

The Resolution so approved is as follows:

**RESOLUTION NO. 2020-24**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DURANT, OKLAHOMA (THE "CITY") APPROVING ACTION TAKEN BY THE DURANT CITY UTILITIES AUTHORITY (THE "AUTHORITY") AUTHORIZING ISSUANCE, SALE AND DELIVERY OF ITS CLEAN WATER SRF PROMISSORY NOTE TO OKLAHOMA WATER RESOURCES BOARD; RATIFYING AND CONFIRMING A LEASE AGREEMENT, AS AMENDED; RATIFYING, CONFIRMING, AND APPROVING A SALES TAX AGREEMENT BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO A YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUE; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

WHEREAS, The Durant City Utilities Authority (the "Authority") did, by its Resolution adopted June 16, 2020, authorize the issuance, sale and delivery of its Series 2020 Clean Water SRF Promissory Note to Oklahoma Water Resources Board, in order to finance the rehabilitation of the existing wastewater treatment plant and related appurtenances, which Note is to be issued in the original principal amount of \$12,935,000; and

WHEREAS, the City Council hereby determines that the actions taken by the Authority should be authorized and approved; and

WHEREAS, the City hereby determines that such other action necessary or attendant to accomplishment of the referenced financing should be considered by the City Council of the City.

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

Section 1. Issuance of Note. That the issuance, sale and delivery of The Durant City Utilities Authority, Bryan County, Oklahoma, Series 2020 Clean Water SRF Promissory Note to Oklahoma Water Resources Board in the principal amount of \$12,935,000 (the “2020 Note”), all as approved by said Authority on June 16, 2020, be and hereby is authorized, approved and ratified.

Section 2. Approval. That all actions heretofore taken by the Authority in connection with the issuance, sale and delivery of the 2020 Note and all other aspects of the transaction be and are hereby authorized, approved and ratified.

Section 3. Lease Agreement. The Lease dated May 21, 1956, but to be effective as of May 10, 1956, as amended by the Supplement to Lease dated August 29, 1966, but to be effective as of June 14, 1966, and as further amended by the Second Supplement to Lease dated March 20, 1991, all by and between the City and the Authority (collectively, the “Lease Agreement”), whereby the City leased to the Authority its presently existing and hereafter acquired water, sanitary sewer, and garbage systems, is hereby ratified and confirmed and the term of said Lease Agreement shall extend until the 2020 Note is paid.

Section 4. Sales Tax Agreement. The Sales Tax Agreement dated as of April 1, 2020, by and between the City and the Authority (the “Sales Tax Agreement”), which Sales Tax Agreement pertains to a year-to-year pledge of certain Sales Tax revenue as security for the 2020 Note, is hereby ratified and confirmed.

Section 5. Necessary Action. That the Mayor or Vice Mayor and City Clerk or Deputy City Clerk be and hereby are authorized and empowered to execute and deliver for and on behalf of the City any and all other documents or instruments reasonably necessary to accomplish the issuance, sale and delivery of the 2020 Note and all other aspects of the transaction.

[Remainder of Page Left Blank Intentionally]

PASSED AND APPROVED THIS 16<sup>TH</sup> DAY OF JUNE, 2020.

CITY OF DURANT, OKLAHOMA

(SEAL)

---

Mayor

ATTEST:

---

City Clerk



STATE OF OKLAHOMA     )  
                                          )SS  
COUNTY OF BRYAN        )

I, the undersigned, City Clerk of the City of Durant, Oklahoma, do hereby certify that the above and foregoing is a true, full and correct copy of an excerpt from the minutes of a meeting of the City Council of said City held on the date above stated, all as recorded in the official minutes of such meeting. I further certify that the “Open Meeting Law” was complied with for such meeting.

GIVEN UNDER MY HAND THIS 16<sup>TH</sup> DAY OF JUNE, 2020.

(SEAL)

\_\_\_\_\_  
City Clerk



# The City of Durant

## Office of City Clerk

### Memorandum

**Date:**

**To:** Mayor and City Council

**From:**

**Re:** New Business

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**Council Information / Action Requested**

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