

The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT CITY COUNCIL

6:00 PM

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

March 9, 2021

CALL TO ORDER

INVOCATION/FLAG SALUTE

ROLL CALL

ORDER OF BUSINESS

1. Consent Items

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

- a. Consider Approval of Regular Called Meeting Minutes of February 9, 2021
- b. Consider Approval of Budget Supplements BA 2021-08
- c. Consider Approval to Purchase Animal Control Vehicle Equipped with Containment Body in the Amount of \$56,090
- d. Consider Approval of Resolution R-2021-08 Adopting the Records Retention Manual of the City of Durant Pursuant to 11 O.S. Section 22; and Providing for Annual Supplements.

2. Consider Items Removed from Consent

3. Information Items

- a. Assistant City Manager Report - February 2021
- b. City Clerk Monthly Report - February 2021
- c. City Manager Monthly Report - February 2021
- d. Community Development Monthly Report - February 2021
- e. Economic Development Monthly Report - February 2021
- f. Emergency Management Monthly Report - February 2021

- g. Financial Statements-January 2021 and Sales Tax Breakdown-February 2021
- h. Fire Department Monthly Report - February 2021
- i. Human Resources Monthly Report - February 2021
- j. Library Monthly Report - February 2021
- k. Police Department Monthly Report - January 2021
- l. Street Department Monthly Report - February 2021

4. Administration

- a. Consider Award of Bid for Brush Hogging Services
- b. Consider Approval of 2021-2023 Growing Season Brush Hogging Services Contract with Coast to Coast Contracting for Areas A-1, A-3, A-4 (C-2021-06); Consider Approval of 2021-2023 Growing Season Brush Hogging Services Contract with Greenbelt Turf Management for Area A-2 (C-2021-08).
- c. Discussion, Consideration, and Possible Action on Resolution R-2021-07 Extending the Emergency Declaration Until April 14, 2021 Due to the COVID-19 Pandemic.
- d. Discussion, Consideration and Possible Action on Appointments to the Keep Durant Beautiful Association Executive Board
- e. The Oklahoma Department of Emergency Management (OEM) 9-1-1 Management Authority Grant Award # F2172103-S9 in the Amount of \$ \$51,758 with a Total Project Cost of \$ 86,248 to Implement a Geographic Information System (GIS) Upgrade for Addressing and Mapping Necessary for the Durant Police Department Communication Center (C-2021- 09).

- 1. Consideration to Accept the 2021 Oklahoma Department of Emergency Management (OEM) 9-1-1 Management Authority Grant Award # F2172103-S9 in the Amount of \$ \$51,758 with a Total Project Cost of \$ 86,248 to Implement a Geographic Information System (GIS) Upgrade for Addressing and Mapping Necessary for the Durant Police Department Communication Center (C-2021- 09)
- 2. Consideration to Approve the 2021 Oklahoma Department of Emergency Management (OEM) 911 Management Authority State-Local Agreement for the 2021 Oklahoma 9-1-1 Authority Grant Award # 2172103-S9. (C-2021-09)

5. Public Hearings

- a. Consideration of PC2021-03 a Preliminary Plat and Ordinance Number O-2021-05 Request for Rezoning for Property located at South 9th Avenue and Rodeo Road.

- 1. Public Hearing

2. Consider Action on Ordinance O-2021-05 Section 1.
3. Consider Action on Ordinance O-2021-05 Section 2. (Emergency Clause)

6. Executive Session

- a. Consider Executive Session for Discussing the Purchase or Appraisal Of Real Property by the Durant Industrial Authority (This Executive Session Authorized by Title 25, Section 307 (B)(3) of the Oklahoma State Statutes).
- b. Consider Action Pursuant to Item 6(a)

7. New Business

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 10th day of November, 2020 and that an agenda of said meeting was posted at the place of such meeting at 12:30 p.m. on the 5th day of March, 2021.

Cynthia J. Price, City of Durant



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Cindy Price
Re: Consider Approval of Regular Called Meeting Minutes of February 9, 2021

Council Information / Action Requested

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

Approval of Regular Called Meeting Minutes of February 9, 2021

ATTACHMENTS:

1. Council Minutes_2021_2_9_Minutes

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 10th day of November, 2020 and that an agenda of said meeting was posted at the place of such meeting at 4:45 p.m. on the 4th day of February, 2021.

MINUTES OF THE REGULAR SCHEDULED MEETING OF THE DURANT CITY COUNCIL OF February 9, 2021 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 6:00 p.m.

INVOCATION/FLAG SALUTE

Fire Chief Roger Joines led the flag salute. Assistant City Manager James Dalton provided the invocation.

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
Mayor Oden Grube	

Absent: Vice Mayor Steve Brittingham (*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 January 12, 2021
- b. Consider Approval of Special Called Meeting Minutes of January 21, 2021
- c. Consider Approval of Budget Supplement 2021-07
Approved

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

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

2. Consider Items Removed from Consent

3. Information Items

- a. Assistant City Manager Report - January 2021
- b. City Clerk Report - January 2021
- c. City Manager Monthly Report - January 2021
- d. Community Development Monthly Report - January 2021
- e. Economic Development Monthly Report - January 2021
Economic Development Report
- f. Emergency Management Monthly Report January 2021
- g. Financial Statements and Sales Tax Breakdown-December 2020
- h. Fire Department Monthly Report January 2021

Fire Chief Roger Joines is retiring at the end of February 2021 after serving the City of Durant for 31 years. Mayor Grube, Councilmembers Morris, Sherrer, Tomlinson, and City Manager John Dean presented Fire Chief Joines with a plaque to honor his service and dedication. Fire Chief Joines thanked the City of Durant for their ongoing support throughout the years.

- i. Human Resources Monthly Report - January 2021
- j. Library Monthly Report - January 2021
- k. Police Department Monthly Report - December 2020
- l. Street Department Monthly Report - January 2021

4. Administration

- a. Discussion, Consideration and Possible Action on Resolution R-2021-06 Extending the Emergency Declaration Until March 10th, 2021 Due to the COVID-19 Pandemic.

Approved

Motion was made by Mike Morris and seconded by Jerry Tomlinson to approve Resolution R-2021-06 extending the emergency declaration until March 10, 2021 due to the COVID-19 Pandemic.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

- b. Consideration of REVO2021-01 Request for a Revocable Permit for Property Located at 144 W. Main

Approved

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve REVO2021-01 Request for a Revocable Permit for property located at 144 W. Main.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

- c. Consideration of REVO2020-01 Request for a Revocable Permit for Property Located at 109 Lost Street

Approved

Motion was made by Danny Sherrer and seconded by Mike Morris to approve REVO2020-01 Request for a Revocable Permit for property located at 109 Lost Street.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

- d. Discussion, Consideration and Possible Action on Appointments to the Library Board.

Approved

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer to approve appointment of Bradley Gernand, Gloria Hodge, and Council Member Mike Morris, to the Library Board.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

- e. Discussion, Consideration and Possible Action on Ordinance O-2021-6 Amending the Keep Durant Beautiful Association Section of the Code of Ordinances.
 - 1. Consider Section 1.
 - 2. Consider Section 2 (Emergency Clause).

Approved

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve Ordinance O-2021-06, Section 1, amending the Keep Durant Beautiful Association Section of the Code of Ordinances.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve Ordinance O-2021-06, Section 2, emergency clause.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

- f. Discussion, Consideration and Possible Action on Appointments to the Keep Durant Beautiful Association Executive Board.

Approved

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve appointment of Candy Horsley, Jean Masoner and Council Member Steve Brittingham to the Keep Durant Beautiful Association Board.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

- g. Discussion, Consideration and Possible Action on Resolution R-2021-02 Establishing a Comprehensive Fee Schedule.

Approved

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve Resolution R-2021-02 Establishing a Comprehensive Fee Schedule.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

- h. Consideration And Possible Action Of Approving Ordinance 1923 An Ordinance Granting To The Oklahoma Gas And Electric Company, An Oklahoma Corporation, Its Successors and Assigns, The Right To Produce, Transmit And Distribute Electricity Within The City Limits And To Sell Electricity Therein For All Purposes For Which It May Be Used, To The City Of Durant, Bryan County, Oklahoma, Its Inhabitants And The Public Generally, And The Right To Construct, Maintain And Operate A System Of Poles, Wires, Conduits And Other Facilities And Equipment In, Upon, Across, Under And Over The Streets, Alleys, Public Grounds Or Ways In The City For Such Purposes For A Period Of Twenty-Five (25) Years From The Approval And Acceptance Of This Ordinance; Providing Compensation To The City; And Ordering An Election

Approved

Motion was made by Mike Morris and seconded by Danny Sherrer to approve Ordinance 1923 granting to the Oklahoma Gas and Electric Company, an Oklahoma Corporation, Its Successor and Assigns, the right to produce, transmit and distribute electricity with the city limits and to sell electricity therein for all purposes for which it may be used, to the City of Durant, Bryan County, Oklahoma, its inhabitants and the public generally, and the right to construct, maintain and operate a system of poles, wires, conduits and other facilities and equipment in, upon, across, under and over the streets, alleys, public grounds or ways in the City for such purposes for a period of twenty-five (25) years from the approval and acceptance of this Ordinance; providing compensation to the City and ordering an Election.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

- i. Consideration And Possible Action Of Approving Resolution No. R-2021-03 Calling For A Special Election In The City Of Durant, Oklahoma, On July 13, 2021, For The Purpose Of Submitting To The Qualified Electors Of The City Of Durant The Question Of Whether An Ordinance Granting A Franchise To Oklahoma Gas And Electric Company For Purposes Of Producing, Transmitting And Distributing Electricity In The City Of Durant Shall Be Approved; Authorizing The Mayor To Call The Election By Proclamation And Requesting The Bryan County Election Board To Conduct The Election

Approved

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer to approve Resolution R-2021-03 calling for a special election in the City of Durant, Oklahoma, on July 13, 2021, for the purpose of submitting to the qualified electors of the City of Durant the question of whether an Ordinance granting a franchise to Oklahoma Gas and Electric Company for purposes of producing, transmitting and distributing electricity in the City of

Durant shall be approved; authorizing the mayor to call the election by Proclamation and requesting the Bryan County Election Board to conduct the election.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

5. Public Hearings

- a. Consideration of PC2021-03 Ordinance Number O-2021-05 Request for Rezoning for Property South 9th Avenue and Rodeo Road
 1. Public Hearing
 2. Consider Action on Ordinance O-2021-05 Section 1.
 3. Consider Action on Ordinance O-2021-05 Section 2. (Emergency Clause)

Tabled

- b. Consideration of Ordinance O-2021-04: Amending Durant Code of Ordinances Chapter 152 'Manufactured Home Regulations': Chapter 153 'Mobile Home Regulations': 157.031 'Uses Permitted in Districts', and Chapter 159 'Sign Regulations' and Declaring an Emergency
 1. Pubic Hearing.
 2. Consider Action on Ordinance O-2021-04 Section 1.
 3. Consider Action on Ordinance O-2021-04 Section 2. (Emergency Clause)

Approved

Public hearing opened.

Call for comment 3 times.

No comments.

Public hearing closed.

Motion was made by Jerry Tomlinson and seconded by Oden Grube to approve Ordinance O-2021-04, Section 1, amending the Durant Code of Ordinances Chapter 152 "Manufactured Home Regulations", Chapter 153 "Mobile Home Regulations", and Chapter 159 "Sign Regulations".

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve Ordinance O-2021-04, Section 2, emergency clause.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham

6. New Business

There was no new business.

ADJOURNMENT

Motion was made by Jerry Tomlinson and seconded by Mike Morris to adjourn meeting.

Motion Passed with the following vote:

Ayes: Grube, Morris, Sherrer, Tomlinson

Absent: Brittingham



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: An chen Lai, Finance Director/Treasurer
Re: Consider Approval of Budget Supplements BA 2021-08

Council Information / Action Requested

Approval of Budget Supplements BA 2021-08

#2022 TO TRANSFER TO CI FOR ANIMAL CONTROL TRUCK, OK ATTTORENY GENERAL GRANT FOR LICENSE PLATE TECHNOLOGY

#2023 TO TRANSFER TO IT FOR COVER COMM. DEV. MAPPING SOFTWARE

#2024 TO TRANSFER FOR TMC, COMM. DEV. MAPPING SOFTWARE

#2025 ADJ CARES FUND EXPENDITURE EM WAREHOUSE DISTRIBUTION IMPROVEMENTS & SOFTWARE FOR COMM. DEV., IT

#2026 TO COVER PARKS RECREATION PROMOTION ACTIVITIES

#2027 TO ADD E911 GRANT & GIS UPGRADE PROJECT

#2028 TO ADJ ANIMAL CONTROL TRUCK EQUIPMENT & CAGE

#2029 TO ADJ CDBG#17980 GRANT & SCADA WTP PROJECT

#2030 TO ADJ COURT INTERCEPT REV & EXPENDITURE & OMAG CK CLAIM#208842-1

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

Approved Budget Supplements BA 2021-08

ATTACHMENTS:

1. BA 2021-08 BUDGET ADJUSTMENT REGISTER

PACKET: 00420-BA 2021-08

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 002022 -----							
001 000-301.10-00	3/09/2021	BA21-08 SAFE ok ATT	6,582.00	1,400,000.00-	192,257.00	1,598,839.00-	1,598,839.00-
BEGINNING UNENCUMBERED							
001 000-362.31-03	3/09/2021	BA21-08 SAFE ok ATT	10,188.00	20,000.00-	0.00	30,188.00-	0.00
SAFE OK ATTRNY GEN GRANT							
001 005-521.30-33	3/09/2021	BA21-08 SAFE ok ATT	290.00-	30,150.00	0.00	29,860.00	23,461.39
UTILITIES							
DEPT: POLICE - LAW ENFORCEMENT							
001 005-521.50-90	3/09/2021	BA21-08 SAFE ok ATT	17,060.00	595.00	0.00	17,655.00	17,655.00
SAFEOKGRANT ANALYST SFTWR/TRNG							
DEPT: POLICE - LAW ENFORCEMENT							
001 019-569.70-17	3/09/2021	BA21-08 ANIMAL TRUC	12,900.00-	48,090.00	391,623.31	426,813.31	426,813.31
FUND RESERVE							
DEPT: GENERAL GOVERNMENT							
001 019-569.99-15	3/09/2021	BA21-08 ANIMAL TRUC	12,900.00	0.00	1,280,797.44	1,264,197.44	12,900.00
TRSF TO CAPITAL IMPR. FUND							
DEPT: GENERAL GOVERNMENT							
Budget Adj. # 002023 -----							
001 019-569.99-15	3/09/2021	BA21-08 TRS TO IT C	29,500.00-	0.00	1,280,797.44	1,264,197.44	12,900.00
TRSF TO CAPITAL IMPR. FUND							
DEPT: GENERAL GOVERNMENT							
001 019-569.99-10	3/09/2021	BA21-08 TRS TO IT C	29,500.00	0.00	209,378.00	238,878.00	0.00
P.TRSF TO I.T. SERVICE FUND							
DEPT: GENERAL GOVERNMENT							
Budget Adj. # 002024 -----							
010 000-364.11-00	3/09/2021	BA21-08 CV TMS, CD	29,500.00	0.00	209,378.00	238,878.00-	0.00
TRSF. FROM GENERAL FUND							
010 020-560.30-90	3/09/2021	BA21-08 CV TMS, CD	12,500.00	71,441.00	129,921.00	230,862.00	40,276.38
ACCOUNTING SOFTWARE & MAINT							
DEPT: INFO. TECH. SERVICE DEPT.							
010 020-560.30-90	3/09/2021	BA21-08 CV TMS, CD	17,000.00	71,441.00	129,921.00	230,862.00	40,276.38
ACCOUNTING SOFTWARE & MAINT							
DEPT: INFO. TECH. SERVICE DEPT.							
Budget Adj. # 002025 -----							

PACKET: 00420-BA 2021-08

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 002025 -----							
015 019-569.61-99	3/09/2021	BA21-08 EM DISTRB W	140,000.00-	114,101.00	369,505.00	314,106.00	314,106.00
FUND RESERVE							
DEPT: GENERAL GOVERNMENT							
015 018-519.61-33	3/09/2021	BA21-08 EM DISTRB W	140,000.00	0.00	0.00	140,000.00	105,506.00
EM DISTRIBUTION WAREHOUSE IMPR							
DEPT: CIVIL EMERGENCY MGMT.							
015 000-364.11-00	3/09/2021	BA21-08 TRS TO IT S	29,500.00-	0.00	1,280,797.44	1,264,197.44-	12,900.00-
TRSF FROM GENERAL FUND							
015 019-569.61-99	3/09/2021	BA21-08 TRS TO IT S	29,500.00-	114,101.00	369,505.00	314,106.00	314,106.00
FUND RESERVE							
DEPT: GENERAL GOVERNMENT							
Budget Adj. # 002026 -----							
001 000-361.65-00	3/09/2021	BA21-08 PARKS PROM	2,000.00	0.00	0.00	2,000.00-	2,000.00-
DONATION-PARK ACTIVITIES							
001 009-532.50-60	3/09/2021	BA21-08 PARKS PROM	2,000.00	0.00	0.00	2,000.00	2,000.00
PROMOTION ACTIVITIES							
DEPT: PARKS, REC. & GEN. SVCS.							
Budget Adj. # 002027 -----							
015 000-362.42-02	3/09/2021	BA21-08 E911 GRNT G	68,998.40	0.00	156,346.00	225,344.40-	225,344.40-
OEM/911 MANGMNT AUTH GRANT							
015 000-362.70-00	3/09/2021	BA21-08 E911 GRNT G	17,249.60	0.00	39,087.00	56,336.60-	0.40-
COUNTY FIRE TAX FUND							
015 007-527.61-08	3/09/2021	BA21-08 E911 GRNT G	86,248.00	0.00	0.00	86,248.00	86,248.00
GIS PROJECT							
DEPT: COMMUNICATION CENTER (PD)							
Budget Adj. # 002028 -----							
015 000-364.11-00	3/09/2021	BA21-08 ANIML TRUCK	12,900.00	0.00	1,280,797.44	1,264,197.44-	12,900.00-
TRSF FROM GENERAL FUND							
015 019-569.85-57	3/09/2021	BA21-08 ANIML TRUCK	1,190.00-	154,139.00	39,473.60	192,422.60	48,533.30
POLICE VEHICLES - LEASED							
DEPT: GENERAL GOVERNMENT							
015 006-523.61-11	3/09/2021	BA21-08 ANIML TRUCK	14,090.00	42,000.00	0.00	56,090.00	56,090.00
ANIMAL CONTROL VEHICLE							
DEPT: POLICE - CITY POUND							

PACKET: 00420-BA 2021-08

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 002029 -----							
250 000-362.40-18	3/09/2021	BA21-08 CDBG17980 S	152,222.00	0.00	0.00	152,222.00-	152,222.00-
20 CDBG 17980 WTP SCADA							
250 000-364.29-09	3/09/2021	BA21-08 CDBG17980 S	522,298.00	0.00	0.00	522,298.00-	522,298.00-
20 CDBG MTCH FRM 2020 USSTRN							
250 138-596.60-01	3/09/2021	BA21-08 CDBG17980 S	603,310.00	0.00	0.00	603,310.00	603,145.00
WTP SCADA CONSTRUCTION							
DEPT: 20 CDBG 17980 WTP SCADA							
250 138-596.60-11	3/09/2021	BA21-08 CDBG17980 S	71,210.00	0.00	0.00	71,210.00	0.00
WTP SCADA PROFESSIONAL SERVICE							
DEPT: 20 CDBG 17980 WTP SCADA							
Budget Adj. # 002030 -----							
001 000-361.40-00	3/09/2021	BA21-08 AMS INTCPT	295.00	10,000.00-	53,059.01	67,876.01-	14,617.36
MISC. REVENUE							
001 013-512.50-57	3/09/2021	BA21-08 AMS INTCPT	295.00	55.00	0.00	350.00	295.00
MEMBERSHIP/LICENSE/CERTIFICATION/ECT							
DEPT: MUNICIPAL COURT							
001 000-351.14-00	3/09/2021	BA21-08 AMS INTCPT	1,291.00	7,000.00-	0.00	8,291.00-	4,808.25
CRT-BAD DEBT COLLECT FEES REV							
001 013-512.30-78	3/09/2021	BA21-08 AMS INTCPT	1,291.00	15,000.00	0.00	16,291.00	1,434.59
MC BAD DEBT COLLECTION FEES							
DEPT: MUNICIPAL COURT							
001 000-361.40-00	3/09/2021	BA21-08OMAG CK 2088	2,727.00	10,000.00-	53,059.01	67,876.01-	14,617.36
MISC. REVENUE							
001 000-361.40-00	3/09/2021	BA21-08OMAG CK 2088	1,795.00	10,000.00-	53,059.01	67,876.01-	14,617.36
MISC. REVENUE							
001 005-521.50-63	3/09/2021	BA21-08OMAG CK 2088	4,522.00	38,000.00	20,754.24	63,276.24	17,147.24
VEHICLE MAINTENANCE							
DEPT: POLICE - LAW ENFORCEMENT							
PACKET NOTES:							
#2022 TO TRANSFER TO CI FOR ANIMAL CONTROL TRUCK, OK ATTORNEY							
GENERAL GRANT FOR LICENSE PLATE TECHNOLOGY							
#2023 TRANSFER TO IT TO COVER COMMUNITY DEV. MAPPING							
SOFTWARE-CARES FUND							
#2024 TRANSFER FOR TMC, COMM. DEV. MAPPING SOFTWARE							
#2025 ADJ CARES FUND EXP EM WAREHOUSE DISTRIB IMPRV &							
SOFTWARE EXPENSES FOR CD, IT.							
#2026 TO COVER PARKS RECREATION PROMOTION ACTIVITIES							

PACKET: 00420-BA 2021-08

BUDGET CODE: CB-Current Budget

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

Budget Adj. # 002030							

#2027 TO ADD E911 GRANT & GIS UPGRADE PROJECT							
#2028 TO ADJ ANIMAL CONTROL TRUCK EQUIPMENT & CAGE							
#2029 TO ADJ CDBG#17980 SCADA WTP PROJECT							
#2030 TO ADJ OMAG CLAIM#208842-1 & COURT INTERCEPT AMOUNT							
TOTAL NO. ADJUSTMENTS--REVENUE:					14	798,546.00	
TOTAL NO. ADJUSTMENTS--EXPENSE:					20	798,546.00	
TOTAL IN PACKET--						1,597,092.00	

*** NO WARNINGS ***

*** NO ERRORS ***

*** END OF REPORT ***



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: David Houser, Chief
Re: Consider Approval to Purchase Animal Control Vehicle Equipped with Containment Body in the Amount of \$56,090

Defender Supply, a turn-key upfitter, through Holiday Ford State of Texas, Texas Smart Buy Contract 071-A1 has provided a quote for a 2021 animal control vehicle. This vehicle will be equipped with a transport body instead of the current slide-in box configuration. This should make animal loading and unloading easier and safer for employees. This is an approved capital improvement expenditure in the amount of \$42,000. Recently, a leased patrol vehicle was totaled at no fault of the officer. The City received a check for \$12,902.64 for damaged equipment. This payment has been identified to supplement the majority of the deficit. The lease payment that is not longer due for the crashed vehicle will be sufficient to cover the remaining shortfall. The treasurer is aware and will or has prepared a budget amendment.

Council Information / Action Requested

Consider Approval to Purchase/Staff Recommends Approval

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

Treasurer - Budget Amendment
Police - Place Order

ATTACHMENTS:

1. Animal Control Unit Quote
2. State Contract Details

**DEFENDER SUPPLY™**845 FM 407 W
Argyle, TX 76226

Date	2/11/2021
Estimate #	30405
Estimate By	



Bill To
Durant Police Department Chief Davis Houser 3104 Carl Albert Dr. Durant, OK 74701

Customer Contact	
Customer Phone	
Customer E-mail	rharkey@durant.org



Item	Description	Location	Qty	Price	Total
	State of Texas Contract 071-A1 Series X5135PUR Johnson-Grayson Automotive DBA Holiday Ford				
Misc	2021 Ford F250, 2WD, Single Cab, 6.2L V8, Power Windows/Locks, Sirius Radio, Trailer Brake Controller, Cruise Control, WHITE Exterior		1	29,771.00	29,771.00T
Misc	SWAB ARF.95 ANIMAL TRANSPORT BODY AND EQUIPMENT REAR VIEW CAMERA PREP KIT, AND FUEL TANK FORWARD OF REAR AXLE ROOF RACK AND WEAR STRIPS. FLOOR DECK TILES. REAR TEMPERATURE MONITOR. SAFETY DOORS (SET OF SIX) CATCH POLE HOLDER. BLIND SPOT MIRROR. SLIDE OUT RACKS FOR ANIMAL CARRIERS. FOUR (4) TRAPS FOR ABOVE RACKS		1	17,889.00	17,889.00T
Install	Installation of Animal Control Unit		1	1,259.00	1,259.00T
WH-EB2SP3J	Whelen 54' Legacy WeCanX Light Bar with Super Bright Clear Take Downs and Alley Lights with Red/White/Blue/White Front Light Configuration & Red/Amber/Blue/Amber Rear Configuration		1	1,449.00	1,449.00T
WH-C399	Whelen Cencom Core Amp Control Module and Switching System		1	459.00	459.00T
WH-CCTL7	Whelen WeCanX Console Mount 21 Button/Slide Control Head		1	89.00	89.00T

Final sale amount may be subject to state and local sales tax. PLEASE NOTE: Once this estimate has been approved, either by signature on this form, written approval referencing the estimate number or the issuance of purchase order, any changes or cancellations of parts made by the customer are subject to a 25% restocking fee. Any additional customer-requested parts/services will be added to the total amount of the sale.

**DEFENDER SUPPLY™**845 FM 407 W
Argyle, TX 76226

Date	2/11/2021
Estimate #	30405
Estimate By	



Bill To
Durant Police Department Chief Davis Houser 3104 Carl Albert Dr. Durant, OK 74701

Customer Contact	
Customer Phone	
Customer E-mail	rharkey@durant.org

Item	Description	Location	Qty	Price	Total
WH-C399K1	Whelen OBDII CanPort? Installation Kit for C399 for 2016-2019 Ford Interceptor Utility, 2020 Ford Interceptor Utility used with Factory Option 61B, 2016-2020 Ford F-150, 2018-2019 Ford, F-250/350/450/550, Expedition and Transit 150/250/350, 2017-2019 Ford Fusion (All Models), 2020 Ford Fusion Hybrid and 2016-2017 Dodge Charger		1	85.00	85.00T
WH-SA315P	Whelen 100 Watt All Weather Heavy Duty Composite Siren Speaker		1	149.00	149.00T
WH-SAK1	Whelen Universal 'L' Shape Siren Speaker Bracket		1	29.00	29.00T
WH-I3SMJC	Whelen Surface Mount ION Trio Light Head in Red/Blue/White	3 Ea Side of Animal Box-Upper	6	89.00	534.00T
WH-I3SMJC	Whelen Surface Mount ION Trio Light Head in Red/Blue/White	Rear of Animal Box-Upper	3	89.00	267.00T
Misc	7170-0728-03 Gamber Johnson 2017+ F-250-550 F-Series Vehicle Specific Console, Internal Cup holder and Side Armrest Kit		1	692.00	692.00T
Install	Installation of Above Emergency Equipment		1	2,945.00	2,945.00T
Shipping	Shipping of Above Emergency Parts for Upfit		1	49.00	49.00T
Misc. Shop Sup...	Misc. Shop Supplies		1	51.00	51.00T
DS-Wire-PwrDi...	Defender Supply Wiring Harness, Power Distribution Block and Battery Management System		1	373.00	373.00T
	Texas Government or Municipality - No Sales Tax			0.00%	0.00

Final sale amount may be subject to state and local sales tax. PLEASE NOTE: Once this estimate has been approved, either by signature on this form, written approval referencing the estimate number or the issuance of purchase order, any changes or cancellations of parts made by the customer are subject to a 25% restocking fee. Any additional customer-requested parts/services will be added to the total amount of the sale.

Vehicle & Emergency Equipment Total	\$56,090.00
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Signature _____



(<http://www.comptroller.texas.gov/>)

Texas Comptroller of Public
Accounts
Glenn Hegar



(<http://www.txsmartbuy.com>)

Bid Postings (<http://www.txsmartbuy.com/#esbd>)

Contracts

SPD Applications

Help (<http://www.txsmartbuy.com/#help>)



0 items

Contract Details: # 070-A1

Search for items in this contract (/contract_number/070~A1/ex_search/false)

Number	070-A1
Description	Fleet Trucks, Automobiles, and Law Enforcement Vehicles
Category	TxSmartBuy
Type	Term
Start Date	11/3/2020
End Date	10/31/2021
Purchase Category Code(Agencies Only)	PCC A
Purchase Orders	Only purchase orders issued through Texas SmartBuy are eligible for contract pricing. The Contractor will not ship any products or provide related services until receipt of a Purchase Order generated by the Texas SmartBuy system.
NIGP Code(s)	071-04 071-05 072-01 072-03 072-03 072-04 072-05 072-06 072-07 072-08
CPA Contract Management	Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to: SPD Contract Management Office (SCMO) Texas Comptroller of Public Accounts (CPA) Phone: (512) 463-3034 option 3 Email: spd.cmo@cpa.texas.gov (mailto:spd.cmo@cpa.texas.gov)

Contract Specifics/Notes	Please note, HUB Subcontracting Plan (HSP) compliance is the responsibility of the contracting agency post award by SPD. Please contact the contract manager to obtain a copy of the HSP. Texas Fleet Specifications and Requirements Attachment D (http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/070A1 Attachment D - Specifications.pdf) (http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/070-A1 Law Enforcement Pricing Tool_vCM.xlsx)Law Enforcement Pricing Tool (http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/070-A1 Law Enforcement Pricing Tool_vCM.xlsx) (http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/070-A1 Peplemovers Pricing Tool_vCM.xlsx)Peplemovers Pricing Tool (http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/070-A1 Peplemovers Pricing Tool_vCM.xlsx) (http://www.txsmartbuy.com/SSP%20Applications/NetSuite%20Inc.%20-%20Shopping/Custom%20ShopFlow/Documents/Contract%20Attachments/070-A1%20Trucks%20Pricing%20Tool_vCM.xlsx)Trucks Pricing Tool (http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/070-A1 Trucks Pricing Tool_vCM.xlsx) Fleet Series (http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/FY2021 Fleet Series_vCM.xlsx) (http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/FY2021 Fleet Series_vCM.xlsx)
Warranty Details	All series except class 7 and 8 trucks shall have a minimum warranty of at least 3 years/36,000 miles bumper to bumper with a power train warranty of 5 years/100,000 miles. Class 7 and 8 trucks shall be warranted against all defects in material and workmanship for a period of not less than 24 months, unlimited mileage, bumper to bumper, and 24 months, unlimited mileage, powertrain, and shall cover 100% parts and labor for the unit. If any part of the manufacturer's standard warranty exceeds 24 months, unlimited mileage, then that part of the manufacturer's standard warranty shall be in effect. See Attachment D for further details.
Adding New Products to the Contract	Additional products of the same general category that are not already on the contract may be added by submitting an Open Market Requisition to the Statewide Contract Development section at open.market@cpa.texas.gov (mailto:open.market@cpa.texas.gov).
Delivery Delays by Contractor	If delay is foreseen, Contractor shall give written notice to the Customer and must keep Customer advised at all times of status of order. Default in promised Delivery Days After Receipt of Order (ARO) without accepted reasons or failure to meet specifications authorizes the Customer to purchase goods and services of this contract elsewhere and charge any increased costs for the goods and services, including the cost of re-soliciting, to the Contractor. Failure to pay a damage assessment is cause for contract cancellation and/or debarment or removal of the contractor, as applicable, from the State's Centralized Master Bidders List (CMBL)
Compliant Products by Contractor	Delivery does not occur until the Contractor delivers products, materials or services in full compliance with the specifications to Customer's F.O.B. destination, unless delivery is specifically accepted, in whole or in part, by the Customer. Providing products, materials or services which do not meet all specification requirements does not constitute delivery. Customer reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made.
Purchase Order Cancellation	The Customer may request that a Contractor cancel a specific line item or an entire purchase order. There shall be no fees charged for cancellation of an item and/or order prior to shipment by the Contractor. A Purchase Order Change Notice should be processed and sent to Contractor.
Restocking Fee for Returned Products	The Customer may request that a Contractor accept return of products already delivered. If the return is required through no fault of the Contractor, the Contractor may request a reasonable restocking charge. The Customer may pay a restocking charge if the CPA or Customer determines that the charge is justifiable. As a guideline, such charges shall not exceed 10% for contractors.
Substitutions	During the Contract term, the Contractor shall not substitute a product or brand unless the Contractor has obtained prior written approval from the CPA Contract Manager in coordination with the Customer. The Contractor must have written confirmation from the CPA Contract Manager of the substitution before making delivery.

Contractor Performance	The Statewide Procurement Division Contract Management Office (SCMO), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000. Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM (https://www.comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/). The purpose of the Vendor Performance Tracking System is to: • Identify vendors that have exceptional performance • Aid purchasers in making a best value determination based on vendor past performance • Protect the state from vendors with unethical business practices • Track vendor performance for delegated and exempt purchases
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Contractors Information

VID: 11418568728 Contractor: Caldwell Country Chevrolet, LLC Contact Name: Averyt Knapp Email: aknapp@caldwellcountry.Com Phone: (979) 567-6116 Address: P.O. Box 27 Caldwell TX 77836
VID: 12730378564 Contractor: Caldwell Country Ford, LLC Contact Name: Averyt Knapp Email: aknapp@caldwellcountry.com Phone: (979) 567-6116 Address: P.O.Box 72 Rockdale TX 76567
VID: 14505452657 Contractor: Cowboy Motor Company, LC dba Moore Chrysler Dodge Jeep Ram Contact Name: Robert C. Swan Email: fleetsales@outlook.com Phone: (409) 284-1002 Address: 1305 Highway 96 Bypass Silsbee TX 77656
VID: 14637326696 Contractor: Doggett Freightliner of South Texas, LLC Contact Name: Michael A. Crockett Email: Mike.Crockett@doggett.com Phone: (210) 277-4373 Address: 8700 Interstate 10 East Converse TX 78109-9722
VID: 12034629241 Contractor: Donaldson-Umphrey Automotive Group, Inc. dba Silsbee Toyota Contact Name: Robert C. Swan Email: rhyder.cowboyfleet@gmail.com Phone: (409) 284-1002 Address: P.O. Box 815 Silsbee TX 77656

VID: 15623413448

Contractor: Holiday-Graham CDJR, LLC dba Holiday Chrysler Dodge Jeep Ram

Contact Name: Bryan W. Brooks

Email: bryan@holidayfleet.com

Phone: (903) 771-1960

Address: 1609 Hwy 380 BYP Graham TX 76450

VID: 17526821354

Contractor: Industrial Power, LLC

Contact Name: Bailey J. Rupe-Bible

Email: baileyb@iptruck.com

Phone: (214) 277-1590

Address: 712 North Beach Street Fort Worth TX 76111

VID: 15623413448

Contractor: Johnson Grayson Automotive, Inc. dba Holiday Chevrolet

Contact Name: Bryan W. Brooks

Email: bryan@holidayfleet.com

Phone: (903) 771-1960

Address: P.O. Box 707 Whitesboro TX 76273

VID: 12647406441

Contractor: Johnson Whitesboro Ford, Inc. dba Holiday Ford

Contact Name: Bryan W. Brooks

Email: bryan@holidayfleet.com

Phone: (903) 771-1960

Address: PO Box 707 Whitesboro TX 76273

VID: 18107920516

Contractor: Lake Country Chevrolet, Inc.

Contact Name: Robert C. Swan

Email: rbrown.silsbeefleet@gmail.com

Phone: (409) 659-1555

Address: 2152 N. Wheeler Street Jasper TX 75951

VID: 17418678375

Contractor: Longhorn International Trucks LTD dba Kyrish Truck Center of Austin

Contact Name: Richard H. Woerndell

Email: Rwoerndell@Kyrishtrucks.Com

Phone: (512) 389-7264

Address: P. O. Box 6260 Austin TX 78702

VID: 17529355327

Contractor: McKinney Autoplex Inc. dba Dodge City of Mckinney

Contact Name: Jeff J. Yarbrough

Email: yarbroughjeff@hotmail.com

Phone: (214) 544-4566

Address: P.O. Box 2590 McKinney TX 75070

VID: 17510073228

Contractor: Sam Pack's Five Star Ford, LTD

Contact Name: Alan J. Rosner

Email: alanr@spford.com

Phone: (888) 835-3389

Address: P.O. Box 110098 Carrollton TX 75011

VID: 17605331440

Contractor: Silsbee Ford, Inc.

Contact Name: Robert C. Swan

Email: fleetsales@outlook.com

Phone: (409) 284-1002

Address: P.O. Box 815 Silsbee TX 77656

VID: 12005950261

Contractor: Tyler Motor Company Inc dba Hall Truck Center

Contact Name: Dave M. Hall

Email: dave@halltruckcenter.com

Phone: (903) 592-6151

Address: 5721 Hwy 31 W. Tyler, TX 75712

HUB Eligibility: WO

HUB Gender: F

VID: 12020689506

Contractor: VED Heritage Properties Ltd dba VOLVO at Mack Trucks of Waco

Contact Name: Justin M. Clark

Email: Jclark@Volvomackwaco.Com

Phone: (254) 662-0911

Address: 1247 Sun Valley Rd Robinson TX 76706

HUB Eligibility: WO

HUB Gender: F



Texas Comptroller of Public Accounts
Glenn Hegar

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- Texas.gov (<http://texas.gov>)
- Search from the Texas State Library (<https://www.tsl.texas.gov/trail/index.html>)
- Texas Homeland Security (<http://www.dhs.gov/geography/texas>)
- Texas Veterans Portal (<https://veterans.portal.texas.gov/>)
- Public Information Act (<https://comptroller.texas.gov/about/policies/public-information-act.php>)
- Texas Secretary of State (<http://www.sos.state.tx.us/>)
- HB855 Browser Statement

OTHER STATE SITES

- texas.gov (<https://www.texas.gov/>)
- Texas Records and Information Locator (TRAIL) (<http://www.tsl.state.tx.us/trail/>)
- State Link Policy
(<http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/State%20Website%20Linking%20and%20Privacy%20Policy.pdf>)

- Texas Veterans Portal (<http://veterans.portal.texas.gov>)



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: David Houser, Chief
Re: Consider Approval of Resolution R-2021-08 Adopting the Records Retention Manual of the City of Durant Pursuant to 11 O.S. Section 22; and Providing for Annual Supplements.

Attached is an amended records retention schedule updating the retention rates for police camera systems and police reports. Other areas are unaffected.

Council Information / Action Requested

Consider Approval of Resolution/Staff Recommends Approval

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

Clerk/File Retention Schedule
Staff/Follow Retention Schedule

ATTACHMENTS:

1. 2021 Resolution_Records_Retention
2. 2021 Durant Records Retention Manual

RESOLUTION 2021-

**A RESOLUTION ADOPTING THE 2021 RECORDS
RETENTION MANUAL OF THE CITY OF DURANT
PURSUANT TO 11 O.S. §22; AND PROVIDING FOR ANNUAL
SUPPLEMENTS.**

WHEREAS, 11 O.S. § 22-131(A) prescribes retention periods for the destruction, sale or disposition of certain enumerated municipal records; and

WHEREAS, 11 O.S. § 22-131(B) provides that time limits for the disposition of records, papers and documents which are not mentioned in Subsection A “may be determined and set by ordinance or resolution of the municipal governing body;” and

WHEREAS, the City Clerk compiled a Records Retention Manual to list the types of records kept by the City Clerk’s Office and all other City departments after review and consideration by said departments and the City Attorney; and

WHEREAS, records identified as confidential are not public records pursuant to the Oklahoma Open Records Act, 51 O.S. §§ 24A.1, *et seq.* and this policy does not waive the confidential status of any records under State or Federal law, and

WHEREAS, except where indicated by statute, Federal regulation or Federal law, the retention period is not extended beyond the time limits set by said law or regulation, and

WHEREAS, the 2021 Records Retention Manual is attached as Exhibit "A"; and

WHEREAS, the Records Retention Manual may be amended annually providing a supplement is submitted to Council for approval; and

WHEREAS, the Mayor and City Council deem it to be in the best interest of The City of Durant to adopt said 2021 Records Retention Manual

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the City of Durant hereby adopt the 2021 Records Retention Manual of the City of Durant.

AND BE IT RESOLVED that the Manual shall be kept on file in the City Clerk's Office and that any amendments to said Manual shall be presented for review and approval by the Council; provided however, the City Clerk is authorized to adopt procedures for the implementation of this policy.

ADOPTED by the City Council and **SIGNED** by the Mayor of the City of Durant this _____ day of March 2021.

Cynthia J. Price, City Clerk

Oden Grube, Mayor

Reviewed for form and legality.

Tom Marcum, City Attorney

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Abstracts, Real Estate	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Accident and Incident Reports (Parks) - All reports concerning injury to participant on park property. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	Human Resources/ City Clerk's Office/ Safety Dept	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Accident Reports Involving City Vehicles - These records document traffic accidents involving City-owned vehicles and includes reports of all associated injuries to City employees. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	Human Resources/ City Clerk's Office/ Safety Dept	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Accident Reports/ Official Injury Reports Involving Personal Injury -(Workers' Comp) Includes reports describing accidents involving City employees resulting in personal injury excluding vehicular incidents. May also include copies of Workers' Compensation claims (Official Injury Report) PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	Human Resources/ Safety Dept	5 years following the end of the calendar year of accident or until litigation is terminated	11 O.S. § 22-131 (B)
Accident Reports Involving Private Vehicles and City Property - Record of damage and loss sustained by employee involved while operating city owned property and/or defective equipment, where vehicles not owned by the City are involved in collisions with the City-owned property. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	All Departments	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Accounting Summary Reports/ Ledgers and Journals - Monthly records which itemize a cash balance at the end of the month. Includes vendor, invoice number, check number, date paid, charged month, reversal expenses and total expenses for the month.	Finance Department	5 years	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Accounts Payable Files - Includes records to pay the City's bills. Files often consist of check copy, invoice, purchase order, receiving reports and requisition. May also includes correspondence with vendors and departmental officials and	Finance Department	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Accounts Receivable Files - May also be called "Cash Receipt File." These files consist of copies of bills prepared by the City to collect amounts owed by hotel tax collections, business improvements, right-of-way fees, household hazardous waste, deposits, park fees, library deposits, etc. These records document the money owed and collected by the City.	Finance Department	5 years	11 O.S. § 22-131(A)(3)
Americans with Disabilities Act (ADA) complaints under Title II	City Clerk's Office	3 years or until litigation is complete	Department of Justice – Project Civic Access Best Practices Tool Kit,
Advertisements for Sale of Property	City Clerk's Office	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Alarm and Sprinkler Permits - Permits for new installations, repairs, and upgrades.	Police Department/ Fire Department	5 years	11 O.S. § 22-131 (B)
Alarm Permit Applications, Renewals, Correspondence, and Permits CONFIDENTIAL OCMG § 42.06(d)	Police Department	5 years after expiration from date of last renewal	11 O.S. § 22-131(A)(3)

Animal Adoption Records - A numerical record and agreement for animal adoptions. Includes known animal history, medical care and/or surgical record (spay/neuter), new owner information, and fee waiver form.	Animal Control	5 years	11 O.S. § 22-131(A)(3)
Animal Bite Records - Includes investigating officer, commission number, type of animal inflicting bite, animal's owner if known, animal's history if known, name and address of victim and parent/guardian if applicable, date bitten, location of wound(s), treatments received, location and results of rabies quarantine observations and disposition of animal.	Animal Control	5 years	11 O.S. § 22-131 (B)
Animal Control Daily Activity - Daily count and report of all service calls run by officers. Includes officer's name, commission number, service location, time of arrival, findings, disposition, and time cleared.	Animal Control	5 years	11 O.S. § 22-131 (B)
Animal Cruelty/Abuse Reports - reports completed by animal control officers detailing abuse/cruelty investigations, general findings, veterinary reports, animal description, owner information, follow-ups, pertinent dates, adjudication, pertinent dates. Includes judicial order for destroy/release.	Animal Control	5 years	11 O.S. § 22-131 (B)
Animal Entry Records - Consists of forms for all animals entered into the shelter including strays, owner-in-jail, owner deceased, tagged and untagged animals,	Animal Control	5 years	11 O.S. § 22-131 (B)
Animal Transfer Files - records of animals transferred from the Animal Welfare Department to other organizations	Animal Control	5 years	11 O.S. § 22-131 (B)
Annexation and Deannexation Records - Includes records used to annex property into City boundaries. Files usually contain correspondence, citizens' petitions, maps and official annexation action (does not include ordinance).	Community Development	Permanent	11 O.S. § 22-131 (B)
Applications and Resumes for Appointment	City Clerk's Office	Term of the appointment	11 O.S. § 22-131 (B)
Appointment Files - Lists of appointments of individuals by the Mayor and/or Council to various boards, commissions, task forces, and committees (includes Vice Mayor appointments).	City Clerk's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
Arrest Reports and Totals - includes a summary of daily, monthly and yearly totals of arrests within the City.	Police Department	Permanent	51 O.S. § 24A.8
Arrest and Bench Warrants (Municipal Court) - An order signed by a Judge directing an officer to arrest and deliver the body of a defendant to the Court. Does not include parking warrants.	Municipal Court	5 years after close of case (exceeds statutory requirements)	11 O.S. § 22-131(A)(2)
As-Built Plans and Specifications, Operation and Maintenance Manuals, Facilities, and Infrastructure Records	Public Works/ Community Development	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Audit Reports File (External) - Reports prepared by external auditors examining and verifying the City's financial activities. Audit investigating reports and annual financial statements may be included. Used for fiscal analysis and evaluation.	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bank Statements/Reconciliation Files	Finance Department	Finance Department: Permanent Parks and Recreation Department: 10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

Bids (Public Improvements) - Includes bid tabulations, bid price, percentage rates, periods of pay, name of bidder and cost of capital improvement project. Also may include copy of advertisement services or memorandum requesting bidders, and specifications. Informal bidding information is similar; all quotes should be documented.	City Clerk's Office	5 years from bid opening or 3 years from date of acceptance, whichever is longer (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Blueprints (Private Property) - Includes as-built engineering drawings and blueprints	Community Development	If bond proceeds, life of bond plus 3 years	IRS Code §6001 and §6001-1(a) of the Regulations
Board, Commission, Committee Reports - Includes miscellaneous reports, correspondence and other files pertaining to the meeting.	All Departments	1 year	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Camera Function Tests Law Enforcement 51 O.S. § 24A.8	Police Department	30 days	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Citizen Contact - Investigative Detention (No Arrest or Citation); Protective Custody (PIA, EOD, Juvenile Transport/Custody); Traffic Stop and/or Collision Investigation (No Arrest/No Citation/Minor or no Injury); Field Interview/Citizen's Assist/Voluntary Contacts; CAD Calls or Other Activity Not Identified Above-No Further Action. PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Police Department	180 days	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Traffic Stop and/or Collision Investigation (Citation Issued/No Custodial Arrest/Minor or No Injury) PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Police Department	180 days	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Arrest, Use of Force, Pursuit - Felony and Misdemeanor Arrest (Citizen's Arrest/Warrant Arrest/PC Arrest) or an Investigation Involving a Felony or Misdemeanor Crime (Except Homicide); Collision Investigation Involving a Fatality or Great Bodily Harm; Use of Force (No Injury/Minor Injury with or without Hospitalization); Police Pursuits; Collisions Involving Department Vehicles (No Injury/Minor Injury with or without Hospitalization); PARTIALLY CONFIDENTIAL Law Enforcement	Police Department	3 years	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Homicide Arrest, Field Investigation, Interview, Inventory or Search; Use of Force (Death or Serious Bodily Injury); Collisions Involving Department Vehicles (Death or Serious Bodily Injury); Criminal Investigations of Department Personnel Involving a Death; Investigative Retention PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Police Department	Permanent	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Pending Review by Supervisor PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Police Department	Permanent until categorized for shorter retention	11 O.S. § 22-131 (B)
Bonds - Employees and elected officials	City Clerk's Office	5 years after expiration	11 O.S. § 22-131(A)(3)

Bonds, General Obligation Issues and Revenue Bonds (Notes) - Includes records relating to the financing of municipal projects through bonded indebtedness. Files usually include proposals, audits, correspondence, signed contracts pertaining to project for which bonds are issued, and the original financial instruments or copies of them including bond transcripts, affidavits of publication and ordinances authorizing the sale of public bonds.	City Clerk's Office	Life of bond plus 3 years	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bonds - May include defect, maintenance, bid, performance, and surety for public improvement and private projects.	City Clerk's Office	5 years after maintenance bond expires (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bond, Professional and Surety (Bail)	Municipal Court	5 years	11 O.S. § 22-131(A)(3)
Budget, Debt (Sinking Fund) Service Budget —Annual adopted budget pursuant to Municipal Budget Act, 11 O.S. §17-201 <i>et seq.</i>	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Budget Amendments - Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year. 11 O.S. § 17-216	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Budget Formulation Papers - Consists of estimates of expenditure and disbursements against revenues by each department within the municipality. May also include records created to justify the budget requests and presentations before the Finance Committee or City Council. Used for fiscal planning and control.	All Departments	1 year	11 O.S. § 22-131 (B)
Budget Transfers - Signed budget transfer journals required by the Municipal Budget Act and City resolution. 11 O.S. § 17-215	Finance Department	5 years	11 O.S. § 22-131 (B)
Building Code Inspection/Enforcement (City-Owned)	Community Development	Permanent	11 O.S. § 22-131(A)
Building Code Inspection/Enforcement (Private Property)	Community Development	5 years	11 O.S. § 22-131(A)(3)
Building Permits, Applications - Includes applications from property owners to erect new structures or make structural modifications to existing structures, and municipal permits allowing the construction. Applications may contain name, address and telephone number of owner, contractor and architect, location of building, class of work, type and cost of building, zoning information, topographical compliance data such as land surveys, and signature of owner. May also include required inspections prior to issuance of business permits such as foundation, frame and final inspections, with data remarks and signatures of inspectors, denial	Community Development	5 years	11 O.S. § 22-131(A)(3)
Building Plans (City-Owned) - Includes plans and specifications for City buildings.	Community Development	Permanent	11 O.S. § 11-131(A)
Campaign Reports	City Clerk's Office	4 years from date of receipt	11 O.S. § 56-107
Cash Audit Records - Records of all cash transactions accepted for services rendered in accordance with City ordinance. Includes cash register audit forms, deposit receipts,	Finance Department	Permanent	11 O.S. § 22-131 (B)
Cell Phone and Telephone Invoices - (except 911 calls.) Cell phone numbers are confidential. 51 O.S. § 24A.7	Information Technology/ Police Department	5 years	11 O.S. § 22-131(A)(3)

Census Reports - Population figures and other information by census tract and block, gathered by the U.S. Census Bureau. May also include maps.	Community Development	Permanent (Historic)	11 O.S. § 22-131 (B)
Certificates of Deposit, T-Bills - Includes records relating to original financial instruments executed to invest City funds. Records state amount of certificate or treasury bill, term and rate of interest.	Finance Department	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Certificate of Election Results	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
Certificates of Insurance - (Contractors) Insurance provided by contractors (licensee, permits, etc.) to do business in the City.	City Clerk's Office	5 years from end of fiscal year in which final payment was made	11 O.S. § 22-131 (B)
Certificates of Occupancy Files - Certifies that a building complies with the minimum standards required by State and local laws. Often includes building name, location, occupancy, classification land limitation, date issues and fee.	Community Development	5 years- private property; permanent- City property	11 O.S. § 22-131(A)(3)
Chemical Inventory List - Material data sheets. List of all chemicals onsite. (MSDS)	All Departments	Permanent until superseded	11 O.S. § 22-131 (B)
Citizen Files - Miscellaneous petitions and letters addressed to the governing body	City Clerk's Office	2 years	11 O.S. § 22-131(A)(2)
City Charter - Includes the organic law of the City. Also includes amendments.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
City Code - The municipal ordinances, rules and regulations, and fees.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
City Credit Card - Transaction statement, receipts, and other required documentation.	All Departments	5 years	11 O.S. § 22-131 (A)(3) City Credit Card Policy
City Manager Report - Information report provided to the City Council at a regular or special meeting, which responds to questions presented by members of the Council or the public or periodic reports to Council detailing activities, project programs or financial	City Manager's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
City Policies - Rules and regulations of the governing body or City management. May include resolutions or memoranda.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
City Seal (Current and Past City Seals) - State of Oklahoma Trademark exp.- 12- 4- 2019, United States of America Trademark and Patent exp. 5-26-2014	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
City Treasurer Cash Register Electronic Audit	Finance Department	10 years	11 O.S. § 22-131(A)(4)
Civil Litigation Case Files PARTIALLY CONFIDENTIAL Attorney Client 51 O.S. § 24A.12	City Attorney/ City Clerk's Office	3 years after litigation is terminated unless the case is otherwise designated by the assigned attorney or Municipal Counselor	11 O.S. § 22-131 (B)
Claims - Damage and injury claims against the City pursuant to the GTCA. 51 O.S. §§ 151 et seq.	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
Claims and Payroll Docket - City payments that are made weekly. Docket containing a chronological or numerical listing of all checks drawn on City accounts. Usually includes check number, deposits for each account.	Finance Department	10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Closed Circuit Television (CCTV) Digital Video Recordings - images from cameras mounted on City property, as saved on continuously-overwritten digital media PARTIALLY CONFIDENTIAL 51 O.S. § 24A.2	All Departments	Until overwritten due to storage media capacity limitations	11 O.S. § 22-131 (B)
Codes - Plumbing, electrical, property maintenance, mechanical, fire, building, standard	Community Development	Permanent (with ordinance)	11 O.S. § 22-131 (B)
Collective Bargaining Agreements	City Clerk's Office	Permanent	29 CFR §516

Collection Case Files	Municipal Court/ Utility Billing	5 years or until litigation is terminated	11 O.S. § 22-131(A)(3)
Community Service Records	Municipal Court	5 years or after close of case if longer	11 O.S. § 22-131 (B)
Comprehensive Annual Financial Report (CAFR) - Financial history and summary of the City	Finance Department	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Comprehensive Classification System Review & Development - Studies and reviews of the City's classification system.	Human Resources	5 years or until superseded	11 O.S. § 22-131 (B)
Computer-aided Dispatch Data - Digital record of a call entered for emergency response that contains details related to a specific incident or location. PARTIALLY CONFIDENTIAL	Police Department/ Fire Department	5 years	11 O.S. § 22-131 (B)
Conditional Permits - Includes application and site plans administratively issued to permit certain uses that tend to be incompatible within the same zoning district.	Community Development	1 year	11 O.S. § 22-131 (B)
Confidential Reports - All documents that are deemed confidential in accordance with the Oklahoma Open Records Act or Federal or State law.	All Departments	Until litigation is terminated (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Conflict of Interest forms	City Clerk's Office	4 years	11 O.S. § 22-131 (B)
Construction and Design Files (Private Projects)	Public Works Department	5 years after expiration of Maintenance Bond	11 O.S. § 22-131 (B)
Consultant Selection Files - May include request for project to be advertised, advertisement, letter from all proposals of interest, proposals from short listed firms, tabulations, short list committee, referral memo to department for short list, short list from department, letters sent to consultants re interview, score sheets, notification to department of results, letters informing those not selected for interviews, letters informing those not selected for project, consultant review committee report and council memo.	Public Works Department/ Planning Department/ Grants	5 years after expiration of Maintenance Bond	11 O.S. § 22-131 (B)
Contracts, Leases, and Agreements - Files consist of signed contract agreements with parties providing City services or having other legal relationships with the City.	City Clerk's Office	5 years from end of fiscal year in which final payment was made (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Crime Incident Reports - A report containing pertinent information concerning a particular incident or crime or all reports containing information concerning a criminal investigation or incident. May be hand written or computer generated. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.8	Police Department	5 years	11 O.S. § 22-131 (B)
Criminal Justice Records - Prosecution Records - Includes prosecution files, jail stay-free hearing documents and impound hearing documents. Does not include attorney work product or records on the file with another department or agency. Police and Court Legal Services Records - Includes nuisance abatement, replevin, court-ordered property disposition, destruction, auction, transfer/trade and general property requests. Does not include attorney work product records on file with another department or agency. PARTIALLY CONFIDENTIAL Attorney-Client 51 O.S. § 24A.12	Municipal Counselor's Office	Prosecution - 2 years after close of case or impound hearing Police and Courts legal services - 5 years or until litigation is terminated	11 O.S. § 22-131 (B)

Customer Service Surveys	All Departments	1 year	11 O.S. § 22-131 (B)
Daily Activity Records - Daily records of activity on each shift by officer. May also include officer's summary of status of cases. Generally includes case number, kind of case, date, amount stolen or recovered, and name, sex, date of birth, and address of arrested person. Also may show detective's name, shift, vehicle number, date, case number, type of case, victim, property stolen, property recovered, arrested, total hours, and off duty administrative, investigation, public relations, crime prevention	Police Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Daily Line Up Sheet - A listing of the officers who are working on a daily basis. The line up shows the officer's name and where they are assigned.	Police Department	3 years	11 O.S. § 22-131 (B)
Daily Shift Report (Animal Welfare) - Includes pertinent information on events during shift such as roll call by rank and name.	Development Services Department/ Animal Welfare	5 years	11 O.S. § 22-131 (B)
Daily Shift Report (Fire) - Includes pertinent information on events during shift such as roll call by rank and name.	Fire Department	Permanent	11 O.S. § 22-131 (B)
Damage and Loss Report (City Property) - Record of damage and loss sustained by City including but not limited to attributable theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with the City-	All Departments	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Dangerous Building Files - Records relating to the demolition and boarding of buildings deemed unfit for human habitation by the Council. Usually including building reports, letters to property owners and demolition documents. May also include contract and payment documents. 11 O.S. § 22-121 and 11 O.S. § 22-123	Community Development	5 years or until litigation or lien extinguished or satisfied	11 O.S. § 22-131 (B)
Deeds - Original deeds providing evidence of City ownership of property. Generally includes name, addresses, of grantor or grantee, description of property, date property was transferred or granted.	City Clerk's Office	Permanent (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Deferred Compensation Plans - Any deferred compensation plan under § 457 of the IRS Code approved by Council.	Human Resources	Permanent	11 O.S. § 22-131 (B)
Departmental Memorandums - City Manager-Informational memorandums to departments and division heads covering single subject.	City Manager's Office	1 year	11 O.S. § 22-131 (B)
Deposit Records - Records of the daily transactions showing deposits of all accounts of funds by banks.	All Departments	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Deposit Slips (Police) - including supporting documentation, alarm permits, and records	Police Department	5 years	11 O.S. § 22-131(A)(3)
Depreciation Schedule Electronic Report - The schedule which documents the useful life of City-owned equipment and property, including acquisition data and cost. They are used for capital equipment budgeting and for other financial planning and control purposes. Includes assets until fully	Finance Department	Until fully depreciated, replaced or disposed (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Digital Recordings (Boards, Commissions, Committees) - Meetings other than City Council or Historic Preservation Commission.	Internet Technology Department	2 years	11 O.S. § 22-131 (B)

Disability Files for Management Employees	Personnel Department	2 years from last payment	11 O.S. § 22-131 (B)
Docket (Municipal Court)	Municipal Court	5 years	11 O.S. § 22-131(A)(3)
Drug and Alcohol Testing CONFIDENTIAL	Personnel Department	Term of employment plus 30 years	11 O.S. § 22-131 (B)
E-mail - A message or electronic file sent or received by a public official or employee using an e-mail account.	All Departments	Deleted at the end of working day created or received unless required by law to be kept (ie. financial	11 O.S. § 22-131 (B)
Easements, Public Rights-of-Way	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
EEOC - Equal Employment Opportunity Commission complaint files CONFIDENTIAL	Human Resources	Permanent until litigation is terminated	11 O.S. § 22-131 (B)
EEOP (Equal Employment Opportunity Plan) - A plan documenting the City's compliance with the statutes and regulatory requirements.	Human Resources	3 years or until superseded	11 O.S. § 22-131 (B)
EEO-4 (Form 164) - Biennial report of employment data by race, sex, job category and pay. CONFIDENTIAL	Human Resources	3 years	29 CFR §§1602.30 and 1602.31 Title VII § 709(c)
Election Expense Statement	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
Election Files (Council Election, Charter) - Includes copy of ballot, proclamations, resolutions, certificate of results, tabulation and certificates of	City Clerk's Office	Permanent (Historic)	11 O.S. § 22-131(A)(3)
Election Files (GO Bonds and Tax Levy) - Issues approved by the voters	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Electrical Code Inspection/Enforcement (City-owned Property) - Includes inspection reports by City Inspectors on City-owned property.	Community Development	Permanent	11 O.S. § 22-131(A)(3)
Electrical Code Inspection/Enforcement (Private Property) - Includes inspection reports by City Inspectors.	Community Development	5 years	11 O.S. § 22-131(A)(3)
Electronic Timekeeping System (Kronos) Records - Electronic time keeping system. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	All Departments	Permanent	11 O.S. § 22-131 (B)
Electronic Funds Transfer Form – used for electronic transfer of money	Finance Department	1 year after the vendor # becomes inactive	11 O.S. § 22-131 (B)
Emergency Operations Plan - Plan adopted pursuant to Stafford Act which provides framework for handling major emergencies, disaster, or catastrophic	City Clerk's Office/ Police Department	Until superseded	11 O.S. § 22-131 (B)
Employee Benefit Election Files and Medical Records	Personnel Department	Duration of benefit plan enrollment plus 3 years	11 O.S. § 22-131 (B)
Employee Exposure Medical Records - Results of exposure to chemicals, noise, infectious diseases, harmful physical agent or toxic substance as defined by OSHA, including biological monitoring results and Material Safety Data Sheets. CONFIDENTIAL	Finance Department/ Risk Management	Duration of employment plus 30 years	29 CFR §1910.1020(d)(1)(ii)
Employee Personnel History File - Records pertinent to an employee's time of service. Contains application, job and pay rate records, performance evaluations, etc. PARTIALLY CONFIDENTIAL	Personnel Department/ Fire Department/ Police Department	Duration of employment; plus 5 years or until litigation is terminated Fire Department- 30 years	11 O.S. § 22-131 (B)
Employment Application File - Applications for employment with the City. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Personnel Department/ Fire Department/ Police Department	3 years for applicants not hired (exceeds State law)	29 CFR §§ 1602.31

Employment Testing and Validation Documentation PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Personnel Department/ Fire Department /Police Department	1 year	11 O.S. § 22-131 (B)
Engineering Drawings - See as-built plans and specifications, operation and maintenance manuals, facilities, and infrastructure records.	All Departments	(If bond proceeds, life of bond plus 3 years)	IRS Code §6001 and §6001-1(a) of the Regulations
Equipment Inventory - Inventories of all City- owned and leased equipment and physical property. Includes inventories of vehicle giving: vehicle number, year, model, make, manufacturer's identification number, date purchased, vendor, cost, and tag number. Descriptions of other equipment inventories include quantity, description, make, model number, serial number, date purchased, unit cost, invoice number, vendor and signature of	All Departments	10 years	11 O.S. § 22-131(A)(4)
Equipment Records - Includes check in/out record of municipal equipment temporarily removed on a regular or periodic basis from its authorized place of storage.	All Departments	1 year or until litigation is terminated	51 O.S. §§ 151 et seq.
Event Permits - Records relating to the leasing of municipal facilities to various groups. May include scheduling, license checklist, equipment rental requests and invoices, contracts, licenses, seating charts and floor plans, work orders, sales/service reports, insurance, etc.	City Clerk's Office	1 year after expiration	51 O.S. §§ 151 et seq. GTCA
Evidence and/or Property Records - Records of all property seized or received, listing date received, movement, collecting investigator, description of item, disposition, and signature of all handling parties.	Fire Department/ Police Department	Permanent	11 O.S. § 22-131 (B)
Expunged Court Records	Municipal Court	10 years after order of expungement	22 O.S. § 19 (K)
Expunged Law Enforcement Records - Law enforcement records that are expunged pursuant to law.	Police Department	Permanent	11 O.S. § 22-131 (B)
CONFIDENTIAL 22 O.S. §§ 19 and 140 Family Medical Leave Act Records (FMLA) CONFIDENTIAL (Except U.S. Department of Labor)	All Departments	3 years if no complaints are received or until litigation is terminated	29 CFR § 825.500
Federal Emergency Management Agency (FEMA) Records - Records generated after Declaration by President of an emergency or disaster.	All Departments	Permanent	FEMA
Federal Rebate Claim Files - records filed with the City by program participants in order to receive rebates on storm shelters or recovery from storm damage.	Emergency Management	3 years from last grant expenditure report	2 CFR 200.333
Financial Statements File - Financial data reflecting the general fiscal position of the City. Includes monthly statements recording monies allocated and spent against revenues from various sources. May also include charge back documentation, quarterly, semiannual and annual reports.	Finance Department/ Accounting	10 years	11 O.S. § 22-131(A)(4)
Fire Alarm System - Document test and maintenance work performed on automatic fire alarm systems. Includes date problem was reported and name of person reporting problem.	Fire Department	Permanent	11 O.S. § 22-131(A)(3)
Fire Chief Log Books - Lists date of incident, time, location, and a brief description of activity	Fire Department	Permanent	11 O.S. § 22-131 (B)
Fire Extinguisher Maintenance and Inspection Records	All Departments	One year after last inspection	29 CFR § 1910.157(e)(3)
Fire Incident Reports - Records from incidents to which the Fire Department responds. In addition to fire incidents, these include Emergency Medical Services and Hazardous Materials incidents, service calls false alarms, natural condition.	Fire Department	Permanent	11 O.S. § 22-131 (B)

Fire Incident Run Reports File - A record of fire and non-fire incidents which may include incident number, month, date, year, day of week, alarm time, arrival time, address of fire, occupant's name, method of alarm, type of situation found, action taken, number of personnel, engines and other vehicles at scene, units responding, incident-related injuries and deaths, property use, area and level of fire origin, termination stage, equipment involved and form of heat ignition, structure type, construction type and method, extent of damage, insurance, method of extinguishing, number of hydrants used, property damage classification, dollar loss and extent of damage, signature of person completing report.	Fire Department	Permanent	11 O.S. § 22-131 (B)
Fire Investigation Report - A confidential record of fire investigations which includes incident number, case number, date (month, day, year), address of fire, type of occupancy, owners' and occupants' vital statistics, incident related injuries and deaths, dollar loss attributes to the fire, fire cause, material and form of material first ignited, witness and suspect information, arrest information, statute violation, disposition, narrative, follow-up reports, signature of person completing report. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.8	Fire Department	10 years for non-fatality incidents Permanent for fatality incidents	11 O.S. § 22-131 (B)
Fire Permission To Enter Vehicle or Structure Form	Fire Department	2 years	11 O.S. § 22-131 (B)
Fire Permits - Permits issued pursuant to the fire code adopted by the City does not include alarm and	Fire Department	Permanent	11 O.S. § 22-131(A)(3)
Fire Radio Traffic Recordings	Fire Department	5 years	11 O.S. § 22-131 (B)
Fire Station Log Books - Lists date of incident, time, location and a brief description of activity.	Fire Department	Permanent (Historic)	11 O.S. § 22-131 (B)
Fixed Asset Inventory Lists - List of City's personal property inventory file.	Finance Department/ Accounting	10 years	11 O.S. § 22-131(A)(4)
Fuel Usage Records - Records of the fuel use of each fleet vehicle. These records may exist as entries in a computer file.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Garnishment File - Consists of a summary of garnishments with defendant's and plaintiff's names. Also included a form documenting the amount withheld from the employee's wages.	Finance Department/ Accounting	5 years after payment is fulfilled	11 O.S. § 22-131(A)(3)
Google Drive Documents - Documents located in users Google Drive.	All Departments	Deleted at the end of working day created or received by law to be kept (i.e. financial	11 O.S. § 22-131 (B)
Google/Outlook Entries - Notes, tasks, contacts or other files associated with the users' Google/Outlook account.	All Departments	Deleted at the end of working day created or received by law to be kept (i.e. financial	11 O.S. § 22-131 (B)

Grant Accounting File - Consists of financial documentation for each State or Federal grant project including ARRA Grants. Records including monthly expenses and requests for payment, check copies, copy of grant applications, financial status reports, advance reports, special audit and bookkeeping requirement instructions and other working papers accumulated in the process of preparing accounting information to meet State and Federal regulations. Grant Files (State, Federal) - Due to the variety of Federal grant programs and stipulations, each department must check with the administering governmental agency for the retention requirements for specific programs. It is recommended the retention period be recorded in this manual for ease of reference.	All Departments	Records: 3 years from the final expenditure reports for that period for purposes of audits, program reviews, and IGs. Equipment and Real Property: 3 years from the disposition of the equipment or property unless superseded by Federal statute or regulation or until a disputed matter is resolved	7 CFR 3016.42 15 CFR § 24.42 32 CFR§ 33.42 34 CFR § 80.42 10 CFR§ 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR§ 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42 44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A- 87
Grant Work Progress Report - Daily, weekly or monthly report that indicates work received, work completed, documents processed, etc.	All Departments	3 years after close of fiscal year in which grant ends or audit period specifies unless superseded by Federal statute or regulation or until a disputed matter is resolved	7 CFR 3016.42 15 CFR § 24.42 32 CFR§ 33.42 34 CFR § 80.42 10 CFR§ 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR§ 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42 44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A- 87
Grievance File	Personnel Department	Current plus 5 years	29 CFR §1602.31
Handwritten Probable Cause Affidavit	Police Department/ Development Services Department	5 years	11 O.S. § 22-131 (B)
Hazardous Materials Accident Reports - Reports on accidents involving the spilling or combustion of hazardous chemicals or other materials. Includes brand name, chemical name, amounts of material, location of accident and specific information pertaining to the incident.	All Departments	3 years after completion of report; Public Works- permanent/ Fire Department	11 O.S. § 22-131 (B)
Historic Preservation Files/Certificate of Appropriateness - Files include records relating to historical preservation programs and projects in the City. The records consist of files used in the restoration of individual historical structures or restoration projects, encompassing an entire area of the City. Correspondence, plans and studies, progress reports, and grant records are often included.	Community Development	Permanent (Historic)	11 O.S. § 22-131 (B)
Household Hazardous Waste Facility Special Collection Events Documents and Reports - All documents supporting mobile events including health and safety plans.	Public Works Departments	3 years	11 O.S. § 22-131 (B)

Housing (Demolition, Securing, And Abandoned) - Records relating to the demolition and boarding of buildings identified to City Council, by the Code Enforcement Division, as either structurally unsound or unsecured. Usually includes initial inspector's report, legal ownership and mortgage holder printouts, notices and letters to the property owner, contractor bid information and contract award and payment, various photos and slides, contractor invoices and checklists, police and fire reports, records relating to fees, billing statements, work orders and paid receipts, releases of liens and miscellaneous notes, etc. pertaining to conversations with citizens, regarding the property location. Also includes certificates of mailing and/or certified mail receipts.	Community Development	5 years or until litigation is terminated, or lien extinguished or satisfied	11 O.S. § 22-131(A)(3)
I-9 - Employment eligibility form	Personnel Department/Operations	3 years after hire or 1 year after termination	11 O.S. § 22-131 (B)
Impounded Vehicle Reports - A multi-copy report created when a vehicle is impounded. Used to record the impoundment and release of vehicles. Also a computer generated report of all impounded vehicles over the previous 24 hour period, which is forwarded to the State as per State Law.	Police Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Incident Investigation Report	All Departments	Duration of employment plus 5 years	11 O.S. § 22-131 (B)
Informal Quotes	All Departments	5 years	11 O.S. § 22-131(A)(3)
Injury/Illness Forms OKDOL 300 – 300A	All Departments	5 years	11 O.S. § 22-131 (B)
Injury/Illness Prevention Plan	All Departments	Until Superseded	11 O.S. § 22-131 (B)
Inspection Records - Records or reports pertaining to elevators, fire hydrants, bridges, buildings, plumbing, mechanical, electrical devices, lifting and hoisting devices, construction sites, permits, refuse, water, sanitary sewer, storm sewer, storm water quality, vehicles for hire and taxicab	All Departments	5 years	11 O.S. § 22-131(A)(3)
Inspection Records (City Property)	Public Works	Permanent	11 O.S. §22-131(A)
Insurance Policy File - File includes copies of all insurance policies, signed agreements, claims, and documents related to coverage for City employees, City officials, and City property.	City Clerk's Office	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Interest and Grievance Arbitration Awards	Human Resources	Permanent	11 O.S. § 22-131 (B)
Internal Investigations (Police) - Investigations regarding personnel conduct (includes Use of Force investigations). CONFIDENTIAL 51 O.S. § 24A.7	Police Department	3 years after employment ends	11 O.S. § 22-131 (B)
Internal Investigations - Investigations by Personnel Department or any other department. Includes Ethics Hotline.	All Departments	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Intra-Departmental Memoranda - Memos issued by the department director stating department policy and procedures.	All Departments	Permanent until superseded	11 O.S. § 22-131 (B)
Investment Documents - Include trade tickets, maturity notices, interest notices, and other necessary documents for the investment portfolio of the City.	Finance Department/ City Treasurer's Office	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Investment Documents (GO Bonds)	Finance Department/ City Treasurer's Office	Life of bond plus 3 years	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

Jail Report - Computer generated daily report of prisoners in custody.	Police Department/ Municipal Court	5 years	11 O.S. § 22-131 (B)
Job Evaluation Documentation - Reflects data used to provide a systematic basis for compensating positions.	Personnel Department	5 years or until superseded	11 O.S. § 22-131 (B)
Journal Entries/Journal Vouchers - Files consist of adjustments to financial accounts showing the debits and credits, reason for adjustment, date, and amount.	Finance Department/ Accounting	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Landfill Permits - May include application, insurance, regulations, and reports of local, State or Federal agencies. 27A O.S. §§ 2-10-901 <i>et seq.</i>	Finance Department/ Solid Waste	5 years	11 O.S. § 22-131(A)(3)
Legal Opinions - Contains copies of legal opinions and memoranda prepared by the Municipal Counselor.	City Clerk's Office/ Municipal Counselor's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
Legal Opinions (GO Bonds)	City Clerk's Office/ Municipal Counselor's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Licenses Applications - All occupational licenses issued by the City such as kennel, auctioneer, barterer, food handler, electrical, etc. (See permits).	Community Development /Court Clerk	5 years	11 O.S. § 22-131(A)(3)
Maintenance Records - All maintenance records pertaining to City property and other property (i.e. vehicles and equipment).	All Departments	10 years- buildings; life of other property or until replaced or otherwise required	11 O.S. § 22-131 (B)
Manufacturer/Product Information Documents - Including load tests, proof tests, repair documents, etc. for lifting devices (cranes, slings, etc). 29 CFR § 1910.179(k) 29 CFR § 1910.180(e) 29 CFR § 1910.184(e)	Public Works Department/ City Garage	Duration of the use of the equipment	11 O.S. § 22-131 (B)
Maps- (Emergency Equipment, Parking Meters, Traffic Lights, etc.) - Includes maps of streets maintained for reference regarding placement of fire hydrants, parking meters, traffic lights and sign locations, etc.	Community Development	Permanent until superseded	11 O.S. § 22-131
Maps and Plats - General reference maps of City development areas. Shows existing zoning.	Community Development	Permanent until superseded	11 O.S. § 22-131
Menacing Animal Investigation Files - information collected while investigating incident involving a menacing or dangerous animal. Can include photographs and information on the animal's size, weight, and markings	Animal Control	5 years	11 O.S. § 22-131 (B)
Minutes - Consists of minutes presented to the governing body, boards, committees, task force, and commissions at its official meetings if required by the Open Meeting Act (Journal of Council Proceedings).	All Departments	5 years for boards, committees, and commissions; Permanent for Journal of Council Proceedings	11 O.S. § 22-131 (B)
Municipal Court Records including Convictions - Court Records shall be defined as: a memorial or history of judicial proceedings in a case, commencing with the information and/or complaint and terminating with the judgment and/or appeal. PARTIALLY CONFIDENTIAL (Juvenile Records) 10A O.S. §§2-6-101 <i>et seq.</i>	Municipal Court	5 years after close of case (10 years after close of case for DUI)	11 O.S. § 22-131(A)(3) 47 O.S. 11-902(c)(2) 20 O.S. § 1005(6)(e)
News Clippings, Scrapbooks, Photos - May include copies of news articles and photos pertaining to the municipality.	All Departments	Discretionary (Historic)	11 O.S. § 22-131 (B)

911 Recordings and associated Data – All audible recorded conversations associated with calls for emergency assistance and associated data to include communications to and from dispatchers PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Fire Department/ Police Department	5 years	11 O.S. § 22-131 (B)
Nuisance Abatement Files - Records relating to weed, trash, graffiti, inoperable vehicles on private property. Usually includes initial inspection report, photos, legal ownership printouts, citations, notices and letters to property owner, certificate of mailing, copies of liens, contractor work orders, contractor invoices and photos, billing statements and paid receipts, releases of liens and miscellaneous notes pertaining to conversations with citizens regarding the property location.	Development Services Department	5 years or until litigation is terminated or lien extinguished or satisfied	11 O.S. § 22-131(A)(3)
Nuisance Abatement Administrative Records – Records relating to impounded vehicles held for nuisance abatement and vehicles ordered to be impounded.	Police Department/ Community Development	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Oaths of Office – Oaths of office for elected, appointed officials, and City employees.	City Clerk's Office	1 year following end of term or employment	11 O.S. § 22-131 (B)
Official Oklahoma Traffic and Collision Report (Police) - Forms provided by the Department of Public Safety PARTIALLY CONFIDENTIAL OCMC § 32-151; 47 O.S. § 10-117 51 OS. § 24A.8(B)	Police Department	5 years or until litigation is terminated (Originals to Department of Public Safety permanent)	11 O.S. § 22-131 (B)
Oil and Gas Records - Include division orders, leases, notice of hearings, permits, revenue statements, scout tickets, warranty deeds, and wells by operations.	Community Development	Permanent	11 O.S. § 22-131
Open Records Request and Response Log - 51 O.S. § 24A.1	City Clerk's Office	1 year from response	11 O.S. § 22-131 (B)
Ordinances - Includes ordinance number, title, text, date of passage, signatures, and any associated documents (i.e., memorandum, staff report).	City Clerk's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
Ordinances and Public Notice Publication Books - Includes all publications for City Council, boards, commissions, and committees.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Parking Ticket and Warrant File - Includes computerized information such as vehicle, date ticket issued, license plate number, ticket number, receipt number, date paid and name of vehicle owner.	Municipal Court	2 years after close of case (time exceeds statute)	11 O.S. § 22-131(A)(1)
Parks and Recreation Collection Records - Listing of all monies collected.	Parks and Recreation Department	10 years	11 O.S. § 22-131(A)(4)
Payroll Bank Statements/ Reconciliations, Payroll Checks - Consists of periodic statements from the bank showing electronic deposits and cancelled payroll checks for receipts of wages, vacation pay or other payments for services rendered.	Finance Department/ Accounting	6 years (time exceeds statute)	11 O.S. § 22-131(A)(3) APA Guidelines
Payroll Earnings Records - Includes employee's name, address, hours worked, gross pay, withholdings, social security number, net pay, deductions, and FLSA records. (Deductions, address, social security number, and net pay are CONFIDENTIAL under the 51 O.S. § 24A.7)	Finance Department/ Human Resources	5 years or until litigation is terminated (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) 29 CFR § 516 IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

Payroll Time Records - Includes employee's name, department, amount and type of leave time, compensatory time, and including overtime records, in support of Incode records.	All Departments	5 years or until litigation is terminated	20 CFR § 516 11 O.S. § 22-131(A)(3)
Pension Records - Includes information on vested and retired City employees.	Human Resources	5 years from date of last payment	11 O.S. § 22-131 (B)
Permits - All permits issued by the City including but not limited to electrical, plumbing, gas fitters, building, storm water quality, traffic, work zone, elevator, vehicle for hire, vendor, if required will include the citizenship affidavit form.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Personnel Job Audit Documentation - Reflects data compilation support of position reclassifications.	Personnel Department	2 years or until litigation is terminated	29 CFR § 1602.31
Personnel Job Classification Documentation - Includes original and modifications to job descriptions, performance evaluation forms and master task lists.	Personnel Department	Permanent (Historic)	29 CFR § 1602.31
Personnel Medicare Records - A record concerning the health status of an employee that is made or maintained by a physician, nurse, or other technician including: medical and employment questionnaires or histories; the results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes and recommendations; first-aid records; description of treatments and prescriptions; and employee medical complaints. Excludes health insurance claims in records. CONFIDENTIAL	Personnel Department	Duration of benefit plan plus 3 years	29 CFR § 1910.1020 (d)(1)(i)
Personnel Policies - Adopted by Resolution by the City Council	City Clerk's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
Personnel Selection Procedure Documentation - Includes all selection processes: test results, evaluation forms, and letters of justification etc.	Human Resources	5 years or until litigation is terminated	29 CFR §1602.31
Personnel Service Bulletin- PSB Administrative interpretation of personnel policies by the Human Resources Department.	Human Resources	Permanent (Historic)	11 O.S. § 22-131 (B)
Petitions (Initiative Referendum) - Petitions submitted to the City requesting an election be held. Excluding signature pages.	City Clerk's Office	If ordinance is passed by the voters, retain permanently; if ordinance failed by the voters, retain 2 years after date of	11 O.S. § 22-131 (B)
Petitions (Miscellaneous) - Includes petitions signed by citizens requesting action by City. Also, includes annexation and assessment district petitions.	City Clerk's Office	2 years or until litigation is terminated	11 O.S. § 22-131(A)(2)
Petitions (Recall) - Petitions submitted for the removal of the Mayor or Council member.	City Clerk's Office	Destroy after term ends	11 O.S. § 22-131 (B)
Petitions (Taxpayer Written Demands) - Resident taxpayers written demand to institute suit on failure of officers.	City Clerk's Office	Permanent	62 O.S. §§ 372-374
Petty Cash Records 11 O.S. § 17-102 OCMC § 2-841	All Departments	10 years	11 O.S. § 22-131(A)(3)
Plans - Includes comprehensive, neighborhood, and master plans adopted by the Planning Commission.	Community Development	Permanent (Historic)	11 O.S. § 22-131 (B)
Police Assessment Records (Personnel) - Records checks for potential employees CONFIDENTIAL	Personnel Department	3 years or until termination of litigation	11 O.S. § 22-131 (B)
Police Policies and Procedures Manual	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)

Police Promotional Testing – Sergeant, Lieutenant, and Captain promotional testing and assessment material. This shall include investigator and transfer packets.	Police Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Policy, Procedures, or Training Manuals - Includes internal rules and regulations of the municipality sometimes separated by department. Often published in manual format or booklets. May include step-by-step procedures used as training manual for job functions.	All Departments	Until superseded	11 O.S. § 22-131 (B)
Polygraph Test - Includes results of an employee's test results. CONFIDENTIAL	Police Department	3 years; employees hired-permanent	Employee Polygraph Protection Act of 1988 29 CFR § 801.30
Postal Records - Includes postage meter records. May also include bulk rate postal permit information and other records dealing with mail operations and the United States Postal Service. Files may also include records with private mail carriers if used.	Information Technology	10 years	11 O.S. § 22-131(A)(4)
Pre-qualification Files - Includes contractor's application, financial statements, certifications and any other documents that are required to be pre-qualified to bid on City projects.	City Clerk's Office	5 years for contractors no longer pre-qualified	11 O.S. § 22-131 (B)
Press Releases - All official news or press releases issued by the municipality.	City Manager's Office	1 year	11 O.S. § 22-131 (B)
Proclamations - All official proclamations, Citations and announcements issued by the Mayor.	City Clerk's Office	1 year	11 O.S. § 22-131 (B)
Procurement Bid Files - Includes bid tabulation, bid price, percentage rates, periods of pay, name of bidder and cost. Also may include copy of advertisement services or memorandum requesting bidders, specifications. Quote information is similar may be obtained by telephone; all quotes should be documented.	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
Procurement Policies	Finance Department	Permanent until superseded	11 O.S. § 22-131 (B)
Promotional Publications - Includes pamphlets, brochures, or newsletters informing citizens of certain events.	All Departments	1 year	11 O.S. § 22-131 (B)
Property Damage Reports Involving City Property - Includes a report of damage to property of the municipality, time and date of accident and a complete narrative regarding circumstances, name of principals, witnesses and addresses. CONFIDENTIAL Personnel Investigations OCMC § 32-151; 47 O.S. § 10-117 51 O.S. § 24A.7	City Clerk's Office	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Property Maintenance Code Inspections - Includes City Inspector's report of inspection and any addendum thereto, including reports of subsequent inspections and related correspondence, notices, etc.	Community Development	5 years	11 O.S. § 22-131(A)(3)
Proposals - Includes requests for proposal, submittal statement, committee recommendation, and memorandums.	All Departments	5 years from proposal opening (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Publication Affidavits - Original, notarized, affidavit showing proof of publication in a local newspaper of general circulation.	City Clerk's Office	1 year	11 O.S. § 22-131 (B)

Purchase Order File - The electronic file used to procure goods and services for the City. Usually consists of purchase orders, invoices, documenting number, date, department, description and quantity of item, account number, unit price, amount and signature. May also include purchase requisitions and other supporting documentation used for justification and approval and procurement	Finance Department/ Procurement	5 years after termination of purchase order or agreement, whichever is later (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Quarterly Tax Report File - Documents containing taxable and non-taxable income of city governments. Includes Federal and State sales tax, social security reports and unemployment reports.	Finance Department/ Accounting	10 years	11 O.S. § 22-131 (B)
Real Estate Purchase Contracts - May include warranty deed, easements, and contract for purchase.	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Records Checks (potential employees)	Personnel Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Refund File - Records documenting the issuance of a refund to the payee for overpayment, incorrect billing, etc. for services, permits, or licenses.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Rental Schedules - Files consisting of contract agreements with parties providing city services of having other legal relationships with the City, including options to purchase property. May also include leases, rental schedules, specifications, bids awarded and copies of payments, receipts and other supporting papers used in managing the returned checks - Consists of bad checks (insufficient funds) received for deposit and voided	All Departments	5 years after expiration (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Safety Bulletins	All Departments	5 years	11 O.S. § 22-131(A)(3)
Safety, Environmental and Health Inspection and Consultations - All City facilities and work sites; contractor procedures.	All Departments	Permanent until superseded	11 O.S. § 22-131 (B)
Schedule of Annual Meetings - List of regularly scheduled meetings of publicbodies for the calendar	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Service Requests - Includes but is not limited to citizen service requests, comments about services, maintenance, repairs, ADA service requests etc.	All Departments	2 years	11 O.S. § 22-131 (B)
Sewage Treatment Applications and Permits - Wastewater treatment reports filed with State and Federal agencies monitoring the City's compliance with government regulations. Includes applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment processes.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Sewage Treatment Monitoring Reports - Contains records used to monitor and report on the operations of the City sewage treatment plant and sewage treatment, including lab reports, and amounts of waste processed by the system.	Public Works	Permanent	11 O.S. § 22-131 (B)
Sewer Line Maps	Public Works	Permanent	11 O.S. § 22-131(A)
Sign and Banner Permits	Public Works	Permanent until superseded	11 O.S. § 22-131 (B)
Sinking Fund (Debt Service) – Article 10, Section 28, Oklahoma State Constitution	Community Development	5 years	11 O.S. § 22-131(A)(3)
Standard Specifications for Construction of Public Improvements - The City's policies, regulations, and procedures for construction of public projects.	Finance Department	10 years	11 O.S. § 22-131 (A)(4)
State Department of Health Permits	Public Works	Permanent until superseded	11 O.S. § 22-131 (B)
	Parks and Recreation Department	Permanent	11 O.S. § 22-131 (B)

Storm Water Quality Permits - All permits issued by the Storm Water Quality Division and any documentation that relates to that permit. Including but not limited to Confined Space Permits.	Public Works Department	5 years	11 O.S. 22-131(A)(3) ODEQ NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial Activity 29 CFR 1910-
Storm Water Quality State Permits and Reports	Public Works Department	3 years from the expiration or termination of the permit	ODEQ NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial
Street Address Data (GIS) - List of current streets and house numbers	Community Development	Permanent until superseded	11 O.S. § 22-131 (B)
Street Design Improvement Files - Reports of accidents on City streets, used to assess cause of accidents and to make street designs improvements in order to reduce accidents. May also include collision diagrams showing time, direction of approach, weather, type of accident, pavement, accident severity, time of year, type of vehicle and related documents.	Police Department	Permanent until superseded	11 O.S. § 22-131 (B)
Surplus Property Resolution - Property owned by the City that has been declared surplus.	City Clerk's Office	5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Tax Increment Financing Report (TIF) - May include reports.	Economic Development Office	Life of TIF plus 5 years	62 O.S. § 867(A)
Texts – texts left on employee's cell phone	All Departments	Deleted at the end of working day created or received unless required by law to be kept (i.e.	11 O.S. § 22-131 (B)
Time Cards/Time Sheets - Records pertaining to an employee leave time, in support of Incode records.	All Departments	3 years	29 CFR § 516
Titles and Other Ownership Information to Vehicles and Equipment - Includes certificates of titles to City-owned motor vehicles and equipment providing proof of ownership. May include make and model, serial number, and other identifying information.	City Clerk's Office	Length of ownership plus 5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Traffic and Signal Studies - May include product literature and studies related to traffic, such as drawing of traffic controllers, drawings of intersections, traffic signals, and timing progressions. May also include turning count totals used for studies of	Public Works Department	Permanent until superseded	11 O.S. § 22-131 (B)
Training Files - Official training records of all employees who receive training, whether on or off the job. May include test scores or certificate of training from academies or educational institutions. Certain records or notations may be included in the employee's personnel file. Include Emergency Management service records.	All Departments	2 years; Sexual harassment training for 5 years or until litigation is terminated; Fire and Police: 3 years after termination of employment	11 O.S. § 22-131 (B)

Training Manuals - Includes internal rules and regulations of the municipality sometimes separated by departments. Often is published in manual format or booklets. May include step-by-step procedures used as training manual for functions. May also include policies for vacation pay, hiring, firing, employee safety and other personnel matters.	All Departments	Until superseded	11 O.S. § 22-131 (B)
Training Records (Safety) - Employee listing of safety training records, including date, location, course information, course trainer/provider and list of employees in attendance.	All Departments	Length of employment plus 5 years	11 O.S. § 22-131 (B)
Travel Expense Reimbursement File - Consists of employee expense report, expense receipts, check vouchers, authorizations to pay and other supporting papers necessary to document expenses incurred for employee travel. Includes private automobile allowance and mileage reimbursements to City employees or officials.	Finance Department/ Accounting	5 years	11 O.S. § 22-131(A)(3)
Trust Indentures - Records establishing the various City trusts, where the City of Durant is a beneficiary.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Unemployment Compensation Files - Files may contain correspondence sent to the municipality by the Employment Security Commission regarding claimant, copies of documents from claimant's official personnel file, certified mail receipts worksheets, audit papers and copies of documents sent to the State by the municipality. CONFIDENTIAL 40 O.S. § 4-508 and § 4-511	Personnel Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Check-Out Log for Uniform Citations (Ticket book) - A log of citations containing citation numbers, date, name, and commission number and signature of person to whom checked out, and initials of clerk who checked it out.	Police Department	5 years	11 O.S. § 22-131(A)(3)
Uniform Crime Report (UCR) or NIBRS - Monthly and yearly reports compiled for all reported crime in Durant. The report is forwarded to OSBI for the inclusion on the State report to the FBI. Combination of computer generated report and hand-tabulated	Police Department/ Fire Department	Police- 5 years; Fire- permanent	11 O.S. § 22-131 (B)
Union Negotiation File - Records pertaining to the City's collective bargaining agreements including any labor negotiation records.	Personnel Department	Permanent (Historic)	11 O.S. § 22-131 (B)
Utility Customer Account File - Records show a billing and payment history of all customers using City utilities. Information includes customer name and address, consumption, billing and payment	Utilities Department	2 years	11 O.S. § 22-131(A)(2)
Utility Customer Service Deposit File - Includes name, account number and amount of deposit for service connection and refunds of deposits for service termination. May also include list of customers who have changed addresses, bills owed, cash stubs and	Utilities Department	2 years after termination of account	11 O.S. § 22-131(A)(2)
Vandalism Reports - Record of damage and loss sustained by City including but not limited to attributable to theft, arson, vandalism, employee negligence, defective equipment, damage to structures and buildings, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with the City- owned	Finance Department/ Risk Management	5 years after settlement	11 O.S. § 22-131 (B)
Variance Requests - Building and zoning	Community Development	Permanent	11 O.S. § 22-131 (B)
Vendor Registration Form	Finance Department	1 year after the vendor number becomes inactive	11 O.S. § 22-131 (B)

Video Recordings (Digital) (Meetings) - Recordings of meetings used to prepare minutes or document meetings.	Information Technology	1 year	11 O.S. § 22-131 (B)
Voicemails - messages left on employee's phone	All Departments	Deleted at the end of working day created or received unless required by law to be kept (ie. financial	11 O.S. § 22-131 (B)
W-4 Forms - Withholding allowance certificates for State and Federal income tax. Federal form filled out by the employee stating name, address, social security number, number of allowances claimed, and signature.	Personnel Department	4 years	11 O.S. § 22-131 (B)
Wage Determination Surveys - Annual surveys conducted to research and support wage adjustment recommendations.	Personnel Department	5 years	11 O.S. § 22-131 (B)
Waste Shipment Documents - manifests and bills of lading for hazardous waste shipments. Includes drum inventory, certificates of disposal and all other supporting documents collected at Household Hazardous Waste facility.	Public Works Department	3 years	40 CFR § 262.40
Wastewater Treatment Compliance Reports - Treatment plant reports filed with State and Federal agencies monitoring the City's compliance with government regulations. Includes applications, permits, for solid water and sewage lagoons, including lab reports, and amounts of water processed by the	Public Works Department	Permanent until superseded	11 O.S. § 22-131 (B)
Water Line Maps	Public Works Department	Permanent until superseded	11 O.S. § 22-131 (B)
Water Meters - Electronic meter reading utility billing system records. Includes statistics gathered when meters are read. Usually includes make, size, number, customers name and address,	Utility Billing Department	2 years	11 O.S. § 22-131(A)(2)
Water Sampling Results/High Risk Cases - Storm Water Quality records of all monitoring information including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of the reports required by permit, and records of all data used to complete reports and applications.	Public Works Department	3 years	NPDES Permit OKS000101
Water Treatment Applications - Water treatment reports filed with State and Federal agencies monitoring the City's compliance.	Public Works Department	Permanent until superseded	11 O.S. § 22-131 (B)
Workers' Compensation Medical Records - A record concerning the health status of an employee that is made or maintained by a physician, nurse, or other technician including medical and employment questionnaires or histories; the results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes and recommendations; first-aid records; description of treatments and prescriptions; and employee medical complaints. Excludes health insurance claims in records.	Human Resources	Duration of employment plus 30 years	29 CFR § 1910.1020 (d)(1)(i)
Workers' Compensation Claim Files - (Certified Workplace Medical Plan) Files consist of accident reports, first report of injury, medical claims, bills, payment vouchers, doctor reports, hospital emergency room verifications, correspondence and other supporting documentation concerning injuries compensable under workers' compensation. PARTIALLY CONFIDENTIAL	Human Resources	CWMP documents- 5 years; permanent or until employee leaves or retires (minimum of 5 years)	11 O.S. § 22-131 (B)
Zoning Applications	Community Development	5 years	11 O.S. § 22-131 (B)



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: James Dalton, Assistant City Manager
Re: Assistant City Manager Report - February 2021

Council Information / Action Requested

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

ATTACHMENTS:

1. Monthly ACM Report - February 2021



THE CITY OF DURANT

Assistant City Manager

TO: Durant City Council
FROM: James Dalton, Assistant City Manager
DATE: March 1, 2021
SUBJECT: Monthly Report for February 2021

Parks Department

Carl Albert Park grant update: Work continues on the Carl Albert Playground Land and Water Grant. This grant has been in process since 2016 and had a December 31, 2020 deadline for completion of the grant. We were able to meet the grant deadline and have everything purchased for the playground area by December 31, 2020, and on January 12, Eve Atkinson from Oklahoma Parks Department inspected and signed off on the Carl Albert improvements. The following work was done in February to move the project to completion.

1. Carl Albert Playground Grant work
 - a. Silica Sand used as infill on the turf on the two playgrounds.
 - b. Vinyl chain-link fences installed around both playgrounds.
 - c. Basketball Goals (4) ordered for the multisport court.
 - d. Soccer Goals (2) ordered for the multisport court.
 - e. Poles and netting ordered for multisport court.
2. Continued on-boarding with new Parks Director Caleb Gwaltney and our Sports Marketing Director Carissa Mikesic.
3. Continued work with staff on Developing a Parks Master Plan and a 5 year CIP
4. Parks Department assisting with repairing water leaks that damaged City owned buildings during the subzero temperatures.
5. Parks Department personnel were used to clear snow and ice from City owned facilities.
6. Obtained a quote from Qualite to replace 1500 W Metal Halide bulbs at DMSC with LED. The quote was for 1,237,000 for labor and material on 9 fields. The lighting would be college level lighting. We're looking for other quotes and making a determination on the fields that would need college level lighting.
7. DMSC staff is working to complete the necessary remodeling to get the concession stands ready for the beginning of the spring sports season.

Airport

The airport has multiple issue that we're in the process of working through in an effort to maximize the full potential of the airport. Below is a list of tasks in February.

1. Continued on-boarding with new Airport Manager John Wyatt.
2. Following the RFQ interviews for an Airport Consultant, we chose KSA
3. Continued working on the 100 LL Fuel Tank system with Lochner Engineering and Innovative Fuel Solutions. To date, the spill containment area for the Jet A and 100 LL fuel trucks and the base for the 100 LL 12000 gallon fuel tank have both been poured, the old in-ground fuel line has been removed, environmental testing was done on the soil following the line removal, protective bollards have been installed around the base where the fuel tank will be placed, the preliminary electric has been run to where the tank will be placed, and the awning for the fuel tank kiosk has been delivered. The tank was scheduled to ship on February 14, to arrive in Durant on February 16, but was delayed due to weather until March. It is now scheduled to be shipped March 8, and arrive March 9. Installation of the tank should be completed by March 11. Once the tank is installed, the Oklahoma Corporation Commission will inspect the tank and we should be operational with both self service and full service 100 LL by mid March.
4. Continued working with staff to implement the hangar rates that were developed and recommended by KSA Airport Consultants in 2018, and approved by Council in February.
5. Working with staff to review all airport infrastructure needs, maintenance issues, and staffing needs; including the development of a 5 year Capital Improvements Plan.
6. Currently we're in the process of reviewing the Airport hours of operation and comparing them to what similar airports are doing. The FBO is open 70 hours per week, not including emergency call backs for fuel. We hired a part time airport line maintenance worker and are developing the job description for an Airport Operations Chief position. This person will fill a full time position that was recently vacated.
7. Continue working with LBR Airport Consultants and EPS for the construction and installation of a second windcone at the airport. As a result of the lengthening of the runway, a second windcone was needed near the south end of the runway. This was an FAA funded project that will cost the City \$1.00. Installation was scheduled for February, but was delayed due to weather. It should be completed in March.
8. I attended a video conference with the FAA and OAC on Airport 101. This was video training to help local airports with rules, regulations, planning, and funding for the future. Also, on various occasions in February I have communicated with OAC Director Grayson Ardies about improvements needed to move our airport forward.

Utility Billing

I met with Stephanie Barfield, Utility Billing Supervisor who reports that the change over to the AMR's is going well. We will be working on getting a drive-thru for City payments at the Library. I have contacted Shane Knight to assist with designing an overhang for the drive-thru that will be located on the NW side of the building, where the book return is located.

Garage

City garage continues to be busy, but was able to fill a vacant position. I have been working with Jerry and Lacy Dillingham at 9-1-1 to get all of the public works vehicles loaded into the new Computer Aided Dispatch (CAD) system. Our goal is to have 9-1-1, Emergency Management, and Public Works to be able to view units that are logged-in in real-time using the CAD capabilities. This will be extremely helpful during major incidents of winter weather, flooding, wind damage, etc to track personnel and equipment in response to these events.

Senior Center

The City with funding from the DCFA is in the process of remodeling on the new Senior Center Building located at 1401 Chuckwa, the previous Northwest Church of Christ. Senior Center work includes the following

1. Coordinating with Senior Center Director Mike Davis for daily construction updates.
2. Attended various meetings with Architect Shane Knight and General Contractor, Cavins Construction on building remodeling plans for the new center. The building has been cleared and most of the demolition has been completed. Rough-in Plumbing changes have been completed. City Crews are in the process of doing a 6" water tap for the facility for fire suppression and a 2" water tap for the facility usage. Electricians have completed the rough-in work on the facility.
3. Mike has been meeting with various stakeholders regarding future use of the Center
4. Working with Mike in developing operating guidelines, programs, and a 5 year Capital Improvement Plan for the center.

I.T. Department

1. I have been meeting with I.T. Director Brenton Rucker about installing I.T. cabling and equipment in the new Senior Center. Brenton received two quotes for labor and materials, and we have selected Secure Oklahoma as the vendor for the I.T. work.
2. In planning with I.T. to look at the cost of establishing fiber connections at many of our remote facilities, who are dramatically underserved now. Brenton has secured quotes for running fiber to all of our City facilities.
3. In planning with Brenton to increase cameras and electronic door entry systems at many of our facilities for security.
4. Working with Brenton on developing a 5 year Capital Improvement Plan

Library

1. Recently, I reviewed construction documents with Library Director Robbee Tonubbee regarding warranty on the TPO roof at the Library. They have a leak that has caused some internal damage that should be covered by the warranty. The roof installer has gone out of business, so we contacted the General Contractor to invoke the warranty. The General Contractor sent a roofer and construction supervisor to see if they could find the problem. They will continue working with use until we can find the leak.
2. I will be working with Robbee and Shane Knight in designing and implementing the City drive-thru to be located at the Library.

James Dalton



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Cindy Price
Re: City Clerk Monthly Report - February 2021

Council Information / Action Requested

Information only.

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

None.

ATTACHMENTS:

1. City Clerk Report Complete. 3.9.2021

CITY CLERK MONTHLY INFORMATION REPORT

FEBRUARY 2021

MUNICIPAL COURT -

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

LICENSES -

No licenses were issued by the Municipal Court Clerk in February 2021.

SPECIAL EVENT PERMIT APPLICATIONS -

There were two Special Event Permit Applications received in February 2021.

Events Held in City of Durant in February 2021:

Mardi Gras – February 13, 2021, was rescheduled to February 27, 2021.

Upcoming Events To Be Held in City of Durant in March 2021:

‘Be a Hero’ Virtual 5K and Fun Run – March 6, 2021

NOTE: Conditional permits are issued upon event approval subject to compliance with State of Emergency Order in effect on event date.

RECORD REQUESTS -

There were seven (7) record requests received and processed in February 2021.

CEMETERY ADMINISTRATION/3B GRAVE SERVICE –

I have created the attached spreadsheets which will allow you to track burials and sales (through the city and private seller) as the calendar year progresses.

CEMETERY –

Cemetery Pavilion – We are fortunate to have an open-air pavilion available for funeral services at Highland Cemetery. Due to the milder winter weather and observing safety precautions due to Covid, the pavilion has become the venue of choice for families. There is no charge to families burying their loved one at Highland Cemetery. If a family wishes to use the pavilion for a memorial service but no burial will take place at Highland Cemetery, there is a \$100.00 charge.

Cemetery Chapel – The cemetery chapel at Highland Cemetery is available for services on a rental basis. The chapel is professionally cleaned and disinfected after each service to protect the safety and health of each family and funeral home staff when using this venue.

Phase 2 -Ground Penetrating Radar Project – Phase 2 of the Ground Penetrating Project is underway. The portion of the project performed by Texas Cemetery Restoration Services is complete. Field work by staff personnel will begin in March, 2020 and continue until the entire Phase 2 area is reviewed, confirmed and entered into the records electronically. This process will take 8-10 weeks depending on the weather.

Highland Cemetery Trash Receptacles – There are now two dumpsters available for disposal of gravesite decorations only. In an effort to lessen the stress, wear and tear on the roadways within the cemetery, the trash cans randomly placed throughout the cemetery have been removed. In their place, a second dumpster has been placed in front of the Cemetery Maintenance Building. This is in addition to the dumpster at the back of the cemetery. This change will reduce the amount of roadway the trash truck will need to travel within the cemetery to empty trash receptacles. These dumpsters are placed as a courtesy and for the convenience of visitors to the cemetery. They are not intended for use by the general public for disposal of residential garbage.

BIDS -

There were three bids advertised in February 2021:

DIA Grant Consultant – Deadline: March 4, 2021;

Construction of Municipal Animal Shelter - Deadline: March 18, 2021;

Cemetery Addition Hay Lease – Deadline: March 18, 2021.

Bids Opened in February 2021:

Brush Hogging Services – Deadline: February 4, 2021.

Open Ended:

Call Service Providers for Health Nuisance Abatements

BOARD SECRETARY -

I served functions of the secretary for the following council, authorities, and advisory boards in the month of February 2021:

Durant City Council;

Durant City Utility Authority;

Durant Airport Authority;

Parks and Recreation Advisory Board.

CITY OF DURANT MUNICIPAL COURT

2021	Total Violations Issued			Total Cases Heard By Judge			Warrants Issued			Warrants Cleared			Fine Suspended			Transfer to County		
Dec																		
Nov																		
Oct																		
Sept																		
Aug																		
July																		
Jun																		
May																		
Apr																		
Mar																		
Feb	303	21	14	232	13	27	115	28	27	140	16	30	0	0	0	0	0	0
Jan	362	37	35	184	18	16	112	16	14	167	19	22	0	0	0	0	0	0
	Traffic	State Law	City Ordinance	Traffic	State Law	City Ordinance	Traffic	State Law	City Ordinance	Traffic	State Law	City Ordinance	Traffic	State Law	City Ordinance	Traffic	State Law	City Ordinance

DISMISSED CASES

2021	Completed Deferred			Dismissed by Complainant			Presented Insurance			Dismissed by Judge's Order			Dismissed Compliance			Prosecutor's Motion		
Dec																		
Nov																		
Oct																		
Sept																		
Aug																		
July																		
Jun																		
May																		
Apr																		
Mar																		
Feb	29	0	0	1	0	0	18	0	0	4	0	1	16	0	0	1	0	0
Jan	19	0	0	2	1	0	8	0	0	13	0	12	9	0	0	0	0	0
	Traffic	State Law	City Ordinance	Traffic	State Law	City Ordinance	Traffic	State Law	City Ordinance	Traffic	State Law	City Ordinance	Traffic	State Law	City Ordinance	Traffic	State Law	City Ordinance

2021 GRAVE OPENINGS/CLOSINGS
HIGHLAND CEMETERY

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
17												
16												
15												
14												
13												
12												
11												
10												
9												
8												
7												
6												
5												
4												
3												
2												
1												

	CASKET
	CREMAINS

2021 CEMETERY SALES
HIGHLAND CEMETERY

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
10												
9												
8												
7												
6												
5												
4												
3												
2												
1												

**2021 CEMETERY PRIVATE SALES
HIGHLAND CEMETERY**

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
10												
9												
8												
7												
6												
5												
4												
3												
2												
1												



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: John Dean, City Manager
Re: City Manager Monthly Report - February 2021

Council Information / Action Requested

Information only

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

N/A

ATTACHMENTS:

1. City Manager Monthly Report - February 2021



DURANT
OKLAHOMA

CITY OF DURANT

Office of the City Manager

March 01, 2021

Mayor Grube and members of the City Council:

February, 2021 City Manager Monthly Report

- Attended Regular and Special Council meetings.
- Attended Imagine Durant meeting.
- Attended Chamber of Commerce meeting.
- Attended DIA meeting.
- Attended DTEDA meeting.
- Attended Planning Commission meeting.
- Attended COVID-19 Task Force meetings.
- Virtually attended CMAO Board meeting.
- Virtually attended OMMS meeting.
- Virtually attended ICMA Veterans Advisory Board meeting.
- Began negotiations with the FOP and IAFF.
- Conducted staff meetings.
- Attended Roger Brooks Debrief meeting.
- Conducted a planning retreat with Department Heads.
- Met with the City Attorney on a number of items.
- Met with the IAFF to clarify some questions.
- Met with DTOS regarding planned trail improvements.
- Dealt with many issues in response to the winter storms.
- Advertised, interviewed and hired a new Fire Chief.
- Worked on approved items and projects for the use of Cares Act funding.
- Met with Brandon Wall (City Engineer) regarding several PW and Street projects.
- Continued to deal with staff absences during the month due to COVID-19.
- AMR project continued.
- Sludge Press project continued.
- Senior Center renovation project continued.
- Continued to work on the property purchase for extension of Larkspur. Awaiting executed documents from the owner to complete the purchase.
- Dealt with a number of resident issues and concerns.

Respectfully Submitted,

John R. Dean, Jr., City Manager



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Danielle Barker, Director
Re: Community Development Monthly Report - February 2021

The following and attached is a summary of the various activities worked on by the Community Development Staff during the month of February:

The Planning Commission meeting scheduled for February was postponed due to inclement weather. All agenda items will be placed on the March agenda. There are four cases planned for the March Planning Commission meeting including the tabled item from January. There are several other cases that are in various stages of being prepared for Planning Commission and City Council.

The Regional Planning Commission meeting was postponed also due to inclement weather and all items will be placed on the March agenda.

Staff met with several citizens and developers to discuss various projects and/or issues they may have.

Staff also met with several citizens and filled several public information requests pertaining to a Planning Commission case.

Staff worked on a new revocable permit applications and is still in the review stage.

Staff continues working on the business license and roll-off permits that come in.

Staff continues training and working on a lot of different items to help the department improve on all aspects that will help streamline some processes and make things better for both citizens and staff.

Staff examined and helped with various code enforcement concerns.

Staff remains examining and working through some ordinance or policy issues that we are facing.

Council Information / Action Requested

No Action Required.

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

No Follow-up Required.

ATTACHMENTS:

1. Community Development Monthly Report - February 2021



The City of Durant

Office of Community Development

Monthly Activity Report, February 2021

Community Development Department

1. Inspections	127
Building	30
Electrical	38
Mechanical	24
Plumbing	33
Other	2
Drainage Issues	0
2. Code Enforcement	182
Other Contacts Made	16
Grass & Weeds	5
Junk Vehicles	5
Junk Appliances	8
Dilapidated Structures	3
Trash & Debris	53
24 Hour Nuisances Posted	20
PD	0
Code Enforcement	20
Noticed Posted	31
Other	41
Citations Issued	0
No Burn Permit	0
Theft of Utilities	0
3. New Construction	4
SFR	3
MFR	0

4. Permits Issued	101
Building	18
Electrical	17
Plumbing	14
Mechanical	8
Floodplain	5
Roll Off	39
5. Public Hearings	2
Board of Adjustment	0
Planning Commission	0
City Council	2
6. Letters Mailed	74
Code Enforcement	31
Code Hearings	22
Public Hearings	12
Other	9
7. GIS / Mapping	73
Maps printed	52
911 Addresses Requested	21
8. Licenses Issued	59
Electrical	2
Plumbing	2
Mechanical	3

City of Durant

Daily Code Enforcement Log - February 2021

Date	Location/Address	Violation		Abatement Letter Sent	OA / CTA	Citation Issued	Initials
1	819 S 9th	Follow Up	JV				S.J.
2	University/University Place	Follow Up	JV				S.J.
3	S 1st/Louisana	Homeless Camp	JV				S.J.
4	Help with Addressing						S.J.
5	Car Mart	Temp Sign					S.J.
6	Durant Main Street (Stephanie)	Sight Triangle Inspect					S.J.
7	Mattress Solutions	Temp Sign					S.J.
8	Durant Main Street (Stephanie)	Sight Triangle Inspect					S.J.
9	Blanchard& S9th	Sight Triangle Inspect					S.J.
10	Service Rd / Braums	Follow Up	TS				S.J.
11	Roby's	Follow Up	TD				S.J.
12	421 S 12th	Follow Up	Trailer				S.J.
13	PO meeting @ PD						S.J.
14	1015 W Beech	Site Inspection	TD/MC				S.J.
15	1015 W Beech	Follow Up	TD/MC				S.J.
16	1002 N 3rd	Site Inspection	TS/MC				S.J.
17	Meeting With Parks (24)						S.J.
18	910 Ne 2nd	Follow Up	D/MC				S.J.
19	1024 N 7th	Complaint	JA				S.J.
20	707 W Beech	Site Inspection	JA				S.J.
21	1420 W Baltimore	Site Inspection	JA/TD				S.J.
22	1412 Corinne	Site Inspection	TD/Trailer				S.J.
23	1024 N 7th	Site Inspection	JA	L			S.J.
24	707 W Beech	Site Inspection	JA	L			S.J.
25	708 W Beech	Site Inspection	JA/TD	L			S.J.
26	1412 Corinne	Site Inspection	TD/Trailere	L			S.J.
27	609 S 13th	Site Inspection	D/TD	L			S.J.
28	1419 W Missippissi	Site Inspection	D/TD	L			S.J.
29	403 S 5th	Site Inspection	D TD	L			S.J.
30	420 N 3rd	Site Inspection	GW	L			S.J.
31	924 W Texas	Site Inspection	TD/JA/Trailer	L			S.J.
32	919 W Louisiana	Site Inspection	TD/JV	L			S.J.
33	603 N 2nd	Site Inspection	TD	L			S.J.
34	1220 W Mulberry	Site Inspection	TD/Trailer	L			S.J.
35	1208 W Mulberry	Site Inspection	TD	L			S.J.
36	Snow Day/File Paper						S.J.
37	Snow Day/File Paper						S.J.
38	1512 W Louisiana	Inspection/Remove from Cond.					S.J.
39	524 N 10th	Complaint/Animals at large					S.J.
40	819 S 9th	Follow up/	TD				S.J.
41	S 9th & Mississippi	Site triangle cpmlaint					S.J.
42	S 1st & Louisiana	Homeless Camo	TD				S.J.
43	1024 N 7th	Follow Up For Court	JA	L	OA		S.J.
44	707 W Beech	Follow Up For Court	JA	L	CTA		S.J.
45	708 W Beech	Follow Up For Court	JA/TD	L	OA		S.J.
46	1412 Corinne	Follow Up For Court	TD/Trailere	L	OA		S.J.
47	609 S 13th	Follow Up For Court	D/TD	L	CTA		S.J.
48	1419 W Missippissi	Follow Up For Court	D/TD	L	CTA		S.J.
49	403 S 5th	Follow Up For Court	D TD	L	CTA		S.J.
50	420 N 3rd	Follow Up For Court	GW	L	CTA		S.J.
51	924 W Texas	Follow Up For Court	TD/JA/Trailer	L	OA		S.J.
52	919 W Louisiana	Follow Up For Court	TD/JV	L	OA		S.J.
53	603 N 2nd	Follow Up For Court	TD	L	OA		S.J.
54	1220 W Mulberry	Follow Up For Court	TD/Trailer	L	OA		S.J.
55	1208 W Mulberry	Follow Up For Court	TD	L	OA		S.J.
56		Nuisance Court					S.J.
57	1003 University	Complaint	TD				S.J.
58	1323 Locust	Follow Up	TD				S.J.
59	1st & Louisiana	Homeless Camp	TD				S.J.
60		Pick Up Signs					S.J.
61	644 S 3rd	No Water					S.J.
62	638 S 3rd	Inspection	TD				S.J.
63	619 W Cedar	Inspection	TD				S.J.
64	SE 5th & Beech	Follow uo Sight Triangle					S.J.
65	Katy & Cedar	Follow Up	D				S.J.
66	401 S 4th	Complaint/Water Usage					S.J.
67	411 S 7th	24HR	TD				S.J.
68	420 N 3rd	Meet Abate Crew	GW				S.J.
69	403 S 5th	Meet Abate Crew	GW/TD				S.J.
70	302 W Elm	24HR	TD				S.J.
71	306 N 4th	Inspection	TD/MC				S.J.
72	308 N 4th	Inspection	TD/MC				S.J.
73	301 N 4th	Inspection	TD/JA/MC				S.J.
74	312 N 8th	Meeting					S.J.
	Location/Address	Violation	Action Taken	Abatement	OA / CTA	Citation Issued	Initials
75	823 N 17th	CV trailer front of house	Warned				GA
76	315 N 13th	24hr TD, mattress, old furniture	24hr notice				GA
77	1318 N 7th	CV trash, mattress, new residents	Warned, info				GA
78	Check sight triangles down town	assist Shawn with measuring					GA
79	Trailer, rv ord. research	Trailer residence research					GA
80	516 S 11th	CV TD	Warning				GA

81	224 W Pine	24hr TD	24hr notice				GA
82	412 Meadowlark Ln	24hr LB	24hr notice				GA
83	710 Meadowlark Ln	24hr LB TD	24hr notice				GA
84	427 S 11th	24hr TD LB refrigerator	24hr notice				GA
85	434 S 11th	24hr LB	24hr notice				GA
86	1111 W Arkansas	24hr couch TD	24hr notice				GA
87	1109 W Arkansas	24hr I B TO	24hr notice				GA
88	909 W Arkansas	24hr LB	24hr notice				GA
89	802 Mclean	24hr couch	24hr notice				GA
90	824 NE 4th	CV LB	Warning				GA
91	405 S 9th	CV Fence non compliance	Check on				GA
92	1220 Mulberry	CV TD, trailers, poss fire resid.	needs letter				GA
93	1208 Mulberry	CV LB TD	needs letter				GA
94	office, investigate R&D salvage ownership	research	Phone call				GA
95	1802 N 10th @ 2:15 pm	CV loose trash and bags	24hr warning	neighbor	complaint		GA
96	1405 S 9th R&D salvage	CV try to contact - NC	try to contact				GA
97	523 N 6th	CV TD	check on				GA
98	tree letter follow ups, city wide	check for compliance	check on				GA
99	304 gates ave D&I	CV TD Meter problem	warned				GA
100	Check and close out Gov Pilot cases	Check and update	Check				GA
101	Work on tree measuring stick	plan and make	started				GA
102	Make new tree measuring stick	Finished	tested				GA
103	Post letters/notices (14 posted)	14 posted - 1 MC	14 posted 1 MC				GA
104	Take car to garage	Check anti freeze	tested good				GA
105	517 S 3rd	CV LB TD	Check on				GA
106	W Main & 21st	illegal sign	removed				GA
107	S 9th and mississippi	Clack fence for compliance	Checked				GA
108	paperwork for court cases	Pictures and letters	Done				GA
109	Questions and info	research and call	MC				GA
110	712 Blanchard poss tampering	water leak repair, no tampering	check on				GA
111	524 N 10th	CV, chickens running at large	check & letter	letter sent			GA
112	1002 W Louisiana	24hr TD, furniture	24hr notice				GA
113	426 NE 5th	reporting neighbor trash	MC				GA
114	419 NE 5th	24hr TD, old furniture, overfilled	24hr notice				GA
115	423 NE 5th	24hr broken furniture parts, logs	24hr notice				GA
116	Office- research and follow ups	multiple items	check/advise				GA
117	311 S 3rd	CV, tree limbs	Warn				GA
118	420 N 3rd	schedule abatement for GW	Email				GA
119	707 W Beech	Abandoned freezer	final notice				GA
120	PD	body cam training	training				GA
121	Research R&D Salvage	Check zoning/usage	research				GA
122	644 S 3rd	CV Tampering w/ utilities	warning				GA
123	638 S 3rd	CV TD, JA, MC	Warning MC				GA
124	601 N 8th	Poss unsanitary conditions	TOT APG				GA
125	220 SF 3rd	24hr LB	24hr notice				GA
126	303 E Florida	24hr TD, 1 B	24hr notice				GA
127	210 NE 2nd	24hr LB	24hr notice				GA
128	408 W Walnut	24hr couch trash bags	24hr notice				GA
129	620 W Mississippi	24 hr old furniture and trash	24hr notice				GA
130	1324 N 6th apt 1	24 hr old couch	24hr notice				GA
131	Alma, Cedar Ridge, Chuckwa, Lacey, Beech, Worley	tree letter follow ups, 7 MC's	37 addresses				GA
132	707 W Beech	CV, TD, JA, poss homeless	Needs letter				GA
133	Denison, Dixon, N10th, N11th, N12th,	tree letter follow ups, 4 MC's	24 addresses				GA
134	Check on 24hr notices	Check for compliance	19 addresses				GA

Code Enforcement Log Key	
MC	Made Contact
GW	Grass & Weeds
JV	Junk Vehicle
JA	Junk Appliance
D / DS	Dilapidated Structures
TD	Trash & Debris
TS	Trees & Shrubs
CV	Code Violation
LB	Limbs
DH	Door Hanger
OA	Owner Abated
CTA	City to Abate
L	Letters mailed
PD	Police Department
FD	Fire Department

PROJECTS: 0 -ZZZZZZZZZZ

APPLIED DATES: 2/01/2021 TERU 2/28/2021

ISSUED DATES: 2/01/2021 TERU 2/28/2021

EXPIRE DATES: 0/00/0000 TERU 99/99/9999

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESC
031599	2/01/2021	HOFFMAN SANITATION	3802 W UNIVERSITY BLVD	HOFFMAN	ROLL
031600	2/01/2021	HOFFMAN SANITATION	1709 S 9TH AVE	HOFFMAN	ROLL
031601	2/01/2021	HOFFMAN SANITATION	112 WILSON ST	HOFFMAN	ROLL
031602	2/01/2021	HOFFMAN SANITATION	600 MONTGOMERY DR	HOFFMAN	ROLL
031603	2/01/2021	HOFFMAN SANITATION	2351 BIG LOTS PKWY	HOFFMAN	ROLL
031604	2/01/2021	HOFFMAN SANITATION	1603 N 6TH AVE APTS	HOFFMAN	ROLL
031605	2/01/2021	HOFFMAN SANITATION	362 COUNTRY CLUB	HOFFMAN	ROLL
031606	2/01/2021	HOFFMAN SANITATION	2003 W EVERGREEN	HOFFMAN	ROLL
031607	2/01/2021	HOFFMAN SANITATION	202 CORNELL DR	HOFFMAN	ROLL
031608	2/01/2021	HOFFMAN SANITATION	1903 N WASHINGTON AVE	HOFFMAN	ROLL
031609	2/01/2021	HOFFMAN SANITATION	2417 WILSON ST	HOFFMAN	ROLL
031610	2/01/2021	HOFFMAN SANITATION	32 W LOCUST ST	HOFFMAN	ROLL
031611	2/02/2021	HOFFMAN SANITATION	1002 N 3RD	HOFFMAN	ROLL
031612	2/02/2021	HOFFMAN SANITATION	3735 CHOCTAW RD	HOFFMAN	ROLL
031613	2/02/2021	HOFFMAN SANITATION	1400 W MAIN ST	HOFFMAN	ROLL
031614	2/02/2021	TEXOMA COUNTRY POOLS AND SP	1501 ST IVES LN	OWNER	NEW
031615	2/03/2021	HOFFMAN SANITATION	200 GERLACH	HOFFMAN	ROLL
031616	2/03/2021	LOVE'S TRAVEL STOPS & COUNT	5278 W MAIN ST	OWNER	NEW
031617	2/03/2021	LOVE'S TRAVEL STOPS & COUNT	5278 W MAIN ST	OWNER	FLOO
031618	2/03/2021	TDR CONTRACTORS	5278 W MAIN ST	OWNER	NEW
031619	2/03/2021	FARRIS ELECTRIC & MECHANICA	5278 W MAIN ST	OWNER	NEW
031620	2/03/2021	BLACKBURN PLUMBING LLC	5278 W MAIN ST	OWNER	NEW
031621	2/03/2021	SUNSTAR, LLC	2700 COLONIAL DR	OWNER	NEW
031622	2/03/2021	SUNSTAR, LLC	2700 COLONIAL DR	OWNER	FLOO

PROJECTS: 0 -ZZZZZZZZZZ

APPLIED DATES: 2/01/2021 THRU 2/28/2021

ISSUED DATES: 2/01/2021 THRU 2/28/2021

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESC
031623	2/03/2021	TOP TECH	2700 COLONIAL DR	OWNER	NEW
031624	2/03/2021	BURKETT, DARRYL W	2700 COLONIAL DR	OWNER	NEW
031625	2/03/2021	SUNSTAR, LLC	3325 ROCK BLUFF DR	OWNER	NEW
031626	2/03/2021	SUNSTAR, LLC	3325 ROCK BLUFF DR	OWNER	FLOO
031627	2/03/2021	TOP TECH	3325 ROCK BLUFF DR	OWNER	NEW
031628	2/03/2021	KD PLUMBING	3325 ROCK BLUFF DR	OWNER	NEW
031629	2/03/2021	MORTON ELECTRIC	209 REID ST	OWNER	ELEC
031630	2/03/2021	HERNDON CONSTRUCTION INC	5532 ARMSTRONG RD	OWNER	NEW
031631	2/03/2021	HERNDON CONSTRUCTION INC	5532 ARMSTRONG RD	OWNER	FLOO
031632	2/03/2021	ACES INC HEAT & AIR	5532 ARMSTRONG RD	OWNER	NEW
031633	2/03/2021	CRAWFORD ELECTRIC	5532 ARMSTRONG RD	OWNER	NEW
031634	2/03/2021	STEVE'S PLUMBING	5532 ARMSTRONG RD	OWNER	NEW
031635	2/04/2021	HOFFMAN SANITATION	2351 BIG LOTS PKWY	HOFFMAN	ROLL
031636	2/04/2021	CANNON ROOFING & CONSTRUCTI	1802 OLIVE ST	OWNER	ROOF
031637	2/04/2021	HOFFMAN SANITATION	702 W MULBERRY	HOFFMAN	ROLL
031638	2/04/2021	HOFFMAN SANITATION	1949 W ELM ST	HOFFMAN	ROLL
031639	2/05/2021	HOFFMAN SANITATION	1903 N WASHINGTON AVE	HOFFMAN	ROLL
031640	2/05/2021	HOFFMAN SANITATION	3735 CHOCTAW RD	HOFFMAN	ROLL
031641	2/05/2021	HATTON'S ELECTRIC	3325 ROCK BLUFF DR	OWNER	NEW
031642	2/05/2021	HATTON'S ELECTRIC	2700 COLONIAL DR	OWNER	NEW
031643	2/08/2021	HOFFMAN SANITATION	3527 N WASHINGTON	HOFFMAN	ROLL
031644	2/08/2021	B&H CONSTRUCTION	518 W ALABAMA ST	OWNER	GAS
031645	2/08/2021	HOBBS CONSTRUCTION	1401 ST IVES	OWNER	NEW
031646	2/08/2021	HOBBS CONSTRUCTION	1401 ST IVES	OWNER	FLOO

PROJECTS: 0 -ZZZZZZZZZZ
 APPLIED DATES: 2/01/2021 THRU 2/28/2021
 ISSUED DATES: 2/01/2021 THRU 2/28/2021
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESC
031647	2/08/2021	PERCELL MECHANICAL SERVICES	1401 ST IVES	OWNER	NEW
031648	2/08/2021	JAMISON ELEC	1401 ST IVES	OWNER	NEW
031649	2/08/2021	WILKEY PLUMBING	1401 ST IVES	OWNER	NEW
031650	2/08/2021	ARROW PLUMBING	2807 UNIVERSITY BLVD	OWNER	ADD
031651	2/09/2021	PLYLER CONSTRUCTION	515 CARDINAL PARKWAY	OWNER	COMM
031652	2/09/2021	PLYLER CONSTRUCTION	515 CARDINAL PARKWAY	OWNER	NEW
031653	2/09/2021	PLYLER CONSTRUCTION	515 CARDINAL PARKWAY	OWNER	NEW
031654	2/09/2021	PLYLER CONSTRUCTION	515 CARDINAL PARKWAY	OWNER	NEW
031655	2/11/2021	HOFFMAN SANITATION	3735 CHOCTAW RD	HOFFMAN	ROLL
031656	2/11/2021	HOFFMAN SANITATION	1300 W EVERGREEN ST	HOFFMAN	ROLL
031657	2/11/2021	HOFFMAN SANITATION	1400 W MAIN ST	HOFFMAN	ROLL
031658	2/11/2021	HOFFMAN SANITATION	2351 BIG LOTS PKWY	HOFFMAN	ROLL
031659	2/12/2021	SLS JOHNSON CONTRACTORS LLC	1027 W MAIN ST	OWNER	COMM
031660	2/12/2021	NOR-TEX AC & REFRIGERATION	1027 W MAIN ST	OWNER	NEW
031661	2/12/2021	ABJE ELECTRIC	1027 W MAIN ST	OWNER	NEW
031662	2/12/2021	SCOTT'S PLUMBING	1027 W MAIN ST	OWNER	NEW
031663	2/16/2021	DALMARC SIGNS	513 UNIVERSITY	OWNER	NEW
031664	2/16/2021	DALMARC SIGNS	513 UNIVERSITY	OWNER	NEW
031665	2/16/2021	DALMARC SIGNS	513 UNIVERSITY	OWNER	NEW
031666	2/16/2021	DALMARC SIGNS	513 UNIVERSITY	OWNER	NEW
031667	2/19/2021	JACO ELECTRIC LLC	1901 W MISSISSIPPI D	OWNER	NEW
031668	2/19/2021	JACO ELECTRIC LLC	1901 W MISSISSIPPI K125	OWNER	NEW
031669	2/19/2021	JACO ELECTRIC LLC	1901 W MISSISSIPPI A4	OWNER	NEW
031670	2/19/2021	JACO ELECTRIC LLC	1901 W MISSI G	OWNER	NEW

PROJECTS: 0 -ZZZZZZZZZZ

APPLIED DATES: 2/01/2021 THRU 2/28/2021

ISSUED DATES: 2/01/2021 THRU 2/28/2021

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESC
031671	2/19/2021	JACO ELECTRIC LLC	1901 W MISSISSIPPI H88	OWNER	NEW
031672	2/19/2021	JACO ELECTRIC LLC	1901 W MISSISSIPPI J121	OWNER	NEW
031673	2/22/2021	HOFFMAN SANITATION	92 WALDRON RD	HOFFMAN	ROLL
031674	2/22/2021	ARBY'S	513 UNIVERSITY PL	OWNER	TEMP
031675	2/22/2021	ARBY'S	513 UNIVERSITY PL	OWNER	TEMP
031676	2/22/2021	HOFFMAN SANITATION	3735 CHOCTAW RD	HOFFMAN	ROLL
031677	2/22/2021	WILKEY PLUMBING	109 LOST ST	OWNER	NEW
031678	2/23/2021	HOFFMAN SANITATION	1400 W MAIN ST	HOFFMAN	ROLL
031679	2/23/2021	HOFFMAN SANITATION	815 N 19TH AVE	HOFFMAN	ROLL
031680	2/23/2021	HOFFMAN SANITATION	4968 CASTILLO DR	HOFFMAN	ROLL
031681	2/24/2021	HUBBARD PLUMBING	1212 FOUR SEASONS DR	OWNER	CAS
031682	2/24/2021	HUBBARD PLUMBING	1100 OAK RIDGE DRIVE	OWNER	GAS
031683	2/24/2021	ZERCO INC	513 UNIVERSITY	OWNER	COMM
031684	2/24/2021	ROBBINS, KEITH	513 UNIVERSITY	OWNER	COMM
031685	2/24/2021	BLACKBURN PLUMBING LLC	513 UNIVERSITY	OWNER	COMM
031686	2/24/2021	HOFFMAN SANITATION	124 S 8TH AVE	HOFFMAN	ROLL
031687	2/24/2021	HOFFMAN SANITATION	124 S 8TH AVE	HOFFMAN	ROLL
031688	2/24/2021	HOFFMAN SANITATION	513 UNIVERSITY PL	HOFFMAN	ROLL
031689	2/24/2021	HOFFMAN SANITATION	3735 CHOCTAW RD	HOFFMAN	ROLL
031690	2/24/2021	CRAWFORD ELECTRIC	324 N 1ST	OWNER	NEW
031691	2/24/2021	HAUSNERS	517 N 5TH AVE	OWNER	STOR
031692	2/25/2021	HOFFMAN SANITATION	2351 BIG LOTS PKWY	HOFFMAN	ROLL
031693	2/25/2021	HOFFMAN SANITATION	208 GAIL FARRELL DRIVE	HOFFMAN	ROLL
031694	2/25/2021	HOFFMAN SANITATION	600 MONTGOMERY DR	HOFFMAN	ROLL

03/02/2021 4:06 PMPROJECT VALUATION AND FEE REPORT

PROJECTS: 0-ZZZZZZZZZZZ

APPLIED DATES: 2/01/2021 THRU 2/28/2021

ISSUED DATES: 2/01/2021 THRU 2/28/2021

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESC
031695	2/25/2021	HOFFMAN SANITATION	1603 N 6TH AVE APTS	HOFFMAN	ROLL
031696	2/25/2021	WALKER, CURT	117 S 2ND	OWNER	COMM
031697	2/25/2021	CENTRAL ELECTRIC	117 S 2ND	OWNER	NEW
031698	2/25/2021	CENTRAL ELECTRIC	117 S 2ND	OWNER	NEW
031699	2/25/2021	JACKSON'S PLUMBING	117 S 2ND	OWNER	NEW
*** TOTALS ***	NUMBER OF PROJECTS: 101			VALUATION:	38,3

PROJECTS: 0 -ZZZZZZZZZZ
APPLIED DATES: 2/01/2021 THRU 2/28/2021
ISSUED DATES: 2/01/2021 THRU 2/28/2021
EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	
BLDG - NEW BUILDING PERMIT	18	8,670,711.02	14
ELEC - NEW ELECTRIC PERMIT	17	8,414,940.02	4
FPM - FLOOD PLAIN MANAGEMENT	5	4,177,837.02	
MECH - NEW MECHANICAL PERMIT	8	8,470,939.02	9
PLUMB - NEW PLUMBING PERMIT	14	8,650,944.02	3
ROL - ROLLOFF DUMPSTER	39	0.00	4
*** TOTALS ***	101	38,385,371.10	35

*** BUILDING CODE RECAP ***

BUILDING CODE - DESCRIPTION	# OF PROJECTS	# OF SEGMENTS
-----	-----	-----
ACCS - SIGNS/ACCESSORY STRUCTURES	9	9
C - COMMERCIAL	5	5
CA - COMMERCIAL ALTERATION	20	20
SFR - SINGLE FAMILY RESIDENTIAL	20	20
SFRA - SINGLE FAMILY RESIDENTIAL ALTERATION	8	8
SWD - SOLID WASTE	39	39
*** TOTALS ***	101	101

SELECTION CRITERIA

REPORT SELECTION

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

PROJECT DATES

APPLIED RANGE FROM: 02/01/2021 THROUGH 02/28/2021
ISSUED RANGE FROM: 02/01/2021 THROUGH 02/28/2021
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 ***



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Economic Development Monthly Report - February 2021

Council Information / Action Requested

Information only.

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

ATTACHMENTS:

1. March 2021 Monthly Report

Monthly Economic Development Report

February 2021

To: Mayor and Council Members

From: Lisa Taylor, Director

Date: March 1, 2021

Business Retention & Expansion Services: Local Company, Echo DCL, has been purchased by SG Blocks, a publicly traded company. The company announced a major expansion for the Durant location. Staff is working with representatives from SG Blocks to ensure they have what they need to be successful.

Projects: Project Roger 1 still looks promising for Durant. We should receive an answer within a few weeks. This is proposed for the West Industrial Park.

Retail Development: Retail Strategies made a site visit to Durant in February. We have several prospects on the line. Announcements will be made in the near future.

Website Development: Marketing Alliance has written website copy for each section, which is currently under review. When complete, website will allow virtual tours of available sites in Durant.

Industrial Parks: The East Industrial Park has completed the certification process with the Oklahoma Department of Commerce. Pictures and video have been completed, and the property is viewable on the OK Commerce site selection website.

CGI Project: CGI will be developing a marketing video for Durant, which is expected to be recorded in March 2021. This project will be no cost to the City of Durant, as it will be paid for with sponsorships that will be sold by representatives of CGI. This video will be displayed on the City of Durant website. Video Press Release for the project has been recorded, and the crew will be in town to record various portions of the video during the last week of March 2021. Company representatives are out selling ads now.



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Ken Eppler, Director
Re: Emergency Management Monthly Report - February 2021

Emergency Management Monthly Report - February 2021

Council Information / Action Requested

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

ATTACHMENTS:

1. Monthly EM Report February 2021



TO: City Council, Mayor

FROM: Kenneth Eppler, Emergency Management Director

DATE: February 1, 2021

SUBJECT: Monthly Report for February 2021

We received the 2020 EMPG Q4 final payment on January 13, 2021.

I filed for the Q1 payment of the 2021 EMPG on January 13th 2021. I received notification of payment on 2/24/2021 for the Q1 payment.

We did not perform the Monthly Outdoor Warning Siren Test for February due to bad weather on each Thursday of the month. We are currently testing batteries in all Durant sirens.

February 2- Guest for an on-air interview with KLBC regarding the COVID vaccination site change to the Durant FUMC. Participated in the weekly COVID Task Force Zoom meeting. Set up for 2/3 at the Durant FUMC.

February 3- Held COVID vaccination clinic at Durant FUMC all day.

February 4- Went to Durant FUMC and picked up message board and generator. Met with HVAC company for quote on EOC HVAC install.

February 5- Attended City budget retreat at Donald W. Reynolds Library.

February 8- Worked on COVID vaccination traffic plans. Retrieved message board from Magnolia Street. Met with District 1 County Commissioner.

February 9- Called out at 0424 to help with traffic due to icy conditions. Participated in weekly COVID Task Force Zoom meeting.

February 10- Worked with OSDH and DISD to coordinate vaccination of school staff. Updated public on upcoming winter weather conditions. Spoke at Noon Lions Club regarding status of COVID vaccinations.

February 11- Winter weather preparations.

February 12- Winterized equipment. Worked on siren. Attended Post-agenda meeting at City Hall.

February 13- Worked with Red Cross to provide cots for warming stations being set up at Brown's Funeral Home, Vidtory Life Church and Jack Stockton Community Center in Calera. Worked with OHP and ODOT District Engineer to form a traffic plan in case Hwy 69/75 were shut down.

February 14- Checked on City Facilities. Helped the Water Treatment Plant during power outage. Checked on street conditions..

February 15- Checked on City facilities and street conditions.

February 16- Participated in weekly COVID Task Force Zoom meeting. Interviewed with KTEN regarding winter weather preparations. Participated in NWS winter weather webinar. Took spare generator to SOSU.

February 17- Participated in Southeast Area Oklahoma Emergency Management virtual meeting. Worked with M&O and Water Treatment staff on water issues.

February 18- Worked with OSDH on plans for special Sunday COVID vaccination clinic at the Choctaw Event Center.

February 19- Coordinate volunteers to help with Sunday COVID vaccination clinic.

February 20- Worked with Water Treatment Plant staff during winter storm.

February 21- Worked with OSDH to provide a special Sunday COVID vaccination clinic. Approximately 1350 2nd doses were given.

February 23- Participated in weekly COVID Task Force Zoom meeting. Attended CivicClerk training online. Interviews.

February 24- Attended Winter Weather after action review. Helped OSDH with COVID vaccination clinic at the Choctaw Event Center.

February 26- Put message board out on Magnolia Street for traffic survey. Repaired generator. Worked on two sirens.

February 28- EOC activated for Severe Thunderstorm Warning. Spotters deployed.

Kenneth Eppler, Director



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: An chen Lai, Finance Director/Treasurer
Re: Financial Statements-January 2021 and Sales Tax Breakdown-February 2021

January 2021 Statements:
General Fund
Capital Improvements Fund
Durant City Utilities Authority Fund
AND
February 2021
1% Sales Tax 10-Year Report
Sales Tax Breakdown

Council Information / Action Requested

Information Only

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

ATTACHMENTS:

1. January 2021 General Fund (001) Revenue & Expense Report
2. January 2021 CI REV and Expenses
3. January 2021 DCUA Revenues & Expense Report
4. February 2021 10-Y Sales Tax
5. February 2021 Sales Tax Breakdown

City of Durant, Oklahoma
General Fund - UNAUDITED

Monthly Revenue and Expense Report
JANUARY 2021 - 58.33% of Fiscal Year Lapsed

Revenue Type:	This Period	Year-To-Date	Current FY20/21 Budget	% of Budget Y-T-D
Sales Tax (2%)	697,938	5,067,841	7,548,000	67.14%
Use Tax	190,268	1,336,536	1,600,000	83.53%
Alcoholic Beverage Tax	17,417	124,751	152,204	81.96%
Tobacco Excise Tax	15,166	108,973	150,000	72.65%
Telephone Franchise Tax	20	839	15,000	5.59%
Electric Service Franchise Tax	62,785	555,444	850,000	65.35%
Natural Gas Franchise Tax	5,897	29,757	60,000	49.59%
Cable TV Service Franchise Tax	-	-	71,000	0.00%
Vehicle Tax	9,036	76,319	125,000	61.06%
Gasoline Excise Tax	2,556	31,144	35,000	88.98%
Licenses - All Types	8,500	73,995	171,500	43.15%
Permits - All Types	15,776	174,658	247,700	70.51%
Swimming Pool Revenues	-	20,314	45,000	45.14%
Library Café Revenues	-	-	2,500	0.00%
Charges For Services	1,039	15,288	18,000	84.93%
Police Bonds & Fines	31,240	264,326	337,650	78.28%
Interest Earnings	1,680	10,578	28,000	37.78%
Proceeds From Sale of Assets	4,100	22,887	18,787	121.82%
Grant Revenues	10,000	41,145	124,804	32.97%
Miscellaneous Revenues	35,706	1,613,645	1,627,056	99.18%
Sub-Total Revenues	1,109,124	9,568,441	13,227,201	72.34%
Transfer from Emp Insurance	-	97,000	97,000	
Transfer from Utility Authority	396,322	2,955,251	4,936,859	59.86%
	396,322	3,052,251	5,033,859	60.63%
USE OF FUND BALANCE			1,592,257	
Total Revenues & Other Financing Sources	1,505,445	12,620,692	19,853,317	63.57%
Department:	This Period	Year-To-Date	Current FY20/21 Budget	% of Budget Y-T-D
City Administration	42,350	313,543	643,948	48.69%
City Clerk	4,955	41,366	99,301	41.66%
City Treasurer	29,543	221,809	366,970	60.44%
Legal Services - Attorney	-	9,206	100,000	9.21%
Law Enforcement - Police Dept	360,274	2,911,199	5,528,289	52.66%
Animal Control	5,620	60,264	118,561	50.83%
Fire Dept	313,052	2,120,132	3,498,333	60.60%
Parks, Rec & General Services	41,691	440,708	963,423	45.74%
Swimming Pool	776	75,299	121,139	62.16%
Municipal Court	8,404	96,405	149,146	64.64%
Community Development	41,260	335,176	597,875	56.06%
Public Library	50,157	380,011	669,979	56.72%
Street Department	66,369	617,037	1,677,627	36.78%
Economic Development	8,439	115,758	204,473	56.61%
Civil Emergency Management	38,964	180,241	346,974	51.95%
General Government	33,488	362,001	1,556,625	23.26%
City Garage	19,764	170,281	341,102	49.92%
Senior Citizens Center	4,799	11,636	77,600	14.99%
Sub-Total Operating Expenditures	1,069,905	8,462,070	17,061,364	49.60%
Other Financing Uses:				
P. TRSF to I.T. service Fund		209,378	209,378	
Transfer to Insurance Cash Fund		193,438	193,438	100.00%
Transfer to Airport Authority	8,336	58,354	100,036	58.33%
Transfer to 911 Tax Fund	44,539	311,776	534,473	58.33%
Transfer to DMSC Fund	30,261	211,825	363,128	58.33%
Transfer to Capital Impr. Fund		1,280,797	1,280,797	100.00%
Transfer to Cemetery Operations Fund	9,225	64,576	110,702	58.33%
Sub-Total Transfers Out	92,362	2,330,145	2,791,952	83.46%
Total Expenditures & Other Financing Sources	1,162,266	10,792,214	19,853,317	54.36%
Net Gain / (Loss) - Excluding Balance Forward	343,179	1,828,478	0	

City of Durant, Oklahoma

Capital Improvements Fund - UNAUDITED

Monthly Revenue and Expense Report JANUARY 31 2021

Revenue Type:	This Period	Year-To-Date	Current FY20/21 Budget
Interest Earnings	150	2,723	10,000
Miscellaneous	-	66,927	75,149
CCPF Donation	-	100,900	200,000
FAA Grant	-	-	28,120
ODOT Streetscape V Grant	-	-	399,968
OPJ-BVP Bullet Proof Vest	-	755	3,819
OWBR Loan Proceeds	-	-	3,949,500
Grant-2019 BOR-WEEN	-	-	1,487,000
Grant-2018 BOR-SWEP	-	-	73,724
FY17 Land and Water Grant CA Park	-	-	108,861
OEM/911 MNGMNT AUTH GRANT	-	-	156,346
EDA 08-01-05284 WWTP IMP 69%	-	-	1,406,534
County Fire Tax Fund	-	39,087	39,087
Sub-Total Revenues	150	210,391	7,938,108
TRSF From General Fund	-	1,280,797	1,280,797
TRSF From 1% S.T. Rev. Fun	147,500	1,032,500	1,770,000
Transfer from DCFA Fund-MISC	-	-	-
Transfer from Utility Authority	16,667	116,667	200,000
TRSF FR DCUASF 12-STRN 210	-	239,345	232,534
Transfer from UA 2020 STRN 210-052	-	135,881	13,001,400
Transfer from 2020 CWSRF 210-053	-	-	12,670,800
Equipment Financing	499,590	499,590	762,000
TRSF From DCFFA Fund-Misc	-	24,000	900,000
Sub-Total Transfers In	663,757	3,328,780	30,817,531
Balance Forward from FY19 (Unaudited)			1,132,012
Total Revenue & Other Financing Sources	663,907	3,539,171	39,887,651

Expenditure Type:	This Period	Year-To-Date	Current FY20/21 Budget
Law Enforcement - Police Dept	-	125,954	443,012
Animal Control	-	4,550	127,528
Communication Ctr.	-	33,704	272,933
Fire Dept	499,590	522,053	557,832
Parks, Rec, & Gen Services	35,159	142,605	403,122
Community Development	-	-	31,500
Street	-	96,065	670,061
Economic Development	-	6,106	30,000
Civil Emergency Management	9,886	43,936	198,800
General Government	42,078	484,663	1,938,190
Information Technology	-	24,711	214,500
City Garage	344	26,472	30,000
Senior Cityzens Center	2,000	12,000	726,000
Public Works Administration	-	-	21,510
Water / Sewer Line Maintenance	-	871,836	5,716,426
Water Treatment Plant	-	31,378	35,000
Wastewater Treatment Plant	-	42,499	2,388,361
Collection-Solid Waste	-	30,996	202,000
Disposal- Solid Waste	77,910	79,050	234,437
Eaker Field Airport	-	42,115	110,120
Sub-Total Expenditures	666,967	2,620,691	14,351,332
Sub-total of Transfer Expenses	-	-	-
Total Expenses	666,967	2,620,691	14,351,332
2020 U.S.S.T.R.N. Exp.	14,652	2,264,239	12,865,519
2020 CWSRF Exp.	29,556	177,979	12,670,800
Total Fund Expenditures	711,175	5,062,909	39,887,651
Net Gain / (Loss) - Excluding Balance Forward	(47,268)	(1,523,738)	-

City of Durant, Oklahoma
Durant City Utilities Authority Fund 405 - Unaudited

Monthly Revenue and Expense Report
JANUARY 2021 - 58.33% of Fiscal Year Lapsed

Revenue Type:	This Period	Year-To-Date	Current	% of
			FY 20/21 Budget	Budget Y-T-I
Licenses and Permits	610	14,148	25,000	56.59%
Laboratory Test Performed	775	13,005	25,000	52.02%
Water Service - City-Wide	202,148	1,613,227	2,800,000	57.62%
Water Sales - RW Dist. #2	3,034	21,235	37,000	57.39%
Water Sales - RW Dist. #5	68,241	683,227	1,175,000	58.15%
Sewer Service Fees	194,536	1,445,561	2,625,000	55.07%
Sewer Excessive Strength Fees	60,924	83,221		0.00%
Sanitation Service Fees	271,053	1,895,243	3,100,000	61.14%
Sanitation - Roll off Bins Revenue	37,824	514,686	1,003,000	51.31%
Sanitation - Compactor Revenue	22,447	147,952	270,000	54.80%
Landfill Gate Fees (excluding Xfer ST.)	12,374	573,310	526,500	108.89%
Transfer Station Fees Revenue	6,310	219,000	435,000	50.34%
Interest Earnings	1,252	8,480	23,495	36.09%
Agri. Lease Revenue	-	-	2,600	0.00%
Late Payment Penalties	9,522	71,635	100,000	71.64%
Non Payment Fee	9,791	83,397	120,000	69.50%
Bad Debt Collect Fees Revenue	1,100	3,712	20,000	18.56%
Water Tower Lease	8,750	69,481	103,000	67.46%
DCUA Service Initiation Fee	2,425	16,775	28,000	59.91%
Tap Fees: Water & Sewer	6,909	70,416	150,000	46.94%
Recyclable Products SW Dis.	-	15,638	6,000	260.64%
Interest Earnings in 2007 USSTRN Proj. Acct.	22	145		0.00%
Miscellaneous Revenues	534	28,258	36,474	77.48%
2020 Airport Tank Principal Pymt	-	-	5,318	0.00%
2020 Airport Tank Interest Pymt	-	-	203	0.00%
2020 LED Proj. Principal FM GF	-	-	25,761	0.00%
2020 LED Proj. Interest FM GF	-	-	213	0.00%
Trans from emp insurance 005	-	187,000	187,000	100.00%
Sub-Total Operating Revenues	920,579	7,778,752	12,829,564	60.63%
USE OF FUND BALANCE			1,095,588	
Total Revenues & Other Financing Sources	920,579	7,778,752	13,925,152	55.86%

Expense Type:	This Period	Year-To-Date	Current	
			FY 20/21 Budget	
Public Works Administration	26,448	201,867	332,860	60.65%
Utility Billing	34,853	311,473	606,183	51.38%
Water/Sewer Line Maintenance	64,065	561,530	1,035,622	54.22%
Water Treatment Plant	79,293	596,183	1,155,551	51.59%
Wastewater Treatment Plant	58,176	537,856	970,358	55.43%
Solid Waste - Collections	67,068	591,522	1,070,861	55.24%
Utility General Administration	(4,457)	110,879	753,258	14.72%
Lake Durant	4,562	32,005	47,250	67.74%
Solid Waste - Disposals	77,617	871,208	1,731,154	50.33%
Sub-Total Operating Expenses	407,624	3,814,524	7,703,097	49.52%
Transfer to Insurance Cash Fund	-	139,467	139,467	100.00%
Transfer to I.T. service Fund 010	-	4,032	4,032	0.00%
Transfer to General Fund	396,322	2,955,251	4,936,859	59.86%
Transfer to Capital Improvement Fund	16,667	116,667	200,000	58.33%
Transfer 2007 USSTRN To CI Fund 015	-	-		
Transfer to Airport Authority	12,936	415,553	480,234	86.53%
Sub-Total Transfer Expenses	425,924	3,630,970	5,760,592	63.03%
Reserve - Contingency			308,463	
Reserve for Payroll			153,000	
DCUA Fund Expense & Transfer Totals:	425,924	3,630,970	6,222,055	
Total Fund Expenses & Transfers	833,548	7,445,493	13,925,152	53.47%
Net Gain / (Loss) - Excluding Balance Forward	87,031	333,259	0	

City of Durant, Oklahoma Ten-Year History Report - 1% Sales Tax Revenue

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	% Change	Single Month Period
July	\$262,370	\$264,561	\$280,589	\$274,992	\$285,723	\$282,117	\$313,058	\$329,525	331,058	376,455	13.71%	June / July
August	\$271,678	\$270,982	\$274,864	\$192,988	\$301,211	\$314,889	\$329,217	\$323,680	343,378	371,268	8.12%	July / Aug.
September	\$243,537	\$265,390	\$280,800	\$387,003	\$310,412	\$292,744	\$298,291	\$309,656	340,005	375,103	10.32%	Aug. / Sept.
October	\$255,780	\$261,089	\$264,719	\$277,693	\$292,477	\$295,814	\$313,960	\$305,445	329,146	359,331	9.17%	Sept. / Oct.
November	\$242,999	\$225,334	\$259,486	\$279,266	\$263,753	\$305,225	\$317,104	\$292,323	322,363	360,649	11.88%	Oct. / Nov.
December	\$232,683	\$251,426	\$244,334	\$273,374	\$280,961	\$282,558	\$287,917	\$302,025	336,928	342,145	1.55%	Nov. / Dec.
January	\$264,219	\$257,713	\$272,680	\$287,156	\$303,941	\$316,625	\$319,265	\$319,947	331,582	348,969	5.24%	Dec. / Jan.
February	\$260,541	\$271,834	\$285,667	\$293,872	\$282,081	\$304,006	\$314,369	\$300,025	340,113	351,684	3.40%	Jan. / Feb.
March	\$248,797	\$253,498	\$252,598	\$265,962	\$255,710	\$278,891	\$281,267	\$275,318	295,098			Feb. / March
April	\$257,195	\$252,569	\$261,938	\$271,232	\$290,669	\$305,276	\$313,062	\$299,350	328,110			March / Aprl.
May	\$262,840	\$261,496	\$273,004	\$290,750	\$286,450	\$317,742	\$325,558	\$332,701	331,431			Aprl. / May
June	\$241,265	\$276,146	\$280,815	\$283,656	\$277,462	\$298,475	\$286,097	\$318,281	\$332,952			May / June
Total	\$3,043,904	\$3,112,039	\$3,231,494	\$3,377,943	\$3,430,849	\$3,594,364	\$3,699,166	\$3,708,275	\$3,962,165	\$2,885,604		
FY Monthly Average	\$253,659	\$259,337	\$269,291	\$281,495	\$285,904	\$299,530	\$308,264	\$309,023	\$330,180	\$360,701		
% change from prior yr.	1.88%	2.24%	3.84%	4.53%	1.57%	4.77%	2.92%	0.25%	6.85%	7.00%		
\$ change from prior yr.	\$56,198	\$68,136	\$119,454	\$146,449	\$52,906	\$163,515	\$104,802	\$9,109	\$253,889	301,491		

Current Month Sales Tax Revenue Detail		
1/4% Economic Development (effective)	\$87,920.95	
1/4% Multi-Sports Facilities (effective)	\$87,920.95	
1/4% SOSU Improvements (effective)	\$87,920.95	
1% Capital Improvements (effective)	\$351,683.78	
2% General Operations	\$703,367.57	
5/8% DISD Improvements (effective)	\$219,802.36	
Total Sales Tax Rev. Feb. 2021 @ 4%	\$1,538,616.56	
* Per Ordinance #1589, Durant City Sales Tax Rate Increased from 3.75% to 4-3/8% (4.375%)		

Use Tax	\$39,120.57	\$258,922.93
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1% Sales Tax - Current Annual Growth		
Previous 12 - Month Period	Current 12 - Month Period	% Change
\$3,900,222	\$4,173,196	7.00%

City of Durant, Oklahoma
4.375% Sales Tax Revenue Breakdown

Current Month Sales Tax Revenue Detail	
1/4% Economic Development (e	\$87,920.95
1/4% Multi-Sports Facilities (eff	\$87,920.95
1/4% SOSU Improvements (effe	\$87,920.95
1% Capital Improvements (effect	\$351,683.78
2% General Operations	\$703,367.57
5/8% DISD Improvements (effec	\$219,802.36
Total Sales Tax Rev. Feb. 2021 (	\$1,538,616.56



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Jeff Langford, Deputy Chief
Re: Fire Department Monthly Report - February 2021

Fire Department Monthly Report - February 2021

Council Information / Action Requested

Information Only

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

ATTACHMENTS:

1. Fire Department Monthly Reports 2021 - Feb 2021



Durant Fire Department

Monthly Report

February 2021

Type of Response	Month	Year to Date	
	February	2020	2021
Fires & Fire Related Calls	23	30	43
Rescue (MVC's) & Medical Calls	33	344	65
Hazardous Condition (No Fire)	10	7	15
Service Calls	3	14	4
Good Intent Calls	17	60	37
False Alarm & False Calls	11	16	18
Special Incident Type	0	1	1
Total Responses	97	472	183

Type of Service Performed	Month	Year to Date	
	February	2020	2021
Permits	7	47	34
Inspections	29	97	74
Plans Review	18	32	39
Smoke Alarm Installed	1	1	1
Public Education	0	0	1
Fire Investigations	3	13	8
Pre-Fire Plans	2	1	3
Total Services	60	191	160

Comments :

Training for the Month of February 2021

Week 1 : We receive In-Service training for our New E-1, the training was provided by Spartan as part of the new truck delivery process.

Week 2: Training was done in house due to below freezing temperatures. Most of this training consisted of watching training videos online. Shifts also did preparation work to be ready for the imminiate winter weather

Week 3: No Training, extremely bad winter weather.

Week 4: Shifts prepared for the upcoming new recruit testing. Gathering and laying out the physical agility course at KTC.

Durant Fire also had its final weekend of EMT Basic refresher training on the 26,27,28

Durant Fire conducted its 2021 physical agility and written testing for potential new recruits at KTC on Saturday the 27th.

Durant Fire put our New E-1 into service on Feb. 12th, the men are loving the new apparatus.



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Kari Jones, Supervisor
Re: Human Resources Monthly Report - February 2021

Council Information / Action Requested

Information only.

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

ATTACHMENTS:

1. February HR Report, Council



THE CITY OF DURANT

Administration/ Human Resources

Date: 03/01/2021

To: Mayor and City Council

From: Human Resources

Re: HR Report, February 2021

Staffing info for February 2021:

4 Terminations (4 Full- time)

4 New Hires (3 Full-time, 1 Part-time)

210 Total Employees as of February 28th 2021.

(203 Full-time, 5 Part-time, 2 Temporary)



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Robbee Tonubbee, Director
Re: Library Monthly Report - February 2021

Council Information / Action Requested

Information only.

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

ATTACHMENTS:

1. Library Monthly report Feb2021

Donald W Reynolds Community Center & Library

February 2021

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

Statistical Report

Attendance monthly total -----only 8 computers open & up to 50 in library to check out-----2,349

We were open only 19 days this month due to holiday and weather closures.

Attendance daily average -----123
Circulation monthly (physical units)----- 3,254
Circulation average daily ----- 171
Computer usage total -----267
Computer users average daily----- 14
Computer usage average time----- 32 min
Computer guest passes-----115
Computer guest passes average daily-----6
New Library card holders-----58
Materials donated ----- 716

(32 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 SA 10:00am to 2:00pm. There are 8 computers open still and we've not had anyone who needed to wait to use a computer. The community center saw several events in December. Patrons must check in at the west desk to gain entrance into the library and all the tables and chairs are available for patrons who need to work on laptops or use the wifi. Areas are sanitized after use. The statistics do not include the traffic at the drive thru window. Many are requesting copies, faxing, and scanning to email through the window as well as picking up request/hold items.

Revenue: \$3345.85 for Feb. There were three meetings in the community center – Webstaurant's hiring event, Metts Power Lines safety training & a valentine's party for \$400 in revenue plus we received payment from OU for Foster Parent training that occurred in fall 2020; \$300 in copies, \$58 in faxes, \$300 in fines, \$129 in lost items, \$30 in replacement cards, \$101 from the café, and \$250 from the coin op (copies & prints).

What's Happened

- The library continued handing out the "take away" program bags in February. There were **56** bags given out to Early Childhood patrons (ages 2-4) & **93** bags to School-Aged patrons (ages 5-12). This makes about **150** young patrons served in the month of February.
- The "Very Hungry Reader" food program resumed evening meals and snacks (M-F from 4:00pm to 6:00pm) w/a total of **500** for the month with an average of **26** meals per day.
- The City held a planning retreat with department heads coming together to work on capital improvements.
- The library hosted court ordered mediations, literacy sessions, GED classes in the computer lab through the Ardmore Adult Ed. Center, a blood drive, local sports sign ups for kids, & AARP tax aid training and preparation days.

Community Engagement/FOL

- The FOL was due to co-sponsor a Quilt Celebration in April and the group, Heritage Quilters, decided to cancel the event for 2021 due to the Covid emergency. They booked days in 2022 for this celebration and looking forward to the community event.
- The Murder Mystery Dinner Theater did NOT happen in February and we hope to be back in 2022. Local businesses usually donate for this program and this just won't be feasible for most businesses due to drops in revenue because of COVID. We also lost a major person who helped make this event possible, Bill Mullen. Bill designed and produced the event's playbill every year free of charge, this was a huge contribution for the event.
- The library has been extended as an evening food site through 5/31/21. These meals and snacks are provided by the Oklahoma Food Bank program and are a part of the library's "Very Hungry Reader" program. The meals are picked up in the drive thru and are available from 4:00-6:00pm weekdays.
- The community comes together to help feed the AARP Tax crew lunch on Tuesdays and Thursdays through tax season. Different businesses and individuals sign up for days to bring lunch to the ladies as they work from 10:00am until at least 5:00pm. Others have donated towards drinks and snacks for the ladies as well.

Projects

- The city's IT dept is working to help get a new phone system with the plan to install in March using State Aid funding. IT will replace the laptops in the theater & meeting room as these laptops are used by groups renting these rooms and the current computers are not working at full capacity (they are almost 10 years old.) The library's State Aid funds will be delayed until early March. This year has seen a slight increase in State Aid funding.
- The library's contractor, Mid Plains Construction, and roofer, Affordable Construction, came down at the end of February to look at the damaged ceiling from the roof leaks. They will worked to figure out where the roof was leaking and made some repairs on roof top HVAC units to see if that will help the leaking. show up in the next few months.
- The library parking lot will be updated with new striping and painting in March. We will also add a heavy duty, outdoor trash can to the SW corner of the building (by the picnic table), and get the carpet cleaned in the theater with state aid funds. The carpet will be cleaned in April, after the tax program is done.
- The library hopes to help with the covid relief grant program to help City of Durant utility customers with their bills. This program will help citizens needing help with their water bills for two years.
- The city installed a new kiosk for water bill payment inside the library, in the circulation area outside the computer lab entrance. The library will also be able to take water bill payments through the drive thru window later in the year.

Library Promotion

Library Website – 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. *Currently on hold.*



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: David Houser
Re: Police Department Monthly Report - January 2021

Council Information / Action Requested

See/Review Attached Report

Notable comparisons in 2020 from 2019 include a 34% decrease in reported part one crimes (considered violent crimes). This decrease is due to the 50% decrease in aggravated assaults, 29% decrease in burglaries and 29% decrease in larcenies. Arrests for part one crimes decreased by 32%, arrests for other crime remained consistent and juvenile arrests increased 36%. One could theorize that this increase may correlate to COVID situations where juveniles were not consistently in school. Citations increased 42% and collisions decreased 13%. Total calls for service for the year increased 3%.

The City has several police department projects ongoing and progressing nicely. The in-car/body camera system has been installed and in the final stage of implementation. The grant funded computer aided dispatch transition is on track and scheduled for completion in July. The City has been awarded a geographical information system (GIS) grant to update the addressing county-wide. Five new police units have arrived from Defender Supply.

Staffing is low, however we continue to test applicant's monthly.

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

Information Only

ATTACHMENTS:

1. Police Department Monthly Report - Jan 2021



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 JANUARY 2021

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

OFFENSES	Jan-21	Jan-20	YTD 2021
<i>UCR PART 1 CRIMES</i>			
Criminal Homicide	0	0	0
Forcible Rape	0	2	0
Robbery	1	0	1
Aggravated Assaults	1	1	1
Burglary	10	19	10
Larceny-Theft	23	41	23
Motor Vehicle Theft	1	4	1
Arson	0	0	0
<i>UCR Part 1 Crimes - TOTAL</i>	36	67	36
<i>UCR PART 2 CRIMES</i>			
Other Assaults (Simple)**	6	9	6
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 the 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>	280	283	280
TOTAL OFFENSES (UCR Part 1 & Part 2 Crimes)	316	350	316

Domestic Violence Cases	Jan-21	Jan-20	YTD 2021
This number is included in Part 1 Crimes- Aggravated Assaults & Part 2 Crimes-Simple Assaults	7	5	7



Durant Police Department

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 David Houser, Chief of Police

MONTHLY DEPARTMENTAL REPORT JANUARY 2021

ARRESTS	Jan-21	Jan-20	YTD 2021
UCR Part 1 Crimes	6	10	6
UCR Part 2 Crimes	129	161	129
Juvenile Crimes	1	0	1
TOTAL ARRESTS	136	171	136

EOD Actions	23	29	23
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Emergency Order of Detentions include the preparation of reports and affidavit to commit persons for an emergency mental health evaluation, having the officer stand by while the evaluation is conducted by a mental health professional, and then the transport to an approved state mental health institution for treatment. (Norman, McAlester, Ada or Sulphur)

MOTOR VEHICLE COLLISIONS	Jan-21	Jan-20	YTD 2021
Injury Accidents	8	11	8
Property Damage Accidents	37	36	37
Private Property Accidents	8	11	8
Fatality Accidents	1	0	1
TOTAL ACCIDENTS	54	58	54

CITATIONS	Jan-21	Jan-20	YTD 2021
Traffic/Non-Traffic Citations	490	655	490
Warnings	105	151	105
DUI	10	11	10
TOTAL	605	817	605



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 JANUARY 2021

<i>CALLS FOR SERVICE</i>	<i>Jan-21</i>	<i>Jan-20</i>	<i>YTD 2021</i>
Durant Police Department	2,044	2,592	2,044
Bryan County*	1,889	1,646	1,889
TOTAL CALLS FOR SERVICE	3,933	4,238	3,933

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

<i>RESERVE HOURS</i>	147	134.5	147
<i>CHAPLAIN HOURS</i>	17.25	17.75	17.25

<i>ANIMAL CONTROL</i>	<i>Jan-21</i>	<i>Jan-20</i>	<i>YTD 2021</i>
Calls for Service	128	207	128
Citations Issued	6	0	6
Adoptions	0	3	0

Department Report Totals (OSBI-UCR)

2021	>>> >>> >>>			MISC OFFENSES								<<<		<<<		DOM VIOL	>>> ARRESTS <<<					EOD	> COLLISIONS (MVC) <					>>> > CITATIONS < <<<				CALLS FOR SERVICE			RESERVE HOURS	Chaplain Hours	>> ANIMAL CONTROL <<			
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG	SIMP	BURG B&E	LAR- CENY	MV THEFT	AR- SON	UCR PT 1	UCR PT 2	TOTAL OFF	UCR PT 1	UCR PT 2	JUV		TOTAL	INJU- RIES	PROP DAM	PRIV PROP	FATAL- ITIES		TOTAL	TRAF/NON- TRAF CITS	WARN	DUI	TOTAL	DURANT	BRYAN CO	TOTAL	CFS	CITA- TIONS	FEELS COLL	ADOP- TIONS						
JAN	0	0	1	1	6	10	23	1	0	36	280	316	7	6	129	1	136	23	8	37	8	1	54	490	105	10	605	2,044	1,889	3,933	147.0	17.25	128	6		0				
FEB										0		0					0						0				0													
MAR										0		0					0						0				0													
APR										0		0					0						0				0													
MAY										0		0					0						0				0													
JUNE										0		0					0						0				0													
JULY										0		0					0						0				0													
AUG										0		0					0						0				0													
SEPT										0		0					0						0				0													
OCT										0		0					0						0				0													
NOV										0		0					0						0				0													
DEC										0		0					0						0				0													
TOTAL	0	0	1	1	6	10	23	1	0	36	280	316	7	6	129	1	136	23	8	37	8	1	54	490	105	10	605	2,044	1,889	3,933	147.00	17.25	128	6		0				

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				INJU-	PROP	PRIV	FATAL-		TRAF/NON					BRYAN		RESERVE	Chaplain		CITA-	FEELS	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	1	0	9	9	14	34	1	0	59	284	343	6	6	125	1	132	27	6	23	11	1	41	622	155	13	790	2,735	1,993	4,728	207.0	22.75	239	5			1
JUNE	0	1	0	2	19	17	37	4	0	61	332	393	11	3	148	1	152	33	5	31	14	0	50	645	374	6	1,025	2,430	2,073	4,503	204.0	23.25	194	23			1
JULY	0	0	1	1	16	11	22	6	0	41	249	290	11	6	125	3	134	33	10	33	15	0	58	612	343	9	964	2,308	1,997	4,305	188.0	0.50	208	12			1
AUG	0	0	1	2	11	12	47	3	0	65	346	411	10	9	167	4	180	27	8	32	9	0	49	522	196	16	734	2,220	2,204	4,424	210.0	12.25	157	19			0
SEPT	0	1	0	3	8	10	22	3	0	39	254	293	8	7	149	2	158	42	13	36	8	1	58	297	78	4	379	2,091	1,919	4,010	194.0	9.25	227	9			3
OCT	0	1	1	2	10	8	28	3	0	43	326	369	6	13	173	1	187	25	11	40	11	0	62	353	81	6	440	2,166	2,044	4,210	129.0	10.75	267	21			0
NOV	0	0	0	0	10	10	30	4	0	44	231	275	7	8	112	3	123	17	9	36	5	0	50	499	73	4	576	2,231	2,106	4,337	177.0	4.25	184	34			0
DEC	0	0	0	3	16	9	26	5	0	43	191	234	13	18	82	6	106	22	13	39	10	0	62	314	52	3	369	1,815	1,935	3,750	165.0	1.50	153	8			4
TOTAL	2	7	5	26	139	135	377	47	1	600	3,130	3,730	91	98	1,559	33	1,690	318	103	393	117	2	615	5,476	1,713	93	7,282	26,026	22,721	48,747	1,962.50	144.50	2,325	144			17

Department Report Totals (OSBI-UCR)

2019	>>>			MISC OFFENSES					<<<		<<<		<<<	>>> ARRESTS <<<				<<<	> COLLISIONS (MVC) <					>>> > CITATIONS < <<<				CALLS FOR SERVICE					>> ANIMAL CONTROL <<			
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG	SIMP	BURG B&E	LAR- CENY	MV THEFT	AR- SON	UCR PT 1	UCR PT 2	TOTAL OFF		DOM VIOL	UCR PT 1	UCR PT 2	JUV		TOTAL	EOD	INJU- RIES	PROP DAM	PRIV PROP	FATAL- ITIES	TOTAL	TRAF/NON- TRAF CITS	WARN	DUI	TOTAL	DURANT			BRYAN CO	TOTAL	RESERVE HOURS	Chaplain Hours
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

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

Department Report Totals (OSBI-UCR)

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

2016	>>>			MISC OFFENSES							<<<			DOM	>>> ARRESTS <<<				EOD	> COLLISIONS (MVC) <					>>> > CITATIONS < <<<					CALLS FOR SERVICE			RESERVE	Chaplain	>> ANIMAL CONTROL <<			
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG	SIMP	BURG B&E	LAR- CENY	MV THEFT	AR- SON	UCR PT 1	UCR PT 2	TOTAL OFF	UCR PT 1		UCR PT 2	JUV	TOTAL	INJU- RIES		PROP DAM	PRIV PROP	FATAL- ITIES	TOTAL	TRAF- FIC	NON- TRAF	WARN	DUI	TOTAL	DURANT	BRYAN CO	TOTAL	HOURS			Hours	CFS	CITA- TIONS	FELS COLL
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		

Department Report Totals (OSBI-UCR)

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

2014	MISC OFFENSES												DOM VIOL	>>> ARRESTS <<<				EOD	> COLLISIONS (MVC) <					>>> > CITATIONS < <<<					CALLS FOR SERVICE			RESERVE HOURS	Chaplain Hours	>> ANIMAL CONTROL <<			
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG	SIMP	BURG B&E	LAR- CENY	MV THEFT	AR- SON	UCR PT 1	MISC OFF	TOTAL OFF		FEL- ONIES	MISD	JUV	TOTAL		INJU- RIES	PROP DAM	PRIV PROP	FATAL- ITIES	TOTAL	TRAF- FIC	NON- TRAF	WARN	DUI	TOTAL	DURANT	BRYAN CO	TOTAL			CFS	CITA- TIONS	FEES COLL	ADOP- 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

Department Report Totals (OSBI-UCR)

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

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

Department Report Totals (OSBI-UCR)

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

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



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: John Cain, Superintendent
Re: Street Department Monthly Report - February 2021

Monthly report

Council Information / Action Requested

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

ATTACHMENTS:

1. February 2021



THE CITY OF DURANT

Office of the Street Department

Monthly Report
February 1, 2021 – February 28, 2021

Tasks Completed:

1. Icy spots on area roadways was sanded and/or removed.
2. Street sign repair, installations and relocations
3. Work orders completed 43
4. Concrete curb was replaced in sections on S 1st Avenue
5. Street sweeping was done at various locations within the community

Planned Tasks:

1. Continue street maintenance activities
2. Continue street sweeping program
3. Relocate and improve signage throughout the city
4. City wide winter pothole repair and utility cut repair (asphalt winter mix and/or concrete)
5. Began asphalt removal on 2nd, and 3rd from Main Street to the railroad tracks

Respectfully Submitted,

John Cain



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Caleb Gwaltney, Facilities, Parks and Recreation Manager
Re: Consider Award of Bid for Brush Hogging Services

There were six companies represented at the mandatory Pre-Bid Meeting. Four bids were received. Staff recommends Coast to Coast Contracting be awarded Areas A-1, A-3 and A-4. Staff further recommends Green Turf Management be awarded Area A-2.

Council Information / Action Requested

Award Bid for Brush Hogging Services for Areas A-1, A-3, and A-4 to Coast to Coast Contracting; Award of Bid for Brush Hogging Services for Area A-2 to Greenbelt Turf Management.

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

Notify bidders of council decision.

ATTACHMENTS:

1. Bid Tab Chart 2.2021

**2021 BRUSH HOGGING SERVICES
BID TABULATION SHEET**

BIDDER NAME	AREA A-1	AREA A-2	AREA A-3	AREA A-4	TOTAL
True Grit Works	\$63,000.00	\$54,000.00	\$4,333.00	\$8,659.00	\$129,992.00
S&P Clearing and Energy Services LLC	\$62,720.00	\$62,720.00	\$15,680.00	\$15,680.00	\$156,800.00
Greenbelt Turf Management	\$64,100.00	\$42,000.00	\$20,344.00	\$15,000.00	\$141,444.00
Coast to Coast Contracting	\$59,480.96	\$50,633.24	\$3,500.00	\$5,600.00	\$119,214.20

In Attendance: James Dalton, Cynthia Price

Staff Recommendation:

AREA A-1

AREA A-2

AREA A-3

AREA A-4

Coast to Coast Contracting

Greenbelt Turf Management

Coast to Coast Contracting

Coast to Coast Contracting



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Caleb Gwaltney, Facilities, Parks and Recreation Manager
Re: Consider Approval of 2021-2023 Growing Season Brush Hogging Services Contract with Coast to Coast Contracting for Areas A-1, A-3, A-4 (C-2021-06);
Consider Approval of 2021-2023 Growing Season Brush Hogging Services Contract with Greenbelt Turf Management for Area A-2 (C-2021-08).

In the event city council awards brush hogging service bids based upon staff recommendation, staff further recommends approval of Contract C-2021-06 to Coast to Coast Contracting for Areas A-1, A-3, and A-4 and approval of Contract C-2021-08 to Greenbelt Turf Management for Area A-2.

Council Information / Action Requested

Approval of Contract C-2021-06 to Coast to Coast Contracting for Areas A-1, A-3, and A-4 and approval of Contract C-2021-08 to Greenbelt Turf Management for Area A-2.

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

City Clerk - Obtain contractor signature on contract and make contract of record.

ATTACHMENTS:

1. C-2021-06 2021-2023 Growing Season Brush Hogging Services Contract - Coast to Coast Contracting
2. C-2021-08 2021-2023 Growing Season Brush Hogging Services Contract - Greenbelt Turf Management

**CITY OF DURANT
2021-2023 GROWING SEASON BRUSH HOGGING SERVICES**

THIS AGREEMENT made and entered into this 9th day of March 2021 by and between Coast to Coast Contracting herein termed "Contractor" and **City of Durant** herein termed "Owner".

WITNESS:

In consideration of the mutual promises of the parties, they AGREE as follows:

Section A: BASIC SERVICES-SCOPE OF WORK:

It should be understood that the work provided for in these specifications shall consist of furnishing all labor, materials, and equipment; and performing all work necessary to accomplish stated objectives together with other incidental and related work as set forth in these specifications, or as directed by the City Administrator, or his or her designated representative.

1. BRUSH HOGGING SERVICES TO BE FURNISHED

All required brush hogging services will be included in the base price. Each brush hogging service will include removing all debris created during operation. The Contractor is liable for damages caused due to the impact of brush hogging equipment. Sub-contracting of brush hogging services will not be permitted

Specific duties shall include:

A. Brush hogging around fencing, utility poles, parking lots and drives, walkways, trees, ditches, creeks, signs, and any associated areas not listed here. **The use of herbicide or weed killer of any kind for this purpose is strictly prohibited.**

2. DURATION

Brush hogging services shall be performed on a monthly basis for 7 months (April, May, June, July, August, September, October) at Areas A-1, A-3 and A-4 for three consecutive twelve-month time periods beginning April 1, 2021 through March 31, 2022, April 1, 2022 - March 31, 2023, April 1, 2023 through March 31, 2024.

Contractor shall charge Owner for each brush hogging event requested in accordance with the Unit Price calculated by dividing the bid amount for each Mowing Area by seven (7) for the locations listed in Attachment A.

3. NON-APPROPRIATION CLAUSE

The City shall be permitted to cancel the lease, without penalty, at the end of a fiscal period if its governing body elects not to include in the budget an appropriation for the contractual payments coming due in the next fiscal period.

4. EARLY TERMINATION CLAUSE FOR CONTRACTOR

Contractor shall have the right to terminate agreement, without penalty, at the end of a twelve-month period provided Contractor has provided City with required 120 days advance written notice of their intent to terminate agreement.

5. EQUIPMENT AND EQUIPMENT USAGE

All work performed by the Contractor is to be accomplished using the Contractor's owned and/or rented equipment. All equipment is to be inspected to assure safe operation prior to use on the City's property. All rotary equipment will have the blades sharpened or replaced with new blades as necessary so as not to tear the grass. Patterns should be employed to permit recycling of grass clippings and to present a neat appearance. **If turf cannot be mowed due to inclement weather resulting in turf being mowed unevenly, the turf must be mowed twice.** All manufacturer's recommended equipment safety features such as guards, kill switches, etc., are to remain intact and operational.

6. CLEAN UP AFTER LAWN & GROUNDS MAINTENANCE

Heavy lawn and grounds maintenance equipment can cause damage to paved roadways and walkways. Any damages caused by using heavy-duty lawn and grounds maintenance equipment in this manner will be repaired by the Contractor at his cost. The Contractor should always, whenever possible, discharge grass from lawn and grounds maintenance equipment away from the roadway and walkway areas.

SECTION B: PAY REQUESTS

The specific duties listed in Section A: BASIC SERVICES-SCOPE OF WORK under "1. Brush Hogging Services to be Furnished" shall be performed on a monthly basis. This contract will represent:

1) A total of seven (7) monthly "brush hogging units". A "brush hogging unit" consists of one (1) complete brush hogging of all three brush hogging service areas (A-1, A-3 and A-4).

As full consideration for performing all work and services set out in this Contract, the City agrees to pay the Contractor a monthly unit price based upon the minimal requirements set forth in Section A, Paragraph 1 of this contract. The Contractor is to submit an invoice for each area **only after all work is completed for each area.** The

city personnel responsible for property inspection and payment approval for all service areas is Caleb Gwaltney.

c/o Accounts Payable Clerk
PO Box 578
Durant, Ok 74702

All work must be inspected by City personnel prior to payment being made to the Contractor. Every effort will be made on the City's behalf to inspect the properties and process the pay requests as efficiently and promptly as humanly possible. All payments will be made on the second Wednesday of each month following the regularly scheduled Durant City Council meeting provided that invoices are received by the Accounts Payable Clerk by the 25th of each month prior.

SECTION C: INSURANCE AND OTHER REQUIREMENTS

The Contractors awarded the Contract(s) by the City shall provide a Certificate of Insurance for a minimum of one million dollars (\$1,000,000.00) for public liability and property damage with the City of Durant listed as the Certificate Holder prior to any work taking place. The policy shall provide for a combined single limit of five hundred thousand dollars (\$500,000.00) per occurrence for bodily and property damage with an aggregated limit of not less than one million dollars (\$1,000,000.00). The certificate shall also provide for Comprehensive General and Vehicle Liability with minimum coverage of one million dollars (\$1,000,000.00) per incident. The Contractors shall provide Workers Compensation Insurance complying with the statutory requirements of the State of Oklahoma. Upon award of the contract, the Contractor shall provide a Performance Bond in a sum not less than 25% of the total sum of the contract -or- an irrevocable letter of credit not less than 25% of the total sum of the contract. Failure to provide any of these documents will be considered default and sufficient reason to terminate the contract upon notification of the Contractor.

SECTION D: DAMAGES TO CITY/PRIVATE PROPERTY

The Contractor is required to take necessary precautions to protect the City and private property. Any damages to property resulting from wrongful or negligent acts shall be reported to the Parks Superintendent at 580-931-6658 immediately. The Contractor will be responsible for the repair or replacement of any damages caused to the City or private property, including vehicles on City's property, immediately and at the Contractor's expense. The replacement of materials/parts shall be identical or City approved equal to those damaged. In the event that the Contractor does damage to City/private property and such damages are not repaired within a reasonable length of time, the City reserves the right to make such repairs and bill or deduct from payment the cost of such repairs.

SECTION E: SAFETY

Personal Protective Equipment (PPE) shall be worn as mandated in operational manuals provided by the equipment manufacturers. All materials and performance of

work will meet all Federal Health and Safety laws currently in effect and those of local authorities having jurisdiction. The Contractor will take all necessary precautions for the safety of his/her employees on the job and of the general public.

SECTION F: NON-COLUSION

The Contractor warrants that he/she has not employed or retained any company or person other than a bona fide employee working solely for him/her to solicit or secure this contract. The Contractor further warrants that he/she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, compensation, percentage, gift or consideration contingent upon or resulting from the award or making of this contract. If the Contractor violates this provision, the City shall have the right (which shall be cumulative to the other rights the City may have) to forthwith terminate this Contract without liability. Contractor also certifies that his/her Contract is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, services, or equipment and is in respects fair and without collusion or fraud. The signing of this Contract indicates that the Contractor understands and agrees to this clause.

SECTION G: BANKRUPTCY/INSOLVENCY

At the time of the signing of this contract, the Contractor shall not be in the process of or engaged in any type of proceedings in insolvency or bankruptcy either voluntary or involuntary or receivership proceedings (a person legally appointed to receive and have charge of property or money involved in a lawsuit). If the Contractor files for bankruptcy during the term of, insolvency or receivership, the City may, at its option, terminate and cancel said contract in which all rights hereunder shall immediately cease and terminate.

Signed on this 9th day of March, 2021.

BY: _____
Coast to Coast Contracting

BY: _____
Mayor, City of Durant

Owner: _____

REVIEWED AND APPROVED BY:

Thomas Marcum, City Attorney

ATTACHMENT 'A'
2021-2023 GROWING SEASONS
RATE PER GROWING SEASON
BRUSH HOGGING SERVICE AREAS

	COAST TO COAST CONTRACTING	UNIT PRICE*
AREA A-1	\$59,480.96	\$8,497.28
AREA A-3	\$3,500.00	\$500.00
AREA A-4	\$5,600.00	\$800.00
TOTAL	\$68,580.96	

* UNIT PRICE WAS CALCULATED BY
DIVIDING BID AMOUNT BY
7 MOWINGS

**CITY OF DURANT
2021-2023 GROWING SEASON BRUSH HOGGING SERVICES**

THIS AGREEMENT made and entered into this 9th day of March 2021 by and between **Greenbelt Turf Management** herein termed "Contractor" and **City of Durant** herein termed "Owner".

WITNESS:

In consideration of the mutual promises of the parties, they AGREE as follows:

Section A: BASIC SERVICES-SCOPE OF WORK:

It should be understood that the work provided for in these specifications shall consist of furnishing all labor, materials, and equipment; and performing all work necessary to accomplish stated objectives together with other incidental and related work as set forth in these specifications, or as directed by the City Administrator, or his or her designated representative.

1. BRUSH HOGGING SERVICES TO BE FURNISHED

All required brush hogging services will be included in the base price. Each brush hogging service will include removing all debris created during operation. The Contractor is liable for damages caused due to the impact of brush hogging equipment. Sub-contracting of brush hogging services will not be permitted

Specific duties shall include:

A. Brush hogging around fencing, utility poles, parking lots and drives, walkways, trees, ditches, creeks, signs, and any associated areas not listed here. **The use of herbicide or weed killer of any kind for this purpose is strictly prohibited.**

2. DURATION

Brush hogging services shall be performed on a monthly basis for 7 months (April, May, June, July, August, September, October) at Area A-2 for three consecutive twelve-month time periods beginning April 1, 2021 through March 31, 2022, April 1, 2022 - March 31, 2023, April 1, 2023 through March 31, 2024.

Contractor shall charge Owner for each brush hogging event requested in accordance with the Unit Price calculated by dividing the bid amount by seven (7) for the location listed in Attachment A.

3. NON-APPROPRIATION CLAUSE

The City shall be permitted to cancel the lease, without penalty, at the end of a fiscal period if its governing body elects not to include in the budget an appropriation for the contractual payments coming due in the next fiscal period.

4. EARLY TERMINATION CLAUSE FOR CONTRACTOR

Contractor shall have the right to terminate agreement, without penalty, at the end of a twelve-month period provided Contractor has provided City with required 120 days advance written notice of their intent to terminate agreement.

5. EQUIPMENT AND EQUIPMENT USAGE

All work performed by the Contractor is to be accomplished using the Contractor's owned and/or rented equipment. All equipment is to be inspected to assure safe operation prior to use on the City's property. All rotary equipment will have the blades sharpened or replaced with new blades as necessary so as not to tear the grass. Patterns should be employed to permit recycling of grass clippings and to present a neat appearance. **If turf cannot be mowed due to inclement weather resulting in turf being mowed unevenly, the turf must be mowed twice.** All manufacturer's recommended equipment safety features such as guards, kill switches, etc., are to remain intact and operational.

6. CLEAN UP AFTER LAWN & GROUNDS MAINTENANCE

Heavy lawn and grounds maintenance equipment can cause damage to paved roadways and walkways. Any damages caused by using heavy-duty lawn and grounds maintenance equipment in this manner will be repaired by the Contractor at his cost. The Contractor should always, whenever possible, discharge grass from lawn and grounds maintenance equipment away from the roadway and walkway areas.

SECTION B: PAY REQUESTS

The specific duties listed in Section A: BASIC SERVICES-SCOPE OF WORK under "1. Brush Hogging Services to be Furnished" shall be performed on a monthly basis. This contract will represent:

- 1) A total of seven (7) monthly "brush hogging units". A "brush hogging unit" consists of one (1) complete brush hogging of Area A-2.

As full consideration for performing all work and services set out in this Contract, the City agrees to pay the Contractor a monthly unit price based upon the minimal requirements set forth in Section A, Paragraph 1 of this contract. The Contractor is to submit an invoice for each area **only after all work is completed for the entire area.** **The city personnel responsible for property inspection and payment approval for all service areas is Caleb Gwaltney.**

c/o Accounts Payable Clerk
PO Box 578
Durant, Ok 74702

All work must be inspected by City personnel prior to payment being made to the Contractor. Every effort will be made on the City's behalf to inspect the properties and process the pay requests as efficiently and promptly as humanly possible. All payments will be made on the second Wednesday of each month following the regularly scheduled Durant City Council meeting provided that invoices are received by the Accounts Payable Clerk by the 25th of each month prior.

SECTION C: INSURANCE AND OTHER REQUIREMENTS

The Contractors awarded the Contract(s) by the City shall provide a Certificate of Insurance for a minimum of one million dollars (\$1,000,000.00) for public liability and property damage with the City of Durant listed as the Certificate Holder prior to any work taking place. The policy shall provide for a combined single limit of five hundred thousand dollars (\$500,000.00) per occurrence for bodily and property damage with an aggregated limit of not less than one million dollars (\$1,000,000.00). The certificate shall also provide for Comprehensive General and Vehicle Liability with minimum coverage of one million dollars (\$1,000,000.00) per incident. The Contractors shall provide Workers Compensation Insurance complying with the statutory requirements of the State of Oklahoma. Upon award of the contract, the Contractor shall provide a Performance Bond in a sum not less than 25% of the total sum of the contract -or- an irrevocable letter of credit not less than 25% of the total sum of the contract. Failure to provide any of these documents will be considered default and sufficient reason to terminate the contract upon notification of the Contractor.

SECTION D: DAMAGES TO CITY/PRIVATE PROPERTY

The Contractor is required to take necessary precautions to protect the City and private property. Any damages to property resulting from wrongful or negligent acts shall be reported to the Parks Superintendent at 580-931-6658 immediately. The Contractor will be responsible for the repair or replacement of any damages caused to the City or private property, including vehicles on City's property, immediately and at the Contractor's expense. The replacement of materials/parts shall be identical or City approved equal to those damaged. In the event that the Contractor does damage to City/private property and such damages are not repaired within a reasonable length of time, the City reserves the right to make such repairs and bill or deduct from payment the cost of such repairs.

SECTION E: SAFETY

Personal Protective Equipment (PPE) shall be worn as mandated in operational manuals provided by the equipment manufacturers. All materials and performance of work will meet all Federal Health and Safety laws currently in effect and those of local

authorities having jurisdiction. The Contractor will take all necessary precautions for the safety of his/her employees on the job and of the general public.

SECTION F: NON-COLUSION

The Contractor warrants that he/she has not employed or retained any company or person other than a bona fide employee working solely for him/her to solicit or secure this contract. The Contractor further warrants that he/she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, compensation, percentage, gift or consideration contingent upon or resulting from the award or making of this contract. If the Contractor violates this provision, the City shall have the right (which shall be cumulative to the other rights the City may have) to forthwith terminate this Contract without liability. Contractor also certifies that his/her Contract is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, services, or equipment and is in respects fair and without collusion or fraud. The signing of this Contract indicates that the Contractor understands and agrees to this clause.

SECTION G: BANKRUPTCY/INSOLVENCY

At the time of the signing of this contract, the Contractor shall not be in the process of or engaged in any type of proceedings in insolvency or bankruptcy either voluntary or involuntary or receivership proceedings (a person legally appointed to receive and have charge of property or money involved in a lawsuit). If the Contractor files for bankruptcy during the term of, insolvency or receivership, the City may, at its option, terminate and cancel said contract in which all rights hereunder shall immediately cease and terminate.

Signed on this 9th day of March, 2021.

BY: _____
Greenbelt Turf Management

BY: _____
Mayor, City of Durant

Owner: _____

REVIEWED AND APPROVED BY:

Thomas Marcum, City Attorney



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: John Dean, City Manager
Re: Discussion, Consideration, and Possible Action on Resolution R-2021-07 Extending the Emergency Declaration Until April 14, 2021 Due to the COVID-19 Pandemic.

Council Information / Action Requested

This Resolution continues the declared state of emergency due to COVID-19 until April 14th, 2021. The only changes to this resolution from what is currently in place is the reinstatement of remote meeting attendance as reinstated by the state legislature.

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

Staff recommends Council approval of Resolution R-2021-07.

ATTACHMENTS:

1. Resolution R-2021-07 Pandemic Emergency Declaration

RESOLUTION NO. R-2021-07

A RESOLUTION TO EXTEND THE STATE OF EMERGENCY DUE TO THE COVID-19 PANDEMIC; ESTABLISHING PUBLIC MEETING PRACTICES FOR CITY COUNCIL, AUTHORITIES, TRUSTS, COMMISSIONS, ADVISORY BOARDS AND COMMITTEES OF THE CITY OF DURANT; DIRECTING THE CITY MANAGER TO 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 EXECUTIVE ORDER 2020-20 AS PERIODICALLY AMENDED.

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, the Governor of the State of Oklahoma revised the "Open Up and Recover Safely" (OURS) a three-phase approach to open Oklahoma's economy on May 28, 2020; and

WHEREAS, the Governor of the State of Oklahoma amended Executive Order 2020-20 on September 24, 2020; and

WHEREAS, the temporary amendment to the Open Meeting Act that allowed members of public bodies to attend Open Public Meetings via video or telephone was reinstated and is now set to expire on February 15, 2022; and

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

1. A state of emergency continues to exist within the City of Durant.
2. This state of emergency shall remain in effect within the City of Durant until 10:00 a.m. on Wednesday, April 14th, 2021, when the pandemic emergency will be reassessed.
3. All social events or social gatherings in or on a City-owned or City operated facilities or property, are required to follow social distancing guidelines until the expiration of this state of emergency; and
4. The City Manager shall neither issue special event permits nor other permits that do not allow for social distancing for any public or private event until the expiration of this state of emergency. Other adjustments may be made by the City Manager to the administrative operations of city facilities and services.
5. Meetings of all City of Durant authorities, commissions, and trusts shall be held in accordance with the Open Meetings Act. Meetings will remain open to the public but steps will be taken to ensure social distancing of attendees. Open public body meetings will continue to be broadcast live. All Advisory Board and committee meetings will be held and must practice social distancing.
6. Durant Municipal Court dockets shall continue. Steps will continue to be taken to ensure social distancing of attendees.
7. All in-person social gatherings shall follow the social distancing procedures and protocols.
8. The City of Durant will continue to follow the State of Oklahoma Executive Order 2020-20 as issued and as amended by the State of Oklahoma.
9. The City Council encourages everyone, for whom it is medically possible, within the City of Durant to wear a face covering when going to public places and to social distance.

PASSED AND APPROVED this 9th day of March, 2021 by the Durant City Council.

Approved: _____
Oden Grube, Mayor

Attest: _____
Cynthia J. Price, City Clerk



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From:
Re: Discussion, Consideration and Possible Action on Appointments to the Keep Durant Beautiful Association Executive Board

Several applications have been received for consideration for appointment to the Keep Durant Beautiful Association Executive Board. All applications are attached for your review. There are four seats remaining open on the Board.

Council Information / Action Requested

Discussion, Consideration and Possible Action on Appointments to the Keep Durant Beautiful Association Executive Board

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

Notify applicants of council decision.

ATTACHMENTS:

1. Keep Durant Beautiful Association Executive Board Applications



Application for Appointment to a City Board, Commission or Committee

Ms.

Mrs.

Mr.

Name

(Last)

(First)

(MI)

Booth Elizabeth J
3501 Carriage Point Drive

☐ Physical Address

Durant

OK

74701

City

State

Zip

same

☐ Mailing Address

City

State

Zip

580 380 2971

☐ Home Phone

☐ Work Phone

☐ Cell Phone

☐ E-mail address By providing your e-mail address in the space above, you are consenting to the release of your personal e-mail address by the City.

Board, Commission or Committee Appointment Desired:

Committee

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board, Commission or Committee)

I want to work together with a team and brainstorm new ideas to make Durant even more unique.

Do you understand that attendance and active support is required for each appointee?

☒ Yes

☐ No

Signature

Elizabeth Booth

Date

3-3-2021

Please place a check in the ☐ (s) for your preferred method of contact. Once the City Council has filled a position, your application will be removed from the file and you must reapply for future openings.

This information will become a Public Record.
You may return this form to Durant City Hall, City Manager's Office, 300 W. Evergreen,
P.O. Box 578, Durant, OK 74702 or fax to 924-3490.



Application for Appointment to a City Board, Commission or Committee

Ms.
Mrs.

☒ Mr.

Name (Last) Martin

(First) Brandon

(MI) T

☒ Physical Address
4501 W University Blvd

City Durant

State OK

Zip 74701

☒ Mailing Address

City

State

Zip

☐ Home Phone

☐ Work Phone

☒ Cell Phone

☐ E-mail address brandanmartin87@gmail.com

By providing your e-mail address in the space above, you are consenting to the release of your personal e-mail address by the City.

Board, Commission or Committee Appointment Desired: Durant Beautification Committee

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

Blue Zones Project, DTOS, Masters in Science Healthcare Administration

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board, Commission or Committee)

Passion for a better and beautiful downtown and Durant overall.

Do you understand that attendance and active support is required for each appointee?

☒ Yes

☐ No

Signature

Date

03/03/2021

Please place a check in the ☐ (s) for your preferred method of contact. Once the City Council has filled a position, your application will be removed from the file and you must reapply for future openings.

This information will become a Public Record.
You may return this form to Durant City Hall, City Manager's Office, 300 W. Evergreen,
P.O. Box 578, Durant, OK 74702 or fax to 924-3490.



Application for Appointment to a City Board, Commission or Committee

Ms.
Mrs.
Mr.

Pettitt

Connie

2

Name

(Last)

(First)

(MI)

4602 Peppercut Ln.

☐ Physical Address

Durant

OK

74701

City

State

Zip

363 Walker Hill Rd.

☐ Mailing Address

Durant

OK

74701

City

State

Zip

469 877 2190

☐ Home Phone

☐ Work Phone

☒ Cell Phone

my own counselor@gmail.com

☐ E-mail address By providing your e-mail address in the space above, you are consenting to the release of your personal e-mail address by the City.

Board, Commission or Committee Appointment Desired:

Open - Durant

Beautification Committee

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

Keep Durant Beautiful Vice Chair, Durant Parks & Recreation Board member, EP of Women in Need (Rockwall, TX)

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board, Commission or Committee)

New to Durant and ready to plug in and serve my community.

Do you understand that attendance and active support is required for each appointee?

☒ Yes

☐ No

Signature

Connie Pettitt

Date

3/1/21

Please place a check in the ☐ (s) for your preferred method of contact. Once the City Council has filled a position, your application will be removed from the file and you must reapply for future openings.

This information will become a Public Record.

You may return this form to Durant City Hall, City Manager's Office, 300 W. Evergreen,
P.O. Box 578, Durant, OK 74702 or fax to 924-3490.



Application for Appointment to a City Board, Commission or Committee

Ms.
Mrs.
Mr. ROESLER ANGELICA M
Name (Last) (First) (MI)

606 N 3rd Ave
☐ Physical Address

Durant OK 74701
City State Zip

☒ Mailing Address

City State Zip

☐ Home Phone 580-931-3323 ☐ Work Phone 580-865-9178 ☐ Cell Phone

ANGELICAMICHELEROESLER@GMAIL.COM
☐ E-mail address By providing your e-mail address in the space above, you are consenting to the release of your personal e-mail address by the City.

Board, Commission or Committee Appointment Desired: BEAUTIFICATION

GREENHOUSE Supervisor FOR LANDSCAPE CO., Interior and Exterior painting experience

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

Hard worker and Love DURANT. WOULD Be excited to SERVE THE community
with my children by helping beautify DURANT.

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board, Commission or Committee)

Do you understand that attendance and active support is required for each appointee?

☒ Yes

☐ No

Angelica Roesler
Signature

3-3-2021
Date

Please place a check in the ☐ (s) for your preferred method of contact. Once the City Council has filled a position, your application will be removed from the file and you must reapply for future openings.

This information will become a Public Record
You may return this form to Durant City Hall, City Manager's Office, 300 W. Evergreen,
P.O. Box 578, Durant, OK 74702 or fax to 924-3490.



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Rebecca Payne, Grants Coordinator
Re: The Oklahoma Department of Emergency Management (OEM) 9-1-1 Management Authority Grant Award # F2172103-S9 in the Amount of \$ \$51,758 with a Total Project Cost of \$ 86,248 to Implement a Geographic Information System (GIS) Upgrade for Addressing and Mapping Necessary for the Durant Police Department Communication Center (C-2021- 09).

1. Consideration to Accept the 2021 Oklahoma Department of Emergency Management (OEM) 9-1-1 Management Authority Grant Award # F2172103-S9 in the Amount of \$ \$51,758 with a Total Project Cost of \$ 86,248 to Implement a Geographic Information System (GIS) Upgrade for Addressing and Mapping Necessary for the Durant Police Department Communication Center (C-2021- 09)
2. Consideration to Approve the 2021 Oklahoma Department of Emergency Management (OEM) 911 Management Authority State-Local Agreement for the 2021 Oklahoma 9-1-1 Authority Grant Award # 2172103-S9. (C-2021-09)

The grant award notification was received on February 18, 2021. The estimated cost of the proposed GIS Data and Mapping upgrade to include the Esri license and maintenance costs is \$ 86,248. The awarded grant budget is as follows:

Federal:	\$ 51,748.80
State: 911 Mgmt Authority:	\$ 17,249.60
Bryan County Fire Tax:	\$ 17,249.60 - 20% cash match contribution
TOTAL:	\$ 86,248.00

SEE ATTACHED:

Resolution No. 2020-41 (approved for grant submission)
State and Local Agreement # F2172103S9 (C-2021-09-GC)

Council Information / Action Requested

1. Consideration to Accept the 2021 Oklahoma Department of Emergency Management (OEM) 9-1-1 Management Authority Grant Award # F2172103-S9 in the Amount of \$ \$51,758 with a Total Project Cost of \$ 86,248 to Implement a Geographic Information System Upgrade for Addressing and Mapping Necessary for the Durant Police Department Communication Center (C-2021- 09)
2. Consideration to Approve the 2021 Oklahoma Department of Emergency Management (OEM) 911 Management Authority State-Local Agreement for the 2021 Oklahoma 9-1-1 Authority Grant Award # 2172103-S9. (C-2021-09)

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

Becca will ensure the executed 2021 Oklahoma 9-1-1 Authority Grant Award State-Local Agreement # 2172103-S9 (C-

2021-09) is returned to the OK Emergency Management – 911 Management Authority office.

ATTACHMENTS:

1. Res 2020-41 GIS System Upgrade
2. GIS System State-Local Agrmt C-2021-09-GC

RESOLUTION No. 2020-41

A RESOLUTION TO SUBMIT

**OK 9-1-1 Authority Grant Application
To Implement
GIS Addressing and Mapping System Upgrade**

The City of Durant and The Durant Police Department support the OK 9-1-1 Authority initiatives to significantly protect law enforcement and enhance public safety across the State of Oklahoma.

WHEREAS, the State of Oklahoma has developed 9-1-1 compliant standards for compatibility and interoperability with all state-wide law enforcement communications; and

WHEREAS, the current communication system serving the Durant Police Department, and all law enforcement and emergency services within Durant and Bryan County, is severely out-dated and does not meet the New Generation 9-1-1 Standards; and

WHEREAS, to improve protection and services for the Public and Emergency Services Personnel of all county-wide emergency services, the Durant Police Department recognizes the critical need to upgrade the GIS Addressing for 9-1-1 mapping.

WHEREAS, the OK 9-1-1 Authority has announced a grant funding opportunity to implement GIS Data and Mapping for compatibility with the state-wide New Generation System; and

WHEREAS, the estimated cost of the proposed GIS Data and Mapping upgrade to include the Esri license and maintenance costs is \$ 86,248 - with a 20% cash match contribution of \$ 17,249.60; and

WHEREAS, the Durant Police Department has designated the monthly Bryan County Fire Tax funding, as committed cash match for the GIS Data and Mapping upgrade project.

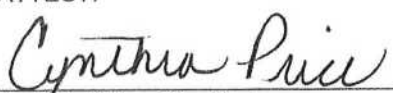
WHEREAS, the City of Durant supports the submission of the OK 9-1-1 Authority Grant application for a funding request and approved match commitment to complete a successful GIS Data and Mapping upgrade;

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 funding assistance, if the City of Durant is awarded an OK 9-1-1 Authority Grant and upon receipt to administer said grant by the rules and regulations established by the United States of America, the grant agency and all empowered agencies thereof.

PASSED AND APPROVED by the Mayor and City Council of the City of Durant, Oklahoma this 8th day of December, 2020, at a regularly scheduled meeting of the governing body, in compliance with the Open Meeting Act, 25 O.S. § 301 et seq.


Oden Grube, Mayor

ATTEST:


Cynthia Price, City Clerk



C-2021-09-GC
GIS ADDRESSING
& MAPPING

**Oklahoma Department of Emergency
Management and Homeland Security
(ODEMHS)/
911 MANAGEMENT
AUTHORITY
STATE – LOCAL AGREEMENT**



**ODEMHS/911 MANAGEMENT AUTHORITY
GRANT AGREEMENT**

Between the

STATE OF OKLAHOMA

and

Durant_F2172103S9_\$86,248.00

(Local Subgrantee)

This agreement between the State of Oklahoma, Governor's Authorized Representative (GAR), Mark Gower, Director, Oklahoma Department of Emergency Management and Homeland Security (ODEMHS), and City of Durant shall apply to all 911 Management Authority grant funds for Grant ID # F2172103-S9.

EXECUTION OF THE AGREEMENT

SIGNATURE AUTHORITY

1. Because your request for 911 Management Authority grant funding has been approved, it is now necessary for you, as the Subgrantee, to enter into the attached Agreement with the Oklahoma Department of Emergency Management and Homeland Security (ODEMHS) and the 911 Management Authority, hereafter referred to as the Grantee. The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the specified type of Subgrantee. (NOTE: If this Agreement is signed by a designee, a duly-adopted resolution evidencing the signer's authority to execute the Agreement for and on behalf of the Subgrantee must be attached to the Agreement for review by the 911 Management Authority.)
 - a. **PSAPs:** Board President or applicable Local Government Official
 - b. **City:** Mayor, City Manager, or Town Administrator
 - c. **County:** Chair of the Board of County Commissioners
 - d. **Tribe:** Chief, Governor, or Principal Chair
 - e. **Council of Government:** Executive Director or Board Chair
 - f. **Fire District:** District Chief
 - g. **Public Districts, Public Trusts and Public Authorities:** Executive Director or Chair
 - h. **County Sheriff's Office:** the Sheriff
 - i. **All other Sub grantee/Sub recipients:** the Chief Executive Officer of the entity.

The Subgrantee certifies and acknowledges that:

1. The State of Oklahoma has legal authority to apply for 911 Management Authority assistance funding on behalf of the Subgrantee.
2. The Subgrantee must use 911 Management Authority funds solely for the purposes as stated in the approved project award, provided scope of work, costs and overall project goals approved by the 911 Management Authority Board Members.
3. I certify that the City of Durant/Durant PSAP has not diverted and will not divert any portion of designated 911 funds awarded by the State for any purpose other than the purposes for which such charges are designated.
4. The Subgrantee is aware of and will be responsible for the matching funds and cost-sharing requirements of the 911 Management Authority, specifically, state assistance

is limited to no more than 80% of eligible expenditures, and the Subgrantee will provide, from the Subgrantee's funds, the remaining 20% of eligible costs. No match is required for training grants.

5. The Subgrantee will return to the State, within 15 days of such request by the Governor's Authorized Representative, any advance funds which are not supported by audit or other Federal or State review of documentation maintained by the Subgrantee.
6. The Subgrantee must establish and maintain a proper accounting system to record expenditures of 911 Management Authority funds in accordance with generally accepted accounting standards. The accounting system must follow the approved practices as outlined in 2 CFR Part 200.
7. The Subgrantee is aware all 911 Management Authority funding will be provided on a reimbursement basis only and must follow the reimbursement processes established by the 911 Management Authority Board Members.
8. The Subgrantee will accurately document the events and expenses incurred in the execution of the 911 Management Authority project. All the documentation pertaining to a project shall be filed together with the corresponding grant documentation and must be maintained by the Subgrantee for three (3) years after the federal grant ending date. This process must include all backup and corresponding documentation and must be filed with the project. The Subgrantee must provide a copy of the documentation to the State for review, reconciliation, claims payment, and archiving upon request.
9. The Subgrantee's records and supporting documentation relating to claims will be kept for three (3) years after the federal grant ending date. All records and supporting documentation shall be available for inspection and audit at all reasonable times by the Oklahoma Department of Emergency Management and Homeland Security (ODEMHS), Oklahoma Office of the State Auditor and Inspector (SAI) and the US Department of Homeland Security Office of Inspector General (OIG).
10. The Subgrantee will give the appropriate State agencies, as designated by ODEMHS, access to and the right to examine all records, documents, papers relating to any activity undertaken for funding under this agreement.
11. The Subgrantee will provide ODEMHS with quarterly reports as shown below:
 - **1st Quarter (Oct, Nov, Dec) Report due Jan 10;**
 - **2nd Quarter (Jan, Feb, Mar) Report due April 10;**
 - **3rd Quarter (Apr, May, Jun) Report due Jul 10; and**
 - **4th Quarter (Jul, Aug, Sep) Report due Oct 10.**

12. Also, if the Subgrantee expends \$750,000 or more in total Federal assistance (all programs) in a single year, the Subgrantee shall accomplish a Single Audit requirement and submit a copy of that audit to ODEMHS in accordance with 2CFR Part 200.
13. The Subgrantee will comply with the U.S. Environmental Protection Agency regulations contained in Title 40 of the Code of Federal Regulations.
14. The Subgrantee will comply with all applicable provisions of State laws and regulations in regard to procurement of goods, services, and contracts which conform to federal law and the standards identified in 2 CFR §§ 200.
12. The Subgrantee affirms they have not received duplicate benefits from another federal source for the indicated project unless exempted by law. If the Subgrantee receives duplicate benefits from another source for projects related to this application, the Subgrantee agrees to refund the benefits provided by the State.
15. The Subgrantee will comply with provisions of the Hatch Act of 1939 limiting the political activities of public employees, as it relates to the programs funded.
16. The Subgrantee will comply, as applicable, with Federal, State, and Local statutes and regulations pertaining to discrimination and equal opportunity.
17. The Subgrantee will comply, as applicable, with the provisions of the Davis-Bacon Act relating to labor standards.
18. The Subgrantee will not enter into any cost-plus percentage of costs or contingency contract for completion of eligible work through the 911 Management Authority grant program.
19. The Subgrantee will not enter into contracts, grants, loans or cooperative agreements for which payment is contingent upon receipt of state or federal funds.
20. The Subgrantee must not enter into any contract with any party that has been prohibited from participating in Federal or State assistance programs. Entities may be verified through SAM.gov.
21. As a condition for receipt of State or Federal funds, the Subgrantee certifies that it has the legal responsibility for the maintenance, upkeep and implementation of activities for which it is applying for.
22. The Subgrantee certifies that it has all necessary lands, easements, rights-of-way and accesses necessary to complete the project(s) for which it has and/or will apply. The Subgrantee agrees and understands that the State nor Federal funding entities will be responsible for obtaining any land, easement, right-of-way and/or access necessary to perform work on an approved project.

23. The Subgrantee agrees to indemnify and hold the State and Federal funding entities harmless from any repayment obligation arising out of the projects funded under this agreement.
24. All required documentation in support of the project costs for the closeout will be **submitted within 30 days** of the final reimbursement of the project.
25. The Subgrantee understands and will abide by the indicated period of performance as detailed in the State Award documents. Period of performance schedule extensions may be granted solely for conditions beyond the Subgrantee's control which result in an inability to complete approved projects within the approved timeline. All extensions will be subject to approval of the State 911 Management Authority or authorized official and must be requested by the Subgrantee in writing.
26. By signing this agreement, the Subgrantee further acknowledges that the effective date of this agreement shall be as of the Governor's Authorized Representative's approval date shown below.

I acknowledge by my signature, I am aware if any part of this agreement is not in compliance with regulations, funding for this, and possibly future assistance, may be jeopardized or denied.

Signed: _____
AUTHORIZING OFFICIAL NAME TITLE PRINT NAME

APPROVED on this _____ Day of _____, 20____.

Signed: _____
MARK GOWER, ODEMHS DIRECTOR
GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR)

APPROVED on this _____ Day of _____, 20____.



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Danielle Barker, Director
Re: Consideration of PC2021-03 a Preliminary Plat and Ordinance Number O-2021-05 Request for Rezoning for Property located at South 9th Avenue and Rodeo Road.

1. Public Hearing
2. Consider Action on Ordinance O-2021-05 Section 1.
3. Consider Action on Ordinance O-2021-05 Section 2. (Emergency Clause)

Request: Consider a request from Sunstar, LLC, for a Rezoning from A-1, General Agriculture to R-1, Single-Family Residential and Preliminary Plat Request for property located near South 9th and Rodeo Road.

Current Zoning: A-1 General Agriculture

Requested Zoning: R-1 Single Residential

Surrounding Properties:

Direction	Zoning	Use
North	A-1	Vacant Property / Railroad
East	A-1	Large Single Family Lots / Vacant Property
South	R-1 / A-1	Single Family Homes
West	A-1	Railroad

Applicant: Sunstar, LLC

Background: Applicants approached staff regarding filing for a rezoning and preliminary plat for a housing development that contains approximately 85 lots. The applicant stated that this development would be made up of single family homes. Notifications have been made to the surrounding property owners and at the time of this report staff has received several emails and phone calls about this request. Several of the citizens requested that the original letters be attached to this report.

The applicant attempted to bring this before this Commission last year, but withdrew the application due to deciding to rework the project area. Since then the applicant has made several changes to the preliminary plat.

Analysis: The subject property is approximately 24 acres in total, and the current preliminary plat shows approximately 85 lots. The applicant stated they are planning to have single family homes built on each available lot with the exception of those where the sewer line is running. Barker Engineering will design the utilities, roadways, and drainage. Therefore, there may be some additional lots used for detention/retention areas depending on the review from the engineer. City sewer does run through the Southeast portion of the property and City water runs along Rodeo Road and along Walnut and Willow. Staff has reviewed this plat and there are no issues expressed. The Maintenance and Operations crew did

notate that there had been some sewer issues with the main backing up mainly during the rain. The Fire Marshall is satisfied with the second access that was added.

The current Future Land Use Map has this area as Agricultural; therefore, this request is generally not in compliance with the Comprehensive Plan. However, it should be noted that the Future Land Use Map shows the area directly South of this request as low density residential. It should also be noted that the Future Land Use Map and Comprehensive Plan are still being updated and this area could potentially change.

Planning Commission Recommendation: The Planning Commission had a tie vote which causes there to be no recommendation from the Planning Commission.

Required Action: Hold a public hearing and approve or deny Ordinance O-2021-05, a Rezoning Request and Preliminary Plat request for property located near South 9th and Rodeo Rd. Any specific conditions imposed by the Council should be read into any approval motion.

Council Information / Action Requested

Staff does not have any issues with the development as indicated by the sign off sheet. Therefore, staff recommends approval of the preliminary plat and Ordinance O-2021-05 a rezoning request.

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

City Clerk to file Ordinance

GIS to update City Maps

Community Development to notify applicant

ATTACHMENTS:

1. PC2021-04 Additional Information
2. SUNVIEW_RODEO_ROAD_SEC_7_7S_9E_SUBDIVISION_PLAT_01-04_21_REVISION_PRELIM_(3)

ORDINANCE NO. O-2021-05

**AN ORDINANCE AMENDING THE ZONING MAP OF THE ZONING CODE
AND DECLARING AN EMERGENCY**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF DURANT, OKLAHOMA

SECTION 1. That the zoning map is hereby amended as to replace the A-1, Agriculture Zoning District to the R-1, Single Family Residential District for property located near South 9th and Rodeo Road, in Durant, and more particularly described as;

Part of the SW/4 SW/4 of Section 7, Township 7 South, Range 9 East of the Indian Base and Meridian, Bryan County, Oklahoma, more particularly described as follows: Commencing at the Southeast corner of the SW/4 of Section 7; Thence North 01 degrees 00 minutes 38 seconds West 614.11 feet along the East line of the SW/4 to the Point of Beginning; Thence North 01 degrees 00 minutes 30 seconds West 1604.72 feet along said East line to the Easterly Right-of-Way of the Union Pacific Railroad; Thence South 38 degrees 35 minutes 20 seconds West 2020.88 feet along said Right-of Way to a ½" iron pin at the Northwest corner of Glenwood Subdivision to Bryan County, Oklahoma; Thence North 89 degrees 02 minutes 37 seconds East 628.48 feet along the North line of said Glenwood Subdivision to the Northeast corner thereof; Thence South 01 degrees 01 minutes 03 seconds East 39.95 feet along the East line of Glenwood Subdivision; Thence North 89 degrees 36 minutes 05 seconds East 659.70 feet to the Point of Beginning.

SECTION 2. For the immediate preservation of the peace, health, and safety of the City of Durant, Oklahoma and the inhabitants thereof, it is necessary that this ordinance shall become operative and go into effect immediately upon its passage, approval and publication.

PASSED AND APPROVED by the Mayor and City Council of the City of Durant this 9th day of March, 2021.

Oden Grube, Mayor
City Of Durant, Oklahoma

ATTEST:

Cynthia J. Price, City Clerk

**Minutes of the Durant Municipal Planning Commission Meeting of Tuesday,
January 19, 2021 Roscoe J. Hatfield, City Council Chambers, Durant City Hall**

CALL TO ORDER:

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

INVOCATION:

Drew Jackson

Roll Call:

Planning Commission Members:

Present: Kerr, Knight, Horner (left meeting at 6:25 p.m.), Jackson, Keener

Absent:

CONSIDERATION PC2021-04

Danielle Barker reviewed with the Planning Commission members a rezoning request from A-1, General Agriculture to R-1, Single-Family Residential and Preliminary Plat request for property located near South 9th and Rodeo Road. The subject property is approximately 24 acres in total, and the current preliminary plat show approximately 85 lots. The applicant stated they are planning to have single family homes built on each available lot with the exception of those where the sewer line is running. Barker Engineering will design the utilities, roadways, and drainage. Therefore, there may be some additional lots used for detention/retention areas depending on the review from the engineer. City sewer does run through the Southeast portion of the property and City water runs along Rodeo Road and along Walnut and Willow. City staff has reviewed this plat and there were no issues expressed. The Maintenance and Operations crew did notate that there had been some sewer issues with the main backing up mainly during the rain. The Fire Marshall is satisfied with the second access that was added. The current Future Land Use Map has this area as Agricultural; therefore, this request is generally not in compliance with the Comprehensive Plan. However, it should be noted that the Future Land Use Map shows the area directly South of this request as low density residential and the Future Land Use Map and Comprehensive Plan are still being updated and this area could potentially change. The applicant attempted to bring this before the Commission last year, but withdrew the application due to deciding to rework the project area. Since then the applicant has made several changes to the preliminary plat. Staff has received several emails and phone calls about this request. Several of the citizens requested that the original letters be submitted for this meeting. The applicant, Jay Mauck, spoke to the Planning Commission. He stated that he changed his rezoning request from R-3 to R-1 to conform to surrounding areas. He further stated that a study has been done on the sewer line and utilities are currently available in that area. He further stated that all City staff signed off on the Preliminary Plat and a drainage study will be done if the rezoning is approved.

Durant Public Works Director Marty Cook answered questions from the Commission regarding City sewer, storm water, and street issues. Mr. Cook stated that the sewer looks fine and there is currently a plan in place to address the storm water. He further stated that currently there is no plan on fixing the streets but could foresee something more being done if more people were in that neighborhood.

The following citizens spoke in protest of the rezoning request:

Mr. and Mrs. Alan Thomas – stated concerns over drainage issues, flooding and increased traffic in neighborhood. Also, only one main entrance in and out of neighborhood.

Carolyn Mabry – stated concerns regarding the increased traffic in neighborhood and worry for the children in neighborhood.

Motion was made by Commission Member Kerr and seconded by Commission Member Knight to deny the request as presented.

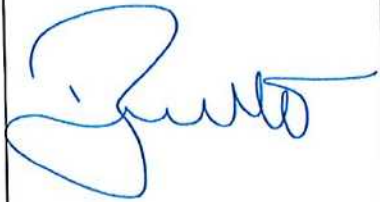
Motion carried by the following vote:

Aye: Kerr, Knight

Nay: Jackson, Keener

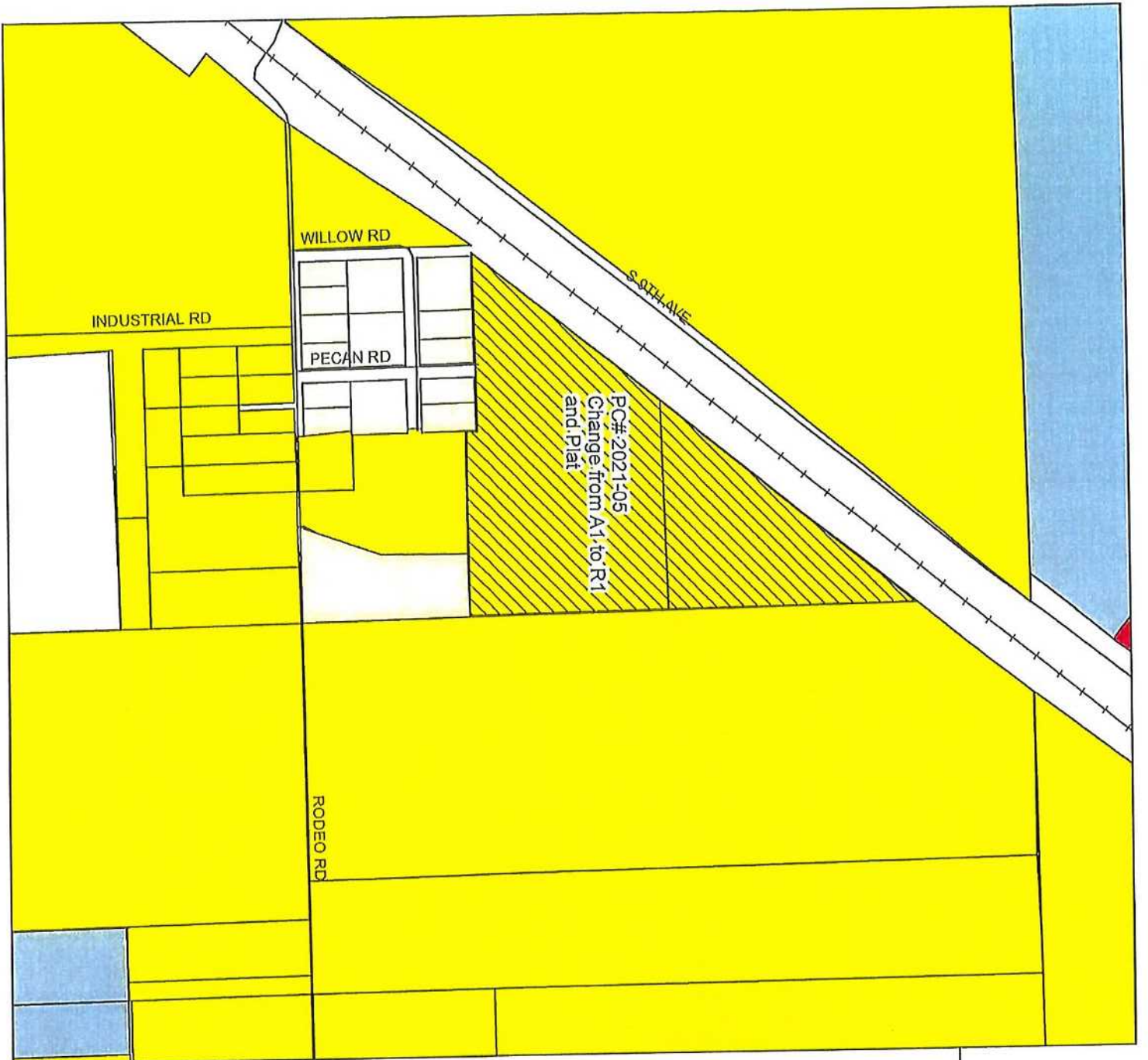
Abstain:

COMMUNITY DEVELOPMENT PLAT SIGN OFF SHEET
Rodeo Hills

Department	Signature	Date	Notes
Com Dev Director		4/12/21	
M&O		01-11-2021	Have had problems with sewer main backing up. Mainly during rain
Streets		01/11/2021	None
Fire Marshall		1-11-21	2nd access was added.
Building Official		1-12-21	None
Engineer		12/23/20	None

Zoning Map

Petition # 2021-05 - Pecan Rd



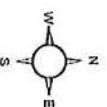
- A1 - Agriculture
- C0 - Professional & Business Office
- C1 - Convenient Commercial
- C2 - Highway Commercial
- C3 - General Commercial
- CBD - Central Business District
- H1 - Health Facilities
- I1 - Light Industrial
- I2 - Medium Industrial
- R1 - Single Family Residential
- R2 - Two Family Residential
- R3 - General Residential - Multi-Family

Use this map as a guide and not as definitive information. The information depicted by this map is provided for illustrative purposes only. Information such as (property ownership, acreage, property boundaries) are to be verified at the Bryan County Assessor's Office by the user. The burden for determining accuracy and/or correctness of location rests solely with the user. This map is provided as is with no warranties, expressed or implied.



City of Durant
Community Development

Printed: December 21, 2020



Zoning Map

Petition # 2021-05 - Pecan Rd

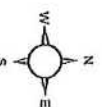


- A1 - Agriculture
- C0 - Professional & Business Office
- C1 - Convenient Commercial
- C2 - Highway Commercial
- C3 - General Commercial
- CBD - Central Business District
- H1 - Health Facilities
- I1 - Light Industrial
- I2 - Medium Industrial
- R1 - Single Family Residential
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- R3 - General Residential - Multi-Family

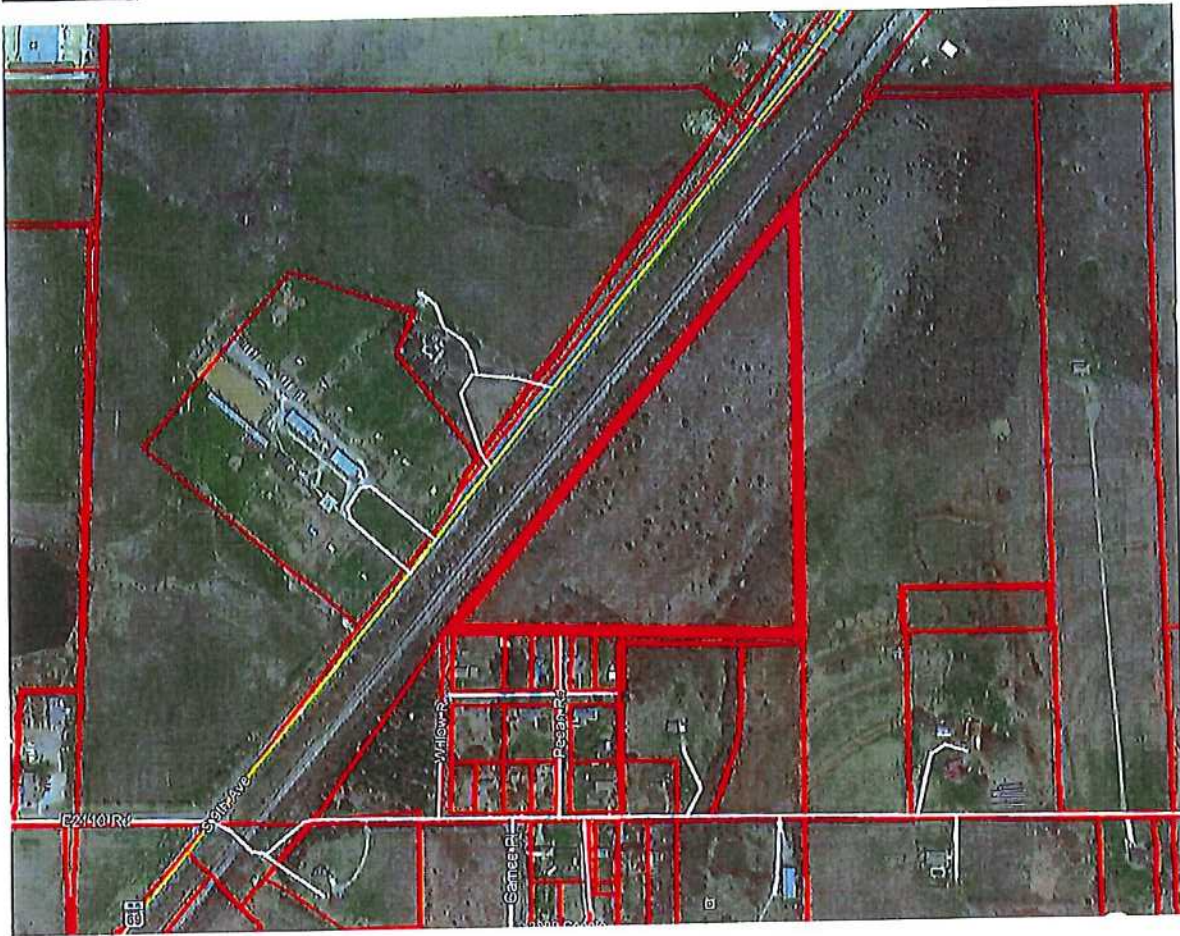
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City of Durant
Community Development
Printed: December 21, 2020



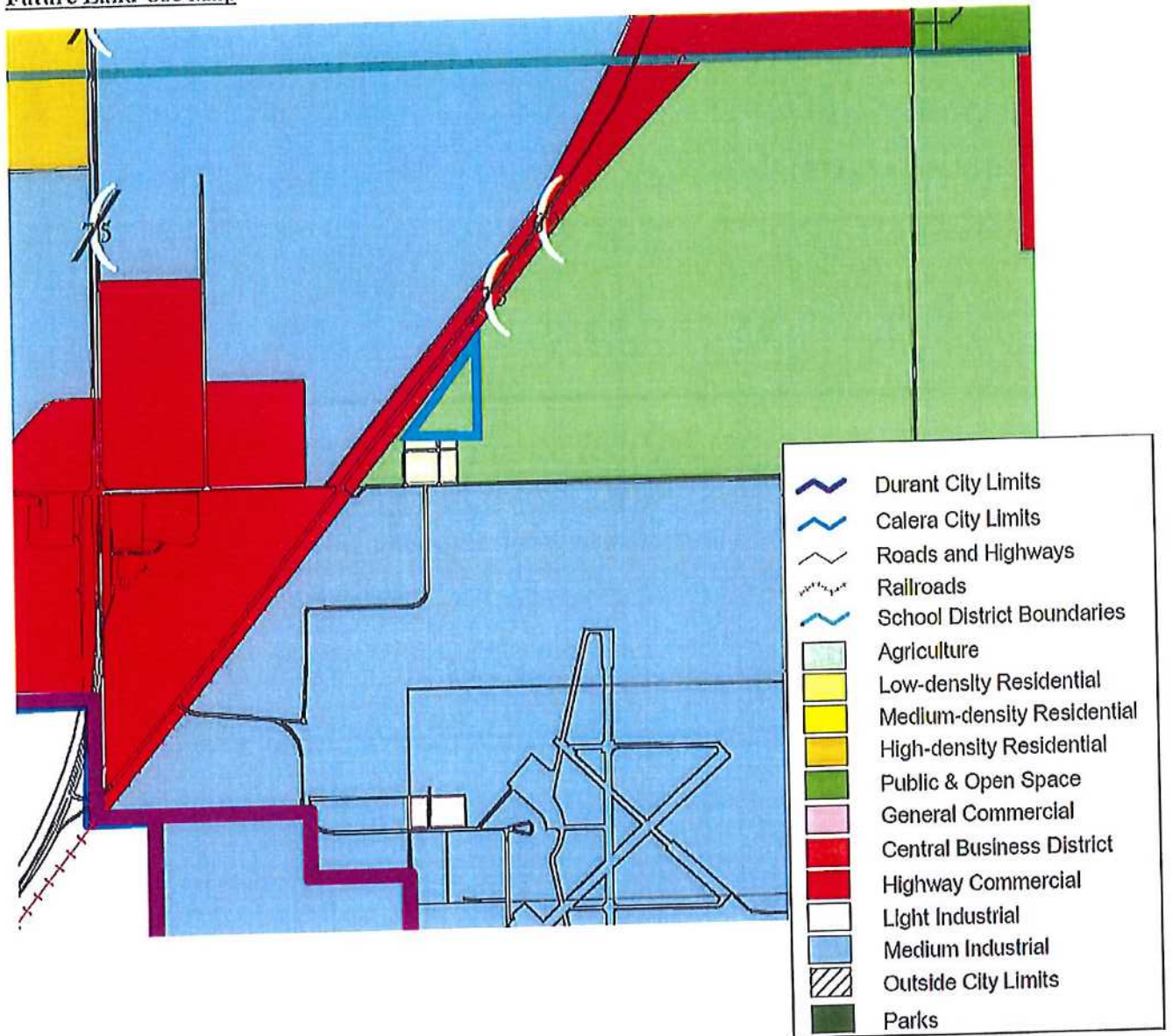
Aerial Map



Zoning Map



Future Land Use Map



§ 157.021 R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT.

The R-1 Single-Family District is established as a district in which the use of the land is for single-family dwellings, except as noted. It is the purpose and intent of this district to promote the development of and the continued use of the land for single-family dwellings and to prohibit commercial and industrial use or any other use which would substantially interfere with the development or continuation of single-family dwellings in this district. The intent is to further discourage any use in this district which would generate traffic or create congestion on neighborhood streets other than the normal traffic which serves the residents in the area. This district further encourages only those uses which because of character or size would not create additional requirements and costs for public services which are in excess of such requirements and costs if the district was not developed solely for single-family dwellings.

('93 Code, § 12-208) (Ord. 1040, passed 4-12-83)

§ 156.043 PRELIMINARY PLAT.

(A) Purpose. The purpose of the preliminary plat is to provide an interim step in the procedure at which point the subdivider shall present drawings of the detail features of the subdivision. It is at this point that the items discussed at the sketch plat stage and as set down herein are prepared in a form from which determinations can be made as to the technical workability of the development proposal.

(B) After the Planning Commission has approved the sketch plat, the subdivider may proceed with the preparation of the preliminary plat. After the subdivider has prepared the preliminary plat, he or she may take either of the following actions:

(1) He or she may present the preliminary plat and preliminary plat checklist to the Planning Commission and obtain approval thereof before proceeding with preparation of the improvement plans; or

(2) He or she may present the improvement plans and improvement plans checklist to the Planning Commission at the time the preliminary plat and preliminary plat checklist are presented.

(C) Whenever the subdivider presents to the Planning Commission a preliminary plat and preliminary plat checklist, without improvement plans, the Planning Commission may conditionally approve the preliminary plat, subject to Planning Commission approval of the improvement plans within six months following the preliminary plat conditional approval.

(D) After review of the preliminary plat, the Planning Commission shall, within 60 days of its submission, approve, conditionally approve or reject the plat. The subdivider shall be notified in writing of this action, together with any conditions of approval or the reasons for rejection.

(E) Whenever the subdivider presents to the Planning Commission the preliminary plat, preliminary plat checklist, improvement plans and improvement plans checklist and the Planning Commission finds that the plat and improvement plans meet all the requirements of these regulations, it shall approve the preliminary plat and improvement plans by placing a certificate of approval upon each copy of the plat and plans. Such certificate of approval shall bear the signature of the Chairperson and Secretary of the Planning Commission and shall provide that the approval given thereby does not constitute approval for purposes of recording.

(F) Approval of the preliminary plat shall not in all cases entitle the subdivider to approval of the final plat. Upon preliminary approval, if any conditions arise which would cause the preliminary plat to become unsatisfactory due to health, safety or welfare of the community, the Planning Commission shall recommend that the final plat be rejected.

(G) Application procedure and requirements. On forms approved by the city, the applicant shall file for approval of a preliminary plat, which conforms substantially with the sketch plat (if required) or alternate plan submitted by the applicant. The plat shall be prepared by or under the supervision of a registered public surveyor in the State of

Oklahoma and shall bear his or her seal, signature and date on each sheet. The payment of all applicable fees shall be required at the time of submission.

(1) *General application requirement.* Copies of the proposed preliminary plat shall be at a scale of one inch equals 100 feet or larger and in a form substantially as follows:

(a) The boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded streets intersecting the boundary of the tract.

(b) True bearings and distances to the nearest established street lines and monuments, which shall be accurately described on the plat.

(c) Specific tree survey.

(d) The exact layout including:

1. Proposed street names. Street names must be submitted to the Community Development Department for approval in accordance with the city's guidelines for naming streets. The Community Development Department will maintain an index of street names which will contain these guidelines. Street names and subdivision names are fixed at the time of approval of the preliminary plat. A fee, as set by the City Council by motion or resolution, will be charged to change street names and subdivision names after approval of the preliminary plat.

2. The length of all arcs, radii, internal angles, points of curvature, length, and bearings of the tangents.

3. All easements for rights-of-way provided for public services or utilities and any limitations of the easements.

4. All lot numbers and lines with accurate dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines.

5. The location of the centerline of creeks or drainage ways should be tied with accurate dimensions in feet and hundredths of feet with bearings and angles. No unplatted remainder will be allowed between property boundaries and centerlines of creeks.

(e) The accurate location, material, and size of all monuments approved by the City Engineer. Horizontal and vertical control data shall be established for a minimum of two corners of the subdivision or addition. One inch iron rods shall be set at all block corners, angle points, points of corners, and points of tangents. One-half inch iron rods shall be set at all other lot corners.

(f) The accurate outline of all property which is offered for dedication for public use with the purpose indicated thereon, and of all property that may be reserved by deed covenant for the common use of the property owners in the subdivision or addition.

(g) Building setback lines for residential properties.

(h) Special restrictions including, but not limited to, drainage and floodway, fire lanes, and screening.

(i) Proposed name of the subdivision or addition. The name shall not duplicate, be the same in spelling or alike in pronunciation with any other recorded subdivision.

(j) Names of adjacent subdivisions.

(k) Name and address of the property owner, the owner's surveyor, and the owner's engineer.

(l) North point, scale, and date.

(m) Legal description according to the real estate records maintained by the County Clerk's office and area calculations.

(n) Location by section, town, range, township, county and state.

(o) Additional documents necessary for dedication or conveyance of easements or rights-of-way, as required by the city. The city may, in some instances, require the conveyance of fee simple title for certain rights-of-way.

(p) Entry easements to allow city inspectors to enter the property being platted for the purpose of inspecting the construction of the public improvements.

(q) Important features such as existing permanent buildings:

1. Large trees and water courses;

2. Parks and other public lands;

3. Railway lines;

4. Existing public easements;

5. Oil and gas lines or wells as shown on the records of the Oklahoma Corporation Commission (including abandoned or gas or oil wells and dry holes which remain unplugged).

6. Existing utilities including sewer, water mains, culverts and other underground structures within the tract or immediately adjacent thereto, showing pipe sizes and grades indicates;

7. Contours at intervals of two feet which are referenced to USGS data; and

8. Any other relevant feature necessary for a full and complete understanding of the proposed subdivision.

(r) Title of document and a vicinity sketch drawn to a scale of a maximum of 2,000 feet to the inch.

(s) Copies of any private restrictions to be included in the deeds shall be attached to the preliminary plat.

(t) Regulatory flood boundaries, and the ten-year flood boundaries.

(2) *Other required documents and information to be filed with preliminary plat.*

- (a) Proposed covenants and deed restrictions, if any.
- (b) Source of water supply.
- (c) Provisions for sewage disposal.
- (d) Construction plans.

(3) *Standards for approval.* No preliminary plat shall be approved by the Planning Commission or by the City Council unless the following standards have been met:

- (a) The plat substantially conforms with the approved sketch plat or other study as provided in these regulations.
- (b) The construction plans have been reviewed by the City Engineer.
- (c) Provision for installation and dedication of public improvements has been made.
- (d) The plat conforms to applicable zoning and other regulations.
- (e) The plat meets all other requirements of these regulations.

(4) *Timing of public improvements.*

(a) 1. The Planning Commission may require that all public improvements be installed, offered for dedication, and ready for acceptance by the city prior to the signing of the final plat by the Chairman of the Planning Commission.

2. The Planning Commission may permit or require the deferral of the construction of public improvements if in its judgment, deferring the construction would not result in any harm to the public, or offer significant advantage in coordinating the site's development with adjacent properties and off-site public improvements. Any required public improvement(s) approved for deferred construction must be provided for as required prior to the approval of the final plat.

(b) If the Planning Commission does not require that all public improvements be installed, offered for dedication and accepted by the city prior to signing of the final plat by the Chairman, it shall require that the applicant execute an improvement agreement and provide security for the agreement as provided in those regulations.

(c) This procedure shall also apply to the approval of a final plat if the preliminary plat is omitted.

(5) *Approval procedure.* After review of the preliminary plat, the report and recommendations of the Community Development Director concerning the land study and the application, the report and recommendation of the City Engineer on the construction plans, and any exhibits submitted at a public meeting, the applicant shall be advised of any required changes and/or additions. The Planning Commission shall approve or disapprove the preliminary plat. One copy of the proposed preliminary plat shall be returned to the owner with the date of approval, conditional approval or

disapproval and the reasons therefor accompanying the plat if the Planning Commission disapproves the proposed preliminary plat, the applicant may execute an appeal in the manner prescribed in these regulations.

(6) *Effect of approval.* Approval of a preliminary plat by the Planning Commission constitutes authorization for the City Engineer to release construction plans subject to his or her final approval and for the City Engineer to authorize for the property owner to commence grading of the site and construction of such public improvements as are required by the Planning Commission. Approval of a preliminary plat also authorizes the property owner, upon fulfillment of all requirements and conditions of approval, to submit for approval an application for final plat approval. Upon release of the construction plans, the City Engineer may, upon request of the applicant, issue a certificate indicating the construction plans have been released and construction of the improvement is thereafter authorized. Additional certificates may be issued by the City Engineer authorizing the construction of private utilities on a phased schedule. The certificate shall read as follows:

"The preliminary plat for (insert name of the subdivision or addition) as approved by the City of Durant Planning Commission on (insert date of approval) is authorized for use with engineering plans for the construction of public improvements as approved by the City Engineer. A final plat shall be approved by the Planning Commission upon the completion of all public improvements or the provision of a subdivision improvement agreement under the terms of the Subdivision Ordinance and submission of a final plat in compliance with Section 3.6 of the Subdivision Ordinance of the City of Durant.

Zoning regulations that affect exterior appearance of a single-family house or the landscaping of a single-family lot and that are adopted after approval of a preliminary plat for a single-family residential development, shall not apply for a period of two years from the latter of the date of plat approval or the date of the acceptance of public improvements related to the plat."

(7) *Lapse of preliminary plat approval.* The approval of a preliminary plat shall be effective for a period of two years from the date that the preliminary plat is approved by the Planning Commission or the City Council, at the end of which time the applicant must have submitted and received approval for a final plat. If a final plat is not submitted and approved within two years, or an extension is not granted in accordance with these regulations, the preliminary plat approval shall be null and void, and the applicant shall be required to submit a sketch plat for review subject to the then existing zoning restrictions and subdivision regulations.

(H) Construction plan procedure and requirements.

(1) *General application requirement.* Construction plans shall be prepared by or under the supervision of a professional engineer or architect registered in the State of Oklahoma as required by state law governing such professions. Plans submitted for review by the city shall be dated and bear the responsible engineer's or architect's name, serial number and the designation of "engineer," "professional engineer," or "P.E." or "architect" and an appropriate stamp or statement near the engineer's or architect's identification, stating that the documents are for preliminary review and are

not intended for construction. Final plans acceptable to the city shall bear the seal and signature of the engineer or architect and the date signed on all sheets of the plans. Public works construction in streets, alleys or easements which will be maintained by the city shall be designed by a professional engineer registered in the State of Oklahoma.

(2) *Construction plan review procedure.* Copies of the construction plans, and the required number of copies of the plat shall be submitted to the City Engineer for final approval. The plans shall contain all necessary information for construction of the project, including screening walls and other special features. All materials specified shall conform to the design standards of the city. Each sheet of the plans shall contain a title block including space for the notation of revisions. This space is to be completed with each revision to the plan sheet and shall clearly note the nature of the revision and the date the revision was made. The City Engineer will release the plans for construction, after approval of the preliminary plat by the Planning Commission and payment of all inspection fees. Upon such release, each contractor shall maintain one set of plans, stamped with city release, on the project at all times during construction. This procedure shall also apply to approval of a final plat, if a preliminary plat is omitted.

(3) *Failure to commence construction.* If construction has not commenced within one year after approval of the plans, resubmittal of plans may be required by the City Engineer for meeting current standards and engineering requirements. **CONSTRUCTION** shall mean installation of city maintained public improvements.

(Ord. 1573, passed 11-13-07)

REZONING APPLICATION

Petition # 2021-05
Fee \$ _____

APPLICANT INFORMATION

Name: <u>Kent Daniels c/o Sunstar, LLC</u>		Email: <u>Idaly@sunviewhomes.com</u>	Phone #1: <u>580-564-2680</u>
Mailing Address: <u>P.O. Box 1766</u>			Phone #2: _____
City: <u>Kingston</u>	State: <u>OK</u>	Zip: <u>73439</u>	Fax #: <u>580-498-0099</u>
Applicant's Interest in Property: _____			

___ Please use attached addendum if there is more than one applicant.

Physical Address of Rezoning Request: <u>2802 Walnut Rd Durant, OK 74701</u>			
☒ Platted ☐ Un-Platted	Subdivision: <u>Rodeo Hills</u>	Lot: _____	Block: _____
Legal Description: (If Un-platted) _____			
___ Deed Attached (required) If applicant is not owner listed on deed, owner consent must be included.			

Request Rezoning From: <u>AG1</u>		Request Rezoning To: <u>R1</u>	
Present Use: <u>Vacant Land</u>		Proposed Use: <u>Single Family Residential</u>	
Parcel Width: <u>1,320 ft</u>	Parcel Length: <u>1,626 ft</u>	Acres: <u>2.4</u>	Street/Road Frontage: <u>Rican Rd north into property</u>
☒ City Water (If City Water will be extended or improvements will be made, please explain:) ☒ City Sewer (If City Sewer will be extended or improvements will be made, please explain:) ☐ Private Water ☐ Private Sewer			
Is Property in the Floodplain? <u>NO</u>	Is property in the Airport Zone? <u>NO</u>		

The applicant has prepared this application and supporting documentation and certifies that the facts stated herein and exhibits attached hereto are true and correct.

[Signature]
Signature of Applicant

12-21-20
Date

Office Use Only			
Date Filed	Date Payment Received	Notification Mailed	Comments
Initial	Initial	Date	Initial
Proof of Publication Received		Property Posting Verified	Comprehensive Plan Recommendations
Date	Initial	Date	Initial
Staff Recommendation ☐ Approve ☐ Deny	PC Recommendation ☐ Approve ☐ Deny	City Council Action ☐ Approve ☐ Deny	Ordinance #

REZONING SUPPORTING INFORMATION

1. List the changed or changing conditions in the area or in the City which makes this zone change necessary.

The growing demand of housing, and its close proximity to job opportunities, makes this property an ideal development.

2. Indicate whether or not this zone change is in accordance with the Comprehensive Plan. If it is not, explain why the Plan is incorrect.

It is our opinion that it is in accordance with the Comprehensive Plan.

The C.P. states in the housing goals "to develop safe, attractive and diverse neighborhoods that enhance the overall character of the City" (pg. 32).

3. List any other reasons to support this zone change.

The future development makes sense for the following reasons;

1. City sewer runs thru the property
2. Adequate water supply
3. Run off/storm water goes away from any established residential neighborhoods.

Subdivision/Plat Application

Preliminary Plat: ☒
 Final Plat: ☐
 Re-Plat: ☐

Petition # 2021-05
 Fee \$ 300.00
 Expedited Fee \$ _____

APPLICANT INFORMATION

Name: <u>Sunstar, LLC</u>	Email: <u>ldaly@sunviewhomes.com</u>	Phone #1: <u>580-564-2680</u>
Mailing Address: <u>P.O. Box 1766</u>		Phone #2: _____
City: <u>Kingston</u>	State: <u>OK</u>	Fax #: <u>580-498-0099</u>
Zip: <u>73439</u>		
Applicant's Interest in Property: _____		

SURVEYOR INFORMATION

Name: <u>Chad Fox</u>	Email: <u>chad@cdfassociates.com</u>	Phone #1: <u>918-649-330</u>
Mailing Address: <u>208 Dewey Ave</u>		Phone #2: _____
City: <u>Poteau</u>	State: <u>OK</u>	Fax #: <u>918-894-6730</u>
Zip: <u>74953</u>		
Surveyor Oklahoma License Number: <u>1758</u>		

ENGINEER INFORMATION

Name: <u>Barker + Associates, Inc</u>	Email: <u>clkhoury@barkereengineers.com</u>	Phone #1: <u>580-931-9045</u>
Mailing Address: <u>3902 University Boulevard</u>		Phone #2: _____
City: <u>Durant</u>	State: <u>OK</u>	Fax #: _____
Zip: <u>74701</u>		
Engineer Oklahoma License Number: <u>3998</u>		

LAND INFORMATION

Legal Description: <u>See Attached</u>	Parcel Number: _____
Proposed Subdivision Name: <u>Rodeo Hills</u>	Current Zone: <u>AG</u>
Proposed Use: <u>single family residential</u>	Proposed Zone: <u>R3</u>
Current Property Owner's Name: <u>Kent Daniels</u>	

The applicant has prepared this application and supporting documentation and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Applicant: [Signature] Date: 12-9-20

Office Use Only		Date Payment Received		Notification Mailed		Comments	
Date Filed	Initial	Initial		Date	Initial		
Proof of Publication Received				Property Posting Verified		Comprehensive Plan Recommendations	
Date	Initial	Date	Initial				
Staff Recommendation	PC Recommendation	City Council Action				Ordinance #	
____ Approve ____ Deny	____ Approve ____ Deny	____ Approve ____ Deny					

APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT THE FOLLOWING INFORMATION ADDRESSED:

Please describe the nature and operating characteristics of the proposed use:

Rogers Hills Addition will be a fully designed single family housing addition. Barker engineering will design all utilities, roadways, and drainage. Sunstar LLC will construct the homes.

STATE HOW THE FOLLOWING ISSUES WILL BE ADDRESSED:

1. Parking:

Each home will have a concrete approach and garage parking to keep vehicles off of the street.

2. Screening of offensive areas (trash, loading areas, transformers, utility connections, detention ponds, etc.).

The addition will be designed to have as good of an appearance as possible but what is to build something that will be exceed our lifetime.

3. Traffic Impacts:

The streets will be designed to handle long term wear and tear, and the curb and gutter will allow drainage to exit properly.

4. Protection of Neighborhoods:

One reason we chose to build this addition in the city limits of point is to give our homeowners the protection of the Decatur PD.

What licenses and permits (if any) are required for this proposed use?

Surveyors, Abstractors, Engineers, Architects, DEQ, Plumber, Electrician, HVAC

Please list or describe any other reasons to support this Subdivision/Final Plat Application.

The location of the property and all utilities in close proximity or on this property and it not being in a flood plain. Also, the houses in the immediate area are similar in size and exterior versus as the houses we intend to construct.



**WARRANTY DEED
(JOINT TENANCY)**

546439
State of Oklahoma
County of Bryan
Filed 3-17-23 120
Book 1023 Page 119 Tim 3:46
Glenda Sue Williams
County Clerk [Signature] Deputy

KNOW ALL MEN BY THESE PRESENTS:

That, SUSAN GAIL JACKSON COCKRILL and CHRIS COCKRILL, wife and husband, parties of the first part, in consideration of the sum of Ten and more (\$10.00) Dollars, the receipt of which is hereby acknowledged, do by these presents grant, bargain, sell and convey unto BOYCE DANIEL and KENT DANIEL, 805 E. Main
Durant, OK 74701, as joint tenants, the survivor to take all, and not as tenants in common, parties of the second part, their grantees, and their heirs and grantees of the survivor, all of the following described real property and premises, situated in Bryan County, State of Oklahoma, to-wit:

INDEXED

A part of the SW/4 of Section 7, Township 7 South, Range 9 East of the Indian Base and Meridian, Bryan County, Oklahoma, described as BEGINNING at the Southeast Corner of the SW/4 of said Section 7; Thence North 00 degrees 02 minutes 35 seconds West 614.11 feet along the East line of said SW/4 to the True Point of Beginning; Thence North 00 degrees 02 minutes 35 seconds West 1626.54 feet along an existing fence being the East line of said SW/4 to a point on the Easterly line of the MK & T Rail Road (now known as the Union Pacific Rail road); Thence Southwesterly along said railroad Right of Way to a 1/2" iron pin on the Northwest Corner of Glenwood Subdivision to Bryan County, Oklahoma; Thence Easterly 628.40 feet along the North line of said Glenwood Subdivision to a 3/8" iron pin being the Northeast corner of said Glenwood Subdivision; Thence South 00 degrees 03 minutes 00 seconds East 39.95 feet along the East line of said Glenwood Subdivision; Thence South 89 degrees 25 minutes 52 seconds East 659.70 feet to the True Point of Beginning.

LESS AND EXCEPT all oil, gas and other minerals outstanding of record and LESS AND EXCEPT all other oil, gas and other minerals which are hereby specifically reserved unto Grantors

STATE OF OKLA
Bryan County

R.S. \$ 2.25

Documentary Stamps : 2.25

together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto parties of the second part, their grantees and the heirs and grantees of the survivors, forever, free, clear and discharged of and from all former grants, titles, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.

000119

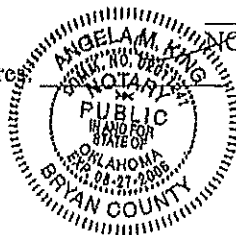
Susan Gail Jackson Cockrill Chris Cockrill
SUSAN GAIL JACKSON COCKRILL CHRIS COCKRILL

STATE OF ~~TEXAS~~ Oklahoma)
Bryan)ss. ACKNOWLEDGMENT
COUNTY OF ~~GRAYSON~~)

Before me, the undersigned, a Notary Public in and for said County and State, on this 14th day of March, 2003, personally appeared SUSAN GAIL JACKSON COCKRILL and CHRIS COCKRILL, wife and husband, to me known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

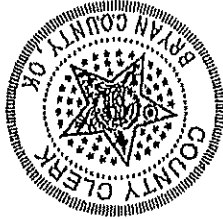
WITNESS my hand and Seal the day and year last above written.

My Commission Expires _____



NOTARY PUBLIC

000120



**WARRANTY DEED
(JOINT TENANCY)**

546434
State of Oklahoma
County of Bryan
Filed 8-17-03 114 3:20
Book 1023 Page 13
Glenda Sue Williams
County Clerk

KNOW ALL MEN BY THESE PRESENTS:

That, CLINTON W. HAGGARD and WANDA JUNE HAGGARD, husband and wife, NANCY ANN CHAPPELL and MICHAEL LYNN CHAPPELL, wife and husband, and KAREN MARIE JACKSON JACOB and GABRIEL JACOB, wife and husband, parties of the first part, in consideration of the sum of Ten and more (\$10.00) Dollars, the receipt of which is hereby acknowledged, do by these presents grant, bargain, sell and convey unto BOYCE DANIEL and KENT DANIEL, 805 E. Main, Durant, OK 74701, as joint tenants, the survivor to take all, and not as tenants in common, parties of the second part, their grantees, and their heirs and grantees of the survivor, all of the following described real property and premises, situated in Bryan County, State of Oklahoma, to-wit:

A part of the SW/4 of Section 7, Township 7 South, Range 9-East of the Indian Base and Meridian, Bryan County, Oklahoma, described as BEGINNING at the Southeast Corner of the SW/4 of said Section 7; Thence North 00 degrees 02 minutes 35 seconds West 614.11 feet along the East line of said SW/4 to the True Point of Beginning; Thence North 00 degrees 02 minutes 35 seconds West 1626.54 feet along an existing fence being the East line of said SW/4 to a point on the Easterly line of the MK & T Rail Road (now known as the Union Pacific Rail road); Thence Southwesterly along said railroad Right of Way to a 1/2" iron pin on the Northwest Corner of Glenwood Subdivision to Bryan County, Oklahoma; Thence Easterly 628.40 feet along the North line of said Glenwood Subdivision to a 3/8" iron pin being the Northeast corner of said Glenwood Subdivision; Thence South 00 degrees 03 minutes 00 seconds East 39.95 feet along the East line of said Glenwood Subdivision; Thence South 89 degrees 25 minutes 52 seconds East 659.70 feet to the True Point of Beginning.

LESS AND EXCEPT all oil, gas and other minerals outstanding of record and
LESS AND EXCEPT all other oil, gas and other minerals which are hereby
specifically reserved unto Grantors

R.S. ~~89.75~~ 24.75

STATE OF OKLA
Bryan County
Documentary Stamps \$ 24.75

together with all the improvements thereon and the appurtenances thereunto belonging,
and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto parties of the second
part, their grantees and the heirs and grantees of the survivors, forever, free, clear and

000113

SIGNED AND SEALED this the 13 day of March, 2003.

Clinton W. Haggard
CLINTON W. HAGGARD

Wanda June Haggard
WANDA JUNE HAGGARD

Nancy Ann Chappell
NANCY ANN CHAPPELL

Michael Lynn Chappell
MICHAEL LYNN CHAPPELL

Karen Marie Jackson Jacob
KAREN MARIE JACKSON JACOB

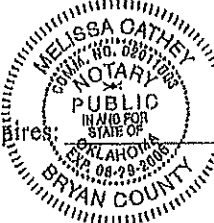
Gabriel Jacob
GABRIEL JACOB

STATE OF OKLAHOMA)
)ss. ACKNOWLEDGMENT
COUNTY OF BRYAN)

Before me, the undersigned, a Notary Public in and for said County and State, on this 13 day of March, 2003, personally appeared CLINTON W. HAGGARD and WANDA JUNE HAGGARD, husband and wife, NANCY ANN CHAPPELL and MICHAEL LYNN CHAPPELL, wife and husband, and KAREN MARIE JACKSON JACOB and GABRIEL JACOB, wife and husband, to me known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and Seal the day and year last above written.

My Commission Expires:



Melissa Cathey
NOTARY PUBLIC

. 000114

RODEO HILLS ADDITION TO THE CITY OF DURANT in Section 7, Township 7 South, Range 9 East of the Indian Base and Meridian, Bryan County, Oklahoma.

CERTIFICATE AND DEDICATION

We the undersigned, SUNVIEW DEVELOPMENT, L.L.C., hereby certify that we are the owner of and only person having any right, title, or interest in the land shown on this plat of RODEO HILLS ADDITION (the property), and that this plat represents a correct survey of the herein described property, and that the same is for the use of the public. SUNVIEW DEVELOPMENT, L.L.C., hereby certifies that the following covenants which will be the only covenants in effect on the property from this day forward:

1. All lots within this subdivision shall be used for single family purposes only and no lot shall contain more than one (1) residential structure. No business, commercial or manufacturing activities shall be conducted on the property.
2. No animals, livestock, swine, or poultry of any kind shall be raised, bred or kept on any lot. However dogs, cats, or other household pets, but not exceeding three (3) over four (4) months old may be kept provided that they are not kept, bred or maintained for commercial purposes and provided they are not permitted to run at large.
3. No lot shall be used or maintained as a dumping ground or rubbish, trash, garbage, or other waste shall not be kept in sanitary containers which shall be disposed of promptly. All equipment for the storage or disposal of such materials shall be kept in a clean and sanitary condition.
4. The outside finishing of all buildings must be completed within one (1) year after construction begins and no asphalt shingles, insulation, brick, building paper, insulation board or sheathing, or other non-exterior material shall be used for the exterior finish of any such building. The exterior finish of the building shall be of wood, exterior siding, logs, brick, stone, or concrete.
5. Its old houses may be moved in or used as residential structure.
6. No flat roof houses shall be constructed except as a part of a mansard roof design.
7. All exterior structures shall have modern sanitary facilities and there will be no outside toilet facilities. All sewage disposal systems and sanitary facilities shall comply with the public health regulations of the City of Durant, the County of Bryan, and the State of Oklahoma.
8. All requirements for setback, side yard, and lot minimum square footage will be the same as provided for in the ordinances of the City of Durant. For purposes of this covenant, porch, steps, and open porches shall not be porches shall not be constructed to permit any portion of the building to encroach an adjoining property.
9. The streets, ways, and easements shown on this plat are created for the installation and maintenance of roads and public utilities.
10. All drives located on the property shall be constructed of concrete.
11. These covenants shall remain in effect for a period of twenty-five (25) years from the date all forth below, and may be renewed for successive ten (10) year periods by the vote of a majority of the property owners.

Signed this _____ day of _____, 2021.

ATTEST

SUNVIEW DEVELOPMENT, L.L.C.

Secretary

Manager

Property Description

Part of the Southeast Quarter of Section 7, Township 7 South, Range 9 East of the Indian Base and Meridian, Bryan County, Oklahoma, being more particularly described as follows:
COMMENCING at the Southeast corner of the Southeast Quarter of Section 7,
thence NORTH 01°00'38" WEST 814.11 feet along the East line of the Southeast Quarter to the POINT OF BEGINNING;
thence NORTH 01°00'38" WEST 1804.72 feet along said East line to the Eastern Right of Way of the Indian Pacific Railroad;
thence SOUTH 33°52'00" WEST 2020.88 feet along said Right of Way to a 1/4 inch line at the Northeast corner of Greenwood Subdivision in Bryan County, Oklahoma;
thence NORTH 89°02'37" EAST 828.48 feet along the North line of said Greenwood Subdivision to the Northeast corner thereof;
thence SOUTH 01°01'03" EAST 39.95 feet along the East line of Greenwood Subdivision;
thence NORTH 89°38'05" EAST 809.70 feet to the POINT OF BEGINNING.
AND
Part of the Southeast Quarter of Section 7, Township 7 South, Range 9 East of the Indian Base and Meridian, Bryan County, Oklahoma, being more particularly described as follows:
COMMENCING at the Southeast corner of the Southeast Quarter of Section 7,
thence NORTH 01°00'38" WEST 814.11 feet along the East line of the Southeast Quarter;
thence SOUTH 89°38'05" WEST 859.70 feet to the POINT OF BEGINNING;
thence SOUTH 89°38'05" WEST 40.00 feet to the East line of Lot 1, Block 1 of Greenwood Subdivision;
thence SOUTH 00°57'55" EAST 211.34 feet along said East line;
thence NORTH 89°02'37" EAST 40.00 feet;
thence NORTH 00°57'55" WEST 210.95 feet to the POINT OF BEGINNING.

CITY OF DURANT

This is to certify that this plat of RODEO HILLS ADDITION, defining streets, ways, easements, and building lines, has been approved by the Council of the City of Durant at an official meeting thereof, this _____ day of _____, 2021.

ATTEST

Mayor

Clerk of City

COUNTY TREASURER'S CERTIFICATE

I, _____, do hereby certify that I am duly elected, qualified and acting Treasurer of Bryan County, State of Oklahoma, that the tax records of said County show all taxes are paid for the year 2021 and prior years on the property shown on this plat of RODEO HILLS ADDITION in Bryan County, Oklahoma.

IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at Durant, Oklahoma on this day of _____, 2021.

County Treasurer

NOTARY PUBLIC

STATE OF OKLAHOMA
COUNTY OF _____

Before me, the undersigned, a Notary Public in and for said County and State on this _____ day of _____, 2021, personally appeared the several person(s) who subscribed the name of the matter to this within and foregoing instrument as owner(s), and acknowledged to me that they executed the same as their free and voluntary act and deed and the free and voluntary act for the uses and purposes therein set forth.

GIVEN under my hand and seal the day and year last above written.

My Commission Expires: _____ NOTARY PUBLIC

Surveyor Certificate

I, Chad Fox, a duly registered Professional Land Surveyor in the State of OKLAHOMA, do hereby certify specifically only to:

SUNVIEW DEVELOPMENT, L.L.C.

that the boundary survey shown hereon was completed and represents a good and accurate survey made upon the ground by me or under my direct supervision and checking and that this survey is in accordance with applicable MINIMUM STANDARDS OF PRACTICE FOR LAND SURVEYING. I further certify that the notes shown hereon are made a part of this certification and that all monuments exist as shown.

DEPARTMENT OF ENVIRONMENTAL QUALITY

I hereby certify that I have approved in plat of a residential development which is on file at the Oklahoma County Office of the Department of Environmental Quality, and hereby approve this plat for the use of public water and private sewage systems.

NOTE: Once plat approval has been obtained from D.E.Q., no major modifications may occur in area for septic system disposal.

Environmental Specialist, D.E.Q.

Notes

1. This survey was performed without the benefit of a current title policy. The record information which is referenced herein is the result of research performed by this surveyor and is not necessarily complete or conclusive.
2. This survey does not constitute a Title Search by this surveyor of the property shown and described herein to determine:
a. Ownership of the land of land;
b. Competing of this description with those of adjacent;
c. Rights of way, easements and encumbrances of record affecting the tract of land.
3. DEPARTMENT has based on the Oklahoma State Plane Coordinate System NAD 83, OK South Zone and one designated as a first as shown on this drawing as the East Foot of the Southeast Quarter of the Southeast Quarter of Section 7, Township 7 South, Range 9 East, Bryan County, Oklahoma which is contained in bear ILD100502-36.
4. The word "verify" or "certification" as used herein is understood to be an expression of professional opinion by the surveyor, based upon his best knowledge, information, and belief. As such, it does not constitute a guarantee, nor a warranty, expressed or implied.
5. Property surveyed is not in published Flood (FEMA) or date of survey for Flood map 100-001303101C of the Federal Emergency Management Agency, National Flood Insurance Program.

LINE TABLE

LINE	BEARING	DISTANCE	CURVE DATA
1	N 01°00'38" W	814.11	
2	N 01°00'38" W	1804.72	
3	S 33°52'00" W	2020.88	
4	N 89°02'37" E	828.48	
5	S 01°01'03" E	39.95	
6	N 89°38'05" E	809.70	
7	S 01°00'38" W	814.11	
8	S 89°38'05" W	859.70	
9	S 89°38'05" W	40.00	
10	S 00°57'55" E	211.34	
11	N 89°02'37" E	40.00	
12	N 00°57'55" W	210.95	

PRELIMINARY PLAT



CURVE TABLE

LINE	BEARING	DISTANCE	CURVE DATA
1	N 01°00'38" W	814.11	
2	N 01°00'38" W	1804.72	
3	S 33°52'00" W	2020.88	
4	N 89°02'37" E	828.48	
5	S 01°01'03" E	39.95	
6	N 89°38'05" E	809.70	
7	S 01°00'38" W	814.11	
8	S 89°38'05" W	859.70	
9	S 89°38'05" W	40.00	
10	S 00°57'55" E	211.34	
11	N 89°02'37" E	40.00	
12	N 00°57'55" W	210.95	

Reference Material

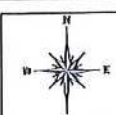
REFERENCE 1-ORIGINAL SURVEY PLAT OF Section 7, Township 7 South, Range 9 East of the Indian Base and Meridian, Bryan County, Oklahoma.
REFERENCE 2-Book 1402, Page(s) 1147 as recorded in Bryan County records.



CHAD FOX
LICENSED PROFESSIONAL
LAND SURVEYOR STATE OF
OKLAHOMA
EXPIRATION DATE 12/31/2024
CERTIFICATE OF JURISDICTION
NO. 0101

RODEO HILLS ADDITION
TO THE CITY OF DURANT
in Section 7, Township 7 South, Range 9 East
of the Indian Base and Meridian, Bryan
County, Oklahoma.

PREPARED FOR
SUNVIEW DEVELOPMENT, L.L.C.



CDF ASSOCIATES, L.L.C.
201 Dewey Ave
Poteau, Oklahoma 74555
OFFICE (918) 619-2303
Cell (918) 721-4262



Danielle Barker <dbarker@durant.org>

Comments concerning Notice of Public Hearing PC2020-16

1 message

Wed, Aug 19, 2020 at 6:30 PM

Joe Mabry <jmabry6044@att.net>
To: "planning@durant.org" <planning@durant.org>

Durant Planning Commission,

We have the following comments concerning the proposed housing development in our neighborhood. This is in response to the letter received from the Office of Community Development.

Our primary concern is increased traffic on the one lane bridge at the intersection of Rodeo Road and South 9th. The bridge has been the site of numerous accidents, including fatalities.

We are also concerned about additional traffic on side streets off Rodeo Road. They, like many Durant streets, need attention to accommodate additional traffic.

Our neighbors have serious problems with sewer and flooding. This will surely be worse with the addition of 100 homes.

We have lived in our home for 43 years. We've enjoyed the quiet neighborhood and don't want to see that change. Our newest neighbors have grandchildren who ride their bikes up and down our streets. Others of us enjoy walking. All of this will change with the housing addition.

Sincerely,

Joe and Carolyn Mabry

2806 Rodeo RD

Durant, OK 74701

580 924 7687



Danille Barker <dbarker@durant.org>

Concerns re: rezoning of property/Public Hearing PC2020-16/PC2020-15????

1 message

Thu, Aug 20, 2020 at 11:39 AM

Pat Metheny <pltmetheny@gmail.com>
To: planning@durant.org

Dear Ms. Barker

Please see the attached two-page letter from WoodmenLife Chapter 558 regarding our concerns about the proposed rezoning.

Also note - In the Subject above, I have cited PC2020-16 and PC2020-15 as there seems to be a discrepancy in the letter and I was not sure which is correct.

Thank you,

Pat Metheny, Secretary

WoodmenLife OK Chapter 558

WOW - Letter to Community Development Director.docx
17K

WoodmenLife Chapter 558, 2628 Walnut Road, Durant, OK 74701
Pat Metheny, Secretary
4305 North Washington Avenue, Durant, OK 74701; pltmetheny@gmail.com
580-775-3026

August 19, 2020

Danielle Barker, Community Development Director
Community Development Department
P. O. Box 578
Durant, OK 74702

Dear Ms. Barker and Whomever It May Concern:

I write this letter on behalf of WoodmenLife Oklahoma Chapter 558 located at 2628 Walnut Road, Durant, OK. We have some concerns regarding the proposed development just north of our Chapter Hall and the rezoning from A-1 General Agriculture District to R-3 General Residential District.

1. Water system – We are keenly aware of City water issues at or near the meter that sits just outside our building. Over the years, there have been numerous leaks from an apparent weak system in the area.
2. Sewer system – We often have sewer issues even though we are only in the building one to two times a month.
3. Bridge from South Ninth Street up over the railroad to Rodeo Road – This is a very dangerous and weak bridge already and more and more traffic in the area will definitely cause serious issues and perhaps even deaths. Plus, during high traffic times, it would be a nightmare of traffic issues.
4. The streets in the area – Rodeo, Walnut, Pecan and Willow – These streets are already not in the greatest of conditions and another 200-300 or even 100 vehicles in the area will certainly take their toll on these streets.
5. It has been said that this addition will not affect our property. We beg to differ. These will be a huge effect on our property with the possibility of a road being opened up within 10 feet of our building. Plus, we have already been asked to sell a portion of our property to the entities involved who apparently want to cut across a portion of our property.
6. The applicant is asked to list other reasons to support the zone change request.
 - a. They say the city sewer runs through the property. While this may be true, as stated in #2 above, we do not believe the system is adequate. We have experienced issues and it is our understanding that three of our neighbors to the east of us have flooding problems with sewer backup with every heavy rain ruining their flooring and causing other problems.
 - b. They mention adequate water supply. This is also questionable as mentioned in #1 above.
 - c. They say that runoff/storm water goes away from any established residential neighborhoods. As already mentioned, our neighbors have flooding with every heavy rain and our property has water standing in the entire back yard for days and even weeks after heavy rains.

These are some of the main concerns our group has expressed and voted to bring to you as a Chapter. Thank you for hearing our concerns. We hope you will consider these when making your decision.

Also please note. We are aware that you were contacted by Billie Floyd who is WoodmenLife Community Outreach Advisor. However, Ms. Floyd is not a member of this Chapter and has no voice in our decisions and even if she were a member, she would only have one vote like everyone else but no other authority; therefore, all communications/correspondences should be directed to Chapter 558 Secretary Pat Metheny at 4305 North Washington, Durant, OK 74701 or email at pltmetheny@gmail.com or by phone call or text at 580-775-3026 or to President Teri Armstrong (see contact information below).

Respectfully,

Pat Metheny, Secretary
OK Chapter 558, Durant, OK

Teri Armstrong, President
OK Chapter 558, Durant, OK
580-775-2221
terilynne57@gmail.com

August 19, 2020

The Durant Planning Commission
300 West Evergreen
PO Box 578
Durant, OK 74702

RE: Notice of Public Hearing PC2020-16

I am presenting my Comments and Pretest regarding this case.

What are the "GUARANTEES" to upgrade roads, sewer/drainage, and single-lane bridge and have a compliance follow-up by the Planning and Zoning Committee? If the roads, sewer/drainage, and bridge are NOT taken care of BEFORE project, then MORE major issues are going to occur with our location.

- Roads – Rodeo Rd is already torn up and falling apart. Lots of traffic travels from Hwy 78 to 9th street. Willow, Walnut, and Pecan are "patched" together and will NOT be able to handle lots of traffic.
- Sewer/Drainage – In 2015, our Den flooded, and the carpet was destroyed. Had concrete floors for 10 months while 2 people in the home were dealing with Cancer. Called Insurance Co and they said due to the excess water it was classified as "flood" and we were NOT covered. Checked to see if the area was in a Flood Zone. It was not, so we could NOT purchase Flood Insurance.
Every time it rains, the area behind our house floods because the water has no where to go. This ends up backing water up:
 - Toilets – Leaks water from under the toilet because of the pressure. If we are not there to stop it, then it floods into our hallway, dining room and bedroom. We have carpet in these areas and now they are stained even after we have cleaned them multiple times.

- Shower and drain in washroom – Water rushes out of the drains. Must put towels around them. If we are not there to stop it, then floods through wall into bedroom. The carpet is also stained.

If we do not remove the man-hole cover and the cap on our clean-out, we would have flooding in our home every time. We hope and pray there is no mold or anything else ... building up in these areas.

- Single-lane Bridge – When we moved to Durant in 2013, we were instructed that the bridge was to be torn down and replaced. Money had already been budgeted for this. NOW, it is 2020 and the bridge is falling apart more and more every day. Not counting how many semis that have tried to cross it and got stuck ... causing too much weight on the bridge and taking part of the top of the bridge off. If you have not been out to this bridge ... GO!! Talk a walk over the bridge and go under it. PRETTY SCARY !!

When was the last bridge inspection? We want to see that report. How often is it "required" to have an inspection?

Road type, plan of traffic and access road for the development.

- Road type – Right now the roads are horrible. Are the roads going to be paved or dirt going into the new addition?
- Plan of traffic & access road – What access points will be open for the new addition? Is Pecan going to be the ONLY entrance?

Housing

- What type of housing?
- How many of each are going to be built?
- What is square footage of each?
- What is the lot sizes for each?

Sincerely,
Alan and Rita Thomas
2802 Walnut Road
Durant, OK 74701

To Whom It May Concern,

My wife and I are protesting the re-zoning of property located near the intersection of South 9th Avenue and Rodeo Rd that Sunstar LLC is requesting. We have made our lifetime investment at 2501 Rodeo Rd which is located ½ a mile down Rodeo Road. We have land that would butt up to this property that is being requested for re-zoning and we feel that our land value would be decreased with a re-zoning to a R-3. We have a 4,000 square foot shop which is used as a warehouse for materials for our business and workshop. We have a 2,000 square foot home that sits on 10 acres. Re-zoning the requested property to an R-3 would drastically lower our property value and investment. There is already a lot of traffic on Rodeo Road due to the Casino and with the Casino expansion traffic will increase. We are not thrilled with the extra amount of traffic that this re-zoning would bring. So therefore, we are protesting a re-zoning to the property as an R-3.

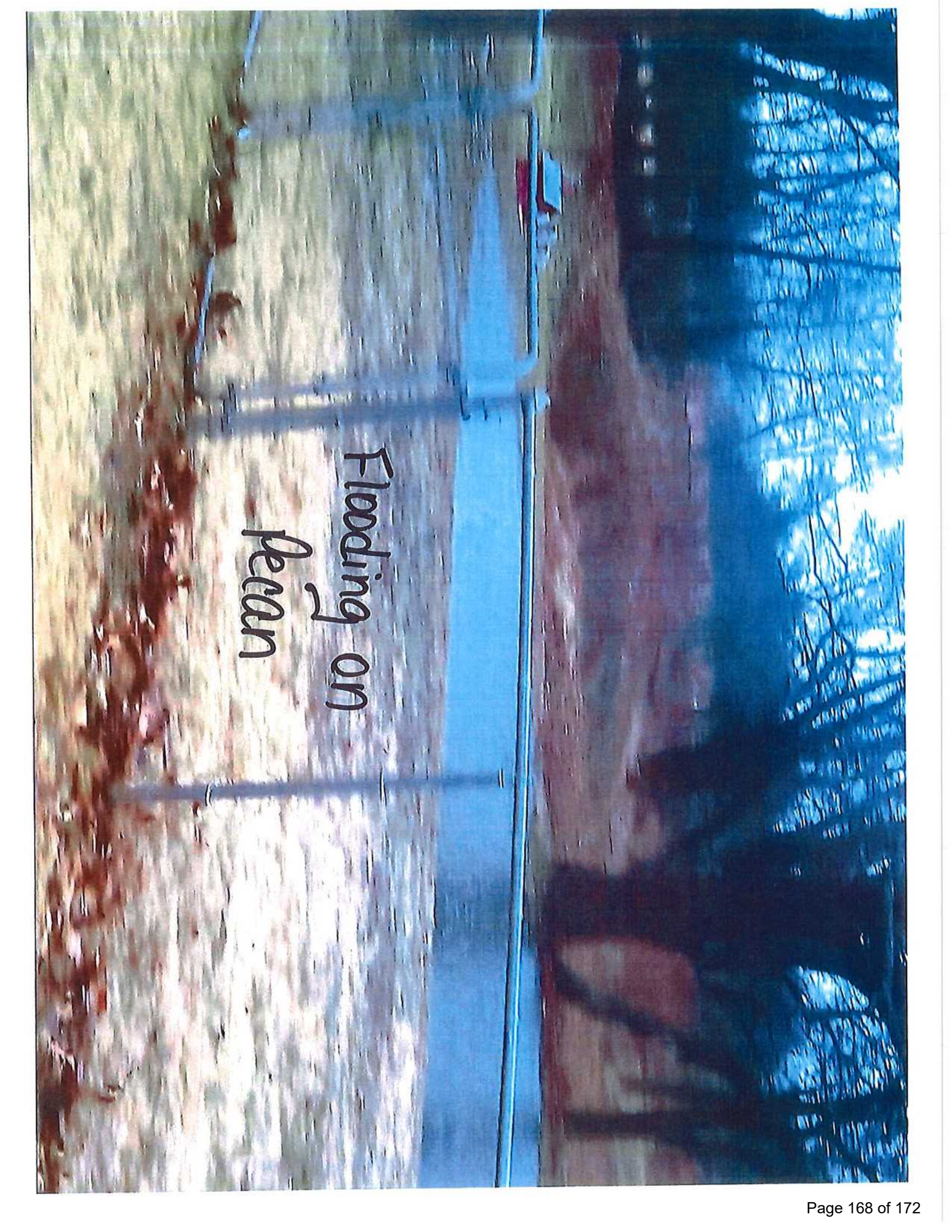
Thank You,

James & Whitney Ford

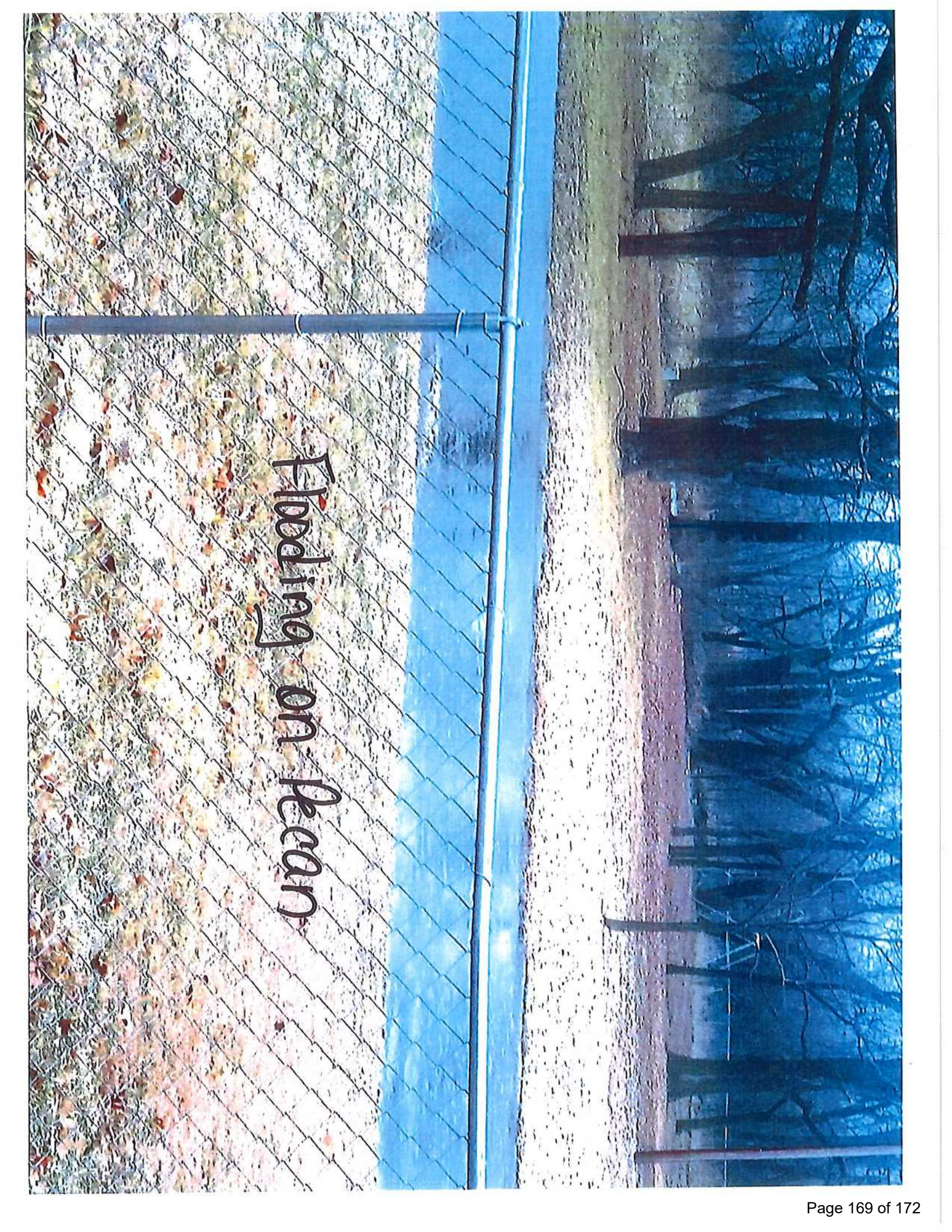
Proposed Emergency Use Road.



If something happens at this intersection, no one could get out of the Addition. The Emergency Use Road is not at good location. Needs to be someplace else away from Pecan.

A photograph of a flooded area. In the foreground, there is a grassy field with some fallen brown leaves. A white fence runs across the middle ground. In the background, there are trees and a building. The text "Flooding on Pecan" is written in a cursive font over the image.

Flooding on Pecan



Flooding on Bear

RODEO HILLS ADDITION
TO THE CITY OF DURANT
in Section 7, Township 7 South, Range 9 East
of the Indian Base and Meridian, Bryan
County, Oklahoma.

CERTIFICATE AND DEDICATION

We the undersigned, SUNVIEW DEVELOPMENT, L.L.C., here by certify that we are the owner of and only person having any right, title, or interest in the land shown on this plat of RODEO HILLS ADDITION ("the property"), and that this plat represents a correct survey of the herein described property made with our consent. SUNVIEW DEVELOPMENT, L.L.C. hereby dedicates the streets, alleys, and easements set forth hereon to the use of the public forever. SUNVIEW DEVELOPMENT, L.L.C. hereby sets forth the following covenants which will be the only covenants in effect on the property from this day forward:

- All lots within this subdivision shall be used for single family purposes only and no lot shall contain more than one (1) residential structure. No business, commercial or manufacturing enterprise shall be conducted on the property.
- No animals, livestock, swine, or poultry of any kind shall be raised, bred or kept on any lot. However dogs, cats, or other household pets, but not exceeding three (3) over four (4) months old may be kept provided that they are not kept, bred or maintained for commercial purposes and provided they are not permitted to run at large.
- No lot shall be used or maintained as a dumping ground or rubbish. Trash, garbage, or other waste shall not be kept in sanitary containers which shall be disposed of promptly. All equipment for the storage or disposal of such materials shall be kept in a clean and sanitary condition.
- The outside finishing of all buildings must be completed within one (1) year after construction begins and no asphalt shingles, imitation brick building paper, insulation board or sheathing, or similar non-exterior material shall be used for the exterior finish of any such building. The exterior finish of the building shall be of wood, exterior siding, logs, brick, stone, or concrete.
- No old houses may be moved in or used as residential structure.
- No flat roof houses shall be constructed except as a part of a mansard roof design.
- All residential structures shall have modern sanitary facilities and there will be no outside toilet facilities. All sewage disposal systems and sanitary facilities shall comply with the public health regulations of the City of Durant, the County of Bryan, and the State of Oklahoma.
- All requirements for setback, side yard, and lot minimum square footage will be the same as provided for in the ordinances of the City of Durant. For purposes of this covenant, eaves, steps, and open porches shall not be porches shall not be constructed to permit any portion of the building to encroach an adjoining property.
- The streets, alleys, and easements shown on plat are created for the installation and maintenance of roads and public utilities.
- All drives located on the property shall be constructed of concrete.
- These covenants shall remain in effect for a period of twenty-five (25) years from the date set forth below, and may be renewed for successive ten (10) year periods by the vote of a majority of the property owners.

Signed this _____ Day, of _____, 2021.

ATTEST

SUNVIEW DEVELOPMENT, L.L.C.

Secretary

Manager

Property Description

Part of the Southwest Quarter of Section 7, Township 7 South, Range 9 East of the Indian Base and Meridian, Bryan County, Oklahoma, being more particularly described as follows:
COMMENCING at the Southeast corner of the Southwest Quarter of Section 7;
thence NORTH 01°00'38" WEST 614.11 feet along the East line of the Southwest Quarter to the POINT OF BEGINNING;
thence NORTH 01°00'38" WEST 1604.72 feet along said East line to the Easterly Right of Way of the Union Pacific Railroad;
thence SOUTH 38°35'20" WEST 2020.88 feet along said Right of Way to a ½ inch iron pin at the Northwest corner of Glenwood Subdivision to Bryan County, Oklahoma;
thence NORTH 89°02'37" EAST 628.48 feet along the North line of said Glenwood Subdivision to the Northeast corner thereof;
thence SOUTH 01°01'03" EAST 39.95 feet along the East line of Glenwood Subdivision;
thence NORTH 89°36'05" EAST 659.70 feet to the POINT OF BEGINNING.
AND
Part of the Southwest Quarter of Section 7, Township 7 South, Range 9 East of the Indian Base and Meridian, Bryan County, Oklahoma, being more particularly described as follows:
COMMENCING at the Southeast corner of the Southwest Quarter of Section 7;
thence NORTH 01°00'38" WEST 614.11 feet along the East line of the Southwest Quarter;
thence SOUTH 89°36'05" WEST 659.70 feet to the POINT OF BEGINNING;
thence SOUTH 89°36'05" WEST 40.00 feet to the East line of Lot 1, Block 1 of Glenwood Subdivision;
thence SOUTH 00°57'53" EAST 211.34 feet along said East line;
thence NORTH 89°02'37" EAST 40.00 feet;
thence NORTH 00°57'55" WEST 210.95 feet to the POINT OF BEGINNING.

CITY OF DURANT

This is to certify that this plat of RODEO HILLS ADDITION, delineating streets, alleys, easements, and building lines, has been approved by the Council of the City of Durant at an official meeting thereof, this _____ day of 2021.

ATTEST

Mayor

Clerk of City

COUNTY TREASURER'S CERTIFICATE

I, _____, do hereby certify that I am duly elected, qualified and acting Treasurer of Bryan County, State of Oklahoma, and that the tax records of said County show all taxes are paid for the year 2021 and prior years on the property shown on plat of RODEO HILLS ADDITION in Bryan County, Oklahoma.

IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at Durant, Oklahoma on this day of _____, 2021.

County Treasurer

NOTARY PUBLIC

STATE OF OKLAHOMA)
COUNTY OF _____)

Before me, the undersigned, a Notary Public in and for said County and State on this _____ day of _____, 2021, personally appeared the identical person(s) who subscribed the name of the maker to the within and foregoing instrument as owner(s), and acknowledged to me that they executed the same as their free and voluntary act and deed and the free and voluntary act for the uses and purposes therein set forth.

GIVEN under my hand and seal the day and year last above written.

NOTARY PUBLIC

My Commission Expires: _____

Surveyor Certificate

I, Chad Fox, a duly registered Professional L Surveyor in the State of OKLAHOMA, do hereby certify specifically only to

SUNVIEW DEVELOPMENT, L.L.C.

that the boundary survey shown hereon was completed and represents a good and accurate survey made upon the ground by me or under my direct supervision and checking and that this survey is in accordance with applicable MINIMUM STANDARDS OF PRACTICE FOR LAND SURVEYING. I further certify that the notes shown hereon are made a part of this certification and that all monuments exist as shown.

DEPARTMENT OF ENVIRONMENTAL QUALITY

I hereby certify that I have approved th plat of a residential development which is on file at the McCurtain County Office of the Department of Environmental Quality, and hereby approve this plat for the use of public water and private sewage systems.

NOTE: Once plat approval has been obtained from D.E.Q., no major modifications may occur in area for septic system disposal.

Environmental Specialist, D.E.Q.

Notes

- This survey was performed without the benefit of a current title policy. The record information which is referenced hereon is the result of research performed by this surveyor and is not necessarily complete or conclusive.
- This survey does not constitute a Title Search by this surveyor of the property shown and described hereon to determine:
 - Ownership of the tract of land.
 - Compatibility of this description with those of adjoining.
 - Rights of way, easements and encumbrances of record affecting this tract of land.
- BEARINGS are base on the Oklahoma State Plane Coordinate System NAD 83, OK South Zone and are designated on a line as shown on this drawing as the **Fast line of the Southeast Quarter of the Southwest Quarter of Section 7, Township 7 South, Range 9 East, Bryan County, Oklahoma** which is considered to bear **N 01°00'38" W**.
- The word "certify" or "certification" as used herein is understood to be an expression of professional opinion by the surveyor, based upon his best knowledge, information, and belief. As such, it does not constitute a guarantee, nor a warranty, expressed or implied.
- Property surveyed is not in published flood zone(s) at date of survey per flood map NO.40013C0310E of the Federal Emergency Management Agency, National Flood Insurance Program.

LINE TABLE

LINE	BEARING	DISTANCE
L1	S 89°02'37" W	4.86'
L2	N 51°24'46" W	50.00'
L3	N 38°35'14" E	10.67'
L4	N 38°35'14" E	9.81'
L5	N 76°11'56" W	42.00'
L6	N 50°51'19" W	49.52'
L7	N 71°53'50" W	16.14'
L8	N 71°53'50" W	50.62'
L9	N 71°53'50" E	84.66'
L10	N 71°53'50" W	60.19'
L11	N 71°12'42" W	61.33'
L12	N 71°12'42" W	51.33'
L13	N 51°24'46" W	58.73'
L14	N 88°59'22" E	38.73'

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	25.00'	27.13'	25.82'	S 87°57'09" W	62°10'55"
C2	50.00'	68.20'	63.03'	S 65°56'07" W	78°08'50"
C3	50.00'	20.58'	20.43'	N 63°12'07" W	23°34'41"
C4	50.00'	20.95'	20.80'	N 62°51'29" W	24°00'21"
C5	50.00'	67.82'	62.74'	N 66°16'45" E	77°43'10"
C6	25.00'	27.13'	25.82'	S 58°30'37" W	62°10'55"
C7	25.00'	18.69'	18.26'	N 40°12'18" E	42°50'00"
C8	50.00'	54.66'	51.98'	N 30°18'20" E	62°37'58"
C9	50.00'	122.52'	94.09'	N 71°12'42" W	140°24'08"
C10	50.00'	54.66'	51.98'	N 07°16'15" E	62°37'56"
C11	25.00'	18.69'	18.26'	N 02°37'42" W	42°50'00"
C12	25.00'	12.50'	12.50'	N 30°17'08" E	5°43'55"

Legend

- FOUND REBAR
- ELECTRIC TRANSFORMER
- WATER METER
- FIRE HYDRANT
- SEWER MANHOLE
- REBAR & CAP LS 1758

- LOT LINE
- STATUTORY R.O.W
- EXISTING ROAD
- ROAD DEDICATION
- UTILITY EASEMENT
- BUILDING SETBACK

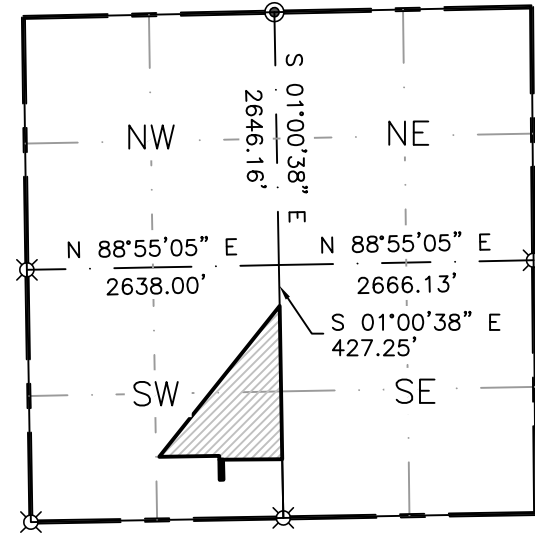
Reference Material

REFERENCE 1—ORIGINAL SURVEY PLAT OF Section 7, Township 7 South, Range 9 East of the Indian Base and Meridian, Bryan County, Oklahoma.
REFERENCE 2—Book 1492, Page(s) 1147 as recorded in Bryan County records.



CHAD FOX
LICENSED PROFESSIONAL
LAND SURVEYOR STATE OF
OK. NO. 1758
EXPIRATION DATE: 31JAN22
CERTIFICATE OF AUTHORIZATION
NO. 6186

PRELIMINARY PLAT



SEC.7-T7S-R9E
VICINITY MAP
N.T.S.

PREPARED FOR

SUNVIEW DEVELOPMENT, L.L.C.

CDF ASSOCIATES, LLC.

208 Dewey Ave
Poteau, Oklahoma 74953

OFFICE (918) 649-3303
Cell (918) 721-1262



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Consider Executive Session for Discussing the Purchase or Appraisal Of Real Property by the Durant Industrial Authority (This Executive Session Authorized by Title 25, Section 307 (B)(3) of the Oklahoma State Statutes).

Council Information / Action Requested

1. Enter into Executive Session to discuss purchase or appraisal of real property by the Durant Industrial Authority (This Executive Session Authorized by Title 25, Section 307 (B)(3) of the Oklahoma State Statutes).
2. Return to Regular Session.

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

ATTACHMENTS:



The City of Durant

Memorandum

Date: 3/9/2021
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Consider Action Pursuant to Item 6(a)

Council Information / Action Requested

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

ATTACHMENTS: