



P.O. BOX 850 | COWETA, OKLAHOMA 74429 | PH. (918) 486-2189 | FAX (918) 486-5366 | www.cityofcoweta-ok.gov

AGENDA - REGULAR MEETING

COWETA CITY COUNCIL
COWETA CITY HALL, 310 S. BROADWAY
MONDAY, FEBRUARY 7, 2022 6:00 P.M.

MEETING PROCEDURE: Comments on all scheduled agenda items will be heard immediately following the presentation by staff or the petitioner. Please wait until you are recognized by the Mayor and keep your comments as brief as possible. Individuals addressing the City Council must identify themselves by name prior to making any comments. The City Council will act on an agenda item after comments from staff and the City Council have been heard.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
EVETTE YOUNG _____
HAROLD CHANCE _____
NAOMI HOGUE _____
LOGAN BROWN _____
RANDY WOODWARD _____
- IV. GENERAL CITY COUNCIL COMMENTS
(During the General City Council Comments section of the agenda, the City Council shall make no decision or take any action except as to request the City Manager to schedule the matter for Council discussion at a later date.)
- V. CONSENT
(All matters under the "Consent Calendar" are considered by the City Council to be routine and will be enacted by one motion. Any Councilmember may, however, remove an item from consent by request.)
 1. SURPLUS PROPERTY
APPROVAL OF A DECLARATION OF SURPLUS FOR ONE STORM SIREN, AND AUTHORIZATION FOR THE CITY MANAGER TO DISPOSE OF ACCORDINGLY. (JERRY BURTNER, FIRE CHIEF)

Documents:

[220207 DECLARATION OF SURPLUS.PDF](#)
 2. MINUTES OF THE REGULAR MEETING
APPROVAL OF THE MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING HELD ON JANUARY 3, 2022. (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[220103 MINUTES OF THE CITY COUNCIL.PDF](#)
 3. CITY OF COWETA'S 911 SYSTEM REVIEW
APPROVAL OF THE QUARTERLY FINANCIAL RESULTS AND OPERATIONAL ACTIVITIES OF THE

CITY OF COWETA'S 911 SYSTEM FOR THE CALENDAR YEAR QUARTER ENDING DECEMBER 31, 2021 IN ACCORDANCE WITH 63 O.S. §2815 (F). (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[FY22 Q2 911 REVIEW.PDF](#)

4. FY22-FY23 BUDGET CALENDAR

APPROVAL OF THE BUDGET CALENDAR FOR FISCAL YEAR ENDING JUNE 30, 2023. (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[220207 STAFF REPORT BUDGET CALENDAR.PDF](#)
[FY23 BUDGET CALENDAR.PDF](#)

VI. PROCLAMATIONS/PRESENTATIONS

1. BUSINESS PARTNER AWARD

PRESENTATION OF A BUSINESS PARTNER APPRECIATION AWARD TO MED PHARM BY CHIEF OF POLICE AND ANIMAL CONTROL.

2. PRESENTATION OF PUBLIC SAFETY AWARDS

PRESENTATION OF AWARDS TO THE FOLLOWING PUBLIC SAFETY OFFICERS BY POLICE CHIEF BELL:

- LIFE SAVING AWARD – OFFICER JONES – COWETA POLICE DEPARTMENT
- MERIT AWARD – DETECTIVE MCCOLLOUGH – COWETA POLICE DEPARTMENT
- CRIMINAL INVESTIGATION AWARD – JOHN OWENS – DISTRICT 27 TASK FORCE
- CRIMINAL INVESTIGATION AWARD – TRAVIS SAULSBERRY – DISTRICT 27 TASK FORCE
- CRIMINAL INVESTIGATION AWARD – ERIC HELMS – DISTRICT 27 TASK FORCE
- CRIMINAL INVESTIGATION AWARD – COLBY WRIGHT – DISTRICT 27 TASK FORCE
- CRIMINAL INVESTIGATION AWARD – GLENDA DAGGET – OSBI INVESTIGATOR

VII. OLD BUSINESS

1. PURCHASE OF FIRE GEAR

DISCUSSION AND POSSIBLE ACTION ON THE APPROVAL OF THE PURCHASE OF FOURTEEN SETS OF NEW BUNKER GEAR FROM NORTHERN SAFETY AND INDUSTRIAL IN AN AMOUNT NOT TO EXCEED \$27,500.00. (JERRY BURTNER, FIRE CHIEF)

Documents:

[220207 STAFF REPORT FIRE BUNKER GEAR.PDF](#)
[BUNKER GEAR 2022.PDF](#)

2. FAIR HOUSING MONTH - RESOLUTION 2022-01

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2022-01, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA PROCLAIMING

APRIL AS FAIR HOUSING MONTH. (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[220207 STAFF REPORT RESOLUTION 2022-01.PDF](#)
[220207 RESOLUTION 2022-01 FAIR HOUSING.PDF](#)

3. CDBG SECTION 3 PLAN - RESOLUTION 2022-02

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2022-02, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA ADOPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT SECTION 3 PLAN AS REQUIRED BY THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968. (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[220207 STAFF REPORT RESOLUTION 2022-02.PDF](#)
[220207 RESOLUTION 2022-02.PDF](#)

4. RESOLUTION 2022-03 ACCEPTANCE OF EASEMENT

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2022-03, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA ACCEPTING THE DEDICATION OF A PUBLIC UTILITY EASEMENT LOCATED WITHIN SECTION 17, TOWNSHIP 17 NORTH, RANGE 16 EAST OF THE INDIAN BASE AND MERIDIAN, WAGONER COUNTY, STATE OF OKLAHOMA. (ROGER KOLMAN, CITY MANAGER)

Documents:

[220207 STAFF REPORT RESOLUTION 2022-03.PDF](#)
[220207 RESOLUTION 2022-03 ACCEPTANCE OF EASEMENT.PDF](#)

VIII. NEW BUSINESS

(Business which was not foreseen prior to the posting of the agenda.)

IX. ADJOURNMENT

IF YOU REQUIRE A SPECIAL ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE NOTIFY CITY HALL BY 9:00 A.M. ON THE DATE OF THE MEETING.

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY
SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager.

Department: Emergency Management Department Contact: Brian Woodward Date: 2/3/2022

Items Requested to be Surplused: non functioning storm siren

ID/Asset Tag Number: none

PROPERTY DESCRIPTION	CONDITION	DATE PURCHASED	Approximate Current Value
Non operational storm siren on pole & driver box on ground beside pole. Winner must remove pole, driver box & fill hole with dirt.	☐ Excellent	unknown	5.00
	☐ Good		
	☐ Fair	PURCHASE PRICE	
	☒ Poor	unknown	

Reason for being surplused:
No need for item

Has it been offered for transfer to another Department within the City: Yes ☐ No ☒

Has it been offered for transfer to another agency within the State: Yes ☐ No ☒ If so, to whom:

Name of agency:

Sold for scrap metal: Yes ☐ No ☒ If yes, to whom:

Amount received:

-----FINANCE USE ONLY-----

Date placed on surplus website: _____ Did item sell: Yes ☐ No ☐

Date Sold: _____ Amount received: \$ _____

Name, Address, and Telephone Number of Buyer: _____

Item ready to be released to buyer with a copy of receipt attached: Yes ☐ No ☐ Date: _____

City Manager approval of the request for surplus: R. K. [Signature] Date: 2/3/22

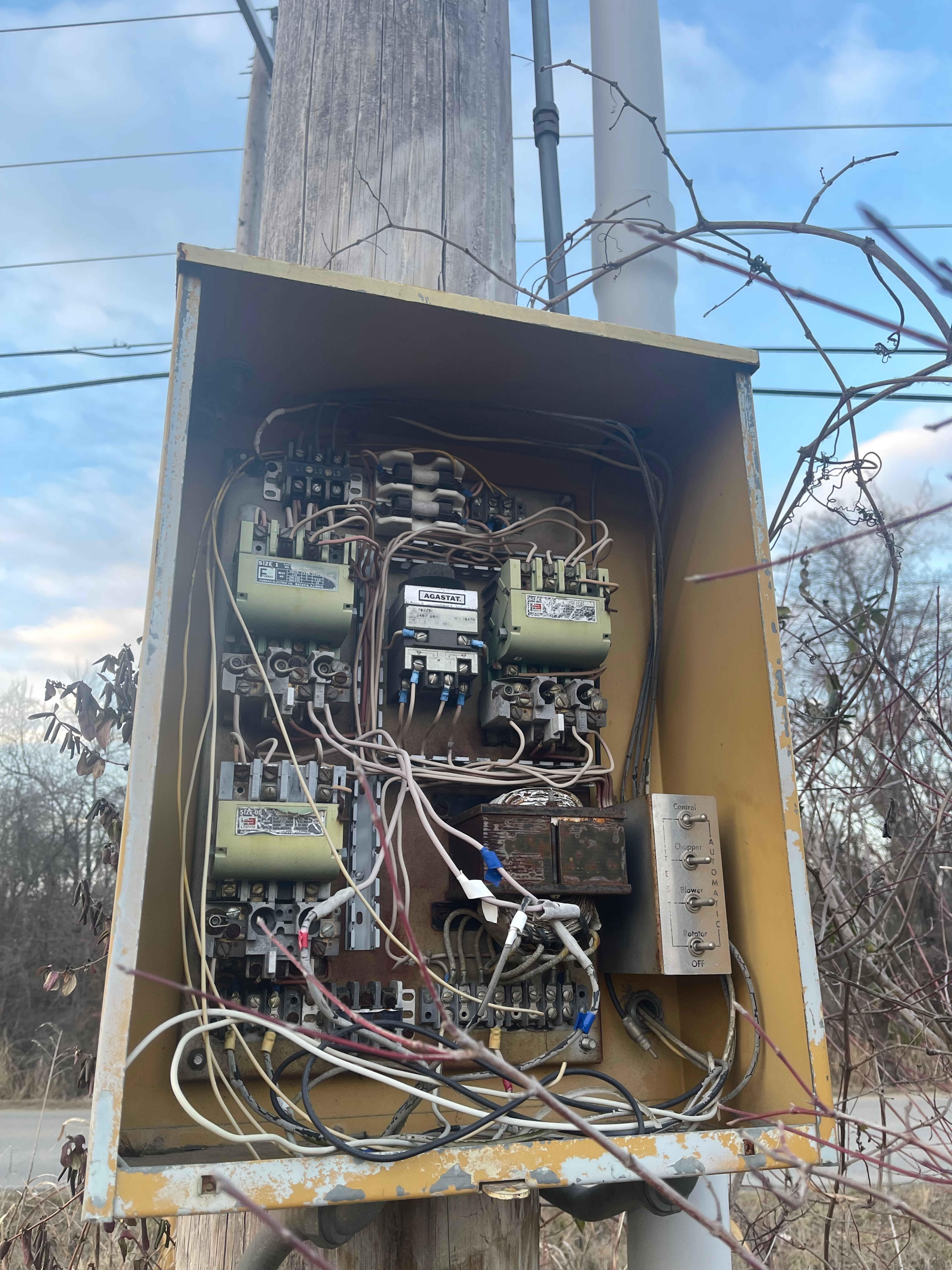
Date surplus approved by City Council/Trustees: _____

Date, Amount, and receipt of funds from Public Surplus:

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____









**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
JANUARY 3, 2022 6:00 P.M.**

The members of the Coweta City Council met in regular session on Monday, January 3, 2022 at 6:00 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

COUNCILMEMBERS PRESENT: Evette Young, Harold Chance, Naomi Hogue, Logan Brown.

COUNCILMEMBERS ABSENT: Randy Woodward.

I. CALL TO ORDER

The meeting was called to order by Mayor Young.

II. Pledge of Allegiance given

III. ROLL CALL

Roll call taken. Councilmembers were present as shown above.

IV. GENERAL CITY COUNCIL COMMENTS

There were no general comments.

V. CONSENT

Motion by Harold Chance, second by Logan Brown to approve the consent calendar items:

1. Minutes of the Coweta City Council Regular Meeting held on December 6, 2021.

Aye: Harold Chance
Logan Brown
Evette Young
Naomi Hogue

VI. Old Business

1. Fiscal Year 2020-2021 Audited Financial Statements and Operating Report

Anne Elfrink from Elfrink and Associates, PLLC presented the results of the annual audited financial report and operating report for the fiscal year ended June 30, 2021.

Motion by Evette Young, second by Harold Chance to acknowledge receipt of the fiscal year 2021 audit report.

Aye: Evette Young
Harold Chance
Naomi Hogue
Logan Brown

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
JANUARY 3, 2022 6:00 P.M.**

2. FY22 Audit Contract

Assistant City Manager Julie Casteen presented an engagement letter from Elfrink and Associates, PLLC to perform auditing services for fiscal year 2021-2022.

Motion by Harold Chance, second by Logan Brown to approve the engagement of Elfrink and Associates, PLLC to perform auditing services for fiscal year 2021-2022 in the amount of \$23,700.00 with half being paid by the Coweta Public Works Authority, and authorizing the mayor to accept and sign all documents.

Aye: Harold Chance
Logan Brown
Evette Young
Naomi Hogue

3. CDBG Engineering Agreement

Julie Casteen presented a contract with WDB Engineering P.L.L.C for engineering and construction management services related to Grant 18229 CDBG.

Motion by Harold Chance, second by Naomi Hogue to approve a contract with WDB Engineering P.L.L.C for engineering and construction management services related to Grant 18229 CDBG in an amount not to exceed \$30,000.00.

Aye: Harold Chance
Naomi Hogue
Logan Brown
Evette Young

4. Ordinance 853 – Subdivision Regulations

City Manager Roger Kolman presented proposed changes to the City of Coweta Subdivision regulations related to maintenance bond requirements. The proposed ordinance requires that developers provide surety for 50% of the entire cost of construction for all infrastructure to be dedicated to the public.

Motion by Harold Chance, second by Evette Young to adopt Ordinance 853, an ordinance of the City of Coweta, Oklahoma amending Section 12-401 of the Coweta City Code pertaining to the adoption of the City of Coweta Subdivision Regulations, specifically repealing all existing provisions of Chapter Five, Section 5.8 of the City of Coweta Subdivision Regulations related to maintenance bonds, adopting new provisions pertaining to maintenance bonds, providing for repeal, providing for severability, and declaring an emergency.

Aye: Harold Chance
Evette Young

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
JANUARY 3, 2022 6:00 P.M.**

Naomi Hogue
Logan Brown

5. Declaration of an Emergency Ordinance 853

Discussion was held regarding possible action declaring an emergency for Ordinance No. 853.

Motion by Harold Chance, second by Naomi Hogue, to declare an emergency for Ordinance No. 853, making it effective immediately upon passage and approval.

Aye: Harold Chance
Naomi Hogue
Logan Brown
Evette Young

6. Vernon Cemetery Pavilion

Roger Kolman presented a preliminary design and cost estimate for the replacement of the existing pavilion at the Vernon Cemetery. Discussion was held regarding possible design changes and relocating the pavilion to a different area of the cemetery.

Motion by Harold Chance, second by Naomi Hogue to table the item to the next meeting.

Aye: Harold Chance
Naomi Hogue
Logan Brown
Evette Young

7. Ordinance 848 – Ambulance Service

Roger Kolman presented proposed amendments to the Coweta City Code of Ordinances related to Ambulance services.

The proposed ordinance would allow all utility customers outside of the city limits to participate in the ambulance program or opt out if they choose to do so.

Other changes are proposed to clarify billing and appeal policies and procedures.

Motion by Harold Chance, second by Logan Brown, to adopt Ordinance 848, an ordinance of the City of Coweta, Oklahoma relating to Part 8, Health and Sanitation, Chapter 5, Ambulance Service, of the Code of Ordinances of the City of Coweta, Oklahoma, specifically repealing all existing provisions of Part 8, Health and Sanitation, Chapter 5, Ambulance Service, adopting new provisions pertaining to Ambulance Service, providing for repeal and declaring an emergency.

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
JANUARY 3, 2022 6:00 P.M.**

Aye: Harold Chance
Logan Brown
Evette Young
Naomi Hogue

8. Declaration of an Emergency Ordinance 848

Discussion was held regarding possible action declaring an emergency for Ordinance No. 848.

Motion by Harold Chance, second by Logan Brown, to declare an emergency for Ordinance No. 848, making it effective immediately upon passage and approval.

Aye: Harold Chance
Logan Brown
Evette Young
Naomi Hogue

VII. NEW BUSINESS

There was no new business.

VIII. ADJOURNMENT

Mayor Young adjourned the meeting at 6:24 p.m.

Evette Young, Mayor

Julie Casteen, City Clerk

**REVIEW OF EXPENDITURES FOR E911 FUND
FOR OCTOBER 1, 2021 THROUGH DECEMBER 31, 2021**

During the second quarter of the current fiscal year, the expenditures for the E911 Fund include:

Vendor	Description	Total Per Vendor
Windstream	911 Lines and Services	\$ 5,203.60
OSBI	ODIS Server	3,792.40
Computer Project of IL	Openfox Mobile Messenger	530.00
OK Dept of Public Safety	OLETS Annual Maintenance Fees	805.00
	Subtotal	10,331.00
	First Quarter Expenditures	22,997.10
	Total Year to Date Expenditures	\$33,328.10

Approved in open meeting of the City Council of the City of Coweta on this 7th day of February, 2022.

Evette Young, Mayor

ATTEST:

Julie Casteen, City Clerk

CITY OF COWETA
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2021

18 -E-911 FUND

% OF YEAR COMPLETED: 50.00

DEPARTMENT - E-911

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>200-MATERIALS AND SUPPLIE</u>						
18-5204.087 MINOR TOOLS & EQUIPMENT	<u>4,300</u>	<u>3,792.40</u>	<u>4,207.80</u>	<u>0.00</u>	<u>92.20</u>	<u>97.86</u>
TOTAL 200-MATERIALS AND SUPPLIE	4,300	3,792.40	4,207.80	0.00	92.20	97.86
<u>300-OTHER CHARGES/SERVICE</u>						
18-5300.087 OTHER SERVICES & CHARGES	2,200	0.00	0.00	0.00	2,200.00	0.00
18-5302.087 COMMUNICATIONS (TELEPHONE)	71,126	1,880.51	26,800.30	26,140.98	18,184.72	74.43
18-5305.087 TRAVEL & TRAINING	1,000	0.00	0.00	0.00	1,000.00	0.00
18-5325.087 CONTRACTED SERVICES	<u>5,000</u>	<u>0.00</u>	<u>2,320.00</u>	<u>1,993.35</u>	<u>686.65</u>	<u>86.27</u>
TOTAL 300-OTHER CHARGES/SERVICE	79,326	1,880.51	29,120.30	28,134.33	22,071.37	72.18
<u>400-CAPITAL OUTLAY</u>						
<u>500-NON-OPERATING</u>						
18-5503.087 LEASE PAYMENTS - PRINC	23,604	0.00	0.00	0.00	23,604.00	0.00
18-5504.087 LEASE PAYMENTS - INTEREST	<u>2,562</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,562.00</u>	<u>0.00</u>
TOTAL 500-NON-OPERATING	26,166	0.00	0.00	0.00	26,166.00	0.00
<u>TOTAL E-911</u>						
TOTAL E-911	109,792	5,672.91	33,328.10	28,134.33	48,329.57	55.98
<u>TOTAL EXPENDITURES</u>						
TOTAL EXPENDITURES	109,792	5,672.91	33,328.10	28,134.33	48,329.57	55.98
=====						
REVENUE OVER/(UNDER) EXPENDITURES	(11,742)	3,022.92	20,396.55	(28,134.33)	(4,004.22)	65.90
=====						

VENDOR SET: 01 CITY OF COWETA

BANK: ALL

FUND : 18 E-911 FUND

DEPARTMENT: 087 E-911 FUND

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/01/2021 THRU 12/31/2021

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-2210	WINDSTREAM	I-041665350 10/21	18 5302.087	COMMUNICATION: T1 LINE FOR DISPATCH	264979		405.75
01-2210	WINDSTREAM	I-041665350 11/21	18 5302.087	COMMUNICATION: T1 LINE FOR DISPATCH	265178		405.75
01-2210	WINDSTREAM	I-041700521 12/2021	18 5302.087	COMMUNICATION: E911 VPN&ROUTERS	265265		53.86
01-2210	WINDSTREAM	I-101098402 10/2021	18 5302.087	COMMUNICATION: DISPATCH/PHONE/VPN J	265082		1,193.41
01-2210	WINDSTREAM	I-101098402 10/21	18 5302.087	COMMUNICATION: DISPATCH/PHONE/VPN J	264870		1,192.72
01-2210	WINDSTREAM	I-101098402 12/21	18 5302.087	COMMUNICATION: DISPATCH/PHONE/VPN J	265266		1,193.41
01-2210	WINDSTREAM	I-101098803 10/15/21	18 5302.087	COMMUNICATION: DISPATCH PHONE ACCOU	264980		125.46
01-2210	WINDSTREAM	I-101098803 NOV21	18 5302.087	COMMUNICATION: DISPATCH PHONE ACCOU	265164		114.70
01-2210	WINDSTREAM	I-10198803 12/21	18 5302.087	COMMUNICATION: DISPATCH PHONE ACCOU	265329		112.79
01-2210	WINDSTREAM	I-162-010-7654	18 5302.087	COMMUNICATION: T1 LINE FOR DISPATCH	264771		405.75

VENDOR 01-2210 TOTALS 5,203.60

01-3112	OSBI	I-21-009369-E	18 5204.087	MINOR TOOLS &: SERVER, MONITOR, USB	265136		3,792.40
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VENDOR 01-3112 TOTALS 3,792.40

01-3538	COMPUTER PROJECT OF IL	I-21-10-10ME	18 5302.087	COMMUNICATION: OPENFOX MOB MESSENGE	264817		530.00
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VENDOR 01-3538 TOTALS 530.00

01-80	OKLAHOMA DEPT PUBLIC S	I-40-3200078	18 5302.087	COMMUNICATION: OLETS ANNUAL MAINTEN	264843		805.00
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VENDOR 01-80 TOTALS 805.00

DEPARTMENT 087 E-911 FUND TOTAL: 10,331.00

VENDOR SET 18 E-911 FUND TOTAL: 10,331.00

REPORT GRAND TOTAL: 10,331.00

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2021-2022	18 -5204.087	MINOR TOOLS & EQUIPMENT	3,792.40	4,300	319.43-	Y	
	18 -5302.087	COMMUNICATIONS (TELEPHONE)	6,538.60	71,126	18,186.72		
		TOTAL:	10,331.00				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
18 -087	E-911 FUND	10,331.00

18 TOTAL	E-911 FUND	10,331.00

** TOTAL **		10,331.00

NO ERRORS

SELECTION CRITERIA

VENDOR SET: 01 CITY OF COWETA
INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999
PAY DATE RANGE: 10/01/2021 THRU 12/31/2021
BANK: ALL
BUDGET: CB-CURRENT BUDGET
SEQUENCE: VENDOR NUMBER
REPORT TYPE: 1 LINE
TOTALS ONLY: NO
PRINT PROJECTS: NO
PRINT STUB COMMENTS: NO

DEPARTMENT OPTIONS

SEPARATE BY DEPARTMENT: YES
G/L RANGE: - THRU ZZZ-ZZZZZZZZZZZZZZ
DEPARTMENT RANGE: 087 THRU 087
PAGE BREAK BY DEPARTMENT: YES
CHECK RANGE: 000000 THRU 999999

** END OF REPORT **

Coweta Police Department
212 N Broadway Coweta, OK 74429
(918) 486-2121

ODIS Summary Report From 10/01/2021 - 12/31/2021

Booking Summary Report

Booking Record		
Inmate Booked 67		Inmate Released 68
Male	48	Male 49
Female	19	Female 19
Unknown	0	Unknown 0
Federal Inmate Booked 0		
Federal Inmate Released 0		
Booking Officer	Arresting Officer	Releasing Officer
Total Officer Name	Total Officer Name	Total Officer Name
2 CALICO, JEFF	4 FISHER, JOHNNY	1 DOLINA, DOUGLAS
8 FISHER, JOHNNY	3 FRALEY, SCOTT	9 FISHER, JOHNNY
8 JONES, NATHAN	9 JONES, NATHAN	1 FRALEY, SCOTT
2 KING, AUSTIN	3 KING, AUSTIN	5 JONES, NATHAN
6 LEAK, CLINTON	5 LEAK, CLINTON	6 LEAK, CLINTON
1 PASLAY, CURTIS	5 PASLAY, CURTIS	8 PASLAY, CURTIS
9 PICKETT, BOBBY	7 PICKETT, BOBBY	8 PICKETT, BOBBY
7 RICE, MATTHEW	8 RICE, MATTHEW	7 RICE, MATTHEW
6 WILKINSON, DALTON	3 UNDERWOOD, BRYAN	2 UNDERWOOD, BRYAN
18 WINTERS, NICHOLAS	4 WILKINSON, DALTON	4 WILKINSON, DALTON
67 GRAND TOTAL	16 WINTERS, NICHOLAS	17 WINTERS, NICHOLAS
	67 GRAND TOTAL	68 GRAND TOTAL

Incident Summary Report

Incident Record	
Incident Report Filed 201	
Sensitive Report	1

Classified Report 1
Report Approved 186

Offense Summary

Total Offense (IBR)

7	Assault - Aggravated
26	Assault - Simple
10	Burglary/Breaking and Entering
29	Burglary/Larceny/Theft - From Motor Vehicle
1	Civil - Other
3	Civil - Restraining Order
1	Counterfeiting/Forgery
11	Disorderly Conduct
16	Driving Under the Influence
4	Drug/Narcotics - Equipment Violations
5	Drug/Narcotics - Violations
7	Drug/Narcotics - Violations - Marijuana
4	Drug/Narcotics - Violations - Synthetic Narcotics - Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)
2	Drunkenness
1	Family - Domestic Affair
1	Family - Missing Person
1	Family - Other
2	Family Offenses, Non-violent
4	Fraud - Credit Card/Automated Teller Machine Fraud
4	Fraud - False Pretenses/Swindle/Confidence Game
1	Fraud - Impersonation
1	Health/Safety - Dumping Garbage
1	Health/Safety - Hazardous Material
8	Larceny/Theft - All Other
1	Larceny/Theft - From Building
1	Larceny/Theft - Of Motor Vehicle Parts or Accessories
6	Larceny/Theft - Shoplifting
9	Liquor Law Violations
59	Other Offenses - Non traffic
4	Public Peace - Animal Bites
5	Public Peace - Animal Other
2	Public Peace - Found Property
3	Public Peace - Mental Case

3	Public Peace - Other
7	Public Peace - Unattended Death
1	Robbery
4	Runaway
2	Sex - Forcible Fondling
1	Sex - Forcible Rape
6	Stolen Property - Receiving, Concealing, Etc
5	Stolen Vehicle/Motor Vehicle Theft
1	Suicide (Attempted/Completed)
11	Threats/Intimidation
62	Traffic - Direct Traffic
11	Traffic - Other
13	Vandalism/Destruction/Damage of Property
20	Warrants - For other Agency
29	Warrants - Local
1	Weapons Law Violations

417 GRAND TOTAL

Originating Officer Report

Total Originating Officer

2	BAUCOM, PHYLLIS
1	DOLINA, DOUGLAS
33	FISHER, JOHNNY
11	FRALEY, SCOTT
15	JONES, NATHAN
20	KING, AUSTIN
18	LEAK, CLINTON
3	MATTHEW, RICE
15	PASLAY, CURTIS
16	PICKETT, BOBBY
21	RICE, MATTHEW
2	UNDERWOOD, BRYAN
11	WILKINSON, DALTON
33	WINTERS, NICHOLAS

201 GRAND TOTAL

Total Report Filed

202

Total Reports Assigned to Detective 197

Total Reports Un-Assigned 5

Report Assigned To	Total Open Closed			Case Closed Detail	
BAUCOM, PHYLLIS	2	0	2	Closed By	Total
				Charges Filed	2
DOLINA, DOUGLAS	1	0	1	Closed By	Total
				Charges Filed	1
FISHER, JOHNNY	34	0	34	Closed By	Total
				Charges Filed	9
				Cleared - By Arrest	5
				Cleared - Referred	1
				Deactivated by Investigator After Follow-Up	19
FRALEY, SCOTT	9	1	8	Closed By	Total
				Charges Filed	1
				Cleared - By Arrest	1
				Cleared - By Exceptional	1
				Deactivated by Investigator After Follow-Up	5
JONES, NATHAN	15	2	13	Closed By	Total
				Charges Filed	3
				Cleared - By Arrest	9
				Cleared - By Exceptional	1
KING, AUSTIN	20	4	16	Closed By	Total
				Charges Filed	2
				Cleared - By Arrest	4
				Deactivated by Investigator After Follow-Up	7
				Deactivated by Supervisor Upon Review	3
LEAK, CLINTON	16	1	15	Closed By	Total
				Charges Filed	4
				Cleared - By Arrest	7
				Deactivated by Investigator After Follow-Up	1
				Deactivated by Supervisor Upon Review	2
PASLAY, CURTIS	15	1	14	Closed By	Total
				Charges Filed	2
				Cleared - By Arrest	8
				Deactivated by Investigator After Follow-Up	4

PICKETT, BOBBY	18	2	16	Closed By	Total
				Cleared - By Arrest	12
				Deactivated by Investigator After Follow-Up	4
RICE, MATTHEW	13	2	11	Closed By	Total
				Charges Filed	2
				Cleared - By Arrest	5
				Deactivated by Investigator After Follow-Up	3
RICE, MATTHEW	8	1	7	Closed By	Total
				Cleared - By Arrest	4
UNDERWOOD, BRYAN	2	0	2	Closed By	Total
				Cleared - By Arrest	1
				Deactivated by Investigator After Follow-Up	1
WILKINSON, DALTON	10	1	9	Closed By	Total
				Charges Filed	1
				Cleared - By Arrest	5
				Deactivated by Investigator After Follow-Up	3
WINTERS, NICHOLAS	34	0	34	Closed By	Total
				Charges Filed	5
				Cleared - By Arrest	18
				Deactivated by Investigator After Follow-Up	9
				Deactivated by Supervisor Upon Review	2
GRAND TOTAL	197	15	182		
Total Report Filed 202					
Total Open Cases 18					
Total Closed Cases 184					
Cleared By					Total
Charges Filed					32
Cleared - By Arrest					80
Cleared - By Exceptional					2
Cleared - Referred					1
Deactivated by Investigator After Follow-Up					56
Deactivated by Supervisor Upon Review					7
GRAND TOTAL					178

Citation Summary Report

Citation Record

Citation Filed (Exclude Warning) 337

Citation Warning Filed 169

Officer Violation Report (Include Warning Citation)

Officer Name	Violation	Total	Total Amount
BAUCOM, PHYLLIS (2)	Vicious, dangerous animals unlawful; permit and insurance for dangerous or vicious dogs; confinement	2	\$1,140.00
FISHER, JOHNNY GAGE (54)	47 O.S. § 11-601 - use required position & method of turning at intersections.	1	\$0.00
	Disobey Traffic Control	7	\$260.00
	Dog at Large	2	\$190.00
	Expired or No Vehicle Tag	3	\$170.00
	Failure to Yield	6	\$680.00
	Improper Lane Use	1	\$0.00
	Inattentive Driving	1	\$270.00
	No DL	1	\$270.00
	Petit Larceny	1	\$570.00
	Public intoxication	1	\$170.00
	Speeding - Business & Rural	25	\$2,315.00
	Speeding - School zone	4	\$540.00
	Vicious, dangerous animals unlawful; permit and insurance for dangerous or vicious dogs; confinement	1	\$570.00
FRALEY, SCOTT (11)	Disobey Traffic Control	1	\$130.00
	Dog at Large	4	\$380.00
	Improper Lane Use	2	\$130.00
	Possession of Alcohol by person under 21	1	\$170.00
	Speeding - Business & Rural	1	\$0.00
	Speeding - School zone	1	\$190.00
	Transporting Open Container	1	\$420.00
JONES, NATHAN (100)	47 O.S. § 11-309 - Violating rules for driving on roadways laned for traffic (single, double & triple lane roads).	1	\$270.00
	47 O.S. § 6-113(D) - Operates a motor vehicle in violation of license restrictions imposed on the driver.	1	\$270.00
	Defective equipment	10	\$270.00
	Disobey Stop Sign	2	\$0.00
	Disobey Traffic Control	3	\$390.00

	DL Required	1	\$370.00
	DUI Alcohol or Drugs	2	\$570.00
	DUS	2	\$1,140.00
	Expired or No Vehicle Tag	3	\$170.00
	FAILURE TO MAINTAIN LANE	1	\$0.00
	FAILURE TO MAINTAIN LANE 47-11-301	1	\$0.00
	IMPROPER DISPLAY LICENSE PLATE 47-1113	1	\$0.00
	Improper Lane Use	1	\$0.00
	IMPROPER LICENSE PLATE DISPLAY	1	\$130.00
	No Security Verification	3	\$960.00
	Petit Larceny	1	\$570.00
	Possession of CDS	1	\$570.00
	Reckless driving	2	\$570.00
	ROAD KILL	1	\$0.00
	Speeding - Business & Rural	58	\$4,183.00
	Speeding - School zone	2	\$480.00
	Transporting Open Container	1	\$420.00
	Unlawful riding	1	\$270.00
KING, AUSTIN (16)	Defective equipment	1	\$0.00
	Disobey Traffic Control	1	\$130.00
	DL Required	1	\$370.00
	Expired or No Vehicle Tag	4	\$680.00
	Failure to Yield	2	\$340.00
	Following to closely	1	\$0.00
	Improper Lane Use	1	\$130.00
	No Security Verification	1	\$320.00
	Petit Larceny	1	\$570.00
	Speeding - School zone	2	\$270.00
	Vehicle Not in Good Working Order	1	\$270.00
LEAK, CLINTON JACOB (29)	Defective equipment	2	\$0.00
	DL Required	1	\$370.00
	DUI Alcohol or Drugs	1	\$0.00
	DUS	2	\$570.00
	Expired or No Vehicle Tag	1	\$0.00
	Inattentive Driving	2	\$540.00
	Left of Center	1	\$130.00
	No Security Verification	1	\$0.00
	Speeding - Business & Rural	17	\$695.00

	Transporting Open Container	1	\$0.00
PASLAY, CURTIS RAY (39)	AGGRAVATED DUI	1	\$0.00
	Defective equipment	2	\$270.00
	Disobey Stop Sign	1	\$0.00
	Disobey Traffic Control	3	\$0.00
	DL Required	2	\$740.00
	DUI Alcohol or Drugs	4	\$0.00
	DUS	2	\$0.00
	Expired or No Vehicle Tag	4	\$510.00
	Failure to Yield	1	\$170.00
	Improper Lane Use	3	\$0.00
	IMPROPER TAG DISPLAY	1	\$0.00
	No Security Verification	1	\$0.00
	Poss of Marijuana	2	\$575.00
	Speeding - Business & Rural	11	\$270.00
	Transporting Open Container	1	\$0.00
PETERSON, RON (1)	Speeding - Business & Rural	1	\$201.00
PICKETT, BOBBY (58)	Defective equipment	8	\$270.00
	Disobey Stop Sign	1	\$0.00
	Disobey Traffic Control	2	\$260.00
	DL Required	4	\$1,480.00
	DUI Alcohol or Drugs	1	\$0.00
	DUS	4	\$1,710.00
	Expired or No Vehicle Tag	5	\$680.00
	FAIL TO MAINTAIN LANE	2	\$0.00
	FAILURE TO MAINTAIN LANE	1	\$0.00
	Failure to Yield	1	\$170.00
	Following to closely	1	\$0.00
	Left of Center	1	\$0.00
	No Seatbelt	1	\$20.00
	Poss of Marijuana	2	\$1,150.00
	Possession of CDS	3	\$1,145.00
	Possession of drug paraphernalia	2	\$425.00
	Public intoxication	1	\$170.00
	Speeding - Business & Rural	16	\$2,048.00
	Transporting Open Container	1	\$0.00
	UNSAFE LANE CHANGE	1	\$0.00

RICE, MATTHEW (37)	70 O.S. § 10-105(A) - Any parent, guardian neglects or refuses to compel child to attend school.	1	\$270.00
	Actual Physical Control	1	\$0.00
	Defective equipment	1	\$0.00
	Disobey Stop Sign	1	\$0.00
	Disobey Traffic Control	4	\$260.00
	DUI Alcohol or Drugs	1	\$0.00
	DUS	1	\$570.00
	Excessive Acceleration	2	\$260.00
	Expired or No Vehicle Tag	1	\$0.00
	Following too closely	1	\$0.00
	IMPROPER BACKING	1	\$130.00
	Inattentive Driving	2	\$540.00
	No Security Verification	1	\$320.00
	Poss of Marijuana	1	\$0.00
	Speeding - Business & Rural	15	\$1,947.00
	Speeding - School zone	3	\$570.00
RILEY, KAYLEA (1)	Speeding - Business & Rural	1	\$155.00
UNDERWOOD, BRYAN PAUL (13)	Expired or No Vehicle Tag	2	\$340.00
	No DL	1	\$0.00
	No Seatbelt	1	\$0.00
	No Security Verification	1	\$0.00
	Speeding - Business & Rural	7	\$1,091.00
	Speeding - School zone	1	\$270.00
WILKINSON, DALTON (65)	47 O.S. § 12-203 - Owning or operating a vehicle not equipped with at least two head lamps.	1	\$0.00
	Defective equipment	8	\$0.00
	Disobey Stop Sign	2	\$130.00
	Disobey Traffic Control	9	\$390.00
	DUI Alcohol or Drugs	3	\$0.00
	DUS	3	\$1,140.00
	Expired or No Vehicle Tag	4	\$510.00
	FAILURE TO YIELD TO EMERGENCY VEHICLES	1	\$0.00
	Improper Lane Use	1	\$0.00
	No DL	1	\$0.00
	No Security Verification	3	\$640.00
	Speeding - Business & Rural	27	\$2,084.00
	Transporting Open Container	1	\$0.00
	VIOLATION OF DL RESTRICTIONS	1	\$0.00

WINTERS, NICHOLAS (80)	21 O.S. § 1761.1(A) - Dumping trash on public or private property	1	\$0.00
	Altered Tag	1	\$270.00
	Defective equipment	1	\$0.00
	Disobey Stop Sign	1	\$130.00
	Disobey Traffic Control	5	\$520.00
	DL Required	1	\$370.00
	DUS	5	\$2,850.00
	EXPIRED DRIVERS LICENSE	1	\$270.00
	Expired or No Vehicle Tag	9	\$680.00
	EXPIRED TAG	1	\$170.00
	Fail to Signal	1	\$0.00
	Failure to Yield	2	\$340.00
	Following to closely	2	\$320.00
	ILLEGAL TINT	1	\$0.00
	Improper Lane Use	1	\$130.00
	IMPROPER TURN	1	\$130.00
	Inattentive Driving	3	\$540.00
	No DL	2	\$540.00
	No Security Verification	5	\$1,600.00
	OBSTRUCTION	1	\$270.00
	Poss of Marijuana	3	\$1,625.00
	Possession of Alcohol by person under 21	1	\$0.00
	Possession of CDS	3	\$1,710.00
	Possession of drug paraphernalia	4	\$1,700.00
	Speeding - Business & Rural	14	\$2,148.00
	Speeding - School zone	5	\$395.00
	Trespass prohibited	3	\$0.00
	Turning movements and required signals	2	\$130.00
GRAND TOTAL		506	\$66,272.00

Citation Payment Method Summary

Total Cash	\$0.00
Total Checks	\$0.00
Total Credit Cards	\$0.00
Total Money Orders	\$0.00
Total Other	\$0.00
Grand Total	\$0.00

Warrant Summary Report

Warrant Record

Warrant Issued 125

Warrant Served 30

Warrant Recalled 97

Warrant Issued

Total	Warrant Type	Bond Amount
15	Non Traffic - Filed by Citation	\$6,478.80
109	Traffic - Filed By Citation	\$32,928.45
124	GRAND TOTAL	\$39,407.25

Warrant Served

Total	Warrant Type	Bond Amount Served By
1	Traffic - Filed By Citation	\$570.00 A Mills
1	Traffic - Filed By Information	\$301.05 A. King #602
1	Non Traffic - Filed by Citation	\$756.00 B. Pickett
3	Traffic - Filed By Citation	\$1,839.00 B. Pickett
2	Traffic - Filed By Citation	\$525.00 B. Pickett # 402
5	Non Traffic - Filed by Citation	\$1,865.50 C. Leak #612
2	Traffic - Filed By Citation	\$408.00 C. Leak #612
3	Non Traffic - Filed by Citation	\$470.00 J. Fisher #604
1	Traffic - Filed By Citation	\$155.00 M.Rice #609
6	Non Traffic - Filed by Citation	\$2,251.25 N. Winters #603
2	Traffic - Filed By Citation	\$1,397.00 N. Winters #603
1	Non Traffic - Filed by Citation	\$666.90 Paslay 601
2	Traffic - Filed By Citation	\$1,080.00 Paslay 601
30	GRAND TOTAL	\$12,284.70

Warrant Recalled

Total	Warrant Type	Bond Amount Recalled By
2	Criminal Misdemeanor	\$1,428.30 ABIGAIL HOIG
4	Non Traffic - Filed by Citation	\$2,396.25 ABIGAIL HOIG
28	Traffic - Filed By Citation	\$9,786.35 ABIGAIL HOIG
1	Traffic - Filed By Information	\$237.30 ABIGAIL HOIG
4	Non Traffic - Filed by Citation	\$1,457.50 Beckie Price

50	Traffic - Filed By Citation	\$13,810.15 Beckie Price
6	Traffic - Filed By Information	\$2,460.85 Beckie Price
1	Non Traffic - Filed by Citation	\$505.00 Charissa Mathews
1	Traffic - Filed By Information	\$60.75 D. Wilkinson #610
97	GRAND TOTAL	\$32,142.45

Warrant Payment Method Summary

Total Cash	\$0.00
Total Checks	\$0.00
Total Credit Cards	\$0.00
Total Money Orders	\$0.00
Total Other	\$0.00
Grand Total	\$0.00

Protective Order Summary Report

Protective Order Record	
Protective Order Issued - Non Emergency	1
Protective Order Issued - Emergency	0

Civil Process Summary Report

Civil Process Record	
Civil Process Issued	0
Group By Process Type	Group By Court Type
No records found.	No records found.

Field Interview Summary Report

Field Interview Record	
Field Interview Issued	1
Group By Interviewed Officer	
Total Officer Name	
1	

1 GRAND TOTAL

Accident Summary Report

Accident Record

Accident Record	47
Accident with DUI	1
Accident with Hit & Run	3
Accident with Fatality	1

Radio Log Summary Report

Radio Log Record

Radio Log Record 11,170

Group By Call Type

Total	Initial Call Type
22	***OLETS***
15	***SYSTEM***
4	10-12 - ACO
4	10-12 - EMS
2	10-12 - FIRE
342	10-12 - INFORMATION
168	10-12 - POLICE
48	10-12 - RECORDS
42	10-21 - ACO
205	10-21 - EMS
65	10-21 - FIRE
2,370	10-21 - INFORMATION
898	10-21 - OUTGOING
710	10-21 - POLICE
4	10-21 - RECORDS
858	10-21 - TRANSFER
324	911 - EMS
19	911 - FIRE
382	911 - HANG UP

Group By Final Type

Total	Final Call Type
2,759	
163	***ACCIDENTAL***
5	***DETECTIVE***
1,641	***INFORMATION***
176	***SCHOOL RESOURCE OFFICER - INITIATED***
49	***SYSTEM***
899	***TRANSFER***
6	ABANDONED VEHICLE
3	ACCIDENT / CITY VEHICLE INVOLVED - SIGNAL 83
8	ACCIDENT / HIT AND RUN - SIGNAL 89
4	ACCIDENT / MAJOR / WITH INJURIES - SIGNAL 82
54	ACCIDENT / MINOR / NO INJURIES - SIGNAL 81
17	ACCIDENT / SERIOUSNESS UNKNOWN - SIGNAL 76
9	ACO-ANIMAL WELL FARE CHECK
16	ACO-SIG 30 ANIMAL
9	ALARM - AUDIBLE
13	ALARM - FIRE

233 911 - NON EMERGENCY

167 911 - POLICE

77 911 - TRANSFER

260 ACO RADIO CALL

45 DETECTIVE

20 EMS/FD RADIO CALL

3 FIRE MARSHALL

3,624 POLICE RADIO CALL

259 SCHOOL RESOURCE OFFICER-SRO

11,170 GRAND TOTAL

2 ALARM - HOLD UP

90 ALARM - INTRUSION

7 ALARM - MEDICAL ALERT

3 ALARM - PANIC

19 ALARM- SCHOOL

2 ANIMAL ABUSE

90 ANIMAL AT LARGE

2 ANIMAL BITE

2 ARREST/IN CUSTODY / 10-15

7 ASSAULT

15 ASSIST A CITIZEN

31 ASSIST ANOTHER AGENCY

7 ATL - ATTEMPT TO LOCATE

1 ATTEMPT TO SERVE

7 BURGLARY

4 CHECK FOR STOLEN OR WANTED / 10-29

491 CHECK REGISTRATION INFORMATION / 10-28

13 CHECK THE JUVENILES

76 CHECK THE WELLBEING

6 CHILD IN NEED OF SUPERVISION

1 CIVIL DISTURBANCE - SIGNAL 08

10 COS - CHECK TO YOUR OWN SATISFACTION

13 COURT

91 DINNER LOCATION - SIGNAL 07

51 DISTURBANCE

41 DOMESTIC VIOLENCE

12 DRIVER LICENSE CHECK/ WARRANT CHECK /
10-43/44

107 DRIVER LICENSE STATUS CHECK / 10-43

2 DRONE - UNION 1

1 ESCORT / 10-14

6 FATALITY - SIGNAL 30

16 FINGERPRINTS

79 FIRE / GAS LEAK

151 FOLLOW UP

12 FRAUD

160 FUEL

9	GENERAL QUESTIONS
3	HARASSMENT
3	ILLEGAL DUMPING
12	ILLEGAL PARKING
628	IN SERVICE / 10-8
39	INTOXICATED DRIVER - SIGNAL 88
5	INTOXICATED PEDESTRIAN - SIGNAL 87
10	LARCENY
5	LARCENY - FROM A VEHICLE
7	LARCENY OF A VEHICLE
1	LARCENY OF UTILITIES
3	MAN DOWN
531	MEDICAL EMERGENCY
3	MISSING PERSON
62	MOTORIST ASSIST / 10-26
2	NCIC RECOVERY
12	OFFICIALS/VISITORS PRESENT / 10-12
13	OPEN DOOR / 10-34
677	OUT OF SERVICE / 10-7
17	OUT OF SERVICE/SUBJECT TO CALL / 10-10
16	PEDESTRIAN CHECK
3	PICK UP PRISONER / 10-16
15	PROPERTY - FOUND
13	PROPERTY RELEASE
15	PROTECTIVE ORDER VIOLATION
2	RAPE
140	RECEIVE INFORMATION
47	RECKLESS DRIVER
31	RELEASE OF 10-15
3	ROAD RAGE
1	ROBBERY - ARMED
5	RUNAWAY
3	SEXUAL ABUSE
1	SHOOTING
5	SHOP LIFTING
1	SHOTS FIRED

11	SHOTS HEARD
19	SPECIAL EVENT
2	STALKING
1	SUBJECT POINTING A FIREARM
7	SUICIDAL SUBJECT
35	SUSPICIOUS ACTIVITY
41	SUSPICIOUS PERSON
58	SUSPICIOUS VEHICLE
14	THREATS
11	TRAFFIC CONTROL
30	TRAFFIC HAZARD
594	TRAFFIC STOP / 10-59
6	TRAINING
23	TRANSPORT
8	TRAPS
1	TRESPASSING
37	TROUBLE UNKNOWN
7	TRUANCY
2	UUMV - UNAUTHORIZED USE OF A MOTOR VEHICLE
10	VANDALISM
117	WARRANT CHECK / 10-44
240	WATCH ORDER/SECURITY CHECK
94	WEATHER UPDATE / STATUS

11,170 GRAND TOTAL



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Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, Assistant City Manager

Re: FY22-23 Budget Calendar

Date: February 7, 2022

BACKGROUND

In order to maintain compliance with the Municipal Budget Act (O.S. 11-17-201 et seq.), the City's annual budget process must follow certain guidelines, including taking certain actions within certain time frames. To that end, staff requests the Council to approve a budget calendar each year to help keep the City on track to complete the budget process. The proposed calendar is as follows:

- May 2 – Budget draft to be presented for discussion at the May 2, 2022 Council Meeting
- May 20 – Submission of final Proposed Budget to Council
- May 25 – Publication of Budget Summary and Notification of Public Hearing
- June 6 – Public Hearing on the Budget
- June 6 – Adoption of the Budget

The process has already begun at the staff level, with personnel budget estimates and estimates of revenues underway. Once the base budget has been established, department heads will begin working on their discretionary expenditure budgets. A draft of the budget will be prepared for the Council to review and discuss at the budget workshop in late April.

STAFF RECOMMENDATION

Staff recommends that the City Council annually adopt a budget calendar.

ATTACHMENTS:

Budget Calendar

CITY OF COWETA
BUDGET CALENDAR FOR FISCAL YEAR 2023

2/1/2022

ACTION	PARTIES INVOLVED	LEGAL DEADLINE	ACTUAL DEADLINE
Prepare FY23 revenue estimates and FY22 revenue projections for all funds	Julie Casteen	N/A	February 25 (Friday)
Prepare FY23 preliminary (base) budget estimate for operating funds	Julie Casteen	N/A	March 7 (Monday)
Set up worksheets into Incode and send to Dept Heads	Julie Casteen	N/A	March 8 (Tuesday)
Department Budget Worksheets submitted to Assistant City Manager	Department Heads	N/A	March 28 (Monday)
Meet with Dept Heads	Julie/Roger	N/A	April 11-12 (Mon-Tue)
Final draft Fiscal Year 2023 budget document for all funds	Julie Casteen	N/A	April 27 (Wednesday)
Budget Workshop	City Council/ City Manager/Dept Heads	N/A	May 2 (Monday)
Notice of budget hearing deadline to Newspaper	Julie Casteen	Friday prior to Wednesday Publication	May 20 (Friday)
Prepare Final Proposed Budget summaries of revenues by source, summary of expenditure by department to submit to City Council	Julie Casteen	Not less than 30 days prior to the beginning of the budget year	May 20 (Friday)
Publish notice of budget hearing & have draft budgets available to public in City Clerks' Office	Julie Casteen	Not less than 5 days prior to day of the hearing	May 25 (Wednesday)
Public Hearing	City Council/Julie Casteen	Not less than 15 days prior to the beginning of the new budget year	June 6 (Monday)
City Council/Trusts will consider adoption of the FY23 budget	City Council/Trusts	Not less than 7 days prior to the beginning of the new budget year	June 6 (Monday)
Print & File adopted budget with Oklahoma State Auditors Office	Julie Casteen	Within 30 days of the first day of the new budget year	July 14 (Monday)
		Legal Deadlines to Remember: June 1 - Submit budget to City Council June 9 - Publish notice of public hearing June 14 - Public Hearing June 23 - Budget Adoption July 30 - Budget filed with OK State Auditors Office Within 15 days of filing with State Auditor, any taxpayer may protest alleged irregularities (sinking fund appropriations only)	

FY 23 Budget Calendar

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
	City Council/ Trust Meetings	ONE FOR COWETA SPECIAL ELECTION				
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	City Offices Closed for Presidents Day				Revenue Projections	
27	28	1	2	3	4	5

FY 23 Budget Calendar

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1	2	3	4	5
6	7	8	9	10	11	12
	City Council/ Trust Meetings	Send worksheets to Dept Heads				
	Prepare Base Budget				Spring Break	
13	14	15	16	17	18	19
	Spring Break					
20	21	22	23	24	25	26
27	28	29	30	1	2	3
	Worksheets Due From DH		ICSC Dallas			

FY 23 Budget Calendar

April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	City Council/ Trust Meetings					
10	11	12	13	14	15	16
	Preliminary meetings with Dept Heads				GOOD FRIDAY HOLIDAY	
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			Preliminary Budget Draft			

FY 23 Budget Calendar

May 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	City Council/ Trust Meetings/ Budget Workshop					
8	9	10	11	12	13	14
15	16	17	18	19	20	21
					Public Notice to Newspaper; Budget Summaries to Council	
22	23	24	25	26	27	28
			Notice of Public Hearing Published			
29	30	31	1	2	3	4
	MEMORIAL DAY HOLIDAY					

FY 23 Budget Calendar

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
			Legal deadline for submitting proposed budget to City Council			
5	6	7	8	9	10	11
	City Council/ Trust Meetings			Legal deadline for budget public hearing notice		
	BUDGET HEARING/ ADOPTION					
12	13	14	15	16	17	18
		Legal deadline for budget public hearing			Print & File Adopted Budget w/ State Auditor	
19	20	21	22	23	24	25
				Legal deadline for budget adoption		
26	27	28	29	30	1	2



Quotation

Customer

City of Coweta Fire Department (Account #219516376)

PO Box 850
Coweta, OK, 74429-0850

Attention: JERRY BURTNER

Phone: (918) 279-7212

Quote # 360949

Quote Effective Date
12/09/2021

Pricing Effective Through
03/31/2022

Line	Item #	Description	UOM	Qty	Unit Price	Ext. Price
1	OKCOWE00003	S25 17TG COAT KHAKI	EA	1	\$1,434.00	\$1,434.00
		TPP 42.8				
		THL 281.7				
2	OKCOWE00004	S25 17TG PANT KHAKI	EA	1	\$964.00	\$964.00
		TPP 42.8				
		THL 281.7				
3	OKCOWE00005	LTO 17ID COAT KHAKI MPE	EA	1	\$1,160.00	\$1,160.00
		TPP 38.2				
		THL 298				
4	OKCOWE00006	LTO 17ID PANT KHAKI MPE	EA	1	\$768.00	\$768.00
		TPP 38.2				
		THL 298				

Totals:
Quote Total: \$4,326.00

Notes:

All Quoted Pricing is evaluated after 60 days and may be subject to a Price Adjustment based on manufacturer increases and/or market conditions.

All pricing is in US Dollars.

Pricing does not include freight charges or state sales tax (if applicable) unless otherwise noted.

No other offers or discounts apply to quoted pricing.

If you have any questions regarding this quote contact me:

Clay Carter, Field Sales Account Manager

To place an Order, call: (800) 631-1246 or Fax: (800) 635-1591



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Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, Assistant City Manager

Re: Fair Housing— Resolution 2022-01

Date: February 7, 2022

BACKGROUND

As a recipient of Community Development Block Grant (CDBG) funds, we are required to demonstrate that we are affirmatively furthering fair housing on a continual basis within the City of Coweta.

STAFF RECOMMENDATION

Staff recommends passing a resolution which proclaims April as Fair Housing Month in the City of Coweta, mirroring National Fair Housing Month.

ATTACHMENTS:

Resolution 2022-01

**CITY OF COWETA, OKLAHOMA
RESOLUTION 2022-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA,
OKLAHOMA PROCLAIMING APRIL AS FAIR HOUSING MONTH.**

WHEREAS, in April of 1968, one of the Nation’s most important pieces of civil rights legislation – Title VIII of the Civil Rights Act of 1968 – was adopted by the U.S. Congress; and

WHEREAS, Title VIII prohibits a wide range of discriminatory housing practices; and

WHEREAS, the Fair Housing Amendments Act of 1988 strengthens the mandate to each community to affirmatively further fair housing; and

WHEREAS, communities receiving Community Development Block Grant funds are uniquely situated to positively impact housing opportunities; and

WHEREAS, in affirmatively furthering fair housing, CDBG communities are required to actively promote wider housing opportunities for all racial and ethnic groups while maintaining a nondiscriminatory environment in all aspects of the public and private housing market within their jurisdiction.

NOW, THEREFORE, BE IT RESOLVED BY THE COWETA CITY COUNCIL that the City Council of the City of Coweta wholeheartedly proclaims April as Fair Housing Month in Coweta, Oklahoma.

PASSED BY THE CITY COUNCIL FOR THE CITY OF COWETA, OKLAHOMA, and signed by the Mayor this 7th Day of February, 2022.

Evette Young, Mayor

Attest:

Approved as to form:

Julie Casteen, City Clerk

Ronald D. Cates, City Attorney



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Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, Assistant City Manager

Re: CDBG Section 3 Plan – Resolution 2022-02

Date: February 7, 2022

BACKGROUND

The City of Coweta was awarded a contract from the Oklahoma Department of Commerce, Community Development Block Grant as 18229 CDBG 21, and is required by the Oklahoma Department of Commerce and Section 3 of the Housing and Urban Development Act of 1968 to adopt a Section 3 Plan.

The Section 3 Plan is intended to ensure, to the greatest extent feasible, that training and employment opportunities generated by the U.S. Department of Housing and Urban Development projects be given to low-income residents of the Section 3 project area, and that contracts for work in connection with this project be awarded to qualified Section 3 Business Concerns.

STAFF RECOMMENDATION

Staff recommends passing Resolution 2022-02 adopting the Community Development Block Grant Section 3 Plan as required by the Housing and Urban Development Act of 1968.

ATTACHMENTS:

Resolution 2022-02

**CITY OF COWETA, OKLAHOMA
RESOLUTION 2022-02**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA ADOPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT SECTION 3 PLAN AS REQUIRED BY THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968.

WHEREAS, the City of Coweta has been awarded a contract from the Oklahoma Department of Commerce, State CDBG Water/Wastewater Construction as 18229 CDBG 21; and

WHEREAS, The City of Coweta is required by the Oklahoma Department of Commerce and Section 3 of the Housing and Urban Development Act of 1968 to adopt a Section 3 Plan; and

WHEREAS, the Section 3 Plan is intended to ensure, to the greatest extent feasible, that training and employment opportunities generated by the U.S. Department of Housing and Urban Development projects be given to low-income residents of the Section 3 project area and that contracts for work in connection with this project be awarded to qualified Section 3 Business Concerns; and

WHEREAS, it is the intention of the City of Coweta to implement its Water/Wastewater Construction project activities in accordance with all program regulations including the said Section 3 requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE COWETA CITY COUNCIL that the City Council of the City of Coweta adopts the State CDBG Water/Wastewater Construction Section 3 Plan, which is attached hereto as “Attachment A” and made a part hereof.

PASSED BY THE CITY COUNCIL FOR THE CITY OF COWETA, OKLAHOMA, and signed by the Mayor this 7th Day of February, 2022.

Evette Young, Mayor

Attest:

Approved as to form:

Julie Casteen, City Clerk

Ronald D. Cates, City Attorney

ATTACHMENT A

SUB-RECIPIENT SECTION 3 PLAN

The City of Coweta agrees to implement affirmative steps to comply with the Section 3 requirements set forth at 24 CFR 75 directed at increasing the utilization of lower income residents and businesses within project site.

- | | |
|----|---|
| A. | To implement Section 3 requirements by seeking the assistance of local officials in determining the exact boundaries of the applicable project area. |
| B. | To attempt to recruit from within the City/County the necessary number of lower income residents through local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area. |
| C. | To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists |
| D. | To insert this Section 3 plan in all bid documents, and to require all bidders to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals |
| E. | To ensure that all appropriate project area business concerns are notified of pending sub contractual opportunities |
| F. | To maintain records, including copies of correspondence, memoranda, etc., which document that all the above affirmative action steps have been taken. |
| G. | To appoint or recruit an executive official as Equal Opportunity Officer (EOO) to coordinate the implementation of this Section 3 plan |
| H. | To list all permanent workforce for this project by job title |
| I. | To list all projected workforce needs for this project by job classification and time frame for potential hire. |

As officer and representative of the City of Coweta, the undersigned, I have read and fully agree to the above and become a party to the full implementation of this program.

Evette Young, Mayor

Signature

Date



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Memorandum

To: Honorable Mayor and City Council
From: Roger Kolman, City Manager
Re: Public Utility Easement
Date: 2/07/2022

BACKGROUND

The sanitary sewer improvements along Highway 51 at 321st E Avenue will run partially across privately owned property and therefore utility easements are necessary for the city to be able to access those public sanitary sewer improvements.

STAFF RECOMMENDATION

Staff recommends the City Council adopt Resolution 2022-03, accepting a public utility easement.

ATTACHMENTS

Resolution 2022-03

RESOLUTION NO. 2022-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA ACCEPTING THE DEDICATION OF A PUBLIC UTILITY EASEMENT LOCATED WITHIN SECTION 17, TOWNSHIP 17 NORTH, RANGE 16 EAST OF THE INDIAN BASE AND MERIDIAN, WAGONER COUNTY, STATE OF OKLAHOMA.

WHEREAS, a utility easement is necessary for the construction and maintenance of a public sanitary sewer line to serve the Indian Capital Technology Center campus, and

WHEREAS, the City of Coweta accepts public utility easements by resolution or ordinance.

THEREFORE, BE IT RESOLVED by the City Council of the City of Coweta, Oklahoma that:

Section 1. The public utility easement, as further described on Exhibit A attached hereto and made a part of this Resolution, is hereby accepted by the City of Coweta.

This Resolution is approved in open meeting by the City Council of the City of Coweta on this 7th day of February 2022.

Evette Young, Mayor

ATTEST:

Julie Casteen, City Clerk

APPROVED:

Ronald D. Cates, City Attorney

Exhibit A

PERMANENT EASEMENT

KNOW ALL MEN BY THESE PRESENTS that the undersigned _____, hereinafter called grantors, for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration, receipt of which is hereby acknowledged, do(es) hereby grant and convey unto the City of Coweta and the Coweta Public Works Authority, a public utility, a permanent easement over the following described property situated in Wagoner County, Oklahoma, to wit:

A 20' utility easement; said easement being 10' on both sides of the further describe line:

Starting at the NE corner of the SE/4 of section 17, T-17-N, R-16-E; Thence due South a distance of 171.63'; thence due West a distance of 1,316.06' to the point of beginning (POB); Thence S86°04'10"W a distance of 381.61'; thence S86°00'37"W a distance of 279.17' to the point of ending. Said easement being 10' on both sides of described centerline and containing an area of 0.30 acres MOL.

of which the City of Coweta and the Coweta Public Works Authority is sole beneficiary; for the exclusive purpose of construction, maintaining, and operating a Sanitary Sewer Line and other public utilities and appurtenances thereto, over, through and upon the same.

With right of ingress and egress to and from said land and premises for the sole purpose of construction, maintaining, and operating said potable water line, a public utility, and appurtenances thereto, over, through, and upon the same.

Should the grantee abandon the permanent easement and right-of-way for the purposes above stated, then the said easement shall revert to the grantor, its successors and/or assigns,

Dated this _____ day of _____, 20____.

By: _____

STATE OF OKLAHOMA, COUNTY OF WAGONER, SS.

This instrument was acknowledged before me on this ____ day of _____, 20____.

My Commission Expires: _____

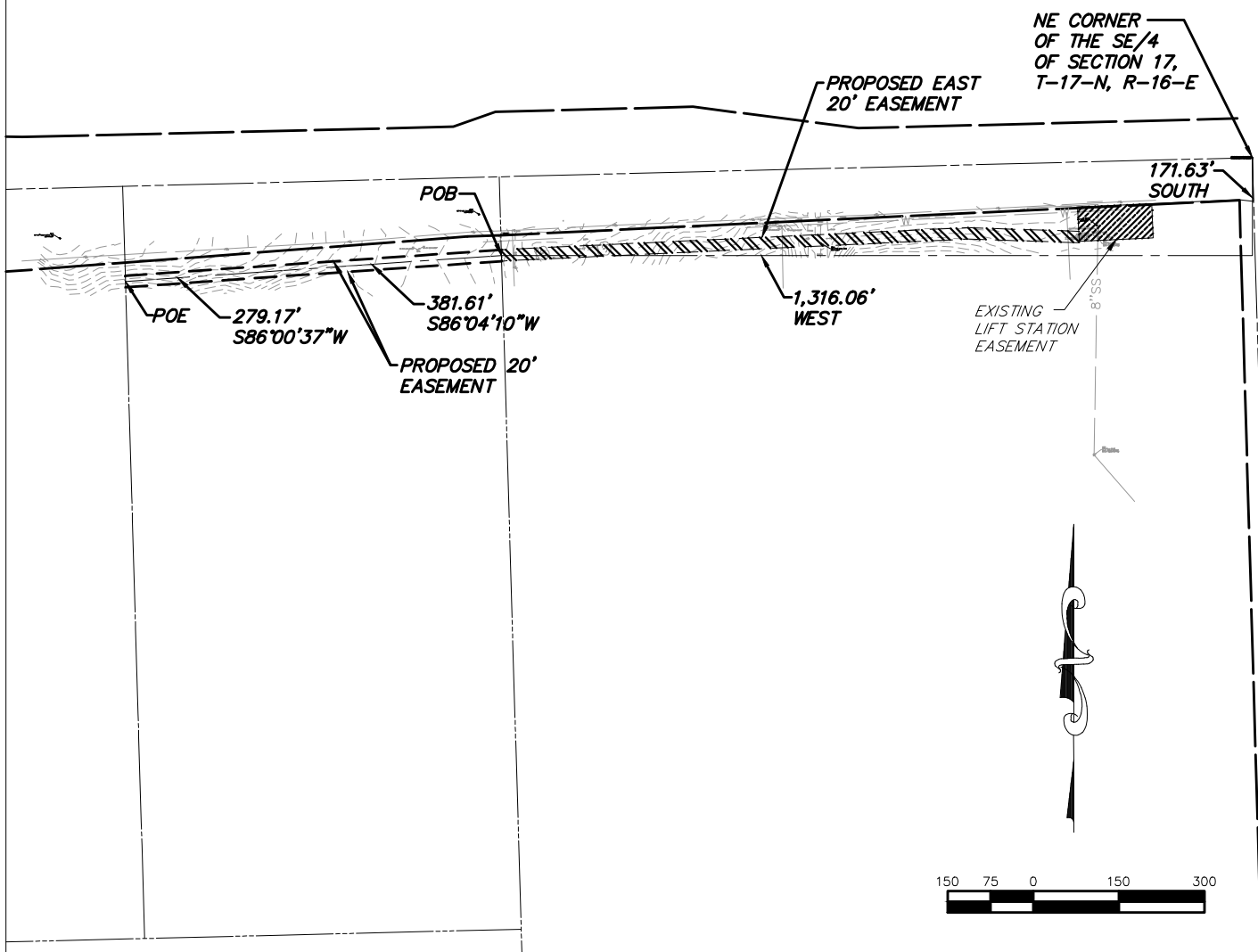
Notary Public

My Commission No. _____

ACCEPTED by the City Council

this _____ day of _____, 20____.

City Manager



WDB ENGINEERING PLLC 6330 S.E. 74TH STREET OKC, OK 73135 PH: 405-741-7090 CERTIFICATE OF AUTHORIZATION: #3987 EXP: 6-30-2021		
CITY OF COWETA AND THE COWETA PWA S.S. LINE & LIFT STATION IMPROVEMENTS		
DATE: 5/28/21	APPROVED BY	DRAWN BY SK
PROPOSED WEST EASEMENT 8" GRAVITY SEWER LINE		
WDB ENGINEERING P.L.L.C.		SHEET NUMBER