

Memorandum

Date: June 9, 2023
To: Mayor and Council Members
From: Lisa Taylor, City Manager
RE: Report

Greetings, Mayor and Council Members

At this time, I want to share the following updates:

- **Audit Information** – We have received the FY 21-22 Annual Auditor Report. By now, I hope you have had a chance to review the report. It will be on the council agenda next week. Please let us know if you have any questions.
- **Budget** – The Proposed FY 23-24 Budget will be on the Council Agenda under Public Hearings. Once the Public Hearing closes, Council will have an opportunity to approve the budget. Please let me know if you have any further questions and our team will get answers to you. If the budget is not approved during the regular council meeting on Tuesday, we will need to schedule a special meeting for later this month.
- **Water Rates** – The fee schedule update has been added to the Council agenda. It is the same fee schedule proposal and resolution that was discussed during the April 2023 council meeting. Please let us know if you have any questions and we will get answers to you.
- **Collective Bargaining Agreements (CBA)** – The City of Durant has Collective Bargaining Agreements with the Fraternal Order of Police Union Lodge 113, as well as with the International Association of Firefighters, Union 3061. Negotiations updates will be provided to Council Members during Executive Session at the June Council Meeting.
- **Open Records Requests** – The IT Department has been working to push out ORR fulfillment. Of note, I have assigned future reviews for redaction to our Court Clerk. This should assist with processing ORR's in a timelier manner.
- **University Project** – The project is on track. This week, Schiralli Construction poured five driveways, 200 linear feet of sidewalk and 50 linear feet of curb and gutter. The schedule for the following week is as follows: Monday - demo and prep the last drive and backfill /prep phase 1 for sod; Tuesday - pour sidewalk and the last drive; Wednesday-Friday - close the intersection of Estelle and sawcut, demo, form, and pour (If permittable) structure 11.
- **Employee Management** – HR Solid Foundation conducted the second of three training days for our team. Workshops included harassment, discrimination, workers compensation claims, FMLA and some basic elements of employee discipline. We will continue training with HR Solid over the next week in order to come into compliance with Federal labor laws. Next steps with HR Solid include development of various HR/employee policies and procedures. Of note, HR Solid Foundation will be providing HR Management Services under contract until June 30, 2023 at a cost of \$2,400. This will include a minimum of twelve hours on-site and round the clock availability to our team

via phone. Crawford and Associates is conducting payroll services at this time, and will onboard the payroll clerk once the position has been filled. Interviews for both positions are ongoing, and we hope to make offers soon.

- Department Reports – Department reports will be published by COB on June 5. Please let us know if you have any questions or if there is additional information you would like to see in the reports.

Please let me know if you have any questions or concerns.

Thank you

LT

Lisa Taylor
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