

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 INDUSTRIAL AUTHORITY**

**4:00 PM**

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

**April 6, 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 March 2, 2021
- b. Consider Approval of Financial Report
- c. Consider Approval of Claims

#### **2. Consider Items Removed from Consent**

#### **3. Information Items**

- a. Executive Director Report

#### **4. Administration**

- a. Consider Hiring a Grant Consultant
- b. Consider Award of Bid for Grant Consultation Services
- c. Consider Approval of Merging Durant Industrial Authority Website with the newly designed City of Durant Economic Development Website.
- d. Consider Approval of 2021-22 Budget
- e. Consider Expenditure of Funds on Social Media Development and Marketing Campaign

#### **5. Executive Session**

- a. Consider Executive Session for discussing the purchase or appraisal of real property. This Executive Session Authorized by Title 25, Section 307 (B)(3) of the Oklahoma State Statutes.
- b. Enter Executive Session
- c. Return from Executive Session
- d. Consider Action Pursuant to Item 5a.

**6. New Business**

**ADJOURNMENT**

**CERTIFICATE**

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the Nth day of MONTH, YEAR and that an agenda of said meeting was posted at the place of such meeting at HH:MM a.m. on the Nth day of MONTH, YEAR.

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Cynthia J. Price, City of Durant

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 4th day of August, 2020 and that an agenda of said meeting was posted at the place of such meeting at 2:45 p.m. on February 26th, 2021.

**MINUTES OF THE REGULAR MEETING OF THE DURANT INDUSTRIAL AUTHORITY OF  
March 2nd, 2021 AT 4:00 PM, Roscoe J. Hatfield Council Chambers, 300 West Evergreen,  
Durant, Oklahoma**

**1) Call to Order**

Chairman Chris Pierce called the meeting to order at 4:02 p.m.

**2) Roll Call**

Present:

Trustee Edwin Boothe  
Trustee Steve Brittingham  
Trustee Brandon Johnson  
Trustee Jeff Shattuck  
Trustee Ashley Stuteville  
Vice Chairman Jeff Hammock  
Chairman Chris Pierce  
Advisory Member Tammye Gwin

Absent:

None

**3) Opening Invocation**

Trustee Shattuck provided the invocation.

**4) Consideration and Action – Approval of Minutes of Regular Meeting of February 2nd, 2021**

Motion was made by Vice Chairman Hammock and seconded by Trustee Johnson to approve the regular called meeting minutes of February 2nd, 2021.

Ayes: Boothe, Brittingham, Johnson, Shattuck, Stuteville, Hammock, Pierce

Nay: None      Abstain: None

**5) Review of Industrial Authority Financial Reports**

Trustee Johnson reviewed the Financial Reports stating that the only expense other than the normal reimbursements was an I.T. service charge in the 020 account.

**6) Consideration and Action – Durant Industrial Authority Claims**

No action necessary.

**7) Consider Executive Session for discussing the purchase or appraisal of real property (CJ-2019-148) (This Executive Session Authorized by Title 25, Section 307 (B)(3) of the Oklahoma State Statutes).**

**a. Enter Executive Session**

Motion was made by Vice Chairman Hammock and seconded by Trustee Stuteville to enter executive session.

Ayes: Boothe, Brittingham, Johnson, Shattuck, Stuteville, Hammock, Pierce

Nay: None      Abstain: None

**b. Return from Executive Session**

Motion was made by Trustee Shattuck and Trustee Brittingham to return from executive session.

Ayes: Boothe, Brittingham, Johnson, Shattuck, Stuteville, Hammock, Pierce

Nay: None      Abstain: None

**c. Consider action pursuant to the purchase or appraisal of real property.**

Motion was made by Vice Chairman Hammock and seconded by Trustee Stuteville to move forward with the decision made in Executive Session.

Ayes: Boothe, Brittingham, Johnson, Shattuck, Stuteville, Hammock, Pierce

Nay: None      Abstain: None

**8) Information Items**

**a. Executive Director's Report**

Executive Director Lisa Taylor reported working on company expansions and recruitment efforts. The City's Economic Development website being created by Marketing Alliance is in the process of being developed with hopes of the website being live within the next month or so. CGI is working on the Economic Development videos that will be displayed on the City's website. RFQ for grant writing consultant is out and hopes to have a recommendation for the Authority Board by the next DIA meeting. Ms. Taylor will be inviting the new Secretary of Commerce soon to visit Durant, does not have a set date yet.

**9) New Business**

There was no new business.

**10) Adjournment**

Motion was made by Vice Chairman Hammock and seconded by Trustee Boothe to adjourn the meeting.

Ayes: Boothe, Brittingham, Johnson, Shattuck, Stuteville, Hammock, Pierce

Nay: None      Abstain: None

# Durant Industrial Authority

Cash Balance:	2/28/2021	2/28/2021
Fund 110	\$2,184,562.45	
Fund 020	\$1,845,408.07	

<b>FUND 110</b>		
Income Statement	2/28/2021	20/21 Budget
BEGINNING BAL.		\$2,642,219.00
Total Revenue	\$765,697.92	\$1,000,500.00
Total Expenses	\$1,093,022.64	\$1,127,034.00
FUTURE PROJECTS		\$2,515,685.00
Change in Net Position	(\$327,324.72)	

<b>FUND 020</b>		
Income Statement	2/28/2021	20/21 Budget
BAL FORWARD		\$850,573.00
Total Revenue	\$1,167,344.11	\$1,212,480.00
Total Expenses	\$156,326.14	\$1,273,853.00
Contingency Reserve		\$789,200.00
Change in Net Position	\$1,011,017.97	

**DURANT INDUSTRIAL AUTHORITY - FUND 020**  
**CLAIM ON POOLED CASH STATEMENT**

February 28, 2021

<b>RECEIVE:</b>	<b>CURRENT MONTH</b>	<b>TOTAL</b>
PRIOR MONTH BALANCE		\$1,057,157.35
DIA ED Loan Repayment-Eagle Suspension	\$1,666.48	\$1,666.48
DIA ED Loan Repayment-Earth Biofuel	\$1,312.50	\$1,312.50
DIA ED Loan Repayment-	\$1,666.67	\$1,666.67
DIA Property Lease	\$0.00	\$0.00
Misc. Revenue-Donation	\$0.00	\$0.00
TIF#3 19 TUBACEX TAX REVENUE	\$0.00	\$0.00
Transfer from ED for Land & Project		\$0.00
Transfer from ED for Debt Service Payment	\$8,502.83	\$8,502.83
<b>TOTAL RECEIVE</b>	<b>\$13,148.48</b>	<b>\$1,070,305.83</b>

<b>PAYMENT:</b>	<b>CURRENT MONTH</b>	<b>TOTAL</b>
A/P REIMBUSE	\$1,676.07	\$1,676.07
Reverse Earth Biofuel	\$1,312.50	\$1,312.50
IT Service Fees	\$895.83	\$895.83
Transfer to DIA checking account	\$10,940.15	\$10,940.15
		\$0.00
		\$0.00
<b>TOTAL EXPENSES</b>	<b>\$14,824.55</b>	<b>\$14,824.55</b>

ACCOUN BALANCE \$1,055,481.28

TRANSFER FROM CLAIM ON POOLED TO DIA CHECKING ACCOUNT TRSF DATE

8/01/2020-8/30/2020 Claim on Pooled	\$10,801.47	10/2/2020 #2888126
9/01/2020-9/30/2020 Claim on Pooled	\$11,022.60	10/20/2020 #2960096
10/01/2020-10/31/2020 Claim on Pooled	\$10,517.64	11/23/2020 #3094748
11/01/2020-11/30/2020 Claim on Pooled	\$11,289.17	12/21/2020 #3213259
12/01/2020-12/31/2020 Claim on Pooled	\$49,023.52	1/26/2021 #3359058
01/01/2021-01/31/2021 Claim on Pooled	\$10,940.15	2/24/2021 #3479218
02/01/2021-02/28/2021 Claim on Pooled	\$9,246.08	3/26/2021 #3630764
03/01/2021-03/31/2021 Claim on Pooled		
04/01/2021-04/30/2021 Claim on Pooled		
05/01/2021-05/31/2021 Claim on Pooled		
06/01/2021-06/30/2021 Claim on Pooled		

YTD Transfer \$112,840.63



# DURANT INDUSTRIAL AUTHORITY - FUND 020

## INCOME & EXPENSE STATEMENT

66.67% of Fiscal Year

February 28, 2021

	Current Month		Fiscal Year To Date			
	% of		YTD		2020-2021	
	February-21	Total Revenue	Amount	Total Revenue	Budget	% of Budget
<b>REVENUES:</b>						
BEGINNING BALANCE					850,573	41.23%
Interest	0.00	0.00%	882	0.08%		0.00%
DIA Property Lease Revenue-Jimmy Bush	0.00	0.00%	3,828	0.33%	6,995	0.34%
Misc. Revenue	0.00	0.00%	50	0.00%	200	0.01%
Transfer from Economic Development-DEBT PYMNT	8,502.83	71.84%	68,023	5.83%	102,034	4.95%
Transfer from Economic Development- REIMB		0.00%	1,025,000	87.81%	1,025,000	49.68%
CDBG Loan Pmt. Reimb - CG	1,666.67	14.08%	15,000	1.28%	20,000	0.97%
CDBG Loan Pmt. Reimb - CG	0.00	0.00%	1,313		-	0.00%
CDBG Loan Pmt. Reimb - ES	1,666.48	14.08%	14,998	1.28%	20,000	0.97%
TIF#3-19 TUBACEX TAX REFUND REV	0.00	0.00%	37,868	3.24%	37,868	1.84%
TIF#3-DIA 1% TAX REFND REV.	0.00	0.00%	383	0.03%	383	0.02%
PROJECT ENERGY						0.00%
<b>TOTAL REVENUES</b>	<b>11,835.98</b>	<b>0.57%</b>	<b>1,167,344</b>	<b>56.58%</b>	<b>2,063,053</b>	<b>100.00%</b>

	Current Month		Fiscal Year To Date			
	% of		YTD		2020-2021	
	February-21	Total Revenue	Amount	Total Revenue	Budget	% of Budget
<b>EXPENSES:</b>						
<b>Economic Development:</b>						
Unemployment Insurance			-	0.00%	-	0.00%
Audit Fees (Prorated)	104.90	3.01%	866	3.64%	2,733	3.99%
Office Space Rent		0.00%		0.00%	9,700	14.15%
Phone & Communications		0.00%	33	0.14%	720	1.05%
Postage & Telecommunications	0.00	0.00%	4	0.02%	100	0.15%
Consulting Fees	0.00	0.00%	5,590	23.52%	10,000	14.58%
Publications & Advertising		0.00%	225	0.95%	10,000	14.58%
Contract Labor	0.00	0.00%	4,950	20.82%	1,800	2.63%
Comp. Software & Accessories		0.00%		0.00%	3,000	4.38%
Photo Copies		0.00%		0.00%	-	0.00%
Office Supplies		0.00%	255	1.07%	3,200	4.67%
Meeting Expenses	546.35	15.67%	546	2.30%	1,000	1.46%
Membership/Licenses/Certifications	1,350.00	38.72%	3,050	12.83%	2,455	3.58%
Janitorial Services		0.00%	(25)	-0.11%	720	1.05%
Misc. Expenditures	0.00	0.00%	146	0.61%	400	0.58%
Training & Travel	589.39	16.91%	964	4.06%	11,991	17.49%
I. T. Service Fees	895.83	25.69%	7,167	30.15%	10,750	15.68%
Transfer to Capital Impr. Fund		0.00%		0.00%		0.00%
<b>Total Economic Development Expenses</b>	<b>3,486.47</b>	<b>100.00%</b>	<b>23,771</b>	<b>100.00%</b>	<b>68,569</b>	<b>100.00%</b>

<b>Industrial Projects:</b>						
CMP CDBG \$300K Loan Pmt.	1,250.00	0.00%	10,000	7.54%	15,000	1.55%
Big Lots CDBG \$500K Loan Pmt.	2,083.34	17.60%	16,667	12.57%	25,000	2.58%
CFG CDBG \$400K Loan Pmt.	1,666.67	14.08%	13,333	10.06%	20,000	2.06%
EB - CDBG \$400K Loan Pmt.	354.17	2.99%	2,833	2.14%	4,250	0.44%
ES - CDBG Loan Pmt.	1,666.48	14.08%	13,332	10.06%	20,000	2.06%
CG Land Acquisition Costs	4,815.21	40.68%	38,522	29.06%	57,783	5.96%
E.D. PROMOTION ACTIVITIES						0.00%
Hickory TIF Project		0.00%		0.00%		0.00%
Project Energy - TIF		0.00%		0.00%	789,583	81.44%
TIF#3 19 Tubacex Reimb Payment	0.00	0.00%	37,868.49	28.57%	37,868	3.91%
<b>Total Industrial Projects Expenses</b>	<b>11,835.87</b>	<b>89.44%</b>	<b>132,555</b>	<b>71.43%</b>	<b>969,484</b>	<b>100.00%</b>

<b>Capital Expenditures:</b>						
DIA Land Purchas				0.00%	1,000,000	97.56%
LOST Street Project				0.00%	25,000	2.44%
<b>Total Industrial Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>		<b>1,025,000</b>	<b>100.00%</b>
<b>TOTAL EXPENSES</b>	<b>15,322.34</b>	<b>0.74%</b>	<b>156,326</b>	<b>7.58%</b>	<b>2,063,053</b>	

<b>CHANGE IN NET POSITION</b>	<b>(3,486.36)</b>	<b>1,011,018</b>	<b>0</b>
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Funding for loan provided by Economic Development 1/4% Sales Tax transferred in from Fund 110.



# ECONOMIC DEVELOPMENT FUND 110

## BALANCE SHEET (unaudited)

as of 2/28/2021

<b>ASSETS</b>	<b>Amount</b>	<b>% of Total Assets</b>
Claim on Pooled Cash	2,184,562.45	42.30%
Sales Tax Receivable (.25%)	125,686.66	2.43%
Due From DIA	2,850,000.00	
Accounts Receivable	4,645.08	
<b>Total Current Assets</b>	<b>5,164,894.19</b>	<b>100.00%</b>
Capital Assets	-	-
Construction in progress	-	-
<b>Gross Fixed Assets</b>	-	-
Less Accumulated Depreciation	-	-
<b>Net Fixed Assets</b>	-	-
Due from other Governments	-	-
<b>Total Other Assets</b>	-	-
<b>TOTAL ASSETS</b>	<b>5,164,894.19</b>	<b>100.00%</b>

<b>LIABILITIES</b>	<b>Amount</b>	<b>% of Total Assets</b>
Accounts payable-pending	-	-
Other Current Liabilities	-	-
<b>Total Current Liabilities</b>	-	-
Capital lease obligations	-	-
Notes payable	-	-
<b>Total Long Term Debt</b>	-	-
<b>Total Liabilities</b>	-	-

Fund Balance	5,492,218.91	106.34%
Invested in Capital Assets	-	-
Surplus (Deficit)	(327,324.72)	-6.34%
<b>Total Fund Balance</b>	<b>5,164,894.19</b>	<b>100.00%</b>
		0.00%
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>5,164,894.19</b>	<b>100.00%</b>

Sales Tax Receivable is the audited 6/30/19 balance - sales tax was received in July 20 & Aug 20

AL 03/31/2021

# ECONOMIC DEVELOPMENT FUND 110

## INCOME & EXPENSE STATEMENT

66.67% of Fiscal Year

REVENUE:	CURRENT MONTH-	Fiscal Year To Date	
	February 2021	YTD	% of
ACCOUNT GROUPS	Amount	Amount	Budget
Beginning Balance		2,642,219	0.00%
Interest Earnings	545.56	5,296.86	0.00%
Miscellaneous Revenue		-	0.00%
1/4% Sales Tax Revenue	87,920.95	943,500	76.46%
Loan Repymnt Interest Earned	-		0.00%
E.D. Loan Repaymnt (Texoma MFG)	0.00		0.00%
E.D. Loan Repayment (Eagle Suspensions)		-	0.00%
E.D. Loan Repaymnt (Pharmcare)	4,333.33	38,999.97	75.00%
TRANSFER IN	-	-	0.00%
<b>TOTAL REVENUE</b>	<b>92,799.84</b>	<b>765,697.92</b>	<b>21.02%</b>

EXPENSES:	CURRENT MONTH-	Fiscal Year To Date	
	February 2021	YTD	% of
ACCOUNT GROUPS	Amount	Amount	Budget
TRSF TO DIA-DEBT PMNTS	8,502.83	68,022.64	102,034
TRSF TO DIA ( REIMB FOR EXPENSES)		1,025,000.00	1,025,000
STEELFAB WATER TAP	-		
TUBACEX WATER TAP			
FUTURE PROJECTS		2,515,685	
<b>TOTAL EXPENSES</b>	<b>8,502.83</b>	<b>1,093,022.64</b>	<b>3,642,719</b>
			<b>30.01%</b>

<b>NET CHANGE IN FUND BALANCE</b>	<b>84,297.01</b>	<b>(327,324.72)</b>	<b>-</b>	<b>0.00%</b>
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## ENCUMBRANCE FINANCIAL REPORT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2021

020-DURANT INDUSTRIAL AUTH.

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT MONTH	Y-T-D ACTUAL	Y-T-D ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
BALANCE FORWARD	850,573	850,573	0.00	0.00	0.00	850,573.00	0.00
MISCELLANEOUS REVENUES	109,029	1,134,229	8,502.83	1,097,782.26	0.00	36,446.74	96.79
INDUSTRIAL PROJECTS REV.	40,000	78,251	3,333.15	69,561.85	0.00	8,689.15	88.90
TOTAL REVENUE	999,602	2,063,053	11,835.98	1,167,344.11	0.00	895,708.89	56.58
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<u>EXPENDITURE SUMMARY</u>							
ECON. DEV. ADMIN.	68,369	68,569	3,486.47	23,770.69	4,325.11	40,473.20	40.97
INDUSTRIAL PROJECTS	931,233	1,994,484	11,835.87	132,555.45	25,000.00	1,836,928.71	7.90
TOTAL EXPENDITURES	999,602	2,063,053	15,322.34	156,326.14	29,325.11	1,877,401.91	9.00
=====							
REVENUE OVER/(UNDER) EXPENDITURES	( 0 )	( 0 )	( 3,486.36 )	1,011,017.97	( 29,325.11 )	( 981,693.02 )	8,037.50-
=====							

CITY OF DURANT  
ENCUMBRANCE FINANCIAL REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2021

020-DURANT INDUSTRIAL AUTH.

% OF YEAR COMPLETED: 66.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT MONTH	Y-T-D ACTUAL	Y-T-D ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>BALANCE FORWARD</u>							
020-000-301.10-00 BEGINNING BALANCE	850,573	850,573	0.00	0.00	0.00	850,573.00	0.00
TOTAL BALANCE FORWARD	850,573	850,573	0.00	0.00	0.00	850,573.00	0.00
<u>MISCELLANEOUS REVENUES</u>							
020-000-361.10-00 INTEREST EARNINGS	0	0	0.00	881.62	0.00	881.62	0.00
020-000-361.30-00 DIA PROPERTY LEASE REVENUE	6,995	6,995	0.00	3,828.00	0.00	3,167.00	54.72
020-000-361.40-00 MISC. REVENUE	0	200	0.00	50.00	0.00	150.00	25.00
020-000-364.28-00 TRANSFER FROM ECONOMIC-DEBT	102,034	102,034	8,502.83	68,022.64	0.00	34,011.36	66.67
020-000-364.28-01 TRSF FROM ECONOMIC (110) REIMB	0	1,025,000	0.00	1,025,000.00	0.00	0.00	100.00
TOTAL MISCELLANEOUS REVENUES	109,029	1,134,229	8,502.83	1,097,782.26	0.00	36,446.74	96.79
<u>INDUSTRIAL PROJECTS REV.</u>							
020-000-375.05-01 CG - CDBG LOAN PMT. REIMB.	20,000	20,000	1,666.67	15,000.03	0.00	4,999.97	75.00
020-000-375.05-03 EB - CDBG LOAN PMT. REIMB.	0	0	0.00	1,312.50	0.00	1,312.50	0.00
020-000-375.05-05 ES - CDBG LOAN PMT. REIMB.	20,000	20,000	1,666.48	14,998.32	0.00	5,001.68	74.99
020-000-375.06-02 TIF#3-19 TUBACEX TAX REFND REV	0	37,868	0.00	37,868.49	0.00	0.00	100.00
020-000-375.06-05 TIF#3-DIA 1% TAX REFND REV	0	383	0.00	382.51	0.00	0.00	100.00
TOTAL INDUSTRIAL PROJECTS REV.	40,000	78,251	3,333.15	69,561.85	0.00	8,689.15	88.90
TOTAL REVENUES	999,602	2,063,053	11,835.98	1,167,344.11	0.00	895,708.89	56.58

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## ENCUMBRANCE FINANCIAL REPORT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2021

020-DURANT INDUSTRIAL AUTH.

ECON. DEV. ADMIN.

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT MONTH	Y-T-D ACTUAL	Y-T-D ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
<u>PROFESSIONAL SERVICES</u>							
020-017-537.20-21 AUDIT FEES (PRORATED)	2,733	2,733	104.90	865.61	1,525.11	342.28	87.48
TOTAL PROFESSIONAL SERVICES	2,733	2,733	104.90	865.61	1,525.11	342.28	87.48
<u>CONTRACTUAL EXPENDITURES</u>							
020-017-537.30-15 OFFICE SPACE RENT	14,700	9,700	0.00	0.00	0.00	9,700.00	0.00
020-017-537.30-31 PHONE & TELECOMMUNICATION	720	720	0.00	32.97	0.00	687.03	4.58
020-017-537.30-32 POSTAGE AND FREIGHT	100	100	0.00	3.90	0.00	96.10	3.90
020-017-537.30-36 CONSULTING FEES	5,000	10,000	0.00	5,590.00	0.00	4,410.00	55.90
020-017-537.30-38 PUBLICATIONS & ADVERTISING	10,000	10,000	0.00	225.00	2,345.00	7,430.00	25.70
020-017-537.30-51 CONTRACT LABOR	1,800	1,800	0.00	4,950.00	0.00	(3,150.00)	275.00
TOTAL CONTRACTUAL EXPENDITURES	32,320	32,320	0.00	10,801.87	2,345.00	19,173.13	40.68
<u>MATERIALS &amp; SUPPLIES</u>							
020-017-537.50-49 COMP. SOFTWARE & ACCESSORIES	3,000	3,000	0.00	0.00	0.00	3,000.00	0.00
020-017-537.50-51 OFFICE SUPPLIES	3,200	3,200	0.00	254.89	0.00	2,945.11	7.97
020-017-537.50-55 MEETING EXPENSES	1,000	1,000	546.35	546.35	0.00	453.65	54.64
020-017-537.50-57 MEMBERSHIP/LCENSE/CERTIFICATION/ECT	2,455	2,455	1,350.00	3,050.00	455.00	(1,050.00)	142.77
020-017-537.50-62 JANITORIAL SERVICES	720	720	0.00	(25.00)	0.00	745.00	3.47
TOTAL MATERIALS & SUPPLIES	10,375	10,375	1,896.35	3,826.24	455.00	6,093.76	41.26
<u>OTHER EXPENSES</u>							
020-017-537.70-71 MISC. EXPENDITURES	200	400	0.00	146.09	0.00	253.91	36.52
020-017-537.70-72 TRAINING & TRAVEL	11,991	11,991	589.39	964.24	0.00	11,026.76	8.04
020-017-537.70-87 I.T. SERVICE FEES	10,750	10,750	895.83	7,166.64	0.00	3,583.36	66.67
TOTAL OTHER EXPENSES	22,941	23,141	1,485.22	8,276.97	0.00	14,864.03	35.77
<u>CAPITAL EXPENDITURES</u>							
<u>TRANSFERS TO OTHER FUNDS</u>							
TOTAL ECON. DEV. ADMIN.	68,369	68,569	3,486.47	23,770.69	4,325.11	40,473.20	40.97

CITY OF DURANT  
ENCUMBRANCE FINANCIAL REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2021

020-DURANT INDUSTRIAL AUTH.  
INDUSTRIAL PROJECTS

% OF YEAR COMPLETED: 66.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT MONTH	Y-T-D ACTUAL	Y-T-D ENCUMBERED	BUDGET BALANCE	% OF BUDGET
DEPARTMENTAL EXPENDITURES							
<hr/>							
CONTRACTUAL EXPENDITURES							
CDBG-ED LOANS DEBT SERV.							
020-067-596.66-11 CMP - CDBG LOAN PMT. EXP.	15,000	15,000	1,250.00	10,000.00	0.00	5,000.00	66.67
020-067-596.66-12 BL - CDBG LOAN PMT. EXP.	25,000	25,000	2,083.34	16,666.72	0.00	8,333.36	66.67
020-067-596.66-13 CG - CDBG LOAN PMT. EXP.	20,000	20,000	1,666.67	13,333.36	0.00	6,666.68	66.67
020-067-596.66-15 EB - CDBG LOAN PMT. EXP.	4,250	4,250	354.17	2,833.36	0.00	1,416.68	66.67
020-067-596.66-17 ES - CDBG LOAN PMT. EXP.	20,000	20,000	1,666.48	13,331.84	0.00	6,668.16	66.66
TOTAL CDBG-ED LOANS DEBT SERV.	84,250	84,250	7,020.66	56,165.28	0.00	28,084.88	66.66
CARDINAL INDUSTRIAL PROJ							
020-067-596.68-01 CG LAND ACQUISITION COSTS	57,783	57,783	4,815.21	38,521.68	0.00	19,261.32	66.67
TOTAL CARDINAL INDUSTRIAL PROJ	57,783	57,783	4,815.21	38,521.68	0.00	19,261.32	66.67
TIF (CG) PROJECT EXP.							
020-067-596.69-63 TIF#3 19 TUBACEX REIMB PYMNT	0	37,868	0.00	37,868.49	0.00	0.00	100.00
TOTAL TIF (CG) PROJECT EXP.	0	37,868	0.00	37,868.49	0.00	0.00	100.00
OTHER EXPENSES							
020-067-596.70-17 CONTINGENCY RESERVE	789,200	789,583	0.00	0.00	0.00	789,582.51	0.00
TOTAL OTHER EXPENSES	789,200	789,583	0.00	0.00	0.00	789,582.51	0.00
CMC TIF PROJECT EXP.							
HICKORY TIF PROJECT							
PROJECT ENERGY							
CAPITAL EXPENDITURES							
020-067-596.80-00 DIA LANDS PURCHASE	0	1,000,000	0.00	0.00	0.00	1,000,000.00	0.00
020-067-596.80-01 LOST STREET PROJECT	0	25,000	0.00	0.00	25,000.00	0.00	100.00
TOTAL CAPITAL EXPENDITURES	0	1,025,000	0.00	0.00	25,000.00	1,000,000.00	2.44
TOTAL INDUSTRIAL PROJECTS	931,233	1,994,484	11,835.87	132,555.45	25,000.00	1,836,928.71	7.90

## ENCUMBRANCE FINANCIAL REPORT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2021

020-DURANT INDUSTRIAL AUTH.

INDUSTRIAL PROJECTS

% OF YEAR COMPLETED: 66.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT MONTH	Y-T-D ACTUAL	Y-T-D ENCUMBERED	BUDGET BALANCE	% OF BUDGET
TOTAL EXPENDITURES	999,602	2,063,053	15,322.34	156,326.14	29,325.11	1,877,401.91	9.00
REVENUE OVER/(UNDER) EXPENDITURES	( 0 )	( 0 )	( 3,486.36 )	1,011,017.97	( 29,325.11 )	( 981,693.02 )	8,037.50-

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







## ENCUMBRANCE FINANCIAL REPORT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2021

110-1/4 % ECONOMIC DEV. FUND

ECONOMIC DEVELOPMENT

% OF YEAR COMPLETED: 66.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT MONTH	Y-T-D ACTUAL	Y-T-D ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<hr/>							
<u>CONTRACTUAL EXPENDITURES</u>							
110-017-537.30-52 TRANSFER TO DIA - DEBT PMTS	102,034	102,034	8,502.83	68,022.64	0.00	34,011.36	66.67
110-017-537.30-53 TRSF TO DIA (REIMB FOR EXPENSE	<u>0</u>	<u>1,025,000</u>	<u>0.00</u>	<u>1,025,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL CONTRACTUAL EXPENDITURES	102,034	1,127,034	8,502.83	1,093,022.64	0.00	34,011.36	96.98
 <u>OTHER EXPENSES</u>							
110-017-537.70-99 FUTURE PROJECTS	<u>3,279,706</u>	<u>2,515,685</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,515,685.00</u>	<u>0.00</u>
TOTAL OTHER EXPENSES	3,279,706	2,515,685	0.00	0.00	0.00	2,515,685.00	0.00
 <u>DEBT SERVICE</u>							
<hr/>							
<u>TRANSFERS TO OTHER FUNDS</u>							
<hr/>							
TOTAL ECONOMIC DEVELOPMENT	3,381,740	3,642,719	8,502.83	1,093,022.64	0.00	2,549,696.36	30.01

CITY OF DURANT  
ENCUMBRANCE FINANCIAL REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2021

110-1/4 % ECONOMIC DEV. FUND  
ECONOMIC DEVELOPMENT

% OF YEAR COMPLETED: 66.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT MONTH	Y-T-D ACTUAL	Y-T-D ENCUMBERED	BUDGET BALANCE	% OF BUDGET
TOTAL EXPENDITURES	3,381,740	3,642,719	8,502.83	1,093,022.64	0.00	2,549,696.36	30.01
REVENUE OVER/(UNDER) EXPENDITURES	0	0	84,297.01	( 327,324.72)	0.00	327,324.72	0.00

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

## BALANCE SHEET

AS OF: FEBRUARY 28TH, 2021

020-DURANT INDUSTRIAL AUTH.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>ASSETS</b>		
=====		
020-000-101.20-00	FU DIA -20 ACCT# 4089243	437,582.32
020-000-102.00-00	CLAIM ON POOLED CASH	1,055,481.28
020-000-122.31-00	NOTE REVBL - EAGLE SUSP #2	163,314.00
020-000-122.70-00	NOTE RECEIVABLE - CFG CDBG	112,359.09
020-000-122.81-00	NOTE RCBL - EARTH BIOFUEL #2	271,687.50
020-000-122.81-01	NOTE RCBL-EARTH BIOFUEL#2ALLOW (	271,687.50)
020-000-122.95-00	NOTE RCVBL- TEXOMA MANUFACTURI	0.36
020-000-122.96-00	NOTE RCBL-ABBOT/PHARMCAREOK	199,334.18
020-000-122.97-00	NOTE RECEIVABLE - BRUCEPAC	700,000.00
020-000-151.03-00	DIA CD(CFGC&EDI) LMB #7035	352,344.47
020-000-151.10-00	INVESTMENT IN DURANT TIF AUTHO	3,100,000.00
020-000-161.00-00	CAPITAL ASSETS	52,294.97
020-000-161.00-01	ACCUMULATED DEPRECIATION (	36,251.01)
020-000-171.30-00	ACCOUNTS RECEIVABLE	1,667.06
020-000-180.20-00	DEFERRED OUTFLOW- OKMRF	10,462.00
020-000-190.00-00	CONSTRUCTION IN PROGRESS	67,426.00
020-000-191.00-00	LAND AND OTHER NON DEPRECIABLE	<u>1,673,856.00</u>
		<u>7,889,870.72</u>
TOTAL ASSETS		7,889,870.72
=====		
<b>LIABILITIES</b>		
=====		
020-000-203.00-00	ACCOUNTS PAYABLE (	720.13)
020-000-206.15-00	NOTE PAYABLE ODOC CDBG CMP	52,500.00
020-000-206.16-00	NOTE PAYABLE ODOC CDBG BL	110,415.90
020-000-206.17-00	NOTE PAYABLE ODOC CDBG CFG	108,332.98
020-000-206.18-00	CDBG ED 05 NOTE PAYABLE	284,833.07
020-000-206.19-00	CDBG ED 06 NOTE PAYABLE	163,315.68
020-000-207.12-00	DUE TO EDC (F110)	2,850,000.00
020-000-207.18-00	A/P PENDING	104.90
020-000-207.50-00	ACCRUED INTEREST PAYABLE	292.75
020-000-210.11-00	CAPITAL LEASE OBLIG. (C.GLASS)	191,476.72
020-000-219.00-00	DEFERRED INFLOW- OKMRF	5,848.00
020-000-243.00-00	ENCUMBRANCES (	491,300.14)
020-000-244.00-00	RESERVE FOR ENCUMBRANCES	491,300.14
020-000-247.00-00	PRIOR YEAR ENCUMBRANCES	2,728.79
020-000-249.00-00	PRIOR YR. RES FOR ENCUMB. (	<u>2,728.79</u> )
TOTAL LIABILITIES		<u>3,766,399.87</u>
<b>EQUITY</b>		
=====		
020-000-271.00-00	FUND BALANCE	1,546,603.74
020-000-271.01-00	INVESTED IN CAPITAL ASSETS	<u>1,565,849.14</u>
TOTAL BEGINNING EQUITY		3,112,452.88
TOTAL REVENUE		1,167,344.11
TOTAL EXPENSES		<u>156,326.14</u>
TOTAL INCREASE/(DECREASE) IN FUND BAL.		1,011,017.97
TOTAL EQUITY & FUND BALANCE		<u>4,123,470.85</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE		7,889,870.72
=====		

## BALANCE SHEET

AS OF: FEBRUARY 28TH, 2021

110-1/4 % ECONOMIC DEV. FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
110-000-102.00-00	CLAIM ON POOLED CASH	2,184,562.45
110-000-132.00-00	DUE FROM DIA	2,850,000.00
110-000-171.10-00	SALES TAX RECEIVABLE (.25%)	125,686.66
110-000-171.30-00	ACCOUNTS RECEIVABLE	<u>4,645.08</u>
		<u>5,164,894.19</u>
TOTAL ASSETS		5,164,894.19
=====		
LIABILITIES		
=====		
110-000-243.00-00	ENCUMBRANCES	( 13,070,741.32)
110-000-244.00-00	RESERVE FOR ENCUMBRANCES	13,070,741.32
110-000-247.00-00	PRIOR YEAR ENCUMBRANCES	88,500.00
110-000-249.00-00	PRIOR YR. RES. FOR ENCUMBRANCE	<u>( 88,500.00)</u>
EQUITY		
=====		
110-000-271.00-00	FUND BALANCE	<u>5,492,218.91</u>
TOTAL BEGINNING EQUITY		5,492,218.91
TOTAL REVENUE		765,697.92
TOTAL EXPENSES		<u>1,093,022.64</u>
TOTAL INCREASE/(DECREASE) IN FUND BAL.		( 327,324.72)
TOTAL EQUITY & FUND BALANCE		<u>5,164,894.19</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE		5,164,894.19
=====		

3-30-2021 3:43 PM

## D E T A I L L I S T I N G

PAGE: 1

FUND : 020-DURANT INDUSTRIAL AUTH.

ACTIVE ACCOUNTS ONLY

PERIOD TO USE: Feb-2021 THRU Feb-2021

DEPT : 017

ECON. DEV. ADMINISTRATION

SUPPRESS ZEROS

ACCOUNTS: 017-537.10-10 THRU 067-596.80-22

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/PO/JE # NOTE: =====AMOUNT===== BALANCE=====

017-537.20-21 AUDIT FEES (PRORATED)

B E G I N N I N G B A L A N C E

760.71

2/28/21 3/03 A28133 CHK: 184146 11287 AUDIT PREPARATION 000944 104.90 865.61  
 CRAWFORD & ASSOCIATES PC INV# 14290 /PO# 2170910  
 ===== FEBRUARY ACTIVITY DB: 104.90 CR: 0.00 104.90

017-537.50-52 FUEL

B E G I N N I N G B A L A N C E

0.00

2/14/21 2/24 A27694 DFT: 000195 11274 FUEL-ECONOMIC DEVELOPMEN 003100 0.00 0.00  
 FUELMAN INV# 02/2021-BG159577 /PO#

017-537.50-55 MEETING EXPENSES

B E G I N N I N G B A L A N C E

0.00

2/28/21 3/08 A00130 CHK: 184239 11319 TRAVEL REIMBURSEMENT 006333 546.35 546.35  
 MAYO, JAYME INV# 101 /PO# 2173001  
 ===== FEBRUARY ACTIVITY DB: 546.35 CR: 0.00 546.35

017-537.50-57 MMBRSHIP/LCNSE/CRTFCATION/ECT

B E G I N N I N G B A L A N C E

1,700.00

2/23/21 2/24 A27656 DFT: 000196 11269 GOVERNORS ECO DEV TEAM 002242 600.00 2,300.00  
 JP MORGAN CHASE - BANK ON INV# 0495-4167-020521 /PO# 2173000  
 2/23/21 2/24 A27656 DFT: 000196 11269 OK ECONOMIC DEV COUNCIL 002242 350.00 2,650.00  
 JP MORGAN CHASE - BANK ON INV# 0495-4167-020521 /PO# 2173000  
 2/25/21 3/04 A00129 CHK: 184223 11312 MEMBERSHIP RENEWAL 005647 400.00 3,050.00  
 OKLAHOMA SOUTHEAST, INC. INV# 498 /PO# 2173228  
 ===== FEBRUARY ACTIVITY DB: 1,350.00 CR: 0.00 1,350.00

017-537.70-72 TRAINING &amp; TRAVEL

B E G I N N I N G B A L A N C E

374.85

2/23/21 2/24 A27656 DFT: 000196 11269 TRAINING MANUALS 002242 589.39 964.24  
 JP MORGAN CHASE - BANK ON INV# 0495-4167-020521 /PO# 2172580  
 ===== FEBRUARY ACTIVITY DB: 589.39 CR: 0.00 589.39



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## D E T A I L L I S T I N G

PAGE: 2

FUND : 020-DURANT INDUSTRIAL AUTH.

ACTIVE ACCOUNTS ONLY

PERIOD TO USE: Feb-2021 THRU Feb-2021

DEPT : 017

ECON. DEV. ADMINISTRATION

SUPPRESS ZEROS

ACCOUNTS: 017-537.10-10 THRU 067-596.80-22

POST	DATE	TRAN #	REFERENCE	PACKET=====DESCRIPTION=====	VEND	INV/PO/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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017-537.70-87 I.T. SERVICE FEES

B E G I N N I N G B A L A N C E

6,270.81

2/28/21	3/01	B47876	DIA	02625 IT DEPT SERVICE FEES		JE# 023720		895.83	7,166.64
				===== FEBRUARY ACTIVITY DB:	895.83	CR:	0.00	895.83	

067-596.66-11 CMP - CDBG LOAN PMT. EXP.

B E G I N N I N G B A L A N C E

8,750.00

2/28/21	2/09	A27105	CHK: 183878	11250 9131CDBG-EDIF99-		001602		1,250.00	10,000.00
				OKLAHOMA DEPARTMENT OF CO	INV# 02/2021-9131CDBG	/PO# CMP			
				===== FEBRUARY ACTIVITY DB:	1,250.00	CR:	0.00	1,250.00	

067-596.66-12 BL - CDBG LOAN PMT. EXP.

B E G I N N I N G B A L A N C E

14,583.38

2/28/21	2/09	A27102	CHK: 183875	11250 CDBG LOAN 10712		001602		2,083.34	16,666.72
				OKLAHOMA DEPARTMENT OF CO	INV# 02/2021-10712	/PO# BIG LOTS			
				===== FEBRUARY ACTIVITY DB:	2,083.34	CR:	0.00	2,083.34	

067-596.66-13 CG - CDBG LOAN PMT. EXP.

B E G I N N I N G B A L A N C E

11,666.69

2/28/21	2/09	A27103	CHK: 183876	11250 11124 ED 87		001602		1,666.67	13,333.36
				OKLAHOMA DEPARTMENT OF CO	INV# 02/2021-11124ED87	/PO# CG RAILS			
				===== FEBRUARY ACTIVITY DB:	1,666.67	CR:	0.00	1,666.67	

067-596.66-15 EB - CDBG LOAN PMT. EXP.

B E G I N N I N G B A L A N C E

2,479.19

2/01/21	2/09	A27106	CHK: 183879	11250 EARTH BIOFUELS CDBG		001602		354.17	2,833.36
				OKLAHOMA DEPARTMENT OF CO	INV# 02/2021-CDBG#1210	/PO#			
				===== FEBRUARY ACTIVITY DB:	354.17	CR:	0.00	354.17	

067-596.66-17 ES - CDBG LOAN PMT. EXP.

B E G I N N I N G B A L A N C E

11,665.36

2/15/21	2/09	A27104	CHK: 183877	11250 CDBG #12491 - EAGLE SUSP		001602		1,666.48	13,331.84
				OKLAHOMA DEPARTMENT OF CO	INV# 02/2021-12491ES	/PO# 0805829			
				===== FEBRUARY ACTIVITY DB:	1,666.48	CR:	0.00	1,666.48	

3-30-2021 3:43 PM

## D E T A I L L I S T I N G

PAGE: 3

FUND : 020-DURANT INDUSTRIAL AUTH.

ACTIVE ACCOUNTS ONLY

PERIOD TO USE: Feb-2021 THRU Feb-2021

DEPT : 067 INDUSTRIAL PROJECTS

SUPPRESS ZEROS

ACCOUNTS: 017-537.10-10 THRU 067-596.80-22

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/PO/JE # NOTE =====AMOUNT===== BALANCE=====

067-596.68-01 CG LAND ACQUISITION COSTS

B E G I N N I N G B A L A N C E

33,706.47

2/01/21	2/09	A27098	CHK: 183873	11248 INTEREST CARDINAL GLASS	005269	260.09	33,966.56
				CHERYL JACKSON	INV# 02/2021-INTEREST /PO#		
2/01/21	2/09	A27099	CHK: 183873	11248 CARDINAL GLASS LAND PRIN	005269	2,147.51	36,114.07
				CHERYL JACKSON	INV# 02/2021-LAND PRIN /PO#		
2/01/21	2/09	A27100	CHK: 183874	11248 INTEREST CARDINAL GLASS	005270	260.09	36,374.16
				JOHN JACKSON	INV# 02/2021-INTEREST /PO#		
2/01/21	2/09	A27101	CHK: 183874	11248 CARDINAL LAND PURCHASE	005270	2,147.52	38,521.68
				JOHN JACKSON	INV# 02/2021-LAND PRIN /PO#		
			=====	FEBRUARY ACTIVITY DB:	4,815.21 CR:	0.00	4,815.21

\*-\*-\*-\*-\*

000 ERRORS IN THIS REPORT!

\*-\*-\*-\*-\*

\*\* REPORT TOTALS \*\*

--- DEBITS ---

--- CREDITS ---

BEGINNING BALANCES:	141,028.80	25.00CR
REPORTED ACTIVITY:	15,322.34	0.00
ENDING BALANCES:	156,351.14	25.00CR
TOTAL FUND ENDING BALANCE:	156,326.14	

## SELECTION CRITERIA

-----  
FISCAL YEAR: Jul-2020 / Jun-2021  
FUND: Include: 020  
PERIOD TO USE: Feb-2021 THRU Feb-2021  
TRANSACTIONS: BOTH  
-----

## ACCOUNT SELECTION

ACCOUNT RANGE: 017-537.10-10 THRU 067-596.80-22  
DEPARTMENT RANGE: - THRU -  
ACTIVE FUNDS ONLY: YES  
ACTIVE ACCOUNT ONLY: YES  
INCLUDE RESTRICTED ACCOUNTS: NO  
DIGIT SELECTION:  
-----

## PRINT OPTIONS                      DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: YES  
PRINT ENCUMBRANCES: NO  
PRINT VENDOR NAME: YES  
PRINT PROJECTS: NO  
PRINT JOURNAL ENTRY NOTES: NO  
PRINT MONTHLY TOTALS: YES  
PRINT GRAND TOTALS: NO  
PRINT: INVOICE/PO #  
PAGE BREAK BY: NONE  
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\*\*\* END OF REPORT \*\*\*

Account Number: 020-000-102.00-00

Name: CLAIM ON POOLED CASH

Fiscal: 2020-2021

Period	Activity	Balance	Encumbrance	Prior Year Encumbrance	Encumbrance Total
Prior Year		41,332.84		0.00	
July	15,231.42CR	26,101.42	0.00	0.00	0.00
August	52.98	26,154.40	0.00	0.00	0.00
September	1,035,928.91	1,062,083.31	0.00	0.00	0.00
October	11,306.43CR	1,050,776.88	0.00	0.00	0.00
November	771.53	1,051,548.41	0.00	0.00	0.00
December	43,692.31	1,095,240.72	0.00	0.00	0.00
January	38,083.37CR	1,057,157.35	0.00	0.00	0.00
February	1,676.07CR	1,055,481.28	0.00	0.00	0.00
March	3,809.94	1,059,291.22	0.00	0.00	0.00
April	0.00	1,059,291.22	0.00	0.00	0.00
May	0.00	1,059,291.22	0.00	0.00	0.00
June	0.00	1,059,291.22	0.00	0.00	0.00
Adjusting	0.00	1,059,291.22	0.00	0.00	0.00
Over 1 Jul	0.00	1,059,291.22	0.00	0.00	0.00
Over 2 Aug	0.00	1,059,291.22	0.00	0.00	0.00
Over 3 Sep	0.00	1,059,291.22	0.00	0.00	0.00
Projected		0.00			

Account Number: 020-000-102.00-00      Name: CLAIM ON POOLED CASH      Fiscal: 2020-2021

Date	Tran	Reference	Description	Amount	Vendor	Vendor Name	Invoice	PO	Encumbrance	R...
02/01/2021	<u>R84476</u>	M-ITEM POS	DIA E.D. LOAN REPMT.	1,666.48	<u>0949</u>	EAGLE SUSPENS	<u>032021-R</u>		0.00	1
02/01/2021	<u>R84477</u>	M-ITEM POS	DIA E.D. LOAN REPMT.	1,312.50	<u>0951</u>	EARTH BIOFUELS	<u>032021-R</u>		0.00	2
02/19/2021	<u>R84316</u>	DEPOSIT	PAYMENT ON ACCT	1,666.67					0.00	3
02/22/2021	<u>A27609</u>	TRANSFER	020-601 A/P REIMBURSEM	136.68CR					0.00	4
02/23/2021	<u>A27740</u>	TRANSFER	020-601 A/P REIMBURSEM	1,539.39CR					0.00	5
02/24/2021	<u>B47867</u>	Misc 000000	JAN DIA CLAIM ON POOLE	10,940.15CR					0.00	6
02/28/2021	<u>B47869</u>		REV MONTHLY EARTH BIC	1,312.50CR					0.00	7
02/28/2021	<u>B47870</u>	DCUA TO CI	BUDGET TRANSFER	8,502.83					0.00	8
02/28/2021	<u>B47876</u>	ECON DEV	IT DEPT SERVICE FEES	895.83CR					0.00	9
9 records				1,676.07CR						

## **Grant Consultant Proposal Summary**

### **New Growth Group**

Proposal met all requirements of the RFQ. Company proposes the following activities and related costs:

1. Conduct an on-site needs assessment with our team. \$10,000
2. Develop Research/ Forecast. \$2,500
3. Develop four separate grant proposals. \$25,000 (additional proposals may be added).
4. Reporting and Compliance activities. \$10,000

Total cost of proposal: \$47,500

### **Grantscribe**

Proposal met all requirements of the RFQ. Company proposes the following activities and related costs:

1. Monthly calls with DIA staff to identify needs, identify grants.
2. Flat fee plus 2.5% bonus if awarded. Ex. A \$500,000 grant would cost \$5,000 for proposal development, and an additional \$12,500 (2.5%) if awarded. Total cost for this example would be \$17,500.
3. \$2,000 monthly fee for tracking and database management. (\$24,000 annually)
4. Company does not include costs for reporting and compliance activities.

Total cost of proposal is flexible dependent upon total amount of grants awarded. However, if only four grants were awarded (\$100,000 each), the total estimated cost would be as follows:

- \$100,000 grant @ \$5,000 + 2.5% bonus = \$7,500 X 4 grants = \$30,000
- \$2,000 monthly fee @ \$2,000 = \$24,000

Total cost of Proposal in this example: \$54,000

Category	Description	FY 19/20	FY 20-21	FY 21-22	Difference from 2019-20
Contractual					
	Audit Fees		\$ 2,733.00	\$ 5,947.00	
	Office Space	\$ 14,700.00	\$ 14,700.00	\$ -	
	Phone	\$ 900.00	\$ 720.00	\$ -	
	Postage	\$ 100.00	\$ 100.00	\$ 100.00	
	Consulting	\$ 4,000.00	\$ 5,000.00	\$ 55,000.00	Grant Consultant
	Pub Ads	\$ 3,000.00	\$ 10,000.00	\$ 15,000.00	Airventure, Website, ads
	Contract Labor	\$ 30,000.00	\$ 1,800.00	\$ 2,000.00	
		<b>\$ 52,700.00</b>	<b>\$ 35,053.00</b>	<b>\$ 78,047.00</b>	<b>\$ 25,347.00</b>
Materials					
	Computer S & A	\$ 500.00	\$ 3,000.00	\$ 2,800.00	E Synchronist (BRE)
	Photocopies	\$ 2,200.00	\$ -	\$ -	
	Office Supplies	\$ 500.00	\$ 3,200.00	\$ 1,200.00	
	Fuel	\$ 1,000.00	\$ -	\$ -	
	Membership...	\$ 2,080.00	\$ 2,455.00	\$ 3,755.00	Select Oklahoma
	Janitorial	\$ 360.00	\$ 720.00	\$ -	
	Vehicle Main.	\$ 500.00	\$ -	\$ -	
	Equipment Main.	\$ 500.00	\$ -	\$ -	
	Meeting Expenses	\$ -	\$ 1,000.00	\$ 1,000.00	
		<b>\$ 7,640.00</b>	<b>\$ 10,375.00</b>	<b>\$ 8,755.00</b>	<b>\$ 1,115.00</b>
Other Expenses					
	Misc. Exp	\$ 200.00	\$ 200.00	\$ -	
	Training & Travel	\$ 5,000.00	\$ 11,991.00	\$ 10,000.00	
	IT Service	\$ 10,750.00	\$ 10,750.00	\$ 5,232.00	
		<b>\$ 15,950.00</b>	<b>\$ 22,941.00</b>	<b>\$ 15,232.00</b>	<b>\$ (718.00)</b>
<b>Total Annual</b>		<b>\$ 76,290.00</b>	<b>\$ 68,369.00</b>	<b>\$ 102,034.00</b>	<b>\$ 25,744.00</b>



CITY OF DURANT  
PROPOSED BUDGET WORKSHEET  
AS OF: FEBRUARY 28TH, 2021

020-DURANT INDUSTRIAL AUTH.  
ECON. DEV. ADMIN.

ACCOUNT: DEPT: ADMIN:

	2018-2019	2019-2020	{----- 2020-2021 -----}			{----- 2021-2022 -----}	
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>							
<u>PERSONAL SERVICES</u>							
017-537.10-10 SALARIES & WAGES - OFFICE	0	0	0	0	0	0	<hr/>
017-537.10-11 SALARIES & WAGES	0	0	0	0	0	0	<hr/>
017-537.10-12 OVERTIME	0	0	0	0	0	0	<hr/>
017-537.10-13 UNEMPLOYMENT INSURANCE	0	0	0	0	0	0	<hr/>
017-537.10-14 FICA TAXES	0	0	0	0	0	0	<hr/>
017-537.10-15 OMRF PENSION CONTRIBUTIONS	1,510	0	0	0	0	0	<hr/>
017-537.10-16 LIFE & HEALTH INSURANCE	0	0	0	0	0	0	<hr/>
017-537.10-17 WORKERS' COMPENSATION EXP.	0	0	0	0	0	0	<hr/>
017-537.10-21 SPECIAL PAY-LEAVE & BONUS	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/>
TOTAL PERSONAL SERVICES	1,510	0	0	0	C	0	

017-537.10-10 SALARIES & WAGES - OFFICE PERMANENT NOTES:

DIA requested changes to salaries from \$120,000 to \$150,000

Director \$ 90,000 \$120,000

Office \$ 30,000 \$ 30,000

The salaries and wages for the FY 18-19 budget had been locked down and could not be changed without dumping ALL salaries and wages and then exporting back into the FY 18-19 budget.

Chose to resolve the issue with this temporary account.

**PROFESSIONAL SERVICES**

017-537.20-05 LEGAL FEES	0	0	0	0	0	0	
017-537.20-21 AUDIT FEES (PRORATED)	15,652	0	2,733	866	1,141	5,947	
TOTAL PROFESSIONAL SERVICES	15,652	0	2,733	866	1,141	5,947	

**CONTRACTUAL EXPENDITURES**

017-537.30-15 OFFICE SPACE RENT	14,700	14,700	9,700	0	0	0	
017-537.30-31 PHONE & TELECOMMUNICATION	667	420	720	33	66	0	
017-537.30-32 POSTAGE AND FREIGHT	0	72	100	4	6	100	
017-537.30-35 LABOR ANALYSIS	0	0	0	0	0	0	
017-537.30-36 CONSULTING FEES	3,825	0	10,000	5,590	8,385	55,000	
017-537.30-37 BOK TIF TRUST ADMIN. FEES	0	0	0	0	0	0	
017-537.30-38 PUBLICATIONS & ADVERTISING	1,912	8,210	10,000	225	338	15,000	
017-537.30-51 CONTRACT LABOR	62,431	26,906	1,800	4,950	7,425	2,000	
TOTAL CONTRACTUAL EXPENDITURES	83,535	50,309	32,320	10,802	16,220	72,100	

**MATERIALS & SUPPLIES**

017-537.50-49 COMP. SOFTWARE & ACCESSORI	0	405	3,000	0	0	2,800	
017-537.50-50 PHOTOCOPIES	1,920	1,920	0	0	0	400	
017-537.50-51 OFFICE SUPPLIES	0	169	3,200	255	382	1,200	
017-537.50-52 FUEL	0	0	0	0	0	0	
017-537.50-54 UNIFORMS	0	0	0	0	0	0	
017-537.50-55 MEETING EXPENSES	0	0	1,000	546	0	1,000	
017-537.50-57 MEMBERSHIP/LCENSE/CRTFCATION/	2,071	2,054	2,455	3,050	3,975	3,755	
017-537.50-62 JANITORIAL SERVICES	390	380	720	( 25 )	( 38 )	0	
017-537.50-63 VEHICLE MAINTENANCE	0	339	0	0	0	0	

CITY OF DURANT  
PROPOSED BUDGET WORKSHEET  
AS OF: FEBRUARY 28TH, 2021

020-DURANT INDUSTRIAL AUTH.  
ECON. DEV. ADMIN.

	2018-2019	2019-2020	(----- 2020-2021 -----) (----- 2021-2022 -----)				
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
017-537.50-69 EQUIPMENT MAINTENANCE	0	0	0	0	0	0	
TOTAL MATERIALS & SUPPLIES	4,381	5,267	10,375	3,826	4,320	9,155	
<u>OTHER EXPENSES</u>							
017-537.70-71 MISC. EXPENDITURES	275	0	400	146	219	0	
017-537.70-72 TRAINING & TRAVEL	77	0	11,991	964	1,446	10,000	
017-537.70-74 EMPLOYEE TUITION REIMB PRO	0	0	0	0	0	0	
017-537.70-81 STRATEGIC WORKFORCE GRANT	0	0	0	0	0	0	
017-537.70-87 I.T. SERVICE FEES	8,550	0	10,750	7,167	9,406	5,232	
TOTAL OTHER EXPENSES	8,902	0	23,141	8,277	11,072	15,232	
<u>CAPITAL EXPENDITURES</u>							
017-537.80-00 DEPRECIATION EXPENSE	441	0	0	0	0	0	
TOTAL CAPITAL EXPENDITURES	441	0	0	0	0	0	
<u>TRANSFERS TO OTHER FUNDS</u>							
017-537.99-13 TRSF TO INSURANCE CASH FUN	29,920	0	0	0	0	0	
017-537.99-14 TRANSFER TO ECONOMIC	102,126	0	0	0	0	0	
017-537.99-15 TRANSFER TO CMC TIF FND 22	0	0	0	0	0	0	
017-537.99-16 TRANSFER TO CAPTIAL IMPR. (	0	15,700	0	0	0	0	
TOTAL TRANSFERS TO OTHER FUNDS	132,046	15,700	0	0	0	0	
TOTAL ECON. DEV. ADMIN.	246,467	71,276	68,569	23,771	32,752	102,434	

CITY OF DURANT  
PROPOSED BUDGET WORKSHEET  
AS OF: FEBRUARY 28TH, 2021

020-DURANT INDUSTRIAL AUTH.  
INDUSTRIAL PROJECTS

	2018-2019	2019-2020	(----- 2020-2021 -----) (----- 2021-2022 -----)				
DEPARTMENTAL EXPENDITURES	ACTUAL	ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CONTRACTUAL EXPENDITURES</u>							
067-596.30-18 ES -TRSF TO CDBG	0	0	0	0	0	0	
067-596.30-56 AVAIL FOR E.D. INCENTIVES	0	0	0	0	0	0	
TOTAL CONTRACTUAL EXPENDITURES	0	0	0	0	0	0	
<u>CDBG-ED LOANS DEBT SERV.</u>							
067-596.66-11 CMP - CDBG LOAN PMT. EXP.	0	15,000	15,000	10,000	15,000	15,000	
067-596.66-12 BL - CDBG LOAN PMT. EXP. (	0)	25,000	25,000	16,667	25,000	25,000	
067-596.66-13 CG - CDBG LOAN PMT. EXP.	0	20,000	20,000	13,333	20,000	20,000	
067-596.66-15 EB - CDBG LOAN PMT. EXP. (	0)	4,250	4,250	2,833	4,250	20,000	
067-596.66-17 ES - CDBG LOAN PMT. EXP.	0	19,998	20,000	13,332	19,998	20,000	
TOTAL CDBG-ED LOANS DEBT SERV.	0	84,248	84,250	56,165	84,248	100,000	
067-596.66-11CMP - CDBG LOAN PMT. EXP. PERMANENT NOTES:							
NOTE PAYABLE OF \$300,000 WITH 0% INTEREST TO DIA ISSUED 2-							
23-2000 WITH ANNUAL PAYMENTS OF \$15,000. MATURITY IN 2-1-							
2023.							
LOAN PAID THRU A TRANSFER FROM edf FUND 110.							
<u>CARDINAL INDUSTRIAL PROJ</u>							
067-596.68-01 CG LAND ACQUISITION COSTS	0	57,783	57,783	38,522	57,783	57,783	
067-596.68-02 CG-LAND PMTS. FUTURE RESER	0	0	0	0	0	0	
067-596.68-03 INTEREST EXPENSE	11,839	0	0	0	0	0	
TOTAL CARDINAL INDUSTRIAL PROJ	11,839	57,783	57,783	38,522	57,783	57,783	
<u>TIF (CG) PROJECT EXP.</u>							
067-596.69-63 TIF#3 19 TUBACEX REIMB PYM	0	0	37,868	37,868	56,803	55,000	
TOTAL TIF (CG) PROJECT EXP.	0	0	37,868	37,868	56,803	55,000	
067-596.69-63TIF#3 19 TUBACEX REIMB PYMCURRENT YEAR NOTES:							
FOR TIF#3 TUBACEX RECEIVE THE TIF & KEEP 1% IN DIA,							
REMAINING REIMBUSE TO TUBACEX							
<u>OTHER EXPENSES</u>							
067-596.70-16 D.I.F. RESERVE	0	0	0	0	0	0	
067-596.70-17 CONTINGENCY RESERVE	0	0	789,583	0	0	751,694	
067-596.70-61 E.D. PROMOTION ACTIVITIES	0	0	0	0	0	0	
067-596.70-96 DEPRECIATION EXPENSE	0	0	0	0	0	0	
TOTAL OTHER EXPENSES	0	0	789,583	0	0	751,694	
<u>CMC TIF PROJECT EXP.</u>							
067-596.71-01 CMC TIF ADMINISTRATIVE COS	0	0	0	0	0	0	
067-596.71-02 CMC BOND INVESTMENT	0	0	0	0	0	0	
TOTAL CMC TIF PROJECT EXP.	0	0	0	0	0	0	





**MARKETING  
ALLIANCE**

# Request for Proposal

**Durant: Digital Marketing**

30 March 2021

**ISSUED BY**

Marketing Alliance, Inc.

**REPRESENTATIVE**

Michael Abbate

Marketing Strategist



MarketingAllianceInc.com

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# Workforce Recruitment Digital Strategy

## Durant, Oklahoma

### OVERVIEW

Durant, Oklahoma, is an ideal city to live and work in. With numerous available jobs, outstanding quality of life, and proximity to the Oklahoma City metropolitan area, Durant's popularity is growing. Low unemployment rates and a competitive market have made attracting new talent more challenging. To appeal to qualified individuals, Marketing Alliance will launch a highly targeted digital campaign that targets qualified workforce when and where they are most active. Our comprehensive digital campaign will raise general awareness for the city, employers and will promote available jobs utilizing promotional videos and content that is distributed through paid and non-paid methods.

Marketing Alliance recommends creating a landing page off Durant Industrial Authority's developing website to feature local employers, available jobs, and will highlight the benefits of living and working in Durant, Oklahoma. This page will feature three workforce recruitment videos and will include links to available job listings through employer's job boards. Click through to individual company pages or available jobs will be tracked to gauge interest and for reporting purposes. Compelling collateral, including videos, static ads and available job posts will be used to drive traffic to the website.

Durant, Oklahoma, social sites including Facebook and LinkedIn will act as delivery points for campaign deliverables. Promotional videos, ads and jobs will be promoted through paid ads in selected markets. All traffic will be sent to the landing page to search and apply for open jobs. A unique campaign hashtag will be used to encourage sharing and for tracking purposes.

### GOALS

1. Increase overall awareness for employers and available jobs in Durant, Oklahoma
2. Drive qualified and available workforce to Durant, Oklahoma workforce recruitment landing page
3. Grow Durant Industrial Authority social media following and engagement
4. Increase online applications submitted through Durant Industrial Authority landing page

### STRATEGY

1. Create a landing page that highlights available jobs and incentives for working and living in Durant, Oklahoma
2. Grow general awareness and drive new website traffic through a targeted social media campaign

- 
3. Promote available jobs and target workforce through strategic ad placement online

## MARKETING COLLATERAL

- Landing page off existing/revised website (*Marketing Alliance currently work on*)
- Three (3) promotional videos with social copy
  - Videos to feature key employment industries and job types
- Four (4) promotional ads with social copy
- Five (5) company features/job listings with description and logo
- Dedicated email blast to prospective workforce
- Social media header images (LinkedIn & Facebook)

## EMAIL

1. Send email blast to prospective employees/workforce within designated radius of Durant, Oklahoma
2. Highlight quality of life, existing employers and jobs, links to promotional videos and landing page
3. Direct all traffic to landing page

## LINKEDIN

1. Create and/or utilize Durant, Oklahoma LinkedIn business page to distribute campaign content
2. Distribute content on LinkedIn business page
  - Content to include promotional videos, ads, featured corporations and available jobs
  - Encourage engagement by tagging corporations, recruiters and allies when applicable
  - Encourage participating companies to share content to increase organic reach
  - Use campaign hashtag
3. Deliver content to key prospects through paid advertising
  - Target prospects in key markets and/or by demographics

## FACEBOOK

1. Create or utilize Durant Industrial Authority Facebook account to distribute content, post jobs and engage with prospects and other leads through organic (non-paid) and paid methods
  - Share campaign content on consistent basis



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- Use campaign hashtag
  - 2. Post selected jobs through Facebook
    - Boost job post in select markets and to key prospects
  - 3. Drive targeted paid traffic to promotional video assets
    - Retarget engaged video audience with advertising that drives website traffic
  - 4. Highlight a weekly job opening as a “Featured Opportunity” from a local employer

## **TRACKING AND REPORTING**

1. Durant, Oklahoma will have access to Marketing Alliance’s real-time online reporting dashboard for the duration of the campaign.
2. Campaign recap meetings to occur bi-monthly.

## **BUDGET**

Although scalable, Marketing Alliance proposes a \$30,000 budget. This budget would provide access to the necessary channels to build awareness and to strategically target available workforce.

## **TIMELINE**

Marketing Alliance propose 6 month campaign.

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## Your Saginaw Marketing Leadership Team



**John Abbate**  
Chief Executive Officer  
jabbate@marketingallianceinc.com  
941-347-7412

John knows American cities and communities by heart, having logged more than a million miles throughout the United States, helping Marketing Alliance's clients craft powerful marketing messages and compelling narratives that have helped attract audiences across all spectrums.

John has led the company to national prominence as a leader in destination marketing. "I understand that American communities are facing a whole new world of global competition, but I also know that cities and regions, large and small, can compete and win. One thing, however, is key: our doing a good job in giving them every possible competitive advantage we can." John is an active business owner and is engaged in business recruitment, tourism development, and economic prosperity throughout the United States.



**David Petr**  
President  
dpetr@marketingallianceinc.com  
941-347-7412

David's career spans from advertising agency owner to economic development CEO, resulting in a hybrid set of talents that blend deep knowledge of marketing with an unparalleled understanding of the complex environment economic developers face every day. Leveraging his diverse background and twenty-five years of experience, David helps create relevant and engaging solutions that lead to measurable business development results. He is an authentic storyteller who breathes life into the narrative of places around the globe, providing a futuristic, possibilities-driven perspective for growth.

David was the inaugural CEO of the Montgomery County EDC in Greater Washington, where he helped the community land on the Amazon HQ2 shortlist. He has also launched economic development and marketing companies in Florida and Texas.

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## Client Testimonials



Marketing Alliance Testimonial: <https://www.youtube.com/watch?v=SsZw9nVtef8>