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# City Manager



**Kimberly Meek**

[kmeek@duncanok.gov](mailto:kmeek@duncanok.gov)

As I reflect on 2022, with 2020 and 2021 being challenging years for our community, I believe our community rose to the occasion, adapted, and made things better. For the City of Duncan, the year represents a turning point as we moved past the pandemic, working as a team to continue to improve our great city. I am proud of this inaugural annual report and the information presented herein that shows just some of what we do for you to provide the services, amenities and experiences that build our relationship every single day.

Our local electric provider, Duncan Power, received recognition in 2022 from The Municipal Electric Systems of Oklahoma, Inc. (MESO) for Outstanding Achievement in the association's annual Electric Operations and Reliability Competition. MESO is a municipal utility trade association representing cities in Oklahoma, Missouri, Kansas, and Arkansas and provides non-profit electric services and electric power generation to some 750,000 people in four states. Our utility was recognized in the category for cities over 10,000 in population and cited for outstanding performance in electric reliability with an Average System Availability Index of 99.9916 percent. Duncan Power employees meet the requirements of their work with professionalism and safety due to their efforts in the field which include four years of rigorous field experience and testing for each line worker before they achieve journey line worker status. In presenting the award, MESO stated, and I quote, "It's important, we believe, for cities to maintain accurate records to measure their reliability and productivity. Through ongoing review of operations of cities in the four-state region, we find over time which systems have

continuous excellence in construction standards and distribution automation. Duncan Power has taken many steps to maintain reliability and continues to invest in system improvement, with the current operational standards and employee training standards of this utility being superior. Their training and development of staff and increased funding for reliability resulted in the continued excellent performance of the utility. Local control means local crews. That means fast response. And fast response means less outage time."

2022 also saw the launch of our employee appreciation program. Leadership and peers nominated fellow team member to recognize and acknowledge efforts in one or all of the categories of:

#### **Enthusiasm**

Exuding an attitude of enthusiasm in everything being done

#### **Excellence**

Committing to and recognizing excellence in all that we do

#### **Quality**

High quality expectation for us, and our citizens, and creating standards to maintain it

#### **Integrity**

Doing the right thing and following through with what we say we will do

#### **Customer Experience**

Creating relationships by delighting one person at a time

#### **Safety**

Exemplifying and excelling at all safety protocols

I am happy to say that our staff committed to the program, and as a result it experienced success in its first year. Our team looks forward to continuing to build upon this foundational year as we strive to make City of Duncan an organization which celebrates the efforts staff make that many times appear to go unnoticed or unappreciated.

We began gathering leadership together for monthly training meetings. These trainings included professional development, specialized presentations from Oklahoma Municipal League, Oklahoma Municipal Assurance Group and Oklahoma Municipal Power Authority to name a few. Leadership also attended courses and conferences for continuing education.

Additional focus this year was building community engagement and better communication. As a part of that



commitment to you, the City of Duncan spent the better part of the year researching, selecting, and collaborating with a leading expert in municipal government communications- CivicPlus- for our new website which provides easy access to information for "all things city" including digitized department forms and a new app. "DunCAN Connect" is for reporting non-emergency concerns quickly and easily to our staff. It takes each of us, working together and doing our part, to make Duncan a better place to live, work and play and we appreciate our citizens who engage with their municipal government as we strive to make Duncan the best it can be.

We are continuing with other exciting projects planned for 2023. To name a few, you will see a new fire station to better serve our residents to the north, road and water infrastructure projects and a new water metering system. All of these projects are council driven as we continue to address infrastructure challenges. Projects, both short and long term are getting accomplished, even with the continued challenges in the supply chain and staffing shortages. The goal of my job as your city manager, and the goal of my team, is to provide the services, the amenities, and the experiences that bring our community together. When people are able to gather and work together, great things happen. Relationships are formed. Community grows. As you peruse this report, my hope is that you recognize the accomplishments of our staff who are your friends, family and neighbors and know that we are happy to serve you, the citizens of this great community.

We, at The City of Duncan, are here for you, and you are appreciated.

*Kimberly Meek*

# Mayor | Council Members



**Robert Armstrong**

Mayor

[rarmstrong@duncanok.gov](mailto:rarmstrong@duncanok.gov)



**Jimmy Peters**

Ward 1

[jpeters@duncanok.gov](mailto:jpeters@duncanok.gov)



**Nick Fischer**

Ward 2

[nfischer@duncanok.gov](mailto:nfischer@duncanok.gov)



**Patty Wininger**

Ward 3

[pwininger@duncanok.gov](mailto:pwininger@duncanok.gov)

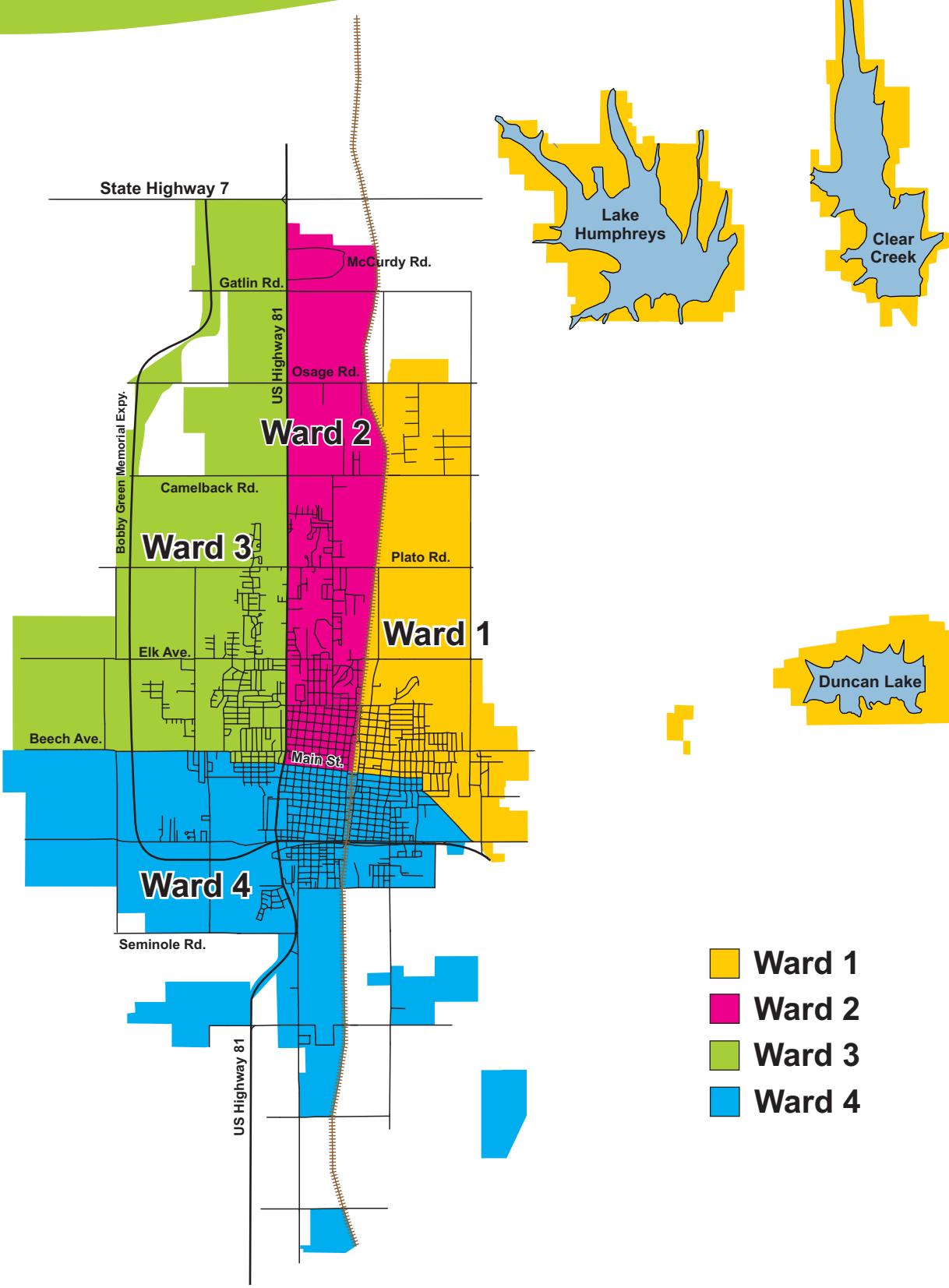


**Lindsay Hayes**

Ward 4

[lhayes@duncanok.gov](mailto:lhayes@duncanok.gov)

A Council-City Manager form of municipal government consists of an elected city council-elected at large or from districts or wards-which is responsible for policymaking, and a professional city manager, appointed by the council who is responsible for administration of the municipality. This form of municipal government encourages open communication between citizens and their local government. Under this form, each member of the governing body has an equal voice in policy development and administrative oversight.



The Finance Department strategically manages the City of Duncan's finances. These services include:

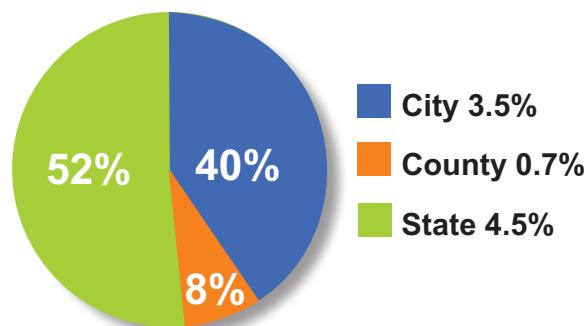
- Financial Analysis
- Budget Preparation\Reporting
- Accounts Payable
- Accounts Receivable
- Payroll
- Annual Audit Preparation
- Treasury Management

The fiscal year is January 1 to December 31.

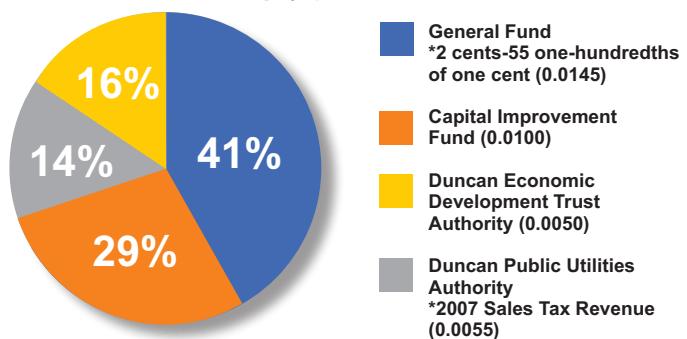
The City of Duncan levies a three and one-half cent sales tax on taxable sales within the city. The sales tax is collected by the Oklahoma Tax Commission and remitted to the city in the month following receipt by the Tax Commission. The Tax Commission receives the sales tax approximately one month after collection by vendors.

Every state with a sales tax has a companion tax for purchases made outside the state. In Oklahoma, that tax is called "use tax". If you have purchased items for use in Oklahoma from retailers who do not collect Oklahoma sales tax, whether by mail order, catalog, television shopping networks, radio, internet, phone or in person, you owe Oklahoma use tax on those items. Use tax is calculated at the same rate as sales tax for which varies by city and county (Duncan is 3.5%, County is 0.7%, and state is 4.5% = 8.7%).

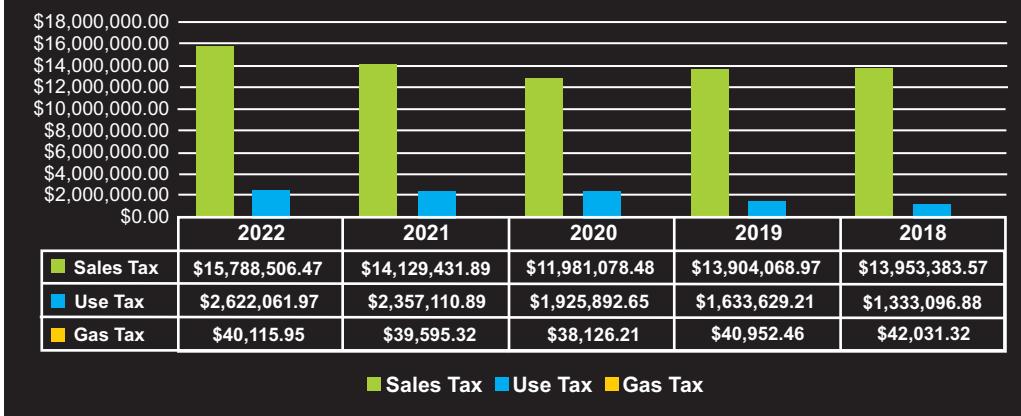
## 8.7% Sales Tax



## Breakdown of City's 3.5%

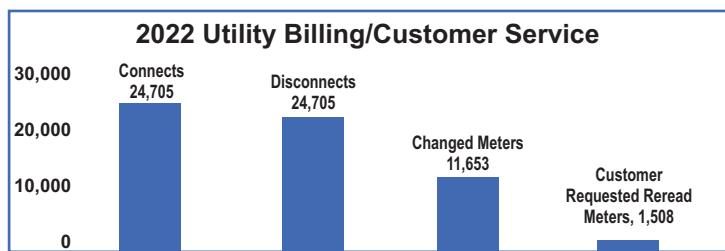


## 5 Year Comparison

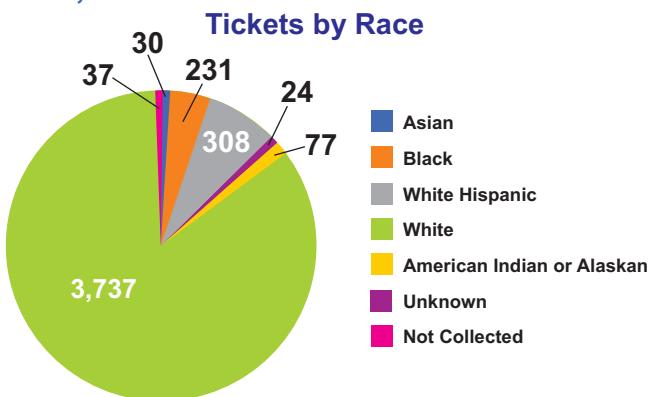


## Utility Billing:

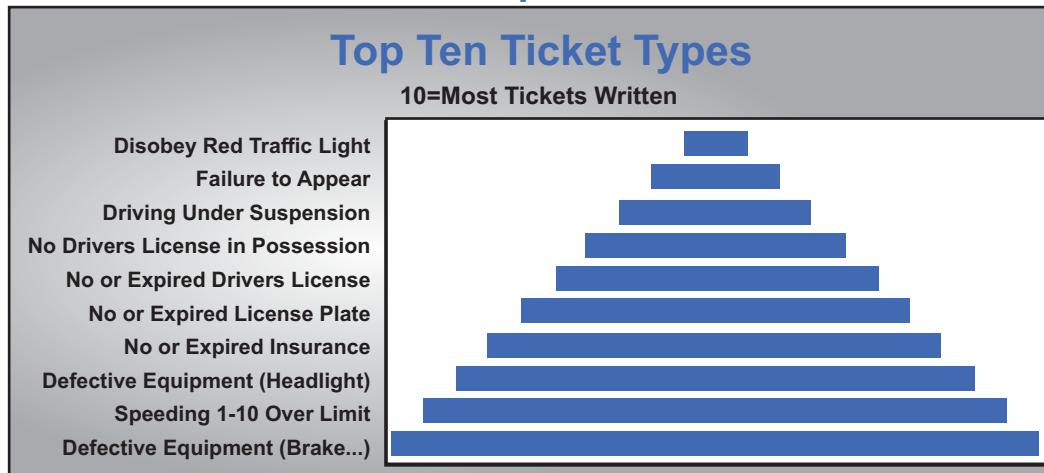
Customer Service assisted customers with enrolling and using the City's online payment portal, automated phone payment system, autopay, text-to-pay, and paperless billing. We continue our efforts to provide prompt and professional customer service to our citizens, by offering convenient options to conduct business in both English and Spanish.



## 4,444 Citations Issued in 2022



## Municipal Court



# Fire



## Call Numbers:

Fire	226
Overpressure Ruptures, Explosions	3
Rescue & EMS	2,807
Hazardous Condition (No Fire)	101
Service Call	97
Good Intent Call	662
False Alarm/False Call	144
Severe Weather & Natural Disaster	1
Special Incident	10
<b>Total Calls</b>	<b>4,051</b>

## Average Response Time: 5 minutes 34 seconds

(From time call is received from dispatch, until arriving on scene. This includes all calls both in city limits and outside city limits which we respond to in our fire district and as mutual aid.)

## Annual Training Classes

Each employee completes approximately 300 hours of training consisting of EMS, basic firefighting, engine and aerial operations, driver training, ventilation, rope rescue, swift water rescue, HazMat Operations, CPR/AED, as well as Officer development and leadership classes.

## Annual In-House Training Classes

EMS Refresher  
CPR/AED  
Haz-Mat Operations  
Emergency DECON

## Annual Apparatus, Equipment, Gear Inspection/Testing

Aerial apparatus and ladders  
Pumps on all apparatus  
All ground ladders  
SCBA's (Self-Contained Breathing Apparatus)  
Breathing Cascade System  
FIT Testing all MSA SCBA facepieces of each employee  
Hydrants  
Fire Hoses  
Semi-Annual Fleet Maintenance  
Semi-Annual Bunker Inspection

## Annual Fire Drills

Annual fire drills at all Duncan Public School locations, as well as Red River Technology Center and Cameron University Duncan Campus.

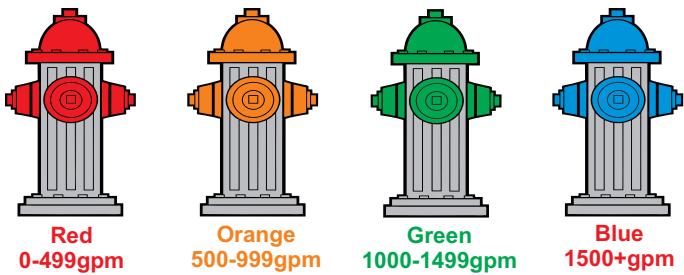
## Annual Business Inspections

Schools  
Licensed Day Care facilities  
Assisted Living facilities  
Nursing homes and Long-term care facilities  
Group Homes  
Duncan Regional Hospital, Cancer Center and clinics associated with DRH  
300 local businesses



### Fire Hydrants

Each year we test each of the 1,351 hydrants in city. The hydrants received fresh paint and color coding. Each hydrant indicates the gallons per minute flow. Your firefighters, at a glance, know exactly what the gallons per minute flow is and plan accordingly which apparatus to use in an emergency:



### Annual Smoke Detector Installation

In partnership with the Red Cross, we installed approximately 150-175 smoke detectors throughout Duncan.

### New Hires

- 4 new firefighters

### New Apparatus

As an all-hazards agency that carries the responsibility of responding to our community for many situations, today's firefighters do much more than fight fires.

We respond to emergencies that are water related as well, and with four city lakes, it is important to have the proper equipment. Our new rescue boats will cover distances quickly with minimal personnel in mildly rough conditions to do searches as well as transport gear and personnel.



## Community Involvement

### Smoke Alarm Installation



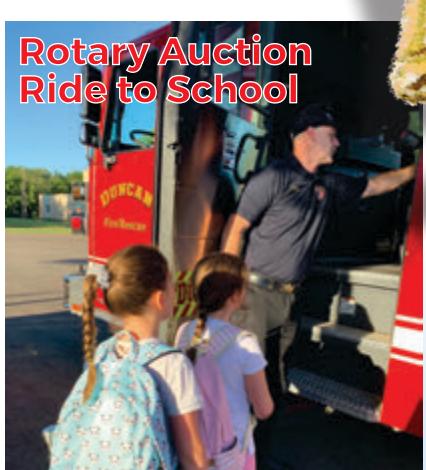
### Bark in the Park



### Fiesta in Fuqua



### Rotary Auction Ride to School



### Christmas Parade



### Fishing with a Fireman



**Cops n' Bobbers**



**Christmas Parade**



**Wish Tour**



**Shop with a Cop**



## Driver Training



### New Equipment

A multi-purpose vehicle used not only for routine patrol functions but for advanced accident investigations, crisis negotiations, onsite emergency warning equipment repairs and more.



### Training:

**3,538 CLEET Training Hours**  
(State requires minimum of 1,248 hours)

#### Dive Team

**96+ hours per year**

#### K-9

**192+ hours per year**

#### Snipers

**96+ hours per year**

#### Special Response Team

**96+ per year**

Opiate Overdose Recognition

Low Light Firearms

Sexual Assault Investigations

Missing Persons Investigations

Law Enforcement Driver's Training

Spillman Tec Mobile

Marijuana Legal Update

Understanding Trauma

School Resource Officer Training

Basics of Domestic Violence

Crisis Intervention

Side Handle Baton Certification

Crime Scenes for First Responders

Heart Saver First Aid

Traffic Stop/ Shootings

Interdiction to Protect Children

SWAT School

Police Sniper School

Mental Health Calls

Understanding Traumas

Officer Involved Shootings

Assisting In Crisis

Fentanyl Overdose

Leadership Development

Animal Control/ Animal First Aid

Animal Capture & Restraint

Animal Behavior

Animal Control Officers are called upon when a citizen reports a stray, abused or deceased animal.

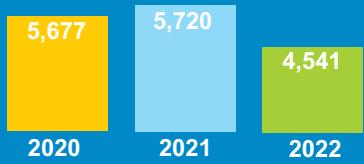
Officers seek justice in cases of abused, neglected, and abandoned animals. They conduct investigations and bring helpless animals to safety

by working directly with the Stephens County Humane Society. They also work with citizens of all ages to educate them about animal safety or animal control issues.



## Animal Control

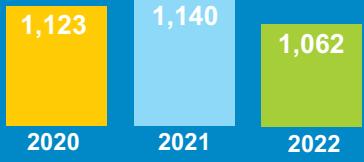
### Total Calls Received



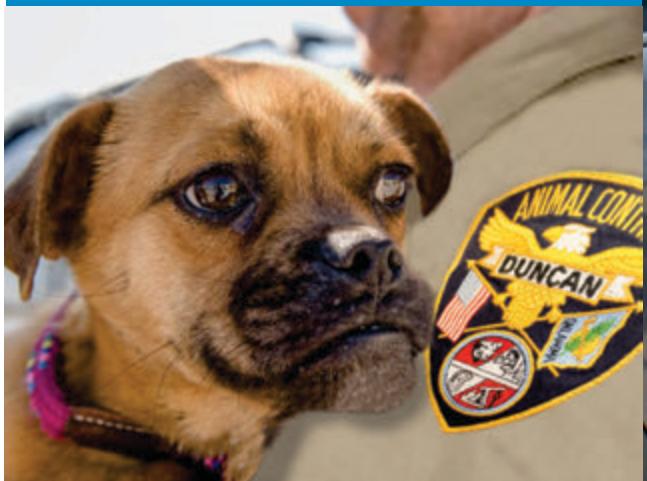
### Total Mileage Logged



### Total Animals Handled



Duncan Police Department, in partnership with Duncan Fire Department, holds annual fire drills at all Duncan Public School locations as well as the Red River Technology Center's Mock Scenarios event for graduating first responder students.



# Community Development



## Building Permits and Inspections

2022 | 444 permits (\$52,611.07 in fees)

2021 | 570 permits

2020 | 1,266 permits

2020 was a record year for roofing permits issued because of several storm events. The higher average permit fees of 2022 was a strong indicator that more citizens and businesses were reinvesting in their properties.

## Service Inspections

In addition to the standard permits issued and the required inspections for construction projects, Community Development and Code Enforcement conducted "service" inspections, which are upgrades that do not require a permit; such as water replacement, meter base upgrades, and HVAC changeouts:



Community Development and Code Enforcement ensures our eating, drinking, and medicinal marijuana facilities are safe and up to code. The City collects special licenses from these establishments and those fees help offset the inspections that have to be completed each year.

Special licensing fees:

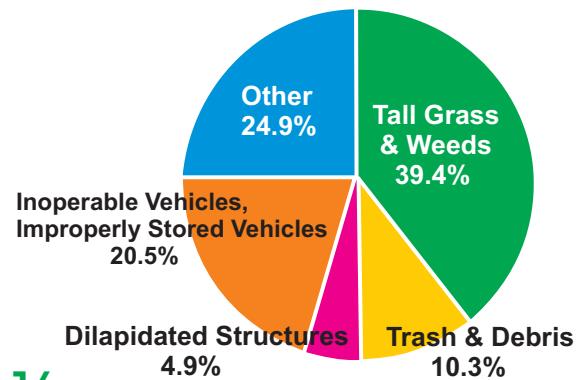
2022 - \$70,882
2021 - \$62,240
2020 - \$38,904

## Violations and Code Enforcement

The Department was active during 2022 investigating and processing potential code violations throughout the community.

**Violations**  
2022 - 1,780  
2021 - 1,388  
2020 - 1,198

### Most Common Violations



The City of Duncan ordered the demolition of 11 properties with an average cost to completely clear a property of structures of \$4,750 per property. Once work is completed by the contractor, the Department files a tax lien for all costs associated with the work done since many times the owner of record cannot be found as they have either moved away or are deceased, leaving the property to no surviving family members.



**Before**



**After**

As part of the code enforcement process, 145 citations were issued for property violations in the community. Citations are heard in Municipal Court. Most citations are only written when requests for code compliance are ignored or if the violations are reoccurring with a "repeat offender" that fails to maintain personal property as required within the adopted city codes and ordinances. Several violations were filed in District Court to obtain a permanent injunction against the owners of real property for ongoing violations.

Processing violations is an expensive process when the City must hire contractors to perform the work to bring a property into code compliance. In 2022, the Department spent \$73,360.00 hiring local contractors to abate declared violations. The department recoups those costs through invoicing and filing tax liens against the property and brought in \$106,070.00 (please note many of these recouped fees are several years behind as they are part of the tax lien process).



# Community Development

## Grants and Community Development

Late in 2021, the Department partnered with Association of South Central Oklahoma Government and applied for a CBDG Covid-19 Grant via Oklahoma Department of Commerce and were awarded \$450,000 to help address undue hardships for our citizens that may have resulted during the pandemic. In processing much of the grant through 2022, city staff saw the allocation of \$123,572 to help with costs associated with Delta Nutrition and their ability to provide food to our community seniors as well as processed 424 requests for utility billing assistance and pledged \$143,135 in utility bill assistance for those approved households.

The department also received a \$10,000 grant from Keep Oklahoma Beautiful and Midship Pipeline for the planting and maintenance of trees. This grant from Midship Pipeline is for one community in each of the eight counties where they perform work.

## Planning Commission and Board of Adjustments

The Planning Commission makes recommendations to City Council on issues like zoning changes, special uses that need greater attention before development may occur, requests to subdivide land, and requests regarding the annexation process. Occasionally Planning Commission is requested by City Council to hold an additional public hearing to give citizens opportunities to have their voices heard prior to a final decision. In 2022, the Planning Commission met 14 times.

The Board of Adjustments is responsible for granting variances to code, hearing challenges to administrative decisions, and unique cases that may not be adequately covered in city ordinances. The Board met monthly and made decisions on 15 requests. Most requests were for relief from the language in city code to allow slight deviations in setbacks of structures from property lines. Note; not all requests are approved, as the Board looks at unique hardships that might exist with the property that keeps an applicant from meeting the full intent of the codes and ordinances adopted by the City.

## Staff Certifications and Trainings

All staff have Code Enforcement Certification by Oklahoma Code Enforcement Association and 3 staff members hold International Property Maintenance Code Certification by Oklahoma Code Enforcement Association.

Combined 46 Hours of Continuing Education- International Code Council.

**Plumbing Inspector:** ICC 841184 | CIB109418

Building Inspector Commercial & Residential

(1 of 64 ICC Certified in Oklahoma)

Permit Technician

(1 of 19 ICC Certified in Oklahoma),  
no state licensing required

Plumbing Inspector Commercial & Residential CIB  
Certified in Oklahoma

Plumbing Unlimited Commercial & Residential with  
Oklahoma Construction Industries Board

Building Unlimited Commercial & Residential with  
Oklahoma Construction Industries Board

Combined Building & Plumbing Unlimited Commercial &  
Residential with Oklahoma Construction Industries Board

**Mechanical Inspector** ICC: 9389472 | CIB: 187295 .

Mechanical Inspector Commercial & Residential

(1 of 53 ICC Certified in Oklahoma)

Mechanical Unlimited Commercial & Residential with  
Oklahoma Construction Industries Board

**Electrical Inspector** ICC: 9389472 | CIB: 181626 .

Electrical Inspector Commercial & Residential

(1 of 40 ICC Certified in Oklahoma)

Electrical Unlimited Commercial & Residential with  
Oklahoma Construction Industries Board)

ICC: International Code Council - certifications to be an inspector)

CIB: Oklahoma Construction Industries Board- licenses that require

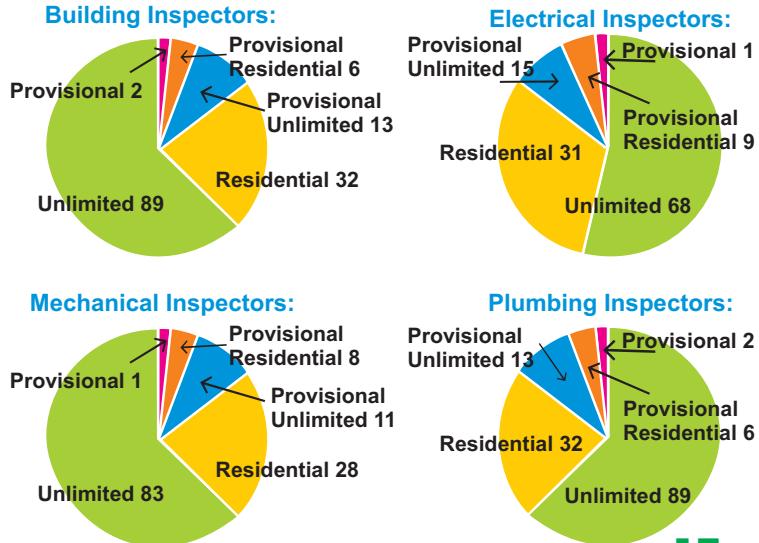
testing through an approved ICC or CIB

OCEA: Oklahoma Code Enforcement Association-state certifications

Code Enforcement Certification-state requirement to enforce ordinances

International Property Mntc-state certification to enforce IPMC (published by ICC): optional to ICC certification

## ICC Certified Inspectors in OK





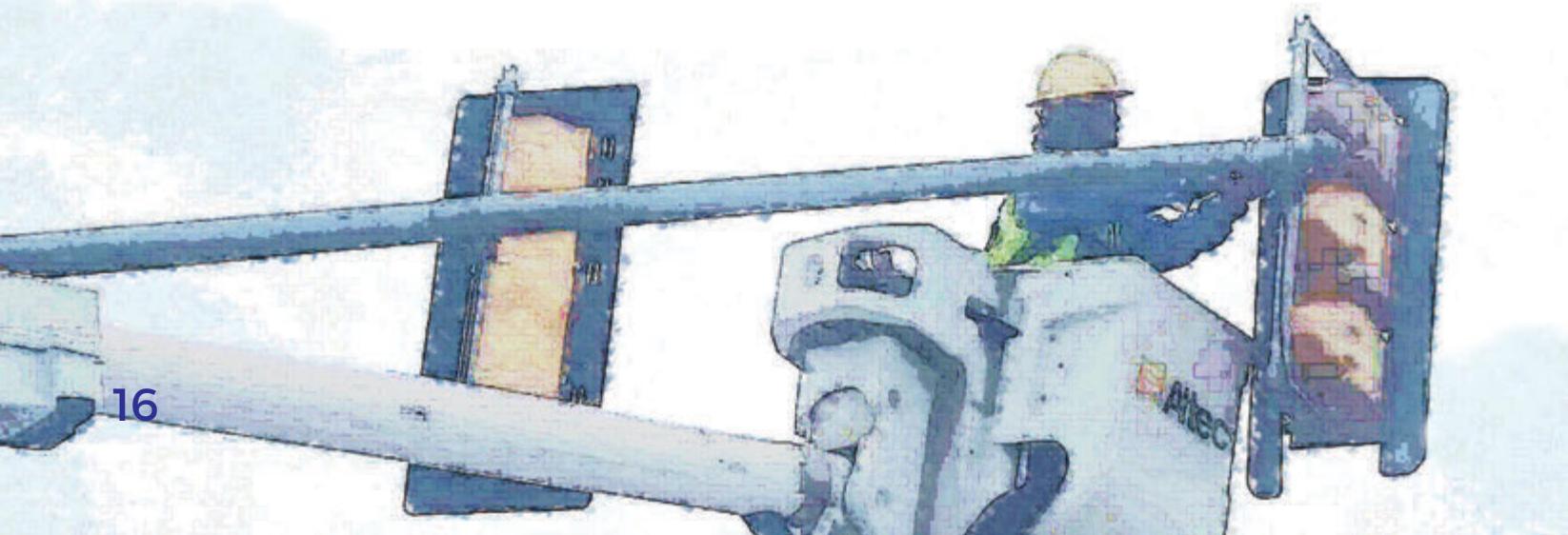
In 2022 Duncan Power contracted with Novinium™ for underground electric cable improvements in housing developments throughout Duncan. We were able to completely rebuild parts of our underground electric system in a few months, instead of a few years, with following additions completed: Clampitt Oaks, Whispering Hills, West Club, Abe Raizen Park, Bailey Beall and Crescent Drive.

Novinium workers utilize state-of-the-art processes to inject a liquid insulation within the older buried power cables that rejuvenates the insulation of the underground electrical cables to make them last longer without failures. By using this process Duncan Power can give existing cables a new start on life expectancy with only minimal digging, boring or trenching in yards. There are many variables that can cut costs or increase costs however we plan to treat as many cables as possible until all approved funds are exhausted. Maytubby Heights, Williams West and Elk Plaza Shopping Center are underway in 2023. This work is forecasted to continue for 5 years until we make our way across Duncan.

The specialized training of newer employees continued both in-house and through participating in out-of-town schools.

#### Notable accomplishments

- 💡 Replaced leaking transformers
- 💡 Connected Duncan High School's black box theater & new building for PGM
- 💡 A circuit breaker that failed to open and reclose at Stephens Substation was repaired and is in-service
- 💡 A section of Underground Primary Cable was completely replaced at Creekside Apartments as this section had experienced failures at an accelerated pace in recent months





# Duncan Power

## Did you know?

Most of the electricity sold by Duncan Power is consumed by residential customers, with much of our increase in electricity provided to Customers directly related to outdoor temperatures and the use of air-conditioners to cool our homes. As an example, our City experienced zero days over 100 degrees in July of 2021 compared to 20 days in 2022, also 1 day above 110 degrees.

The “Our Local Power” campaign is a joint effort among the 62 Public Power communities, including City of Duncan, from across Oklahoma to highlight the value of a municipal electric utility. Unlike large investor-owned utilities, every time you pay your electric utility bill or flip a switch you, and your community, reap the benefits. In a public power community, a portion of the revenue is reinvested back into the community to improve and maintain crucial city services.



Duncan Power does not make profits for shareholders who might live far away. Instead, any fund balance that we generate is used to help make our city a better place to live.

- 💡 Funds to help run other city services; police, fire, streets, parks, library, and more.
- 💡 Quick outage response by local crew
- 💡 Local employment
- 💡 Greater portion of revenues stay in the community
- 💡 Local oversight by your elected officials
- 💡 Utility's allegiance is to its customers, not to shareholders

## How Many?

- 140 Upgraded electrical insulators installed
- 43 Poles replaced
- 17 Cross arms replaced
- 14 Upgraded transformer fuse replacements
- 2 New Smart Switches
- 72 Animal related outages

## Awards & Recognition

Duncan Power received an Electric Operations and Reliability Award from the Municipal Electric Systems of Oklahoma, Inc. (MESO) for Outstanding Achievement in the association's annual Electric Operations and Reliability Competition. We were recognized for having an Average System Availability Index of 99.9916 percent.







# Emergency Management



## Disaster Preparedness

Disasters can happen anywhere, any time. That is why it is important to be prepared. Do you have a plan for yourself, your pets, and your family?

How will you receive emergency alerts and warnings? Where will you shelter? What is your evacuation route? What is your family's communication plan to reunify after the storm? Do the kids know important phone numbers? Do you have an updated preparedness kit?

Disasters can leave children frightened, confused, and insecure. It is important to recognize these reactions, and help them cope with their emotions. If a disaster should hit your area, the following tips can help:

- Encourage questions and answers with your kids. Let them tell you how they feel and their concerns.
- Limit their media disaster coverage exposure.
- Make time for them to talk, play or do other family activities, to create a sense of security for them.
- Try to keep routines normal as possible.

For information: <https://www.ready.gov/helpingchildren-cope> and [ready.gov/kids](https://www.ready.gov/kids) provides games to help your kids become "Disaster Masters" and teach them how to build an emergency kit.

Your emergency kit should have everything you need to survive for several days. Include the following in your kit:

- Non-perishable food and water for several days (3 days minimum).
- Flashlights, radios & extra batteries.
- First aid kit and family medications.
- Consider your family's special needs.

Your pets are also part of your family so add these items in case you need to evacuate with your pets.

- A selfie with them in case you get separated.
- Medicine & grooming items.
- Collar with an ID & a leash.

For more information please visit:

<https://www.ready.gov/national-preparedness-month-social-media-toolkit>.

The new siren integrates automated lightning detection and lightning warning in our parks, walking trails, and sports complex that is a voice capable siren which gives a voice warning of approaching bad weather. Additional sirens will be located near the football stadium, Fuqua Park, walking trails, the splash pads, and are capable of public address to sound voice announcements for tornado warnings, flood warnings, high winds, siren tests and more. These improvements will make the **Outdoor Warning Siren System** more reliable, more functional, and give the public more time to reach shelter in an emergency.

New storm siren installation at Abe Raizen Park



To sign up for Duncan Alerts scan this QR Code.



## What to Listen For: Duncan's Outdoor Siren System

Weekly testing of the siren system is fully computer automated and activated every MONDAY, (unless severe weather is in the are or forecast). Each lake siren is automatically activated sequentially at 11:59 AM. City sirens follow at noon.

TEST Wail for Tornado Warning: 1.5 minutes of "on and off".

TEST Steady for ALL CLEAR: 1.5 minutes of steady sound.

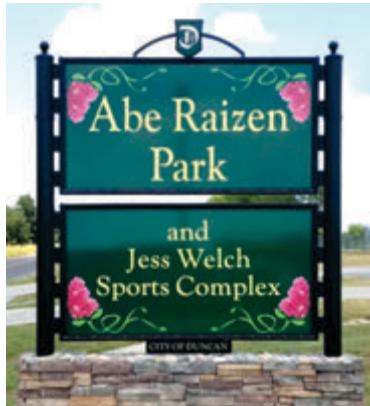
Please note: In the event of actual severe weather, warnings will sound continuously for 3 to 5 minutes and 1 to 3 minutes for an ALL CLEAR.





Library





For information on rules and regulations, visit  
[www.duncanok.gov/parks&lakes/lakerules&regulations](http://www.duncanok.gov/parks&lakes/lakerules&regulations)

**Fuqua Pool Summer Hours** 580-255-2743  
Monday-Sunday 1:00 p.m. to 6:00 p.m.\*  
Pool closes for inclement weather, accidents, or any  
other unsafe swimming conditions.

**Splash Pad Summer Hours**  
Monday-Sunday 9:00 am to Sunset\*  
Splash Pads are not operational during inclement  
weather.

\*12 yrs/under supervised by guardian.

**Park Rentals/Reservations**  
580-251-7790

**Recent improvements to our Parks:**  
Abe Raizen storm siren installed/parking lot resealed.  
upgrades to splash pads at Douglass (light upgrades to  
chemical processes) and Hillcrest (relocated sunshade,  
added concrete and tied it to splashpad), tree trimming,  
purchased barriers for Ron Burton playground  
equipment, upgraded swings in Fuqua East.

140 acres mowed every 7 - 10 days plus additional 200  
acres on the easements/right of ways and section lines.

85 event permits issued.

Fuqua Pool revenue \$9,500. Cost to operate \$83,000+  
Lifeguards/\$7,602  
Repairs and maintenance/\$38,677  
Chemicals & Utilities/\$37,550  
2,627,000 gallons of water used

## Our Beautiful Parks!

**Abe Raizen** N & Chestnut Streets  
Baseball, Soccer, Playground, Picnic

**Arboretum & Heritage Park** Hwy 81 & Bois D'Arc Avenue  
Walking Path, Flowers, Trees

**Douglass Park** 2nd & Bois D'Arc Avenue  
Splash Pad, Picnic, Playground, Community Center,  
Basketball Courts

**Fuqua Park** Hwy 81 & Beech Street  
Pool, Swings, Picnic, Playground, Museum, Train Exhibit,  
Kiddie Land, Gazebo, Circle of Love, Pavilion

**Hillcrest Park** D & Chestnut Street  
Splash Pad, Playground, Tennis Court, Baseball

**Ron Burton Rotary Park** 7th & Elder Street  
Playground

**Memorial Park** Hwy 81 between Beech & Pine Streets  
War Memorials

**Olen Sledge Memorial Park** 2nd & Elder Street  
Walking Path, Playground, Basketball Court

**Playday Park &**

**Jack Wninger Dog Park** 15th & Cypress Street  
Playground, Picnic, Dog park

**Timbergate Park** Highmeadow & Briarcrest Streets  
Playground

**Whisenant Park** 23rd & Beech Street  
Walking Path, Playground



## Timbergate Park

New playground equipment installed. Special thanks to the McCasland Foundation for making the Toddler Area possible.

**AFTER**



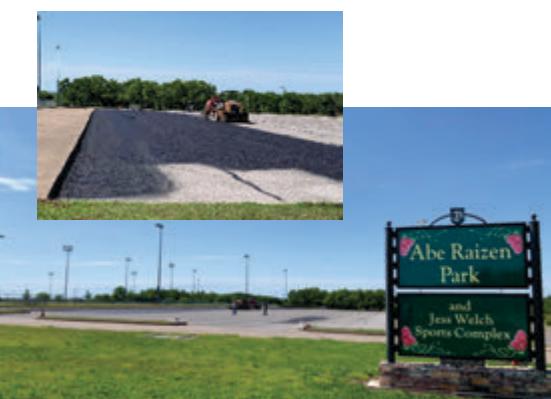
**BEFORE**



## Abe Raizen

## Jess Welch Sports Complex

The parking lot was recently re-sealed. The park is scheduled to have new bathrooms and sunshades installed.



## Duncan Cemetery & Henderson-Harris Cemetery

Cemetery Clean Ups are held quarterly on the 2nd Tuesday in February, May, August, and November each year.

187 services held at both cemeteries.

145 acres, combined, is mowed/trimmed every 7 to 10 days.

## Duncan | Halliburton Field

### Airport Gets New Sign



City of Duncan contracts 5B Aviation for Halliburton Municipal Airport. Full servicing is provided including flight training. That training is offered in Duncan 7 days a week, using PIPER Cherokee PA-28-180s and a total of 8 flight instructors between their locations.

### 2022 Numbers:

300+ Landings per month

50+ Aircraft Annual service per year

60,000 Gallons of Fuel Sold

35 Aircraft hangars rented

The airport continues to see significant growth in pilot usage, services and visitors in comparison to 2021. Hangar rentals are a mix of private and corporate ownership. The US Military also uses the airport for approaches on a daily basis and are frequently in Duncan's airspace.

Duncan Halliburton Airport's preliminary hangar development plan is complete. Applications for FAA grants, for improvements, have been submitted.

Improvements in 2022 included reshaped drainage, cleaned silt from pipes, cleared trees, and removed two irrigation pivots in the development area.



# Public Works | Lakes



Owned and operated by City of Duncan, the "Duncan Lakes" are four man-made lakes built as reservoirs between 1948 and 1962 by the community as resources for future droughts.

Today, the lakes are used year-round for recreation, fishing, camping and many other activities to enjoy. Partial camp sites (water/electric, no sewer) and rough camp sites are available.

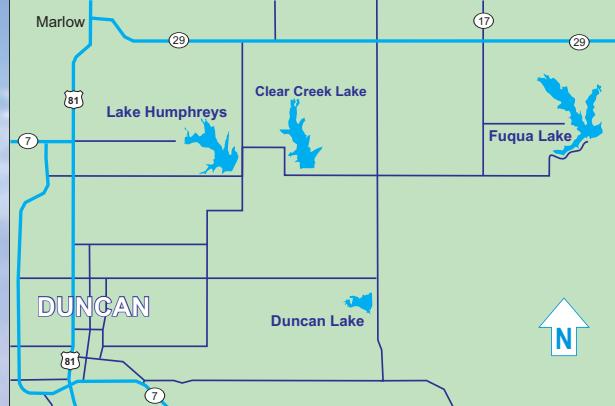
All permits available at KIOSKs located at each lake or at City Hall, 1600 S Hwy 81, Monday through Friday 7 am - 5:30 pm. Deer, Duck, Quail hunting in designated areas only. 21 day limit on camping sites.

Work has been completed at the Clear Creek Spillway. Workers cleared the dam embankment on both sides. An embankment study is 90% complete.

Over 20 miles of shorelines were cleaned up at all four lakes, including new access to Clear Creek Lake and an open view on the east side of the pavilion.

Clear Creek boat ramp is repaired and ready for the season.

Staff mows over 250 acres every 7-10 days during growing season to keep our lakes welcoming for our guests and citizens.





# Public Works | Lakes

## Clear Creek Lake

660 acres  
11 miles of shoreline  
180+ partial camp sites. 100+ rough  
Boat ramp  
Restroom (handicap and regular showers)  
3 Pavilions  
2 Sanitary dump stations  
Enclosed fishing dock  
Largemouth bass, channel catfish, and crappie fishing.  
Swimming in designated areas.

## Duncan Lake

550 acres  
4 miles of shoreline  
25+ partial camp sites  
Boat ramp  
Restroom (showers)  
Pavilion  
3 Sanitary dump stations  
Enclosed fishing dock

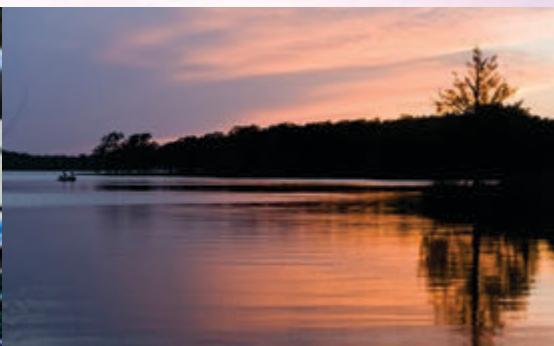
Largemouth bass, channel catfish, and crappie fishing.  
Disc golf course, hiking and equestrian trails.  
Swimming in designated areas.

## Lake Fuqua

1,500 acres  
18 miles of shoreline  
55+ partial camp sites  
2 boat ramps  
Pavilion  
Sanitary dump station  
Enclosed fishing dock  
Largemouth bass, channel catfish and crappie fishing.  
Swimming in designated areas.

## Lake Humphreys

880 acres  
17 miles of shoreline  
75+ partial camp sites  
3 boat ramps  
Restroom (handicap and regular showers)  
Pavilion  
Sanitary dump station  
Enclosed fishing dock  
Largemouth and smallmouth bass, channel catfish, carp, saugeye and crappie fishing, and wildlife. One of the six fishing trail loops that alert visitors to prime fishing spots in Oklahoma, Lake Humphreys is celebrated as one of Oklahoma's 40 top fishing lakes/rivers. Swimming not permitted.



# Public Works



## Water Production

- ◆ 398 hours of staff training
- ◆ 275 water main repairs and locates
- ◆ 1,067,338,000 gallons of drinking water processed
- ◆ 710,525,600 gallons of water pumped from Waurika Lake
- ◆ 273,177,400 gallons from Lake Humphreys
- ◆ 83,635,000 gallons from Lake Fuqua

The water plant upgraded the ammonia system used to create Chloramines to disinfect drinking water more reliably with fewer maintenance hours.

- ◆ 46,258 in house water samples tested
- ◆ 394 samples were sent to state labs for analysis

Since 1947, Duncan has produced safe drinking water for our citizens and industries without a single boil order.

We welcomed a new Water Plant Supervisor.

## Wastewater Treatment (WWTP)

◆ 176 hours of staff training

◆ 570 million gallons of wastewater treated

◆ Over 6,800 lab tests done

◆ 8,341 consecutive days (22.85 years) without an OSHA recordable injury

ODEQ approved submitted Wasteload Allocation to allow for year-round discharge through Outfall 001 (to Claridy Creek), allowing the WWTP to be able to process and discharge treated wastewater during high flow events and in all seasons.



## Project Updates

Inflow and Infiltration of Wastewater Project – Phase One continues fieldwork at the Water Treatment Plant and maintenance projects continue at the Wastewater Treatment Plant.

Oklahoma Water Resources Board loan funded projects are in process, with new water lines scheduled to be placed. Engineer plans are either in the design phase or nearing completion. Bids were let, and construction began in the first quarter of 2023 on Chisholm Trail Parkway and 27th thru 29th Street off of Beech Avenue.

The El Rancho Water Tower was assessed and renovations will begin in 2023.

Re-establishment of drainage patterns through Williams West and Timbergate Streets, as well as Timbergate Park were completed.



## Street Projects

### Asphalting completed:

Oak from 1st to 6th St  
 Willow from 11th-15th St  
 Cypress between 3rd and 4th St  
 8th and 9th on Pine  
 12th to 14th on Willow  
 Ash A to B St  
 8th St Cypress to Sycamore  
 Ash between 17th&18th  
 17th between Oak and Beech  
 12th from Park to Woodlawn  
 Duncan 11th-13th St  
 Walnut from 12th-14th St  
 12th from Park to Woodlawn  
 G Street, Main to Ash  
 Hackberry between 7th and 8th  
 7th St between Hackberry and Pine  
 Peach between 7th and 8th  
 8th St between Elder and Peach  
 Walnut between A St and 3rd St

Average cost of \$1.56/sq foot  
 or \$14-16,000 per city block  
 47 blocks of overlay,  
 51,000 sq ft of concrete patching,  
 winter weather sanding and  
 water line cost \$548,022.64



Street sweeper and  
 street edger recently  
 purchased are assisting  
 crews with maintenance.  
 Sweeper has completed  
 450 miles.

## Plato Road Bridge



Plato Road bridge failed an engineering inspection and was immediately closed for public safety. It was replaced, reopening for traffic in December 2021.



Gabion baskets installed and dredging done on Claridy Creek to increase creekbank stability and improve drainage.



Clear Creek Spillway construction began in late 2020. Phase One, a 9.9-million-dollar investment, is complete. The new spillway holds over 100 tons of steel and is more than two football fields in length.

## Friends & Neighbors







# Communications

**DunCAN Connect** is your complimentary personal assistant to report non-emergency concerns quickly and easily to City of Duncan.

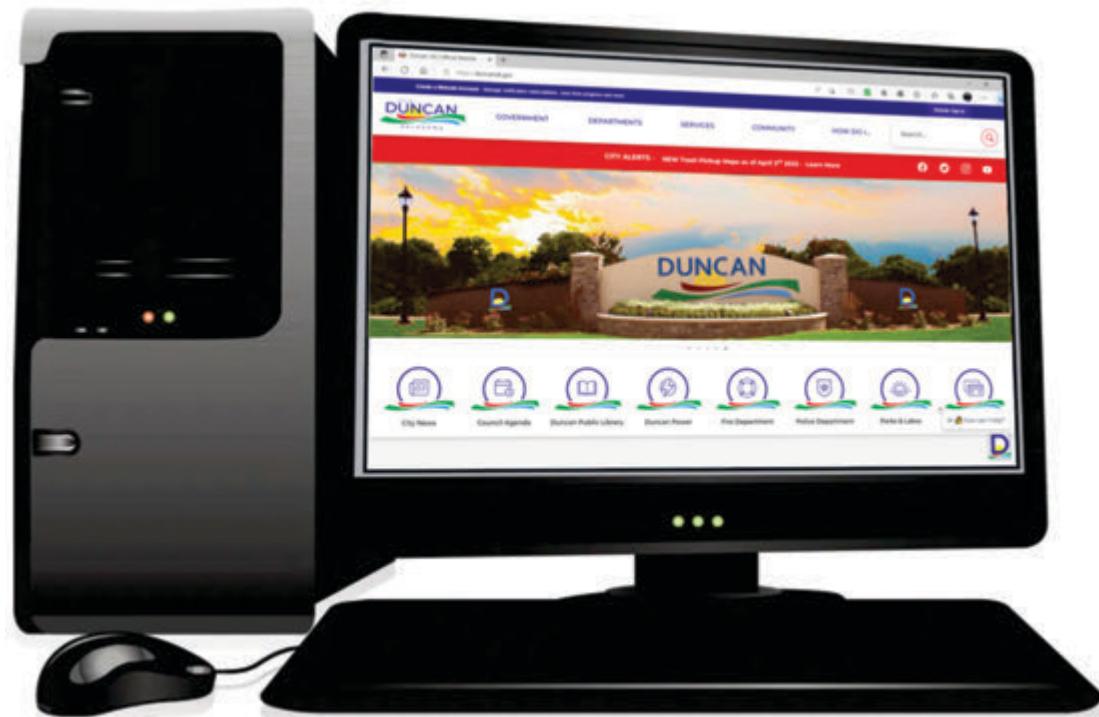
Powered by SeeClickFix, this app makes reporting a concern easy! Simply open the app, upload a photo or video to submit along with your GPS location, select the appropriate category and tell us your concern. Whether it is street maintenance, tall grass, damaged trees, street signage, streetlight request or another concern, this handy app enables you to report right away and add additional information. All reports are routed to the appropriate City of Duncan department to be addressed in a timely manner, and you can even ask to be notified when the work is complete.

Download and start using this free app today. Accessing your City of Duncan services is simple and never been easier thanks to DunCAN Connect! Thank you for helping to make Duncan, the Heart of the Chisholm Trail, a better place to live, work and play.



## Website

The new City of Duncan website, developed with CivicPlus, provides information for departments and services and many digitized forms for ease of use. Not certain how to find what you are searching for? Ask our DunCAN Chatbot!





**Airport Commission:** 5 year term. Appointed by Mayor. Approved by City Council. Advises on the operation, maintenance, and improvement of Halliburton Field.

**Board of Adjustment:** 3 Year term. Appointed by Mayor. Approved by City Council. Decides appeals or alleged errors by administrative officials, grants, variances, and exception to codes.

**Duncan Enhancement Trust Authority Board:** 3 Year term. Board consists of 5 at large members appointed by Chairman and Trustees to serve as an advisory Board for beautification projects throughout Duncan. May serve up to two (2) three (3) year terms.

**Lakes Commission:** 5 Year term. Appointed by City Manager. Makes recommendations on control, maintenance, improvements, and operations of City Lakes.

**Duncan Public Library Board:** Appointed by City Manager. Adopts regulations for administration and operation of Library.

**Main Street Duncan Board of Directors:** 3 Year term. To preserve heritage of the Duncan Downtown Historic District.

**Parks and Recreation Advisory Board:** Appointed by Councilman from their Ward, Mayor's appointment is an at-large appointment. Board terms correspond with respective term of Councilman or Mayor that made appointment. Makes recommendations to Council on planning, improvements, and construction of public parks and recreational facilities.

**Municipal Planning and Zoning Board:** 3 Year term. Nominated by Mayor. Approved by City Council. Makes recommendations to Council on matters about development and betterment of the municipality.

Check out [duncancalendar.com](http://duncancalendar.com)  
for more exciting things to do in our great city!

## Airport Commission

First Monday at 5 pm | Municipal Airport

## Board of Adjustments

First Monday at 5:30 pm | City Hall

## City Council/Duncan Public Utilities Auth/ Duncan Economic Development Trust Auth

Second & Fourth Tuesday at 5:15 pm | Council Chambers  
at Duncan Police Department

## Duncan Enhancement Trust Authority

Fourth Thursday at 5:30 pm | City Hall

## Employee Retirement & Pension Board

Third Monday at 9:00 am | City Hall

## Lakes Commission

First Tuesday at 5:00 pm | City Hall

## Duncan Public Library

Fourth Tuesday at 9:30 am | Library

## Main Street Duncan

Second Thursday at 12:00 pm | Main Street Duncan Office

## Parks and Recreation Board

Third Monday at 5:30 pm | City Hall

## Planning Commission

Third Tuesday at 5:30 pm | City Hall

## South Central Oklahoma Envir. Auth

First Monday at 11:00 am | City Hall

## Waurika Lake Master Conservancy District

First Tuesday at 2:00 pm | District Office, Waurika, OK

Meeting dates may adjust due to holidays.  
Please call 580-252-0250 to inquire prior to attending.

# Who to Contact

**The City of Duncan is here to serve you.**  
**580-252-0250 • 580-255-2112 (After Hours)**

## Animal Control

Aggressive Animal  
 Animal Noise Complaints  
 Deceased Animal on Roadway  
 Dogs or Livestock Running Loose

## City Clerk's Office

Alcohol and Food Permitting  
 Lake Lot Lease  
 Open Records Request  
 Peddler's License

## Community Development/Code Enforcement

Building Permit/Violation  
 Certificate of Occupancy  
 Contractor Licensing/Permitting  
 Dilapidated or Unsecured Structures  
 Graffiti  
 Grass Cuttings Swept into Street  
 Grass or Trees Not Trimmed  
 Illegal Dumping in City Limits  
 Inoperable/Abandoned Vehicles  
 Inspections for Plumbing, Mechanical and Electrical  
 Large or Loose Trash at Curb  
 Limbs Over Streets or Sidewalks  
 Medical Marijuana Business/Grower Permit  
 Outdoor Storage  
 Sewer Overflow on Private Property  
 Sewer Smell in Area  
 Theft or Tampering of Utilities (Water or Electric)  
 Trash or Debris Accumulation  
 Trash Cart Remaining at Curb  
 Trees or Shrubs Blocking Road View  
 Vehicle Blocking Fire Hydrant  
 Zoning Inquiries

## Duncan Police Department

Broken Down Vehicles in Roadway  
 Burglary  
 Found Property  
 Noise Complaints  
 Theft  
 Power Outages after Hours  
 Stop Lights/Signals Non-Working  
 Traffic Safety Concern  
 Water Leaks in Easements or Roadways after Hours

## Fire Department

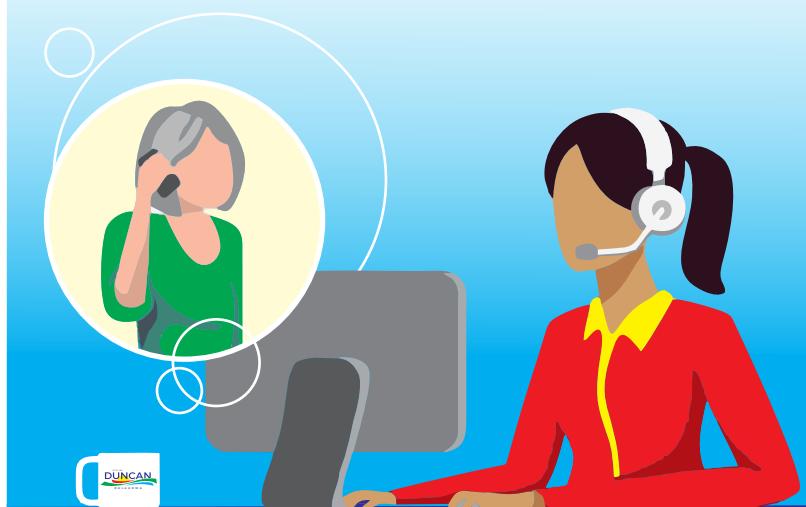
Annual Fire and Life Safety Inspections  
 Burn Permits  
 Cat or Drone in Tree  
 Fire Escape Plan Assistance  
 Fire Hydrant Leaking  
 Fire Truck Drive By for Event  
 Home Fire Safety inspection  
 Smoke & Carbon Monoxide Detector Inspection  
 Tour of Main Station for Children

## Public Works

Cemetery  
 Corner Visibility at Intersection  
 Drainage or Erosion Concern  
 Driveway Permits  
 Event and Parade Permit  
 Gutters and Curbs  
 Missing Manhole or Meter Lid  
 Potholes  
 Parks  
 Lakes  
 Reservation at Park or Lake  
 Sewer and Water Main Concern  
 Street Closure  
 Water Leaks in Easements or Roadways

## Utilities Customer Service

Billing Concern  
 New Service (Water or Duncan Power)



**FOR EMERGENCY CALL 9-1-1**