

To whom it may concern,

Pursuant to the Oklahoma Open Records Act (51 O.S. §§ 24A.1 et seq), I respectfully request copies of the following public records relating to the City's current Code Enforcement initiative, including planning, creation, staffing, and implementation of the Code Enforcement Officer position and the hiring of Steve Hughes, for records created, received, or relied upon from January 1, 2023 to present:

1. Authority to Create and Operate Code Enforcement

All ordinances, resolutions, policies, charter provisions, or administrative rules authorizing creation or activation of the Code Enforcement Officer position, establishing enforcement authority, defining scope of duties, and outlining procedures for inspections, citations, abatements, liens, condemnations, demolitions, or property acquisition.

2. Municipal Judge and Municipal Court Creation

All ordinances, resolutions, contracts, meeting minutes, or agreements establishing the Municipal Court and Municipal Judge position, including compensation, duties, and jurisdiction.

3. Hiring Authority and Compliance

All ordinances, resolutions, policies, or charter provisions requiring public advertisement or competitive hiring for municipal employment, including documentation demonstrating compliance with those requirements for the Code Enforcement Officer position.

4. Hiring Process Documentation

All records describing recruitment, advertising, application, interview, selection, and hiring of Steve Hughes, including job postings, advertisements, applications received, interview notes, selection criteria, hiring committee members, justification for any direct appointment, and any employment offer or contract.

5. Compensation and Employment Terms

All records reflecting compensation, salary, benefits, reimbursements, vehicle allowances, phone allowances, incentive pay, expense accounts, or other remuneration provided to Steve Hughes in his role as Code Enforcement Officer, including any employment contract or payment agreements.

6. Training and Qualifications

All records reflecting training, certifications, testing, continuing education, or professional qualifications relied upon by the City to authorize Steve Hughes to perform code enforcement duties, including dates completed and issuing organizations.

7. Prior Employment Records Reviewed by the City

Any records obtained or reviewed by the City regarding Steve Hughes's prior employment history, including references, disciplinary records received, or separation documentation from previous municipalities.

8. Communications Related to Code Enforcement Strategy

All communications (including emails, text messages, call logs, memoranda, or other correspondence) between Steve Hughes and any City official regarding code enforcement strategy, priorities, targeting, implementation, or property selection, including communications conducted on personal devices if used for City business. If any portion of a requested record is exempt, please provide the non-exempt portions after redaction, as required by 51 O.S. §24A.5.

9. Enforcement Policies and Guidance

All written or electronic guidance provided to Steve Hughes regarding prioritization or selection of properties for enforcement, including inspection criteria, warning letter templates, citation templates, enforcement schedules, or internal checklists.

10. Performance Metrics

Any performance metrics, goals, quotas, benchmarks, or evaluation criteria used by the City to measure Steve Hughes's code enforcement activity.

11. Complaint Intake and Tracking

Records showing how code enforcement complaints are received, logged, tracked, and assigned, including any complaint logs or databases (with complainant identifying information redacted if required by law).

12. Enforcement Actions and Property Impact

A list of properties subject to abatement, liens, demolition, or acquisition since initiation of the current Code Enforcement initiative, including addresses and disposition.

13. Complaints or Grievances

Any formal complaints, grievances, or written concerns received by the City regarding Steve Hughes since his hiring.

14. Legal Communications

All communications between City officials and legal counsel regarding code enforcement authority, implementation, municipal court creation, or property seizure processes.

15. Enforcement Activity Totals

Records showing numbers of inspections, warnings issued, citations issued, abatements, liens filed, demolitions, or property transfers since implementation of the current Code Enforcement initiative.

16. Property Abatement and Acquisition Policies

All policies or procedures governing nuisance abatement, condemnation, demolition, lien placement, and resale or transfer of private property.

If any portion of a requested record contains exempt material, please provide the reasonably segregable non-exempt portions after redaction, as required by 51 O.S. §24A.5.

If any portion of this request is denied, please identify the specific statutory basis for denial.

I prefer electronic copies if available. I am willing to pay reasonable fees for search, redaction, and copying as allowed by law (estimate if expected to exceed \$25). If electronic provision is not feasible, I am available to pick up copies in person during regular business hours.

Thank you for your time and cooperation.

Respectfully,

Travis Ray

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