

AMENDED AGENDA
BOARD OF CITY COMMISSIONERS
August 20, 2018 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Consider approval of Consent Agenda:
 - a. Minutes from the August 6, 2018 regular meeting.
 - b. Acknowledge the following reports and minutes:
 - License Payment Report for July 2018
 - Project Payment Report for July 2018
 - Shawnee Urban Renewal Authority Minutes from May 1, 2018 meeting
 - c. Acknowledge resignation of Ed Bolt from the Zoning Board of Adjustments.
 - d. Mayor's Appointment

Shawnee Library Board
Justin Wood 1st Partial Term Expires 06/30/2019
Replaces Michelle Dominy - Resigned
 - e. Acknowledge resignation of City Manager Justin Erickson.
2. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
3. Presentation by Blue Zones Project regarding the *Well-Being Coalition*.
4. Consideration of a resolution of support for the Shawnee Oklahoma Well-Being District.
5. Presentation by Blue Zones Project regarding a Healthy Food Environment.
6. Consideration of a resolution of support for the Blue Zones Project to create a Healthy Food Environment.

7. Discussion, consideration and possible action to determine process for selection of a permanent city manager, including formation of a search subcommittee.
8. Acknowledge monthly Sales Tax and City Treasurer Report
9. City Manager Report
10. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
11. Commissioners Comments
12. Discussion, consideration and possible action to enter into executive session for the purpose of interviewing and/or naming a specific individual to serve as Interim City Manager pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee".
13. Consider an Executive Session to discuss Municipal Judge Wiley's employment contract with the City of Shawnee pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee."
14. Consideration and possible action on matters discussed in executive session for the purpose of interviewing and/or naming a specific individual to serve as Interim City Manager pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee".
15. Consider matters discussed in Executive Session regarding discussion of Municipal Judge Wiley's employment contract with the City of Shawnee pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee."
16. Adjournment

Respectfully submitted

Lisa Lasyone, CMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made. (ADA 28 CFR/36)

Amended Regular Board of Commissioners

1.a.

Meeting Date: 08/20/2018

CC Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the August 6, 2018 regular meeting.

Attachments

CC Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
AUGUST 6, 2018 AT 6:00 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, August 6, 2018 at 6:00 p.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley
Mayor

Ed Bolt
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Mark Sehorn
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: None

INVOCATION

Rev. Dr. Tiffany Nagel Monroe, Senior
Pastor, St. Paul's United Methodist Church

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the July 16, 2018 regular meeting.
- b. Acknowledge the following reports and minutes:
 - Planning Commission Minutes from July 5, 2018 meeting.
 - Shawnee Community Beautification Committee Minutes from June 21, 2018 meeting.
- c. Acknowledge resignation of Michelle (Missy) Dominy from the Shawnee Public Library Board.

AYE: Harrod, Gillham, Finley, Rutherford, Sehorn, Salter, Bolt
NAY: None

Ms. Miriam Bell with Blue Zones announced that local leaders have created a *Well-Being Coalition*. The group will give a presentation at the August 20, 2018 City Commission meeting.

AGENDA ITEM NO. 3: Presentation by Blue Zones Project regarding Broadway Avenue Marquee Project progress.

AGENDA ITEM NO. 4: Consider a resolution of appreciation for Ron Gwynn for over 18 years of service to the City of Shawnee and presentation to Ron Gwynn.

Resolution No. 6567 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO RONALD GWYNN FOR OVER 18 YEARS OF LOYAL SERVICE TO THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO RONALD GWYNN.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve a resolution of appreciation to Ron Gwynn for over 18 years of service to the City of Shawnee. Motion carried 7-0.

AYE: Harrod, Rutherford, Sehorn, Salter, Bolt, Gillham, Finley

NAY: None

Ron Gwynn was present to accept the resolution of appreciation presented by Mayor Finley.

AGENDA ITEM NO. 5: Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Phyllis Loftis.

A motion was made by Commissioner Bolt, seconded by Commissioner Gillham, to approve Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Phyllis Loftis. Motion carried 7-0.

AYE: Bolt, Gillham, Harrod, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 6: Consider a resolution approving the renewal of certain lease agreement with Motorola Credit Corporation. *(Deferred from the July 16, 2018 City Commission meeting.)*

City Manager Justin Erickson advised Staff recommends approval of the lease agreement with Motorola Credit Corporation.

Resolution No. 6568 was introduced.

A RESOLUTION APPROVING RENEWAL OF A CERTAIN LEASE AGREEMENT WITH MOTOROLA CREDIT CORPORATION.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bolt, to approve a resolution approving the renewal of a certain lease agreement with Motorola Credit Corporation. Motion carried 7-0.

AYE: Harrod, Bolt, Gillham, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 7:

Consideration of approval of a Preliminary Plat for Maple Development, LLC located on Shawnee Mall Drive, East of the BNSF Railroad Tracks. Case No. S04-18; Applicant: Sid and Javal, Inc.

Community Development Director Justin DeBruin gave a staff report stating the Planning Commission has deferred this item since March 2018 to give the applicant time to make necessary corrections to the plat. No corrections have been submitted at this time. Staff recommends denial of this item.

A motion was made by Commissioner Gillham, seconded by Commissioner Salter, to deny the Preliminary Plat for Maple Development, LLC located on Shawnee Mall Drive, East of the BNSF Railroad Tracks. Motion carried 7-0.

AYE: Gillham, Salter, Bolt, Harrod, Finley, Rutherford, Sehorn

NAY: None

AGENDA ITEM NO. 8:

Consideration of approval of a Preliminary Plat for The Grove Retirement Homes located at 3900 N. Union Avenue. Case No. S10-18; Applicant: Crafton Tull.

Community Development Director Justin DeBruin gave a staff report. He explained that this facility will have 150 retirement home units. Staff recommends approval of this item with three conditions.

A motion was made by Commissioner Bolt, seconded by Commissioner Salter, to approve the Preliminary Plat for The Grove Retirement Homes located at 3900 N. Union Avenue, with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with final plat approval;
2. Drainage plans must be approved by the City Engineer concurrent with final plat approval; and
3. All other applicable City standards apply.

Motion carried 7-0.

AYE: Bolt, Salter, Gillham, Harrod, Finley, Rutherford, Sehorn

NAY: None

AGENDA ITEM NO. 9:

Public hearing and consideration of an ordinance to rezone with a conditional use permit for property located at 24 Post Office Lane to allow for a manufactured home. Case No. P13-18; Applicant: Julie Thompson.

Community Development Director Justin DeBruin gave a staff report. He explained this property is on the south side of Lake No. 1. Staff recommends approval of this item.

Mayor Finley declared a public hearing in session to consider an ordinance to rezone with a conditional use permit for property located at 24 Post Office Lane to allow for a manufactured home. No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bolt, to approve an ordinance to rezone with a conditional use permit for property located at 24 Post Office Lane to allow for a manufactured home, with the following condition:

1. That notice shall be provided to adjacent property owners if the ability to deliver said manufactured home requires access across their private property.

Ordinance No. 2639NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS BEGINNING 1335.50 FEET WEST AND 1645.50 FEET NORTH OF THE SOUTHEAST CORNER OF THE SOUTHEAST QUARTER (SE/4) OF SECTION FOURTEEN (14), TOWNSHIP TEN (10) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE WEST 325 FEET; THENCE NORTH 225 FEET; THENCE EAST 325 FEET; THENCE SOUTH 225 FEET TO THE POINT OF BEGINNING, FROM ZONING CLASSIFICATION, A-1; RURAL AGRICULTURAL DISTRICT TO A-1; RURAL AGRICULTURAL DISTRICT WITH CONDITIONAL USE PERMIT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 7-0.

AYE: Harrod, Bolt, Gillham, Finley, Rutherford, Sehorn, Salter
NAY: None

Ordinance No. 2639NS was adopted by the City Commission.

AGENDA ITEM NO. 10: Administrative Reports

a. Edward Byrnes Memorial Grant – Police Chief Mason Wilson

Police Chief Mason Wilson updated the Commission on the Edward Byrnes Memorial Grant. He stated a joint application with the Pottawatomie County Sheriff's Office would be submitted. The amount of the grant is \$23,421.00 to be split with the Sheriff's Office.

AGENDA ITEM NO. 11: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda.)

There was no New Business.

AGENDA ITEM NO. 12: Commissioners Comments

Commissioner Bolt announced that the next Downtown Block Party would be on Friday, August 17, 2018. He stated that there will be a band, along with members of the Oklahoma City Thunder Basketball drummers, dancers, and the mascot Rumble.

Commissioner Rutherford reminded citizens of the Cops and Kids event on August 25, 2018 at the Heart of Oklahoma Exposition Center. At least 30 law enforcement agencies will be attending including federal agencies.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE
MUNICIPAL AUTHORITY (6:39 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (6:40 P.M.)

AGENDA ITEM NO. 13:

Consider an executive session to discuss potential claims, litigation or other options regarding the retention of attorneys to address opioid epidemic, as authorized by 25 O.S. § 307(b)(4).

A motion was made by Commissioner Rutherford, seconded by Commissioner Salter, to enter into executive session to discuss potential claims, litigation or other options regarding the retention of attorneys to address opioid epidemic, as authorized by 25 O.S. § 307(b)(4).

AYE: Rutherford, Salter, Bolt, Gillham, Harrod, Finley, Sehorn

NAY: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 6:40 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 6:58 P.M. WITH ALL MEMBERS PRESENT.

AGENDA ITEM NO. 14:

Consider matters discussed in executive session regarding the retention of attorneys to address opioid epidemic, as authorized by 25 O.S. § 307(b)(4).

No action was taken.

AGENDA ITEM NO. 15:

Consideration of a resolution to provide the retention of attorneys to address opioid epidemic.

Resolution No. 6569 was introduced.

A RESOLUTION TO PROVIDE FOR RETENTION OF ATTORNEYS TO ADDRESS OPIOID EPIDEMIC.

A motion was made by Commissioner Rutherford, seconded by Commissioner Bolt, to approve a resolution to provide retention of attorneys to address the opioid epidemic.

AYE: Rutherford, Bolt, Gillham, Harrod, Finley, Sehorn, Salter
NAY: None

AGENDA ITEM NO. 16: Adjournment

There being no further business to be considered, the meeting was adjourned
by power of the Chair. (6:59 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

LISA LASYONE, CMC
DEPUTY CITY CLERK

Amended Regular Board of Commissioners**1.b.**

Meeting Date: 08/20/2018

Reports and Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports and minutes:

- License Payment Report for July 2018
 - Project Payment Report for July 2018
 - Shawnee Urban Renewal Authority Minutes from May 1, 2018 meeting
-

Attachments

License Pymt Rpt

Project Pymt Rpt

SURA Minutes

8/01/2018 9:16 AM
LICENSES: THRU ZZZZZZZZZZ

L I C E N S E P A Y M E N T R E P O R T
SORTED BY: CODE

PAGE:
PAYMENT DATES: 7/01/2018 TO 7/31/2018

*** FEE CODE TOTALS ***

FEE CODE	DESCRIPTION		FEE	PENALTY	PAYMENT DISTRIBUTION TAX	INTEREST	TOTAL PAI
ALARM	BURGLAR/FIRE ALARM LICENSE	6	150.00CR				150.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	19	285.00CR				285.00
AUCD	AUCTION LICENSE FEE ONE DAY	2	20.00CR				20.00
BEER1	BEER CONSUMPTION ON PREMISE	20	400.00CR				400.00
BEER2	BEER PACKAGE FEE	32	320.00CR				320.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	2	200.00CR				200.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	8	600.00CR				600.00
IMERC	ITINERANT MERCHANT FEE	2	100.00CR				100.00
LAKEINSP	LAKE LEASE INSPECTION	1	75.00CR				75.00
LAKELEASE	LAKE LEASE	12	8,436.00CR				8,436.00
MECH2	MECHANICAL CONTRACTOR RENEW	11	825.00CR				825.00
PLUM1	PLUMBING CONTRACTOR INITIAL	3	300.00CR				300.00
PLUM2	PLUMBING CONTRACTOR RENEW	6	475.00CR				475.00
RESAL	RESIDENTIAL SALE	107	1,070.00CR				1,070.00
SNOWC	SNOW CONE STAND LICENSE FEE	1	25.00CR				25.00
SOLID	SOLICITOR DAILY LICENSE	6	18.00CR				18.00
TOTAL			13,299.00CR				13,299.00

08/08/2018 12:18 PM
STATUS: ALL
SEGMENT CODES: All
EE CODES: All

PROJECT PAYMENT REPORT

PAGE: 3
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 7/01/2018 TO 7/31/2018
SORTED BY: PROJECT

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	18,512.41CR
B2-ADD	BUILDING CONSTRUCTION ADD	174.15CR
B3-REMODEL	BUILDING CONSTRUCTION REM	3,571.75CR
B4-CARPORT	BUILDING CARPORT	29.50CR
B4-SHELTER	BUILDING SHELTER	29.50CR
B4-STORAGE	BUILDING STORAGE SHED	1,296.00CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	327.00CR
M2-ADD	MECHANICAL ADDITION	29.50CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	1,800.00CR
P3-REMODEL	PLUMBING REMODEL	1,272.00CR
P5-SEPTIC	SEPTIC PERMIT	25.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	100.00CR
X-DEMO	DEMOLITION PERMIT	100.00CR
X-SIGN	SIGN PERMIT	400.00CR
X-SWIMPOOL	SWIMMING POOL PERMIT	64.50CR
Z-OCCUP	OCCUPANCY PERMIT	150.00CR
Z-REZONING	REZONING REQUEST	280.00CR
TOTAL		28,161.31CR

8/08/2018 12:18 PM
TATUS: ALL
EGMENT CODES: All
EE CODES: All

PROJECT PAYMENT REPORT

PAGE: 5
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 7/01/2018 TO 7/31/2018
SORTED BY: PROJECT

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	326.00CR
001-4202	BUILDING PERMITS	19,828.31CR
001-4203	PLUMBING PERMITS	2,400.00CR
001-4204	ELECTRICAL PERMITS	250.00CR
001-4205	ZONING PERMITS & APPLICATIONS	280.00CR
001-4206	HEATING & A/C PERMITS	1,712.50CR
001-4249	OTHER PERMITS	710.00CR
001-4822	OTHER MISC. REVENUE	54.50CR
101-4249	OTHER PERMITS	100.00CR
501-4510	WATER TAPS	2,500.00CR
799-1023	BANCFIRST GENERAL	28,161.31

SHAWNEE URBAN RENEWAL AUTHORITY MINUTES OF MAY 1, 2018

The Board of Commissioners of the *Shawnee Urban Renewal Authority* met for a regular meeting Tuesday, May 1, 2018 at 9:00 a.m. in the CDBG Conference Room, 227 N. Broadway, Suite C, Shawnee, Oklahoma.

Tiffany Barrett called the meeting to order at 9:05 a.m.

AGENDA ITEM NO. 2

ROLL CALL:

Roll call was taken showing the following members present:

Chairman	Tiffany Barrett
Commissioner	Audra Barksdale
Commissioner	Paul Davis
Commissioner	Johnie Maxwell

Absent: Commissioner Renee' Wortham

Also present:

Bryan Logan, CDBG Program Manager, SURA

Karen Drain, Secretary, SURA

Elaine Shrum, Administrative Specialist, SURA

A quorum was declared.

AGENDA ITEM NO. 3

APPROVAL OF MINUTES:

A motion to approve the minutes of March 13, 2018 was made by **Commissioner Barksdale**, seconded by **Commissioner Davis**. Motion carried with no abstentions.

VOTING YES: Barrett, Barksdale, Davis and Maxwell

VOTING NO: None

AGENDA ITEM NO. 4

APPROVAL OF CLAIMS:

A motion to approve claims totaling \$ 90,238.33 was made by **Commissioner Barksdale**, seconded by **Commissioner Davis**. Motion carried with no abstentions.

VOTING YES: Barrett, Barksdale, Davis and Maxwell
VOTING NO: None

**AGENDA ITEM NO. 5
UPDATE ON PROJECTS:**

Bryan Logan, CDBG Program Manager gave the following update:

1. Home Repair: Foundation
Quotes received: 2
Awarded to: Ram Jack for \$4,714.00
2. Home Repair: Roof
Cost Estimate: \$ 6,950.00
Bids received: 3
Bid awarded to: Beauford Const. for \$7,680.00 – Closed at \$10,040
3. Home Repair: Plumbing
Cost Estimate: \$ 3,450.00
Bids received: 2
Bid awarded to: LG Const. for \$1,875.00 - Closed
4. Home Repair: A/C
Quotes received: 2
Awarded to: A/C Drs. for \$4,203.00 - Closed
5. Special Project: Remodel CDBG Property at 1202 N. Penn
Cost Estimate: \$ 32,500.00
Bids received: 3
Awarded to: David VanBrunt for \$29,915.00 – Closed at \$ 32,265.00
6. Home Repair: Windows
Cost Estimate: \$ 5,600.00
Bids received: 3
Bid awarded to: LG Const. for \$5,059.00
7. Demo: Demolition
Cost Estimate: \$ 3,950.00
Bids received: 1
Bid awarded to: Meier & Son for \$3,755.00 - Closed

8. Home Repair: Foundation
Quotes received: 2
Awarded to: Power Lift for \$2,125.00 - Closed
9. Home Repair: Roof
Cost Estimate: \$ 10,575.00
Bids received: 2
Bid awarded to: Patterson Roofing for \$11,521.00
10. Home Repair: Plumbing
Cost Estimate: \$ 12,240.00
Bids received: 2
Bid awarded to: LG Const. for \$10,495.00
11. Home Repair: Brick Work
Quotes received: 2
Awarded to: LG Const. for \$1,430.00 - Closed
12. Home Repair: Electric Work
Awarded to: Homestead Elect. For \$700.00 - Closed
13. Home Repair: Cabinets
Quotes received: 2
Awarded to: David VanBrunt for \$5,950.00

AGENDA ITEM NO. 6
OLD/NEW BUSINESS:

There was no old or new business.

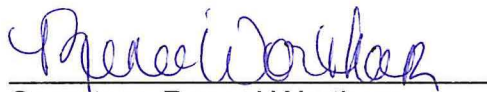
AGENDA ITEM NO. 7
PROGRAM MANAGER'S REPORT:

Bryan Logan, CDBG Program Manager reported that we met our timeliness for spending with HUD and are ready to start spending this year's grant. The rehab is complete for 1202 N. Penn and it is ready to start receiving applications for a First Time Home Buyer. The application period will be open for 30 to 45 days, then we will have a lottery drawing from all approved applications to choose a buyer.

AGENDA ITEM NO. 8
ADJOURNMENT

There being no further business to come before the Board at this time, a motion to adjourn at 9:21 a.m. was made by **Commissioner Barksdale**, seconded by **Commissioner Maxwell**. Motion carried with no abstentions.

VOTING YES: Barrett, Barksdale, Davis, and Maxwell
VOTING NO: None


Chairman, Tiffany Barrett
Secretary, Renee' Wortham

Amended Regular Board of Commissioners

1.c.

Meeting Date: 08/20/2018

Resignation Letter - Bolt

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge resignation of Ed Bolt from the Zoning Board of Adjustments.

Attachments

Resignation Letter - Bolt

Kacie Eck

From: Kacie Eck
Sent: Wednesday, August 15, 2018 8:27 AM
To: Kacie Eck
Subject: FW: Letter of resignation

-----Original Message-----

From: Ed Bolt
Sent: Wednesday, August 8, 2018 3:15 PM
To: Cheyenne Pettigrew
Subject: Letter of resignation

To whom it may concern,

Please take this e-mail as my letter of resignation from the Shawnee Zone Board of Adjustment effective immediately. I appreciate the opportunity to serve the community by serving on this board. My election to the Shawnee City Commission makes it impossible to continue to service on the Adjustment Board.

Thank you very much.

Ed Bolt
Shawnee City Commissioner Ward 1

Amended Regular Board of Commissioners

1.d.

Meeting Date: 08/20/2018

Library Board Appointment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointment

Shawnee Library Board

Justin Wood 1st Partial Term

Expires 06/30/2019

Replaces Michelle Dominy - Resigned

Attachments

Library Board Appointment

Justin F. Wood

1419 Sherry Ln
Shawnee OK 74801

405.585.8728

Justinwood4ok@gmail.com or Justin.wood@cancer.org

July 27, 2018

Shawnee City Clerk

PO Box 1448
Shawnee OK 74802

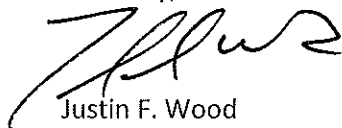
Dear **Shawnee City Clerk**:

I am excited to submit my application to join the Shawnee Library board. During my years of service in the Oklahoma legislature, I championed public education in which our Libraries play a huge role. I recently met Branch Manager Peggy Cook during a visit to our Library. We discussed the great successes of our library as well as future needed improvements.

As a lifelong resident of Shawnee, a father of four children, and a believer in the importance of our libraries, I look forward to the opportunity of serving alongside my fellow community members on the library board.

Please do not hesitate to reach out to me by phone or email, should you have any questions:
405.585.8728 or by email at Justinwood4ok@gmail.com or Justin.wood@cancer.org.

Sincerely,



Justin F. Wood

Enclosure:

Application to Serve



APPLICATION TO SERVE
Boards, Committees and Commissions

- ☒ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Justin F. Wood</u>	Application Date: <u>7/27/2018</u>
Address: <u>1419 Sherry Ln. 74801</u>	Date of Birth: <u>12/23/1989</u>
Mailing Address: <u>1419 Sherry Ln. Shawnee Ok 74801</u>	
Daytime Phone: <u>405.585.8728</u> Fax: _____	Email: <u>Justin.Wood@Cancer.org</u>
Profession: <u>Government Relations</u>	
Business Name: <u>American Cancer Society</u>	
Business Address: <u>6525 N. Meridian Suite 110 Okc Ok 73116</u>	
Business Phone: <u>4058415800</u> Fax: <u>4058480795</u>	Email: <u>Justin.Wood@Cancer.org</u>

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or No (please circle)

If so, please list the board/committee: 0

How many years have you lived in Shawnee? 28 yrs

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board	☒ Library Board
☐ Beautification Committee	☐ Oklahoma Baptist University Trust Authority
☐ Board of Adjustment (Zoning)	☐ Planning Commission
☐ Civic and Cultural Development Authority	☐ Shawnee Hospital Authority
☐ Community Service Contracts Review Committee	☐ Shawnee Urban Renewal Authority
☐ Housing Authority	☐ Traffic Commission
	☐ Other _____

Why are you interested in serving on the Board/Committee/Commission selected above?

The library serves many important roles in our community. I would love to serve my community by working with the Fortate staff to better our already great library experience.

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

I have served on numerous boards as well as two terms in the Oklahoma legislature where I was considered a champion for education & libraries.

What civic or volunteer activities (if any) are you currently involved in?

I am an Acscan volunteer (American Cancer Society)
I just recently ended a nearly 6 year match w/ Big Brothers/Big Sisters

List education, including degree(s) earned:

Seniatac State College '08-'10
University of Central Ok '10-'12

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

NO

Have you ever been charged and/or convicted of a felony? NO

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? NO

If so, please explain:

Please include up to three personal or professional references:

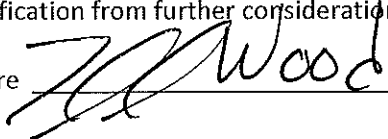
Name	Relationship	Telephone Number
Shane Jett	Friend	405-609-0208
Dell Kerbs	Friend	405-476-7501
Holly Gordon	Friend / Colleague	405-585-3032

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature



Date

7/27/2018

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
llasyone@shawneeok.org

Amended Regular Board of Commissioners

1.e.

Meeting Date: 08/20/2018

City Manager Resignation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge resignation of City Manager Justin Erickson.

Attachments

No file(s) attached.

Amended Regular Board of Commissioners

3.

Meeting Date: 08/20/2018

Presentation Well-Being Coalition

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

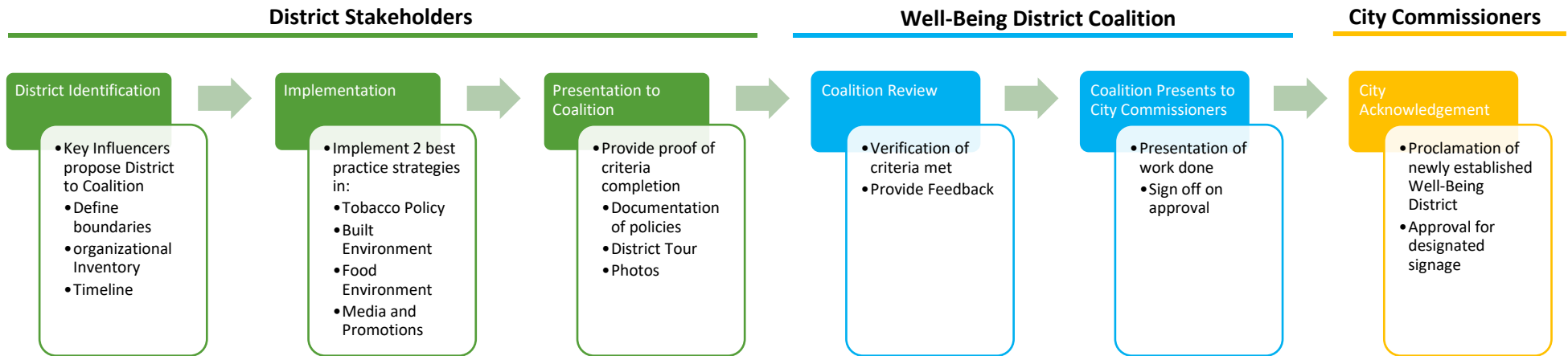
Title of Item for Agenda

Presentation by Blue Zones Project regarding the *Well-Being Coalition*.

Attachments

Well-Being Report

Well-Being District Process for Approval



Coalition Representation

SSM Health-St. Anthony Shawnee
Shawnee School District
Oklahoma Baptist University
Shawnee Family YMCA
City of Shawnee
Gateway to Prevention & Recovery
Gordon Cooper Technology Center
Community Renewal Pottawatomie County
Avedis Foundation

Well-Being District Six Sigma

Define

Physical well-being in Shawnee (74801, 74802, 74804) continues to decline as disease burdens and obesity rates increase and exceed the national average. Poor physical well-being is a result of unhealthy lifestyle choices and increases risks for:

- All-causes of death
- High Blood Pressure
- High LDL/Low HDL cholesterol or high levels of triglycerides
- Type 2 Diabetes
- Coronary Heart Disease
- Stroke
- Gallbladder Disease
- Osteoarthritis
- Sleep Apnea and breathing problems
- Some Cancers
- Mental Illness such as clinical depression, anxiety and other mental disorders
- Body pain and difficulty with physical functioning

This state of well-being in Shawnee is costly due to increased medical cost associated with chronic diseases caused by obesity. However, the highest cost is the shortened lifespan of future generations due to established social norms in our environment impacting food choices, tobacco policies, built environment, and participating in well-being activities.

Measure

Gallup Well-being Index 2018 Results:

	U.S. Total March 2018	Shawnee
Obese + Overweight	65.9%	72.1% (37.7% Obese)
Suffering in Physical Health	14%	19%
Smoking	13.6%	16.8%
Exercise	48.3%	43.5%

Progress will be measured utilizing:

- Gallup Well-Being Index results
- SSM St. Anthony Shawnee Community Health Needs Assessment
- Community metrics, and organizational metrics monitored by the Blue Zones Project team and volunteers.

Analyze

Abundance of unhealthy fast-food options. In 2016, Shawnee ranked second in Oklahoma with 10.45 fast food restaurants per 10,000 people- behind Durant with 10.9 fast food restaurants per 10,000. A survey conducted by OBU found that many people regularly eat at convenience stores or gas stations. With fast-food options on every corner, community members are regularly tempted to eat unhealthy food.

Customers want big, hearty portions and are largely influenced by cost. We heard from restaurant owners that customers are highly influenced by cost and make meal choices based on how much food they get for the money rather than the healthfulness of the meal.

Limited access to grocery stores and reliance on convenience stores as the primary source of food. With only one grocery store in the south part of town, many focus-group participants called the south part of town a food desert. The Community Market is a much-needed additional source of food in the south part of town; however, there are many pockets of town that do not have a grocery store or food resource center within walking distance. In these areas, people rely on convenience stores as their primary source of food, and these stores do not have produce or healthy options.

People living in poverty and on food assistance may believe they cannot afford to eat healthily or lack the cooking skills to cook low-cost nutritious meals. Food retail managers and community members said that many people in the community are on food assistance programs due to high levels of poverty and food insecurity. Many people, including WIC and SNAP participants, hold the perception that eating healthy is inherently more expensive, even though this is not necessarily the case.

Poor overall walkability and livability. Given the lack of sidewalks and bicycle infrastructure in many places, Shawnee ranks low on national walkability and livability indices. The Association for the Advancement of Retired People (AARP) Livability Index Score gives Shawnee a score of 43 out of 100, and Walk Score gives Shawnee a score of 53 out of 100, putting it in the category of “Somewhat Walkable” where some errands can be accomplished on foot. Existing bike infrastructure consists of the Airport track, Bryan Street sidewalk that you can bike on, and some neighborhood streets with bike-route signage connecting them to schools. o Focus group participants were split on how friendly drivers are to bicyclists, with some saying there was little driver harassment of bicyclists while others saying that most drivers do not believe bicyclists should be on the road.

Limited funding. City has limited funding to make built-environment improvements, and there is a perception that people who don’t walk or bike will not support a bond measure to raise funding for these improvements.

Some resistance to change. The community can be resistant to change because some business owners do not see the benefits of long-term investments. It can be challenging to get some downtown building owners to make improvements in their buildings; approximately 35 to 40 percent of businesses downtown are rented versus owned, and renters have less incentive to make improvements.

Public transit is limited. No public transit that runs on a consistent schedule without requiring reservations. Low-income people and university students would benefit greatly from this service. While more universal public transit has been considered in the past by the city, funding issues prevented it from advancing.

Overall community connectivity is lacking. The City of Shawnee is elongated with the north side and south side quite a distance apart. There is no good walking or bike connectivity between the two parts of the city.

Several challenges exist for the food environment on school campuses. Given limited cafeteria space at Shawnee High School, the school has an open campus policy that allows students to eat lunch off-campus. Unfortunately, there are only fast-food restaurants nearby, so students eat fast food every day. We learned that vending machines at middle and high schools are full of unhealthy foods and soda, and concession stands at sporting events only offer unhealthy options.

Challenges in maintaining existing community gardens. While there is interest in expanding the number of community gardens in Pottawatomie County and Shawnee, community members said that it has been difficult to sustain existing community gardens.

There are few local growers from which to source local produce for schools and restaurants. There is also only one farmers market and since it's move away from the original downtown location, it is harder to get to by walking or biking.

Tobacco use is high in Pottawatomie County, including cigarettes and smokeless tobacco. There is a culture of tobacco use in the community, especially in the manufacturing sector and among low-income populations. The Robert Wood Johnson County Health Rankings estimates the smoking rate among adults in Pottawatomie County to be 21 percent. The rate for the state of Oklahoma is also 21 percent; however, top U.S. performers have a rate of 14 percent.

The state of Oklahoma has strong pre-emption laws that restrict what city governments can do in regards to tobacco policy. Only recently were cities allowed to enact tobacco-free policies for city property.

Challenges with enforcement. Focus-group participants said that older smokers tend to ignore tobacco-free signage and some adults smoke on school property during sporting events despite signage. However, most people have respected the policies.

There is an abundance of tobacco retailers throughout the city, and many have drive-thru windows. Some drive-thru retailers are so popular that queues for the drive-thru extend into intersections, creating dangerous traffic situations.

Improve

According to the CDC, Community Environment and our behavior are the key factors in determining well-being. The Well-Being District model is a geographical approach to addressing these factors through evidence based environmental adjustments and programs. This model is designed to set a new standard of excellence in providing a healthy environment for those who live, work, and play in Shawnee, as well as putting a process in place to regulate and encourage participation. These best practices will be impacting Food Environment, Built Environment, Tobacco Environment, and Media and Programs to ensure that community members are inspired to engage in their well-being, and are supported through their journey by the environment.

Control:

A Well-Being Coalition has been assembled to implement the initial Well-Being District, and to serve as the resource for future Well-Being Districts. These leaders have identified as key stakeholders and champions for community well-being through their organization's chart of work and influence. (See Well-Being Coalition Roster)

District Tobacco Enforcement

Goal: Decrease Tobacco utilization

Objectives		
Increase Tobacco policy enforcement	Increase cessation class utilization	Increase number of tobacco policies in worksites and housing complexes
Strategies		
1. Complete tobacco policy inventory 2. Approach business/land owners without policies encouraging implementation 3. Limit organizations selling tobacco products 3. Provide policy enforcement education and support for businesses 4. Encourage prevalent tobacco policy signage and communications		
Measures of Success		
Progress Measures • Number of organizations with Tobacco policies • Number of Tobacco free signs • Tobacco sales • Percent of self-reported tobacco users (*Gallup WBI or equivalent) • Decreased cigarette disposal receptacles Outcome Measures • Percent tobacco-free organizations/campuses • Self-reported tobacco utilization		
District Certification Criteria		
• 90% of organizations have and enforce a Tobacco policy for patrons • 90% of retailers within district required to display tobacco cessation information at point of sale • Restrict or eliminate sale of tobacco in Pharmacies and Healthcare Facilities • Prohibit marketing of Tobacco products and sponsorship of activities at Academic Institutions • Restrict or eliminate sales of Tobacco products in grocers • All public parks posted as Tobacco Free • Enforcing tobacco free public housing		
Validation Requirements		
Meet standards for at least 2 of the criteria listed above		

District Built Environment

Goal: To create an environment supporting Active Transportation

Objectives			
Increase Active Transportation opportunities	Promote physical activity programs	Increase visual cues to promote movement	Increase perception of safety
Strategies			
1. Include bike lane on at least 1 major thruway 2. Increase access to recreational use trails/parks/public shared spaces 3. Adopt and promote safe routes to schools 4. Increase perception of safety for kids to walk to school with signage, education, and communications 5. Commit to welcoming signage upon entry to district			
Measures of Success			
Progress Measures • Miles of sidewalks • Blocks of bike lanes • Pedestrian friendly intersections • Adopt Resolution of Support for Safe routes to schools • Shared spaces/parks adopted and maintained Outcome Measures • % bikeability • Walkability score • # of Safe Routes to Schools clearly marked			
District Certification Criteria			
• Bike lane on 1 major throughway • Adoption of safe routes to school master plan • Adoption of Active Transportation plan • Set default lane width to 10 feet • Adopt a pedestrian master plan with a timeline for completing projects along routes • Motorist education plan • Roundabout/mini-circle first policy			
Validation Requirements			
Meet standards for at least 2 of the criteria listed above			

District Food/Beverage Environment

Goal: To increase healthy food/beverage consumption

Objectives			
Increase healthy food options to all who live, work, play within the district	Encourage consumption of water over sugar sweetened beverages	Increase food preparation/knowledge	Decrease availability of unhealthy options
Strategies			
1. Support policy to encourage use of vacant lots as shared green space 2. Implement new community gardens 3. Provide mobile produce distribution opportunity to food deserts 4. Ask food/convenience-based businesses to implement a minimum of 2 new best practices to promote the healthy choice 5. Implement Farmer's Market 6. Provide ongoing food preparation/safety educational opportunities 7. Implement new zoning regulations for fast-food 8. During community events, serve water as the exclusive or highlighted beverage 9. Install hydration stations throughout outdoor recreational spaces 10. Increased recycling efforts for plastic water bottles			
Measures of Success			
Progress Measures • Participants supporting community gardens • Decrease of unhealthy food sales • Increased healthy lunch options • Produce sales • Increased walk-in/up healthy food options • Educational classes provided Outcome Measures • % of community served by garden • % Increase in produce sales • Fast food chains • % of food-based businesses that implemented best practices • # of class attendees • Elimination of food deserts (via _____ criteria)			
District Certification Criteria			
• Policy to incentivize food retailers to underserved areas • Install of hydration stations in outdoor recreational areas • Adopt urban agriculture ordinance • Incentivize mobile food markets • Fast Food zoning-500 feet from schools/playgrounds • Food Waste Management program for schools • Host monthly farmer's market			
Validation Requirements			
Meet standards for at least 2 of the criteria listed above			

District Programs & Media

Goal: To promote healthy behaviors including physical activity, healthy eating, and avoiding tobacco

Objectives		
Increased participation in local well-being activities	Hold well-being events & educational opportunities	Commit to place-based media and promotion as a component of programs
Strategies		
1. Provide cooking classes through variety of partnerships 2. Organizations coordinate/support free programs to promote physical activity 3. Host a minimum of 4 well-being centered events annually 4. Commit to signage and healthy behavior prompts in recreational spaces 5. Provide comprehensive map of indoor/outdoor movement opportunities 6. Increase perceived safety and convenience of multi-use trails through mileage and guideline signage 7. Offer classes in recreational spaces to increase awareness 8. Commit to updating and promoting existing outdoor exercise equipment 9. Support walking school buses		
Measures of Success		
Progress Measures • Participation in well-being classes • Diverse location offerings of programs • Number of well-being events/classes held • Decrease of unhealthy messaging in district • Decrease vehicle miles traveled per capita Outcome Measures • % of people in district participating in outdoor activities • % community utilizing multi-use trails • % awareness of district components within worksites (presentations) • % of kids walking/biking to school and/or programs • # of district initiated signs/behavioral cues • # of visible community character principles		
District Certification Criteria		
• Host 1 kick-off well-being activity that impacts a minimum of 1% of district • Restrict tobacco out-of-home advertising • Adopt joint promotions agreement of well-being activities • Adopt signage plan for recreational trails guidelines, mileage • Adopt district signage plan at major intersections		
Validation Requirements		
Meet standards for at least 2 of the criteria listed above		

Amended Regular Board of Commissioners

4.

Meeting Date: 08/20/2018

Well-Being Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution of support for the Shawnee Oklahoma Well-Being District.

Attachments

Well-Being Resolution

RESOLUTION NO. _____

A RESOLUTION SUPPORTING THE SHAWNEE OKLAHOMA WELL-BEING DISTRICT

WHEREAS, a Well-Being District has been designated to assist and promote well-being within the city of Shawnee;

WHEREAS, local government has a proper role to play in enhancing easy access to a healthy lifestyle.

WHEREAS, the implementation of a Well-Being District, when implemented in different communities, provided government officials and stakeholders with a forum to encourage the establishment of an active transportation system; to encourage increased access to healthy food options to all; to encourage increased participation in local well-being activities; to encourage stricter tobacco policy enforcement to ensure a commitment to a healthier community; and

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the City Commission, Oklahoma:

SECTION 1: That the Shawnee City Commission, Oklahoma, hereby designates Well-Being Districts as recommended by the Well-Being Coalition.

SECTION 2: That the Shawnee City Commission, Oklahoma, hereby endorses the overall goal of increasing access to healthy living opportunities through supporting active transportation; through implementing further increased tobacco policy enforcement; through encouraging increased participation in local well-being activities; through increasing access to healthy food options.

SECTION 3: That the Shawnee City Commission, Oklahoma, hereby encourages all of the city and especially those who own property or businesses within Well-Being Districts to involve themselves and participate in the full development of the Districts.

SECTION 4: That the Shawnee City Commission, Oklahoma, hereby supports the implementation of strategies lined out by the Well-Being Coalition.

SECTION 5: That the Shawnee City Commission, Oklahoma, hereby agrees to support further infrastructure required to support said Well-Being District such as bike infrastructure, a pedestrian masterplan, or tobacco policy.

SECTION 6: That the Shawnee City Commission, Oklahoma, hereby assures the opportunity for the expansion of the Well-Being District.

SECTION 7: That the Shawnee City Commission, Oklahoma, hereby supports the seeking of funds from various city partners for the funding of the Well-Being District.

Passed and approved this 20th day of August, 2018.

CITY OF SHAWNEE, OKLAHOMA
A MUNICIPAL CORPORATION

RICHARD FINLEY, MAYOR

SEAL
ATTEST:

LISA LASYONE, CMC, CITY CLERK

Amended Regular Board of Commissioners

5.

Meeting Date: 08/20/2018

Healthy Food Environment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by Blue Zones Project regarding a Healthy Food Environment.

Attachments

No file(s) attached.

Amended Regular Board of Commissioners

6.

Meeting Date: 08/20/2018

Healthy Food Environment Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution of support for the Blue Zones Project to create a Healthy Food Environment.

Attachments

Healthy Food Resolution

RESOLUTION NO. _____

A RESOLUTION SUPPORTING THE BLUE ZONES PROJECT TO CREATE A HEALTHY
FOOD ENVIRONMENT.

WHEREAS, obesity increases risk for many types of diet-related chronic disease, including high blood pressure, type 2 diabetes, heart disease, and cancer; and

WHEREAS, changing policies and systems using evidence-based best practices and generally-accepted scientific principles to increase access to affordable, healthy food and creating healthier food environments are proven to be the most effective ways to reduce obesity and diet-related chronic diseases; and

WHEREAS, the City of Shawnee has made an investment in Blue Zones Project to create healthier food environments and increase access to and desire for healthy food choices where residents work, live, learn, and play; and

WHEREAS, the health of community members, healthcare, costs, worker productivity and impact on community prosperity are inter-connected; and

WHEREAS, Shawnee's commitment to creating a healthy community attracts investment and a stronger workforce, making health an important foundation for the community's future prosperity and vitality; and

WHEREAS, we are committed to the health and well-being of Shawnee, and we are committed to leaving a legacy of good health for future generations; and

NOW, THEREFORE, LET IT BE RESOLVED, that Shawnee City Commission hereby recognizes that food has a substantial impact on the health and well-being of our citizens and the economy of Shawnee. In light of the foregoing findings, the Shawnee City Commission commits to doing all it can to increase access to and awareness of the healthy food environment in the community and ensure the economic vitality of Shawnee. To that end, the Shawnee City Commission adopts this Healthy Food Environment Resolution to:

- Support and promote the community-led efforts of Blue Zones Project Pottawatomie County
- Encourage schools, worksites, restaurants, grocery stores, convenience stores, farmers markets, food pantries, and local, state, and federal food assistance programs to emphasize healthy food choices
- Support the local healthy food infrastructure
- Consider healthy food-related policy and systems changes that advance community well-being
- Communicate the benefits of healthy food environment to Shawnee citizens

NOW, THEREFORE, BE IT RESOLVED that the City of Shawnee accepts the aforementioned recommendation.

Passed and approved this 20th day of August, 2018.

CITY OF SHAWNEE, OKLAHOMA
A MUNICIPAL CORPORATION

RICHARD FINLEY, MAYOR

SEAL
ATTEST:

LISA LASYONE, CMC, CITY CLERK

Amended Regular Board of Commissioners

7.

Meeting Date: 08/20/2018

CM Discussion

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action to determine process for selection of a permanent city manager, including formation of a search subcommittee.

Attachments

No file(s) attached.

Amended Regular Board of Commissioners

8.

Meeting Date: 08/20/2018

Sales Tax/City Treasurer Rpt

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge monthly Sales Tax and City Treasurer Report

Attachments

Sales Tax/City Treasurer Rpt



Date: August 20, 2018
To: Honorable Mayor and City Commissioners
From: Chance Allison, CPA, Finance Director and City Treasurer
Subject: August Sales Tax Deposit for July Collections

Sales Tax Collections: The Oklahoma Tax Commission (the “OTC”) collects and enforces collection of sales and use taxes, including special earmarked taxes such as alcohol and tobacco, for the entities responsible for remitting taxes to the City of Shawnee. Entities with monthly tax liabilities exceeding \$2,500 are required to remit tax estimates each month by the 20th; in addition, entities are required to report their final tax collections for the previous month along with a final payment of taxes for the previous month on the 20th. To summarize, tax collections remitted to the City of Shawnee by the OTC in August consist of July estimates and June final reported collections. Any taxes collected for months prior to June will include accrued late penalty interest.

The August sales tax deposit was \$1,553,456.44, including interest of \$1,386.78, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,035,637.63
Capital Improvements Fund	200,654.80
Street Improvements Fund	226,545.73
Economic Development Fund	25,890.94
Police Sales Tax Fund	32,363.67
Fire Sales Tax Fund	<u>32,363.67</u>
Total Sales Taxes Collected	<u>\$ 1,553,456.44</u>

Finance Department Report:

- Effective October 1, 2018, City of Shawnee sales taxes adjust from 3.0% to 3.5% in accordance with Ordinance No. 2634NS. The Oklahoma Tax Commission has sent notification letters regarding the sales tax increase to entities holding sales tax permits in the City of Shawnee bounds.
- The Finance Department is currently finalizing the revised FY 2019 annual budget to be in line with historical sales tax increases and other anticipated revenues to be received during the budget year. The budgeted sales tax revenue for FY 2019 is anticipated to be \$19,852,560, which includes anticipated collection of \$1,819,899 for public safety, streets, and parks and recreation capital improvements related to the City Ordinance No. 2634NS sales tax increase.

Cash Basis Sales Tax Revenues Received:

Fiscal year ended:	6/30/2010	6/30/2011	6/30/2012	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019
July	1,393,065.38	1,336,598.54	1,361,273.21	1,422,363.47	1,385,054.66	1,477,552.39	1,442,218.10	1,476,672.07	1,537,860.34	1,566,370.08
August	1,265,208.30	1,390,085.66	1,417,308.10	1,339,538.73	1,466,249.51	1,432,226.82	1,588,409.79	1,530,245.89	1,559,594.15	1,553,456.44
September	1,281,234.19	1,389,701.76	1,330,419.92	1,349,281.73	1,412,707.63	1,426,359.98	1,494,202.66	1,490,836.34	1,493,326.68	
October	1,281,416.20	1,386,986.88	1,309,924.31	1,386,657.10	1,465,062.92	1,428,920.96	1,545,244.93	1,496,732.04	1,565,342.78	
November	1,130,650.83	1,235,389.82	1,289,143.36	1,253,140.20	1,499,183.22	1,374,142.89	1,426,191.82	1,468,286.54	1,412,194.97	
December	1,218,404.15	1,248,648.63	1,262,400.89	1,349,458.62	1,315,025.27	1,442,851.22	1,506,784.29	1,405,364.73	1,436,804.46	
January	1,278,370.19	1,476,823.68	1,491,647.35	1,470,565.79	1,556,616.47	1,499,066.52	1,546,950.76	1,552,154.89	1,573,267.35	
February	1,435,608.06	1,448,965.56	1,624,567.83	2,245,070.35	1,569,452.67	1,580,604.02	1,605,201.69	1,676,413.03	1,652,541.17	
March	1,165,926.62	1,256,429.83	1,258,045.40	1,291,532.12	1,265,687.44	1,292,780.53	1,316,044.02	1,370,990.01	1,308,462.80	
April	1,308,463.11	1,311,386.95	1,417,533.07	1,236,568.95	1,421,539.56	1,427,533.14	1,552,529.31	1,469,440.96	1,420,532.46	
May	1,317,167.16	1,337,028.54	1,452,759.21	1,312,710.08	1,394,971.65	1,466,535.54	1,493,399.18	1,575,109.27	1,628,425.45	
June	1,298,026.04	1,276,541.96	1,284,871.93	1,318,546.13	1,390,154.79	1,438,144.08	1,437,412.36	1,556,868.55	1,423,043.36	
	15,373,540.23	16,094,587.81	16,499,894.58	16,975,433.27	17,141,705.79	17,286,718.09	17,954,588.91	18,069,114.32	18,011,395.97	3,119,826.52

Changes in Actual Sales Tax Revenues Received:

	FY 2010 to 2011	FY 2011 to 2012	FY 2012 to 2013	FY 2013 to 2014	FY 2014 to 2015	FY 2015 to 2016	FY 2016 to 2017	FY 2017 to 2018
Percentage change:	4.69%	2.52%	2.88%	0.98%	0.85%	3.86%	0.64%	-0.32%
Amount change:	721,047.58	405,306.77	475,538.69	166,272.52	145,012.30	667,870.82	114,525.41	(57,718.35)

Average Change in Cash Basis Sales Tax Revenues:

Average (9-year):	1.39%
Average (5-year):	1.20%
Average (3-year):	1.39%

Anticipated Budget to Actual Sales Tax Performance:

	Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts (year-to-date):	\$ 19,852,560.00	\$ 3,119,826.52	\$ (16,732,733.48)	-84.29%
Sales Tax Receipts (annualized):	19,852,560.00	20,538,857.92	686,297.92	3.46%

Amended Regular Board of Commissioners

12.

Meeting Date: 08/20/2018

Executive Session - City Manager

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action to enter into executive session for the purpose of interviewing and/or naming a specific individual to serve as Interim City Manager pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee".

Attachments

No file(s) attached.

Amended Regular Board of Commissioners

13.

Meeting Date: 08/20/2018

Executive Session - City Judge

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider an Executive Session to discuss Municipal Judge Wiley's employment contract with the City of Shawnee pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee."

Attachments

No file(s) attached.

Amended Regular Board of Commissioners

14.

Meeting Date: 08/20/2018

Executive Session - City Manager

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration and possible action on matters discussed in executive session for the purpose of interviewing and/or naming a specific individual to serve as Interim City Manager pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee".

Attachments

No file(s) attached.

Amended Regular Board of Commissioners

15.

Meeting Date: 08/20/2018

Executive Session - City Judge

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding discussion of Municipal Judge Wiley's employment contract with the City of Shawnee pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining or resignation of any individual salaried public officer or employee."

Attachments

No file(s) attached.
