

NOTICE OF MEETING

SHAWNEE CIVIC & CULTURAL DEVELOPMENT AUTHORITY

TYPE OF MEETING
(PLEASE CHECK)

REGULAR MEETING	(X)	RESCHEDULED REGULAR MEETING	()
SPECIAL MEETING	()	CONTINUED OR	
EMERGENCY MEETING	()	RECONVENED MEETING	()
CANCELED MEETING	()		

DATE TIME PLACE OF MEETING

JUNE 16, 2016 12:30PM

HEART OF OKLAHOMA EXPOSITION CENTER
1700 W. INDEPENDENCE
SHAWNEE, OK 74804

TO BE COMPLETED BY PERSON FILING NOTICE:

NAME: STEPHANIE GIDEON
TITLE: ADMINISTRATIVE ASSISTANT
ADDRESS: PO BOX 1466
SHAWNEE, OK 74802-1466
PHONE: 405-275-7020

FILED IN THE OFFICE OF THE MUNICIPAL CLERK AT 4:33 AM/PM

ON: June 13, 2016

SIGNED: K. Bachhofer

FOR CITY CLERK'S OFFICE USE ONLY

DATE NOTICE RELEASED TO NEWS MEDIA: June 13, 2016
PERSON FILING NOTICE: Stephanie Gideon
NOTICE VERIFIED BY: Kacie Bachhofer

Agenda
Shawnee Civic & Cultural Development Authority
June 16, 2016
12:30 PM
Heart of Oklahoma Exposition Center

1. Call to Order.
2. Roll Call.
3. Declaration of a Quorum
4. Approval of minutes of the regular scheduled Meeting of May 2016.
5. Review and Acknowledgment of Monthly Activity Report May 2016.
6. Approval of Monthly Financial Report.
7. Approval of Claims: General Account
8. Approval of Claims: Expo Center Special Events.
9. Approval of Claims: Shavings Account.
10. Discussion Consideration and Possible Action to cancel all existing Authorized Signature Cards at all SC&CDA banks effective June 16th 2016. The NEW signers are to be as follows Randy Gilbert, Karl Kozel, Justin Erickson, Tim Barrick, and Chris Dunlap on all banks with Deposit for SC&CDA — BancFirst, First National, Arvest and First United Bank & Trust.
11. Discussion Consideration and Possible Action on purchasing (2) golf carts for the Expo Center to use on grounds by staff throughout the year.
12. Discussion Consideration and Possible Action to approve the Governmental Service contract between the City of Shawnee and the SC&CDA.
13. Presentation by Chuck Crooks CBEW Professional Group for the audit of the SC&CDA for year ending December 31 2015.
14. Discussion Consideration and Possible Action to approve audit as presented by CBEW for SC&CDA year ending December 31 2015.
15. IFYR Up-Date
16. Committee Reports.
17. Administrative Reports.
18. Old Business.
19. New Business.
20. Public & Trustee Comments.
21. Adjournment.

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
MAY 19, 2016
12:30 P.M.
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY MET FOR THEIR REGULAR SCHEDULED MEETING THURSDAY, MAY 19, 2016 AT 12:30 PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON 5/16/2016 AT 4:43PM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:30 PM BY MR. RANDY GILBERT, CHAIRMAN.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. RANDY GILBERT
MR. JUSTIN ERICSON
MR. KARL KOZEL
MR. TIM BARRICK
MRS. SUSAN HAYENS
MR. LANCE WORTHAM

TRUSTEES ABSENT: MRS. RACHEL MELOT

ALSO IN ATTENDANCE: SHELLY WELCH OF FINLEY & COOK & MIKE CLOVER OF STUART & CLOVER, RANAY CHURCHWELL FROM IFYR CAMPING AND CINDY ARNOLD CITY OF SHAWNEE.

AGENDA ITEM NO.3

DECLARATION OF A QUORUM

CHAIRMAN MR. RANDY GILBERT, DECLARED A QUORUM.

AGENDA ITEM NO.4

APPROVAL OF MINUTES OF THE REGULAR SC&CDA MEETING IN APRIL 2016.

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE HAYENS TO APPROVE THE MINUTES OF THE REGULAR SCHEDULES MEETING HELD FOR APRIL 2016. MOTION CARRIED.

AYE: GILBERT, HAYENS, BARRICK, WORTHAM, ERICSON, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.6

APPROVAL OF THE MONTHLY FINANCIAL REPORT.

THE MOTION MADE BY TRUSTEE ERICSON, SECONDED BY TRUSTEE KOZEL TO APPROVE THE MONTHLY FINANCIAL REPORT AS PRESENTED. MOTION CARRIED.

AYE: GILBERT, HAYENS, BARRICK, WORTHAM, ERICSON, KOZEL
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.7

APPROVAL OF GENERAL CLAIMS.

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE KOZEL TO APPROVE THE GENERAL CLAIMS. MOTION CARRIED.

AYE: GILBERT, HAYENS, BARRICK, WORTHAM, ERICSON, KOZEL
NAY: NONE
ABSTAIN

General Claims

A.	Select Janitor Supply	\$54.51
B.	Arrow Head Automotive Center	\$102.42
C.	Shawnee Office Systems	\$33.12
D.	Randy's Tire & Alignment	\$321.33
E.	Winkler Door Company	\$1104.00
F.	Fuelman	\$930.33
G.	Sparks Heat & Air	\$445.30
H.	Grimsley's	\$1038.15
I.	Ask About Windows	\$121.00
J.	Cutting Edge Lawns	\$3680.00
K.	Automatic Fire Control	\$7500.00
L.	Cintas	\$622.00
M.	Oklahoma Natural Gas	\$798.19
N.	Vision Bank	\$454.04
O.	AT&T Mobility	\$48.77
P.	Finley & Cook	\$660.00
Q.	Randy's Tire & Alignment	\$276.33
R.	MetTel	\$744.57
S.	First United Bank	\$567.74
T.	Personal Plumbing	\$391.80
U.	24 Hour Lockout Service	\$585.00
V.	Techsico Enterprise Solutions	\$721.00
W.	NAPA	\$339.46
X.	Shawnee Municipal Authority	\$730.98
Y.	Armstrong Pest Control	\$150.00
Z.	Chuck Jones	\$6900.00
AA.	Fresh Filtered Air, Inc	\$650.00
BB.	Arvest	\$625.11
CC.	John Deere Financial	\$348.26
DD.	Buford Whites	\$1137.33
EE.	Shawnee Lighting Systems	\$181.97
FF.	Techsico	\$90.00
GG.	INS	\$399.98
HH.	Randy's Tire	\$45.00
II.	Fresh Filtered Air	\$650.00
JJ.	Arvest	\$625.11

Add Ons

General Account:

A.	Personal Plumbing	\$140.56
B.	City of Shawnee — Surcharge	\$1,317.25
C.	INS	\$594.96
D.	AT&T	\$329.90
E.	Constellation Energy	\$610.54
F.	Stuart & Clover	\$310.00

AGENDA ITEM NO.8

APPROVAL OF SPECIAL EVENT CLAIMS

THE MOTION MADE BY TRUSTEE BARRICK , SECONDED BY TRUSTEE KOZEL THAT THE SPECIAL EVENT CLAIMS BE APPROVED. MOTION CARRIED.

AYE: GILBERT, HAVENS, BARRICK, WORTHAM, ERICSON, KOZEL

NAY:

ABSTAIN:

Special Claims:

A.	Shawnee News Star	\$545.00
B.	A Cut Above Buckles	\$7125.00
C.	Cowboy Times	\$540.00
D.	Vann & Associates	\$2333.00
E.	INS	\$1689.94

AGENDA ITEM NO.9

APPROVAL OF SHAVINGS CLAIMS

None

AGENDA ITEM NO. 10

DISCUSSION CONSIDERATION AND POSSIBLE ACTION TO ADD CHRIS DUNLAP TO ALL BANK ACCOUNTS ON DEPOSIT. ARVEST, FIRST NATIONAL, BANCFIRST AND FIRST UNITED BANK.

THE MOTION MADE BY TRUSTEE WORTHAM , SECONDED BY TRUSTEE KOZEL THAT CHRIS DUNLAP BE ADDED TO ALL SC&CDA BANK ACCOUNTS ON DEPOSIT – FIRST NATIONAL, ARVEST, FIRST UNITED AND BANCFIRST. MOTION CARRIED.

AYE: GILBERT, HAVENS, BARRICK, WORTHAM, ERICSON, KOZEL
NAY:
ABSTAIN:

AGENDA ITEM NO. 11

DISCUSSION CONSIDERATION AND POSSIBLE ACTION TO TAKE FUNDS FROM THE EXPO CRISIS FUND ACCOUNT AND DELIVER TO THE SHAWNEE CHAMBER OF COMMERCE FOUNDATION ACCOUNT EARMARKED FOR IFYR CRISIS FUNDS.

THE MOTION MADE BY TRUSTEE ERICKSON , SECONDED BY TRUSTEE BARRICK THAT THE FUNDS IN THE IFYR CRISIS FUND BE REMOVED AND GIVEN TO THE SHAWNEE CHAMBER OF COMMERCE FOUNDATION ACCOUNT EARMARKED FOR IFYR CRISIS FUNDS. MOTION CARRIED.

AYE: GILBERT, HAVENS, BARRICK, WORTHAM, ERICSON, KOZEL
NAY:
ABSTAIN:

AGENDA ITEM NO. 12

DISCUSSION CONSIDERATION AND POSSIBLE ACTION TO CLOSE THE IFYR CRISIS FUND ACCOUNT AFTER DELIVERY OF THE FUNDS TO THE CHAMBER ACCOUNT.

THE MOTION MADE BY TRUSTEE HAVENS , SECONDED BY TRUSTEE WORTHAM THAT THE IFYR CRISIS ACCOUNT BE CLOSED AFTER THE FUNDS ARE DELIVERED TO THE CHAMBER ACCOUNT. MOTION CARRIED.

AYE: GILBERT, HAVENS, BARRICK, WORTHAM, ERICSON, KOZEL
NAY:
ABSTAIN:

AGENDA ITEM NO. 13

DISCUSSION CONSIDERATION AND POSSIBLE ACTION TO MOVE \$17,790.39 FROM GENERAL ACCOUNT AT ARVEST BANK BACK TO THE SPECIAL EVENT ACCOUNT AT FIRST UNITED FOR REIMBURSEMENT PURPOSES. .

THE MOTION MADE BY TRUSTEE KOZEL , SECONDED BY TRUSTEE BARRICK THAT THE FUNDS BE TRANSFERRED BACK TO THE SPECIAL EVENTS ACCOUNT FROM THE GENERAL ACCOUNT TO REIMBURSE THE ACCOUNT IT WAS ORIGINALLY SPENT OUT OF. MOTION CARRIED.

AYE: GILBERT, HAVENS, BARRICK, WORTHAM, ERICSON, KOZEL
NAY:
ABSTAIN:

AGENDA ITEM NO. 14-19

IFYR UPDATES, COMMITTEE REPORTS, ADMINISTRATIVE REPORTS, OLD BUSINESS, NEW BUSINESS, PUBLIC & TRUSTEE COMMENTS

NOTHING NEW TO REPORT - BUDGET COMMITTEE IS STILL WORKING ON #'S - ADMINISTRATIVE REPORT VANN & ASSOCIATES WILL BEGIN MARKETING THE CONFERENCE CENTER AS DISCUSSED IN THE LAST MEETING. WELCOME CHRIS DUNLAP BACK TO THE TEAM. LIGHTS ARE BEING INSTALLED IN THE ARENA AS WE SPEAK - IFYR #'S ARE UP AND RUNNING MAYBE 20 DOWN IN SOME EVENTS AND UP IN OTHERS ALL IN ALL LOOKING GOOD AND WAITING ON THE RAINS TO STOP SO WE CAN GET INTO THE ARENA AREA AND START SET UPS-

AGENDA ITEM NO.20

ADJOURNMENT

THE MOTION MADE BY TRUSTEE KOZEL, SECONDED BY TRUSTEE WORTHAM TO ADJOURN THE MEETING. - MOTION CARRIED.

AYE: GILBERT, HAVENS, BARRICK, WORTHAM, ERICSON, KOZEL
NAY:
ABSTAIN:

CHAIRMAN: MR. RANDY GILBERT

SECRETARY: MR. JUSTIN ERICSON



Heart of Oklahoma Expo Center

May 2016 Events	Amount Owed	Amount Paid	Concessions Paid to Expo	Catering Paid to Expo
Eaton Corp	\$ 350.00	\$ -	\$ -	\$ -
Strike USA	\$ 3,985.00	\$ -	\$ -	\$ 320.00
NBHA	\$ 12,236.00	\$ -	\$ -	\$ -
Original Team Roping	\$ 2,150.00	\$ 350.00	\$ -	\$ -
Davis Wedding	\$ 322.50	\$ 172.50	\$ -	\$ -
Garland Craft Show	\$ 683.63	\$ 400.00	\$ -	\$ -
Baptist Campers	\$ 473.00	\$ 100.00	\$ -	\$ -
Cavalier Agility Trials	\$ 1,693.86	\$ 650.00	\$ -	\$ -
Jindal Films Americas LLC	\$ 175.00	\$ -	\$ -	\$ 50.00
St. Anthony's	\$ 445.00	\$ -	\$ -	\$ 330.00
Edward Jones	\$ 175.00	\$ -	\$ -	\$ -
Rotary Club Int'l of Shawnee	\$ -	\$ 992.00	\$ -	\$ -
Gayla & Sepi Wedding	\$ -	\$ 545.00	\$ -	\$ 70.00
Leave 'Em Standing	\$ -	\$ 650.00	\$ -	\$ -
Eladio Lares	\$ -	\$ 855.00	\$ -	\$ 200.00
OkieBagos	\$ -	\$ 3,700.00	\$ -	\$ -
Concession Pd to Expo:				
Original Team Roping			\$ 57.00	\$ -
Original Team Roping		less than \$100	\$ -	\$ -
Catering Pd to Expo:				
Tecumseh Reunion				\$ 343.00
Police				\$ 20.00
CHAMBER				\$ 20.00
PAL				\$ 50.00
COEDD				\$ 20.00
Pipeline				\$ 320.00
FFA				\$ 180.00
April 2015 Total: \$26,771.61				\$ -
May 2016 \$23,060.14 Totals: →	\$ 22,688.99	\$ 8,414.50	\$ 57.00	\$ 1,923.00

Shawnee Civic & Cultural Dev. Authority
Statement of Assets, Liab., & Equity
As of May 31, 2016

	May 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Bancfirst-IFYR Crisis Fund	1,704.21
Arvest-General	79,510.51
Bancfirst-0161902-Shavings	14,480.77
FNB - 1020390 (Capital Improve)	936.23
FUB-282367-Payoff	398.48
FUB-603708-Special	27,931.55
FUB-603910-Ticket	381,332.75
Total Checking/Savings	506,294.50
Accounts Receivable	
Accounts Receivable	3,443.80
Total Accounts Receivable	3,443.80
Other Current Assets	
Concession Receivable	-5,853.38
Total Other Current Assets	-5,853.38
Total Current Assets	503,884.92
Fixed Assets	
Land Improvements	47,350.44
Parking Lot Improvements	262,113.00
RV Park	
600 Section	246,317.00
Total RV Park	246,317.00
Accum Depr- Land Improvements	-685,357.56
Accum Depr- Vehicles	-102,549.89
Accum Depr-Audiovisual Equip	-35,637.46
Accum Depr-Buildings	-3,948,043.42
Accum Depr-Business Mach	-25,821.06
Accum Depr-Comm. Equip	-2,540.32
Accum Depr-Furniture	-46,884.90
Accum Depr-Mach. & Tools	-1,817,547.68
Audiovisual Equipment	68,623.71
Buildings	7,722,928.02
Business Machines	25,786.79
Communications Equipment	21,653.24
Land	645,821.42
Machinery & Tools	2,027,826.07
Parks & Recreation Equip.	29,503.09
Vehicles	110,113.19
Total Fixed Assets	4,543,653.68
TOTAL ASSETS	5,047,538.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Rodeo Income	
Adversiting	-3,375.00
Booth Rental	2,600.00
Entry Fees	390,660.00
Rodeo Expenses	-36,955.12
Sponsorship	63,163.00
Total Accrued Rodeo Income	416,092.88
Sales Tax Payable	47.86
Total Other Current Liabilities	416,140.74
Total Current Liabilities	416,140.74

Shawnee Civic & Cultural Dev. Authority
Statement of Assets, Liab., & Equity
As of May 31, 2016

	May 31, 16
Long Term Liabilities	
N/P - Arvest Sweeper	31,835.76
Total Long Term Liabilities	31,835.76
Total Liabilities	447,976.50
Equity	
County Money for Improvements	458,651.00
Fund Balance	
Restricted	4,328,238.54
Total Fund Balance	4,328,238.54
Retained Earnings	-237,608.30
Net Income	50,280.86
Total Equity	4,599,562.10
TOTAL LIABILITIES & EQUITY	5,047,538.60

Shawnee Civic & Cultural Dev. Authority
Statement of Revenue & Expenses
One Month and Five Months Ended, May 31, 2016

	May 16	Jan - May 16
Ordinary Income/Expense		
Income		
Additional Charges	643.84	33,244.84
Arena's	0.00	125.00
Booth Income	0.00	650.00
Catering Income	1,164.00	7,099.60
Clean Up Fee	450.00	1,550.00
Concession Commission	0.00	2,620.00
Conference Center	3,560.00	29,478.00
Discounts	0.00	-50.58
Fred Humphrey Pavilion	3,850.00	32,490.00
Interest Income	7.94	25.35
Laundry Commission	171.40	171.40
Otto Krause Building	0.00	12,275.00
RV Spaces	48,430.02	123,729.05
Shavings	0.00	27,341.50
Uncategorized Income	0.00	17,190.59
Total Income	58,277.20	287,939.75
Expense		
Accounting	1,650.00	6,014.68
Marketing	2,333.00	12,266.82
Bank Charges	1.17	18.54
Contract Labor	75.00	1,375.00
Credit Card Discounts	678.79	1,770.24
Dues	0.00	223.00
Equipment		
Office	63.97	367.40
Equipment - Other	0.00	514.29
Total Equipment	63.97	881.69
Equipment Rental	0.00	270.00
Fuel/Deisel	826.52	3,153.27
Insurance	3,172.00	6,344.00
Interest - Loan	1,757.69	3,771.73
Legal	330.00	1,846.75
Maintenance		
Bldg & Grounds	12,921.11	61,113.93
Computer	3,304.82	11,425.70
Equipment	2,243.30	14,843.07
Vehicle	718.05	1,967.46
Total Maintenance	19,187.28	89,350.16
Meals	0.00	508.00
Memberhisp Fees	100.00	100.00
Office Expense	0.00	1,587.94
Payroll Expenses	514.60	514.60
Postage	520.99	668.99
Return Check	900.00	900.00
Rodeo Expense		
Credit Card Fees	42.25	78.20
Softgoods	0.00	540.00
Awards	0.00	420.00
IFYR Payoffs	0.00	3,780.00
Media Director	0.00	300.00
Mileage	0.00	315.10
Rodeo Expenses	863.83	3,910.70
Total Rodeo Expense	906.08	9,344.00
Shavings & Bedding	0.00	18,494.40
Supplies - Other	1,719.36	5,607.47
Taxes-Other	4,796.43	9,502.07
Telephone	504.04	6,898.90
Uniforms	454.42	1,076.42

Shawnee Civic & Cultural Dev. Authority
Statement of Revenue & Expenses
One Month and Five Months Ended, May 31, 2016

	<u>May 16</u>	<u>Jan - May 16</u>
Utility		
Electric	30,565.41	59,041.84
Gas	1,129.32	15,430.20
Water	0.00	698.18
Total Utility	<u>31,694.73</u>	<u>75,170.22</u>
Total Expense	<u>72,186.07</u>	<u>257,658.89</u>
Net Ordinary Income	-13,908.87	30,280.86
Other Income/Expense		
Other Income		
City Contribution -SEDF	15,000.00	20,000.00
City Contributions	32,757.69	143,963.60
Total Other Income	<u>47,757.69</u>	<u>163,963.60</u>
Other Expense		
Fringe Benefits		
Health Insurance	1,420.24	7,044.00
Life Insurance	21.48	141.30
Retirement	817.23	4,422.65
Total Fringe Benefits	<u>2,258.95</u>	<u>11,607.95</u>
General Insurance	0.00	3,214.74
Miscellaneous	30.00	520.00
Payroll Taxes	1,410.39	7,354.33
Salaries	18,898.80	97,601.82
Temp Labor	10,159.55	23,664.76
Total Other Expense	<u>32,757.69</u>	<u>143,963.60</u>
Net Other Income	<u>15,000.00</u>	<u>20,000.00</u>
Net Income	<u><u>1,091.13</u></u>	<u><u>50,280.86</u></u>

Shawnee Civic & Cultural Dev. Authority
Statement of Revenue & Expenses Prev Year Comparison
January through May 2016

	Jan - May 16	Jan - May 15	\$ Change
Ordinary Income/Expense			
Income			
Additional Charges	33,244.84	41,718.67	-8,473.83
Arena's	125.00	150.00	-25.00
Booth Income	650.00	1,425.00	-775.00
Catering Income	7,099.60	6,987.45	112.15
Clean Up Fee	1,550.00	1,250.00	300.00
Concession Commission	2,620.00	2,052.09	567.91
Conference Center	29,478.00	27,047.50	2,430.50
Discounts	-50.58	0.00	-50.58
Fred Humphrey Pavilion	32,490.00	32,065.00	425.00
Interest Income	25.35	29.30	-3.95
Laundry Commission	171.40	0.00	171.40
Otto Krause Building	12,275.00	13,725.00	-1,450.00
Rodeo Income			
Other	0.00	0.00	0.00
Sponsorship	0.00	0.00	0.00
Ticket Sales	0.00	300.00	-300.00
Total Rodeo Income	0.00	300.00	-300.00
RV Spaces	123,729.05	28,879.50	94,849.55
Shavings	27,341.50	38,195.00	-10,853.50
Uncategorized Income	17,190.59	0.00	17,190.59
Total Income	287,939.75	193,824.51	94,115.24
Expense			
Accounting	6,014.68	1,833.70	4,180.98
Advertising	0.00	2,759.05	-2,759.05
Marketing	12,266.82	8,200.00	4,066.82
Bank Charges	18.54	31.82	-13.28
Contract Labor	1,375.00	1,427.60	-52.60
Credit Card Discounts	1,770.24	848.75	921.49
Dues	223.00	0.00	223.00
Equipment			
Office	367.40	499.42	-132.02
Equipment - Other	514.29	0.00	514.29
Total Equipment	881.69	499.42	382.27
Equipment Rental	270.00	-234.20	504.20
Fuel/Deisel	3,153.27	3,122.32	30.95
Insurance	6,344.00	14,537.04	-8,193.04
Interest - Loan	3,771.73	270.82	3,500.91
Internet expense	0.00	857.75	-857.75
Legal	1,846.75	1,590.00	256.75
Maintenance			
Bldg & Grounds	61,113.93	38,783.29	22,330.64
Computer	11,425.70	6,073.87	5,351.83
Equipment	14,843.07	64,794.71	-49,951.64
Vehicle	1,967.46	751.81	1,215.65
Total Maintenance	89,350.16	110,403.68	-21,053.52
Meals	508.00	1,000.00	-492.00
Memberships Fees	100.00	0.00	100.00
Office Expense	1,587.94	7,409.44	-5,821.50
Other Expense	0.00	-7,402.00	7,402.00
Payroll Expenses	514.60	0.00	514.60
Postage	668.99	945.44	-276.45
Return Check	900.00	40.00	860.00

Shawnee Civic & Cultural Dev. Authority
Statement of Revenue & Expenses Prev Year Comparison
January through May 2016

	Jan - May 16	Jan - May 15	\$ Change
Rodeo Expense			
Credit Card Fees	78.20	9,396.53	-9,318.33
Softgoods	540.00	540.00	0.00
Advertising	0.00	7,406.50	-7,406.50
Awards	420.00	9,805.00	-9,385.00
IFYR Payoffs	3,780.00	448.41	3,331.59
Maintenance - Building & Ground	0.00	1,092.94	-1,092.94
Maintenance - Office Equipment	0.00	48.00	-48.00
Media Director	300.00	1,500.00	-1,200.00
Mileage	315.10	460.79	-145.69
Permits Pd to IFYR	0.00	-2,405.00	2,405.00
Rodeo Expenses	3,910.70	1,351.00	2,559.70
Youth Director	0.00	1,621.60	-1,621.60
Total Rodeo Expense	9,344.00	31,265.77	-21,921.77
Shavings & Bedding	18,494.40	28,134.00	-9,639.60
Supplies - Other	5,607.47	6,169.75	-562.28
Taxes-Other	9,502.07	2,419.36	7,082.71
Telephone	6,898.90	6,196.46	702.44
Uniforms	1,076.42	1,495.90	-419.48
Utility			
Electric	59,041.84	48,526.93	10,514.91
Gas	15,430.20	33,580.61	-18,150.41
Water	698.18	2,669.07	-1,970.89
Total Utility	75,170.22	84,776.61	-9,606.39
Total Expense	257,658.89	308,598.48	-50,939.59
Net Ordinary Income	30,280.86	-114,773.97	145,054.83
Other Income/Expense			
Other Income			
City Contribution -SEDF	20,000.00	16,666.52	3,333.48
City - Capital Money	0.00	94,325.26	-94,325.26
City Contributions	143,963.60	209,583.35	-65,619.75
Total Other Income	163,963.60	320,575.13	-156,611.53
Other Expense			
Fringe Benefits			
Health Insurance	7,044.00	16,773.75	-9,729.75
Life Insurance	141.30	164.87	-23.57
Retirement	4,422.65	11,846.83	-7,424.18
Total Fringe Benefits	11,607.95	28,785.45	-17,177.50
General Insurance	3,214.74	0.00	3,214.74
Miscellaneous	520.00	0.00	520.00
Payroll Taxes	7,354.33	7,788.36	-434.03
Salaries	97,601.82	117,297.89	-19,696.07
Temp Labor	23,664.76	0.00	23,664.76
Total Other Expense	143,963.60	153,871.70	-9,908.10
Net Other Income	20,000.00	166,703.43	-146,703.43
Net Income	50,280.86	51,929.46	-1,648.60

General Claims :

Paid:

A.	Oklahoma Natural Gas	\$341.66
B.	Constellation Energy	\$325.38
C.	First United Bank	\$1126.57
D.	AT&T	\$329.90
E.	Communication Services	\$60.00
F.	Brooks Industries	\$219.00
G.		
H.	Locke Supply	\$5.89
I.	Bradford Supply	\$106.22
J.	Staples Advantage	\$22.78
K.	Music Unlimited	\$19.99
L.	Tennant	\$345.67
M.	OMAG	\$3,172.00
N.	Grimsley's	\$1019.36
O.	Vision Bank	\$346.49
P.	Lowe's	\$246.50
Q.	MetTel	\$71.57
R.	Hunzicker Brothers	\$1,502.92
S.	Thyssenkrupp	\$964.45
T.	Randy's Tire	\$93.92
U.	Techsico Enterprise Solutions	\$90.00
V.	Sparks Heat & Air	\$378.40

Not yet paid:

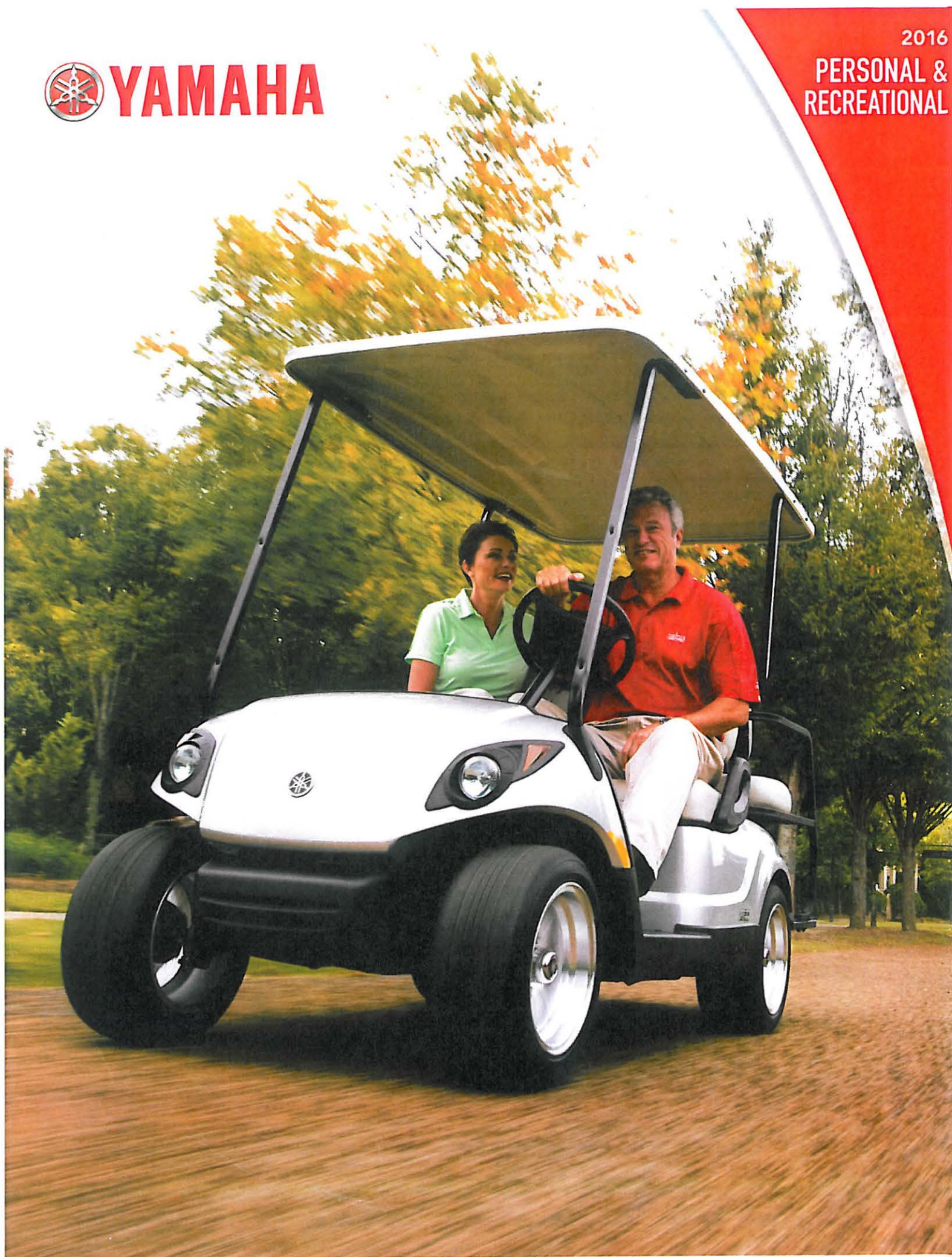
W.	Shawnee Office Systems	\$35.47
X.	Staples Advantage	\$92.76
Y.	Terrell Supply	\$142.81
Z.	Sherwin-Williams	\$937.26
AA.	Cintas	\$60.37
BB.	NAPA	\$206.01
CC.	Finley & Cook	\$770.00
DD.	Fuelman	\$589.22
EE.	Absolute Data Shredding	\$280.00
FF.	Shawnee Municipal Authority	\$1483.77
GG.	Ask About Windows	\$121.00
HH.	Chuck Jones	\$150.00
II.	OK Tax Commission	\$3,760.08
JJ.	City Grease Trap Service	\$200.00
KK.	OG&E	\$12,408.53
LL.	Bobcat	\$52.52
MM.	INS	\$734.00
NN.	Armstrong Pest Control	\$150.00
OO.	Sherwin-Williams	\$197.17
PP.	Stuart & Clover	\$160.00
QQ.	City of Shawnee	\$2,421.50

Special Claims:

A.	OK Tax Commission Spec Events App	\$50.00
B.	Celebrations Entertainment	\$1,550.00
C.	Environmental Fly Control	\$2,470.00
D.	Vann & Associates	\$325.00
E.	Celebrations Entertainment	\$100.00
F.	Sign Factory	\$500.00



2016
PERSONAL &
RECREATIONAL



GOVERNMENTAL SERVICES CONTRACT

This Agreement made pursuant to 74 O.S. § 1008 (2001) and entered into this ____ day of June, 2016, by and between the City of Shawnee, Oklahoma (hereinafter referred to as "City") and the Shawnee Civic and Cultural Development Authority, an Oklahoma Public Trust (hereinafter referred to as "SCCDA").

WITNESSETH:

WHEREAS, the SCCDA was created pursuant to 60 O.S. § 176, et seq. (1971) on January 5, 1976 to manage various proceeds, properties, rents and profits for the benefit of the City; and

WHEREAS, the City is an Oklahoma municipal corporation that is the beneficiary of the SCCDA; and

WHEREAS, the SCCDA has operated the facility commonly known as the Heart of Oklahoma Exposition Center and its associated support structures for the benefit of the City for many years; and

WHEREAS, the City acknowledges the benefits received from the services performed by the SCCDA; and

WHEREAS, it is financially beneficial to both parties that the City allow municipal employees designated by both entities to work under the auspices of the SCCDA to perform its day-to-day functions; and

WHEREAS, it is necessary to the maintenance of the independence of the SCCDA from the City that the SCCDA assume responsibility for its water, utilities and other services used by the SCCDA.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, it is agreed by and between the parties that:

1. The term of this agreement shall be from July 1, 2016 through June 30, 2017. This agreement shall be subject to termination, without cause, upon thirty days notice by either party serving the other party with a written request to terminate the contract.

2. The City will provide personnel in accordance with the approved budget. While working for the SCCDA, these employees will be under the day-to-day direction of the Operations Manager of the SCCDA. These employees will continue to be full-time employees of the City for purposes of benefits, insurance and retirement. The City may also elect to utilize temporary employees from personnel firms in lieu of some of the allocated positions. The City Manager of the City will retain his/her authority pursuant to Article V of the Shawnee City Charter and Section 2-102 of the Shawnee City Code to re-assign these employees should the needs of the City require that he/she do so. However, nothing in this provision or agreement will act to increase or modify the City Manager's decision-making authority as a voting member of the SCCDA governing board.

3. The City acknowledges the restrictions placed upon it by Article VIII of the SCCDA Trust Indenture.

4. Both the City and the SCCDA acknowledge and expressly reaffirm the separation of the SCCDA and the City for purposes of the relationship permitted between the respective governing bodies pursuant to 60 O. S. § 176, et seq.

5. In consideration of receiving labor assistance from the City, the SCCDA agrees that it will be responsible for its own utilities, water service, fuel costs and all expenses related to the Trust, unless otherwise modified herein. The City and the SCCDA shall share in the cost of routine lawn maintenance, with the City receiving \$20,000 per year from the SCCDA for the service. All primary structures and buildings affiliated with the Expo Center will be insured by the City of Shawnee in amounts to be determined by the City, provided that the SCCDA will be responsible for general liability, auto, and all other forms of insurance. To help defray expenses listed above, the City of Shawnee will provide an additional \$10,000 annually to the SCCDA payable monthly.

6. In addition to the above contributions, the City will make an annual contribution from Economic Development funds to the SCCDA in the amount of \$50,000, payable monthly. The City will not earmark these funds for specific purposes but rather will allow the SCCDA to use these funds as the SCCDA sees fit. The City will have access to the SCCDA's annual audit as required by Article VI, Section 10 of the Trust Indenture and will receive a full accounting of how the City funds were expended. The City will be allowed to inquire into any matter dealing with accounting for its funds, including access to financial books and records of the SCCDA.

7. Both parties agree that financial accountability of the City's donated funds is an element to be considered each fiscal year in determining the amount of funds the City will provide to the SCCDA.

8. The City and the SCCDA agree that this Contract will be administered by both the City Manager of the City and the Manager of the Trust Estate of the SCCDA. Should a conflict arise concerning terms of this agreement, the City Manager and the Manager of the Trust Estate will work together to resolve said conflict to the mutual benefit of the parties. Any agreement reached between the City Manager and the Manager of the Trust Estate must be approved by the respective governing bodies.

9. The SCCDA agrees that the SCCDA will be liable for all acts or omissions of the City employees while they are working for the SCCDA. Should the City be made a party to any legal action or lawsuit as a result of actions or omissions of the employees, the SCCDA agrees to indemnify the City and hold it harmless from any damages, costs and attorney fees that the City might incur during the defense of any related suit or legal action.

10. All written notices concerning this agreement shall be sent to the respective parties at the following addresses:

Justin Erickson, City Manager
City of Shawnee
P.O. Box 1448
Shawnee, OK 74802-1448

Randy Gilbert, Chairman
Heart of Oklahoma Exposition Center
P.O. Box 1466
Shawnee, OK 74802-1466

11. This agreement supersedes all prior agreements between the parties, with the exception of the SCCDA Trust Indenture, and comprises all the terms agreed to by the parties and any modification, amendment or alteration of this agreement must be in writing and executed by both parties.

12. If any part of this agreement is determined to be contrary to law, then it shall be deemed severable from the rest of this agreement and shall not affect the validity of the rest of this agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first above written.

THE CITY OF SHAWNEE, OKLAHOMA

BY: _____
JUSTIN ERICKSON, CITY MANAGER

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK
(SEAL)

SHAWNEE CIVIC AND CULTURAL
DEVELOPMENT AUTHORITY

BY: _____
RANDY GILBERT, CHAIRMAN

Approved as to form and legality this _____ day of _____, 2016

JOSEPH VORNDRAN, INTERIM CITY ATTORNEY