

AMENDED AGENDA
BOARD OF CITY COMMISSIONERS
May 6, 2019 AT 3:00 P.M.
RESCHEDULED FROM MAY 6, 2019 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 April 15, 2019 regular meeting.
 - b. Acknowledge the following minutes:
 - Traffic Commission Minutes from the March 26, 2019 meeting
 - Shawnee Community Beautification Committee Minutes from the February 21, 2019 meeting
 - c. Lake Lease Transfers:

TRANSFERS:

Lot 14 Belcher Tract, 33202 Post Office Neck
From: Joseph D. Shiff and Kristi L. Shiff
To: Kristi Peterson and Alvin R. Peterson

Lot 9 Belcher Tract, 15605 Nickens Road
From: Patricia Cunningham
To: Kasey Miller and Edward Hall

Lot 4 Magnino Tract, 16512 Archery Range Road
From: Mark Jennings and Bonnie Jennings (Deceased)
To: Mark and Brandy Jennings

Lot 5 Magnino Tract, 16516 Archery Range Road
From: Mark Jennings and Bonnie Jennings (Deceased)
To: Mark and Brandy Jennings

Lot 13 Belcher Tract, 33114 Post Office Neck
From: Dee Ann Lowrey and Kirk Lowrey and/or Michael T. Lowrey
To: Kirk Lowrey and Michael T. Lowrey

Lot 12 Belcher Tract, 33112 Post Office Neck
From: Dee Ann Lowrey and Michael T. Lowrey and/or Kirk Lowrey
To: Michael T. Lowrey and Kirk Lowrey

- d. Mayor's Appointments:
Oklahoma Baptist University Board
 Todd Fisher 2nd Full Term Expires: December 31, 2025
Reappointment

 Marty Lewis 1st Full Term Expires: December 31, 2025
Replacing Will Smallwood

Airport Advisory Board
 Harmik DerSahakian 1st Full Term Expires: July 1, 2022
Replacing Andy Freeman

 Barry Fogerty 2nd Full Term Expires: July 1, 2022
Reappointment

 John Klaser 2nd Full Term Expires: July 1, 2022
Reappointment

 James (Jim) Smith 2nd Full Term Expires: July 1, 2022
Reappointment
 - e. Authorize staff to purchase a Bauer Mini-Unicus Cascade System with Legacy Compressor in the total amount of \$38,776.00 for Fire Station No. 2.
 - f. Acknowledgment of Commissioner Darren Rutherford, Interim City Manager Eric Benson, and Finance Director Chance Allison as appointees of the City of Shawnee to negotiate a contract with Global Spectrum LLC dba Spectra for management services of the Heart of Oklahoma Exposition Center, in conjunction with Rachael Melot and Lance Wortham of the Shawnee Civic and Cultural Development Authority Board.
2. Presentation by Animal Control to present the Pet of the Week.
 3. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
 4. Consideration and possible action to approve Community Service Contract Review Committee Recommendations for Fiscal Year 2019-2020:
 - a. Consider renewal of the contract with Historical Shawnee Alliance for FY 2019-2020.

 RECOMMENDATION: To not renew the contract with Historical Shawnee Alliance for FY 2019-2020.
 - b. Consider renewal of contract with Senior Citizens of Shawnee, Inc. for FY 2019-2020.

 RECOMMENDATION: To not renew the contract with Senior Citizens of Shawnee, Inc. for FY 2019-2020.

- c. Consider renewal of contract with Shawnee Forward for FY 2019-2020.

RECOMMENDATION: To renew the contract with Shawnee Forward for FY 2019-2020 in the amount of \$286,000.00.

- d. Consider renewal of the contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit System for FY 2019-2020.

RECOMMENDATION: To renew the contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit System for FY 2019-2020 in the amount of \$68,000.00, and direct staff to negotiate the requested parking lot usage south of East Main Street and west of South Bell Avenue.

- e. Consider renewal of the contract with Safe Events for Families for FY 2019-2020.

RECOMMENDATION: To renew the contract with Save Events for Families for FY 2019-2020 to reimburse expenses for events up to \$63,000.00.

- f. Consider renewal of the contract with Visit Shawnee, Inc. for FY 2019-2020.

RECOMMENDATION: To not renew the contract with Visit Shawnee, Inc. for FY 2019-2020.

- 5. Public hearing and consideration of an ordinance to rezone property located at 4011 North Kickapoo Avenue from R-1; Single Family District to C-3; Highway Commercial District for the purposed purpose of retail development. Case No. P03-19, Applicant: Nelmon Brauning.

- 6. Consideration of approval of a preliminary plat for The Grove Retirement Homes located at approximately 3900 North Union Avenue. Case No. S04-19; Applicant: Crafton Tull & Associates.

- 7. Consideration of approval of a final plat for The Grove Retirement Homes located at approximately 3900 North Union Avenue. Case No. S06-19; Applicant: Crafton Tull & Associates.

- 8. Consideration of an ordinance to amend Article III, Flood Damage Prevention, Chapter 14, in its entirety of the Code of the City of Shawnee, Oklahoma; adopting new flood damage prevention standards; providing for severability; declaring an emergency and establishing an effective date.

- 9. Consideration of an ordinance to amend portions of the Shawnee Municipal Code, Chapter 6 "Aviation"; providing for repeal; providing for codification; providing for severability; and setting the effective date.

- 10. New Business

(Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda)

- 11. Extended Audit and Budget Brief.

- 12. Commissioners Comments

13. 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)

Regular Board of Commissioners

1.a.

Meeting Date: 05/06/2019

CC Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the April 15, 2019 regular meeting.

Attachments

CC Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
APRIL 15, 2019 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, April 15, 2019 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

Don Lynch, Emergency Management
Director

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the April 1, 2019 regular meeting.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for March 2019
 - Project Payment Report for March 2019
 - Planning Commission Minutes from the March 6, 2019 meeting

- c. Lake Lease Transfer:
TRANSFER:
Lot 9 Renfro Tract, 15807 Sleepy Hollow Road
From: Stan Malaske
To: Samuel and Jennifer Nowakowski
- d. Acceptance of a water line for Oklahoma Heart Hospital South located at 3306 North Kickapoo Avenue and placing maintenance bond into effect.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve Consent Agenda Item Nos. 1(a-d). Motion carried 7-0.

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

AGENDA ITEM NO. 2: Presentation by Animal Control to present the Pet of the Week.

Animal Control Officer Freddie Couch introduced Blue, a female blue healer mix. Blue's adoption fee will be \$40.00 for someone living inside the city limits.

AGENDA ITEM NO. 3: Citizens Participation
(A three-minute limit per person)
(A twelve-minute limit per topic)

Mr. Buck Day, City Manager for the City of McLoud, stated that McLoud enjoys maintaining the Wes Watkins Reservoir.

Ms. Koria Perez with the Blue Zones Project spoke regarding two events over the past weekend. The first was the Arts Trek at the Mabree-Gerrer Museum of Art. She advised that approximately 2,000 people and over 25 vendors attended this event. The second event was the Red Bud Festival held in downtown Shawnee. She stated there were over 25 vendors and 500 boxes of pizza were eaten.

Ms. Rachel Melot, as a business owner of Whistle, stated that she was in favor of lowering the speed limit on Kickapoo.

On behalf of the Blue Zones Project, she wanted to recognize Homeland stores for their contribution to the project by stopping the sale of tobacco products. Ms. Melot advised that this was a decision agreed upon by the local Homeland employees and not headquarters as Homeland is owned by the employees.

AGENDA ITEM NO. 4:

Introduction of Girl Scout Troop 314 in pursuit of their Government Badge.

Girl Scout Troop 314 Troop Leader Lauren Holmes introduced Girl Scouts Troop 314 and stated they were working toward their Government badge. Each of the girls introduced themselves. They were:

Kallie Ailey
Makenzie Dawson
Kylie Gerdon
Gracie Holmes

Sabra Kuykendall
Joclynn Newman
Destiny Swearingen
Claudia Thomason

AGENDA ITEM NO. 5:

Consideration of the Traffic Commission's recommendation regarding the request by Staff to lower the speed limit to 35 MPH on Kickapoo Avenue from MacArthur Street to Westech Road.

Director of Engineering Michael Ludi gave a presentation on the Centrac Traffic Management System, which allows the Traffic Department to connect to traffic signals and view their operations from a remote location. This allows staff to respond to calls on a traffic signals remotely to assess any issues the location may be experiencing and make changes, if needed. If a traffic signal goes out, a message is sent to staff to report the issue.

Regarding the lowering of the speed limit to 35 MPH on Kickapoo from MacArthur Avenue to Westech Road, Mr. Ludi said the primary focus of this request is 45th Street north where the new commercial development has occurred. Staff answered questions from the Commission.

A motion was made by Commissioner Salter, seconded by Commissioner Sehorn, to approve Staff's recommendation to lower the speed limit to 35 MPH on Kickapoo Avenue from MacArthur Street to Westech Road. Motion carried 6-1.

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

AGENDA ITEM NO. 6:

Consideration of an ordinance to rezone property located at 125 West 45th Street from A-1; Rural Agricultural District to A-1; Rural Agricultural District with Conditional Use Permit. Case No. P01-19, Applicant: Troy Williams. *(Deferred from the April 1, 2019 City Commission meeting.)*

Assistant Planning Director Joseph Barker gave a staff report. Mr. Barker advised that that applicant has submitted new information and documents regarding health and safety, studies on the relationship between cell towers and real estate values, signal strength information within the City of Shawnee, example photographs of monopine towers, and a photo simulation of what the tower would look like from multiple vantage points. The applicant has also submitted a revised site plan in order to comply with Section 175, Subsection 20 of the Zoning Code that (1) changed the tower's classification to state that it is a sectional, which reduces the setback requirements from 120% to 80% of the tower height, (2) reduced the tower height from 140 feet to 120 feet, (3) raised the fence height from 6 feet to 7 feet, (4) changed the positioning of the tower within the compound from the center of the compound to the northwest corner, and (5) delineated a parking space. The Planning Commission does recommend approval with conditions, based on the additional documentation submitted.

A motion was made by Commissioner Salter, seconded by Commissioner Rutherford, to approve an ordinance to rezone property located at 125 West 45th Street from A-1; Rural Agricultural District to A-1; Rural Agricultural District with Conditional Use Permit, with the following conditions:

1. Documentation is submitted indicating that this is a sectional tower;
2. No excess equipment or parts shall be stored within the site;
3. There shall never be any commercial advertising or signage on the site;
4. Upon a final inspection, the tower shall meet the minimum construction and structural load standards specified in the adopted building code;
5. Upon installation of the tower, as-built plans to be kept on file with the City of Shawnee shall be submitted;
6. An annual inspection report on the tower as to compliance with FCC and FAA standards shall be submitted to the City of Shawnee; and
7. Written assurance is submitted stating that the land upon which the off-street parking for the facility is located will be controlled by the same entity which controls the land on which the tower is located.

Ordinance No. 2659NS 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: BEGINNING AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER (NE/C NW/4 NW/4) OF SECTION SIX (6), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA, WHICH IS THE CENTER OF BEARD STREET; THENCE SOUTH 1320 FEET TO THE CENTER OF FORTY-SECOND STREET; THENCE WEST ON THE CENTER LINE OF FORTY-SECOND STREET A DISTANCE OF 328.76 FEET TO A POINT; THENCE NORTH A DISTANCE OF 1320 FEET TO THE NORTH LINE OF SAID SECTION; THENCE EAST 328.76 FEET TO THE POINT OF BEGINNING, FORMERLY DESCRIBED AS BLOCKS 23, 24 AND 27, ARMOURDALE ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, 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 5-1-1.

AYE: Salter, Rutherford, Sehorn, Gillham, Finley

NAY: Harrod

ABSTAIN: Bolt

Ordinance No. 2659NS was adopted by the City Commission.

AGENDA ITEM NO. 7:

Acknowledge monthly Sales Tax and City Treasurer Report.

Finance Director Chance Allison reported sales tax is up \$283,867.00, or 1.73%, over the projected budget year-to-date. He stated that use tax collections are up approximately \$168,741.00, or 13.70%, over the projected budget year-to-date.

AGENDA ITEM NO. 9:

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. 10:

Commissioners Comments

Commissioner Bolt said the Red Bud Festival went very well despite the rainy weather. He also said he appreciated all the volunteer help.

Vice Mayor Harrod said he appreciated the work and information on the traffic signal system.

Commissioner Sehorn said he was glad to see the street lights fixed on Harrison Avenue between Interstate-40 and MacArthur Street.

Commissioner Salter shared some statistics about cell towers. He stated that in a three-mile radius from the intersection of Kickapoo Avenue and 45th Street, there are 46 towers. These towers range from 32 feet to 200 feet. There are also 185 registered antenna towers in Shawnee.

AGENDA ITEM NO. 11: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:41 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners

1.b.

Meeting Date: 05/06/2019

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following minutes:

- Traffic Commission Minutes from the March 26, 2019 meeting
 - Shawnee Community Beautification Committee Minutes from the February 21, 2019 meeting
-

Attachments

Traffic Comm. Minutes

Beautification Minutes

MINUTES
TRAFFIC COMMISSION
MARCH 26, 2019 MEETING
COMMISSION CHAMBERS ROOM AT CITY HALL

- I. **CALL TO ORDER**
II. **ROLL CALL**

MEMBERS PRESENT

Reuben Peltier- Vice Chairman
Rebecca Dolin
Peggy Rider
Travis Flood

MEMBERS ABSENT

Jack Barrett- Chairman

EX-OFFICIO MEMBERS

Michael Ludi, Director of Engineering
Shalah Black, Traffic Commission Secretary

CITIZENS PRESENT

None

III. **Swear In of Rex Hennen**

IV. **APPROVAL OF OCTOBER 23, 2019 MINUTES**

Motion was made by Peltier, seconded by Flood to approve the October 23, 2019 minutes

Roll Call: Aye: Peltier, Flood, Rider, Dolin
Nay: None

V. **CONSIDERATION OF REQUEST**

- A. Consideration of request by Staff, to lower the speed limit to 35Mph on Kickapoo Ave. from MacArthur to Westech Rd.

Discussion:

Michael Ludi stated that there is a need for the speed to be lowered due to the fact that 45Mph in such a heavily congested area is unnecessary. At night when there is less traffic with people coming in and out of the retail and restaurant's in that corridor the 45Mph is fast for that area. There is a lot more retail development going in along that stretch of road and the volume of traffic is only going to increase.

Motion was made by **Flood**, seconded by **Rider** to **approve** the request to lower the speed limit to 35Mph on Kickapoo Ave. from MacArthur to Westech Rd.

Motion **carried**

Roll Call: Aye: Peltier, Dolin, Rider, Flood
Nay: none

VI. ADMINISTRATIVE REPORTS

Michael Ludi gave a brief summary about the Kickapoo expansion stating that the early stages are starting.

VII. CITIZEN PARTICIPATION

None

VIII. BOARD MEMBERS COMMENTS

None

IX. ADJOURNMENT

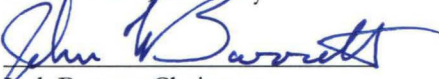
There being no further business to come before the Transportation Commission, a motion was made by Rider, seconded by Dolin recommending the meeting be adjourned. Motion **carried**

Roll Call: Aye: Peltier, Dolin, Rider, Flood
Nay: none

Respectfully submitted,



Shalah Black, Secretary



Jack Barrett, Chairman



Office of the Director of Operations

Minutes

Shawnee Community Beautification Committee

FEBRUARY 21, 2019

The Shawnee Community Beautification Committee met at the Shawnee Chamber of commerce

The meeting was called to order at 4:00 pm

Roll Call was taken showing the following members present:

		Present	Absent
Member	Tom Terry	<u>X</u>	<u> </u>
Member	Debi Renegar	<u>X</u>	<u> </u>
Member	Joe Harbeson	<u>X</u>	<u> </u>
Member	Sherry Lankford	<u>X</u>	<u> </u>
Member	Kevin Huddleston	<u> </u>	<u>X</u>
Member	Ethan Birdwell	<u>X</u>	<u> </u>
Member	Mike Mlynek	<u>X</u>	<u> </u>
Member	Holly Gordon	<u> </u>	<u>X</u>
Member	Sue Nelson	<u> </u>	<u>X</u>
Member	Carla Smith	<u>X</u>	<u> </u>
City Staff	Whisper Peace	<u> </u>	<u>X</u>
City Staff	James Bryce	<u>X</u>	<u> </u>
City Staff	Jim VanAntwerp	<u>X</u>	<u> </u>
City Staff	Geoff Garner	<u>X</u>	<u> </u>

AGENDA NO 1 **Call to Order.**

AGENDA NO 2 **Roll Call and Declaration of a Quorum.** Roll was called and a quorum was declared

- AGENDA NO 3** **Approved minutes for JANUARY 17, 2019.** The minutes for January 17, 2019 were approved with a motion made by Sherry Lankford and 2nd by Mike Mlynek. The motion carried unanimously.
- AGENDA NO 4** **Discussion on Gardening with the Experts.** Tom Terry created a handout that summarized the evaluation forms turned in from those in attendance. The committee talked about adding something to take notes on to the event folder and adding maybe adding a Q & A panel at the end of the event or sending those with questions to the Master Gardeners booth.
- AGENDA NO 5** **Discussion on the Annual Trash Off event.** The event will be on Saturday April 20th from 9:00 am to 1:00 pm at Kid space Park. It was mentioned that maybe Community Renewal could set something up with their Block Captains to help with the cleanup. OBU will do their annual volunteer day on March 9th from 10:00 am to 1:00 pm. Some areas that will be cleaned are the Post Office planters, Red Bud Park flower beds, Japanese Peace Garden, and Early Childhood Development. Beautification Committee could provide pizza for those that helped.
- AGENDA NO 6** **Old Business.** None
- AGENDA NO 7** **New Business.** None
- AGENDA NO 8** **Comments.** Tom mentioned bringing info from all of the past Gardening with the experts to the next meeting. He also mentioned how well the kale at the post office has done.
OBU Arbor Day will be April 2nd ,2019 at 2:00 pm
Ethan and Sherry both mentioned they are ready for nicer weather.
- AGENDA NO 9** **Adjournment.** Meeting was adjourned at 4:18 p.m.

Date

Chairman

Regular Board of Commissioners

1.c.

Meeting Date: 05/06/2019

Lake Leases

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lake Lease Transfers:

TRANSFERS:

Lot 14 Belcher Tract, 33202 Post Office Neck

From: Joseph D. Shiff and Kristi L. Shiff

To: Kristi Peterson and Alvin R. Peterson

Lot 9 Belcher Tract, 15605 Nickens Road

From: Patricia Cunningham

To: Kasey Miller and Edward Hall

Lot 4 Magnino Tract, 16512 Archery Range Road

From: Mark Jennings and Bonnie Jennings (Deceased)

To: Mark and Brandy Jennings

Lot 5 Magnino Tract, 16516 Archery Range Road

From: Mark Jennings and Bonnie Jennings (Deceased)

To: Mark and Brandy Jennings

Lot 13 Belcher Tract, 33114 Post Office Neck

From: Dee Ann Lowrey and Kirk Lowrey and/or Michael T. Lowrey

To: Kirk Lowrey and Michael T. Lowrey

Lot 12 Belcher Tract, 33112 Post Office Neck

From: Dee Ann Lowrey and Michael T. Lowrey and/or Kirk Lowrey

To: Michael T. Lowrey and Kirk Lowrey

Attachments

Lot 14 Belcher

Lot 9 Belcher

Lot 4 Magnino

Lot 5 Magnino

Lot 13 Belcher

Lot 12 Belcher



City of Shawnee
Community Development Department
222 N. Broadway
Shawnee, OK 74801
(405) 878-1665 Fax (405) 878-1587
www.ShawneeOK.org

**SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS**

Date 4/25/2019	License No. #033520
Type	☐ Renewal ☒ Transfer
Commission Meeting Date	5/06/2019
Property Address	33202 POST OFFICE NECK
Lake Site Location	LOT 14 BELCHER TRACT
Lease Dates	5/06/2019 THROUGH 5/06/2049
Lease Fee (changes annually)	\$717.00
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No ALREADY INSPECTED
Lessee (Transfer To)	
Name(s)	KRISTI PETERSON AND ALVIN R. PETERSON
Address	SEE FILE
Phone	SEE FILE
Current Lessee (Transfer From) (if applicable)	
Name(s)	JOSEPH D. SHIFF AND KRISTI L. SHIFF
Address	SEE FILE
Phone	SEE FILE
Inspection Information	
Inspection Required	☐ Yes ☒ No
DEQ Report on File	☒ Yes ☐ No
Type of Septic System	☒ Conventional ☐ Aerobic
Last Inspected/Pumped	5/18/2015
Misc. Comments	 Total Charges Paid: \$717.00

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE
LEASE# 033520**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of MAY 6, 2019 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

KRISTI L. PETERSON
of 33202 POST OFFICE NECK, SHAWNEE OK 74801
ALVIN R. PETERSON,
of 8513 NW 70TH STREET, OKLAHOMA CITY, OK 73132,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$717.00 dollars for 2019, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**33202 POST OFFICE NECK
LOT 14 BELCHER TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A"; payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the

determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and

within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

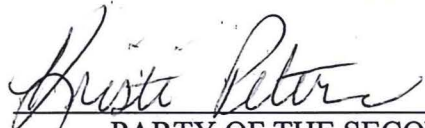
IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK



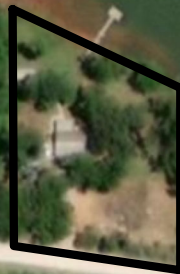
PARTY OF THE SECOND PART


PARTY OF THE SECOND PART

33202 Post Office Neck - Belcher Tract 14

Legend

 Property



Author: Joseph Barker

Date: 5/1/2019

Coordinate System: NAD 1983 2011 StatePlane Oklahoma South FIPS 3502 Ft US

Projection: Lambert Conformal Conic

Datum: NAD 1983 2011

False Easting: 1,968,500.0000

False Northing: 0.0000

Central Meridian: -93.0000

Standard Parallel 1: 33.9333

Standard Parallel 2: 35.2333

Latitude Of Origin: 33.3333

Units: Foot US

Disclaimer: The property depicted on this map is NOT based on a metes & bounds. It does not represent official lot lines and is strictly drawn for the purpose of representation.

0 100 200 400 Feet

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



City of Shawnee
Community Development Department
222 N. Broadway
Shawnee, OK 74801
(405) 878-1665 Fax (405) 878-1587
www.ShawneeOK.org

**SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS**

Date 4/25/2019	License No. #032626
Type	☐ Renewal ☒ Transfer
Commission Meeting Date	5/06/2019
Property Address	15605 NICKENS ROAD
Lake Site Location	LOT 9 BELCHER TRACT
Lease Dates	5/06/2019 THROUGH 5/06/2049
Lease Fee (changes annually)	\$717.00
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No ALREADY INSPECTED
Lessee (Transfer To)	
Name(s)	KASEY MILLER AND EDWARD HALL
Address	SEE FILE
Phone	SEE FILE
Current Lessee (Transfer From) <i>(if applicable)</i>	
Name(s)	PATRICIA CUNNINGHAM
Address	SEE FILE
Phone	SEE FILE
Inspection Information	
Inspection Required	☐ Yes ☒ No
DEQ Report on File	☒ Yes ☐ No
Type of Septic System	☒ Conventional ☐ Aerobic
Last Inspected/Pumped	9/18/2018
Misc. Comments	Total Charges Paid: \$717.00

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE:
LEASE# 032626**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of May 6, 2019 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

KASEY MILLER
of 3148 SW 93RD STREET OKLAHOMA CITY OK 73159,
EDWARD HALL
of 1801 SUNRISE MOORE OK 73160-3510,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of **\$ 717.00** dollars for **2019** does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**15605 NICKENS RD
LOT 9 BELCHER TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee, on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises AS IS from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the

determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and

within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____

MAYOR

PARTY OF THE FIRST PART

ATTEST:

CITY CLERK

Kasey Miller

PARTY OF THE SECOND PART

Edward A. Hall

PARTY OF THE SECOND PART

15605 Nickens Road - Belcher Tract 9

Legend

 Property



Author: Joseph Barker

Date: 5/2/2019

Coordinate System: NAD 1983 2011 StatePlane Oklahoma South FIPS 3502 Ft US

Projection: Lambert Conformal Conic

Datum: NAD 1983 2011

False Easting: 1,968,500.0000

False Northing: 0.0000

Central Meridian: -93.0000

Standard Parallel 1: 33.9333

Standard Parallel 2: 35.2333

Latitude Of Origin: 33.3333

Units: Foot US

Disclaimer: The property depicted on this map is NOT based on a metes & bounds. It does not represent official lot lines and is strictly drawn for the purpose of representation.

0 100 200 400 Feet

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



City of Shawnee
Community Development Department
222 N. Broadway
Shawnee, OK 74801
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www.ShawneeOK.org

**SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS**

Date 4/25/2019	License No. #033558
Type	☐ Renewal ☒ Transfer
Commission Meeting Date	5/06/2019
Property Address	16512 ARCHERY RANGE RD
Lake Site Location	LOT 4 MAGNINO TRACT
Lease Dates	5/06/2019 THROUGH 5/06/2049
Lease Fee (changes annually)	\$717.00
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No ALREADY INSPECTED
Lessee (Transfer To)	
Name(s)	MARK AND BRANDY JENNINGS
Address	SEE FILE
Phone	SEE FILE
Current Lessee (Transfer From) (if applicable)	
Name(s)	MARK JENNINGS & BONNIE JENNINGS-DECEASED
Address	SEE FILE
Phone	SEE FILE
Inspection Information	
Inspection Required	☐ Yes ☒ No
DEQ Report on File	☒ Yes ☐ No
Type of Septic System	☒ Conventional ☐ Aerobic
Last Inspected/Pumped	4/29/2015
Misc. Comments	Total Charges Paid: \$717.00

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE
LEASE# 033558**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of May 6, 2019 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

MARK JENNINGS

of 16512 ARCHERY RANGE RD SHAWNEE OK 74801-4305 ,

BRANDY JENNINGS

of 16512 ARCHERY RANGE RD SHAWNEE OK 748014305,

PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 717.00 dollars for 2019 hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**16512 ARCHERY RANGE RD
LOT 4 MAGNINO TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the

determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and

within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK

Mark O. T. [Signature]
PARTY OF THE SECOND PART
Bardy Jennings [Signature]
PARTY OF THE SECOND PART

16512 Archery Range Road - Magnino Tract 4

Legend

 Property

N



Author: Joseph Barker

Date: 5/2/2019

Coordinate System: NAD 1983 2011 StatePlane Oklahoma South FIPS 3502 Ft US

Projection: Lambert Conformal Conic

Datum: NAD 1983 2011

False Easting: 1,968,500.0000

False Northing: 0.0000

Central Meridian: -93.0000

Standard Parallel 1: 33.9333

Standard Parallel 2: 35.2333

Latitude Of Origin: 33.3333

Units: Foot US

Disclaimer: The property depicted on this map is NOT based on a metes & bounds. It does not represent official lot lines and is strictly drawn for the purpose of representation.

0 100 200 400 Feet

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



City of Shawnee
Community Development Department
222 N. Broadway
Shawnee, OK 74801
(405) 878-1665 Fax (405) 878-1587
www.ShawneeOK.org

**SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS**

Date 4/25/2019	License No. #033549
Type	☐ Renewal ☒ Transfer
Commission Meeting Date	5/06/2019
Property Address	16516 ARCHERY RANGE RD
Lake Site Location	LOT 5 MAGNINO TRACT
Lease Dates	5/06/2019 THROUGH 5/06/2049
Lease Fee (changes annually)	\$717.00
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No ALREADY INSPECTED
Lessee (Transfer To)	
Name(s)	MARK AND BRANDY JENNINGS
Address	SEE FILE
Phone	SEE FILE
Current Lessee (Transfer From) (if applicable)	
Name(s)	MARK JENNINGS & BONNIE JENNINGS-DECEASED
Address	SEE FILE
Phone	SEE FILE
Inspection Information	
Inspection Required	☐ Yes ☒ No
DEQ Report on File	☒ Yes ☐ No
Type of Septic System	☒ Conventional ☐ Aerobic
Last Inspected/Pumped	4/29/2015
Misc. Comments	Total Charges Paid: \$717.00

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE
LEASE# 033549**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of May 6, 2019 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

MARK JENNINGS

of 16512 ARCHERY RANGE RD SHAWNEE OK 74801-4305 ,

BRANDY JENNINGS

of 16512 ARCHERY RANGE RD SHAWNEE OK 748014305,

PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 717.00 dollars for 2019, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**16516 ARCHERY RANGE RD
LOT 5 MAGNINO TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the

determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and

within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK

Mark D. T. [Signature]

PARTY OF THE SECOND PART
Brandy Jennings [Signature]

PARTY OF THE SECOND PART

16512 Archery Range Road—Magnino Tract 5



Disclaimer: the property depicted on this map is NOT based on a metes & bounds. It does not represent official lot lines and is strictly drawn for the purpose of representation



City of Shawnee
Community Development Department
222 N. Broadway
Shawnee, OK 74801
(405) 878-1665 Fax (405) 878-1587
www.ShawneeOK.org

**SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS**

Date 4/25/2019	License No. #033565
Type	☐ Renewal ☒ Transfer
Commission Meeting Date	5/06/2019
Property Address	33114 POST OFFICE NECK
Lake Site Location	LOT 13 BELCHER TRACT
Lease Dates	5/06/2019 THROUGH 5/06/2049
Lease Fee (changes annually)	\$717.00
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No ALREADY INSPECTED
Lessee (Transfer To)	
Name(s)	KIRK LOWREY AND MICHAEL T. LOWREY
Address	SEE FILE
Phone	SEE FILE
Current Lessee (Transfer From) <i>(if applicable)</i>	
Name(s)	DEE ANN LOWREY AND KIRK LOWREY AND/OR MICHAEL T. LOWREY
Address	SEE FILE
Phone	SEE FILE
Inspection Information	
Inspection Required	☐ Yes ☒ No
DEQ Report on File	☒ Yes ☐ No
Type of Septic System	☒ Conventional ☐ Aerobic
Last Inspected/Pumped	4/23/2015
Misc. Comments	Total Charges Paid: \$717.00

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE
LEASE# 033565**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of May 6, 2019 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

KIRK LOWREY
of 16619 WALKER ROAD SHAWNEE OK 74801,
MICHAEL LOWREY
of 2009 BROOK HOLLOW SHAWNEE OK 74804,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 717.00 dollars for 2019, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**33114 POST OFFICE NECK
LOT 13 BELCHER TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the

determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and

within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

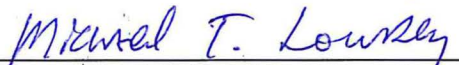
BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK



PARTY OF THE SECOND PART



PARTY OF THE SECOND PART

33114 Post Office Neck—Belcher Tract 13



Disclaimer: the property depicted on this map is NOT based on a metes & bounds. It does not represent official lot lines and is strictly drawn for the purpose of representation



City of Shawnee
Community Development Department
222 N. Broadway
Shawnee, OK 74801
(405) 878-1665 Fax (405) 878-1587
www.ShawneeOK.org

SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS

Date 4/25/2019	License No. #033566
Type	☐ Renewal ☒ Transfer
Commission Meeting Date	5/06/2019
Property Address	33112 POST OFFICE NECK
Lake Site Location	LOT 12 BELCHER TRACT
Lease Dates	5/06/2019 THROUGH 5/06/2049
Lease Fee (changes annually)	\$717.00
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No NONE VACANT LOT
Lessee (Transfer To)	
Name(s)	MICHAEL T. LOWREY AND KIRK LOWREY
Address	SEE FILE
Phone	SEE FILE
Current Lessee (Transfer From) <i>(if applicable)</i>	
Name(s)	DEE ANN LOWREY AND MICHAEL T. LOWREY AND/OR KIRK LOWREY
Address	SEE FILE
Phone	SEE FILE
Inspection Information	
Inspection Required	☐ Yes ☒ No
DEQ Report on File	☐ Yes ☒ No
Type of Septic System	☐ Conventional ☐ Aerobic ☒ (NONE)
Last Inspected/Pumped	NONE VACANT LOT
Misc. Comments	 Total Charges Paid: \$717.00

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE
LEASE# 033566**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of May 6, 2019 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

MICHAEL LOWREY
of 2009 BROOK HOLLOW SHAWNEE OK 74804-6103,
KIRK LOWREY
of 16619 WALKER RD SHAWNEE OK 74801-3903,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 717.00 dollars for 2019, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**33112 POST OFFICE NECK
LOT 12 BELCHER TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

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That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

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That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and

within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

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It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK

Michael T. Lowrey

PARTY OF THE SECOND PART
K. R. Lowrey

PARTY OF THE SECOND PART

33112 Post Office Neck—Belcher Tract 12



Disclaimer: the property depicted on this map is NOT based on a metes & bounds. It does not represent official lot lines and is strictly drawn for the purpose of representation

Regular Board of Commissioners**1.d.**

Meeting Date: 05/06/2019

Mayor's Appointments

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments:

Oklahoma Baptist University Board

Todd Fisher	2nd Full Term	Expires: December 31, 2025
<i>Reappointment</i>		

Marty Lewis	1st Full Term	Expires: December 31, 2025
<i>Replacing Will Smallwood</i>		

Airport Advisory Board

Harmik DerSahakian	1st Full Term	Expires: July 1, 2022
<i>Replacing Andy Freeman</i>		

Barry Fogerty	2nd Full Term	Expires: July 1, 2022
<i>Reappointment</i>		

John Klaser	2nd Full Term	Expires: July 1, 2022
<i>Reappointment</i>		

James (Jim) Smith	2nd Full Term	Expires: July 1, 2022
<i>Reappointment</i>		

Attachments

OBU Appointments

DerSahakian Application

Fogerty Application

Klaser Application

Smith Application

March 8, 2019

Mayor Richard Finley
City of Shawnee
16 W 9th
Shawnee, OK 74801

Dear Mayor Finley:

The Board of Trustees of Oklahoma Baptist University has requested that I present Dr. Evan Todd Fisher and Mr. Marty Lewis for consideration by the Shawnee City Commission for appointment to the Oklahoma Baptist University Authority. The term's for Dr. Fisher and Mr. Lewis will be effective from January 1st, 2019 through December 31, 2025.

Dr. Fisher's address is:
1403 Manchester
Shawnee, OK 74801

Mr. Marty Lewis address is:
15700 Drummond Road
Shawnee, Ok 74801

If you need additional information concerning this matter, please contact me at 405-585-5810.

Sincerely,

Randy L. Smith
Chief Financial Officer, Oklahoma Baptist University



APPLICATION TO SERVE
Boards, Committees and Commissions

☒	Appointment
☐	Reappointment – Partial/First/Second Term

Name: <u>Harmik DerSahakian</u>	Application Date: <u>10/17/2018</u>
Address: <u>3901 N. Kickapoo #22 Shawnee, OK 74804</u>	Date of Birth: <u>03/18/1963</u>
Mailing Address: <u>3901 N. Kickapoo #22 Shawnee, OK 74804</u>	
Daytime Phone: <u>405-818-6233</u>	Fax: _____ Email: <u>Harmik@united-dynamics.com</u>
Profession: <u>Aerospace Engineer/President United Dynamics/Pilot</u>	
Business Name: <u>United Dynamics, Inc</u>	
Business Address: <u>41901 Wolverine Rd. Shawnee, OK 74804</u>	
Business Phone: <u>405-212-3977</u>	Fax: _____ Email: <u>Harmik@united-dynamics.com</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: _____

How many years have you lived in Shawnee? 23

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?

It is important to give back to the community. It is also important to get involved in part of the community that one is passionate about.

My passion is all aspects of aviation and flying.

Revised March 22, 2018

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 am a pilot (instrument rated with over 1500 hours flight time) and an aircraft owner. I am very familiar with Shawnee airport and have been involved with the airport for years.

I am a business owner and founder of United Dynamics (an engineering and manufacturing aerospace company) as well as an aviator. This combination allows me to bring business experience, airport operations and pilots point of view to the board.

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

None

List education, including degree(s) earned:

Bachelors of Science in Aerospace Engineering

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

I have served on the Airport advisory board in the past. Also past chair for SEDF.

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
Michele Freeman	Friend	405-788-6929
Terry Needham	Friend	405-532-0696
Jim Richardson	Friend	405-664-0616

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 10/17/2018

Revised March 22, 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
CityClerk@shawneeok.org



APPLICATION TO SERVE
Boards, Committees and Commissions

- ☐ Appointment
☒ Reappointment – Partial/First Second Term

Name: <u>Barry L. Fogerty</u>	Application Date: <u>1-31-19</u>
Address: <u>12 Oak Hollow Rd.</u>	Date of Birth: <u>1-10-46</u>
Mailing Address: <u>Shawnee, OK. 74804</u>	
Daytime Phone: <u>405 642-0804</u> Fax: _____	Email: <u>B.Fogerty@src</u>
Profession: <u>retired - photo journ</u>	<u>Global.net</u>
Business Name: <u>NA</u>	
Business Address: <u>NA</u>	
Business Phone: <u>NA</u> Fax: _____	Email: _____

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: Airport

How many years have you lived in Shawnee? 41

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

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

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

Aviation interests
Private pilot

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?

Built and fly airplane
AOPA - airport support network

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

Lions Club, Salvation Army Board

List education, including degree(s) earned:

B.A. Brooks Institute of Photo

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

Yes - airport board 2 yrs.

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:

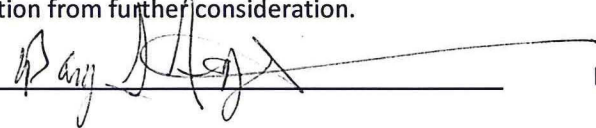
Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>Larry Danko</u>	<u>friend</u>	<u>918 623 8573</u>
<u>Chris Thomas</u>	<u>friend</u>	<u>405 227-3127</u>
<u>Don Lynch</u>	<u>friend</u>	<u>405 570-9938</u>

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 1-31-19

Revised March 22, 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
CityClerk@shawneeok.org



APPLICATION TO SERVE
Boards, Committees and Commissions

☐ Appointment
☒ Reappointment – Partial/First/Second Term

Name: <u>John Klaser</u>	Application Date: <u>02/19/2019</u>
Address: <u>11 Cherokee</u>	Date of Birth: <u>03/15/1959</u>
Mailing Address: <u>PO Box 3879</u>	
Daytime Phone: <u>405-212-3966</u> Fax: <u>405-275-4022</u>	Email: <u>john@tdgnet.com</u>
Profession: <u>Electrical Engineer - Business Owner</u>	
Business Name: <u>United Dynamics, Inc</u>	
Business Address: <u>41901 Wolverine Road</u>	
Business Phone: <u>405-275-8041</u> Fax: <u>405-275-4022</u> Email: <u>john.klaser@united-dynamics.com</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: Airport Advisory Board

How many years have you lived in Shawnee? 22

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

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

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

As a pilot and an owner of an aerospace company, I have a passion for everything that is aviation related. As a successful business owner, I think I can make a contribution in steering the airport toward becoming self-sustaining entity and a real asset to the community.

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?

Work well in a group setting. Have a good grasp of the needs of the flying community as well as the necessity to make sound business decisions

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

Airport Advisory Board. Faith 7 Activity Center - Executive Board Vice Chairman

List education, including degree(s) earned:

BS in Electrical Engineering from University of Missouri at Rolla

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

Yes, on the Airport Advisory Board. Going on 3 years

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
<u>Cliff Haltom - Bancfirst</u>	<u>Business</u>	<u>405-878-7203</u>
<u>Darren Rutherford - Freds Tire</u>	<u>Business</u>	<u>405-659-0743</u>
<u>Amy Price - Shelter Insurance</u>	<u>Business</u>	<u>405-273-1632</u>

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 Feburary 19, 2019

Revised February 7, 2019

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
CityClerk@shawneeok.org



APPLICATION TO SERVE
Boards, Committees and Commissions

- ☐ Appointment
☒ Reappointment – Partial/First Second Term

Name: <u>JAMES (JIM) SMITH</u>	Application Date: <u>3/28/2019</u>
Address: <u>5002 CHANCEY LN</u>	Date of Birth: <u>3/7/1954</u>
Mailing Address: <u>SHAWNEE OK 74804</u>	
Daytime Phone: <u>405-415-2030</u> Fax: <u>888-758-6042</u>	Email: <u>Jim.Smith@edwardjones.com</u>
Profession: <u>FINANCIAL ADVISOR</u>	
Business Name: <u>EDWARD JONES</u>	
Business Address: <u>318 W. MACARTHUR, SHAWNEE, OK 74804</u>	
Business Phone: <u>215-2030</u> Fax: <u>888-758-6042</u>	Email: _____

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: AIRPORT ADVISORY BOARD

How many years have you lived in Shawnee? 31 years

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

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

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

Currently serve. Asked to participate by Wes Mainord

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?

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

ROTARY
MASEB GERREN MUSEUM

List education, including degree(s) earned:

FINANCE MAJOR REAL ESTATE MINOR

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

YES - PLANNING COMMISSION 6 YEARS

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
JOHN GIBSON	CPA	175-5110
JIM STUART	ATTORNEY	175-0700
TONY MCNULTY	ROTARIAN	214-1212

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 Joe Smith

Date 3/18/2019

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
CityClerk@shawneeok.org

Regular Board of Commissioners

1.e.

Meeting Date: 05/06/2019

Equipment Purchase - Fire

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to purchase a Bauer Mini-Unicus Cascade System with Legacy Compressor in the total amount of \$38,776.00 for Fire Station No. 2.

Attachments

Memo

Quote



16 West 9th Street
P (405) 878-1671 | F (405) 878-1618



ADMINISTRATION

Andy Starkey, Interim Fire Chief
(405) 214-5005

Dani Turner, Administrative Assistant
(405) 878-1671

DATE: May 1, 2019
TO: Honorable Mayor and City Commissioners
FROM: Andy Starkey, Interim Fire Chief
SUBJECT: Request to Purchase Bauer Mini-Unicus Cascade System and Compressor

NATURE OF CAPITAL REQUEST:

I am respectfully requesting to purchase a Bauer Mini-Unicus Cascade System with Legacy Compressor. This system will be installed in Fire Station #2 and will be used to re-fill self-contained breathing apparatus cylinders and also remote fill the cascade bottle system on our Region 6 Haz-Mat response trailer. With the purchase of this system, each station will have the capability to re-fill their own air cylinders which in turn will allow units to return to their response area much quicker after a fire incident, as opposed to leaving that area unprotected as the units travel to Station #1 or Station #3 to refill. The Bauer system was selected to maintain uniformity and compatibility with our current Bauer systems at other stations.

I have attached product information to this request for your review.

BUDGET CONSIDERATION:

Cost to purchase this Bauer Cascade/Compressor system will be funded through capital funds designated for the remodeling and furnishing of our Fire Station #2. This system is sold by Casco Industries in Oklahoma City. The total cost for this system, including freight and installation, is \$38,776. This pricing was obtained from state contract pricing:

STATE OF OKLAHOMA STATE CONTRACT SW241
CATEGORY 2
LINE ITEM – 12
ITEM ID# -1000031787
CATEGORY CODE - 46191607

MINI UNICUS®

3 AND 4-STAGE HIGH PRESSURE BREATHING AIR COMPRESSORS

MINI UNICUS is our budget minded integrated breathing air cylinder recharging system. The system design combines a BAUER high pressure compressor, BAUER breathing air purification system, air storage system, air management panel and containment fill station. It might be smaller than our UNICUS III series cylinder recharging systems, but MINI UNICUS is not short on features.

- › **PRESSURE:**
Up to 6000 PSIG (414 BAR)
- › **CHARGING RATE:**
5 to 13 SCFM
(142 to 368 L/MIN)
- › **POWER:**
5 to 10 HP (3.7 to 7.5 kW)



› MINI UNICUS



› MINI UNICUS

STANDARD SCOPE OF SUPPLY

- › BAUER breathing air purification system with SECURUS
- › BAUER PLC base controller with multicolor touchpad
- › NEMA 4 rated electrical enclosure with **UL®** listed control panel
- › Compressor low oil pressure and high temperature safety shutdowns
- › Emergency stop push button
- › Hinged fill control panel with Lexan laminate air flow/fill schematic
- › Priority refill system with storage bypass valve
- › Automatic condensate drain system with non-corrosive condensate reservoir and integrated float sensor and automatic "Full" indication and compressor shutdown
- › Two (2) UN code stamped air cylinders installed in an integral rack
- › Sound attenuating enclosure with slam-action latches and lift-off type hinges
- › NFPA 1901 2016 edition compliant 2 position containment fill station accommodates SCBA or SCUBA cylinders up to 31" overall length
- › Inter-stage pressure gauges

AVAILABLE ACCESSORIES (FACTORY INSTALLED)

- › CO monitoring system
- › Regulated (adjustable) remote fill hose connection to include high pressure hose reel and 100 ft of 6000 PSIG rated high pressure hose
- › ASME air storage cylinders in lieu of standard UN bottles
- › Regulated (adjustable) panel mounted remote fill hose connection
- › Dual Fill/2 position
- › Tri Fill/2 position

TECHNICAL DATA

Model	Charging Rate ¹		Number of Stages	Motor		FAD ²	RPM	Purification System
	SCFM	L/MIN		HP	kW			
5000 PSIG (345 BAR)								
MINI-UNI/8-E1/E3	8.4	238	3	7.5	5.6	7	1250	P2 SECURUS
6000 PSIG (414 BAR)								
MINI-UNI/5H-E1/E3	5	142	3	5	3.7	4	1050	P2 SECURUS
MINI-UNI/10H-E1/E3	9.7	275	4	7.5	5.6	8.1	1180	P2 SECURUS
MINI-UNI/13H-E1/E3	13	368	4	10	7.5	10.8	1420	P2 SECURUS

1) Based on recharging an 80 cubic foot tank from 500 to 3000 psig.

2) Compressor capacity referenced to standard inlet conditions.

E1 = Single phase electric, 230 VAC/60 Hz. E3=Three phase electric, 208/230/460 VAC/60 Hz. Dimensions and weight are approximate and are subject to change.

SYSTEM FOOTPRINT

DIMENSIONS L X W X H inches (mm)

- › 72" x 34" x 70" (1830mm x 864mm x 1778mm)

WEIGHT pounds (kg)

- › 2300 - 2700 lb (1043 - 1225 kg)



HEADQUARTERS: SHREVEPORT, LA 71148-8007

SERVING OKLAHOMA AND KANSAS

SOLD TO: SHAWNEE FIRE DEPT. 16 W.9TH SHAWNEE, OK 74802					SHIP TO: same		
ATTN: PHONE: EMAIL:					ATTN: PHONE: EMAIL:		
CREDIT CARD:			DIST	CUST PO NUMBER		SALES REP	SALES REP REF #
NAME/EXP DATE						174	
NUMBER/CODE/ZIP				TERMS	FREIGHT	DATE	FORM TYPE
TRANSACTION ID#				30	ADD	3/28/2019	QUOTE
ITEM	LOC	DESCRIPTION		QTY	SHIPPED	PRICE	AMOUNT
		BAUER, MINI-UNI/13H-E1/230 LEGACY COMPRESSOR	\$ -	1		\$ 36,776.00	\$ 36,776.00
			\$ -			\$ -	\$ -
		CASCO, INSTALL	\$ -	1		\$ 500.00	\$ 500.00
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
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			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
		STATE OF OKLAHOMA STATE CONTRACT SW241	\$ -			\$ -	\$ -
		CATEGORY 2	\$ -			\$ -	\$ -
		LINE ITEM - 12	\$ -			\$ -	\$ -
		ITEM ID # - 1000031787	\$ -			\$ -	\$ -
		CATEGORY CODE- 46191607	\$ -			\$ -	\$ -
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ADDITIONAL COMMENTS BELOW			DIST TOTAL: \$		38,776.00	Subtotal	\$ 37,276.00
					ADD	Tax	\$ -
						Freight	\$ 1,500.00
						TOTAL	\$ 38,776.00

Regular Board of Commissioners

1.f.

Meeting Date: 05/06/2019

Committee acknowledgment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledgment of Commissioner Darren Rutherford, Interim City Manager Eric Benson, and Finance Director Chance Allison as appointees of the City of Shawnee to negotiate a contract with Global Spectrum LLC dba Spectra for management services of the Heart of Oklahoma Exposition Center, in conjunction with Rachael Melot and Lance Wortham of the Shawnee Civic and Cultural Development Authority Board.

Attachments

No file(s) attached.

Regular Board of Commissioners

4.

Meeting Date: 05/06/2019

Contract Review Recommendations

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration and possible action to approve Community Service Contract Review Committee
Recommendations for Fiscal Year 2019-2020:

Attachments

Recommendations

COMMUNITY SERVICE CONTRACT REVIEW COMMITTEE

RECOMMENDATIONS FOR FISCAL YEAR 2019-2020

1. Consider renewal of the contract with Historical Shawnee Alliance for FY 2019-2020.

RECOMMENDATION: To not renew the contract with Historical Shawnee Alliance for FY 2019-2020.

2. Consider renewal of the contract with Senior Citizens of Shawnee, Inc. for FY 2019-2020.

RECOMMENDATION: To not renew the contract with Senior Citizens of Shawnee, Inc. for FY 2019-2020.

3. Consider renewal of the contract with Shawnee Forward for FY 2019-2020.

RECOMMENDATION: To renew the contract with Shawnee Forward for FY 2019-2020 in the amount of \$286,000.00.

4. Consider renewal of the contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit System for FY 2019-2020.

RECOMMENDATION: To renew the contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit System for FY 2019-2020 in the amount of \$68,000.00, and direct staff to negotiate the requested parking lot usage south of East Main Street and west of South Bell Avenue.

5. Consider renewal of the contract with Safe Events for Families for FY 2019-2020.

RECOMMENDATION: To renew the contract with Save Events for Families for FY 2019-2020 to reimburse expenses for events up to \$63,000.00.

6. Consider renewal of the contract with Visit Shawnee, Inc. for FY 2019-2020.

RECOMMENDATION: To not renew contract with Visit Shawnee, Inc. for FY 2019-2020.

Regular Board of Commissioners

4.a.

Meeting Date: 05/06/2019

HSA

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider renewal of the contract with Historical Shawnee Alliance for FY 2019-2020.

RECOMMENDATION: To not renew the contract with Historical Shawnee Alliance for FY 2019-2020.

Attachments

No file(s) attached.

Regular Board of Commissioners

4.b.

Meeting Date: 05/06/2019

SCSI

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider renewal of contract with Senior Citizens of Shawnee, Inc. for FY 2019-2020.

RECOMMENDATION: To not renew the contract with Senior Citizens of Shawnee, Inc. for FY 2019-2020.

Attachments

No file(s) attached.

Regular Board of Commissioners

4.c.

Meeting Date: 05/06/2019

Shawnee Forward

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider renewal of contract with Shawnee Forward for FY 2019-2020.

RECOMMENDATION: To renew the contract with Shawnee Forward for FY 2019-2020 in the amount of \$286,000.00.

Attachments

Shawnee Forward FY19-20

AGREEMENT BETWEEN THE CITY OF SHAWNEE AND SHAWNEE FORWARD

This Agreement made and entered into this 1st day of July, 2019, is between the City of Shawnee, a municipal corporation hereinafter referred to as "CITY", and Shawnee Forward, a 501(c)(6) business organization.

I. DUTIES AND RESPONSIBILITIES OF SHAWNEE FORWARD

- 1. Services Provided by Shawnee Forward.** The purpose of this engagement is for the CITY to strive toward the fulfillment of both the long-range strategic plan for economic and industrial development for the CITY and the present economic development goals and priorities of the Mayor and Board of City Commissioners and as such plan, goals and priorities may be hereinafter amended from time to time. For purpose of this contract said plan, goals and priorities are here adopted and incorporated herein by reference. Shawnee Forward shall use its good faith and best effort to fulfill as much of the plan, goals and priorities as possible within the limitation of its budget. Such scope for work includes but is not limited to Shawnee Forward using its best efforts to accomplish the following general objectives:
 - a. Expanding the economic base of the CITY and Pottawatomie County by seeking diversification of employment opportunities to balance the area's dependency on petroleum-based industry and agriculture.
 - b. Encouraging and assisting resident industry to maintain and expand employment opportunities.
 - c. Implementing a comprehensive and aggressive marketing program to attract new industrial manufacturing jobs to CITY.
 - d. Providing materials including graphics and photos where appropriate to those individuals or companies evaluating the CITY for industrial and commercial investments.
 - e. Creating a variety of marketable industry facilities by making best use of existing industrial potential and the development of new facilities where required.
 - f. Providing additional employment opportunities.
 - g. Encouraging and assisting state installations and federal installations in CITY to maintain employment and seek way to expand those facilities and attract new facilities.

- h. Shawnee Forward shall use its best efforts to prepare and develop industrial team visits, travel to various meetings, to encourage industrial prospect visits, state sponsored industrial team and international trade team visits and to train personnel, both professional and lay, to fulfill the purposes of job creation and job retention in the CITY as provided for by the budget in this Agreement.
 - i. Shawnee Forward shall have full responsibility for the filing of any tax documents necessary, keeping of records and detailed statements, keeping a detailed activity report, records for expenditures for training, travel and development account, and any other necessary record documentation.
 - j. Shawnee Forward shall undertake retail recruitment and attraction on behalf of the City. These duties shall include but not be limited to: development of marketing materials tied to the development of retail and commercial sites, to be used in recruitment or attraction of retailers, interaction with retailers, retail brokers, retail site selectors and developers, retail consultants, and City staff, and additionally develop and maintain a database of available properties, (land and buildings), suitable for retail development. Shawnee Forward staff shall, as deemed necessary or appropriate, and within the constraints of its budget, actively participate at the professional retail trade shows and become a member of the ICSC.
- 2. **CITY Representation on Shawnee Forward Board of Trustees.** The Mayor or their designee, as confirmed by the City Commission, shall serve on the Shawnee Forward Board. The Shawnee City Manager shall serve as an ex officio member of the Shawnee Forward Board. No member of the Board of Commissioners shall hold any employment with Shawnee Forward or receive compensation for services rendered with Shawnee Forward.
- 3. **Incentive Program.** Shawnee Forward, in conjunction with the CITY, shall prepare an incentive program for the retention, recruitment and expansion of businesses within the CITY.
- 4. **Employees.** Shawnee Forward agrees to provide a qualified and competent staff to carry out a program of work that will meet the goals and objectives set out by Shawnee Forward and the CITY. All employees carrying out tasks pursuant to this Agreement are employees of Shawnee Forward and are not employees of the CITY.
- 5. **Expenses of Operation.** Shawnee Forward agrees to maintain office and work space suitable for its operation and shall be responsible for all expenses relating thereto.

6. Records and Reporting.

- a. **Reports.** Shawnee Forward will provide a written monthly report of its activities to the CITY or as part of its monthly board meeting. Shawnee Forward will also provide an annual report in an appearance before the CITY Commission and status reports as requested by the Mayor or City Manager. The report will include a financial report as well as accomplishments in the previous year and plans for the upcoming year.
 - b. **Inspection and Audit.** Shawnee Forward agrees to keep its books and records pertaining to its operation open during regular business hours for inspection by the CITY's Finance Director, any designee, or persons designated by CITY to perform audits. Copies of books and records shall be furnished to CITY, its staff, auditors, and elected officials at no additional charge.
 - c. **Compliance with Open Meeting and Open Records Laws.** All meetings of Shawnee Forward shall be subject to the provisions of the Oklahoma Open Meeting Act (25 O.S. §§ 301-314). The records of the Shawnee Forward relating to its operation shall be subject to the provisions of the Open Records Law (51 O.S. §§ 24A 1-29 *et seq.*). Shawnee Forward staff shall post agendas for its meetings on their website in accordance with the Oklahoma Open Meeting Act. Copies of records shall be provided to CITY and its staff and elected officials without charge.
7. **Budget.** Shawnee Forward will submit its request for funding each year to the CITY's Contract Review Committee, which shall review the request in accordance with its procedures and make its recommendation to the Mayor and CITY Commission (See Section II, "Renewal.")

II. TERM OF AGREEMENT, NO TRANSFER OR ASSIGNMENT

1. **Effective Date.** This Agreement shall take effect on July 1, 2019 and shall remain in effect until June 30, 2020. All modifications to this Agreement must be in writing and approved by Shawnee Forward and by the CITY. The Agreement will be reviewed annually in conformance with the budget request and appropriation as set out above. Approval of a budget and appropriation of funds shall be deemed to be a one-year renewal of the Agreement.
2. **Transfer of Rights and Responsibilities.** No party to this agreement can transfer or assign its rights and responsibilities without approval of the other parties.
3. **Payment from the CITY to Shawnee Forward.** The CITY will pay to Shawnee Forward on a monthly basis a sum certain as specified in accordance hereunder to fund the marketing program and activities that Shawnee Forward is carrying out its duties on

behalf of the CITY during the operation of the program. The CITY will provide the annual sum of \$286,000 (payable as \$23,833 monthly), and Shawnee Forward will actively pursue raising similar funds from the private sector.

- 4. Renewal.** Shawnee Forward shall submit a request for renewal to the City Clerk's Office no later than March 31, 2020. As a part of this request, Shawnee Forward shall submit a clean, unqualified audit of its financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year. The City's Community Service Contract Review Committee will then review the request in accordance with its procedures and make its recommendation to the City Mayor and Commission. CITY agrees its Contract Review Committee will meet in a timely fashion so as not to delay a recommendation concerning contract renewal.

III. NON-DISCRIMINATION

Shawnee Forward agrees not to discriminate against any employee, applicant for employment, or party seeking the services of Shawnee Forward because of race, creed, color, national origin, gender, ancestry, disability, or Shawnee Forward membership. Shawnee Forward shall take affirmative action to ensure that employees are provided equal opportunity in employment, promotion, demotion, transfer, or termination, rates or pay, or other forms of compensation, and selection for training.

IV. WAIVER

The waiver by any part of any breach of any term, condition, or covenant herein contained shall not be deemed a waiver of any subsequent breach of the same, or any other term, condition, or covenant.

V. BREACH OF AGREEMENT

If either party to this Agreement fails, refuses, or neglects to abide by its duties and responsibilities hereunder, the other party may give notice of such breach. The breaching party shall be notified, in writing, of its alleged breach and shall be given sixty (60) days (unless such time is extended by the non-breaching party) to cure the breach. If the breach is due to violation of law or mismanagement or embezzlement of funds by Shawnee Forward, the Agreement shall terminate immediately. If the breach is not remedied, the other party may terminate the Agreement. The notice period shall not operate to extend the Agreement beyond its current term.

VI. GENERAL PROVISIONS

- 1. Governing Law; Submission to Jurisdiction.** Notwithstanding any provision to the contrary, the law of the State of Oklahoma will govern the construction and enforcement of this agreement. The parties do hereby submit to the personal

jurisdiction of, and waive any objection to venue in, Pottawatomie County, Oklahoma State District Court for the resolution of any dispute arising out of this agreement.

2. **Full and Complete Agreement.** This Agreement shall constitute a full and complete understanding between the Parties with respect to the subject matter set forth herein. No representation, inducement, agreement, promise or undertaking, alteration, amendment, deletion or other such revision of or to this Agreement shall have any force or effect unless the same is in writing and validly executed by both Parties hereto.
3. **Severability.** Should any provision herein be determined to be illegal, invalid, void or unenforceable by a court of competent jurisdiction, the balance of the Agreement shall be deemed operative, to the extent possible.
4. **Survival of Representations and Warranties.** The foregoing representations and warranties shall survive the execution of this Agreement and the closing of any and all transactions contemplated herein.
5. **Attorneys' Fees.** Further, the parties agree that in the event any party shall commence any lawsuit, action, or proceeding to enforce the provisions of this Agreement, the prevailing party therein shall be entitled to recover from the non-prevailing party or parties the reasonable attorneys' fees, paralegal fees, costs, and expenses, incurred by the prevailing party therein, and the non-prevailing party covenants and agrees to promptly pay the same to the prevailing party upon demand.

WITNESS our hands this _____ day of _____, 2019.

SHAWNEE FORWARD

CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY/NOTARY

APPROVED by the Mayor and the City Commissioners of the City of Shawnee this _____
day of _____, 2019.

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

S. ERIC BENSON, INTERIM CITY MANAGER

ATTEST:

LISA LASYONE, CMC, CITY CLERK

APPROVED as to form and legality this _____ day of _____, 2019

MAT THOMAS, ATTORNEY AT LAW

Regular Board of Commissioners

4.d.

Meeting Date: 05/06/2019

COTS

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider renewal of the contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit System for FY 2019-2020.

RECOMMENDATION: To renew the contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit System for FY 2019-2020 in the amount of \$68,000.00, and direct staff to negotiate the requested parking lot usage south of East Main Street and west of South Bell Avenue.

Attachments

COTS FY19-20

AGREEMENT BETWEEN THE CITY OF SHAWNEE and
CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.

This Agreement is entered into this 1st day of July, 2019 by and between the City of Shawnee, Oklahoma, hereinafter the "CITY", and CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC., (operating as Central Oklahoma Transit System) hereinafter "COTS".

WITNESSETH

WHEREAS, the CITY is in need of public transportation for its citizens and workforce; and

WHEREAS, COTS possess the skill, ability, and equipment to provide such services.

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

1. COTS shall provide to the CITY transportation services for its workforce and citizens in general in the City of Shawnee, Oklahoma, to commence on the 1st day of July, 2019, and to continue uninterrupted service thereafter until the 30th day of June, 2020. Hours of this service shall be from 7:00 a.m. until 8:00 p.m. Monday through Friday, and Saturday 8:00 a.m. until 5:00 p.m. (except holidays).
2. In exchange for the provision of such transportation services, the CITY shall pay to COTS sixty-eight thousand dollars (\$68,000.00) in installments as follows: fifty-six hundred sixty-six dollars and sixty-five cents (\$5,666.65) the first of each month, July, 2019 - June, 2020. This money is to come from the City's General Fund. Each payment is to be made after COTS submits the reports and invoices set forth in paragraph three of this Agreement. The City Finance Director shall review quarterly the documents provided and ascertain compliance with the requirements of paragraph three. Failure to submit the required reports with the invoices will result in withholding of payment on the invoice pending the receiving of said reports by the City. The City reserves the right to determine if the reports received contain sufficient information for the City to be kept current on the financial status of COTS.
3. COTS shall provide to the CITY all invoices and other documents required by the CITY in connection with its payment procedures. COTS further agrees to provide to the City a monthly report of COTS' expenditures, income, and riders. Such reports shall be provided by COTS to the CITY by the 10th day each month during the term of this Agreement. COTS acknowledges and understands that it must segregate and account for the funds received from the CITY. COTS agrees to furnish the City with its annual audit or an agreed upon procedures engagement conducted by a CPA. COTS further agrees to furnish monthly reports to the CITY containing its revenues, expenditures, assets, liabilities, grants and activities.

4. COTS agrees to furnish to the CITY copies of all minutes of COTS meetings.
5. COTS further agrees that in the case of a national or state emergency, or if a municipal emergency is declared by the city manager, COTS will allow the City to use vehicles and employees for necessary transportation, including but not limited to, transporting residents during an evacuation, assisting mass care facilities with transportation and transporting volunteers and responders to their designated work locations.
6. COTS hereby indemnifies the CITY and agrees to hold the CITY harmless from and against any loss, damage or claim arising from the operation of COTS and for any insurance premiums owed by COTS and for any tax liability now or later determined to be due and owing by COTS. Upon receipt of notice of a suit or proceeding filed against the CITY or COTS, COTS shall give the CITY written notice of such suit or proceeding within ten (10) days of receipt of such notice and shall cooperate with the CITY in its defense of any such suit or proceeding. COTS further agrees to at all times have insurance coverage reasonably covering the activities contemplated in this Agreement with a minimum coverage limit of one million dollars (\$1,000,000.00).
7. COTS shall submit a request for renewal to the City Clerk's Office no later than March 31, 2020. As a part of this request, COTS shall submit a clean, unqualified audit of its financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year. The City's Community Service Contract Review Committee will then review the request in accordance with its procedures and make its recommendation to the City Mayor and Commission.
8. This Agreement may be terminated by either party without cause upon sixty (60) days written notice directed to the other party.

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

WITNESS our hands this _____ day of _____, 2019.

ACTION, INC
(CENTRAL OKLAHOMA TRANSIT)

EXECUTIVE DIRECTOR

ATTEST:

SECRETARY/NOTARY

APPROVED by the Mayor and the City Commissioners of the City of Shawnee this _____
day of _____, 2019.

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

S. ERIC BENSON, INTERIM CITY MANAGER

ATTEST:

LISA LASYONE, CMC, CITY CLERK

APPROVED as to form and legality this _____ day of _____, 2019.

JOSEPH M. VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

4.e.

Meeting Date: 05/06/2019

SEFF

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider renewal of the contract with Safe Events for Families for FY 2019-2020.

RECOMMENDATION: To renew the contract with Save Events for Families for FY 2019-2020 to reimburse expenses for events up to \$63,000.00.

Attachments

SEFF FY19-20

AGREEMENT BETWEEN THE CITY OF SHAWNEE and
SAFE EVENTS FOR FAMILIES

This Agreement is entered into this 1st day of July, 2019, by and between the City of Shawnee, Oklahoma, a municipal corporation hereinafter the "CITY", and Safe Events for Families hereinafter called "SEFF".

WITNESSETH

WHEREAS, the CITY is in need of certain goods and services, and

WHEREAS, SEFF has represented that it possesses the skills and abilities to provide such goods and services.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1. SEFF agrees to provide and furnish such goods and services, to wit: the development of family-oriented events providing a safe and entertaining community atmosphere. Those events shall be limited to Shawnee Trail Days, Boo on Bell Street, and the Downtown Christmas Parade.
2. SEFF agrees to provide and furnish such goods and services to commence on 1st day of July, 2019, and to continue until the 30th day of June, 2020.
3. The CITY agrees to fund SEFF's events as follows:
 - a. The CITY will pay to SEFF up to fifty-three thousand dollars (\$53,000.00) in invoiced expenditures within the agreed fiscal year. In addition, the City has agreed to pay SEFF up to ten thousand (\$10,000.00) in invoiced expenditures for Main Street Christmas decorations during the agreed fiscal year.
 - b. The CITY will require SEFF to provide those invoices to the city for direct payment. Payments will be submitted to the accounting department of the City of Shawnee.
4. SEFF agrees to furnish to the CITY copies of all minutes of SEFF meetings.
5. SEFF and CITY acknowledge and agree that mutual cooperation is necessary for the success of this contractual arrangement. To that end SEFF agrees to meet and consult with the City Manager's office concerning all events and activities that SEFF will sponsor at least sixty (60) days prior to the date of said event or activity and complete the event permitting process.

6. The CITY acknowledges that it cannot bind future commissions to a financial decision beyond the present fiscal year.
7. SEFF shall submit a request for renewal to the City Clerk's Office no later than March 31, 2020. As a part of this request, SEFF shall submit a clean, unqualified audit of its financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year. The City's Community Service Contract Review Committee will then review the request in accordance with its procedures and make its recommendation to the City Mayor and Commission.
8. This agreement may be terminated by either party upon thirty (30) days written notice prior to the end of the contract period.

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

WITNESS our hands this _____ day of _____, 2019.

SAFE EVENTS FOR FAMILIES

ATTEST:

PRESIDENT

SECRETARY/NOTARY

APPROVED by the Mayor and City Commissioners of the City of Shawnee this _____ day of _____, 2019.

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

ATTEST:

S. ERIC BENSON, CITY MANAGER

LISA LASYONE, CMC, CITY CLERK

APPROVED as to form and legality this _____ day of _____, 2019.

JOSEPH M. VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

4.f.

Meeting Date: 05/06/2019

VSI

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider renewal of the contract with Visit Shawnee, Inc. for FY 2019-2020.

RECOMMENDATION: To not renew the contract with Visit Shawnee, Inc. for FY 2019-2020.

Attachments

No file(s) attached.

Regular Board of Commissioners

5.

Meeting Date: 05/06/2019

P03-19 4011 N. Kickapoo

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 4011 North Kickapoo Avenue from R-1; Single Family District to C-3; Highway Commercial District for the purposed purpose of retail development. Case No. P03-19, Applicant: Nelmon Brauning.

Attachments

Staff Rpt

Ordinance

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE
CITY OF SHAWNEE
PLANNING COMMISSION

RECOMMENDATION FROM:

SUBJECT:

APPLICANT: Nelmon Brauning

FOR: Rezone

LOCATION: 4011 North Kickapoo, Shawnee, OK

PROJECT#: 190264 Case# P03-19

LEGAL DESCRIPTION:

A tract of land described as beginning 289 feet North of the Southwest Corner of the Northwest Quarter of the Northwest Quarter (SW/C NW/4 NW/4) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence East 183 feet; thence North 100 feet; thence West 183 feet; thence South 100 feet to the point of beginning

CURRENT CLASSIFICATION: R-1; Single Family Residential

REQUESTED CLASSIFICATION: C-3; Highway Commercial

PROPOSED PROPERTY USE: Retail

PLANNING COMMISSION MEETING DATE: May 1st, 2019

PLANNING COMMISSION RECOMMENDATION: Motion to approve:

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 7

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
DEEM			X			
MATTHEWS			X			
WALKER	X		X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)		X	X			
KIENZLE			X			
ROWELL			X			

RESPECTFULLY SUBMITTED,

Joseph Barker

SECRETARY, PLANNING COMMISSION

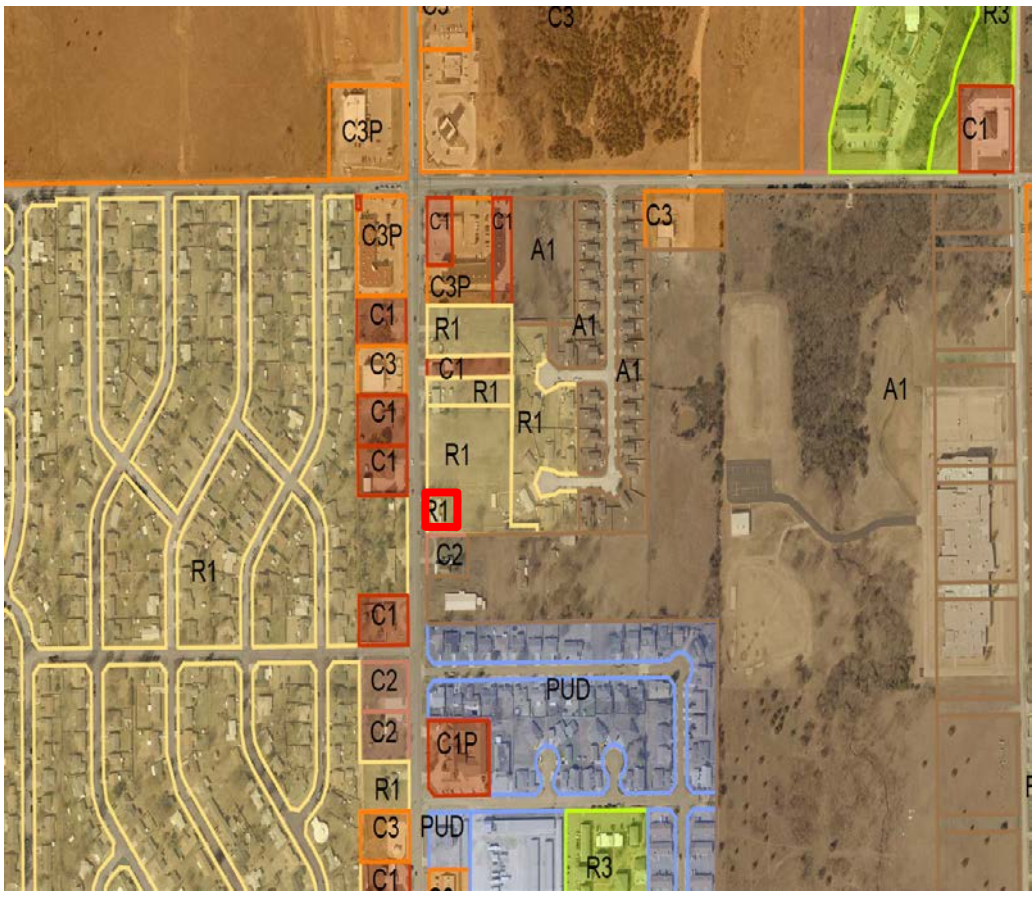
ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org			CASE # P03-19 PUBLIC HEARING DATE: May 1st, 2019 CITY COMMISSION DATE: May 6th, 2019	
APPLICANT: Nelmon Brauning		35963 Highway 99A Seminle, Oklahoma, 74868		nbrauning@hotmail.com
PROPERTY ADDRESS/LOCATION: 4011 North Kickapoo, Shawnee, Oklahoma, 74804				
The applicant, Nelmon Brauning, is requesting a rezone from R-1 to C-3 at 4011 North Kickapoo. The stated use is for retail.				
EXISTING ZONING: R-1	EXISTING LAND USE: Single-Family Residential	SURROUNDING ZONING & LAND USE: R-1 (Single-Family Residential) C-2 (Limited Office)	SUBDIVISION: Unplatted	PROPERTY SIZE: 0.42 acres

STAFF RECOMMENDATION

The applicant has stated they intend to use the lot for a commercial retail development. According to the submitted application, the subject site is 0.42 acres in size and abuts the College View Addition. Adjacent properties are zoned R-1 (Single-Family Residential District) and C-2 (Limited Office District). While there are no C-3 lots immediately abutting this lot, the general area has had properties rezoned to C-3. Therefore, the proposed zoning is consistent with the typical use of this area. While the request is not in conformance with the Comprehensive Plan's residential designation for this area, it should be noted that the pattern of development in this area fits this district.

The rezone is required to conform to Section 22-165.2 of the Zoning Code, "Uses [in commercial districts]," which assures that the C-3 zoning district is used for establishments offering accommodations, supplies or services to motorists, and for certain specialized uses such as retail outlets, extensive commercial amusement and service, establishments. Retail is a permitted use in the proposed district. The rezone is also required to conform to Section 22.165.4 of the Zoning Code, "Dimensional Standards [in commercial districts]." If rezoned to C-3, it would conform to these standards.

The subject request is in conformance with the City Zoning Code and Comprehensive Plan; therefore, Staff hereby recommends approval on the requested rezone from R-1 (Single-Family) to C-3 (Highway Commercial).

APPROVE

APPROVE WITH CONDITIONS

DENY

ATTACHMENTS:
(CIRCLE)

SUBMITTED PLANS

PUBLIC HEARING
PETITION/
APPLICATION
FORM

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only	
Case Number:	<u>PO3-19</u>
Project Number:	<u>190264</u>
Date Filed:	<u>3-22-19</u>
_____ Planning Commission Secretary	

REQUEST:

☒ Rezoning
 ☐ Rezoning w/Conditional Use Permit
☐ Conditional Use Permit
 ☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from R1 District to C3 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 4011 N. KICKAPOO, SHAWNEE, OK

LEGAL DESCRIPTION: Beq. 289' N SW/4 NW NW E183' N100' W 183' S100' POB (see ATTACHED)

PROPERTY OWNER (S): CHARLES TRACY FARLEY & RICHARD FRAZIER FARLEY

PROPERTY AGENT (APPLICANT): NELSON BRAUNING

APPLICANT'S ADDRESS: 35963 HWY 99A SEMINOLE

CITY: SEMINOLE STATE: OK ZIP: 74868

EMAIL ADDRESS: nbrauning@hotmail.com

TELEPHONE NUMBER: (405) 370-0394 CONTACT NUMBER: (405) 370-0394

DIMENSIONS OF PROPERTY: AREA: 0.42 WIDTH: 100
LENGTH: 183 FRONTAGE: 100

CURRENT ZONING: R1 CURRENT USE: RENTAL

PROPOSED ZONING: C3 PROPOSED USE: RETAIL

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

APPLICATION, OWNERSHIP LIST AND PAYMENT
MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

Nelson Brauning
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00
RECEIPT NO. 02276361

PLANNED UNIT DEVELOPMENT FEE \$ 550.00
SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION: _____ DATE: _____

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

City of Shawnee OK
405-878-1616

RECH: 02276361 3/25/2019 10:32 AM
OPER: K6 TERM: 020 /
REF#: 8215
PAID BY:

TRAN: 401.0000 BUILDING PERMIT
190264 280.00CR
BRAUNING, NELMON
4011 N KICKAPOO AVE
Z-REZONING 280.00CR

TENDERED: 280.00 CHECK
APPLIED: 280.00-

CHANGE: 0.00

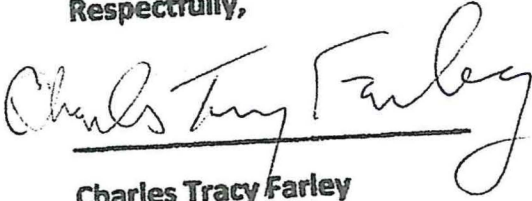
Visit www.ShawneeOK.org
For More Information

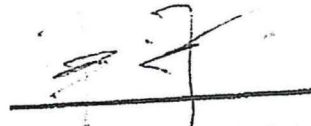
March 15, 2019

To Whom it may concern:

We Charles Tracey Farley and Richard Frazier Farley the owners of the lot at 4011 N Kickapoo, Shawnee, Oklahoma 74804, hereby give Nelmon Brauning with Nelmon's Real Estate LLC permission to rezone our property from R1 to C3. The legal description is attached to this letter.

Respectfully,


Charles Tracy Farley


Richard Frazier Farley

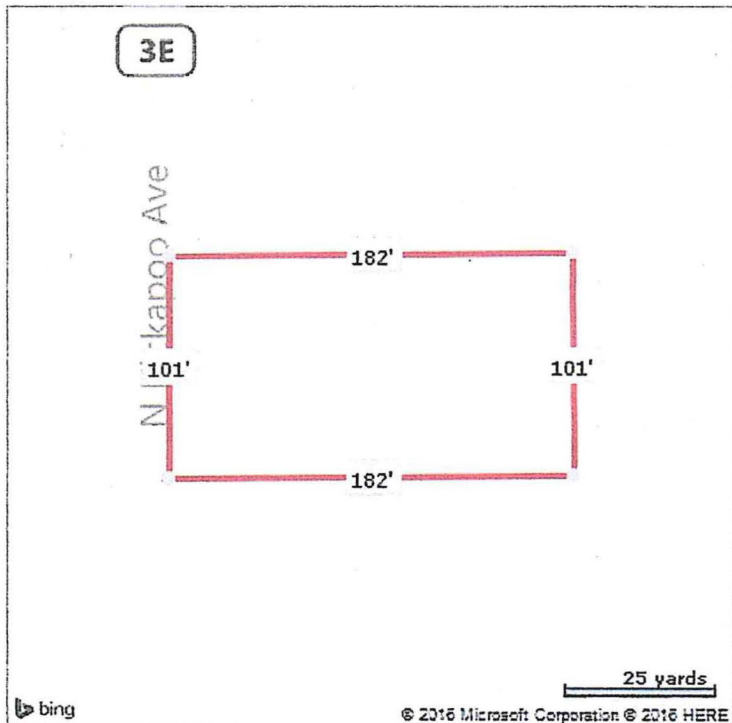
confidence score range is 60 - 100. Clear and consistent quality and quantity of data drive higher confidence scores while lower confidence scores indicate diversity in data, lower quality and quantity of data, and/or limited similarity of the subject property to comparable sales.

- (3) The FSD denotes confidence in an AVM estimate and uses a consistent scale and meaning to generate a standardized confidence metric. The FSD is a statistic that measures the likely range or dispersion an AVM estimate will fall within, based on the consistency of the information available to the AVM at the time of estimation. The FSD can be used to create confidence that the true value has a statistical degree of certainty.

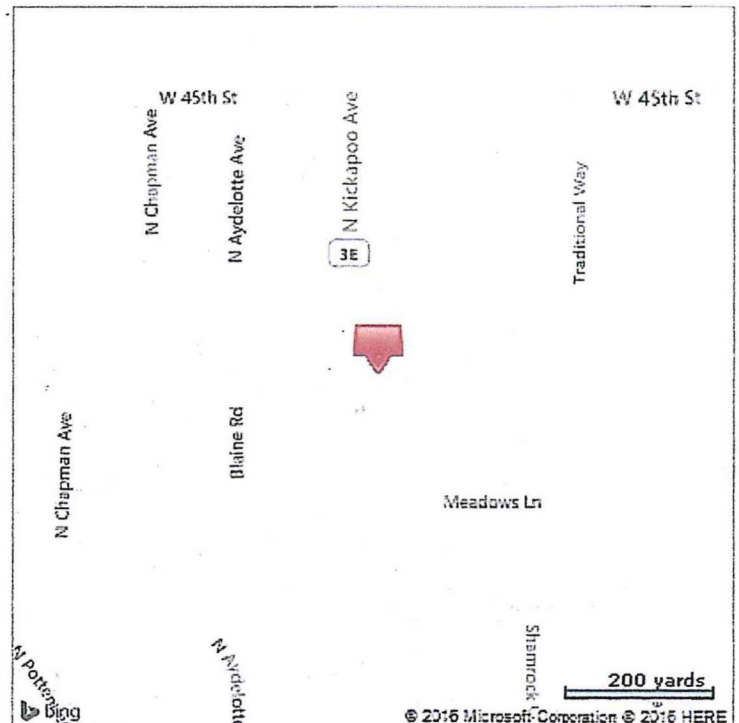
Last Market Sale & Sales History

Owner Name:	Farley Charles Tracy	Owner Name 2:	Farley Richard Frazier
Sale/Settlement Date	12/19/2008		
Recording Date	12/22/2008		
Nominal	Y		
Buyer Name	Farley Charles T		
Buyer Name 2	Farley Richard F		
Seller Name	Farley Living Trust		
Document Number	20265		
Document Type	Quit Claim Deed		

Property Map



*Lot Dimensions are Estimated



Courtesy of Nelmon Brauning, MLSGATEWAY

The data within this report is compiled by CoreLogic from public and private sources. If desired, the accuracy of the data contained herein can be independently verified by the recipient of this report with the applicable county or municipality.

Property Detail

Generated on 09/12/2016

Page 2 of 2



First American Title

Exhibit A

ISSUED BY

First American Title Insurance Company

File No: 2367335-SH01

Issuing Office File Number: 2367335-SH01

The land referred to herein below is situated in the County of Pottawatomie, State of Oklahoma, and described as follows:

A tract of land described as beginning 289 feet North of the Southwest Corner of the Northwest Quarter of the Northwest Quarter (SW/C NW/4 NW/4) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence East 183 feet; thence North 100 feet; thence West 183 feet; thence South 100 feet to the point of beginning.

Tax ID: 0000-06-010-004-0-016-00,

Plat book/Page: /

This page is only a part of a 2016 ALTA® Commitment for Title Insurance issued by First American Title Insurance Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I-Requirements; Schedule B, Part II-Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

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First American Title Insurance Company

123 West Highland

Shawnee, OK 74801

Phone: (405)275-0266 / Fax: (866)721-6216

PR: SOCENT

Ofc: 2199 (542)

Final Invoice

To: Nelmon Brauning
35963 EW 99A
Seminole, OK 74868

Invoice No.: 542 - 219952906

Date: 03/18/2019

Our File No.: 2389038-SH99

Title Officer:

Escrow Officer:

Customer ID: 2270943

Liability Amounts

Attention:

Your Ref.: 4011 N. Kickapoo

RE: **Property:**
4011 North Kickapoo, Shawnee, OK

Buyers:

Sellers: Charles Farley, Richard Farley

Description of Charge	Invoice Amount
Ownership Report	\$300.00

INVOICE TOTAL **\$300.00**

Comments: DELIVER TO: CITY OF SHAWNEE
ATTN: NELMON
REF# 4011 N. KICKAPOO

OWNERSHIP REPORT

Thank you for your business!

To assure proper credit, please send a copy of this Invoice and Payment to:

Attention: Accounts Receivable Department

PO Box 776119

Chicago, IL 60677-6119

CERTIFICATE OF BONDED ABTRACTOR
(300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

The undersigned bonded abstractor in and for Pottawatomie County, State of Oklahoma, does hereby certify that the following Ownership is true and correct according to the current year's tax rolls in the office of the County Treasurer of Pottawatomie County, Oklahoma, as updated by the records of the County Clerk of Pottawatomie County, Oklahoma; that the owners, as reflected by said records, are based on the last conveyance or final decree of record of certain properties located within 300 feet in all directions of the following described land:

A tract of land described as beginning 289 feet North of the Southwest Corner of the Northwest Quarter of the Northwest Quarter (SW/C NW/4 NW/4) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence East 183 feet; thence North 100 feet; thence West 183 feet; thence South 100 feet to the point of beginning.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from (1) to (2), both inclusive.

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the applicable state, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report, however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: March 8, 2019 at 7:30 AM

First American Title Insurance Company

By: 
Michelle Cook
Abstractor License No. 3286
OAB Certificate of Authority # 017
File No. 2389038-SH99

OWNERSHIP LIST

ORDER NO. 2389038

DATE PREPARED: March 18, 2019

EFFECTIVE DATE: March 8, 2019 at 7:30 am

OWNER	LOT	BLK	ADDITION
FARLEY CHARLES TRACY& RICHARD FRAZIER FARLEY 13306 MUSSON RD SHAWNEE, OK 74804			BEG 289'N SW/C NW NW E183' N100' W183' S100' POB. (NW 6-10N-4E)
HOUSING AUTHORITY OFTHE SAC & FOX NATION 201 N HARRISON SHAWNEE, OK 74801			BEG 690'S NW/C TH E420' N690' E570' S1056' W468.9' N21*W 13.72' N88*W 333.31' N 100'W183' N244'POB LESS PART PLATTED FOUR WINDS EST (NW 6-10N-4E)
HOUSING AUTHORITY OFTHE SAC & FOX NATION 201 N HARRISON SHAWNEE, OK 74801	1-23 & 25, LESS LT 2	1	FOUR WINDS ESTATES
CAROL Y. SULPHUR 4411 TRADITIONAL WAY SHAWNEE, OK 74804	3	1	FOUR WINDS ESTATES
NGUYEN NON PHAM & DAO D & CYNTHIA N NGUYEN 4325 N KICKAPOO SHAWNEE, OK 74804			BEG 690'S NW/C LOT 4 E420' N78' W420' S78' POB. (NW 6-10N-4E)
STOBER JAMES R & CYNTHIA A 4009 N KICKAPOO SHAWNEE, OK 74804			BEG 333'E SW/C NW NW E657' N264' W990' S25' E333' S239' POB. (NW 6-10N-4E)
JONES RICHARD N LIVING TRUST P O BOX 1852 SHAWNEE, OK 74802			BEG 115'N & 33'E SW/C NW NW N125' E175' S124' W175' POB (NW 6-10N-4E)
NORTHWEST MISSIONARYBAPTIST XXXXXXXXXX, OK 00000			BEG 333'E SW/C NW NW N239' W125' S124' W208' S115' E333' POB. LAND 120 (NW 6-10N-4E)
WILLIAMS ZACHARY A 102 MEADOWS LN SHAWNEE, OK 74804	1	1	THE MEADOWS AP

LAVALLEY TOM H & LUCY C PO BOX 1743 SHAWNEE, OK 74802	2	1	THE MEADOWS AP
ABSENTEE SHAWNEE TRIBE OF OKLA 2025 S GORDON COOPER DR SHAWNEE, OK 74801	1	2	COLLEGE VIEW
MASON AMIR PROPERTIES LLC 10601 S WESTERN OKC, OK 73170	2	2	COLLEGE VIEW
MASON AMIR PROPERTIES LLC 10601 S WESTERN OKC, OK 73170	3	2	COLLEGE VIEW
EDMONSON RANDY D SEPARATE HOLDINGS TRUST 4016 N KICKAPOO SHAWNEE, OK 74804	4	2	COLLEGE VIEW
SKS HOLDINGS LLC 8801 NW 119TH ST OKC, OK 73162	5	2	COLLEGE VIEW
ADAIR MANOI S 4303 N AYDELOTTE SHAWNEE, OK 74804	11	1	BISON
MINER AMANDA & HYRUM 4301 N AYDELOTTE SHAWNEE, OK 74804	12	1	BISON
SALAZAR CESAR 14700 LEGATE RD YUKON, OK 73099	13	1	BISON
GEAR RUSSELL CRAIG & DIANNA L 4205 BLAINE RD SHAWNEE, OK 74804	14	1	BISON
ALDANA JENNIFER 4203 BLAINE RD SHAWNEE, OK 74804	N61' OF 15	1	BISON
HOUSING AUTH OF THE CITY OF SHAWNEE P O BOX 3427 SHAWNEE, OK 74802	S9' OF 15 & N56' OF 16	1	BISON

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P03-19

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on a proposed rezone of property located within the City of Shawnee.

The property requesting rezoning is described as follows:

A tract of land described as beginning 289 feet North of the Southwest Corner of the Northwest Quarter of the Northwest Quarter (SW/C NW/4 NW/4) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence East 183 feet; thence North 100 feet; thence West 183 feet; thence South 100 feet to the point of beginning

General Location Known As:	<u>4011 North Kickapoo, Shawnee, Oklahoma, 74804</u>
Current Zoning Classification:	<u>R-1; Single-Family Residential</u>
Requested Zoning Classification:	<u>C-3; Highway Commercial</u>
Proposed Use of Property:	<u>Retail</u>
Applicant:	<u>Nelmon Brauning</u>

The "Zoning Map of the City of Shawnee, Oklahoma" will be amended accordingly to reflect such change if approved by the City Commission.

The public hearing will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

May 1 st , 2019	AT 1:30 P.M.:	CITY OF SHAWNEE PLANNING COMMISSION
May 6 th , 2019	AT 6:00 P.M.:	CITY OF SHAWNEE CITY COMMISSION

At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the rezone. The Commission reserves the right to limit discussion and debate on the proposed rezone in the public hearing, in which event those persons appearing in support or opposition of the proposed rezone will be allotted equal time. Any formal protest must be filed in writing with the City Clerk during normal working hours before 5:00 p.m. a minimum of three (3) days prior to the hearing. If there are any questions about the proposal, or you need additional information prior to the public hearing, please contact the Planning Department at 405-878-1616. A copy of the application is available for public inspection during normal working hours in the Planning Secretary's office at 222 N. Broadway.

Witness my hand this 9th day of April, 2019.



Lisa Lasyone, City Clerk



CITY OF SHAWNEE
PUBLIC HEARING NOTICE

CASE #P03-19

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on a proposed rezone of property located within the City of Shawnee.

The property requesting rezoning is described as follows:

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General Location Known As:

4011 North Kickapoo, Shawnee, Oklahoma, 74804

Current Zoning Classification:

R-1; Single-Family Residential
Requested Zoning Classification:

C-3; Highway Commercial

Proposed Use of Property: Retail

Applicant: Nelmon Brauning



The "Zoning Map of the City of Shawnee, Oklahoma" will be amended accordingly to reflect such change if approved by the City Commission.

The public hearing will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

May 1st, 2019 - AT 1:30 P.M.: CITY OF

SHAWNEE PLANNING COMMISSION

May 6th, 2019 AT 6:00 P.M.:

CITY OF SHAWNEE CITY COMMISSION

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Witness my hand this 9th day of April, 2019.

Lisa Lasyone, City Clerk

(Published in the Shawnee News-Star on

Affidavit of Publication

The Shawnee News-Star
215 N. Bell
Shawnee OK 74801
(405) 273-4200

State of Oklahoma
County of Pottawatomie

I, Wanda Westerman, of lawful age, being duly sworn upon oath, deposes and says that I am the Legal Advertising Account Executive of The Shawnee News-Star, a Daily publication that is a "legal newspaper" as that phrase is defined in 25 O.S. §106 for the City of Shawnee, for the County of Pottawatomie, in the State of Oklahoma, and that the attachment hereto contains a true and correct copy of what was actually published in said legal newspaper in consecutive issues on the following date(s):

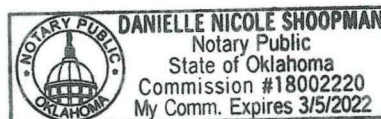
Insertion Date(s): Apr. 14th, 2019

Publishing Fee: \$97.25

Wanda Westerman, Account Executive

Signed and sworn to before me this 15th day of Apr., 2019.

Danielle Shoopman, Notary Public
My Commission Expires: March 5th, 2022
Commission No18002220





ORDINANCE NO. _____NS

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 289 FEET NORTH OF THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER (SW/C NW/4 NW/4) OF SECTION SIX (6), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE EAST 183 FEET; THENCE NORTH 100 FEET; THENCE WEST 183 FEET; THENCE SOUTH 100 FEET TO THE POINT OF BEGINNING FROM ZONING CLASSIFICATION, R-1; SINGLE FAMILY RESIDENTIAL TO C-3; HIGHWAY COMMERCIAL AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 6th day of May, 2019, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification R-1; Single Family Residential to C-3; Highway Commercial.

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to C-3; Highway Commercial.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: A TRACT OF LAND DESCRIBED AS BEGINNING 289 FEET NORTH OF THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER (SW/C NW/4 NW/4) OF SECTION SIX (6), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE EAST 183 FEET; THENCE NORTH 100 FEET; THENCE WEST 183 FEET; THENCE SOUTH 100 FEET TO THE POINT OF BEGINNING FROM ZONING CLASSIFICATION, R-1; SINGLE FAMILY RESIDENTIAL TO C-3; HIGHWAY COMMERCIAL AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this 6th day of May, 2019.

RICHARD FINLEY, MAYOR

(SEAL)
ATTEST:

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this 6th day of May, 2019.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners

6.

Meeting Date: 05/06/2019

Preliminary Plat

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a preliminary plat for The Grove Retirement Homes located at approximately 3900 North Union Avenue. Case No. S04-19; Applicant: Crafton Tull & Associates.

Attachments

Preliminary Plat

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Crafton Tull & Associates
FOR: Revised Preliminary Plat for Grove Retirement Homes
LOCATION: West of Union, South of West 45th, North of
East Macarthur
PROJECT# 180582 CASE# S04-19

PLANNING COMMISSION MEETING DATE: May 1st, 2019
PLANNING COMMISSION RECOMMENDATION: Approval w/ 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.
3. All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 7

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
DEEM			X			
MATTHEWS			X			
WALKER		X	X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)	X		X			
KIENZLE			X			
ROWELL			X			

RESPECTFULLY SUBMITTED,

Joseph Barker

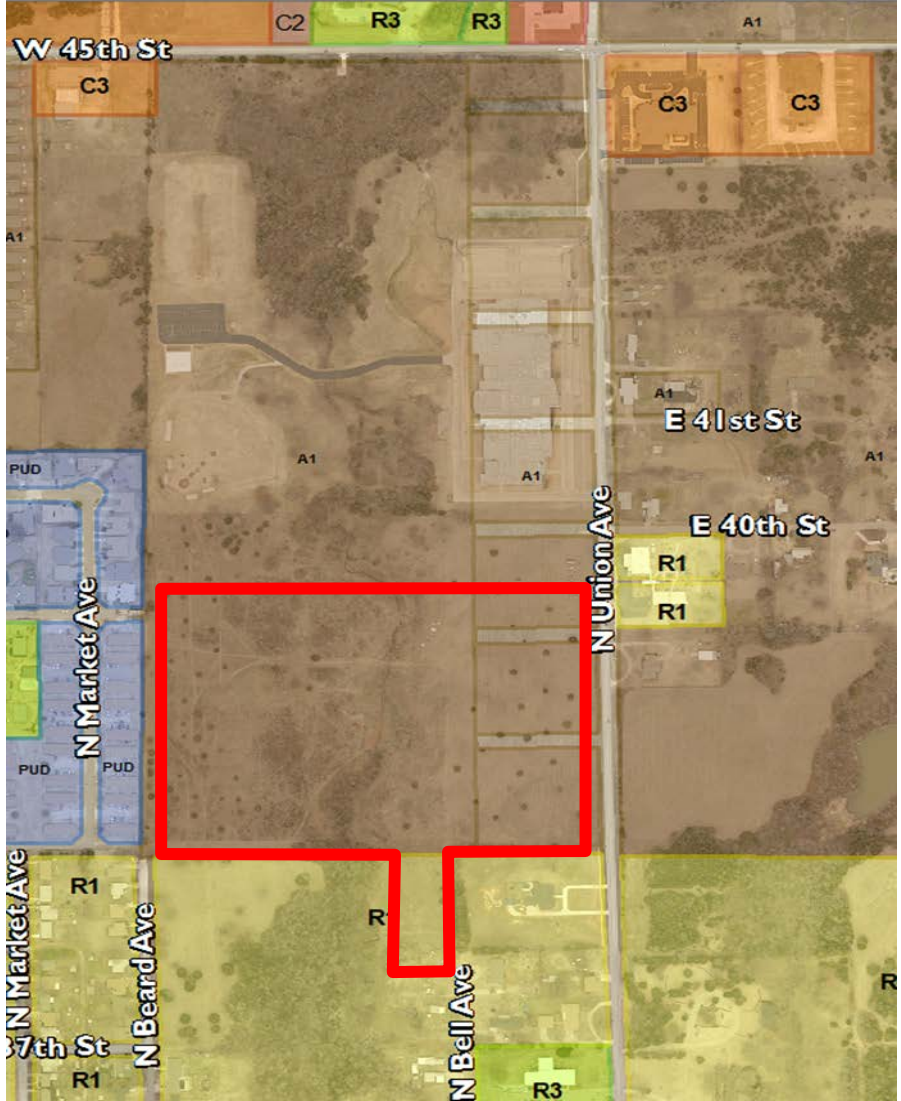
SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org				CASE # S04-19 PUBLIC HEARING DATE: May 1 st , 2019 CITY COMMISSION DATE: May 6 th , 2019	
APPLICANT: Crafton Tull		300 Pointe Parkway Boulevard Yukon, Oklahoma, 73099		Chris.Gray@craftontull.com	
PROPERTY ADDRESS/LOCATION: North of Macarthur, south of East 45th on North Union					
The applicant, Crafton Tull, is requesting approval for a revised preliminary plat to a previously approved preliminary plat for a 20.06-acre tract of land into a multi-family apartment complex intended for retirees. Access would be from North Union. The primary changes are the elimination of the west half of the originally approved plat (which may or may not be developed in a second phase), and a rearrangement of utility easements.					
EXISTING ZONING: R-3	EXISTING LAND USE: Vacant	SURROUNDING ZONING & LAND USE: A-1 (Rural Agricultural) R-1 (Single-Family Residential) PUD (Planned Unit Development)		LOTS: 1	PROPERTY SIZE: 20.06 acres

STAFF RECOMMENDATION

Being a development in a R-3 district, the lots to be platted by this proposal are required to abide by the dimensional standards of Table 22-160.4.1, Density and Dimensional Standards by [Residential] Zone:

- Minimum lot size for each lot is 10,000 square feet plus an additional 2,000 square feet per each unit over three – The number of units is now going to be 82. The proposed lot meets this requirement;
- Minimum lot width for each lot is 100' feet – The proposed lot meets this requirement;
- Minimum street frontage is 80 feet – The proposed lot meets this requirement;
- Front yard setbacks are required to be 25 feet – The proposed lot meets this requirement;

Preliminary plats are required to abide by the standards of the City of Shawnee Subdivision Regulations. Article VIII, Platting Procedures. Section 2, Preliminary Plat Preparation and Approval Procedure, provides a list of documents and information that must be submitted in order for a preliminary plat to be approved.

Subsection 2, Certification of Design, requires a preliminary plat to be accompanied by a statement signed by the professional engineer preparing the plat that they have, to the best of their ability, designed the subdivision in accordance with the Comprehensive Plan with which they are completely familiar, and in accordance with the ordinances and regulations governing the subdivision of land.

Subsection 3, General Requirements, lists basic requirements of a submitted preliminary plat. The application meets all these requirements.

Subsection 4, Contents of Preliminary Plat, provides a list of information required to be shown on any submitted preliminary plat. The submitted plat meets all these requirements.

Subsection 5, Statistical Data, lists required statistical data to be provided by the applicant. The submitted plat meets all these requirements.

The 2005 Comprehensive Plan designates the future use of this area to be residential. This use states that multi-family developments may be created "when appropriate,". Staff believes this to be an appropriate use for this area. Thus, the proposed plat aligns with the intentions of the 2005 Comprehensive Plan.

The purpose of the R-3 District is for providing multiple family developments which have a concentration of dwelling units served by open spaces including common areas and facilities. The submitted plat aligns with that purpose.

The Planning Department has received the following feedback from the appropriate agencies:

Engineering/Streets:

No issues

Shawnee Municipal Authority:

Water plans need to be updated before being sent to DEQ.

Fire Department:

No issues

The subject request is in conformance with the City Zoning Code, Subdivision Code, and Comprehensive plan; therefore, Staff hereby recommends approval of the requested revised preliminary plat for the Grove Retirement Homes upon 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.

APPROVE

APPROVE WITH CONDITIONS

DENY

ATTACHMENTS:
(CIRCLE)

SUBMITTED
PLANS

PUBLIC HEARING
PETITION/
APPLICATION FORM

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS

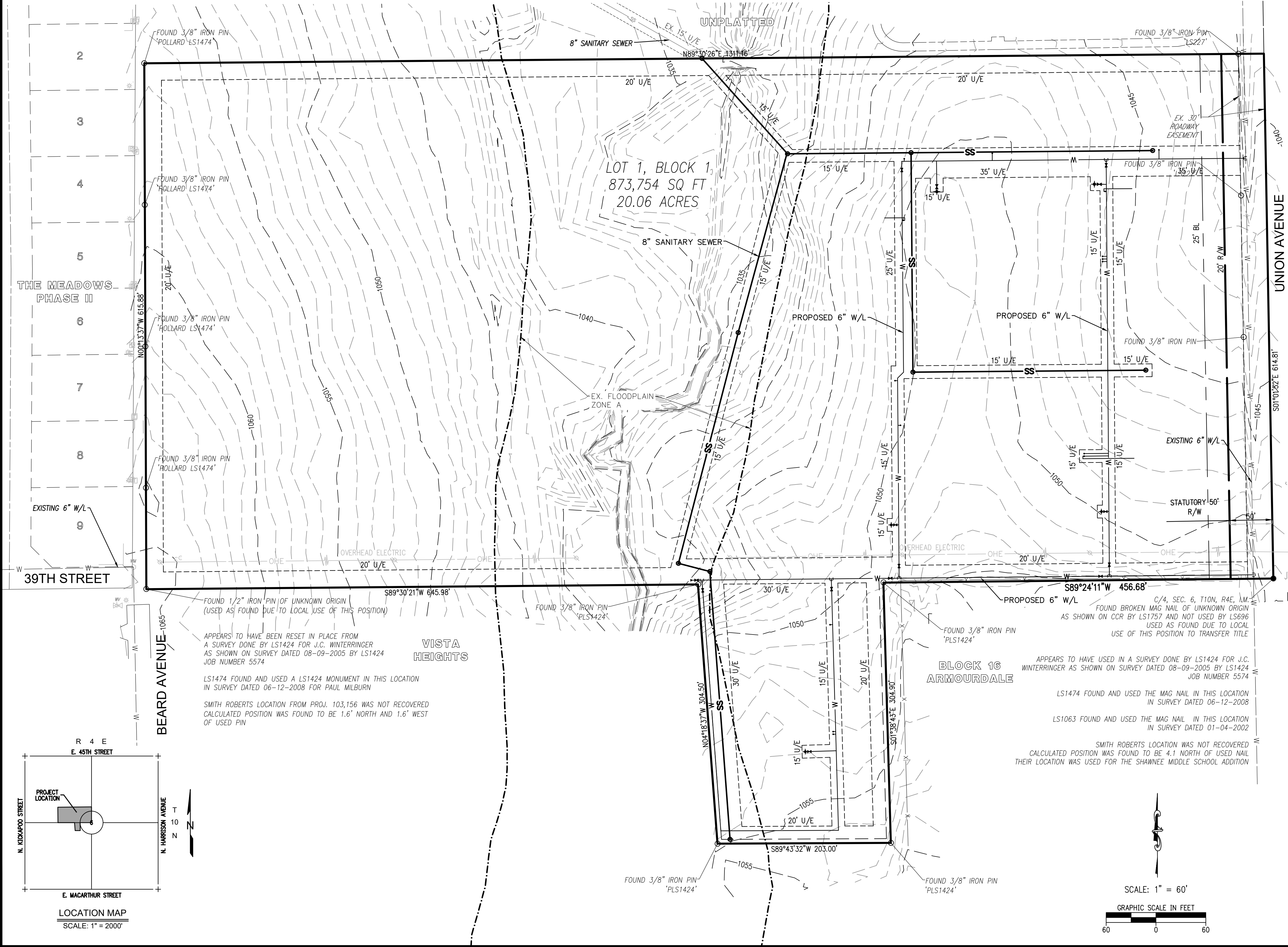
Attachments:

Exhibit 1: Grove Retirement Homes Preliminary Plat

Exhibit 1

PRELIMINARY PLAT
OF
THE GROVE RETIREMENT HOMES

A PART OF THE W/2 OF SECTION 6, T10N, R4E, I.M.
SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA



LEGAL DESCRIPTION

A tract of land situate within the West Half (W/2) of Section Six (6), Township Ten North (T10N), Range Four West (R4E) of the Indian Meridian (I.M.), Pottawatomie County, Oklahoma, being more particularly described by metes and bounds as follows:

BEGINNING at the Southeast corner of the NW/4, marked by a Broken MAG Nail found in place; thence

S 89° 24' 11" W a distance of 456.68 feet to a point marked by a 3/8" Iron Pin with cap stamped PLS1424; thence

S 01° 38' 43" E a distance of 304.90 feet to a point marked by a 3/8" Iron Pin with cap stamped PLS1424; thence

S 89° 43' 32" W a distance of 203.00 feet to a point marked by a 3/8" Iron Pin with cap stamped PLS1424; thence

N 04° 18' 37" W a distance of 304.50 feet to a point marked by a 3/8" Iron Pin with cap stamped PLS1424; thence

S 89° 30' 21" W a distance of 645.98 feet to a point marked by a 1/2" Iron; thence

N 00° 13' 37" W a distance of 615.88 feet to a point marked by a 3/8" Iron Pin with cap stamped Pollard LS1474; thence

N 89° 30' 26" E along a line passing through a 3/8" Iron Pin with cap stamped LS227 at a distance of 1281.13 feet for a total distance of 1311.16 feet to a point on the East line of said NW/4; thence

S 01° 01' 52" E along said line a distance of 614.81 feet to the POINT OF BEGINNING.

Said tract contains 873,754 Sq Ft or 20.059 Acres, more or less.

This description prepared by Denver Winchester, PLS 1952 on May 14th/ 2018.

The foregoing legal description describes the same property as described in Schedule A of Title Commitment no. 1801-005 bearing an effective date of January 26, 2018 at 07:30 AM as prepared by Lincoln Title, LLC.

STATISTICAL DATE:		PROJECT OWNER AND DEVELOPER:	
GROSS AREA:	20.06 ACRES	MEEK CONSTRUCTION	
NUMBER OF LOTS:	1	ATTN: TONY MEEK	
ZONING:	R-3	1704 S. BROADWAY, SUITE H	
FIRM PANEL:	40017C0440H	MOORE, OKLAHOMA 73160	
		PH. 405.794.6335	

LEGEND	
BL	BUILDING LIMIT LINE
D/E	DRAINAGE EASEMENT
EX.	EXISTING
R/W	RIGHT-OF-WAY
U/E	UTILITY EASEMENT

NOTES

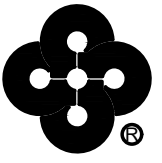
1. THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, AND THAT SAID FINAL PLAT COMPLIES WITH THE REQUIREMENTS OF TITLE 11 SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.

2. MONUMENTS SHALL BE:

3/8" IRON ROD WITH A PLASTIC CAP STAMPED "CTA CA973" OR
MAG NAIL WITH WASHER STAMPED "CTA CA973" UNLESS OTHERWISE NOTED

PRELIMINARY PLAT TO SERVE
THE GROVE RETIREMENT HOMES

300 Points Parkway Blvd.
Yukon, Oklahoma 73099



Crafton Tull
architecture | engineering | surveying
405.787.6270 f 405.787.6276 f
www.craftontull.com

CERTIFICATE OF AUTHORIZATION
CA 973 (PLS) EXPIRES 6/30/2018

SHEET NO.: 1 OF 1

DATE: 04/15/19

PROJECT NO.: 18602700

From: [Michael Ludi](#)
To: [Joseph A. Barker](#)
Cc: [Alan Blankenship](#); [Jared Cooper](#); [Rebecca Blaine](#)
Subject: RE: Grove Retirement Homes Revised Plat
Date: Friday, April 26, 2019 8:23:16 AM
Attachments: [image001.png](#)

Engineering has no issues with the Grove Retirement Revised Preliminary Plat submittal.

On the utilities I have requested them submit a new set of water plans with a change that Alan requested before I send them into DEQ. Once I receive those updated plans I will be sending the water and sewer to DEQ for approval.

Michael Ludi,

Director of Engineering
Traffic, Gis

From: Joseph A. Barker
Sent: Tuesday, April 16, 2019 1:42 PM
To: Alan Blankenship <Alan.Blankenship@shawneeok.org>; Brittney Burton <brittney.burton@shawneeok.org>; David Anderson <DAnderson@shawneeok.org>; James Kriwanek <Jkriwanek@shawneeok.org>; Jared Cooper <JCooper@shawneeok.org>; Michael Ludi <MLudi@shawneeok.org>; Rebecca Blaine <Rebecca.Blaine@shawneeok.org>
Subject: Grove Retirement Homes Revised Plat

Good afternoon,

I have attached to this e-mail the revised preliminary and final plat for the Grove Retirement Homes. We will be receiving by mail six full size copies of each at some point in the next few days. We are aiming to have this on the May 1st, 2019 Planning Commission Agenda. Our goal is to have all reviews submitted by end of business April 23rd.

Joseph Barker

Assistant City Planner
[222 N. Broadway](#)
[Shawnee, OK 74801](#)
[\(405\) 878 - 1672](#)
Joseph.Barker@shawneeok.org



PRELIMINARY PLAT APPLICATION



City of Shawnee Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only	
Case Number:	504-19
Project Number:	180582
Date Filed:	4-18-2019 23:2019
Amount Paid:	N/A
Receipt No.:	N/A

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1616 with any questions.

APPLICANT Crafton Tull c/o Chris Gray, P.E., Sr. Project Manager
APPLICANT ADDRESS 300 Pointe Parkway Blvd, Yukon OK 73099
APPLICANT PHONE NUMBERS 405-787-6270
EMAIL ADDRESS chris.gray@craftontull.com
NAME OF PLAT The Grove Retirement Homes
LOCATION 3900 N. Union St., Shawnee OK 74804
NUMBER OF ACRES 20.06 AC NUMBER OF LOTS 1

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00
PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS _____
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST _____

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00
PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS _____
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST _____

OWNER/DEVELOPER INFORMATION:

NAME Meek Development, LLC.
ADDRESS 1704 S. Broadway, Suite H, Moore, OK 73160
CONTACT NUMBERS 405-642-1130 405-794-6335
EMAIL ADDRESS tony@meekdevelopment.com

PROJECT ENGINEER INFORMATION:

NAME Crafton Tull & Associates, Inc.
ADDRESS 300 Pointe Parkway Blvd, Yukon, OK 73099
CONTACT NUMBERS 405-787-6270
EMAIL ADDRESS chris.gray@craftontull.com

**APPLICATION, SITE PLAN, CONSTRUCTION DOCUMENTS, PAYMENT, ETC... MUST BE RECEIVED 30 DAYS PRIOR TO
MEETING**



First American Title Insurance Company

123 West Highland

Shawnee, OK 74801

Phone: (405)275-0266 / Fax: (866)721-6216

PR: SOCENT

Ofc: 2199 (542)

Final Invoice

To: Meek Development, LLC Tony Meek
501 SE 4th Street
Suite A
Moore, OK 73160

Invoice No.: 542 - 219952992

Date: 04/12/2019

Our File No.: 2397688-SH99

Title Officer:

Escrow Officer:

Customer ID: AD4924821

Liability Amounts

Attention: Tony Meek

Your Ref.:

RE: Property:
3900 North Union Street , Shawnee, OK

Buyers:

Sellers:

Description of Charge	Invoice Amount
Ownership Report	\$350.00

INVOICE TOTAL \$350.00

Comments: DELIVER TO: MEEK DEVELOPMENT
ATTN: TONY MEEK
REF# 3900 N. UNION

OWNERSHIP REPORT

Thank you for your business!

To assure proper credit, please send a copy of this Invoice and Payment to:

Attention: Accounts Receivable Department

PO Box 776119

Chicago, IL 60677-6119

CERTIFICATE OF BONDED ABTRACTOR
(300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

The undersigned bonded abstractor in and for Pottawatomie County, State of Oklahoma, does hereby certify that the following Ownership is true and correct according to the current year's tax rolls in the office of the County Treasurer of Pottawatomie County, Oklahoma, as updated by the records of the County Clerk of Pottawatomie County, Oklahoma; that the owners, as reflected by said records, are based on the last conveyance or final decree of record of certain properties located within 300 feet in all directions of the following described land:

A tract of land located in the West Half (W/2) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma, more particularly described as follows: BEGINNING at the Northeast Corner (NE/c) of the Northwest Quarter (NW4/), of said Section 6; THENCE S00°33'52" E a distance of 2194.96 feet to the point of beginning; THENCE S00°33'52" E a distance of 451.90 feet; THENCE S89°52'11" W a distance of 456.68 feet; THENCE S01°10'43" E a distance of 304.90 feet; THENCE N89°48'28" W a distance of 203.00 feet; THENCE N03°50'37" W a distance of 304.50 feet; THENCE S89°58'21" W a distance of 645.98 feet; THENCE N00°14'236" E a distance of 452.96 feet; THENCE N89°58'26 E a distance of 1313.45 feet to the POINT OF BEGINNING.

AND

A tract of land located in the West Half (W/2) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma, more particularly described as follows: BEGINNING at a point 1528.95 feet; S00°33'52" E of the Northeast Corner (NE/c) of the Northwest Quarter (NW4) of said Section 6; THENCE S00°33'52" E a distance of 666.01 feet; THENCE S89°58'26" W a distance of 1313.45 feet; THENCE N00°14'26" E a distance of 665.97 feet; THENCE N89°58'26" E a distance of 1304.09 feet to the POINT OF BEGINNING.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from (1) to (4), both inclusive.

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the applicable state, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report, however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: April 5, 2019 at 7:30 AM

First American Title Insurance Company

By: 

Michelle Cook

Abstractor License No. 3286

OAB Certificate of Authority # 017

File No. 2397688-SH99

OWNERSHIP LIST**ORDER NO. 2397688**

DATE PREPARED: April 12, 2019

EFFECTIVE DATE: April 5, 2019 at 7:30 am

OWNER	LOT	BLK	ADDITION
BARNETT & MEEK DEVELOPMENT LLC 501 SE 4TH ST STE A MOORE, OK 73160			BEG 2194.96'S NE/C NW/4S451.9 S89°52'11"W456.68' S1°10'43"E304.9' N89°48'28"W203' N3°50'37"W304.5' S89°58'21"W645.98' N452.96' N89°58'26"E1313.45' POB (6-10N-4E)
BARNETT & MEEK DEVELOPMENT LLC 501 SE 4TH ST STE A MOORE, OK 73160			BEG 1528.95'S NE/C NW/4 S666.01' S89°58'26"W1313.45' N665.97' N89°58'26"E1304.09' POB LESS A TRACT BEG 1528.95'S NE/C NW/4 S0°33'52"E499.91' S89°58'26"W1311.12' N0°14'26"E499.88' N89°58'26"E1304.09' POB (6-10N-4E)
ARVEST BANK 201 N BRAODWAY SHAWNEE, OK 74801			A TRACT BEG 1528.95'S NE/C NW/4 S0°33'52"E499.91' S89°58'26"W1311.12' N0°14'26"E499.88' N89°58'26"E1304.09' POB (6-10N-4E)
MCDANIEL DAVID E & AMIE M 4031 N UNION SHAWNEE, OK 74804	5-16	37	ARMOURDALE
HARDIN CYNTHIA L 4025 N UNION SHAWNEE, OK 74804	17-28	34	ARMOURDALE
BARRETT J A JR 1210 GORDON COOPER SHAWNEE, OK 74801			E/2 OF 6-10N-4E VAC PT OF AMRMOUDALE
MOON THOMAS E JR 136 HONEYSUCKLE LN LONGVIEW, TX 75605	9-10	29	ARMOURDALE

BARRETT JOHN ADAMS JR TRUSTEE JA BARRETT IRR TR DATE 7-12-93 SHAWNEE, OK 74801			VACATED PT OF KELLEYS DES AS A TR OF LAND IN E/2 OF SEC 6 MORE FULLY DESCRIBED IN BK 2239 PG 227 LESS.916 AC DES IN BK 2239 PG 30 AND LESS TR (6-10N-4E)
GUINN BILLY JACK & DORAN L 3800 N UNION SHAWNEE, OK 74804	1-28	16	ARMOURDALE
SEBRING KANDI & BRIAN C SMITH 3709 N BELL SHAWNEE, OK 74804	15-21	15	ARMOURDALE
BOND HAZEL E 3701 N BELL SHAWNEE, OK 74804	W15' OF 9 & ALL OF 10-14	15	ARMOURDALE
STOUT JIMMIE E & GINGER R 10300 E RENO AVE MIDWEST CITY, OK 73130			ALL OF VAC BLK 18 ARMOURDALE
CITY OF SHAWNEE P O BOX 1448 SHAWNEE, OK 74802	1-24	1	VISTA HEIGHTS
CITY OF SHAWNEE P O BOX 1448 SHAWNEE, OK 74802	1-33	3	VISTA HEIGHTS
HUNTER HENRY O 3804 N BEARD SHAWNEE, OK 74804	S10' OF 17 & ALL OF 18-19	10	ARMOURDALE
HOUSING AUTH OF SAC& FOX NATI P O BOX 1252 SHAWNEE, OK 74802	15-1 & N15' OF 17	10	ARMOURDALE
WRIGHT KEITH D & MACHELLE 1212 TURNBERRY CIR SHAWNEE, OK 74801	12-14	10	ARMOURDALE
TISON RICKEY D 341563 E 1045 RD MEEKER, OK 74855	1-3	10	ARMOURDALE
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	18	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	17	6	THE MEADOWS 2

NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	16	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	15	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	14	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	13	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	12	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	11	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	10	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	26-27	1	THE MEADOWS AP
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	1	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	2	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	3	6	THE MEADOWS 2

NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	4	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	5	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	6	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	7	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	8	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	9	6	THE MEADOWS 2



April 15, 2019

Ms. Rebecca Blaine
City of Shawnee
Planning Department
222 N. Broadway
Shawnee, OK 74801

RE: The Grove Retirement Homes
Revised Preliminary and Final Plat
CT Job No. 18602700

Dear Ms. Blaine:

Per our meeting last week, we are submitting a revised preliminary and final plat for the Grove Retirement Homes subdivision.

Should you have any questions, or require any additional information, please contact us at your convenience.

Sincerely,

Chris Gray, P.E.
Sr. Project Manager



Crafton Tull
architecture | engineering | surveying

300 Pointe Parkway Blvd
Yukon, OK 73099
405.787.6270 / 405.787.6276
www.craftontull.com

Transmittal

Date: April 18, 2019

To: City of Shawnee
Planning Department

Address: Rebecca Blaine
222 N. Broadway
Shawnee, OK 74801

Telephone #: 405-878-1616

RE: The Grove Shawnee

Project #: 18602700

The following items are being transmitted: Attached; Other; For your use/ Records

NO. OF COPIES:	DATE:	DESCRIPTION:
6		Preliminary Plats 24x36
6		Final Plats 24x36
1		Ownership List
1		Preliminary Plat Application
1		Final Plat Application
1		Final plat letter
1		11x17 Preliminary Plat
1		11x17 Final Plat

Remarks:

No additional Comments

Signed: _____
Chris Gray, P.E./ck
Sr. Project Manager

Regular Board of Commissioners

7.

Meeting Date: 05/06/2019

Final Plat

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a final plat for The Grove Retirement Homes located at approximately 3900 North Union Avenue. Case No. S06-19; Applicant: Crafton Tull & Associates.

Attachments

Final Plat

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Crafton Tull & Associates
FOR: Revised Final Plat for Grove Retirement Homes
LOCATION: West of Union, South of West 45th, North of
East Macarthur
PROJECT# 180582 CASE# S06-19

PLANNING COMMISSION MEETING DATE: May 1st, 2019

PLANNING COMMISSION RECOMMENDATION: Approval w/ following conditions:

1. Final improvement plans shall be approved by the City Engineer prior to construction.
2. Prior to filing (recording) the final plat, the applicant shall commence with making the required public site improvements in accordance with construction plans approved by the City Engineer or otherwise bond the project in accordance with City code.
3. All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 7

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
DEEM			X			
MATTHEWS	X		X			
WALKER			X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)			X			
KIENZLE			X			
ROWELL		X	X			

RESPECTFULLY SUBMITTED,

Joseph Barker

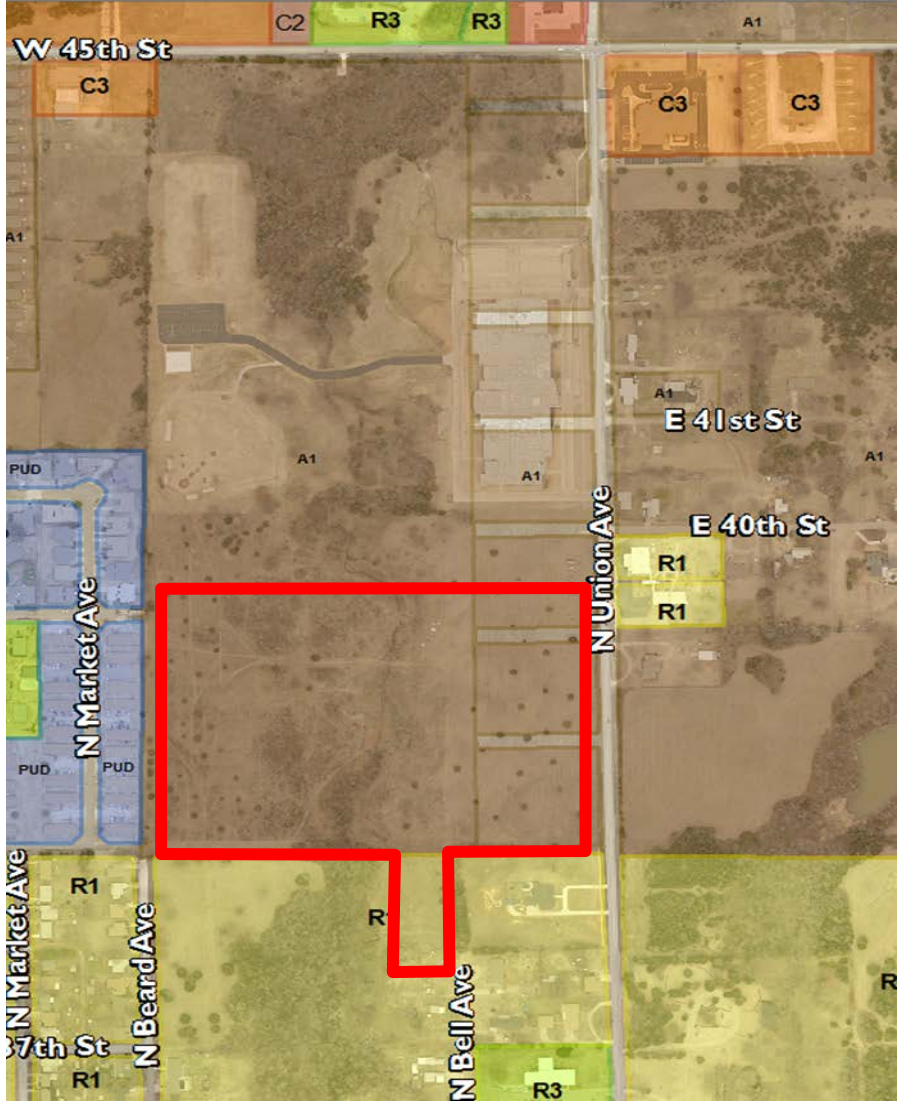
SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org				CASE # S06-19 PUBLIC HEARING DATE: May 1 st , 2019 CITY COMMISSION DATE: May 6 th , 2019	
APPLICANT: Crafton Tull		300 Pointe Parkway Boulevard Yukon, Oklahoma, 73099		Chris.Gray@craftontull.com	
PROPERTY ADDRESS/LOCATION: North of Macarthur, south of East 45th on North Union					
The applicant, Crafton Tull, is requesting approval for a revised final plat to a previously approved final plat for a 20.06-acre tract of land into a multi-family apartment complex intended for retirees. Access would be from North Union. The primary changes are the elimination of the west half of the originally approved plat (which may or may not be developed in a second phase), and a rearrangement of utility easements.					
EXISTING ZONING: R-3	EXISTING LAND USE: Vacant	SURROUNDING ZONING & LAND USE: A-1 (Rural Agricultural) R-1 (Single-Family Residential) PUD (Planned Unit Development)		LOTS: 1	PROPERTY SIZE: 20.06 acres

STAFF RECOMMENDATION

Being a development in a R-3 district, the lots to be platted by this proposal are required to abide by the dimensional standards of Table 22-160.4.1, Density and Dimensional Standards by [Residential] Zone:

- Minimum lot size for each lot is 10,000 square feet plus an additional 2,000 square feet per each unit over three – The number of units is now going to be 82. The proposed lot meets this requirement;
- Minimum lot width for each lot is 100 feet – The proposed lot meets this requirement;
- Minimum street frontage is 80 feet – The proposed lot meets this requirement;
- Front yard setbacks are required to be 25 feet – The proposed lot meets this requirement;

Preliminary plats are required to abide by the standards of the City of Shawnee Subdivision Regulations. Article VIII, Platting Procedures. Section 2, Preliminary Plat Preparation and Approval Procedure, provides a list of documents and information that must be submitted in order for a preliminary plat to be approved.

Subsection 2, Certification of Design, requires a preliminary plat to be accompanied by a statement signed by the professional engineer preparing the plat that they have, to the best of their ability, designed the subdivision in accordance with the Comprehensive Plan with which they are completely familiar, and in accordance with the ordinances and regulations governing the subdivision of land.

Subsection 3, General Requirements, lists basic requirements of a submitted preliminary plat. The application meets all these requirements.

Subsection 4, Contents of Preliminary Plat, provides a list of information required to be shown on any submitted preliminary plat. The submitted plat meets all these requirements.

Subsection 5, Statistical Data, lists required statistical data to be provided by the applicant. The submitted plat meets all these requirements.

The 2005 Comprehensive Plan designates the future use of this area to be residential. This use states that multi-family developments may be created “when appropriate,”. Staff believes this to be an appropriate use for this area. Thus, the proposed plat aligns with the intentions of the 2005 Comprehensive Plan.

The purpose of the R-3 District is for providing multiple family developments which have a concentration of dwelling units served by open spaces including common areas and facilities. The submitted plat aligns with that purpose.

The Planning Department has received the following feedback from the appropriate agencies:

Engineering/Streets:

No issues

Shawnee Municipal Authority:

Water plans need to be updated before being sent to DEQ.

Fire Department:

No issues

Lastly, the subject final plat is in full conformance with the simultaneously submitted revised preliminary plat and the City of Shawnee Subdivision Regulations.

The subject request is in conformance with the City Zoning Code, Subdivision Code, and Comprehensive plan; therefore, Staff hereby recommends approval of the requested revised final plat for the Grove Retirement Homes upon the following conditions:

1. Final improvement plans shall be approved by the City Engineer prior to construction.
2. Prior to filing (recording) the final plat, the applicant shall commence with making the required public site improvements in accordance with construction plans approved by the City Engineer or otherwise bond the project in accordance with City code.
3. All other applicable City standards apply.

APPROVE

APPROVE WITH CONDITIONS

DENY

ATTACHMENTS:
(CIRCLE)

SUBMITTED
PLANS

PUBLIC HEARING
PETITION/
APPLICATION FORM

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS

Attachments:

Exhibit 1: Grove Retirement Homes Final Plat

OWNER'S CERTIFICATE AND DEDICATION

KNOW ALL MEN BY THESE PRESENTS: That MEEK DEVELOPMENT, LLC, does hereby certify that they are the owners of and the only persons, firms or corporation having any rights, title, or interest in and to the land shown on the annexed plat and that they have caused the same to be surveyed and platted, and that they hereby dedicate all the streets and easements shown hereon to the public, for the purposes of streets, utilities, and drainage, for their heirs, executors, administrators, successors, and assign forever, and have caused the same to be released from all encumbrances so that the title is clear, except as shown in the abstractor's certificate.

IN WITNESS WHEREOF, the undersigned have caused this instrument to be executed this _____ day of _____, _____ Covenants, reservations, and restrictions for this addition are contained in a separate instrument.

MEEK DEVELOPMENT, LLC

MANAGER
TONY MEEK

STATE OF OKLAHOMA)
)SS:
COUNTY OF CLEVELAND)

Before me, the undersigned Notary Public, in and for said County and State on this _____ day of _____, _____, personally appeared TONY MEEK, MANAGER OF MEEK DEVELOPMENT, LLC, to me known to be the identical person who executed the within and foregoing instrument, and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of said corporation, for the uses and purposes herein set forth.

MY COMMISSION EXPIRES:
May 02, 2019

NOTARY PUBLIC
#11004011

LEGAL DESCRIPTION

A tract of land situate within the West Half (W/2) of Section Six (6), Township Ten North (T10N), Range Four West (R4E) of the Indian Meridian (I.M.), Pottawatomie County, Oklahoma, being more particularly described by metes and bounds as follows:

BEGINNING at the Southeast corner of the NW/4, marked by a Broken MAG Nail found in place; thence
S89°24'11"W a distance of 456.68 feet to a point marked by a 3/8" Iron Pin with cap stamped PLS1424; thence
S01°38'43"E a distance of 304.90 feet to a point marked by a 3/8" Iron Pin with cap stamped PLS1424; thence
S89°43'32"W a distance of 203.00 feet to a point marked by a 3/8" Iron Pin with cap stamped PLS1424; thence
N04°18'37"W a distance of 304.50 feet to a point marked by a 3/8" Iron Pin with cap stamped PLS1424; thence
S89°30'21"W a distance of 645.98 feet to a point marked by a 1/2" Iron; thence
N00°13'37"W a distance of 615.88 feet to a point marked by a 3/8" Iron Pin with cap stamped Pollard LS1474; thence
N89°30'26"E along a line passing through a 3/8" Iron Pin with cap stamped LS227 at a distance of 1281.13 feet for a total distance of 1311.16 feet to a point on the East line of said NW/4; thence
S01°01'52"E along said line a distance of 614.81 feet to the POINT OF BEGINNING.
Said tract contains 873,754 Sq Ft or 20.059 Acres, more or less.

LAND SURVEYOR'S CERTIFICATE

I, DENVER WINCHESTER, do hereby certify that I am a PROFESSIONAL LAND SURVEYOR, and that the annexed plat represents a survey made under my direction, and that the monuments noted hereon actually exist and their positions are correctly shown.

DENVER WINCHESTER, PLS 1952

STATE OF OKLAHOMA)
)SS:
COUNTY OF OKLAHOMA)

Before me, the undersigned, a Notary Public, in and for said County and State personally appeared DENVER WINCHESTER, to me known to be the identical person who executed the above instrument and acknowledged to me that he executed the same as his free and voluntary act and deed. Given under my hand and seal this _____ day of _____, _____

MY COMMISSION EXPIRES:
March 28, 2019

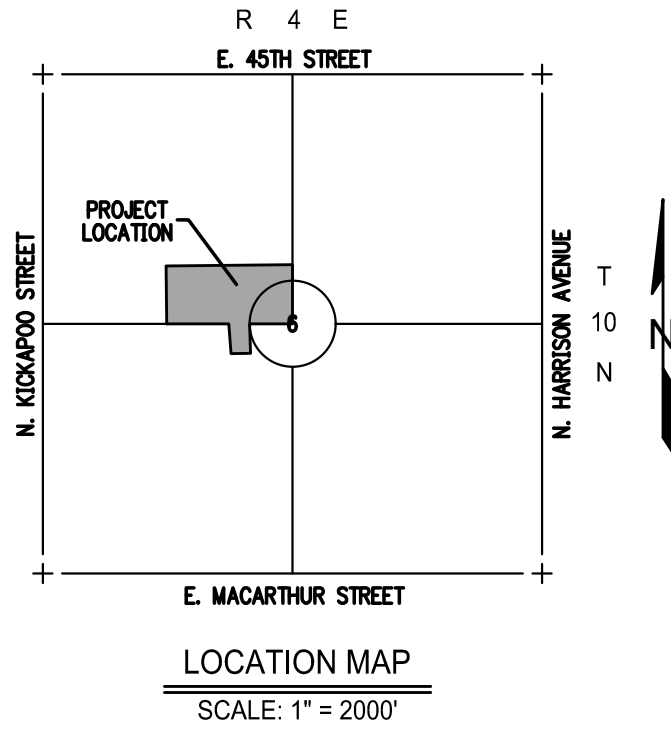
NOTARY PUBLIC
#03005138

CITY PLANNING COMMISSION APPROVAL

I, _____, Planning Director of the City of SHAWNEE, do certify that the SHAWNEE Planning Commission duly approved this plat on the _____ day of _____, _____.

PLANNING COMMISSION CHAIRPERSON

FINAL PLAT
OF
THE GROVE RETIREMENT HOMES
A PART OF THE W/2 OF SECTION 6, T10N, R4E, I.M.
SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA



BONDED ABSTRACTOR'S CERTIFICATE

The undersigned, a duly qualified and lawful bonded abstractor of titles, in and for the County of POTTAWATOMIE, State of OKLAHOMA, hereby certifies that the records of said county show that the title to the land on the annexed plat is vested in MEEK DEVELOPMENT, LLC, that on the _____ day of _____, _____ there are no actions pending or judgements of any nature in any court or on file with the clerk of any court in said county and state against said land, or the owners thereof, and that the taxes are paid for the year _____, and prior years, that there are no outstanding tax sales certificates against said land, and no tax deeds are issued to any one person, that there are no liens, mortgages or other encumbrances of any kind against the land included in the annexed plat, except mortgages, mineral rights, water rights, and easements of record previously reserved, excepted or granted.

IN WITNESS WHEREOF, said bonded abstractor has caused this instrument to be executed this _____ day of _____, _____

WARRANTY TITLE & ABSTRACT COMPANY

VICE-PRESIDENT

COUNTY TREASURER'S CERTIFICATE

I, _____, do hereby certify that I am the duly elected, qualified and acting County Treasurer of POTTOWATOMIE COUNTY, STATE of OKLAHOMA, that the tax records of said County show all taxes are paid for the year _____, and prior years on the land shown on the annexed plat, that the required statutory security has been deposited in the office of the county treasurer, guaranteeing payment of the current years taxes.

IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at the CITY of SHAWNEE, OKLAHOMA, this _____ day of _____, _____

COUNTY TREASURER

ACCEPTANCE OF DEDICATION OF CITY COUNCIL

Be it resolved by the Council of the CITY of SHAWNEE, OKLAHOMA, that the dedications shown on the annexed plat are hereby accepted, adopted by the Council of the CITY of SHAWNEE, OKLAHOMA, this _____ day of _____, _____.

ATTEST:

CITY CLERK

MAYOR

CERTIFICATE OF CITY CLERK

I, _____, City Clerk of the CITY of SHAWNEE, STATE of OKLAHOMA, hereby certify that I have examined the records of said City and find that all deferred payments or unmatured installments upon special assessment have been paid in full and that there is no special assessment procedure now pending against the land shown on the annexed plat on this _____ day of _____, _____.

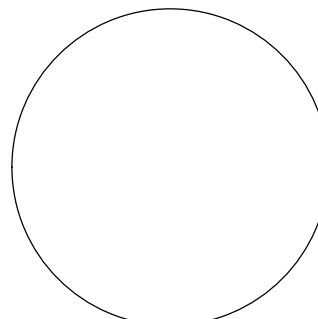
CITY CLERK

NOTES

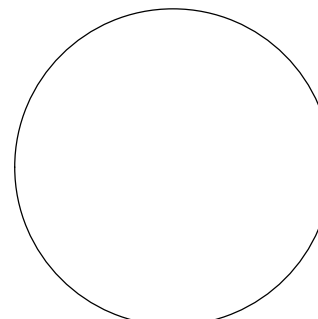
- THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, AND THAT SAID FINAL PLAT COMPLIES WITH THE REQUIREMENTS OF TITLE 11 SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.
- CENTERLINE OF RIGHT-OF-WAY MONUMENTS SHALL BE AS FOLLOWS:
MAGNETIC NAIL WITH WASHER STAMPED "CTA CA973" FOR ALL PAVING
- PROPERTY CORNER MONUMENTS SHALL BE:
3/8" IRON ROD WITH A PLASTIC CAP STAMPED "CTA CA973"
- 4.BENCHMARKS:
1.) SET 3/8" I.P. WITH BLUE CONTROL POINT CAP AT NORTHEAST PROPERTY CORNER.
NORTHING: 739928.15
EASTING: 2297556.87
ELEVATION: 1038.92



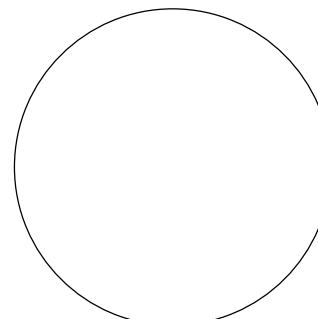
Owner's Notary
Seal



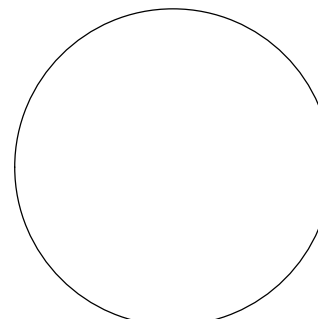
County Treasurer's
Seal



Bonded Abstractor's
Seal



City CORPORATE
Seal



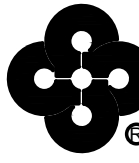
CityClerk
Seal



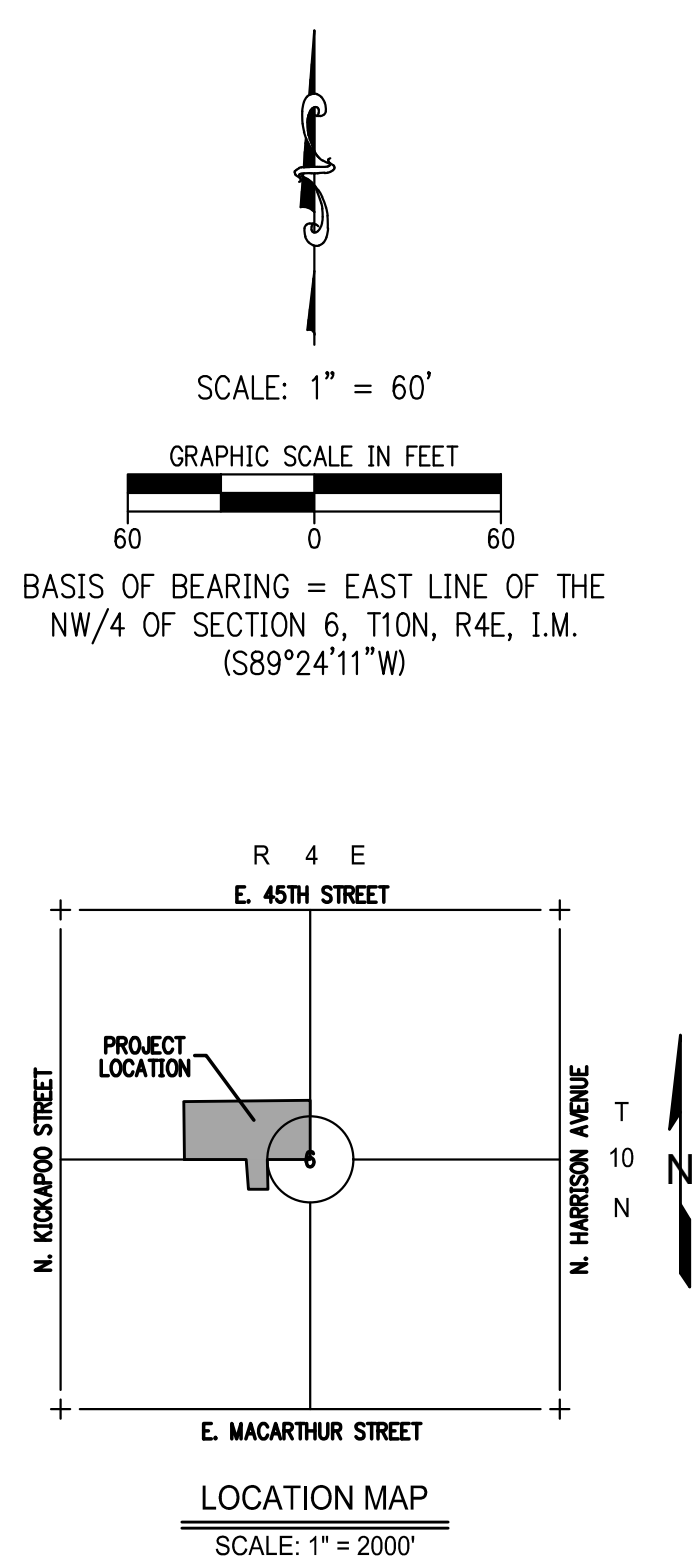
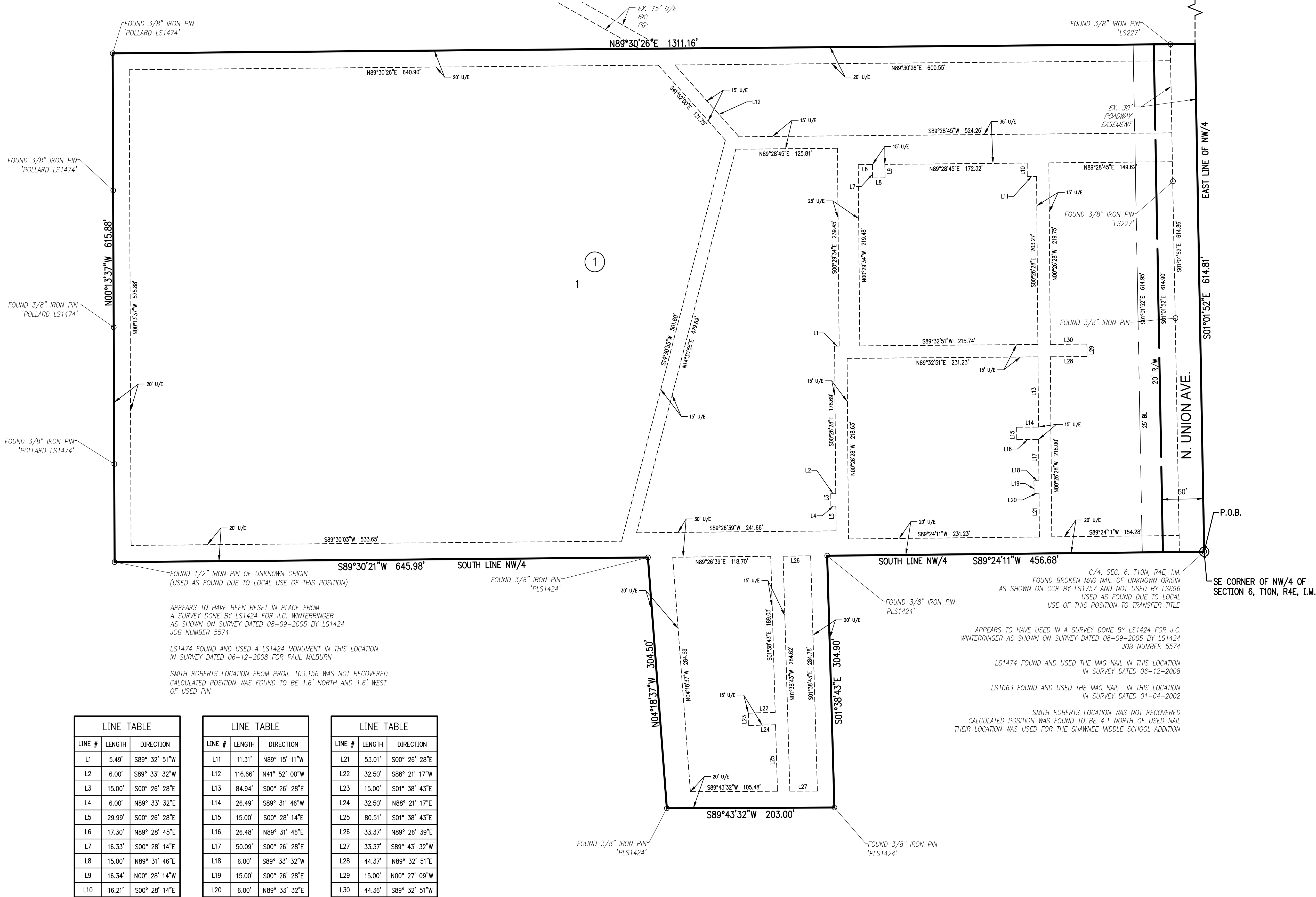
Land Surveyor's
Seal



Surveyor's Notary
Seal

FINAL PLAT TO SERVE THE GROVE RETIREMENT HOMES	
 Crafton Tull architecture engineering surveying 405.787.6270 405.787.6276 www.craftontull.com	SHEET NO.: 1 OF 2 DATE: 04/15/19 PROJECT NO.: 18602700
CERTIFICATE OF AUTHORIZATION CA 973 (PLS) EXPIRES 6/30/2020	

FINAL PLAT
OF
THE GROVE RETIREMENT HOMES
A PART OF THE W/2 OF SECTION 6, T10N, R4E, I.M.
SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA



LEGEND	
BL	BUILDING LIMIT LINE
P.O.B.	POINT OF BEGINNING
U/E	UTILITY EASEMENT
R/W	RIGHT OF WAY

- NOTES**
- THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, AND THAT SAID FINAL PLAT COMPLIES WITH THE REQUIREMENTS OF TITLE 11 SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.
 - CENTERLINE OF RIGHT-OF-WAY MONUMENTS SHALL BE AS FOLLOWS:
MAGNETIC NAIL WITH WASHER STAMPED "CTA CA973" FOR ALL PAVING
 - PROPERTY CORNER MONUMENTS SHALL BE:
3/8" IRON ROD WITH A PLASTIC CAP STAMPED "CTA CA973"
 4. BENCHMARKS:
1.) SET 3/8" I.P. WITH BLUE CONTROL POINT CAP AT NORTHEAST PROPERTY CORNER.
NORTHING: 739928.15
EASTING: 2297556.87
ELEVATION: 1038.92

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	5.49'	S89° 32' 51"W
L2	6.00'	S89° 33' 32"W
L3	15.00'	S00° 26' 28"E
L4	6.00'	N89° 33' 32"E
L5	29.99'	S00° 26' 28"E
L6	17.30'	N89° 28' 45"E
L7	16.33'	S00° 28' 14"E
L8	15.00'	N89° 31' 46"E
L9	16.34'	N00° 28' 14"W
L10	16.21'	S00° 28' 14"E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L11	11.31'	N89° 15' 11"W
L12	116.66'	N41° 52' 00"W
L13	84.94'	S00° 26' 28"E
L14	26.49'	S89° 31' 46"W
L15	15.00'	S00° 28' 14"E
L16	26.48'	N89° 31' 46"E
L17	50.09'	S00° 26' 28"E
L18	6.00'	S89° 33' 32"W
L19	15.00'	S00° 26' 28"E
L20	6.00'	N89° 33' 32"E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L21	53.01'	S00° 26' 28"E
L22	32.50'	S88° 21' 17"W
L23	15.00'	S01° 38' 43"E
L24	32.50'	N88° 21' 17"E
L25	80.51'	S01° 38' 43"E
L26	33.37'	N89° 26' 39"E
L27	33.37'	S89° 43' 32"W
L28	44.37'	N89° 32' 51"E
L29	15.00'	N00° 27' 09"W
L30	44.36'	S89° 32' 51"W

FINAL PLAT TO SERVE
THE GROVE RETIREMENT HOMES

Crafton Tull
architecture | engineering | surveying
405.787.6270 | 405.787.6276 |
www.craftontull.com

SHEET NO.: 2 OF 2
DATE: 04/15/19
PROJECT NO.: 18602700

CERTIFICATE OF AUTHORIZATION
C.A. 973 (P.L.S.) EXPIRES 6/30/2020



FINAL PLAT APPLICATION

Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-
1587 www.ShawneeOK.org

For Office Use Only	
Case Number:	<u>5006-19</u>
Project Number:	<u>180856</u>
Date Filed:	<u>4-23-2019</u>
Amount Paid:	<u>N/A</u>
Receipt No.:	<u>N/A</u>

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call (405) 878-1616 with any questions.

APPLICANT Crafton Tull c/o Chris Gray, P.E., Sr. Project Manager
APPLICANT ADDRESS 300 Pointe Parkway Blvd, Yukon OK 73099
APPLICANT PHONE NUMBERS 405-787-6270
EMAIL ADDRESS chris.gray@craftontull.com
NAME OF PLAT The Grove Retirement Homes
LOCATION 3900 N. Union St., Shawnee OK 74804
NUMBER OF ACRES 20.06 NUMBER OF LOTS 1

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00
PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS 1
PLUS \$1.00 PER LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS _____
TOTAL COST N/A

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00
PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS _____
PLUS \$1.00 PER LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS _____
TOTAL COST _____

OWNER/DEVELOPER INFORMATION:

NAME MEEK DEVELOPMENT, LLC
ADDRESS 1704 South Broadway, Suite H, Moore, Oklahoma 73160
CONTACT NUMBERS 405-642-1130
EMAIL ADDRESS tony@meekdevelopment.com

PROJECT ENGINEER INFORMATION:

NAME Crafton Tull & Associates, Inc
ADDRESS 300 Pointe Parkway Blvd, Yukon, Oklahoma, 73099
CONTACT NUMBERS 405-787-6270
EMAIL ADDRESS chris.gray@craftontull.com

**APPLICATION, SITE PLAN, CONSTRUCTION DOCUMENTS, PAYMENT, ETC... MUST BE RECEIVED 30 DAYS
PRIOR TO MEETING**



First American Title Insurance Company

123 West Highland

Shawnee, OK 74801

Phone: (405)275-0266 / Fax: (866)721-6216

PR: SOCENT

Ofc: 2199 (542)

Final Invoice

To: Meek Development, LLC Tony Meek
501 SE 4th Street
Suite A
Moore, OK 73160

Invoice No.: 542 - 219952992

Date: 04/12/2019

Our File No.: 2397688-SH99

Title Officer:

Escrow Officer:

Customer ID: AD4924821

Liability Amounts

Attention: Tony Meek

Your Ref.:

RE: Property:
3900 North Union Street , Shawnee, OK

Buyers:

Sellers:

Description of Charge	Invoice Amount
Ownership Report	\$350.00

INVOICE TOTAL \$350.00

Comments: DELIVER TO: MEEK DEVELOPMENT
ATTN: TONY MEEK
REF# 3900 N. UNION

OWNERSHIP REPORT

Thank you for your business!

To assure proper credit, please send a copy of this Invoice and Payment to:

Attention: Accounts Receivable Department

PO Box 776119

Chicago, IL 60677-6119

CERTIFICATE OF BONDED ABTRACTOR
(300 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

The undersigned bonded abstractor in and for Pottawatomie County, State of Oklahoma, does hereby certify that the following Ownership is true and correct according to the current year's tax rolls in the office of the County Treasurer of Pottawatomie County, Oklahoma, as updated by the records of the County Clerk of Pottawatomie County, Oklahoma; that the owners, as reflected by said records, are based on the last conveyance or final decree of record of certain properties located within 300 feet in all directions of the following described land:

A tract of land located in the West Half (W/2) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma, more particularly described as follows: BEGINNING at the Northeast Corner (NE/c) of the Northwest Quarter (NW4/), of said Section 6; THENCE S00°33'52" E a distance of 2194.96 feet to the point of beginning; THENCE S00°33'52" E a distance of 451.90 feet; THENCE S89°52'11" W a distance of 456.68 feet; THENCE S01°10'43" E a distance of 304.90 feet; THENCE N89°48'28" W a distance of 203.00 feet; THENCE N03°50'37" W a distance of 304.50 feet; THENCE S89°58'21" W a distance of 645.98 feet; THENCE N00°14'236" E a distance of 452.96 feet; THENCE N89°58'26 E a distance of 1313.45 feet to the POINT OF BEGINNING.

AND

A tract of land located in the West Half (W/2) of Section Six (6), Township Ten (10) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma, more particularly described as follows: BEGINNING at a point 1528.95 feet; S00°33'52" E of the Northeast Corner (NE/c) of the Northwest Quarter (NW4) of said Section 6; THENCE S00°33'52" E a distance of 666.01 feet; THENCE S89°58'26" W a distance of 1313.45 feet; THENCE N00°14'26" E a distance of 665.97 feet; THENCE N89°58'26" E a distance of 1304.09 feet to the POINT OF BEGINNING.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from (1) to (4), both inclusive.

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the applicable state, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report, however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: April 5, 2019 at 7:30 AM

First American Title Insurance Company

By: 

Michelle Cook

Abstractor License No. 3286

OAB Certificate of Authority # 017

File No. 2397688-SH99

OWNERSHIP LIST**ORDER NO. 2397688**

DATE PREPARED: April 12, 2019

EFFECTIVE DATE: April 5, 2019 at 7:30 am

OWNER	LOT	BLK	ADDITION
BARNETT & MEEK DEVELOPMENT LLC 501 SE 4TH ST STE A MOORE, OK 73160			BEG 2194.96'S NE/C NW/4S451.9 S89°52'11"W456.68' S1°10'43"E304.9' N89°48'28"W203' N3°50'37"W304.5' S89°58'21"W645.98' N452.96' N89°58'26"E1313.45' POB (6-10N-4E)
BARNETT & MEEK DEVELOPMENT LLC 501 SE 4TH ST STE A MOORE, OK 73160			BEG 1528.95'S NE/C NW/4 S666.01' S89°58'26"W1313.45' N665.97' N89°58'26"E1304.09' POB LESS A TRACT BEG 1528.95'S NE/C NW/4 S0°33'52"E499.91' S89°58'26"W1311.12' N0°14'26"E499.88' N89°58'26"E1304.09' POB (6-10N-4E)
ARVEST BANK 201 N BRAODWAY SHAWNEE, OK 74801			A TRACT BEG 1528.95'S NE/C NW/4 S0°33'52"E499.91' S89°58'26"W1311.12' N0°14'26"E499.88' N89°58'26"E1304.09' POB (6-10N-4E)
MCDANIEL DAVID E & AMIE M 4031 N UNION SHAWNEE, OK 74804	5-16	37	ARMOURDALE
HARDIN CYNTHIA L 4025 N UNION SHAWNEE, OK 74804	17-28	34	ARMOURDALE
BARRETT J A JR 1210 GORDON COOPER SHAWNEE, OK 74801			E/2 OF 6-10N-4E VAC PT OF AMRMOUDALE
MOON THOMAS E JR 136 HONEYSUCKLE LN LONGVIEW, TX 75605	9-10	29	ARMOURDALE

BARRETT JOHN ADAMS JR TRUSTEE JA BARRETT IRR TR DATE 7-12-93 SHAWNEE, OK 74801			VACATED PT OF KELLEYS DES AS A TR OF LAND IN E/2 OF SEC 6 MORE FULLY DESCRIBED IN BK 2239 PG 227 LESS.916 AC DES IN BK 2239 PG 30 AND LESS TR (6-10N-4E)
GUINN BILLY JACK & DORAN L 3800 N UNION SHAWNEE, OK 74804	1-28	16	ARMOURDALE
SEBRING KANDI & BRIAN C SMITH 3709 N BELL SHAWNEE, OK 74804	15-21	15	ARMOURDALE
BOND HAZEL E 3701 N BELL SHAWNEE, OK 74804	W15' OF 9 & ALL OF 10-14	15	ARMOURDALE
STOUT JIMMIE E & GINGER R 10300 E RENO AVE MIDWEST CITY, OK 73130			ALL OF VAC BLK 18 ARMOURDALE
CITY OF SHAWNEE P O BOX 1448 SHAWNEE, OK 74802	1-24	1	VISTA HEIGHTS
CITY OF SHAWNEE P O BOX 1448 SHAWNEE, OK 74802	1-33	3	VISTA HEIGHTS
HUNTER HENRY O 3804 N BEARD SHAWNEE, OK 74804	S10' OF 17 & ALL OF 18-19	10	ARMOURDALE
HOUSING AUTH OF SAC& FOX NATI P O BOX 1252 SHAWNEE, OK 74802	15-1 & N15' OF 17	10	ARMOURDALE
WRIGHT KEITH D & MACHELLE 1212 TURNBERRY CIR SHAWNEE, OK 74801	12-14	10	ARMOURDALE
TISON RICKEY D 341563 E 1045 RD MEEKER, OK 74855	1-3	10	ARMOURDALE
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	18	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	17	6	THE MEADOWS 2

NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	16	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	15	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	14	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	13	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	12	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	11	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	10	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	26-27	1	THE MEADOWS AP
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	1	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	2	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	3	6	THE MEADOWS 2

NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	4	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	5	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	6	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	7	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	8	6	THE MEADOWS 2
NEIGHBORS FRED R & MARIA TRUSTEES REVOC TRUST 101 KEN DEL DR SHAWNEE, OK 74804	9	6	THE MEADOWS 2



April 15, 2019

Ms. Rebecca Blaine
City of Shawnee
Planning Department
222 N. Broadway
Shawnee, OK 74801

RE: The Grove Retirement Homes
Revised Preliminary and Final Plat
CT Job No. 18602700

Dear Ms. Blaine:

Per our meeting last week, we are submitting a revised preliminary and final plat for the Grove Retirement Homes subdivision.

Should you have any questions, or require any additional information, please contact us at your convenience.

Sincerely,

Chris Gray, P.E.
Sr. Project Manager



Crafton Tull
architecture | engineering | surveying

300 Pointe Parkway Blvd
Yukon, OK 73099
405.787.6270 / 405.787.6276
www.craftontull.com

Transmittal

Date: April 18, 2019

To: City of Shawnee
Planning Department

Address: Rebecca Blaine
222 N. Broadway
Shawnee, OK 74801

Telephone #: 405-878-1616

RE: The Grove Shawnee

Project #: 18602700

The following items are being transmitted: Attached; Other; For your use/ Records

NO. OF COPIES:	DATE:	DESCRIPTION:
6		Preliminary Plats 24x36
6		Final Plats 24x36
1		Ownership List
1		Preliminary Plat Application
1		Final Plat Application
1		Final plat letter
1		11x17 Preliminary Plat
1		11x17 Final Plat

Remarks:

No additional Comments

Signed: _____
Chris Gray, P.E./ck
Sr. Project Manager

Regular Board of Commissioners

8.

Meeting Date: 05/06/2019

Flood Damage Prevention

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of an ordinance to amend Article III, Flood Damage Prevention, Chapter 14, in its entirety of the Code of the City of Shawnee, Oklahoma; adopting new flood damage prevention standards; providing for severability; declaring an emergency and establishing an effective date.

Attachments

Memo

Ordinance



MEMORANDUM

TO: Eric Benson, Interim City Manager

FROM: Michael Ludi, Director of Engineering 

AGENDA: May 6, 2019

RE: Amend Flood Damage Prevention Ordinance & Adopt New FIRM Maps

The City of Shawnee Engineering Department has been working with FEMA for several years in order to get the Special Flood Hazard Areas (SFHAs) that are shown on the Flood Insurance Rate Maps (FIRMs) updated. The FIRMs are maps created by FEMA to be used by the City for floodplain management and by the insurance companies to determine flooding risks. The engineering department had felt that the FIRMs adopted in 2010 had many areas that were depicted incorrectly and therefore need adjusted. With the passage of this ordinance it will adopt the new FIRM maps that will correct many of these areas with updated data. The new FIRM maps will be effective as of May 16th, 2019.

ORDINANCE NO. _____NS

AN ORDINANCE AMENDING ARTICLE III, FLOOD DAMAGE PREVENTION, CHAPTER 14, IN ITS ENTIRETY, OF THE CODE OF THE CITY OF SHAWNEE, OKLAHOMA; ADOPTING NEW FLOOD DAMAGE PREVENTION STANDARDS; PROVIDING FOR SEVERABILITY; DECLARING AN EMERGENCY AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA.

SECTION 1. That Article III, Flood Damage Prevention, Chapter 14, is hereby amended in its entirety.

SECTION 2. That Article III of Chapter 14 of the Code of the City of Shawnee, Oklahoma is hereby amended to read as follows:

ARTICLE II. FLOOD DAMAGE PREVENTION DIVISION 1. GENERALLY

Sec. 14-26. Title.

This article shall be known as the Flood Damage Prevention Ordinance of the City of Shawnee, Oklahoma.
(Code 1986, § 20-31)

Sec. 14-27. Definitions.

Unless specifically defined in this section, words or phrases used in this article shall be interpreted to give them the meaning they have in common usage and to give this article its most reasonable application. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory Structure-means a structure which is on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Examples of accessory structures include but not limited to garages and storage sheds.

Area of special flood hazard means the land in the floodplain within the City of Shawnee subject to a one-percent or greater chance of flooding in any given year.

Base flood means the flood having a one-percent chance of being equaled or exceeded in any given year.

Base flood elevation-means the elevation in feet above mean sea level of the base flood or 1% chance flood.

Basement means any area of the building having its floor subgrade (below ground level) on all sides.

BFE-means base flood elevation.

Critical feature means an integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

Development means any manmade change in improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Development Permit-means a permit issued by the City of Shawnee Floodplain Administrator which authorizes development in a special flood hazard area in accordance with this Ordinance.

Elevated building means a non-basement building built, for a building in zones AE, A, and X, to have the top of the elevated floor adequately anchored so as not to impair the structural integrity of the building during a flood up to the magnitude of the base flood. In the case of Zones AE, A, and X, "elevated building" also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of flood waters.

Existing construction means, for the purposes of determining rates, structures for which the start of construction commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. The term "existing construction" may also be referred to as "existing structures."

Existing manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed, including, at a minimum, the installation of utilities, the construction of streets and either final site grading or the pouring of concrete pads, is completed before August 4, 1972.

Expansion to an existing manufactured home park or subdivision means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed, including the installation of utilities, the construction of streets and either final site grading or the pouring of concrete pads.

FEMA-means the Federal Emergency Management Agency.

FIRM-means Flood Insurance Rate Map.

Flood or *flooding* means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters.
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood insurance rate map (FIRM) means an official map of a community, on which the Federal Emergency Management Agency has delineated both the areas of special flood hazards and the risk premium zones applicable to the City of Shawnee.

Flood insurance study means the official report provided by the Federal Emergency Management Agency for the City of Shawnee which contains floodway profiles, water surface elevation of the base flood, as well as floodway width, section area and mean velocity.

Floodplain Administrator-means a person accredited by the OWRB and designated by the City Commission of the City of Shawnee to administer and implement laws, ordinances and regulations relating to the management of floodplains.

Flood protection system means those physical structural works for which funds have been authorized, appropriated and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the areas within a community subject to a special flood hazard and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood-modifying works are those constructed in conformance with sound engineering standards.

Floodplain or *flood prone area* means any land area susceptible to being inundated by water from any source (see definition of Flooding).

Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

Floodplain management regulations means zoning codes and ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances such as a floodplain ordinance, grading ordinance and erosion control ordinance and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

Floodproofing means any combination of structural and nonstructural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway or *regulatory floodway* means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Functionally dependent use means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers and shipbuilding and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Highest adjacent grade means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (3) Individually listed on a state inventory of historic places in states with historic preservation programs that have been approved by the Secretary of the Interior; or
- (4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a. By an approved state program as determined by the Secretary of the Interior; or
 - b. Directly by the Secretary of the Interior in states without approved programs.

Levee means a manmade structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control or divert the flow of water so as to provide protection from temporary flooding.

Levee system means a flood protection system which consists of a levee and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

Lowest floor means the lowest floor of the lowest enclosed area, including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirement of section 60.3 of Title 44 CFR.

Manufactured home means a structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a recreational vehicle.

Manufactured home park or subdivision means a parcel or contiguous parcels of land divided into two or more manufactured home lots for rent or sale.

Mean sea level means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1988 or other datum, to which base flood elevations shown on the City of Shawnee's flood insurance rate map are referenced.

New construction means, for the purpose of determining insurance rates, structures for which the start of construction commenced on or after the effective date of an initial flood insurance rate map or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, the term "new construction" means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

New manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed, including, at a minimum, the installation of utilities, the construction of streets and either final site grading or the pouring of concrete pads, is completed on or after the effective date of floodplain management regulations adopted by the city.

OWRB means the Oklahoma Water Resources Board.

Recreational vehicle means a vehicle which is built on a single chassis; 400 square feet or less when measured at the largest horizontal projections; designed to be self-propelled or permanently towable by a light-duty truck; and designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel or seasonal use.

Start of construction, for other than new construction or substantial improvements under the Coastal Barrier Resources Act (PL 97-348), includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns or any work beyond the stage of excavation or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds, not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure means a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement means any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This includes structures that have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either any project for improvement of a structure to correct existing violations of state or local health, sanitary or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary conditions or any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

Variance means a grant of relief by the City of Shawnee City Commission to a person from the terms of this ordinance when specific enforcement would result in unnecessary hardship. A variance, therefore, permits construction or development in a manner otherwise prohibited by this article. (For full requirements, see section 60.6 of Title 44 CFR.

Violation means the failure of a structure or other development to be fully compliant with this City of Shawnee flood damage prevention ordinance. *Water surface elevation* means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1988 or other datum, where specified, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

(Code 1986, § 20-35)

Cross references: Definitions generally, § 1-2.

Sec. 14-28. Findings of fact.

(a) The flood hazard areas of the City of Shawnee are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare.

(b) These flood losses are created by the cumulative effect of obstructions in floodplains which cause an increase in flood heights and velocities and by the occupancy of flood hazard areas by uses vulnerable to floods and hazardous to other lands because they are inadequately elevated, floodproofed or otherwise protected from flood damage.

(Code 1986, § 20-32)

Sec. 14-29. Statement of purpose.

It is the purpose of this ordinance to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- (1) Protect human life and health;
- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business interruptions;
- (5) Minimize damage to public facilities and utilities such as water and gas mains; electric, telephone and sewer lines; streets; and bridges located in floodplains;
- (6) Help maintain a stable tax base by providing for the sound use and development of flood prone areas in such a manner as to minimize future flood blight areas; and
- (7) Ensure that potential buyers are notified that property is in a flood area.

(Code 1986, § 20-33)

Sec. 14-30. Methods of reducing flood losses.

In order to accomplish its purposes, this article uses the following methods:

- (1) Restrict or prohibit uses that are dangerous to health, safety or property in times of flood or that cause excessive increases in flood heights or velocities.
- (2) Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction.

- (3) Control the alteration of natural floodplains, stream channels and natural protective barriers, which are involved in the accommodation of floodwaters.
 - (4) Control filling, grading, dredging and other development which may increase flood damage.
 - (5) Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards to other lands.
- (Code 1986, § 20-34)

Sec. 14-31. Lands to which ordinance applies.

The article shall apply to all areas of special flood hazard within the city's jurisdiction.
(Code 1986, § 20-36)

Sec. 14-32. Basis for establishing areas of special flood hazard.

The areas of special flood hazard identified by the Federal Emergency Management Agency in a scientific and engineering report entitled, "The Flood Insurance Study for Pottawatomie County, Oklahoma and Incorporated Areas," dated May 16, 2019 with accompanying flood insurance rate maps are hereby adopted on May 16, 2019, by reference and declared to be a part of this ordinance.
(Code 1986, § 20-37)

Sec. 14-33. Compliance.

After the effective date of the ordinance from which this article derives, no structure or land shall be located, altered or have its use changed without full compliance with the terms of this article and other applicable regulations.
(Code 1986, § 20-39)

Sec. 14-34. Abrogation and greater restrictions.

This article is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this ordinance and another ordinance, easement, or deed restriction conflict or overlap, whichever imposes the more stringent restriction shall prevail.
(Code 1986, § 20-40)

Sec. 14-35. Interpretation.

In the interpretation and application of this article, all sections shall be considered as minimum requirements, liberally construed in favor of the governing body, and deemed neither to limit nor repeal any other powers granted under state statutes.
(Code 1986, § 20-41)

Sec. 14-36. Warning and disclaimer of liability.

The degree of flood protection required by this article is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions, greater floods can and will occur, and flood heights may be increased by manmade or natural causes. This article does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages. This article shall not create liability on the part of the City of Shawnee or any official or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made under this article.
(Code 1986, § 20-42)

Sec. 14-37. Development generating wastewater restricted; waiver.

(a) Irrespective of any other section to the contrary in this article, from and after the effective date of the ordinance from which this section derives, there shall be no new development permitted within the 100-year floodplain, as defined on the latest publication of the National Flood Insurance Program's flood insurance map for the city, which would generate wastewater to be transported to the wastewater treatment facilities of the Shawnee Municipal Authority.

(b) An owner/developer of property situated in the floodplain may make request, in writing, to the city for a waiver of service area restriction only when the owner/developer can sufficiently show that the natural environment in the 100-year floodplain would be preserved if the waiver was granted. The written request for a waiver of service area restriction must be submitted to the floodplain administrator who, upon review thereof, will judge whether the requested waiver is in conformance with the intent of this section. If it be found that the waiver would not be in keeping with the intent of this section, the request for a waiver of service area restriction shall be denied. Should the findings of the floodplain administrator be that the requested waiver would not violate the intent of this section or have detrimental effect upon the natural functions and values of the affected floodplain, such a request would be presented to the city commission for its consideration and possible approval. After city commission approval, the city would submit the request to the U.S. Environmental Protection Agency's regional administrator for review and possible approval. It is specifically the intent of this section that the regional administrator be the final authority in all such requests for a waiver of service area restriction.

(Code 1986, § 20-52)

Secs. 14-38--14-65. Reserved.

DIVISION 2. ADMINISTRATION AND ENFORCEMENT*

***Cross references:** Administration, Ch. 2.

Sec. 14-66. Designation of floodplain administrator.

The City Commission of the City of Shawnee designates the Director of Engineering (or his designee) as Floodplain Administrator to administer and implement this ordinance and other appropriate sections of 44 CFR (National Flood Insurance Program regulations) pertaining to floodplain management.

(Code 1986, § 20-43)

Sec. 14-67. Duties and responsibilities of floodplain administrator.

(a) Under this article, duties and responsibilities of the floodplain administrator shall include but not be limited to the following:

(1) Maintain and hold open for the public inspection all records pertaining to this article.

(2) Review permit applications to determine whether the proposed building sites, including the placement of manufactured homes, will be reasonably safe from flooding.

(3) Review, approve or deny all applications for development permits required by this article.

(4) Review permits for proposed development to ensure that all necessary permits have been obtained from those federal, state or local government agencies, including section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 USC 1334, from which prior approval is required.

(5) Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be conflict between a mapped boundary and actual field conditions), make the necessary interpretation.

(6) Notify, in riverine situations, adjacent communities and the state coordinating agency, which is the state water resources board, prior to any alteration or relocation of a watercourse and submit evidence of such notification to the Federal Emergency Management Agency.

(7) Ensure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained.

(8) When base flood elevation data has not been provided in accordance with section 14-32, obtain, review and reasonably utilize any base flood elevation data and floodway data available from a federal, state or other source, in order to administer division 3 of this article.

(b) When a regulatory floodway has not been designated, the floodplain administrator must require that no new construction, substantial improvements or other development, including fill, shall be permitted within zones AE as delineated on the Pottawatomie County FIRM unless it is demonstrated that the cumulative effect on the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the City of Shawnee.

(9) Shall require the developer/applicant to determine and provide the base flood elevation on a FEMA Elevation Certificate as well as other data as required in order to administer the provision of Division 3.

(10) Become accredited by the OWRB in accordance with Title 82 O.S. 1601-1618, as amended.

(Code 1986, § 20-44)

Sec. 14-68. Development permit.

(a) A development permit shall be required to ensure conformance with this article.

(b) Application for a development permit shall be presented to the floodplain administrator or designee, on forms furnished by the administrator, and may include but not be limited to plans in duplicate drawn to scale showing the location, dimensions and elevation of proposed landscape alterations; existing and proposed structures, including the placement of manufactured homes; and the location of such in relation to areas of special flood hazard. Additionally, the following information is required:

(1) Elevation, in relation to mean sea level, of the lowest floor, including basement, of all new and substantially improved structures.

(2) Elevation in relation to mean sea level to which any nonresidential structure shall be floodproofed.

(3) A certificate from a registered professional engineer or architect that the nonresidential floodproofed structure shall meet the floodproofing criteria of subsection 14-97(2).

(4) A description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development.

(5) A record of all such information maintained in accordance with subsection 14-67(a)(1).

(c) Approval or denial of a development permit by the floodplain administrator or designee shall be based on all of the sections of this article and the following relevant factors:

(1) The danger to life and property due to flooding or erosion damage.

(2) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.

(3) The danger that materials may be swept onto other land to the injury of others.

(4) The compatibility of the proposed use with existing and anticipated development.

(5) The safety of access to the property in times of flood for ordinary and emergency vehicles.

(6) The costs of providing governmental services during and after flood conditions, including maintenance and repair of streets and bridges and public utilities and facilities such as sewer, gas, electrical and water systems.

(7) The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site.

(8) The necessity to the facility of a waterfront location, where applicable.

(9) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.

(10) The relationship of the proposed use to the comprehensive plan for that area. (Code 1986, §§ 20-38, 20-45)

Sec. 14-69. Variance procedures.

(a) The zoning board of adjustment as established by the city commission shall hear and render judgment on requests for variances from the requirements of this article.

(b) The zoning board of adjustment shall hear and render judgment on an appeal only when it is alleged there is an error in any requirement, decision or determination made by the floodplain administrator or designee in the enforcement or administration of this article.

(c) Any person aggrieved by the decision of the zoning board of adjustment may appeal such decision in the courts of competent jurisdiction.

(d) The floodplain administrator or designee shall maintain a record of all actions involving an appeal and shall report variances to the Federal Emergency Management Agency upon request.

(e) Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the state inventory of historic places, without regard to the procedures set forth in division 3 of this article.

(f) Variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in subsection 14-68(c) have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.

(g) Upon consideration of the factors noted in subsection (a) through (f) of this section and the intent of this article, the zoning board of adjustment may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of this article in section 14-29.

(h) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.

(i) Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

U) Prerequisites for granting variances shall be as follows:

(1) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(2) Variances shall only be issued upon showing a good and sufficient cause; a determination that failure to grant the variance would result in exceptional hardship to the applicant; and a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local laws or ordinances.

(3) Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

(k) Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use, provided that the criteria outlined in subsections (a) through (i) of this section are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

Sec. 14-70 Floodplain Management Fee Schedule

The City of Shawnee City Commission establishes the following fee schedule not to exceed \$500.00 for any one service:

(1) Notice of Intent Fee--\$25.00

(2) Floodplain Development Permit Application Review--\$100.00

(3) Floodplain Development Permit Fee--\$25.00

(4) Inspection Fee-per inspection--\$25.00

Sec. 14-71 Penalties For Noncompliance

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this ordinance and other applicable regulations. A structure or other development without the elevation certificate or other certifications required in this ordinance is presumed to be in violation until such time as that documentation is provided. Violation of the provisions of this ordinance by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$500.00 for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the City Commission of the City of Shawnee or its City Attorney from taking such other lawful action as is necessary to prevent or remedy any violation.

Sec. 14-72 Certification

It is hereby found and declared by the City Commission of the City of Shawnee that severe flooding has occurred in the past within its jurisdiction and will certainly occur within the future; that flooding is likely to result in infliction of serious personal injury or death, and is likely to result in substantial injury or destruction of property within its jurisdiction; in order to effectively comply with minimum standards for coverage under the National Flood Insurance Program, and in order to effectively remedy the situation described herein, it is necessary that this ordinance become effective immediately.

(Code 1986, § 20-46)

Secs. 14-73--14-95. Reserved.

DIVISION 3. STANDARDS

Sec. 14-96. General standards.

In all areas of special flood hazard the following are required for all new construction and substantial improvements:

- (1) All new construction or substantial improvements shall be designed or modified and adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- (2) All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damage;
- (3) All new construction or substantial improvements shall be constructed with materials resistant to flood damage;
- (4) All new construction or substantial improvements shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;
- (6) New and replacement sanitary sewer systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters; and
- (7) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

(Code 1986, § 20-47)

Sec. 14-97. Specific standards.

In all areas of special flood hazard where base flood elevation data has been provided as set forth in section 14-32 and subsection 14-67(a)(8) or 14-98(c), the following are required:

- (1) *Residential construction.* New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to one or more feet above the base flood elevation. A registered professional engineer, architect or land surveyor shall submit a certification to the floodplain administrator or designee that the standard of this subsection, as proposed in subsection 14-68(b)(1), is satisfied.
- (2) *Nonresidential construction.* New construction and substantial improvements of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated to one or more feet above the base flood level or, together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications and plans for the construction and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this subsection. A record of such certification which includes the specific elevation, in relation to mean sea level, to which such structures are floodproofed shall be maintained by the floodplain administrator.

(3) *Enclosures.* New construction and substantial improvements, with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage, in an area other than a basement, and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

- a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
- b. The bottom of all openings shall be no higher than one foot above grade.
- c. Openings may be equipped with screens, louvers, valves or other coverings or devices, provided that they permit the automatic entry and exit of floodwaters.

(4) *Manufactured homes.* Standards for manufactured homes shall require that:

- a. All manufactured homes to be placed anywhere within the City of Shawnee in Flood Zones A and/or AE on the Pottawatomie FIRM shall be installed using methods and practices which minimize flood damage and have the bottom of the I-beam elevated at least one (1) foot above the base flood elevation. For the purposes of this subsection, manufactured homes must be elevated and anchored to resist flotation, collapse or lateral movement. Methods of anchoring may include but are not limited to use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces. The home shall be installed by a licensed installer according to Oklahoma State Law and compliance herewith shall be certified in writing to the Floodplain Administrator by said installer prior to habitation of the manufactured home.

(5) *Recreational vehicles.* Recreational vehicles placed on sites within zones A and AE on the community's flood insurance rate map shall either be on the site for fewer than 180 consecutive days, be fully licensed and ready for highway use or meet the permit requirements of subsection 14-68 and the elevation and anchoring requirements for manufactured homes in subsection (4) of this section. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect-type utilities and security devices and has no permanently attached additions.

(6) *Accessory Structure-Accessory structures* to be placed on sites within Zones A and AE on the Pottawatomie County FIRM shall comply with the following:

- a. The structure shall be unfinished on the interior;
 - b. The structure shall be used only for parking and limited storage;
 - c. The structure shall not be used for human habitation. Prohibited activities or uses include but are not limited to working, sleeping, living, cooking, or restroom use;
 - d. Service facilities such as electrical and heating equipment must be elevated to or above the BFE.
 - e. The structure shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
 - f. The structure shall be designed to have low flood damage potential and constructed with flood resistance materials;
 - g. The structure shall be firmly anchored to prevent flotation, collapse, and lateral movement;
 - h. Floodway requirements must be met in the construction of the structure;
 - i. Openings to relieve hydrostatic pressure during a flood shall be provided below the BFE; and
 - j. The structure shall be located so as not to cause damage to adjacent and nearby structures.
- (Code 1986, § 20-48)

Sec. 14-98. Subdivision proposals.

(a) All subdivision proposals, including the placement of manufactured home parks and subdivisions, shall be consistent with sections 14-28, 14-29 and 14-30 of this article.

(b) All proposals for the development of subdivisions, including the placement of manufactured home parks and subdivisions, shall meet development permit requirements of section 14-68 and this division.

(c) Base flood elevation data shall be generated for subdivision proposals and other proposed development, including the placement of manufactured home parks and subdivisions, which are greater than 50 lots or five acres, whichever is less, if not otherwise provided pursuant to section 14-32 or subsection 14-67(a)(8) of this article.

- (d) All subdivision proposals, including the placement of manufactured home parks and subdivisions, shall have adequate drainage provided to reduce exposure to flood hazards.
- (e) All subdivision proposals, including the placement of manufactured home parks and subdivisions, shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.
- (Code 1986, § 20-49)

Sec. 14-99. Areas of shallow flooding.

Located within the areas of special flood hazard established in section 14-32 are areas designated as shallow flooding. These areas have special flood hazards associated with base flood depths of one to three feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following apply:

- (1) All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's flood insurance rate map (at least two feet if no depth number is specified).
- (2) All new construction and substantial improvements of nonresidential structures shall:
 - a. Have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's flood insurance rate map (at least two feet if no depth number is specified); or
 - b. Together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- (3) A registered professional engineer or architect shall submit a certification to the floodplain administrator that the standards of this section, as proposed in section 14-97, are satisfied.

(Code 1986, § 20-50)

Sec. 14-100. Floodways.

Located within areas of special flood hazard established in section 14-32 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles and erosion potential, the following shall apply:

- (1) Encroachments are prohibited, including fill, new construction, substantial improvements and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (2) If subsection (1) of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this division.
- (3) Under the provisions of 44 CFR 65.12 of the National Flood Insurance Program regulations, a community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community first applies for a conditional flood insurance rate map and floodway revision through the Federal Emergency Management Agency.

(Code 1986, § 20-51)

SECTION 3. SEVERABILITY

That the provisions of this ordinance are severable, and if any part or provision hereof shall be held void, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

SECTION 4. EMERGENCY CLAUSE AND EFFECTIVE DATE

That for the preservation of the public peace, health and safety, an emergency is hereby declared to exist, by reason where of this Ordinance shall be in full force and effect setting an effective date of May 16, 2019.

PASSED AND APPROVED this 6th day of May, 2019.

RICHARD FINLEY, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, CMC, CITY CLERK

CERTIFICATION

It is hereby found and declared by the City Commission of the City of Shawnee that severe flooding has occurred in the past within its jurisdiction and will certainly occur within the future; that flooding is likely to result in infliction of serious personal injury or death, and is likely to result in substantial injury or destruction of property within its jurisdiction; in order to effectively comply with minimum standards for coverage under the National Flood Insurance Program, and in order to effectively remedy the situation described herein, it is necessary that this ordinance become effective immediately.

EMERGENCY CLAUSE

Therefore, an emergency is hereby declared to exist, and this ordinance, being necessary for the immediate preservation of the public peace, health and safety, shall be in full force and effect from and after its passage and approval. However, the special flood hazards that are described in the current Flood Map for City of Shawnee dated September 3, 2010, shall continue to be used until May 16, 2019, and on and after that date the May 16, 2019, Flood Insurance Study and Flood Insurance Rate Map for Pottawatomie County and Incorporated Areas shall apply to this ordinance and shall supersede any previous floodplain management ordinance applicable to the City of Shawnee.

ADOPTED BY THE CITY COMMISSION OF THE CITY OF SHAWNEE THIS 6TH
DAY OF MAY, 2019.

CITY COMMISSION OF CITY OF SHAWNEE

RICHARD FINLEY, MAYOR

I, _____, the undersigned City Clerk of the City of Shawnee, hereby certify that the above is a true and correct copy of a flood damage prevention ordinance duly adopted by the City Commission of the City of Shawnee at a regular meeting of said City Commission duly convened and held on May 6, 2019. I further certify that the Oklahoma Open Meeting Act was complied with in all respects for such meeting.

LISA LASYONE, CMC, CITY CLERK
CITY OF SHAWNEE

(SEAL)

Regular Board of Commissioners

9.

Meeting Date: 05/06/2019

Aviation Ordinance

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of an ordinance to amend portions of the Shawnee Municipal Code, Chapter 6 "Aviation"; providing for repeal; providing for codification; providing for severability; and setting the effective date.

Attachments

Aviation Amendment



Date: May 6, 2019

To: Shawnee Airport Authority

The Honorable Richard Finley, Mayor
James Harrod, Vice Mayor
Ed Bolt, Commissioner
Ron Gillham, Commissioner
Darren Rutherford, Commissioner
Ben Salter, Commissioner
Mark Sehorn, Commissioner

From: Bonnie A. Wilson, CM Airport Manager

A handwritten signature in blue ink, appearing to read "Bonnie A. Wilson", is written over the typed name.

Subject: Discussion and Consideration of Proposed Amendments to Shawnee
Municipal Code Chapter 6 Aviation

Nature of Request:

The Federal Aviation Administration (FAA) advises airports to publish minimum standards governing the use of airport facilities, and to periodically review and update those standards. ¹

The Shawnee Regional Airport Advisory Board and staff reviewed and updated the airport's minimum standards and operating rules, provided for a public review and comment process, and now seek to amend the current Shawnee Municipal Code to reflect those amendments and incorporate the revised edition of the Minimum Standards.

The proposed changes to the Shawnee Municipal Code apply to: Chapter 6 – Aviation, Articles II and II, Sections Sec. 6-27. - Appointment; terms of office; Sec. 6-28. – Chairman; Sec. 6-29. – Meetings; Sec. 6-30. - Powers and duties; Sec. 6-57. – Definitions; Sec. 6-58. - Penalty for violation; Sec. 6-59. - Knowledge of rules implied. Sec. 6-60. -- Conflicts. in rules; Sec. 6-61. - Use restricted.

A copy of the current Shawnee Municipal Code, Chapter 6 "Aviation" demarked to reflect the proposed amendments is included as Attachment 1 to this memorandum.

A copy of the proposed Ordinance and Exhibit A, revised text of the Municipal Code, is provided as Attachment 2 to this memorandum.

¹ Federal Aviation Administration Advisory Circular No: 150/5190-7e

A copy of the revised Minimum Standards and Rules is provided for your information as Attachment 3 to this memorandum.

Staff Analysis and Considerations:

Recommended amendments to the Shawnee Municipal Code will resolve certain conflicts between the current language included in Chapter 6 – Aviation and the proposed revised *Minimum Standards and Requirements for Capital Development on Airport Property Commercial Aeronautical Services Commercial Non-Aeronautical Services and Non-Commercial Aeronautical Activities at the Shawnee Regional Airport* (Minimum Standards and Rules), and correct certain technical and editorial terms that are no longer accurate due to changes made via prior amendments to the Shawnee Municipal Code, and or Resolutions of the Shawnee Airport Authority.

Recommendations:

Adopt an ordinance providing for the amendment of the Shawnee Municipal Code, Chapter 6 “Aviation”; Providing for Repeal; Providing for Codification; Providing for Severability; and Setting the Effective Date.

Attachment 1
Recommended Amendments to Shawnee Municipal Code

Chapter 6 - AVIATION¹

Secs. 6-1—6-25. - Reserved.

ARTICLE II. - AIRPORT ADVISORY BOARD

Sec. 6-26. - Established; composition.

There is established an ~~airport~~Airport ~~advisory board~~Advisory Board consisting of seven members.

(Code 1986, § 6-16; Code 2002, § 6-26)

Sec. 6-27. - Appointment; terms of office.

The members of the ~~airport advisory board~~Airport Advisory Board shall be appointed by the ~~chairman~~Chairman of the Shawnee Airport Authority with the approval of the ~~†~~Trustees. The members shall be appointed for staggered terms of three years. Terms of office shall begin July 1 and end June 30 of the last year of appointment, provided members shall serve until their successors are appointed.

(Code 1986, § 6-17; Code 2002, § 6-27; Ord. No. 2511NS, § 1, 7-1-2013)

Sec. 6-28. - ~~Chairman~~Chairman.

The ~~airport~~Airport ~~advisory board~~Advisory Board shall elect one of its members as ~~chairman~~Chairman.

(Code 1986, § 6-18; Code 2002, § 6-28)

Sec. 6-29. - Meetings.

A meeting of the ~~airport~~Airport ~~advisory board~~Advisory Board shall be held no less often than quarterly in March, June, September and December at a time and place and on a date determined by the board. Special meetings may be held upon giving notice to all members and as required by the state open meeting law. A special meeting may be called by the ~~general manager~~Airport Manager of the Shawnee Airport Authority; the ~~chairman~~Chairman and ~~†~~Trustees of the Shawnee Airport Authority; or the ~~chairman~~Chairman or any two members of the ~~airport~~Airport ~~advisory board~~Advisory Board.

(Code 1986, § 6-18; Code 2002, § 6-29; Ord. No. 2511NS, § 2, 7-1-2013)

State Law reference— Open meetings, 25 O.S. § 301 et seq.

Sec. 6-30. - Powers and duties.

¹ State Law reference— Aircraft and airports, 3 O.S. § 61 et seq.; power to adopt, administer and enforce airport zoning regulations, 3 O.S. § 103; power of city to acquire, own and maintain airport, 11 O.S. § 22-104; lease by county to city for airport, 19 O.S. § 338.

The ~~airport~~Airport ~~advisory board~~Advisory Board shall have the power and duty to:

- (1) Investigate the present ~~airport~~ facilities of the ~~municipal airport~~Airport, including the use, operation, equipping and management thereof.
- (2) Recommend to the ~~chairman~~Chairman and ~~t~~Trustees of the Shawnee Airport Authority any changes or alterations in the use, operation, equipping and management of the ~~municipal airport~~Airport that the ~~airport~~Airport ~~advisory board~~Advisory Board determines to be for the best interest of the ~~e~~City and its citizens.

(Code 1986, § 6-19; Ord. No. 2511NS, § 3, 7-1-2013)

Secs. 6-31—6-55. - Reserved.

ARTICLE III. - REGIONAL AIRPORT

Sec. 6-56. - Statutes adopted.

The provisions of 3 O.S. § 65.1, as amended, are adopted by reference in this article as if fully set forth.

(Code 2002, § 6-56)

Sec. 6-57. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) Aeronautical Activity: Shall mean any activity which involves, makes possible or is required for the operations of aircraft whether or not conducted on or off Airport property which involves, makes possible or is required for the safety of such operations and shall include (but not by way of limitation) all activities commonly conducted on airports, such as charter operations, pilot training, aircraft rental and sight-seeing, aerial photography, crop dusting, flying clubs, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, sale of aircraft parts, sales and maintenance of aircraft accessories, radio communications and navigation equipment and any other activity which because of its direct relationship to the operation of the aircraft, can appropriately be regarded as an aeronautical activity.
- (b) Airport: Shall mean the Shawnee Regional Airport ("SNL"), or future City-owned or operated airports, located on City, county or state lands and operated by the Trustees of the Shawnee Airport Authority on behalf of the City of Shawnee, Oklahoma.

- (c) *Airport Layout Plan*: Means the currently approved scaled dimensional layout of the entire Airport properties indicating current and proposed usage for each identifiable segment as approved by the Shawnee Airport Authority and the Federal Aviation Administration and amended from time to time.
- (d) *Airport Manager*: Shall mean the manager of the airport(s) of the City of Shawnee, Oklahoma. If no Airport Manager is appointed, the City Manager shall be the Airport Manager.
- (e) *Airport Sponsor*: Shall mean the entity that is legally, financially, and otherwise able to assume and carry out the certifications, representations, warranties, assurances, covenants and other obligations required of sponsors, which are contained in the Airport Improvement Program grant agreement and property conveyances.
- (f) *Amateur Built Aircraft*: Shall mean an aircraft the major portion of which has been fabricated and assembled by person(s) who undertook the construction project solely for their own education or recreation.
- (g) *City*: Shall mean the City of Shawnee, Oklahoma.
- (h) *City Commission*: Shall mean the duly elected City Commissioners of the City of Shawnee, Oklahoma.
- (i) *City Ordinances*: Shall mean the duly adopted and published code of ordinance of the City of Shawnee, Oklahoma.
- (j) *Commercial Aeronautical Services*: Shall mean the provision of services for compensation such as but not limited to: charter operations, pilot training, aircraft rental, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, sales and maintenance of aircraft accessories, radio communications and navigation equipment and any other activity which because of its direct relationship to the operation of the aircraft, can appropriately be regarded as an aeronautical activity.
- (k) *Commercial Aeronautical Services Provider*: Shall mean a person or persons, partnership, company, trust or corporation providing and engaging in one or more commercial aeronautical services.
- (l) *Commercial Lease Agreement*: Shall mean a lease agreement designed for business purposes to support the provision of goods and services for compensation which may include obligations for repairs and construction of the premises to be leased.
- (m) *FAA*: Shall mean the United States Federal Aviation Administration.

- (n) Federal Regulations: Shall mean the published Code of Federal Regulations in effect in all respects.
- (o) Fixed-Base Operator (FBO): Shall mean an organization granted the right by an airport to operate at the airport and provide directly, or through third party service agreements, certain minimum commercial aeronautical services to include but not limited to fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction, aircraft technical services; avionics repair and installation; reciprocating engine repair and overhaul; turbine engine hot section and overhaul; aircraft component and accessory overhaul; standalone flight schools; specialized vendors of pilots supplies; aircraft detailing and cleaning services; and aircraft in-flight catering services.
- (p) Independent Operator Agreement: Shall mean an agreement designed for business purposes to support the provision of goods and services for compensation.
- (q) Independent Operator. Shall mean a commercial operator offering a single aeronautical service but without an established place of business on the Airport.
- (r) Independent Operations: Shall mean operations or activities permitted by an airport sponsor through an agreement that permits access to Independent Operators offering Commercial Aeronautical Services to owners of aircraft based on an airport.
- (s) Person: Shall mean any person, persons, firm, general or limited partnership, corporation, trust or association making application for, leasing or using any land or facility at the Airport.
- (t) Master Plan: Shall mean a comprehensive study of an airport, usually describing the short-, medium-, and long-term development plans to meet future aviation demand.
- (u) Shawnee Airport Authority Minimum Standards and Requirements for Capital Development on Airport Property Commercial Aeronautical Services Commercial Non-Aeronautical Services and Non-Commercial Aeronautical Activities at The Shawnee Regional Airport "Minimum Standards and Rules": Shall mean the qualifications, standards and requirements to be met as a condition for the right to conduct an aeronautical or non-aeronautical activity on the Airport, as amended from time to time via resolution, by the Shawnee Airport Authority upon the recommendation of the Airport Advisory Board.
- (v) Non-Aeronautical Commercial Tenant: Shall mean a person or persons, partnership, company, trust or corporation providing and engaging in one or more commercial non-aeronautical services.

- (w) Non-Commercial Aeronautical Tenant: Shall mean any person, persons, firm, general or limited partnership, corporation, or trust leasing a facility or land at the Airport for the storage of aircraft and ancillary equipment for non-commercial aeronautical use.
- (x) OAC: Shall mean the Oklahoma Aeronautics Commission.
- (y) Shawnee Airport Authority: Shall mean a Trust to plan, establish, develop, construct, enlarge, improve, maintain, equip, operate and regulate airports and air navigation facilities, either within or without the territorial boundaries of the City of Shawnee, Oklahoma, including the construction, installation, equipment, maintenance and operation at such airports of buildings and other facilities for the servicing of aircraft or for the comfort and accommodation of air travelers, or for use by aviation authorities or agencies of the United States of America, the State of Oklahoma, municipal or other political subdivisions of government, or for other use that a municipality may undertake as to airports and the buildings and facilities thereof.
- (z) Shawnee Regional Airport Advisory Board. The Shawnee Regional Airport Advisory Board, is an advisory board established and authorized by City of Shawnee, Oklahoma, Ordinance, Chapter 6 – AVIATION, Section 6-26, with the power and duty to: investigate the present airport facilities of the Airport, including the use, operation, equipping and management thereof and recommend to the Chairman and Trustees of the Shawnee Airport Authority any changes or alterations in the use, operation, equipping and management of the Airport that the Board determines to be for the best interest of the City of Shawnee, Oklahoma and its citizens.
- (aa) Specialized Aviation Service Operations (SASO): Shall mean single-service providers or special fixed-base operators performing less than the full services required by a Fixed Base Operator agreement. SASO's include but are not limited to Commercial Aeronautical Services that provide aircraft technical services; avionics repair and installation; reciprocating engine repair and overhaul; turbine engine hot section and overhaul; aircraft component and accessory overhaul; standalone flight schools; specialized vendors of pilot supplies; aircraft detailing and cleaning services; and aircraft in-flight catering services.
- (bb) State Regulations: Shall mean the published code of statutes and regulations of the State of Oklahoma in effect in all respects.

~~Aeronautical activity means any activity which involves, makes possible or is required for the operation of aircraft or which contributes to or is required for the safety of such operations and includes, but not by way of limitation, all activities commonly conducted on airports, such as charter operations; pilot training; aircraft rental and sightseeing; aerial photography; crop dusting; flying clubs; aerial advertising and surveying; air carrier operations; aircraft sales and services; sale of aviation petroleum products, whether or not conducted in conjunction with other included activities; repair and maintenance of aircraft; sale of aircraft, parts; sale and maintenance of aircraft accessories; radio, communication and navigation equipment; and any other~~

~~activity which, because of its direct relationship to the operation of aircraft, can appropriately be regarded as an aeronautical activity.~~

~~Airport means the Shawnee Regional Airport located on city, county and state lands and operated by the city.~~

~~Airport advisory board means the city airport advisory board as duly constituted at any time.~~

~~City commission means the board of city commissioners of the City of Shawnee as duly elected and constituted at any time.~~

~~General manager means the general manager of the Shawnee Airport Authority or another person appointed by the chairman and trustees of the Shawnee Airport Authority.~~

~~Master plan or layout plan means the scaled dimensional layout of the entire airport property as originally prepared by Hudgins, Thompson and Ball under the date of April 10, 1973, indicating current and proposed usage for each identifiable segment as approved by the city commission and as amended from time to time.~~

~~Minimum standards means the qualifications established and as amended from time to time by the city commission upon recommendation of the airport advisory board, setting forth the minimum requirements to be met as a condition or the right to conduct an aeronautical activity on the airport.~~

~~Person means any person, firm, general or limited partnership, corporation, trust or association making application for leasing or using any land or facility at the airport.~~

~~Shawnee Airport Authority means the chairman and trustees of the public trust charged by the city commission with the operation of the airport.~~

(Code 1986, § 6-20; Code 2002, § 6-57; Ord. No. 2055NS, § 1, 5-20-2002; Ord. No. 2511NS, § 4, 7-1-2013)

Sec. 6-58. - Penalty for violation.

- (a) Any person operating or handling an aircraft or vehicle in violation of any of the [Minimum Standards and Rules](#) ~~rules in this article~~ or refusing to comply therewith may, at once, be ejected from the ~~airport~~[Airport](#) and for a period of time, not to exceed [fifteen \(15\) calendar](#) days by the ~~airport~~[Airport](#) ~~m~~Manager, and, upon hearing by the ~~city commission~~[City Commission](#), may be deprived of the further use of the ~~airport~~[Airport](#) and its facilities for such period of time as may appear necessary for the protection of life and property.
- (b) Any violation of this chapter shall be a misdemeanor punishable by fine in the amount provided in the city fine schedule. This section is cumulative of all other penalties for violation of federal, state and local laws, rules, regulations and ordinances.

(Code 1986, § 6-40; Code 2002, § 6-58; Ord. No. 1984NS, § 1, 10-16-2000; Ord. No. 2511NS, § 5, 7-1-2013)

Sec. 6-59. - Knowledge of rules implied.

- (a) Publication of this chapter as required by law is deemed to give all persons to have knowledge of its contents. The ~~airport~~[Airport](#) ~~m~~Manager is directed to have copies of this article, [and the Minimum](#)

Standards and Rules printed and posted where appropriate. Copies will be kept for review in the ~~airport~~Airport ~~m~~Manager's office, at the office of the ~~city clerk~~City Clerk and furnished to each owner or operator of an aircraft based on the airport at the time of leasing hangar or tie down space. Commercial Aeronautical Services Provider, Fixed-Base Operator, Independent Operator, Non-Aeronautical Commercial Tenant, Non-Commercial Aeronautical Tenant, or Specialized Aviation Service Operator at the time of execution of an agreement with the Shawnee Airport Authority.

- (b) Amendments to the Minimum Standards, and/or ~~G~~general rules applicable to the ~~airport~~Airport operation, aircraft operations and conduct of persons at the ~~airport~~Airport shall be adopted by resolution of the Shawnee Airport Authority upon the recommendation of the ~~airport~~Airport ~~advisory board~~Advisory Board. The resolution shall be available in the office of the ~~city clerk~~City Clerk and the ~~airport~~Airport ~~m~~Manager, and shall be given to all persons who have operations or lease space at the ~~airport~~Airport. Violation of the rules may result in the termination of leases, the prohibition from being upon the grounds of the ~~airport~~Airport, the loss of the opportunity to conduct any operations at the ~~airport~~Airport, or such other actions as the ~~airport~~Airport ~~advisory board~~Advisory Board or the Shawnee Airport Authority deems appropriate, in addition to any penalties imposed if such violations are also violations of law.

(Code 1986, § 6-38; Code 2002, § 6-59; Ord. No. 2511NS, §§ 6, 7, 7-1-2013)

Sec. 6-60. ~~—~~ Conflicts, ~~in rules.~~

If and where there is conflict in this article and ~~the~~ Federal Aviation ~~Rules (FAR)~~Regulations, the latter shall prevail.

(Code 1986, § 6-39; Code 2002, § 6-60)

Sec. 6-61. - Use restricted.

- (a) Commercial activities. No person, incorporated or otherwise, shall use the ~~airport~~Airport for any commercial activity, unless approved by the appropriate Commercial Lease Agreement, Independent Operator Agreement, permit, lease agreement or other form of written authorization provided for by the permission from the airport advisory board and city commission Shawnee Airport Authority.
- (b) Restricted areas. All areas of the Airport except those areas open to the public are Restricted Areas, and no person shall enter upon them without the prior permission of the Airport Manager Restricted areas include:
- (1) The Operations Area consisting of, but not limited to, ramp areas, hangar and T-hangar areas and aircraft parking and storage areas.
 - (2) Movement Area means, the runways, taxiways, and other areas of an Airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

- (3) Safety Area means a defined area comprised of either a runway or taxiway and the surrounding surfaces that is prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from a runway or the unintentional departure from a taxiway.

~~The airport operations area consists of all runways, taxiways, aprons and other paved areas regularly used by aircraft. In addition, it consists of the safety areas, which is the turfed area adjacent to operational pavements within 500 feet of the runway centerline, 39.5 feet from a taxiway edge or apron edge, and extending 1,000 feet beyond the physical ends of the runway. The operations area also consists of, but is not limited to, landing areas, ramp areas, hangar and T-hangar areas and aircraft parking and storage areas.~~

- (4) ~~All areas of the airport except those areas open to the public are restricted, and no person shall enter upon the operations area without the prior permission of the airport manager.~~

The following are exempted from this restriction:

- a. Persons assigned to duty therein.
- b. Authorized representatives of the Federal Aviation Administration.
- c. Persons authorized by the ~~airport~~Airport mManager.
- d. Passengers under appropriate supervision entering the ramp areas for the purpose of enplaning or deplaning.
- e. Persons engaged or about to be engaged or having been engaged in the operation of any aircraft.
- f. Persons authorized under contractual agreements with the ~~city~~City.

- (c) Proper certification. No person not properly certified by the Federal Aviation Administration and no aircraft not similarly certified shall operate on or over the ~~airport~~Airport, provided that this restriction shall not apply to public aircraft belonging to the government of the United States or to a state, territory, possession or any political subdivision, nor to any aircraft of a foreign country operated under permission of the federal government.

- (d) Obligation and implied consent. The use of the ~~airport~~Airport or any of its facilities in any manner shall create the obligation and implied consent of the user to obey all of the ~~regulations~~provisions provided in this article.

- (e) Privilege to use ~~airport~~Airport. The privilege of using the ~~airport~~Airport and its facilities shall be conditioned on the assumption of full responsibility and risk by the user thereof and he shall release, hold harmless and indemnify the ~~city~~City, its officers and employees from any liability or loss resulting from such use as well as against claims of third persons as against those of the person so using the ~~airport~~Airport. The exercise of the ~~Shawnee Regional Airport Rules and Regulations~~ privilege of use shall constitute an acknowledgment that the ~~city~~City of Shawnee and the Shawnee Airport Authority operate and maintain said ~~airport~~Airport in a governmental capacity.

(Code 1986, § 6-21; Code 2002, § 6-61; Ord. No. 1984NS, § 1, 10-16-2000; Ord. No. 2055NS, § 1, 5-20-2002)

ORDINANCE NO. _____

AN ORDINANCE AMENDING PORTIONS OF THE SHAWNEE MUNICIPAL CODE, CHAPTER 6 “AVIATION”; PROVIDING FOR REPEAL; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND SETTING THE EFFECTIVE DATE.

WHEREAS, the Mayor and City Commissioners, in accordance with law, have determined that a review and recodification of the Shawnee Municipal Code of Ordinances should be conducted; and

WHEREAS, the Shawnee Municipal Code needs updates in order to comply with state and federal law and to provide more efficient administration of city departments; and

WHEREAS, the Mayor and City Commissioners wish to implement those changes:

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA THAT CHAPTER 6 OF THE SHAWNEE MUNICIPAL CODE, REGULATING “AVIATION”, BE AMENDED AS FOLLOWS:

CHAPTER 6 – AVIATION Secs. 6-1 – 6-61 be amended to reflect the revised language provided on Exhibit A.

REPEALER. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

CODIFICATION. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

SEVERABILITY. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

EFFECTIVE DATE. The provisions of this Ordinance shall become effective on July 1, 2019.

PASSED AND APPROVED this 6th day of May, 2019.

RICHARD FINLEY, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, CMC CITY CLERK

Approved as to form and legality this 6th day of May, 2019.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

Chapter 6 - AVIATION¹

Secs. 6-1—6-25. - Reserved.

ARTICLE II. - AIRPORT ADVISORY BOARD

Sec. 6-26. - Established; composition.

There is established an Airport Advisory Board consisting of seven members.

(Code 1986, § 6-16; Code 2002, § 6-26)

Sec. 6-27. - Appointment; terms of office.

The members of the Airport Advisory Board shall be appointed by the Chairman of the Shawnee Airport Authority with the approval of the Trustees. The members shall be appointed for staggered terms of three years. Terms of office shall begin July 1 and end June 30 of the last year of appointment, provided members shall serve until their successors are appointed.

(Code 1986, § 6-17 ; Code 2002, § 6-27 ; Ord. No. 2511 NS, § 1, 7-1-2013)

Sec. 6-28. - Chairman.

The Airport Advisory Board shall elect one of its members as Chairman.

(Code 1986, § 6-18; Code 2002, § 6-28)

Sec. 6-29. - Meetings.

A meeting of the Airport Advisory Board shall be held no less often than quarterly in March, June, September and December at a time and place and on a date determined by the board. Special meetings may be held upon giving notice to all members and as required by the state open meeting law. A special meeting may be called by the Airport Manager of the Shawnee Airport Authority; the Chairman and Trustees of the Shawnee Airport Authority; or the Chairman or any two members of the Airport Advisory Board.

(Code 1986, § 6-18 ; Code 2002, § 6-29 ; Ord. No. 2511 NS, § 2, 7-1-2013)

State Law reference— Open meetings, 25 O.S. § 301 et seq.

Sec. 6-30. - Powers and duties.

The Airport Advisory Board shall have the power and duty to:

- (1) Investigate the present facilities of the Airport, including the use, operation, equipping and management thereof.

¹ State Law reference— Aircraft and airports, 3 O.S. § 61 et seq.; power to adopt, administer and enforce airport zoning regulations, 3 O.S. § 103; power of city to acquire, own and maintain airport, 11 O.S. § 22-104; lease by county to city for airport, 19 O.S. § 338.

- (2) Recommend to the Chairman and Trustees of the Shawnee Airport Authority any changes or alterations in the use, operation, equipping and management of the Airport that the Airport Advisory Board determines to be for the best interest of the City and its citizens.

(Code 1986, § 6-19; Ord. No. 2511 NS, § 3, 7-1-2013)

Secs. 6-31—6-55. - Reserved.

ARTICLE III. - REGIONAL AIRPORT

Sec. 6-56. - Statutes adopted.

The provisions of 3 O.S. § 65.1, as amended, are adopted by reference in this article as if fully set forth.

(Code 2002, § 6-56)

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- (c) *Airport Layout Plan*: Means the currently approved scaled dimensional layout of the entire Airport properties indicating current and proposed usage for each identifiable segment as approved by

the Shawnee Airport Authority and the Federal Aviation Administration and amended from time to time.

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- (p) *Independent Operator Agreement*: Shall mean an agreement designed for business purposes to support the provision of goods and services for compensation.
- (q) *Independent Operator*. Shall mean a commercial operator offering a single aeronautical service but without an established place of business on the Airport.
- (r) *Independent Operations*: Shall mean operations or activities permitted by an airport sponsor through an agreement that permits access to Independent Operators offering Commercial Aeronautical Services to owners of aircraft based on an airport.
- (s) *Person*: Shall mean any person, persons, firm, general or limited partnership, corporation, trust or association making application for, leasing or using any land or facility at the Airport.
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- (x) *OAC*: Shall mean the Oklahoma Aeronautics Commission.
- (y) *Shawnee Airport Authority*: Shall mean a Trust to plan, establish, develop, construct, enlarge, improve, maintain, equip, operate and regulate airports and air navigation facilities, either within or without the territorial boundaries of the City of Shawnee, Oklahoma, including the construction, installation, equipment, maintenance and operation at such airports of buildings and other facilities for the servicing of aircraft or for the comfort and accommodation of air travelers, or for use by aviation authorities or agencies of the United States of America, the State of Oklahoma, municipal or other political subdivisions of government, or for other use that a municipality may undertake as to airports and the buildings and facilities thereof.
- (z) *Shawnee Regional Airport Advisory Board*. The Shawnee Regional Airport Advisory Board, is an advisory board established and authorized by City of Shawnee, Oklahoma, Ordinance, Chapter 6 – AVIATION, Section 6-26, with the power and duty to: investigate the present airport facilities of the Airport, including the use, operation, equipping and management thereof and recommend to the Chairman and Trustees of the Shawnee Airport Authority any changes or alterations in the use, operation, equipping and management of the Airport that the Board determines to be for the best interest of the City of Shawnee, Oklahoma and its citizens.
- (aa) *Specialized Aviation Service Operations (SASO)*: Shall mean single-service providers or special fixed-base operators performing less than the full services required by a Fixed Base Operator agreement. SASO's include but are not limited to Commercial Aeronautical Services that provide aircraft technical services; avionics repair and installation; reciprocating engine repair and overhaul; turbine engine hot section and overhaul; aircraft component and accessory overhaul; standalone flight schools; specialized vendors of pilot supplies; aircraft detailing and cleaning services; and aircraft in-flight catering services.
- (bb) *State Regulations*: Shall mean the published code of statutes and regulations of the State of Oklahoma in effect in all respects.

(Code 1986, § 6-20; Code 2002, § 6-57; Ord. No. 2055 NS, § 1, 5-20-2002; Ord. No. 2511 NS, § 4, 7-1-2013)

Sec. 6-58. - Penalty for violation.

- (a) Any person operating or handling an aircraft or vehicle in violation of any of the Minimum Standards and Rules or refusing to comply therewith may, at once, be ejected from the Airport and for a period of time, not to exceed fifteen (15) calendar days by the Airport Manager, and, upon hearing by the City Commission, may be deprived of the further use of the Airport and its facilities for such period of time as may appear necessary for the protection of life and property.
- (b) Any violation of this chapter shall be a misdemeanor punishable by fine in the amount provided in the city fine schedule. This section is cumulative of all other penalties for violation of federal, state and local laws, rules, regulations and ordinances.

(Code 1986, § 6-40; Code 2002, § 6-58; Ord. No. 1984 NS, § 1, 10-16-2000; Ord. No. 2511 NS, § 5, 7-1-2013)

Sec. 6-59. - Knowledge of rules implied.

- (a) Publication of this chapter as required by law is deemed to give all persons to have knowledge of its contents. The Airport Manager is directed to have copies of this article, and the Minimum Standards and Rules printed and posted where appropriate. Copies will be kept for review in the Airport Manager's office, at the office of the City Clerk and furnished to each Commercial Aeronautical Services Provider, Fixed-Base Operator, Independent Operator, Non-Aeronautical Commercial Tenant, Non-Commercial Aeronautical Tenant, or Specialized Aviation Service Operator at the time of execution of an agreement with the Shawnee Airport Authority.
- (b) Amendments to the Minimum Standards, and/or general rules applicable to the Airport operation, aircraft operations and conduct of persons at the Airport shall be adopted by resolution of the Shawnee Airport Authority upon the recommendation of the Airport Advisory Board. The resolution shall be available in the office of the City Clerk and the Airport Manager, and shall be given to all persons who have operations or lease space at the Airport. Violation of the rules may result in the termination of leases, the prohibition from being upon the grounds of the Airport, the loss of the opportunity to conduct any operations at the Airport, or such other actions as the Airport Advisory Board or the Shawnee Airport Authority deems appropriate, in addition to any penalties imposed if such violations are also violations of law.

(Code 1986, § 6-38 ; Code 2002, § 6-59 ; Ord. No. 2511 NS, §§ 6, 7, 7-1-2013)

Sec. 6-60. – Conflicts.

If and where there is conflict in this article and Federal Aviation Regulations, the latter shall prevail.

(Code 1986, § 6-39; Code 2002, § 6-60)

Sec. 6-61. - Use restricted.

- (a) Commercial activities. No person, incorporated or otherwise, shall use the Airport for any commercial activity, unless approved by the appropriate Commercial Lease Agreement, Independent Operator Agreement, or other form of written authorization provided for by the Shawnee Airport Authority.

- (b) Restricted areas. All areas of the Airport except those areas open to the public are Restricted Areas, and no person shall enter upon them without the prior permission of the Airport Manager. Restricted areas include:
- (1) The Operations Area consisting of, but not limited to, ramp areas, hangar and T-hangar areas and aircraft parking and storage areas.
 - (2) Movement Area means, the runways, taxiways, and other areas of an Airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.
 - (3) Safety Area means a defined area comprised of either a runway or taxiway and the surrounding surfaces that is prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from a runway or the unintentional departure from a taxiway.
 - (4) . The following are exempted from this restriction:
 - a. Persons assigned to duty therein.
 - b. Authorized representatives of the Federal Aviation Administration.
 - c. Persons authorized by the Airport Manager.
 - d. Passengers under appropriate supervision entering the ramp areas for the purpose of enplaning or deplaning.
 - e. Persons engaged or about to be engaged or having been engaged in the operation of any aircraft.
 - f. Persons authorized under contractual agreements with the City.
- (c) Proper certification. No person not properly certified by the Federal Aviation Administration and no aircraft not similarly certified shall operate on or over the Airport, provided that this restriction shall not apply to public aircraft belonging to the government of the United States or to a state, territory, possession or any political subdivision, nor to any aircraft of a foreign country operated under permission of the federal government.
- (d) Obligation and implied consent. The use of the Airport or any of its facilities in any manner shall create the obligation and implied consent of the user to obey all of the provisions provided in this article.
- (e) Privilege to use Airport. The privilege of using the Airport and its facilities shall be conditioned on the assumption of full responsibility and risk by the user thereof and he shall release, hold harmless and indemnify the City, its officers and employees from any liability or loss resulting from such use as well as against claims of third persons as against those of the person so using the Airport. The exercise of the privilege of use shall constitute an acknowledgment that the City of Shawnee and the Shawnee Airport Authority operate and maintain said Airport in a governmental capacity.

(Code 1986, § 6-21; Code 2002, § 6-61; Ord. No. 1984 NS, § 1, 10-16-2000; Ord. No. 2055 NS, § 1, 5-20-2002)

SHAWNEE AIRPORT AUTHORITY
MINIMUM STANDARDS AND REQUIREMENTS FOR
CAPITAL DEVELOPMENT ON AIRPORT PROPERTY
COMMERCIAL AERONAUTICAL SERVICES
COMMERCIAL NON-AERONAUTICAL SERVICES
AND
NON-COMMERCIAL AERONAUTICAL ACTIVITIES
AT THE SHAWNEE REGIONAL AIRPORT

WHEREAS, Minimum Standards and Requirements for Capital Development on Shawnee Regional Airport Property, Commercial Aeronautical Services Commercial Non-Aeronautical Services and Non-Commercial Aeronautical Activities at the Shawnee Regional Airport (“Minimum Standards and Rules”) applicable to the development, operation and management of the Airport, aircraft operation, and conduct of persons at the regional Airport are to be set by the Shawnee Airport Authority upon the recommendation of the Airport Advisory Board; and

WHEREAS, the Airport Advisory Board has found that changes in the Minimum Standards and Rules are necessary to provide for safe and efficient operation of the Airport; and

WHEREAS, the Airport Advisory Board has recommended the following changes;

NOW THEREFORE, be it resolved by the Chairman and Trustees of the Shawnee Airport Authority, that the following be adopted amending and replacing all prior editions of the Minimum Standards and Requirements for Commercial Aeronautical Services and Non-Commercial Aeronautical Tenant Activities and Rules and Regulations for the Operation of Shawnee Regional Airport.

1. STATEMENT OF POLICY. A fair and reasonable opportunity, without discrimination, shall be afforded to all applicants to qualify, and compete for the right to develop airport property, provide selected Commercial Aeronautical and Non-Aeronautical Commercial Services and/or lease property, subject to the Minimum Standards and Rules as established by the Shawnee Airport Authority and set forth for Commercial Aeronautical Services, Non-Aeronautical Commercial and Non-Commercial Aeronautical Tenant activities at the Shawnee Regional Airport.
 - 1.1. In all cases where the words "standards" or "requirements" appear, it shall be understood that they are modified by the word "minimum". All Commercial Aeronautical Services

Providers and/or Commercial Non-Aeronautical Service Providers ("Service Provider(s)"), developers and individual Non-Commercial Aeronautical Tenants ("Tenant(s)") leasing land or facilities at the Shawnee Regional Airport will be encouraged to exceed the "minimum"; none will be allowed to operate under conditions below the "minimum".

- 1.2. Contingent upon qualification, meeting the established Minimum Standards and Rules, the execution of a written agreement with the Shawnee Airport Authority and payment of the prescribed rentals, fees and charges, a developer, Service Provider or a Tenant shall have the right and privilege of engaging in and conducting the activity or activities selected by it on the Shawnee Regional Airport as specified by the agreement. The granting of such right and privilege, however, shall not be construed in any manner as affording the developer, Service Provider or Tenant any exclusive right of use of the premises and facilities of the Shawnee Regional Airport, other than those premises which may be leased exclusively to it, and then only to the extent provided in a written agreement.
 - 1.3. The Shawnee Airport Authority and the City of Shawnee, Oklahoma reserve and retain the right for the use of the Airport by others who may desire to use the same, pursuant to applicable federal, state and local laws, ordinances, codes, Minimum Standards and Rules and other regulatory measure pertaining to such use.
 - 1.4. The Shawnee Airport Authority and the City of Shawnee, Oklahoma further reserve the right to designate the specific Airport areas in which the individual, or a combination of, aeronautical and non-aeronautical services or activities may be conducted. Such designation shall give consideration to the nature and extent of the operation and the lands and improvements available for such purposes, consistent with the orderly and safe operation of the Shawnee Regional Airport.
2. INTRODUCTION. The Shawnee Airport Authority is responsible for the administration of the Shawnee Regional Airport, in order to foster, encourage and ensure the economic growth and orderly development of airport property, general aviation and related aeronautical activities at the Shawnee Regional Airport. The Shawnee Airport Authority has established certain standards and requirements for developers, Service Providers and Tenants at the airport; as herein provided.
- 2.1. The following sections set forth the Minimum Standards and Rules for a person or persons, partnership, company, trust or corporation providing and engaging in one or more development opportunities, Commercial Aeronautical Services, Non-Aeronautical Services, and or Tenant activities at the Shawnee Regional Airport. The Minimum Standards and Rules are not intended to be all-inclusive, as the developer, Service Provider or Tenant, operating at, and/or based at the Shawnee Regional Airport will be

subject additionally to the applicable federal, state and local laws, codes ordinances and other similar regulatory measures, including City Ordinance Chapter 6 – Aviation, Article III. Regional Airport, pertaining to all such aviation-related activities.

- 2.2. A written agreement, properly executed by the Shawnee Airport Authority and the Service Provider or Tenant, is a prerequisite to the commencement of any of the commercial aeronautical service herein contained, or tenancy on the Shawnee Regional Airport.

2.2.1. The agreement provisions, however, will be compatible with the standards herein contained and will not change or modify the Minimum Standards and Rules themselves.

2.2.2. These Minimum Standards and Rules shall be included as part of all written agreements between the Shawnee Airport Authority and or the City of Shawnee, Oklahoma and any Service Provider or Tenant desiring to provide services at or be based on the Shawnee Regional Airport.

2.2.3. These Minimum Standards and Rules may be revised, as conditions require. The right shall be reserved by the Shawnee Airport Authority to modify or add to these Minimum Standards and Rules so that any leases, contracts or agreements entered into with applicants shall be terminated or canceled in the event of failure to comply with any modification or amendments to these Minimum Standards and Requirements after notices thereof shall have been given.

3. DEFINITIONS. The following terms have the following meanings (terms defined in the singular shall have the same meaning when used in the plural and vice versa) where used in the Minimum Standards and Requirement.

- 3.1. *Aeronautical Activity:* Shall mean any activity which involves, makes possible or is required for the operations of aircraft whether or not conducted on or off Airport property which involves, makes possible or is required for the safety of such operations and shall include (but not by way of limitation) all activities commonly conducted on airports, such as charter operations, pilot training, aircraft rental and sight-seeing, aerial photography, crop dusting, flying clubs, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, sale of aircraft parts, sales and maintenance of aircraft accessories, radio communications and

navigation equipment and any other activity which because of its direct relationship to the operation of the aircraft, can appropriately be regarded as an aeronautical activity.

- 3.2. *Airport*: Shall mean the Shawnee Regional Airport (“SNL”), or future City-owned or operated airports, located on City, county or state lands and operated by the City of Shawnee, Oklahoma.
- 3.3. *Airport Layout Plan*: Means the currently approved scaled dimensional layout of the entire airport properties indicating current and proposed usage for each identifiable segment as approved by the Shawnee Airport Authority and the Federal Aviation Administration and amended from time to time.
- 3.4. *Airport Manager*: Shall mean the manager of the airport(s) of the City of Shawnee, Oklahoma. If no Airport Manager is appointed, the City Manager shall be the Airport Manager.
- 3.5. *Airport Sponsor*: Shall mean the entity that is legally, financially, and otherwise able to assume and carry out the certifications, representations, warranties, assurances, covenants and other obligations required of sponsors, which are contained in the Airport Improvement Program grant agreement and property conveyances.
- 3.6. *Amateur Built Aircraft*: Shall mean an aircraft the major portion of which has been fabricated and assembled by person(s) who undertook the construction project solely for their own education or recreation.
- 3.7. *City*: Shall mean the City of Shawnee, Oklahoma.
- 3.8. *City Commission*: Shall mean the duly elected City Commissioners of the City of Shawnee, Oklahoma.
- 3.9. *City Ordinances*: Shall mean the duly adopted and published code of ordinance of the City of Shawnee, Oklahoma.
- 3.10. *Commercial Aeronautical Services*: Shall mean the provision of services for compensation such as but not limited to: charter operations, pilot training, aircraft rental, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, sales and maintenance of aircraft accessories, radio communications and navigation equipment and any other activity which because of its direct relationship to the operation of the aircraft, can appropriately be regarded as an aeronautical activity.

- 3.11. *Commercial Aeronautical Services Provider*: Shall mean a person or persons, partnership, company, trust or corporation providing and engaging in one or more commercial aeronautical services.
- 3.12. *Commercial Lease Agreement*: Shall mean a lease agreement designed for business purposes to support the provision of goods and services for compensation which may include obligations for repairs and construction of the premises to be leased.
- 3.13. *FAA*: Shall mean the United States Federal Aviation Administration.
- 3.14. *Federal Regulations*: Shall mean the published Code of Federal Regulations in effect in all respects.
- 3.15. *Fixed-Base Operator (FBO)*: Shall mean an organization granted the right by an airport to operate at the airport and provide directly, or through third party service agreements, certain minimum commercial aeronautical services to include but not limited to fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction. aircraft technical services; avionics repair and installation; reciprocating engine repair and overhaul; turbine engine hot section and overhaul; aircraft component and accessory overhaul; standalone flight schools; specialized vendors of pilots supplies; aircraft detailing and cleaning services; and aircraft in-flight catering services.
- 3.16. *Independent Operator Agreement*: Shall mean an agreement designed for business purposes to support the provision of goods and services for compensation.
- 3.17. *Independent Operator*. Shall mean A commercial operator offering a single aeronautical service but without an established place of business on the airport.
- 3.18. *Independent Operations*: Shall mean operations or activities permitted by an airport sponsor through an agreement that permits access to Independent Operators offering Commercial Aeronautical Services to owners of aircraft based on an airport.
- 3.19. *Master Plan*: Shall mean a comprehensive study of an airport, usually describing the short, medium, and long-term development plans to meet future aviation demand.
- 3.20. *Minimum Standards and Rules*: Shall mean the qualifications established herein, as amended from time to time by the Shawnee Airport Authority upon the recommendation of the Airport Advisory Board, setting forth the minimum standards and requirements to be met as a condition for the right to conduct an aeronautical or non-aeronautical activity on the airport.

- 3.21. *Non-Aeronautical Commercial Tenant*: Shall mean a person or persons, partnership, company, trust or corporation providing and engaging in one or more commercial non-aeronautical services.
- 3.22. *Non-Commercial Aeronautical Tenant*: Shall mean any person, persons, firm, general or limited partnership, corporation, or trust leasing a facility or land at the airport for the storage of aircraft and ancillary equipment for non-commercial aeronautical use.
- 3.23. *OAC*: Shall mean the Oklahoma Aeronautics Commission.
- 3.24. *Person*: Shall mean any person, persons, firm, general or limited partnership, corporation, trust or association making application for, leasing or using any land or facility at the airport.
- 3.25. *Shawnee Airport Authority*: Shall mean a Trust to plan, establish, develop, construct, enlarge, improve, maintain, equip, operate and regulate airports and air navigation facilities, either within or without the territorial boundaries of the City of Shawnee, Oklahoma, including the construction, installation, equipment, maintenance and operation at such airports of buildings and other facilities for the servicing of aircraft or for the comfort and accommodation of air travelers, or for use by aviation authorities or agencies of the United States of America, the State of Oklahoma, municipal or other political subdivisions of government, or for other use that a municipality may undertake as to airports and the buildings and facilities thereof.
- 3.26. *Shawnee Regional Airport Advisory Board*. The Shawnee Regional Airport Advisory Board, is an advisory board established and authorized by City of Shawnee, Oklahoma, Ordinance, Chapter 6 – AVIATION, Section 6-26, with the power and duty to: investigate the present airport facilities of the municipal airport, including the use, operation, equipping and management thereof and recommend to the chairman and trustees of the Shawnee Airport Authority any changes or alterations in the use, operation, equipping and management of the municipal airport that the Board determines to be for the best interest of the City of Shawnee, Oklahoma and its citizens.
- 3.27. *Specialized Aviation Service Operations (SASO)*: Shall mean single-service providers or special fixed-base operators performing less than the full services required by a Fixed Base Operator agreement. SASO's include but are not limited to Commercial Aeronautical Services that provide aircraft technical services; avionics repair and installation; reciprocating engine repair and overhaul; turbine engine hot section and overhaul; aircraft component and accessory overhaul; standalone flight schools; specialized vendors of pilot supplies; aircraft detailing and cleaning services; and aircraft in-flight catering services.

- 3.28. *State Regulations:* Shall mean the published code of statutes and regulations of the State of Oklahoma in effect in all respects.
4. CAPITAL DEVELOPMENT-GENERAL. Airport property may be leased for the purpose of capital development both on-airport and on off-airport land owned by the Shawnee Regional Airport.
- 4.1. New Construction - General. All plans and specifications for proposed new construction or requests to undertake alterations to lease property shall be submitted to the Airport Advisory Board, in writing, for the purposes of reviewing the proposed plans as to architectural conformity (e.g. design, materials, landscaping), location of building lines, proper clearances, and other specifications that may apply, prior to construction.
- 4.1.1. All capital construction plans and specifications must meet the regulations and standards of the City of Shawnee, Oklahoma, Planning Office, and as applicable the Federal Aviation Administration, as issued from time to time.
- 4.1.2. All proposed structures must comply with City of Shawnee, Oklahoma, building codes, airport zoning and land use ordinances, and applicable city, state and federal regulations.
- 4.1.3. Construction of new utility services, including those constructed by the utility companies, will be underground.
- 4.2. New Construction/Development – On Airport. Development on-airport shall be within the building area or other portions of the airport identified for the construction of hangars, buildings, lean-tos, aprons, taxiways and auto parking lots in accordance with the approved airport Master Plan and Airport Layout Plan.
- 4.2.1. Aeronautical Activities shall have priority in all on-airport leasing projects.
- 4.3. Capital Development Minimum Terms and Conditions.
- 4.3.1. Land leases for the purpose of capital development may not exceed forty (40) calendar years.
- 4.3.2. Building improvements shall occupy at least six percent (6%) of the gross area leased, and building improvements and paved parking areas together shall occupy at least forty (40%) of the gross area leased.
- 4.3.3. Agreements must contain a schedule for construction, a clause requiring construction once commenced be diligently prosecuted to completion, and

a clause requiring the lessee to repair or restore any adjacent property impacted by construction activities.

- 4.3.4. Leases must include clauses requiring lease holders to undertake certain minimum capital improvements at set intervals and continual maintenance activities to ensure facilities retain value throughout the lease term.
- 4.3.5. Leases must include a reversion clause whereby facilities constructed by third parties, or third parties in partnership with Shawnee Regional Airport, become the exclusive property of Shawnee Regional Airport on a specified future date, to be determined based on the level of initial and continuing investment.
- 4.3.6. Rental rates shall be established and/or adjusted by the Airport Advisory Board and the Shawnee Airport Authority in accordance with current governing policy.

- 5. CAPITAL DEVELOPMENT PROPOSALS. Written proposals for capital development leases, both on and off airport, must include a comprehensive business plan describing the proposed use of the facility, estimated costs of operation, estimated revenue to the Commercial Services Provider and the Airport, market analysis, sources of labor and direct employment impacts, and a financial statement describing the source of funds for construction, and continued operations and maintenance.

- 5.1. Specific information required as part of the submittal includes but is not limited to:
 - 5.1.1. The legal name and address of the applicant organization or individual applicant.
 - 5.1.2. The amount of land proposed for lease, and the size and type of building or facilities proposed for construction.
 - 5.1.3. The proposed date for commencement and completion of construction and the commencement of the proposed commercial activity.
 - 5.1.4. The estimated cost of the facility or structures to be constructed, the proposed specifications for same, and the means or method of financing such construction or acquisition of facilities.
 - 5.1.5. The names and the qualifications of the key personnel to be involved in conducting any proposed aeronautical and or non-aeronautical commercial

activities on the lease hold, including any licenses or permit required to provide said services.

- 5.1.6. The financial responsibility and ability of the applicant and operator to carry out the activities proposed.

6. CAPITAL DEVELOPMENT PROPOSALS NOTICE AND HEARING.

- 6.1. Proposals for capital development must be submitted to the Shawnee Airport Advisory Board thirty days prior to the next scheduled meeting of that Board.
- 6.2. All other persons then conducting commercial services who in the opinion of the Airport Advisory Board would be directly affected by the granting of the application in question, will also be notified of the submission of the proposal and the time and place of the Airport Advisory Board meeting scheduled to convene to consider the same.
- 6.3. Upon the consideration of the proposal, the Airport Advisory Board shall determine whether or not the applicant meets the standards and qualifications as herein set out, and whether or not approval of such proposal should be recommended to the Shawnee Airport Authority for approval in whole or in part, and if so, upon what terms and conditions.
 - 6.3.1. Upon receipt of written recommendation of the Airport Advisory Board, the Shawnee Airport Authority shall include the proposal upon the agenda of the next regular meeting of the Shawnee Airport Authority and, at such meeting or at a subsequent meeting to which it may be passed, shall approve, modify or reject such proposal and the associated lease agreement or contract.

7. COMMERCIAL SERVICE AGREEMENTS.

- 7.1. New Agreements and Amendments to Existing Agreements. Aeronautical or non-aeronautical commercial service providers desiring to initiate an agreement, amend any currently approved commercial services, discontinue approved services, or transfer the ownership or operation of an existing commercial service, conducted on land leased to the provider by the Shawnee Regional Airport shall first apply in writing to the Airport Advisory Board for permission to do so, setting forth in detail the reasons and conditions for the request.
 - 7.1.1. The Airport Advisory Board shall then recommend approval or denial of the request to the Shawnee Airport Authority on such terms and conditions as the Airport Advisory Board deems to be prudent and proper under the circumstances.

- 7.1.2. All other persons then providing commercial services who in the opinion of the Airport Advisory Board would be directly affected by the granting of the application in question, will also be notified of the submission of the proposal and the time and place of the Airport Advisory Board meeting scheduled to convene to consider the same.
- 7.1.3. Upon the consideration of the proposal, the Airport Advisory Board shall determine whether or not the applicant meets the standards and qualifications as herein set out, and whether or not approval of such proposal should be recommended to the Shawnee Airport Authority for approval in whole or in part, and if so, upon what terms and conditions.
- 7.1.4. Upon receipt of written recommendation of the Airport Advisory Board, the Shawnee Airport Authority shall include the proposal upon the agenda of the next regular meeting of the Shawnee Airport Authority and, at such meeting or at a subsequent meeting to which it may be passed, shall approve, modify or reject such proposal and the associated lease agreement or contract.

7.2. Commercial Service Lease Agreements - Minimum Terms and Conditions.

- 7.2.1. Commercial Service Lease agreements with Commercial Aeronautical and Commercial Non-Aeronautical Services Providers for facilities owned by the Shawnee Regional Airport may not exceed five (5) years with renewal options, at the discretion of the Shawnee Airport Authority not to exceed twenty (20) additional years for a cumulative term of twenty-five (25) years in total.
- 7.2.2. Leases shall, at the discretion of the Airport Advisory Board, be subject to review and reevaluation at the end of each five (5) year period, using the then established rental rate procedure.
- 7.2.3. No Commercial Aeronautical and or Commercial Non-Aeronautical Services Providers shall engage in any business or activity on Shawnee Regional Airport property other than that authorized by the Commercial Service Lease Agreements.
- 7.2.4. Lessees will, at all times during the continuance of the term of the lease and any renewal or extension thereof: conduct, operate and maintain for the benefit of the public, the services provided for and described therein, and provide all parts and services as defined and set forth, and will make all such

services available to the public and that it will devote its best efforts for the accomplishment of such purposes and that it will at all times charge fair, reasonable and not unjustly discriminatory prices to patrons and customers for all merchandise or materials and services furnished or rendered.

7.2.5. Notwithstanding anything contained in a lease agreement that may be or appear to the contrary, it is expressly understood and agreed that the rights granted thereunder are nonexclusive and the Shawnee Airport Authority reserves the right to grant similar privileges to other Commercial Aeronautical and or Commercial Non-Aeronautical Services Providers.

7.2.6. The following specific provisions shall be included in Commercial Leases agreements:

7.2.6.1. The incorporation of the Minimum Standards and Rules by reference.

7.2.6.2. A requirement that there be original and continued compliance with Minimum Standards and Rules required for each particular activity approved.

7.2.6.3. That the right shall be reserved in the Shawnee Airport Authority to modify or add to the Minimum Standards and Rules and that any lease, contract or agreement entered into with applicant shall be terminated or canceled in the event of failure to comply with any modification or amendments to the Minimum Standards and Rules after notice thereof shall have been given.

7.2.6.4. A requirement for the Service Provider to furnish insurance of the type and in the amounts required from time to time by the Shawnee Airport Authority, to protect and hold the Shawnee Airport Authority and the City of Shawnee, Oklahoma harmless from any liability in connection with commercial activities.

8. COMMERCIAL LEASE AGREEMENT RATES.

8.1. For an initial lease of airport property upon which to conduct commercial activity, the lease rate will be established in accordance with Federal Aviation Administration Airport

Compliance Manual and the FAA Rates and Charges Policy as may be amended from time to time, utilizing the following methods for the various types of property:

8.1.1. The rental rate per-square-foot-per-month for Aeronautical Use property may be set at Fair Market Value as established by market survey conducted by a third-party commercial real estate assessor; or, as applicable, a survey of airports in the service area as recommended by the Airport Advisory Board and approved by the Shawnee Airport Authority.

8.1.1.1. Under all circumstances, the fee per square foot for Aeronautical Use property must equal the cost of services provided by the Airport to include maintenance of facilities and adjacent areas.

8.1.2. For the initial lease of airport property upon which to conduct Commercial Non-Aeronautical Activity, the lease rate will be fair market value on a square-foot-per-month basis, as established by a third-party commercial real estate assessor.

8.2. Once established, lease rates will be adjusted annually at the commencement of the City of Shawnee, Oklahoma, Fiscal Year, based on the inflation rate for the prior calendar year established by the national Consumer Price Index.

9. COMMERCIAL AERONAUTICAL SERVICES STANDARDS.

9.1. General. Every applicant seeking to provide Commercial Aeronautical Services on the Airport under the terms and conditions of a Commercial Lease, or as an Independent Operator providing services under the terms and condition of an Independent Operator Agreement, shall satisfy the Shawnee Airport Advisory Board, that he or she meets the following requirements:

9.1.1. The applicant has a history of management and personnel ability in conducting the same or similar or comparable type of service or activity in good workman like manner.

9.1.2. The applicant has the financial responsibility and ability to provide facilities and/or services proposed.

9.1.3. The applicant has or can reasonably secure necessary licenses and/or certificates from the FAA or other applicable authority where the same are required for the activities proposed.

- 9.1.4. That the applicant has or can furnish indemnity insurance in the amounts required by the Shawnee Airport Authority from time to time to protect and hold the Shawnee Airport Authority and the City of Shawnee, Oklahoma harmless from any liability in connection with the conduct of the activities proposed.
- 9.1.5. The applicant's proposed rates or charges for any and all activities and services shall be reasonable and be equally and fairly applied to all users of the services.
- 9.1.6. The applicant shall be a financially sound business enterprise, with manned and equipped facilities, who observes specifically required business hours in accordance with the terms and conditions of a Commercial Lease or Independent Operator Agreement.
- 9.1.7. The applicant shall, at their own expense, pay all taxes and assessments against any buildings or other structures placed on the premises by them, as well as all taxes and assessments against the personal property used by them in their operations.
- 9.1.8. The applicant shall abide by and comply with all state, county and city laws and ordinances, the Minimum Standards and Rules of the Airport, and state and federal regulations.

9.2. Aircraft Engine, Airframe and Accessory Maintenance.

- 9.2.1. All Commercial Aeronautical Service Providers operating aircraft engine, airframe and accessory maintenance facilities providing maintenance services as defined by 14 CFR Appendix A to Part 43, Major Alterations, Major Repairs, and Preventive Maintenance to the public for hire shall provide:
 - 9.2.1.1. In case of airframe or engine repairs, sufficient hangar space to house any aircraft upon which such service is being performed.
 - 9.2.1.2. Suitable inside and outside storage space for aircraft awaiting repair or maintenance or delivery after repairs or alterations.
 - 9.2.1.3. Adequate shop space to house the equipment and adequate equipment and machine tools to perform the services described

in the approved Commercial Lease Agreement, and/or advertised as available to the public.

- 9.2.1.4. At least one FAA certified airframe and power plant mechanic available during eight hours of the day, five days per week.
- 9.2.1.5. Facilities for washing and cleaning aircraft if such activity is authorized by a Commercial Lease, or an Independent Operator Agreement.

9.2.2. Independent Operators shall provide or procure:

- 9.2.2.1. At least one FAA certified airframe and power plant mechanic available during eight hours of the day, five days per week.
- 9.2.2.2. Adequate facilities for storing, parking, and servicing its aircraft or satisfactory arrangements with other operators authorized by the Shawnee Airport Authority to provide such services on the Airport.

9.3. Aircraft Rental and Sales. Commercial Aeronautical Service Providers or Independent Operators conducting aircraft rental and sales activity shall provide or procure:

- 9.3.1. Suitable space for consummating rental agreements and/or sales, and the keeping of the proper records in connection therewith.
- 9.3.2. Hangar storage space for at least one aircraft to be used for rental and/or sales.
- 9.3.3. For rental, airworthy aircraft suitably maintained and certified.
- 9.3.4. For sales activity of a new aircraft, a sales or distributorship franchise from a recognized aircraft manufacturer of new aircraft and at least one demonstrator model of such aircraft, or satisfactory arrangements with other Commercial Aeronautical Service Provider authorized by the Shawnee Airport Authority on the Airport for such service.
- 9.3.5. At least during eight (8) hours of the working day, a properly certificated pilot capable of checking out rental aircraft and/or demonstrating aircraft for sale.

- 9.3.6. The minimum stock of readily expendable spare parts, or adequate arrangements for securing spare parts required for the type of aircraft and models for rent and/or sale.
- 9.3.7. Current up-to-date specifications and price lists for types of models of aircraft for rent and/or sale.
- 9.3.8. Proper check lists and operating manuals for all aircraft offered for rent, and parts catalogs and service manuals on aircraft for sale.
- 9.4. Flight Training. All applicants desiring to conduct flight training on or at the Airport shall be a full or part-time instructor working as an employee of a Commercial Aeronautical Services Provider with an active Commercial Lease Agreement with the Shawnee Airport Authority; or may work individually as an Independent Operator operating under an active Independent Operator Agreement with the Shawnee Airport Authority to provide specific services under the terms and conditions of a said agreements to include but not limited to:
 - 9.4.1. Evidence of licensure required by the Federal Aviation Administration or other regulatory agencies required to provide the services.
 - 9.4.2. At least during eight (8) hours of the working day, one properly certificated flight instructor for single-engine land airplanes.
 - 9.4.3. At least one dual equipped single engine land aircraft, properly equipped and maintained for flight instruction, and such additional types of aircraft as may be required to give flight instruction of the kind advertised.
 - 9.4.4. Space appropriate for the purpose of providing instruction, assessment and testing for the rating instruction advertised.
 - 9.4.5. Properly certified ground school instructor, providing scheduled ground school instructions sufficient to enable students to pass the FAA written examination for the rating instruction advertised.
 - 9.4.6. Continuing ability to meet certification requirements for the FAA for the flight training proposed and shall comply with all requirements of either 14 CFR part 141, or 14 CFR Part 61 as may be required to give flight instruction of the kind advertised.

- 9.4.7. Adequate facilities for storing, parking, servicing and repairing all its aircraft or satisfactory arrangements with other operators authorized by the Shawnee Airport Authority to provide such services on the Airport.
- 9.4.8. Means and methods to ensure that all aircraft engaged in a flight training program will continue to meet all FAA maintenance requirements for commercial operations.
- 9.5. Crop Dusting and Spraying. All applicants desiring to conduct crop dusting or spraying of agricultural chemicals operations on or at the Airport shall be required to satisfy the Airport Advisory Board that:
 - 9.5.1. Suitable arrangements have been provided for the safe storage and containment of noxious chemical materials; no poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the Airport.
 - 9.5.2. The operator shall have available properly certificated crew/aircraft suitably equipped for the agricultural operation undertaken.
 - 9.5.3. The operator shall make suitable arrangements for servicing, repairing, storing and parking its aircraft with adequate safeguards against spillage on runways and taxiways or pollution or disbursal of chemicals by wind to other operational areas on the Airport.
- 9.6. Skydiving. All applicants desiring to conduct skydiving services and or skydiving training on or at the Airport shall be a full or part-time instructor working as an employee of a Commercial Aeronautical Services Provider with an active Commercial Lease Agreement with the Shawnee Airport Authority to provide specific services under the terms and conditions of a said agreements to include but not limited to:
 - 9.6.1. Evidence of licensure required by the Federal Aviation Administration or other regulatory agencies required to provide the services.
 - 9.6.2. At least one (1) properly certified instructor, providing instructions sufficient to meet regulatory standards and any requirements imposed by liability insurance providers.
 - 9.6.3. At least one (1) land aircraft, properly equipped and maintained for skydiving activities, and such additional types of aircraft as may be required to provide services of the kind advertised.

- 9.6.4. Space appropriate for the purpose of providing instruction, assessment and training for the services advertised.
- 9.6.5. Written materials and audio-visual aids necessary to provide instructions.
- 9.6.6. Adequate facilities for storing, parking, and servicing its aircraft or satisfactory arrangements with other operators authorized by the Shawnee Airport Authority to provide such services on the Airport.
- 9.6.7. Independent Operators shall provide or procure:
 - 9.6.7.1. Evidence of licensure required by the Federal Aviation Administration or other regulatory agencies required to provide the services.
 - 9.6.7.2. At least one (1) properly certified instructor, providing instructions sufficient to meet regulatory standards and any requirements imposed by liability insurance providers.
 - 9.6.7.3. Adequate facilities for storing, parking, and servicing its aircraft or satisfactory arrangements with other operators authorized by the Shawnee Airport Authority to provide such services on the Airport.

- 9.7. Combination of Activities. Any applicant seeking to conduct a combination of the specific activities listed above shall not be required to duplicate the requirements of the individual activities, but where the requirement of one activity is sufficient to meet the requirement of a separate activity to be conducted, the one (1) facility shall be sufficient to meet both requirements.

10. COMMERCIAL SERVICE FEES.

- 10.1. Each Commercial Services Provider seeking to conduct commercial activities on the Airport shall be
 - 10.1.1. A leaseholder in good standing, authorized to conduct activities and / or provide commercial services to the public under the terms and conditions of a Commercial Lease Agreement with the Shawnee Airport Authority; or
 - 10.1.2. Be an Independent Operator operating under an active Independent Operator Agreement with the Shawnee Airport Authority to provide specific services under the terms and conditions of an Independent Operator Agreement to include but not be limited to payment of a fixed

percentage of gross sales generated by activities on Airport as established by the Airport Advisory Board, and the Shawnee Airport Authority from time to time.

- 10.2. Fuel Flowage Fees. Third-party commercial fuel dispensing activities must be authorized by the Shawnee Airport Authority under the terms and conditions of a Commercial Lease Agreement to include but not limited to the assessment of a fuel flowage fee rate.

10.2.1. Private fuel dispensing is not authorized.

10.2.2. Nothing in this paragraph is intended to restrict, constrain or otherwise impact fueling activities undertaken as part of governmental sponsored emergency response.

11. NON-COMMERCIAL AIRCRAFT STORAGE LEASE AGREEMENTS. Long term Tie-Down space, storage space within Bulk Hangars, and T-Hangars owned and managed by the Shawnee Regional Airport is for the storage of airworthy aircraft and ancillary aircraft equipment only, excepting T-Hangar leases specifically approved for the purpose of initial construction of a “kit” or “home built ” aircraft.

- 11.1. Terms of Leases. Tie-Down space, storage space within Bulk Hangars, and T-Hangars space may be rented to private individuals, companies or corporations. Tie-Down space may be rented on a monthly basis. Bulk Hangar and T-Hangar lease terms will be leased for no more than one (1) calendar year, with an annual renewal option held by the Shawnee Airport Authority.

- 11.2. Rental Fees. Rental fees for long term tie-down and hangar spaces, are subject to annual adjustment as recommended by the Shawnee Airport Advisory Board and affirmed by the Shawnee Airport Authority. The rate of increase is determined by the rate of inflation for the prior calendar year as established by the Consumer Price Index for all goods and services. Increases will be applied in accordance with the established percentage differentials for each type of rental space as further described below.

11.2.1. The then current rate for Standard, one-thousand square foot (1,000 SQFT), T-hangars serves as the basis for establishing rates on a per square foot for hangaring and other aircraft storage agreements.

11.2.2. Standard Long-Term Tie-Down Spaces of one-thousand feet (1,000 SQFT) will be leased at the rate of fifty percent (50%) of the current per square foot rate for a Standard T- Hangar.

- 11.2.3. Large Long-Term Tie-Down Spaces of one-thousand-five-hundred square feet (1,500 SQFT), will be leased at the rate of seventy-five percent (75%) of the current per square foot rate for a Standard T- Hangar.
- 11.2.4. Standard Bulk Hangar Space of one-thousand square feet (1,000 SQFT) will be leased at eighty-five percent (85%) of the current per square foot rate for Standard T- Hangars.
- 11.2.5. Large Bulk Hangar Spaces, of one-thousand five-hundred square feet (1,500 SQFT), will be leased at the rate of 115% of the current rate for Standard T-Hangars.
- 11.2.6. Extended Bulk Hangar Spaces, of two-thousand square feet (2,000 SQFT) square feet will be leased at the rate of 120% of the current rate for Standard T- Hangars.
- 11.3. Insurance Requirements. Non-Commercial Aircraft Storage Lease Agreements will include a requirement for the procurement and maintenance of a policy of liability insurance insuring the Shawnee Airport Authority and the Lessee from liability resulting from injury or death to persons or damage to property, the terms, limits and conditions of which shall be set by the Shawnee Airport Authority from time to time.
 - 11.3.1. Said policy shall indemnify and hold harmless the Shawnee Airport Authority for any injury or death to persons or damage to property as a result from third parties involved in the care, maintenance, or use of the Lessee's aircraft and/or Leased Premises.
 - 11.3.2. Said policy shall be endorsed that the Shawnee Airport Authority is an additional insured on said policy.
 - 11.3.3. Said policy shall also provide that in the event of cancellation, the insurance company shall give the Shawnee Airport Authority at least ten (10) business days written notice of intent to cancel.
- 11.4. Maintenance and Use of Leased Facilities.
 - 11.4.1. General maintenance of the hangars and tie-down spaces will be provided by the Shawnee Airport Authority at the discretion of the Airport Manager.
 - 11.4.2. Tenants will be liable for all damages to the hangar, normal wear and use being excepted.

- 11.4.3. Tenants shall not make any alterations, installations, attachments, or make any improvements to the hangar, except as authorized by the Shawnee Regional Airport Manager.
- 11.4.4. Leases may not be assigned or sublet to third parties for any purpose without the express written permission of the Shawnee Regional Airport Manager.
- 11.4.5. With the exception of a lease specifically offered to allow for the construction of an amateur built aircraft, tie-downs and hangar spaces will be leased storage of not more than one (1) airworthy aircraft at a time, and its ancillary equipment.
- 11.4.6. Any maintenance performed on the Lessee's aircraft must not hinder the airworthiness of the aircraft for more than sixty (60) calendar days. Additional time will not be unreasonably withheld, upon proof of scope and timing of repairs.
 - 11.4.6.1. If repairs are expected to exceed one-hundred-eighty (180) calendar days, the approval of the Airport Advisory Board will be required.
- 11.5. Ownership, Airworthiness and Registration of Aircraft. Aircraft stored at the Shawnee Regional Airport under the terms of a non-commercial lease agreement must be registered with the Airport Manager.
 - 11.5.1. Evidence of airworthiness in the form of an annual certification from a party authorized to provide such certification by the FAA must be provided on request.
 - 11.5.2. Aircraft must be registered with the Federal Aviation Administration. Such registration documentation must show the lease holder as the owner of the aircraft with the following exceptions:
 - 11.5.2.1. The aircraft is registered to a commercial entity and the lease holder is either an officer, managing member or other responsible party representing the commercial entity, or an employee of the commercial entity utilizing the aircraft as a means to fulfill employment responsibilities.
 - 11.5.2.2. The aircraft is registered to an entity offering the aircraft for lease, the non-commercial hangar lease holder is listed as an

active lessee of a specific aircraft, and all other requirements regarding airworthiness, and insurance are met.

11.5.2.3. The aircraft is unable to be registered until such time as the construction of the aircraft is complete.

11.5.3. In the event that a tenant disposes of or transfers title to the aircraft being stored at the Shawnee Regional Airport, the tenant may retain lease to hangar space for a period of ninety (90) calendar days to allow sufficient opportunity to acquire another aircraft.

11.5.3.1. Tenants must notify the Shawnee Regional Airport Manager immediately upon such transfer of title or the disposing of such aircraft.

11.6. Compliance with Minimum Standards and Rules. The following specific provisions shall be included in all Non-Commercial Aircraft Storage Lease Agreements.

11.6.1. The incorporation of the Minimum Standards and Rules by reference.

11.6.2. A requirement that there be original and continued compliance with Minimum Standards and Rules required for each particular activity approved.

11.6.3. That the right shall be reserved in the Shawnee Airport Authority to modify or add to the Minimum Standards and Rules and that any lease, contract or agreement entered into with applicant shall be terminated or canceled in the event of failure to comply with any modification or amendments to the Minimum Standards and Rules after notice thereof shall have been given.

12. GENERAL OPERATING PROCEDURES AND RULES – AIRFIELD AND AVIATION SUPPORT FACILITIES. The following operating procedures rules are applicable to the airport operation, aircraft operation and conduct of persons at the Shawnee Regional Airport:

12.1. Designated Representative. The Airport Manager shall be the Shawnee Airport Authority's designated representative to manage the operation of the Airport and enforce the Minimum Standards and Rules.

12.1.1. The Airport Manager shall at all times have authority to take necessary and legal actions to safeguard any person, aircraft, equipment or property at the Airport.

- 12.2. Public Use. The Airport shall be open for public use subject to certain restrictions, which may be necessary due to inclement weather, the conditions of the landing area, the presentation of special events and like causes as may be determined by the Shawnee Airport Authority and subject to such fees and charges as may be established without discrimination for each class of user.
- 12.3. Injury to Persons. Persons entering upon airport grounds do so at their own risk and with no liability incurring to the Shawnee Airport Authority, the City of Shawnee Oklahoma its officers or employees for any damage to persons or property. Further, any person desiring to use the Airport shall observe and obey all valid laws, resolutions, orders, rules and regulations promulgated and enforced by the Shawnee Airport Authority, the City of Shawnee Oklahoma or by any other authority having jurisdiction over the conduct and operation of the airport.
- 12.4. Emergency Procedures. In case of accident, it shall be reported to the Fire Department via telephone by dialing “911” and to the Airport Manager. No unauthorized personnel shall go to the scene of an accident except to render aid in the absence of authorized personnel. The Airport Emergency Contingency Plan shall be adhered to under this subsection.
- 12.5. Accidents. All accidents, regardless of the extent or nature of damage, involving aircraft based on this field or accidents occurring on this field shall be reported immediately via telephone, and within twenty-four (24) hours in writing, to the office of the Airport Manager and any other regulatory body requiring such notification.
- 12.6. Damage to Airport. Any person and the owner of any aircraft causing damage of any kind to the Airport, whether through violation of any of the Minimum Standards or Rules or through vandalism or any act of negligence, shall be liable therefor in and to the Shawnee Airport Authority and the City of Shawnee Oklahoma.
- 12.7. Damage to Airport Property. Any person damaging any airport property by operation of an aircraft or otherwise shall immediately report such damage to the Airport Manager. A person causing damage to airport property, as a result of negligent operation of an aircraft or willful acts, will be liable for replacement or repair costs.
- 12.8. Licensed Pilots. Only properly registered aircraft and persons holding current airman and medical certificates issued by the Federal Aviation Administration shall be authorized to operate aircraft upon the Airport except as may otherwise be specifically provided in these Minimum Standards and Rules.

- 12.8.1. This limitation shall not apply to students in training under licensed instructors or to public aircraft of the federal government or of a state, territory, or political subdivision thereof or to aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft.
 - 12.8.1.1. This limitation shall not apply to single seat ultralight aircraft that meet the requirements for 49 CFR Part 103 ultralight aircraft operations.
- 12.8.2. This limitation shall not apply to single seat ultralight aircraft that meet the requirements for 49 CFR Part 103 ultralight aircraft operations.
- 12.9. Aircraft Registration. Every registered owner or operator of an aircraft based at the Airport shall register at the office of the Airport Manager or designated representative, per the provisions of numerical paragraph 11.5. Ownership, Airworthiness and Registration of Aircraft, of these Minimum Standards and Rules.
- 12.10. Non-airworthy aircraft. Wrecks, "junkers," or parts thereof shall not be parked on the Airport or in hangars. Otherwise airworthy aircraft awaiting scheduled repairs by a licensed airframe and power plant mechanic, may not be stored in hangars longer than sixty (60) calendar days or parked out of doors longer than thirty (30) calendar days.
 - 12.10.1. Aircraft that have been designated for "salvage" in writing, by either an insurance carrier, or the current registered owner may be stored for a limited time at the discretion of the airport manager following provision of the written statement of condition.
- 12.11. Ground Traffic. All vehicular traffic, including taxiing aircraft shall be confined to avenues of passage designated and provided for that purpose.
 - 12.11.1. Ground vehicles shall be equipped with either an amber rotating beacon or commercial hazard lights which must be illuminated when operating on aircraft parking ramps, taxilanes, taxiways, and runways.
 - 12.11.2. Ground vehicles shall not be operated at a speed in excess of twenty-five (25) miles per hour with the following exceptions:
 - 12.11.2.1. Authorized vehicles operated for the purpose of conducting an inspection of landing surfaces and taxiing surfaces.

- 12.11.2.2. Authorized vehicles responding to emergency events, and or air safety incidents.
- 12.12. Aerobatic Flying. Aerobatic flying by any person flying over any portion of the City of Shawnee Oklahoma is prohibited without a Certificate of Waiver or Authorization, FAA Form 7711-2, issued after proper application and approval, for the purpose of providing temporary relief from certain designated Federal Aviation Administration regulations.
- 12.13. Dropping of Objects. No person in any aircraft shall cause or permit to be thrown out, discharged, or dropped within the City of Shawnee Oklahoma any object or thing, except loose water, loose sand ballast, or when absolutely essential to the safety of the occupants of the aircraft, except during an aeronautical exhibition, advertisement, or safety exercise with the express prior written permission of the Airport Manager.
- 12.14. Advertising from Aircraft. No person shall make an exhibition flight by carrying banners on, distributing circulars from, or advertising matter from, or operating loud-speaking devices from, any aircraft flying within the city limits of the City of Shawnee without first obtaining a permit from the Airport Manager.
- 12.14.1. Such permit will not be granted if, in the opinion of the Shawnee Airport Authority and or the City Commission, the proposed operation will endanger persons or property or cause discomfort of annoyance to the public or in any case unless the aircraft and the person operating it are properly licensed by the Federal Aviation Administration.
- 12.15. Ultra-Light Aircraft. Use of the Airport by ultra-light vehicles shall be subject to approval by the Airport Manager and shall be in accordance with Federal Aviation Regulations Part 103 and any other rules set by the Shawnee Airport Authority.
- 12.15.1. Approval for operation of ultra-light aircraft will be granted under the following conditions:
- 12.15.1.1. Evidence of a Sport Pilot Certificate or higher, as required by FAA for the operation of a "two seat ultra-light"; and
- 12.15.1.2. 12.15.1.2 in the case of a single seat ultra-light evidence of functioning aircraft to aircraft/aircraft to ground radio communications equipment.
- 12.16. Small Unmanned Aircraft Systems. Use of the Airport by small unmanned aircraft systems shall be subject to approval by the Airport Manager and shall be in accordance

with Federal Aviation Regulations Part 107 and any other rules set by the Shawnee Airport Authority.

- 12.17. Firearms. Weapons. The carriage and use of weapons on the Airport are governed by the Ordinances of the City of Shawnee and statutes of the State of Oklahoma regarding the carriage, use, transport and sale of weapons.
- 12.18. Intoxicants and Narcotics Prohibited. No person shall drink any alcoholic beverages upon any portion of the Airport open to the public, except in such restaurant or other place as shall be properly designated and licensed for dispensing of alcoholic beverages. No person under the influence of an intoxicant or narcotic shall operate or fly in any aircraft upon or over the Airport; provided, however, such prohibition shall not apply to a passenger when accompanied by a nurse or caretaker in an aircraft apart from the pilot.
- 12.19. Permission to Fuel. No aviation fuels shall be brought on the Airport for use or for sale without the express permission of the Airport Manager.
- 12.19.1. This permission shall be granted in a written document providing for safety in storage and handling and the payment of a flowage fee as established in these Minimum Standards and Rules.
- 12.19.2. All aviation fuels used in aircraft shall be stored in compliance with Federal Aviation Administration guidelines and City of Shawnee Fire Department regulations.
- 12.20. Photography. With the exception of commercial aeronautical service providers operating under a current, valid Commercial Service Lease Agreement, an Independent Operator Agreement with the Shawnee Airport Authority or duly accredited representatives of the news media shall take still, motion, or sound pictures of activities on the airport for commercial purposes without permission from the Airport Manager.
- 12.21. Model Aircraft, Drones, and Kite Flying, etc. No person may operate model aircraft, unmanned aircraft, kites, etc., within the Airport without permission from the Airport Manager.
- 12.22. Abandoned Property; Lost Articles. No person shall abandon any property on the Airport. Any person finding lost articles in the public areas shall deposit or report them to the Airport Manager.

- 12.23. Disposal of Refuse. No person shall place, dispose of or deposit in any manner trash, garbage, or refuse in or upon the Airport property except at such places and under such conditions as the Airport Manager may from time to time prescribe.
- 12.24. Unauthorized Signs and Structures. No signs or non-aeronautical equipment or portable buildings and house trailers may be erected, moved in or installed on the Airport property except as may be specifically authorized by the Airport Manager.
- 12.25. Lien for Charges. To enforce the payment of any charge made for repairs, improvements, storage or care of any personal property made or furnished by the Shawnee Airport Authority, the City of Shawnee Oklahoma or its agents, in connection with the operation of the Airport, the Shawnee Airport Authority shall have a lien upon such personal property, which shall be enforceable as provided by law.
- 12.25.1. Lien Possessory Right. To enforce the payment of any such charge made pursuant to a lease agreement or contract with the Shawnee Airport Authority or the City of Shawnee, the Airport Manager may retain possession of such personal property until all reasonable, customary and usual compensation shall have been paid in full.
- 12.26. Surreptitious Activities. Any person observing suspicious, unauthorized or criminal activities should report such activities immediately to the Airport Manager, City of Shawnee Police, Pottawatomie County Sheriff's Office, officers of the Oklahoma Department of Public Safety or other peace officer with jurisdiction.
13. PENALTY FOR VIOLATION OF RULES AND REGULATIONS.
- 13.1. Violation of the rules may result in the termination of leases, the prohibition from being upon the grounds of the Airport, the loss of the opportunity to conduct any operations at the Airport, or such other action as the Shawnee Airport Authority deems appropriate, in addition to any penalties imposed if such violations are also violations of law.

Adopted this _____ day of _____, 2019.

THE HONORABLE
RICHARD FINLEY

MAYOR
CITY OF SHAWNEE, OKLAHOMA

CHAIRMAN
SHAWNEE AIRPORT AUTHORITY

ATTEST
(SEAL)

LISA LASYONE, CMC
CITY CLERK
CITY OF SHAWNEE, OKLAHOMA

Regular Board of Commissioners**11.**

Meeting Date: 05/06/2019

Audit/Budget

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Extended Audit and Budget Brief.

AttachmentsFY2018 CAFR

CITY OF SHAWNEE, OKLAHOMA

**Comprehensive Annual Financial Report
And Accompanying Independent Auditor's Report**

**For the Fiscal Year Ended
June 30, 2018**

Prepared by:
Department of Finance

Chance Allison
Finance Director

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Office of the City Manager

January 14, 2018

To the Honorable Mayor and Members of the Shawnee City Commission:

In accordance with State Statutes and the Charter of the City of Shawnee, Oklahoma (the, "City"), we are pleased to present the 2017-2018 Comprehensive Annual Financial Report (CAFR) to the City Commission and the citizens of the City to report on the status of the City's financial position and results of operations for the past fiscal year ended June 30, 2018. The report has been prepared in accordance with the requirements of the Governmental Accounting Standards Board (GASB). We believe the data, as presented is accurate in all material respects; that it is presented in a manner designed to fairly set forth the financial position and the financial activity of the City's various funds; and that all disclosures necessary to enable the reader to gain maximum understanding of the City's financial affairs have been included.

Management assumed full responsibility for the completeness and reliability of the information presented in this report. To provide a reasonable basis for making these representations, the City has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft, or misuse, and to compile sufficiently reliable information for the preparation of the City's financial statements in conformity with Generally Accepted Accounting Principles (GAAP). Because the cost of internal controls should not outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reliable assurance that the financials will be free from material misstatement. To the best of our knowledge and beliefs, this financial report is complete and accurate in all material respects.

The City's financial statements have been audited by Arledge & Associates, P.C., certified public accountants. The independent audit was conducted to provide reasonable assurance that the financial statements are free from material misstatement. The independent auditor has issued an unmodified ("clean") opinion on the City's financial statements for the year ended June 30, 2018. The independent auditors report is presented as the first component of the financial section of the CAFR.

Management's Discussion and Analysis required by GASB includes summarized financial information about the City, an analysis of the past year's operations of general government and major enterprise activities and an overview of the City's current and future economic picture as well as its major initiatives and financial accomplishments for the year.

The Financial Section includes the City's independent auditor's report expressing an opinion as to the accuracy and fairness of the financial statements, and the accompanying footnotes to the financial statements. The combined and individual fund financial statements present financial data of each separate fund of the City. The footnotes provide certain other information summarized in the financial statements. The notes are an integral part of the financial statements and provide additional information which is essential to an accurate understanding of the government's financial condition.

PROFILE OF THE CITY

The City of Shawnee is located in Pottawatomie County approximately 35 miles each of Oklahoma City, Oklahoma. The City was incorporated in 1894 and encumbers 56 square miles. The City is a full-service municipality and operates under a Council-Manager form of government consisting of 6 wards. Each ward is represented by a City Commissioner who is elected at-large in addition to an independently elected Mayor.

The City provides many municipal services for the health and well-being of its citizens, including public safety, emergency management for both the City and county, water, sewer and sanitation services, street construction and maintenance, street lighting, parks, lake and recreational facilities, planning, community development, code enforcement, and general administration.

The City Commission is required by State Statutes to adopt a budget no later than seven days prior to the first day of the fiscal year (July 1). The annual budget serves as the foundation for the City's financial planning and control. The budget is prepared by fund by department. The City Manager may authorize transfers between departments without City Commission approval. Supplemental appropriations require City Commission approval and must be filed with the Office of the State Auditor and Inspector. The City maintains an encumbrance accounting system as one technique of accomplishing budgetary control. For financial reporting purposes, all funds, agencies, boards, commission, and authorities which the City Commission has financial accountability are included in this report. Financial accountability is determined by several different factors including fiscal dependence, ability to impose will upon the entity's governing body, provision of specific financial burdens or benefits, and separate legal entities. After careful evaluation of these factors, the City has included in this financial report the Shawnee Municipal Authority, Shawnee Airport Authority, Shawnee Urban Renewal Authority, and all funds of the City, and the Shawnee Civic and Cultural Development Authority which is a discretely presented component unit of the City.

GOVERNMENTAL STRUCTURE

The City of Shawnee operates as a Council-Manager form of government as defined by Oklahoma State Statutes. The governing body of the City consists of a mayor, who shall be elected from the City at large; and six (6) commissioners from prescribed wards. The City Commission also serves as trustees of the Shawnee Municipal Authority and Shawnee Airport Authority. The Mayor and Commissioners appoint the City Manager, who is the chief executive officer of the City, the City Treasurer, who is the chief financial officer of the City, the Municipal Court Judge, and the City Attorney.

LONG-TERM FINANCIAL PLANNING AND MAJOR INITIATIVES

The City Commission has a policy to maintain a minimum liquid fund balance reserve of 10% of the General Fund, Shawnee Municipal Authority, and Shawnee Airport Authority annual expenditures, excluding capital outlay. The fund balance reserves as of June 30, 2018 for the General Fund, Shawnee Municipal Authority, and Shawnee Airport Authority were 1.4%, 4.3%, and 45.1%, respectively. Fund balance reserves fell below policy minimums due to increasing operating costs, predominately relating to personnel costs, and lower than anticipated estimated revenues received during fiscal years 2017 and 2018. In order to restore fund balance reserves to minimum levels, management began taking initiatives during FY 2019 to reduce operating costs by incentivizing a retirement for certain eligible staff, examining the absolute need and requirement for each expenditure, and reviewing each department for efficiencies to eliminate costs.

Construction on the Fire Department Station 2 continued during FY 2018 and is anticipated to be completed during FY 2019. As of June 30, 2018, the construction in progress was approximately 70% complete. In addition, the Fire Department ordered two fire trucks which will be delivered from the manufacturer during the first quarter of FY 2019.

LONG-TERM FINANCIAL PLANNING AND MAJOR INITIATIVES, CONTINUED

During FY 2018, the City continued to strategically construct sidewalks throughout the City with grant support from the Avedis Foundation. Additionally, the City constructed a new parking lot on the historic Santa Fe Depot to further the improvements to the historic downtown area.

In June, 2018 the citizens voted to enact a half-cent sales tax for capital improvements related to parks and recreation, streets, and public safety to enhance the City's core services and quality of life. The tax will be collected from October 2018 through September 2028 and is expected to generate approximately \$30 million for the projects.

The Shawnee Municipal Authority has a Capital Improvement Plan (CIP) for the water and wastewater treatment plants, including water delivery and collection systems. During FY 2018, the majority of the engineering was completed for the water and wastewater treatment plants with an approximate cost estimate of \$40 million for required capital improvements. The final engineering is expected to be completed during FY 2019. Project financing is expected to be secured during mid-FY 2020 with construction beginning thereafter.

In FY 2019, the Shawnee Municipal Authority has plans to explore the implementation of Advanced Metering Infrastructure (AMI) for the water utility city-wide. The benefits of installing AMI meters has the opportunity to provide operational, customer and financial benefits such as the ability to perform remote meter readings from City Hall, increased meter reading accuracy, faster leak detection, real-time consumption data, reduced equipment and maintenance costs, and remote meter activation.

ECONOMIC CONDITION AND OUTLOOK

The City's top priority is to provide the highest level of public services possible. Like other Oklahoma municipalities, long-term municipal finance is a concern as the principal revenue source is sales taxes which can fluctuate based on the state of the economy and consumer spending. A broad analysis of the current and future expenditure needs of the City must be considered when appropriating revenues to maintain and build fund balances in the event of economic fluctuations that could impact sales tax.

Overall economic conditions have remained stable over the past year, and economic development has continued to progress throughout the City during FY 2018. Additionally, with the passage of the internet-based sales tax legislation, excise taxes should slightly increase during FY 2019. Overall macroeconomic trends in the State of Oklahoma continued to improve during FY 2018 and should continue into FY 2019. Additionally, the Oklahoma unemployment rate remains at historic lows of approximately 4%.

The City depends significantly on sales and use tax to fund all general government operations. Approximately 70% of the General Fund revenues are provided by sales and use tax; which slightly dropped during FY 2018. Sales and use taxes collected through November 2018 are relatively flat but stable with FY 2018 results. Intergovernmental revenues comprised 13% of the General Fund revenues which consists of revenues from grants and other governmental agencies. Intergovernmental revenues remained relatively consistent and stable during FY 2018 due to maintaining similar grant programs and no changes in on-behalf state agency receipts.

The City's FY 2019 budget estimates for General Fund revenues are approximately \$23 million, which includes the half-cent sales tax increase discussed above. Additionally, the Shawnee Municipal Authority utility revenues are projected at approximately \$13 million, which remains stable with previous years revenues. The City Commission approves annually appropriated budgets for the combined General Fund accounts, special revenue funds, proprietary funds, and debt service fund. The budgets are approved for each fund by department and expenditure category. For additional information, please see the notes to the financial statements.

AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting to the City for its Comprehensive Annual Financial Report for the fiscal year ended June 30, 2017. In order to be awarded the Certificate of Achievement, the City must publish an easily readable and efficiently organized Comprehensive Annual Financial Report. This report must satisfy both GAAP and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current Comprehensive Annual Financial Report continues to meet the Certificate of Achievement program requirements and we are submitting it to the GFOA to determine eligibility for the current report. The preparation of the Comprehensive Annual Financial Report was made possible by the staff dedication of the Accounting Division. Management applauds the Mayor, Commission Members, and the department directors for their cooperation and outstanding assistance in matters pertaining to the financial affairs of the City.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Eric Benson".

Eric Benson
Interim City Manager

A handwritten signature in blue ink, appearing to read "Chance Allison".

Chance Allison
Assistant City Manager and City Treasurer

City of Shawnee, Oklahoma

List of Principal Officials

June 30, 2018

Mayor and City Commission

Richard Finley	Mayor
James Harrod	Commissioner
Lesa Shaw	Commissioner
Dub Bushong	Commissioner
Ron Gillham	Commissioner
Darren Rutherford	Commissioner
Ben Salter	Commissioner

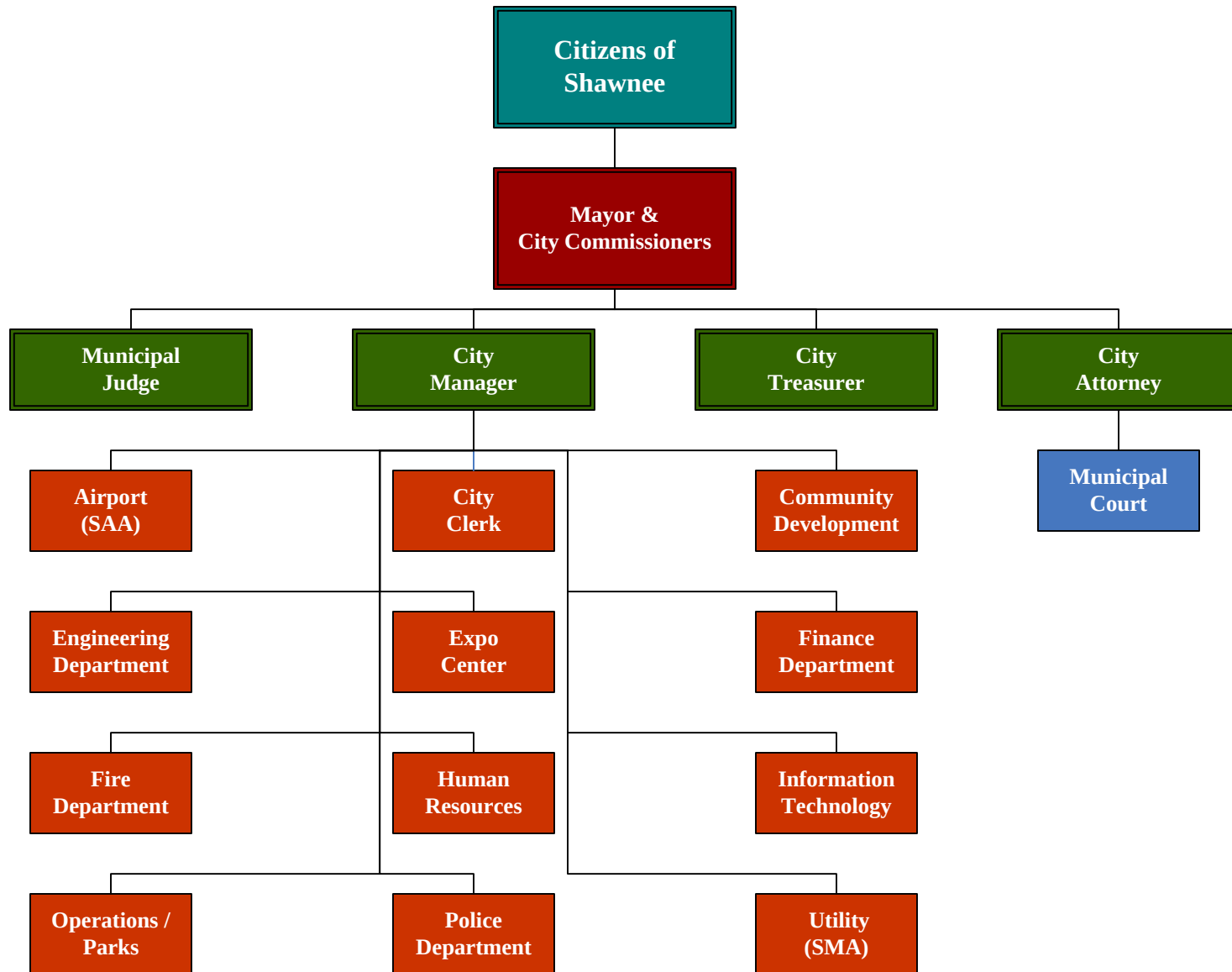
Administration

Justin Erickson	City Manager
Chance Allison*	Treasurer
Stephen Nolen	Chief Information Officer
Phyllis Loftis	City Clerk
Mason Wilson	Police Chief
Michael D. Tischer	Interim Fire Chief
Tamera Johnson	Human Resource Director
Justin Debruin	Community Development Director/ Planning Director
John Krywicki	City Engineer
James Bryce	Director of Operations
Steve Nelms	Utility Director
Chris Dunlap	Expo Center Director

(*)—Effective June 11, 2018, replacing Cynthia R. Arnold

City of Shawnee Administrative Organizational Chart

Updated January 23, 2013





Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Shawnee
Oklahoma**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2017

Christopher P. Morrill

Executive Director/CEO

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council of the
City of Shawnee, Oklahoma

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Shawnee, Oklahoma, (the "City") as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of Shawnee Civic and Cultural Development Authority ("SCCDA"), the City's discretely presented component unit. Those statements were audited by other auditors, whose report has been furnished to us, and our opinions, insofar as it relates to the amounts included for SCCDA, are based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2018, and the respective changes in financial position, and, where

applicable, cash flows thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and the pension plan and other post-employment benefits funding schedules, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, other supplementary information, and statistical section, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The other supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplemental information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 14, 2019, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



January 14, 2019

As Management of the City of Shawnee, we offer readers this narrative overview and analysis of the financial activities of the City of Shawnee for the fiscal year ended June 30, 2018. We encourage readers to use this information in conjunction with the City's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The City's total net position decreased by \$4,304,639 or 5.44% from the prior year and the assets and deferred outflows of the City continued to exceed its liabilities and deferred inflows at June 30, 2018, by \$74.8 million (net position).
- Of the \$74.8 million in net position, \$87.9 million is the net investment in capital assets. Another \$9.1 million is restricted for capital projects, debt service, economic development, and public safety. The remaining unrestricted net position for governmental activities is a deficit of approximately \$19.6 million and unrestricted net position of the business-type activities is a deficit of \$2.5 million. The deficits in a large part are caused by GASB Statements 68 and 71 related to employer pension accounting and GASB Statement 75 related to other post-employment benefits.
- At June 30, 2018, the City's governmental funds reported total combined ending fund balances of \$6.7 million. Of this amount, \$8.5 million is restricted by outside sources and enabling legislation, and \$.3 million is assigned to projects by management, leaving a deficit of \$1.8 million as unassigned fund balance.
- At June 30, 2018, enterprise funds reported \$41.7 million of total net position. \$41.6 million is the net investment in capital assets, and \$2.6 million is restricted for debt service, leaving \$2.5 million in an unrestricted net position deficit.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements presented herein include all of the activities of the City of Shawnee (City), the Shawnee Municipal Authority (SMA), Shawnee Airport Authority (SAA), the Shawnee Urban Renewal Authority (accounted for in the CDBG fund) and one discretely presented component unit. Included in this report are government-wide statements for each of two categories of activities – governmental and business-type, along with the discretely presented component unit, the Shawnee Civic and Cultural Authority (SCCDA or Expo).

The government-wide financial statements present the complete financial picture of the City from the economic resources measurement focus using the accrual basis of accounting. They present governmental activities and business-type activities separately and combined. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Government-wide financial statements also report the City's operations in more detail than the fund level statements by providing information about the City's most significant funds. These statements include all assets of the City (including infrastructure), along with deferred outflows, as well as all liabilities (including long-term debt), along with deferred inflows.

Reporting the City as a Whole - Statement of Net Position and Statement of Activities

This discussion and analysis is intended to serve as an introduction to the City of Shawnee's basic financial statements. The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer financial questions. These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the accrual basis of accounting. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the City's net position and changes in net position from the prior year. You can think of the City's net position – the difference between assets, deferred outflows of resources, liabilities and deferred inflows of resources – as one way to measure the City's financial condition, or position. Over time, increases or decreases in the City's net position are one indicator of whether its financial health is improving, deteriorating, or remaining steady. However, you must consider other non-financial factors, such as changes in the City's tax base, the condition of the City's roads, and the quality of services to assess the overall health of the City.

The Statement of Net Position and the Statement of Activities are divided into three types of activities:

- **Governmental activities** - Most of the City's basic services are reported here, including the public safety, street improvements, community planning and development, civic and cultural activities, and economic development. Sales and use taxes, franchise fees, fines, and state and federal grants finance most of these activities. The Shawnee Urban Renewal Authority is included within the financial statements as a part of Other Governmental Funds within a grouping of Special Revenue Funds titled CDBG & Home Grant Funds. All of the activity of the Shawnee Urban Renewal Authority is in the CDBG & Home Grant Funds and the Shawnee Urban Renewal Authority (a blended component unit) does not have any of its own assets or liabilities.
- **Business-type activities** - The City charges a fee to customers to help cover all or most of the cost of certain services it provides. The City's water, sewer, sanitation, and airport services are reported here. The Shawnee Municipal Authority and the Shawnee Airport Authority are enterprise funds and are blended component units of the City.
- **Discretely presented component unit** - This component unit, the Shawnee Civic and Cultural Development Authority, accounts for activities of the City's reporting entity that do not meet the criteria for blending.

Reporting the City's Most Significant Funds - Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds – not the City as a whole. The City of Shawnee, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Some funds are required to be established by State law and by bond covenants. However, management establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money. All of the funds of the City of Shawnee can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds - Most of the City's basic services are reported in governmental funds, which focus on near-term inflows and outflows of spendable resources, as well as spendable resources

available at the end of the fiscal year. These funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available”. The governmental fund statements provide a detailed short-term view of the City’s general government operations and the basic service it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City’s programs. The differences of results in the Governmental Fund financial statements to those in the Government-Wide financial statements are explained in a reconciliation following the Governmental Fund financial statements.

Proprietary funds - When the City charges customers for the services it provides – whether to outside customers or to other units of the City – these services are generally reported in proprietary funds.

- *Enterprise funds* are one type of proprietary funds and are used to report the same functions presented as business-type activities in the government-wide financial statements. The City has two enterprise funds -- the Shawnee Municipal Authority and the Shawnee Airport Authority -- to account for its water, sewer, sanitation, and airport operations. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.
- *Internal service funds* are another type of proprietary fund used to account for services provided to other departments on a cost reimbursement basis. The City has one internal service fund – the Self-Insured Workers’ Compensation Fund -- to account for its workers’ compensation costs. The revenues and expenditures reported in this internal service fund are included with governmental activities at the government-wide level of reporting.

Notes to the Financial Statements

The Notes to the Financial Statements provide additional information that is essential to gain an understanding of the data provided in the government-wide and fund financial statements.

Other Information

The City has included other information (OI), on pages 1-4, the letter of transmittal and the 10-year statistical tables beginning on page 105. The Required Supplementary Information (RSI) section, starting on page 76, reports the General Fund Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – and the related Notes to the Required Supplementary Information on Budgetary Accounting and Control for the fiscal year ended June 30, 2018. Also reported here is actuarial information related to the City’s defined benefit pension plan, the City’s Other Postemployment Benefits (OPEB) and the city’s cost sharing pension plans schedules.

Other Supplementary Information (SI) is provided on pages 87-103. Other Supplementary Information contains combining schedules on the general fund and combining statements and schedules of other governmental funds.

THE CITY AS A WHOLE

For the year ended June 30, 2018, net position for the governmental activities and business-type activities decreased \$4,304,639. The results indicate the City’s financial condition declined from the prior year.

**MANAGEMENT'S DISCUSSION & ANALYSIS
CITY OF SHAWNEE, OKLAHOMA
JUNE 30, 2018**

Following is a summary of net position for the City of Shawnee as of June 30, 2018 and June 30, 2017:

**TABLE 1
NET POSITION (In Thousands)**

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	<u>2018</u>	<u>Restated, 2017</u>		<u>2018</u>	<u>Restated, 2017</u>		<u>2018</u>	<u>Restated, 2017</u>	
Current assets	\$ 9,428	\$ 16,363	-42%	\$ 4,080	\$ 3,261	25%	\$ 13,508	\$ 19,624	-31%
Capital assets, net	53,744	52,818	2%	53,689	55,762	-4%	107,433	108,580	-1%
Total assets	<u>63,172</u>	<u>69,181</u>	-9%	<u>57,769</u>	<u>59,023</u>	-2%	<u>120,941</u>	<u>128,204</u>	-6%
Deferred outflows	<u>5,223</u>	<u>5,720</u>	-9%	<u>654</u>	<u>1,140</u>	-43%	<u>5,877</u>	<u>6,860</u>	-14%
Current liabilities	4,631	4,342	7%	3,655	3,538	3%	8,286	7,880	5%
Non-current liabilities	28,959	32,219	-10%	12,824	14,776	-13%	41,783	46,995	-11%
Total liabilities	<u>33,590</u>	<u>36,561</u>	-8%	<u>16,479</u>	<u>18,314</u>	-10%	<u>50,069</u>	<u>54,875</u>	-9%
Deferred inflows	<u>1,669</u>	<u>773</u>	116%	<u>237</u>	<u>268</u>	-12%	<u>1,906</u>	<u>1,041</u>	83%
Net position									
Net investment capital assets	46,205	50,131	-8%	41,648	42,195	-1%	87,853	92,326	-5%
Restricted	6,569	9,972	-34%	2,563	2,470	4%	9,132	12,442	-27%
Unrestricted (deficit)	(19,638)	(22,536)	-13%	(2,504)	(3,084)	19%	(22,142)	(25,620)	-14%
Total net position	<u>\$ 33,136</u>	<u>\$ 37,567</u>	-12%	<u>\$ 41,707</u>	<u>\$ 41,581</u>	0%	<u>\$ 74,843</u>	<u>\$ 79,148</u>	-5%

As shown in Table 1 above, the largest portion of the City's net position reflects its investment in capital assets, less any related debt used to acquire those assets that is still outstanding. This year the net investment in capital assets amounted to \$87.9 million. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Another portion of the City's net position, \$9.1 million, represents resources that are subject to restrictions on how they may be used. The remaining balance of unrestricted net position, may be used to meet the government's ongoing obligations to citizens and creditors. The total remaining unrestricted net position is a deficit amount, with the governmental unrestricted net position having a deficit balance of \$22.1 million, or a 14% decrease in the size of the deficit of the prior year, primarily due to an decrease in the net investment in capital assets and a decrease in restricted net position. The business-type activities has a deficit unrestricted net position of \$2.5 million, or a 19% decrease in the size of the deficit of the prior year, primarily due to a decrease in total liabilities.

Changes in Net Position:

Table 2 summarizes the City's changes in net position for fiscal year 2017 compared to fiscal year 2018.

**MANAGEMENT'S DISCUSSION & ANALYSIS
CITY OF SHAWNEE, OKLAHOMA
JUNE 30, 2018**

**TABLE 2
CHANGES IN NET POSITION (In Thousands)**

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	<u>2018</u>	<u>2017</u>		<u>2018</u>	<u>2017</u>		<u>2018</u>	<u>2017</u>	
Revenues									
Charges for service	\$ 1,172	\$ 1,406	-17%	\$ 13,423	\$ 13,430	0%	\$ 14,595	\$ 14,836	-2%
Operating grants and contributions	2,802	2,914	-4%	4	-	100%	2,806	2,914	-4%
Capital grants and contributions	1,110	5,327	-79%	75	1,618	-95%	1,185	6,945	-83%
Taxes	22,064	22,168	0%	-	-	-	22,064	22,168	0%
Intergovernmental revenue	339	344	-1%	-	-	-	339	344	-1%
Investment income	64	53	21%	73	56	30%	137	109	26%
Miscellaneous	15	160	-91%	44	99	-56%	59	259	-77%
Total revenues	<u>27,567</u>	<u>32,372</u>	-15%	<u>13,619</u>	<u>15,203</u>	-10%	<u>41,186</u>	<u>47,575</u>	-13%
Expenses									
General government	3,912	4,463	-12%	-	-	-	3,912	4,463	-12%
Public safety	18,347	17,192	7%	-	-	-	18,347	17,192	7%
Streets	4,596	4,272	8%	-	-	-	4,596	4,272	8%
Culture and recreation	2,346	2,229	5%	-	-	-	2,346	2,229	5%
Community development	850	553	54%	-	-	-	850	553	54%
Economic development	1,546	1,286	20%	-	-	-	1,546	1,286	20%
Interest	128	120	7%	-	-	-	128	120	7%
Water	-	-	-	5,592	5,792	-3%	5,592	5,792	-3%
Wastewater	-	-	-	4,014	3,732	8%	4,014	3,732	8%
Sanitation	-	-	-	1,717	1,652	4%	1,717	1,652	4%
Administration	-	-	-	835	672	24%	835	672	24%
Airport	-	-	-	1,416	1,358	4%	1,416	1,358	4%
Lake	-	-	-	192	153	25%	192	153	25%
Total expenses	<u>31,725</u>	<u>30,115</u>	5%	<u>13,766</u>	<u>13,359</u>	3%	<u>45,491</u>	<u>43,474</u>	5%
Excess (deficiency) before transfers	(4,158)	2,257	-284%	(147)	1,844	-108%	(4,305)	4,101	-205%
Transfers	<u>(273)</u>	<u>1,732</u>	-116%	<u>273</u>	<u>(1,732)</u>	116%	<u>-</u>	<u>-</u>	
Change in net position	<u>(4,431)</u>	<u>3,989</u>	-211%	<u>126</u>	<u>112</u>	13%	<u>(4,305)</u>	<u>4,101</u>	-205%
Beginning net position, restated	<u>37,567</u>	<u>33,578</u>	12%	<u>41,581</u>	<u>41,469</u>	0%	<u>79,148</u>	<u>75,047</u>	5%
Ending net position	<u>\$ 33,136</u>	<u>\$ 37,567</u>	-12%	<u>\$ 41,707</u>	<u>\$ 41,581</u>	0%	<u>\$ 74,843</u>	<u>\$ 79,148</u>	-5%

Governmental Activities

The City's governmental activities (as shown in Table 2 above) decreased net position by \$4.4 million, representing an 12% decrease in net position. The increase is due to a decrease in transfers from other funds and a decrease in capital grants and contributions.

Fiscal year 2017-2018 tax revenues totaled \$22.1 million compared to \$22.2 million in fiscal year 2016-2017 as the local economy remained steady.

Capital grants and contributions decreased 79% from the prior year, as the City had a decrease in capital grants and donated infrastructure.

Business-type Activities

Operations of the business-type activities remained relatively consistent with the prior year.

Tables 3 and 4 summarize the total cost of providing services from governmental activities and business-type activities for fiscal years 2018 and 2017.

TABLE 3
Net Revenue (Expense) of Governmental Activities
(In Thousands)

	Total Expense of Services		% Inc. (Dec.)	Net Revenue (Expense) of Services		% Inc. (Dec.)
	<u>2018</u>	<u>2017</u>		<u>2018</u>	<u>2017</u>	
General government	\$ 3,912	\$ 4,463	-12%	\$ (3,550)	\$ (3,858)	-8%
Public safety	18,347	17,192	7%	(15,466)	(14,432)	7%
Streets	4,596	4,272	8%	(4,274)	437	-1078%
Culture, parks and recreation	2,346	2,229	5%	(1,463)	(1,118)	31%
Community development	850	553	54%	(247)	(126)	96%
Economic development	1,546	1,286	20%	(1,511)	(1,251)	21%
Interest on long-term debt	128	120	7%	(128)	(120)	7%
Total	<u>\$ 31,725</u>	<u>\$ 30,115</u>	5%	<u>\$ (26,639)</u>	<u>\$ (20,468)</u>	30%

Total costs of services provided by governmental activities totaled \$31.7 and \$30.1 million for fiscal years 2018 and 2017, respectively.

Total costs of services provided by business-type activities totaled \$13.8 million for fiscal year 2018 and \$13.4 million for fiscal year 2017.

TABLE 4
Net Revenue (Expense) of Business-Type Activities
(In Thousands)

	Total Expense of Services		% Inc. Dec.	Net Revenue (Expense) of Services		% Inc. Dec.
	<u>2018</u>	<u>2017</u>		<u>2018</u>	<u>2017</u>	
Water	\$ 5,592	\$ 5,792	-3%	\$ 1,192	\$ 2,567	-54%
Wastewater	4,014	3,732	8%	(242)	30	-907%
Sanitation	1,717	1,652	4%	548	600	-9%
Administration	835	672	24%	(835)	(672)	24%
Airport	1,416	1,358	4%	(834)	(769)	8%
Lake	192	153	25%	(95)	(67)	42%
Total	<u>\$ 13,766</u>	<u>\$13,359</u>	3%	<u>\$ (266)</u>	<u>\$ 1,689</u>	-116%

A FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As the City completed its 2018 fiscal year, the governmental funds reported a combined fund balance of \$6.7 million. The enterprise funds reported combined net position of \$41.7 million. The fund balance constraints and net position restrictions are listed below:

Governmental Funds:

Fund Balance:

Nonspendable	\$153,659
Restricted	7,970,237
Assigned	<u>352,523</u>
Total governmental fund balance constraints	<u>\$8,476,419</u>

Proprietary Funds:

Net Position Restrictions:

Debt service	<u>\$2,563,339</u>
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Other Fund Highlights Include:

- For the year ended June 30, 2018, the General Fund's total fund balance decreased by \$3,938,760 or 141%.
- General fund fire department total expenditures include \$1,484,373, while police department total expenditures include \$463,778, for pension payments made on behalf of the City by the State. The total amount of \$1,948,151 has been included as both revenue and expenditures of the City for the year ended June 30, 2018.
- The Street Improvement Fund's total fund balance decreased by \$2.8 million due to street improvement expenditures exceeding sales tax collections in the current year.
- The Capital Improvement Fund's total fund balance increased by \$.2 million related to transfers from other funds.
- The Shawnee Municipal Authority reported a net loss of \$221,768 before contributed capital, transfers in, and transfers out.

General Fund Budgetary Highlights

Fiscal year 2018 General Fund revenues of \$18.9 million were \$2.41 million below budgeted revenues.

Fiscal year 2018 General Fund expenditures were 4.32% above budgeted expenditures.

CAPITAL ASSETS & DEBT ADMINISTRATION

Capital Assets

At the end of June 30, 2018, the City had \$107.4 million invested in capital assets including land, buildings, machinery and equipment, park facilities, water, sewer and stormwater systems, roads and bridges, net of accumulated depreciation. This represents a net decrease of \$1.1 million from last year.

Below are details regarding the change in the City's capital assets for the year ending June 30, 2018.¹

¹ For more detailed information on capital asset activity please refer to page 44 Note III.D. Capital Assets

TABLE 5
Capital Assets
(In Thousands)
(Net of accumulated depreciation)

	Governmental Activities		Business-Type Activities		Total	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Land	\$ 2,262	\$ 2,262	\$ 1,482	\$ 1,482	3,744	\$ 3,744
Buildings	5,948	6,323	5,426	6,233	11,374	12,556
Machinery, furniture and equipment	10,163	10,864	2,618	3,034	12,781	13,898
Infrastructure	28,947	30,197	29,987	31,882	58,934	62,079
Water rights	-	-	12,968	12,968	12,968	12,968
Construction in progress	6,424	3,172	1,208	162	7,632	3,334
Totals	<u>\$ 53,744</u>	<u>\$ 52,818</u>	<u>\$ 53,689</u>	<u>\$ 55,761</u>	<u>\$ 107,433</u>	<u>\$ 108,579</u>

This year's more significant capital asset additions include various water, wastewater and street improvement projects as well as upgrades to various city buildings, and the airport. The most significant additions are related sidewalk projects, street rehabilitation, traffic signal upgrades, fleet upgrades, and water and sewer line upgrades.

Debt Administration

At year-end, the City had \$22.4 million in long-term debt outstanding, which represents a \$3.5 million decrease from the prior year. These debts are further detailed below as follows: ²

TABLE 6
Long-Term Debt
(In Thousands)

	Governmental Activities		Business-Type Activities		Total	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Accrued absences	\$ 2,452	\$ 2,371	\$ 307	\$ 299	\$ 2,759	\$ 2,670
Notes payable	3,990	4,910	11,776	13,239	15,766	18,149
Claims and judgments payable	3,011	3,971	-	-	3,011	3,971
Capital leases	910	1,196	-	-	910	1,196
Totals	<u>\$ 10,363</u>	<u>\$ 12,448</u>	<u>\$ 12,083</u>	<u>\$ 13,538</u>	<u>\$ 22,446</u>	<u>\$ 25,986</u>

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Economic conditions have remained stable over the past year. Economic development within the City has continued at a steady pace throughout FY 2018, and we believe will continue into FY 2019. Sales taxes, the primary revenue source of the general government, remained effectively flat with a slight

² For more detailed information on long-term debt activity please refer to page 45, Note III.E. Long-Term Debt

decline during FY 2018. With the passage of the internet sales tax legislation, we are confident sales taxes will increase slightly into FY 2019. Unemployment remains to be approximately 4% statewide which is at historic lows, and should continue into the foreseeable future as the Oklahoma economy continues to improve.

Additional positions the City would like to see in the future are:

Assistant City Manager
Public Information Officer
Employees to start recreation programs
Miscellaneous other positions to improve customer and internal service

Total FY 2018-2019 General Fund revenues are estimated at \$23 million, including \$3.7 million in transfers from other funds. As noted above however, sales tax and use tax collections, representing approximately 60% percent of the total General Fund revenues, are slightly above what was budgeted through November 2018.

Total FY 2018-2019 Shawnee Municipal Authority utility revenues are projected at \$13 million with approximately \$1 million budgeted for engineering services for upgrades to the water and wastewater treatment plans. We are projecting all engineering will be completed during FY 2019 and we are projecting to close on project financing and begin construction during FY 2020.

In March of 2014, the City signed a sales tax rebate agreement with Hunt Properties of Dallas, TX to attract a 400,000 square foot retail center. Phase 1 of the development is completed and operating. Phase 1 has \$20 million in new buildings and public improvements such as water and sewer extensions, landscaping and lighting, parking and associated drives which will generate excise tax revenue based on the point of delivery. Phase I is generating approximately \$725,000 in new sales tax per year. Under the terms of the agreement the developer is rebated back a portion of the new sales tax generated for a certain period of years.

We will have additional growth this year with a new development at Harrison and 45th Street including a large service station, four restaurants and two new hotels off the I-40 corridor.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Finance Director's Office at 16 W 9th, Shawnee, Oklahoma or phone at (405) 878-1601.

BASIC FINANCIAL STATEMENTS

City of Shawnee, Oklahoma
Statement of Net Position
June 30, 2018

				<u>Component Unit</u>
	<u>Governmental</u>	<u>Business-type</u>		<u>Civic & Cultural</u>
	<u>Activities</u>	<u>Activities</u>	<u>Total</u>	<u>Development</u>
				<u>Authority</u>
ASSETS				
Cash and cash equivalents	\$ 4,021,894	\$ 1,851,843	\$ 5,873,737	\$ 135,918
Investments	355,401	1,453,730	1,809,131	-
Interest receivable	2,113	-	2,113	-
Accounts receivable, net of allowance	506,683	1,926,864	2,433,547	19,211
Notes receivable, net of allowance	426,345	-	426,345	-
Internal balances	1,223,802	(1,223,802)	-	-
Due from other governmental agencies	2,738,593	17,483	2,756,076	-
Inventories	-	27,468	27,468	-
Prepaid items	153,659	25,588	179,247	-
Capital assets:				
Land, construction in progress, and water rights	8,686,077	15,657,891	24,343,968	-
Other capital assets, net of depreciation	45,058,048	38,031,458	83,089,506	4,537,672
Total Assets	<u>63,172,615</u>	<u>57,768,523</u>	<u>120,941,138</u>	<u>4,692,801</u>
DEFERRED OUTFLOW OF RESOURCES				
Deferred amounts on refunding	-	301,901	301,901	-
Deferred amounts related to pensions	5,222,627	351,765	5,574,392	-
Total deferred outflow of resources	<u>5,222,627</u>	<u>653,666</u>	<u>5,876,293</u>	<u>-</u>
LIABILITIES				
Accounts payable and accrued expenses	1,895,986	694,033	2,590,019	7,280
Accrued interest payable	37,202	94,564	131,766	-
Due to depositors	-	1,304,052	1,304,052	13,414
Due to bondholders	7,933	-	7,933	-
Unearned revenue	428,974	-	428,974	-
Long-term liabilities				
Due within one year	2,260,566	1,561,887	3,822,453	7,107
Due in more than one year	28,959,037	12,824,163	41,783,200	3,250
Total liabilities	<u>33,589,698</u>	<u>16,478,699</u>	<u>50,068,397</u>	<u>31,051</u>
DEFERRED INFLOW OF RESOURCES				
Deferred amounts related to pensions	1,316,990	153,600	1,470,590	-
Deferred amounts related to OPEB	351,965	83,097	435,062	-
Total deferred inflow of resources	<u>1,668,955</u>	<u>236,697</u>	<u>1,905,652</u>	<u>-</u>
NET POSITION				
Net investment in capital assets	46,204,941	41,647,640	87,852,581	4,527,315
Restricted for:				
Debt service	207,587	2,563,339	2,770,926	-
Public safety	158,093	-	158,093	-
Capital projects	5,489,701	-	5,489,701	-
Economic development	444,008	-	444,008	-
Other	269,945	-	269,945	-
Unrestricted (deficit)	(19,637,686)	(2,504,186)	(22,141,872)	134,435
Total net position	<u>\$ 33,136,589</u>	<u>\$ 41,706,793</u>	<u>\$ 74,843,382</u>	<u>\$ 4,661,750</u>

The accompanying notes are an integral part of these financial statements.

**City of Shawnee, Oklahoma
Statement of Activities
Year Ended June 30, 2018**

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Position			Component Unit
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total	Civic & Cultural Development Authority
Primary government								
Governmental Activities:								
General government	\$ 3,911,602	\$ 272,116	\$ 66,079	\$ 22,978	\$ (3,550,429)	\$ -	\$ (3,550,429)	\$ -
Public safety	18,346,950	486,743	1,895,053	499,645	(15,465,509)	-	(15,465,509)	-
Streets	4,596,100	39,240	277,123	6,022	(4,273,715)	-	(4,273,715)	-
Culture and recreation	2,346,402	301,536	101	581,310	(1,463,455)	-	(1,463,455)	-
Community development	849,031	38,501	563,999	-	(246,531)	-	(246,531)	-
Economic development	1,545,652	34,266	-	-	(1,511,386)	-	(1,511,386)	-
Interest on long-term debt	127,734	-	-	-	(127,734)	-	(127,734)	-
Total governmental activities	31,723,471	1,172,402	2,802,355	1,109,955	(26,638,759)	-	(26,638,759)	-
Business-type activities:								
Water	5,591,766	6,783,572	-	-	-	1,191,806	1,191,806	-
Wastewater	4,014,009	3,773,089	-	-	-	(240,920)	(240,920)	-
Sanitation	1,716,769	2,264,895	-	-	-	548,126	548,126	-
Administration	834,889	-	-	-	-	(834,889)	(834,889)	-
Airport	1,416,774	504,412	4,300	74,277	-	(833,785)	(833,785)	-
Lake	191,970	96,997	-	-	-	(94,973)	(94,973)	-
Total business-type activities	13,766,177	13,422,965	4,300	74,277	-	(264,635)	(264,635)	-
Total primary government	\$ 45,489,648	\$ 14,595,367	\$ 2,806,655	\$ 1,184,232	(26,638,759)	(264,635)	(26,903,394)	-
Component Unit								
Civic & Cultural Development	\$ 2,074,038	\$ 1,257,873	\$ 1,239,931	\$ -	-	-	-	423,766
General revenues:								
Taxes:								
Sales and use taxes					19,549,624	-	19,549,624	-
Franchise taxes and public service taxes					1,703,963	-	1,703,963	-
Hotel/motel taxes					423,584	-	423,584	-
Property tax					51,133	-	51,133	-
Payment in lieu of taxes					25,055	-	25,055	-
Other					310,347	-	310,347	-
Intergovernmental revenue not restricted to specific programs					338,616	-	338,616	-
Unrestricted investment earnings					63,854	73,172	137,026	739
Miscellaneous					15,435	43,972	59,407	6,735
Transfers					(273,186)	273,186	-	-
Total general revenues and transfers					22,208,425	390,330	22,598,755	7,474
Change in net position					(4,430,334)	125,695	(4,304,639)	431,240
Net position - beginning, restated					37,566,923	41,581,098	79,148,021	4,230,510
Net position - ending					\$ 33,136,589	\$ 41,706,793	\$ 74,843,382	\$ 4,661,750

The accompanying notes are an integral part of these financial statements.

City of Shawnee, Oklahoma
Balance Sheet – Governmental Funds
June 30, 2018

	<u>General Fund</u>	<u>Capital Improvement Fund</u>	<u>Street Improvement Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS					
Cash and cash equivalents	\$ 341,059	\$ 2,849,942	\$ 14,874	\$ 816,019	\$ 4,021,894
Investments	-	296,728	58,673	-	355,401
Interest receivable	1,409	273	308	123	2,113
Receivable from other governments	35,585	-	10,000	38,651	84,236
Due from other funds	1,253,901	65,000	5,307,516	319,773	6,946,190
Taxes receivable, net	1,971,049	319,056	360,224	191,730	2,842,059
Court fines receivable, net	114,217	-	-	-	114,217
Other receivables	156,746	-	-	474,363	631,109
Prepaid items	143,073	-	-	10,586	153,659
Total assets	<u>\$ 4,017,039</u>	<u>\$ 3,530,999</u>	<u>\$ 5,751,595</u>	<u>\$ 1,851,245</u>	<u>\$ 15,150,878</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES					
Liabilities:					
Accounts payable	\$ 558,111	\$ 462,223	\$ 342,332	\$ 217,732	\$ 1,580,398
Accrued payroll payable	313,877	-	-	-	313,877
Due to other funds	4,268,162	1,614,051	-	182,441	6,064,654
Due to bondholders	7,933	-	-	-	7,933
Unearned revenue	-	-	-	428,974	428,974
Total liabilities	<u>5,148,083</u>	<u>2,076,274</u>	<u>342,332</u>	<u>829,147</u>	<u>8,395,836</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenue	<u>29,571</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,571</u>
Fund balances:					
Nonspendable	143,073	-	-	10,586	153,659
Restricted	-	1,454,725	5,409,263	1,106,249	7,970,237
Assigned	352,523	-	-	-	352,523
Unassigned (deficit)	(1,656,211)	-	-	(94,737)	(1,750,948)
Total fund balances	<u>(1,160,615)</u>	<u>1,454,725</u>	<u>5,409,263</u>	<u>1,022,098</u>	<u>6,725,471</u>
Total liabilities, deferred inflows, and fund balances	<u>\$ 4,017,039</u>	<u>\$ 3,530,999</u>	<u>\$ 5,751,595</u>	<u>\$ 1,851,245</u>	<u>\$ 15,150,878</u>

The accompanying notes are an integral part of these financial statements.

City of Shawnee, Oklahoma
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
June 30, 2018

Total fund balance, governmental funds	\$	6,725,471
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Position.		53,744,125
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Certain long-term assets are not available to pay for current fund liabilities and, therefore, are deferred in the funds.		29,571
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Deferred outflows are not available to pay current period expenditures and therefore are not reported in these fund financial statements, but are reported in the governmental activities of the Statement of Net Position.

Pension related deferred outflows		5,222,627
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Some liabilities are not due and payable in the current period, and along with deferred inflows, are not included in the fund financial statement, but are included in the governmental activities of the Statement of Net Position:

Interest payable		(37,202)
Net pension liability		(17,161,169)
Pension related deferred inflows		(1,316,990)
Total OPEB liability		(3,695,455)
OPEB related deferred inflows		(351,965)
Accrued compensated absences		(2,451,904)
Note payable		(3,990,000)
Capital lease payable		(909,594)

Internal service funds are used by management to charge costs of certain activities that benefit multiple funds, such as self-insurance, to individual funds. The assets and liabilities of the internal service funds are reported in governmental activities:

Internal service fund net position		(2,670,926)
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Net Position of Governmental Activities in the Statement of Net Position	\$	33,136,589
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The accompanying notes are an integral part of these financial statements.

City of Shawnee, Oklahoma
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds
Year Ended June 30, 2018

	General Fund	Capital Improvement Fund	Street Improvement Fund	Other Governmental Funds	Total Governmental Funds
REVENUES					
Taxes	\$ 15,236,105	\$ 2,344,629	\$ 2,647,149	\$ 2,087,891	\$ 22,315,774
Intergovernmental	2,499,587	9,936	567,510	499,327	3,576,360
Licenses and permits	230,514	-	-	2,500	233,014
Charges for services	562,277	-	-	1,574	563,851
Fees and fines	493,784	-	-	16,070	509,854
Investment earnings	14,443	33,410	15,181	820	63,854
Miscellaneous	142,658	43,061	59,587	96,114	341,420
Total revenues	<u>19,179,368</u>	<u>2,431,036</u>	<u>3,289,427</u>	<u>2,704,296</u>	<u>27,604,127</u>
EXPENDITURES					
Current:					
General government	3,906,270	-	-	20,855	3,927,125
Engineering	488,407	-	-	-	488,407
Equipment and building maintenance	484,007	-	-	-	484,007
Police	7,270,396	-	-	9,717	7,280,113
Fire	7,122,466	-	-	-	7,122,466
Municipal court	586,920	-	-	-	586,920
Emergency management	426,293	-	-	-	426,293
Streets	1,228,378	-	-	505,584	1,733,962
Parks and recreation	1,320,058	-	-	1,390	1,321,448
Culture and recreation	153,209	-	-	-	153,209
Animal control/E911	953,330	-	-	222,626	1,175,956
Cemetery	228,226	-	-	5,650	233,876
Library	101,563	-	-	-	101,563
Economic development	535,534	-	-	1,379,709	1,915,243
Capital Outlay	1,750	2,193,067	3,426,127	341,635	5,962,579
Debt Service:					
Principal	-	1,206,383	-	-	1,206,383
Interest and other charges	-	139,269	-	-	139,269
Total expenditures	<u>24,806,807</u>	<u>3,538,719</u>	<u>3,426,127</u>	<u>2,487,166</u>	<u>34,258,819</u>
Excess (deficiency) of revenues over expenditures	<u>(5,627,439)</u>	<u>(1,107,683)</u>	<u>(136,700)</u>	<u>217,130</u>	<u>(6,654,692)</u>
OTHER FINANCING SOURCES (USES)					
Transfers in	2,050,624	1,345,652	677,667	361,945	4,435,888
Transfers out	(361,945)	-	(3,343,838)	(1,003,291)	(4,709,074)
Total other financing sources and uses	<u>1,688,679</u>	<u>1,345,652</u>	<u>(2,666,171)</u>	<u>(641,346)</u>	<u>(273,186)</u>
Net change in fund balances	(3,938,760)	237,969	(2,802,871)	(424,216)	(6,927,878)
Fund balances - beginning	2,778,145	1,216,756	8,212,134	1,446,314	13,653,349
Fund balances - ending	<u>\$ (1,160,615)</u>	<u>\$ 1,454,725</u>	<u>\$ 5,409,263</u>	<u>\$ 1,022,098</u>	<u>\$ 6,725,471</u>

The accompanying notes are an integral part of these financial statements.

City of Shawnee, Oklahoma
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of
Governmental Funds to the Statement of Activities
Year Ended June 30, 2018

Net change in fund balances - total governmental funds: \$ (6,927,878)

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period.

Capital asset purchases capitalized	5,226,817
Depreciation expense	(4,699,517)
Book value of disposed capital assets	(100,990)
Capital assets donated	499,645

In the Statement of Activities, the net cost of pension benefits earned is calculated and reported as pension expense. The fund financial statements report pension contributions as pension expenditures. This amount represents the difference between pension contributions and calculated pension expense.

141,307

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:

Change in unavailable revenue	(100,163)
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Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position:

Increase in accrued compensated absences	(81,015)
Increase in total OPEB liability	(294,803)
Principal paid on long-term debt	1,206,383

Some expenses reported in the statement of activities do not require the use of current financial resources and these are not reported as expenditures in governmental funds:

Change in accrued interest payable	11,535
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Internal service fund activity is reported as a proprietary fund in fund financial statements, but certain net revenues are reported in governmental activities on the Statement of Activities:

Total change in net position of governmental activities - proprietary funds	688,345
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Change in net position of governmental activities	\$ (4,430,334)
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The accompanying notes are an integral part of these financial statements.

City of Shawnee, Oklahoma
Statement of Net Position – Proprietary Funds
June 30, 2018

	Enterprise Funds			
	Shawnee Municipal Authority	Shawnee Airport Authority	Total	Internal Service Fund
ASSETS				
Current assets:				
Cash and cash equivalents	\$ 77,929	\$ 276,828	\$ 354,757	\$ -
Investments	292,913	-	292,913	-
Restricted:				
Cash and cash equivalents	1,297,707	-	1,297,707	-
Due from other funds	1,064,775	-	1,064,775	453,144
Accounts receivable, net	1,915,255	9,495	1,924,750	-
Receivables from other governments	-	17,483	17,483	-
Assessments receivable	2,114	-	2,114	-
Inventories	-	27,468	27,468	-
Prepaid expenses	25,588	-	25,588	-
Total current assets	4,676,281	331,274	5,007,555	453,144
Non-current assets:				
Restricted:				
Cash and cash equivalents	199,379	-	199,379	-
Investments	1,160,817	-	1,160,817	-
Capital assets:				
Land, construction in progress, and water rights	15,024,999	632,892	15,657,891	-
Other capital assets, net of accumulated depreciation	32,389,732	5,641,726	38,031,458	-
Total non-current assets	48,774,927	6,274,618	55,049,545	-
Total assets	53,451,208	6,605,892	60,057,100	453,144
DEFERRED OUTFLOW OF RESOURCES				
Deferred amounts on refunding	301,901	-	301,901	-
Deferred amounts related to pensions	351,765	-	351,765	-
Total deferred outflows of resources	653,666	-	653,666	-
LIABILITIES				
Current liabilities:				
Accounts payable and accrued liabilities	541,052	36,915	577,967	1,711
Salaries payable	113,025	3,041	116,066	-
Accrued interest payable	94,564	-	94,564	-
Due to other funds	1,536,560	752,017	2,288,577	110,878
Deposits subject to refund	1,304,052	-	1,304,052	-
Compensated absences	58,575	2,896	61,471	-
Claims and judgments	-	-	-	535,554
Notes payable	1,500,416	-	1,500,416	-
Total current liabilities	5,148,244	794,869	5,943,113	648,143
Non-current liabilities:				
Compensated absences, net of current portion	234,300	11,583	245,883	-
Claims and judgments, net of current portion	-	-	-	2,475,927
Net pension liability	862,612	-	862,612	-
Total OPEB liability	872,474	-	872,474	-
Notes payable, net of current portion	10,843,194	-	10,843,194	-
Total non-current liabilities	12,812,580	11,583	12,824,163	2,475,927
Total liabilities	17,960,824	806,452	18,767,276	3,124,070
DEFERRED INFLOW OF RESOURCES				
Deferred amounts related to pensions	153,600	-	153,600	-
Deferred amounts related to OPEB	83,097	-	83,097	-
Total deferred inflows of resources	236,697	-	236,697	-
NET POSITION				
Net investment in capital assets	35,373,022	6,274,618	41,647,640	-
Restricted for debt service	2,563,339	-	2,563,339	-
Unrestricted (deficit)	(2,029,008)	(475,178)	(2,504,186)	(2,670,926)
Total net position	\$ 35,907,353	\$ 5,799,440	\$ 41,706,793	\$ (2,670,926)

The accompanying notes are an integral part of these financial statements.

City of Shawnee, Oklahoma
Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds
Year Ended June 30, 2018

	Shawnee Municipal Authority	Shawnee Airport Authority	Total	Internal Service Fund
REVENUES				
Water	\$ 6,481,584	\$ -	\$ 6,481,584	\$ -
Sewer	3,654,030	-	3,654,030	-
Sanitation	2,217,053	-	2,217,053	-
Rents and royalties	73,731	283,934	357,665	-
Fuel sales	-	219,541	219,541	-
Miscellaneous	474,966	257	475,223	650,000
Total operating revenues	<u>12,901,364</u>	<u>503,732</u>	<u>13,405,096</u>	<u>650,000</u>
OPERATING EXPENSES				
General government	835,720	-	835,720	-
Lake	148,346	-	148,346	-
Water	3,760,070	-	3,760,070	-
Wastewater	2,215,363	-	2,215,363	-
Sanitation	1,314,896	-	1,314,896	-
Line maintenance	333,202	-	333,202	-
Airport	-	613,618	613,618	-
Claims expense	-	-	-	527,890
Depreciation	3,362,507	803,156	4,165,663	-
Total operating expenses	<u>11,970,104</u>	<u>1,416,774</u>	<u>13,386,878</u>	<u>527,890</u>
Operating income (loss)	<u>931,260</u>	<u>(913,042)</u>	<u>18,218</u>	<u>122,110</u>
NON-OPERATING REVENUES (EXPENSES)				
Interest and investment revenue	73,171	1	73,172	-
Miscellaneous revenue	61,161	4,980	66,141	566,235
Interest expense	(379,299)	-	(379,299)	-
Total non-operating revenue (expenses)	<u>(244,967)</u>	<u>4,981</u>	<u>(239,986)</u>	<u>566,235</u>
Income (loss) before contributions and transfers	<u>686,293</u>	<u>(908,061)</u>	<u>(221,768)</u>	<u>688,345</u>
Capital grants and contributions	-	74,277	74,277	-
Transfers in	1,914,853	-	1,914,853	-
Transfers out	(1,641,667)	-	(1,641,667)	-
Change in net position	<u>959,479</u>	<u>(833,784)</u>	<u>125,695</u>	<u>688,345</u>
Total net position - beginning, restated	34,947,874	6,633,224	41,581,098	(3,359,271)
Total net position - ending	<u>\$ 35,907,353</u>	<u>\$ 5,799,440</u>	<u>\$ 41,706,793</u>	<u>\$ (2,670,926)</u>

The accompanying notes are an integral part of these financial statements.

City of Shawnee, Oklahoma
Statement of Cash Flows – Proprietary Funds
Year Ended June 30, 2018

	Shawnee Municipal Authority	Shawnee Airport Authority	Total	Internal Service Funds
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$ 12,767,182	\$ 515,533	\$ 13,282,715	\$ 1,216,235
Payments to employees	(3,809,255)	(156,887)	(3,966,142)	-
Payments to suppliers	(4,763,277)	(434,366)	(5,197,643)	-
Claims and judgments paid	-	-	-	(1,496,049)
Receipts of customer meter deposits	322,519	-	322,519	-
Refunds of customer meter deposits	(243,841)	-	(243,841)	-
Interfund receipts	(2,408,305)	114,705	(2,293,600)	213,911
Net cash provided by (used in) operating activities	1,865,023	38,985	1,904,008	(65,903)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Transfers from other funds	1,914,853	-	1,914,853	-
Transfers to other funds	(1,641,667)	-	(1,641,667)	-
Net cash provided by noncapital financing activities	273,186	-	273,186	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Sale (Purchase) of capital assets	(1,997,377)	(95,780)	(2,093,157)	-
Proceeds of capital grants	-	56,794	56,794	-
Principal paid on debt	(1,463,897)	-	(1,463,897)	-
Interest and fiscal agent fees paid on debt	(450,956)	-	(450,956)	-
Net cash provided by (used in) capital and related financing activities	(3,912,230)	(38,986)	(3,951,216)	-
CASH FLOWS FROM INVESTING ACTIVITIES				
Sale (Purchase) of investments	(375,238)	-	(375,238)	-
Interest and dividends	73,171	1	73,172	-
Net cash provided by (used in) investing activities	(302,067)	1	(302,066)	-
Net increase (decrease) in cash and cash equivalents	(2,076,088)	-	(2,076,088)	(65,903)
Balances - beginning of year	3,651,103	276,828	3,927,931	65,903
Balances - end of year	\$ 1,575,015	\$ 276,828	\$ 1,851,843	\$ -
Reconciliation to Statement of Net Position:				
Cash and cash equivalents	\$ 77,929	\$ 276,828	\$ 354,757	\$ -
Restricted cash and cash equivalents - current	1,297,707	-	1,297,707	-
Restricted cash and cash equivalents - noncurrent	199,379	-	199,379	-
Total cash and cash equivalents, end of year	\$ 1,575,015	\$ 276,828	\$ 1,851,843	\$ -
Reconciliation of operating income (loss) to net cash provided (used in) by operating activities:				
Operating income (loss)	\$ 931,260	\$ (913,042)	\$ 18,218	\$ 122,110
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation expense	3,362,507	803,156	4,165,663	-
Miscellaneous revenue	61,161	4,980	66,141	566,235
Change in assets and liabilities:				
Due from other funds	(1,003,282)	-	(1,003,282)	103,033
Due to other funds	(1,405,023)	114,705	(1,290,318)	110,878
Accounts receivable	(195,343)	6,821	(188,522)	-
Inventory	-	1,776	1,776	-
Prepaid items	(21,388)	-	(21,388)	-
Prepaid outflows related to pension	416,592	-	416,592	-
Accounts payable	(7,913)	27,831	19,918	(8,302)
Accrued payroll payable	(861)	(8,546)	(9,407)	-
Deposits subject to refund	78,678	-	78,678	-
Claims and judgments liability	-	-	-	(959,857)
Pension liability	(314,277)	-	(314,277)	-
Total OPEB liability	(13,496)	-	(13,496)	-
Accrued compensated absences	7,400	1,304	8,704	-
Deferred inflows related to OPEB	83,097	-	83,097	-
Deferred inflows related to pension	(114,089)	-	(114,089)	-
Net cash provided by (used in) operating activities	\$ 1,865,023	\$ 38,985	\$ 1,904,008	\$ (65,903)

The accompanying notes are an integral part of these financial statements.

I. Organization

The City of Shawnee, Oklahoma, (the City) operates under a Council-Manager form of government under Title 11 of the *Oklahoma Statutes*. The City provides the following services to its citizens: public safety (police and fire), streets and highways, sanitation, social services, culture and recreation, public improvements, utilities, planning and zoning, and general administrative services.

II. Summary of significant accounting policies

A. Reporting entity

The accompanying financial statements present the City and its component units, entities for which the City is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the City's operation. The City's financial statements include one discretely presented component unit, which is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the City.

Blended component units. The Shawnee Municipal Authority (SMA) was created November 11, 1968, to finance, develop, and operate the water, sewer, and solid waste activities. The current City Commission serves as its entire governing body (trustees) of the SMA and management of the city has operational responsibility of the SMA. Any issuance of debt would require a two-thirds approval of the City Commission. SMA is reported as an enterprise fund.

The Shawnee Airport Authority (SAA) was created March 18, 1974, to develop, construct, plan, establish, install, enlarge, improve, maintain, equip, operate, control, and regulate air transportation facilities. The current City Commission serves as its entire governing body (trustees) of the SAA and management of the city has operational responsibility of the SAA. Any issuance of debt would require a two-thirds approval of the City Commission. SAA is reported as an enterprise fund.

The Shawnee Urban Renewal Authority is included within the financial statements as a part of Other Governmental Funds within a grouping of Special Revenue Funds titled CDBG & Home Grant Funds. All of the activity of the Shawnee Urban Renewal Authority is in the CDBG & Home Grant Funds and the Shawnee Urban Renewal Authority does not have any of its own assets or liabilities.

Separate financial statements have not been prepared for the blended component units.

Discretely presented component unit. Shawnee Civic & Cultural Development Authority (SCCDA) was created January 5, 1976, to acquire by lease and to operate, regulate and administer all physical properties, real or personal which shall be of public use or of civic and/or cultural benefit or incident to carry out an authority or proper function of the City of Shawnee, the beneficiary of the SCCDA. The governing body consists of seven members; the City Manager of the City of Shawnee, four (4) citizens representing the general public to be selected by the Governing Board of the Beneficiary, and two (2) residents of Pottawatomie County appointed by the Commissioners of Pottawatomie County and approved by the SCCDA Trustees. The SCCDA does not have the same Board nor does it provide services exclusively to the City of Shawnee. Any issuance of debt requires a two-thirds approval of the City Commission. If the SCCDA was not included in the financial statements of the City of Shawnee, the accompanying financial statements would be misleading and incomplete.

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

The SCCDA issued separate financial statements, which are available by contacting that entity at (405) 275-7020.

The SCCDA has adopted a December 31 year-end to better represent its business cycle. Accordingly, the financial information contained in these financial statements for the SCCDA is as of December 31, 2017 and for the year then ended.

Related organizations. These organizations have a close association with the City of Shawnee; however, the relationship does not meet the requirements for inclusion in the City of Shawnee's Annual Financial Report. Separate financial statements for these entities can be obtained by contacting the entities as indicated:

Shawnee Industrial Authority	(405) 273-7490
Shawnee Economic Development	(405) 273-7490

B. Government-wide and fund financial statements

The Government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Combined and/or individual financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement focus, basis of accounting, and financial statement presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period.

For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period except for reimbursement type grants that are recorded as revenues when the related expenditures are recognized. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, claims, and judgments are recorded only when payment is due.

Sales and use taxes, property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual, and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The City reports the following fund types:

General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally or administratively restricted to expenditures for certain purposes.

Capital Project Funds are used to account for resources restricted to the acquisition or construction of specific capital projects for items.

Proprietary funds include both enterprise funds and internal service funds. Enterprise funds are used to account for business-type activities provided to the general public. Internal service funds are used to account for business-like activities provided and charged to other funds or entities within the reporting entity. Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Nonoperating revenues of the proprietary funds include such items as investment earnings, interest expense and subsidies.

Fiduciary funds are used to report net position and changes therein of assets held by the City in a fiduciary capacity. These net position are not available for operations of the city. The City currently has no fiduciary funds. Fiduciary fund activity is not included in the government-wide financial statements.

The funds of the financial reporting entity are described below:

The City reports the following major governmental funds:

- The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The most significant operating revenue is sales tax. For reporting purposes the General Fund includes the activities of the following accounts: Revolving Oil and Gas account, Spay and Neuter account, Aquatic Center account, Library Account, Senior Citizens account, and Sister Cities account.
- The Street Improvement Fund accounts for the construction or major reconstruction of street projects. The funds major funding source is sales tax.
- The Capital Improvement Fund accounts for the purchase of capital equipment and construction of facilities funded with sales tax.

The City reports the following major proprietary funds:

- The Shawnee Municipal Authority accounts for the City's water, sewer, and sanitation operations. The funds major funding source is user charges.
- The Shawnee Airport Authority accounts for the City's airport operations. The funds major funding source is user charges.

The City also reports the following proprietary fund:

- Internal service fund accounts for workers' compensation insurance services provided to other departments or agencies of the City on a cost reimbursement basis.

Included in the aggregated other governmental fund totals are the following funds:

- The Street and Alley Fund accounts for the operation and maintenance of local streets and thoroughfares through dedicated taxes.
- The E-911 Fund accounts for the operations and maintenance of the City's 911 emergency services through dedicated taxes.
- The Economic Development Fund accounts for the promotion of economic development through dedicated taxes.
- The Hotel/Motel Surcharge Fund accounts for the collection of the City's hotel/motel surcharge.
- The Police Sales Tax Fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for police officers.
- The Fire Sales Tax Fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for firefighters.

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

- The CDBG & HOME Grant Funds account for federal funds received by the City and expenditures related to the operation of these grants.
- The Cemetery Care Fund accounts for the continuing care and maintenance as well as future capital investments of the City owned cemetery funded with fees restricted by external sources.
- The Gifts & Contributions Fund accounts for monies donated for various park projects, economic development, civic events, police, and fire donations.
- The Tax Increment Finance Fund accounts for ad valorem taxes paid to the City on properties located in the Shawnee Downtown Revitalization Area and Increment District to be used for economic development projects within that District.
- The Drug Forfeiture Fund accounts for funds received from Pottawatomie County drug enforcement activities to help fund City drug-related law enforcement efforts.
- The Debt Service Fund accounts for ad-valorem taxes levied by the City for use in retiring general obligation bonds, court-assessed judgments, and their related expenses and fiscal agent fees.
- The 1994 Street Improvement Project Fund accounts for general obligation bond proceeds designated for the construction of specific street projects.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payment-in-lieu of taxes and other charges between the City's utility functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include, 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Shawnee Municipal Authority and Shawnee Airport Authority enterprise funds and of the City's internal service funds are charges to customers for sales and services. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position/fund balance

1. Deposits and investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the City to invest in obligations of the U.S. Treasury; time deposits with financial institutions, if such deposits are fully insured by federal depository insurance or pledged collateral; and debt securities issued by the State of Oklahoma, an Oklahoma County, school district, or municipality. A copy of the City of Shawnee's investment policy may be obtained by contacting the City of Shawnee, Post Office Box 1448, Shawnee, Oklahoma 74802-1448.

Investments for the City, as well as for its component units, are reported at fair value.

2. Receivable and payable

In the government-wide financial statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivable balances for the governmental activities include sales and use taxes, franchise taxes, grants and court fines. Business-type activities report utilities as its major receivable.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as sales tax, franchise tax, grant, and other similar intergovernmental revenues since they are usually both measurable and available. Non-exchange transactions collectible but not available are deferred in the fund financial statements in accordance with modified accrual, but not deferred in the government-wide financial statements in accordance with the accrual basis. Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. Proprietary fund receivables consist of all revenues earned at year-end and not yet received. Utility accounts receivable and interest earnings comprise the majority of proprietary fund receivables. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable.

3. Restricted assets

Certain proceeds of the Shawnee Municipal Authority's enterprise fund promissory notes, as well as certain resources set aside for their repayment, are classified as restricted assets on the statement of net position because they are maintained in separate bank accounts, and their use is limited by applicable loan covenants. The projects fund account is used to report those proceeds that are restricted for use in construction. The debt service fund account is used to segregate resources accumulated for debt service payments over the next 12 months. The debt service reserve account is used to report resources set aside to make up potential future deficiencies in the debt services account.

4. *Inventories and Prepaids*

The Airport Authority (SAA) maintains a fuel inventory for aircraft. Inventory is valued at cost.

Prepaids are payments to vendors that benefit future reporting periods and are reported on the consumption basis.

5. *Capital Assets*

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Property, plant, and equipment of the primary government, as well as the component units, are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40
Improvements other than buildings	20-50
Infrastructure	20-100
Furniture, equipment, and vehicles	3-10

6. *Compensated absences*

It is the City's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements. Full-time employees with at least one year of service earn vacation of ten to twenty days per year depending on years of service completed. A maximum of ten to thirty days may be carried over from one benefit year into another, depending on years of service completed. Sick leave may be accumulated up to a maximum of 120 days. Accumulated sick leave is paid to employees only upon retirement at a rate of one day's pay for every three day's accumulated sick leave, up to a maximum of 40 days. A liability for these amounts is reported in governmental funds when they have matured as a result of employee resignations and retirements. The General Fund and the CDBG Grant Fund are used to liquidate compensated absences in the governmental activities.

7. *Long-term obligations*

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statements of Net Position. Bond premiums and discounts are unearned and amortized over the life of the bonds using the straight line method. Bonds payable are reported net of bond premium or discount.

8. *Deferred Outflow/Inflows of Resources:*

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expenses/expenditure) until then. The government reports the following deferred outflows. Deferred amounts on refunding reported in the government-wide statement of net position and the proprietary fund statement of net position. A deferred amount on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the new debt or the remaining life of the refunded debt. The city also reports deferred outflows related to pension contributions subsequent to the measurement date, the change in proportion, and the difference between expected and actual plan experience.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenues) until that time. The government reports deferred inflows related to pension accounting and OPEB accounting for the net difference between projected and actual earnings on pension plan investments, the change in proportion, changes in assumptions, and deferred differences between expected and actual plan experience.

9. *Fund equity*

Government-Wide and Proprietary Fund Financial Statements:

Net Position is displayed in three components:

- a. *Net investment in capital assets* - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.
- b. *Restricted Net Position* - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments, or (2) law through constitutional provisions or enabling legislation.
- c. *Unrestricted Net Position* - All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the City’s policy to use restricted resources first, then unrestricted resources as they are needed.

Governmental Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned. These classifications are defined as:

- a. Nonspendable – includes amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact.

- b. Restricted – consists of fund balance with constraints placed on the use of resources either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) laws through constitutional provisions or enabling legislation.
- c. Committed – included amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the city’s highest level of decision-making authority. The City’s highest level of decision-making authority is made by ordinance.
- d. Assigned – includes amounts that are constrained by the city’s intent to be used for specific purposes but are neither restricted nor committed. Assignments of fund balance may be made by city council action, motion or resolution, or by management decision when the city council has authorize management (city manager) to make the decision. Assignments for transfers and interest income for governmental funds are made through budgetary process.
- e. Unassigned – represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance.

It is the City’s policy to first use restricted fund balance prior to the use of the unrestricted fund balance when an expense is incurred for purposes for which both restricted and unrestricted fund balance are available. The City’s policy for the use of fund balance amounts require that restricted amounts would be reduced first, followed by committed amounts, assigned amounts, then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

E. REVENUES, EXPENDITURES AND EXPENSES

Sales Tax

The City levies a three-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. One-cent is legally restricted by the voters. Sales tax is recorded as follows:

- Two-cents recorded to the General Fund for operations
- .3875 recorded in the Capital Improvement Fund and restricted for capital improvements
- .4375 recorded in the Street Improvement Fund and restricted for street improvements
- .0500 recorded in the Economic Development Fund and restricted for economic development
- .0625 recorded in the Police Sales Tax Fund and restricted for police operations
- .0625 recorded in the Fire Sales Tax Fund and restricted for fire operations

Property Tax

Under State statutes, municipalities are limited in their ability to levy a property tax. Such tax may only be levied to repay principal and interest on general obligation bonded debt approved by voters and any court-assessed judgments. For the year ended June 30, 2018, the City did not levy a tax.

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

Program Revenues

In the Statement of Activities, revenues that are derived directly from each activity or from parties outside the City's taxpayers are reported as program revenues. The City has the following program revenues in each activity:

General government	Licenses and permits and state operating and capital grants
Public safety	Fines and forfeitures, court cost and fees, fire protection fees, animal control fees, and operating and capital grants
Streets	Permits, motor fuel and commercial vehicle revenue, capital and operating grants
Culture and recreation	Lake permits, park and recreation fees, state operating and capital grants
Community development	Zoning charges and Community Development Block Grants
Economic development	Rental fees and grants

Pledge of Future Revenues

Sales Tax Pledge - The City has pledged seven-eighths of one penny (or .875%) of future sales tax revenues to repay \$3,040,000 and \$3,565,000 of Series 2013 and 2016 Sales Tax Revenue Notes. Proceeds from the notes provided financing for capital assets. The notes are payable from pledged sales tax revenues. The notes are payable through fiscal year 2020 and 2024 respectively. The total principal and interest payable for the remainder of the life of these notes is \$4,218,111. Pledged sales taxes received in the current year were \$5,249,342. Debt service payments of \$1,024,430 for the current fiscal year were 20% of pledged sales taxes.

Utility Revenues Pledge - The City has also pledged future gross water and wastewater revenues to repay \$1,485,000 of 2010A OWRB Notes Payable, \$12,070,000 of 2013 OWRB Notes Payable and \$5,410,000 of 2016 Municipal Authority Revenue Note. Proceeds from the notes provided financing for utility system capital assets. The notes are payable through 2031, 2022, and 2031 respectively. The total principal and interest payable for the remainder of the life of these notes is \$13,520,778. The notes are payable from the above-mentioned utility revenues. The debt service payments on the notes this year were \$1,896,033 which was 19% of pledged utility revenues of \$10,135,614.

Expenditures and Expenses

In the government-wide financial statements, expenses, including depreciation of capital assets, are reported by function or activity. In the governmental fund financial statements, expenditures are reported by class as current (further reported by function), capital outlay and debt service. In the proprietary fund financial statements, expenses are reported by object or activity.

F. INTERNAL AND INTERFUND BALANCES AND ACTIVITIES

In the process of aggregating the financial information for the government-wide statement of net position and statement of activities, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

Fund Financial Statements:

Interfund activity, if any, within and among the governmental and proprietary fund categories is reported as follows in the fund financial statements:

1. Interfund loans - amounts provided with a requirement for repayment are reported as interfund receivables and payables.
2. Interfund services - sales or purchases of goods and services between funds are reported as revenues and expenditures/expenses.
3. Interfund reimbursements - repayments from funds responsible for certain expenditures/expenses to the funds that initially paid for them are not reported as reimbursements but as adjustments to expenditures/expenses in the respective funds.
4. Interfund transfers - flow of assets from one fund to another where repayment is not expected are reported as transfers in and out.

Government-Wide Financial Statements:

Interfund activity, if any, are eliminated or reclassified in the government-wide financial statements as follows:

1. *Internal balances* – amounts reported in the fund financial statements as interfund receivable and payables are eliminated in the governmental and business-type activities columns of the statement of net position, except for the net residual amounts due between governmental and business-type activities, which are reported as Internal Balances.
2. *Internal activities* - amounts reported in the fund financial statements as interfund transfers are eliminated in the government-wide statement of activities except for the net amount of transfers between governmental and business-type activities, which are reported as Transfers - Internal Activities. The effect of interfund services between funds is not eliminated in the statement of activities.
3. *Primary government and component unit activity and balances* - resource flows between the primary government and the discretely presented component units are reported as if they were external transactions and are classified separately from internal balances and activities within the primary government.

G. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

H. ACCOUNTING PRONOUNCEMENTS IMPLEMENTED

The City implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* effective July 1, 2017. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For a defined benefit OPEB, this Statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about defined benefit OPEB also are addressed.

The City early implemented GASB 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*—This statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

III. Detailed notes on all funds

A. Deposits and investments – The City held the following deposits/investments at June 30, 2018:

PRIMARY GOVERNMENT:

Schedule of Deposits and Investments by Type

Type	Fair Value	Credit Rating	Maturities in Years		
			On Demand	Less Than One	1 - 5
Demand accounts	\$ 959,129	n/a	\$ 959,129	\$ -	\$ -
Time deposits	648,314	n/a	-	-	648,314
Money market mutual fund	4,911,313	AAAm	-	4,911,313	-
US Treasury bills	1,160,817	AA	-	1,160,817	-
Sub-total	7,679,573		\$ 959,129	\$ 6,072,130	\$ 648,314
Cash on hand	3,295				
Total Investments and Deposits	<u>\$ 7,682,868</u>				
Reconciliation to Statement of Net Position:					
Cash and cash equivalents	\$ 5,873,737				
Investments	1,809,131				
	<u>\$ 7,682,868</u>				

GASB Statement No. 72, *Fair Value Measurement and Application*, established a fair value hierarchy for investments. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City has the following recurring fair value measurements as of June 30, 2018: Money Market Mutual Funds of \$4,911,313 and US Treasury Bills of \$1,160,817 are valued using quoted market prices (Level 1 inputs).

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of bank failure, the City's deposits may not be returned to it. The City requires that all deposits be collateralized by either FDIC insurance or pledged collateral. At June 30, 2018 the City's deposits were fully insured and /or collateralized.

Interest Rate Risk. The City of Shawnee's formal investment policy limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The investment maturities limit policy is as follows:

- The portfolio, as a whole, shall have an average maturity of not more than two (2) years, unless specifically otherwise designated by the Treasurer.
- Banker's acceptances shall not exceed one hundred (180) days to maturity.

The City complied with this policy in all material respects.

Credit Risk. The City of Shawnee's policy limits investments to the following: a) obligations of the U.S. Government, its agencies or instrumentalities; b) collateralized or insured certificates of deposit and other evidences of deposit at banks, savings banks, savings and loan associations and credit unions located in this state; c) negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings bank, a savings and loan association, or a state licensed branch of a foreign bank; d) prime bankers' acceptances which are eligible for purchase by the Federal Reserve System; e) prime commercial paper; f) investment grade obligations of state and local governments, including certain highly rated obligations of state- beneficiary public trusts; g) repurchase agreements; and h) money market funds regulated by the Securities and Exchange Commission which investments consist of those items and those restrictions specified in the investment policy of the City of Shawnee, Oklahoma. The City complied with this policy in all material respects.

Concentration of Credit Risk. Exposure to concentration of credit risk is considered to exist when investments in any one issuer represent a significant percent of total investments of the City (any over 5% are disclosed). Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools and other pooled investments are excluded from this consideration.

The City places the following limit on the amount it may invest in any one issuer:

- With the exception of U.S. Treasury securities and authorized money market mutual funds, no more than 50% of the of City's total investment portfolio will be invested in a single security type or with a single financial institution. Individual securities shall be limited as follows:

<u>Type of Investment</u>	<u>Percentage of Cash Available for Investment Not to Exceed</u>
Negotiable certificates of deposit	50%
Bankers' acceptances	50%
Commercial paper	50%
Obligations of state and local government	50%

The City complied with this policy in all material respects.

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018

COMPONENT UNIT:

The SCCDA was not exposed to custodial credit risk at December 31, 2017. The \$135,918 of cash and cash equivalents was invested in cash deposits and interest-bearing certificate of deposit fully insured by Federal Depository Insurance (FDIC) or direct obligations of the U.S. government. The SCCDA does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. There is no limit placed on the amount it may invest in any one issuer and is exposed to concentration of credit risk by being 100% invested in money market funds.

B. Receivables

Receivables as of June 30, 2018, including the applicable allowances for uncollectible accounts are as follows:

	Accounts Receivable	Less: Allowance for Uncollectible Accounts	Net Accounts Receivable
Governmental Activities:			
Taxes	\$ 2,794,420	\$ -	\$ 2,794,420
Due from other governments	84,236	-	84,236
Court fines	1,142,172	(1,027,955)	114,217
Other	678,748	-	678,748
Total Governmental Activities	<u>\$ 4,699,576</u>	<u>\$ (1,027,955)</u>	<u>\$ 3,671,621</u>
Reconciliation to Statement of Net Position:			
Accounts receivable, net			\$ 506,683
Due from other governmental agencies			2,738,593
Notes receivable, net			426,345
Total			<u>\$ 3,671,621</u>
Business-Type Activities:			
Utilities	<u>\$ 3,338,693</u>	<u>\$ (1,411,829)</u>	<u>\$ 1,926,864</u>

C. Restricted assets

The amounts reported as restricted assets of the business-type activities are comprised of assets held by the trustee bank on behalf of the Shawnee Municipal Authority related to their required revenue note and bond accounts, as well as deposits held for refund.

<u>Type of Restricted Assets</u>	Current Cash and Cash Equivalents	Noncurrent Cash and Cash Equivalents	Investments	Total
Trustee Accounts:				
OWRB 2013 Debt Service Account	\$ 1,168,833	\$ -	\$ -	\$ 1,168,833
OWRB 2010 Debt Service Account	19,967	-	-	19,967
SMA 2016 Debt Service Account	108,907	-	-	108,907
OWRB 2013 Debt Service Reserve	-	199,379	1,160,817	1,360,196
Total Restrictd Assets	<u>\$ 1,297,707</u>	<u>\$ 199,379</u>	<u>\$ 1,160,817</u>	<u>\$ 2,657,903</u>

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

D. Capital Assets

The following is a summary of changes in capital assets during fiscal year 2018 for the primary government:

PRIMARY GOVERNMENT:

	Balance at July 1, 2017	Additions	Disposals	Balance at June 30, 2018
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 2,261,793	\$ -	\$ -	\$ 2,261,793
Construction in progress	3,172,239	3,252,045	-	6,424,284
Total capital assets not being depreciated	5,434,032	3,252,045	-	8,686,077
Other capital assets:				
Buildings	15,689,884	46,186	-	15,736,070
Machinery, furniture and equipment	24,096,982	1,306,953	614,299	24,789,636
Infrastructure	58,165,976	1,121,278	-	59,287,254
Total other capital assets at historical cost	97,952,842	2,474,417	614,299	99,812,960
Less accumulated depreciation for:				
Buildings	9,366,618	421,789	-	9,788,407
Machinery, furniture and equipment	13,233,234	1,906,438	513,309	14,626,363
Infrastructure	27,968,852	2,371,290	-	30,340,142
Total accumulated depreciation	50,568,704	4,699,517	513,309	54,754,912
Other capital assets, net	47,384,138	(2,225,100)	100,990	45,058,048
Governmental activities capital assets, net	\$ 52,818,170	\$ 1,026,945	\$ 100,990	\$ 53,744,125
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 1,481,715	\$ -	\$ -	\$ 1,481,715
Water rights	12,967,959	-	-	12,967,959
Construction in progress	161,942	1,046,275	-	1,208,217
Total capital assets not being depreciated	14,611,616	1,046,275	-	15,657,891
Other capital assets:				
Buildings	19,462,066	18,553	-	19,480,619
Machinery, furniture and equipment	8,296,402	138,068	120,843	8,313,627
Utility property	64,025,130	890,264	-	64,915,394
Total other capital assets at historical cost	91,783,598	1,046,885	120,843	92,709,640
Less accumulated depreciation for:				
Buildings	13,228,569	826,235	-	14,054,804
Machinery, furniture and equipment	5,262,079	553,910	120,843	5,695,146
Utility property	32,142,711	2,785,521	-	34,928,232
Total accumulated depreciation	50,633,359	4,165,666	120,843	54,678,182
Other capital assets, net	41,150,239	(3,118,781)	-	38,031,458
Business-type activities capital assets, net	\$ 55,761,855	\$ (2,072,506)	\$ -	\$ 53,689,349

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:

General government	\$ 155,485
Culture and recreation	865,242
Community development	22,674
Public safety	1,504,590
Public works	2,151,526
	<u>\$ 4,699,517</u>

Business-Type Activities:

Water	\$ 1,020,531
Wastewater	1,798,646
Sanitation	401,873
Administration	97,836
Lake	43,624
Airport	803,156
	<u>\$ 4,165,666</u>

COMPONENT UNIT:

	Balance, January 1, 2017	Increases	Decreases	Balance, December 31, 2017
Shawnee Civic and Cultural Development Authority:				
Capital assets, being depreciated:				
Buildings and improvements	\$ 10,606,319	\$ 501,499	\$ -	\$ 11,107,818
Equipment	781,683	158,033	-	939,716
Total capital assets, being depreciated	<u>11,388,002</u>	<u>659,532</u>	<u>-</u>	<u>12,047,534</u>
Less accumulated depreciation	<u>(7,232,376)</u>	<u>(277,486)</u>	<u>-</u>	<u>(7,509,862)</u>
Governmental activities capital assets, net	<u>\$ 4,155,626</u>	<u>\$ 382,046</u>	<u>\$ -</u>	<u>\$ 4,537,672</u>

E. Long-term debt

Long-term liabilities of the City of Shawnee as of June 30, 2018, are summarized as follows:

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

Governmental activities

Sales Tax Revenue Notes:

\$3,565,000 2016 Sales Tax Revenue Note, to a financial institution, dated December 21, 2016, payable semi-annually each June and December, interest at 2.140%, through December 1, 2023. The Shawnee Municipal Authority collects funding from the capital improvement fund in the form of sales tax transferred to liquidate this liability. \$ 2,845,000

\$3,040,000 2013 Sales Tax Revenue Note, to a financial institution, dated August 15, 2013, payable semi-annually each September and March, interest at 2.43%, through September 1, 2020. The Shawnee Municipal Authority collects funding from the capital improvement fund in the form of sales tax transferred to liquidate this liability. 1,145,000

Total sales tax revenue notes payable \$ 3,990,000

Current portion \$ 940,000

Noncurrent portion 3,050,000

\$ 3,990,000

Capital Lease Payable:

\$2,065,746 capital lease with Motorola for communication equipment due in annual installments of \$320,828, final payment due August 1, 2020 with interest at 2.88% after the first year \$ 909,594

Current portion \$ 294,631

Noncurrent portion 614,963

\$ 909,594

Accrued compensated absences. The general fund typically has been used to liquidate this liability. \$ 2,451,904

Current portion \$ 490,381

Noncurrent portion 1,961,523

\$ 2,451,904

Claims and judgments payable. The general fund typically has been used to liquidate this liability. \$ 3,011,481

Current portion \$ 535,554

Noncurrent portion 2,475,927

\$ 3,011,481

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

Business-type Activities

Notes payable:

\$12,070,000 Series 2013A OWRB FAP Loan dated April 24, 2013, payable in semiannual installments ranging from \$330,000 to \$1,470,000, interest from 2.4% to 5.4% through September 15, 2022, to refund the 2003 note. The Shawnee Municipal Authority typically has been used to liquidate this liability. \$ 6,085,000

\$5,410,000 2010 Municipal Authority Revenue Note, dated June 8, 2016, payable in semiannual installments of \$150,000 to \$215,000, interest at 2.35%, final maturity April 2031. The Shawnee Municipal Authority typically has been used to liquidate this liability. 4,835,000

\$1,485,000 2010A Promissory Note to Oklahoma Water Resources Board, dated October 14, 2010, payable in semiannual installments of approximately \$39,489, including principal and interest at 2.76%. The Shawnee Municipal Authority typically pays this liability.

	855,580
Total notes payable before bond premium	\$ 11,775,580
Bond premium	568,030
Total notes payable	\$ 12,343,610

Current portion	\$ 1,500,416
Noncurrent portion	10,843,194
	\$ 12,343,610

Accrued compensated absences. The Shawnee Municipal and Airport Authorities typically have been used to liquidate this liability. \$ 307,354

Current portion	\$ 61,471
Noncurrent portion	245,883
	\$ 307,354

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

Long-term liability transactions for the year ended June 30, 2018 and changes therein were as follows:

<u>Type of Debt</u>	<u>Balance July 1, 2017</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 2018</u>	<u>Due Within One Year</u>
Governmental Activities:					
Capital lease payable	\$ 1,195,977	\$ -	\$ 286,383	\$ 909,594	\$ 294,631
Notes payable	4,910,000	-	920,000	3,990,000	940,000
Claims and judgments	3,971,338	536,192	1,496,049	3,011,481	535,554
Accrued compensated absences	2,370,889	1,534,592	1,453,577	2,451,904	490,381
Total Governmental Activities	<u>\$ 12,448,204</u>	<u>\$ 2,070,784</u>	<u>\$ 4,156,009</u>	<u>\$ 10,362,979</u>	<u>\$ 2,260,566</u>
		Add: Total OPEB liability		3,695,455	
		Add: Net Pension liability		17,161,169	
				<u>\$ 31,219,603</u>	
Business-Type Activities:					
Notes Payable	\$ 13,239,477	\$ -	\$ 1,463,897	\$ 11,775,580	\$ 1,500,416
Accrued compensated absences	298,650	181,028	172,324	307,354	61,471
Total Business-Type Activities	<u>\$ 13,538,127</u>	<u>\$ 181,028</u>	<u>\$ 1,636,221</u>	<u>\$ 12,082,934</u>	<u>\$ 1,561,887</u>
		Add: Total OPEB liability		872,474	
		Add: Net Pension liability		862,612	
		Add: Unamortized premium		568,030	
				<u>\$ 14,386,050</u>	
Total Long-Term Debt	<u>\$ 25,986,331</u>	<u>\$ 2,251,812</u>	<u>\$ 5,792,230</u>	<u>\$ 45,605,653</u>	<u>\$ 3,822,453</u>

Annual debt service requirements to maturity for long-term debt are as follows:

Fiscal Year Ending June 30	Governmental Activities			
	Notes Payable		Capital Lease	
	Principal	Interest	Principal	Interest
2019	\$ 940,000	\$ 83,352	\$ 294,631	\$ 26,196
2020	965,000	61,816	303,117	17,711
2021	750,000	39,716	311,846	8,981
2022	525,000	25,787	-	-
2023	535,000	14,498	-	-
2029-2024	275,000	2,942	-	-
	<u>\$ 3,990,000</u>	<u>\$ 228,111</u>	<u>\$ 909,594</u>	<u>\$ 52,888</u>
Fiscal Year Ending June 30	Business-Type Activities			
	Notes Payable			
	Principal	Interest		
2019	\$ 1,500,416	\$ 413,901		
2020	1,551,918	336,162		
2021	1,603,582	277,946		
2022	1,670,232	207,314		
2023	1,741,931	129,929		
2024-2028	2,236,765	319,020		
2029-2032	1,470,736	60,926		
	<u>\$ 11,775,580</u>	<u>\$ 1,745,198</u>		

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

Water Agreement

The Shawnee Municipal Authority (SMA) entered into an agreement with the Pottawatomie County Development Authority (PCDA) for the development of the North Deer Creek Reservoir Project (Reservoir) in which the PCDA issued bonds totaling \$18,180,000 for the construction of the Reservoir. SMA issued its Utility Revenue Note, Series 1990B in the amount of \$18,180,000 to the PCDA. (These notes were defeased during the 1993 fiscal year with the issuance of the SMA Utility Revenue Note, Series 1993A in the amount of \$21,165,000.) During the 2003 fiscal year, the 1993 notes were defeased in the amount of \$18,850,000. During fiscal 2013 the SMA issued the 2013A OWRB Note payable to refund the outstanding notes.

SMA acquired a contractual interest in the water of the reservoir by issuing their Series 1990B Note. They issued the note totaling \$18,180,000 and received restricted funds back from PCDA to establish a reserve fund totaling \$1,263,881. The net amount of the note face value less the reserve fund, which totals \$16,916,119, represented SMA's investment in the water contract with PCDA and a trustee Bank. During a prior fiscal year, the SMA received \$3,948,160 in surplus bond proceeds remaining in the PCDA trust funds to be used for SMA utility system improvements. These proceeds have been accounted for as a reduction in the investment in the water contract with PCDA to \$12,967,959.

The term of the water agreement shall be for a period of one hundred (100) years from its effective date and may be extended by written agreement of the parties. Upon the expiration of the term of this agreement and any extension thereof, PCDA shall by quit claim deed and bill of sale, convey to each party, an undivided fractional interest in the facilities and all personal property titled in PCDA that is used in the operation of the facilities except PCDA's files and records.

Due to the long-term nature of this agreement, and the infinite economic life of the water rights, the SMA's investment in the water rights contract is not being amortized.

F. Interfund receivables, payables, and transfers

The composition of interfund balances as of June 30, 2018 is as follows:

Due To	Due From						Total Due To
	General Fund	Major -CIF Fund	Major -Street Fund	Nonmajor Governmental Funds	Enterprise Funds	Internal Service Fund	
General Fund	\$ -	\$ -	\$ 2,828,165	\$ 315,750	\$ 953,897	\$ 170,350	\$ 4,268,162
Capital Improvement Fund	-	-	1,610,028	4,023	-	-	1,614,051
Nonmajor Governmental Funds	9	-	182,432	-	-	-	182,441
Enterprise Funds	1,253,892	65,000	686,891	-	-	282,794	2,288,577
Internal Service Funds	-	-	-	-	110,878	-	110,878
Total Due From	<u>\$ 1,253,901</u>	<u>\$ 65,000</u>	<u>\$ 5,307,516</u>	<u>\$ 319,773</u>	<u>\$ 1,064,775</u>	<u>\$ 453,144</u>	<u>\$ 8,464,109</u>

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

Interfund transactions are used for varying reasons including, but not limited to, offset negative pooled cash and posting corrections. Interfund transactions between funds and the reason for those transactions are as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>	<u>Nature of Interfund Balance</u>
CDBG/HOME Grant Fund	General Fund	\$ 315,750	Negative pooled cash
Worker's Comp Fund	General	170,350	Self insurance funding
Worker's Comp Fund	SMA	282,794	Self insurance funding
SMA	Worker's Comp Fund	110,878	Negative pooled cash
General	Shawnee Airport Authority	126	Negative pooled cash
General	CDBG & Home Grants Fund	9	Negative pooled cash
General Fund	SMA	1,253,766	Negative pooled cash
SMA	General	953,897	Posting correction
Gifts and Contributions	Capital Improvement	4,023	Posting correction
Street Improvement Fund	CDBG & Home Grants Fund	182,432	Negative pooled cash
Street Improvement Fund	Capital Improvement	1,610,028	Negative pooled cash
Street Improvement Fund	Shawnee Airport Authority	686,891	Negative pooled cash
Street Improvement Fund	General	2,828,165	Negative pooled cash
Capital Improvement Fund	Shawnee Airport Authority	65,000	Federal grant match on future projects
		<u>\$ 8,464,109</u>	

Reconciliation to Fund Financial Statements:

	<u>Due From</u>	<u>Due to</u>	<u>Net Interfund Balances</u>
Governmental Funds	\$ 6,946,190	\$ 6,064,654	\$ 881,536
Proprietary Funds	1,064,775	2,288,577	(1,223,802)
Internal Service Funds	453,144	110,878	342,266
	<u>\$ 8,464,109</u>	<u>\$ 8,464,109</u>	<u>\$ -</u>

Transfers for the year ended June 30, 2018, consisted of the following:

	<u>Transfers In</u>					
				Nonmajor		
<u>Transfers Out</u>	<u>General Fund</u>	<u>Major -CIF Fund</u>	<u>Major -Street Fund</u>	<u>Governmental Funds</u>	<u>Enterprise Funds</u>	<u>Total Transfer Out</u>
General Fund	\$ -	\$ -	\$ -	\$ 361,945	\$ -	\$ 361,945
Street Improvement Fund	83,333	1,345,652	-	-	1,914,853	3,343,838
Nonmajor Governmental Funds	925,624	-	77,667	-	-	1,003,291
Enterprise Funds	1,041,667	-	600,000	-	-	1,641,667
Total Transfer In	<u>\$ 2,050,624</u>	<u>\$ 1,345,652</u>	<u>\$ 677,667</u>	<u>\$ 361,945</u>	<u>\$ 1,914,853</u>	<u>\$ 6,350,741</u>

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

Transfers are used for varying reasons including but not limited to operational subsidies, capital funding, and debt service. Transfers between funds and the reason for those transfers are as follows:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Purpose of Transfer</u>
SMA	General	\$ 1,041,667	Operating subsidy
Police Tax Fund	General	379,588	Restricted sales tax transfer
Fire Tax Fund	General	379,703	Restricted sales tax transfer
Street Improvement Fund	General	83,333	Engineering services for capital projects
General	Street and Alley	361,945	Operating subsidy
Hotel/Motel Fund	General	151,333	Operating subsidy
Street Improvement Fund	SMA	1,914,853	Debt service
Street Improvement Fund	Capital Improvement Fund	1,345,652	Engineering services for capital projects
SMA	Street Improvement	600,000	Capital cost
94 Street Improvement	Street Improvement Fund	77,667	Closing of fund
Economic Development Fund	General Fund - Sister Cities	15,000	Sister Cities program support
Total		<u>\$ 6,350,741</u>	

Reconciliation to Fund Financial Statements:

	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Net Transfers</u>
Governmental Funds	\$ 4,435,888	\$ (4,709,074)	\$ (273,186)
Proprietary Funds	1,914,853	(1,641,667)	273,186
	<u>\$ 6,350,741</u>	<u>\$ (6,350,741)</u>	<u>\$ -</u>

G. Net Position/Fund Equity

Government-Wide and Proprietary Fund Financial Statements

It is the City's policy to first use restricted net position prior to the use of unrestricted net position when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

The following table shows the net position restricted for other purposes shown on the Statement of Net Position:

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

Fund	Restricted By	Amount
Governmental Activities:		
Tax Increment Financing Fund	Enabling legislation	\$ 154,871
		<u>154,871</u>
Cemetery Fund	Statutory requirements	162,493
E911 Fund	Statutory requirements	36,071
Drug Forfeiture Fund	Statutory requirements	19,012
		<u>217,576</u>
CDBG Fund	External sources	223,869
Gifts and Contributions	External sources	107,452
Police Sales Tax Fund	External sources	51,505
Fire Sales Tax Fund	External sources	51,505
Economic Development Fund	External sources	65,268
Street Improvement Fund	External sources	5,489,701
Debt Service Fund	External sources	207,587
		<u>6,196,887</u>
Total Governmental Restricted		<u>\$ 6,569,334</u>
<i>Reconciliation to Statement of Net Position:</i>		
Restricted for:		
Debt service		\$ 207,587
Public Safety		158,093
Capital projects		5,489,701
Economic development		444,008
Other		269,945
Total Governmental Restricted		<u>\$ 6,569,334</u>
Business Type Activities:		
Debt Service Reserves	Enabling legislation	<u>\$ 2,563,339</u>

Governmental Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned.

It is the City's policy to first use restricted fund balance prior to the use of the unrestricted fund balance when an expense is incurred for purposes for which both restricted and unrestricted fund balance are available. The City's policy for the use of fund balance amounts require that restricted amounts would be reduced first, followed by committed amounts, assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018**

The following table shows the fund balance classifications as shown on the Governmental Funds Balance Sheet.

	General Fund	Street Improvement Fund	Capital Improvement Fund	Other Governmental Funds	Total
Fund Balance:					
Nonspendable:					
Prepaid items	\$ 143,073	\$ -	\$ -	\$ 10,586	\$ 153,659
	<u>143,073</u>	<u>-</u>	<u>-</u>	<u>10,586</u>	<u>153,659</u>
Restricted for:					
Street improvements	-	5,409,263	-	-	5,409,263
Fire operations	-	-	-	51,505	51,505
Police operations	-	-	-	76,990	76,990
Debt service	-	-	-	244,789	244,789
Capital improvements	-	-	1,454,725	-	1,454,725
Culture and rec programs	-	-	-	107,452	107,452
Cemetery improvements	-	-	-	162,493	162,493
Police - drug programs	-	-	-	19,012	19,012
Economic development	-	-	-	444,008	444,008
Sub-total restricted	<u>-</u>	<u>5,409,263</u>	<u>1,454,725</u>	<u>1,106,249</u>	<u>7,970,237</u>
Assigned for:					
Community development	310,729	-	-	-	310,729
Senior citizens programs	21,147	-	-	-	21,147
Animal shelter	<u>20,647</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,647</u>
Sub-total assigned	<u>352,523</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>352,523</u>
Unassigned (deficit)	(1,656,211)	-	-	(94,737)	(1,750,948)
TOTAL FUND BALANCE	<u>\$ (1,160,615)</u>	<u>\$ 5,409,263</u>	<u>\$ 1,454,725</u>	<u>\$ 1,022,098</u>	<u>\$ 6,725,471</u>

The City lapses most encumbrances at year-end and re-appropriates them in the next year with the exception of construction contracts. Encumbrances for construction contracts were as follows:

Capital Improvement Fund	\$2,349,361
Street Improvement Fund	\$797,591

Restatement Beginning Net Position

	Governmental Activities	SMA Enterprise Funds and Business- Type Activities
Beginning net position as previously reported	\$ 39,536,584	\$ 41,955,655
Implementation of GASB Statement 75 - OPEB	(1,969,661)	(400,990)
Under (Over) statement of deferred inflows	-	26,433
Beginning net position as restated	<u>\$ 37,566,923</u>	<u>\$ 41,581,098</u>

The City has early implemented GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*. As a result, the City will no longer include capitalized interest costs in proprietary fund capital assets. In accordance with the standard, any capitalized interest costs included in capital assets placed in service prior to July 1, 2017, have not been removed or restated.

H. Postemployment Healthcare Plan

Plan Description. The City sponsors Medical, Rx, Dental, Vision and Life insurance to qualifying retirees and their dependents under the age of 65 (for health benefits) and for life insurance that elect to make required premium benefit payments on a monthly basis. Coverage is provided through fully-insured arrangements that collectively operate as a substantive single-employer defined benefit plan. A substantive plan is one in which the plan terms are understood by the employer and the plan members. This understanding is based on communications between the employer and plan member and the historical pattern of practice with regard to the sharing of benefit costs. Qualifying retirees are those employees who are eligible for immediate disability or retirement benefits under the Oklahoma Police Pension and Retirement System, Oklahoma Firefighter's Pension and Retirement System, or the Oklahoma Municipal Retirement Fund Employee Retirement System of Shawnee, Oklahoma. Retirees may continue coverage with the City by paying the carrier premium rate. Authority to establish and amend benefit provisions rests with the City Council. Benefits are paid from general operating assets of the City. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits provided - The plan covers all current retirees of the City who elected postretirement medical, RX, dental, vision or life insurance coverage through the City's plan, and future retirees of the City's fully insured plans. In accordance with administrative policy, the benefit levels are the same as those afforded to active employees; this creates an implicit rate subsidy. The retiree retains coverage with the City, by making an election upon retirement.

The amount of benefit payments during fiscal year June 30, 2018 were \$190,000.

Employees Covered by Benefit Terms

Active Employees	298
Inactive or beneficiaries receiving benefits	<u>97</u>
Total	<u>395</u>

Total OPEB Liability – The total OPEB liability was determined based on an alternative measurement method valuation performed as of June 30, 2018 which is also the measurement date.

Actuarial Assumptions- The total OPEB liability in the June 30, 2018 valuation, was determined using the following actuarial assumptions:

- Actuarial Cost Method - Entry Age
- Discount Rate – 3.30% based on the 20 year municipal bond yield
- Retirement Age – Civilians - 55 with 10 years of service, Police and Fire 20 years of service
- Medical Trend Rates

<u>Year</u>	<u>Rate</u>
2019	4.5%
2020	2.8%
2021	6.5%
2022	6.0%
2023	5.5%
2024+	5.0%

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018

Changes in Total OPEB Liability –

Balances at Beginning of Year	<u>\$ 4,638,587</u>
Changes for the Year:	
Service cost	256,280
Interest expense	163,195
Change in assumptions	(300,133)
Benefit Payments	<u>(190,000)</u>
Net Changes	<u>(70,658)</u>
Balances End of Year	<u><u>\$ 4,567,929</u></u>

OPEB Liabilities, OPEB Expense, and Deferred Outflows or Resources and Deferred Inflows of Resources Related to OPEB - For the year ended June 30, 2018, the City recognized OPEB expense of \$385,752. At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ -
Changes of assumptions	-	266,410
Net difference between projected and actual earnings on OPEB plan investments	-	-
City benefit payments during the measurement date	-	168,652
Total	<u><u>\$ -</u></u>	<u><u>\$ 435,062</u></u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in expense as follows:

Year Ended June 30:

2019	\$ (55,072)
2020	(55,072)
2021	(55,072)
2022	(55,072)
2023	(55,072)
Thereafter	<u>(159,702)</u>
	<u><u>\$ (435,062)</u></u>

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018

Sensitivity of the City's total OPEB liability to changes in the discount rate- The following presents the City's total OPEB liability, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.30 percent) or 1-percentage-point higher (4.30 percent) than the current discount rate:

	1% Decrease (2.30%)	Current Discount Rate (3.30%)	1% Increase (4.30%)
Employers' total OPEB liability	\$ 5,191,318	\$ 4,567,929	\$ 4,052,492

Sensitivity of the City's total OPEB liability to changes in the healthcare cost trend rates - The following presents the City's total OPEB liability, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.50 percent decreasing to 1.80 percent) or 1-percentage-point higher (7.50 percent decreasing to 3.80 percent) than the current healthcare cost trend rates:

	1% Decrease (5.50% decreasing to 1.80%)	Current Discount Rate (6.50% decreasing to 2.80%)	1% Increase (7.50% decreasing to 3.80%)
Employers' total OPEB liability	\$ 4,145,717	\$ 4,567,929	\$ 5,078,839

IV. Other Information

A. Risk management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The City has insurance for the major risks such as property and general liability, and is self-insured for workers' compensation and unemployment, with applicable excess loss coverage for workers' compensation. A third party worker's compensation administrator is used to evaluate claims and estimate the City's liability for outstanding claims not assumed by the issuer. The City is self-insured up to \$750,000 per occurrence and \$1,000,000 in the aggregate, and has obtained overlying insurance coverage for claims in excess of these amounts. Commercial insurance is used to cover general liability claims and the risk of loss to City buildings and mobile equipment. Judgments against the City may be paid by a property tax assessment over a three-year period. Claims have not exceeded coverage in the past three years.

Claims Liability Analysis

The claims liabilities related to the above noted risk of loss that is retained is determined in accordance with Generally Accepted Accounting Principles, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. For the internal service self-insurance workers' compensation fund, changes in the claims liability for the City from July 1, 2016 to June 30, 2018, are as follows:

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018

CLAIMS LIABILITY ANALYSIS

Claims liability, June 30, 2016	3,971,348
Claims and changes in estimates	639,549
Claims payments	<u>(639,559)</u>
Claims liability, June 30, 2017	\$ 3,971,338
Claims and changes in estimates	536,192
Claims payments	<u>(1,496,049)</u>
Claims liability, June 30, 2018	<u>\$ 3,011,481</u>

B. Commitments and contingent liabilities

Grant Program Involvement

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the City expects such amounts, if any, to be immaterial.

Litigation

The City is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the City's counsel the resolution of these matters will not have a materially adverse effect on the financial condition of the City.

C. Tax Abatements

The City enters into sales tax rebate agreements with local businesses as allowed in the Oklahoma State Constitution, Article 10, Section 14. Under this law, the City may establish economic development programs and provide sales tax increments for development as part of its economic development plan.

The sales tax rebate program allows a developer to receive rebated sales tax in varying amounts. To be eligible for this program, the project area should be occupied by occupants operating a retail store of a requisite quality which are new businesses. The sales tax rebate period varies with each agreement.

Due to confidentiality laws in Oklahoma statutes Title 68, Section 1354.11, the amounts of sales taxes rebated will not be disclosed. The following businesses had rebate agreements with the City as of June 30, 2017:

A developer received rebated sales taxes during 2018. The rebate is related to the Shawnee Market Place project. Businesses located within the project area whose sales taxes were included in the rebate were: Hobby Lobby, PetsMart, TJ Maxx, Ulta Beauty, Famous Footwear, Aldi, T-Mobile, Freddy's Frozen Custard and Harbor Freight. The sales tax rebate will be two percent (2%) of taxable sales for six years, then 1.5% for an additional three years for a total period not to exceed nine years. The sales tax rebated cannot exceed \$3,750,000.

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018

A fuel station entered into a sales tax rebate agreement on November 22, 2016, for a convenience store project. The sales tax rebate is for 1.5% of taxable sales on the second building constructed in the project up to a maximum of \$785,000 in sales tax. This sales tax rebate period is for seven years. The developer is also eligible for a sales tax rebate on construction materials purchased within city limits in conjunction with the construction of the Service Station (building 1). No sales tax was rebated in fiscal year 2018.

D. Employee retirement systems and pensions plans

The City of Shawnee participates in the Oklahoma State Police Pension and Retirement System and the Oklahoma State Firefighters' Pension and Retirement System, both of which are cost-sharing multiple-employer defined benefit pension plans administered by the State of Oklahoma. Additionally, for other City employees not covered by the other plans, the City of Shawnee maintains the Oklahoma Municipal Retirement Fund, an agent multiple employer defined benefit pension plan. For the year ended June 30, 2018 the following amounts were reported for each pension plan:

	Governmental	Business Type	Total
Deferred Outflows:			
Police Pension	\$ 1,188,372	\$ -	\$ 1,188,372
Fire Pension	3,456,074	-	3,456,074
OMRF	578,181	351,765	929,946
Total	<u>\$ 5,222,627</u>	<u>\$ 351,765</u>	<u>\$ 5,574,392</u>
Deferred Inflows:			
Police Pension	\$ 544,452	\$ -	\$ 544,452
Fire Pension	454,865	-	454,865
OMRF	317,673	153,600	471,273
Total	<u>\$ 1,316,990</u>	<u>\$ 153,600</u>	<u>\$ 1,470,590</u>
Net Pension Liability:			
Police Pension	\$ 88,416	\$ -	\$ 88,416
Fire Pension	15,467,706	-	15,467,706
OMRF	1,605,047	862,612	2,467,659
Total	<u>\$ 17,161,169</u>	<u>\$ 862,612</u>	<u>\$ 18,023,781</u>
Pension Expense:			
Police Pension	\$ 552,812	\$ -	\$ 552,812
Fire Pension	1,902,396	-	1,902,396
OMRF	184,778	99,306	284,084
Total	<u>\$ 2,639,986</u>	<u>\$ 99,306</u>	<u>\$ 2,739,292</u>

The General Fund, Police Sales Tax Fund, and Fire Sales Tax Fund are used to liquidate pension liabilities of the Governmental Activities.

Oklahoma State Police Pension and Retirement System (OPPRS)

Plan description - The City of Shawnee, as the employer, participates in the Oklahoma Police Pension and Retirement Plan—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Police Pension and Retirement System (OPPRS). Title 11 of the Oklahoma State Statutes, through the Oklahoma Legislature, grants the authority to establish and amend the benefit terms to the OPPRS. OPPRS issues a publicly available financial report that can be obtained at www.ok.gov/OPPRS.

Summary of Significant Accounting Policies - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oklahoma Firefighters Pension & Retirement System (OPPRS) and additions to/deductions from OPPRS's fiduciary net position have been determined on the same basis as they are reported by OPPRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Benefits provided - OPPRS provides retirement, disability, and death benefits to members of the plan. The normal retirement date under the Plan is the date upon which the participant completes 20 years of credited service, regardless of age. Participants become vested upon completing 10 years of credited service as a contributing participant of the Plan. No vesting occurs prior to completing 10 years of credited service. Participants' contributions are refundable, without interest, upon termination prior to normal retirement. Participants who have completed 10 years of credited service may elect a vested benefit in lieu of having their accumulated contributions refunded. If the vested benefit is elected, the participant is entitled to a monthly retirement benefit commencing on the date the participant reaches 50 years of age or the date the participant would have had 20 years of credited service had employment continued uninterrupted, whichever is later.

Monthly retirement benefits are calculated at 2.5% of the final average salary (defined as the average paid base salary of the officer over the highest 30 consecutive months of the last 60 months of credited service) multiplied by the years of credited service, with a maximum of 30 years of credited service considered.

Monthly benefits for participants due to permanent disability incurred in the line of duty are 2.5% of the participants' final average salary multiplied by 20 years. This disability benefit is reduced by stated percentages for partial disability based on the percentage of impairment. After 10 years of credited service, participants who retire due to disability incurred from any cause are eligible for a monthly benefit based on 2.5% of their final average salary multiplied by the years of service. This disability benefit is also reduced by stated percentages for partial disability based on the percentage of impairment. Effective July 1, 1998, once a disability benefit is granted to a participant, that participant is no longer allowed to apply for an increase in the dollar amount of the benefit at a subsequent date.

Survivor's benefits are payable in full to the participant's beneficiary upon the death of a retired participant. The beneficiary of any active participant killed in the line of duty is entitled to a pension benefit.

Contributions - The contributions requirements of the Plan are at an established rate determine by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 8% percent of their annual pay. Participating cities are required to contribute 13% of the employees' annual pay. Contributions to the pension plan from the City were \$472,245. The State of Oklahoma also made on-behalf contributions to OPPRS in the amount of \$463,778 during the calendar year and this is reported

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2018

as both a revenue and an expenditure in the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance. In the government-wide Statement of Activities, revenue is recognized for the state's on-behalf contributions on an accrual basis of \$394,068. These on-behalf payments did not meet the criteria of a special funding situation.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2018, the City reported a liability of \$88,416 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017. The City's proportion of the net pension liability was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2017. Based upon this information, the City's proportion was 1.4946%.

For the year ended June 30, 2018, the City recognized pension expense of \$552,812. At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 4,440	\$ 534,539
Changes of assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	658,547	-
Changes in proportion and differences between City contributions and proportionate share of contributions	32,883	4,756
City contributions during measurement date	20,257	5,157
City contributions subsequent to the measurement date	472,245	-
Total	<u>\$ 1,188,372</u>	<u>\$ 544,452</u>

The \$472,245 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2019	\$ (8,341)
2020	337,847
2021	161,692
2022	(261,258)
2023	(58,265)
Thereafter	-
	<u>\$ 171,675</u>

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
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Actuarial Assumptions-The total pension liability was determined by an actuarial valuation as of July 1, 2017, using the following actuarial assumptions, applied to all prior periods included in the measurement:

Inflation:	3%
Salary increases:	4.5% to 17% average, including inflation
Investment rate of return:	7.5% net of pension plan investment expense
Mortality rates:	Active employees (pre-retirement) RP-2000 Blue Collar Healthy Combined table with age set back 4 years with fully generational improvement using Scale AA. Active employees (post-retirement) and nondisabled pensioners: RP-2000 Blue Collar Healthy Combined table with fully generational improvement using scale AA. Disabled pensioners: RP-2000 Blue Collar Healthy Combined table with age set forward 4 years with fully generational improvement using Scale AA.
Cost-of-living adjustments:	Police officers eligible to receive increased benefits according to repealed Section 50-120 of Title 11 of the Oklahoma Statutes pursuant to a court order receive an adjustment of 1/3 to 1/2 of the increase or decrease of any adjustment to the base salary of a regular police officer, based on an increase in base salary.

The actuarial assumptions used in the July 1, 2017, valuation were based on the results of an actuarial experience study for the period July 1, 2007, to June 30, 2012.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2017, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	4.51%
Domestic equity	6.62%
International equity	9.70%
Real estate	6.96%
Private Equity	9.86%

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
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The current allocation policy is that approximately 60% of assets in equity instruments, including public equity, long-short hedge, venture capital, and private equity strategies; approximately 25% of assets in fixed income to include investment grade bonds, high yield and non-dollar denominated bonds, convertible bonds, and low volatility hedge fund strategies; and 15% of assets in real assets to include real estate, commodities, and other strategies.

Discount Rate-The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Projected cash flows also assume the State of Oklahoma will continue contributing 14% of the insurance premium, as established by statute. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate-The following presents the net pension liability of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employers' net pension liability (asset)	\$ 2,988,227	\$ 88,416	\$ (2,360,912)

Pension plan fiduciary net position - Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the OPPRS; which can be located at www.ok.gov/OPPRS.

Oklahoma State Firefighters' Pension and Retirement System (OFPRS)

Plan description - The City of Shawnee, as the employer, participates in the Firefighters Pension & retirement—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Firefighters Pension & Retirement System (FPRS). Title 11 of the Oklahoma State Statutes grants the authority to establish and amend the benefit terms to the FPRS. FPRS issues a publicly available financial report that can be obtained at www.ok.gov/fprs.

Summary of Significant Account Policies - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oklahoma Firefighters Pension & Retirement System (FPRS) and additions to/deductions from FPRS's fiduciary net position have been determined on the same basis as they are reported by FPRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Benefits provided - FPRS provides retirement, disability, and death benefits to members of the plan. Benefits for members hired prior to November 1, 2013 are determined as 2.5 percent of the employee's final average compensation times the employee's years of service and have reached the age of 50 or have complete 20 years of service, whichever is later. For volunteer firefighters, the monthly pension benefit for normal retirement is \$150.60 per month. Benefits vest with 10 years or more of service.

Benefits for members hired after November 1, 2013 are determined as 2.5 percent of the employee's final average compensation times the employee's years of service and have reached the age of 50 or have complete 22 years of service, whichever is later. For volunteer firefighters, the monthly pension benefit for normal retirement is \$165.66 per month. Benefits vest with 11 years or more of service.

All firefighters are eligible for immediate disability benefits. For paid firefighters, the disability in-the-line-of-duty benefit for firefighters with less than 20 years of service is equal to 50% of final average monthly compensation, based on the most recent 30 months of service. For firefighters with over 20 years of service, a disability in-the-line-of-duty is calculated based on 2.5% of final average monthly compensation, based on the most recent 30 months, per year of service, with a maximum of 30 years of service. For disabilities not-in-the-line-of-duty, the benefit is limited to only those with less than 20 years of service and is 50% of final average monthly compensation, based on the most recent 60-month salary as opposed to 30 months. For volunteer firefighters, the not-in-line-of-duty disability is also limited to only those with less than 20 years of service and is \$7.53 per year of service. For volunteer firefighters, the in-line-of-duty pension is \$150.60 with less than 20 years of service, or \$7.53 per year of service, with a maximum of 30 years.

A \$5,000 lump sum death benefit is payable to the qualified spouse or designated recipient upon the participant's death. The \$5,000 death benefit does not apply to members electing the vested benefit.

Contributions - The contributions requirements of the Plan are at an established rate determine by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 9% percent of their annual pay. Participating cities are required to contribute 14% of the employees' annual pay. Contributions to the pension plan from the City were \$505,981. The State of Oklahoma also made on-behalf contributions to FPRS in the amount of \$1,484,373 which is reported as both a revenue and an expenditure in the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance. In the government-wide Statement of Activities, revenue is recognized for the state's on-behalf contributions on an accrual basis of \$1,083,882. These on-behalf payments did not meet the criteria of a special funding situation.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2018, the City reported a liability of \$15,467,706 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017. The City's proportion of the net pension liability was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2017. Based upon this information, the City's proportion was 1.22982%.

For the year ended June 30, 2018, the City recognized pension expense of \$1,902,396. At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

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	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 2,066,219	\$ -
Changes of assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	-	431,033
Changes in proportion and differences between City contributions and proportionate share of contributions	871,151	-
City Contributions during the measurement period	12,723	23,832
City contributions subsequent to the measurement date	505,981	-
Total	<u>\$ 3,456,074</u>	<u>\$ 454,865</u>

The \$505,981 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2019	\$ 313,386
2020	791,980
2021	640,942
2022	202,398
2023	448,944
Thereafter	97,578
	<u>\$ 2,495,228</u>

Actuarial Assumptions-The total pension liability was determined by an actuarial valuation as of July 1, 2017, using the following actuarial assumptions, applied to all prior periods included in the measurement:

Inflation:	3%
Salary increases:	3.5% to 9.0% average, including inflation
Investment rate of return:	7.5% net of pension plan investment expense

Mortality rates were based on the RP2000 combined healthy with blue collar adjustment as appropriate, with adjustments for generational mortality improvement using scale AA for healthy lives and no mortality improvement for disabled lives.

The actuarial assumptions used in the July 1, 2017, valuation were based on the results of an actuarial experience study for the period July 1, 2007, to June 30, 2012.

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The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2017, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	20%	4.38%
Domestic equity	47%	7.72%
International equity	15%	9.70%
Real estate	10%	6.96%
Other assets	8%	5.75%

Discount Rate-The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Projected cash flows also assume the State of Oklahoma will continue contributing 36% of the insurance premium, as established by statute. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate-The following presents the net pension liability of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	<u>1% Decrease (6.5%)</u>	<u>Current Discount Rate (7.5%)</u>	<u>1% Increase (8.5%)</u>
Employers' net pension liability	\$ 20,291,356	\$ 15,467,706	\$ 11,379,759

Pension plan fiduciary net position - Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the FPRS; which can be located at www.ok.gov/fprs.

Oklahoma Municipal Retirement Fund (OkMRF) Employee Retirement System of Shawnee, Oklahoma

Plan Description – The City contributes to an agent multiple employer defined benefit retirement plan, the Oklahoma Municipal Retirement Fund Employee Retirement System of Shawnee, Oklahoma (the Plan), which covers employees not covered by other plans, hired prior to July 1, 2013. The Plan operates as a trust maintained by the Oklahoma Municipal Retirement Fund (OkMRF). The OkMRF board of trustees retains BankOne as custodian to hold the Plan's assets which are invested by various professional managers. OkMRF issues separate plan financial statements which may be obtained by contacting the Oklahoma Municipal Retirement Fund, 100 N., Broadway, Oklahoma City, OK 73102 or from their website: www.okmrf.org/reports.html. Benefits are established or amended by the City Council in accordance with O.S. Title 11, Section 48-101-102.

Summary of Significant Accounting Policies – For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City's plan and additions to/deduction from the City's fiduciary net position have been determined on the same basis as they are reported by OkMRF. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value based on published market prices. Detailed information about the OkMRF plans' fiduciary net position is available in the separately issued OkMRF financial report.

Eligibility Factors and Benefit Provisions - All regular, full-time City employees not covered by other plans are required to participate in the Plan. Benefits vest after seven years of service. Employees, who retire at age 65 with completion of seven years of service, are entitled to an annual retirement benefit, payable monthly in an amount equal to 2.625% of final average compensation multiplied by the number of years of credited service. Final average compensation is defined as the average of the five highest consecutive annual salaries out of the last ten calendar years of service.

An employee is eligible for an early retirement benefit once he has attained age 55 and has completed seven years of service. The amount of benefit is determined based on the final average salary and credited service as of the date of termination. If benefit payments are to begin before age 65, the amount of benefit will be actuarially reduced. A late retirement benefit is computed in the same manner as a normal retirement based on average salary and credited service as of the termination of employment.

A participant who becomes totally and permanently disabled after completion of seven years of service will be entitled to a disability benefit based on average salary and service as of the date of disability but without actuarial reduction for payments beginning prior to normal retirement age.

Employee contributions are returned with accrued interest if their employment is terminated prior to completion of seven years of service. A death benefit is payable after seven years of service based on 50% of the employee's accrued benefit. This benefit is payable for life or until remarriage of the surviving spouse.

The plan was frozen on September 1, 2013. All participants who elected to cease participation in the Plan by making a one-time election to participate in the City of Shawnee Defined Contribution Plan ceased accrual of Service for purposes of calculating pension benefits under the Plan. Any such Plan participant who was an active participant prior to July 1, 2013, may continue to earn years of service for vesting purposes and satisfying modified Rule of 80 after August 31, 2013, under this Plan but will not continue to earn years of service for calculating pension benefits under the Plan. Plan participants who

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elected to cease participation in the plan by making a one-time election to participate in the City of Shawnee Defined Contribution Plan will have their benefit calculation for average monthly compensation by using compensation through August 31, 2013. New hires beginning on July 1, 2013, participate in a Defined Contribution Plan.

Contribution Requirements – The City Council has the authority to set and amend contribution rates by ordinance for the OkMRF defined benefit plan in accordance with O.S. Title 11, Section 48-102. The contribution rates for the current fiscal year have been made in accordance with an actuarially determined rate. For the year ended June 30, 2018, employees were required to contribute 4.25% of annual compensation while the City contributed 15.1%, the actuarially required contribution rate. Contributions to the Plan for the year ended June 30, 2018, for employees and employer were \$130,099 and \$462,235, respectively. For the year ended June 30, 2018, the City's covered payroll was \$3,061,160. Covered payroll refers to all compensation paid by the City of Shawnee to active employees covered by the Plan on which contributions are based.

Actuarial Assumptions

Date of Last Actuarial Valuation	July 1, 2017
Actuarial Cost Method	Entry age normal
Rate of return on investments and Discount Rate	7.50% compounded annually
Projected salary increases	Varies between 7.472% and 4% based upon age
Post Retirement Cost-of-Living Increase	None
Inflation rate	3% per annum
Percentage of married employees	100%
Mortality rates – before and after retirement	UP 1994, with projected mortality improvement
Spouse age difference	3 years (female spouses younger)
Turnover	Select and ultimate rates. Ultimate rates are age-related as shown: Additional rates per thousand are added during the first 5 years: Year 1: 215 Year 2: 140 Year 3: 95 Year 4: 65 Year 5: 40
Date of last experience study	September 2012 for fiscal years 2007 through 2011

Discount Rate – The discount rate used to value benefits was the long-term expected rate of return on plan investments, 7.75% since the plan's net fiduciary position is projected to be sufficient to make projected benefit payments.

The City has adopted a funding method that is designed to fund all benefits payable to participants over the course of their working careers. Any differences between actual and expected experience are funded over a fixed period to ensure all funds necessary to pay benefits have been contributed to the trust before those benefits are payable. Thus, the sufficiency of pension plan assets was made without a separate projection of cash flows.

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The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation (3.0%). Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of July 1, 2017 are summarized in the following table:

	<u>Target Allocation</u>	<u>Real Return</u>	<u>Weighted Return</u>
Large cap stocks S&P 500	25%	5.80%	1.45%
Small/mid cap stocks Russell 2500	10%	6.40%	0.64%
Long/short equity MSCI ACWI	10%	5.00%	0.50%
International stocks MSCI EAFE	20%	6.20%	1.24%
Fixed income bonds Barclay's Capital Aggregate	30%	2.30%	0.69%
Real estate NCREIF	5%	4.60%	0.23%
Cash equivalents 3 month Treasury	0%	0.00%	0.00%
TOTAL	<u>100%</u>		
Average Real Return			4.75%
Inflation			<u>2.75%</u>
Long-term expected return			<u>7.50%</u>

Changes in Net Pension Liability – The total pension liability was determined based on an actuarial valuation performed as of July 1, 2017 which is also the measurement date. There were no changes in assumptions or changes in benefit terms that affected measurement of the total pension liability. There were also no changes between the measurement date of July 1, 2017 and the City's report ending date of June 30, 2018, that would have had a significant impact on the net pension liability. The following table reports the components of changes in net pension liability:

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	SCHEDULE OF CHANGES IN NET PENSION LIABILITY		
	Increase (Decrease)		
	Total Pension Liability (a)	Plan Net Position (b)	Net Pension Liability (a) - (b)
Balances Beginning of Year	<u>\$ 37,347,313</u>	<u>\$ 33,948,399</u>	<u>\$ 3,398,914</u>
Changes for the Year:			
Service cost	423,579	-	423,579
Interest expense	2,820,530	-	2,820,530
Benefit changes	-	-	-
Experience losses (gains) -	98,897	-	98,897
Changes of assumptions	424,835	-	424,835
Contributions--City	-	510,788	(510,788)
Contributions--members	-	141,609	(141,609)
Net investment income	-	4,119,111	(4,119,111)
Benefits paid	(1,942,998)	(1,942,998)	-
Plan administrative expenses	-	(72,412)	72,412
Benefit changes due to plan amendments	-	-	-
Change in deferred contributions made subsequent to the measurement date	-	-	-
Net Changes	<u>1,824,843</u>	<u>2,756,098</u>	<u>(931,255)</u>
Balances End of Year	<u>\$ 39,172,156</u>	<u>\$ 36,704,497</u>	<u>\$ 2,467,659</u>

Sensitivity of the net pension liability to changes in the discount rate - The following presents the net pension liability of the City, calculated using the discount rate of 7.50 percent, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.75 percent) or 1-percentage-point higher (8.75 percent) than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net Pension Liability (Asset)	\$ 6,584,708	\$ 2,467,659	\$ (1,404,049)

The City reported \$284,084 in pension expense of the year ended June 30, 2018. At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 59,019	\$ 427,182
Changes of assumptions	253,531	-
Net difference between projected and actual earnings on pension plan investments	79,000	-
Changes in proportion and differences between City contributions and proportionate share of contributions	44,092	44,091
City contributions during the measurement date	32,069	-
City contributions subsequent to the measurement date	462,235	-
Total	<u>\$ 929,946</u>	<u>\$ 471,273</u>

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The \$462,235 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Any amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2019	\$	(280,123)
2020		406,923
2021		155,559
2022		(304,883)
2023		3,105
thereafter		15,857
	\$	<u>(3,562)</u>

Oklahoma Municipal Retirement Fund Defined Contribution Plan (the Plan, original plan prior to July 1, 2013 as amended)

Plan Description – The City has also provided a defined contribution plan and trust known as the City of Shawnee Plan and Trust (the Plan) in the form of The Oklahoma Municipal Retirement Fund Master Defined Contribution Plan (OMRF). The Plan is administered by JP Morgan Chase Bank of Oklahoma City, Oklahoma. The defined contribution plan is available to all full-time employees except those participating in the state of Oklahoma fire or police program. Separately audited financial statements are not available.

OMRF operations are supervised by a nine-member Board of Trustees elected by the participating municipalities. Benefits depend solely on amounts contributed to the Plan plus investment earnings.

Funding Policy – Benefits depend solely on amounts contributed to the Plan plus investment earnings. Employees are eligible to participate upon employment, and must make a mandatory minimum pre-tax contribution of 4.25%. Employees are allowed to contribute in excess of the 4.25%; however, these contributions are not pre-tax. Beginning July 1, 2013, by City ordinance, the City, as the employer, is required to make variable contributions to the Plan, based on employee's years of service. Employer contributions for employees hired prior to July 1, 2013 were as follows: zero to five years of service 5%, five to ten years of service 10%, and ten or more years of service 15%. Employer contributions for employees hired after July 1, 2013 were as follows: zero to five years of service 3%, five to ten years of service 6%, and ten or more years of service 9%. The employee is fully vested after 7 years of service. City contributions for, and interest forfeited by, employees who leave employment prior to fully vesting are allocated back to remaining eligible participants. The authority to establish and amend the provisions of the Plan rests with the City Commission. Contributions to the Plan for the year ended June 30, 2018, for employees who were hired prior to July 1, 2013 employee and employer were \$97,021 and \$249,535, respectively on covered wages of \$2,282,855. Contributions for employees hired after July 1, 2013 employee and employer were \$131,950 and \$93,143, respectively on covered wages of \$3,104,720.

Oklahoma Municipal Retirement Fund Defined Contribution Department Head and City Manager Plan (the DH Plan)

CMO and DH Plan Description – Effective May 1, 2008, the City has also provided a defined contribution plan and trust known as the City of Shawnee Department Head and City Manager Retirement Plan and Trust (the DH Plan) in the form of The Oklahoma Municipal Retirement Fund Master Defined Contribution Plan (OMRF). The DH Plan is administered by JP Morgan Chase Bank of Oklahoma City, Oklahoma. The DH Plan is available to all full-time employees defined as Department Head or City Manager except those participating in the state of Oklahoma fire or police program. Separate audited GAAP – basis financial statements are not available.

OMRF operations are supervised by a nine-member Board of Trustees elected by the participating municipalities. Benefits depend solely on amounts contributed to the DH Plan plus investment earnings.

Funding Policy – Benefits depend solely on amounts contributed to the DH Plan plus investment earnings. Employees are eligible to participate upon employment, and must make a mandatory minimum pre-tax contribution of 3.75% with the police and fire chief contributing 8%. Employees are allowed to contribute in excess of the 8%; however, these contributions are not pre-tax. By City ordinance, the City, as the employer, is required to make at least 5% contributions to the DH Plan and could be higher, based on availability of funds. The employee is fully vested upon employment. The authority to establish and amend the provisions of the DH Plan rests with the City Commission. Contributions to the DH Plan for the year ended June 30, 2018, for employees and employer were \$61,304 and \$69,446, on covered wages of \$1,388,909.

Oklahoma Municipal Retirement Fund Defined Contribution Special Incentive Plan

Effective July 1, 2013, the City has also provided a defined contribution plan and trust known as the City of Shawnee Special Incentive Plan (the Plan) in the form of The Oklahoma Municipal Retirement Fund Master Defined Contribution Plan (OMRF). The Plan is administered by JP Morgan Chase Bank of Oklahoma City, Oklahoma. The Plan is available to any employee in the position of Department Head or City Manager on July 1, 2013 except those participating in the state of Oklahoma fire or police program, or any person in the position of Fire Chief or Police Chief and who is covered under another retirement program. Separate audited GAAP – basis financial statements are not available.

OMRF operations are supervised by a nine-member Board of Trustees elected by the participating municipalities. Benefits depend solely on amounts contributed to the Plan plus investment earnings.

Funding Policy – Benefits depend solely on amounts contributed to the Plan plus investment earnings. Employees do not contribute to the plan. By City ordinance, the City, as the employer, is required to make a \$5,000 contribution for each of the five plan years during the period beginning July 1, 2013 and ending June 30, 2018, provided that the employee will be entitled to the employer contribution only if he or she was employed on the last day of the applicable plan year in the same or higher position as he/she had on the effective date of the plan. The employee is fully vested upon five years of service beginning on July 1, 2013, service prior to July 1, 2013 will not be counted. The authority to establish and amend the provisions of the Plan rests with the City Commission. Contributions to the Plan for the year ended June 30, 2018, totaling \$40,000.

City of Shawnee 457 Deferred Compensation Plan (DC Plan)

Plan Description – The City of Shawnee makes available to all full-time employees two Section 457 deferred compensation plans. The DC Plan was created in accordance with Section 457 of the *Internal Revenue Code*, and permits the employees to defer a portion of their salary until future years. The deferred compensation is not available to the employee until retirement, termination, death, or unforeseeable emergency. Employees may choose investments offered by International City/County Management Association (ICMA) or Nationwide Retirement Solutions, Inc. Separate audited GAAP – basis financial statements are not available.

Funding Policy – DC Plan participants may contribute up to \$15,000 of eligible compensation per year. During the year ended June 30, 2018, employees contributed \$5,525 to the DC Plan.

ICMA Retirement Deferred Compensation Plan (the ICMA Plan)

In addition to the above plans, the City of Shawnee offers a retirement plan through ICMA which is totally employee funded. The ICMA Plan participants contributed \$17,150 for the year ended June 30, 2018. Separately audited financial statements are not available.

1. Non-compliance

Oklahoma state statutes prohibits the creation of deficit fund balance. At June 30, 2018, the following funds had a deficit fund balance:

General Fund	\$1,477,489
Aquatic Center - account of General Fund	\$31,392
Library Fund - account of General fund	\$4,479
Street and Alley Fund	\$11,044

Though not a violation of state statutes the net position of the Worker's Compensation Fund was a deficit \$2,670,926.

2. New Accounting Pronouncements

The GASB has issued several new accounting pronouncements, which will be effective in subsequent years. A description of the more pervasive new accounting pronouncements, the fiscal year in which they are effective, and the City's consideration of the impact of these pronouncements are described below:

GASB Statement No. 83, *Certain Asset Retirement Obligations*, issued December 2016, will be effective for the City beginning with its fiscal year ending June 30, 2019. Under Statement No. 83, a government that has legal obligations to perform future asset retirement activities related to its tangible capital assets is required to recognize a liability and a corresponding deferred outflow of resources. The Statement identifies the circumstances that trigger the recognition of these transactions. The Statement also requires the measurement of an asset retirement obligation to be based on the best estimate of the current value of outlays expected to be incurred while the deferred outflow of resources associated with the asset retirement obligation will be measured at the amount of the corresponding liability upon initial measurement and generally recognized as an expense during the reporting periods that the asset provides service. The Statement requires disclosures including a general description of the asset retirement

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obligation and associated tangible capital assets; the source of the obligation to retire the assets; the methods and assumptions used to measure the liability; and other relevant information. The City has not yet determined the impact GASB 83 implementation will have on its net position.

GASB Statement 84, *Fiduciary Activities*, issued January 2017, will be effective for the City for the City beginning with its fiscal year ending June 30, 2019. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The City has not yet determined the impact that implementation of GASB 84 will have on its net position.

GASB Statement 86, *Certain Debt Extinguishment Issues*, issued May 2017, will be effective for the City beginning with its fiscal year ending December 31, 2018. The primary objective of this Statement is to improve the consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources – resources other than the proceeds of refunding debt – are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. The City has not yet determined the impact that implementation of GASB 86 will have on its net position.

GASB Statement 87, *Leases*, issued June 2017, will be effective for the City beginning with its fiscal year ending December 31, 2020. The primary objective of this Statement is to increase the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The City has not yet determined the impact that implementation of GASB 87 will have on its net position.

GASB Statement 88, *Certain Disclosures Related to Debt* - GASB No. 88 was issued April 2018, the primary objective of this Statement is to improve the information that is disclosed in the notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. It defines debt for purposes of disclosure in the notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date of the contractual obligation is established. This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. This Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt. The City has not yet determined the impact that implementation of GASB 88 will have on its net position.

GASB Statement 90, *Majority Equity Interests (An amendment of GASB Statement 14 and 61)* –issued August 2018, will be effective for the City beginning with its fiscal year ending June 30, 2020. The

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primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value. The City has not yet determined the impact that implementation of GASB 90 will have on its net position.

REQUIRED SUPPLEMENTARY INFORMATION

**CITY OF SHAWNEE, OKLAHOMA
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
(BUDGETARY BASIS) BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

	<u>Budgeted Amounts</u>		<u>Actual Amounts, Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Taxes	\$ 17,248,311	\$ 17,248,311	\$ 15,236,105	\$ (2,012,206)
Licenses and permits	256,510	256,510	216,764	(39,746)
Intergovernmental	2,346,492	2,376,265	2,499,587	123,322
Charges for services	253,000	285,600	345,215	59,615
Fees and fines	873,400	990,900	491,259	(499,641)
Investment earnings	25,000	25,000	14,443	(10,557)
Miscellaneous	170,200	157,600	123,000	(34,600)
Total revenues	21,172,913	21,340,186	18,926,373	(2,413,813)
EXPENDITURES				
Departmental:				
<i>General Government:</i>				
City manager	551,037	551,037	1,120,956	(569,919)
City attorney	200,000	200,000	147,969	52,031
Human resources	437,322	437,321	415,905	21,416
City clerk	356,278	356,279	313,072	43,207
Accounting	593,356	593,356	600,815	(7,459)
Municipal court	513,680	513,679	586,920	(73,241)
Information services	606,362	606,361	556,285	50,076
Engineering	491,454	491,455	488,407	3,048
Equipment services	414,216	414,217	410,934	3,283
Building maintenance	106,579	106,579	73,073	33,506
Total General Government	4,270,284	4,270,284	4,714,336	(444,052)
<i>Public Safety:</i>				
Police administration	689,002	689,001	673,833	15,168
Police operations	5,885,687	6,047,961	5,811,635	236,326
Disptach	758,361	758,561	736,405	22,156
Criminal investigations	706,620	706,620	777,681	(71,061)
Animal Control	253,768	253,769	218,366	35,403
Code Compliance	746,938	746,938	751,268	(4,330)
Fire suppression	5,278,400	5,278,400	6,180,103	(901,703)
Fire prevention	688,737	688,737	735,997	(47,260)
Emergency Management	467,271	467,272	426,293	40,979
Fire Training	207,633	207,633	206,366	1,267
L.E.P.C	5,500	5,500	3,703	1,797
Total Public Safety	15,687,917	15,850,392	16,521,650	(671,258)
<i>Street:</i>				
Street	1,100,987	1,100,988	902,282	198,706
Traffic control	312,272	312,275	326,096	(13,821)
Total Street	1,413,259	1,413,263	1,228,378	184,885
<i>Culture and Recreation:</i>				
Expo Operations	500,000	500,000	504,399	(4,399)
Municipal auditorium	27,200	27,200	20,482	6,718
Senior citizens	108,000	108,000	120,459	(12,459)
Community center	9,100	9,100	9,688	(588)
Cemetery	235,227	235,228	228,226	7,002
Parks	880,390	880,390	952,972	(72,582)
Total Culture and Recreation	1,759,917	1,759,918	1,836,226	(76,308)
Total Expenditures	23,131,377	23,293,857	24,300,590	(1,006,733)
Excess (deficiency) of revenues over expenditures	(1,958,464)	(1,953,671)	(5,374,217)	(3,420,546)
OTHER FINANCING SOURCES (USES)				
Transfers in	2,296,050	2,296,050	2,035,624	(260,426)
Transfers out	(335,000)	(335,000)	(767,835)	(432,835)
Total other financing sources and uses	1,961,050	1,961,050	1,267,789	(693,261)
Net change in fund balances	2,586	7,379	(4,106,428)	(4,113,807)
Fund balances - beginning	5,199,902	5,199,902	2,628,939	(2,570,963)
Fund balances - ending	\$ 5,202,488	\$ 5,207,281	\$ (1,477,489)	\$ (6,684,770)

CITY OF SHAWNEE, OKLAHOMA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON BUDGETARY ACCOUNTING AND CONTROL
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

BUDGETARY ACCOUNTING AND CONTROL

Budget Law

The City prepares its annual operating budget under the provisions of the Oklahoma Municipal Budget Act of 1979 (the "Budget Act"). In accordance with those provisions, the following process is used to adopt the annual budget:

- a. Prior to June 1, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them.
- b. Public hearings are conducted at regular Council meetings to obtain taxpayer comments. Public hearings are held no later than 15 days prior to the beginning of the budget year.
- c. Subsequent to the public hearings but no later than seven days prior to July 1, the budget is legally enacted through the passage of a resolution by the City Council.
- d. Subsequent to City Council enactment, the adopted budget is filed with the office of the State Auditor and Inspector.

All funds with revenues and/or expenditures/expenses as defined by State law are required to have annual budgets under this section of state law, except funds of public trusts or authorities. The legal level of control at which expenditures may not legally exceed appropriations is the department level within a fund. The following departments exceeded appropriations:

General Fund –	
City manager	\$572,178
Municipal court	73,241
Accounting	7,459
Criminal investigation	71,061
Code compliance	4,330
Fire suppression	901,703
Fire prevention	47,260
Traffic control	13,821
Expo operations	4,399
Senior citizens	12,459
Community center	588
Parks	72,582
Transfer	432,835

CITY OF SHAWNEE, OKLAHOMA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON BUDGETARY ACCOUNTING AND CONTROL
FOR THE FISCAL YEAR ENDED JUNE 30, 2018
(Continued)

All supplemental appropriations require the approval of the City Council. All transfers of appropriation between departments also require the approval of the City Council. The City prepared and adopted a legal annual budget for all governmental funds.

In accordance with Title 60 of the Oklahoma State Statutes, the Shawnee Municipal Authority, Shawnee Airport Authority, and the SCCDA are required to prepare an annual budget and submit a copy to the city as beneficiary. However, there are no further requirements such as form of budget, approval of the budget or definition of a legal spending limit.

Budgetary Accounting

The annual operating budgets of the General Fund are prepared and presented on a modified accrual basis of accounting.

The following is a reconciliation of the difference in budget and actual:

	General Fund
Total revenue - budgetary basis	\$ 20,961,997
Total expenses - budgetary basis	(25,068,425)
Change in fund balance - budgetary basis	(4,106,428)
Add change in fund balance of accounts combined for reporting purposes:	
Revolving Oil and Gas account	13,750
Spay and Neuter account	422
Aquatic center	54,194
Library account	99,287
Sister Cities	15
Change in fund balance - GAAP basis	<u>\$ (3,938,760)</u>

The City utilizes encumbrance accounting under which purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve a portion of the applicable appropriation. The City considers most all appropriations to lapse at year-end; any open purchase orders to be honored in the subsequent budget year are reappropriated in the next year's budget. As a result, encumbrances are not treated as the equivalent of expenditures in the budget and actual financial statements.

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2018**

Schedules of Required Supplementary Information

Schedule of the City of Shawnee Proportionate Share of the Net Pension Liability (Asset) –
Oklahoma Police Pension & Retirement System
Last Ten Fiscal Years*

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
City's proportion of the net pension liability (asset)	1.0829%	1.1417%	1.1244%	1.1495%
City's proportionate share of the net pension liability (asset)	\$ (364,603)	\$ 46,554	\$1,721,954	\$ 88,416
City's covered payroll	\$2,709,764	\$ 2,709,764	\$3,407,053	\$ 3,546,599
City's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	13.46%	1.72%	50.54%	2.49%
Plan fiduciary net position as a percentage of the total pension liability (asset)	101.53%	99.82%	93.50%	99.68%

Notes to Schedule:

* Only four fiscal years are presented because 10-year data is not yet available.

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2018**

Schedule of City Contributions
Oklahoma Police Pension & Retirement System
Last Ten Fiscal Years*

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Statutorially required contribution	\$ 414,687	\$ 442,917	\$ 461,058	\$ 472,245
Contributions in relation to the statutorially required contribution	<u>414,687</u>	<u>446,667</u>	<u>461,015</u>	<u>472,245</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ (3,750)</u>	<u>\$ 43</u>	<u>\$ -</u>
City's covered payroll	\$ 2,709,764	\$3,407,053	\$ 3,546,599	\$ 3,632,653
Contributions as a percentage of covered payroll	15.30%	13.11%	13.00%	13.00%

Notes to Schedule:

* Only four fiscal years are presented because 10-year data is not yet available.

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2018**

Schedule of the City of Shawnee Proportionate Share of the Net Pension Liability – Oklahoma
Fire Pension & Retirement System
Last Ten Fiscal Years*

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
City's proportion of the net pension liability	1.121621%	1.148883%	1.178677%	1.229817%
City's proportionate share of the net pension liability	\$ 11,534,169	\$ 12,194,345	\$ 14,400,062	\$ 15,467,706
City's covered payroll	\$ 3,080,579	\$ 3,080,579	\$ 3,431,628	\$ 3,371,624
City's proportionate share of the net pension liability as a percentage of its covered payroll	374%	396%	420%	459%
Plan fiduciary net position as a percentage of the total pension liability	68.12%	68.27%	64.87%	66.61%

Notes to Schedule:

* Only four fiscal years are presented because 10-year data is not yet available.
The amounts present for each fiscal year were determined as of 6/30

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2018**

Schedule of City Contributions
Oklahoma Fire Pension & Retirement System
Last Ten Fiscal Years*

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Statutorially required contribution	\$ 439,463	\$ 480,428	\$ 472,027	\$ 504,399
Contributions in relation to the statutorially required contribution	<u>439,463</u>	<u>480,428</u>	<u>472,027</u>	<u>505,981</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,582)</u>
City's covered payroll	\$ 3,080,579	\$ 3,431,628	\$ 3,371,624	\$ 3,602,848
Contributions as a percentage of covered payroll	14.27%	14.00%	14.00%	14.04%

Notes to Schedule:

* Only four fiscal years are presented because 10-year data is not yet available.

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2018**

Schedule of Changes in Net Pension Liability and Related Ratios
Oklahoma Municipal Retirement Fund

	2015	2016	2017	2018
Total pension liability				
Service cost	\$ 527,985	\$ 477,546	\$ 479,520	\$ 423,579
Interest	2,818,812	2,733,100	2,781,930	2,820,530
Changes of benefit terms	(1,902,290)	39,435	-	-
Differences between expected and actual experience	-	(543,326)	(704,232)	98,897
Changes of assumptions	-	-	-	424,835
Benefit payments, including refunds of member contributions	(2,057,807)	(1,985,814)	(2,171,033)	(1,942,998)
Net change in total pension liability	(613,300)	720,941	386,185	1,824,843
Total pension liability - beginning	36,853,488	36,240,187	36,961,128	37,347,313
Total pension liability - ending (a)	\$ 36,240,188	\$ 36,961,128	\$ 37,347,313	\$ 39,172,156
Plan fiduciary net position				
Contributions - employer	\$ 842,919	\$ 714,030	\$ 591,793	\$ 510,788
Contributions - member	139,787	167,474	150,337	141,609
Net investment income	5,094,596	974,198	280,077	4,119,111
Benefit payments, including refunds of member contributions	(2,057,807)	(1,985,814)	(2,171,033)	(1,942,998)
Administrative expense	(131,982)	(72,769)	(68,578)	(72,412)
Other	-	-	-	-
Net change in plan fiduciary net position	3,887,513	(202,881)	(1,217,404)	2,756,098
Plan fiduciary net position - beginning	31,481,172	35,368,684	35,165,803	33,948,399
Plan fiduciary net position - ending (b)	\$ 35,368,685	\$ 35,165,803	\$ 33,948,399	\$ 36,704,497
Net pension liability - ending (a) - (b)	\$ 871,503	\$ 1,795,325	\$ 3,398,914	\$ 2,467,659
Plan fiduciary net position as a percentage of the total pension liability	97.60%	95.14%	90.90%	93.70%
Covered payroll	\$ 3,765,863	\$ 3,723,501	\$ 3,323,837	\$ 3,144,344
Net pension liability as a percentage of covered payroll	23.14%	48.22%	102.26%	78.48%

Notes to Schedule:

* Only four fiscal years are presented because 10-year data is not yet available.

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2018**

**Schedule of City Contributions
Oklahoma Municipal Retirement Fund
Last Ten Fiscal Years***

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Actuarially determined contribution	\$ 688,665	\$ 617,158	\$ 532,419	\$ 462,235
Contributions in relation to the actuarially determined contribution	688,665	617,158	532,419	462,235
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 3,800,578	\$ 3,677,301	\$ 3,461,242	\$ 3,061,160
Contributions as a percentage of covered payroll	18.12%	16.78%	15.38%	15.10%

Notes to Schedule:

1. Only four fiscal years are presented because 10-year data is not yet available.
2. Latest Valuation Date: July 1, 2017
3. Actuarially determined contribution rate is calculated as of July 1, 2017
July 2017 through June 18 contributions were at a rate of 15.10%.
4. Methods and assumptions used to determine contribution rates:
 - Actuarial cost method - Entry age normal
 - Amortization method - Level percent of payroll, closed
 - Remaining amortization period - 28 years
 - Asset valuation method - Actuarial:
 - Smoothing period - 4 years
 - Recognition method - Non-asymptotic
 - Corridor - 70% - 130%
 - Salary increases - 4.00% to 7.42% (varies by attained age)
 - Investment rate of return - 7.50%

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
OTHER POST EMPLOYMENT BENEFITS
JUNE 30, 2018**

	<u>2018</u>
Total OPEB Liability	
Service cost	\$ 256,280
Interest	163,195
Changes in assumptions	(300,133)
Benefit Payments	<u>(190,000)</u>
Net change in total OPEB liability	(70,658)
 Balances at Beginning of Year	 <u>4,638,587</u>
Balances End of Year	<u><u>\$ 4,567,929</u></u>
 Covered employee payroll	 \$ 13,471,000
 Total OPEB liability as a percentage of covered payroll	 33.90%

Notes to Schedule:

Only the current fiscal year is presented because 10-year data is not yet available

SUPPLEMENTARY INFORMATION

City of Shawnee, Oklahoma
Combining Balance Sheet – General Fund Accounts
June 30, 2018

	General Fund	Revolving Oil & Gas	Spray and Neuter	Aquatic Center	Library	Senior Citizens	Sister Cities	Total General Fund
ASSETS								
Cash and cash equivalents	\$ 1,199	\$ 296,979	\$ 20,712	\$ 800	\$ -	\$ 21,147	\$ 222	\$ 341,059
Investments	-	-	-	-	-	-	-	-
Interest receivable	1,409	-	-	-	-	-	-	1,409
Receivable from other governments	35,585	-	-	-	-	-	-	35,585
Due from other funds	1,253,901	-	-	-	-	-	-	1,253,901
Due from other funds - interaccount	107	-	-	-	-	-	-	107
Taxes receivable, net	1,971,049	-	-	-	-	-	-	1,971,049
Court fines receivable, net	114,217	-	-	-	-	-	-	114,217
Other receivables	142,996	13,750	-	-	-	-	-	156,746
Prepaid items	143,073	-	-	-	-	-	-	143,073
Total assets	<u>3,663,536</u>	<u>310,729</u>	<u>20,712</u>	<u>800</u>	<u>-</u>	<u>21,147</u>	<u>222</u>	<u>4,017,146</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES								
Liabilities:								
Accounts payable	521,482	-	65	32,085	4,479	-	-	558,111
Accrued payroll payable	313,877	-	-	-	-	-	-	313,877
Due to other funds	4,268,162	-	-	-	-	-	-	4,268,162
Due to other funds - interaccount	-	-	-	107	-	-	-	107
Due to bondholders	7,933	-	-	-	-	-	-	7,933
Total liabilities	<u>5,111,454</u>	<u>-</u>	<u>65</u>	<u>32,192</u>	<u>4,479</u>	<u>-</u>	<u>-</u>	<u>5,148,190</u>
DEFERRED INFLOWS OF RESOURCES								
Unavailable revenue	<u>29,571</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,571</u>
Fund balances:								
Nonspendable	143,073	-	-	-	-	-	-	143,073
Assigned	-	310,729	20,647	-	-	21,147	-	352,523
Unassigned (deficit)	(1,620,562)	-	-	(31,392)	(4,479)	-	222	(1,656,211)
Total fund balances	<u>(1,477,489)</u>	<u>310,729</u>	<u>20,647</u>	<u>(31,392)</u>	<u>(4,479)</u>	<u>21,147</u>	<u>222</u>	<u>(1,160,615)</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 3,663,536</u>	<u>\$ 310,729</u>	<u>\$ 20,712</u>	<u>\$ 800</u>	<u>\$ -</u>	<u>\$ 21,147</u>	<u>\$ 222</u>	<u>\$ 4,017,146</u>

City of Shawnee, Oklahoma
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances – General Fund Accounts
Year Ended June 30, 2018

	General Fund	Revolving Oil & Gas	Spray and Neuter	Aquatic Center	Library	Senior Citizens	Sister Cities	Total General Fund
REVENUES								
Taxes	\$ 15,236,105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,236,105
Intergovernmental	2,499,587	-	-	-	-	-	-	2,499,587
Licenses and permits	216,764	13,750	-	-	-	-	-	230,514
Charges for services	345,215	-	-	217,062	-	-	-	562,277
Fees and fines	491,259	-	2,525	-	-	-	-	493,784
Investment earnings	14,443	-	-	-	-	-	-	14,443
Miscellaneous	123,000	-	-	928	-	-	18,730	142,658
Total revenues	<u>18,926,373</u>	<u>13,750</u>	<u>2,525</u>	<u>217,990</u>	<u>-</u>	<u>-</u>	<u>18,730</u>	<u>19,179,368</u>
EXPENDITURES								
Current:								
General government	3,906,270	-	-	-	-	-	-	3,906,270
Engineering	488,407	-	-	-	-	-	-	488,407
Equipment and building maintenance	484,007	-	-	-	-	-	-	484,007
Police	7,270,396	-	-	-	-	-	-	7,270,396
Fire	7,122,466	-	-	-	-	-	-	7,122,466
Municipal court	586,920	-	-	-	-	-	-	586,920
Emergency management	426,293	-	-	-	-	-	-	426,293
Streets	1,228,378	-	-	-	-	-	-	1,228,378
Parks and recreation	952,972	-	-	367,086	-	-	-	1,320,058
Culture and recreation	153,209	-	-	-	-	-	-	153,209
Animal control/E911	951,227	-	2,103	-	-	-	-	953,330
Cemetery	228,226	-	-	-	-	-	-	228,226
Library	-	-	-	-	101,563	-	-	101,563
Economic development	501,819	-	-	-	-	-	33,715	535,534
Capital Outlay	-	-	-	-	1,750	-	-	1,750
Total expenditures	<u>24,300,590</u>	<u>-</u>	<u>2,103</u>	<u>367,086</u>	<u>103,313</u>	<u>-</u>	<u>33,715</u>	<u>24,806,807</u>
Excess (deficiency) of revenues over expenditures	<u>(5,374,217)</u>	<u>13,750</u>	<u>422</u>	<u>(149,096)</u>	<u>(103,313)</u>	<u>-</u>	<u>(14,985)</u>	<u>(5,627,439)</u>
OTHER FINANCING SOURCES (USES)								
Transfers in - interaccount	-	-	-	203,290	202,600	-	-	405,890
Transfers out - interaccount	(405,890)	-	-	-	-	-	-	(405,890)
Transfers in	2,035,624	-	-	-	-	-	15,000	2,050,624
Transfers out	(361,945)	-	-	-	-	-	-	(361,945)
Total other financing sources and uses	<u>1,267,789</u>	<u>-</u>	<u>-</u>	<u>203,290</u>	<u>202,600</u>	<u>-</u>	<u>15,000</u>	<u>1,688,679</u>
Net change in fund balances	(4,106,428)	13,750	422	54,194	99,287	-	15	(3,938,760)
Fund balances - beginning	2,628,939	296,979	20,225	(85,586)	(103,766)	21,147	207	2,778,145
Fund balances - ending	<u>\$ (1,477,489)</u>	<u>\$ 310,729</u>	<u>\$ 20,647</u>	<u>\$ (31,392)</u>	<u>\$ (4,479)</u>	<u>\$ 21,147</u>	<u>\$ 222</u>	<u>\$ (1,160,615)</u>

City of Shawnee, Oklahoma
Budget versus Actual – General Fund Accounts
Year Ended June 30, 2018

	Revolving Oil & Gas Account				Spay and Neuter Account			
	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with</u>	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Final Budget -</u>	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Final Budget -</u>
				<u>Positive</u>				<u>Positive</u>
REVENUES								
Licenses and permits	\$ 9,250	\$ 9,250	\$ 13,750	\$ 4,500	\$ -	\$ -	\$ -	\$ -
Charges for services	-	-	-	-	-	-	-	-
Fees and fines	-	-	-	-	3,000	3,000	2,525	(475)
Investment earnings	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Total revenues	<u>9,250</u>	<u>9,250</u>	<u>13,750</u>	<u>4,500</u>	<u>3,000</u>	<u>3,000</u>	<u>2,525</u>	<u>(475)</u>
EXPENDITURES								
Departmental:								
Animal Control	-	-	-	-	2,800	2,800	2,103	697
Economic Development	-	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-	-
Parks and Recreation	9,250	9,250	-	9,250	-	-	-	-
Senior Citizens	-	-	-	-	-	-	-	-
Total Expenditures	<u>9,250</u>	<u>9,250</u>	<u>-</u>	<u>9,250</u>	<u>2,800</u>	<u>2,800</u>	<u>2,103</u>	<u>697</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>13,750</u>	<u>13,750</u>	<u>200</u>	<u>200</u>	<u>422</u>	<u>222</u>
OTHER FINANCING SOURCES (USES)								
Transfers in	-	-	-	-	-	-	-	-
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	-	-	13,750	13,750	200	200	422	222
Fund balances - beginning	283,479	283,479	296,979	13,500	23,717	23,717	20,225	(3,492)
Fund balances - ending	<u>\$283,479</u>	<u>\$283,479</u>	<u>\$ 310,729</u>	<u>\$ 27,250</u>	<u>\$23,917</u>	<u>\$23,917</u>	<u>\$ 20,647</u>	<u>\$ (3,270)</u>

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – General Fund Accounts
Year Ended June 30, 2018

	Library Account				Aquatic Center Account			
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final			Original	Final		
REVENUES								
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for services	-	-	-	-	257,500	257,500	217,062	(40,438)
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	928	928
Total revenues	-	-	-	-	257,500	257,500	217,990	(39,510)
EXPENDITURES								
Departmental:								
Animal Control	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-
Library	74,000	89,000	101,563	(12,563)	-	-	-	-
Parks and Recreation	-	-	-	-	230,000	257,500	367,086	(109,586)
Senior Citizens	-	-	1,750	(1,750)	-	-	-	-
Total Expenditures	74,000	89,000	103,313	(14,313)	230,000	257,500	367,086	(109,586)
Excess (deficiency) of revenues over expenditures	(74,000)	(89,000)	(103,313)	(14,313)	27,500	-	(149,096)	(149,096)
OTHER FINANCING SOURCES (USES)								
Transfers in	89,000	89,000	202,600	113,600	-	-	203,290	203,290
Total other financing sources and uses	89,000	89,000	202,600	113,600	-	-	203,290	203,290
Net change in fund balances	15,000	-	99,287	99,287	27,500	-	54,194	54,194
Fund balances - beginning	635	635	(103,766)	(104,401)	(11)	(11)	(85,586)	(85,575)
Fund balances - ending	\$ 15,635	\$ 635	\$ (4,479)	\$ (5,114)	\$ 27,489	\$ (11)	\$ (31,392)	\$ (31,381)

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – General Fund Accounts
Year Ended June 30, 2018

	Sister Cities Account			Variance with
				Final Budget -
				Positive
				(Negative)
	Budgeted Amounts		Actual Amounts,	
	Original	Final	Budgetary Basis	
REVENUES				
Licenses and permits	\$ -	\$ -	\$ -	\$ -
Fees and fines	-	-	-	-
Investment earnings	-	-	-	-
Miscellaneous	-	-	18,730	18,730
Total revenues	-	-	18,730	18,730
EXPENDITURES				
Departmental:				
Animal Control	-	-	-	-
Economic Development	-	-	33,715	(33,715)
Library	-	-	-	-
Parks and Recreation	-	-	-	-
Senior Citizens	-	-	-	-
Total Expenditures	-	-	33,715	(33,715)
Excess (deficiency) of revenues over expenditures	-	-	(14,985)	(14,985)
OTHER FINANCING SOURCES (USES)				
Transfers in	15,000	15,000	15,000	-
Total other financing sources and uses	15,000	15,000	15,000	-
Net change in fund balances	15,000	15,000	15	(14,985)
Fund balances - beginning	-	-	-	-
Fund balances - ending	\$ 15,000	\$ 15,000	\$ 15	\$ (14,985)

City of Shawnee, Oklahoma
Combining Balance Sheet – Nonmajor Governmental Funds
June 30, 2018

	Street and Alley Fund	E-911 Fund	Economic Development Fund	Hotel/Motel Fund	Police Sales Tax Fund	Fire Sales Tax Fund	CDBG/Home Grants Funds
ASSETS							
Cash and cash equivalents	\$ -	\$ 18,438	\$ 24,064	\$ -	\$ -	\$ -	\$ 89,198
Interest receivable	-	-	35	-	44	44	-
Receivable from other governments	-	-	-	-	-	-	38,651
Due from other funds	-	-	-	-	-	-	315,750
Taxes receivable, net	-	-	41,169	47,639	51,461	51,461	-
Other receivables	23,488	23,441	-	-	-	-	426,345
Prepaid items	-	10,586	-	-	-	-	-
Total assets	<u>23,488</u>	<u>52,465</u>	<u>65,268</u>	<u>47,639</u>	<u>51,505</u>	<u>51,505</u>	<u>869,944</u>
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable and accrued liabilities	34,532	16,394	-	131,332	-	-	34,660
Due to other funds	-	-	-	-	-	-	182,441
Unearned revenue	-	-	-	-	-	-	428,974
Total liabilities	<u>34,532</u>	<u>16,394</u>	<u>-</u>	<u>131,332</u>	<u>-</u>	<u>-</u>	<u>646,075</u>
Fund balances:							
Nonspendable	-	10,586	-	-	-	-	-
Restricted	-	25,485	65,268	-	51,505	51,505	223,869
Unassigned (deficit)	(11,044)	-	-	(83,693)	-	-	-
Total fund balances	<u>(11,044)</u>	<u>36,071</u>	<u>65,268</u>	<u>(83,693)</u>	<u>51,505</u>	<u>51,505</u>	<u>223,869</u>
Total liabilities and fund balances	<u>\$ 23,488</u>	<u>\$ 52,465</u>	<u>\$ 65,268</u>	<u>\$ 47,639</u>	<u>\$ 51,505</u>	<u>\$ 51,505</u>	<u>\$ 869,944</u>

(continued)

City of Shawnee, Oklahoma
Combining Balance Sheet – Nonmajor Governmental Funds
June 30, 2018

	Cemetery Care Fund	Gifts and Contribution Fund	Tax Increment Financing Fund	Drug Forfeiture Fund	1994 Street Improvement Fund	Debt Service Fund	Total Other Governmental Funds
ASSETS							
Cash and cash equivalents	\$ 162,493	\$ 103,429	\$ 153,782	\$ 19,826	\$ -	\$ 244,789	\$ 816,019
Interest receivable	-	-	-	-	-	-	123
Receivable from other governments	-	-	-	-	-	-	38,651
Due from other funds	-	4,023	-	-	-	-	319,773
Taxes receivable, net	-	-	-	-	-	-	191,730
Other receivables	-	-	1,089	-	-	-	474,363
Prepaid items	-	-	-	-	-	-	10,586
Total assets	<u>162,493</u>	<u>107,452</u>	<u>154,871</u>	<u>19,826</u>	<u>-</u>	<u>244,789</u>	<u>1,851,245</u>
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable and accrued liabilities	-	-	-	814	-	-	217,732
Due to other funds	-	-	-	-	-	-	182,441
Unearned revenue	-	-	-	-	-	-	428,974
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>814</u>	<u>-</u>	<u>-</u>	<u>829,147</u>
Fund balances:							
Nonspendable	-	-	-	-	-	-	10,586
Restricted	162,493	107,452	154,871	19,012	-	244,789	1,106,249
Unassigned (deficit)	-	-	-	-	-	-	(94,737)
Total fund balances	<u>162,493</u>	<u>107,452</u>	<u>154,871</u>	<u>19,012</u>	<u>-</u>	<u>244,789</u>	<u>1,022,098</u>
Total liabilities and fund balances	<u>\$ 162,493</u>	<u>\$ 107,452</u>	<u>\$ 154,871</u>	<u>\$ 19,826</u>	<u>\$ -</u>	<u>\$ 244,789</u>	<u>\$ 1,851,245</u>

City of Shawnee, Oklahoma
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental
Funds
Year Ended June 30, 2018

	Street and Alley Fund	E-911 Fund	Economic Development Fund	Hotel/Motel Fund	Police Sales Tax Fund	Fire Sales Tax Fund	CDBG/Home Grants Funds
REVENUES							
Taxes	\$ 277,123	\$ 277,197	\$ 302,538	\$ 423,584	\$ 378,158	\$ 378,158	\$ -
Fees and fines	-	-	-	-	-	-	-
Licenses and permits	2,500	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	499,327
Charges for services	-	-	-	-	-	-	-
Investment earnings	-	-	233	-	293	293	-
Miscellaneous	6,360	-	-	-	-	-	46,329
Total revenues	<u>285,983</u>	<u>277,197</u>	<u>302,771</u>	<u>423,584</u>	<u>378,451</u>	<u>378,451</u>	<u>545,656</u>
EXPENDITURES							
Current:							
General government	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-
Streets	505,584	-	-	-	-	-	-
Parks and recreation	-	-	-	-	-	-	-
Animal Control/E911	-	222,626	-	-	-	-	-
Cemetery	-	-	-	-	-	-	-
Economic development	-	-	330,865	461,295	-	-	587,549
Capital Outlay	-	93,128	248,507	-	-	-	-
Total Expenditures	<u>505,584</u>	<u>315,754</u>	<u>579,372</u>	<u>461,295</u>	<u>-</u>	<u>-</u>	<u>587,549</u>
Excess (deficiency) of revenues over expenditures	<u>(219,601)</u>	<u>(38,557)</u>	<u>(276,601)</u>	<u>(37,711)</u>	<u>378,451</u>	<u>378,451</u>	<u>(41,893)</u>
OTHER FINANCING SOURCES (USES)							
Transfers in	361,945	-	-	-	-	-	-
Transfers out	-	-	(15,000)	(151,333)	(379,588)	(379,703)	-
Total other financing sources and uses	<u>361,945</u>	<u>-</u>	<u>(15,000)</u>	<u>(151,333)</u>	<u>(379,588)</u>	<u>(379,703)</u>	<u>-</u>
Net change in fund balances	142,344	(38,557)	(291,601)	(189,044)	(1,137)	(1,252)	(41,893)
Fund balances - beginning	(153,388)	74,628	356,869	105,351	52,642	52,757	265,762
Fund balances - ending	<u>\$ (11,044)</u>	<u>\$ 36,071</u>	<u>\$ 65,268</u>	<u>\$ (83,693)</u>	<u>\$ 51,505</u>	<u>\$ 51,505</u>	<u>\$ 223,869</u>

(continued)

City of Shawnee, Oklahoma
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental
Funds
Year Ended June 30, 2018

	Cemetery Care Fund	Gifts and Contribution Fund	Tax Increment Financing Fund	Drug Forfeiture Fund	1994 Street Improvement Fund	Debt Service Fund	Total Other Governmental Funds
REVENUES							
Taxes	\$ -	\$ -	\$ 51,133	\$ -	\$ -	\$ -	\$ 2,087,891
Fees and fines	-	-	-	16,070	-	-	16,070
Licenses and permits	-	-	-	-	-	-	2,500
Intergovernmental	-	-	-	-	-	-	499,327
Charges for services	1,574	-	-	-	-	-	1,574
Investment earnings	-	1	-	-	-	-	820
Miscellaneous	3,019	15,351	-	-	-	25,055	96,114
Total revenues	<u>4,593</u>	<u>15,352</u>	<u>51,133</u>	<u>16,070</u>	<u>-</u>	<u>25,055</u>	<u>2,704,296</u>
EXPENDITURES							
Current:							
General government	-	-	20,855	-	-	-	20,855
Police	-	-	-	9,717	-	-	9,717
Streets	-	-	-	-	-	-	505,584
Parks and recreation	-	1,390	-	-	-	-	1,390
Animal Control/E911	-	-	-	-	-	-	222,626
Cemetery	5,650	-	-	-	-	-	5,650
Economic development	-	-	-	-	-	-	1,379,709
Capital Outlay	-	-	-	-	-	-	341,635
Total Expenditures	<u>5,650</u>	<u>1,390</u>	<u>20,855</u>	<u>9,717</u>	<u>-</u>	<u>-</u>	<u>2,487,166</u>
Excess (deficiency) of revenues over expenditures	<u>(1,057)</u>	<u>13,962</u>	<u>30,278</u>	<u>6,353</u>	<u>-</u>	<u>25,055</u>	<u>217,130</u>
OTHER FINANCING SOURCES (USES)							
Transfers in	-	-	-	-	-	-	361,945
Transfers out	-	-	-	-	(77,667)	-	(1,003,291)
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(77,667)</u>	<u>-</u>	<u>(641,346)</u>
Net change in fund balances	(1,057)	13,962	30,278	6,353	(77,667)	25,055	(424,216)
Fund balances - beginning	163,550	93,490	124,593	12,659	77,667	219,734	1,446,314
Fund balances - ending	<u>\$ 162,493</u>	<u>\$ 107,452</u>	<u>\$ 154,871</u>	<u>\$ 19,012</u>	<u>\$ -</u>	<u>\$ 244,789</u>	<u>\$ 1,022,098</u>

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2018

	Street And Alley Fund				E-911 Fund			
			<u>Variance with Final</u>				<u>Variance with Final</u>	
			<u>Budget - Positive</u>				<u>Budget - Positive</u>	
			<u>(Negative)</u>				<u>(Negative)</u>	
	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>		<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>		<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	
REVENUES								
Taxes	\$ 307,000	\$ 307,000	\$ 277,123	\$ (29,877)	\$ 245,000	\$ 245,000	\$ 277,197	\$ 32,197
Licenses and permits	1,000	1,000	2,500	1,500	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	-	-	-	-	-	-	-	-
Miscellaneous	6,360	6,360	6,360	-	-	-	-	-
Total revenues	314,360	314,360	285,983	(28,377)	245,000	245,000	277,197	32,197
EXPENDITURES								
Departmental:								
Streets	414,600	414,600	505,584	(90,984)	-	-	-	-
Animal Control/911	-	-	-	-	182,500	189,400	222,626	(33,226)
Economic Development	-	-	-	-	-	-	-	-
Cemetery	-	-	-	-	-	-	-	-
Park and Recreation	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	55,600	55,600	93,128	(37,528)
Total Expenditures	414,600	414,600	505,584	(90,984)	238,100	245,000	315,754	(70,754)
Total Expenditures	414,600	414,600	505,584	(90,984)	238,100	245,000	315,754	(70,754)
Excess (deficiency) of revenues over expenditures	(100,240)	(100,240)	(219,601)	(119,361)	6,900	-	(38,557)	(38,557)
OTHER FINANCING SOURCES (USES)								
Transfers in	100,240	199,760	361,945	162,185	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-
Total other financing sources and uses	100,240	199,760	361,945	162,185	-	-	-	-
Net change in fund balances	-	99,520	142,344	42,824	6,900	-	(38,557)	(38,557)
Fund balances - beginning	2,883	2,883	(153,388)	(156,271)	62,479	62,479	74,628	12,149
Fund balances - ending	\$ 2,883	\$ 102,403	\$ (11,044)	\$ (113,447)	\$ 69,379	\$ 62,479	\$ 36,071	\$ (26,408)

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2018

	Economic Development Fund				Hotel/Motel Fund			
	Budgeted Amounts		Actual Amounts.	Variance with Final	Budgeted Amounts		Actual Amounts.	Variance with Final
			Budgetary Basis	Budget - Positive			Budgetary Basis	Budget - Positive
	Original	Final		(Negative)	Original	Final		(Negative)
REVENUES								
Taxes	\$ 305,154	\$ 305,154	\$ 302,538	\$ (2,616)	\$ 497,125	\$ 497,125	\$ 423,584	\$ (73,541)
Licenses and permits	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	250	250	233	(17)	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Total revenues	305,404	305,404	302,771	(2,633)	497,125	497,125	423,584	(73,541)
EXPENDITURES								
Departmental:								
Streets	-	-	-	-	-	-	-	-
Animal Control/911	-	-	-	-	-	-	-	-
Economic Development	291,000	486,214	330,865	155,349	497,125	497,125	461,295	35,830
Cemetery	-	-	-	-	-	-	-	-
Park and Recreation	-	-	-	-	-	-	-	-
Capital outlay	-	-	248,507	(248,507)	-	-	-	-
Total Expenditures	291,000	486,214	579,372	(93,158)	497,125	497,125	461,295	35,830
Total Expenditures	291,000	486,214	579,372	(93,158)	497,125	497,125	461,295	35,830
Excess (deficiency) of revenues over expenditures	14,404	(180,810)	(276,601)	(95,791)	-	-	(37,711)	(37,711)
OTHER FINANCING SOURCES (USES)								
Transfers in	-	195,214	-	(195,214)	-	-	-	-
Transfers out	(15,000)	(15,000)	(15,000)	-	-	-	(151,333)	(151,333)
Total other financing sources and uses	(15,000)	180,214	(15,000)	(195,214)	-	-	(151,333)	(151,333)
Net change in fund balances	(596)	(596)	(291,601)	(291,005)	-	-	(189,044)	(189,044)
Fund balances - beginning	159,681	159,681	356,869	197,188	129,074	129,074	105,351	(23,723)
Fund balances - ending	\$ 159,085	\$ 159,085	\$ 65,268	\$ (93,817)	\$ 129,074	\$ 129,074	\$ (83,693)	\$ (212,767)

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2018

	Police Sales Tax Fund				Fire Sales Tax Fund			
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final			Original	Final		
REVENUES								
Taxes	\$ 410,525	\$ 410,525	\$ 378,158	\$ (32,367)	\$ -	\$ -	\$ -	\$ -
Licenses and permits	-	-	-	-	410,525	410,525	378,158	(32,367)
Intergovernmental	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	250	250	293	43	250	250	293	43
Miscellaneous	-	-	-	-	-	-	-	-
Total revenues	410,775	410,775	378,451	(32,324)	410,775	410,775	378,451	(32,324)
EXPENDITURES								
Departmental:								
Streets	-	-	-	-	-	-	-	-
Animal Control/911	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-
Cemetery	-	-	-	-	-	-	-	-
Park and Recreation	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues over expenditures	410,775	410,775	378,451	(32,324)	410,775	410,775	378,451	(32,324)
OTHER FINANCING SOURCES (USES)								
Transfers in	-	-	-	-	-	-	-	-
Transfers out	(410,525)	(410,525)	(379,588)	30,937	(410,525)	(410,525)	(379,703)	30,822
Total other financing sources and uses	(410,525)	(410,525)	(379,588)	30,937	(410,525)	(410,525)	(379,703)	30,822
Net change in fund balances	250	250	(1,137)	(1,387)	250	250	(1,252)	(1,502)
Fund balances - beginning	49,460	49,460	52,642	3,182	49,460	49,460	52,757	3,297
Fund balances - ending	\$ 49,710	\$ 49,710	\$ 51,505	\$ 1,795	\$ 49,710	\$ 49,710	\$ 51,505	\$ 1,795

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2018

	CDBG/Home Grants Fund				Cemetery Care Fund			
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final			Original	Final		
REVENUES								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	-	-	-	-	-	-	-	-
Intergovernmental	-	574,305	499,327	(74,978)	-	-	-	-
Charges for services	-	-	-	-	-	-	1,574	1,574
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	-	-	-	-	500	500	-	(500)
Miscellaneous	-	-	46,329	46,329	4,500	4,500	3,019	(1,481)
Total revenues	-	574,305	545,656	(28,649)	5,000	5,000	4,593	(407)
EXPENDITURES								
Departmental:								
Streets	-	-	-	-	-	-	-	-
Animal Control/911	-	-	-	-	-	-	-	-
Economic Development	-	574,305	587,549	(13,244)	-	-	-	-
Cemetery	-	-	-	-	69,778	69,778	5,650	64,128
Park and Recreation	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	-	574,305	587,549	(13,244)	69,778	69,778	5,650	64,128
Total Expenditures	-	574,305	587,549	(13,244)	69,778	69,778	5,650	64,128
Excess (deficiency) of revenues over expenditures	-	-	(41,893)	(41,893)	(64,778)	(64,778)	(1,057)	63,721
OTHER FINANCING SOURCES (USES)								
Transfers in	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-
Total other financing sources and uses	-	-	-	-	-	-	-	-
Net change in fund balances	-	-	(41,893)	(41,893)	(64,778)	(64,778)	(1,057)	63,721
Fund balances - beginning	-	-	265,762	265,762	162,039	162,039	163,550	1,511
Fund balances - ending	\$ -	\$ -	\$ 223,869	\$ 223,869	\$ 97,261	\$ 97,261	\$ 162,493	\$ 65,232

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2018

	Gifts and Contribution Fund				Tax Increment Financing Fund			
	Budgeted Amounts		Actual Amounts.	Variance with Final	Budgeted Amounts		Actual Amounts.	Variance with Final
	Original	Final	Budgetary Basis	Budget - Positive (Negative)	Original	Final	Budgetary Basis	Budget - Positive (Negative)
REVENUES								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ 51,133	\$ (8,867)
Licenses and permits	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	-	-	1	1	-	-	-	-
Miscellaneous	-	-	15,351	15,351	-	-	-	-
Total revenues	-	-	15,352	15,352	60,000	60,000	51,133	(8,867)
EXPENDITURES								
Departmental:								
Streets	-	-	-	-	-	-	-	-
Animal Control/911	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	20,855	(20,855)
Cemetery	-	-	-	-	-	-	-	-
Park and Recreation	-	-	1,390	(1,390)	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	-	-	1,390	(1,390)	-	-	20,855	(20,855)
Total Expenditures	-	-	1,390	(1,390)	-	-	20,855	(20,855)
Excess (deficiency) of revenues over expenditures	-	-	13,962	13,962	60,000	60,000	30,278	(29,722)
OTHER FINANCING SOURCES (USES)								
Transfers in	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-
Total other financing sources and uses	-	-	-	-	-	-	-	-
Net change in fund balances	-	-	13,962	13,962	60,000	60,000	30,278	(29,722)
Fund balances - beginning	97,888	97,888	93,490	(4,398)	122,875	122,875	124,593	1,718
Fund balances - ending	\$ 97,888	\$ 97,888	\$ 107,452	\$ 9,564	\$ 182,875	\$ 182,875	\$ 154,871	\$ (28,004)

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2018

	Drug Forfeiture Fund				Debt Service Fund			
	Budgeted Amounts		<u>Actual Amounts,</u> <u>Budgetary Basis</u>	<u>Variance with Final</u> <u>Budget - Positive</u> <u>(Negative)</u>	Budgeted Amounts		<u>Actual Amounts,</u> <u>Budgetary Basis</u>	<u>Variance with Final</u> <u>Budget - Positive</u> <u>(Negative)</u>
	<u>Original</u>	<u>Final</u>			<u>Original</u>	<u>Final</u>		
REVENUES								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Fees and fines	-	-	16,070	16,070	-	-	-	-
Investment earnings	-	-	-	-	-	-	-	-
Miscellaneous	10,000	10,000	-	(10,000)	29,500	29,500	25,055	(4,445)
Total revenues	10,000	10,000	16,070	6,070	29,500	29,500	25,055	(4,445)
EXPENDITURES								
Departmental:								
Police	10,000	10,000	9,717	283	-	-	-	-
Streets	-	-	-	-	-	-	-	-
Animal Control/911	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-
Cemetery	-	-	-	-	-	-	-	-
Park and Recreation	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	10,000	10,000	9,717	283	-	-	-	-
Total Expenditures	10,000	10,000	9,717	283	-	-	-	-
Excess (deficiency) of revenues over expenditures	-	-	6,353	6,353	29,500	29,500	25,055	(4,445)
OTHER FINANCING SOURCES (USES)								
Transfers in	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-
Total other financing sources and uses	-	-	-	-	-	-	-	-
Net change in fund balances	-	-	6,353	6,353	29,500	29,500	25,055	(4,445)
Fund balances - beginning	14,726	14,726	12,659	(2,067)	69,349	69,349	219,734	150,385
Fund balances - ending	\$ 14,726	\$ 14,726	\$ 19,012	\$ 4,286	\$ 98,849	\$ 98,849	\$ 244,789	\$ 145,940

City of Shawnee, Oklahoma
Budget versus Actual – Major Capital Project Fund – Street Improvement
Year Ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u> <u>Budgetary Basis</u>	<u>Variance with Final</u> <u>Budget - Positive</u> <u>(Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Taxes	\$ 2,870,000	\$ 2,870,000	\$ 2,647,149	\$ (222,851)
Intergovernmental	-	427,446	567,510	140,064
Investment earnings	20,000	20,000	15,181	(4,819)
Miscellaneous		53,565	59,587	6,022
Total revenues	<u>2,890,000</u>	<u>3,371,011</u>	<u>3,289,427</u>	<u>(81,584)</u>
EXPENDITURES				
Departmental:				
Streets	<u>8,232,449</u>	<u>11,478,091</u>	<u>3,426,127</u>	<u>8,051,964</u>
Total Streets	<u>8,232,449</u>	<u>11,478,091</u>	<u>3,426,127</u>	<u>8,051,964</u>
Total Expenditures	<u>8,232,449</u>	<u>11,478,091</u>	<u>3,426,127</u>	<u>8,051,964</u>
Excess (deficiency) of revenues over expenditures	<u>(5,342,449)</u>	<u>(8,107,080)</u>	<u>(136,700)</u>	<u>7,970,380</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	600,000	600,000	677,667	77,667
Transfers out	-	-	(3,343,838)	(3,343,838)
Total other financing sources and uses	<u>600,000</u>	<u>600,000</u>	<u>(2,666,171)</u>	<u>(3,266,171)</u>
Net change in fund balances	(4,742,449)	(7,507,080)	(2,802,871)	4,704,209
Fund balances - beginning	6,389,730	6,389,730	8,212,134	1,822,404
Fund balances - ending	<u>\$ 1,647,281</u>	<u>\$ (1,117,350)</u>	<u>\$ 5,409,263</u>	<u>\$ 6,526,613</u>

City of Shawnee, Oklahoma
Budget versus Actual – Major Capital Project Fund – Capital Improvement Fund
Year Ended June 30, 2018

	Capital Improvement Fund			
	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Final Budget -</u>
				<u>Positive (Negative)</u>
REVENUES				
Taxes	\$ 2,626,178	\$ 2,626,178	\$ 2,344,629	\$ (281,549)
Intergovernmental	495,724	495,724	9,936	(485,788)
Investment earnings	2,500	2,500	33,410	30,910
Miscellaneous	-	3,031,060	43,061	(2,987,999)
Total revenues	<u>3,124,402</u>	<u>6,155,462</u>	<u>2,431,036</u>	<u>(3,724,426)</u>
EXPENDITURES				
Departmental:				
Capital outlay	1,760,425	4,791,486	2,193,067	2,598,419
Debt service	<u>1,345,257</u>	<u>1,345,257</u>	<u>1,345,652</u>	<u>(395)</u>
Total Expenditures	<u>3,105,682</u>	<u>6,136,743</u>	<u>3,538,719</u>	<u>2,598,024</u>
Total Expenditures	<u>3,105,682</u>	<u>6,136,743</u>	<u>3,538,719</u>	<u>2,598,024</u>
Excess (deficiency) of revenues over expenditures	<u>18,720</u>	<u>18,719</u>	<u>(1,107,683)</u>	<u>(1,126,402)</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	1,345,652	1,345,652
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>1,345,652</u>	<u>1,345,652</u>
Net change in fund balances	18,720	18,719	237,969	219,250
Fund balances - beginning	-	-	1,216,756	1,216,756
Fund balances - ending	<u>\$ 18,720</u>	<u>\$ 18,719</u>	<u>\$ 1,454,725</u>	<u>\$ 1,436,006</u>

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STATISTICAL SECTION

This part of the City of Shawnee's *Comprehensive Annual Financial Report* presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the city's overall financial health

Such statistical information includes:

FINANCIAL TRENDS – These schedules contain trend information to help the reader understand how the city's financial performance and well-being have changed over time

REVENUE CAPACITY – These schedules contain information to help the reader assess the city's most significant local revenue sources, gas and sales tax revenues.

DEBT CAPACITY – These schedules present information to help the reader assess the affordability of the city's current levels of outstanding debt and the city's ability to issue additional debt in the future.

DEMOGRAPHIC AND ECONOMIC INFORMATION – These schedules offer demographic and economic indicators to help the reader understand the environment within which the city's financial activities take place

OPERATING INFORMATION – These schedules contain service and infrastructure data to help the reader understand how the information in the city's financial report relates to the services the city provides and the activities it performs.

FINANCIAL TRENDS

**CITY OF SHAWNEE, OKLAHOMA
NET POSITION BY COMPONENT
LAST TEN FISCAL YEARS**

Description	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Governmental Activities:										
Net investment in capital assets	\$ 46,204,941	\$ 50,130,815	\$ 42,924,896	\$ 41,393,436	\$ 38,706,710	\$ 37,074,018	\$ 33,531,495	\$ 30,219,139	\$ 30,006,703	\$ 28,019,561
Restricted for (by):										
Statutory requirements	-	-	-	-	-	-	594,505	480,406	-	-
Enabling legislation	-	-	-	-	-	-	360,270	286,025	-	-
External Contracts	-	-	-	-	-	-	9,461,282	9,130,185	-	-
Capital Projects	5,489,701	8,289,801	8,813,042	8,036,373	7,580,368	5,962,728	-	-	7,248,866	8,296,269
Debt Service	207,587	379,861	112,213	74,769	140,460	136,426	-	-	86,965	59,850
Economic Development	444,008	852,575	644,796	969,384	946,696	890,628	-	-	-	-
Public Safety	158,093	192,686	137,251	156,884	656,521	548,047	-	-	-	-
Other purposes	269,945	257,040	275,019	271,109	267,367	280,788	-	-	957,074	959,671
Unrestricted	(19,637,686)	(20,566,194)	(17,360,205)	(15,740,961)	(16,816,708)	90,410	197,163	(1,390,170)	(1,672,770)	(567,612)
Total Governmental Activities Net Position	33,136,589	39,536,584	35,547,012	35,160,994	31,481,414	44,983,045	44,144,715	38,725,585	36,626,838	36,767,739
Business-type Activities:										
Net investment in capital assets	41,647,640	42,194,834	40,438,633	40,268,422	38,355,889	37,685,878	32,822,876	32,163,853	27,294,813	26,879,194
Restricted for:										
Capital Projects	-	-	-	-	-	-	-	-	-	-
Debt Service	2,563,339	2,470,269	2,578,084	2,611,396	2,533,205	1,380,561	1,814,511	2,586,909	2,874,901	2,575,814
Other purposes	-	-	-	-	-	-	-	-	-	-
Unrestricted	(2,504,186)	(2,709,448)	(1,172,742)	(597,374)	1,209,339	4,365,448	6,039,429	2,390,406	1,851,460	1,184,219
Total Business-type Activities Net Position	41,706,793	41,955,655	41,843,975	42,282,444	42,098,433	43,431,887	40,676,816	37,141,168	32,021,174	30,639,227
Primary Government:										
Net investment in capital assets	87,852,581	92,325,649	83,363,529	81,661,858	77,062,599	74,759,896	66,354,371	62,382,992	57,301,516	54,898,755
Restricted for:										
Statutory requirements	-	-	-	-	-	-	594,505	480,406	-	-
Enabling legislation	-	-	-	-	-	-	360,270	286,025	-	-
External Contracts	-	-	-	-	-	-	9,461,282	9,130,185	-	-
Capital Projects	5,489,701	8,289,801	8,813,042	8,036,373	7,580,368	5,962,728	-	-	7,248,866	8,296,269
Debt Service	2,770,926	2,850,130	2,690,297	2,686,165	2,673,665	1,516,987	1,814,511	2,586,909	2,961,866	2,635,664
Economic Development	444,008	852,575	644,796	969,384	946,696	890,628	-	-	-	-
Public Safety	158,093	192,686	137,251	156,884	656,521	548,047	-	-	-	-
Other purposes	269,945	257,040	275,019	271,109	267,367	280,788	-	-	957,074	959,671
Unrestricted	(22,141,872)	(23,275,642)	(18,532,947)	(16,338,335)	(15,607,369)	4,455,858	6,236,592	1,000,236	178,690	616,607
Total Primary Government Net Position	\$ 74,843,382	\$ 81,492,239	\$ 77,390,987	\$ 77,443,438	\$ 73,579,847	\$ 88,414,932	\$ 84,821,531	\$ 75,866,753	\$ 68,648,012	\$ 67,406,966

**CITY OF SHAWNEE, OKLAHOMA
CHANGES IN NET POSITION
LAST TEN FISCAL YEARS**

	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Expenses										
<i>Governmental Activities:</i>										
General Government	\$3,911,602	\$4,463,197	\$4,508,182	\$3,456,722	\$2,988,475	\$3,524,112	\$2,379,373	\$4,101,214	\$3,944,670	\$2,846,689
Public Safety	18,346,950	17,191,910	15,415,142	14,474,658	13,751,434	14,449,249	13,248,594	12,671,815	12,634,067	12,650,222
Streets	4,596,100	4,271,930	4,407,895	3,233,282	3,469,889	3,386,963	3,164,310	2,902,751	3,124,990	3,313,461
Culture and Recreations	2,346,402	2,229,120	2,482,246	1,658,533	1,348,343	1,083,872	1,053,726	847,807	902,767	851,578
Culture and Recreations - payment to component unit	-	-	-	-	-	-	-	5,752	-	4,655
Community Development	849,031	552,420	601,559	613,123	702,356	667,112	639,533	1,027,018	1,021,716	570,858
Economic Development	1,545,652	1,285,974	1,348,482	1,235,834	1,287,972	1,401,717	1,165,368	1,072,505	997,909	1,474,623
Interest on long-term debt	127,734	120,009	-	-	-	-	-	-	218	7,839
Total governmental activities expenses	\$31,723,471	\$30,114,560	\$28,763,506	\$24,672,152	\$23,548,469	\$24,513,025	\$21,650,904	\$22,628,862	\$22,626,337	\$21,719,925
<i>Business-type activities:</i>										
Water operations	5,591,766	5,792,312	5,903,556	5,307,131	5,829,372	6,034,550	4,992,323	4,196,550	4,015,398	3,989,454
Wastewater operations	4,014,009	3,732,123	3,486,831	3,003,781	2,724,937	2,877,353	2,458,992	2,274,826	2,329,742	2,142,363
Sanitation operations	1,716,769	1,651,800	1,618,679	1,520,472	2,018,186	1,649,687	1,535,752	1,382,686	1,301,567	1,433,801
Administration	834,889	672,199	634,203	561,772	529,636	585,602	557,451	499,820	436,992	297,960
Airport	1,416,774	1,357,326	1,670,545	1,462,400	1,521,292	1,417,058	1,024,896	692,458	626,785	785,268
Lake	191,970	152,926	145,205	111,992	473,574	250,495	105,398	60,293	51,677	53,066
Total business-type activities expenses	13,766,177	13,358,686	13,459,019	11,967,548	13,096,997	12,814,745	10,674,812	9,106,633	8,762,161	8,701,912
Total primary government expenses	45,489,648	43,473,246	42,222,525	36,639,700	36,645,466	37,327,770	32,325,716	31,735,495	31,388,498	30,421,837
Program Revenues										
<i>Governmental Activities:</i>										
Charges for Services										
General Government	272,116	278,887	250,162	177,550	163,616	346,213	189,754	171,081	158,563	189,940
Public Safety	486,743	635,624	820,025	810,266	743,581	887,155	767,900	631,702	583,013	545,105
Streets	39,240	42,223	24,076	36,360	37,373	1,470	1,175	1,400	1,050	1,775
Culture and Recreations	301,536	310,277	236,330	42,010	43,338	-	-	67,115	61,411	62,802
Community Development	38,501	103,249	91,740	99,121	96,825	89,084	57,516	233,204	189,168	2,708
Economic Development	34,266	35,273	25,321	26,167	27,367	29,446	35,362	26,438	26,438	27,208
Operating Grants and Contributions	2,802,355	2,914,491	3,000,696	2,884,772	3,801,276	2,380,524	2,272,136	2,181,109	2,199,222	2,299,687
Capital Grants and Contributions	1,109,955	5,326,598	743,035	1,039,321	860,593	50,417	278,920	121,431	202,322	211,941
Total governmental activities program revenues	5,084,712	9,646,622	5,191,385	5,115,567	5,773,969	3,784,309	3,602,763	3,433,480	3,421,187	3,341,166
<i>Business-type Activities:</i>										
Water operations	6,783,572	6,770,307	6,790,882	6,726,479	7,047,846	7,916,456	7,432,629	5,835,562	4,644,827	4,477,762
Wastewater operations	3,773,089	3,762,947	3,821,499	3,889,446	3,952,233	3,957,896	3,810,280	3,676,708	3,078,392	2,469,053
Sanitation operations	2,264,895	2,251,610	2,230,252	2,187,365	1,926,114	1,795,760	1,795,949	1,762,621	1,716,919	1,614,641
Airport	504,412	559,345	560,835	498,744	583,745	476,369	432,636	400,047	410,536	638,903
Lake	96,997	85,443	166,069	138,350	92,583	99,756	405,545	-	-	-
Operating Grants and Contributions	4,300	-	5,300	6,600	7,124	10,180	-	-	-	-
Capital Grants and Contributions	74,277	1,618,038	794,229	71,041	396,650	1,955,289	2,991,512	2,616,146	80,939	517,403
Total business-type activities program revenues	13,501,542	15,047,690	14,369,066	13,518,025	14,006,295	16,211,706	16,868,551	14,291,084	9,931,613	9,717,762
Total primary government program revenues	18,586,254	24,694,312	19,560,451	18,633,592	19,780,264	19,996,015	20,471,314	17,724,564	13,352,800	13,058,928

CITY OF SHAWNEE, OKLAHOMA
CHANGES IN NET POSITION
LAST TEN FISCAL YEARS
(continued)

	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Net (Expenses) Revenues										
<i>Governmental Activities</i>	(\$26,638,759)	(\$20,467,938)	(\$23,572,121)	(\$19,556,585)	(\$17,774,500)	(\$20,728,716)	(\$18,048,141)	(\$19,195,382)	(\$19,205,150)	(\$18,378,759)
<i>Business-type Activities</i>	(264,635)	1,689,004	910,047	1,550,477	909,298	3,396,961	6,193,739	5,184,451	1,169,452	1,015,850
Total Primary Government Net (Expenses)	(26,903,394)	(18,778,934)	(22,662,074)	(18,006,108)	(16,865,202)	(17,331,755)	(11,854,402)	(14,010,931)	(18,035,698)	(17,362,909)
General Revenues and Other Changes in Net Position										
<i>Governmental Activities:</i>										
Taxes:										
Sales and Use taxes	19,549,624	19,660,405	19,530,708	18,622,852	18,346,711	18,013,946	17,414,169	17,069,349	16,089,350	16,697,240
Franchise and public service taxes	1,703,963	1,553,935	1,543,454	1,698,127	1,626,635	1,601,416	1,676,956	1,600,612	1,597,577	1,637,161
Hotel/motel taxes	423,584	490,032	496,772	505,637	578,275	561,558	472,590	404,690	362,134	376,992
Property taxes	51,133	49,131	74,882	56,623	54,312	104,734	74,309	10,884	59,523	72,782
Payment in lieu of taxes	25,055	54,317	27,323	26,830	23,687	24,062	1,054	24,494	26,892	26,544
Intergovernmental revenue	648,963	704,601	587,146	600,384	580,595	630,035	599,819	580,115	430,593	438,485
Investment Income	63,854	52,960	65,921	52,749	55,541	41,157	107,032	98,567	136,762	275,010
Miscellaneous	15,435	160,315	244,153	179,409	351,461	341,444	238,110	1,063,067	255,067	268,718
Transfers - Internal Activity	(273,186)	1,731,814	1,387,780	1,493,554	1,023,788	248,694	2,883,232	442,351	106,351	169,788
Total Governmental Activities	22,208,425	24,457,510	23,958,139	23,236,165	22,641,005	21,567,046	23,467,271	21,294,129	19,064,249	19,962,720
<i>Business-type Activities:</i>										
Investment Income	73,172	55,508	36,055	56,418	57,785	45,302	59,279	72,965	84,007	160,629
Miscellaneous	43,972	98,982	3,209	70,670	591,569	14,361	165,862	304,929	234,839	206,905
Transfers - Internal Activity	273,186	(1,731,814)	(1,387,780)	(1,493,554)	(1,023,788)	(248,694)	(2,883,232)	(442,351)	(106,351)	(169,788)
Total Business-type Activities	390,330	(1,577,324)	(1,348,516)	(1,366,466)	(374,434)	(189,031)	(2,658,091)	(64,457)	212,495	197,746
Total Primary Government	22,598,755	22,880,186	22,609,623	21,869,699	22,266,571	21,378,015	20,809,180	21,229,672	19,276,744	20,160,466
Change in Net Position										
<i>Governmental Activities</i>	(4,430,334)	3,989,572	386,018	3,679,580	4,866,505	838,330	5,419,130	2,098,747	(140,901)	1,583,961
<i>Business-type Activities</i>	125,695	111,680	(438,469)	184,011	534,864	3,207,930	3,535,648	5,119,994	1,381,947	1,213,596
Total Primary Government	(\$4,304,639)	\$4,101,252	(\$52,451)	\$3,863,591	\$5,401,369	\$4,046,260	\$8,954,778	\$7,218,741	\$1,241,046	\$2,797,557

**CITY OF SHAWNEE, OKLAHOMA
FUND BALANCES, GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS**

	Fiscal Year									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
General Fund:										
Nonspendable	\$ 143,073	\$ 118,542	\$ 106,313	\$ 182,557	\$ 1,500	\$ 5,947	\$ 347,288	\$ 291,531	\$ -	\$ -
Assigned	352,523	338,351	326,388	337,128	305,382	293,121	296,021	301,250	-	-
Reserved for:										
Encumbrances	-	-	-	-	-	-	-	-	-	39,937
Unreserved/Unassigned	(1,656,211)	2,321,252	4,767,436	5,758,830	6,472,218	6,177,557	5,616,811	4,853,199	4,011,671	4,095,821
Total General Fund	(1,160,615)	2,778,145	5,200,137	6,278,515	6,779,100	6,476,625	6,260,120	5,445,980	4,011,671	4,135,758
Other Governmental Funds:										
Nonspendable	10,586	20,479	48,976	38,367	-	-	-	-	-	-
Restricted	7,970,237	11,008,113	9,982,211	9,555,742	12,604,440	7,790,716	10,416,057	9,896,589	-	-
Assigned	-	-	-	-	-	147,571	132,414	73,859	-	-
Reserved for:										
Encumbrances	-	-	-	-	-	-	-	-	117,309	542,749
Specific Programs	-	-	-	-	-	-	-	-	-	-
Unreserved/Unassigned	(94,737)	(153,388)	(1,723,280)	(140,605)	(3,004)	-	(81,736)	-	-	-
Unreserved, reported in:										
Special revenue funds	-	-	-	-	-	-	-	-	1,513,546	1,469,115
Debt Service Fund	-	-	-	-	-	-	-	-	86,965	59,850
Capital project funds	-	-	-	-	-	-	-	-	7,318,789	7,660,083
Total Other Governmental Funds	7,886,086	10,875,204	8,307,907	9,453,504	12,601,436	7,938,287	10,466,735	9,970,448	9,036,609	9,731,797
Total Governmental Funds	\$ 6,725,471	\$ 13,653,349	\$ 13,508,044	\$ 15,732,019	\$ 19,380,536	\$ 14,414,912	\$ 16,726,855	\$ 15,416,428	\$ 13,048,280	\$ 13,867,555

In fiscal year 2011 the city implemented GASB Statement 54. Statement 54 changed the categories of fund balance.

CITY OF SHAWNEE, OKLAHOMA
CHANGES FUND BALANCES, GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS

	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Revenues:										
Taxes	\$22,315,774	\$22,384,463	\$22,190,229	\$21,453,412	\$21,160,794	\$20,852,810	\$20,155,296	\$19,590,377	\$18,484,761	\$19,170,757
Intergovernmental	3,576,360	3,512,796	3,190,305	3,799,115	2,699,312	2,356,804	2,409,100	2,442,911	2,422,824	2,182,322
Charges for services	233,014	551,788	456,508	189,682	169,761	208,273	159,006	168,284	224,092	228,847
Fines and forfeitures	563,851	653,067	783,726	268,603	225,719	845,413	748,028	633,498	574,426	491,799
Licenses and permits	509,854	255,978	214,645	685,403	655,468	184,211	198,708	249,873	235,284	277,058
Investment income	63,854	52,960	65,921	52,749	55,541	41,157	107,032	98,567	136,762	275,010
Miscellaneous	341,420	1,095,304	1,049,941	495,235	5,449,644	647,267	358,070	1,115,857	308,954	309,584
Total Revenues	27,604,127	28,506,356	27,951,275	26,944,199	30,416,239	25,135,935	24,135,240	24,299,367	22,387,103	22,935,377
Expenditures:										
Current:										
General Government	3,927,125	3,701,806	3,647,130	2,981,912	3,080,038	2,988,152	2,883,922	2,643,601	2,491,400	2,672,962
Community development	-	-	-	-	-	-	-	-	-	-
Engineering	488,407	472,231	443,180	384,817	415,147	418,707	404,537	366,063	390,833	345,890
Equipment and building maint.	484,007	489,256	505,625	459,714	438,176	449,277	397,130	1,226,244	410,296	410,968
Public Safety	-	-	-	-	-	-	-	-	-	-
Police	7,280,113	6,963,276	6,558,413	6,412,075	5,952,358	5,915,408	5,394,473	5,034,358	5,140,053	5,223,680
Fire	7,122,466	6,942,221	6,439,770	5,787,238	5,337,455	5,251,981	4,975,816	4,955,006	4,857,050	4,884,044
Municipal court	586,920	586,583	576,918	538,902	536,695	517,389	526,446	317,158	297,203	304,204
Emergency management	426,293	354,018	345,722	317,177	329,579	285,349	294,832	354,718	275,706	290,604
Streets	1,733,962	1,681,767	1,643,213	1,604,637	1,492,117	1,443,660	1,313,338	1,154,277	1,251,742	1,230,264
Parks and recreation	1,321,448	1,211,469	1,066,234	940,805	713,761	535,527	604,401	473,253	562,637	935,411
Culture and recreation	153,209	147,024	185,034	161,930	157,673	162,490	122,993	146,872	139,185	143,015
Animal control/E911	1,175,956	1,144,745	1,161,238	1,046,961	923,145	1,104,086	872,447	876,626	826,245	862,485
Cemetery	233,876	217,845	209,430	194,928	190,676	191,523	183,744	182,756	198,790	207,516
Library	101,563	88,960	86,566	95,372	88,424	88,224	44,907	4,292	76,011	44,705
Economic development	1,915,243	1,644,197	1,593,967	1,740,676	1,779,650	1,870,353	1,652,548	1,924,825	1,801,203	1,468,533
Capital outlay	5,962,579	6,839,201	6,049,430	8,457,080	6,662,187	6,270,385	6,910,780	2,713,521	4,572,715	5,702,810
Debt service:										
Principal retirement	1,206,383	1,048,789	620,844	925,193	389,365	191,126	77,746	-	21,448	187,032
Interest and fiscal charges	139,269	124,477	430,316	21,212	53,703	12,935	6,853	-	218	6,216
Total Expenditures	34,258,819	33,657,865	31,563,030	32,070,629	28,540,149	27,696,572	26,666,913	22,373,570	23,312,735	24,920,339
Excess of revenues over(under) expenditures	(6,654,692)	(5,151,509)	(3,611,755)	(5,126,430)	1,876,090	(2,560,637)	(2,531,673)	1,925,797	(925,632)	(1,984,962)
Other Financing Sources (Uses):										
Transfers in	4,435,888	3,037,868	3,701,191	3,170,107	2,928,664	2,370,474	4,377,829	1,958,740	1,541,768	1,695,166
Transfers out	(4,709,074)	(1,306,054)	(2,313,411)	(1,692,194)	(1,904,876)	(2,121,780)	(1,494,597)	(1,516,389)	(1,435,417)	(1,613,815)
Capital Lease/bond proceeds	-	3,565,000	-	-	2,065,746	-	958,868	-	-	-
Total Other Financing Sources (Uses)	(273,186)	5,296,814	1,387,780	1,477,913	3,089,534	248,694	3,842,100	442,351	106,351	81,351
Net change in fund balances	(\$6,927,878)	\$145,305	(\$2,223,975)	(\$3,648,517)	\$4,965,624	(\$2,311,943)	\$1,310,427	\$2,368,148	(\$819,281)	(\$1,903,611)
Debt Service as a Percentage of Non-Capital Expenditures	4.64%	4.33%	3.97%	3.97%	2.01%	0.95%	0.42%	0.00%	0.11%	1.01%

(1) This schedule reports using the modified accrual basis of accounting.

REVENUE CAPACITY

**CITY OF SHAWNEE, OKLAHOMA
TAX REVENUES BY SOURCE
LAST TEN FISCAL YEARS**

Fiscal Year	Property Tax (2)	Sales Tax	Use Tax	Hotel/ Motel Tax	Alcoholic Beverage Tax	Franchise Taxes	Cigarette Tax	Other Taxes	Totals
2018	\$ 51,133	\$ 18,156,475	\$ 1,456,101	\$ 468,365	\$ 125,082	\$ 1,703,962	\$ 213,534	\$ 529,072	\$ 22,703,724
2017	49,131	18,131,600	1,528,805	490,032	123,110	1,553,935	220,827	360,664	22,458,104
2016	74,882	17,950,304	1,580,404	496,772	116,715	1,543,454	213,753	27,323	22,003,607
2015	46,623	17,312,309	1,310,543	506,637	118,209	1,698,127	203,841	26,830	21,223,119
2014	-	17,203,546	1,143,165	578,275	115,514	1,626,635	102,356	45,133	20,814,624
2013	-	17,016,609	997,336	663,905	111,929	1,601,415	215,397	74,628	20,681,219
2012	64	16,576,844	909,570	472,590	103,692	1,676,956	238,452	45,758	20,023,926
2011	521	16,125,315	954,397	404,690	104,401	1,600,612	233,509	41,108	19,464,553
2010	477	15,359,265	730,085	362,134	100,632	1,597,577	217,124	35,006	18,402,300
2009	1,583	16,338,099	758,057	376,992	100,316	1,637,161	215,517	36,706	19,464,431

(1) This schedule reports using the modified accrual basis of accounting

CITY OF SHAWNEE, OKLAHOMA
SALES & USE TAX RATES
OF DIRECT AND OVERLAPPING GOVERNMENTS
Last Ten Fiscal Years

	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
SALES TAX RATES										
General Fund	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%
Capital Improvement Fund	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%
Street Improvement Fund	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%
Parks/Public Safety/Street Improvement Fund	0.5000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
Economic Development Fund	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%
Police Sales Tax Fund	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%
Fire Sales Tax Fund	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%
Debt Service										
City of Shawnee Total (1)	3.5000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%
Pottawatomie County (3)	1.4995%	1.4995%	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%
State of Oklahoma (3)	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%
Total	9.4995%	8.9995%	8.5000%	8.5000%	8.5000%	8.5000%	8.5000%	8.5000%	8.5000%	8.5000%
Use Tax Rates (3)	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%

(1) The source for City sales tax rate is the City of Shawnee Annual budget.

(2) City sales tax increases must be approved by voters.

(3) The source for other sales tax rates is the State of Oklahoma Tax Commission. The Pottawatomie County 1.4495% sales tax rate became effective July 2016.

CITY OF SHAWNEE, OKLAHOMA
Sales Taxes Collected by SIC Code
Last Ten Fiscal Years

Group	2018	2017	2016	2015	2014
Retail Trades	\$ 11,010,658	\$ 11,074,640	\$ 11,091,922	\$ 10,477,678	\$ 10,683,826
Accommodation and food service	3,256,976	3,159,022	3,097,518	3,021,167	2,950,196
Wholesale trades	1,172,141	1,164,915	1,057,215	1,095,325	1,110,617
Utilities	990,298	905,722	880,010	1,007,967	1,044,037
Information	623,525	659,099	719,841	700,499	641,849
Manufacturing	313,305	397,362	268,594	342,461	210,527
Real Estate Rental and Leasing	272,369	270,509	221,888	222,174	196,723
Other Services	158,579	163,531	158,162	161,421	161,892
Unclassified	65,493	176,403	343,101	162,624	111,105
Arts and Entertainment	87,114	76,510	67,929	64,420	71,776
Finance and Insurance	64,977	47,983	45,282	45,516	56,526
Professional and Scientific and Technical se	30,473	41,226	42,697	33,472	53,242
Health Care and Social Assistance	26,392	30,647	28,965	28,003	31,223
Construction	4,505	12,252	7,416	16,440	22,958
Transportation and Warehousing	19,858	20,326	13,013	16,389	19,849
Educational Services	14,337	8,461	7,270	7,460	7,515
Unclassified	5,478	6,652	8,497	9,511	272,997
	\$ 18,116,478	\$ 18,215,260	\$ 18,059,320	\$ 17,412,527	\$ 17,646,858

Total Sales Taxes	18,116,478	18,215,260	18,059,320	17,412,527	17,382,461
Percent Change	-0.54%	0.86%	3.71%	0.17%	3.70%

Group	2013	2012	2011	2010	2009
General Merchandise Store	\$ 5,102,432	\$ 4,904,233	\$ 4,692,833	\$ 4,661,988	\$ 482,796
Eating & Drinking Places	2,691,304	2,472,367	2,372,790	2,169,972	2,258,786
Building Materials	1,174,061	1,412,234	1,441,974	1,338,022	1,483,745
Misc Retail	1,049,947	1,130,506	1,082,998	1,067,314	1,073,938
Electric, Gas & Sanitary Services	1,122,586	986,561	933,716	958,781	970,405
Food Store	814,705	806,210	769,742	738,221	793,742
Wholesale Trade-Durable Goods	1,004,434	851,604	769,824	692,741	828,669
Furniture, Home Furnishing & Equipment	1,126,615	870,710	1,033,279	734,171	559,042
Communications	581,966	567,703	542,744	561,816	572,533
Automotive Dealers & Gas Station	597,053	585,220	571,325	554,735	548,965
Apparel & Accessory Store	739,650	731,970	729,222	693,555	694,270
Business Services	267,271	224,021	212,389	199,479	187,553
Hotel	354,754	280,227	237,085	218,811	206,041
Motion Picture	132,781	127,510	118,767	126,970	124,899
Automotive Repair Services	145,861	126,435	114,100	109,150	100,768
Wholesale Trade-Nondurable Goods	111,189	105,608	95,120	93,551	127,252
	\$ 17,016,609	\$ 16,183,119	\$ 15,717,908	\$ 14,919,277	\$ 11,013,404

Total Sales Taxes	\$ 17,016,609	\$ 16,183,119	\$ 15,717,908	\$ 14,919,277	\$ 11,013,404
Percent Change	5.15%	2.96%	5.35%	35.46%	-27.13%

The Oklahoma Tax Commission changed the way they are reporting it is now by NAICS CODES beginning in FY 2014

CITY OF SHAWNEE, OKLAHOMA
Water and Sewer Rates
Last Ten Fiscal Years

Fiscal Year Ended June 30	Water Rate Per Gallons In City Limits						Sewer Rate in City Limits	
							Monthly	
	0 - 1,000	1,001 - 4,000	4,001 - 1,000,000	1,000,001 - 2,000,000	More than 2,000,000	Base Rate	More than 1,000	
2018	\$ 20.70	\$ 3.89	\$ 3.99	\$ 4.09	\$ 4.19	\$ 13.50	\$ 2.90	
2017	\$ 20.70	\$ 3.89	\$ 3.99	\$ 4.09	\$ 4.19	\$ 13.50	\$ 2.90	
2016	\$ 20.70	\$ 3.89	\$ 3.99	\$ 4.09	\$ 4.19	\$ 13.50	\$ 2.90	
2015	\$ 20.70	\$ 3.89	\$ 3.99	\$ 4.09	\$ 4.19	\$ 13.50	\$ 2.90	
2014	\$ 20.70	\$ 3.89	\$ 3.99	\$ 4.09	\$ 4.19	\$ 13.50	\$ 2.90	
2013	\$ 20.70	\$ 0.79	\$ 3.89	\$ 3.99	\$ 4.09	\$ 11.60	\$ 2.85	
2012	\$ 18.15	\$ 3.79	\$ 3.89	\$ 3.99	\$ 4.09	\$ 11.60	\$ 2.85	
2011	\$ 11.05	\$ 3.69	\$ 3.79	\$ 3.89	\$ 3.99	\$ 11.25	\$ 2.80	
2010	\$ 7.30	\$ 3.69	\$ 3.79	\$ 3.89	\$ 3.88	\$ 9.95	\$ 2.75	
2009	\$ 6.21	\$ 3.42	\$ 3.15	\$ 2.63	\$ 2.57	\$ 5.91	\$ 2.75	

Fiscal Year Ended June 30	Water Rate Per Gallons Outside City Limits						Sewer Rate Outside City Limits	
							Monthly	
	0 - 1,000	1,001 - 4,000	4,001 - 1,000,000	1,000,001 - 2,000,000	More than 2,000,000	Base Rate	More than 1,000	
2018	\$ 24.06	\$ 5.84	\$ 5.99	\$ 6.14	\$ 6.29	\$ 20.25	\$ 4.35	
2017	\$ 24.06	\$ 5.84	\$ 5.99	\$ 6.14	\$ 6.29	\$ 20.25	\$ 4.35	
2016	\$ 24.06	\$ 5.84	\$ 5.99	\$ 6.14	\$ 6.29	\$ 20.25	\$ 4.35	
2015	\$ 24.06	\$ 5.84	\$ 5.99	\$ 6.14	\$ 6.29	\$ 20.25	\$ 4.35	
2014	\$ 24.06	\$ 5.84	\$ 5.99	\$ 6.14	\$ 6.29	\$ 20.25	\$ 4.35	
2013	\$ 24.06	\$ 5.69	\$ 58.84	\$ 5.99	\$ 6.14	\$ 20.25	\$ 4.35	
2012	\$ 22.69	\$ 3.79	\$ 3.89	\$ 3.99	\$ 4.09	\$ 17.40	\$ 4.28	
2011	\$ 14.41	\$ 5.54	\$ 5.69	\$ 5.84	\$ 5.99	\$ 16.88	\$ 4.20	
2010	\$ 10.66	\$ 5.53	\$ 5.63	\$ 5.73	\$ 5.83	\$ 14.93	\$ 4.13	
2009	\$ 9.32	\$ 5.13	\$ 4.73	\$ 3.95	\$ 3.86	\$ 8.87	\$ 4.13	

2013 Rates per City Ordinance #2484 dated August 12, 2012
All utility rates from City Ordinance.

CITY OF SHAWNEE, OKLAHOMA
Water Utility User Categories
Last Ten Fiscal Years

Type of Customer	2018		2017		2016		2015		2014	
	Consumption		Consumption		Consumption		Consumption		Consumption	
	Gallons	Sales	Gallons	Sales	Gallons	Sales	Gallons	Sales	Gallons	Sales
Residential										
Builder	1,682,700	17,896	1,372,500	14,974	1,265,000	11,382	1,080,200	13,263	2,590,300	\$ 10,045
Residential	527,524,200	4,114,993	502,400,600	3,951,276	525,824,300	4,103,796	525,751,600	4,097,304	1,151,352,700	4,195,903
Residential Sprinkler	7,273,000	42,982	7,059,100	39,040	7,065,170	42,559	5,790,000	37,778	16,547,400	53,118
Commercial										
Commercial	420,378,713	2,010,921	415,199,350	1,972,588	461,629,130	2,162,858	444,395,900	2,097,682	1,169,695,000	1,502,194
Commercial Sprinkler	21,337,600	114,036	19,621,900	104,362	19,388,100	105,416	17,564,800	96,270	39,439,200	102,223
Schools	6,958,100	35,208	7,980,000	39,040	7,840,100	38,950	8,401,400	41,197	18,495,400	44,364
Schools Sprinkler	7,076,800	30,730	5,639,000	24,892	7,801,200	33,708	6,667,300	29,199	16,947,600	40,610
G Rate	3,227,600	15,643	1,619,500	8,616	2,305,500	11,550				1,875,814
Government	29,644,400	-	1,024,415,200	-	23,315,500	-	2,048,100	10,528	7,414,000	11,303
Total	1,025,103,113	\$ 6,382,408	1,985,307,150	\$ 6,154,789	1,056,434,000	\$ 6,510,219	1,011,699,300	\$ 6,423,221	2,422,481,600	\$ 7,835,574
Average Rate per Thousand		6.226%		3.100%		6.162%		6.349%		3.235%

Type of Customer	2013		2012		2011		2010		2009	
	Consumption		Consumption		Consumption		Consumption		Consumption	
	Gallons	Sales	Gallons	Sales	Gallons	Sales	Gallons	Sales	Gallons	Sales
Residential										
Builder	9,752,700	\$ 10,045	1,722,100	\$ 13,978	2,067,500	\$ 12,840	2,673,200	\$ 12,506	1,709,800	\$ 8,766
Residential	574,050,400	4,195,903	642,064,200	4,179,606	599,961,400	3,136,708	584,991,300	2,576,449	581,647,900	2,470,088
Residential Sprinkler	8,937,800	53,118	12,400,500	60,416	9,287,000	41,788	7,645,800	31,194	6,414,900	25,936
Commercial										
Commercial	258,006,500	1,502,194	303,160,700	1,439,649	290,369,000	1,246,418	268,495,700	1,044,821	273,200,600	985,253
Commercial Sprinkler	17,465,200	102,223	26,836,000	123,299	22,568,300	95,866	18,908,400	72,007	17,792,500	64,621
Schools	9,417,900	44,364	10,306,100	45,813	9,258,500	39,229	9,796,700	36,921	9,241,100	32,702
Schools Sprinkler	9,725,500	40,610	14,235,900	57,426	11,352,100	44,046	2,980,800	10,669	1,231,500	4,453
G Rate	499,738,000	1,875,814	261,300,300	1,046,259	206,752,700	802,388	220,076,200	762,770	215,248,600	660,769
Government	5,898,000	11,303	5,744,300	10,018	4,955,900	7,079	4,551,000	7,731	4,927,500	8,099
Total	1,392,992,000	\$ 7,835,574	1,277,770,100	\$ 6,976,464	1,156,572,400	\$ 5,426,362	1,120,119,100	\$ 4,555,068	1,111,414,400	\$ 4,260,687
Average Rate per Thousand		5.625%		5.460%		4.692%		4.067%		3.834%

Ten years of data not available due to change in computers systems.

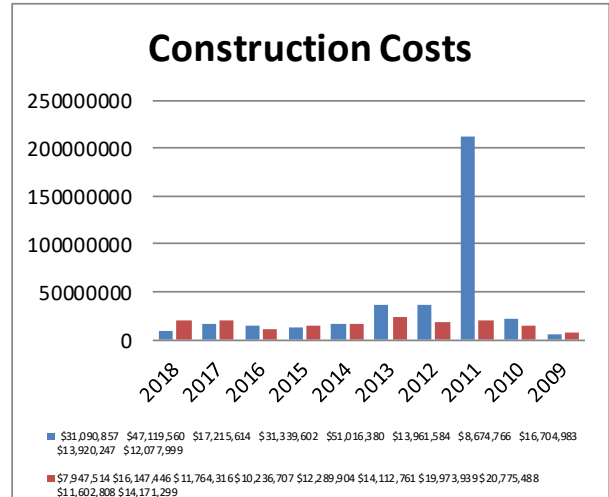
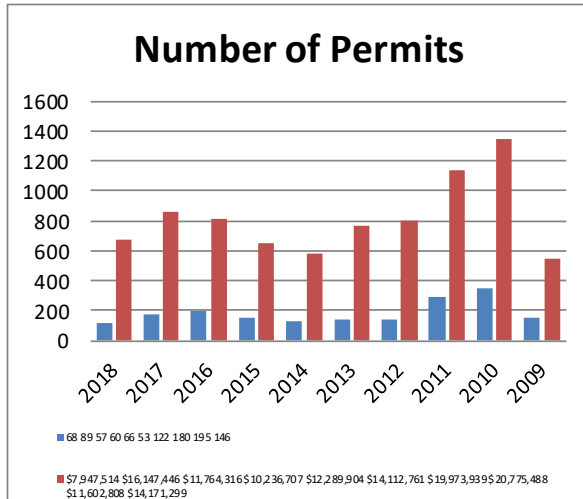
Information from City of Shawnee Utility Billing Department.

2016 was the first year of the city's new aquatic facility causing an increase in government usage.

CITY OF SHAWNEE, OKLAHOMA

Construction Permits

Last Ten Fiscal Years



Year	Commercial Construction (1)		Residential Construction (1)		
	Number of Permits	Construction Cost	Number of Permits	Construction Cost	Average Cost
2018	68	\$ 31,090,857	88	\$7,947,514	\$90,313
2017	89	\$ 47,119,560	143	\$16,147,446	\$112,919
2016	57	\$ 17,215,614	140	\$11,764,316	\$84,031
2015	60	\$ 31,339,602	259	\$10,236,707	\$39,524
2014	66	\$ 51,016,380	111	\$12,289,904	\$110,720
2013	53	\$ 13,961,584	141	\$14,112,761	\$100,091
2012	122	\$ 8,674,766	671	\$19,973,939	\$29,767
2011	180	\$ 16,704,983	855	\$20,775,488	\$24,299
2010	195	\$ 13,920,247	808	\$11,602,808	\$14,360
2009	146	\$ 12,077,999	646	\$14,171,299	\$21,937

- (1) The source of this information is the City of Shawnee Planning Department.
 (2) The year 2012 includes data through October 16.

DEBT CAPACITY

CITY OF SHAWNEE, OKLAHOMA
RATIOS OF OUTSTANDING DEBT BY TYPE
Last Ten Fiscal Years

<u>GOVERNMENTAL ACTIVITIES</u>				<u>Business-Type Activities</u>				
FISCAL YEAR	GENERAL OBLIGATION BONDS	CAPITAL LEASE	NOTE PAYABLE	NOTE PAYABLE	Total Primary Government	PERCENTAGE OF PERSONAL INCOME	PER CAPITA	
2018	\$ -	\$ 1,195,977	\$ 4,910,000	\$ 13,239,477	\$ 19,345,454	3.36%	\$ 619.41	
2017	-	1,195,977	4,910,000	13,239,477	19,345,454	3.41%	618.34	
2016	-	1,474,344	2,115,422	15,364,719	18,954,485	3.30%	606.47	
2015	-	1,744,918	2,736,266	17,717,966	22,199,150	2.69%	710.28	
2014	-	2,065,746	3,340,631	20,074,847	25,481,224	2.36%	822.64	
2013	-	-	689,996	21,612,098	22,302,094	3.20%	727.66	
2012	-	-	881,122	24,533,255	25,414,377	2.33%	833.78	
2011	-	-	-	23,558,763	23,558,763	2.52%	779.78	
2010	-	-	-	17,823,972	17,823,972	3.28%	596.98	
2009	-	21,448	-	19,170,489	19,191,937	3.10%	668.90	

Notes: Details regarding the city's outstanding debt can be found in the notes to the financial statements.
See the Demographic Statistic for personal income and population data.

CITY OF SHAWNEE, OKLAHOMA
DEBT COVERAGE
Last Ten Fiscal Years

Fiscal Year				Net Revenue Available for Debt Service	Bond Indenture Requirement		
	Gross Revenue	Direct Operating Expenses (1)			Average Annual Debt Service	Calculated Coverage	Required Coverage
2018	\$ 10,135,614	\$ 5,975,433		\$ 4,160,181	\$ 1,891,489	2.20	1.25
2017	10,085,537	5,909,641		4,175,896	2,578,213	1.62	1.25
2016	10,159,914	5,696,784		4,463,130	817,474	5.46	1.25
2015	10,141,490	4,891,570		5,249,920	1,257,658	4.17	1.25
2014	10,760,193	5,958,355		4,801,838	1,312,789	3.66	1.25
2013	11,401,562	5,750,996		5,650,566	1,267,646	4.46	1.25
2012	10,744,073	4,843,247		5,900,826	2,005,087	2.94	1.25
2011	9,317,810	4,365,640		4,952,170	1,769,509	2.80	1.25
2010	7,564,314	4,323,215		3,241,099	1,526,008	2.12	1.25
2009	6,761,830	4,117,014		2,644,816	1,533,872	1.72	1.25

(1) Direct operating expenses exclude amortization, depreciation and bad debt expenses.

(2) Gross revenues included pledged revenues of water and wastewater.

DEMOGRAPHIC AND ECONOMIC INFORMATION

CITY OF SHAWNEE, OKLAHOMA
DEMOGRAPHIC AND ECONOMIC STATISTICS
Last Ten Fiscal Years

Year	Population (3)	Personal Income	Per Capita Personal Income (1)	Unemployment Rate (2)
2018	31,232	\$ 650,344	\$ 20,823	4.4
2017	31,465	663,093	21,074	4.4
2016	31,286	659,187	21,063	5.0
2015	31,254	625,173	20,003	4.8
2014	30,975	596,113	19,245	4.8
2013	30,649	601,517	19,626	5.0
2012	30,481	714,261	23,433	4.8
2011	30,212	593,363	19,640	5.5
2010	29,857	593,258	19,870	6.1
2009	28,692	585,374	20,402	6.1

(1) Information obtained from the U.S. Census Bureau and the Oklahoma Department of Commerce.

(2) Information obtained from the Oklahoma Employment Security Commission, for the Oklahoma City metropolitan area

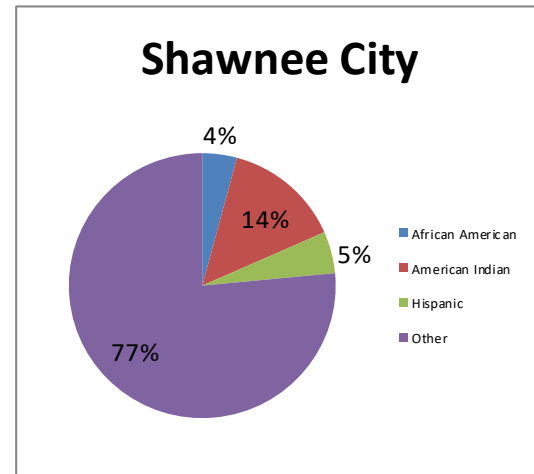
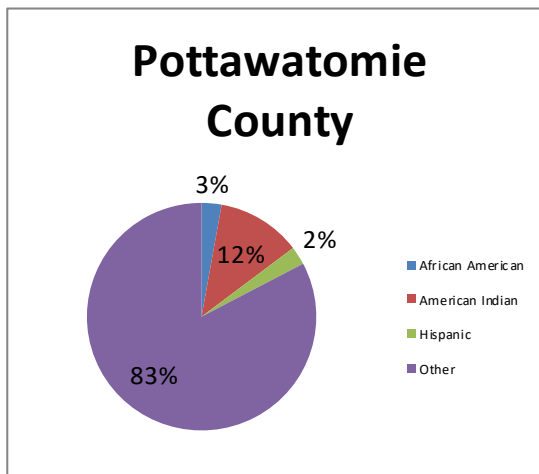
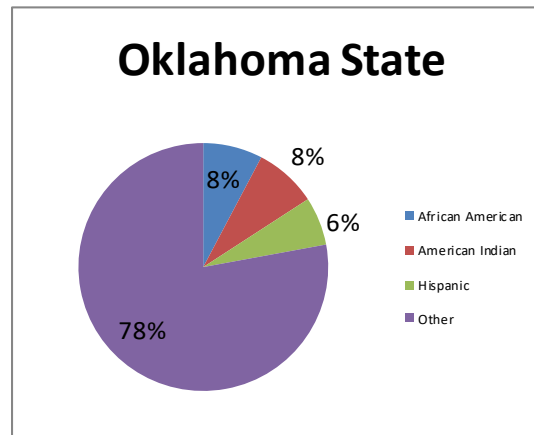
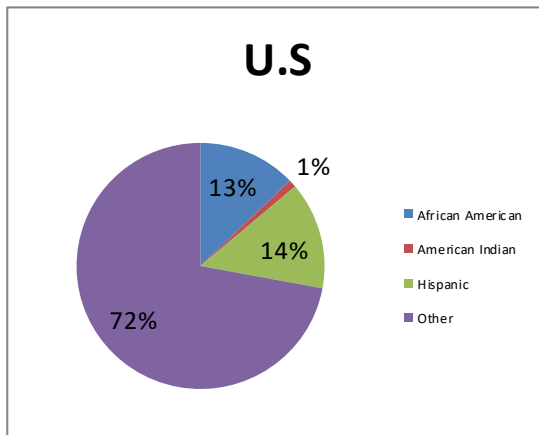
(3) Population for 2010-2012 is from the 2010 Census. Information from 2003-2009 is estimates by the Oklahoma Department of Commerce.

CITY OF SHAWNEE, OKLAHOMA

Ethnic Demographic Statistics

Comparative Ethnic Percentage Population

	U.S	Oklahoma State	Pottawatomie County	Shawnee City
African American	13.40%	7.80%	3.10%	3.90%
American Indian	1.30%	9.20%	13.50%	13.30%
Hispanic	18.10%	10.60%	5.10%	6.30%
Other	67.20%	72.40%	78.30%	76.50%
	100.00%	100.00%	100.00%	100.00%



Data provided by the U.S. Census Bureau, July 2017 (V2017 stats)

CITY OF SHAWNEE, OKLAHOMA
PRINCIPAL EMPLOYERS
Current year and Ten years ago

	2018			2009		
	Employees	RANK	% of Total Employment	Employees	RANK	% of Total Employment
Citizens Potawatomi Nation*	2500	1	36.90%	3507	1	51.99%
George Fischer	600	2	8.86%	-	-	0.00%
St Anthonys	500	3	7.38%	606	2	8.98%
Shawnee Public Schools***	490	4	7.23%	343	3	5.09%
Walmart	400	5	5.90%	495	4	7.34%
Eaton Corporation	350	6	5.17%	348	7	5.16%
Absentee Shawnee	326	7	4.81%	505	3	7.49%
Oklahoma Baptist**	300	7	4.43%	230	12	3.41%
TDK Ferrites	275	9	4.06%	450	5	6.67%
Exxon Mobil (Jindal Films)	270	10	3.99%	261	9	3.87%
City of Shawnee	264	11	3.90%	-	-	0.00%
Newton Wall	250	12	3.69%	-	-	0.00%
Shawnee Milling	250	12	3.69%	250	10	3.71%
	<u>6,775</u>		<u>100.00%</u>	<u>6,745</u>		<u>100.00%</u>

CITY OF SHAWNEE, OKLAHOMA
Full-Time Equivalent City Government Employees by Function / Program
Last Ten Fiscal Years
Full-Time Equivalent Employees as of June 30,

FUNCTION / PROGRAM	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
General Government:										
Management Services	10.5	10.0	9.0	11.0	10.0	10.0	10.0	9.0	8.5	9.5
Finance	7.0	6.5	7.0	9.0	7.0	7.0	5.0	5.0	5.0	3.5
Planning	8.0	9.0	9.0	8.0	9.0	8.0	9.5	8.0	7.0	7.0
Other	10.5	10.5	11.0	13.0	13.0	12.0	13.0	12.0	11.5	10.0
Police:										
Officers	66.0	61.0	58.0	61.0	60.0	57.0	57.0	54.0	51.0	56.0
Civilians	22.0	24.0	27.0	25.0	27.0	23.0	21.5	21.5	21.0	19.0
Fire:										
Firefighters and Officers	54.0	53.0	54.0	53.0	54.0	46.0	43.0	46.0	45.0	48.0
Civilians	3.5	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Other Public Works:										
Engineering	4.0	4.0	4.0	3.0	3.0	3.0	4.0	4.0	4.0	4.0
Other	26.0	24.0	26.0	24.0	26.0	25.0	21.0	22.0	21.0	21.0
Redevelopment	2.0	1.5	2.0	1.5	1.5	2.5	3.0	3.5	3.0	3.0
Parks and Recreation	52.5	59.0	43.0	37.5	21.0	23.0	23.0	20.0	19.0	23.0
Water	35.0	40.5	40.0	40.0	40.5	36.5	33.0	32.0	30.0	30.0
Wastewater	26.0	26.0	27.0	23.0	19.5	19.0	19.0	19.5	19.0	19.0
Total	<u>327.0</u>	<u>332.0</u>	<u>320.0</u>	<u>312.0</u>	<u>294.5</u>	<u>275.0</u>	<u>265.0</u>	<u>259.5</u>	<u>248.0</u>	<u>256.0</u>

Source: City of Shawnee Human Resources Department

CITY OF SHAWNEE, OKLAHOMA
Operating Assets by Function / Program
Last Ten Fiscal Years

FUNCTION / PROGRAM	2018	2017	2016	2015	2014	2013	2012	2011	2010
Police:									
Stations	1	1	1	1	1	1	1	1	1
Zone Offices	1	2	2	2	2	2	2	2	2
Patrol Units	57	71	71	69	69	69	69	69	73
Gun Range	1	1	1	1	1	1	1	1	1
Fire:									
Stations	3	4	4	3	3	3	3	3	3
Engines/vehicles	18	18	18	18	18	18	18	18	18
Other Public Works:									
Streets (miles)	225	191	191	191	191	191	190	189	187
Highway Interstate (miles)	3	2.5	2.5	2.5	2.5	2.5	2.50	2.50	2.50
Traffic Signals	44	49	49	48	47	47	46	45	45
Culture and Recreation									
Acerage	137	137.36	137.36	137.36	137.36	137.36	137.36	137.36	137.36
Playgrounds	33	33	33	33	33	33	33	33	33
Baseball/Softball Diamonds	9	9	9	9	9	9	9	9	9
Soccer/Football Fields	-	-	-	-	-	-	-	-	-
Community Centers	1	1	1	1	1	1	1	1	1
Municipal Pool	1	1	1	1	-	1	1	1	1
Splash Pads	2	2	2	2	-	-	-	-	-
Park and Recreation Reservations	22	380	380	380	392	392	340	348	451
Municipal Airport									
Terminals	1	1	1	1	1	2	1	1	1
Feet of runway	6000	6000	6000	6000	6000	6000	6000	6000	6000
T-Hangers	28	28	28	28	28	28	28	28	28
Box Hangers	6	4	4	4	4	4	4	4	4
Vehicles	5	3	3	3	2	2	2	2	2
Aircraft Tug	2	1	1	0	0	0	0	0	0
Weatherstation	1	1	1	1	1	1	1	1	1
Water:									
Water Mains (miles)	218	218	218	217	217	215	215	215	215
Fire Hydrants	1,404	1,374	1,374	1,415	1,413	1,403	1,340	1,340	1,340
Storage Capacity (thousands of gallons)	2.5m	2.5m	2.5m	2.5m	2.5m	2.5m	2.5m	2.5m	2.5 m
Water Towers	4	3	3	3	3	3	3	3	3
Wastewater:									
Sanitary Sewers (miles)	220	220	220	200	200	175	175	175	175
Treatment Capacity (thousands of gallons)	6	6m	6m	6m	6m	6m	6m	6m	6m
Manholes *	3,575	3,526	3,526	-	-	-	-	-	-
Plants	2	2	2	2	2	2	2	2	2

Information from City of Shawnee departements.

* Began inventory in FY 2016

CITY OF SHAWNEE, OKLAHOMA
Operating Indicators
Last Ten Fiscal Years

FUNCTION / PROGRAM	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Airport- **										
Takeoffs	3,120	9,445	8,640	8,456	-	-	-	-	-	-
Fuel Sales	56,802	74,923	73,378	51,141	-	-	-	-	-	-
Police:										
Physical Arrests	2,188	1,062	2,118	2,255	2,067	2,350	1,944	1,985	1,347	1,117
Total Parking and Traffic Citations	3,819	2,884	4,832	5,302	5,566	6,726	5,355	7,747	6,518	6,770
Fire:										
Emergency Responses	5,494	5,587	5,368	5,265	4,637	4,768	3,212	4,426	4,390	4,107
Fires Extinguished	271	288	256	214	301	282	227	330	214	242
Inspections	159	133	224	333	297	12	12	61	107	23
Culture and Recreation										
Attendance-Pool	32,445	41,242	34,904	28,588	-	-	-	-	-	-
Park and Recreation Reservations	222	268	240	380	392	392	340	348	451	518
Community Development										
Building Permits	199	232	197	319	177	194	793	1,035	1,003	792
Building Inspections	2,332	3,675	3,321	2,834	2,460	2,579	2,987	2,961	3,013	3,196
Streets:										
Street Resurfacing (Lane Blocks)	-	142	195	187	98	134	172	150	162	145
Potholes Repaired	1,000	3,900	3,900	2,925	3,900	775	891	1,162	996	1,074
Economic Development: ***										
Home loans	19	54	55	-	-	-	-	-	-	-
New loans	-	6	11	-	-	-	-	-	-	-
First time homebuyers	-	1	2	-	-	-	-	-	-	-
Water:										
New Connections	-	164	835	738	60	490	47	28	23	10
Water Main Breaks	84	69	107	70	117	146	97	241	138	77
Average Daily Consumption (thousands of gallons)	2.81	3	4,590	3,609	3,914	4,589	4,671	4,341	3,793	3,822
Peak Daily Consumption (thousands of gallons)	5,280	4,400	4,962	5,502	5,881	7,458	7,624	6,990	6,140	6,879
Wastewater:										
Average Daily Sewer Treatment (thousands of gallons)*	3.69	4.04	3.39	2.24	2.819	3.086	3.09	2.91	2.63	3.92
Sanitation: ***										
Large polycarts	11,266	9,518	11,018	-	-	-	-	-	-	-
Small polycarts	607	592	536	-	-	-	-	-	-	-
Recycle bins	10,395	10,357	10,194	-	-	-	-	-	-	-

* MGD Million gallons per day

**Began record keeping in 2015

*** Began tracking information in 2016

Information from City of Shawnee departments. Information has been provided for all functions that track operating data.