

AGENDA
BOARD OF CITY COMMISSIONERS
April 18, 2022 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Presentation of Certificate of Recognition of 2021-2022 Women's Basketball Ron Lenz – National Player of the Year.
2. Presentation of Certificate of Recognition for the Gordon Cooper Technology Center – Robotics Team.
3. Citizens Participation
(A three minute limit per person)
(A twelve minute limit per topic)
4. Consider approval of Consent Agenda:
 - a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 14.
 - b. Minutes from the April 4, 2022 regular meeting.
 - c. Acknowledge the following minutes and reports:
 - Planning Commission Minutes from the March 2, 2022 regular meeting
 - License Payment Report for March 2022
 - Project Payment Report for March 2022

d. Mayor's Appointments:

Shawnee Beautification, Parks, and Recreation Committee

Zach Foster 1st Full Term Expires: May 1, 2025
Appointment to newly created board

Ian Hayes 1st Full Term Expires: May 1, 2025
Appointment to newly created board

Sherry Lankford 1st Full Term Expires: May 1, 2026
Appointment to newly created board

Sue Nelson 1st Full Term Expires: ----May 1, 2026
Appointment to newly created board

Chad Payn 1st Full Term Expires: May 1, 2026
Appointment to newly created board

5. Presentation by Animal Control to present the Pet of the Week.

6. Mayor's Proclamations:

"Loyalty Day"
May 1, 2022

"Arbor Day"
April 29, 2022

"Better Speech, Hearing, and Language Month"
May 2022

7. Presentation of the Fiscal Year 2020-2021 Annual Comprehensive Financial Report and Single Audit Report.

8. Consideration of an appointment of a City Commissioner to the Beautification, Parks, and Recreation Committee.

9. Consideration of a contract from Smith Roberts Baldischwiler, LLC (SRB) for owner's representative inspection services for Kid's Space Park.

10. Consideration of alterations to the Highland Street corridor traffic operation.

11. Consideration of adoption of Policies and Procedures Manual for the Emergency Solution Grant (CV) Program.

12. Public hearing and consideration of an ordinance to rezone property located at 1717 East Remington Street from R-1 (Single-Family Residential District) to R-1 (Single-Family Residential District) with a Conditional Use Permit (CUP). Case No. CUP03-22, Applicant: Steven and Gloria Barnett.

13. Public hearing and consideration of an ordinance to rezone property located at 1015 North McKinley Avenue from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District). Case No. RZ03-22, Applicant: Theresa Nicoletto.
14. Consider Bids:
 - a. 504 South Kickapoo Street, Shawnee, Oklahoma (Open)
15. Acknowledge monthly Sales Tax and Budget Reports.
16. New Business
(Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda)
17. Commissioners Comments
18. 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**4. b.**

Meeting Date: 04/18/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the April 4, 2022 regular meeting.

AttachmentsMinutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS

APRIL 4, 2022 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, 16 West 9th Street, Shawnee, Oklahoma on, Monday, April 4, 2022 at 6:00 p.m., pursuant to notice duly posted as prescribed by law at 4:25 p.m. on March 31, 2022. Mayor Bolt presided and Miss Jaleigha Gist and Miss Jazmynn Gist called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Mayor

Daniel Matthews
Commissioner Ward 1

Cami Engles
Commissioner Ward 2

Travis Flood
Commissioner Ward 3

Absent
Commissioner Ward 4-Vice Mayor

Mark Sehorn
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: Darren Rutherford

INVOCATION

Pastor Jesse Gist, The House of Glory, Tulsa, Oklahoma

FLAG SALUTE

AGENDA ITEM NO. 1:

Citizens Participation
(A three-minute limit per person)
(A twelve-minute limit per topic)

Mr. Wolf Gugler spoke regarding the Shawnee Twin Lakes.

Mr. Rob Morris spoke regarding property located at 113 ½ South Philadelphia and Citizens Participation.

Mr. Kevin Nagle spoke regarding tall weeds and grass on North Chapman.

Mr. Rick Young spoke regarding the Love Your Block program.

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the March 21, 2022 regular meeting.

- b. Acceptance of the public improvements for Wolverine Industrial Park and place maintenance bonds into effect.

A motion was made by Commissioner Matthews, seconded by Commissioner Flood, to approve Consent Agenda Item Nos. 2(a-b). Motion carried 6-0.

AYE: Matthews, Flood, Bolt, Sehorn, Salter, Engles

NAY: None

AGENDA ITEM NO. 3:

Presentation by Animal Control to present the Pet of the Week.

Animal Control Officer Brandi Spoon introduced Ducky, a four-month-old female Labrador mix. The Animal Shelter currently has twenty-three dogs and three cats.

AGENDA ITEM NO. 4:

Mayor's Proclamations:

"Fair Housing Month"

April 2022

Community Development Director Rian Harkins accepted the Mayor's Proclamation for "Fair Housing Month" from Mayor Bolt.

"National Public Safety Telecommunications Week"

April 10th – 16th, 2022

9-1-1 Communications Manager Christina Brown accepted the Mayor's Proclamation for "Fair Housing Month" from Mayor Bolt.

"National Donate Life Month"

April 2022

Ms. Robin Morris accepted the Mayor's Proclamation for "National Donate Life Month" from Mayor Bolt.

AGENDA ITEM NO. 5:

Consideration of a loan agreement and purchase of Motorola radios for the Fire Department.

Fire Department Chief Tony Wittmann provided a staff report and advised that Staff recommends approval of this item.

A motion was made by Commissioner Engles, seconded by Commissioner Flood, to approve a loan agreement and purchase of Motorola radios for the Fire Department. Motion carried 6-0.

AYE: Engles, Flood, Matthews, Sehorn, Salter, Bolt

NAY: None

AGENDA ITEM NO. 6:

Consideration and possible action of an ordinance regarding an amendment to the City of Shawnee Plan adopting the revised and restated OkMRF (Oklahoma Municipal Retirement Fund) Master Defined Contribution Retirement Plan.

Human Resources Director Jennifer Greenland explained this retirement plan is for non-union employees and is required to conform with IRS (Internal Revenue Service) regulations. Ms. Greenland advised that Staff recommends approval of this item.

A motion was made by Commissioner Matthews, seconded by Commissioner Sehorn, to approve an ordinance regarding an amendment to the City of Shawnee Plan adopting the revised and restated OkMRF (Oklahoma Municipal Retirement Fund) Master Defined Contribution Retirement Plan.

Ordinance No. 2752NS was introduced.

AN ORDINANCE AMENDING THE EMPLOYEE RETIREMENT SYSTEM, DEFINED CONTRIBUTION PLAN FOR THE CITY OF SHAWNEE, OKLAHOMA BY ADOPTING A REVISED AND RESTATED RETIREMENT PLAN; PROVIDING RETIREMENT BENEFITS FOR ELIGIBLE EMPLOYEES OF THE CITY OF SHAWNEE, OKLAHOMA; PROVIDING FOR PURPOSE AND ORGANIZATION; PROVIDING FOR DEFINITIONS; PROVIDING FOR ELIGIBILITY AND PARTICIPATION; PROVIDING FOR NON-ALIENATION OF BENEFITS; PROVIDING FOR EMPLOYER AND EMPLOYEE CONTRIBUTIONS; PROVIDING FOR ACCOUNTING, ALLOCATION, AND VALUATION; PROVIDING BENEFITS; PROVIDING FOR REQUIRED NOTICE; PROVIDING FOR AMENDMENTS AND TERMINATION; PROVIDING FOR TRANSFER TO AND FROM OTHER PLANS; CREATING A RETIREMENT COMMITTEE AND PROVIDING FOR POWERS, DUTIES, AND RIGHTS OF RETIREMENT COMMITTEE; PROVIDING FOR PAYMENT OF CERTAIN OBLIGATIONS; PROVIDING FOR DURATION AND PAYMENT OF EXPENSES; PROVIDING FOR EFFECTIVE DATE; PROVIDING FOR VESTING SCHEDULES; PROVIDING FOR A FUND TO FINANCE THE SYSTEM TO BE POOLED WITH OTHER INCORPORATED CITIES, TOWNS AND THEIR AGENCIES AND INSTRUMENTALITIES FOR PURPOSES OF ADMINISTRATION, MANAGEMENT, AND INVESTMENT AS PART OF THE OKLAHOMA MUNICIPAL RETIREMENT FUND; PROVIDING FOR PAYMENT OF ALL CONTRIBUTIONS UNDER THE SYSTEM TO THE OKLAHOMA MUNICIPAL RETIREMENT FUND FOR MANAGEMENT AND INVESTMENT; PROVIDING FOR REPEALER AND SEVERABILITY; ADOPTING THOSE AMENDMENTS MANDATED BY THE INTERNAL REVENUE CODE; AND DECLARING AN EMERGENCY.

Motion carried 6-0.

AYE: Matthews, Sehorn, Salter, Engles, Flood, Bolt

NAY: None

Ordinance No. 2752NS was adopted by the City Commission.

A motion was made by Commissioner Matthews, seconded by Commissioner Flood, to approve the emergency clause relating to Ordinance No. 2752NS. Motion carried 6-0.

AYE: Matthews, Flood, Bolt, Sehorn, Salter, Engles

NAY: None

AGENDA ITEM NO. 7:

Consideration and possible action of an ordinance regarding an amendment to the City of Shawnee Management Plan adopting the revised and restated OkMRF (Oklahoma Municipal Retirement Fund) Master Defined Contribution Retirement Plan.

Human Resources Director Jennifer Greenland explained this retirement plan applies to the City Manager and Department Heads and is required to conform with IRS (Internal Revenue Service) regulations. Ms. Greenland advised that Staff recommends approval of this item.

A motion was made by Commissioner Sehorn, seconded by Commissioner Engles, to approve an ordinance regarding an amendment to the City of Shawnee Management Plan adopting the revised and restated OkMRF (Oklahoma Municipal Retirement Fund) Master Defined Contribution Retirement Plan.

Ordinance No. 2753NS was introduced.

AN ORDINANCE AMENDING THE EMPLOYEE RETIREMENT SYSTEM, DEFINED CONTRIBUTION PLAN FOR THE POSITION OF DEPARTMENT HEAD OR CITY MANAGER FOR THE CITY OF SHAWNEE, OKLAHOMA BY ADOPTING A REVISED AND RESTATED RETIREMENT PLAN; PROVIDING RETIREMENT BENEFITS FOR ELIGIBLE EMPLOYEES OF THE CITY OF SHAWNEE, OKLAHOMA; PROVIDING FOR PURPOSE AND ORGANIZATION; PROVIDING FOR DEFINITIONS; PROVIDING FOR ELIGIBILITY AND PARTICIPATION; PROVIDING FOR NON-ALIENATION OF BENEFITS; PROVIDING FOR EMPLOYER AND EMPLOYEE CONTRIBUTIONS; PROVIDING FOR ACCOUNTING, ALLOCATION, AND VALUATION; PROVIDING BENEFITS; PROVIDING FOR REQUIRED NOTICE; PROVIDING FOR AMENDMENTS AND TERMINATION; PROVIDING FOR TRANSFER TO AND FROM OTHER PLANS; CREATING A RETIREMENT COMMITTEE AND PROVIDING FOR POWERS, DUTIES, AND RIGHTS OF RETIREMENT COMMITTEE; PROVIDING FOR PAYMENT OF CERTAIN OBLIGATIONS; PROVIDING FOR DURATION AND PAYMENT OF EXPENSES; PROVIDING FOR EFFECTIVE DATE; PROVIDING FOR VESTING SCHEDULES; PROVIDING FOR A FUND TO FINANCE THE SYSTEM TO BE POOLED WITH OTHER INCORPORATED CITIES TOWNS AND THEIR AGENCIES AND INSTRUMENTALITIES FOR PURPOSES OF ADMINISTRATION, MANAGEMENT, AND INVESTMENTS PART OF THE OKLAHOMA MUNICIPAL RETIREMENT FUND; PROVIDING FOR PAYMENT OF ALL CONTRIBUTIONS UNDER THE SYSTEM TO THE OKLAHOMA MUNICIPAL RETIREMENT FUND FOR MANAGEMENT AND INVESTMENT; PROVIDING FOR REPEALER AND SEVERABILITY; ADOPTING THOSE AMENDMENTS MANDATED BY THE INTERNAL REVENUE CODE; AND DECLARING AN EMERGENCY.

Motion carried 6-0.

AYE: Sehorn, Engles, Flood, Bolt, Salter, Matthews

NAY: None

Ordinance No. 2753NS was adopted by the City Commission.

A motion was made by Commissioner Matthews, seconded by Commissioner Sehorn, to approve the emergency clause relating to Ordinance No. 2753NS. Motion carried 6-0.

AYE: Matthews, Sehorn, Salter, Engles, Flood, Bolt

NAY: None

AGENDA ITEM NO. 8:

Consideration and possible action of an ordinance regarding an amendment to the City of Shawnee Special Incentive CMO Plan adopting the revised and restated OkMRF (Oklahoma Municipal Retirement Fund) Master Defined Contribution Retirement Plan.

Human Resources Director Jennifer Greenland provided a staff report and advised that Staff recommends approval of this item.

A motion was made by Commissioner Flood, seconded by Commissioner Engles, to approve an ordinance regarding an amendment to the City of Shawnee Incentive CMO Plan adopting the revised and restated OkMRF (Oklahoma Municipal Retirement Fund) Master Defined Contribution Retirement Plan.

Ordinance No. 2754NS was introduced.

AN ORDINANCE AMENDING THE EMPLOYEE RETIREMENT SYSTEM, DEFINED CONTRIBUTION PLAN FOR THE POSITION OF DEPARTMENT HEAD OR CITY MANAGER FOR THE CITY OF SHAWNEE, OKLAHOMA BY ADOPTING A REVISED AND RESTATED RETIREMENT PLAN; PROVIDING RETIREMENT BENEFITS FOR ELIGIBLE EMPLOYEES OF THE CITY OF SHAWNEE, OKLAHOMA; PROVIDING FOR PURPOSE AND ORGANIZATION; PROVIDING FOR DEFINITIONS; PROVIDING FOR ELIGIBILITY AND PARTICIPATION; PROVIDING FOR NON-ALIENATION OF BENEFITS; PROVIDING FOR EMPLOYER AND EMPLOYEE CONTRIBUTIONS; PROVIDING FOR ACCOUNTING, ALLOCATION, AND VALUATION; PROVIDING BENEFITS; PROVIDING FOR REQUIRED NOTICE; PROVIDING FOR AMENDMENTS AND TERMINATION; PROVIDING FOR TRANSFER TO AND FROM OTHER PLANS; CREATING A RETIREMENT COMMITTEE AND PROVIDING FOR POWERS, DUTIES, AND RIGHTS OF RETIREMENT COMMITTEE; PROVIDING FOR PAYMENT OF CERTAIN OBLIGATIONS; PROVIDING FOR DURATION AND PAYMENT OF EXPENSES; PROVIDING FOR EFFECTIVE DATE; PROVIDING FOR VESTING SCHEDULES; PROVIDING FOR A FUND TO FINANCE THE SYSTEM TO BE POOLED WITH OTHER INCORPORATED CITIES TOWNS AND THEIR AGENCIES AND INSTRUMENTALITIES FOR PURPOSES OF ADMINISTRATION, MANAGEMENT, AND INVESTMENTS PART OF THE OKLAHOMA MUNICIPAL RETIREMENT FUND; PROVIDING FOR PAYMENT OF ALL CONTRIBUTIONS UNDER THE SYSTEM TO THE OKLAHOMA MUNICIPAL RETIREMENT FUND FOR MANAGEMENT AND INVESTMENT; PROVIDING FOR REPEALER AND SEVERABILITY; ADOPTING THOSE AMENDMENTS MANDATED BY THE INTERNAL REVENUE CODE; AND DECLARING AN EMERGENCY.

Motion carried 6-0.

AYE: Flood, Engles, Bolt, Sehorn, Salter, Matthews

NAY: None

Ordinance No. 2754NS was adopted by the City Commission.

A motion was made by Commissioner Matthews, seconded by Commissioner Sehorn, to approve the emergency clause relating to Ordinance No. 2754NS. Motion carried 6-0.

AYE: Matthews, Sehorn, Salter, Engles, Flood, Bolt

NAY: None

AGENDA ITEM NO. 9:

Consideration of a resolution declaring certain City of Shawnee property surplus and no longer needed for city purposes; describing said items; and authorizing the sale of said items at the City of Shawnee's discretion.

City Manager Andrea Weckmueller-Behringer provided a staff report and advised that Staff recommends approval of this item.

A motion was made by Commissioner Matthews, seconded by Commissioner Sehorn, to approve a resolution declaring certain City of Shawnee property surplus and no longer needed for city purposes; describing said items; and authorizing the sale of said items at the City of Shawnee's discretion.

Resolution No. 6658 was introduced.

A RESOLUTION DECLARING CERTAIN CITY OF SHAWNEE PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OR DISPOSAL OF SAID ITEMS AT THE CITY OF SHAWNEE'S DISCRETION.

Motion carried 6-0.

AYE: Matthews, Sehorn, Salter, Engles, Flood, Bolt

NAY: None

AGENDA ITEM NO. 10:

Consider Bids:

a. Kids Space Park Improvements Project (Award)

City Engineer Seth Barkhimer announced that six (6) bids were received. After review and consideration, it is Staff's recommendation to award the base bid, along with alternates 1a, 1b, 2, and 3 to Lambert Construction of Stillwater, Oklahoma in the total contract amount of \$3,634,462.05.

A motion was made by Commissioner Flood, seconded by Commissioner Matthews, to award the base bid and alternates 1a, 1b, 2, and 3 to Lambert Construction of Stillwater, Oklahoma in the total contract amount of \$3,634,462.05. Motion carried 6-0.

AYE: Flood, Matthews, Engles, Bolt, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 11:

Administrative Report(s):

a. Progress report for the Love Your Block program – Rian Harkins, Community Development Director

Community Development Director Rian Harkins provided a progress report for the Love Your Block program. Bloomberg Center for Public Innovation representatives, Ms. Rose

Rodriguez, Director of Programs and Ms. Tracy Colunga, Civic Engagement Director, also provided an update and presentation on the Love Your Block program.

AGENDA ITEM NO. 12:

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

There was no New Business.

AGENDA ITEM NO. 13:

Commissioners Comments

The Commission thanked Community Development Director Rian Harkins and the Love Your Block program representatives for the update and presentation.

The Commission spoke about the excitement of the Kids Space Park Improvement Project. They also spoke regarding the Donate Life Proclamation and recommended everyone to become organ donors if they could.

Commissioner Matthews addressed Mr. Gugler and Mr. Nagle's concerns from Citizens Participation.

Commissioner Engles thanked everyone who participated in Citizens Participation. She also thanked the Gist family for their attendance.

Commissioner Flood thanked Staff and spoke regarding the budget process and sidewalks.

Mayor Bolt spoke regarding 113 ½ South Philadelphia and Shawnee Twin Lakes Patrol. Mayor Bolt also thanked the Gist family for traveling from Tulsa for tonight's meeting.

AGENDA ITEM NO. 14:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:07 p.m.)

ED BOLT, MAYOR

ATTEST:

LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners**4. c.**

Meeting Date: 04/18/2022

Minutes and Reports

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following minutes and reports:

- Planning Commission Minutes from the March 2, 2022 regular meeting
- License Payment Report for March 2022
- Project Payment Report for March 2022

Attachments

Planning Minutes

License Report

Project Report

REGULAR PLANNING COMMISSION MINUTES

DATE: March 2, 2022

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on March 2, 2022, at 1:30 p.m., according to notice duly posted as prescribed by law.

Item 1. Roll Call

Chair Deem called the meeting to order at 1:30 p.m. City Planner, Rachel Clyne, called roll and stated a quorum was present.

The following Commissioners were present:

Present: Walker, Johnson, Deem, Reese, Rowell

Absent: Loftis-Walton, Mew-Palmer

Item 2. Approval of Minutes – Regular meeting

Consideration of approval of the minutes from the regular meeting of February 2, 2022. Chair Deem asked the Planning Commissioners for questions or corrections to the minutes.

Commissioner Johnson made a motion to Approve the minutes as presented, which Commissioner Reese seconded.

Motion passed 5-0-0.

Aye: Walker, Johnson, Deem, Reese, Rowell

Nay: None

Abstain: None

Chairperson Deem announced she had a conflict of interest with the next agenda item and stepped down from the dais.

Item 3.

Case No. CUP01-22 – Public hearing and consideration of a request for a Conditional Use Permit (CUP) for a guest cottage at 16712 Magnino Road.

Applicants: Lora Davis and James Hunter

Commissioner Walker read the agenda item and asked for a staff report. Planner Clyne provided background information on the application request. The subject property is located at 16712 Magnino Road and has an existing single-family residence and existing workshop. The Conditional Use Permit (CUP) allows for an Accessory Dwelling Unit (ADU), which would require the remodeling of the existing shop.

Planner Clyne advised the City of Shawnee Zoning Code, Section 22-605. allows for Conditional

Use Permits, which shall be reviewed and authorized or rejected with or without special conditions placed on the project. She further explained the conditions for an ADU as listed in the Code, Section 22-120. – Permitted uses.

Staff recommended that the Planning Commission recommend to the City Commission APPROVAL of CUP01-22 a request for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit (ADU) for use as a guest cottage at 16712 Magnino Road with the following conditions:

- The guest cottage shall not exceed 600 square feet.
- It shall not be sublet.
- It shall share a common driveway with the principal residence.
- A building permit shall be issued before any guest cottage modifications to the existing structure.
- The guest cottage shall not serve as a residential use until a Certificate of Occupancy is issued.

Commissioner Walker opened the public hearing. The applicant, Jo Davis spoke to the Planning Commissioners and stated that she respected the lake and advised there would be no increase in footprint for this project. She was available for questions. With no other speakers, the public hearing was closed.

Commissioner Reese made a motion to recommend the APPROVAL of Case No. CUP01-22 as presented to the City Commission, which Commissioner Rowell seconded. Following any discussion, the motion passed 4-0-1.

Aye: Walker, Johnson, Reese, Rowell

Nay: None

Abstain: Deem

It was announced the item would be heard at the March 21, 2022, City Commission meeting at 6 p.m.

Item 4.

Case No. CUP02-22 -- Public hearing and consideration of a request for a Conditional Use Permit (CUP) for a crematorium at 603 W. Independence Street.

Applicant: Todd Tramel, AE Funeral Services, LLC

Chairperson Deem read the agenda item and asked for a staff report. Planner Clyne provided background information by stating the subject property 603 W. Independence Street and contains a commercial business, AE Funeral Services, LLC. The property is zoned C-3 (Highway Commercial District). A Conditional Use Permit (CUP) allows for the construction of a crematorium in the existing building.

Staff recommended that the Planning Commission recommend to the City Commission

APPROVAL of CUP02-22 for a crematorium at 603 W. Independence Street with the following conditions:

- Compliance with the Oklahoma Funeral Licensing Act and all related regulations is required.
- A building permit shall be issued before installing cremation facilities in the existing structure.
- Before functioning as a crematorium, the construction must be inspected and receive final approval from the City's Building Inspectors, including a Certificate of Occupancy.

Chair Deem opened the public hearing. The applicant, Todd Tramel spoke to the Planning Commissioners and stated that there was an increased demand for cremation, and he wanted to provide that service to the people in Shawnee. Mr. Tramel explained that the crematorium would follow all EPA standards, as well as those for the Funeral Board approval. He was available for questions.

Commissioner Walker asked if this (crematorium) would be in addition to the existing funeral home, to which Mr. Tramel stated the crematorium would be a part of the business and advised there was a required separate license. Chair Deem asked the applicant to discuss EP standards.

With no other speakers, the public hearing was closed.

Commissioner Walker made a motion to recommend APPROVAL of Case No. CUP02-22 to the City Commission, which Commissioner Johnson seconded. Following any discussion, the motion passed 5-0-0.

Aye: Walker, Johnson, Deem, Reese, Rowell

Nay: None

Abstain: None

It was announced the item would be heard at the March 21, 2022, City Commission meeting at 6 p.m.

Item 5.

Case No. RZ04-22 -- Public hearing and consideration of a request to rezone property located near E. 45th Street and Sydney Drive from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District).

Applicant: Brenda Wyatt

Chairperson Deem read the agenda item and asked for a staff report. Planner Clyne stated the subject property was located near E. 45th Street and Sydney Drive. The parcel is ±1.8 acres and is vacant. This application requests that the subject property be rezoned from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District). Clyne also provided the zoning districts for the surrounding properties adjacent to the property. She further explained that rezoning requests for multifamily residential were required to send notice of public hearing to

property owners within 1320' of the perimeter of the subject property.

Planner Clyne continued to explain that staff had recommended the R-3 zoning district to allow the applicants as much flexibility as possible because no clear decisions had been made on the actual structure(s) to be built. She referenced a rendering provided by the architect of "Shawnee Lofts" that was an option for the property. Since the parcel is less than two acres, the size of the finished structure was limited to covering a percentage of the actual land. That example demonstrated the maximum number of units, twenty (20), that could fit on the subject property. Planner Clyne emphasized that until Sydney Drive was built to city specifications and accepted by the City Commission, there would be no construction activity on the site.

Staff recommended that the Planning Commission recommend to the City Commission APPROVAL of RZ04-22 for the request to rezone property located near E. 45th Street and Sydney Drive from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District).

Community Development Director, Rian Harkins, reassured the Planning Commission that during the development process, a building permit application is required. This includes a site plan review that would ensure the necessary screening, parking, and access requirements are correct or addressed. Since this is a speculative rezoning with infrastructure not yet being in place, the site plan would also include a full layout of the design, with the density and height stated along with building locations. If any significant use changes were proposed by the current or future owner, this item would return to the Planning Commission. Otherwise, all reviews will remain at the staff level.

Chair Deem opened the public hearing. Katie Parson of 4504 Churchill voiced her concerns over the project. Damage to her street occurred during construction at the adjacent Wildwood Addition and she fears it could happen again since it's the same property owner. Additionally, Ms. Parson has concerns because there are no specifics to the project and the traffic in the area was already an issue. Lastly, she questioned if low-income housing was a possibility.

Liz Konecki of 46505 Garretts Lake Road stated her mother owns the property adjacent (to the east) to the subject property. Her concerns were about the vagueness of the development. She was okay with townhomes. Her mother opted not to build on the land because of the amount of traffic. Ms. Konecki expressed concern that new owners might do something other than townhomes, which she was okay with, but not more dense development than that.

Rob Morris of 1307 Windsor stated he was basically against the project. He wondered if the applicant list on the agenda was present so people could get answers to their questions. He opined that the application should be deferred since the applicant did not attend the meeting.

Olivia New of 4520 Churchill stated the neighborhood was quiet and both young and older people. She calculated that 20 units would be 40 people, which would be another 40 cars when there is already a traffic problem. Ms. New named specific companies and organizations that contributed to the traffic congestion. She is not against apartments but does not want an increase in the

population of the area.

Michael Mitscher, Mitscher & Associates, is the Architect for the project stated there would be townhomes on the subject property. He advised there would be no Section 8 and no low income—that was not the intent. Mr. Mitscher advised that he was happy to answer any questions. He had some conceptual renderings on his phone. The intent is to build quality housing with a nice aesthetic. The housing development to the north (Wildwood) is different than the project he is representing. He is speaking for Ms. Wyatt, who could not attend, and for Salazar, the developer.

Chair Deem spoke to Mr. Mitscher regarding the concern about future changes because the application was only for zoning not for a development. She opined that some of the nervousness that people were feeling was due to a lack of assurances. Mitscher replied that the only assurance he could give was that he was providing the client with what he was being paid to provide. He continued stating that this was the project he was moving forward with, and it was not just a rezoning but the beginning of a development.

Chair Deem ask the representative about the timeline since Sydney was in a state that would not allow construction to begin. Mr. Mitscher stated that Sydney Drive had curb and gutter. He was not aware of any hold-up. The road was gated but appeared to be finished. Both Mitscher and Deem agreed that traffic was often a concern in every city.

Commissioner Reese asked if there was another opportunity where plans will be approved. Planner Clyne mentioned Director Harkins's earlier comments about site plan review at the staff level. It was associated with but separate from the building permit. With no further comments from the audience, the pubic hearing was closed.

Commissioner Walker made a motion to recommend APPROVAL of Case No. RZ04-22 to the City Commission, which Commissioner Reese seconded.
Following any discussion, the motion passed 5-0-0.

Aye: Walker, Johnson, Deem, Reese, Rowell

Nay: None

Abstain: None

It was announced the item would be heard at the March 21, 2022, City Commission meeting at 6 p.m.

Item 5. Community Development Department Update

Community Development Director Rian Harkins addressed the Planning Commission and mentioned the addition of the public hearing notice sent to property owners. He pointed out that it was a new format designed to be easier to understand. He asked the Commissioners for suggestions for changes or additions to staff reports or the notices. Director Harkins responded

to questions about the update to the Zoning Code with the Unified Development Code. He replied that there would be several meetings to reach as many people as possible, and it would likely be a two-year process. He also answered queries about the timeframe for CDBG availability and an update on the homeless initiative.

Item 7. Planning Commissioners' Comments

Commissioner Walker asked for an update on the next step for the Lake Advisory Committee. Director Harkins advised staff was working on a draft for an RFP for a Lake Master Plan to be sent to the City Attorney for review.

Chair Deem asked about the timeframe for the Master Lake Plan. Harkins suggested consultant selection would likely occur this summer with community input of the actual plan occurring in the fall.

Item 8. Adjournment

The meeting adjourned at 2:22 p.m.


Chair/Vice-Chair

/s/ Rachel Clyne
City Planner



Entity Payment Report

03/01/2022 - 03/31/2022

Payment Date	Name	Payment Type	Receipt #	Payment Amount
3/31/2022	BUSHY BEAVER POT COMPANY	Check	1122	1,500.00
3/31/2022	BUSHY BEAVER POT COMPANY	Check	1121	50.00
3/31/2022	TONY & SEASON TAYLOR	Check	1120	15.00
3/31/2022	BUG SQUAD	Cash	1119	25.00
3/30/2022	CURTIS & MARTINA ROBERTS	Cash	1118	761.00
3/30/2022	SHAWNEE WINGS dba BUFFALO WILD WINGS	Check	1117	905.00
3/30/2022	JAMES H & LINDA R WILSON	Check	1113	15.00
3/30/2022	BLACKSTONE SERVICES, LLC	Check	1111	75.00
3/30/2022	E WILLIAMS	Check	1110	15.00
3/30/2022	ROBERT LINDLEY AND JANET LINDLEY	IBX CC	1116	761.00
3/30/2022	ROBERT LINDLEY AND JANET LINDLEY	IBX CC	1115	761.00
3/30/2022	ARBOR TRANSPORT & CONSTRUCTION	IBX CC	1114	75.00
3/30/2022	GORDON'S SERVICE EXPERTS	IBX CC	1112	100.00
3/30/2022	TRADE PROS LLC	IBX CC	1109	75.00

3/29/2022	MOISANT ELECTRIC INC	Check	1108	75.00
3/29/2022	HENRY BUSCH INC	IBX CC	1107	75.00
3/29/2022	HERE MECHANICAL	IBX CC	1106	100.00
3/28/2022	VETERAN PLUMBING SERVICES, LLC	Check	1105	75.00
3/28/2022	MARY WALL	Check	1104	15.00
3/28/2022	CLIFTON AND SONYA WHITE	Check	1103	15.00
3/28/2022	MATTHEWS PLUMBING AND UTILITIES	Check	1102	75.00
3/28/2022	GEORGE DAY	Check	1101	15.00
3/28/2022	JONIAS L SHEAFFER	Cash	1100	15.00
3/25/2022	SHANE & NICOLE MILLS	Cash	1099	25.00
3/24/2022	HOGUE'S HOMETOWN PLUMIBNG	Check	1097	100.00
3/24/2022	CERVANTES ELECTRIC	IBX CC	1098	100.00
3/23/2022	405 PLUMBING	Check	1095	75.00
3/23/2022	HOLLAND ELECTRIC	Check	1093	75.00
3/23/2022	KEMPER REFRIGERATION	Check	1092	75.00
3/23/2022	SPAETH INC	Check	1091	75.00
3/23/2022	CRIDERS HEAT AND AIR	IBX CC	1096	75.00
3/23/2022	JOE'S DOZER SERVICE, LLC	IBX CC	1094	75.00
3/22/2022	ROSS ELECTRIC, INC	Check	1090	100.00
3/22/2022	JOHN & SANDRA FANELLI	Cash	1088	15.00
3/22/2022	JULIE & APRIL HUSKINS	Check	1087	761.00
3/22/2022	PHILIP TOMPKINS	IBX CC	1089	75.00
3/21/2022	ROBERT GILL	Cash	1085	761.00

3/21/2022	CHARLES MCNEAR	Check	1084	15.00
3/21/2022	A BETTER HEAT AND AIR	Check	1083	75.00
3/21/2022	A-1 ELECTRIC INC	Check	1082	75.00
3/21/2022	RED RIVER ELECTRIC	IBX CC	1086	100.00
3/21/2022	FRONTIER MECHANICAL LC	IBX CC	1081	100.00
3/21/2022	TIM & WANDA HARRIS	IBX CC	1080	25.00
3/18/2022	DEBBIE WILSIE	Check	1079	15.00
3/17/2022	PAUL'S PLACE STEAKHOUSE	Check	1078	905.00
3/17/2022	STORM SAFE INGROUND SHELTERS	IBX CC	1077	75.00
3/16/2022	TRUE WIRELESS	Cash	1075	50.00
3/16/2022	BIRDOW MECHANICAL LLC	Cash	1074	100.00
3/16/2022	OKLAHOMA SHELTERS	IBX CC	1076	75.00
3/15/2022	BEYOND THE PINES DISPENSARY	Check	1072	25.00
3/15/2022	SPECIAL KNEADS EATS & TREATS	IBX CC	1073	50.00
3/14/2022	MATHERLY MECHANICAL CONTRACTORS, LLC	Check	1071	150.00
3/14/2022	LIGHTING INC	Check	1070	75.00
3/14/2022	KENNETH & RETA SPARKS	Check	1069	761.00
3/14/2022	CLIFFORD & JUDITH CRAIG	Check	1068	15.00
3/14/2022	R CHRIS & KAY DUROY	Check	1067	761.00
3/14/2022	ACTIVE ELECTRIC	Check	1064	75.00
3/14/2022	MCDONALDS #03673	IBX CC	1066	25.00

3/14/2022	PATRIOT POWER SERVICES LLC	IBX CC	1065	75.00
3/11/2022	JRS SERVICE CO	Check	1063	100.00
3/10/2022	ASSIST WIRELESS	Cash	1058	50.00
3/10/2022	MARK GABBERT	Check	1062	15.00
3/10/2022	ROBERT GOWAN	Check	1061	15.00
3/10/2022	DORIS NORTON	Check	1060	15.00
3/10/2022	LOUIS HALL	Cash	1059	25.00
3/9/2022	CHAD & COURTNEY WARMINGTON	Check	1054	761.00
3/9/2022	AIR COMFORT OF SO OK INC	Check	1053	75.00
3/9/2022	HERMAN'S PLUMBING	Check	1052	100.00
3/9/2022	TOLA ELECTRICAL	IBX CC	1057	100.00
3/9/2022	AIRCO SERVICE	IBX CC	1056	100.00
3/9/2022	AIRCO SERVICE	IBX CC	1055	100.00
3/8/2022	JAMES CRAWFORD ELECTRICLLC	IBX CC	1051	100.00
3/7/2022	ADAM'S LAWNCARE AND PEST CONTROL	Cash	1050	25.00
3/7/2022	GREG RODGERS ELECTRICAL SERVICE	Check	1049	75.00
3/3/2022	MJ INNOVATIONS MEDICAL LLC	Cash	1048	1,500.00
3/3/2022	DODDIE & LEONARD MOSLEY	Check	1047	761.00
3/2/2022	SHAWMPTON CANNABIS CO	Cash	1046	1,500.00
3/2/2022	SHORTY'S LAWN SERVICE	Cash	1045	25.00
3/2/2022	JONIAS L SHEAFFER	Cash	1043	21.00
3/2/2022	ERRON MOORE	IBX CC	1044	761.00

3/1/2022	BLACK WILLOW SALON	Check	1042	50.00
3/1/2022	RELAXATION THERAPY, LLC	Cash	1041	50.00
				17,926.00

Total Records: 82

4/1/2022



Monthly - City Clerk

03/01/2022 - 03/31/2022

Permit #	Permit Date	Permit Type	Parcel Address	Applicant Name	Description	Project Cost	Square Feet	Total Fees
20220300	3/31/2022	P - Plumbing	305 N LOUISA	DALE'S PLUMBING	REPAIR	0	0	\$54.50
20220299	3/31/2022	B - Storm Shelter	311 MATT ST	JENNIFER KINSLOW	NEW INSTALLATION	2,895	18	
20220298	3/30/2022	M - Mechanical	8 COW TRAIL DR	R & M SERVICES LLC	NEW CONSTRUCTION	0	0	\$67.00
20220297	3/30/2022	PC - Deed Approval	1029 N TUCKER	RONALD L CRECELIUS	DEED APPROVAL	0	0	\$50.00
20220296	3/30/2022	M - Mechanical	305 S OSAGE	LUCKY DAY HVAC	CHANGE OUT	0	0	\$54.50
20220295	3/30/2022	P - Plumbing	2318 E 11TH	STANLEY PLUMBING SERVICES LLC	RELOCATE METER	0	0	\$54.50
20220294	3/30/2022	O - Demolition and Moving	702 N MCKINLEY	ARBOR TRANSPORT & CONSTRUCTION INC	DEMOLITION	0	0	\$50.00
20220293	3/30/2022	O - Demolition and Moving	739 N LOUISA	ARBOR TRANSPORT & CONSTRUCTION INC	DEMOLITION	0	0	\$50.00
20220292	3/30/2022	O - Demolition and Moving	113 S PHILADELPHIA	ARBOR TRANSPORT & CONSTRUCTION INC	DEMOLITION	0	0	\$50.00
20220291	3/30/2022	M - Mechanical	2202 N ELLIS	GORDON'S SERVICE EXPERTS	CHANGE OUT	0	0	\$54.50
20220290	3/30/2022	M - Mechanical	3701 N KICKAPOO AVE	TRADE PROS LLC	REMODEL	0	0	\$54.50
20220289	3/29/2022	E - Electrical	7803 N KICKAPOO	MOISANT ELECTRIC INC	REMODEL	0	0	\$54.50
20220288	3/29/2022	B - Commercial - Remodel	500 W UNIVERSITY	LINGO CONSTRUCTION SERVICES	REMODEL	250,000	17,502	\$4,380.00

20220287	3/29/2022	B - Commercial - Remodel	130 N LOUISA	SCI	REMODEL	117,000	72	\$29.50
20220286	3/29/2022	P - Plumbing	2525 E BRADLEY	VIP PLUMBING	PRESSURE TEST	0	0	\$54.50
20220285	3/29/2022	P - Plumbing	4848 N KICKAPOO AVE	HENRY BUSCH INC	REMODEL	0	0	\$54.50
20220284	3/29/2022	M - Mechanical	2309 TROON CR	SUNBELT HEATING & AIR CONDITIONING, INC	CHANGE OUT	0	0	\$129.50
20220283	3/29/2022	M - Mechanical	1102 N CENTER AVE	HERE MECHANICAL	REMODEL	0	0	\$54.50
20220282	3/29/2022	B - Commercial - Remodel	16 W 9TH ST	CITY OF SHAWNEE	REMODEL	0	0	
20220281	3/28/2022	B - Residential - Remodel	1005 N UNION ST.	DOUGLAS SANDERS	REMODEL	200,000	3,700	\$790.75
20220280	3/28/2022	E - Electrical	4848 N KICKAPOO AVE	PATCO ELECTRIC SERVICES		0	0	\$54.50
20220279	3/28/2022	E - Electrical	45 PAM DR	MARC JONES CONSTRUCTION dba SUNPRO SOLAR	NEW INSTALLATION	0	0	\$54.50
20220278	3/28/2022	E - Electrical	1136 E 39TH ST	FULL MONTY ELECTRIC LLC	BRANCH CIRCUIT WIRING	0	0	\$54.50
20220277	3/28/2022	E - Electrical	4516 KELLYE GREEN	LARRISON ELECTRIC	NEW INSTALLATION	0	0	\$54.50
20220276	3/25/2022	B - Accessory Structure	9 E PULASKI	JEFF SEEBECK	NEW CONSTRUCTION	7,000	288	\$65.70
20220275	3/25/2022	B - Residential - Remodel	308 N AYDELOTTE AVE	ZACHARY RADACH	REMODEL	10,000	1,650	\$355.13
20220274	3/25/2022	P - Plumbing	4516 KELLYE GREEN	LIBERTY PLUMBING & GAS	NEW GAS LINE	0	0	\$54.50
20220273	3/25/2022	O - Sign	4721 N KICKAPOO	TOLA ELECTRICAL LLC	REPLACE EXISTING	9,000	30	
20220272	3/25/2022	P - Plumbing	404 N KIMBERLY AVE	REACT PLUMBING	REPAIR	0	0	\$54.50
20220271	3/25/2022	B - Accessory Structure	1306 CASTLE CREEK	GROUND ZERO STORM SHELTERS	NEW INSTALL	0	0	\$29.50

20220270	3/25/2022	P - Plumbing	523 N BEARD	ALL ABOUT PLUMBING	REPLACE	0	0	\$54.50
20220269	3/25/2022	P - Plumbing	2318 E 11TH	DALES PLUMBING	REPAIR	0	0	\$54.50
20220268	3/24/2022	E - Electrical	402 E FRANKLIN	FULL SPEED ELECTRIC	UPGRADE PANEL	0	0	\$54.50
20220267	3/24/2022	E - Electrical	1206 N MARKET	CERVNTES ELECTRIC	REWIRE / PANEL	0	0	\$54.50
20220266	3/24/2022	O - Sign	39010 W MACARTHUR SUITE 100	RATTIKOOL PRINT COMPANY	NEW INSTALLATION	5,500	32	\$50.00
20220265	3/24/2022	P - Plumbing	1102 N CENTER AVE	HOGUE'S HOMETOWN PLUMBING	REMODEL / CHANGE OUT	0	0	\$54.50
20220264	3/23/2022	M - Mechanical	329 N AYDELOTTE	CRIDER'S HEAT AND AIR	CHANGE OUT	0	0	\$104.50
20220263	3/23/2022	E - Electrical	314 W 37TH ST	SUNBELT HEATING AND AIR CONDITIONING	NEW SERVICE	0	0	\$54.50
20220262	3/23/2022	B - Accessory Structure	1417 E 7TH ST	TEXAS SOUTHERN EXCAVATION, LLC	NEW CONSTRUCTION	34,000	1,800	\$387.00
20220261	3/23/2022	E - Electrical	618 W HIGHLAND ST	FULL SPEED ELECTRIC	REPLACE FIRE DAMAGE	0	0	\$54.50
20220260	3/23/2022	M - Mechanical	39 POST OFFICE LN	AIRCO SERVICE	NEW INSTALLATION	0	0	\$104.50
20220259	3/23/2022	E - Electrical	39 POST OFFICE LN	AIRCO SERVICE	UPGRADE PANEL	0	0	\$54.50
20220258	3/22/2022	B - Solar Panels	45 PAM DR	SUNPRO SOLAR	NEW INSTALLATION	67,645	662	\$145.18
20220257	3/22/2022	E - Electrical	3500 N KICKAPOO AVE	ROSS ELECTRIC, INC	REMODEL - STE 124	0	0	\$54.50
20220256	3/22/2022	E - Electrical	219 1/2 W GEORGIA	WILSON ELECTRIC	REMODEL	0	0	\$54.50
20220255	3/21/2022	M - Mechanical	3700 N KICKAPOO AVE	HARRISON - ORR AIR CONDITIONING, LLC	REMODEL	0	0	\$54.50
20220254	3/21/2022	E - Electrical	1718 N HARRISON AVE	RED RIVER ELECTRIC	REMODEL	0	0	\$54.50
20220253	3/21/2022	O - Curb Cut, Driveway and Sidewalk	1604 N PARK	A1 QUALITY SERVICES	REPLACE / WIDEN	0	0	\$50.00

20220252	3/21/2022	E - Electrical	5006 CHAUNCEY LN	FULL SPEED ELECTRIC	BRANCH CIRCUIT	0	0	\$54.50
20220251	3/21/2022	M - Mechanical	1250 E 10TH ST	WATKINS HEAT AND AIR	NEW SYSTEM	0	0	\$79.50
20220250	3/21/2022	M - Mechanical	1211 N PESOTUM	WATKINS HEAT & AIR	CHANGE OUT	0	0	\$79.50
20220249	3/21/2022	P - Plumbing	512 N UNION AVE	CND PLUMBING	REPLACE - WW DRAIN	0	0	\$54.50
20220248	3/18/2022	E - Electrical	331 N CHAPMAN	RODGERS ELECTRIC	REPAIR	0	0	\$54.50
20220247	3/18/2022	O - Sign	4791 N HARRISON AVE	SIGN WORLD OF TULSA	NEW INSTALLATION	15,000	84	
20220246	3/18/2022	O - Sign	4791 N HARRISON AVE	SIGN WORLD OF TULSA	NEW INSTALLATION	1,000	84	
20220245	3/18/2022	O - Sign	4791 N HARRISON AVE	SIGN WORLD OF TULSA	NEW INSTALLATION	5,000	56	
20220244	3/18/2022	O - Sign	4791 N HARRISON AVE	SIGN WORLD OF TULSA	NEW INSTALLATION	5,000	56	
20220243	3/18/2022	O - Sign	4791 N HARRISON AVE	SIGN WORLD OF TULSA	NEW INSTALLATION	5,000	56	
20220242	3/18/2022	O - Sign	4791 N HARRISON AVE	SIGN WORLD OF TULSA	NEW INSTALLATION	5,000	56	
20220241	3/18/2022	E - Electrical	8 COW TRAIL DR	SPJ ELECTRIC	NEW SERVICE	0	0	\$54.50
20220240	3/18/2022	O - Demolition and Moving	1525 N BROADWAY	JOE'S DOZER SERVICE	DEMOLITION	0	0	\$50.00
20220239	3/17/2022	O - Paving Cut and Boring	2100 E 45TH ST	GW UTILITIES	ROAD BORE	0	0	
20220238	3/17/2022	O - Curb Cut, Driveway and Sidewalk	1222 E 9TH ST	HERRING CONCRETE CONSTRUCTION	REPLACE	0	0	\$100.00
20220237	3/16/2022	B - Storm Shelter	1309 CASTLE CREEK	OKLAHOMA SHELTERS	NEW INSTALLATION	3,300	28	\$29.50
20220236	3/16/2022	P - Plumbing	1100 MORNING SIDE CT	AIRCO SERVICE	CHANGE OUT	0	0	\$54.50
20220235	3/16/2022	M - Mechanical	4903 N UNION	BIRDOW MECHANICAL LLC	CHANGE OUT	0	0	\$154.50
20220234	3/16/2022	M - Mechanical	402 E FRANKLIN	A-TEAM HTG & COOLING	CHANGE OUT	0	0	\$104.50
20220233	3/15/2022	O - Demolition and Moving	1823 N BRYAN	CHAD SELF	DEMOLITION	0	0	\$50.00

20220232	3/14/2022	B - Commercial - New	2800 N BRYAN	AC OWEN CONSTRUCTION	NEW CONSTRUCTION	1,500,000	3,794	\$953.00
20220231	3/14/2022	B - Residential - Add On	4406 BRYANT VIA	STEVE MOORE	NEW CONSTRUCTION	20,000	900	\$195.75
20220230	3/14/2022	P - Plumbing	196 SHAWNEE MALL DR	FRONTIER MECHANICAL LLC	REMODEL	42,800	0	\$54.50
20220229	3/14/2022	E - Electrical	1935 N KICKAPOO	PATRIOT POWER SERVICES, LLC	NEW INSTALLATION	0	0	\$54.50
20220228	3/11/2022	M - Mechanical	1228 N PENNSYLVANIA	JOSHUA COMPTON	CHANGE OUT	0	0	\$67.00
20220227	3/10/2022	P - Plumbing	601 N BONITA	ROTO ROOTER	REPAIR	0	0	\$54.50
20220226	3/10/2022	B - Commercial - Remodel	1935 N KICKAPOO	SIPES ROOFING & CONSTRUCTION	REMODEL	0	0	\$29.50
20220225	3/10/2022	E - Electrical	1814 N HARRISON AVE	H&H ELECTRIC	REPLACE	0	0	\$54.50
20220224	3/10/2022	O - Sign	301 N OKLAHOMA AVE	SIGN FACTORY LLC	NEW INSTALLATION	200	16	\$50.00
20220223	3/9/2022	P - Plumbing	1539 N PENNSYLVANIA	CND PLUMBING	REPAIR	0	0	\$54.50
20220222	3/9/2022	P - Plumbing	1012 E FARRALL ST	ALL ABOUT PLUMBING	REPAIR	0	0	\$54.50
20220221	3/8/2022	B - Storm Shelter	2503 DEER VALLEY DR	STORM SAFE SHELTERS	NEW INSTALLATION	3,700	35	\$29.50
20220220	3/8/2022	E - Electrical	2403 E HIGHLAND	AIRCO SERVICE	NEW INSTALLATION	0	0	\$54.50
20220219	3/8/2022	P - Plumbing	8 BRIARWOOD	HERMAN'S PLUMBING	CHANGE OUT	0	0	\$54.50
20220218	3/8/2022	B - Residential - Remodel	806 N TUCKER	AUSTIN CODY	TOTAL REMODEL	30,000	900	\$195.75
20220217	3/8/2022	P - Plumbing	1400 E FARRALL ST	DALE'S PLUMBING	REPAIR	0	0	\$54.50
20220216	3/8/2022	E - Electrical	2703 WOODLAWN	JAMES CRAWFORD ELECTRIC LLC	NEW INSTALL	0	0	\$54.50
20220215	3/8/2022	B - Accessory Structure	1216 E 9TH ST	CHRIS HARDEN	NEW CONSTRUCTION	16,000	400	\$89.50
20220214	3/7/2022	O - Paving Cut and Boring	1 W MAIN	B & H CONSTRUCTION	STREET CUT	0	0	

20220213	3/7/2022	M - Mechanical	5006 CHAUNCEY LN	ACOCK CLIMATE CONTROL	NEW SYSTEM - 5 TON	0	0	\$129.50
20220212	3/7/2022	O - Sign	923 E MACARTHUR SUITE B	SUPERIOR NEON SIGNS	NEW INSTALLATION	500	324	\$50.00
20220211	3/7/2022	M - Mechanical	1902 KATIE RD	ALPINE MECHANICAL	GAS LINE EXTENSION	0	0	\$54.50
20220210	3/7/2022	P - Plumbing	230 S DRAPER	COWBOYS PLUMBING	REPLACE	0	0	\$54.50
20220209	3/7/2022	E - Electrical	527 E ANNA	GROVE ELECTRICAL SOLUTIONS LLC	NEW WIRING	0	0	\$54.50
20220208	3/4/2022	P - Plumbing	231 S MCKINLEY	DALE'S PLUMBING	TAP & REPLACE	0	0	\$429.50
20220207	3/4/2022	E - Electrical	1629 N MARKET	LET THERE BE LIGHT ELECTRIC	REPAIR	0	0	\$54.50
20220206	3/4/2022	P - Plumbing	611 N BONITA AVE	AIRCO SERVICE	CHANGE OUT	0	0	\$54.50
20220205	3/4/2022	M - Mechanical	1130 E FAY ST	LUCKY DAY HVAC	CHANGE OUT	0	0	\$79.50
20220204	3/4/2022	M - Mechanical	120 E KIRK	LUCKY DAY HVAC	CHANGE OUT	0	0	\$79.50
20220203	3/4/2022	O - Sign	401 N BROADWAY	GARNER CONSTRUCTION	MONUMENT SIGN	50,000	120	
20220202	3/4/2022	P - Plumbing	1219 E Rose Dr	CND PLUMBING	REPAIR	0	0	\$54.50
20220201	3/4/2022	P - Plumbing	1505 N TUCKER	DALE'S PLUMBING	REPAIR	0	0	\$54.50
20220200	3/3/2022	PC - Lot Split	1011 E FARRALL ST	PAULA LAUDERDALE	LOT SPLIT 01-22	0	0	\$75.00
20220199	3/3/2022	P - Plumbing	4107 N POTTENGER	DALE'S PLUMBING	REPAIR	0	0	\$54.50
20220198	3/3/2022	B - Residential - Remodel	230 S DRAPER	LG CONSTRUCTION	SURA /CDBG	9,985	0	\$0.00
20220197	3/3/2022	B - Commercial - Remodel	2301 E HIGHLAND ST	VICTORY FAMILY CHURCH	REMODEL	800,000	16,790	
20220196	3/3/2022	E - Electrical	1335 E 11TH ST	RODGERS ELECTRIC	REPAIR	0	0	\$54.50
20220195	3/3/2022	B - Residential - New	1435 E BRADLEY	PELTIER CONSTRUCTION LLC	NEW CONSTRUCTION	165,000	1,755	\$1,102.44
20220194	3/3/2022	B - Commercial - Remodel	1102 N CENTER AVE	JASON MCPHAIL	REMODEL	30,000	400	\$104.50

20220193	3/2/2022	P - Plumbing	1909 N PARK	DALE'S PLUMBING	REPAIR	0	0	\$54.50
20220192	3/2/2022	E - Electrical	3310 N OKLAHOMA AVE	JIMMY JONES ELECTRIC, LLC	NEW INSTALLATION	0	0	\$54.50
20220191	3/2/2022	B - Storm Shelter	2731 WOODLAWN CT	FREEDOM HOMES LLC	NEW INSTALLATION	3,100	36	\$29.50
20220190	3/2/2022	E - Electrical	1601 N KICKAPOO STE 500	ABOVE ALL ELECTRICAL SOLUTIONS	REMODEL	0	0	\$54.50
20220189	3/2/2022	E - Electrical	702 N UNION	BOB GENZER ELECTRIC	REMODEL	0	0	\$54.50
20220188	3/1/2022	B - Residential - New	31520 INGRAM RD	SONNY & MORGAN SNEED	MOVE ON - MOBILE HOME	55,000	2,184	\$468.60
20220187	3/1/2022	E - Electrical	1113 MORNING SIDE CT	LARRISON ELECTRIC	NEW INSTALLATION	0	0	\$54.50
20220186	3/7/2022	E - Electrical	1525 N BROADWAY	ALL PHASE ELECTRIC, IN	FIRE DAMAGE	0	0	\$79.50
20220185	3/1/2022	M - Mechanical	527 E ANNA	WATKINS HEAT & AIR	CHANGE OUT	0	0	\$79.50
								\$14,904.80

Total Records: 116

4/1/2022

Regular Board of Commissioners**4. d.**

Meeting Date: 04/18/2022

Mayor's Appointments

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments:

Shawnee Beautification, Parks, and Recreation Committee

Zach Foster 1st Full Term Expires: May 1, 2025

Appointment to newly created board

Ian Hayes 1st Full Term Expires: May 1, 2025

Appointment to newly created board

Sherry Lankford 1st Full Term Expires: May 1, 2026

Appointment to newly created board

Sue Nelson 1st Full Term Expires: ----May 1, 2026

Appointment to newly created board

Chad Payn 1st Full Term Expires: May 1, 2026

Appointment to newly created board

Attachments

Foster

Hayes

Lankford

Nelson

Payn

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

From: Zach Foster <zach.bw.foster@gmail.com>

Sent: Saturday, March 26, 2022 4:06 PM

To: Kerri Foster <kerri.foster@shawneeok.org>

Subject: [EXTERNAL EMAIL]Parks and Rec Board

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

I am willing to stay on the board with the changes that are being made. Please let me know what else I need to do

Sent from my iPhone



RECEIVED CITY CLERK'S OFFICE
Date 8/24/2020 Time 12:22pm

APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Zach Foster</u>	Application Date: <u>8/24/20</u>
Address: <u>13807 ACME RD Apt 114</u>	Date of Birth: <u>01/31/1991</u>
Mailing Address: <u>13807 ACME RD Apt 114 Shawnee OK 74804</u>	
Daytime Phone: <u>405-275-1556</u> ^{CELL} Fax: <u>405-919-9033</u>	Email: <u>Zach.BW.Foster@gmail.com</u>
Profession: <u>Director of Youth Ministry</u>	
Business Name: <u>Wesley United Methodist Church</u>	
Business Address: <u>302 E Independence St Shawnee OK 74804</u>	
Business Phone: <u>405-275-1556</u> Fax: _____	Email: <u>WesleyStudentministries5@gmail.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? 2 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 Contract Review Committee ☐ Housing Authority ☐ Library Board	☐ Oklahoma Baptist University Trust Authority ☒ Parks and Recreation Committee ☐ Planning Commission ☐ Senior Citizens of Shawnee Board ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other
--	---

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

I Work for a Church and am wanting to Branch out into 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?

Before working for the Church, I worked as Youth Sports and rec for the YMCA for 10 years. Currently a member of Putnam City Optimist Club, which runs Youth Sports in Oklahoma City.

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

Now here in Shawnee. I volunteer at the YMCA in OKC.

List education, including degree(s) earned:

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

No

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

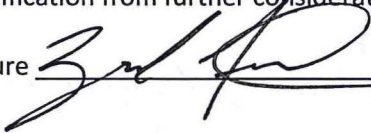
Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Tim Gasdin	Friend / MENTOR	405-646-9361
Chris Dodson	PASTOR / SUPERVISOR	405-708-8353
Nathan Donald	FORMER BOSS	225-572-2696

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 8/24/20

Ian Hayes

1810 Dougherty Dr.

Shawnee, OK 74804

405-664-0103

mooseplaysbass@gmail.com

To whom it may concern,

I have served on the City of Shawnee Beautification Committee since December of 2020. I have recently been made aware that the Beautification Committee will be decommissioned and combined with Parks and Recreation. I would like to continue to serve on this board if possible. I have lived in Shawnee since May of 2020, but I have been working in this community for the last five years. I really enjoy being a part of this community and I would love to serve the community to whatever extent that I am able.

Along with serving on the Beautification Committee, I have served on the planning committee for Frenzy on Federal; an annual fundraising event for United Way of Pottawatomie county hosted by Bancfirst. This year will be our 4th annual event. I also have volunteered for United Way's Days of Caring and for the Salvation Army during their Christmas Drive. I've also served on the worship team at Praise Assembly from 2016 until November of 2021 when Praise Assembly was acquired by Victory Family Church; to which I serve to the same capacity currently.

I love this community and I want to see it grow and prosper; that being said, I want to do my part to whatever capacity to help realize those goals.

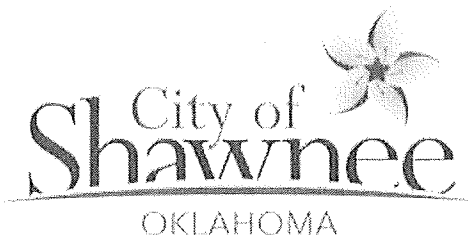
It is for this reason that I am sending this letter of interest, in hopes that I may be able to continue my service to the City of Shawnee by being on this board for the Parks and Recreation department.

Thank your time and consideration,

Sincerely,

A handwritten signature in black ink, appearing to be 'IH' followed by a long, sweeping horizontal line.

Ian Hayes



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Ian Hayes</u>	Application Date: <u>08/20/2020</u>
Address: <u>1810 Dougherty Dr. Shawnee OK, 74804</u>	Date of Birth: <u>11/03/1983</u>
Mailing Address: <u>1810 Dougherty Dr. Shawnee OK, 74804</u>	
Daytime Phone: <u>405-664-0103</u>	Fax: _____ Email: <u>mooseplaysbass@gmail.com</u>
Profession: <u>Personal Banker</u>	
Business Name: <u>BANCFIRST</u>	
Business Address: <u>1939 N Harrison Shawnee OK, 74801 and 1213 Gordon Cooper Dr. Tecumseh, OK 74873</u>	
Business Phone: <u>405-878-3555</u>	Fax: <u>405-878-3562</u> Email: <u>ian.hayes@bancfirst.bank</u>

Do you live within the City Limits of the City of Shawnee? Yes ☒ No ☐

Do you currently serve on a City board, committee or commission? Yes ☐ No ☒

If so, please list the board/committee: _____

How many years have you lived in Shawnee? less than 1. Worked in Shawnee for 4years.

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 Contract Review Committee ☐ Housing Authority ☐ Library Board	☐ Oklahoma Baptist University Trust Authority ☒ Parks and Recreation Committee ☐ Planning Commission ☐ Senior Citizens of Shawnee Board ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other
--	---

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

I really enjoy being n Shawnee and i want to serve this community. I feel that we have alot of good things happening in this city, particularly Shawnee becominhg Blue Zones Project certified. The parks and recreation department is of paramount importance to providing a safe way for the citizens of Shawnee to get outside and move in a natural way.

Revised July 12, 2019

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?

My years in customer service has helped me to become an active listener and an efficient communicator.

I am able to listen to all sides of a conversation and give an informed opinion or idea without bias.

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

I have been on the planning committee for Bancfirst's Frenzy on Federal fundraising event for 3 years.

I also have served on the worship team at Praise Assembly since February of 2016.

List education, including degree(s) earned:

High School is the highest level of education I have completed.

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

No

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Michael Affentranger	Friend/Coworker/Worship team leader	405-640-4602
Kellie Clay	Friend/Supervisor	405-517-8994
Tim Bass	Friend/Coworker	405-808-8446

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 8/20/2020

Revised July 12, 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

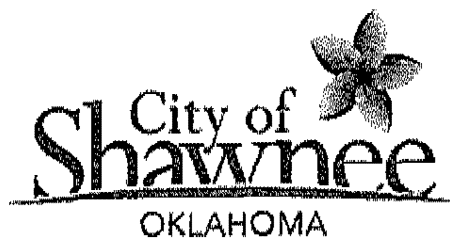
March 3, 2022

From: Sherry Lankford

To: City of Shawnee

RE: Combination of Committees

Please accept this letter as showing my interest in the combined committee made up of the Shawnee Community Beautification Committee and the City of Shawnee Parks and Recreation Committee. I look forward to being a part of making Shawnee a more beautiful community and the Place to Be!



APPLICATION TO SERVE
Boards, Committees and Commissions

☐ Appointment
☒ Reappointment – Partial/First Second Term

Name: <u>Sherry Lankford</u>	Application Date: <u>10-14-20</u>
Address: <u>2201 Bryant Via, Shawnee, OK 74804</u>	Date of Birth: <u>02-27-56</u>
Mailing Address: <u>same</u>	
Daytime Phone: <u>405-640-4378</u>	Fax: _____ Email: <u>sherry.lankford@att.net</u>
Profession: <u>Sr Branch Office Administrator</u>	
Business Name: <u>Edward Jones</u>	
Business Address: <u>318 W. MacArthur</u>	
Business Phone: <u>405-275-2030</u>	Fax: <u>888-758-6042</u> Email: <u>sherry.lankford@edwardjones.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? 40 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 Contract Review Committee ☐ Housing Authority ☐ Library Board	☐ Oklahoma Baptist University Trust Authority ☐ Parks and Recreation Committee ☐ Planning Commission ☐ Senior Citizens of Shawnee Board ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other
---	--

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

Served on the Chamber of Commerce Beautification Committee for several years. Have interest in making and keeping Shawnee beautiful.

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?

Love working outdoors. Reliable to serve

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

Shawnee Rotary Club - board member, Rotary sponsored Knight Vision character building program at Horace Mann since its inception over 10 years ago
Blue Zones Advocate

List education, including degree(s) earned:

High School Graduate

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

Housing Authority - 4 yrs Beautification Committee currently

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
James E Smith	Co-worker	405-275-2030 (w)
Cindy Lantz	friend	405-275-3217
Christina Walker	friend	405-968-0952

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 Sherry J. Lankford

Date 10-14-20



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: Sue Nelson Application Date: 1-20-2022
Address: 29 Brookridge Shawnee OK 74804 Date of Birth: 3-6-42
Mailing Address: Same
Daytime Phone: 405-997-8625 Fax: NA Email: _____
Profession: Banker
Business Name: Vision Bank
Business Address: 4301 N. Harrison Shawnee OK 74804
Business Phone: 405-481-2812 Fax: 405-395-9466 Email: SNelson@Visionbank.bank

Do you live within the City Limits of the City of Shawnee? Yes ☐ No ☒

Do you currently serve on a City board, committee, or commission? Yes ☒ No ☐

If so, please list the board/committee: Beautification

How many years have you lived in Shawnee? 60yrs.

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

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

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

Serve on this committee need

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?

Love for community & hard work.

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

The Salvation Army Advisory Bd., Shawnee Home Builders Bd., Engage the Clinic Bd., 7th & 7th Basketball Board Juvenile.

List education, including degree(s) earned:

High School

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

Yes 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>Dan Morris</u>	<u>friend</u>	<u>405-250-1613</u>
<u>Ellen Wall</u>	<u>friend</u>	<u>405-263-2618</u>
<u>John Reynold</u>	<u>friend</u>	<u>405-227-5648</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 Dee Nilson

Date 1-20-2022

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

From: [Kerri Foster](#)
To: [COS City Clerk](#)
Cc: [Amy L. Riggins](#); [Bradley Schmidt](#); [Cody A. Ellis](#); [Clint A. Bowen](#)
Subject: FW: [EXTERNAL EMAIL]Parks and Rec Committee
Date: Tuesday, March 22, 2022 3:23:13 PM
Attachments: [image001.png](#)

Good afternoon,

Thank you for letting me serve on the Parks and Recreation Committee the last couple of years. I would like to serve on the new committee combining the Beautification and Parks & Rec.

Thanks,
Chad



Dr. Chad Payn

Division Chair

Assistant Professor of Exercise Science, Sports & Recreation

Faculty Athletic Representative

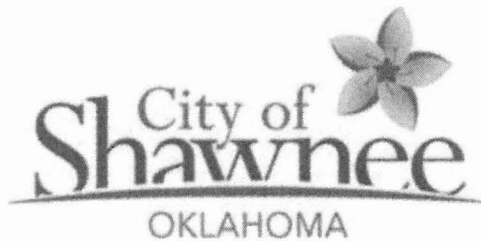
OBU Box 61171
500 West University Street
Shawnee, Oklahoma 74804

okbu.edu

405.585.5373 (phone)

229.886.5032 (cell)

OBU is a Christian liberal arts university located in Shawnee, Oklahoma. Offering both undergraduate and graduate degrees, the University has been rated as one of the top 10 regional colleges in the West by U.S. News and World Report for three decades. OBU is one of three universities in Oklahoma and the only private Oklahoma university listed on Great Value College's rankings of 50 Great Affordable Colleges in the Midwest. The Wall Street Journal ranked OBU second in the nation for student engagement among all U.S. colleges and universities. The Princeton Review has named OBU one of the best colleges and universities in the western United States for well over a decade.



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Chad Payn</u>	Application Date: <u>2-11-19</u>
Address: <u>36900 Sweetwood Rd</u>	Date of Birth: <u>7-8-79</u>
Mailing Address: <u>Shawnee, 74801</u>	
Daytime Phone: <u>405-585-5373</u> Fax: _____	Email: <u>cpayn02@gmail.com</u>
Profession: <u>Assistant Professor of Sports & Recreation</u>	
Business Name: <u>Oklahoma Baptist University</u>	
Business Address: <u>500 W University, Shawnee 74804</u>	
Business Phone: <u>405-585-5373</u> Fax: _____	Email: <u>Chad.Payn@okbu.edu</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? 3 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 ☒ 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?

I believe city parks and recreation are extremely important to a community. My desire is for Shawnee to offer the best facilities, programs, and resources in parks & recreation.

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

I have over 15 years experience in the sports and recreation profession. I currently teach college courses in this area where I'm constantly reading and researching issues in parks & recreation

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

I am a volunteer at my church in the childrens and youth department. I also volunteer to help lead the church sports ministry.

List education, including degree(s) earned:

B.A. Church Recreation from Oklahoma Baptist University
M.A. Christian Education from Southwestern Baptist Theological Seminary
Doctoral Candidate in Sports Management from United States Sports Academy

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

Have not served before.

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>Pam Robinson</u>	<u>Current Supervisor</u>	<u>405-585-4100</u>
<u>Todd Fisher</u>	<u>Church Pastor</u>	<u>405-273-2105</u>
<u>Norris Russell</u>	<u>Colleague</u>	<u>405-585-5371</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 Chad Page

Date 2-11-19

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**6.**

Meeting Date: 04/18/2022

Proclamations

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Proclamations:

"Loyalty Day"

May 1, 2022

"Arbor Day"

April 29, 2022

"Better Speech, Hearing, and Language Month"

May 2022

Attachments

Loyalty Day

Arbor Day

Better Speech, Hearing, and Language Month



Proclamation

“Loyalty Day”

Whereas, on May 1, 1958, President Dwight D. Eisenhower declared “Loyalty Day” as a day of national observance; and

Whereas, Congress, by joint resolution approved on July 18, 1958, designated May 1st of each year to be “Loyalty Day”; and

Whereas, Loyalty to America is born of appreciation, faithfulness, pride, and an understanding of our founding principles; and

Whereas, the founding principles of this great nation have served to provide prosperity, liberty, and justice to more people than in all of prior human history; and

Whereas, this proclamation also serves as an opportunity to recognize those who have demonstrated their commitment to our country through service and sacrifice; and

Whereas, the City of Shawnee recognizes the monumental achievements and invaluable contributions made by Americans that have led to America’s founding principles, which continue to guide our Nation toward progress and prosperity; and

Whereas, the City of Shawnee encourages its citizens to join in this nationwide observance; and

Whereas, we as citizens of this great nation reaffirm our commitment to these historic principles, and recognize the responsibility of fellowship within our community. We as citizens strive to remain civil and respectful of each other and remain faithful to liberty and justice for all.

Now, therefore I, Ed Bolt, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim May 1, 2022, to be

“Loyalty Day”

In the City of Shawnee, Oklahoma
Dated this 18th day of April, 2022

Ed Bolt, Mayor

Lisa Lasyone, CMC, City Clerk



Proclamation

“Arbor Day”

Whereas, this year marks the 150th Anniversary of Arbor Day that originally started in 1872; and

Whereas, Arbor Day is celebrated nationally to encourage Americans to maintain and replenish our country’s forests, orchards, woodlands; and

Whereas, in March 1982, Oklahoma declared a full “Arbor Week” to better recognize the value of tree planting as well as to avoid the harsh planting conditions of late winter; and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, reduce heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife. Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, beautify our community, and are a source of joy and spiritual renewal; and

Whereas, the City of Shawnee has been named as a 2020 Tree City USA community by the Arbor Day Foundation; this is the nineteenth year Shawnee has received this national recognition; and

Whereas, trees, wherever that are planted contribute immeasurably to our wonderful city of which we are most proud. In honor of Arbor Day, the City of Shawnee encourages all citizens to plant trees to promote the well-being of this and future generations.

Now, therefore I, Ed Bolt, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim April 29, 2022, to be

“Arbor Day”

In the City of Shawnee, Oklahoma
Dated this 18th day of April, 2022

Ed Bolt, Mayor

Lisa Lasyone, CMC, City Clerk



Proclamation

“Better Speech, Hearing, and Language Month”

Whereas, audiologists and speech-language pathologists in Shawnee, Oklahoma and nationwide observe and celebrate Better Speech, Hearing, and Language Month each year during the month of May; and

Whereas, many of us take communication for granted; however, illness or injury makes speaking and hearing a challenge for many Americans; and

Whereas, more than half of the people impacted by hearing loss are younger than 65 years and hearing loss is the third most common health problem in the United States; and

Whereas, the Shawnee City Commission recognizes and values the efforts of all who work to eliminate or minimize the isolating effects of communication disorders, which affect one in ten families; and

Whereas, most people with communicative disorders can be helped through medical and surgical treatment, hearing aids, and hearing and speech rehabilitation; and

Whereas, our citizens, who have overcome hearing impairments through early diagnosis and proper treatment, are able to lead more independent, productive, and fulfilling lives; and

Whereas, Shawnee is proud and honored to have audiologists and speech-language pathologists offering quality education and health-care services to its citizens.

Now, therefore I, Ed Bolt, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim May 2022, to be

“Better Speech, Hearing, and Language Month”

In the City of Shawnee, Oklahoma
Dated this 18th day of April, 2022

Ed Bolt, Mayor

Lisa Lasyone, CMC, City Clerk

Regular Board of Commissioners

7.

Meeting Date: 04/18/2022

Presentation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation of the Fiscal Year 2020-2021 Annual Comprehensive Financial Report and Single Audit Report.

Attachments

Memo

ACFR

Single Audit Report



Finance

16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: April 18, 2022
To: City Commission
From: Jacob Bussell, Assistant Finance Director
Subject: City of Shawnee – FY21 Annual Comprehensive Financial Report and Single Audit Report with Accompanying Independent Auditor's Reports

Background: On March 22, 2022, Arledge & Associates issued an Independent Auditor's Report to accompany the City's Annual Comprehensive Financial Report for the fiscal year ended June 30, 2021. Concurrently, Arledge & Associates issued a Single Audit Report for the fiscal year ended June 30, 2021, related to federal assistance programs.

The audit reports contain the following audit opinions:

- Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2021.
 - **Unmodified Opinion** – Financial statements are presented fairly, in all material respects, and conform with Generally Accepted Accounting Principles (GAAP).
- Single Audit Report for the fiscal year ended June 30, 2021.
 - **Unmodified Opinion** – For its Major Federal Programs, the City has complied, in all material respects, with the compliance requirements of the Uniform Guidance.

A representative from Arledge & Associates will present the ACFR and Single Audit Report and be available to answer questions.

Financial Impact: None.

Attachment: ACFR, and Single Audit Report.

Staff Recommendation: Non-action item.



ANNUAL COMPREHENSIVE FINANCIAL REPORT

For the fiscal year ended June 30, 2021

CITY OF SHAWNEE, OKLAHOMA

**Annual Comprehensive Financial Report
And Accompanying Independent Auditor's Report**

**For the Fiscal Year Ended
June 30, 2021**

Prepared by:
Department of Finance

Jacob Bussell
Interim Finance Director

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CITY OF SHAWNEE, OKLAHOMA
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INTRODUCTION SECTION



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 ("City"), we are pleased to present the 2020-2021 Annual Comprehensive Financial Report (ACFR) to the Mayor and City Commission and the people of Shawnee. The ACFR provides a formal report on the status of the City's financial position and results of operations for the past fiscal year ended June 30, 2021. 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, 2021. The independent auditors report is presented as the first component of the financial section of the ACFR.

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 City's financial condition.

PROFILE OF THE CITY

The City of Shawnee is in Pottawatomie County approximately 35 miles east of Oklahoma City, Oklahoma. The City was incorporated in 1894 and encompasses 56 square miles. The City is a full-service municipality and operates under a Council-Manager form of government consisting of six 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, 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, commissions, 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, 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 is 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, 2021 for the General Fund, Shawnee Municipal Authority, and Shawnee Airport Authority were 26.65%, 21.33%, and 9.19% respectively. Certain 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 2018 and 2019. 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. This effort continued in FY-2021 with a focus on the services, infrastructure, and technology essential to creating an efficient and modern municipality.

LONG-TERM FINANCIAL PLANNING AND MAJOR INITIATIVES, CONTINUED

During FY-2021, the City continued several projects to enhance the community including the expansion of Kickapoo from Kickapoo Spur to Farrall, Whittaker Street reconstruction, Leo Street resurfacing, and the design of Independence sidewalk construction.

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 until September 2028 and is expected to generate approximately \$30 million for the projects. In FY-2021 the City made substantial progress on the renovation of a building to serve as the new Police Department headquarters, and the facility was officially opened in FY-2022. Additionally, the sales tax funds replenished a large percentage of the police fleet with modern vehicles. Progress also continued on the parks and recreation projects, with construction design of Woodland Park and Kid's Space Park almost completed in FY-2021.

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-2020 and FY-2021, the majority of the engineering was completed for the water and wastewater treatment plants for required capital improvements. The construction is set to begin during FY-2022. Project financing for the wastewater improvements was secured in FY-2020, and the financing for water treatment improvements was secured during FY-2021.

Lastly, in FY-2021, the Shawnee Municipal Authority completed its Advanced Metering Infrastructure (AMI) for the water utility city-wide. The benefits of installing AMI meters are 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, and reduced equipment and maintenance costs.

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. For FY-2021, approximately 63% of the General Fund revenues were provided by sales and use tax. The City depends significantly on sales and use tax to fund all general government operations. 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. Other major sources include intergovernmental revenues which comprised approximately 11% of the General Fund revenues. These revenues come from grants and other governmental agencies and have increased during FY-2021 due to State and Federal pandemic relief funding.

In FY-2021, overall economic conditions remained stable despite uncertainty caused by the pandemic. During FY-2021, the City saw an increase in sales tax collections of approximately 11% from prior year, and use tax collections increase of approximately 9% from prior year. Budgeting conservatively, the original FY-2022 sales tax projection was based on 2% increase from the FY-2021 budget; a target the City has consistently exceeded in the first few months of FY-2022. Sales and use taxes collected through November 2021 are increasing compared with FY-2021 results.

The City's FY-2022 budget estimates for General Fund revenues are approximately \$23.6 million. Additionally, the Shawnee Municipal Authority utility revenues are projected at approximately \$18.8 million. 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.

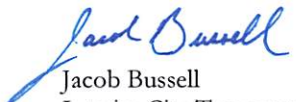
AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting to the City for its Annual Comprehensive Financial Report for the fiscal year ended June 30, 2020. To be awarded the Certificate of Achievement, the City must publish an easily readable and efficiently organized Annual Comprehensive 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 Annual Comprehensive 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 Annual Comprehensive Financial Report was made possible by the dedicated staff of the Finance Department. 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,


Andrea Weckmueller-Behringer
City Manager


Jacob Bussell
Interim City Treasurer

City of Shawnee, Oklahoma

List of Principal Officials

June 30, 2021

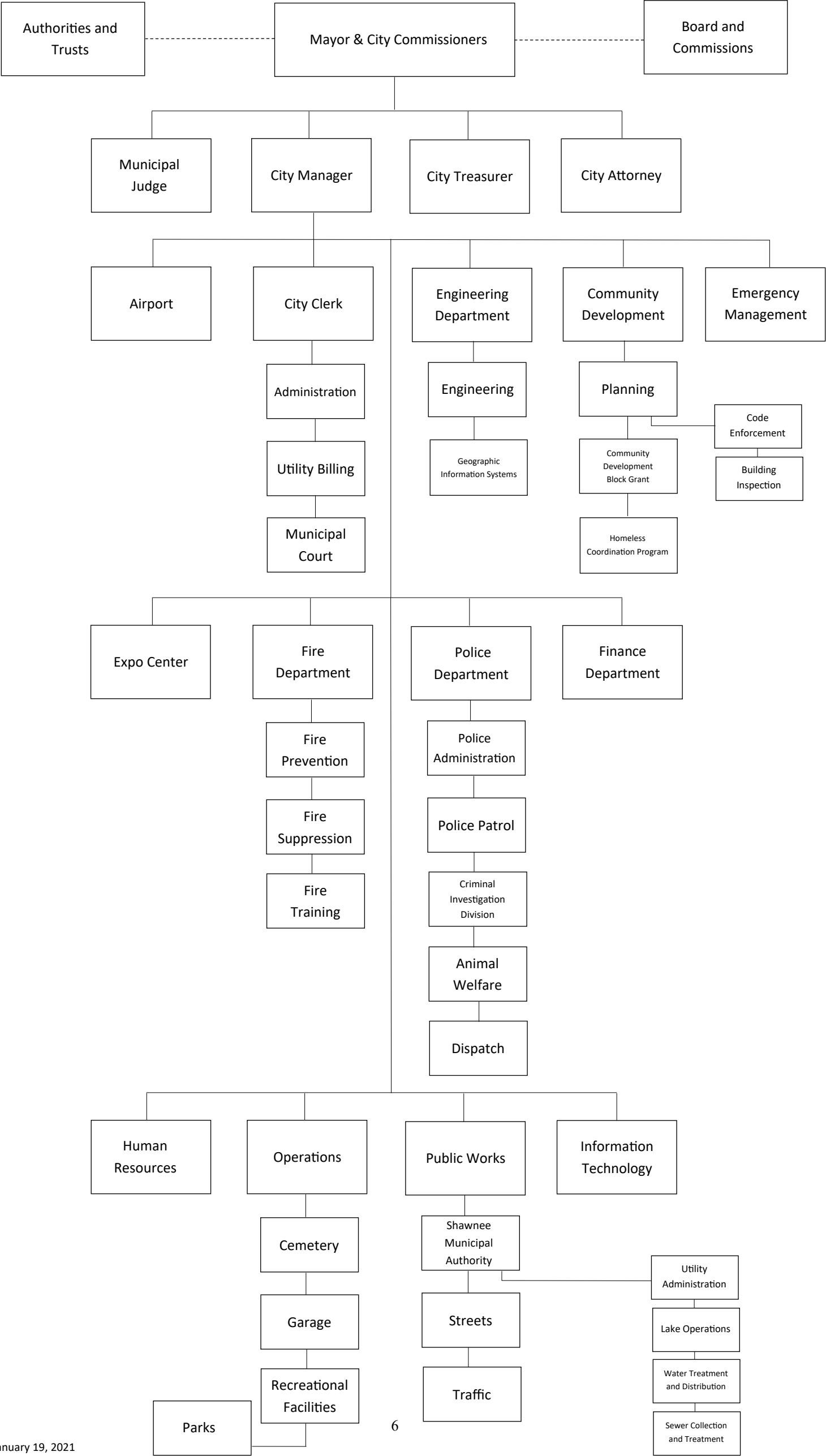
Mayor and City Commission

Ed Bolt	Mayor
Daniel Matthews	Commissioner
Bob Weaver	Commissioner
Travis Flood	Commissioner
Darren Rutherford	Commissioner
Mark Sehorn	Commissioner
Ben Salter	Commissioner

Administration

Chance Allison	City Manager
Ashley Neel	Finance Director/Treasurer
Lisa Lasyone	City Clerk
Mason Wilson	Police Chief
Tony Wittmann	Fire Chief
Jennifer Greenland	Human Resource Director
Rebecca Blaine	Community Development Director/ Planning Director
Seth Barkhimer	Director of Engineering
Brad Schmidt	Public Works Director
Bonnie Wilson	Airport Manager
Stacy Cramer-Moore	Tourism Director

City of Shawnee Organization Chart





Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Shawnee
Oklahoma**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2020

Christopher P. Morill

Executive Director/CEO

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FINANCIAL SECTION

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 units, 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, 2021, 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, 2021, 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.

Arledge & Associates, P.C.

Edmond, Oklahoma
March 22, 2022



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, 2021. 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 increased by \$8,849,155 or 17.86% from the prior year and the assets and deferred outflows of the City continued to exceed its liabilities and deferred inflows at June 30, 2021, by \$90.4 million (net position).
- Of the \$90.4 million in total net position, \$94.0 million is the net investment in capital assets. Another \$12.8 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 \$15.5 million, while unrestricted net position of the business-type activities is a deficit of \$0.9 million. The deficits are in a large part 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, 2021, the City's governmental funds reported total combined ending fund balances of \$41.3 million. Of this amount, \$34.2 million is restricted by outside sources and enabling legislation, leaving \$6.9 million as unassigned fund balance.
- At June 30, 2021, enterprise funds reported \$41.6 million of total net position. \$40.1 million is the net investment in capital assets, and \$2.4 million is restricted for debt service, leaving a deficit of \$0.9 million in an unrestricted net position.

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 two categories: governmental funds and proprietary 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 74, 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, 2021. 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 85-103. 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, 2021, net position for the governmental activities and business-type activities increased \$8,849,155. The results indicate the City’s financial condition improved over the prior year.

MANAGEMENT'S DISCUSSION & ANALYSIS
CITY OF SHAWNEE, OKLAHOMA
JUNE 30, 2021

Following is a summary of net position for the City of Shawnee as of June 30, 2021 and June 30, 2020:

TABLE 1
NET POSITION (In Thousands)

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	<u>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>	
Current assets	\$ 46,567	\$ 25,879	80%	\$ 5,861	\$ 5,531	6%	\$ 52,428	\$ 31,410	67%
Capital assets, net	53,854	50,819	6%	53,632	53,027	1%	107,486	103,846	4%
Total assets	<u>100,421</u>	<u>76,698</u>	31%	<u>59,493</u>	<u>58,558</u>	2%	<u>159,914</u>	<u>135,256</u>	18%
Deferred outflows	<u>7,051</u>	<u>5,647</u>	25%	<u>745</u>	<u>707</u>	5%	<u>7,796</u>	<u>6,354</u>	23%
Current liabilities	8,946	5,797	54%	4,163	4,395	-5%	13,109	10,192	29%
Non-current liabilities	46,616	32,273	44%	13,897	14,373	-3%	60,513	46,646	30%
Total liabilities	<u>55,562</u>	<u>38,070</u>	46%	<u>18,060</u>	<u>18,768</u>	-4%	<u>73,622</u>	<u>56,838</u>	30%
Deferred inflows	<u>3,135</u>	<u>3,083</u>	2%	<u>596</u>	<u>182</u>	227%	<u>3,731</u>	<u>3,265</u>	14%
Net position									
Net investment capital assets	53,867	49,479	9%	40,093	40,068	0%	93,960	89,547	5%
Restricted	10,388	11,232	-8%	2,379	2,329	2%	12,767	13,561	-6%
Unrestricted (deficit)	(15,480)	(19,519)	-21%	(890)	(2,082)	-57%	(16,370)	(21,601)	-24%
Total net position	<u>\$ 48,775</u>	<u>\$ 41,192</u>	18%	<u>\$ 41,582</u>	<u>\$ 40,315</u>	3%	<u>\$ 90,357</u>	<u>\$ 81,507</u>	11%

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 \$93.9 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, \$12.7 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 \$15.5 million, or a 21% decrease in the size of the deficit of the prior year, primarily due to an increase in the net investment in capital assets and an increase in current assets. The business-type activities has a deficit unrestricted net position of \$0.9 million, or a 57% decrease in the size of the deficit of the prior year, primarily due to an increase in total assets.

Changes in Net Position:

Table 2 summarizes the City's changes in net position for fiscal year 2021 compared to fiscal year 2020.

MANAGEMENT'S DISCUSSION & ANALYSIS
CITY OF SHAWNEE, OKLAHOMA
JUNE 30, 2021

TABLE 2
CHANGES IN NET POSITION (In Thousands)

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	<u>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>	
Revenues									
Charges for service	\$ 1,438	\$ 1,112	29%	\$ 15,518	\$ 14,314	8%	\$ 16,956	\$ 15,426	10%
Operating grants and contributions	3,243	5,349	-39%	2	6	-100%	3,245	5,355	-39%
Capital grants and contributions	2,323	143	1524%	774	14	5429%	3,097	157	1873%
Taxes	29,455	26,838	10%	-	-	-	29,455	26,838	10%
Intergovernmental revenue	438	401	9%	-	-	-	438	401	9%
Investment income	16	172	-91%	66	67	-1%	82	239	-66%
Miscellaneous	562	196	187%	219	172	27%	781	368	112%
Total revenues	37,475	34,211	10%	16,579	14,573	14%	54,054	48,784	11%
Expenses									
General government	4,376	5,142	-15%	-	-	-	4,376	5,142	-15%
Public safety	18,764	18,139	3%	-	-	-	18,764	18,139	3%
Streets	5,511	5,189	6%	-	-	-	5,511	5,189	6%
Culture and recreation	2,293	2,442	-6%	-	-	-	2,293	2,442	-6%
Community development	376	558	-33%	-	-	-	376	558	-33%
Economic development	1,595	1,576	1%	-	-	-	1,595	1,576	1%
Interest	401	298	35%	-	-	-	401	298	35%
Water	-	-	-	3,576	4,216	-15%	3,576	4,216	-15%
Wastewater	-	-	-	3,472	4,552	-24%	3,472	4,552	-24%
Sanitation	-	-	-	2,732	2,325	18%	2,732	2,325	18%
Administration	-	-	-	680	828	-18%	680	828	-18%
Airport	-	-	-	1,290	1,288	0%	1,290	1,288	0%
Lake	-	-	-	139	113	23%	139	113	23%
Total expenses	33,316	33,344	0%	11,889	13,322	-11%	45,205	46,666	-3%
Excess (deficiency) before transfers	4,159	867	380%	4,690	1,251	275%	8,850	2,118	318%
Transfers	3,424	3,184	8%	(3,424)	(3,184)	-8%	-	-	
Change in net position	7,583	4,051	87%	1,266	(1,933)	166%	8,850	2,118	318%
Beginning net position	41,192	37,141	11%	40,315	42,248	-5%	81,507	79,389	3%
Ending net position	\$ 48,775	\$ 41,192	18%	\$ 41,581	\$ 40,315	3%	\$ 90,357	\$ 81,507	11%

Governmental Activities

The City's governmental activities (as shown in Table 2 above) increased net position by \$7.6 million, representing an 87% increase in the change in net position of the prior year. The current year increase is due to an increase in taxes and capital grants while expenses remained stable.

Fiscal year 2020-2021 tax revenues totaled \$29.5 million compared to \$26.8 million in fiscal year 2019-2020 as the local economy began recovery from COVID 19 and sales tax increased as the economy reopened and the city sales tax base expanded.

Capital grants and contributions increased 1524% from the prior year, as the City received funds related to the American Rescue Plan being used for infrastructure improvements.

Business-type Activities

Operational net revenues of the business-type activities showed an increase in the change in net position of the prior year. Utility revenue collections were slightly increased and expenses showed a slight decrease.

MANAGEMENT'S DISCUSSION & ANALYSIS
CITY OF SHAWNEE, OKLAHOMA
JUNE 30, 2021

Tables 3 and 4 summarize the total cost of providing services from governmental activities and business-type activities for fiscal years 2021 and 2020.

TABLE 3
Net Revenue (Expense) of Governmental Activities
(In Thousands)

	Total Expense of Services		% Inc. (Dec.)	Net Revenue (Expense) of Services		% Inc. (Dec.)
	<u>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>	
General government	\$ 4,376	\$ 5,142	-15%	\$ (1,348)	\$ (4,876)	-72%
Public safety	18,764	18,139	3%	(16,133)	(13,038)	24%
Streets	5,511	5,189	6%	(4,994)	(4,885)	2%
Culture, parks and recreation	2,293	2,442	-6%	(1,932)	(1,997)	-3%
Community development	376	558	-33%	30	(107)	-128%
Economic development	1,595	1,576	1%	(1,533)	(1,540)	0%
Interest on long-term debt	401	298	35%	(401)	(298)	35%
Total	<u>\$ 33,316</u>	<u>\$ 33,344</u>	0%	<u>\$ (26,311)</u>	<u>\$ (26,741)</u>	-2%

Total costs of services provided by governmental activities totaled \$33.3 million for fiscal years 2021 and 2020.

Total costs of services provided by business-type activities totaled \$11.9 million for fiscal year 2021 and \$13.3 million for fiscal year 2020.

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>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>	
Water	\$ 3,576	\$ 4,216	-15%	\$ 4,621	\$ 3,408	36%
Wastewater	3,472	4,552	-24%	602	(743)	-181%
Sanitation	2,732	2,325	18%	51	60	-15%
Administration	680	828	-18%	(604)	(828)	-27%
Airport	1,290	1,288	0%	(163)	(805)	-80%
Lake	139	113	23%	(103)	(80)	29%
Total	<u>\$ 11,889</u>	<u>\$13,322</u>	-11%	<u>\$ 4,404</u>	<u>\$ 1,012</u>	335%

A FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As the City completed its 2021 fiscal year, the governmental funds reported a combined fund balance of \$41.3 million. The enterprise funds reported combined net position of \$41.6 million. The fund balance constraints and net position restrictions are listed below:

Governmental Funds:

Fund Balance:

Non-spendable	\$179,275
Restricted	<u>34,222,491</u>
Total governmental fund balance constraints	<u>\$34,401,766</u>

Proprietary Funds:

Net Position Restrictions:

Debt service	<u>\$2,379,196</u>
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Other Fund Highlights Include:

- For the year ended June 30, 2021, the General Fund's total fund balance increased by \$6,009,792. This increase is the result of an increase in sales tax, intergovernmental revenues and transfers from other funds.
- General fund fire department total expenditures include \$952,250, while police department total expenditures include \$337,111, for pension payments made on behalf of the City by the State. The total amount of \$1,289,361 of the on-behalf payments has been included as both revenue and expenditures of the City for the year ended June 30, 2021.
- The Street Improvement Fund's total fund balance decreased by \$2.0 million due to an increase in capital expenditures.
- The Capital Improvement Fund's total fund balance increased by \$.5 million related to increases in sales taxes.
- The 2018 Capital Improvement Fund is used to account for the proceeds of a \$10 million Sales Tax Revenue Note and a \$16.9 million Sales Tax Revenue Note. The fund ended the year with \$23.9 million in fund balance and most of the proceeds had not been spent.
- The Shawnee Municipal Authority reported a net income of \$4,852,271 before contributed capital, transfers in, and transfers out.

General Fund Budgetary Highlights

Fiscal year 2021 General Fund revenues of \$23.3 million were \$0.02 million above budgeted revenues. Revenues were slightly above budget due to intergovernmental revenues and charges for services coming in slightly above budget.

Fiscal year 2021 General Fund expenditures were 6.65% below budgeted expenditures due to the city implementing cost saving measures during uncertain times.

CAPITAL ASSETS & DEBT ADMINISTRATION

Capital Assets

At the end of June 30, 2021, the City had \$107 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 increase of \$3.6 million from last year.

Below are details regarding the change in the City's capital assets for the year ending June 30, 2021.¹

TABLE 5
Capital Assets
(In Thousands)
(Net of accumulated depreciation)

	Governmental		Business-Type		Total	
	Activities		Activities			
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
Land	\$ 3,638	\$ 3,638	\$ 1,482	\$ 1,482	5,120	\$ 5,120
Buildings	6,267	7,252	5,214	5,358	11,481	12,610
Machinery, furniture and equipment	7,566	7,599	1,768	1,962	9,334	9,561
Infrastructure	33,380	29,738	26,644	24,804	60,024	54,542
Water rights	-	-	12,968	12,968	12,968	12,968
Construction in progress	3,003	2,592	5,556	6,453	8,559	9,045
Totals	<u>\$ 53,854</u>	<u>\$ 50,819</u>	<u>\$ 53,632</u>	<u>\$ 53,027</u>	<u>\$ 107,486</u>	<u>\$ 103,846</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. The most significant additions are related to street improvements, remodel of the police station, water treatment plant and the wastewater project.

Debt Administration

At year-end, the City had \$42.07 million in long-term debt outstanding, which represents a \$14.3 million increase from the prior year. The overall increase is due to the payment of scheduled principal payments on debt outstanding, offset by a new debt issue. The City issued \$19.5 million in new notes payable during the fiscal year. These debts are further detailed below as follows:²

¹ For more detailed information on capital asset activity please refer to page 45 Note III.D. Capital Assets

² For more detailed information on long-term debt activity please refer to page 46, Note III.E. Long-Term Debt

**MANAGEMENT'S DISCUSSION & ANALYSIS
CITY OF SHAWNEE, OKLAHOMA
JUNE 30, 2021**

**TABLE 6
Long-Term Debt
(In Thousands)**

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
Accrued absences	\$ 2,355	\$ 2,424	\$ 213	\$ 241	\$ 2,568	\$ 2,665
Notes payable	23,115	9,025	13,457	12,816	36,572	21,841
Claims and judgments payable	2,907	2,907	-	-	2,907	2,907
Capital leases	-	315	-	-	-	315
Totals	\$ 28,377	\$ 14,671	\$ 13,670	\$ 13,057	\$ 42,047	\$ 27,728

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

In FY-2021, economic conditions remained positive despite uncertainty caused by the global pandemic. Sales taxes, the primary revenue source of the general government, increased by approximately 11% during FY-2021. Likewise, use taxes also had an increase of approximately 9% during FY-2021. Although the City is experiencing genuine growth, we are aware that much of the FY-2021 tax revenue increase may be from temporary changes in consumer purchasing preferences (e.g., consumers choosing to purchase goods locally, rather than traveling), and excess disposable income due to State or Federal relief programs. Due to the nature of FY-2021 tax revenue increases, we are projecting revenues conservatively for FY-2022.

The City is looking to enhance efficiency and services in the upcoming year. The accounting system has been upgraded, and the City has begun OpenGov implementation for budgeting and transparency. Further improvements include a paperless work order system, Cityworks, which will begin implementation in FY-2022.

The FY-2022 budget is based on a 2% increase from the FY-2021 budget. Total FY-2022 General Fund revenues are estimated at \$23.6 million, including \$5.3 million in transfers from other funds. As noted above, sales tax and use tax collections, representing approximately 70% percent of the total General Fund revenues, are continuing the trend of running above budgeted projections as of November 2021.

Total FY-2022 Shawnee Municipal Authority utility revenues are projected at \$18.8 million with approximately \$2.1 million budgeted for water and wastewater treatment plant upgrades and related engineering services. We are projecting construction to continue throughout FY-2022.

In March 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, lighting, parking, and associated drives, which will generate excise tax revenue based on the point of delivery. Phase I is generating approximately \$1.3 million in new sales tax per year. Under the terms of the agreement the developer was rebated back a portion of the new sales tax generated over a period of years. The final payment of the agreement was budgeted for in FY-2022.

The City 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. That

development has a similar rebate agreement in place, but conditions have not yet been met to trigger rebate payments.

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) 878-1610.

BASIC FINANCIAL STATEMENTS

City of Shawnee, Oklahoma
Statement of Net Position
June 30, 2021

				<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	\$ 39,756,709	\$ 3,991,275	\$ 43,747,984	\$ 27,569
Investments	456,987	1,293,884	1,750,871	-
Interest receivable	1,669	-	1,669	-
Accounts receivable, net of allowance	767,297	1,852,030	2,619,327	-
Notes receivable, net of allowance	364,454	-	364,454	-
Internal balances	1,334,554	(1,334,554)	-	-
Due from other governmental agencies	3,699,603	-	3,699,603	-
Inventories	6,843	39,799	46,642	-
Prepaid items	179,275	18,397	197,672	-
Capital assets:				
Land, construction in progress, and water rights	6,640,961	20,006,452	26,647,413	-
Other capital assets, net of depreciation	47,212,819	33,625,571	80,838,390	3,807,085
Total Assets	<u>100,421,171</u>	<u>59,492,854</u>	<u>159,914,025</u>	<u>3,834,654</u>
DEFERRED OUTFLOW OF RESOURCES				
Deferred amounts on refunding	-	92,894	92,894	-
Deferred amounts related to pensions	5,884,249	491,251	6,375,500	-
Deferred amounts related to OPEB	1,166,840	160,520	1,327,360	-
Total deferred outflow of resources	<u>7,051,089</u>	<u>744,665</u>	<u>7,795,754</u>	<u>-</u>
LIABILITIES				
Accounts payable and accrued expenses	2,075,531	384,246	2,459,777	13,391
Accrued interest payable	34,911	136,623	171,534	-
Due to depositors	-	1,395,442	1,395,442	-
Due to bondholders	15,893	-	15,893	-
Unearned revenue	2,668,466	-	2,668,466	-
Long-term liabilities				
Due within one year	4,151,623	2,246,503	6,398,126	11,707
Due in more than one year	46,615,611	13,896,562	60,512,173	10,725
Total liabilities	<u>55,562,035</u>	<u>18,059,376</u>	<u>73,621,411</u>	<u>35,823</u>
DEFERRED INFLOW OF RESOURCES				
Deferred amounts related to pensions	1,272,567	-	1,272,567	-
Deferred amounts related to OPEB	1,862,558	596,419	2,458,977	-
Total deferred inflow of resources	<u>3,135,125</u>	<u>596,419</u>	<u>3,731,544</u>	<u>-</u>
NET POSITION				
Net investment in capital assets	53,866,950	40,092,683	93,959,633	3,784,653
Restricted for:				
Debt service	500,961	2,379,196	2,880,157	-
Public safety	356,665	-	356,665	-
Capital projects	7,814,617	-	7,814,617	-
Economic development	1,404,766	-	1,404,766	-
Other	311,140	-	311,140	-
Unrestricted (deficit)	(15,479,999)	(890,155)	(16,370,154)	14,178
Total net position	<u>\$ 48,775,100</u>	<u>\$ 41,581,724</u>	<u>\$ 90,356,824</u>	<u>\$ 3,798,831</u>

The accompanying notes are an integral part of these financial statements.

City of Shawnee, Oklahoma
Statement of Activities
Year Ended June 30, 2021

Program Revenue					Net (Expense) Revenue and Changes in Net Position				Component Unit
Functions/Programs	Expenses	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	\$ 4,375,584	\$ 407,462	\$ 485,691	\$ 2,134,225	\$ (1,348,206)	\$ -	\$ (1,348,206)	\$ -	
Public safety	18,764,114	582,869	2,021,270	26,824	(16,133,151)	-	(16,133,151)	-	
Streets	5,511,233	71,066	284,412	161,909	(4,993,846)	-	(4,993,846)	-	
Culture and recreation	2,292,685	293,654	67,178	-	(1,931,853)	-	(1,931,853)	-	
Community development	375,677	47,531	358,286	-	30,140	-	30,140	-	
Economic development	1,594,503	35,303	25,996	-	(1,533,204)	-	(1,533,204)	-	
Interest on long-term debt	401,373	-	-	-	(401,373)	-	(401,373)	-	
Total governmental activities	33,315,169	1,437,885	3,242,833	2,322,958	(26,311,493)	-	(26,311,493)	-	
Business-type activities:									
Water	3,576,520	8,197,495	-	-	-	4,620,975	4,620,975	-	
Wastewater	3,471,685	4,073,904	-	-	-	602,219	602,219	-	
Sanitation	2,732,373	2,783,660	-	-	-	51,287	51,287	-	
Administration	679,885	-	-	75,637	-	(604,248)	(604,248)	-	
Airport	1,290,656	427,390	1,908	698,644	-	(162,714)	(162,714)	-	
Lake	138,721	35,671	-	-	-	(103,050)	(103,050)	-	
Total business-type activities	11,889,840	15,518,120	1,908	774,281	-	4,404,469	4,404,469	-	
Total primary government	\$ 45,205,009	\$ 16,956,005	\$ 3,244,741	\$ 3,097,239	(26,311,493)	4,404,469	(21,907,024)	-	
Component Unit									
Civic & Cultural Development	\$ 260,204	\$ 19,989	\$ 19,216	\$ -	-	-	-	(220,999)	
General revenues:									
Taxes:						-			
Sales and use taxes						26,994,070	26,994,070	-	
Franchise taxes and public service taxes						1,457,288	1,457,288	-	
Hotel/motel taxes						497,012	497,012	-	
Property tax						171,902	171,902	-	
Other						334,458	334,458	-	
Intergovernmental revenue not restricted to specific programs						438,423	438,423	-	
Unrestricted investment earnings						15,765	66,395	82,160	
Miscellaneous						562,170	218,696	780,866	
Transfers						3,423,540	(3,423,540)	-	
Total general revenues and transfers						33,894,628	(3,138,449)	30,756,179	
Change in net position						7,583,135	1,266,020	8,849,155	
Net position - beginning						41,191,965	40,315,704	81,507,669	
Net position - ending						\$ 48,775,100	\$ 41,581,724	\$ 90,356,824	
								\$ 3,798,831	

The accompanying notes are an integral part of these financial statements.

City of Shawnee, Oklahoma
Balance Sheet – Governmental Funds
June 30, 2021

	General Fund	American Rescue Plan Fund	Capital Improvement Fund	Street Improvement Fund	2018 Capital Improvement Fund	Other Governmental Funds	Total Governmental Funds
ASSETS							
Cash and cash equivalents	\$ 7,034,486	\$ 4,175,737	\$ 1,561,406	\$ 1,221,655	\$ 23,713,786	\$ 2,049,639	\$ 39,756,709
Investments	432	-	380,067	76,488	-	-	456,987
Interest receivable	951	-	184	217	234	83	1,669
Receivable from other governments	76,731	-	-	10,000	-	86,615	173,346
Due from other funds	1,274,009	-	65,000	3,988,343	-	6,761	5,334,113
Taxes receivable, net	2,192,307	-	349,321	394,394	450,736	280,444	3,667,202
Court fines receivable, net	205,535	-	-	-	-	-	205,535
Other receivables	391,035	-	-	-	-	394,236	785,271
Inventories	6,843	-	-	-	-	-	6,843
Prepaid items	179,275	-	-	-	-	-	179,275
Total assets	<u>\$ 11,361,604</u>	<u>\$ 4,175,737</u>	<u>\$ 2,355,978</u>	<u>\$ 5,691,097</u>	<u>\$ 24,164,756</u>	<u>\$ 2,817,778</u>	<u>\$ 50,566,950</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES							
Liabilities:							
Accounts payable	\$ 832,626	\$ -	\$ 149,675	\$ 118,042	\$ 300,664	\$ 233,111	\$ 1,634,118
Accrued payroll payable	437,968	-	-	-	-	-	437,968
Due to other funds	2,642,412	-	1,604,878	-	-	185,170	4,432,460
Due to bondholders	14,304	-	-	-	-	-	14,304
Unearned revenue	262,500	-	-	-	-	364,454	626,954
Total liabilities	<u>4,189,810</u>	<u>-</u>	<u>1,754,553</u>	<u>118,042</u>	<u>300,664</u>	<u>782,735</u>	<u>7,145,804</u>
DEFERRED INFLOWS OF RESOURCES							
Unavailable revenue	102,527	2,041,512	-	-	-	-	2,144,039
Fund balances:							
Nonspendable	179,275	-	-	-	-	-	179,275
Restricted	22,877	2,134,225	601,425	5,573,055	23,864,092	2,049,694	34,245,368
Unassigned	6,867,115	-	-	-	-	(14,651)	6,852,464
Total fund balances	<u>7,069,267</u>	<u>2,134,225</u>	<u>601,425</u>	<u>5,573,055</u>	<u>23,864,092</u>	<u>2,035,043</u>	<u>41,277,107</u>
Total liabilities, deferred inflows, and fund balances	<u>\$ 11,361,604</u>	<u>\$ 4,175,737</u>	<u>\$ 2,355,978</u>	<u>\$ 5,691,097</u>	<u>\$ 24,164,756</u>	<u>\$ 2,817,778</u>	<u>\$ 50,566,950</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, 2021

Total fund balance, governmental funds	\$	41,277,107
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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.		53,853,780
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Certain long-term assets are not available to pay for current fund liabilities and, therefore, are deferred in the funds.		102,527
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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		5,884,249
OPEB related deferred outflows		1,166,840

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		(34,911)
Net pension liability		(17,980,355)
Pension related deferred inflows		(1,272,567)
Total OPEB liability		(4,409,779)
OPEB related deferred inflows		(1,862,558)
Accrued compensated absences		(2,355,343)
Note payable		(23,115,000)

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		(2,478,890)
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Net Position of Governmental Activities in the Statement of Net Position	\$	48,775,100
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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, 2021

	<u>General Fund</u>	<u>American Rescue Plan Fund</u>	<u>Capital Improvement Fund</u>	<u>Street Improvement Fund</u>	<u>2018 Capital Improvement Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUES							
Taxes	\$ 18,022,102	\$ -	\$ 2,694,224	\$ 3,041,865	\$ 3,476,418	\$ 2,453,460	\$ 29,688,069
Intergovernmental	4,626,246	2,134,225	26,824	-	-	300,600	7,087,895
Licenses and permits	380,971	-	-	-	-	2,110	383,081
Charges for services	649,637	-	-	-	-	2,988	652,625
Fees and fines	553,996	-	-	-	-	-	553,996
Investment earnings	12,313	-	98	(454)	3,010	798	15,765
Miscellaneous	581,540	-	87,632	175,412	29,569	102,223	976,376
Total revenues	<u>24,826,805</u>	<u>2,134,225</u>	<u>2,808,778</u>	<u>3,216,823</u>	<u>3,508,997</u>	<u>2,862,179</u>	<u>39,357,807</u>
EXPENDITURES							
Current:							
General government	3,942,452	-	-	189	500	-	3,943,141
Engineering	216,897	-	-	-	-	-	216,897
Equipment and building maintenance	455,598	-	-	-	-	-	455,598
Police	7,731,642	-	718	-	-	6,415	7,738,775
Fire	6,522,865	-	-	-	-	-	6,522,865
Municipal court	346,800	-	-	-	-	-	346,800
Emergency management	218,916	-	-	-	-	-	218,916
Streets	1,129,733	-	-	-	-	435,651	1,565,384
Parks and recreation	1,243,046	-	-	-	-	261,383	1,504,429
Culture and recreation	117,355	-	-	-	-	-	117,355
Animal control/E911	910,502	-	-	-	-	172,188	1,082,690
Cemetery	435,970	-	-	-	-	-	435,970
Library	100,753	-	-	-	-	-	100,753
Economic development	752,583	-	-	-	-	735,110	1,487,693
Capital Outlay	85	-	641,481	4,460,276	3,635,589	199,816	8,937,247
Debt Service:							
Principal	-	-	1,064,678	4,210	2,035,000	-	3,103,888
Interest and other charges	-	-	45,867	-	346,354	-	392,221
Total expenditures	<u>24,125,197</u>	<u>-</u>	<u>1,752,744</u>	<u>4,464,675</u>	<u>6,017,443</u>	<u>1,810,563</u>	<u>38,170,622</u>
Excess (deficiency) of revenues over expenditures	<u>701,608</u>	<u>2,134,225</u>	<u>1,056,034</u>	<u>(1,247,852)</u>	<u>(2,508,446)</u>	<u>1,051,616</u>	<u>1,187,185</u>
OTHER FINANCING SOURCES (USES)							
Issuance of long-term debt	-	-	-	-	16,875,000	-	16,875,000
Transfers in	5,738,715	-	-	-	-	268,071	6,006,786
Transfers out	(430,531)	-	(500,000)	(780,000)	-	(872,715)	(2,583,246)
Total other financing sources and uses	<u>5,308,184</u>	<u>-</u>	<u>(500,000)</u>	<u>(780,000)</u>	<u>16,875,000</u>	<u>(604,644)</u>	<u>20,298,540</u>
Net change in fund balances	6,009,792	2,134,225	556,034	(2,027,852)	14,366,554	446,972	21,485,725
Fund balances - beginning	1,059,475	-	45,391	7,600,907	9,497,538	1,588,071	19,791,382
Fund balances - ending	<u>\$ 7,069,267</u>	<u>\$ 2,134,225</u>	<u>\$ 601,425</u>	<u>\$ 5,573,055</u>	<u>\$ 23,864,092</u>	<u>\$ 2,035,043</u>	<u>\$ 41,277,107</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, 2021

Net change in fund balances - total governmental funds: \$ 21,485,725

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	8,216,363
Depreciation expense	(5,279,621)
Book value of disposed capital assets	(64,081)
Capital assets donated	161,909

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. (1,325,733)

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	(2,413,871)
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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:

Change in accrued compensated absences	68,774
Change in total OPEB liability	534,413
Principal paid on long-term debt	3,099,678
Note proceeds	(16,875,000)

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	(4,942)
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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	(20,479)
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Change in net position of governmental activities	\$ 7,583,135
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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, 2021

	Enterprise Funds			
	Shawnee Municipal Authority	Shawnee Airport Authority	Total	Internal Service Fund
ASSETS				
Current assets:				
Cash and cash equivalents	\$ 1,090,601	\$ 386,896	\$ 1,477,497	\$ -
Investments	121,307	-	121,307	-
Restricted:				
Cash and cash equivalents	2,322,571	-	2,322,571	-
Investments	-	-	-	-
Accrued interest	-	-	-	-
Due from other funds	953,897	-	953,897	453,144
Accounts receivable, net	1,854,773	7,590	1,862,363	-
Receivables from other governments	-	-	-	-
Assessments receivable	2,114	-	2,114	-
Inventories	-	39,799	39,799	-
Prepaid expenses	18,397	-	18,397	-
Total current assets	6,363,660	434,285	6,797,945	453,144
Non-current assets:				
Restricted:				
Cash and cash equivalents	191,207	-	191,207	-
Investments	1,172,577	-	1,172,577	-
Capital assets:				
Land, construction in progress, and water rights	19,456,090	550,362	20,006,452	-
Other capital assets, net of accumulated depreciation	28,471,379	5,154,192	33,625,571	-
Total non-current assets	49,291,253	5,704,554	54,995,807	-
Total assets	55,654,913	6,138,839	61,793,752	453,144
DEFERRED OUTFLOW OF RESOURCES				
Deferred amounts on refunding	92,894	-	92,894	-
Deferred amounts related to pensions	491,251	-	491,251	-
Deferred amounts related to OPEB	160,520	-	160,520	-
Total deferred outflows of resources	744,665	-	744,665	-
LIABILITIES				
Current liabilities:				
Accounts payable and accrued liabilities	311,349	17,759	329,108	5,034
Salaries payable	67,788	5,009	72,797	-
Accrued interest payable	136,623	-	136,623	-
Due to other funds	1,536,560	751,891	2,288,451	20,243
Deposits subject to refund	1,390,230	-	1,390,230	-
Compensated absences	40,538	2,066	42,604	-
Claims and judgments	-	-	-	415,554
Notes payable	2,203,899	-	2,203,899	-
Total current liabilities	5,686,987	776,725	6,463,712	440,831
Non-current liabilities:				
Compensated absences, net of current portion	162,151	8,263	170,414	-
Claims and judgments, net of current portion	-	-	-	2,491,203
Net pension liability	1,543,508	-	1,543,508	-
Total OPEB liability	754,304	-	754,304	-
Notes payable, net of current portion	11,428,336	-	11,428,336	-
Total non-current liabilities	13,888,299	8,263	13,896,562	2,491,203
Total liabilities	19,575,286	784,988	20,360,274	2,932,034
DEFERRED INFLOW OF RESOURCES				
Deferred amounts related to pensions	-	-	-	-
Deferred amounts related to OPEB	596,419	-	596,419	-
Total deferred inflows of resources	596,419	-	596,419	-
NET POSITION				
Net investment in capital assets	34,388,129	5,704,554	40,092,683	-
Restricted for debt service	2,379,196	-	2,379,196	-
Unrestricted (deficit)	(539,452)	(350,703)	(890,155)	(2,478,890)
Total net position	\$ 36,227,873	\$ 5,353,851	\$ 41,581,724	\$ (2,478,890)

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, 2021

	Shawnee Municipal Authority	Shawnee Airport Authority	Total	Internal Service Fund
REVENUES				
Water	\$ 7,039,768	\$ -	\$ 7,039,768	\$ -
Sewer	3,975,943	-	3,975,943	-
Sanitation	2,734,346	-	2,734,346	-
Rents and royalties	19,627	294,311	313,938	-
Fuel sales	15,089	132,028	147,117	-
Charges for services	-	-	-	310,423
Miscellaneous	1,393,311	597	1,393,908	-
Total operating revenues	<u>15,178,084</u>	<u>426,936</u>	<u>15,605,020</u>	<u>310,423</u>
OPERATING EXPENSES				
General government	679,885	-	679,885	-
Lake	94,963	-	94,963	-
Water	3,504,494	-	3,504,494	-
Wastewater	1,940,799	-	1,940,799	-
Sanitation	1,188,891	-	1,188,891	-
Airport	-	492,120	492,120	-
Claims expense	-	-	-	338,313
Depreciation	2,872,529	800,161	3,672,690	-
Total operating expenses	<u>10,281,561</u>	<u>1,292,281</u>	<u>11,573,842</u>	<u>338,313</u>
Operating income (loss)	<u>4,896,523</u>	<u>(865,345)</u>	<u>4,031,178</u>	<u>(27,890)</u>
NON-OPERATING REVENUES (EXPENSES)				
Interest and investment revenue	66,392	3	66,395	-
Miscellaneous revenue	131,342	2,362	133,704	7,411
Gain on capital asset disposal	-	1,625	1,625	-
Grants and contributions	75,637	-	75,637	-
Interest expense	(317,623)	-	(317,623)	-
Total non-operating revenue (expenses)	<u>(44,252)</u>	<u>3,990</u>	<u>(40,262)</u>	<u>7,411</u>
Income (loss) before contributions and transfers	<u>4,852,271</u>	<u>(861,355)</u>	<u>3,990,916</u>	<u>(20,479)</u>
Capital grants and contributions	-	698,644	698,644	-
Transfers in	1,250,000	192,460	1,442,460	-
Transfers out	(4,866,000)	-	(4,866,000)	-
Change in net position	<u>1,236,271</u>	<u>29,749</u>	<u>1,266,020</u>	<u>(20,479)</u>
Total net position - beginning	34,991,602	5,324,102	40,315,704	(2,458,411)
Total net position - ending	<u>\$ 36,227,873</u>	<u>\$ 5,353,851</u>	<u>\$ 41,581,724</u>	<u>\$ (2,478,890)</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, 2021

	Enterprise Funds			
	Shawnee Municipal Authority	Shawnee Airport Authority	Total	Internal Service Funds
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$ 15,312,191	\$ 426,093	\$ 15,738,284	\$ 317,834
Payments to employees	(2,921,828)	(196,306)	(3,118,134)	-
Payments to suppliers	(5,417,689)	(318,643)	(5,736,332)	-
Claims and judgments paid	-	-	-	(337,975)
Receipts of customer meter deposits	211,437	-	211,437	-
Refunds of customer meter deposits	(195,334)	-	(195,334)	-
Interfund receipts	-	(10,085)	(10,085)	20,141
Net cash provided by (used in) operating activities	6,988,777	(98,941)	6,889,836	-
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Transfers from other funds	1,250,000	192,460	1,442,460	-
Transfers to other funds	(4,866,000)	-	(4,866,000)	-
Net cash provided by (used in) noncapital financing activities	(3,616,000)	192,460	(3,423,540)	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Purchase of capital assets	(3,593,590)	(683,723)	(4,277,313)	-
Proceeds of capital grants	75,637	698,644	774,281	-
Proceeds from sale of capital assets	-	1,625	1,625	-
Proceeds from debt	2,603,645	-	2,603,645	-
Principal paid on debt	(1,962,248)	-	(1,962,248)	-
Interest and fiscal agent fees paid on debt	(385,452)	-	(385,452)	-
Net cash provided by (used in) capital and related financing activities	(3,262,008)	16,546	(3,245,462)	-
CASH FLOWS FROM INVESTING ACTIVITIES				
Sale of investments	17,741	-	17,741	-
Interest and dividends	66,392	3	66,395	-
Net cash provided by investing activities	84,133	3	84,136	-
Net increase in cash and cash equivalents	194,902	110,068	304,970	-
Balances - beginning of year	3,409,477	276,828	3,686,305	-
Balances - end of year	\$ 3,604,379	\$ 386,896	\$ 3,991,275	\$ -
Reconciliation to Statement of Net Position:				
Cash and cash equivalents	\$ 1,090,601	\$ 386,896	\$ 1,477,497	\$ -
Restricted cash and cash equivalents - current	2,322,571	-	2,322,571	-
Restricted cash and cash equivalents - noncurrent	191,207	-	191,207	-
Total cash and cash equivalents, end of year	\$ 3,604,379	\$ 386,896	\$ 3,991,275	\$ -
Reconciliation of operating income (loss) to net cash provided (used in) by operating activities:				
Operating income (loss)	\$ 4,896,523	\$ (865,345)	\$ 4,031,178	\$ (27,890)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation expense	2,872,529	800,161	3,672,690	-
Miscellaneous revenue	131,342	2,362	133,704	7,411
Change in assets and liabilities:				
Due to other funds	-	(10,085)	(10,085)	20,141
Accounts receivable	2,765	(3,205)	(440)	-
Inventory	-	(14,166)	(14,166)	-
Prepaid items	(18,216)	416	(17,800)	-
Deferred outflows related to pension	(108,033)	-	(108,033)	-
Deferred outflows related to OPEB	550	-	550	-
Accounts payable	(475,759)	(14,214)	(489,973)	338
Accrued payroll payable	10,758	1,359	12,117	-
Deposits subject to refund	16,103	-	16,103	-
Net Pension liability	(123,247)	-	(123,247)	-
Total OPEB liability	(600,036)	-	(600,036)	-
Accrued compensated absences	(31,405)	3,776	(27,629)	-
Deferred inflows related to OPEB	458,024	-	458,024	-
Deferred inflows related to pension	(43,121)	-	(43,121)	-
Net cash provided by (used in) operating activities	\$ 6,988,777	\$ (98,941)	\$ 6,889,836	\$ -

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's primary government.

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 and management of the city has operational responsibility of authority. Any issuance of debt would require a two-thirds approval of the City Commission.

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. However, 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.

The SCCDA issued separate audited 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, 2020 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.

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 or 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. Non-operating revenues of the proprietary funds include such items as investment earnings, interest expense and subsidies.

Fiduciary funds are used to report net positions 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 would not be 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, and Sister Cities account.
- American Rescue Plan Fund accounts for the proceeds received from the federal governments American Rescue Plan. The funds major funding source is grant revenue.
- The Street Improvement Fund accounts for the construction or major reconstruction of street projects, economic development or debt service. The funds major funding source is sales tax.
- The Capital Improvement Fund accounts for the purchase of capital equipment and construction of facilities, economic development, or debt service. The funds major funding source is sales tax.
- The 2018 Capital Improvement Fund accounts for the addition half-cent sales tax that was passed in June 2018. The proceeds are to be used for capital improvements, specifically public safety, parks and public facilities and streets.

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 Fund accounts for the collection of the City's hotel/motel surcharge, used to encourage, promote and foster tourism.
- 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.
- 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.

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 non-operating 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 non-operating 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, the Hotel/Motel 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 and OPEB 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 in 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 which must be approved or rescinded by a vote of the City Council.
- 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 and a half cent sales tax on taxable sales within the city. The sales tax is collected by the Oklahoma Tax Commission and remitted to the City in the month following receipt by the Tax Commission. One and one-half 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 restricted by ordinance for capital improvements, economic development or debt service
- .4375 recorded in the Street Improvement Fund and restricted by ordinance for capital

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021

- improvements, economic development or debt service
- .0500 recorded in the Economic Development Fund and restricted by ordinance for capital improvements, economic development or debt service
- .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
- .5000 recorded in the 2018 Capital Improvement Fund and restricted for capital improvements or debt service

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, 2021, the City did not levy a tax.

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 2021 and 2024 respectively. The total principal and interest payable for the remainder of the life of these notes is \$1,421,454. Pledged sales taxes received in the current year were \$6,938,490. Debt service payments of \$789,716 for the current fiscal year were 11% of pledged sales taxes.

Sales Tax Pledge - The City levied a new sales tax beginning October 1, 2018 of one-half percent (.50%). The City has pledged the future sales tax revenues to repay the \$10,000,000 and \$16,875,000 Series 2018 Sales Tax Revenue Note and the 2020 Sales Tax Revenue Notes, respectively. Proceeds

from the notes provided financing for capital improvements. The notes are payable from pledged sales tax revenues through fiscal year 2029. The total principal and interest payable for the remainder of the life of the note is \$23,379,664. Pledged sales taxes received in the current year were \$3,469,245. Debt service payments of \$2,381,354 for the current fiscal year were 69% 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, \$5,410,000 of 2016 Municipal Authority Revenue Note, \$5,380,000 of 2019 OWRB Notes Payable, and \$37,920,000 of the 2019A OWRB Note Payable. Proceeds from the notes provided financing for utility system capital assets. The notes are payable through 2031, 2022, 2031, 2031 and 2052, respectively. The total principal and interest payable for the remainder of the life of these notes is \$75,066,424. The notes are payable from the above-mentioned utility revenues. The debt service payments on the notes this year were \$2,319,886 which was 21.1% of pledged utility revenues of \$11,015,711.

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.

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021

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.

III. Detailed notes on all funds

A. Deposits and investments – The City held the following deposits/investments at June 30, 2021:

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	\$ 16,900,172	n/a	\$ 16,900,172	\$ -	\$ -
Time deposits	1,662,637	n/a	-	-	1,662,637
Money market mutual fund	26,931,215	AAAm	-	26,931,215	-
Sub-total	45,494,024		\$ 16,900,172	\$ 26,931,215	\$ 1,662,637
Cash on hand	4,831				
Total Investments and Deposits	\$ 45,498,855				
Reconciliation to Statement of Net Position:					
Cash and cash equivalents	\$ 43,747,984				
Investments	1,750,871				
	\$ 45,498,855				

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, 2021: Money Market Mutual Funds of \$26,931,215 are valued using quoted market prices (Level 1 input).

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, 2021 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:

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021

<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.

COMPONENT UNIT:

The SCCDA was not exposed to custodial credit risk at December 31, 2020. The \$27,569 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, 2021, including the applicable allowances for uncollectible accounts are as follows:

	Accounts Receivable	Less: Allowance for Uncollectible Accounts	Net Accounts Receivable
Governmental Activities:			
Taxes	\$ 3,563,425	\$ -	\$ 3,563,425
Due from other governments	154,437	-	154,437
Court fines	2,055,355	(1,849,820)	205,535
Other	907,957	-	907,957
Total Governmental Activities	<u>\$ 6,681,174</u>	<u>\$ (1,849,820)</u>	<u>\$ 4,831,354</u>
Reconciliation to Statement of Net Position:			
Accounts receivable, net			\$ 767,297
Due from other governmental agencies			3,699,603
Notes receivable, net			<u>364,454</u>
Total			<u>\$ 4,831,354</u>
Business-Type Activities:			
Utilities	<u>\$ 3,526,422</u>	<u>\$ (1,674,392)</u>	<u>\$ 1,852,030</u>

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021**

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>	<u>Current</u>	<u>Noncurrent</u>		<u>Total</u>
	<u>Cash and Cash Equivalents</u>	<u>Cash and Cash Equivalents</u>	<u>Investments</u>	
Due to Depositors	\$ 1,170,536	\$ -		\$ 1,170,536
Trustee Accounts:				
OWRB 2013 Debt Service Account	1,008,650	-	-	1,008,650
OWRB 2010 Debt Service Account	35,781	-	-	35,781
SMA 2016 Debt Service Account	107,604	-	-	107,604
OWRB 2013 Debt Service Reserve	-	191,207	1,172,577	1,363,784
Total Restrictcd Assets	<u>\$ 2,322,571</u>	<u>\$ 191,207</u>	<u>\$ 1,172,577</u>	<u>\$ 3,686,355</u>

D. Capital Assets

The following is a summary of changes in capital assets during fiscal year 2021 for the primary government:

PRIMARY GOVERNMENT:

	<u>Balance at July 1, 2020</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance at June 30, 2021</u>
<i>Governmental activities:</i>				
Capital assets not being depreciated:				
Land	\$ 3,638,460	\$ -		\$ 3,638,460
Construction in progress	2,591,799	2,598,848	2,188,146	3,002,501
Total capital assets not being depreciated	<u>6,230,259</u>	<u>2,598,848</u>	<u>2,188,146</u>	<u>6,640,961</u>
Other capital assets:				
Buildings	17,982,982	178,471	-	18,161,453
Machinery, furniture and equipment	21,772,837	1,214,363	604,746	22,382,454
Infrastructure	65,181,837	6,574,736	-	71,756,573
Total other capital assets at historical cost	<u>104,937,656</u>	<u>7,967,570</u>	<u>604,746</u>	<u>112,300,480</u>
Less accumulated depreciation for:				
Buildings	10,730,961	1,163,673	-	11,894,634
Machinery, furniture and equipment	14,174,034	1,183,540	540,665	14,816,909
Infrastructure	35,443,710	2,932,408	-	38,376,118
Total accumulated depreciation	<u>60,348,705</u>	<u>5,279,621</u>	<u>540,665</u>	<u>65,087,661</u>
Other capital assets, net	<u>44,588,951</u>	<u>2,687,949</u>	<u>64,081</u>	<u>47,212,819</u>
Governmental activities capital assets, net	<u>\$ 50,819,210</u>	<u>\$ 5,286,797</u>	<u>\$ 2,252,227</u>	<u>\$ 53,853,780</u>

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021**

	Balance at July 1, 2020	Additions	Disposals	Balance at June 30, 2021
<i>Business-type activities:</i>				
Capital assets not being depreciated:				
Land	\$ 1,481,715	\$ -	\$ -	\$ 1,481,715
Water rights	12,967,959	-	-	12,967,959
Construction in progress	6,452,837	3,400,232	4,296,291	5,556,778
Total capital assets not being depreciated	20,902,511	3,400,232	4,296,291	20,006,452
Other capital assets:				
Buildings	16,684,363	668,050	-	17,352,413
Machinery, furniture and equipment	8,973,144	267,231	71,305	9,169,070
Utility property	64,540,153	4,238,091	-	68,778,244
Total other capital assets at historical cost	90,197,660	5,173,372	71,305	95,299,727
Less accumulated depreciation for:				
Buildings	11,326,125	811,937	-	12,138,062
Machinery, furniture and equipment	7,010,783	462,072	71,305	7,401,550
Utility property	39,735,863	2,398,681	-	42,134,544
Total accumulated depreciation	58,072,771	3,672,690	71,305	61,674,156
Other capital assets, net	32,124,889	1,500,682	-	33,625,571
Business-type activities capital assets, net	\$ 53,027,400	\$ 4,900,914	\$ 4,296,291	\$ 53,632,023

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:

General government	\$ 105,703
Culture and recreation	951,050
Community development	25,495
Public safety	1,096,930
Public works	3,100,443
	<u>\$ 5,279,621</u>

Business-Type Activities:

Water	\$ 931,389
Wastewater	1,530,886
Sanitation	356,556
Administration	9,940
Lake	43,758
Airport	800,161
	<u>\$ 3,672,690</u>

COMPONENT UNIT:

	Balance, January 1, 2020	Increases	Decreases	Balance, December 31, 2020
Shawnee Civic and Cultural Development Authority:				
Capital assets, being depreciated:				
Buildings and improvements	\$ 11,152,878	\$ -	\$ -	\$ 11,152,878
Equipment	989,405	-	-	989,405
Total capital assets, being depreciated	12,142,283	-	-	12,142,283
Less accumulated depreciation	(8,086,516)	(248,682)	-	(8,335,198)
Governmental activities capital assets, net	\$ 4,055,767	\$ (248,682)	\$ -	\$ 3,807,085

E. Long-term debt

Long-term liabilities of the City of Shawnee as of June 30, 2021, are summarized as follows:

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021**

Governmental activities

Sales Tax Revenue Notes (direct placements):

\$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. \$ 1,335,000

\$10,000,000 2018 Sales Tax Revenue Note, to a financial institution, dated December 12, 2018, payable semi-annually each June and December, interest at 2.90%, through December 12, 2028. The Shawnee Municipal Authority collects funding from the capital improvement fund in the form of sales tax transferred to liquidate this liability. 6,215,000

\$16,875,000 2020 Sales Tax Revenue Note, to a financial institution, dated September 1, 2020 payable semi-annually each June and December, interest at 1.35%, through December 12, 2028. The Shawnee Municipal Authority collects funding from the capital improvement fund in the form of sales tax transferred to liquidate this liability. 15,565,000

Total sales tax revenue notes payable	<u>\$ 23,115,000</u>
Current portion	\$ 3,265,000
Noncurrent portion	<u>19,850,000</u>
	<u>\$ 23,115,000</u>

Accrued compensated absences. The general fund typically has been used to liquidate this liability. \$ 2,355,343

Current portion	\$ 471,069
Noncurrent portion	<u>1,884,274</u>
	<u>\$ 2,355,343</u>

Claims and judgments payable. The general fund typically has been used to liquidate this liability. \$ 2,906,757

Current portion	\$ 415,554
Noncurrent portion	<u>2,491,203</u>
	<u>\$ 2,906,757</u>

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021

Business-type Activities

Notes payable (direct placement/direct borrowing) :

\$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. (direct borrowing)	\$ 2,590,000
\$5,410,000 2016 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. (private placement)	3,845,000
\$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. (direct borrowing)	684,663
\$5,3800,000 2019 Promissory Note to Oklahoma Water Resources Board, dated May 28, 2019, payable in semiannual installments of approximately \$179,000, Interest from 3.895% to 2.35% through April 2031. The note is secured with pledged revenues from the Shawnee Municipal Authority. The SMA has drawn \$3,518,153 of the note as of June 30. (direct borrowing)	396,040
\$37,920,000 2019A Promissory Note to Oklahoma Water Resources Board, dated September 19, 2019, payable in semiannual installments of approximately \$172,000 to \$2,078,000, Interest of 1.58% through September 2051. The note is secured with pledged revenues from the Shawnee Municipal Authority. The SMA has drawn \$574,300 of the note as of June 30. (direct borrowing)	2,376,953
Total notes payable before bond premium	\$ 9,892,656
Bond premium	174,779
Total notes payable	<u>\$ 10,067,435</u>
Current portion	\$ 2,203,899
Noncurrent portion	7,863,536
	<u>\$ 10,067,435</u>
Accrued compensated absences. The Shawnee Municipal and Airport Authorities typically have been used to liquidate this liability.	<u>\$ 213,018</u>
Current portion	\$ 42,604
Noncurrent portion	170,414
	<u>\$ 213,018</u>

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021**

The 2013, 2016, 2018, and 2020 Sales Tax Revenue Notes are secured by pledged sales tax and contain the following remedies in the event of default: 1) suit for specific performance of any or all covenants of the Authority contained in the Note Indentures, the sales tax agreements or the notes; 2) deposit the sales tax revenue directly with the bank; 3) acceleration of the payment of principal and interest; or 4) file suit to enforce or enjoin action or inaction of parties under provisions of the agreement.

Notes of the Shawnee Municipal Authority Enterprise Fund are secured with pledged revenues and contain the following remedies in the event of default: 1) suit for specific performance of any or all covenants of the Authority contained in the Note Indentures or the notes; 2) acceleration of the payment of principal and interest; 3) gain control of operations through temporary trustees; or 4) file suit to enforce or enjoin action or inaction of parties under provisions of the agreement.

Long-term liability transactions for the year ended June 30, 2021 and changes therein were as follows:

<u>Type of Debt</u>	<u>Balance July 1, 2020</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 2021</u>	<u>Due Within One Year</u>
Governmental Activities:					
Capital lease payable	\$ 314,678	\$ -	\$ 314,678	\$ -	\$ -
Notes payable (direct placements)	9,025,000	16,875,000	2,785,000	23,115,000	3,265,000
Claims and judgments	2,906,757	338,313	338,313	2,906,757	415,554
Accrued compensated absences	2,424,117	2,598,065	2,666,839	2,355,343	471,069
Total Governmental Activities	<u>\$ 14,670,552</u>	<u>\$ 19,811,378</u>	<u>\$ 6,104,830</u>	<u>\$ 28,377,100</u>	<u>\$ 4,151,623</u>
		Add: Total OPEB liability		4,409,779	
		Add: Net Pension liability		17,980,355	
				<u>\$ 50,767,234</u>	
Business-Type Activities:					
Notes payable (direct placement/direct borrowings)	\$ 12,816,059	\$ 2,603,645	\$ 1,962,248	\$ 13,457,456	\$ 2,203,899
Accrued compensated absences	240,647	263,957	291,586	213,018	42,604
Total Business-Type Activities	<u>\$ 13,056,706</u>	<u>\$ 2,867,602</u>	<u>\$ 2,253,834</u>	<u>\$ 13,670,474</u>	<u>\$ 2,246,503</u>
		Add: Total OPEB liability		754,304	
		Add: Net Pension liability		1,543,508	
		Add: Unamortized premium		174,779	
				<u>\$ 16,143,065</u>	
Total Long-Term Debt	<u>\$ 27,727,258</u>	<u>\$ 22,678,980</u>	<u>\$ 8,358,664</u>	<u>\$ 66,910,299</u>	<u>\$ 6,398,126</u>

Annual debt service requirements to maturity for long-term debt are as follows:

Fiscal Year Ending June 30	Governmental Activities			
	Notes Payable (direct placements)		Capital Lease	
	Principal	Interest	Principal	Interest
2022	\$ 3,265,000	\$ 404,068	\$ -	\$ -
2023	3,325,000	343,957	-	-
2024	3,110,000	282,511	-	-
2025	2,890,000	271,921	-	-
2026	2,940,000	176,684	-	-
2027-2029	7,585,000	206,977	-	-
	<u>\$ 23,115,000</u>	<u>\$ 1,686,118</u>	<u>\$ -</u>	<u>\$ -</u>

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021**

Fiscal Year Ending June 30	Business-Type Activities	
	Notes Payable (direct placements/direct borrowings)	
	Principal	Interest
2022	\$ 2,203,899	\$ 947,496
2023	2,477,597	1,450,868
2024	1,201,301	1,382,572
2025	1,223,135	1,348,989
2026	1,242,980	1,314,847
2027-2031	6,520,419	6,043,275
2032-2036	5,608,667	5,055,671
2037-2041	8,080,000	3,871,931
2042-2046	8,972,000	2,532,993
2047-2051	9,930,000	1,073,149
2052	1,053,000	16,637
Amount to be drawn	(35,055,542)	-
	<u>\$ 13,457,456</u>	<u>\$ 25,038,428</u>

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, 2021 is as follows:

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021**

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		\$ -	\$ 1,518,165	\$ -	\$ 953,897	\$ 170,350	\$ 2,642,412
Capital Improvement Fund	-	-	1,600,855	4,023	-	-	1,604,878
Nonmajor Governmental Funds	-	-	182,432	2,738	-	-	185,170
Enterprise Funds	1,253,766	65,000	686,891	-	-	282,794	2,288,451
Internal Service Funds	20,243	-	-	-	-	-	20,243
Total Due From	\$ 1,274,009	\$ 65,000	\$ 3,988,343	\$ 6,761	\$ 953,897	\$ 453,144	\$ 6,741,154

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:

Receivable Fund	Payable Fund	Amount	Nature of Interfund Balance
Worker's Comp Fund	General Fund	\$ 170,350	Self insurance funding
Worker's Comp Fund	SMA	282,794	Self insurance funding
General Fund	SMA	1,253,766	Negative pooled cash
General Fund	Worker's Comp Fund	20,243	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	185,170	Negative pooled cash
Street Improvement Fund	Capital Improvement	1,600,855	Negative pooled cash
Street Improvement Fund	Shawnee Airport Authority	686,891	Negative pooled cash
Street Improvement Fund	General	1,518,165	Negative pooled cash
Capital Improvement Fund	Shawnee Airport Authority	65,000	Federal grant match on future projects
		<u>\$ 6,741,154</u>	

Reconciliation to Fund Financial Statements:

	Due From	Due to	Net Interfund Balances
Governmental Funds	\$ 5,334,113	\$ 4,432,460	\$ 901,653
Proprietary Funds	953,897	2,288,451	(1,334,554)
Internal Service Funds	453,144	20,243	432,901
	<u>\$ 6,741,154</u>	<u>\$ 6,741,154</u>	<u>\$ -</u>

Transfers for the year ended June 30, 2021, consisted of the following:

Transfers Out	Transfers In					Total Transfer Out
	General Fund	Major -CIF Fund	Major -Street Fund	Nonmajor Governmental Funds	Enterprise Funds	
General Fund	\$ -	\$ -	\$ -	\$ 268,071	\$ 162,460	\$ 430,531
Street Improvement Fund	-	-	-	-	780,000	780,000
Capital Improvement Fund	-	-	-	-	500,000	500,000
Nonmajor Governmental Funds	872,715	-	-	-	-	872,715
Enterprise Funds	4,866,000	-	-	-	-	4,866,000
Total Transfer In	<u>\$ 5,738,715</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 268,071</u>	<u>\$ 1,442,460</u>	<u>\$ 7,449,246</u>

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021**

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	\$ 4,866,000	Operating subsidy
Police Tax Fund	General	433,958	Restricted sales tax transfer
Fire Tax Fund	General	433,958	Restricted sales tax transfer
Hote/Motel	General	4,799	Operating subsidy
General	Street and Alley	102,000	Operating subsidy
General	CDBG	166,071	Operating subsidy
Street Improvement Fund	SMA	750,000	Operating subsidy
Street Improvement Fund	SAA	30,000	Operating subsidy
Capital Improvement	SMA	500,000	Capital Funding
General	SAA	162,460	Operating subsidy
Total		<u>\$ 7,449,246</u>	

Reconciliation to Fund Financial Statements:

	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Net Transfers</u>
Governmental Funds	\$ 6,006,786	\$ (2,583,246)	\$ 3,423,540
Proprietary Funds	1,442,460	(4,866,000)	(3,423,540)
	<u>\$ 7,449,246</u>	<u>\$ (7,449,246)</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, 2021**

Fund	Restricted By	Amount
Governmental Activities:		
Tax Increment Financing Fund	Enabling legislation	\$ 460,875
Technology Fees	Enabling legislation	22,877
		<u>483,752</u>
Cemetery Fund	Statutory requirements	176,193
Street and Alley Fund	Statutory requirements	-
E911 Fund	Statutory requirements	238,683
Drug Forfeiture Fund	Statutory requirements	5,232
		<u>420,108</u>
CDBG Fund	External sources	355,049
Gifts and Contributions	External sources	112,070
Police Sales Tax Fund	External sources	56,375
Fire Sales Tax Fund	External sources	56,375
Hotel/Motel Fund	External sources	461,940
Economic Development Fund	External sources	126,902
Street Improvement Fund	External sources	5,573,055
2018 Capital Improvement Fund	External sources	200,050
Debt Service Fund	External sources	500,961
ARP Fund		2,041,512
		<u>9,484,289</u>
Total Governmental Restricted		<u>\$ 10,388,149</u>
<i>Reconciliation to Statement of Net Position:</i>		
Restricted for:		
Debt service		\$ 500,961
Public Safety		356,665
Capital projects		7,814,617
Economic development		1,404,766
Other		311,140
Total Governmental Restricted		<u>\$ 10,388,149</u>
Business Type Activities:		
Debt Service Reserves	Enabling legislation	<u>\$ 2,379,196</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.

The following table shows the fund balance classifications as shown on the Governmental Funds Balance Sheet.

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021**

	General Fund	American Rescue Plan Fund	Street Improvement Fund	Capital Improvement Fund	2018 Capital Improvement Fund	Other Governmental Funds	Total
Fund Balance:							
Nonspendable:							
Prepaid items	\$ 179,275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179,275
	<u>179,275</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>179,275</u>
Restricted for:							
Street improvements	-	-	5,573,055	-	-	-	5,573,055
Fire operations	-	-	-	-	-	56,375	56,375
Police operations	-	-	-	-	-	295,058	295,058
Debt service	-	-	-	-	-	460,875	460,875
Capital improvements	-	2,134,225	-	601,425	23,864,092	-	26,599,742
Street operations	-	-	-	-	-	-	-
Culture and rec programs	-	-	-	-	-	112,070	112,070
Cemetery improvements	-	-	-	-	-	176,193	176,193
Police - drug programs	-	-	-	-	-	5,232	5,232
Court - technonoly fees	22,877	-	-	-	-	-	22,877
Economic development	-	-	-	-	-	943,891	943,891
Sub-total restricted	<u>22,877</u>	<u>2,134,225</u>	<u>5,573,055</u>	<u>601,425</u>	<u>23,864,092</u>	<u>2,049,694</u>	<u>34,245,368</u>
Unassigned (deficit)	6,867,115	-	-	-	-	(14,651)	6,852,464
TOTAL FUND BALANCE	<u>\$ 7,069,267</u>	<u>\$ 2,134,225</u>	<u>\$ 5,573,055</u>	<u>\$ 601,425</u>	<u>\$ 23,864,092</u>	<u>\$ 2,035,043</u>	<u>\$ 41,277,107</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	\$4,900,819
Street Improvement Fund	\$12,042,732

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 Commission. 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, 2021 were \$514,000.

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021

Employees Covered by Benefit Terms

Active Employees	255
Inactive or beneficiaries receiving benefits	<u>53</u>
Total	<u>308</u>

Total OPEB Liability – The total OPEB liability was determined based on an alternative measurement method valuation performed as of June 30, 2021, which is also the measurement date.

Actuarial Assumptions- The total OPEB liability was determined based on an actuarial valuation prepared as of June 30, 2021, using the following actuarial assumptions:

- Actuarial Cost Method - Entry Age
- Discount Rate – 2.6% 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>
2021	7.00%
2022	6.50%
2023	6.00%
2024	5.50%
2025	5.25%
2026	5.00%
2027	4.75%
2028+	4.50%

Changes in Total OPEB Liability –

Balances at Beginning of Year	<u>\$ 7,089,423</u>
Changes for the Year:	
Service cost	286,205
Interest expense	137,964
Difference between expected and actual experience	(2,012,531)
Change in assumptions	361,406
Benefit Payments	(190,000)
Other changes	<u>(508,384)</u>
Net Changes	<u>(1,925,340)</u>
Balances End of Year	<u>\$ 5,164,083</u>

OPEB Liabilities, OPEB Expense, and Deferred Outflows or Resources and Deferred Inflows of Resources Related to OPEB - For the year ended June 30, 2021, the City recognized OPEB expense of \$321,151. At June 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021**

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 1,907,724
Changes of assumptions	1,045,944	165,253
Change in porportion	273,801	273,801
City benefit payments during the measurement date	7,615	112,199
Total	<u>\$ 1,327,360</u>	<u>\$ 2,458,977</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:

2022	\$ (181,855)
2023	(181,855)
2024	(181,855)
2025	(181,855)
2026	(176,340)
Thereafter	<u>(227,857)</u>
	<u>\$ (1,131,617)</u>

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 (2.0 percent) or 1-percentage-point higher (4.0 percent) than the current discount rate:

	1% Decrease (1.6%)	Current Discount Rate (2.6%)	1% Increase (3.6%)
Employers' total OPEB liability	\$ 5,778,529	\$ 5,164,083	\$ 4,656,504

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 (5.09 percent decreasing to 3.87 percent) or 1-percentage-point higher (7.09 percent decreasing to 5.87 percent) than the current healthcare cost trend rates:

	1% Decrease (5.09% decreasing to 3.87%)	Current Discount Rate (6.09% decreasing to 4.87%)	1% Increase (7.09% decreasing to 5.87%)
Employers' total OPEB liability	\$ 6,252,641	\$ 5,164,083	\$ 7,456,411

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 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, 2019 to June 30, 2021, are as follows:

CLAIMS LIABILITY ANALYSIS

Claims liability, June 30, 2019	\$ 3,011,481
Claims and changes in estimates	376,879
Claims payments	(481,603)
Claims liability, June 30, 2020	\$ 2,906,757
Claims and changes in estimates	338,313
Claims payments	(338,313)
Claims liability, June 30, 2021	<u>\$ 2,906,757</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.

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021

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.

Asset Retirement Obligations

The City has incurred certain asset retirement obligations related to the operation of its wastewater utility system. The estimated liability of the legally required closure costs for the wastewater utility system cannot be reasonably estimated as of June 30, 2021, since the specific legally required costs of retirement have not yet been identified. The City anticipates identifying those specific legally required costs and obtaining an estimate of those costs in a subsequent fiscal year, and if significant will record those amounts in the financial statements.

Debt Obligation

The City/SMA signed two notes payable with the Oklahoma Water Resources Board. The \$17,460,000 2021 DWSRF Note Payable and the \$13,500,000 2021 CWSRF Note Payable. The notes have interest rates of 1.98% and 1.68%, respectively. The notes are improvements to the water and wastewater systems. No draws have been made as of June 30.

Construction Commitments

The City/SMA had the following construction commitments at June 30, 2021:

Fund/Project	Balance Remaining at June 30, 2021
Main Street Bridge	\$ 127,362
Independence Street Sidewalks (Kickapoo to Harrison)	63,680
45th Street Transportation Project	25,073
Whittaker Street	572,706
Highland Street Sidewalk Enhancement (Harrison to Bryan)	29,000
Kickapoo Street Sidewalk Enhancement (I-40 to MacArthur)	23,650
Park Design - Kids Space Park and Woodland Veterans Park	455,180
Water Treatment Plant Expansion	14,819,000
Wastewater Treatment System Improvements	2,250,129
New Police Department	280,150
Leo Street	6,600
Fire Training Facility	45,500

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.

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021**

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, 2021:

A developer received rebated sales taxes during 2021. 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.

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 2021.

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, 2021 the following amounts were reported for each pension plan:

	Governmental	Business Type	Total
Deferred Outflows:			
Police Pension	\$ 2,278,684	\$ -	\$ 2,278,684
Fire Pension	2,833,802	-	2,833,802
OMRF	771,763	491,251	1,263,014
Total	<u>\$ 5,884,249</u>	<u>\$ 491,251</u>	<u>\$ 6,375,500</u>
Deferred Inflows:			
Police Pension	\$ 366,431	\$ -	\$ 366,431
Fire Pension	906,136	-	906,136
Total	<u>\$ 1,272,567</u>	<u>\$ -</u>	<u>\$ 1,272,567</u>
Net Pension Liability:			
Police Pension	\$ 1,312,791	\$ -	\$ 1,312,791
Fire Pension	14,242,697	-	14,242,697
OMRF	2,424,867	1,543,508	3,968,375
Total	<u>\$ 17,980,355</u>	<u>\$ 1,543,508</u>	<u>\$ 19,523,863</u>
Pension Expense:			
Police Pension	\$ 1,555,961	\$ -	\$ 1,555,961
Fire Pension	2,802,299	-	2,802,299
OMRF	(75,771)	(112,831)	(188,602)
Total	<u>\$ 4,282,489</u>	<u>\$ (112,831)</u>	<u>\$ 4,169,658</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

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 \$536,359. The State of Oklahoma also made on-behalf contributions to OPPRS in the amount of \$337,111 during the calendar year and this 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 \$460,612. These on-behalf payments did not meet the criteria of a special funding situation.

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Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2021, the City reported a liability of \$1,312,791 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2020. 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, 2020. Based upon this information, the City's proportion was 1.1431%.

For the year ended June 30, 2021, the City recognized pension expense of \$1,555,961. At June 30, 2021, 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	\$ 33,963	\$ 356,519
Changes of assumptions	134,862	-
Net difference between projected and actual earnings on pension plan investments	1,548,889	-
Changes in proportion and differences between City contributions and proportionate share of contributions	17,363	1,510
City contributions during measurement date	7,248	8,402
City contributions subsequent to the measurement date	536,359	-
Total	<u>\$ 2,278,684</u>	<u>\$ 366,431</u>

The \$536,359 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, 2022. 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:

2022	\$ 196,263
2023	398,123
2024	509,224
2025	297,115
2026	(24,831)
	<u>\$ 1,375,894</u>

Actuarial Assumptions-The total pension liability was determined by an actuarial valuation as of July 1, 2020, using the following actuarial assumptions, applied to all prior periods included in the measurement:

Inflation: 2.75%

NOTES TO FINANCIAL STATEMENTS
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Salary increases: 3.5% to 12% average, including inflation

Investment rate of return: 7.5% net of pension plan investment expense

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 of 3.5% (wage inflation).

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.

The actuarial assumptions used in the July 1, 2020, valuation were based on the results of an actuarial experience study for the period July 1, 2012, to June 30, 2017.

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, 2020, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	5.11%
Domestic equity	6.80%
International equity	11.45%
Real estate	8.60%
Private Equity	11.58%
Commodities	0.00%

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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 (Asset) to Changes in the Discount Rate-The following presents the net pension liability (asset) of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability (asset) 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)	\$ 4,637,562	\$ 1,312,791	\$ (1,499,265)

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.

Benefits provided - FPRS provides defined retirement benefits based on members' final average compensation, age, and term of service. In addition, the retirement program provides for benefits upon disability and to survivors upon death of eligible members. The Plan's benefits are established and amended by Oklahoma statute. Retirement provisions are as follows:

Normal Retirement:

- Hired Prior to November 1, 2013
Normal retirement is attained upon completing 20 years of service. The normal retirement benefit is equal to 50% of the member's final average compensation. Final average compensation is defined as the monthly average of the highest 30 consecutive months of the last 60 months of participating service. For volunteer firefighters, the monthly pension benefit for normal retirement is \$150.60 per month.
- Hired After November 1, 2013
Normal retirement is attained upon completing 22 years of service. The normal retirement benefit is equal to 55% of the member's final average compensation. Final average compensation is defined as the monthly average of the highest 30 consecutive months of the last 60 months of participating service. Also participants must be age 50 to begin receiving benefits. For volunteer firefighters, the monthly pension benefit for normal retirement is \$165.66 per month.

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-the-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-the-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

NOTES TO FINANCIAL STATEMENTS
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pay. Contributions to the pension plan from the City were \$508,323. The State of Oklahoma also made on-behalf contributions to FPRS in the amount of \$925,250 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 \$1,197,668. 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, 2021, the City reported a liability of \$14,242,697 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2020. 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, 2020. Based upon this information, the City's proportion was 1.156144%.

For the year ended June 30, 2021, the City recognized pension expense of \$2,802,299. At June 30, 2021, 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	\$ 1,815,237	\$ 191,102
Changes of assumptions	-	241,358
Net difference between projected and actual earnings on pension plan investments	209,351	-
Changes in proportion and differences between City contributions and proportionate share of contributions	297,129	453,191
City Contributions during the measurement period	3,762	20,485
City contributions subsequent to the measurement date	508,323	-
Total	<u>\$ 2,833,802</u>	<u>\$ 906,136</u>

The \$508,323 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, 2022. 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:

2022	\$ 321,137
2023	549,510
2024	324,909
2025	223,788
	<u>\$ 1,419,344</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, 2020, using the following actuarial assumptions, applied to all prior periods included in the measurement:

Inflation:	2.75%
Salary increases:	2.75% to 10.5% average, including inflation
Investment rate of return:	7.5% net of pension plan investment expense

Mortality rates were based on the following:

- Active members—Pub-2010 Public Safety Table with generational mortality improvement using MP-2018.
- Retired members—Pub-2010 Public Safety Below Median Table with generational mortality improvement using Scale MP-2018.
- Disabled members—Pub-2010 Public Safety Disabled Table set forward 2 years

The actuarial assumptions used in the July 1, 2020, valuation were based on the results of an actuarial experience study for the period July 1, 2013, to June 30, 2018.

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, 2020, 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%	7.41%
International equity	15%	9.82%
Real estate	10%	7.70%
Other assets	8%	5.67%

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:

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	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employers' net pension liability	\$ 18,496,755	\$ 14,242,697	\$ 10,683,486

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.

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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 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 Commission 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, 2021, employees were required to contribute 4.25% of annual compensation while the City contributed 37.17%, the actuarially required contribution rate. Contributions to the Plan for the year ended June 30, 2021, for employees and employer were \$49,292 and \$415,345, respectively. For the year ended June 30, 2021, the City's covered payroll was \$1,204,291. 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, 2020
Actuarial Cost Method	Entry age normal
Rate of return on investments and Discount Rate	7.25% compounded annually
Projected salary increases	Varies between 7.472% and 4% based upon age
Post Retirement Cost-of-Living Increase	None
Inflation rate	2.75% 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: 225 Year 2: 140 Year 3: 100 Year 4: 70 Year 5: 40
Date of last experience study	September 2012 for fiscal years 2007 through 2011

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Discount Rate – The discount rate used to value benefits was the long-term expected rate of return on plan investments, 7.50% 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.

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 (2.75%). 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, 2020 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, 2020 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, 2020 and the City’s report ending date of June 30, 2020, 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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CITY OF SHAWNEE, OKLAHOMA
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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>\$ 41,266,979</u>	<u>\$ 37,216,990</u>	<u>\$ 4,049,989</u>
Changes for the Year:			
Service cost	153,804	-	153,804
Interest expense	2,995,438	-	2,995,438
Benefit changes	-	-	-
Experience losses (gains) -	(1,590,368)	-	(1,590,368)
Changes of assumptions	-	-	-
Contributions--City	-	196,900	(196,900)
Contributions--members	-	54,705	(54,705)
Net investment income	-	1,465,500	(1,465,500)
Benefits paid	(2,704,493)	(2,704,493)	-
Plan administrative expenses	-	(76,617)	76,617
Benefit changes due to plan amendments	-	-	-
Change in deferred contributions made subsequent to the measurement date	-	-	-
Net Changes	<u>(1,145,619)</u>	<u>(1,064,005)</u>	<u>(81,614)</u>
Balances End of Year	<u>\$ 40,121,360</u>	<u>\$ 36,152,985</u>	<u>\$ 3,968,375</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 (6.50 percent) or 1-percentage-point higher (8.50 percent) than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net Pension Liability	\$ 8,494,212	\$ 3,968,375	\$ 175,478

The City reported (\$180,376) in pension expense of the year ended June 30, 2021. At June 30, 2021, 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
Net difference between projected and actual earnings on pension plan investments	\$ 847,669	\$ -
City contributions subsequent to the measurement date	415,345	-
Total	<u>\$ 1,263,014</u>	<u>\$ -</u>

The \$415,345 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, 2022. Any amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2021

Year ended June 30:

2022	\$	(3,385)
2023		304,602
2024		299,927
2025		246,525
	\$	<u>847,669</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, 2021, for employees who were hired prior to July 1, 2013 employee and employer were \$55,860 and \$171,154, respectively on covered wages of \$1,330,524. Contributions for employees hired after July 1, 2013 employee and employer were \$149,435 and \$131,100, respectively on covered wages of \$3,585,032.

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, 2021, for employees and employer were \$51,474 and \$64,622, on covered wages of \$1,262,966.

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, 2021, totaling \$-0-.

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, 2021, employees contributed \$22,948 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 \$700 for the year ended June 30, 2021. Separately audited financial statements are not available.

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, 2021**

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Taxes	\$ 15,498,199	\$ 18,439,461	\$ 18,022,102	\$ (417,359)
Licenses and permits	229,650	351,549	380,971	29,422
Intergovernmental	656,900	3,131,000	3,334,510	203,510
Charges for services	170,254	169,098	437,948	268,850
Fees and fines	505,985	611,990	551,196	(60,794)
Investment earnings	19,500	13,658	12,313	(1,345)
Miscellaneous	230,015	348,358	564,455	216,097
Total revenues	17,310,503	23,065,114	23,303,495	238,381
EXPENDITURES				
Departmental:				
<i>General Government:</i>				
City manager	1,352,672	1,521,486	1,140,983	380,503
City attorney	200,000	350,000	306,917	43,083
Human resources	272,717	310,620	306,420	4,200
City clerk	291,834	343,886	301,869	42,017
Finance	612,940	793,521	700,724	92,797
Municipal court	412,198	396,028	346,800	49,228
Information services	647,338	528,385	458,226	70,159
Planning and zoning	725,001	824,391	731,781	92,610
Engineering	257,026	274,537	216,897	57,640
Equipment services	244,806	261,060	240,776	20,284
Building maintenance	198,112	240,280	210,354	29,926
<i>Total General Government</i>	5,214,644	5,844,194	4,961,747	882,447
<i>Public Safety:</i>				
Police administration	619,374	645,747	602,118	43,629
Police operations	5,610,408	5,811,309	5,703,376	107,933
Disptach	668,647	697,238	681,601	15,637
Criminal investigations	1,187,545	1,153,050	1,089,037	64,013
Animal Control	166,767	240,357	218,756	21,601
Fire suppression	4,916,673	4,909,496	4,721,258	188,238
Fire prevention	634,829	703,308	682,663	20,645
Emergency Management	337,268	265,084	218,916	46,168
Fire Training	201,829	201,140	166,694	34,446
L.E.P.C	1,000	1,000	-	1,000
<i>Total Public Safety</i>	14,344,340	14,627,729	14,084,419	543,310
<i>Street:</i>				
Street	834,642	903,362	864,057	39,305
Traffic control	244,147	282,251	265,676	16,575
<i>Total Street</i>	1,078,789	1,185,613	1,129,733	55,880
<i>Culture and Recreation:</i>				
Expo Operations	553,000	754,346	752,583	1,763
Municipal auditorium	56,583	42,775	38,877	3,898
Senior citizens	81,684	69,454	49,568	19,886
Community center	41,671	37,292	28,910	8,382
Cemetery	521,433	467,139	435,970	31,169
Parks	744,036	901,897	857,492	44,405
<i>Total Culture and Recreation</i>	1,998,407	2,272,903	2,163,400	109,503
Total Expenditures	22,636,180	23,930,439	22,339,299	1,591,140
Excess (deficiency) of revenues over expenditures	(5,325,677)	(865,325)	964,196	1,829,521
OTHER FINANCING SOURCES (USES)				
Transfers in	5,876,263	6,049,446	6,037,694	(11,752)
Transfers out	(524,769)	(3,161,405)	(756,101)	2,405,304
Total other financing sources and uses	5,351,494	2,888,041	5,281,593	2,393,552
Net change in fund balances	25,817	2,022,716	6,245,789	4,223,073
Fund balances - beginning	759,041	759,041	759,041	-
Fund balances - ending	\$ 784,858	\$ 2,781,757	\$ 7,004,830	\$ 4,223,073

**CITY OF SHAWNEE, OKLAHOMA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON BUDGETARY ACCOUNTING AND CONTROL
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

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 Commission 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 Commission 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 Commission.
- d. Subsequent to City Commission 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 budget had no departments over the legal limit.

CITY OF SHAWNEE, OKLAHOMA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON BUDGETARY ACCOUNTING AND CONTROL
FOR THE FISCAL YEAR ENDED JUNE 30, 2021
(Continued)

All supplemental appropriations require the approval of the City Commission. All transfers of appropriation between departments also require the approval of the City Commission. 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	\$ 29,341,189
Total expenses - budgetary basis	(23,095,400)
Change in fund balance - budgetary basis	6,245,789
Add change in fund balance of accounts combined for reporting purposes:	
Revolving Oil and Gas account	(282,229)
Spay and Neuter account	(7,285)
Aquatic center	38,697
Library account	14,820
Sister Cities	-
Change in fund balance - GAAP basis	<u>\$ 6,009,792</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, 2021**

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>	<u>2019</u>	<u>2020</u>	<u>2021</u>
City's proportion of the net pension liability (asset)	1.0829%	1.1417%	1.1244%	1.1495%	1.1880%	1.1515%	1.1431%
City's proportionate share of the net pension liability (asset)	\$ (364,603)	\$ 46,554	\$ 1,721,954	\$ 88,416	\$ (566,064)	\$ (73,514)	\$ 1,312,791
City's covered payroll	\$ 3,199,606	\$ 2,709,674	\$ 3,407,053	\$ 3,546,599	\$ 3,632,653	\$ 3,739,551	\$ 4,101,068
City's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	11.40%	1.72%	50.54%	2.49%	15.58%	1.97%	32.01%
Plan fiduciary net position as a percentage of the total pension liability	101.53%	99.82%	93.50%	99.68%	101.89%	100.24%	95.80%

Notes to Schedule:

* Only seven 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, 2021**

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>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Statutorially required contribution	\$ 414,687	\$ 442,917	\$ 461,058	\$ 472,245	\$ 486,142	\$ 492,499	\$ 533,139
Contributions in relation to the statutorially required contribution	<u>414,687</u>	<u>446,667</u>	<u>461,015</u>	<u>472,245</u>	<u>487,579</u>	<u>498,047</u>	<u>536,359</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ (3,750)</u>	<u>\$ 43</u>	<u>\$ -</u>	<u>\$ (1,437)</u>	<u>\$ (5,548)</u>	<u>\$ (3,220)</u>
City's covered payroll	\$ 2,709,674	\$ 3,407,053	\$ 3,546,599	\$ 3,632,653	\$ 3,739,551	\$ 3,788,454	\$ 4,101,068
Contributions as a percentage of covered payroll	15.30%	13.11%	13.00%	13.00%	13.04%	13.15%	13.08%

Notes to Schedule:

* Only seven 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, 2021**

Schedule of the City of Shawnee Proportionate Share of the Net Pension Liability – Oklahoma
Fire Pension & Retirement System
Last Ten Fiscal Years*

	2015	2016	2017	2018	2019	2020	2021
City's proportion of the net pension liability	1.121621%	1.148883%	1.178677%	1.229817%	1.222407%	1.154816%	1.156144%
City's proportionate share of the net pension liability	\$ 11,534,169	\$ 12,194,345	\$ 14,400,062	\$ 15,467,706	\$ 13,759,987	\$ 12,202,550	\$ 14,242,697
City's covered payroll	\$ 3,140,982	\$ 3,080,579	\$ 3,431,628	\$ 3,371,624	\$ 3,602,848	\$ 3,569,554	\$ 3,620,909
City's proportionate share of the net pension liability as a percentage of its covered payroll	367%	396%	420%	459%	382%	342%	393%
Plan fiduciary net position as a percentage of the total pension liability	68.12%	68.27%	64.87%	66.61%	70.73%	72.85%	69.98%

Notes to Schedule:

* Only seven 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, 2021**

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>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Statutorially required contribution	\$ 439,463	\$ 480,428	\$ 472,027	\$ 504,398	\$ 499,737	\$ 506,928	\$ 508,560
Contributions in relation to the statutorially required contribution	<u>439,463</u>	<u>480,428</u>	<u>472,027</u>	<u>505,981</u>	<u>499,737</u>	<u>506,928</u>	<u>508,323</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,583)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 237</u>
City's covered payroll	\$ 3,080,579	\$ 3,431,628	\$ 3,371,624	\$ 3,602,848	\$ 3,569,554	\$ 3,620,909	\$ 3,632,574
Contributions as a percentage of covered payroll	14.27%	14.00%	14.00%	14.04%	14.00%	14.00%	13.99%

Notes to Schedule:

* Only seven 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, 2021**

Schedule of Changes in Net Pension Liability and Related Ratios
Oklahoma Municipal Retirement Fund
Last Ten Fiscal Years*

Schedule of Changes in Net Pension Liability and Related Ratios

	2015	2016	2017	2018	2019	2020	2021
Total pension liability							
Service cost	\$ 527,985	\$ 477,546	\$ 479,520	\$ 423,579	\$ 380,092	\$ 347,372	\$ 153,804
Interest	2,818,812	2,733,100	2,781,930	2,820,530	2,845,818	2,831,260	2,995,438
Changes of benefit terms	(1,902,290)	39,435	-	-	-	-	-
Differences between expected and actual experience	-	(543,326)	(704,232)	98,897	(708,559)	956,055	(1,590,368)
Changes of assumptions	-	-	-	424,835	-	873,450	-
Benefit payments, including refunds of member contributions	(2,057,807)	(1,985,814)	(2,171,033)	(1,942,998)	(2,501,051)	(2,929,614)	(2,704,493)
Net change in total pension liability	(613,300)	720,941	386,185	1,824,843	16,300	2,078,523	(1,145,619)
Total pension liability - beginning	36,853,488	36,240,187	36,961,128	37,347,313	39,172,156	39,188,456	41,266,979
Total pension liability - ending (a)	\$ 36,240,188	\$ 36,961,128	\$ 37,347,313	\$ 39,172,156	\$ 39,188,456	\$ 41,266,979	\$ 40,121,360
Plan fiduciary net position							
Contributions - employer	\$ 842,919	\$ 714,030	\$ 591,793	\$ 510,788	\$ 462,235	\$ 318,345	\$ 196,900
Contributions - member	139,787	167,474	150,337	141,609	130,099	87,108	54,705
Net investment income	5,094,596	974,198	280,077	4,119,111	2,656,445	2,440,556	1,465,500
Benefit payments, including refunds of member contributions	(2,057,807)	(1,985,814)	(2,171,033)	(1,942,998)	(2,501,051)	(2,929,614)	(2,704,493)
Administrative expense	(131,982)	(72,769)	(68,578)	(72,412)	(74,158)	(77,471)	(76,617)
Other	-	-	-	-	-	-	-
Net change in plan fiduciary net position	3,887,513	(202,881)	(1,217,404)	2,756,098	673,570	(161,076)	(1,064,005)
Plan fiduciary net position - beginning	31,481,172	35,368,684	35,165,803	33,948,399	36,704,496	37,378,066	37,216,990
Plan fiduciary net position - ending (b)	\$ 35,368,685	\$ 35,165,803	\$ 33,948,399	\$ 36,704,497	\$ 37,378,066	\$ 37,216,990	\$ 36,152,985
Net pension liability - ending (a) - (b)	\$ 871,503	\$ 1,795,325	\$ 3,398,914	\$ 2,467,659	\$ 1,810,390	\$ 4,049,989	\$ 3,968,375
Plan fiduciary net position as a percentage of the total pension liability	97.60%	95.14%	90.90%	93.70%	95.38%	90.19%	90.11%
Covered payroll	\$ 3,765,863	\$ 3,723,501	\$ 3,323,837	\$ 3,144,344	\$ 2,898,608	\$ 1,381,807	\$ 1,173,220
Net pension liability as a percentage of covered payroll	23.14%	48.22%	102.26%	78.48%	62.46%	293.09%	338.25%

Notes to Schedule:

* Only seven 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, 2021**

**Schedule of City Contributions
Oklahoma Municipal Retirement Fund
Last Ten Fiscal Years***

Schedule of Employer Contributions

	2015	2016	2017	2018	2019	2020	2021
Actuarially determined contribution	\$ 688,665	\$ 617,158	\$ 532,419	\$ 462,235	\$ 278,433	\$ 196,552	\$ 447,635
Contributions in relation to the actuarially determined contribution	688,665	617,158	532,419	462,235	289,727	197,259	415,345
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (11,294)</u>	<u>\$ (707)</u>	<u>\$ 32,290</u>
Covered payroll	\$ 3,800,578	\$ 3,677,301	\$ 3,461,242	\$ 3,061,160	\$ 1,886,400	\$ 1,287,177	\$ 1,204,291
Contributions as a percentage of covered payroll	18.12%	16.78%	15.38%	15.10%	15.36%	15.32%	34.49%

Notes to Schedule:

- Only seven fiscal years are presented because 10-year data is not yet available.
- Latest Valuation Date: July 1, 2020
- Actuarially determined contribution rate is calculated as of July 1, 2020
July 2020 through June 2021 contributions were at a rate of 37.177%.
- Methods and assumptions used to determine contribution rates:
 - Actuarial cost method - Entry age normal
 - Amortization method - Level percent of payroll, closed
 - Remaining amortization period - 27 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 - 7.25%

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
OTHER POST EMPLOYMENT BENEFITS
JUNE 30, 2021**

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Total OPEB Liability				
Service cost	\$ 256,280	\$ 256,280	\$ 235,954	\$ 286,205
Interest	163,195	145,051	199,040	137,964
Difference between expected and actual experience	-	-	(19,915)	(2,012,531)
Changes in assumptions	(300,133)	105,976	425,305	361,406
Changes om benefit terms	-	-	1,569,912	-
Other changes	-	-	125,891	(508,384)
Benefit Payments	(190,000)	(190,000)	(332,000)	(190,000)
Net change in total OPEB liability	<u>(70,658)</u>	<u>317,307</u>	<u>2,204,187</u>	<u>(1,925,340)</u>
Balances at Beginning of Year	<u>4,638,587</u>	<u>4,567,929</u>	<u>4,885,236</u>	<u>7,089,423</u>
Balances End of Year	<u>\$ 4,567,929</u>	<u>\$ 4,885,236</u>	<u>\$ 7,089,423</u>	<u>\$ 5,164,083</u>
 Covered employee payroll	 \$ 13,471,000	 \$ 14,215,390	 \$ 14,343,000	 \$ 14,343,000
 Total OPEB liability as a percentage of covered payroll	 33.90%	 34.37%	 49.43%	 36.00%

Notes to Schedule:

Only four fiscal years are presented because 10-year data is not yet available

SUPPLEMENTARY INFORMATION

City of Shawnee, Oklahoma
Combining Balance Sheet – General Fund Accounts
June 30, 2021

	<u>General Fund</u>	<u>Revolving Oil & Gas</u>	<u>Spay and Neuter</u>	<u>Aquatic Center</u>	<u>Library</u>	<u>Sister Cities</u>	<u>Total General Fund</u>
ASSETS							
Cash and cash equivalents	\$ 6,945,767	\$ -	\$ 11,147	\$ 66,803	\$ 10,448	\$ 321	\$ 7,034,486
Investments	432	-	-	-	-	-	432
Interest receivable	951	-	-	-	-	-	951
Receivable from other governments	76,731	-	-	-	-	-	76,731
Due from other funds	1,274,009	-	-	-	-	-	1,274,009
Taxes receivable, net	2,192,307	-	-	-	-	-	2,192,307
Court fines receivable, net	205,535	-	-	-	-	-	205,535
Other receivables	348,785	42,250	-	-	-	-	391,035
Inventories	6,843	-	-	-	-	-	6,843
Prepaid items	179,275	-	-	-	-	-	179,275
Total assets	<u>11,230,635</u>	<u>42,250</u>	<u>11,147</u>	<u>66,803</u>	<u>10,448</u>	<u>321</u>	<u>11,361,604</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES							
Liabilities:							
Accounts payable	766,094	-	380	62,346	3,806	-	832,626
Accrued payroll payable	437,968	-	-	-	-	-	437,968
Due to other funds	2,642,412	-	-	-	-	-	2,642,412
Due to bondholders	14,304	-	-	-	-	-	14,304
Unearned revenue	262,500	-	-	-	-	-	262,500
Total liabilities	<u>4,123,278</u>	<u>-</u>	<u>380</u>	<u>62,346</u>	<u>3,806</u>	<u>-</u>	<u>4,189,810</u>
DEFERRED INFLOWS OF RESOURCES							
Unavailable revenue	102,527	-	-	-	-	-	102,527
Fund balances:							
Nonspendable	179,275	-	-	-	-	-	179,275
Restricted	22,877	-	-	-	-	-	22,877
Unassigned	6,802,678	42,250	10,767	4,457	6,642	321	6,867,115
Total fund balances	<u>7,004,830</u>	<u>42,250</u>	<u>10,767</u>	<u>4,457</u>	<u>6,642</u>	<u>321</u>	<u>7,069,267</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 11,230,635</u>	<u>\$ 42,250</u>	<u>\$ 11,147</u>	<u>\$ 66,803</u>	<u>\$ 10,448</u>	<u>\$ 321</u>	<u>\$ 11,361,604</u>

City of Shawnee, Oklahoma
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances – General Fund Accounts
Year Ended June 30, 2021

	General Fund	Revolving Oil & Gas	Spay and Neuter	Aquatic Center	Library	Sister Cities	Total General Fund
REVENUES							
Taxes	\$ 18,022,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,022,102
Intergovernmental	4,623,871	-	-	2,375	-	-	4,626,246
Licenses and permits	380,971	-	-	-	-	-	380,971
Charges for services	437,948	-	-	211,320	369	-	649,637
Fees and fines	551,196	-	2,800	-	-	-	553,996
Investment earnings	12,313	-	-	-	-	-	12,313
Miscellaneous	564,455	16,750	60	274	1	-	581,540
Total revenues	<u>24,592,856</u>	<u>16,750</u>	<u>2,860</u>	<u>213,969</u>	<u>370</u>	<u>-</u>	<u>24,826,805</u>
EXPENDITURES							
Current:							
General government	3,942,452	-	-	-	-	-	3,942,452
Engineering	216,897	-	-	-	-	-	216,897
Equipment and building maintenance	455,598	-	-	-	-	-	455,598
Police	7,731,642	-	-	-	-	-	7,731,642
Fire	6,522,865	-	-	-	-	-	6,522,865
Municipal court	346,800	-	-	-	-	-	346,800
Emergency management	218,916	-	-	-	-	-	218,916
Streets	1,129,733	-	-	-	-	-	1,129,733
Parks and recreation	857,492	-	-	385,554	-	-	1,243,046
Culture and recreation	117,355	-	-	-	-	-	117,355
Animal control/E911	900,357	-	10,145	-	-	-	910,502
Cemetery	435,970	-	-	-	-	-	435,970
Library	-	-	-	-	100,753	-	100,753
Economic development	752,583	-	-	-	-	-	752,583
Capital Outlay	-	-	-	85	-	-	85
Total expenditures	<u>23,628,660</u>	<u>-</u>	<u>10,145</u>	<u>385,639</u>	<u>100,753</u>	<u>-</u>	<u>24,125,197</u>
Excess (deficiency) of revenues over expenditures	<u>964,196</u>	<u>16,750</u>	<u>(7,285)</u>	<u>(171,670)</u>	<u>(100,383)</u>	<u>-</u>	<u>701,608</u>
OTHER FINANCING SOURCES (USES)							
Transfers in - interaccount	298,979	-	-	210,367	115,203	-	624,549
Transfers out - interaccount	(325,570)	(298,979)	-	-	-	-	(624,549)
Transfers in	5,738,715	-	-	-	-	-	5,738,715
Transfers out	(430,531)	-	-	-	-	-	(430,531)
Total other financing sources and uses	<u>5,281,593</u>	<u>(298,979)</u>	<u>-</u>	<u>210,367</u>	<u>115,203</u>	<u>-</u>	<u>5,308,184</u>
Net change in fund balances	6,245,789	(282,229)	(7,285)	38,697	14,820	-	6,009,792
Fund balances - beginning	759,041	324,479	18,052	(34,240)	(8,178)	321	1,059,475
Fund balances - ending	<u>\$ 7,004,830</u>	<u>\$ 42,250</u>	<u>\$ 10,767</u>	<u>\$ 4,457</u>	<u>\$ 6,642</u>	<u>\$ 321</u>	<u>\$ 7,069,267</u>

City of Shawnee, Oklahoma
Budget versus Actual – General Fund Accounts
Year Ended June 30, 2021

	Revolving Oil & Gas Account				Spay and Neuter Account			
	Budgeted Amounts		Actual Amounts.	Variance with	Budgeted Amounts		Actual Amounts.	Variance with
	Original	Final	Budgetary Basis	Final Budget - Positive	Original	Final	Budgetary Basis	Final Budget - Positive
REVENUES								
Licenses and permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for services	-	-	-	-	-	-	-	-
Fees and fines	-	-	-	-	2,500	2,500	2,800	300
Investment earnings	-	-	-	-	-	-	-	-
Miscellaneous	13,750	13,750	16,750	3,000	-	-	60	60
Total revenues	13,750	13,750	16,750	3,000	2,500	2,500	2,860	360
EXPENDITURES								
Departmental:								
Animal Control	-	-	-	-	2,500	13,000	10,145	2,855
Economic Development	-	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-	-
Parks and Recreation	-	-	-	-	-	-	-	-
Senior Citizens	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	2,500	13,000	10,145	2,855
Excess (deficiency) of revenues over expenditures	13,750	13,750	16,750	3,000	-	(10,500)	(7,285)	3,215
OTHER FINANCING SOURCES (USES)								
Transfers in	-	-	-	-	-	-	-	-
Transfers out	(310,729)	(310,729)	(298,979)	11,750	-	-	-	-
Total other financing sources and uses	(310,729)	(310,729)	(298,979)	11,750	-	-	-	-
Net change in fund balances	(296,979)	(296,979)	(282,229)	14,750	-	(10,500)	(7,285)	3,215
Fund balances - beginning	324,479	324,479	324,479	-	18,052	18,052	18,052	-
Fund balances - ending	\$ 27,500	\$ 27,500	\$ 42,250	\$ 14,750	\$ 18,052	\$ 7,552	\$ 10,767	\$ 3,215

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – General Fund Accounts
Year Ended June 30, 2021

	Library Account				Aquatic Center Account			
				<u>Variance with</u> <u>Final Budget -</u> <u>Positive</u> <u>(Negative)</u>				<u>Variance with</u> <u>Final Budget -</u> <u>Positive</u> <u>(Negative)</u>
	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u> <u>Budgetary Basis</u>		<u>Budgeted Amounts</u>		<u>Actual Amounts,</u> <u>Budgetary Basis</u>	
	<u>Original</u>	<u>Final</u>			<u>Original</u>	<u>Final</u>		
REVENUES								
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,375	\$ 2,375
Charges for services	-	-	369	369	114,500	151,000	211,320	60,320
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	-	-	-	-	-	-	-	-
Miscellaneous	-	-	1	1	37,500	38,687	247	(38,440)
Total revenues	-	-	370	370	152,000	189,687	213,942	24,255
EXPENDITURES								
Departmental:								
Animal Control	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-
Library	97,803	115,191	100,753	14,438	-	-	-	-
Parks and Recreation	-	-	-	-	354,367	399,410	385,639	13,771
Senior Citizens	-	-	-	-	-	-	-	-
Total Expenditures	97,803	115,191	100,753	14,438	354,367	399,410	385,639	13,771
Excess (deficiency) of revenues over expenditures	(97,803)	(115,191)	(100,383)	14,808	(202,367)	(209,723)	(171,697)	38,026
OTHER FINANCING SOURCES (USES)								
Transfers in	97,803	115,203	115,203	-	202,367	210,367	210,367	-
Total other financing sources and uses	97,803	115,203	115,203	-	202,367	210,367	210,367	-
Net change in fund balances	-	12	14,820	14,808	-	644	38,670	38,026
Fund balances -beginning	-	-	(8,178)	(8,178)	-	-	(34,240)	(34,240)
Fund balances - ending	\$ -	\$ 12	\$ 6,642	\$ 6,630	\$ -	\$ 644	\$ 4,430	\$ 3,786

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – General Fund Accounts
Year Ended June 30, 2021

	<u>Sister Cities Account</u>			<u>Variance with</u>
				<u>Final Budget -</u>
	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Positive</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>(Negative)</u>
REVENUES				
Licenses and permits	\$ -	\$ -	\$ -	\$ -
Fees and fines	-	-	-	-
Investment earnings	-	-	-	-
Miscellaneous	15,000	15,000	-	(15,000)
Total revenues	15,000	15,000	-	(15,000)
EXPENDITURES				
Departmental:				
Animal Control	-	-	-	-
Economic Development	-	-	-	-
Library	-	-	-	-
Parks and Recreation	30,000	30,000	-	30,000
Senior Citizens	-	-	-	-
Total Expenditures	30,000	30,000	-	30,000
Excess (deficiency) of revenues over expenditures	(15,000)	(15,000)	-	15,000
OTHER FINANCING SOURCES (USES)				
Transfers in	15,000	15,000	-	(15,000)
Transfers out	-	-	-	-
Total other financing sources and uses	15,000	15,000	-	(15,000)
Net change in fund balances	-	-	-	-
Fund balances - beginning	-	-	321	321
Fund balances - ending	\$ -	\$ -	\$ 321	\$ 321

City of Shawnee, Oklahoma
Combining Balance Sheet – Nonmajor Governmental Funds
June 30, 2021

	<u>Street and Alley Fund</u>	<u>E-911 Fund</u>	<u>Economic Development Fund</u>	<u>Hotel/Motel Fund</u>	<u>Police Sales Tax Fund</u>	<u>Fire Sales Tax Fund</u>	<u>CDBG/Home Grants Funds</u>
ASSETS							
Cash and cash equivalents	\$ 64,959	\$ 225,122	\$ 146,160	\$ 399,122	\$ -	\$ -	\$ 479,414
Interest receivable	-	-	17	-	33	33	-
Receivable from other governments	-	-	-	-	-	-	86,615
Due from other funds	-	-	-	-	-	-	2,738
Taxes receivable, net	-	21,940	45,074	84,429	56,342	56,342	-
Other receivables	29,782	-	-	-	-	-	364,454
Total assets	<u>94,741</u>	<u>247,062</u>	<u>191,251</u>	<u>483,551</u>	<u>56,375</u>	<u>56,375</u>	<u>933,221</u>
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable and accrued liabilities	109,392	8,379	64,349	21,611	-	-	28,548
Due to other funds	-	-	-	-	-	-	185,170
Unearned revenue	-	-	-	-	-	-	364,454
Total liabilities	<u>109,392</u>	<u>8,379</u>	<u>64,349</u>	<u>21,611</u>	<u>-</u>	<u>-</u>	<u>578,172</u>
Fund balances:							
Restricted	-	238,683	126,902	461,940	56,375	56,375	355,049
Unassigned (deficit)	(14,651)	-	-	-	-	-	-
Total fund balances	<u>(14,651)</u>	<u>238,683</u>	<u>126,902</u>	<u>461,940</u>	<u>56,375</u>	<u>56,375</u>	<u>355,049</u>
Total liabilities and fund balances	<u>\$ 94,741</u>	<u>\$ 247,062</u>	<u>\$ 191,251</u>	<u>\$ 483,551</u>	<u>\$ 56,375</u>	<u>\$ 56,375</u>	<u>\$ 933,221</u>

(continued)

City of Shawnee, Oklahoma
Combining Balance Sheet – Nonmajor Governmental Funds
June 30, 2021

	Cemetery Care Fund	Gifts and Contribution Fund	Tax Increment Financing Fund	Drug Forfeiture Fund	Total Other Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 176,193	\$ 108,047	\$ 444,558	\$ 6,064	\$ 2,049,639
Interest receivable	-	-	-	-	83
Receivable from other governments	-	-	-	-	86,615
Due from other funds	-	4,023	-	-	6,761
Taxes receivable, net	-	-	16,317	-	280,444
Other receivables	-	-	-	-	394,236
Total assets	<u>176,193</u>	<u>112,070</u>	<u>460,875</u>	<u>6,064</u>	<u>2,817,778</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable and accrued liabilities	-	-	-	832	233,111
Due to other funds	-	-	-	-	185,170
Unearned revenue	-	-	-	-	364,454
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>832</u>	<u>782,735</u>
Fund balances:					
Restricted	176,193	112,070	460,875	5,232	2,049,694
Unassigned (deficit)	-	-	-	-	(14,651)
Total fund balances	<u>176,193</u>	<u>112,070</u>	<u>460,875</u>	<u>5,232</u>	<u>2,035,043</u>
Total liabilities and fund balances	<u>\$ 176,193</u>	<u>\$ 112,070</u>	<u>\$ 460,875</u>	<u>\$ 6,064</u>	<u>\$ 2,817,778</u>

City of Shawnee, Oklahoma
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental
Funds
Year Ended June 30, 2021

	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	\$ 64,959	\$ 225,122	\$ 146,160	\$ 399,122	\$ -	\$ -	\$ 479,414
Interest receivable	-	-	17	-	33	33	-
Receivable from other governments	-	-	-	-	-	-	86,615
Due from other funds	-	-	-	-	-	-	2,738
Taxes receivable, net	-	21,940	45,074	84,429	56,342	56,342	-
Other receivables	29,782	-	-	-	-	-	364,454
Total assets	<u>94,741</u>	<u>247,062</u>	<u>191,251</u>	<u>483,551</u>	<u>56,375</u>	<u>56,375</u>	<u>933,221</u>
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable and accrued liabilities	109,392	8,379	64,349	21,611	-	-	28,548
Due to other funds	-	-	-	-	-	-	185,170
Unearned revenue	-	-	-	-	-	-	364,454
Total liabilities	<u>109,392</u>	<u>8,379</u>	<u>64,349</u>	<u>21,611</u>	<u>-</u>	<u>-</u>	<u>578,172</u>
Fund balances:							
Restricted	-	238,683	126,902	461,940	56,375	56,375	355,049
Unassigned (deficit)	(14,651)	-	-	-	-	-	-
Total fund balances	<u>(14,651)</u>	<u>238,683</u>	<u>126,902</u>	<u>461,940</u>	<u>56,375</u>	<u>56,375</u>	<u>355,049</u>
Total liabilities and fund balances	<u>\$ 94,741</u>	<u>\$ 247,062</u>	<u>\$ 191,251</u>	<u>\$ 483,551</u>	<u>\$ 56,375</u>	<u>\$ 56,375</u>	<u>\$ 933,221</u>

(continued)

City of Shawnee, Oklahoma
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental
Funds
Year Ended June 30, 2021

	Cemetery Care Fund	Gifts and Contribution Fund	Tax Increment Financing Fund	Drug Forfeiture Fund	Total Other Governmental Funds
REVENUES					
Taxes	\$ -	\$ -	\$ 171,902	\$ -	\$ 2,453,460
Fees and fines	-	-	-	-	-
Licenses and permits	-	-	-	-	2,110
Intergovernmental	-	-	-	-	300,600
Charges for services	2,988	-	-	-	2,988
Investment earnings	-	-	-	-	798
Miscellaneous	13,899	14,937	-	1	102,223
Total revenues	<u>16,887</u>	<u>14,937</u>	<u>171,902</u>	<u>1</u>	<u>2,862,179</u>
EXPENDITURES					
Current:					
Police	-	-	-	6,415	6,415
Fire	-	-	-	-	-
Streets	-	-	-	-	435,651
Parks and recreation	-	3,987	-	-	261,383
Animal Control/E911	-	-	-	-	172,188
Economic development	-	-	-	-	735,110
Capital Outlay	-	-	-	-	199,816
Total Expenditures	<u>-</u>	<u>3,987</u>	<u>-</u>	<u>6,415</u>	<u>1,810,563</u>
Excess (deficiency) of revenues over expenditures	<u>16,887</u>	<u>10,950</u>	<u>171,902</u>	<u>(6,414)</u>	<u>1,051,616</u>
OTHER FINANCING SOURCES (USES)					
Transfers in	-	-	-	-	268,071
Transfers out	-	-	-	-	(872,715)
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(604,644)</u>
Net change in fund balances	16,887	10,950	171,902	(6,414)	446,972
Fund balances - beginning	159,306	101,120	288,973	11,646	1,588,071
Fund balances - ending	<u>\$ 176,193</u>	<u>\$ 112,070</u>	<u>\$ 460,875</u>	<u>\$ 5,232</u>	<u>\$ 2,035,043</u>

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2021

	Street And Alley Fund				E-911 Fund			
	<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>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>			<u>Original</u>	<u>Final</u>		
REVENUES								
Taxes	\$ 275,000	\$ 275,000	\$ 284,412	\$ 9,412	\$ 305,000	\$ 280,000	\$ 283,385	\$ 3,385
Licenses and permits	1,500	1,500	2,110	610	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	-	-	-	-	-	-	-	-
Miscellaneous	6,360	6,360	6,359	(1)	-	-	-	-
Total revenues	282,860	282,860	292,881	10,021	305,000	280,000	283,385	3,385
EXPENDITURES								
Departmental:								
Streets	445,000	445,000	435,651	9,349	-	-	-	-
Animal Control/911	-	-	-	-	305,000	405,000	328,390	76,610
Economic Development	-	-	-	-	-	-	-	-
Cemetery	-	-	-	-	-	-	-	-
Park and Recreation	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	445,000	445,000	435,651	9,349	305,000	405,000	328,390	76,610
Excess (deficiency) of revenues over expenditures	(162,140)	(162,140)	(142,770)	19,370	-	(125,000)	(45,005)	79,995
OTHER FINANCING SOURCES (USES)								
Transfers in	162,140	162,140	102,000	(60,140)	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-
Total other financing sources and uses	162,140	162,140	102,000	(60,140)	-	-	-	-
Net change in fund balances	-	-	(40,770)	(40,770)	-	(125,000)	(45,005)	79,995
Fund balances - beginning	-	-	26,119	26,119	238,683	238,683	238,683	-
Fund balances - ending	\$ -	\$ -	\$ (14,651)	\$ (14,651)	\$ 238,683	\$ 113,683	\$ 193,678	\$ 79,995

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2021

	Economic Development Fund				Hotel/Motel 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	\$ 257,752	\$ 306,229	\$ 347,643	\$ 41,414	\$ 430,000	\$ 430,000	\$ 497,012	\$ 67,012
Licenses and permits	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	278	278	232	(46)	50	50	-	(50)
Miscellaneous	-	-	-	-	-	25,000	25,996	996
Total revenues	258,030	306,507	347,875	41,368	430,050	455,050	523,008	67,958
EXPENDITURES								
Departmental:								
Streets	-	-	-	-	-	-	-	-
Animal Control/911	-	-	-	-	-	-	-	-
Economic Development	257,752	257,752	257,396	356	425,714	491,814	485,724	6,090
Cemetery	-	-	-	-	-	-	-	-
Park and Recreation	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	257,752	257,752	257,396	356	425,714	491,814	485,724	6,090
Excess (deficiency) of revenues over expenditures	278	48,755	90,479	41,724	4,336	(36,764)	37,284	74,048
OTHER FINANCING SOURCES (USES)								
Transfers in	-	-	-	-	-	-	-	-
Transfers out	(15,000)	(15,000)	-	15,000	(4,300)	(4,800)	(4,799)	1
Total other financing sources and uses	(15,000)	(15,000)	-	15,000	(4,300)	(4,800)	(4,799)	1
Net change in fund balances	(14,722)	33,755	90,479	56,724	36	(41,564)	32,485	74,049
Fund balances - beginning	36,423	36,423	36,423	-	429,455	429,455	429,455	-
Fund balances - ending	\$ 21,701	\$ 70,178	\$ 126,902	\$ 56,724	\$ 429,491	\$ 387,891	\$ 461,940	\$ 74,049

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2021

	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	\$ 347,270	\$ 382,786	\$ 434,553	\$ 51,767	\$ 347,270	\$ 382,786	\$ 434,553	\$ 51,767
Licenses and permits	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	347	347	283	(64)	347	347	283	(64)
Miscellaneous	-	-	-	-	-	-	-	-
Total revenues	347,617	383,133	434,836	51,703	347,617	383,133	434,836	51,703
EXPENDITURES								
Departmental:								
Police	-	-	-	-	-	-	-	-
Streets	-	-	-	-	-	-	-	-
Animal Control/911	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-
Cemetery	-	-	-	-	-	-	-	-
Park and Recreation	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues over expenditures	347,617	383,133	434,836	51,703	347,617	383,133	434,836	51,703
OTHER FINANCING SOURCES (USES)								
Transfers in	-	-	-	-	-	-	-	-
Transfers out	(347,617)	(433,958)	(433,958)	-	(347,617)	(433,958)	(433,958)	-
Total other financing sources and uses	(347,617)	(433,958)	(433,958)	-	(347,617)	(433,958)	(433,958)	-
Net change in fund balances	-	(50,825)	878	51,703	-	(50,825)	878	51,703
Fund balances - beginning	55,497	55,497	55,497	-	55,497	55,497	55,497	-
Fund balances - ending	\$ 55,497	\$ 4,672	\$ 56,375	\$ 51,703	\$ 55,497	\$ 4,672	\$ 56,375	\$ 51,703

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2021

	CDBG/Home Grants Fund				Cemetery Care Fund			
	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with Final</u>	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with Final</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Budget - Positive</u>	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Budget - Positive</u>
				<u>(Negative)</u>				<u>(Negative)</u>
REVENUES								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	-	-	-	-	-	-	-	-
Intergovernmental	656,000	656,000	300,600	(355,400)	-	-	-	-
Charges for services	-	-	-	-	1,000	1,000	2,988	1,988
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	-	-	-	-	-	-	-	-
Miscellaneous	17,315	17,315	41,031	23,716	3,000	3,000	13,899	10,899
Total revenues	673,315	673,315	341,631	(331,684)	4,000	4,000	16,887	12,887
EXPENDITURES								
Departmental:								
Streets	-	-	-	-	-	-	-	-
Animal Control/911	-	-	-	-	-	-	-	-
Economic Development	673,314	694,503	293,000	401,503	-	-	-	-
Cemetery	-	-	-	-	24,500	24,500	-	24,500
Park and Recreation	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	673,314	694,503	293,000	401,503	24,500	24,500	-	24,500
Excess (deficiency) of revenues over expenditures	1	(21,188)	48,631	69,819	(20,500)	(20,500)	16,887	37,387
OTHER FINANCING SOURCES (USES)								
Transfers in	-	624,757	226,399	(398,358)	-	-	-	-
Transfers out	-	(258,558)	(60,328)	198,230	-	-	-	-
Total other financing sources and uses	-	366,199	166,071	(200,128)	-	-	-	-
Net change in fund balances	1	345,011	214,702	(130,309)	(20,500)	(20,500)	16,887	37,387
Fund balances - beginning	140,347	140,347	140,347	-	159,306	159,306	159,306	-
Fund balances - ending	\$ 140,348	\$ 485,358	\$ 355,049	\$ (130,309)	\$ 138,806	\$ 138,806	\$ 176,193	\$ 37,387

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2021

	Gifts and Contribution Fund				Tax Increment Financing Fund			
	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with Final</u>	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with Final</u>
			<u>Budgetary Basis</u>	<u>Budget - Positive</u>			<u>Budgetary Basis</u>	<u>Budget - Positive</u>
	<u>Original</u>	<u>Final</u>		<u>(Negative)</u>	<u>Original</u>	<u>Final</u>		<u>(Negative)</u>
REVENUES								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 41,600	\$ 41,600	\$ 171,902	\$ 130,302
Licenses and permits	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Fees and fines	-	-	-	-	-	-	-	-
Investment earnings	-	-	-	-	-	-	-	-
Miscellaneous	-	13,532	14,937	1,405	-	-	-	-
Total revenues	-	13,532	14,937	1,405	41,600	41,600	171,902	130,302
EXPENDITURES								
Departmental:								
Streets	-	-	-	-	-	-	-	-
Public Safety	-	5,000	3,987	1,013	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-
Cemetery	-	-	-	-	-	-	-	-
Park and Recreation	-	200	-	200	-	-	-	-
Capital outlay	-	-	-	-	41,600	41,600	-	41,600
Total Expenditures	-	5,200	3,987	1,213	41,600	41,600	-	41,600
Excess (deficiency) of revenues over expenditures	-	8,332	10,950	2,618	-	-	171,902	171,902
OTHER FINANCING SOURCES (USES)								
Transfers in	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-
Total other financing sources and uses	-	-	-	-	-	-	-	-
Net change in fund balances	-	8,332	10,950	2,618	-	-	171,902	171,902
Fund balances - beginning	101,120	101,120	101,120	-	288,973	288,973	288,973	-
Fund balances - ending	\$ 101,120	\$ 109,452	\$ 112,070	\$ 2,618	\$ 288,973	\$ 288,973	\$ 460,875	\$ 171,902

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2021

	Drug Forfeiture Fund			
	Budgeted Amounts		Actual Amounts,	Variance with Final
	Original	Final	Budgetary Basis	Budget - Positive
				(Negative)
REVENUES				
Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and permits	-	-	-	-
Intergovernmental	4,000	4,000	-	(4,000)
Charges for services	-	-	-	-
Fees and fines	-	-	-	-
Investment earnings	-	-	-	-
Miscellaneous	17,315	17,315	1	(17,314)
Total revenues	21,315	21,315	1	(21,314)
EXPENDITURES				
Departmental:				
Police	12,000	12,000	6,415	5,585
Streets	-	-	-	-
Animal Control/911	-	-	-	-
Economic Development	-	-	-	-
Cemetery	-	-	-	-
Park and Recreation	-	-	-	-
Capital outlay	-	-	-	-
Total Expenditures	12,000	12,000	6,415	5,585
Excess (deficiency) of revenues over expenditures	9,315	9,315	(6,414)	(15,729)
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total other financing sources and uses	-	-	-	-
Net change in fund balances	9,315	9,315	(6,414)	(15,729)
Fund balances - beginning	11,646	11,646	11,646	-
Fund balances - ending	\$ 20,961	\$ 20,961	\$ 5,232	\$ (15,729)

City of Shawnee, Oklahoma
Budget versus Actual – Major Capital Project Fund – Street Improvement
Year Ended June 30, 2021

	<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	\$ 2,430,889	\$ 2,800,000	\$ 3,041,865	\$ 241,865
Intergovernmental	900,000	1,000,000	-	(1,000,000)
Investment earnings	33,931	7,430	(454)	(7,884)
Miscellaneous	-	175,412	175,412	-
Total revenues	<u>3,364,820</u>	<u>3,982,842</u>	<u>3,216,823</u>	<u>(766,019)</u>
EXPENDITURES				
Departmental:				
Streets	<u>6,061,887</u>	<u>5,997,563</u>	<u>4,464,675</u>	<u>1,532,888</u>
Total Streets	<u>6,061,887</u>	<u>5,997,563</u>	<u>4,464,675</u>	<u>1,532,888</u>
Total Expenditures	<u>6,061,887</u>	<u>5,997,563</u>	<u>4,464,675</u>	<u>1,532,888</u>
Excess (deficiency) of revenues over expenditures	<u>(2,697,067)</u>	<u>(2,014,721)</u>	<u>(1,247,852)</u>	<u>766,869</u>
OTHER FINANCING SOURCES (USES)				
Transfers in		676,972	-	(676,972)
Transfers out	<u>(1,148,713)</u>	<u>(1,148,713)</u>	<u>(780,000)</u>	<u>368,713</u>
Total other financing sources and uses	<u>(1,148,713)</u>	<u>(471,741)</u>	<u>(780,000)</u>	<u>(308,259)</u>
Net change in fund balances	<u>(3,845,780)</u>	<u>(2,486,462)</u>	<u>(2,027,852)</u>	<u>458,610</u>
Fund balances - beginning	<u>7,600,907</u>	<u>7,600,907</u>	<u>7,600,907</u>	<u>-</u>
Fund balances - ending	<u>\$ 3,755,127</u>	<u>\$ 5,114,445</u>	<u>\$ 5,573,055</u>	<u>\$ 458,610</u>

City of Shawnee, Oklahoma
Budget versus Actual – Major Capital Project Fund – Capital Improvement Fund
Year Ended June 30, 2021

	Capital Improvement Fund			Variance with
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Taxes	\$ 2,153,074	\$ 2,373,274	\$ 2,694,224	\$ 320,950
Intergovernmental	-	-	26,824	26,824
Investment earnings	13,153	3,153	98	(3,055)
Miscellaneous	100,000	171,695	87,632	(84,063)
Total revenues	<u>2,266,227</u>	<u>2,548,122</u>	<u>2,808,778</u>	<u>260,656</u>
EXPENDITURES				
Departmental:				
Finance	-	2,000	718	1,282
Animal Control/911	-	-	-	-
Economic Development	-	-	-	-
Cemetery	-	-	-	-
Park and Recreation	-	-	-	-
Capital outlay	502,000	1,138,000	641,481	496,519
Debt service	789,717	1,110,578	1,110,545	33
Total Expenditures	<u>1,291,717</u>	<u>2,250,578</u>	<u>1,752,744</u>	<u>497,834</u>
Total Expenditures	<u>1,291,717</u>	<u>2,250,578</u>	<u>1,752,744</u>	<u>497,834</u>
Excess (deficiency) of revenues over expenditures	<u>974,510</u>	<u>297,544</u>	<u>1,056,034</u>	<u>758,490</u>
OTHER FINANCING SOURCES (USES)				
Bond proceeds	-	272,000	-	(272,000)
Transfers out	(861,000)	(861,000)	(500,000)	361,000
Total other financing sources and uses	<u>(861,000)</u>	<u>(589,000)</u>	<u>(500,000)</u>	<u>89,000</u>
Net change in fund balances	113,510	(291,456)	556,034	847,490
Fund balances - beginning	45,391	45,391	45,391	-
Fund balances - ending	<u>\$ 158,901</u>	<u>\$ (246,065)</u>	<u>\$ 601,425</u>	<u>\$ 847,490</u>

City of Shawnee, Oklahoma
Budget versus Actual – Major Capital Project Fund – 2018 Capital Improvement Fund
Year Ended June 30, 2021

	2018 Capital Improvement Fund			
	Budgeted Amounts		Actual Amounts,	Variance with
	Original	Final	Budgetary Basis	Final Budget -
				Positive (Negative)
REVENUES				
Taxes	\$ 2,778,159	\$ 3,262,289	\$ 3,476,418	\$ 214,129
Intergovernmental	-	-	-	-
Investment earnings	110,778	4,778	3,010	(1,768)
Miscellaneous	-	-	29,569	29,569
Total revenues	<u>2,888,937</u>	<u>3,267,067</u>	<u>3,508,997</u>	<u>241,930</u>
EXPENDITURES				
Departmental:				
Finance	-	2,000	500	1,500
Park and Recreation	180,000	168,430	-	168,430
Capital outlay	866,857	20,300,795	3,635,589	16,665,206
Debt service	921,040	2,644,846	2,381,354	263,492
Total Expenditures	<u>1,967,897</u>	<u>23,116,071</u>	<u>6,017,443</u>	<u>17,098,628</u>
Total Expenditures	<u>1,967,897</u>	<u>23,116,071</u>	<u>6,017,443</u>	<u>17,098,628</u>
Excess (deficiency) of revenues over expenditures	<u>921,040</u>	<u>(19,849,004)</u>	<u>(2,508,446)</u>	<u>17,340,558</u>
OTHER FINANCING SOURCES (USES)				
Bond proceeds	-	16,875,000	16,857,000	(18,000)
Total other financing sources and uses	<u>-</u>	<u>16,875,000</u>	<u>16,857,000</u>	<u>(18,000)</u>
Net change in fund balances	921,040	(2,974,004)	14,348,554	17,322,558
Fund balances - beginning	9,497,538	9,497,538	9,497,538	-
Fund balances - ending	<u>\$ 10,418,578</u>	<u>\$ 6,523,534</u>	<u>\$ 23,846,092</u>	<u>\$ 17,322,558</u>

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STATISTICAL SECTION

STATISTICAL SECTION

This part of the City of Shawnee's *Annual Comprehensive 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									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Governmental Activities:										
Net investment in capital assets	\$ 53,866,950	\$ 49,478,555	\$ 50,230,949	\$ 46,204,941	\$ 50,130,815	\$ 42,924,896	\$ 41,393,436	\$ 38,706,710	\$ 37,074,018	\$ 33,531,495
Restricted for (by):										
Statutory requirements	-	-	-	-	-	-	-	-	-	594,505
Enabling legislation	-	-	-	-	-	-	-	-	-	360,270
External Contracts	-	-	-	-	-	-	-	-	-	9,461,282
Capital Projects	7,814,617	9,394,885	7,625,200	5,489,701	8,289,801	8,813,042	8,036,373	7,580,368	5,962,728	-
Debt Service	500,961	258,764	415,847	207,587	379,861	112,213	74,769	140,460	136,426	-
Economic Development	1,404,766	885,198	546,262	444,008	852,575	644,796	969,384	946,696	890,628	-
Public Safety	356,665	406,328	227,327	158,093	192,686	137,251	156,884	656,521	548,047	-
Other purposes	311,140	286,545	267,069	269,945	257,040	275,019	271,109	267,367	280,788	-
Unrestricted	(15,479,999)	(19,518,310)	(21,030,693)	(19,637,686)	(20,566,194)	(17,360,205)	(15,740,961)	(16,816,708)	90,410	197,163
Total Governmental Activities Net Position	48,775,100	41,191,965	38,281,961	33,136,589	39,536,584	35,547,012	35,160,994	31,481,414	44,983,045	44,144,715
Business-type Activities:										
Net investment in capital assets	40,092,683	40,068,042	40,904,699	41,647,640	42,194,834	40,438,633	40,268,422	38,355,889	37,685,878	32,822,876
Restricted for:										
Capital Projects	-	-	-	-	-	-	-	-	-	-
Debt Service	2,379,196	2,329,383	2,343,067	2,563,339	2,470,269	2,578,084	2,611,396	2,533,205	1,380,561	1,814,511
Other purposes	-	-	-	-	-	-	-	-	-	-
Unrestricted	(890,155)	(2,081,721)	(999,491)	(2,504,186)	(2,709,448)	(1,172,742)	(597,374)	1,209,339	4,365,448	6,039,429
Total Business-type Activities Net Position	41,581,724	40,315,704	42,248,275	41,706,793	41,955,655	41,843,975	42,282,444	42,098,433	43,431,887	40,676,816
Primary Government:										
Net investment in capital assets	93,959,633	89,546,597	91,135,648	87,852,581	92,325,649	83,363,529	81,661,858	77,062,599	74,759,896	66,354,371
Restricted for:										
Statutory requirements	-	-	-	-	-	-	-	-	-	594,505
Enabling legislation	-	-	-	-	-	-	-	-	-	360,270
External Contracts	-	-	-	-	-	-	-	-	-	9,461,282
Capital Projects	7,814,617	9,394,885	7,625,200	5,489,701	8,289,801	8,813,042	8,036,373	7,580,368	5,962,728	-
Debt Service	2,880,157	2,588,147	2,758,914	2,770,926	2,850,130	2,690,297	2,686,165	2,673,665	1,516,987	1,814,511
Economic Development	1,404,766	885,198	546,262	444,008	852,575	644,796	969,384	946,696	890,628	-
Public Safety	356,665	406,328	227,327	158,093	192,686	137,251	156,884	656,521	548,047	-
Other purposes	311,140	286,545	267,069	269,945	257,040	275,019	271,109	267,367	280,788	-
Unrestricted	(16,370,154)	(21,600,031)	(22,030,184)	(22,141,872)	(23,275,642)	(18,532,947)	(16,338,335)	(15,607,369)	4,455,858	6,236,592
Total Primary Government Net Position	\$ 90,356,824	\$ 81,507,669	\$ 80,530,236	\$ 74,843,382	\$ 81,492,239	\$ 77,390,987	\$ 77,443,438	\$ 73,579,847	\$ 88,414,932	\$ 84,821,531

**CITY OF SHAWNEE, OKLAHOMA
CHANGES IN NET POSITION
LAST TEN FISCAL YEARS**

	Fiscal Year									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Expenses										
<i>Governmental Activities:</i>										
General Government	\$4,375,584	\$5,141,777	\$4,330,793	\$3,911,602	\$4,463,197	\$4,508,182	\$3,456,722	\$2,988,475	\$3,524,112	\$2,379,373
Public Safety	18,764,114	18,139,108	15,758,461	18,346,950	17,191,910	15,415,142	14,474,658	13,751,434	14,449,249	13,248,594
Streets	5,511,233	5,188,779	3,814,430	4,596,100	4,271,930	4,407,895	3,233,282	3,469,889	3,386,963	3,164,310
Culture and Recreations	2,292,685	2,442,207	1,965,351	2,346,402	2,229,120	2,482,246	1,658,533	1,348,343	1,083,872	1,053,726
Culture and Recreations - payment to component unit	-	-	-	-	-	-	-	-	-	-
Community Development	375,677	557,841	560,022	849,031	552,420	601,559	613,123	702,356	667,112	639,533
Economic Development	1,594,503	1,576,372	1,304,607	1,545,652	1,285,974	1,348,482	1,235,834	1,287,972	1,401,717	1,165,368
Interest on long-term debt	401,373	298,082	415,794	127,734	120,009	-	-	-	-	-
Total governmental activities expenses	\$33,315,169	\$33,344,166	\$28,149,458	\$31,723,471	\$30,114,560	\$28,763,506	\$24,672,152	\$23,548,469	\$24,513,025	\$21,650,904
<i>Business-type activities:</i>										
Water operations	3,576,520	4,215,635	4,468,752	5,591,766	5,792,312	5,903,556	5,307,131	5,829,372	6,034,550	4,992,323
Wastewater operations	3,471,685	4,551,583	3,555,364	4,014,009	3,732,123	3,486,831	3,003,781	2,724,937	2,877,353	2,458,992
Sanitation operations	2,732,373	2,325,193	1,564,494	1,716,769	1,651,800	1,618,679	1,520,472	2,018,186	1,649,687	1,535,752
Administration	679,885	827,968	665,967	834,889	672,199	634,203	561,772	529,636	585,602	557,451
Airport	1,290,656	1,287,795	1,261,117	1,416,774	1,357,326	1,670,545	1,462,400	1,521,292	1,417,058	1,024,896
Lake	138,721	113,265	136,066	191,970	152,926	145,205	111,992	473,574	250,495	105,398
Total business-type activities expenses	11,889,840	13,321,439	11,651,760	13,766,177	13,358,686	13,459,019	11,967,548	13,096,997	12,814,745	10,674,812
Total primary government expenses	45,205,009	46,665,605	39,801,218	45,489,648	43,473,246	42,222,525	36,639,700	36,645,466	37,327,770	32,325,716
Program Revenues										
<i>Governmental Activities:</i>										
<i>Charges for Services</i>										
General Government	407,462	255,275	308,368	272,116	278,887	250,162	177,550	163,616	346,213	189,754
Public Safety	582,869	466,983	602,059	486,743	635,624	820,025	810,266	743,581	887,155	767,900
Streets	71,066	29,435	26,848	39,240	42,223	24,076	36,360	37,373	1,470	1,175
Culture and Recreations	293,654	273,893	351,033	301,536	310,277	236,330	42,010	43,338	-	-
Community Development	47,531	57,383	16,245	38,501	103,249	91,740	99,121	96,825	89,084	57,516
Economic Development	35,303	28,836	37,067	34,266	35,273	25,321	26,167	27,367	29,446	35,362
Operating Grants and Contributions	3,242,833	5,348,846	3,132,343	2,802,355	2,914,491	3,000,696	2,884,772	3,801,276	2,380,524	2,272,136
Capital Grants and Contributions	2,322,958	143,000	142,558	1,109,955	5,326,598	743,035	1,039,321	860,593	50,417	278,920
Total governmental activities program revenues	7,003,676	6,603,651	4,616,521	5,084,712	9,646,622	5,191,385	5,115,567	5,773,969	3,784,309	3,602,763
<i>Business-type Activities:</i>										
Water operations	8,197,495	7,617,507	7,020,949	6,783,572	6,770,307	6,790,882	6,726,479	7,047,846	7,916,456	7,432,629
Wastewater operations	4,073,904	3,808,289	3,721,186	3,773,089	3,762,947	3,821,499	3,889,446	3,952,233	3,957,896	3,810,280
Sanitation operations	2,783,660	2,385,452	2,286,832	2,264,895	2,251,610	2,230,252	2,187,365	1,926,114	1,795,760	1,795,949
Airport	427,390	469,298	571,367	504,412	559,345	560,835	498,744	583,745	476,369	432,636
Lake	35,671	33,463	27,280	96,997	85,443	166,069	138,350	92,583	99,756	405,545
Operating Grants and Contributions	1,908	6,411	-	4,300	-	5,300	6,600	7,124	10,180	-
Capital Grants and Contributions	774,281	13,764	550,701	74,277	1,618,038	794,229	71,041	396,650	1,955,289	2,991,512
Total business-type activities program revenues	16,294,309	14,334,184	14,178,315	13,501,542	15,047,690	14,369,066	13,518,025	14,006,295	16,211,706	16,868,551
Total primary government program revenues	23,297,985	20,937,835	18,794,836	18,586,254	24,694,312	19,560,451	18,633,592	19,780,264	19,996,015	20,471,314

CITY OF SHAWNEE, OKLAHOMA
CHANGES IN NET POSITION
LAST TEN FISCAL YEARS
(continued)

	Fiscal Year									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Net (Expenses) Revenues										
<i>Governmental Activities</i>	(\$26,311,493)	(\$26,740,515)	(\$23,532,937)	(\$26,638,759)	(\$20,467,938)	(\$23,572,121)	(\$19,556,585)	(\$17,774,500)	(\$20,728,716)	(\$18,048,141)
<i>Business-type Activities</i>	4,404,469	1,012,745	2,526,555	(264,635)	1,689,004	910,047	1,550,477	909,298	3,396,961	6,193,739
Total Primary Government Net (Expenses)	(21,907,024)	(25,727,770)	(21,006,382)	(26,903,394)	(18,778,934)	(22,662,074)	(18,006,108)	(16,865,202)	(17,331,755)	(11,854,402)
General Revenues and Other Changes in Net Position										
<i>Governmental Activities:</i>										
Taxes:										
Sales and Use taxes	26,994,070	24,545,249	22,541,481	19,549,624	19,660,405	19,530,708	18,622,852	18,346,711	18,013,946	17,414,169
Franchise and public service taxes	1,457,288	1,422,490	1,482,916	1,703,963	1,553,935	1,543,454	1,698,127	1,626,635	1,601,416	1,676,956
Hotel/motel taxes	497,012	415,242	478,427	423,584	490,032	496,772	505,637	578,275	561,558	472,590
Property taxes	171,902	74,767	59,335	51,133	49,131	74,882	56,623	54,312	104,734	74,309
Other	334,458	-	973	25,055	54,317	27,323	26,830	23,687	24,062	1,054
Intergovernmental revenue	438,423	781,373	713,237	648,963	704,601	587,146	600,384	580,595	630,035	599,819
Investment Income	15,765	172,138	73,603	63,854	52,960	65,921	52,749	55,541	41,157	107,032
Miscellaneous	562,170	195,688	298,421	15,435	160,315	244,153	179,409	351,461	341,444	238,110
Transfers - Internal Activity	3,423,540	3,184,029	3,029,916	(273,186)	1,731,814	1,387,780	1,493,554	1,023,788	248,694	2,883,232
Total Governmental Activities	33,894,628	30,790,976	28,678,309	22,208,425	24,457,510	23,958,139	23,236,165	22,641,005	21,567,046	23,467,271
<i>Business-type Activities:</i>										
Investment Income	66,395	66,826	74,354	73,172	55,508	36,055	56,418	57,785	45,302	59,279
Miscellaneous	218,696	171,887	970,489	43,972	98,982	3,209	70,670	591,569	14,361	165,862
Transfers - Internal Activity	(3,423,540)	(3,184,029)	(3,029,916)	273,186	(1,731,814)	(1,387,780)	(1,493,554)	(1,023,788)	(248,694)	(2,883,232)
Total Business-type Activities	(3,138,449)	(2,945,316)	(1,985,073)	390,330	(1,577,324)	(1,348,516)	(1,366,466)	(374,434)	(189,031)	(2,658,091)
Total Primary Government	30,756,179	27,845,660	26,693,236	22,598,755	22,880,186	22,609,623	21,869,699	22,266,571	21,378,015	20,809,180
Change in Net Position										
<i>Governmental Activities</i>	7,583,135	4,050,461	5,145,372	(4,430,334)	3,989,572	386,018	3,679,580	4,866,505	838,330	5,419,130
<i>Business-type Activities</i>	1,266,020	(1,932,571)	541,482	125,695	111,680	(438,469)	184,011	534,864	3,207,930	3,535,648
Total Primary Government	\$8,849,155	\$2,117,890	\$5,686,854	(\$4,304,639)	\$4,101,252	(\$52,451)	\$3,863,591	\$5,401,369	\$4,046,260	\$8,954,778

**CITY OF SHAWNEE, OKLAHOMA
FUND BALANCES, GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS**

	Fiscal Year									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
General Fund:										
Nonspendable	\$ 179,275	\$ 117,985	\$ 154,869	\$ 143,073	\$ 118,542	\$ 106,313	\$ 182,557	\$ 1,500	\$ 5,947	\$ 347,288
Restricted	22,877	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	338,351	326,388	337,128	305,382	293,121	296,021
Unreserved/Unassigned	6,867,115	941,490	(243,054)	(1,303,688)	2,321,252	4,767,436	5,758,830	6,472,218	6,177,557	5,616,811
Total General Fund	7,069,267	1,059,475	(88,185)	(1,160,615)	2,778,145	5,200,137	6,278,515	6,779,100	6,476,625	6,260,120
Other Governmental Funds:										
Nonspendable	-	-	-	10,586	20,479	48,976	38,367	-	-	-
Restricted	34,222,491	18,731,907	17,604,861	7,970,237	11,008,113	9,982,211	9,555,742	12,604,440	7,790,716	10,416,057
Assigned	-	-	-	-	-	-	-	-	147,571	132,414
Unreserved/Unassigned	(14,651)	-	(393,223)	(94,737)	(153,388)	(1,723,280)	(140,605)	(3,004)	-	(81,736)
Total Other Governmental Funds	34,207,840	18,731,907	17,211,638	7,886,086	10,875,204	8,307,907	9,453,504	12,601,436	7,938,287	10,466,735
Total Governmental Funds	\$ 41,277,107	\$ 19,791,382	\$ 17,123,453	\$ 6,725,471	\$ 13,653,349	\$ 13,508,044	\$ 15,732,019	\$ 19,380,536	\$ 14,414,912	\$ 16,726,855

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

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Revenues:										
Taxes	\$29,757,326	\$27,112,510	\$25,217,144	\$22,315,774	\$22,384,463	\$22,190,229	\$21,453,412	\$21,160,794	\$20,852,810	\$20,155,296
Intergovernmental	7,087,895	2,655,059	2,806,329	3,576,360	3,512,796	3,190,305	3,799,115	2,699,312	2,356,804	2,409,100
Charges for services	652,625	608,344	283,027	233,014	551,788	456,508	189,682	169,761	208,273	159,006
Fines and forfeitures	553,996	398,662	704,527	563,851	653,067	783,726	268,603	225,719	845,413	748,028
Licenses and permits	358,431	229,050	537,397	509,854	255,978	214,645	685,403	655,468	184,211	198,708
Investment income	15,765	172,138	73,603	63,854	52,960	65,921	52,749	55,541	41,157	107,032
Miscellaneous	931,769	431,838	522,065	341,420	1,095,304	1,049,941	495,235	5,449,644	647,267	358,070
Total Revenues	39,357,807	31,607,601	30,144,092	27,604,127	28,506,356	27,951,275	26,944,199	30,416,239	25,135,935	24,135,240
Expenditures:										
Current:										
General Government	3,943,141	3,486,052	4,231,072	3,927,125	3,701,806	3,647,130	2,981,912	3,080,038	2,988,152	2,883,922
Engineering	216,897	282,428	394,315	488,407	472,231	443,180	384,817	415,147	418,707	404,537
Equipment and building maint.	455,598	352,395	428,006	484,007	489,256	505,625	459,714	438,176	449,277	397,130
Police	7,738,775	7,189,184	7,283,142	7,280,113	6,963,276	6,558,413	6,412,075	5,952,358	5,915,408	5,394,473
Fire	6,522,865	6,720,874	6,567,034	7,122,466	6,942,221	6,439,770	5,787,238	5,337,455	5,251,981	4,975,816
Municipal court	346,800	343,789	400,392	586,920	586,583	576,918	538,902	536,695	517,389	526,446
Emergency management	218,916	418,762	468,604	426,293	354,018	345,722	317,177	329,579	285,349	294,832
Streets	1,565,384	1,476,496	1,538,432	1,733,962	1,681,767	1,643,213	1,604,637	1,492,117	1,443,660	1,313,338
Parks and recreation	1,504,429	1,520,019	1,157,034	1,321,448	1,211,469	1,066,234	940,805	713,761	535,527	604,401
Culture and recreation	117,355	122,743	161,105	153,209	147,024	185,034	161,930	157,673	162,490	122,993
Animal control/E911	1,082,690	1,034,565	985,767	1,175,956	1,144,745	1,161,238	1,046,961	923,145	1,104,086	872,447
Cemetery	435,970	196,829	201,044	233,876	217,845	209,430	194,928	190,676	191,523	183,744
Library	100,753	90,657	91,294	101,563	88,960	86,566	95,372	88,424	88,224	44,907
Economic development	1,487,693	1,739,440	1,647,107	1,915,243	1,644,197	1,593,967	1,740,676	1,779,650	1,870,353	1,652,548
Capital outlay	8,937,247	4,321,501	4,459,483	5,962,579	6,839,201	6,049,430	8,457,080	6,662,187	6,270,385	6,910,780
Debt service:										
Principal retirement	3,103,888	2,985,285	2,574,631	1,206,383	1,048,789	620,844	925,193	389,365	191,126	77,746
Interest and fiscal charges	392,221	314,402	245,687	139,269	124,477	430,316	21,212	53,703	12,935	6,853
Total Expenditures	38,170,622	32,595,421	32,834,149	34,258,819	33,657,865	31,563,030	32,070,629	28,540,149	27,696,572	26,666,913
Excess of revenues over(under) expenditures	1,187,185	(987,820)	(2,690,057)	(6,654,692)	(5,151,509)	(3,611,755)	(5,126,430)	1,876,090	(2,560,637)	(2,531,673)
Other Financing Sources (Uses):										
Transfers in	6,006,786	4,330,041	5,303,579	4,435,888	3,037,868	3,701,191	3,170,107	2,928,664	2,370,474	4,377,829
Transfers out	(2,583,246)	(1,146,012)	(2,215,540)	(4,709,074)	(1,306,054)	(2,313,411)	(1,692,194)	(1,904,876)	(2,121,780)	(1,494,597)
Capital Lease/bond proceeds	16,875,000	-	10,000,000	-	3,565,000	-	-	2,065,746	-	958,868
Total Other Financing Sources (Uses)	20,298,540	3,184,029	13,088,039	(273,186)	5,296,814	1,387,780	1,477,913	3,089,534	248,694	3,842,100
Net change in fund balances	\$21,485,725	\$2,196,209	\$10,397,982	(\$6,927,878)	\$145,305	(\$2,223,975)	(\$3,648,517)	\$4,965,624	(\$2,311,943)	\$1,310,427
Debt Service as a Percentage of Non-Capital Expenditures	11.67%	11.46%	9.85%	4.64%	4.33%	3.97%	3.97%	2.01%	0.95%	0.42%

(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
2021	\$ 171,902	\$ 24,334,925	\$ 2,659,145	\$ 497,012	\$ 215,071	\$ 1,457,288	\$ 223,352	\$ 403,715	\$ 29,962,410
2020	74,767	22,194,482	2,350,767	415,242	196,385	1,422,490	204,260	380,728	27,239,121
2019	60,424	20,356,811	1,772,979	481,194	161,993	1,483,257	173,971	602,704	25,093,333
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

CITY OF SHAWNEE, OKLAHOMA
SALES & USE TAX RATES
OF DIRECT AND OVERLAPPING GOVERNMENTS
Last Ten Fiscal Years

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
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%	0.5000%	0.5000%	0.5000%	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%	3.5000%	3.5000%	3.5000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%	3.0000%
Pottawatomie County (3)	1.4995%	1.4995%	1.4995%	1.4995%	1.4995%	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%	9.4995%	9.4995%	9.4995%	8.9995%	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 Category
Last Ten Fiscal Years

Group	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Agriculture, Forestry, Fishing and Hunting	\$ 17,990	\$ 17,604	\$ 823	\$ 508	\$ -	\$ -	\$ 71	\$ -	\$ -	\$ -
Mining, Quarrying, and Oil and Gas Extraction	110	3,912	10,693	389	-	-	840	-	-	-
Utilities	1,032,759	1,010,076	998,673	990,298	905,722	880,010	1,007,967	1,044,037	1,122,586	986,561
Construction	7,598	30,716	5,323	4,505	12,252	7,416	16,440	22,958	-	-
Manufacturing	288,177	366,652	241,579	313,305	397,362	268,594	342,461	210,527	-	-
Wholesale Trade	1,680,064	1,430,054	1,410,140	1,172,023	1,164,915	1,057,215	1,095,325	1,110,617	1,115,623	957,212
Retail Trade	15,230,050	13,780,076	12,761,944	11,010,658	11,074,640	11,091,922	10,477,678	10,683,826	10,604,463	10,441,083
Transportation and Warehousing	34,231	20,135	22,182	19,858	20,326	13,013	16,389	19,849	-	-
Information	579,373	557,209	659,093	623,525	659,099	719,841	700,499	641,849	581,966	567,703
Finance and Insurance	47,656	62,383	86,828	64,977	47,983	45,282	45,516	56,526	-	-
Real Estate and Rental and Leasing	299,975	286,894	236,620	272,369	270,509	221,888	222,174	196,723	354,754	280,227
Professional, Scientific, and Technical Services	37,879	29,176	35,789	30,473	41,226	42,697	33,472	53,242	-	-
Administrative and Support and Waste Management and Remediation Services	13,540	10,681	11,460	8,534	6,652	8,497	8,600	-	-	-
Educational Services	2,234	5,965	7,160	5,479	8,461	7,270	7,460	7,515	-	-
Health Care and Social Assistance	23,837	76,931	30,203	26,392	30,647	28,965	28,003	31,223	-	-
Arts, Entertainment, and Recreation	247,047	241,370	200,191	87,114	76,510	67,929	64,420	71,776	132,781	127,510
Accommodation and Food Services	4,455,812	3,915,062	3,734,655	3,256,976	3,159,022	3,097,518	3,021,167	2,950,196	2,691,304	2,472,367
Other Services (except Public Administration)	366,510	233,172	175,369	158,579	163,531	158,162	161,421	161,892	145,861	126,435
Public Administration	16,875	6,202	2,248	4,905	-	-	-	-	-	-
Unclassified	68,776	89,849	76,090	65,611	176,403	343,101	162,624	384,102	267,271	224,021
	\$ 24,450,493	\$ 22,174,119	\$ 20,707,063	\$ 18,116,478	\$ 18,215,260	\$ 18,059,320	\$ 17,412,527	\$ 17,646,858	\$ 17,016,609	\$ 16,183,119
Total Sales Taxes	\$ 24,450,493	\$ 22,174,119	\$ 20,707,063	\$ 18,116,478	\$ 18,215,260	\$ 18,059,320	\$ 17,412,527	\$ 17,646,858	\$ 17,016,609	\$ 16,183,119
Percent Change	10.27%	7.08%	14.30%	-0.54%	0.86%	3.71%	-1.33%	3.70%	5.15%	2.96%

The Oklahoma Tax Commission changed the way they are reporting it is now by NAICS CODES beginning in FY 2014
We matched previous years as best that we could to match to the new codes descriptions.

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	
	0 - 1,000	1,001 - 4,000	4,001 - 1,000,000	1,000,001 - 2,000,000	More than 2,000,000	Monthly Base Rate	More than 1,000
2021	\$ 22.74	\$ 4.27	\$ 4.38	\$ 4.50	\$ 4.60	\$ 14.83	\$ 3.28
2020	\$ 22.25	\$ 4.18	\$ 4.29	\$ 4.40	\$ 4.50	\$ 14.51	\$ 3.21
2019	\$ 22.25	\$ 4.18	\$ 4.29	\$ 4.40	\$ 4.50	\$ 14.51	\$ 3.21
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
Fiscal Year Ended June 30	Water Rate Per Gallons Outside City Limits					Sewer Rate Outside City Limits	
	0 - 1,000	1,001 - 4,000	4,001 - 1,000,000	1,000,001 - 2,000,000	More than 2,000,000	Monthly Base Rate	More than 1,000
2021	\$ 26.43	\$ 6.42	\$ 6.58	\$ 6.75	\$ 6.91	\$ 22.25	\$ 4.78
2020	\$ 25.86	\$ 6.28	\$ 6.44	\$ 6.60	\$ 6.76	\$ 21.77	\$ 4.68
2019	\$ 25.86	\$ 6.28	\$ 6.44	\$ 6.60	\$ 6.76	\$ 21.77	\$ 4.68
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

FY21 Rates per adopted fee schedule as of August 1, 2020.
FY19 Rates per adopted fee schedule as of March 1, 2019.
FY13 Rates per City Ordinance #2484 dated August 12, 2012.

CITY OF SHAWNEE, OKLAHOMA
Water Utility User Categories
Last Ten Fiscal Years

Type of Customer	2021		2020		2019		2018		2017	
	Consumption		Consumption		Consumption		Consumption		Consumption	
	Gallons	Sales	Gallons	Sales	Gallons	Sales	Gallons	Sales	Gallons	Sales
Residential										
Builder	2,168,100	\$ 17,732	1,133,100	\$ 12,985	621,700	\$ 13,953	1,682,700	\$ 17,896	1,372,500	\$ 14,974
Residential	598,842,400	4,822,950	500,626,700	4,328,105	496,634,600	4,085,514	527,524,200	4,114,993	502,400,600	3,951,276
Residential Sprinkler	5,703,700	40,003	4,365,300	33,407	4,441,900	32,016	7,273,000	42,982	7,059,100	39,040
Commercial										
Commercial	432,460,305	2,264,627	374,679,961	1,971,134	450,698,281	2,182,531	420,378,713	2,010,921	415,199,350	1,972,588
Commercial Sprinkler	18,102,300	117,443	15,567,200	103,984	16,578,800	99,208	21,337,600	114,036	19,621,900	104,362
Schools	6,578,600	37,607	9,865,000	39,228	8,677,200	43,479	6,958,100	35,208	7,980,000	39,040
Schools Sprinkler	8,759,400	41,176	4,765,300	23,199	4,012,600	18,796	7,076,800	30,730	5,639,000	24,892
G Rate	18,041,000	83,754	6,680,800	32,892	3,380,300	16,797	3,227,600	15,643	1,619,500	8,616
Government	305,485,400	-	44,485,100	-	59,946,400	-	29,644,400	-	1,024,415,200	-
Total	<u>1,396,141,205</u>	<u>\$ 7,425,292</u>	<u>962,168,461</u>	<u>\$ 6,544,934</u>	<u>1,044,991,781</u>	<u>\$ 6,492,294</u>	<u>1,025,103,113</u>	<u>\$ 6,382,408</u>	<u>1,985,307,150</u>	<u>\$ 6,154,788</u>
Average Rate per Thousand		5.318%		6.802%		6.213%		6.226%		3.100%

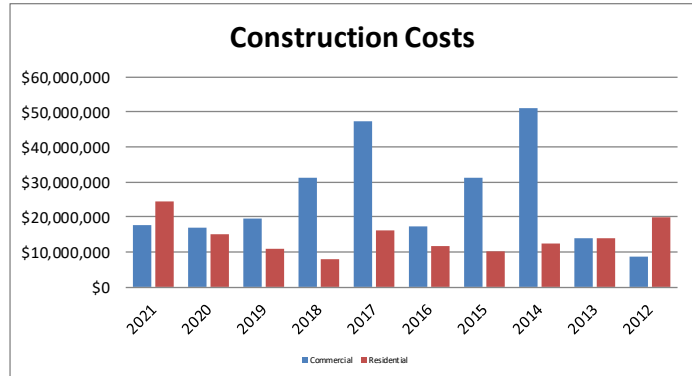
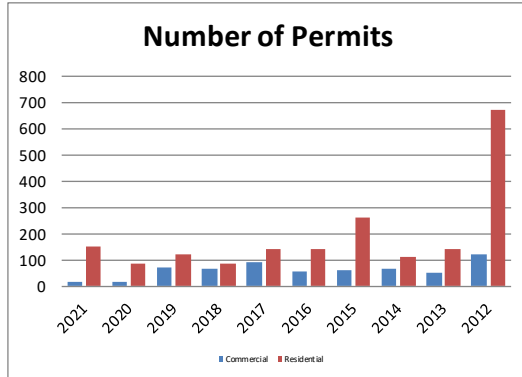
Type of Customer	2016		2015		2014		2013		2012	
	Consumption		Consumption		Consumption		Consumption		Consumption	
	Gallons	Sales	Gallons	Sales	Gallons	Sales	Gallons	Sales	Gallons	Sales
Residential										
Builder	1,265,000	\$ 11,382	1,080,200	\$ 13,263	2,590,300	\$ 10,045	9,752,700	\$ 10,045	1,722,100	\$ 13,978
Residential	525,824,300	4,103,796	525,751,600	4,097,304	1,151,352,700	4,195,903	574,050,400	4,195,903	642,064,200	4,179,606
Residential Sprinkler	7,065,170	42,559	5,790,000	37,778	16,547,400	53,118	8,937,800	53,118	12,400,500	60,416
Commercial										
Commercial	461,629,130	2,162,858	444,395,900	2,097,682	1,169,695,000	1,502,194	258,006,500	1,502,194	303,160,700	1,439,649
Commercial Sprinkler	19,388,100	105,416	17,564,800	96,270	39,439,200	102,223	17,465,200	102,223	26,836,000	123,299
Schools	7,840,100	38,950	8,401,400	41,197	18,495,400	44,364	9,417,900	44,364	10,306,100	45,813
Schools Sprinkler	7,801,200	33,708	6,667,300	29,199	16,947,600	40,610	9,725,500	40,610	14,235,900	57,426
G Rate	2,305,500	11,550				1,875,814	499,738,000	1,875,814	261,300,300	1,046,259
Government	23,315,500	-	2,048,100	10,528	7,414,000	11,303	5,898,000	11,303	5,744,300	10,018
Total	<u>1,056,434,000</u>	<u>\$ 6,510,219</u>	<u>1,011,699,300</u>	<u>\$ 6,423,221</u>	<u>2,422,481,600</u>	<u>\$ 7,835,574</u>	<u>1,392,992,000</u>	<u>\$ 7,835,574</u>	<u>1,277,770,100</u>	<u>\$ 6,976,464</u>
Average Rate per Thousand		6.162%		6.349%		3.235%		5.625%		5.460%

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



Commercial Construction (1)

Year	Commercial Number of Permits	Commercial Construction Cost
2021	16	\$ 17,500,600
2020	14	\$ 16,931,776
2019	69	\$ 19,479,350
2018	68	\$ 31,090,857
2017	89	\$ 47,119,560
2016	57	\$ 17,215,614
2015	60	\$ 31,339,602
2014	66	\$ 51,016,380
2013	53	\$ 13,961,584
2012	122	\$ 8,674,766

Residential Construction (1)

	Residential Number of Permits	Residential Construction Cost	Residential Average Cost
	153	\$24,535,306	\$160,361
	87	\$15,078,940	\$173,321
	123	\$10,842,456	\$88,150
	88	\$7,947,514	\$90,313
	143	\$16,147,446	\$112,919
	140	\$11,764,316	\$84,031
	259	\$10,236,707	\$39,524
	111	\$12,289,904	\$110,720
	141	\$14,112,761	\$100,091
	671	\$19,973,939	\$29,767

(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

GOVERNMENTAL ACTIVITIES				BUSINESS-TYPE ACTIVITIES				
FISCAL YEAR	GENERAL OBLIGATION BONDS	CAPITAL LEASE	NOTE PAYABLE	NOTE PAYABLE	BOND PREMIUM	TOTAL PRIMARY GOVERNMENT	PERCENTAGE OF PERSONAL INCOME	PER CAPITA
2021	\$ -	\$ -	\$ 23,115,000	\$ 9,892,656	\$ 174,779	\$ 33,182,435	2.19%	\$ 1,057.54
2020	-	314,678	9,025,000	12,816,089	305,863	22,461,630	3.06%	714.52
2019	-	614,963	11,710,000	10,415,637	436,947	23,177,547	2.90%	737.34
2018	-	909,594	3,990,000	11,775,580	568,030	17,243,204	3.77%	551.15
2017	-	1,195,977	4,910,000	13,239,477	699,114	20,044,568	3.29%	641.34
2016	-	1,474,344	2,115,422	15,364,719	830,199	19,784,684	3.16%	638.73
2015	-	1,744,918	2,736,266	17,717,966	961,283	23,160,433	2.57%	710.28
2014	-	2,065,746	3,340,631	20,074,847	1,092,367	26,573,591	2.26%	822.64
2013	-	-	689,996	21,612,098	1,223,451	23,525,545	3.04%	727.66
2012	-	-	881,122	24,533,255	58,286	25,472,663	2.33%	833.78

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
2021	\$ 11,015,711	\$ 5,445,293		\$ 5,570,418	\$ 2,372,627	2.35	1.25
2020	10,288,520	6,703,504		3,585,016	2,420,560	1.48	1.25
2019	10,742,135	4,639,697		6,102,438	1,888,569	3.23	1.25
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

(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)
2021	31,377	\$ 726,001,026	\$ 23,138	3.7
2020	31,436	687,065,216	21,856	7.1
2019	31,434	673,190,544	21,416	3.8
2018	31,232	650,343,936	20,823	4.4
2017	31,465	663,093,410	21,074	4.4
2016	31,286	658,977,018	21,063	5.0
2015	31,254	625,173,762	20,003	4.8
2014	30,975	596,113,875	19,245	4.8
2013	30,649	601,517,274	19,626	5.0
2012	30,481	714,261,273	23,433	4.8

(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

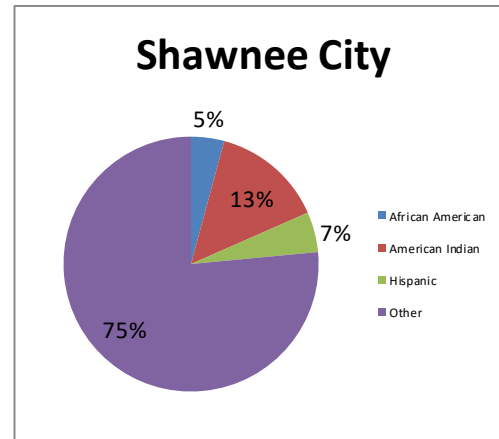
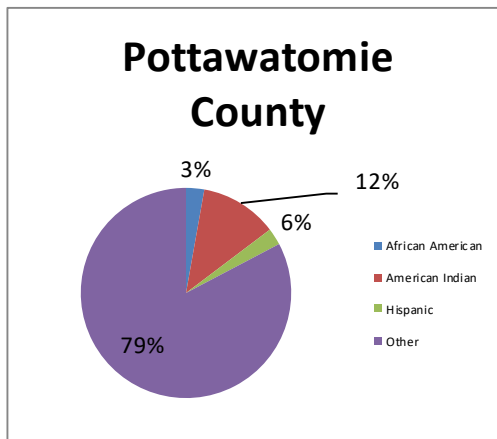
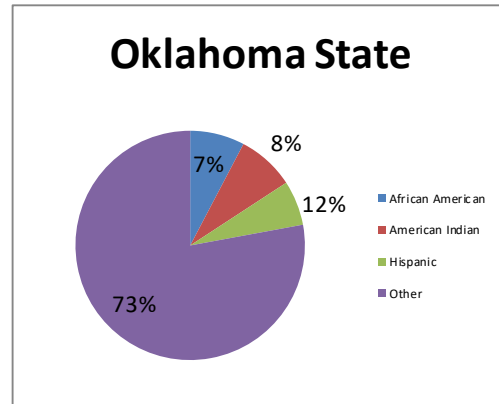
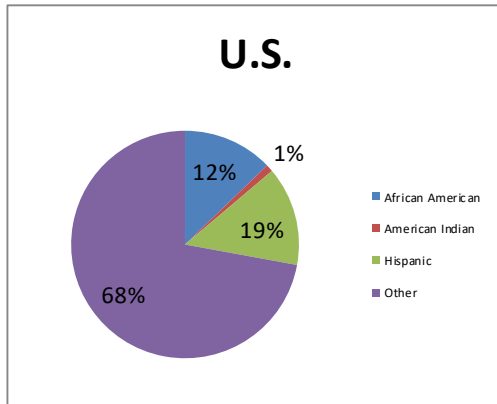
(3) Population for 2010-2012 is from the 2010 Census. Information from 2003-2009 is estimates by the Oklahoma Department of Commerce.

CITY OF SHAWNEE, OKLAHOMA

Ethnic Demographic Statistics

Comparative Ethnic Percentage Population

	U.S.	Oklahoma State	Pottawatomie County	Shawnee City
African American	12.05%	7.15%	3.03%	4.53%
American Indian	0.68%	7.88%	12.00%	12.91%
Hispanic	18.73%	11.92%	5.92%	7.44%
Other	68.54%	73.05%	79.05%	75.12%
	100.00%	100.00%	100.00%	100.00%



Data provided by the U.S. Census Bureau, 2020: DEC Redistricting Data (PL 94-171)

CITY OF SHAWNEE, OKLAHOMA
PRINCIPAL EMPLOYERS
Current year and Ten years ago

	2021			2011		
	Employees	RANK	% of Total Employment	Employees	RANK	% of Total Employment
Citizens Potawatomi Nation*	1,290	1	24.43%	2,000	1	31.34%
George Fischer	775	2	14.68%	400	3	6.27%
SSM Health	805	3	15.25%	450	2	7.05%
Shawnee Public Schools***	550	4	10.42%	450	2	7.05%
Walmart	490	5	9.28%	400	3	6.27%
Oklahoma Baptist**	343	6	6.50%	350	4	5.49%
Danfoss (formerly Eaton Corporation)	320	7	6.06%	350	4	5.49%
City of Shawnee	260	8	4.92%	261	6	4.09%
Exxon Mobil (Jindal Films)	243	9	4.60%	450	2	7.05%
Shawnee Milling	204	10	3.86%	250	7	3.92%
Wolverine Tube	-	-	-	450	2	7.05%
Absentee Shawnee	-	-	-	320	5	5.01%
TDK Ferrites	-	-	-	250	8	3.92%
	<u>5,280</u>		<u>100.00%</u>	<u>6,381</u>		<u>100.00%</u>

Source: Shawnee Forward

* Number include Firelake Grand Casino, Citizen Potawatomi Nation, and Firelake Entertainment.

** Numbers include Oklahoma Baptist University and OBU Catering Service.

*** Numbers include Shawnee Middle School, Shawnee High School, Shawnee Learning Center, and Shawnee/Head Start Cooperative.

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>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
General Government:										
Management Services	11.5	9.5	8.0	10.5	10.0	9.0	11.0	10.0	10.0	10.0
Finance	6.0	5.5	4.5	7.0	6.5	7.0	9.0	7.0	7.0	5.0
Planning	8.0	7.0	8.0	8.0	9.0	9.0	8.0	9.0	8.0	9.5
Other	8.0	6.5	18.5	10.5	10.5	11.0	13.0	13.0	12.0	13.0
Police:										
Officers	72.0	72.0	63.0	66.0	61.0	58.0	61.0	60.0	57.0	57.0
Civilians	19.5	21.5	19.0	22.0	24.0	27.0	25.0	27.0	23.0	21.5
Fire:										
Firefighters and Officers	52.0	50.0	51.0	54.0	53.0	54.0	53.0	54.0	46.0	43.0
Civilians	3.0	3.0	3.0	3.5	3.0	3.0	3.0	3.0	3.0	3.0
Other Public Works:										
Engineering	3.0	1.0	4.0	4.0	4.0	4.0	3.0	3.0	3.0	4.0
Other	28.0	29.0	22.0	26.0	24.0	26.0	24.0	26.0	25.0	21.0
Redevelopment	1.0	1.5	3.0	2.0	1.5	2.0	1.5	1.5	2.5	3.0
Parks and Recreation	38.0	38.5	73.0	52.5	59.0	43.0	37.5	21.0	23.0	23.0
Water	21.0	21.5	22.5	35.0	40.5	40.0	40.0	40.5	36.5	33.0
Wastewater	19.0	18.0	17.0	26.0	26.0	27.0	23.0	19.5	19.0	19.0
Total	<u>290.0</u>	<u>284.5</u>	<u>316.5</u>	<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>

Source: City of Shawnee Human Resources Department

CITY OF SHAWNEE, OKLAHOMA
Operating Assets by Function / Program
Last Ten Fiscal Years

FUNCTION / PROGRAM	2021	2020	2019	2018	2017	2016	2015	2014	2013
Police:									
Stations	1	1	1	1	1	1	1	1	1
Zone Offices	1	1	1	1	2	2	2	2	2
Patrol Units	70	38	37	57	71	71	69	69	69
Gun Range	1	1	1	1	1	1	1	1	1
Fire:									
Stations	3	3	3	3	4	4	3	3	3
Engines/vehicles	20	22	18	18	18	18	18	18	18
Other Public Works:									
Streets (miles)	225	225	225	225	191	191	191	191	191
Highway Interstate (miles)	3	3	3	3	2.5	2.5	2.5	2.5	2.5
Traffic Signals	43	43	43	44	49	49	48	47	47
Culture and Recreation									
Acerage	137	137	137	137	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
Community Centers	2	1	1	1	1	1	1	1	1
Municipal Pool	1	1	1	1	1	1	1	-	1
Splash Pads	2	2	2	2	2	2	2	-	-
Park and Recreation Reservations	95	101	156	222	380	380	380	392	392
Municipal Airport									
Terminals	1	1	1	1	1	1	1	1	2
Feet of runway	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
T-Hangers	28	28	28	28	28	28	28	28	28
Box Hangers	7	7	7	6	4	4	4	4	4
Vehicles	4	4	5	5	3	3	3	2	2
Aircraft Tug	2	2	2	2	1	1	0	0	0
Weatherstation	1	1	1	1	1	1	1	1	1
Water:									
Water Mains (miles)	285	285	285	218	218	218	217	217	215
Fire Hydrants	1,550	1,550	1,550	1,404	1,374	1,374	1,415	1,413	1,403
Storage Capacity (thousands of gallons)	3.5m	3.5m	3.5m	2.5m	2.5m	2.5m	2.5m	2.5m	2.5m
Water Towers	4	4	4	4	3	3	3	3	3
Wastewater:									
Sanitary Sewers (miles)	200	200	200	220	220	220	200	200	175
Treatment Capacity (thousands of gallons)	1.3m	1.3m	1.3m	6m	6m	6m	6m	6m	6m
Manholes *	2,810	2,810	2,810	3,575	3,526	3,526	-	-	-
Plants	2	2	2	2	2	2	2	2	2

Information from City of Shawnee departements.

CITY OF SHAWNEE, OKLAHOMA
Operating Indicators
Last Ten Fiscal Years

FUNCTION / PROGRAM	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Aiport- **										
Takeoffs	1,443	1,000	9,182	3,120	9,445	8,640	8,456	-	-	-
Fuel Sales	56,668	49,395	70,170	56,802	74,923	73,378	51,141	-	-	-
Police:										
Physical Arrests	1,514	1,127	1,645	2,188	1,062	2,118	2,255	2,067	2,350	1,944
Total Parking and Traffic Citations	4,689	2,337	4,946	3,819	2,884	4,832	5,302	5,566	6,726	5,355
Fire:										
Emergency Responses	5,889	5,138	5,665	5,494	5,587	5,368	5,265	4,637	4,768	3,212
Fires Extinguished	305	291	156	271	288	256	214	301	282	227
Inspections	144	418	142	159	133	224	333	297	12	12
Culture and Recreation										
Attendance-Pool	22,196	19,102	28,899	32,445	41,242	34,904	28,588	-	-	-
Park and Recreation Reservations	95	101	156	222	268	240	380	392	392	340
Community Development										
Building Permits	169	101	192	199	232	197	319	177	194	793
Building Inspections	3,820	2,160	1,536	2,332	3,675	3,321	2,834	2,460	2,579	2,987
Streets:										
Street Resurfacing (Lane Blocks)	10	-	-	-	142	195	187	98	134	172
Potholes Repaired	1,209	830	950	1,000	3,900	3,900	2,925	3,900	775	891
Economic Development: ***										
Home loans	19	19	18	19	54	55	-	-	-	-
New loans	-	1	-	-	6	11	-	-	-	-
First time homebuyers	1	1	-	-	1	2	-	-	-	-
Water:										
New Connections	-	-	-	-	164	835	738	60	490	47
Water Main Breaks	136	59	75	84	69	107	70	117	146	97
Average Daily Consumption (thousands of gallons)	3.80	3.60	3.00	2.81	3	4,590	3,609	3,914	4,589	4,671
Peak Daily Consumption (thousands of gallons)	7.7	4.3	3.5	5,280	4,400	4,962	5,502	5,881	7,458	7,624
Wastewater:										
Average Daily Sewer Treatment (thousands of gallons)*	3.6	3.4	3.77	3.69	4.04	3.39	2.24	2.819	3.086	3.09
Sanitation: ***										
Large polycarts	11,543	11,412	11,365	11,266	9,518	11,018	-	-	-	-
Small polycarts	760	712	650	607	592	536	-	-	-	-
Recycle bins	10,407	10,444	10,413	10,395	10,357	10,194	-	-	-	-

* MGD Million gallons per day

**Began record keeping in 2015, 2019 numbers included take offs and landings

*** Began tracking information in 2016

Information from City of Shawnee departments. Information has been provided for all functions that track operating data.

CITY OF SHAWNEE, OKLAHOMA
SINGLE AUDIT REPORTS
AND SUPPLEMENTARY SCHEDULES

June 30, 2021

City of Shawnee, Oklahoma

June 30, 2021

PAGE

SINGLE AUDIT REPORTS AND SUPPLEMENTARY SCHEDULES:

**Reports related to financial statements of the reporting entity
Required by GAO *Government Auditing Standards*:**

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	1
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Reports related to Federal Assistance Programs Required by the Uniform Guidance:

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance	3
Schedule of Expenditures of Federal Awards	5
Notes to the Schedule of Expenditures of Federal Awards	7
Schedule of Findings and Questioned Costs	8
Summary Schedule of Prior Audit Findings and Questioned Costs	11

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the City Council
City of Shawnee, Oklahoma

We have audited, in accordance with the 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, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, 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, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 22, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Arledge & Associates, P.C.

Edmond, Oklahoma
March 22, 2022



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE; AND
REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE

To the Honorable Mayor and Members of the City Council
City of Shawnee, Oklahoma

Report on Compliance for Each Major Federal Program

We have audited the City of Shawnee, Oklahoma's (the "City") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2021. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent,

or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated March 22, 2022, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the 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 schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Arledge & Associates, P.C.

Edmond, Oklahoma
March 22, 2022



Shawnee, City of
Schedule of Expenditures of Federal Awards By Grant
For the Year Ended June 30, 2021

<i>Federal Grantor/Program or Cluster Title</i>	<i>Federal CFDA Number</i>	<i>Pass-through Grantor and Number</i>	<i>Name of Grant - Grant ID No.</i>	<i>Federal Expenditures(\$)</i>
CDBG - Entitlement Grants-Cluster				
Department of Housing and Urban Development				
Community Development Block Grants/Entitlement Grants				
Community Development Block Grants/Entitlement Grants	14.218		Community Development Block Grant--B-19-MC-40-007	91,131
Community Development Block Grants/Entitlement Grants	14.218		Community Development Block Grant--B-20-MC-40-007	154,511
Total Community Development Block Grants/Entitlement Grants				245,642
Total Department of Housing and Urban Development				245,642
Total CDBG - Entitlement Grants-Cluster				245,642
Highway Safety Cluster-Cluster				
Department of Transportation				
State and Community Highway Safety				
State and Community Highway Safety	20.600		State and Community Highway Safety--PT-20-03-10-14	10,532
State and Community Highway Safety	20.600		State and Community Highway Safety--PT21-03-26-15	21,367
Total State and Community Highway Safety				31,899
Total Department of Transportation				31,899
Total Highway Safety Cluster-Cluster				31,899
Other Programs				
Department of Homeland Security				
Disaster Grants - Public Assistance (Presidentially Declared Disasters)				
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	Oklahoma Department of Emergency Management	Public Assistance--FEMA 4438 PW817	10,261
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	Oklahoma Department of Emergency Management	Public Assistance--FEMA 4438 PW798	58,349
Total Disaster Grants - Public Assistance (Presidentially Declared Disasters)				68,610
Emergency Management Performance Grants				
Emergency Management Performance Grants	97.042	Oklahoma Department of Emergency Management	Emergency Management Performance Grant - CARES-- CARES	13,888
Emergency Management Performance Grants	97.042	Oklahoma Department of Emergency Management	Emergency Management Performance Grant--2020	25,000
Emergency Management Performance Grants	97.042	Oklahoma Department of Emergency Management	Emergency Management Performance Grant--2021	37,500
Total Emergency Management Performance Grants				76,388
Total Department of Homeland Security				144,998
United States Department of Justice				
Crime Victim Assistance				
Crime Victim Assistance	16.575	District Attorney's Council	Crime Victim Assistance-- 2020-VOCA-CI-092	31,805
Crime Victim Assistance	16.575	District Attorney's Council	Crime Victim Assistance-- 2019-VOCA-CI-092	8,871
Total Crime Victim Assistance				40,676
Public Safety Partnership and Community Policing Grants				
Public Safety Partnership and Community Policing Grants	16.710		Public Safety Partnership and Community Policing Grants-- 2017-UM-WX-0088	65,096
Public Safety Partnership and Community Policing Grants	16.710		Public Safety Partnership and Community Policing Grants-- 2020-UM-WX-0338	46,410
Public Safety Partnership and Community Policing Grants	16.710		Public Safety Partnership and Community Policing Grants-- 2018-AMWX-0003 & 201	6,926
Total Public Safety Partnership and Community Policing Grants				118,432
Edward Byrne Memorial Justice Assistance Grant Program				
Edward Byrne Memorial Justice Assistance Grant Program	16.738		Edward Byrne Memorial Justice Assistance Program-- 2020-DJ-BX0499	26,824
Edward Byrne Memorial Justice Assistance Grant Program	16.738		Edward Byrne Memorial -- 2019-DJ-BS-0355	25,816
Total Edward Byrne Memorial Justice Assistance Grant Program				52,640
Total United States Department of Justice				211,748

Department of Labor		Oklahoma Employment	
Unemployment Insurance		Security Commission	
Unemployment Insurance	17.225		27,765
Total Unemployment Insurance			<u>27,765</u>
<i>Total Department of Labor</i>			<u>27,765</u>
Department of Transportation			
Airport Improvement Program and COVID-19 Airports Programs			
Airport Improvement Program and COVID-19 Airports Programs	20.106	Federal Aviation Administration--3-40-088-020- 2020	511,943
Airport Improvement Program and COVID-19 Airports Programs	20.106	Federal Aviation Administration--3-40-0088- 021-2020	30,000
Airport Improvement Program and COVID-19 Airports Programs	20.106	Federal Aviation Administration--3-40-088-019- 2020	147,937
Total Airport Improvement Program and COVID-19 Airports Programs			<u>689,880</u>
<i>Total Department of Transportation</i>			<u>689,880</u>
Department of Health and Human Services			
Special Programs for the Aging, Title III, Part D, Disease Prevention and Health Promotion Services			
Special Programs for the Aging, Title III, Part D, Disease Prevention and Health Promotion Services	93.043	Central Oklahoma Economic Development District	4,782
Total Special Programs for the Aging, Title III, Part D, Disease Prevention and Health Promotion Services			<u>4,782</u>
<i>Total Department of Health and Human Services</i>			<u>4,782</u>
Department of the Treasury			
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS			
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS	21.027		2,134,225
Total CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS			<u>2,134,225</u>
<i>Total Department of the Treasury</i>			<u>2,134,225</u>
Total Other Programs			<u>3,213,398</u>
Total Expenditures of Federal Awards			<u>\$ 3,490,939</u>

The accompanying notes are an integral part of this schedule

CITY OF SHAWNEE, OKLAHOMA

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year Ended June 30, 2021

NOTE A—BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (SEFA) includes the federal award activity of the City under programs of the federal government for the year ended June 30, 2021. The information in this SEFA is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the SEFA presents only a selected portion of the operations of City, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the City.

NOTE B—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the SEFA are reported on the modified accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The City has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE C—SUBRECIPIENTS

During the year ended June 30, 2021, the City did not provide federal awards to subrecipients.

CITY OF SHAWNEE, OKLAHOMA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2021

Section I--Summary of Auditor's Results

Financial statements

Type of auditor's report issued on whether the financial statements
were in accordance with GAAP:

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified?
reported ☐ yes ☒ none

Noncompliance material to financial statements noted? ☐ yes ☒ no

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified?
reported ☐ yes ☒ none

Type of auditor's report issued on compliance for major federal programs: *Unmodified*

Any audit findings disclosed that are required to be reported in
accordance with 2 CFR 200.516(a)? ☐ yes ☒ no

Identification of major federal programs:

Program

Coronavirus State and Local Fiscal Recovery Funds

CFDA Number

21.027

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? ☒ yes ☐ no

CITY OF SHAWNEE, OKLAHOMA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2021

Section II--Findings Required to be Reported in Accordance with *Government Auditing Standards*:

A. Internal Control

No findings to report as of June 30, 2021

B. Compliance Findings

No findings to report as of June 30, 2021

Section III--Findings Required to be Reported in Accordance with the Uniform Guidance:

A. Internal Control

No findings to report as of June 30, 2021

B. Compliance Findings

No findings to report as of June 30, 2021

CITY OF SHAWNEE, OKLAHOMA

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS AND QUESTIONED COSTS

June 30, 2021

Section II--Findings Required to be Reported in Accordance with *Government Auditing Standards*:

A. Internal Control

No findings to report under this section.

B. Compliance Findings

<u>Reference</u>	<u>Finding</u>	<u>Status</u>	<u>Corrective Action Plan or Other Explanation</u>
2020-001	Proper oversight of budgetary limitations were not in place. In addition, adjustments at or near year-end result in budget overruns.	Corrected	Management will review all funds and departments periodically to ensure any required budget amendments are completed and approved prior to expenditures exceeding budgets at the legal level of control

Section III--Findings Required to be Reported in Accordance with the Uniform Guidance:

A. Internal Control

No findings to report under this section.

B. Compliance Findings

No findings to report under this section.

Regular Board of Commissioners

8.

Meeting Date: 04/18/2022

Appointment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of an appointment of a City Commissioner to the Beautification, Parks, and Recreation Committee.

Attachments

Ordinance 2748NS

ORDINANCE NO. 2748 NS

AN ORDINANCE COMBINING THE SHAWNEE COMMUNITY BEAUTIFICATION COMMITTEE AND THE SHAWNEE PARKS AND RECREATION COMMITTEE INTO THE SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE, AMENDING PORTIONS OF CHAPTER 21 AND CHAPTER 27 RELATED TO THE COMPOSITION, APPOINTMENT AND TERMS OF THE MEMBERS AND PROVIDING FOR SEVERABILITY, CODIFICATION, AND REPEALER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Code of Ordinances of the City of Shawnee must be amended from time to time to comply with the laws of the State of Oklahoma and the Charter of the City of Shawnee; and

WHEREAS, the *Shawnee Community Beautification Committee* and the *Parks and Recreation Committee* presently carry-out certain overlapping and/or duplicative tasks; and

WHEREAS, the Mayor and City Commission have determined that other amendments must be made for the more efficient and practical operations for the City of Shawnee:

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

Section 1. Sections 21-26(a), (b) and (c) are amended as follows:

- (a) Definitions. The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context indicates a different meaning:

Shawnee Beautification, Parks, and Recreation Committee is herein defined as the City committee responsible for advising the City Commission on policies pertaining to the use of the park and recreational facilities of the City and overseeing the long-range planning and development for all City parks and open spaces, promote and orchestrate community enhancement projects and serve as the Tree Board.

- (b) Creation and establishment of a *Shawnee Beautification, Parks, and Recreation Committee*. There is hereby established and created a *Shawnee Beautification, Parks, and Recreation Committee*, hereinafter referred to as the "Committee", as approved by the Mayor and City Commission. The *Shawnee Beautification, Parks, and Recreation Committee* is the result of combining the existing *Parks and Recreation Committee* and the *Shawnee Community Beautification Committee* and both are hereby decommissioned effective with the adoption of this Ordinance

- (c) Composition, appointment and term of Committee members.

1. *Composition.*

- a. The Committee will consist of one (1) City Commissioner
- b. The Committee will consist of six (6) at-large members whom shall only include individuals that are either:
 - i. Residents of the City of Shawnee;
 - ii. Business or property owners within the City of Shawnee; or
 - iii. Employed within the City of Shawnee.

2. *Appointment.* At-Large Members shall be appointed by the City Mayor.

3. *Term.* The term of At-Large Members shall be three (3) years. In the event that a vacancy shall occur during the term of any Member, his/her successor shall be appointed for the unexpired portion of the term. For the initial terms, three (3) members will serve an initial term of three (3) years and three (3) members will serve an initial term of 4 years. All appointments after initial terms will be 3 years.

- (d) For current and active members of the Shawnee Beautification Committee and the Shawnee Parks and Recreation Committee that are not appointed to the newly combined Shawnee Beautification, Parks and Recreation Committee, they shall have the opportunity to serve until the expiration of their current respective terms and not be included in the total count of members stated in Section 21-26(c)(1)(b). Said members would have voting authority. If said member desires to serve on the Shawnee Beautification, Parks, and Recreation Committee, they shall provide a written request to the Committee secretary no later than May 1, 2022.

Section 2. Section 27-76 is amended as follows:

Creation and establishment of a Shawnee Beautification, Parks, and Recreation Committee. There is hereby established and created a *Shawnee Beautification, Parks and Recreation Committee*, hereinafter referred to as the "Committee", as approved by the Mayor and City Commission.

Section 3. Section 27-75 is amended as follows:

Park trees. Park trees are herein defined as trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the city, or to which the public has free access as a park.

Street trees. Street trees are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the city.

Section 4. Section 27-76 is amended as follows:

There is hereby created and established a Tree Board, hereafter referred to as "board", as approved by the Mayor and City Commission.

Section 5. Section 27-77 is amended as follows:

The members of the Tree Board shall consist of the individuals currently serving on the Shawnee Beautification, Parks, and Recreation Committee.

Section 6: **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.

Section 7: **Codification.** This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

Section 8: **Repealer.** All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance, are repealed.

Section 9: **Effective Date.** This ordinance shall take effect and be in full force and effect after its passage on May 1, 2022.

PASSED AND APPROVED this 7th day of March, 2022.

ATTEST: (SEAL)



Lisa Laszoni
LISA LASYONE, CMC, CITY CLERK

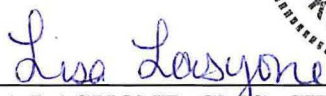
Ed Bolt
ED BOLT, MAYOR

PASSED AND APPROVED and the emergency clause voted on separately this 7th day of March, 2022.

ATTEST: (SEAL)




ED BOLT, MAYOR


LISA LASZYONE, CMC, CITY CLERK

Approved as to form and legality this 7 day of March, 2022


JOSEPH M. VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners

9.

Meeting Date: 04/18/2022

Contract

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a contract from Smith Roberts Baldischwiler, LLC (SRB) for owner's representative inspection services for Kid's Space Park.

Attachments

Memo

Contract



Office of Engineering

222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: April 18, 2022
To: City Commission
From: Seth Barkhimer, City Engineer
Subject: Consideration of a contract from SRB for owner's representative inspection services for Kid's Space Park.

Background: At the last Commission meeting, April 4th, the Commission awarded the Kid's Space Park project to Lambert Construction Company. The anticipated construction contract is in the amount of \$3,634,462.05, with an anticipated construction schedule of 300 days.

Given the complexity of the project scope, an on-site inspector is necessary to ensure the project is progressing as expected. Staff is requesting the approval of the contract with Smith Roberts Baldischwiler, LLC (SRB) for inspection/engineering services. If approved, SRB will act as an owner's representative over the life of the construction contract and will aid City staff in ensuring the park is built per design in the most efficient manner possible. SRB's proposed responsibilities include, but are not limited to:

- Be the owner's representative onsite throughout construction;
- Review and approve contractor pay applications before City staff receives them;
- Provide monthly owner's reports;
- Help coordinate with the design team, City staff and contractor in any issues that may arise during construction;
- Additional tasks as described in the attached contract;

Financial Impact: The contract is for \$99,750.00. It will be funded from account - 303-5-0940-54200 – Capital Outlay Buildings and Improvement; Project No. C-21-03C1

Attachment: Contract

Staff Recommendation: Award of the Contract



ENGINEERING | SURVEYING | PLANNING

SMITH ROBERTS BALDISCHWILER, LLC

CONSULTING ENGINEERS – CERTIFICATE OF AUTHORIZATION No. 3949

100 N.E. 5TH STREET, OKLAHOMA CITY, OKLAHOMA 73104

TEL: 405/840-7094 FAX: 405/840-9116

AGREEMENT

PERSON OR ENTITY PLACING ORDER:

NAME / COMPANY	City of Shawnee		
ADDRESS	222 N. Broadway		
CITY, STATE, ZIP	Shawnee, OK 74801		
TELEPHONE	OFFICE: (405) 878-1506	CELL:	FAX:
EMAIL	Seth.Barkhimer@shawneeok.org		
CONTACT	NAME: Mr. Seth Barkhimer, P.E.	TITLE: City Engineer	

PERSON OR ENTITY RESPONSIBLE FOR PAYMENT ("CLIENT"):

☒ CHECK IF SAME AS ABOVE

NAME / COMPANY			
ADDRESS			
CITY, STATE, ZIP			
TELEPHONE	OFFICE:	CELL:	FAX:
EMAIL			
CONTACT	NAME:	TITLE:	

PROJECT NAME/DESCRIPTION: Construction and Inspection Services Task Order #4

SCOPE OF SERVICES: Third-Party Inspection Services for Kids Space Park (see Ex. A)

FEES AND EXPENSES: ☒ SEE EXHIBIT B. ☐ DESCRIBE: _____

PAYMENT TERMS: ☒ 30 DAYS ☐ OTHER: _____

SRB PROJECT MANAGER: Craig H. Wallace E-MAIL ADDRESS: Craig.Wallace@srbok.com



TERMS

For the consideration recited and mutual promises herein made, incorporating Page 1 as if set forth fully herein, the parties agree:

1. Location of Underground Utilities. The underground utilities shown on any plans or drawings produced or provided by SRB pursuant to this agreement have been located from field survey information, existing drawings, and other available information. SRB makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned, or that the utilities shown are in the exact location indicated. SRB does not physically locate any underground utilities, therefore, unless otherwise expressly provided herein, SRB shall not be responsible for determining the exact location of any underground utilities. Client agrees that the contractor who performs the work shall be required to comply with all applicable statutes, ordinances, codes, rules, and regulations, and specifications regarding location of underground utilities, and shall be required to verify the accuracy of all measurements and the physical location of all underground utilities prior to commencing work or ordering materials.

2. Default/Remedies; Lien. Should either Party breach this agreement, the prevailing Party in any litigation shall have the right to recover all of such party's reasonable expenses and costs incurred by reason of such litigation, including, but not limited to, attorney's fees, court costs, and costs of suit preparation. Upon breach of this agreement by Client, Smith Roberts Baldischwiler, LLC ("SRB") may without notice or demand file a lien on the property for or upon which services have been performed and Client shall be responsible for all costs of filing, prosecution, and release of said lien, including but not limited to court costs, litigation costs, expenses, and attorneys' fees, in addition to any other remedies allowed by law.

3. Miscellaneous. In case any one or more of the provisions of this Agreement shall be invalid, illegal, or unenforceable in any respect, such provisions shall be adjusted rather than voided, if possible, in order to achieve the intent of the parties to this Agreement to the extent possible and in any event, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby. SRB may terminate this agreement upon thirty (30) days written notice to Client, and in such event SRB shall be entitled to payment for all sums due up until the effective date of termination. This Agreement shall be governed, construed and interpreted in accordance with the laws of the State of Oklahoma. Jurisdiction and Venue shall lie exclusively in the state and federal courts located Oklahoma County, Oklahoma. This Agreement is a final expression of the intent of the Parties and shall be modified only by a duly executed written instrument signed by both Parties. Failure to pursue any legal or equitable remedy or right available to a Party shall not constitute a waiver of such right, nor shall any such forbearance, failure or actual waiver imply or constitute waiver of subsequent default or breach. No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision of this Agreement or of any succeeding breach of the same provision. No delay in acting with regard to any breach of any provision of this Agreement shall be construed to be a waiver of such provision. Notwithstanding any other provision of this Agreement, neither party will be liable to the other for any punitive, indirect, special, consequential or incidental damages whatsoever, even if the parties were notified of the likelihood or possibility of such damages. The captions to the sections of this Agreement are for convenience only and shall not be considered or referred to in resolving questions of interpretation. This Agreement shall be binding upon the Parties hereto, their respective heirs, successors and assigns, but shall not be assigned by any party hereto without the written consent of the other party. This Agreement may be executed in counter parts, each of which will be deemed an original and all of which together will constitute one instrument.

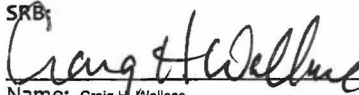
4. Progressive Billing / Late Payments. Unless provided otherwise herein, all work in progress may be invoiced monthly and is due within thirty (30) days from date of invoice. All past due payments bear interest at the rate of 1.5% per month. If payments are past due, in addition to its right to collect, SRB may suspend work or refuse to deliver the work ordered.

**PERSON OR ENTITY
PLACING ORDER:**

**PERSON OR ENTITY
RESPONSIBLE FOR PAYMENT:**

Name: _____ Date: _____
Title: _____

Name: _____ Date: _____
Title: _____

SRB:

Name: Craig H. Wallace Date: 4/01/2022
Title: Vice-President

CITY OF SHAWNEE
CONSTRUCTION SERVICES AND INSPECTION
SCOPE OF SERVICES
EXHIBIT A

Construction Administration and Inspection Services

- (1) The Engineer shall provide administration of the construction contract during construction and until final payment is made to the Construction Contractor. The Engineer will have the authority to act on behalf of the City only to the extent provided in this Contract, unless otherwise modified by written instrument.
- (2) Meet with the City or its representatives at any time requested for consultation or conference.
- (3) Assist in coordination of pre-work conferences for the Construction Contractor, the City and all other interested parties. The City will issue all work orders for the project.
- (4) The Engineer is not required to provide construction staking but will periodically review the Construction Contractor's construction staking survey field notes and the actual staking to verify line and grade is in accordance with the Bidding Documents.
- (5) Provide interpretation of the plans and specifications in accordance with the intent of the Bidding Documents. Such interpretations shall be made upon request of the City and its representatives or the Construction Contractor, to safeguard the City against defects and deficiencies in the construction. When making such interpretations and decisions, the Engineer will endeavor to secure faithful performance by the Construction Contractor. The Engineer does not guarantee the performance of the contract by the Construction Contractor, nor is it responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, and it shall not be responsible for a Construction Contractor's failure to carry out the work in accordance with the Bidding Documents.
- (6) Perform coordination of the work of inspection bureaus and laboratories selected by the City for the inspection and testing of construction materials. Receive reports and recommend approval or rejection of the materials based upon reports made by such laboratories or bureaus. The costs of all such tests and inspection by laboratories or bureaus will be paid by the City.
- (7) Review and recommend approval of testing laboratory claim vouchers.

- (8) The Engineer shall visit the site at intervals appropriate to the stage of construction to assess the progress and quality of the work by the Contractor and will regularly review the Contractor's field markups. The Engineer will further determine, in general, if the work is being performed in a manner indicating that the work, when completed, shall be in accordance with the Bidding Documents. The Engineer will review reports generated and services completed by the Inspector per Subtask D.20 of this Contract and will keep the City informed of progress of the work, and will endeavor to guard the City against defects and deficiencies of the work. The Engineer does not guarantee the performance of the contract by the Construction Contractor, nor is it responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, and it shall not be responsible for a Construction Contractor's failure to carry out the work in accordance with the Bidding Documents.
- (9) Review all necessary information for monthly estimates (**within seven (7) calendar days of receipt from the contractor**) of the quantity of work performed, and review the claim vouchers for payments to be made to the Construction Contractor during the progress of the work and upon completion of any and all work and report the same to the City.
- (10) Review the Construction Contractor's final request for payment (**within seven (7) calendar days of receipt from the contractor**) and certify that, to the best of its knowledge and industry standards, the completed work conforms to plans and specifications.
- (11) In addition to reports generated by the Inspection per Subtask 21 below, prepare and keep a record of the work performed by any contractor on this project and file with the City a monthly progress report covering the work performed by the contractor(s). The progress report shall be attached to the Construction Contractor's claim for partial or monthly payment.
- (12) Except as otherwise provided in this contract, communications with the Engineer's consultants will be through the Engineer. Communications with the Construction Contractor's subcontractors and material suppliers will be through the Construction Contractor. Communications with other City contractors will be through the City. The Engineer shall be available at all times for the purpose of communication.
- (13) The Engineer shall recommend to the City Engineer, or designee, rejection of work that does not conform to the Bidding Documents. At any time during construction, the Engineer may be given the authority to require additional inspection or testing of the work by the City Engineer.

- (14) The Engineer shall review for conformance with Bidding Documents, and approve or take other appropriate action upon the Construction Contractor's submittals, such as shop drawings, product data and samples. The Engineer's review of submittals will be promptly completed, but no longer than fourteen (14) calendar days from receipt of submittals. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Construction Contractor as required by the Bidding Documents. The Engineer's review of the Construction Contractor's submittals will not relieve the Construction Contractor of its contractual obligation to the City as required by the Bidding Documents. The Engineer's review of the Construction Contractor's submittals will not constitute approval of safety precautions or of any construction means, methods, techniques, sequences or procedures. The Engineer's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- (15) The Engineer shall reply to the Construction Contractor's requests for information, prepare clarification drawings, prepare change orders, field orders, amendments, field changes and construction change directives. The Engineer may recommend minor changes in the work, not inconsistent with the intent of the Bidding Documents. Such recommended changes shall be made by written order approved by the City Engineer and shall be binding upon the Construction Contractor.
- (16) The Engineer shall conduct observations and inspections to determine the quality of work to be accepted and the date or dates of final completion and acceptance. The Engineer shall receive and forward to the City all written warranties and any related documents required by the Bidding Documents and assembled by the Construction Contractor. The Engineer will recommend approval of the Construction Contractor's final certificate of payment upon completion of the work and compliance with the requirements of the Bidding Documents.
- (17) The Engineer will review daily reports furnished by the Inspector to evaluate and determine compliance with the Bidding Documents. Significant variations between reported conditions and the Bidding Documents shall be verified by the Engineer and resolved with the Construction Contractor and the City. The Engineer's duty to review daily reports and initiate remedial action shall not extend to the Construction Contractor's construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the work.

(18) The Engineer shall maintain a record ("log") of all documents it receives, creates or transmits during the construction of the project. The log shall include time requirements of responses if needed.

(19) Maintaining Project Schedule

(a) The Contractor will submit a proposed Project Schedule to the Engineer for review prior to the Pre-Work Conference. The Engineer will analyze the proposed Project Schedule prior to the Pre-Work Conference and advise the City Engineer as to whether the Contractor is likely to complete the Project within the time requirements in the Contract Documents. The City Engineer, Engineer, and Contractor will review the Project Schedule at the Pre-Work Conference and the Contractor will make such adjustments as may be directed by the Engineer. Adjustments to the proposed Project Schedule directed by the Engineer or City Engineer will not alter or absolve the Contractor's responsibility for completion of the Project and all Work within the time requirements in the Contract Documents. The Project Schedule, as reviewed and revised at the Pre-Work Conference, will be the initial Project Schedule for the Project and all Work to be completed within the time requirements in the Contract Documents, and is considered incorporated herein.

(b) The Engineer will review the Contractor's Project Schedule submissions, compliance and revisions monthly or more frequently as necessary to determine if the Contractor's Project Schedule accurately describes the progress of the work and if the Project will be completed in accordance with the requirements specified in the Contract Documents. The Engineer will advise the City Engineer if the progress of work in the Project Schedule is not in compliance with the time requirements specified in the Contract Documents.

(c) Throughout the Project, the Engineer will analyze the invoice, any supporting documentation, the submitted Project Schedule, and any pending requests for Change Orders or Amendments. In conjunction with its analysis and certification of the Contractor's invoices, the Engineer will analyze the updated Project Schedule. If the Project Schedule is unlikely to result in the Project being completed within the time requirements of the Contract Documents, the Engineer will meet with the Contractor to revise and develop a Project Recovery Schedule that will meet the requirements of the Contract Documents. Additionally, the Engineer will advise the City Engineer as to timeliness of completion of the Project and all Work within the Contract Documents, including any time added pursuant to a Change Order approved by the City.

(d) The Contractor will be solely responsible for the timely completion of the Project and all Work within the time requirements of the Contract

Documents, as may be revised by approved Change Orders. Review of the Project Schedule, or any revisions thereto, are not a warranty by the City Engineer, Engineer or the City that the progress of the Work in accordance with the Project Schedule will result in timely completion of the Project and all Work, nor will the City Engineer, Engineer or City be responsible for the Contractor's performance or for the Contractor's timely performance.

- (20) Construction Administration Services shall be performed by the Engineer in accordance with these Basic Services and Exhibit A – Scope of Work. Compensation for Construction Administration Services shall be paid proportional to the completion of the construction and shall not exceed the fee established in Exhibit B-1.

(21) Inspection Services

The Project Site Representative for the Engineer (Inspector) shall perform the following inspection functions/services:

(a) Immediately upon receipt of a Construction Work Order, the Inspector shall be present at the construction site and shall perform continuous inspection of the quality of construction as the construction relates to the contract documents. This includes inspection of the pipe and fittings upon delivery by the manufacturer to verify the pipe and fittings are acceptable.

(b) The Inspector shall immediately notify the Construction Contractor and the City if the work does not conform to the Contract Documents.

(c) The Inspector shall attend all job site meetings and shall report to the City all issues concerning progress, quality assurance, quality control and dispute resolution.

(d) The Inspector shall maintain at the construction site, a copy of all contract documents and other pertinent documents in a orderly manner including a current set of construction documents annotated to include all Project related changes and clarifications. The documents shall include, but not limited to, drawings, specifications, addenda, Requests for Information, Discrepancy and Nonconformance Reports, supplemental drawings, approved shop drawings, approved submittals, approved samples, color schedules, correspondence, accepted schedules, construction change orders, amendments, logs, meeting minutes and a contractor directory.

(e) The Inspector shall maintain all shop drawings, project data or samples in an easily retrievable filing system at the construction site.

(f) The Inspector shall maintain a daily log book or diary, recording all pertinent observations, including but not limited to:

1. Inspector's name, date, time and activities;
2. Weather conditions at the site;
3. The nature and location of work being performed by the Construction Contractor;
4. Identification of any work that the Inspector believes fails to strictly conform to the contract documents, along with the Inspector's actions regarding such observation;
5. Identification of any work determined to be nonconforming, along with the disposition of such nonconformance;
6. Copies of all reports made to the Construction Contractor of nonconforming work;
7. Description of all disputes among the Construction Contractor, Subcontractors and suppliers; and
8. Description of how each dispute is resolved.

(g) The Inspector shall be present at the construction site while work is proceeding and shall provide continuous inspection of the quality of construction. The Inspector will have authority to act on behalf of the City only to the extent provided by this Contract. The Inspector is not responsible for creating or implementing the Construction Contractor's schedules nor for any failure by the Construction Contractor to perform its work in accordance with plans and specifications.

(h) Communications with the Construction Contractor's subcontractors and material suppliers will be through the Construction Contractor. Communications with other City contractors will be through the City. The Inspector shall be available at all times for the purpose of communication.

(i) The Inspector shall coordinate his/her work with other on-site activities performed by the City and the Construction Contractor.

(j) The Inspector may NOT:

1. Authorize deviations from the contract documents.
2. Personally conduct or participate in tests or third party inspections.
3. Assume any of the responsibilities of the Construction Contractor, subcontractors or suppliers.
4. Expedite the work for the Construction Contractor.
5. Advise or issue directions to the Construction Contractor concerning aspects of construction means, method, techniques, sequences or procedures, or safety precautions and programs in connection with the work.
6. Authorize the City to occupy the project in whole or part.
7. Reject work or require special inspection or testing.

8. Order the Construction Contractor to stop the work or any portion thereof.

(k) The Inspector is not responsible for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyls (PCBs) or other toxic substances. If the Inspector has actual notice of such hazardous materials, he/she shall notify the City immediately of its discovery.

(l) Inspection Services shall be performed by the Engineer in accordance with these Basic Services and Exhibit A – Scope of Work. The Engineer will be paid for Inspection Services in accordance with the rate shown in Exhibit B-1. If the construction contract time exceeds the duration specified in Exhibit B-1, the compensation in excess of the funds in Exhibit B-1 will be paid as an Additional Service in accordance with the contract at the rate established in Exhibit B-1.



EXHIBIT B

Seth Barkhimer P.E., City Engineer
City of Shawnee
222 N. Broadway
Shawnee OK 74801

Date: 4/1/22

Project No.:
PO. No.
SRB Job No.: 116304 TO #4

CITY OF SHAWNEE
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
Task Order #4 Kids Space Park Improvements

Engineering Fee : ESTIMATED \$ 99,750.00 Task Order Total
\$ 9,975.00 Monthly Fee Average

Personnel	Hours	Rate	Total
Principal:	0 Hrs	@ \$230.00	\$ -
Project Manager	60 Hrs	@ \$195.00	\$ 11,700.00
Project Engineer:	0 Hrs	@ \$123.00	\$ -
Engineering Intern:	0 Hrs	@ \$90.00	\$ -
Engineering Technician:	0 Hrs	@ \$80.00	\$ -
Professional Land Suveyor:	0 Hrs	@ \$151.00	\$ -
CADD Technician:	0 Hrs	@ \$65.00	\$ -
Clerical:	75 Hrs	@ \$65.00	\$ 4,875.00
Inspection:	825 Hrs	@ \$95.00	\$ 78,375.00
Surveying (2-man Crew)	0 Hrs	@ \$145.00	\$ -
Inspection Overtime	40 Hrs	@ \$120.00	\$ 4,800.00
Drone Operator	0 Hrs	@ \$110.00	
SUBTOTAL			\$ 99,750.00
ON CALL SERVICES PER TASK ORDER			
BASED ON RATE CATEGORIES LISTED ABOVE, for contracted 300 calander days			
RATE INCLUDES VEHICLE AND PRINCIPAL TIME AS PART OF OVERHEAD			
TOTAL			\$ 99,750.00

(TO #4 Kids Space Park Improvements)

Regular Board of Commissioners

10.

Meeting Date: 04/18/2022

Traffic

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of alterations to the Highland Street corridor traffic operation.

Attachments

Memo

Signal Warrants Study



Office of Engineering

222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: April 18, 2022
To: City Commission
From: Seth Barkhimer, City Engineer
Subject: Consideration of alterations to the Highland Street corridor traffic operation.

Background:

The pole mounted traffic signals along the Highland St. corridor from Beard Ave. to Union Ave. are routinely impacted by crashes. Most recently, in September of 2021, a vehicle ran over the southwest signal at the intersection of Highland St. and Broadway Ave.. The estimated cost to fix the impacted signal pole is approximately \$20,000. This expense, and the repetitive nature in which these expenses occur, led staff to reevaluate the Highland Street corridor more broadly.

In early 2022, a traffic signal warrant analysis was conducted for the intersection of Highland Street at Beard Ave., Broadway Ave., and Union Ave., to determine if signalization is warranted at the three currently signalized intersections. The results of the study show that zero of the nine possible signal warrants are met. Based on this investigation of traffic volumes, pedestrian and school crossing activity, crash analysis, and additional roadway network criteria, signalization is not currently warranted at any of the three intersections. Additionally, the results of the capacity analysis indicate that all three intersections would not experience significant changes in motorist delay or expected levels of service if converted to unsignalized, stop sign control.

Considering operational expenses, and the results of the study, staff recommends beginning the process of removal of the traffic signals, and installation of all-way stop control at each intersection per the study's recommendation.

Financial Impact: Estimated expense of less than \$13,000 from the General Fund, Traffic Control, Street Maint. Materials, 001-5-0930-52300. The upfront and maintenance costs of the new traffic control will be substantially less than the repair costs associated with the current signalization.

Attachment: Traffic Warrant Analysis.

Staff Recommendation: Approval of the item.



ARIZONA
TEXAS
NEW MEXICO
OKLAHOMA

February 11, 2022

Seth Barkhimer, PE, City Engineer
The City of Shawnee
Engineering Department
222 N. Broadway
Shawnee, OK 74801

Re: *Traffic Signal Warrant Analysis – Highland Street in Shawnee, Pottawatomie County, OK*

Dear Mr. Barkhimer:

A traffic signal warrant analysis was conducted for the intersections of Highland Street at Beard Avenue, Broadway Avenue, and Union Avenue in Shawnee, Oklahoma to determine if signalization is still warranted at the three currently signalized intersections. This study will determine if the existing signals are still warranted and provide general recommendations for improvements at the study intersections.

Highland Street is a two-lane undivided roadway with a posted speed limit of 35 miles per hour (mph). A school zone with a speed reduction to 25 mph between 7:00 AM and 4:00 PM extends from east of Broadway Avenue to east of Union Avenue. At the intersection of Highland Street and Beard Avenue, eastbound Highland Street has a dedicated right-turn lane. According to the *Manual on Uniform Traffic Control Devices (MUTCD)*, if approximately half of the traffic on the approach utilizes an exclusive turn lane, the approach should be considered two lanes. For the purposes of this study, Highland Street was evaluated as a one-lane approach for this study since left-turning traffic was significantly less than 50% of total approach traffic.

Beard Avenue is currently a two-lane bidirectional undivided roadway south of Highland Street with a posted speed limit of 35 mph. A northbound right-turn lane is provided at the Highland Street intersection. The north leg of the intersection is one-way northbound and provides two travel lanes. For purposes of this study, Beard Avenue was evaluated as a one-lane approach since the northbound right-turning volume is less than 50% of the total approach traffic.

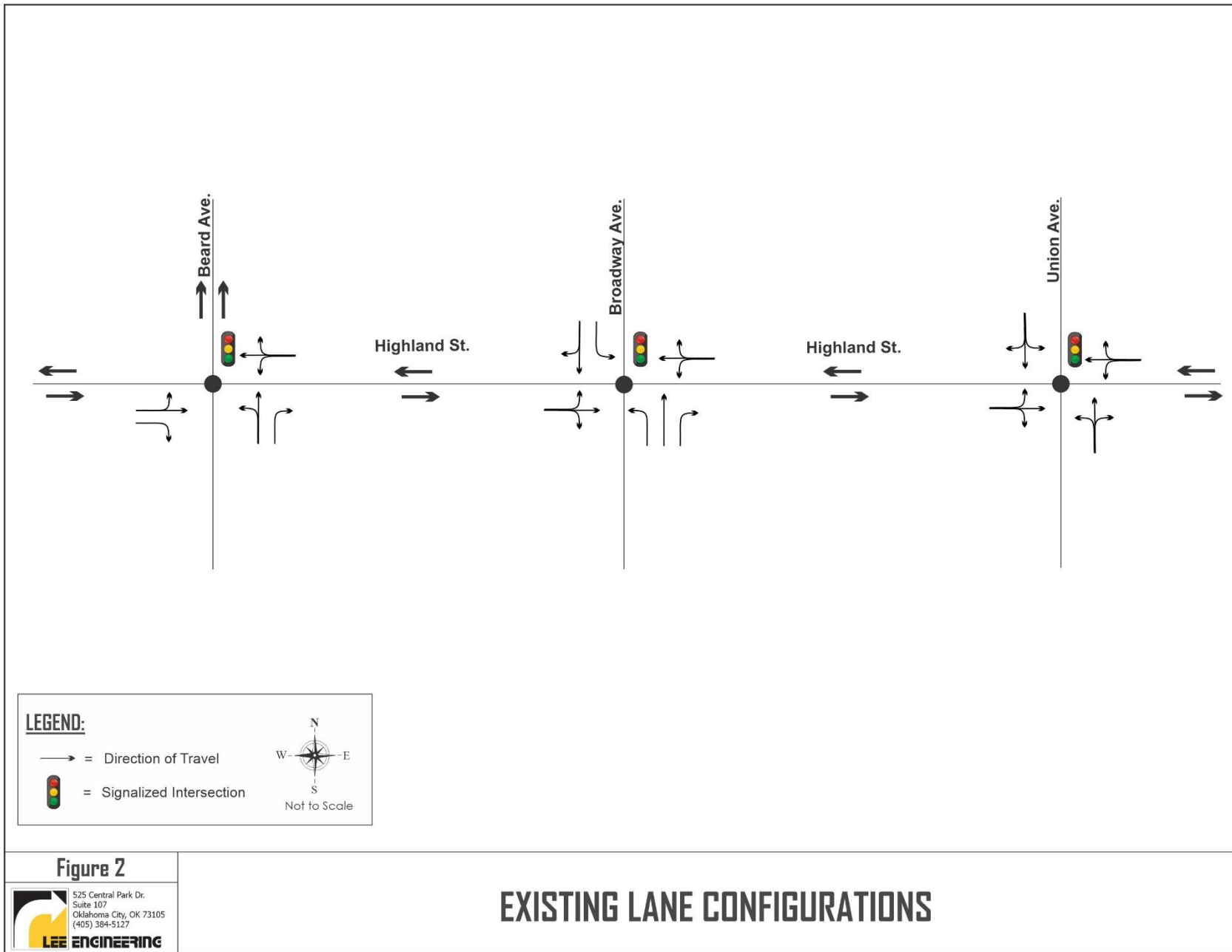
Broadway Avenue is currently a two-lane undivided roadway with a posted speed limit of 35 mph. Parallel parking is provided along Broadway Avenue south of Highland Street adjacent to the northbound travel lane. Dedicated left-turn lanes are provided northbound and southbound at Highland Street. A dedicated right-turn lane is also provided on the northbound approach. For purposes of this study, Broadway Avenue was evaluated as a one-lane approach since the northbound left and right-turn turning volumes make up less than 50% of the total approach traffic.

Union Avenue is currently a two-lane undivided roadway with a posted speed limit of 25 mph. A school zone with a speed limit of 25 mph from 7:00 AM to 4:00 PM extends north and south of Highland Street. No dedicated turn lanes are provided along Union Avenue at Highland Street.

A vicinity map of the study intersections is provided in **Figure 1**. The City of Shawnee currently has an estimated population of 31,235, and Potawatomie County has an estimated population of 72,592 (*source: United States Census Bureau 2019 Population Estimates*). **Figure 2** shows the existing lane configurations at the three study intersections.

Figure 1: Vicinity Map – Highland Street in Shawnee, OK







EXISTING TRAFFIC VOLUMES

Twenty-Four (24) hours of turning movement volumes were collected at the intersections of Highland Street and Beard Avenue, Broadway Avenue and Union Avenue on Wednesday, January 19th, 2022, while area schools were in session. Of the total 24-hours, the peak hour with the highest amount of total traffic was identified as from 11:00 AM to 12:00 PM. **Figure 3** summarizes the peak hour traffic data. The raw traffic count data is available in the Appendix.

INTERSECTION CAPACITY ANALYSIS

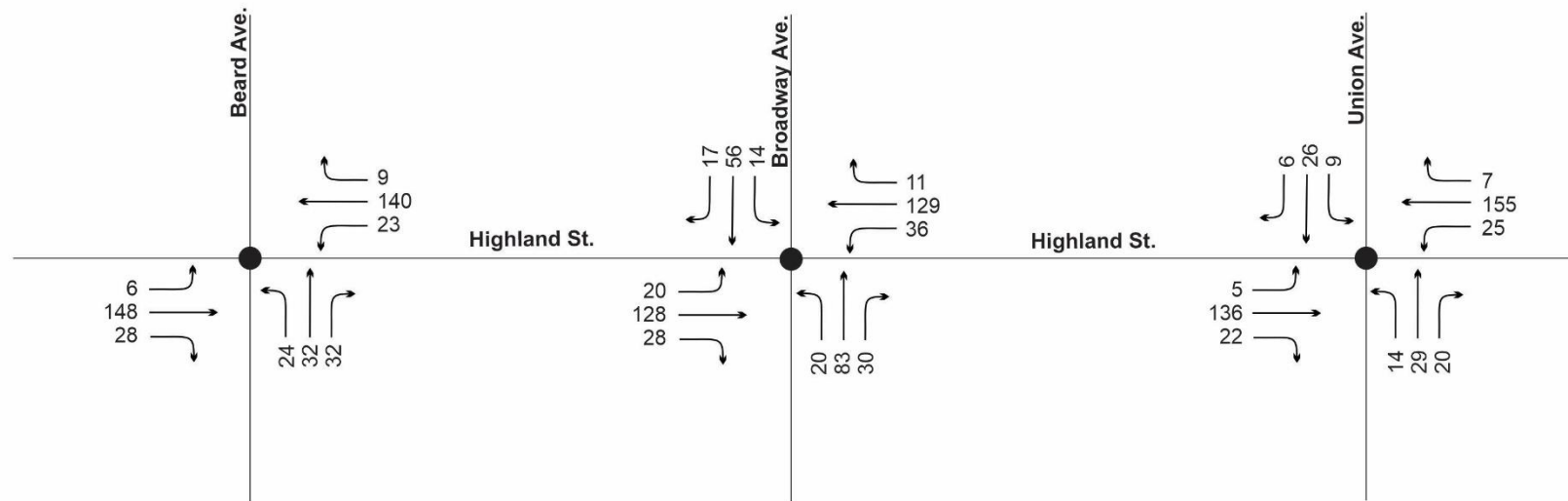
The Level of Service (LOS) of an intersection is a qualitative measure of capacity and operating conditions and is directly related to vehicle delay. The LOS criteria for a signalized intersection are shown in **Table 1**. LOS is given a letter designation from A to F, with LOS A representing very short delays (less than 10 seconds of average control delay per vehicle) and LOS F representing very long delays (more than 80 seconds of average control delay per vehicle).

For unsignalized intersections, the levels of service, as shown in **Table 2**, are defined by average control delay in seconds per vehicle.

Additional performance measures such as volume to capacity (v/c) ratios and queue lengths also indicate operations. For example, at two-way stop-controlled intersections, main street traffic volumes may impose longer average delays for a small number of side-street vehicles, thus creating vehicle delays that correspond to a poor level of service. Motorists and agencies will typically accept longer delays (LOS E or F) if gaps in the traffic stream are anticipated within a reasonable timeframe, and the side street traffic volumes do not warrant a traffic signal. As a general guide, gap acceptance thresholds for the long delay values can be defined when the v/c ratios are under 0.80, which corresponds to 80 percent capacity usage for that movement. Therefore, a traffic movement with a decreased level of service and a v/c value below 0.80 could be considered as operating acceptably.

Capacity analyses were conducted for the study area intersections under Existing (2022) signalization, and the intersections as converted to all-way stop-control (AWSC) and two-way stop-controlled (TWSC).

The intersection capacity analyses were conducted using *Highway Capacity Manual (HCM)* methodologies in the *Synchro 11* traffic analysis software package. The analysis does not assume traffic would be rerouted if congestion occurs.



LEGEND:

→ = Direction of Travel

= Mid-Day (11:00 AM to 12:00 PM) Peak Hour Volume



Figure 3



EXISTING TRAFFIC DATA

Table 1: Level of Service Criteria for Signalized Intersections

Level-of-Service (LOS)	Average Control Delay (seconds/vehicle)	Description
A	≤ 10.0	Very low vehicle delays, free flow, signal progression extremely favorable, most vehicles arrive during given signal phase.
B	10.1 to 20.0	Good signal progression, more vehicles stop and experience higher delays than for LOS A.
C	20.1 to 35.0	Stable flow, fair signal progression, significant number of vehicles stop at signals.
D	35.1 to 55.0	Congestion noticeable, longer delays and unfavorable signal progression, many vehicles stop at signals.
E	55.1 to 80.0	Limit of acceptable delay, unstable flow, poor signal progression, traffic near roadway capacity, frequent cycle failures.
F	> 80.0	Unacceptable delays, extremely unstable flow and congestion, traffic exceeds roadway capacity, stop-and-go conditions.

SOURCE: *Highway Capacity Manual*, Transportation Research Board, latest edition

Table 2: Level of Service Criteria for Unsignalized Intersections

Level-of-Service (LOS)	Average Control Delay (seconds/vehicle)	Description
A	≤ 10.0	No delays at intersections with continuous flow of traffic. Uncongested operations: high frequency of long gaps available for all left and right turning traffic. No observable queues.
B	10.1 to 15.0	No delays at intersections with continuous flow of traffic. Uncongested operations: high frequency of long gaps available for all left and right turning traffic. No observable queues.
C	15.1 to 25.0	Moderate delays at intersections with satisfactory to good traffic flow. Light congestion; infrequent backups on critical approaches.
D	25.1 to 35.0	Increased probability of delays along every approach. Significant congestion on critical approaches, but intersection functional. No standing long lines formed.
E	35.1 to 50.0	Heavy traffic flow condition. Heavy delays probable. No available gaps for cross-street traffic or main street turning traffic. Limit of stable flow.
F	> 50.0	Unstable traffic flow. Heavy congestion. Traffic moves in forced flow condition. Average delays greater than one minute highly probable. Total breakdown.

SOURCE: *Highway Capacity Manual*, Transportation Research Board, latest edition

Table 3 presents the capacity analysis results for the capacity analysis for Existing (2022) Conditions with and without signalization for the mid-day peak hour (11:00 AM to 12:00 PM).

Table 3: Capacity Analysis Results – Existing (2022) Conditions

1. Highland Street & Beard Avenue						
Scenario	Peak Hour	Intersection	EB	WB	NB	SB
Existing (Signalized)	AM	6.9 (A) ¹	9.2 (A)	3.5 (A)	8.5 (A)	--
Existing (AWSC)	AM	9.1 (A)	8.8 (A)	9.7 (A)	8.5 (A)	--
Existing (TWSC)	AM	-- ²	0.2 (A)	1.0 (A)	10.7 (B)	
2. Highland Street & Broadway Avenue						
Scenario	Peak Hour	Intersection	EB	WB	NB	SB
Existing (Signalized)	AM	8.8 (A)	3.5 (A)	14.2 (B)	8.8 (A)	8.8 (A)
Existing (AWSC)	AM	9.7 (A)	9.9 (A)	10.1 (B)	9.0 (A)	9.3 (A)
Existing (TWSC)	AM	--	0.9 (A)	1.6 (A)	12.5 (B)	12.7 (B)
3. Highland Street & Union Avenue						
Scenario	Peak Hour	Intersection	EB	WB	NB	SB
Existing (Signalized)	AM	11.1 (B)	14.1 (B)	9.9 (A)	8.7 (A)	8.5 (A)
Existing (AWSC)	AM	8.7 (A)	8.6 (A)	9.0 (A)	8.2 (A)	8.2 (A)
Existing (TWSC)	AM	--	0.2 (A)	1.0 (A)	11.9 (B)	12.3 (B)

¹ Delay in seconds/vehicle (Level of Service). Shaded cell denotes LOS E or F. Volume-to-capacity ratio reported for LOS E or F at unsignalized intersections.

² HCM methodology does not provide intersection-wide delay/level of service for One-Way and Two-Way Stop Controlled analysis.

The results in Table 3 indicate that all intersections and approaches currently operate at LOS B or better during the highest peak hour of traffic. Furthermore, converting the intersections to AWSC from the existing condition (signalized) slightly increases the delay at the intersections of Highland Street and Beard Avenue and Broadway Avenue, though remaining at LOS B or better. Converting the three intersections to TWSC on the minor street approaches results in an increase in delay along the north and south approaches at each intersection, though remaining at LOS B or better.

TRAFFIC SIGNAL WARRANT ANALYSIS

The traffic signal warrant analysis presented in this report is based on the traffic signal warrants contained in Chapter 4C, “Traffic Control Signal Needs Studies,” of the *2009 MUTCD*. Nine warrants are included in the manual for warranting a traffic signal installation. These warrants are:

- Warrant 1 – Eight-Hour Vehicular Volume;
- Warrant 2 – Four-Hour Vehicular Volume;
- Warrant 3 – Peak Hour;
- Warrant 4 – Pedestrian Volume;
- Warrant 5 – School Crossing;
- Warrant 6 – Coordinated Signal System;
- Warrant 7 – Crash Experience;
- Warrant 8 – Roadway Network;
- Warrant 9 – Intersection Near a Railroad Grade Crossing

Based on the traffic volumes and roadway classifications, Highland Street was selected as the “Major” street and Beard Avenue, Broadway Avenue, and Union Avenue were selected as the “Minor” streets. The signal warrant analysis was performed using existing 24-hour approach traffic volumes. Raw traffic data and further detail regarding Warrant 1 and Warrant 2 is provided within the Appendix.

Warrant 1 – Eight-Hour Vehicular Volume

Warrant 1 is based on the volumes from both approaches on the major street and the higher approach volume on the minor street. It also uses the number of lanes for moving traffic on each approach. Either Condition A or Condition B of this warrant must be met for Warrant 1 to be satisfied. If the posted or statutory speed limit on the major street exceeds 40 mph, the traffic volumes in the 70% columns may be used in place of the 100% columns. The posted speed limit along Highland Street is 35 mph, therefore the thresholds in the 70% column were not applied.

Condition A of Warrant 1 is met when, for each of any eight hours of an average day, the warranting volumes exist on the major street and on the higher-volume minor street approach to the intersection during the same eight hours. The warranting threshold for a one-lane approach on the major street and one-lane approach on the minor street is:

- Major Street: 500 vph (total for both directions)
- Minor Street: 150 vph (higher volume approach)

Warrant 1A threshold volumes are not exceeded for any of the counted hours at Beard Avenue, Broadway Avenue, or Union Avenue. Eight (8) hours are required for this warrant condition. Warrant 1A is not satisfied at this location.

Condition B of Warrant 1 applies to operating conditions where the major street traffic is so heavy that it creates excessive delay or hazardous conditions for minor street traffic when entering or crossing the major street. The warrant condition is met when, for each of any eight hours of an average day, the warranting volumes exist on the major street and on the higher-volume minor street approach to an intersection. The

warranting threshold for a one-lane approach on the major street and one-lane approach on the minor street is:

Major Street: 750 vph (total for both directions)
Minor Street: 75 vph (higher volume approach)

Warrant 1B threshold volumes are not exceeded for any of the counted hours at Beard Avenue, Broadway Avenue, or Union Avenue. Eight (8) hours are required for this warrant condition. Warrant 1B is not satisfied at this location.

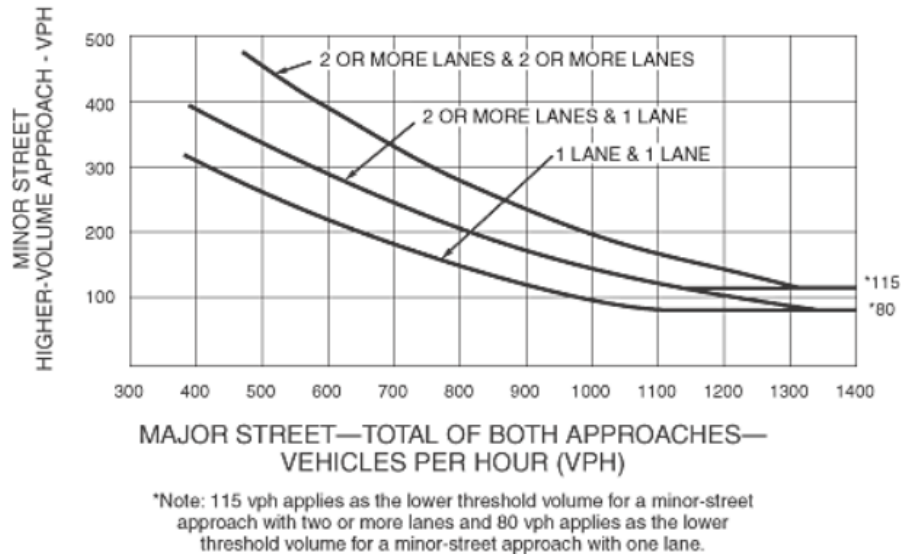
Based on these results, **Warrant 1 is NOT MET for any of the three study intersections.**

Warrant 2 – Four-Hour Volumes

Warrant 2 is satisfied when the volumes for any four (4) hours of an average day, when plotted on Figure 4C-1 (or 4C-2 when applicable) of the *MUTCD*, fall above the curve for the appropriate number of lanes. If the posted or statutory speed limit on the major street exceeds 40 mph, Figure 4C-2 may be used in place of Figure 4C-1. The posted speed limit along Highland Street is 35 mph, therefore Figure 4C-1 was used. **Figure 3** shows the thresholds needed to meet Warrant 2.

Figure 4: Four-Hour Vehicular Volume Warrant (Warrant 2)

Figure 4C-1. Warrant 2, Four-Hour Vehicular Volume



Based on the existing traffic volumes and the thresholds presented in Figure 3, none of the counted hours fall above the curve for the appropriate number of lanes when plotted on Figure 4C-1 of the *MUTCD* for any of the three study intersections. Four (4) hours are required for this warrant condition. Under these circumstances, **Warrant 2 is NOT MET for any of the three study intersections.**

Warrant 3 – Peak Hour Volume

Warrant 3 is intended for application when traffic conditions are such that for at least one (1) hour of the day, the minor street traffic experiences undue delays entering or crossing the major street. Warrant 3 is satisfied when either of the following conditions is met:

- If all three of the following conditions exist for the same 1 hour (any four consecutive 15-minute periods) of an average day:
 - The delay experienced by the traffic on the minor-street approach controlled by a STOP sign equals or exceeds 4 vehicle-hours for a one-lane approach or 5 vehicle-hours for a two-lane approach, and
 - The volume on the same minor-street approach equals or exceeds 100 vehicles per hour for one moving lane of traffic or 150 vehicles per hour for two moving lanes, and
 - The total entering volume serviced during the hour equals or exceeds 650 vehicles per hour for intersections with three approaches or 800 vehicles per hour for intersections with four or more approaches.
- The plotted point representing the vehicles per hour on the major street (total of both approaches) and the corresponding vehicles per hour on the higher-volume minor-street approach (one direction only) for 1 hour (any four consecutive 15-minute periods) of an average day falls above the applicable curve in Figure 4C-3 (or Figure 4C-4) for the existing combination of approach lanes.

As further specified in the *MUTCD*:

“This signal warrant shall be applied only in unusual cases such as office complexes, manufacturing plants, industrial complexes, or high-occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short time.”

Traffic characteristics at this intersection do not fall under the unusual cases identified above. Therefore, **Warrant 3 is NOT APPLICABLE for any of the three study intersections and was not evaluated.**

Warrant 4 – Minimum Pedestrian Volume

Warrant 4 applies to conditions where the major street traffic is so heavy that pedestrians experience excessive delay in crossing the major street. It is intended for application at an intersection or midblock location and requires that one (1) of the following conditions be met:

- A. For each of any 4 hours of an average day, the plotted points representing the vehicles per hour on the major street (total of both approaches) and the corresponding pedestrians per hour crossing the major street (total of all crossings) fall above the curve in Figure 4C-5 (or Figure 4C-6); or
- B. For one (1) hour (any four consecutive 15-minute periods) of an average day, the plotted point representing the vehicles per hour on the major street (total of both approaches) and the corresponding pedestrians per hour crossing the major street (total of all crossings) fall above the curve in Figure 4C-7 (or Figure 4C-8).

This warrant applies only to those locations where the nearest traffic signal along the major street is greater than 300 feet and where a new traffic signal at the study intersection would not unduly restrict platooned flow of traffic.

The 24-hour count data collected at each intersection indicates that the highest number of pedestrians observed along the study corridor was 21 pedestrians total over the 24-hour period on the southbound approach on Union Avenue. The number of pedestrians crossing Highland Street to meet this warrant (75

pedestrian crossings/hour for 4 hours or 93 pedestrians crossings/hour during the peak hour) would not be expected. Therefore, **Warrant 4 is NOT MET for any of the three study intersections.**

Warrant 5 – School Crossing

This warrant applies at an established school crossing where a traffic engineering study of the frequency and adequacy of gaps in the vehicular traffic stream as related to the number and size of groups of school children at the school crossing across the major street shows that the number of adequate gaps in the traffic during the period when the children are using the crossing is less than the number of minutes in the same period and there are a minimum of 20 school children during the highest crossing hour.

The intersections of Highland Street and Beard Avenue, and Highland Street and Broadway Avenue are not considered school crossings. However, the Intersection of Union Avenue is directly adjacent to a school located on the northeast corner of the intersection. No more than 5 pedestrians were documented as using the crossings available at the Union Avenue intersection during a single hour. Therefore, **Warrant 5 was NOT EVALUATED for the intersections of Highland Street at Beard Avenue and Broadway Avenue and is NOT MET for the intersection of Highland Street and Union Street.**

Warrant 6 – Coordinated Signal System

Progressive movement control sometimes requires traffic signal installations at intersections where they would not otherwise be warranted to maintain proper platooning of vehicles and effectively regulate group speed. This warrant is met when one (1) of the following requirements are met:

- On a one-way street or a street that has predominantly unidirectional traffic, the adjacent signals are so far apart that they do not provide the required degree of platooning.
- On a two-way street, adjacent signals do not provide the necessary degree of platooning and the proposed and adjacent signals could constitute a progressive signal system.

The intersections of Highland Street and Beard Avenue, Broadway Avenue, and Union Avenue are currently signalized but are not coordinated to the knowledge of the engineer. Therefore, **Warrant 6 is NOT APPLICABLE for any of the three study intersections and was not evaluated.**

Warrant 7 – Crash Experience

The warrant is satisfied when:

- An adequate trial of less restrictive remedies with satisfactory observance and enforcement has failed to reduce the crash frequency; and
- Five or more reported crashes, of types susceptible to correction by traffic signal control, have occurred within a 12-month period, each crash involving personal injury or property damage apparently exceeding the applicable requirements for a reportable crash; and
- For each of any 8 hours of an average day, the vehicles per hour (vph) given in both of the 80 percent columns of Condition A in Table 4C-1, or the vph in both of the 80 percent columns of Condition B in Table 4C-1 exists on the major-street and the higher-volume minor-street approach, respectively, to the intersection, or the volume of pedestrian traffic is not less than 80 percent of the requirements specified in the Pedestrian Volume warrant. These major-street and minor-street volumes shall be for the same 8 hours. On the minor street, the higher volume shall not be required to be on the same approach during each of the 8 hours. If the posted or statutory speed limit or the 85th-percentile speed on the major street exceeds 40 mph, or if the intersection lies within the built-up area of an isolated community having a population of less than 10,000, the traffic volumes in the 56 percent columns in Table 4C-1 may be used in place of the 80 percent columns.

Collision data was obtained for the most recent ten years via the Oklahoma Department of Transportation's SAFE-T collision database. Eighty-three (83) collisions occurred collectively at the three study intersections with a maximum of 13 occurring in any calendar year (2015). Of the total collisions, 4 occurred at the intersection of Beard Avenue, 50 occurred at the intersection of Broadway Avenue, and 29 occurred at the intersection of Union Avenue.

Of the four collisions that occurred at the intersection of Highland Street and Beard Avenue, two collisions were right-angle collisions resulting from failure to yield or stop, one collision was an angle-turning collision resulting from failure to stop and one collision involved a fixed object (ground) resulting from following too closely.

Of the 50 collisions occurring at Highland Street and Broadway Avenue, the maximum number of collisions occurring in any calendar year was seven during 2014. Five (5) of these collisions were right-angle collisions, one was a rear-end collision and one was a collision involving a bicyclist. The majority of the collisions occurring at this intersection during the latest ten years resulted from failure to yield or stop.

Of the 29 collisions occurring at the Highland Street and Union Avenue intersection, the maximum number of collisions occurring in any calendar year was six collisions during 2015. Three (3) of these collisions were right-angle collisions, one collision was an angle-turning collision, and one collision involved a pedestrian. The majority of the collisions occurring at this intersection during the latest ten years resulted from failure to yield or stop.

No fatal collisions occurred along the study segment during the ten-year period.

Two collisions involving a pedestrian or bicyclist occurred along the study corridor during the latest ten years. Information related to these collisions is provided in **Table 4**.

Table 4: Pedestrian and Bicyclist Related Collision Listing

DATE, TIME & LOCATION	TYPE	ROAD CONDITIONS	CAUSAL CONDITION	LIGHTING CONDITION	NOTES
8-22-2014 (Friday 10:04 AM) Broadway Avenue	Pedal Cycle	Dry	Not Known or No Improper Act	Daylight	Cyclist performing northbound left-turn struck by northbound vehicle.
12-19-2015 (Saturday 6:04PM) Union Avenue	Pedestrian	Dry	Failed to Yield: To Pedestrian	Dark-Lighted	Vehicle performing an eastbound left-turn struck pedestrian in northbound crosswalk

The highest number of angle-turning or right-angle collisions, types typically considered susceptible to correction by traffic signal control, occurring in a single calendar year across the three intersections is three (3) at Broadway Avenue in 2011. Therefore, condition two of this warrant, requiring five collisions, is not met.

For the third condition of this warrant to be satisfied, Condition A or B of Warrant 1 must be met at the 80% threshold. Based on the data provided for Warrant 1, neither Condition A nor B are met at the reduced threshold at any of the three locations.

Since the intersections are currently signalized, it is difficult to determine how many collisions of the types susceptible to correction by traffic signal control (angle-turning or right-angle collisions resulting from failure to yield or stop) would have occurred with or without a signal during the ten-year period. Currently, the traffic signal heads for all three intersections are ground-mounted on single poles with standard phasing. No signage is currently provided along Highland Street, Beard Avenue, Broadway Avenue, or Union Avenue warning vehicles of the upcoming signals. The traffic signals do not feature pedestrian pushbuttons.

Due to the relatively low speeds and vehicular volumes found along the study segment, additional collisions are not anticipated should any of the three signalized intersections be replaced with stop-controlled intersections. Should the signals be removed, it is recommended that the frequency and severity of collisions occurring at the intersections be closely monitored for a minimum of 90 days, and the crash experience warrant reassessed if any safety issues persist.

To the knowledge of the engineer, no additional remedies to prevent collisions have taken place at the three intersection locations. Based on the data obtained, **Warrant 7 is NOT MET for any of the three study intersections.**

Warrant 8 – Roadway Network

The systems warrant is intended to encourage the concentration and organization of traffic flow networks. This warrant is applicable when the common intersection of two major routes:

- Has a total existing, or immediately projected, entering volume of at least 1,000 vehicles during the peak hour of a typical weekday and has five-year projected traffic volumes, based on an engineering study, which meet one or more of Warrants 1, 2, and 3 during an average weekday; or
- Has a total existing or immediately projected entering volume of at least 1,000 vehicles for each of any five hours of a Saturday and/or Sunday.

A major route as used in this signal warrant shall have one or more of the following characteristics:

- It is part of the street or highway system that serves as the principal roadway network for through traffic flow; or
- It includes rural or suburban highways outside, entering or traversing a City; or
- It appears as a major route on an official plan, such as a major street plan in an urban area traffic and transportation study; or
- It connects areas of principal traffic generation; or
- It has street freeway or expressway ramp terminals.

Based on the *Oklahoma County Rural Functional Classification (RFC) Map* (Updated December 2020), Highland Street is classified as a Minor Arterial. Beard Avenue is classified as a Minor Arterial and Broadway Avenue and Union Avenue are classified as a Major Collector. Therefore, **Warrant 8 is NOT MET for any of the three study intersections.**

Warrant 9 – Intersection Near a Railroad Grade Crossing

This signal warrant is intended for use at a location where none of the conditions described in the other eight traffic signal warrants are met, but the proximity to the intersection of a grade crossing on an intersection approach controlled by a STOP or YIELD sign is the principal reason to consider installing a traffic control signal.

The need for a traffic control signal shall be considered if an engineering study finds that both of the following criteria are met:

- A grade crossing exists on an approach controlled by a STOP or YIELD sign and the center of the track nearest to the intersection is within 140 feet of the stop line or yield line on the approach; and
- During the highest traffic volume hour during which rail traffic uses the crossing, the plotted point representing the vehicles per hour on the major street (total of both approaches) and the corresponding vehicles per hour on the minor-street approach that crosses the track (one direction only, approaching the intersection) falls above the applicable curve in Figure 4C-9 or 4C-10 for the existing combination of approach lanes over the track and the distance D, which is the clear storage distance as defined in Section 1A.13 of the *MUTCD*.

A railroad grade crossing is not located within 140 feet of the Beard Avenue, Broadway Avenue, or Union Avenue intersections. **Warrant 9 is NOT APPLICABLE for any of the three study intersections and was not evaluated.**

CONCLUSION AND RECOMMENDATIONS

Based on the existing traffic volumes and the traffic signal warrant analysis, **zero (0)** of the nine (9) warrants are satisfied for the intersections of Highland Street and Beard Avenue, Broadway Avenue, and Union Avenue. A summary of the traffic signal warrants is provided in **Table 5**.

Table 5: Warrant Summary

Highland Street at Beard Avenue		
Warrant	Warrant Met?	Notes
1 – Eight-Hour Vehicular Volume	NO	0 hours met (8 required)
2 – Four-Hour Vehicular Volume	NO	0 hours met (4 required)
3 – Peak Hour	N/A	Not a “special generator”
4 – Pedestrian Volume	NO	Low number of pedestrians observed (133 needed)
5 – School Crossing	N/A	Not considered a school crossing
6 – Coordinated Signal System	N/A	Not part of a coordinated signal system
7 – Crash Experience	NO	Traffic volumes and collision history do not meet warrant requirements
8 – Roadway Network	NO	Not intersection of two major routes
9 – Near a Grade Crossing	N/A	Not adjacent to a grade crossing
Highland Street at Broadway Avenue		
Warrant	Warrant Met?	Notes
1 – Eight-Hour Vehicular Volume	NO	0 hours met (8 required)
2 – Four-Hour Vehicular Volume	NO	0 hours met (4 required)
3 – Peak Hour	N/A	Not a “special generator”
4 – Pedestrian Volume	NO	Low number of pedestrians observed (133 needed)
5 – School Crossing	N/A	Not considered a school crossing
6 – Coordinated Signal System	N/A	Not part of a coordinated signal system
7 – Crash Experience	NO	Traffic volumes and collision history do not meet warrant requirements
8 – Roadway Network	NO	Not intersection of two major routes
9 – Near a Grade Crossing	N/A	Not adjacent to a grade crossing
Highland Street at Union Avenue		
Warrant	Warrant Met?	Notes
1 – Eight-Hour Vehicular Volume	NO	0 hours met (8 required)
2 – Four-Hour Vehicular Volume	NO	0 hours met (4 required)
3 – Peak Hour	N/A	Not a “special generator”
4 – Pedestrian Volume	NO	Low number of pedestrians observed (133 needed)
5 – School Crossing	NO	Less than 20 school children crossing during the highest hour
6 – Coordinated Signal System	N/A	Not part of a coordinated signal system
7 – Crash Experience	NO	Traffic volumes and collision history do not meet warrant requirements
8 – Roadway Network	NO	Not intersection of two major routes
9 – Near a Grade Crossing	N/A	Not adjacent to a grade crossing

Considering that zero (0) of the nine (9) signal warrants are met at the intersections of Highland Street and Beard Avenue, Broadway Avenue, and Union Avenue, signalization is not presently warranted at any of the three intersections. Furthermore, the results of the capacity analysis indicate that all three intersections would not experience significant changes in motorist delay or expected levels of service if converted to unsignalized control.

Due to the surrounding land uses and the presence of marked crosswalks at each intersection, all-way stop-control (AWSC) is recommended for installation at each intersection if existing signals are removed. Additional warning signage should be considered along Highland Street and the three minor streets warning vehicles of the changes in traffic control. If converted to all-way stop-control, 'STOP AHEAD' warning signs or flashing 'STOP' signs are recommended to increase driver awareness along Highland Street. Furthermore, introducing flashing school zone beacons during school hours may increase driver attention to pedestrians and cyclists associated with the nearby school accessing the intersection crossings.

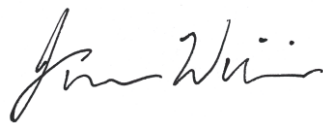
Guidance is provided in the MUTCD for a recommended process for traffic signal removal. Section 4B.02(05) states:

If the engineering study indicates that the traffic control signal is no longer justified, and a decision is made to remove the signal, removal should be accomplished using the following steps:

- A. Determine the appropriate traffic control to be used after removal of the signal.*
- B. Remove any sight-distance restrictions as necessary.*
- C. Inform the public of the removal study.*
- D. Flash or cover the signal heads for a minimum of 90 days, and install the appropriate stop control or other traffic control devices.*
- E. Remove the signal if the engineering data collected during the removal study period confirms that the signal is no longer needed.*

If you have any questions regarding this study, please contact me at (405) 594-7794 or jwillis@lee-eng.com.

Sincerely,



Justin Willis, PE, PTOE
Project Manager
OK P.E. 27254



Lee Engineering, LLC
525 Central Park Dr. Suite 107
Oklahoma City, OK 73105
OK C.A. 5860, Exp. 06/30/2023

Attachments: Data Collection
Synchro Reports
Signal Warrant Worksheets
Collision Reports

GRAM Traffic NTX Inc.
1120 W. Lovers Lane
Arlington, Texas, United States 76013
817.265.8968

Count Name: HIGHLAND ST @ BEARD AVE
Site Code:
Start Date: 01/19/2022
Page No: 1

Turning Movement Data

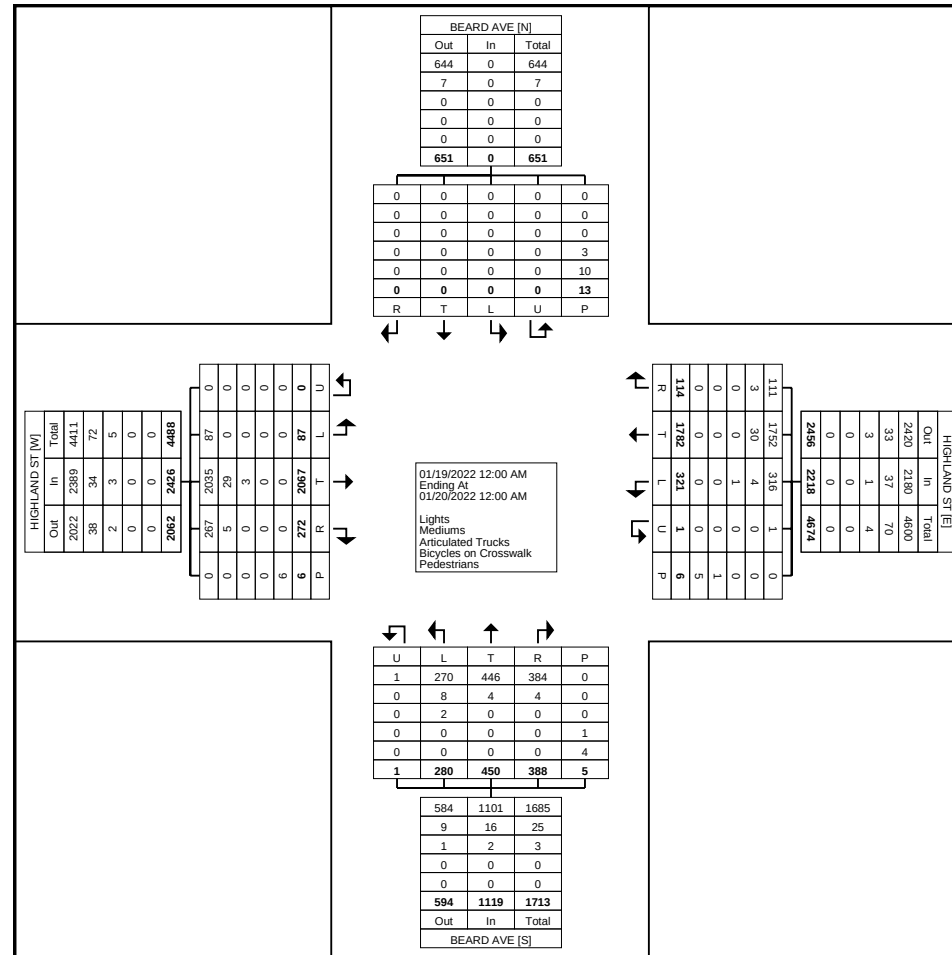
Start Time	BEARD AVE Southbound						HIGHLAND ST Westbound						BEARD AVE Northbound						HIGHLAND ST Eastbound						Int. Total
	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	
12:00 AM	0	0	0	0	0	0	0	1	1	0	0	2	0	2	0	0	0	2	0	4	1	0	0	5	9
12:15 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	2	1	0	0	3	4
12:30 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0	0	2
12:45 AM	0	0	0	0	2	0	0	2	1	0	0	3	0	1	0	0	0	1	0	2	1	0	0	3	7
Hourly Total	0	0	0	0	2	0	0	5	2	0	0	7	0	4	0	0	0	4	0	8	3	0	0	11	22
1:00 AM	0	0	0	0	0	0	1	0	0	0	0	1	2	0	0	0	0	2	0	4	0	0	0	4	7
1:15 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	0	1	0	3	0	0	0	3	5
1:30 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	1
1:45 AM	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	0	0	0	2	2
Hourly Total	0	0	0	0	0	0	1	2	0	0	1	3	2	1	0	0	0	3	0	9	0	0	1	9	15
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	2	0	0	0	2	3
2:15 AM	0	0	0	0	0	0	1	2	0	0	0	3	0	0	1	0	0	1	0	2	0	0	0	2	6
2:30 AM	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	2	0	0	0	2	4
2:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2	2
Hourly Total	0	0	0	0	0	0	1	4	0	0	0	5	0	0	2	0	0	2	0	8	0	0	0	8	15
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	1	1	0	0	2	3
3:15 AM	0	0	0	0	0	0	1	2	0	0	0	3	0	0	0	0	0	0	0	1	0	0	0	1	4
3:30 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	1	2
3:45 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	1	0	2	0	0	0	2	4
Hourly Total	0	0	0	0	0	0	1	4	0	0	0	5	0	0	2	0	0	2	0	5	1	0	0	6	13
4:00 AM	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	1	0	0	0	1	3
4:15 AM	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
4:30 AM	0	0	0	0	0	0	0	3	0	0	0	3	1	0	1	0	0	2	0	0	0	0	2	0	5
4:45 AM	0	0	0	0	0	0	0	4	0	0	0	4	0	1	0	0	0	1	0	2	1	0	0	3	8
Hourly Total	0	0	0	0	0	0	0	11	0	0	0	11	1	1	1	0	0	3	0	3	1	0	2	4	18
5:00 AM	0	0	0	0	0	0	0	4	0	0	0	4	0	0	0	0	0	0	0	1	1	0	0	2	6
5:15 AM	0	0	0	0	0	0	2	2	0	0	0	4	1	0	0	0	0	1	0	3	0	0	0	3	8
5:30 AM	0	0	0	0	0	0	0	8	1	0	0	9	1	0	0	0	0	1	0	4	0	0	0	4	14
5:45 AM	0	0	0	0	0	0	3	9	0	0	0	12	1	0	2	0	0	3	1	5	1	0	0	7	22
Hourly Total	0	0	0	0	0	0	5	23	1	0	0	29	3	0	2	0	0	5	1	13	2	0	0	16	50
6:00 AM	0	0	0	0	0	0	3	7	0	0	0	10	2	1	1	0	0	4	0	4	1	0	0	5	19
6:15 AM	0	0	0	0	0	0	2	13	0	0	0	15	4	1	0	0	0	5	0	9	2	0	0	11	31
6:30 AM	0	0	0	0	0	0	1	5	1	0	0	7	2	2	2	0	0	6	1	16	0	0	0	17	30
6:45 AM	0	0	0	0	0	0	6	12	0	0	0	18	0	0	2	0	0	2	0	11	2	0	0	13	33
Hourly Total	0	0	0	0	0	0	12	37	1	0	0	50	8	4	5	0	0	17	1	40	5	0	0	46	113
7:00 AM	0	0	0	0	0	0	4	19	0	1	0	24	4	2	1	0	0	7	0	17	2	0	0	19	50
7:15 AM	0	0	0	0	0	0	2	26	1	0	0	29	2	1	2	0	0	5	1	28	6	0	0	35	69
7:30 AM	0	0	0	0	0	0	6	25	1	0	0	32	3	4	7	0	0	14	1	33	6	0	0	40	86

7:45 AM	0	0	0	0	0	0	10	44	1	0	0	55	5	3	6	0	0	14	2	37	4	0	0	43	112
Hourly Total	0	0	0	0	0	0	22	114	3	1	0	140	14	10	16	0	0	40	4	115	18	0	0	137	317
8:00 AM	0	0	0	0	0	0	10	28	1	0	0	39	10	7	5	0	0	22	1	43	7	0	0	51	112
8:15 AM	0	0	0	0	0	0	3	27	4	0	0	34	2	11	5	0	0	18	2	23	7	0	0	32	84
8:30 AM	0	0	0	0	0	0	7	21	1	0	1	29	9	7	3	0	1	19	0	22	3	0	0	25	73
8:45 AM	0	0	0	0	0	0	8	25	1	0	0	34	4	6	4	0	0	14	1	40	3	0	0	44	92
Hourly Total	0	0	0	0	0	0	28	101	7	0	1	136	25	31	17	0	1	73	4	128	20	0	0	152	361
9:00 AM	0	0	0	0	1	0	3	27	0	0	2	30	3	4	4	0	0	11	1	32	4	0	0	37	78
9:15 AM	0	0	0	0	1	0	5	29	3	0	0	37	6	8	6	0	0	20	2	29	5	0	0	36	93
9:30 AM	0	0	0	0	0	0	6	24	1	0	0	31	6	7	7	0	0	20	0	35	2	0	0	37	88
9:45 AM	0	0	0	0	1	0	7	29	3	0	1	39	4	4	6	0	0	14	3	34	5	0	0	42	95
Hourly Total	0	0	0	0	3	0	21	109	7	0	3	137	19	23	23	0	0	65	6	130	16	0	0	152	354
10:00 AM	0	0	0	0	0	0	4	29	0	0	0	33	6	4	8	0	0	18	1	32	1	0	0	34	85
10:15 AM	0	0	0	0	0	0	3	20	4	0	1	27	2	9	8	0	0	19	0	25	9	0	0	34	80
10:30 AM	0	0	0	0	0	0	6	23	2	0	0	31	5	11	11	0	1	27	0	37	4	0	0	41	99
10:45 AM	0	0	0	0	0	0	2	26	1	0	0	29	8	10	8	0	0	26	4	29	6	0	0	39	94
Hourly Total	0	0	0	0	0	0	15	98	7	0	1	120	21	34	35	0	1	90	5	123	20	0	0	148	358
11:00 AM	0	0	0	0	1	0	3	38	5	0	0	46	9	6	10	0	0	25	0	35	5	0	0	40	111
11:15 AM	0	0	0	0	0	0	11	35	2	0	0	48	4	14	8	0	1	26	2	32	5	0	0	39	113
11:30 AM	0	0	0	0	0	0	5	35	2	0	0	42	6	4	6	0	0	16	3	48	7	0	0	58	116
11:45 AM	0	0	0	0	0	0	4	32	0	0	0	36	5	8	8	0	0	21	1	33	11	0	0	45	102
Hourly Total	0	0	0	0	1	0	23	140	9	0	0	172	24	32	32	0	1	88	6	148	28	0	0	182	442
12:00 PM	0	0	0	0	0	0	7	35	4	0	0	46	11	13	12	0	0	36	1	37	9	0	0	47	129
12:15 PM	0	0	0	0	0	0	8	36	0	0	0	44	6	21	10	0	0	37	1	36	3	0	0	40	121
12:30 PM	0	0	0	0	0	0	8	27	4	0	0	39	3	8	4	0	0	15	0	39	5	0	0	44	98
12:45 PM	0	0	0	0	0	0	11	40	1	0	0	52	2	9	9	0	0	20	2	50	5	0	1	57	129
Hourly Total	0	0	0	0	0	0	34	138	9	0	0	181	22	51	35	0	0	108	4	162	22	0	1	188	477
1:00 PM	0	0	0	0	1	0	7	50	2	0	0	59	7	11	9	0	0	27	3	43	6	0	0	52	138
1:15 PM	0	0	0	0	0	0	6	35	0	0	0	41	2	12	9	0	0	23	2	38	1	0	0	41	105
1:30 PM	0	0	0	0	0	0	5	36	3	0	0	44	5	12	6	0	0	23	0	33	10	0	0	43	110
1:45 PM	0	0	0	0	0	0	4	28	3	0	0	35	5	7	7	0	0	19	2	35	9	0	0	46	100
Hourly Total	0	0	0	0	1	0	22	149	8	0	0	179	19	42	31	0	0	92	7	149	26	0	0	182	453
2:00 PM	0	0	0	0	0	0	3	34	0	0	0	37	2	7	4	0	0	13	3	40	2	0	0	45	95
2:15 PM	0	0	0	0	0	0	10	33	1	0	0	44	6	8	6	0	0	20	0	35	7	0	0	42	106
2:30 PM	0	0	0	0	0	0	5	28	1	0	0	34	5	8	9	0	0	22	2	31	5	0	0	38	94
2:45 PM	0	0	0	0	0	0	8	38	5	0	0	51	7	17	8	0	0	32	0	39	5	0	0	44	127
Hourly Total	0	0	0	0	0	0	26	133	7	0	0	166	20	40	27	0	0	87	5	145	19	0	0	169	422
3:00 PM	0	0	0	0	0	0	4	28	2	0	0	34	6	10	10	0	0	26	4	44	5	0	0	53	113
3:15 PM	0	0	0	0	0	0	2	34	4	0	0	40	8	14	7	0	0	29	2	46	5	0	0	53	122
3:30 PM	0	0	0	0	0	0	2	40	5	0	0	47	8	8	9	0	0	25	2	44	10	0	0	56	128
3:45 PM	0	0	0	0	0	0	9	32	2	0	0	43	6	5	10	0	0	21	1	54	4	0	0	59	123
Hourly Total	0	0	0	0	0	0	17	134	13	0	0	164	28	37	36	0	0	101	9	188	24	0	0	221	486
4:00 PM	0	0	0	0	0	0	5	49	3	0	0	57	3	7	7	0	0	17	1	51	6	0	1	58	132
4:15 PM	0	0	0	0	0	0	10	30	4	0	0	44	6	11	8	0	0	25	0	39	5	0	0	44	113
4:30 PM	0	0	0	0	0	0	6	32	1	0	0	39	3	12	5	0	0	20	1	35	8	0	0	44	103
4:45 PM	0	0	0	0	0	0	6	33	3	0	0	42	6	8	6	0	0	20	0	33	4	0	0	37	99
Hourly Total	0	0	0	0	0	0	27	144	11	0	0	182	18	38	26	0	0	82	2	158	23	0	1	183	447
5:00 PM	0	0	0	0	2	0	6	43	1	0	0	50	9	14	11	0	0	34	2	49	5	0	0	56	140
5:15 PM	0	0	0	0	0	0	3	30	3	0	0	36	7	13	13	0	0	33	3	43	6	0	0	52	121
5:30 PM	0	0	0	0	1	0	8	34	1	0	0	43	7	7	7	0	0	21	1	43	1	0	0	45	109
5:45 PM	0	0	0	0	0	0	5	26	4	0	0	35	2	8	6	0	0	16	5	39	5	0	0	49	100
Hourly Total	0	0	0	0	3	0	22	133	9	0	0	164	25	42	37	0	0	104	11	174	17	0	0	202	470

6:00 PM	0	0	0	0	0	0	2	24	2	0	0	28	1	10	6	0	0	17	1	37	2	0	0	40	85
6:15 PM	0	0	0	0	0	0	11	22	2	0	0	35	5	3	5	0	0	13	1	35	4	0	0	40	88
6:30 PM	0	0	0	0	0	0	5	26	3	0	0	34	2	3	5	1	1	11	1	30	1	0	0	32	77
6:45 PM	0	0	0	0	1	0	2	20	2	0	0	24	4	1	8	0	0	13	2	23	3	0	0	28	65
Hourly Total	0	0	0	0	1	0	20	92	9	0	0	121	12	17	24	1	1	54	5	125	10	0	0	140	315
7:00 PM	0	0	0	0	0	0	2	19	0	0	0	21	2	6	4	0	0	12	0	20	2	0	0	22	55
7:15 PM	0	0	0	0	0	0	2	25	0	0	0	27	3	1	5	0	0	9	0	20	1	0	0	21	57
7:30 PM	0	0	0	0	0	0	4	11	1	0	0	16	1	2	1	0	0	4	3	15	1	0	0	19	39
7:45 PM	0	0	0	0	0	0	2	13	4	0	0	19	0	7	5	0	0	12	3	21	2	0	0	26	57
Hourly Total	0	0	0	0	0	0	10	68	5	0	0	83	6	16	15	0	0	37	6	76	6	0	0	88	208
8:00 PM	0	0	0	0	0	0	5	13	0	0	0	18	1	6	7	0	1	14	2	18	1	0	1	21	53
8:15 PM	0	0	0	0	0	0	2	20	0	0	0	22	3	3	1	0	0	7	2	22	4	0	0	28	57
8:30 PM	0	0	0	0	1	0	2	17	1	0	0	20	1	1	3	0	0	5	0	12	0	0	0	12	37
8:45 PM	0	0	0	0	0	0	1	20	2	0	0	23	3	4	2	0	0	9	1	11	3	0	0	15	47
Hourly Total	0	0	0	0	1	0	10	70	3	0	0	83	8	14	13	0	1	35	5	63	8	0	1	76	194
9:00 PM	0	0	0	0	0	0	2	8	1	0	0	11	0	1	2	0	0	3	1	15	1	0	0	17	31
9:15 PM	0	0	0	0	0	0	0	13	0	0	0	13	1	7	0	0	0	8	1	10	0	0	0	11	32
9:30 PM	0	0	0	0	1	0	0	6	0	0	0	6	0	1	0	0	0	1	2	10	1	0	0	13	20
9:45 PM	0	0	0	0	0	0	1	6	1	0	0	8	0	2	1	0	0	3	0	9	0	0	0	9	20
Hourly Total	0	0	0	0	1	0	3	33	2	0	0	38	1	11	3	0	0	15	4	44	2	0	0	50	103
10:00 PM	0	0	0	0	0	0	0	9	0	0	0	9	0	0	3	0	0	3	0	11	0	0	0	11	23
10:15 PM	0	0	0	0	0	0	0	10	0	0	0	10	2	1	1	0	0	4	1	4	1	0	0	6	20
10:30 PM	0	0	0	0	0	0	0	6	0	0	0	6	2	0	1	0	0	3	0	14	0	0	0	14	23
10:45 PM	0	0	0	0	0	0	0	4	0	0	0	4	0	1	0	0	0	1	1	5	0	0	0	6	11
Hourly Total	0	0	0	0	0	0	0	29	0	0	0	29	4	2	5	0	0	11	2	34	1	0	0	37	77
11:00 PM	0	0	0	0	0	0	0	4	1	0	0	5	0	0	1	0	0	1	0	7	0	0	0	7	13
11:15 PM	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	4	0	0	0	4	5
11:30 PM	0	0	0	0	0	0	1	4	0	0	0	5	0	0	0	0	0	0	0	5	0	0	0	5	10
11:45 PM	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	3	0	0	0	3	5
Hourly Total	0	0	0	0	0	0	1	11	1	0	0	13	0	0	1	0	0	1	0	19	0	0	0	19	33
Grand Total	0	0	0	0	13	0	321	1782	114	1	6	2218	280	450	388	1	5	1119	87	2067	272	0	6	2426	5763
Approach %	0.0	0.0	0.0	0.0	-	-	14.5	80.3	5.1	0.0	-	-	25.0	40.2	34.7	0.1	-	-	3.6	85.2	11.2	0.0	-	-	-
Total %	0.0	0.0	0.0	0.0	-	0.0	5.6	30.9	2.0	0.0	-	38.5	4.9	7.8	6.7	0.0	-	19.4	1.5	35.9	4.7	0.0	-	42.1	-
Lights	0	0	0	0	-	0	316	1752	111	1	-	2180	270	446	384	1	-	1101	87	2035	267	0	-	2389	5670
% Lights	-	-	-	-	-	-	98.4	98.3	97.4	100.0	-	98.3	96.4	99.1	99.0	100.0	-	98.4	100.0	98.5	98.2	-	-	98.5	98.4
Mediums	0	0	0	0	-	0	4	30	3	0	-	37	8	4	4	0	-	16	0	29	5	0	-	34	87
% Mediums	-	-	-	-	-	-	1.2	1.7	2.6	0.0	-	1.7	2.9	0.9	1.0	0.0	-	1.4	0.0	1.4	1.8	-	-	1.4	1.5
Articulated Trucks	0	0	0	0	-	0	1	0	0	0	-	1	2	0	0	0	-	2	0	3	0	0	-	3	6
% Articulated Trucks	-	-	-	-	-	-	0.3	0.0	0.0	0.0	-	0.0	0.7	0.0	0.0	0.0	-	0.2	0.0	0.1	0.0	-	-	0.1	0.1
Bicycles on Crosswalk	-	-	-	-	3	-	-	-	-	-	1	-	-	-	-	-	1	-	-	-	-	-	0	-	-
% Bicycles on Crosswalk	-	-	-	-	23.1	-	-	-	-	-	16.7	-	-	-	-	-	20.0	-	-	-	-	-	0.0	-	-
Pedestrians	-	-	-	-	10	-	-	-	-	-	5	-	-	-	-	-	4	-	-	-	-	-	6	-	-
% Pedestrians	-	-	-	-	76.9	-	-	-	-	-	83.3	-	-	-	-	-	80.0	-	-	-	-	-	100.0	-	-

GRAM Traffic NTX Inc.
1120 W. Lovers Lane
Arlington, Texas, United States 76013
817.265.8968

Count Name: HIGHLAND ST @ BEARD AVE
Site Code:
Start Date: 01/19/2022
Page No: 4



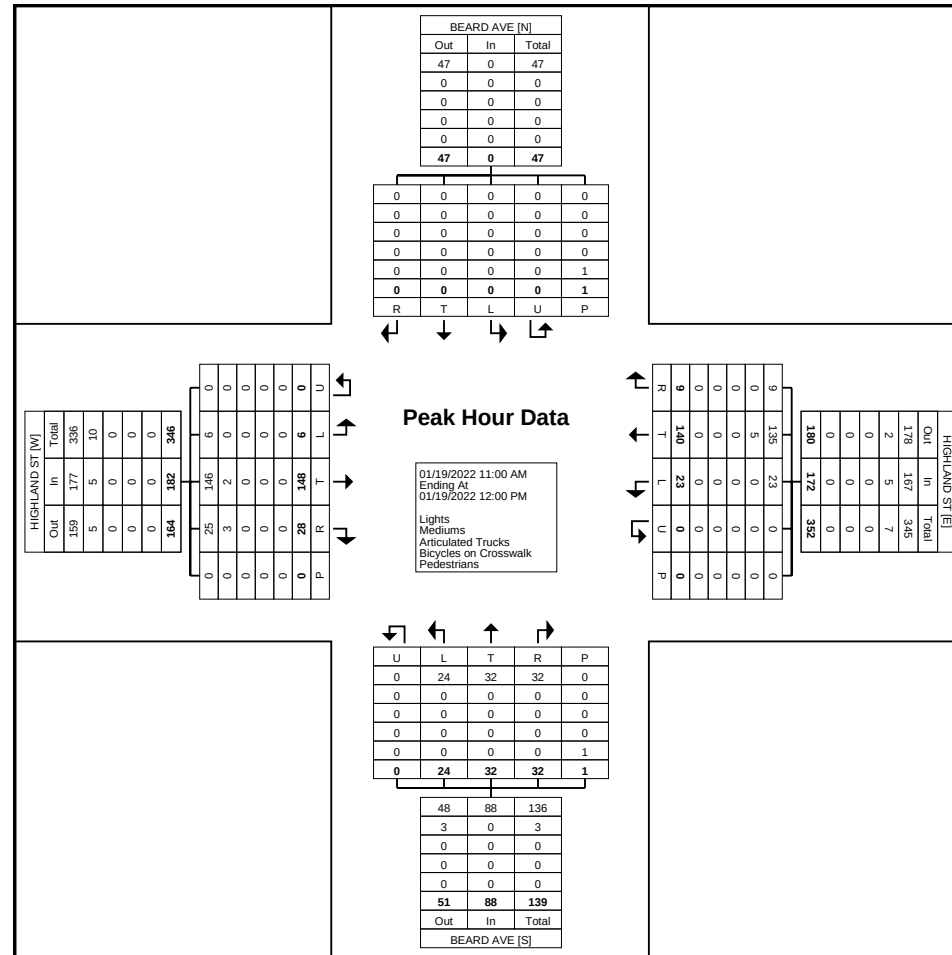
Turning Movement Data Plot

GRAM Traffic NTX Inc.
1120 W. Lovers Lane
Arlington, Texas, United States 76013
817.265.8968

Count Name: HIGHLAND ST @ BEARD AVE
Site Code:
Start Date: 01/19/2022
Page No: 5

Turning Movement Peak Hour Data (11:00 AM)

Start Time	BEARD AVE Southbound						HIGHLAND ST Westbound						BEARD AVE Northbound						HIGHLAND ST Eastbound						Int. Total
	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	
11:00 AM	0	0	0	0	1	0	3	38	5	0	0	46	9	6	10	0	0	25	0	35	5	0	0	40	111
11:15 AM	0	0	0	0	0	0	11	35	2	0	0	48	4	14	8	0	1	26	2	32	5	0	0	39	113
11:30 AM	0	0	0	0	0	0	5	35	2	0	0	42	6	4	6	0	0	16	3	48	7	0	0	58	116
11:45 AM	0	0	0	0	0	0	4	32	0	0	0	36	5	8	8	0	0	21	1	33	11	0	0	45	102
Total	0	0	0	0	1	0	23	140	9	0	0	172	24	32	32	0	1	88	6	148	28	0	0	182	442
Approach %	0.0	0.0	0.0	0.0	-	-	13.4	81.4	5.2	0.0	-	-	27.3	36.4	36.4	0.0	-	-	3.3	81.3	15.4	0.0	-	-	-
Total %	0.0	0.0	0.0	0.0	-	0.0	5.2	31.7	2.0	0.0	-	38.9	5.4	7.2	7.2	0.0	-	19.9	1.4	33.5	6.3	0.0	-	41.2	-
PHF	0.000	0.000	0.000	0.000	-	0.000	0.523	0.921	0.450	0.000	-	0.896	0.667	0.571	0.800	0.000	-	0.846	0.500	0.771	0.636	0.000	-	0.784	0.953
Lights	0	0	0	0	-	0	23	135	9	0	-	167	24	32	32	0	-	88	6	146	25	0	-	177	432
% Lights	-	-	-	-	-	-	100.0	96.4	100.0	-	-	97.1	100.0	100.0	100.0	-	-	100.0	100.0	98.6	89.3	-	-	97.3	97.7
Mediums	0	0	0	0	-	0	0	5	0	0	-	5	0	0	0	0	-	0	0	2	3	0	-	5	10
% Mediums	-	-	-	-	-	-	0.0	3.6	0.0	-	-	2.9	0.0	0.0	0.0	-	-	0.0	0.0	1.4	10.7	-	-	2.7	2.3
Articulated Trucks	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Articulated Trucks	-	-	-	-	-	-	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0
Bicycles on Crosswalk	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-
% Bicycles on Crosswalk	-	-	-	-	0.0	-	-	-	-	-	-	-	-	-	-	-	0.0	-	-	-	-	-	-	-	-
Pedestrians	-	-	-	-	1	-	-	-	-	-	0	-	-	-	-	-	1	-	-	-	-	-	0	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	-	-	-	-	-	-	100.0	-	-	-	-	-	-	-	-



Turning Movement Peak Hour Data Plot (11:00 AM)

Turning Movement Peak Hour Data (3:15 PM)

Start Time	BEARD AVE Southbound						HIGHLAND ST Westbound						BEARD AVE Northbound						HIGHLAND ST Eastbound						Int. Total
	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	
3:15 PM	0	0	0	0	0	0	2	34	4	0	0	40	8	14	7	0	0	29	2	46	5	0	0	53	122
3:30 PM	0	0	0	0	0	0	2	40	5	0	0	47	8	8	9	0	0	25	2	44	10	0	0	56	128
3:45 PM	0	0	0	0	0	0	9	32	2	0	0	43	6	5	10	0	0	21	1	54	4	0	0	59	123
4:00 PM	0	0	0	0	0	0	5	49	3	0	0	57	3	7	7	0	0	17	1	51	6	0	1	58	132
Total	0	0	0	0	0	0	18	155	14	0	0	187	25	34	33	0	0	92	6	195	25	0	1	226	505
Approach %	0.0	0.0	0.0	0.0	-	-	9.6	82.9	7.5	0.0	-	-	27.2	37.0	35.9	0.0	-	-	2.7	86.3	11.1	0.0	-	-	-
Total %	0.0	0.0	0.0	0.0	-	0.0	3.6	30.7	2.8	0.0	-	37.0	5.0	6.7	6.5	0.0	-	18.2	1.2	38.6	5.0	0.0	-	44.8	-
PHF	0.000	0.000	0.000	0.000	-	0.000	0.500	0.791	0.700	0.000	-	0.820	0.781	0.607	0.825	0.000	-	0.793	0.750	0.903	0.625	0.000	-	0.958	0.956
Lights	0	0	0	0	-	0	18	155	12	0	-	185	25	34	33	0	-	92	6	193	25	0	-	224	501
% Lights	-	-	-	-	-	-	100.0	100.0	85.7	-	-	98.9	100.0	100.0	100.0	-	-	100.0	100.0	99.0	100.0	-	-	99.1	99.2
Mediums	0	0	0	0	-	0	0	0	2	0	-	2	0	0	0	0	-	0	0	2	0	0	-	2	4
% Mediums	-	-	-	-	-	-	0.0	0.0	14.3	-	-	1.1	0.0	0.0	0.0	-	-	0.0	0.0	1.0	0.0	-	-	0.9	0.8
Articulated Trucks	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Articulated Trucks	-	-	-	-	-	-	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0
Bicycles on Crosswalk	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-
% Bicycles on Crosswalk	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0	-	-
Pedestrians	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	1	-	-
% Pedestrians	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.0	-	-

Count Name: HIGHLAND ST @ BEARD AVE
Site Code:
Start Date: 01/19/2022
Page No: 8



Turning Movement Data

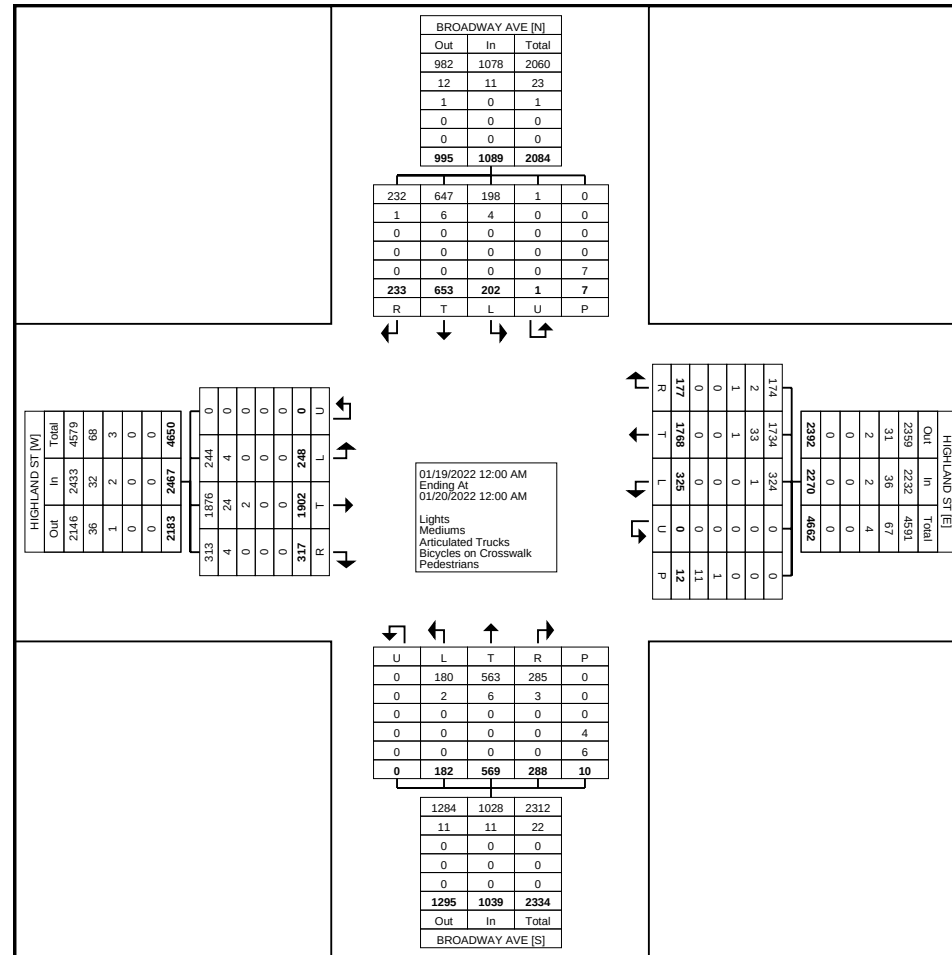
Start Time	BROADWAY AVE Southbound						HIGHLAND ST Westbound						BROADWAY AVE Northbound						HIGHLAND ST Eastbound					Int. Total
	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	App. Total	
12:00 AM	0	1	0	0	0	1	0	2	1	0	0	3	0	0	0	0	0	0	0	4	0	0	4	8
12:15 AM	0	1	0	0	0	1	0	1	0	0	1	1	0	0	0	0	0	0	0	2	0	0	2	4
12:30 AM	0	1	0	0	0	1	0	1	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0	3
12:45 AM	2	0	0	0	0	2	0	3	0	0	0	3	0	0	0	0	0	0	0	1	1	0	2	7
Hourly Total	2	3	0	0	0	5	0	7	1	0	1	8	0	1	0	0	0	1	0	7	1	0	8	22
1:00 AM	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1	0	4	5
1:15 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	1	1	0	0	2	3
1:30 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	1	2
1:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	2	0	0	2	3
Hourly Total	0	0	1	0	0	1	0	2	0	0	0	2	0	1	0	0	0	1	1	7	1	0	9	13
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	3
2:15 AM	0	0	1	0	0	1	0	2	0	0	0	2	0	0	0	0	0	0	0	3	0	0	3	6
2:30 AM	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	2	0	0	2	4
2:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Hourly Total	0	0	1	0	0	1	0	4	0	0	0	4	0	0	0	0	0	0	0	9	0	0	9	14
3:00 AM	1	0	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	1	2	0	0	3	5
3:15 AM	0	0	0	0	0	0	1	3	0	0	0	4	0	0	1	0	0	1	0	1	0	0	1	6
3:30 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	0	1	0	1	0	0	1	3
3:45 AM	1	1	0	0	0	2	0	1	1	0	0	2	0	0	0	0	0	0	0	3	0	0	3	7
Hourly Total	2	1	0	0	0	3	1	5	2	0	0	8	0	1	1	0	0	2	1	7	0	0	8	21
4:00 AM	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	1	0	0	1	3
4:15 AM	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
4:30 AM	0	0	0	0	0	0	0	3	0	0	0	3	0	0	0	0	0	0	1	0	0	0	1	4
4:45 AM	2	0	0	0	0	2	0	5	0	0	0	5	0	0	0	0	0	0	0	2	0	0	2	9
Hourly Total	2	0	0	0	0	2	0	12	0	0	0	12	0	0	0	0	0	0	1	3	0	0	4	18
5:00 AM	0	0	1	0	0	1	0	5	0	0	0	5	0	0	1	0	0	1	0	1	0	0	1	8
5:15 AM	0	0	1	0	0	1	1	3	0	0	0	4	0	1	0	0	0	1	0	2	1	0	3	9
5:30 AM	0	3	1	0	0	4	0	8	0	0	0	8	0	0	0	0	0	0	0	2	1	0	3	15
5:45 AM	0	2	2	0	0	4	1	10	0	0	0	11	0	0	0	0	0	0	0	6	1	0	7	22
Hourly Total	0	5	5	0	0	10	2	26	0	0	0	28	0	1	1	0	0	2	0	11	3	0	14	54
6:00 AM	1	4	1	0	0	6	2	9	0	0	0	11	0	0	0	0	0	0	0	5	0	0	5	22
6:15 AM	0	4	3	0	0	7	0	11	1	0	0	12	1	2	3	0	0	6	1	6	1	0	8	33
6:30 AM	0	6	0	0	0	6	3	8	0	0	0	11	0	2	0	0	0	2	0	14	3	0	17	36
6:45 AM	0	2	3	0	0	5	5	13	1	0	0	19	1	1	2	0	0	4	2	4	7	0	13	41
Hourly Total	1	16	7	0	0	24	10	41	2	0	0	53	2	5	5	0	0	12	3	29	11	0	43	132
7:00 AM	2	9	0	0	0	11	2	21	0	0	0	23	1	2	1	0	0	4	0	15	1	0	16	54
7:15 AM	1	5	2	0	0	8	11	28	1	0	0	40	1	2	5	0	0	8	4	17	7	0	28	84
7:30 AM	4	9	6	0	0	19	5	27	4	0	0	36	0	0	2	0	0	2	4	31	6	0	41	98

7:45 AM	1	22	4	0	0	27	11	53	3	0	0	67	0	6	1	0	0	7	10	26	8	0	44	145
Hourly Total	8	45	12	0	0	65	29	129	8	0	0	166	2	10	9	0	0	21	18	89	22	0	129	381
8:00 AM	3	23	3	0	0	29	8	37	3	0	0	48	1	9	3	0	0	13	4	33	7	0	44	134
8:15 AM	3	13	3	0	1	19	14	29	3	0	0	46	2	6	6	0	1	14	3	18	8	0	29	108
8:30 AM	1	13	3	0	0	17	13	23	3	0	0	39	2	3	0	0	1	5	1	21	8	0	30	91
8:45 AM	2	11	4	0	0	17	9	29	0	0	0	38	3	14	3	0	0	20	3	23	14	0	40	115
Hourly Total	9	60	13	0	1	82	44	118	9	0	0	171	8	32	12	0	2	52	11	95	37	0	143	448
9:00 AM	2	9	0	0	1	11	7	25	1	0	0	33	3	8	8	0	2	19	3	22	9	0	34	97
9:15 AM	1	7	4	0	0	12	7	28	3	0	1	38	4	7	7	0	0	18	2	34	4	0	40	108
9:30 AM	4	19	3	0	0	26	8	24	5	0	0	37	4	12	4	0	0	20	3	29	7	0	39	122
9:45 AM	0	17	7	0	0	24	11	26	4	0	0	41	5	7	2	0	0	14	3	30	9	0	42	121
Hourly Total	7	52	14	0	1	73	33	103	13	0	1	149	16	34	21	0	2	71	11	115	29	0	155	448
10:00 AM	1	9	4	0	0	14	7	24	2	0	1	33	3	5	6	0	0	14	7	24	5	0	36	97
10:15 AM	2	11	1	0	0	14	9	14	1	0	0	24	8	9	5	0	0	22	4	21	11	0	36	96
10:30 AM	4	12	6	0	0	22	9	18	3	0	2	30	5	14	5	0	1	24	5	31	6	0	42	118
10:45 AM	1	18	4	0	0	23	5	20	3	0	0	28	6	14	4	0	0	24	3	29	9	0	41	116
Hourly Total	8	50	15	0	0	73	30	76	9	0	3	115	22	42	20	0	1	84	19	105	31	0	155	427
11:00 AM	3	8	3	0	1	14	8	29	1	0	1	38	10	22	14	0	0	46	5	33	2	0	40	138
11:15 AM	4	18	5	0	0	27	12	35	3	0	0	50	5	17	7	0	1	29	2	33	7	0	42	148
11:30 AM	3	12	6	0	0	21	7	36	1	0	0	44	0	28	2	0	0	30	6	35	11	0	52	147
11:45 AM	4	18	3	0	0	25	9	29	6	0	0	44	5	16	7	0	0	28	7	27	8	0	42	139
Hourly Total	14	56	17	0	1	87	36	129	11	0	1	176	20	83	30	0	1	133	20	128	28	0	176	572
12:00 PM	9	17	7	0	0	33	6	32	6	0	0	44	4	14	9	0	0	27	8	39	7	0	54	158
12:15 PM	2	16	3	0	0	21	7	33	6	0	1	46	6	18	6	0	0	30	6	38	6	0	50	147
12:30 PM	4	15	8	0	0	27	6	31	2	0	0	39	2	18	9	0	0	29	3	27	8	0	38	133
12:45 PM	6	21	5	0	0	32	13	33	4	0	0	50	10	12	6	0	0	28	8	40	17	0	65	175
Hourly Total	21	69	23	0	0	113	32	129	18	0	1	179	22	62	30	0	0	114	25	144	38	0	207	613
1:00 PM	7	9	8	0	0	24	12	46	9	0	0	67	4	12	7	0	0	23	5	41	5	0	51	165
1:15 PM	2	24	2	0	0	28	9	33	2	0	0	44	5	13	11	0	0	29	6	35	8	0	49	150
1:30 PM	4	17	2	0	0	23	7	36	3	0	1	46	5	9	7	0	0	21	3	28	8	0	39	129
1:45 PM	1	17	4	0	0	22	5	25	5	0	0	35	5	9	8	0	0	22	3	29	4	0	36	115
Hourly Total	14	67	16	0	0	97	33	140	19	0	1	192	19	43	33	0	0	95	17	133	25	0	175	559
2:00 PM	3	13	2	0	0	18	3	27	5	0	0	35	8	14	7	0	0	29	3	39	3	0	45	127
2:15 PM	4	13	6	0	0	23	2	40	4	0	0	46	0	13	4	0	0	17	4	35	3	0	42	128
2:30 PM	1	12	3	0	0	16	3	19	1	0	1	23	6	7	3	0	0	16	3	27	5	0	35	90
2:45 PM	6	20	8	0	0	34	5	41	3	0	0	49	3	13	8	0	0	24	1	38	10	0	49	156
Hourly Total	14	58	19	0	0	91	13	127	13	0	1	153	17	47	22	0	0	86	11	139	21	0	171	501
3:00 PM	3	15	1	0	0	19	3	29	1	0	0	33	4	20	2	0	0	26	7	42	6	0	55	133
3:15 PM	3	15	4	0	0	22	3	27	5	0	0	35	9	15	9	0	0	33	8	42	5	0	55	145
3:30 PM	3	15	1	0	0	19	5	42	2	0	0	49	5	11	5	0	0	21	6	41	8	0	55	144
3:45 PM	5	12	12	0	0	29	7	30	13	0	0	50	2	9	5	0	0	16	5	50	8	0	63	158
Hourly Total	14	57	18	0	0	89	18	128	21	0	0	167	20	55	21	0	0	96	26	175	27	0	228	580
4:00 PM	3	7	7	0	0	17	6	36	8	0	0	50	11	16	2	0	0	29	3	58	4	0	65	161
4:15 PM	3	7	4	0	0	14	1	36	1	0	0	38	3	13	7	0	0	23	7	39	1	0	47	122
4:30 PM	6	12	3	0	2	21	4	34	4	0	0	42	1	13	3	0	0	17	7	31	2	0	40	120
4:45 PM	4	10	3	0	2	17	4	38	1	0	0	43	1	20	10	0	0	31	5	37	0	0	42	133
Hourly Total	16	36	17	0	4	69	15	144	14	0	0	173	16	62	22	0	0	100	22	165	7	0	194	536
5:00 PM	11	12	4	0	0	27	0	39	3	0	2	42	4	26	11	0	0	41	11	47	5	0	63	173
5:15 PM	7	5	2	0	0	14	3	33	5	0	1	41	0	10	7	0	0	17	5	49	2	0	56	128
5:30 PM	5	6	6	0	0	17	4	33	3	0	0	40	4	9	7	0	0	20	3	44	4	0	51	128
5:45 PM	7	6	4	0	0	17	5	28	4	0	0	37	1	6	5	0	0	12	2	33	4	0	39	105
Hourly Total	30	29	16	0	0	75	12	133	15	0	3	160	9	51	30	0	0	90	21	173	15	0	209	534

6:00 PM	8	7	7	1	0	23	3	20	2	0	0	25	1	5	3	0	0	9	2	43	3	0	48	105
6:15 PM	1	3	3	0	0	7	2	29	1	0	0	32	1	3	3	0	0	7	7	28	2	0	37	83
6:30 PM	3	2	3	0	0	8	2	30	2	0	0	34	1	3	3	0	1	7	0	30	7	0	37	86
6:45 PM	4	6	2	0	0	12	3	19	2	0	0	24	2	2	1	0	0	5	3	27	1	0	31	72
Hourly Total	16	18	15	1	0	50	10	98	7	0	0	115	5	13	10	0	1	28	12	128	13	0	153	346
7:00 PM	0	2	2	0	0	4	3	17	3	0	0	23	1	4	3	0	0	8	3	22	0	0	25	60
7:15 PM	0	4	4	0	0	8	1	22	2	0	0	25	0	1	5	0	0	6	4	19	0	0	23	62
7:30 PM	3	2	5	0	0	10	0	12	0	0	0	12	0	1	0	0	0	1	0	17	0	0	17	40
7:45 PM	0	5	0	0	0	5	0	18	1	0	0	19	0	1	0	0	0	1	3	22	2	0	27	52
Hourly Total	3	13	11	0	0	27	4	69	6	0	0	79	1	7	8	0	0	16	10	80	2	0	92	214
8:00 PM	6	2	2	0	0	10	2	16	2	0	0	20	1	1	2	0	1	4	2	23	0	0	25	59
8:15 PM	2	2	1	0	0	5	0	21	2	0	0	23	0	0	5	0	0	5	1	23	0	0	24	57
8:30 PM	1	5	0	0	0	6	0	19	3	0	0	22	0	6	0	0	0	6	2	11	0	0	13	47
8:45 PM	2	1	5	0	0	8	0	19	1	0	0	20	0	2	0	0	1	2	4	10	0	0	14	44
Hourly Total	11	10	8	0	0	29	2	75	8	0	0	85	1	9	7	0	2	17	9	67	0	0	76	207
9:00 PM	1	2	0	0	0	3	0	11	1	0	0	12	0	5	3	0	0	8	0	17	1	0	18	41
9:15 PM	1	2	1	0	0	4	0	10	0	0	0	10	1	0	0	0	0	1	0	8	0	0	8	23
9:30 PM	2	1	0	0	0	3	0	6	0	0	0	6	0	3	0	0	0	3	2	10	1	0	13	25
9:45 PM	0	1	0	0	0	1	0	8	0	0	0	8	0	1	1	0	0	2	3	7	1	0	11	22
Hourly Total	4	6	1	0	0	11	0	35	1	0	0	36	1	9	4	0	0	14	5	42	3	0	50	111
10:00 PM	2	0	1	0	0	3	0	8	0	0	0	8	0	0	0	0	1	0	0	10	2	0	12	23
10:15 PM	0	1	0	0	0	1	0	10	0	0	0	10	0	1	0	0	0	1	1	5	0	0	6	18
10:30 PM	1	0	0	0	0	1	1	6	0	0	0	7	0	0	1	0	0	1	0	16	0	0	16	25
10:45 PM	0	0	0	0	0	0	0	3	0	0	0	3	1	0	0	0	0	1	1	2	1	0	4	8
Hourly Total	3	1	1	0	0	5	1	27	0	0	0	28	1	1	1	0	1	3	2	33	3	0	38	74
11:00 PM	1	0	1	0	0	2	0	4	0	0	0	4	0	0	0	0	0	0	1	8	0	0	9	15
11:15 PM	2	0	0	0	0	2	0	1	0	0	0	1	0	0	1	0	0	1	0	3	0	0	3	7
11:30 PM	0	1	2	0	0	3	0	4	0	0	0	4	0	0	0	0	0	0	1	5	0	0	6	13
11:45 PM	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	1	2	0	0	3	5
Hourly Total	3	1	3	0	0	7	0	11	0	0	0	11	0	0	1	0	0	1	3	18	0	0	21	40
Grand Total	202	653	233	1	7	1089	325	1768	177	0	12	2270	182	569	288	0	10	1039	248	1902	317	0	2467	6865
Approach %	18.5	60.0	21.4	0.1	-	-	14.3	77.9	7.8	0.0	-	-	17.5	54.8	27.7	0.0	-	-	10.1	77.1	12.8	0.0	-	-
Total %	2.9	9.5	3.4	0.0	-	15.9	4.7	25.8	2.6	0.0	-	33.1	2.7	8.3	4.2	0.0	-	15.1	3.6	27.7	4.6	0.0	35.9	-
Lights	198	647	232	1	-	1078	324	1734	174	0	-	2232	180	563	285	0	-	1028	244	1876	313	0	2433	6771
% Lights	98.0	99.1	99.6	100.0	-	99.0	99.7	98.1	98.3	-	-	98.3	98.9	98.9	99.0	-	-	98.9	98.4	98.6	98.7	-	98.6	98.6
Mediums	4	6	1	0	-	11	1	33	2	0	-	36	2	6	3	0	-	11	4	24	4	0	32	90
% Mediums	2.0	0.9	0.4	0.0	-	1.0	0.3	1.9	1.1	-	-	1.6	1.1	1.1	1.0	-	-	1.1	1.6	1.3	1.3	-	1.3	1.3
Articulated Trucks	0	0	0	0	-	0	0	1	1	0	-	2	0	0	0	0	-	0	0	2	0	0	2	4
% Articulated Trucks	0.0	0.0	0.0	0.0	-	0.0	0.0	0.1	0.6	-	-	0.1	0.0	0.0	0.0	-	-	0.0	0.0	0.1	0.0	-	0.1	0.1
Bicycles on Crosswalk	-	-	-	-	0	-	-	-	-	-	1	-	-	-	-	-	4	-	-	-	-	-	-	-
% Bicycles on Crosswalk	-	-	-	-	0.0	-	-	-	-	-	8.3	-	-	-	-	-	40.0	-	-	-	-	-	-	-
Pedestrians	-	-	-	-	7	-	-	-	-	-	11	-	-	-	-	-	6	-	-	-	-	-	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	91.7	-	-	-	-	-	60.0	-	-	-	-	-	-	-

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Count Name: HIGHLAND ST @ BROADWAY
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Turning Movement Data Plot

GRAM Traffic NTX Inc.
1120 W. Lovers Lane
Arlington, Texas, United States 76013
817.265.8968

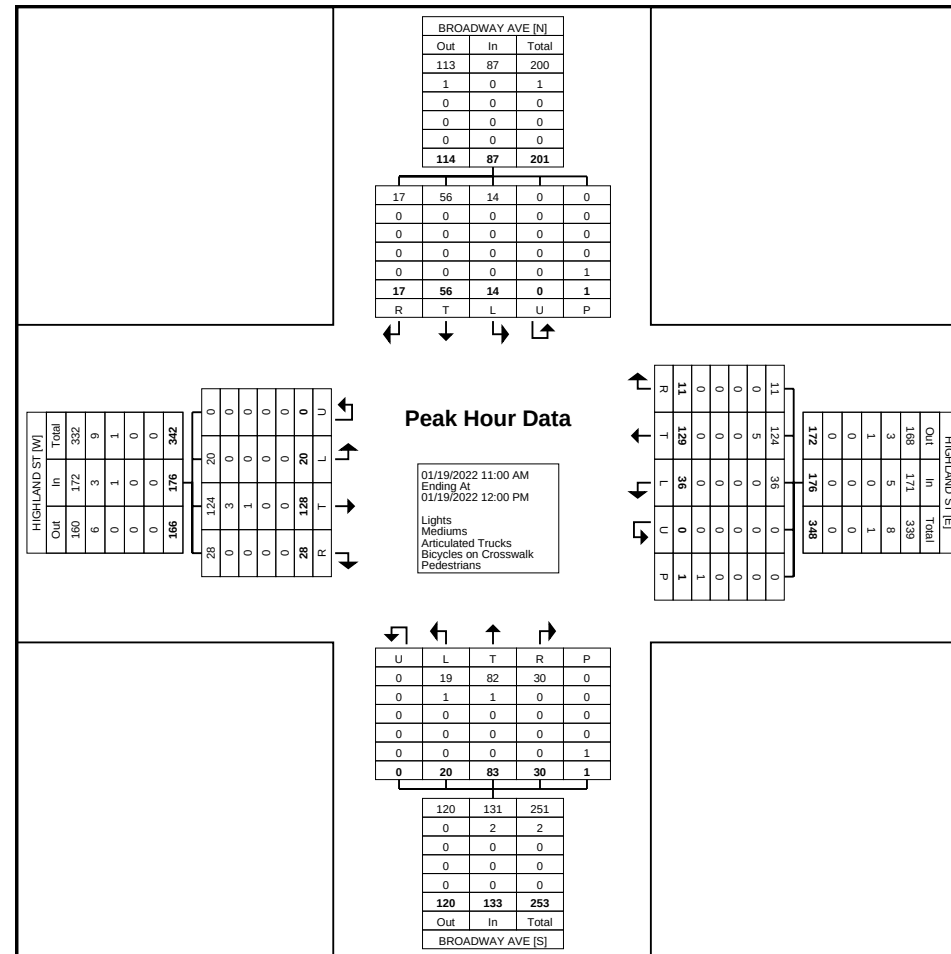
Count Name: HIGHLAND ST @ BROADWAY
AVE
Site Code:
Start Date: 01/19/2022
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Turning Movement Peak Hour Data (11:00 AM)

Start Time	BROADWAY AVE Southbound						HIGHLAND ST Westbound						BROADWAY AVE Northbound						HIGHLAND ST Eastbound					Int. Total
	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	App. Total	
11:00 AM	3	8	3	0	1	14	8	29	1	0	1	38	10	22	14	0	0	46	5	33	2	0	40	138
11:15 AM	4	18	5	0	0	27	12	35	3	0	0	50	5	17	7	0	1	29	2	33	7	0	42	148
11:30 AM	3	12	6	0	0	21	7	36	1	0	0	44	0	28	2	0	0	30	6	35	11	0	52	147
11:45 AM	4	18	3	0	0	25	9	29	6	0	0	44	5	16	7	0	0	28	7	27	8	0	42	139
Total	14	56	17	0	1	87	36	129	11	0	1	176	20	83	30	0	1	133	20	128	28	0	176	572
Approach %	16.1	64.4	19.5	0.0	-	-	20.5	73.3	6.3	0.0	-	-	15.0	62.4	22.6	0.0	-	-	11.4	72.7	15.9	0.0	-	-
Total %	2.4	9.8	3.0	0.0	-	15.2	6.3	22.6	1.9	0.0	-	30.8	3.5	14.5	5.2	0.0	-	23.3	3.5	22.4	4.9	0.0	30.8	-
PHF	0.875	0.778	0.708	0.000	-	0.806	0.750	0.896	0.458	0.000	-	0.880	0.500	0.741	0.536	0.000	-	0.723	0.714	0.914	0.636	0.000	0.846	0.966
Lights	14	56	17	0	-	87	36	124	11	0	-	171	19	82	30	0	-	131	20	124	28	0	172	561
% Lights	100.0	100.0	100.0	-	-	100.0	100.0	96.1	100.0	-	-	97.2	95.0	98.8	100.0	-	-	98.5	100.0	96.9	100.0	-	97.7	98.1
Mediums	0	0	0	0	-	0	0	5	0	0	-	5	1	1	0	0	-	2	0	3	0	0	3	10
% Mediums	0.0	0.0	0.0	-	-	0.0	0.0	3.9	0.0	-	-	2.8	5.0	1.2	0.0	-	-	1.5	0.0	2.3	0.0	-	1.7	1.7
Articulated Trucks	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	1	0	0	1	1
% Articulated Trucks	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.8	0.0	-	0.6	0.2
Bicycles on Crosswalk	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	-	-
% Bicycles on Crosswalk	-	-	-	-	0.0	-	-	-	-	-	0.0	-	-	-	-	-	0.0	-	-	-	-	-	-	-
Pedestrians	-	-	-	-	1	-	-	-	-	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-	-	-	-	-	-

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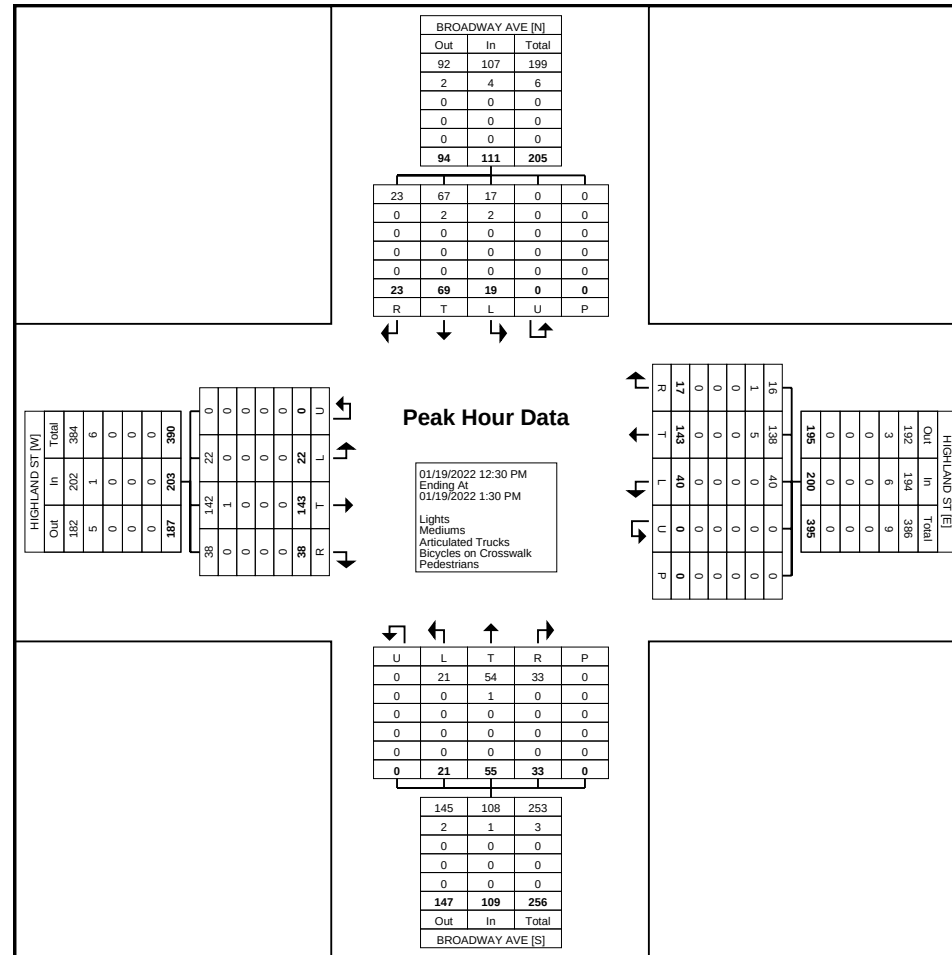
Count Name: HIGHLAND ST @ BROADWAY
AVE
Site Code:
Start Date: 01/19/2022
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Turning Movement Peak Hour Data Plot (11:00 AM)

Count Name: HIGHLAND ST @ BROADWAY
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[illegible]



Turning Movement Peak Hour Data Plot (12:30 PM)

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Count Name: HIGHLAND ST @ UNION AVE
Site Code:
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Turning Movement Data

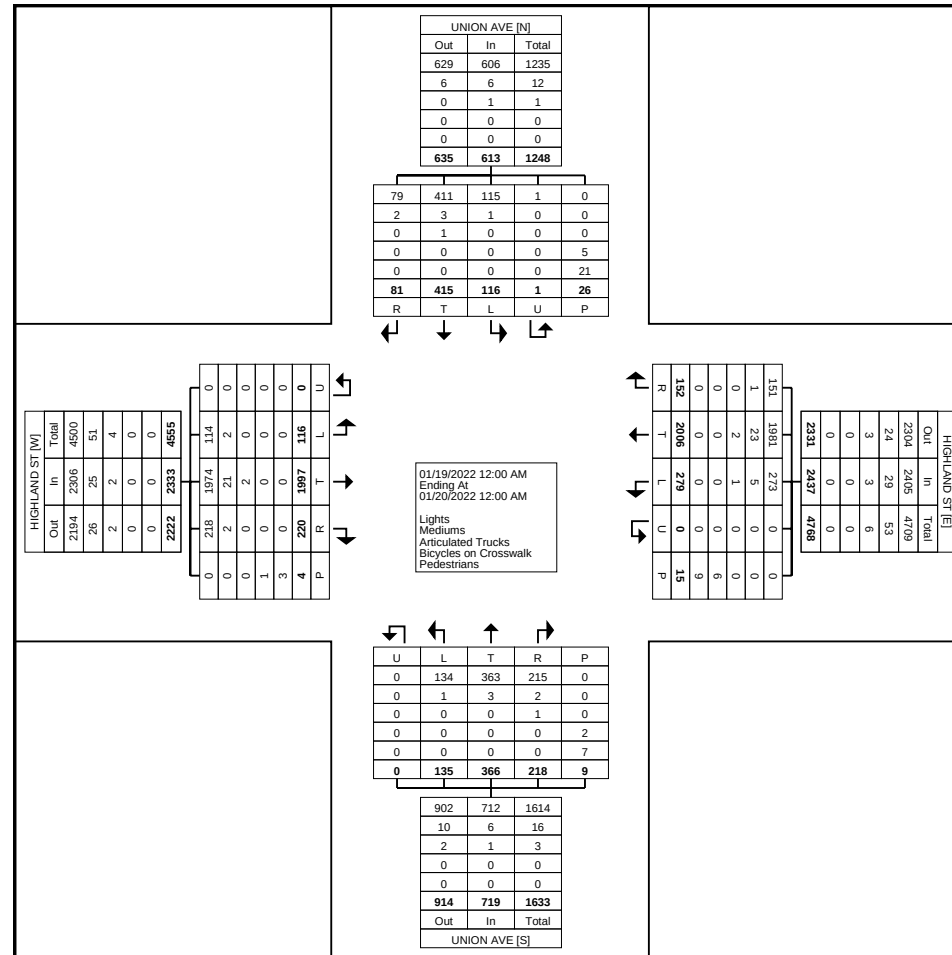
Start Time	UNION AVE Southbound						HIGHLAND ST Westbound						UNION AVE Northbound						HIGHLAND ST Eastbound						Int. Total
	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	
12:00 AM	0	1	0	0	0	1	0	3	1	0	0	4	0	0	0	0	0	0	0	4	0	0	0	4	9
12:15 AM	0	1	0	0	0	1	0	1	0	0	0	1	0	0	1	0	0	1	0	2	0	0	0	2	5
12:30 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
12:45 AM	0	2	0	0	1	2	0	3	0	0	1	3	0	0	0	0	0	0	0	3	0	0	0	3	8
Hourly Total	0	4	0	0	1	4	0	8	1	0	1	9	0	0	1	0	0	1	0	9	0	0	0	9	23
1:00 AM	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	2	0	2	0	0	0	2	4
1:15 AM	0	0	0	0	0	0	0	1	1	0	0	2	0	0	0	0	0	0	0	1	0	0	0	1	3
1:30 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	1	2
1:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2	2
Hourly Total	0	0	0	0	0	0	0	2	1	0	1	3	0	2	0	0	0	2	0	6	0	0	0	6	11
2:00 AM	0	0	0	0	0	0	0	0	1	0	0	1	0	2	1	0	0	3	0	2	1	0	0	3	7
2:15 AM	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	2	0	0	0	2	4
2:30 AM	0	0	0	0	0	0	0	2	0	0	0	2	0	1	0	0	0	1	0	2	0	0	0	2	5
2:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	0	1	2
Hourly Total	0	0	0	0	0	0	0	4	1	0	0	5	0	4	1	0	0	5	0	7	1	0	0	8	18
3:00 AM	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	3	0	0	0	3	4
3:15 AM	0	0	1	0	0	1	0	3	0	0	0	3	0	0	0	0	0	0	1	1	0	0	0	2	6
3:30 AM	0	0	1	0	0	1	0	1	1	0	0	2	0	1	0	0	0	1	0	1	0	0	1	1	5
3:45 AM	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	3	0	1	0	0	4	6
Hourly Total	0	0	2	0	0	2	0	7	1	0	0	8	0	1	0	0	0	1	4	5	1	0	1	10	21
4:00 AM	1	0	1	0	0	2	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	1	4
4:15 AM	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	1	0	0	0	1	3
4:30 AM	0	0	0	0	0	0	0	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
4:45 AM	0	0	0	0	0	0	0	5	0	0	1	5	0	0	0	0	0	0	0	3	0	0	0	3	8
Hourly Total	1	0	1	0	0	2	0	11	0	0	1	11	0	0	0	0	0	0	0	5	0	0	0	5	18
5:00 AM	0	0	0	0	0	0	1	4	0	0	0	5	1	0	0	0	0	1	0	2	0	0	0	2	8
5:15 AM	0	0	0	0	0	0	1	4	0	0	0	5	0	0	1	0	0	1	0	2	0	0	0	2	8
5:30 AM	0	0	0	0	0	0	0	7	1	0	0	8	0	2	0	0	0	2	1	1	0	0	0	2	12
5:45 AM	1	2	0	0	1	3	1	12	1	0	0	14	0	0	1	0	0	1	0	5	1	0	0	6	24
Hourly Total	1	2	0	0	1	3	3	27	2	0	0	32	1	2	2	0	0	5	1	10	1	0	0	12	52
6:00 AM	1	1	0	0	0	2	0	11	0	0	0	11	0	0	0	0	0	0	0	5	1	0	0	6	19
6:15 AM	0	0	0	0	0	0	0	13	0	0	0	13	0	0	0	0	0	0	1	8	0	0	0	9	22
6:30 AM	1	5	0	0	0	6	0	10	2	0	0	12	0	1	1	0	0	2	2	11	1	0	0	14	34
6:45 AM	3	2	2	0	0	7	8	17	1	0	0	26	0	2	0	0	0	2	1	5	0	0	0	6	41
Hourly Total	5	8	2	0	0	15	8	51	3	0	0	62	0	3	1	0	0	4	4	29	2	0	0	35	116
7:00 AM	4	3	2	0	0	9	0	20	0	0	0	20	1	0	1	0	0	2	2	15	0	0	0	17	48
7:15 AM	1	3	2	0	0	6	1	36	3	0	0	40	0	2	0	0	0	2	0	21	0	0	0	21	69
7:30 AM	0	4	2	0	1	6	2	34	3	0	0	39	0	4	2	0	0	6	6	27	3	0	0	36	87

7:45 AM	0	12	2	0	0	14	5	61	6	0	0	72	1	4	2	0	0	7	4	20	3	0	0	27	120
Hourly Total	5	22	8	0	1	35	8	151	12	0	0	171	2	10	5	0	0	17	12	83	6	0	0	101	324
8:00 AM	3	11	2	0	0	16	8	44	2	0	0	54	2	6	2	0	0	10	3	27	6	0	0	36	116
8:15 AM	1	5	1	0	0	7	2	44	1	0	0	47	1	3	3	0	0	7	5	22	0	0	0	27	88
8:30 AM	1	5	1	0	0	7	2	34	1	0	0	37	3	5	2	0	1	10	1	19	2	0	0	22	76
8:45 AM	0	8	4	0	0	12	5	34	0	0	0	39	0	6	1	0	0	7	2	24	1	0	0	27	85
Hourly Total	5	29	8	0	0	42	17	156	4	0	0	177	6	20	8	0	1	34	11	92	9	0	0	112	365
9:00 AM	1	11	1	0	1	13	4	32	0	0	0	36	0	8	3	0	0	11	1	31	1	0	0	33	93
9:15 AM	1	6	1	0	0	8	8	36	5	0	1	49	4	2	1	0	0	7	4	27	8	0	0	39	103
9:30 AM	2	5	1	0	0	8	5	27	2	0	1	34	3	7	6	0	0	16	0	31	3	0	1	34	92
9:45 AM	4	8	1	0	0	13	3	37	1	0	0	41	2	2	0	0	0	4	0	29	3	0	0	32	90
Hourly Total	8	30	4	0	1	42	20	132	8	0	2	160	9	19	10	0	0	38	5	118	15	0	1	138	378
10:00 AM	2	9	2	0	1	13	6	30	4	0	1	40	0	6	1	0	0	7	0	23	4	0	1	27	87
10:15 AM	3	9	0	0	0	12	4	20	1	0	0	25	2	4	2	0	0	8	1	24	2	0	0	27	72
10:30 AM	3	7	0	0	0	10	9	30	1	0	0	40	1	4	7	0	0	12	4	29	4	0	0	37	99
10:45 AM	0	5	0	0	0	5	5	22	0	0	0	27	5	3	2	0	0	10	2	29	6	0	0	37	79
Hourly Total	8	30	2	0	1	40	24	102	6	0	1	132	8	17	12	0	0	37	7	105	16	0	1	128	337
11:00 AM	2	7	3	0	1	12	6	32	1	0	0	39	5	9	2	0	1	16	1	39	8	0	0	48	115
11:15 AM	2	7	2	0	0	11	10	44	3	0	0	57	3	5	6	0	2	14	0	38	5	0	0	43	125
11:30 AM	4	6	0	0	0	10	8	42	1	0	0	51	1	9	8	0	1	18	3	32	2	0	0	37	116
11:45 AM	1	6	1	0	1	8	1	37	2	0	1	40	5	6	4	0	0	15	1	27	7	0	0	35	98
Hourly Total	9	26	6	0	2	41	25	155	7	0	1	187	14	29	20	0	4	63	5	136	22	0	0	163	454
12:00 PM	1	7	1	0	0	9	3	36	3	0	0	42	4	16	6	0	0	26	0	49	8	0	0	57	134
12:15 PM	0	6	2	0	1	8	10	41	4	0	0	55	3	8	3	0	0	14	1	44	1	0	0	46	123
12:30 PM	1	8	1	0	4	10	10	32	2	0	0	44	4	7	5	0	0	16	0	38	5	0	0	43	113
12:45 PM	2	13	1	0	4	16	11	48	1	0	0	60	4	9	11	0	0	24	0	43	8	0	0	51	151
Hourly Total	4	34	5	0	9	43	34	157	10	0	0	201	15	40	25	0	0	80	1	174	22	0	0	197	521
1:00 PM	3	15	3	0	0	21	9	55	3	0	0	67	5	7	8	0	0	20	1	41	7	0	0	49	157
1:15 PM	2	16	1	0	0	19	8	35	4	0	0	47	9	7	3	0	0	19	2	41	11	0	0	54	139
1:30 PM	1	15	2	0	0	18	8	38	1	0	0	47	1	10	3	0	0	14	1	29	5	0	0	35	114
1:45 PM	4	15	2	0	0	21	6	30	3	0	0	39	1	7	6	0	0	14	1	31	3	0	1	35	109
Hourly Total	10	61	8	0	0	79	31	158	11	0	0	200	16	31	20	0	0	67	5	142	26	0	1	173	519
2:00 PM	4	3	3	0	1	10	5	25	4	0	0	34	5	10	5	0	1	20	2	41	4	0	0	47	111
2:15 PM	3	13	0	0	0	16	4	37	1	0	0	42	7	6	4	0	0	17	2	35	3	0	0	40	115
2:30 PM	2	8	1	0	0	11	3	20	4	0	0	27	1	10	5	0	0	16	1	30	2	0	0	33	87
2:45 PM	1	5	2	0	0	8	6	45	4	0	0	55	3	8	3	0	0	14	4	45	4	0	0	53	130
Hourly Total	10	29	6	0	1	45	18	127	13	0	0	158	16	34	17	0	1	67	9	151	13	0	0	173	443
3:00 PM	1	8	1	0	1	10	4	31	8	0	0	43	1	14	7	0	0	22	2	41	3	0	0	46	121
3:15 PM	3	11	0	0	0	14	6	34	3	0	0	43	1	9	1	0	0	11	7	44	4	0	0	55	123
3:30 PM	1	9	2	0	0	12	7	47	2	0	0	56	2	5	6	0	0	13	0	45	4	0	0	49	130
3:45 PM	2	13	3	0	0	18	4	38	7	0	1	49	3	8	2	0	0	13	0	52	5	0	0	57	137
Hourly Total	7	41	6	0	1	54	21	150	20	0	1	191	7	36	16	0	0	59	9	182	16	0	0	207	511
4:00 PM	1	5	2	0	0	8	8	40	1	0	2	49	4	4	4	0	0	12	1	56	5	0	0	62	131
4:15 PM	2	1	4	0	0	7	5	32	2	0	0	39	4	9	6	0	1	19	4	38	4	0	0	46	111
4:30 PM	2	5	2	0	1	9	3	36	4	0	0	43	4	12	6	0	0	22	2	30	8	0	0	40	114
4:45 PM	3	8	0	0	3	11	3	40	4	0	0	47	3	13	8	0	0	24	4	41	5	0	0	50	132
Hourly Total	8	19	8	0	4	35	19	148	11	0	2	178	15	38	24	0	1	77	11	165	22	0	0	198	488
5:00 PM	2	8	1	1	0	12	2	37	2	0	0	41	3	22	11	0	0	36	3	62	3	0	0	68	157
5:15 PM	3	9	1	0	0	13	2	38	3	0	0	43	5	9	9	0	0	23	6	53	4	0	0	63	142
5:30 PM	2	7	1	0	0	10	6	38	2	0	0	46	1	10	4	0	0	15	1	47	6	0	0	54	125
5:45 PM	2	6	2	0	0	10	5	33	3	0	1	41	2	2	4	0	1	8	0	43	2	0	0	45	104
Hourly Total	9	30	5	1	0	45	15	146	10	0	1	171	11	43	28	0	1	82	10	205	15	0	0	230	528

6:00 PM	4	8	1	0	0	13	5	21	2	0	0	28	0	2	2	0	0	4	1	39	9	0	0	49	94
6:15 PM	2	7	1	0	0	10	2	30	1	0	2	33	1	6	4	0	0	11	2	28	5	0	0	35	89
6:30 PM	1	5	0	0	0	6	2	31	6	0	0	39	1	1	1	0	0	3	3	30	4	0	0	37	85
6:45 PM	1	7	0	0	0	8	3	21	3	0	0	27	1	8	2	0	0	11	1	29	2	0	0	32	78
Hourly Total	8	27	2	0	0	37	12	103	12	0	2	127	3	17	9	0	0	29	7	126	20	0	0	153	346
7:00 PM	1	1	0	0	0	2	1	24	2	0	1	27	1	5	5	0	0	11	0	21	3	0	0	24	64
7:15 PM	2	2	0	0	0	4	3	19	0	0	0	22	3	3	2	0	0	8	1	21	0	0	0	22	56
7:30 PM	3	0	1	0	0	4	4	11	1	0	0	16	0	3	2	0	0	5	3	13	2	0	0	18	43
7:45 PM	1	1	1	0	0	3	6	19	2	0	0	27	1	3	4	0	0	8	2	19	2	0	0	23	61
Hourly Total	7	4	2	0	0	13	14	73	5	0	1	92	5	14	13	0	0	32	6	74	7	0	0	87	224
8:00 PM	0	2	1	0	1	3	1	16	1	0	1	18	1	2	0	0	1	3	0	28	0	0	0	28	52
8:15 PM	1	2	1	0	1	4	1	19	1	0	0	21	0	0	2	0	0	2	0	29	0	0	0	29	56
8:30 PM	1	2	1	0	0	4	0	20	2	0	0	22	4	1	1	0	0	6	2	10	0	0	0	12	44
8:45 PM	1	1	0	0	0	2	0	11	1	0	0	12	1	0	1	0	0	2	3	10	0	0	0	13	29
Hourly Total	3	7	3	0	2	13	2	66	5	0	1	73	6	3	4	0	1	13	5	77	0	0	0	82	181
9:00 PM	0	2	0	0	0	2	1	12	1	0	0	14	1	0	1	0	0	2	0	20	1	0	0	21	39
9:15 PM	2	1	0	0	0	3	1	10	2	0	0	13	0	0	1	0	0	1	0	8	0	0	0	8	25
9:30 PM	0	3	1	0	0	4	0	6	0	0	0	6	0	0	0	0	0	0	0	12	1	0	0	13	23
9:45 PM	2	0	1	0	0	3	0	6	1	0	0	7	0	1	0	0	0	1	0	7	1	0	0	8	19
Hourly Total	4	6	2	0	0	12	2	34	4	0	0	40	1	1	2	0	0	4	0	47	3	0	0	50	106
10:00 PM	1	1	1	0	0	3	0	8	0	0	0	8	0	0	0	0	0	0	2	9	0	0	0	11	22
10:15 PM	0	1	0	0	1	1	2	8	1	0	0	11	0	0	0	0	0	0	1	4	0	0	0	5	17
10:30 PM	1	1	0	0	0	2	0	8	0	0	0	8	0	1	0	0	0	1	1	13	1	0	0	15	26
10:45 PM	0	1	0	0	0	1	1	4	1	0	0	6	0	0	0	0	0	0	0	2	0	0	0	2	9
Hourly Total	2	4	1	0	1	7	3	28	2	0	0	33	0	1	0	0	0	1	4	28	1	0	0	33	74
11:00 PM	2	0	0	0	0	2	1	4	1	0	0	6	0	0	0	0	0	0	0	9	0	0	0	9	17
11:15 PM	0	0	0	0	0	0	1	1	1	0	0	3	0	1	0	0	0	1	0	4	2	0	0	6	10
11:30 PM	0	1	0	0	0	1	0	4	0	0	0	4	0	0	0	0	0	0	0	5	0	0	0	5	10
11:45 PM	0	1	0	0	1	1	1	1	1	0	0	3	0	0	0	0	0	0	0	3	0	0	0	3	7
Hourly Total	2	2	0	0	1	4	3	10	3	0	0	16	0	1	0	0	0	1	0	21	2	0	0	23	44
Grand Total	116	415	81	1	26	613	279	2006	152	0	15	2437	135	366	218	0	9	719	116	1997	220	0	4	2333	6102
Approach %	18.9	67.7	13.2	0.2	-	-	11.4	82.3	6.2	0.0	-	-	18.8	50.9	30.3	0.0	-	-	5.0	85.6	9.4	0.0	-	-	-
Total %	1.9	6.8	1.3	0.0	-	10.0	4.6	32.9	2.5	0.0	-	39.9	2.2	6.0	3.6	0.0	-	11.8	1.9	32.7	3.6	0.0	-	38.2	-
Lights	115	411	79	1	-	606	273	1981	151	0	-	2405	134	363	215	0	-	712	114	1974	218	0	-	2306	6029
% Lights	99.1	99.0	97.5	100.0	-	98.9	97.8	98.8	99.3	-	-	98.7	99.3	99.2	98.6	-	-	99.0	98.3	98.8	99.1	-	-	98.8	98.8
Mediums	1	3	2	0	-	6	5	23	1	0	-	29	1	3	2	0	-	6	2	21	2	0	-	25	66
% Mediums	0.9	0.7	2.5	0.0	-	1.0	1.8	1.1	0.7	-	-	1.2	0.7	0.8	0.9	-	-	0.8	1.7	1.1	0.9	-	-	1.1	1.1
Articulated Trucks	0	1	0	0	-	1	1	2	0	0	-	3	0	0	1	0	-	1	0	2	0	0	-	2	7
% Articulated Trucks	0.0	0.2	0.0	0.0	-	0.2	0.4	0.1	0.0	-	-	0.1	0.0	0.0	0.5	-	-	0.1	0.0	0.1	0.0	-	-	0.1	0.1
Bicycles on Crosswalk	-	-	-	-	5	-	-	-	-	-	6	-	-	-	-	-	2	-	-	-	-	-	1	-	-
% Bicycles on Crosswalk	-	-	-	-	19.2	-	-	-	-	-	40.0	-	-	-	-	-	22.2	-	-	-	-	-	25.0	-	-
Pedestrians	-	-	-	-	21	-	-	-	-	-	9	-	-	-	-	-	7	-	-	-	-	-	3	-	-
% Pedestrians	-	-	-	-	80.8	-	-	-	-	-	60.0	-	-	-	-	-	77.8	-	-	-	-	-	75.0	-	-

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Turning Movement Data Plot

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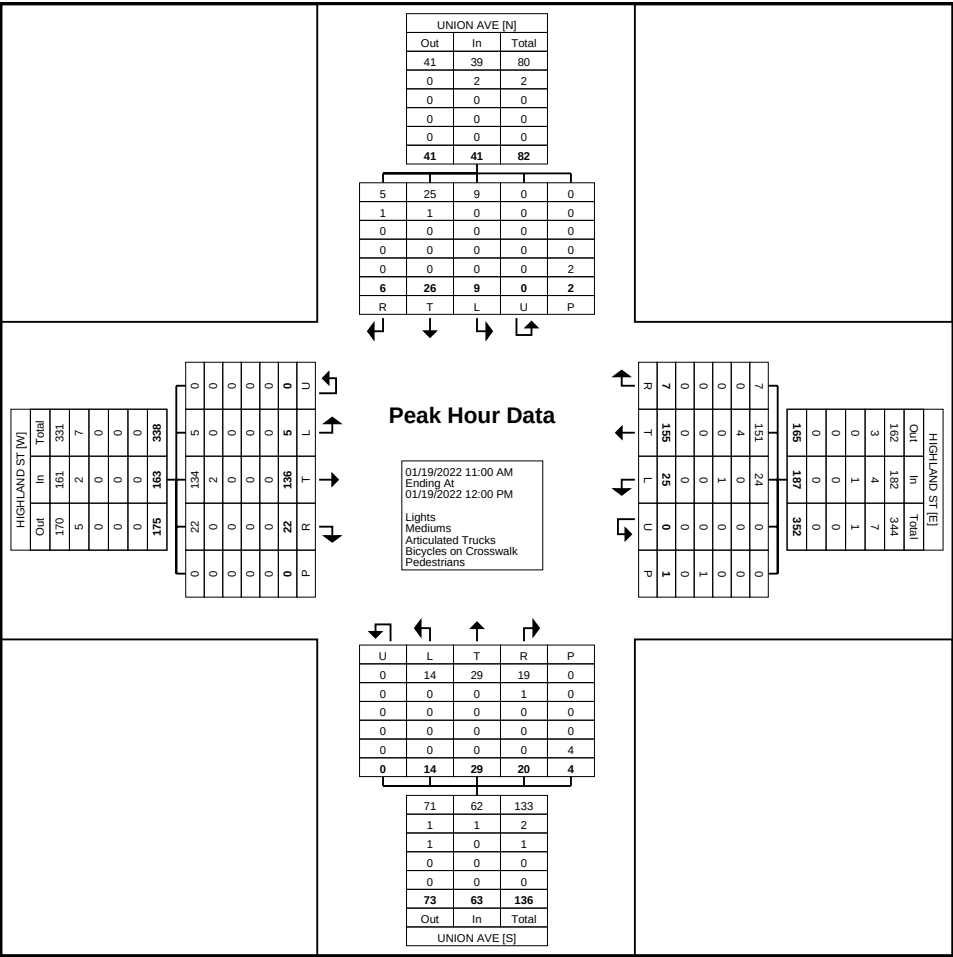
Count Name: HIGHLAND ST @ UNION AVE
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Turning Movement Peak Hour Data (11:00 AM)

Start Time	UNION AVE Southbound						HIGHLAND ST Westbound						UNION AVE Northbound						HIGHLAND ST Eastbound						Int. Total
	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	
11:00 AM	2	7	3	0	1	12	6	32	1	0	0	39	5	9	2	0	1	16	1	39	8	0	0	48	115
11:15 AM	2	7	2	0	0	11	10	44	3	0	0	57	3	5	6	0	2	14	0	38	5	0	0	43	125
11:30 AM	4	6	0	0	0	10	8	42	1	0	0	51	1	9	8	0	1	18	3	32	2	0	0	37	116
11:45 AM	1	6	1	0	1	8	1	37	2	0	1	40	5	6	4	0	0	15	1	27	7	0	0	35	98
Total	9	26	6	0	2	41	25	155	7	0	1	187	14	29	20	0	4	63	5	136	22	0	0	163	454
Approach %	22.0	63.4	14.6	0.0	-	-	13.4	82.9	3.7	0.0	-	-	22.2	46.0	31.7	0.0	-	-	3.1	83.4	13.5	0.0	-	-	-
Total %	2.0	5.7	1.3	0.0	-	9.0	5.5	34.1	1.5	0.0	-	41.2	3.1	6.4	4.4	0.0	-	13.9	1.1	30.0	4.8	0.0	-	35.9	-
PHF	0.563	0.929	0.500	0.000	-	0.854	0.625	0.881	0.583	0.000	-	0.820	0.700	0.806	0.625	0.000	-	0.875	0.417	0.872	0.688	0.000	-	0.849	0.908
Lights	9	25	5	0	-	39	24	151	7	0	-	182	14	29	19	0	-	62	5	134	22	0	-	161	444
% Lights	100.0	96.2	83.3	-	-	95.1	96.0	97.4	100.0	-	-	97.3	100.0	100.0	95.0	-	-	98.4	100.0	98.5	100.0	-	-	98.8	97.8
Mediums	0	1	1	0	-	2	0	4	0	0	-	4	0	0	1	0	-	1	0	2	0	0	-	2	9
% Mediums	0.0	3.8	16.7	-	-	4.9	0.0	2.6	0.0	-	-	2.1	0.0	0.0	5.0	-	-	1.6	0.0	1.5	0.0	-	-	1.2	2.0
Articulated Trucks	0	0	0	0	-	0	1	0	0	0	-	1	0	0	0	0	-	0	0	0	0	0	-	0	1
% Articulated Trucks	0.0	0.0	0.0	-	-	0.0	4.0	0.0	0.0	-	-	0.5	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.2
Bicycles on Crosswalk	-	-	-	-	0	-	-	-	-	-	1	-	-	-	-	-	0	-	-	-	-	-	0	-	-
% Bicycles on Crosswalk	-	-	-	-	0.0	-	-	-	-	-	100.0	-	-	-	-	-	0.0	-	-	-	-	-	-	-	-
Pedestrians	-	-	-	-	2	-	-	-	-	-	0	-	-	-	-	-	4	-	-	-	-	-	0	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	0.0	-	-	-	-	-	100.0	-	-	-	-	-	-	-	-

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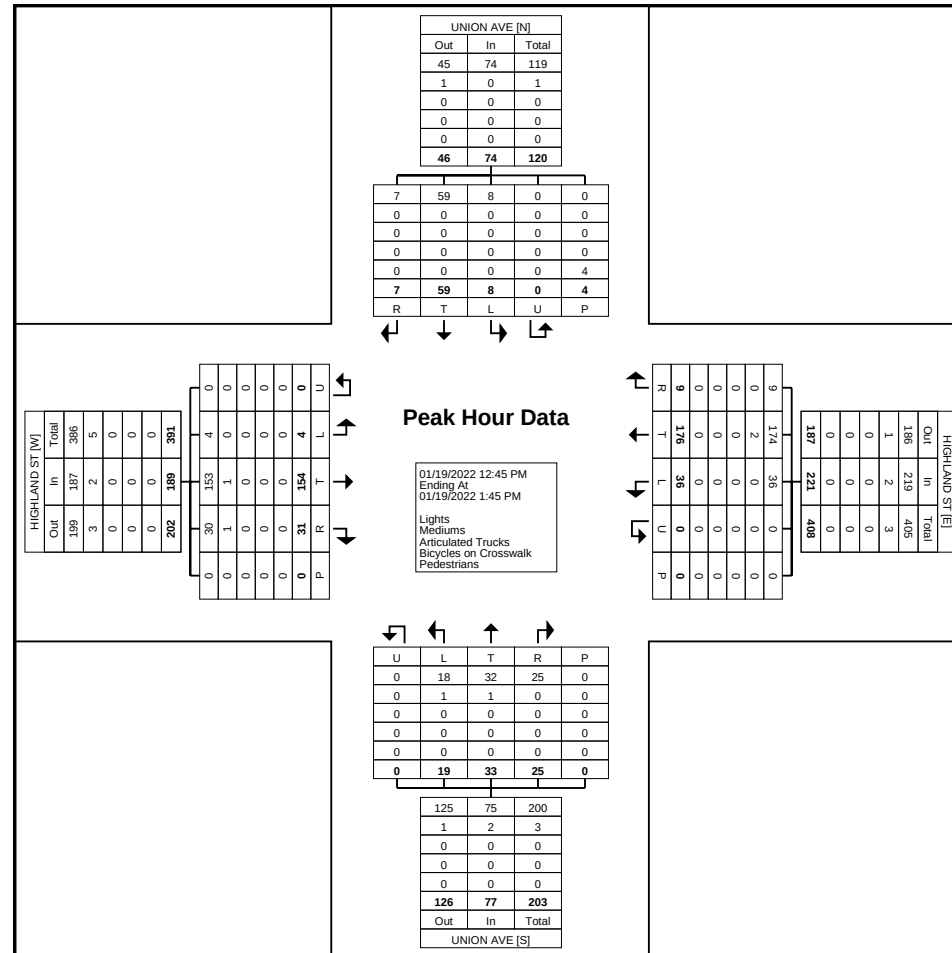
Turning Movement Peak Hour Data Plot (11:00 AM)

Count Name: HIGHLAND ST @ UNION AVE
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Turning Movement Peak Hour Data Plot (12:45 PM)

HCM 6th Signalized Intersection Summary
1: Beard St. & Highland St.

Existing Conditions
Mid-Day Peak

	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Movement												
Lane Configurations		↔	↔		↔			↔	↔			
Traffic Volume (veh/h)	6	148	28	23	140	9	24	32	32	0	0	0
Future Volume (veh/h)	6	148	28	23	140	9	24	32	32	0	0	0
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00			
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Work Zone On Approach	No			No			No					
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1841	1870	1870	1870	1870			
Adj Flow Rate, veh/h	6	156	29	24	147	9	25	34	34			
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95			
Percent Heavy Veh, %	2	2	2	2	4	2	2	2	2			
Cap, veh/h	89	738	633	134	627	35	310	422	634			
Arrive On Green	0.40	0.40	0.40	0.80	0.80	0.80	0.40	0.40	0.40			
Sat Flow, veh/h	16	1846	1583	108	1568	88	776	1055	1585			
Grp Volume(v), veh/h	162	0	29	180	0	0	59	0	34			
Grp Sat Flow(s),veh/h/ln	1862	0	1583	1764	0	0	1832	0	1585			
Q Serve(g_s), s	0.0	0.0	0.5	0.0	0.0	0.0	0.9	0.0	0.6			
Cycle Q Clear(g_c), s	2.6	0.0	0.5	1.1	0.0	0.0	0.9	0.0	0.6			
Prop In Lane	0.04		1.00	0.13		0.05	0.42		1.00			
Lane Grp Cap(c), veh/h	828	0	633	796	0	0	733	0	634			
V/C Ratio(X)	0.20	0.00	0.05	0.23	0.00	0.00	0.08	0.00	0.05			
Avail Cap(c_a), veh/h	828	0	633	796	0	0	733	0	634			
HCM Platoon Ratio	1.00	1.00	1.00	2.00	2.00	2.00	1.00	1.00	1.00			
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	0.00	1.00	0.00	1.00			
Uniform Delay (d), s/veh	8.9	0.0	8.3	2.8	0.0	0.0	8.4	0.0	8.3			
Incr Delay (d2), s/veh	0.5	0.0	0.1	0.7	0.0	0.0	0.2	0.0	0.2			
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			
%ile BackOfQ(50%),veh/ln	0.9	0.0	0.2	0.4	0.0	0.0	0.3	0.0	0.2			
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	9.4	0.0	8.4	3.5	0.0	0.0	8.6	0.0	8.4			
LnGrp LOS	A	A	A	A	A	A	A	A	A			
Approach Vol, veh/h	191			180			93					
Approach Delay, s/veh	9.2			3.5			8.5					
Approach LOS	A			A			A					
Timer - Assigned Phs	2		4				8					
Phs Duration (G+Y+Rc), s	22.5		22.5				22.5					
Change Period (Y+Rc), s	4.5		4.5				4.5					
Max Green Setting (Gmax), s	18.0		18.0				18.0					
Max Q Clear Time (g_c+I1), s	2.9		4.6				3.1					
Green Ext Time (p_c), s	0.3		0.7				0.8					
Intersection Summary												
HCM 6th Ctrl Delay	6.9											
HCM 6th LOS	A											

HCM 6th Signalized Intersection Summary
2: Broadway Ave. & Highland St.

Existing Conditions
Mid-Day Peak

	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Movement												
Lane Configurations		↔	↔		↔		↔	↔	↔			
Traffic Volume (veh/h)	20	128	28	36	129	11	20	83	30	14	56	17
Future Volume (veh/h)	20	128	28	36	129	11	20	83	30	14	56	17
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.90	1.00	1.00	1.00	1.00
Work Zone On Approach	No			No			No					
Adj Sat Flow, veh/h/ln	1870	1856	1870	1870	1841	1870	1826	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	21	132	29	37	133	11	21	86	31	14	58	18
Peak Hour Factor	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Percent Heavy Veh, %	2	3	2	2	4	2	5	2	2	2	2	2
Cap, veh/h	123	558	112	180	559	42	642	748	570	633	547	170
Arrive On Green	0.80	0.80	0.80	0.13	0.13	0.13	0.40	0.40	0.40	0.40	0.40	0.40
Sat Flow, veh/h	85	1396	281	209	1398	104	1291	1870	1425	1274	1369	425
Grp Volume(v), veh/h	182	0	0	181	0	0	21	86	31	14	0	76
Grp Sat Flow(s),veh/h/ln	1762	0	0	1711	0	0	1291	1870	1425	1274	0	1793
Q Serve(g_s), s	0.0	0.0	0.0	0.0	0.0	0.0	0.5	1.3	0.6	0.3	0.0	1.2
Cycle Q Clear(g_c), s	1.1	0.0	0.0	4.0	0.0	0.0	1.7	1.3	0.6	1.6	0.0	1.2
Prop In Lane	0.12		0.16	0.20		0.06	1.00		1.00	1.00		0.24
Lane Grp Cap(c), veh/h	794	0	0	781	0	0	642	748	570	633	0	717
V/C Ratio(X)	0.23	0.00	0.00	0.23	0.00	0.00	0.03	0.11	0.05	0.02	0.00	0.11
Avail Cap(c_a), veh/h	794	0	0	781	0	0	642	748	570	633	0	717
HCM Platoon Ratio	2.00	2.00	2.00	0.33	0.33	0.33	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	2.8	0.0	0.0	13.5	0.0	0.0	9.0	8.5	8.3	9.0	0.0	8.5
Incr Delay (d2), s/veh	0.7	0.0	0.0	0.7	0.0	0.0	0.1	0.3	0.2	0.1	0.0	0.3
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.5	0.0	0.0	1.6	0.0	0.0	0.1	0.5	0.2	0.1	0.0	0.4
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	3.5	0.0	0.0	14.2	0.0	0.0	9.1	8.8	8.5	9.1	0.0	8.8
LnGrp LOS	A	A	A	B	A	A	A	A	A	A	A	A
Approach Vol, veh/h	182			181			138			90		
Approach Delay, s/veh	3.5			14.2			8.8			8.8		
Approach LOS	A			B			A			A		
Timer - Assigned Phs	2		4		6		8					
Phs Duration (G+Y+Rc), s	22.5		22.5		22.5		22.5					
Change Period (Y+Rc), s	4.5		4.5		4.5		4.5					
Max Green Setting (Gmax), s	18.0		18.0		18.0		18.0					
Max Q Clear Time (g_c+I1), s	3.7		3.1		3.6		6.0					
Green Ext Time (p_c), s	0.4		0.9		0.3		0.8					
Intersection Summary												
HCM 6th Ctrl Delay	8.8											
HCM 6th LOS	A											

HCM 6th Signalized Intersection Summary
3: Union Ave. & Highland St.

Existing Conditions
Mid-Day Peak

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↔			↔			↔			↔	
Traffic Volume (veh/h)	5	136	22	25	155	7	14	29	20	9	26	6
Future Volume (veh/h)	5	136	22	25	155	7	14	29	20	9	26	6
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		0.97	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.90	1.00	1.00	1.00
Work Zone On Approach	No			No			No			No		
Adj Sat Flow, veh/h/ln	1870	1841	1648	1841	1856	1870	1870	1870	1826	1870	1870	1870
Adj Flow Rate, veh/h	5	149	24	27	170	8	15	32	22	10	29	7
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Percent Heavy Veh, %	2	4	17	4	3	2	2	2	5	2	2	2
Cap, veh/h	87	614	96	133	642	28	180	331	194	192	493	105
Arrive On Green	0.13	0.13	0.13	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
Sat Flow, veh/h	12	1535	241	107	1606	70	207	827	484	235	1232	263
Grp Volume(V), veh/h	178	0	0	205	0	0	69	0	0	46	0	0
Grp Sat Flow(s),veh/h/ln	1789	0	0	1782	0	0	1519	0	0	1731	0	0
Q Serve(g_s), s	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Cycle Q Clear(g_c), s	4.0	0.0	0.0	3.4	0.0	0.0	1.2	0.0	0.0	0.7	0.0	0.0
Prop In Lane	0.03		0.13	0.13		0.04	0.22		0.32	0.22		0.15
Lane Grp Cap(c), veh/h	798	0	0	803	0	0	705	0	0	790	0	0
V/C Ratio(X)	0.22	0.00	0.00	0.26	0.00	0.00	0.10	0.00	0.00	0.06	0.00	0.00
Avail Cap(c_a), veh/h	798	0	0	803	0	0	705	0	0	790	0	0
HCM Platoon Ratio	0.33	0.33	0.33	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00
Uniform Delay (d), s/veh	13.5	0.0	0.0	9.1	0.0	0.0	8.5	0.0	0.0	8.3	0.0	0.0
Incr Delay (d2), s/veh	0.6	0.0	0.0	0.8	0.0	0.0	0.3	0.0	0.0	0.1	0.0	0.0
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	1.6	0.0	0.0	1.3	0.0	0.0	0.4	0.0	0.0	0.3	0.0	0.0
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	14.1	0.0	0.0	9.9	0.0	0.0	8.7	0.0	0.0	8.5	0.0	0.0
LnGrp LOS	B	A	A	A	A	A	A	A	A	A	A	A
Approach Vol, veh/h		178			205			69			46	
Approach Delay, s/veh		14.1			9.9			8.7			8.5	
Approach LOS		B			A			A			A	
Timer - Assigned Phs	2			4			6				8	
Phs Duration (G+Y+Rc), s	22.5			22.5			22.5				22.5	
Change Period (Y+Rc), s	4.5			4.5			4.5				4.5	
Max Green Setting (Gmax), s	18.0			18.0			18.0				18.0	
Max Q Clear Time (g_c+I1), s	3.2			6.0			2.7				5.4	
Green Ext Time (p_c), s	0.2			0.7			0.1				0.9	
Intersection Summary												
HCM 6th Ctrl Delay				11.1								
HCM 6th LOS				B								

HCM 6th AWSC
1: Beard St. & Highland St.

Existing (2022) Unsignalized
Mid-Day Peak

Intersection												
Intersection Delay, s/veh	9.1											
Intersection LOS	A											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	6	148	28	23	140	9	24	32	32	0	0	0
Future Vol, veh/h	6	148	28	23	140	9	24	32	32	0	0	0
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Heavy Vehicles, %	2	2	2	2	4	2	2	2	2	2	2	2
Mvmt Flow	6	156	29	24	147	9	25	34	34	0	0	0
Number of Lanes	0	1	1	0	1	0	0	1	1	0	0	0
Approach	EB	WB					NB					
Opposing Approach	WB	EB										
Opposing Lanes	1	2					0					
Conflicting Approach Left		NB					EB					
Conflicting Lanes Left	0	2					2					
Conflicting Approach Right	NB						WB					
Conflicting Lanes Right	2	0					1					
HCM Control Delay	8.8	9.7					8.5					
HCM LOS	A	A					A					
Lane	NBLn1	NBLn2	EBLn1	EBLn2	WBLn1							
Vol Left, %	43%	0%	4%	0%	13%							
Vol Thru, %	57%	0%	96%	0%	81%							
Vol Right, %	0%	100%	0%	100%	5%							
Sign Control	Stop	Stop	Stop	Stop	Stop							
Traffic Vol by Lane	56	32	154	28	172							
LT Vol	24	0	6	0	23							
Through Vol	32	0	148	0	140							
RT Vol	0	32	0	28	9							
Lane Flow Rate	59	34	162	29	181							
Geometry Grp	7	7	7	7	6							
Degree of Util (X)	0.093	0.044	0.223	0.035	0.251							
Departure Headway (Hd)	5.657	4.737	4.957	4.234	4.993							
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes							
Cap	634	756	726	847	721							
Service Time	3.385	2.465	2.677	1.954	3.013							
HCM Lane V/C Ratio	0.093	0.045	0.223	0.034	0.251							
HCM Control Delay	9	7.7	9.1	7.1	9.7							
HCM Lane LOS	A	A	A	A	A							
HCM 95th-tile Q	0.3	0.1	0.9	0.1	1							

HCM 6th AWSC
2: Broadway Ave. & Highland St.

Existing (2022) Unsignalized
Mid-Day Peak

Intersection	
Intersection Delay, s/veh	9.7
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↔			↔		↔	↔	↔	↔	↔	
Traffic Vol, veh/h	20	128	28	36	129	11	20	83	30	14	56	17
Future Vol, veh/h	20	128	28	36	129	11	20	83	30	14	56	17
Peak Hour Factor	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Heavy Vehicles, %	2	3	2	2	4	2	5	2	2	2	2	2
Mvmt Flow	21	132	29	37	133	11	21	86	31	14	58	18
Number of Lanes	0	1	0	0	1	0	1	1	1	1	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	1	1	2	3
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	2	3	1	1
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	3	2	1	1
HCM Control Delay	9.9	10.1	9	9.3
HCM LOS	A	B	A	A

Lane	NBLn1	NBLn2	NBLn3	EBLn1	WBLn1	SBLn1	SBLn2
Vol Left, %	100%	0%	0%	11%	20%	100%	0%
Vol Thru, %	0%	100%	0%	73%	73%	0%	77%
Vol Right, %	0%	0%	100%	16%	6%	0%	23%
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	20	83	30	176	176	14	73
LT Vol	20	0	0	20	36	14	0
Through Vol	0	83	0	128	129	0	56
RT Vol	0	0	30	28	11	0	17
Lane Flow Rate	21	86	31	181	181	14	75
Geometry Grp	7	7	7	7	7	8	8
Degree of Util (X)	0.035	0.133	0.042	0.265	0.271	0.026	0.12
Departure Headway (Hd)	6.172	5.615	4.907	5.265	5.375	6.424	5.751
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cap	577	635	724	679	666	553	618
Service Time	3.943	3.385	2.676	3.026	3.135	4.21	3.537
HCM Lane V/C Ratio	0.036	0.135	0.043	0.267	0.272	0.025	0.121
HCM Control Delay	9.2	9.3	7.9	9.9	10.1	9.4	9.3
HCM Lane LOS	A	A	A	A	B	A	A
HCM 95th-tile Q	0.1	0.5	0.1	1.1	1.1	0.1	0.4

HCM 6th AWSC
3: Union Ave. & Highland St.

Existing (2022) Unsignalized
Mid-Day Peak

Intersection	
Intersection Delay, s/veh	8.7
Intersection LOS	A

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↔			↔			↔			↔	
Traffic Vol, veh/h	5	136	22	25	155	7	14	29	20	9	26	6
Future Vol, veh/h	5	136	22	25	155	7	14	29	20	9	26	6
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Heavy Vehicles, %	2	4	17	4	3	2	2	2	5	2	2	2
Mvmt Flow	5	149	24	27	170	8	15	32	22	10	29	7
Number of Lanes	0	1	0	0	1	0	0	1	0	0	1	0

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	1	1	1	1
Conflicting Approach Left	SB	NB	EB	WB
Conflicting Lanes Left	1	1	1	1
Conflicting Approach Right	NB	SB	WB	EB
Conflicting Lanes Right	1	1	1	1
HCM Control Delay	8.6	9	8.2	8.2
HCM LOS	A	A	A	A

Lane	NBLn1	EBLn1	WBLn1	SBLn1
Vol Left, %	22%	3%	13%	22%
Vol Thru, %	46%	83%	83%	63%
Vol Right, %	32%	13%	4%	15%
Sign Control	Stop	Stop	Stop	Stop
Traffic Vol by Lane	63	163	187	41
LT Vol	14	5	25	9
Through Vol	29	136	155	26
RT Vol	20	22	7	6
Lane Flow Rate	69	179	205	45
Geometry Grp	1	1	1	1
Degree of Util (X)	0.091	0.217	0.253	0.061
Departure Headway (Hd)	4.708	4.359	4.44	4.841
Convergence, Y/N	Yes	Yes	Yes	Yes
Cap	761	824	810	739
Service Time	2.737	2.382	2.463	2.873
HCM Lane V/C Ratio	0.091	0.217	0.253	0.061
HCM Control Delay	8.2	8.6	9	8.2
HCM Lane LOS	A	A	A	A
HCM 95th-tile Q	0.3	0.8	1	0.2

HCM 6th TWSC
1: Beard St. & Highland St.

Existing (2022) Unsignalized
Mid-Day Peak

Intersection												
Int Delay, s/veh	2.6											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↔	↔		↔			↔	↔			
Traffic Vol, veh/h	6	148	28	23	140	9	24	32	32	0	0	0
Future Vol, veh/h	6	148	28	23	140	9	24	32	32	0	0	0
Conflicting Peds, #/hr	1	0	1	1	0	1	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	60	-	-	-	-	-	60	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	95	95	95	95	95	95	95	95	95	95	95	95
Heavy Vehicles, %	2	2	2	2	4	2	2	2	2	2	2	2
Mvmt Flow	6	156	29	24	147	9	25	34	34	0	0	0

Major/Minor	Major1			Major2			Minor1		
Conflicting Flow All	157	0	0	186	0	0	369	374	157
Stage 1	-	-	-	-	-	-	169	169	-
Stage 2	-	-	-	-	-	-	200	205	-
Critical Hdwy	4.12	-	-	4.12	-	-	6.42	6.52	6.22
Critical Hdwy Stg 1	-	-	-	-	-	-	5.42	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	5.42	5.52	-
Follow-up Hdwy	2.218	-	-	2.218	-	-	3.518	4.018	3.318
Pot Cap-1 Maneuver	1423	-	-	1388	-	-	631	557	889
Stage 1	-	-	-	-	-	-	861	759	-
Stage 2	-	-	-	-	-	-	834	732	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1423	-	-	1387	-	-	615	0	888
Mov Cap-2 Maneuver	-	-	-	-	-	-	615	0	-
Stage 1	-	-	-	-	-	-	856	0	-
Stage 2	-	-	-	-	-	-	818	0	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	0.2	1	10.7	
HCM LOS			B	

Minor Lane/Major Mvmt	NBLn1	NBLn2	EBL	EBT	EBR	WBL	WBT	WBR
Capacity (veh/h)	615	888	1423	-	-	1387	-	-
HCM Lane V/C Ratio	0.096	0.038	0.004	-	-	0.017	-	-
HCM Control Delay (s)	11.5	9.2	7.5	0	-	7.6	0	-
HCM Lane LOS	B	A	A	A	-	A	A	-
HCM 95th %tile Q(veh)	0.3	0.1	0	-	-	0.1	-	-

HCM 6th TWSC
2: Broadway Ave. & Highland St.

Existing (2022) Unsignalized
Mid-Day Peak

Intersection												
Int Delay, s/veh	5.6											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↔			↔			↔	↔			
Traffic Vol, veh/h	20	128	28	36	129	11	20	83	30	14	56	17
Future Vol, veh/h	20	128	28	36	129	11	20	83	30	14	56	17
Conflicting Peds, #/hr	1	0	1	1	0	1	1	0	0	0	0	1
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	100	-	100	100	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	97	97	97	97	97	97	97	97	97	97	97	97
Heavy Vehicles, %	2	3	2	2	4	2	5	2	2	2	2	2
Mvmt Flow	21	132	29	37	133	11	21	86	31	14	58	18

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	145	0	0	162	0	0	442	409	148	461	418	141
Stage 1	-	-	-	-	-	-	190	190	-	214	214	-
Stage 2	-	-	-	-	-	-	252	219	-	247	204	-
Critical Hdwy	4.12	-	-	4.12	-	-	7.15	6.52	6.22	7.12	6.52	6.22
Critical Hdwy Stg 1	-	-	-	-	-	-	6.15	5.52	-	6.12	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.15	5.52	-	6.12	5.52	-
Follow-up Hdwy	2.218	-	-	2.218	-	-	3.545	4.018	3.318	3.518	4.018	3.318
Pot Cap-1 Maneuver	1437	-	-	1417	-	-	521	532	899	511	526	907
Stage 1	-	-	-	-	-	-	805	743	-	788	725	-
Stage 2	-	-	-	-	-	-	746	722	-	757	733	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1436	-	-	1416	-	-	450	508	898	415	502	905
Mov Cap-2 Maneuver	-	-	-	-	-	-	450	508	-	415	502	-
Stage 1	-	-	-	-	-	-	791	730	-	775	704	-
Stage 2	-	-	-	-	-	-	652	701	-	635	721	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	0.9	1.6	12.5	12.7
HCM LOS			B	B

Minor Lane/Major Mvmt	NBLn1	NBLn2	NBLn3	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	450	508	898	1436	-	-	1416	-	-	415	560
HCM Lane V/C Ratio	0.046	0.168	0.034	0.014	-	-	0.026	-	-	0.035	0.134
HCM Control Delay (s)	13.4	13.5	9.2	7.5	0	-	7.6	0	-	14	12.4
HCM Lane LOS	B	B	A	A	A	-	A	A	-	B	B
HCM 95th %tile Q(veh)	0.1	0.6	0.1	0	-	-	0.1	-	-	0.1	0.5

HCM 6th TWSC
3: Union Ave. & Highland St.

Existing (2022) Unsignalized
Mid-Day Peak

Intersection												
Int Delay, s/veh	3.2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↔			↔			↔			↔	
Traffic Vol, veh/h	5	136	22	25	155	7	14	29	20	9	26	6
Future Vol, veh/h	5	136	22	25	155	7	14	29	20	9	26	6
Conflicting Peds, #/hr	0	0	4	4	0	0	2	0	1	1	0	2
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	91	91	91	91	91	91	91	91	91	91	91	91
Heavy Vehicles, %	2	4	17	4	3	2	2	2	5	2	2	2
Mvmt Flow	5	149	24	27	170	8	15	32	22	10	29	7

Major/Minor	Major1		Major2		Minor1		Minor2					
Conflicting Flow All	178	0	0	177	0	0	423	407	166	427	415	176
Stage 1	-	-	-	-	-	-	175	175	-	228	228	-
Stage 2	-	-	-	-	-	-	248	232	-	199	187	-
Critical Hdwy	4.12	-	-	4.14	-	-	7.12	6.52	6.25	7.12	6.52	6.22
Critical Hdwy Stg 1	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.12	5.52	-	6.12	5.52	-
Follow-up Hdwy	2.218	-	-	2.236	-	-	3.518	4.018	3.345	3.518	4.018	3.318
Pot Cap-1 Maneuver	1398	-	-	1387	-	-	541	533	871	538	528	867
Stage 1	-	-	-	-	-	-	827	754	-	775	715	-
Stage 2	-	-	-	-	-	-	756	713	-	803	745	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1398	-	-	1382	-	-	501	517	867	490	512	865
Mov Cap-2 Maneuver	-	-	-	-	-	-	501	517	-	490	512	-
Stage 1	-	-	-	-	-	-	820	748	-	772	699	-
Stage 2	-	-	-	-	-	-	702	697	-	746	739	-

Approach	EB		WB		NB		SB	
HCM Control Delay, s	0.2		1		11.9		12.3	
HCM LOS					B		B	

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	588	1398	-	-	1382	-	-	539
HCM Lane V/C Ratio	0.118	0.004	-	-	0.02	-	-	0.084
HCM Control Delay (s)	11.9	7.6	0	-	7.7	0	-	12.3
HCM Lane LOS	B	A	A	-	A	A	-	B
HCM 95th %tile Q(veh)	0.4	0	-	-	0.1	-	-	0.3

EXISTING TRAFFIC SIGNAL WARRANT ANALYSIS

COUNT DATE:	1/18/2022	85th-percentile speed on major street exceeds 40 mph? (Y or N)	N
ANALYST:	Lee Engineering, LLC	Isolated community with population less than 10,000? (Y or N)	N
		Apply 56% warrant to Warrant 1, Combination Warrant? (Y or N)	N
MAJOR STREET:	Highland St.	Approach Lanes - Major?	1
MINOR STREET:	Beard St.	Approach Lanes - Minor?	1

VOLUME SUMMARY	MAJOR STREET	MINOR STREET	WARRANT 1 - EIGHT-HOUR VEHICULAR VOLUME								WARRANT 2 - FOUR-HOUR VEHICULAR VOLUME	WARRANT 4 - PEDESTRIAN VOLUME			WARRANT 7 - CRASH EXPERIENCE			
	Total of both approaches	Higher volume approach (adjusted) ¹	CONDITION A		CONDITION B		COMBINATION					Pedestrian Volume - Across Major Street	Four-Hour	Peak Hour				
			Major Street	Minor Street	Major Street	Minor Street	80% of 1A		80% of 1B									
12 - 1 AM	17	4	3%	3%	2%	5%	4%	3%	3%	7%	1%	0	0%	0%	Number of collisions potentially correctable by a signal:	0		
1 - 2 AM	14	3	3%	2%	2%	4%	4%	3%	2%	5%	1%	0	0%	0%				
2 - 3 AM	11	2	2%	1%	1%	3%	3%	2%	2%	3%	0%	0	0%	0%				
3 - 4 AM	8	2	2%	1%	1%	3%	2%	2%	1%	3%	0%	0	0%	0%				
4 - 5 AM	7	3	1%	2%	1%	4%	2%	3%	1%	5%	1%	0	0%	0%				
5 - 6 AM	21	5	4%	3%	3%	7%	5%	4%	4%	8%	1%	0	0%	0%				
6 - 7 AM	61	17	12%	11%	8%	23%	15%	14%	10%	28%	3%	0	0%	0%				
7 - 8 AM	180	40	36%	27%	24%	53%	45%	33%	30%	67%	9%	0	0%	0%				
8 - 9 AM	239	73	48%	49%	32%	97%	60%	61%	40%	122%	18%	0	0%	0%				
9 - 10 AM	218	65	44%	43%	29%	87%	55%	54%	36%	108%	16%	0	0%	0%				
10 - 11 AM	221	90	44%	60%	29%	120%	55%	75%	37%	150%	22%	0	0%	0%				
11 A - 12 P	273	88	55%	59%	36%	117%	68%	73%	46%	147%	23%	0	0%	0%	Requirement:			
12 - 1 PM	283	108	57%	72%	38%	144%	71%	90%	47%	180%	28%	0	0%	0%	5 total potentially correctable within 12 month period	Not Met		
1 - 2 PM	293	92	59%	61%	39%	123%	73%	77%	49%	153%	25%	0	0%	0%				
2 - 3 PM	250	87	50%	58%	33%	116%	63%	73%	42%	145%	22%	0	0%	0%				
3 - 4 PM	309	101	62%	67%	41%	135%	77%	84%	52%	168%	28%	0	0%	0%				
4 - 5 PM	298	82	60%	55%	40%	109%	75%	68%	50%	137%	22%	0	0%	0%	Volume - Either Warrant 1 Condition A 80% or Condition B 80% met	Not Met		
5 - 6 PM	312	104	62%	69%	42%	139%	78%	87%	52%	173%	29%	0	0%	0%				
6 - 7 PM	211	54	42%	36%	28%	72%	53%	45%	35%	90%	13%	0	0%	0%				
7 - 8 PM	133	37	27%	25%	18%	49%	33%	31%	22%	62%	8%	0	0%	0%				
8 - 9 PM	119	35	24%	23%	16%	47%	30%	29%	20%	58%	7%	0	0%	0%	WARRANT 7: Not Met			
9 - 10 PM	78	15	16%	10%	10%	20%	20%	13%	13%	25%	3%	0	0%	0%				
10 - 11 PM	60	11	12%	7%	8%	15%	15%	9%	10%	18%	2%	0	0%	0%				
11PM - 12AM	43	1	9%	1%	6%	1%	11%	1%	7%	2%	0%	0	0%	0%				
			Threshold		Threshold		Threshold		Threshold		MUTCD Figure 4C-1 or 4C-2	Threshold	MUTCD Figure 4C-5 or 4C-6		MUTCD Figure 4C-7 or 4C-8			
			500	150	750	75	400	120	600	60		107 & 133						
			Summary		Summary		Summary		Summary		Summary	Summary		Summary				
			Total	0	Total	0	Total	0	Total	0	Total	0	Met 4-hr?	NO	Total	0	Total	0
			Met?	NO	Met?	NO	Total	0	Met?	NO	Met?	NO	Met PH?	NO	Met?	NO	Met?	NO

Signal Warrant Study

Vehicle Counts

Count Date
1/18/2022Day of Week
TuesdayPedestrian
Count Date

Time Period	Major Street		Minor Street		Pedestrians
	EB	WB	NB	SB	crossing Major
12 - 1 AM	11	6	4		0
1 - 2 AM	9	5	3		0
2 - 3 AM	8	3	2		0
3 - 4 AM	6	2	2		0
4 - 5 AM	4	3	3		0
5 - 6 AM	16	5	5		0
6 - 7 AM	46	15	17		0
7 - 8 AM	137	43	40		0
8 - 9 AM	152	87	73		0
9 - 10 AM	152	66	65		0
10 - 11 AM	148	73	90		0
11 A - 12 P	182	91	88		0
12 - 1 PM	188	95	108		0
1 - 2 PM	182	111	92		0
2 - 3 PM	169	81	87		0
3 - 4 PM	221	88	101		0
4 - 5 PM	183	115	82		0
5 - 6 PM	202	110	104		0
6 - 7 PM	140	71	54		0
7 - 8 PM	88	45	37		0
8 - 9 PM	76	43	35		0
9 - 10 PM	50	28	15		0
10 - 11 PM	37	23	11		0
11PM - 12AM	30	13	1		0
SubTotal	2437	1222	1119	0	

Notes:

Highland at Beard

Warrant 1 Eight Hour Volumes

Major Street	Name	#lanes	Speed Type
Minor Street	Beard St.	1	35 Posted
	Highland St.	1	

Test 1	Condition A or Condition B, volumes 100%	Not Met	
Test 2	Condition A and Condition B, volumes 80%	Not Met	
Test 3	If speed > 40 mph, Condition A or B, volumes 70%	Not Met	Not Applicable
Test 4	If speed > 40 mph, Condition A and B, volumes 56%	Not Met	Not Applicable

Warrant 1 **Not Met**

Count Date 1/18/2022 Day of Week Tuesday

Major street volume required	500	750	400	600	350	525	280	420
Minor Street volume required	150	75	120	60	105	53	84	42

Time Period	Minor Street Greater Volume of the Two Approaches				Adjusted Minor Street Traffic	Condition A 100%								Condition B 100%		Condition A 80%		Condition B 80%		Condition A 70%		Condition B 70%		Condition A 56%		Condition B 56%	
	Major Street Both Approaches	Minor Street Both Approaches	Percentage of Right Turns																								
12 - 1 AM	17	4	0%	4		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1 - 2 AM	14	3	0%	3		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2 - 3 AM	11	2	0%	2		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3 - 4 AM	8	2	0%	2		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4 - 5 AM	7	3	0%	3		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5 - 6 AM	21	5	0%	5		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6 - 7 AM	61	17	0%	17		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7 - 8 AM	180	40	0%	40		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8 - 9 AM	239	73	0%	73		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9 - 10 AM	218	65	0%	65		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10 - 11 AM	221	90	0%	90		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11 A - 12 P	273	88	0%	88		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12 - 1 PM	283	108	0%	108		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1 - 2 PM	293	92	0%	92		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2 - 3 PM	250	87	0%	87		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3 - 4 PM	309	101	0%	101		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4 - 5 PM	298	82	0%	82		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5 - 6 PM	312	104	0%	104		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6 - 7 PM	211	54	0%	54		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7 - 8 PM	133	37	0%	37		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8 - 9 PM	119	35	0%	35		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9 - 10 PM	78	15	0%	15		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10 - 11 PM	60	11	0%	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11PM - 12AM	43	1	0%	1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

0 Not Met	0 Not Met	0 Not Met	0 Not Met	0 Not Met	0 Not Met	4 Not Met	0 Not Met
Test 1 "Either"		Test 2 "Both"		Test 3 "Either" Not Applicable		Test 4 "Both" Not Applicable	

Warrant 2 Four Hour Volumes

	Name	#lanes	Speed Type
Major Street	Highland St.	1	35 Posted
Minor Street	Beard St.	1	

Volumes exceed minimum required for at least 4 hours

Not Met

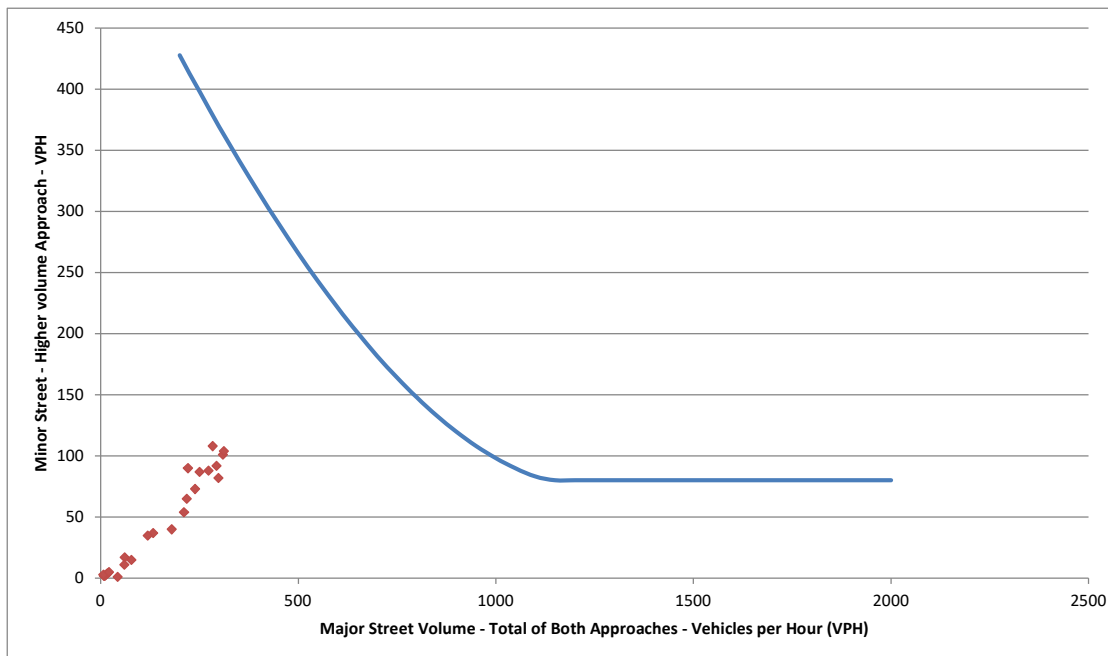
Figure 4C-1, Four Hour Warrant, Major Street 1 lane, Minor Street 1 lane, Speed < = 40 mph

Count Date 1/18/2022 Day of Week Tuesday

Time Period	Major Street Both Approaches	Minor Street Greater Volume of the Two Approaches	Percentage of Right Turns	Adjusted Minor Street Traffic	Minor street volume required	Meets?
12 - 1 AM	17	4	0%	4	543	0
1 - 2 AM	14	3	0%	3	545	0
2 - 3 AM	11	2	0%	2	547	0
3 - 4 AM	8	2	0%	2	549	0
4 - 5 AM	7	3	0%	3	550	0
5 - 6 AM	21	5	0%	5	541	0
6 - 7 AM	61	17	0%	17	515	0
7 - 8 AM	180	40	0%	40	440	0
8 - 9 AM	239	73	0%	73	404	0
9 - 10 AM	218	65	0%	65	417	0
10 - 11 AM	221	90	0%	90	415	0
11 A - 12 P	273	88	0%	88	385	0
12 - 1 PM	283	108	0%	108	379	0
1 - 2 PM	293	92	0%	92	373	0
2 - 3 PM	250	87	0%	87	398	0
3 - 4 PM	309	101	0%	101	364	0
4 - 5 PM	298	82	0%	82	371	0
5 - 6 PM	312	104	0%	104	363	0
6 - 7 PM	211	54	0%	54	421	0
7 - 8 PM	133	37	0%	37	469	0
8 - 9 PM	119	35	0%	35	477	0
9 - 10 PM	78	15	0%	15	504	0
10 - 11 PM	60	11	0%	11	515	0
11PM - 12AM	43	1	0%	1	526	0

0
Not Met 4 required

Figure 4C-1, Four Hour Warrant, Major Street 1 lane, Minor Street 1 lane, Speed < = 40 mph



EXISTING TRAFFIC SIGNAL WARRANT ANALYSIS

COUNT DATE:	1/18/2022	85th-percentile speed on major street exceeds 40 mph? (Y or N)	N
ANALYST:	Lee Engineering, LLC	Isolated community with population less than 10,000? (Y or N)	N
		Apply 56% warrant to Warrant 1, Combination Warrant? (Y or N)	N
MAJOR STREET:	Highland St.	Approach Lanes - Major?	1
MINOR STREET:	Broadway Ave.	Approach Lanes - Minor?	1

VOLUME SUMMARY	MAJOR STREET	MINOR STREET	WARRANT 1 - EIGHT-HOUR VEHICULAR VOLUME								WARRANT 2 - FOUR-HOUR VEHICULAR VOLUME	WARRANT 4 - PEDESTRIAN VOLUME			WARRANT 7 - CRASH EXPERIENCE			
	Total of both approaches	Higher volume approach (adjusted) ¹	CONDITION A		CONDITION B		COMBINATION					Pedestrian Volume - Across Major Street	Four-Hour	Peak Hour				
			Major Street	Minor Street	Major Street	Minor Street	80% of 1A		80% of 1B									
12 - 1 AM	16	4	3%	3%	2%	5%	4%	3%	3%	7%	1%	0	0%	0%	Number of collisions potentially correctable by a signal:	1		
1 - 2 AM	11	1	2%	1%	1%	1%	3%	1%	2%	2%	0%	0	0%	0%				
2 - 3 AM	13	1	3%	1%	2%	1%	3%	1%	2%	2%	0%	0	0%	0%				
3 - 4 AM	16	2	3%	1%	2%	3%	4%	2%	3%	3%	0%	0	0%	0%				
4 - 5 AM	16	1	3%	1%	2%	1%	4%	1%	3%	2%	0%	0	0%	0%				
5 - 6 AM	42	7	8%	5%	6%	9%	11%	6%	7%	12%	1%	0	0%	0%				
6 - 7 AM	96	18	19%	12%	13%	24%	24%	15%	16%	30%	4%	0	0%	0%				
7 - 8 AM	295	47	59%	31%	39%	63%	74%	39%	49%	78%	13%	0	0%	0%				
8 - 9 AM	314	60	63%	40%	42%	80%	79%	50%	52%	100%	17%	0	0%	0%				
9 - 10 AM	304	53	61%	35%	41%	71%	76%	44%	51%	88%	14%	0	0%	0%				
10 - 11 AM	164	61	33%	41%	22%	81%	41%	51%	27%	102%	14%	0	0%	0%	Requirement:			
11 A - 12 P	352	97	70%	65%	47%	129%	88%	81%	59%	162%	28%	0	0%	0%	5 total potentially correctable within 12 month period	Not Met		
12 - 1 PM	386	83	77%	55%	51%	111%	97%	69%	64%	138%	26%	0	0%	0%				
1 - 2 PM	367	71	73%	47%	49%	95%	92%	59%	61%	118%	21%	0	0%	0%				
2 - 3 PM	324	66	65%	44%	43%	88%	81%	55%	54%	110%	19%	0	0%	0%				
3 - 4 PM	395	70	79%	47%	53%	93%	99%	58%	66%	117%	22%	0	0%	0%	Volume - Either Warrant 1 Condition A 80% or Condition B 80% met	Not Met		
4 - 5 PM	367	73	73%	49%	49%	97%	92%	61%	61%	122%	22%	0	0%	0%				
5 - 6 PM	369	66	74%	44%	49%	88%	92%	55%	62%	110%	20%	0	0%	0%				
6 - 7 PM	268	37	54%	25%	36%	49%	67%	31%	45%	62%	10%	0	0%	0%				
7 - 8 PM	171	20	34%	13%	23%	27%	43%	17%	29%	33%	4%	0	0%	0%				
8 - 9 PM	161	21	32%	14%	21%	28%	40%	18%	27%	35%	5%	0	0%	0%	WARRANT 7: Not Met			
9 - 10 PM	86	10	17%	7%	11%	13%	22%	8%	14%	17%	2%	0	0%	0%				
10 - 11 PM	66	4	13%	3%	9%	5%	17%	3%	11%	7%	1%	0	0%	0%				
11PM - 12AM	32	5	6%	3%	4%	7%	8%	4%	5%	8%	1%	0	0%	0%				
			Threshold		Threshold		Threshold		Threshold		MUTCD Figure 4C-1 or 4C-2	Threshold	MUTCD Figure 4C-5 or 4C-6	MUTCD Figure 4C-7 or 4C-8				
			500	150	750	75	400	120	600	60	Summary	107 & 133	Summary	Summary				
			Summary		Summary		Summary		Summary		Summary	Summary	Summary	Summary				
			Total	0	Total	0	Total	0	Total	0	Total	0	Met 4-hr?	NO	Total	0	Total	0
			Met?	NO	Met?	NO	Total	0	Met?	NO	Met PH?	NO	Met?	NO	Met?	NO	Met?	NO

Signal Warrant Study

Vehicle Counts

Count Date
1/18/2022Day of Week
TuesdayPedestrian
Count Date

Time Period	Major Street		Minor Street		Pedestrians
	EB	WB	NB	SB	crossing Major
12 - 1 AM	8	8	1	5	0
1 - 2 AM	9	2	1	1	0
2 - 3 AM	9	4	0	1	0
3 - 4 AM	8	8	2	3	0
4 - 5 AM	4	12	0	2	0
5 - 6 AM	14	28	2	10	0
6 - 7 AM	43	53	12	24	0
7 - 8 AM	129	166	21	65	0
8 - 9 AM	143	171	52	82	0
9 - 10 AM	155	149	71	73	0
10 - 11 AM	155	115	84	73	0
11 A - 12 P	176	176	133	87	0
12 - 1 PM	207	179	114	113	0
1 - 2 PM	175	192	95	97	0
2 - 3 PM	171	153	86	91	0
3 - 4 PM	228	167	96	89	0
4 - 5 PM	194	173	100	69	0
5 - 6 PM	209	160	90	75	0
6 - 7 PM	153	115	28	50	0
7 - 8 PM	92	79	16	27	0
8 - 9 PM	76	85	17	29	0
9 - 10 PM	50	36	14	11	0
10 - 11 PM	38	28	3	5	0
11PM - 12AM	21	11	1	7	0
SubTotal	2467	2270	1039	1089	

Notes:

Highland at Broadway

Warrant 1 Eight Hour Volumes

Major Street	Name	#lanes	Speed Type
Minor Street	Highland St.	1	35 Posted
	Broadway Ave.	1	

Test 1	Condition A or Condition B, volumes 100%	Not Met	
Test 2	Condition A and Condition B, volumes 80%	Not Met	
Test 3	If speed > 40 mph, Condition A or B, volumes 70%	Not Met	Not Applicable
Test 4	If speed > 40 mph, Condition A and B, volumes 56%	Not Met	Not Applicable

Warrant 1 **Not Met**

Count Date 1/18/2022 Day of Week Tuesday

Major street volume required	500	750	400	600	350	525	280	420
Minor Street volume required	150	75	120	60	105	53	84	42

Time Period	Minor Street Greater Volume of the Two Approaches				Adjusted Minor Street Traffic	Condition A 100%		Condition B 100%		Condition A 80%		Condition B 80%		Condition A 70%		Condition B 70%		Condition A 56%		Condition B 56%	
	Major Street Both Approaches	Minor Street Both Approaches	Percentage of Right Turns	Adjusted Minor Street Traffic		Condition A 100%	Condition B 100%	Condition A 80%	Condition B 80%	Condition A 70%	Condition B 70%	Condition A 56%	Condition B 56%	Condition A 70%	Condition B 70%	Condition A 56%	Condition B 56%	Condition A 56%	Condition B 56%	Condition A 56%	Condition B 56%
12 - 1 AM	16	5	27%	4		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1 - 2 AM	11	1	27%	1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2 - 3 AM	13	1	27%	1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3 - 4 AM	16	3	27%	2		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 - 5 AM	16	2	27%	1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5 - 6 AM	42	10	27%	7		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6 - 7 AM	96	24	27%	18		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7 - 8 AM	295	65	27%	47		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8 - 9 AM	314	82	27%	60		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9 - 10 AM	304	73	27%	53		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10 - 11 AM	270	84	27%	61		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11 A - 12 P	352	133	27%	97		0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0
12 - 1 PM	386	114	27%	83		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1 - 2 PM	367	97	27%	71		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2 - 3 PM	324	91	27%	66		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3 - 4 PM	395	96	27%	70		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 - 5 PM	367	100	27%	73		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5 - 6 PM	369	90	27%	66		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6 - 7 PM	268	50	27%	37		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7 - 8 PM	171	27	27%	20		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8 - 9 PM	161	29	27%	21		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9 - 10 PM	86	14	27%	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10 - 11 PM	66	5	27%	4		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11PM - 12AM	32	7	27%	5		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

0 Not Met	0 Not Met	0 Not Met	0 Not Met	0 Not Met	0 Not Met	1 Not Met	0 Not Met
Test 1 "Either"		Test 2 "Both"		Test 3 "Either" Not Applicable		Test 4 "Both" Not Applicable	

Warrant 2 Four Hour Volumes

	Name	#lanes	Speed Type
Major Street	Highland St.	1	35 Posted
Minor Street	Broadway Ave.	1	

Volumes exceed minimum required for at least 4 hours

Not Met

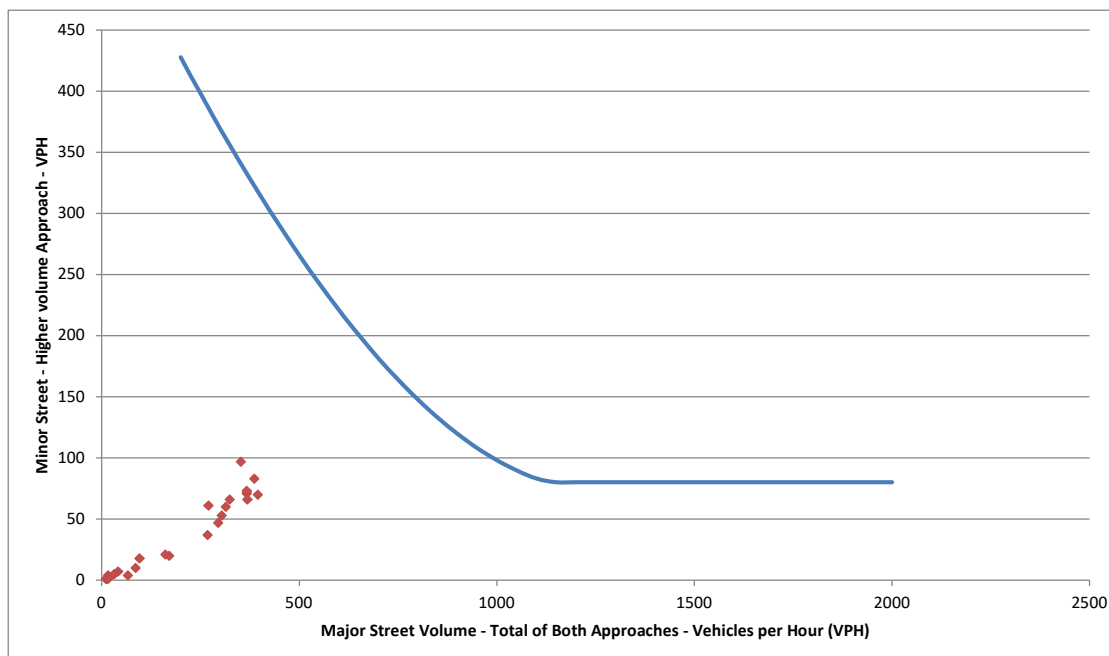
Figure 4C-1, Four Hour Warrant, Major Street 1 lane, Minor Street 1 lane, Speed < = 40 mph

Count Date 1/18/2022 Day of Week Tuesday

Time Period	Major Street Both Approaches	Minor Street Greater Volume of the Two Approaches	Percentage of Right Turns	Adjusted Minor Street Traffic	Minor street volume required	Meets?
12 - 1 AM	16	5	27%	4	544	0
1 - 2 AM	11	1	27%	1	547	0
2 - 3 AM	13	1	27%	1	546	0
3 - 4 AM	16	3	27%	2	544	0
4 - 5 AM	16	2	27%	1	544	0
5 - 6 AM	42	10	27%	7	527	0
6 - 7 AM	96	24	27%	18	492	0
7 - 8 AM	295	65	27%	47	372	0
8 - 9 AM	314	82	27%	60	362	0
9 - 10 AM	304	73	27%	53	367	0
10 - 11 AM	270	84	27%	61	386	0
11 A - 12 P	352	133	27%	97	341	0
12 - 1 PM	386	114	27%	83	323	0
1 - 2 PM	367	97	27%	71	333	0
2 - 3 PM	324	91	27%	66	356	0
3 - 4 PM	395	96	27%	70	318	0
4 - 5 PM	367	100	27%	73	333	0
5 - 6 PM	369	90	27%	66	332	0
6 - 7 PM	268	50	27%	37	388	0
7 - 8 PM	171	27	27%	20	445	0
8 - 9 PM	161	29	27%	21	451	0
9 - 10 PM	86	14	27%	10	498	0
10 - 11 PM	66	5	27%	4	511	0
11PM - 12AM	32	7	27%	5	534	0

0
Not Met 4 required

Figure 4C-1, Four Hour Warrant, Major Street 1 lane, Minor Street 1 lane, Speed < = 40 mph



EXISTING TRAFFIC SIGNAL WARRANT ANALYSIS

COUNT DATE:	1/18/2022	85th-percentile speed on major street exceeds 40 mph? (Y or N)	N
ANALYST:	Lee Engineering, LLC	Isolated community with population less than 10,000? (Y or N)	N
		Apply 56% warrant to Warrant 1, Combination Warrant? (Y or N)	N
MAJOR STREET:	Highland St.	Approach Lanes - Major?	1
MINOR STREET:	Union Ave.	Approach Lanes - Minor?	1

VOLUME SUMMARY	MAJOR STREET	MINOR STREET	WARRANT 1 - EIGHT-HOUR VEHICULAR VOLUME								WARRANT 2 - FOUR-HOUR VEHICULAR VOLUME	WARRANT 4 - PEDESTRIAN VOLUME			WARRANT 7 - CRASH EXPERIENCE			
	Total of both approaches	Higher volume approach (adjusted) ¹	CONDITION A		CONDITION B		COMBINATION					Pedestrian Volume - Across Major Street	Four-Hour	Peak Hour				
			Major Street	Minor Street	Major Street	Minor Street	80% of 1A		80% of 1B									
12 - 1 AM	18	3	4%	2%	2%	4%	5%	3%	3%	5%	1%	0	0%	0%	Number of collisions potentially correctable by a signal:	1		
1 - 2 AM	9	1	2%	1%	1%	1%	2%	1%	2%	2%	0%	0	0%	0%				
2 - 3 AM	13	4	3%	3%	2%	5%	3%	3%	2%	7%	1%	0	0%	0%				
3 - 4 AM	18	1	4%	1%	2%	1%	5%	1%	3%	2%	0%	0	0%	0%				
4 - 5 AM	16	1	3%	1%	2%	1%	4%	1%	3%	2%	0%	0	0%	0%				
5 - 6 AM	44	4	9%	3%	6%	5%	11%	3%	7%	7%	1%	0	0%	0%				
6 - 7 AM	97	11	19%	7%	13%	15%	24%	9%	16%	18%	2%	0	0%	0%				
7 - 8 AM	272	25	54%	17%	36%	33%	68%	21%	45%	42%	6%	0	0%	0%				
8 - 9 AM	289	29	58%	19%	39%	39%	72%	24%	48%	48%	8%	0	0%	0%				
9 - 10 AM	298	29	60%	19%	40%	39%	75%	24%	50%	48%	8%	0	0%	0%				
10 - 11 AM	260	28	52%	19%	35%	37%	65%	23%	43%	47%	7%	0	0%	0%				
11 A - 12 P	350	44	70%	29%	47%	59%	88%	37%	58%	73%	13%	0	0%	0%	Requirement:			
12 - 1 PM	398	56	80%	37%	53%	75%	100%	47%	66%	93%	18%	0	0%	0%	5 total potentially correctable within 12 month period	Not Met		
1 - 2 PM	373	55	75%	37%	50%	73%	93%	46%	62%	92%	17%	0	0%	0%				
2 - 3 PM	331	47	66%	31%	44%	63%	83%	39%	55%	78%	13%	0	0%	0%				
3 - 4 PM	398	41	80%	27%	53%	55%	100%	34%	66%	68%	13%	0	0%	0%				
4 - 5 PM	376	54	75%	36%	50%	72%	94%	45%	63%	90%	16%	0	0%	0%	Volume - Either Warrant 1 Condition A 80% or Condition B 80% met	Not Met		
5 - 6 PM	401	57	80%	38%	53%	76%	100%	48%	67%	95%	18%	0	0%	0%				
6 - 7 PM	280	26	56%	17%	37%	35%	70%	22%	47%	43%	7%	0	0%	0%				
7 - 8 PM	179	22	36%	15%	24%	29%	45%	18%	30%	37%	5%	0	0%	0%				
8 - 9 PM	155	9	31%	6%	21%	12%	39%	8%	26%	15%	2%	0	0%	0%	WARRANT 7: Not Met			
9 - 10 PM	90	8	18%	5%	12%	11%	23%	7%	15%	13%	2%	0	0%	0%				
10 - 11 PM	66	5	13%	3%	9%	7%	17%	4%	11%	8%	1%	0	0%	0%				
11PM - 12AM	39	3	8%	2%	5%	4%	10%	3%	7%	5%	1%	0	0%	0%				
			Threshold		Threshold		Threshold		Threshold		MUTCD Figure 4C-1 or 4C-2	Threshold	MUTCD Figure 4C-5 or 4C-6	MUTCD Figure 4C-7 or 4C-8				
			500	150	750	75	400	120	600	60		107 & 133	5	7				
			Summary		Summary		Summary		Summary		Summary	Summary	Summary	Summary				
			Total	0	Total	0	Total	0	Total	0	Total	0	Met 4-hr?	NO	Total	0	Total	0
			Met?	NO	Met?	NO	Total	0	Met?	NO	Met?	NO	Met PH?	NO	Met?	NO	Met?	NO

Signal Warrant Study

Vehicle Counts

Count Date
1/18/2022Day of Week
TuesdayPedestrian
Count Date

Time Period	Major Street		Minor Street		Pedestrians
	EB	WB	NB	SB	crossing Major
12 - 1 AM	9	9	1	4	0
1 - 2 AM	6	3	2	0	0
2 - 3 AM	8	5	5	0	0
3 - 4 AM	10	8	1	2	0
4 - 5 AM	5	11	0	2	0
5 - 6 AM	12	32	5	3	0
6 - 7 AM	35	62	4	15	0
7 - 8 AM	101	171	17	35	0
8 - 9 AM	112	177	34	42	0
9 - 10 AM	138	160	38	42	0
10 - 11 AM	128	132	37	40	0
11 A - 12 P	163	187	63	41	0
12 - 1 PM	197	201	80	43	0
1 - 2 PM	173	200	67	79	0
2 - 3 PM	173	158	67	45	0
3 - 4 PM	207	191	59	54	0
4 - 5 PM	198	178	77	35	0
5 - 6 PM	230	171	82	45	0
6 - 7 PM	153	127	29	37	0
7 - 8 PM	87	92	32	13	0
8 - 9 PM	82	73	13	13	0
9 - 10 PM	50	40	4	12	0
10 - 11 PM	33	33	1	7	0
11PM - 12AM	23	16	1	4	0
SubTotal	2333	2437	719	613	

Notes:

Highland at Union

Warrant 1 Eight Hour Volumes

Major Street	Name	#lanes	Speed Type
Minor Street	Highland St.	1	25 Posted
	Union Ave.	1	

Test 1	Condition A or Condition B, volumes 100%	Not Met	
Test 2	Condition A and Condition B, volumes 80%	Not Met	
Test 3	If speed > 40 mph, Condition A or B, volumes 70%	Not Met	Not Applicable
Test 4	If speed > 40 mph, Condition A and B, volumes 56%	Not Met	Not Applicable

Warrant 1 **Not Met**

Count Date 1/18/2022 Day of Week Tuesday

Major street volume required	500	750	400	600	350	525	280	420
Minor Street volume required	150	75	120	60	105	53	84	42

Time Period	Minor Street Greater Volume of the Two Approaches				Adjusted Minor Street Traffic														
	Major Street Both Approaches	Percentage of Right Turns				Condition A 100%	Condition B 100%	Condition A 80%	Condition B 80%	Condition A 70%	Condition B 70%	Condition A 56%	Condition B 56%						
12 - 1 AM	18	4	30%	3		0	0	0	0	0	0	0	0	0					
1 - 2 AM	9	2	30%	1		0	0	0	0	0	0	0	0	0					
2 - 3 AM	13	5	30%	4		0	0	0	0	0	0	0	0	0					
3 - 4 AM	18	2	30%	1		0	0	0	0	0	0	0	0	0					
4 - 5 AM	16	2	30%	1		0	0	0	0	0	0	0	0	0					
5 - 6 AM	44	5	30%	4		0	0	0	0	0	0	0	0	0					
6 - 7 AM	97	15	30%	11		0	0	0	0	0	0	0	0	0					
7 - 8 AM	272	35	30%	25		0	0	0	0	0	0	0	0	0					
8 - 9 AM	289	42	30%	29		0	0	0	0	0	0	0	0	0					
9 - 10 AM	298	42	30%	29		0	0	0	0	0	0	0	0	0					
10 - 11 AM	260	40	30%	28		0	0	0	0	0	0	0	0	0					
11 A - 12 P	350	63	30%	44		0	0	0	0	0	0	0	0	0					
12 - 1 PM	398	80	30%	56		0	0	0	0	0	0	0	0	0					
1 - 2 PM	373	79	30%	55		0	0	0	0	0	0	0	0	0					
2 - 3 PM	331	67	30%	47		0	0	0	0	0	0	0	0	0					
3 - 4 PM	398	59	30%	41		0	0	0	0	0	0	0	0	0					
4 - 5 PM	376	77	30%	54		0	0	0	0	0	0	0	0	0					
5 - 6 PM	401	82	30%	57		0	0	0	0	0	0	0	0	0					
6 - 7 PM	280	37	30%	26		0	0	0	0	0	0	0	0	0					
7 - 8 PM	179	32	30%	22		0	0	0	0	0	0	0	0	0					
8 - 9 PM	155	13	30%	9		0	0	0	0	0	0	0	0	0					
9 - 10 PM	90	12	30%	8		0	0	0	0	0	0	0	0	0					
10 - 11 PM	66	7	30%	5		0	0	0	0	0	0	0	0	0					
11PM - 12AM	39	4	30%	3		0	0	0	0	0	0	0	0	0					

0 Not Met	0 Not Met	0 Not Met	0 Not Met	0 Not Met	0 Not Met	0 Not Met	0 Not Met
Test 1 "Either"		Test 2 "Both"		Test 3 "Either" Not Applicable		Test 4 "Both" Not Applicable	

Warrant 2 Four Hour Volumes

	Name	#lanes	Speed Type
Major Street	Highland St.	1	25 Posted
Minor Street	Union Ave.	1	

Volumes exceed minimum required for at least 4 hours

Not Met

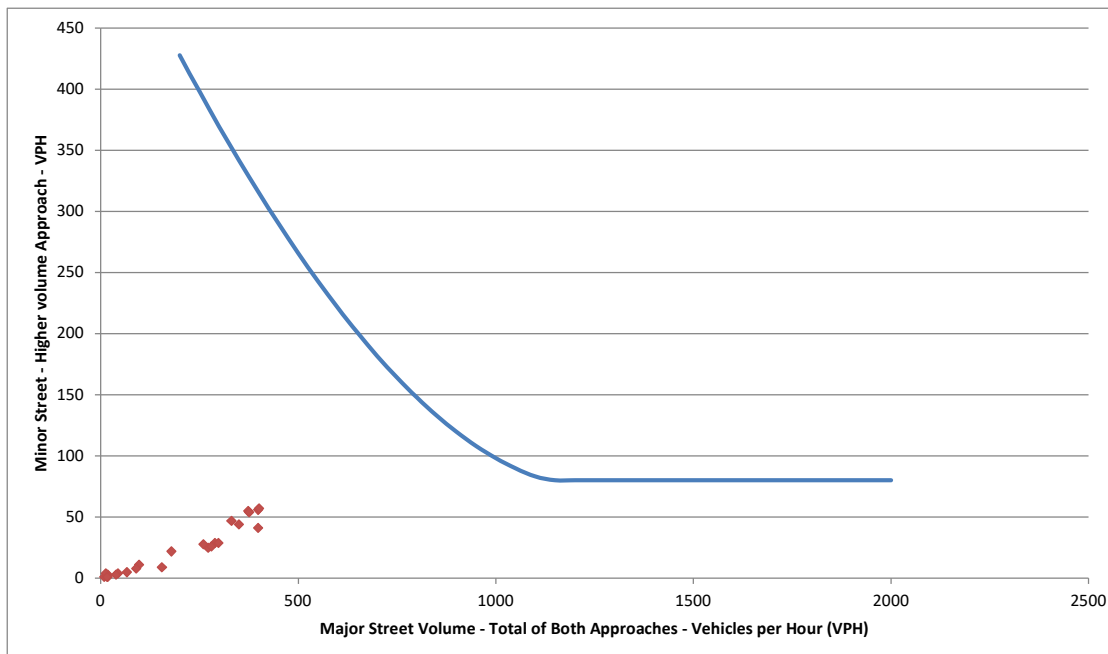
Figure 4C-1, Four Hour Warrant, Major Street 1 lane, Minor Street 1 lane, Speed < = 40 mph

Count Date 1/18/2022 Day of Week Tuesday

Time Period	Major Street Both Approaches	Minor Street Greater Volume of the Two Approaches	Percentage of Right Turns	Adjusted Minor Street Traffic	Minor street volume required	Meets?
12 - 1 AM	18	4	30%	3	543	0
1 - 2 AM	9	2	30%	1	549	0
2 - 3 AM	13	5	30%	4	546	0
3 - 4 AM	18	2	30%	1	543	0
4 - 5 AM	16	2	30%	1	544	0
5 - 6 AM	44	5	30%	4	526	0
6 - 7 AM	97	15	30%	11	491	0
7 - 8 AM	272	35	30%	25	385	0
8 - 9 AM	289	42	30%	29	376	0
9 - 10 AM	298	42	30%	29	371	0
10 - 11 AM	260	40	30%	28	392	0
11 A - 12 P	350	63	30%	44	342	0
12 - 1 PM	398	80	30%	56	316	0
1 - 2 PM	373	79	30%	55	330	0
2 - 3 PM	331	67	30%	47	352	0
3 - 4 PM	398	59	30%	41	316	0
4 - 5 PM	376	77	30%	54	328	0
5 - 6 PM	401	82	30%	57	315	0
6 - 7 PM	280	37	30%	26	381	0
7 - 8 PM	179	32	30%	22	440	0
8 - 9 PM	155	13	30%	9	455	0
9 - 10 PM	90	12	30%	8	496	0
10 - 11 PM	66	7	30%	5	511	0
11PM - 12AM	39	4	30%	3	529	0

0
Not Met 4 required

Figure 4C-1, Four Hour Warrant, Major Street 1 lane, Minor Street 1 lane, Speed < = 40 mph





Program Provided by:
 Traffic Engineering Division
 Collision Analysis and Safety Branch
 (405) 522-0985
 Created: 02/06/2022
 by Srinivas Minnekanti

Study Map & Totals

Legend

- ▲ Fatality
- Injury
- Property Damage



Remarks:

PREPARED FOR LEE
 ENGINEERING, LLC.

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 thru 12-31-2020

	2010						2011						2012					
	Fat	SRS Inj	Non-Incap Inj	Poss Inj	PD	Tot	Fat	SRS Inj	Non-Incap Inj	Poss Inj	PD	Tot	Fat	SRS Inj	Non-Incap Inj	Poss Inj	PD	Tot
Collisions			1	2	7	10			2	1	8	11				2	5	7
Persons			1	2		3			2	2		4				6		6

	2013						2014						2015					
	Fat	SRS Inj	Non-Incap Inj	Poss Inj	PD	Tot	Fat	SRS Inj	Non-Incap Inj	Poss Inj	PD	Tot	Fat	SRS Inj	Non-Incap Inj	Poss Inj	PD	Tot
Collisions				2	7	9		1	1	2	6	10			1	1	11	13
Persons				3		3		1	4	2		7			1	1		2

	2016						2017						2018					
	Fat	SRS Inj	Non-Incap Inj	Poss Inj	PD	Tot	Fat	SRS Inj	Non-Incap Inj	Poss Inj	PD	Tot	Fat	SRS Inj	Non-Incap Inj	Poss Inj	PD	Tot
Collisions				3	3	6			1	3	4	8				1	3	4
Persons				8		8			1	4		5				1		1

	2019						2020					
	Fat	SRS Inj	Non-Incap Inj	Poss Inj	PD	Tot	Fat	SRS Inj	Non-Incap Inj	Poss Inj	PD	Tot
Collisions				1	1	2			1		2	3
Persons				1		1			1			1

	Study Total					
	Fatality	Suspected Serious Injury	Non-Incapacitating Injury	Possible Injury	Property Damage	Total
Collisions		1	7	18	57	83
Persons		1	10	30		41



STUDY TOTALS - BY CITY AND HWY CLASS

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
Traffic Engineering Division
Collision Analysis and Safety Branch
(405) 522-0985
Created: 02/06/2022 by Srinivas Minnekanti

STUDY TOTALS

Year	HIGHWAY COLLISIONS				CITY STREET COLLISIONS				COUNTY ROAD COLLISIONS				TOTAL COLLISIONS			
	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot
2010						3	7	10						3	7	10
2011						3	8	11						3	8	11
2012						2	5	7						2	5	7
2013						2	7	9						2	7	9
2014						4	6	10						4	6	10
2015						2	11	13						2	11	13
2016						3	3	6						3	3	6
2017						4	4	8						4	4	8
2018						1	3	4						1	3	4
2019						1	1	2						1	1	2
2020						1	2	3						1	2	3
Total:				0		26	57	83				0		26	57	83

County: (63) POTTAWATOMIE

(35) SHAWNEE	HIGHWAY COLLISIONS				CITY STREET COLLISIONS				COUNTY ROAD COLLISIONS				TOTAL COLLISIONS			
	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot
(35) SHAWNEE						26	57	83						26	57	83

* INCLUDES SUSPECTED SERIOUS, NON-INCAPACITATING, AND POSSIBLE INJURIES.



TABULATION OF COLLISIONS

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
Traffic Engineering Division
Collision Analysis and Safety Branch
(405) 522-0985
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Collisions By Type Of Collision

Type Of Collision	2010				2011				2012				2013				2014			
	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot
Rear-End (front-to-rear)		2	1	3			4	4			4	4			2	2			1	1
Head-On (front-to-front)																				
Right Angle (front-to-side)		1	5	6		3	1	4		1		1		2	3	5		2	4	6
Angle Turning			1	1			3	3		1	1	2			1	1				
Other Angle																				
Sideswipe Same Direction																				
Sideswipe Opposite Direction																				
Fixed Object															1	1		1		1
Pedestrian																				
Pedal Cycle																		1		1
Animal																				
Overturn/Rollover																				
Vehicle-Train																				
Other Single Vehicle Crash																				
Other																			1	1
Total		3	7	10		3	8	11		2	5	7		2	7	9		4	6	10
Percent		3.6	8.4	12.0		3.6	9.6	13.3		2.4	6.0	8.4		2.4	8.4	10.8		4.8	7.2	12.0

Collisions By Type Of Collision

Type Of Collision	2015				2016				2017				2018				2019			
	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot
Rear-End (front-to-rear)		1	4	5						1	2	3						1		1
Head-On (front-to-front)																				
Right Angle (front-to-side)			5	5		3	1	4		3	2	5		1	1	2				
Angle Turning			2	2			2	2							2	2			1	1
Other Angle																				
Sideswipe Same Direction																				
Sideswipe Opposite Direction																				
Fixed Object																				
Pedestrian		1		1																
Pedal Cycle																				
Animal																				
Overturn/Rollover																				
Vehicle-Train																				
Other Single Vehicle Crash																				
Other																				
Total		2	11	13		3	3	6		4	4	8		1	3	4		1	1	2
Percent		2.4	13.3	15.7		3.6	3.6	7.2		4.8	4.8	9.6		1.2	3.6	4.8		1.2	1.2	2.4

* INCLUDES SUSPECTED SERIOUS, NON-INCAPACITATING, AND POSSIBLE INJURIES.



TABULATION OF COLLISIONS

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
Traffic Engineering Division
Collision Analysis and Safety Branch
(405) 522-0985
Created: 02/06/2022 by Srinivas Minnekanti

Collisions By Type Of Collision

Type Of Collision	2020				Total				
	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Pct
Rear-End (front-to-rear)			1	1		5	19	24	28.9
Head-On (front-to-front)									
Right Angle (front-to-side)						16	22	38	45.8
Angle Turning		1	1	2		2	14	16	19.3
Other Angle									
Sideswipe Same Direction									
Sideswipe Opposite Direction									
Fixed Object						1	1	2	2.4
Pedestrian						1		1	1.2
Pedal Cycle						1		1	1.2
Animal									
Overturn/Rollover									
Vehicle-Train									
Other Single Vehicle Crash									
Other							1	1	1.2
Total		1	2	3		26	57	83	100
Percent		1.2	2.4	3.6		31.3	68.7	100	

* INCLUDES SUSPECTED SERIOUS, NON-INCAPACITATING, AND POSSIBLE INJURIES.

TABULATION OF COLLISIONS

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
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Unit Type	2010				2011				2012				2013				2014			
	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot
Train																				
Pedestrian																				
Animal																				
Pedal Cycle																		1		1
Parked Vehicle																				
CMV																				
Other Single Vehicle															1	1		2	1	3
Other Multi-Vehicle		6	16	22		6	16	22		7	12	19		4	12	16		5	10	15
Total		6	16	22		6	16	22		7	12	19		4	13	17		8	11	19
Percent		3.4	9.1	12.5		3.4	9.1	12.5		4.0	6.8	10.8		2.3	7.4	9.7		4.5	6.3	10.8

Unit Type	2015				2016				2017				2018				2019			
	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot
Train																				
Pedestrian		1		1																
Animal																				
Pedal Cycle																				
Parked Vehicle																				
CMV																				
Other Single Vehicle		1		1																
Other Multi-Vehicle		3	22	25		7	6	13		8	8	16		2	7	9		2	3	5
Total		5	22	27		7	6	13		8	8	16		2	7	9		2	3	5
Percent		2.8	12.5	15.3		4.0	3.4	7.4		4.5	4.5	9.1		1.1	4.0	5.1		1.1	1.7	2.8

* INCLUDES SUSPECTED SERIOUS, NON-INCAPACITATING, AND POSSIBLE INJURIES.



TABULATION OF COLLISIONS

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
Traffic Engineering Division
Collision Analysis and Safety Branch
(405) 522-0985
Created: 02/06/2022 by Srinivas Minnekanti

Units By Unit Type

Unit Type	2020				Total				
	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Pct
Train									
Pedestrian						1		1	0.6
Animal									
Pedal Cycle						1		1	0.6
Parked Vehicle									
CMV									
Other Single Vehicle						3	2	5	2.8
Other Multi-Vehicle		2	5	7		52	117	169	96.0
Total		2	5	7		57	119	176	100
Percent		1.1	2.8	4.0		32.4	67.6	100	

* INCLUDES SUSPECTED SERIOUS, NON-INCAPACITATING, AND POSSIBLE INJURIES.



TABULATION OF COLLISIONS

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
Traffic Engineering Division
Collision Analysis and Safety Branch
(405) 522-0985
Created: 02/06/2022 by Srinivas Minnekanti

Vehicle Type	2010				2011				2012				2013				2014			
	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot
Passenger Vehicle-2 Door			2	2											1	1		1	2	3
Passenger Vehicle-4 Door			8	8		2	8	10		2	9	11		2	4	6		3	3	6
Passenger Vehicle-Convertible																				
Pickup Truck			6	6			6	6		1	2	3			5	5			4	4
Single-Unit Truck (2 axles)																				
Single-Unit Truck (3 or more axles)																				
School Bus																				
Truck/Trailer																				
Truck-Tractor (bobtail)																				
Truck-Tractor/Semi-Trailer																				
Truck-Tractor/Double																				
Truck-Tractor/Triple																				
Bus/Large Van (9-15 seats)																				
Bus (16+ seats)																				
Motorcycle		1		1		1		1			1	1						1		1
Motor Scooter/Moped																				
Motor Home																				
Farm Machinery																				
ATV																				
Sport Utility Vehicle (SUV)			1	1			5	5			2	2			4	4			4	4
Passenger Van		1	1	2											1	1				
Truck More Than 10,000 lbs.																				
Van (10,000 lbs. or less)																				
Other		1	1	2							2	2								
Total		3	19	22		3	19	22		3	16	19		2	15	17		5	13	18
Percent		1.7	10.9	12.6		1.7	10.9	12.6		1.7	9.2	10.9		1.1	8.6	9.8		2.9	7.5	10.3

* INCLUDES SUSPECTED SERIOUS, NON-INCAPACITATING, AND POSSIBLE INJURIES.



TABULATION OF COLLISIONS

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
Traffic Engineering Division
Collision Analysis and Safety Branch
(405) 522-0985
Created: 02/06/2022 by Srinivas Minnekanti

Vehicle Type	2015				2016				2017				2018				2019			
	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot
Passenger Vehicle-2 Door			1	1		1		1			2	2								
Passenger Vehicle-4 Door			9	9		2	5	7		4	1	5			1	1			1	1
Passenger Vehicle-Convertible																				
Pickup Truck		1	8	9		2		2			3	3			2	2			2	2
Single-Unit Truck (2 axles)																				
Single-Unit Truck (3 or more axles)																				
School Bus																				
Truck/Trailer																				
Truck-Tractor (bobtail)																				
Truck-Tractor/Semi-Trailer																				
Truck-Tractor/Double																				
Truck-Tractor/Triple																				
Bus/Large Van (9-15 seats)																				
Bus (16+ seats)																				
Motorcycle										1		1								
Motor Scooter/Moped																				
Motor Home																				
Farm Machinery																				
ATV																				
Sport Utility Vehicle (SUV)			4	4		1	1	2			3	3		1	4	5		1	1	2
Passenger Van			3	3							1	1			1	1				
Truck More Than 10,000 lbs.																				
Van (10,000 lbs. or less)																				
Other							1	1			1	1								
Total		1	25	26		6	7	13		5	11	16		1	8	9		1	4	5
Percent		0.6	14.4	14.9		3.4	4.0	7.5		2.9	6.3	9.2		0.6	4.6	5.2		0.6	2.3	2.9

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TABULATION OF COLLISIONS

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
Traffic Engineering Division
Collision Analysis and Safety Branch
(405) 522-0985
Created: 02/06/2022 by Srinivas Minnekanti

Vehicles By Vehicle Type

Vehicle Type	2020				Total				
	Fat	Inj *	PD	Tot	Fat	Inj *	PD	Tot	Pct
Passenger Vehicle-2 Door						2	8	10	5.7
Passenger Vehicle-4 Door		1	2	3		16	51	67	38.5
Passenger Vehicle-Convertible									
Pickup Truck						4	38	42	24.1
Single-Unit Truck (2 axles)									
Single-Unit Truck (3 or more axles)									
School Bus									
Truck/Trailer									
Truck-Tractor (bobtail)									
Truck-Tractor/Semi-Trailer									
Truck-Tractor/Double									
Truck-Tractor/Triple									
Bus/Large Van (9-15 seats)									
Bus (16+ seats)									
Motorcycle						4	1	5	2.9
Motor Scooter/Moped									
Motor Home									
Farm Machinery									
ATV									
Sport Utility Vehicle (SUV)			3	3		3	32	35	20.1
Passenger Van			1	1		1	8	9	5.2
Truck More Than 10,000 lbs.									
Van (10,000 lbs. or less)									
Other						1	5	6	3.4
Total		1	6	7		31	143	174	100
Percent		0.6	3.4	4.0		17.8	82.2	100	

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TABULATION OF COLLISIONS

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
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Collision Analysis and Safety Branch
(405) 522-0985
Created: 02/06/2022 by Srinivas Minnekanti

Day And Time Of Occurrence Of Collisions

Day	Hour Of The Day																								Tot	Pcnt		
	AM												PM															
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12				
Sunday								1	1	2		1		2		4	5	6		7	8		2	10	11	12	7	8.4
Monday								1	3		2	2	2	1	1	2	1	1				1	1			18	21.7	
Tuesday								1		1			2	1		1	1	1								8	9.6	
Wednesday										2		1		1	2		2									8	9.6	
Thursday								1	1	3	2	2	1	2	1	3	1		1			1				19	22.9	
Friday										1		2	1	2	5	3	1	1								16	19.3	
Saturday		1										1	1		1		1	1	1							7	8.4	
	Early Morning - Sunrise						Morning Peak				Mid Morning/Afternoon						PM Peak			Evening - Late Night					Tot	100		
Total	1						9				46						20			7					83			
Percent	1.2						10.8				55.4						24.1			8.4					100			

Roadway/Lighting

Roadway Conditions	Lighting Conditions					Total	Percent
	Daylight	Darkness	Twilight	Lighted	Unknown		
Dry	68	2		7		77	92.8
Wet (Water)	5					5	6.0
Ice, Snow, or Slush	1					1	1.2
Mud, Dirt, Gravel, or Sand							
Other							
Total	74	2		7		83	100
Percent	89.2	2.4		8.4		100	

Weather Conditions

Weather Conditions	Total	Percent
Clear	63	75.9
Clouds Present	15	18.1
Raining/Fog	4	4.8
Snowing/Sleet/Hail	1	1.2
Other		
Total	83	100

TABULATION OF COLLISIONS

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
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Drivers By Driver Conditions

Unsafe/Unlawful	Apparently Normal			Alcohol Involved						Sleep Suspected			Drug Use Indicated			Unknown Condition			Total					
				Ability Impaired			Odor Detected																	
	Fat	Inj *	PD	Fat	Inj *	PD	Fat	Inj *	PD	Fat	Inj *	PD	Fat	Inj *	PD	Fat	Inj *	PD	Fat	Inj *	PD	Total	Pcnt	
Failed to Yield		1	10						1								1			2	11	13	7.5	
Failed to Stop		10	18						1								1			11	19	30	17.2	
Failed to Signal																								
Improper Turn		1	2																	1	2	3	1.7	
Improper Start			1																		1	1	0.6	
Improper Stop																								
Improper Backing																								
Improper Parking																								
Improper Passing			1																		1	1	0.6	
Improper Lane Change																								
Left of Center																								
Following Too Close		4	9														1			5	9	14	8.0	
Unsafe Speed			1																		1	1	0.6	
DWI					1	2															1	2	3	1.7
Inattention		1	7																		1	7	8	4.6
Negligent Driving																								
Defective Vehicle			1																		1	1	0.6	
Wrong Way																								
No Improper Action		25	57														1			26	57	83	47.7	
Other		8	8																	8	8	16	9.2	
Total		50	115		1	2		1	1								3	1		55	119	174	100	
Percent		28.7	66.1		0.6	1.1		0.6	0.6								1.7	0.6		31.6	68.4	100		

Severities Indicate Highest Severity in Collision

Collisions By Special Feature

Special Feature	Total			
	Fat	Inj *	PD	Tot
Bridge				
Work Zone				
Cross Median				
Train Collision				

* INCLUDES SUSPECTED SERIOUS, NON-INCAPACITATING, AND POSSIBLE INJURIES.



County : POTTAWATOMIE
City : 35 - SHAWNEE

CITY STREET COLLISION LISTING
HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)
Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
Traffic Engineering Division
Collision Analysis and Safety Branch
(405) 522-0985
Created: 02/06/2022 by Srinivas Minnekanti

Street One	Intersecting Street	Int. Relation	UFC/ RFC	U/R MP	Features	On Map	Dir1	Dir2	# Veh.	# Inj*	# Fat.	Type Of Collision	Unsafe Unlawful	Lighting Cond.	Roadway Cond.	Severity	Date
2320-BEARD	6000-HIGHLAND ST.	YES				Y	E	N	2	1		RIGHT-ANGLE	F-STOP	DARK	DRY	P INJ	2017-06-18
2320-BEARD	6000-HIGHLAND ST.	YES			UNVERIFIED UNL ACCIDENT	Y	E	N	3			ANGLE-TURNING	F-STOP	DYLG	DRY	PDO	2019-04-23
2320-BEARD	6000-HIGHLAND ST.	NORTH			DRIVEWAY	Y	N	-	1	1		F-O GROUND	FOL-CLOSE	DYLG	DRY	P INJ	2014-08-06
2320-BEARD	6000-HIGHLAND ST.	SOUTH			DRIVEWAY	Y	E	N	2			RIGHT-ANGLE	F-YIELD	DYLG	DRY	PDO	2010-12-30
2330-BROADWAY	6000-HIGHLAND ST.	NORTH	21U	0.77	DRIVEWAY	Y	N	N	2			REAR-END	FOL-CLOSE	DYLG	DRY	PDO	2015-07-23
2330-BROADWAY	6000-HIGHLAND ST.	EAST	46U	0.09		Y	W	W	2			REAR-END	INATT	DYLG	DRY	PDO	2015-03-17
2330-BROADWAY	6000-HIGHLAND ST.	SOUTH	21U	0.74		Y	N	N	2			REAR-END	INATT	DYLG	DRY	PDO	2012-05-06
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	N	2			RIGHT-ANGLE	F-STOP	DYLG	DRY	PDO	2010-07-02
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	N	2	1		RIGHT-ANGLE	F-STOP	DYLG	DRY	N-I INJ	2010-07-07
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	N	4			RIGHT-ANGLE	F-STOP	DYLG	WET	PDO	2010-08-24
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	S	2			RIGHT-ANGLE	F-STOP	DYLG	DRY	PDO	2010-11-22
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	S	2			RIGHT-ANGLE	OTHER	DYLG	DRY	PDO	2010-11-30
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	S	S	2			ANGLE-TURNING	F-YIELD	DYLG	DRY	PDO	2010-12-02
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	N	W	2	1		RIGHT-ANGLE	F-STOP	DYLG	DRY	P INJ	2011-02-14
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	S	E	2			RIGHT-ANGLE	IMP-TURN	DYLG	DRY	PDO	2011-02-25
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	N	2	1		RIGHT-ANGLE	F-STOP	DYLG	DRY	N-I INJ	2011-02-27
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	N	E	2	2		RIGHT-ANGLE	OTHER	DYLG	DRY	N-I INJ	2011-03-20
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	N	E	2			REAR-END	F-STOP	DYLG	DRY	PDO	2011-07-16
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	S	S	2			REAR-END	FOL-CLOSE	DYLG	DRY	PDO	2011-08-26
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	S	E	2			ANGLE-TURNING	F-YIELD	DYLG	DRY	PDO	2012-01-27
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	W	4			REAR-END	UNSAF-SPD	DYLG	WET	PDO	2012-06-06

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County : POTTAWATOMIE
City : 35 - SHAWNEE

CITY STREET COLLISION LISTING
HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)
Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
Traffic Engineering Division
Collision Analysis and Safety Branch
(405) 522-0985
Created: 02/06/2022 by Srinivas Minnekanti

Street One	Intersecting Street	Int. Relation	UFC/ RFC	U/R MP	Features	On Map	Dir1	Dir2	# Veh.	# Inj*	# Fat.	Type Of Collision	Unsafe Unlawful	Lighting Cond.	Roadway Cond.	Severity	Date
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	E	2			REAR-END	DEF-VEH	DYLG	DRY	PDO	2012-10-04
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	S	5	1		RIGHT-ANGLE	F-STOP	DYLG	DRY	P INJ	2012-11-08
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	S	N	2	5		ANGLE-TURNING	F-YIELD	DYLG	DRY	P INJ	2012-12-15
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	W	2			REAR-END	INATT	DYLG	DRY	PDO	2013-01-07
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	N	2			RIGHT-ANGLE	F-STOP	DYLG	DRY	PDO	2013-02-23
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	N	E	2	1		RIGHT-ANGLE	F-STOP	DYLG	DRY	P INJ	2013-03-01
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	S	W	2	2		RIGHT-ANGLE	F-STOP	DYLG	DRY	P INJ	2013-03-23
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	N	E	2			RIGHT-ANGLE	OTHER	DYLG	DRY	PDO	2013-04-18
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	E	2			ANGLE-TURNING	F-YIELD	DYLG	DRY	PDO	2013-07-01
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	W	2			REAR-END	FOL-CLOSE	DYLG	DRY	PDO	2013-09-25
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	S	E	2	3		RIGHT-ANGLE	OTHER	DYLG	DRY	SS INJ	2014-01-26
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	N	2			RIGHT-ANGLE	F-YIELD	DYLG	DRY	PDO	2014-02-13
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	N	N	2			REAR-END	FOL-CLOSE	DYLG	DRY	PDO	2014-05-20
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	N	W	2			RIGHT-ANGLE	F-STOP	DYLG	DRY	PDO	2014-06-18
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	N	2			RIGHT-ANGLE	F-STOP	DYLG	DRY	PDO	2014-08-11
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	N	-	1	1		PEDAL-CYCLE	NO-IMP-ACT	DYLG	DRY	P INJ	2014-08-22
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	S	E	3	2		RIGHT-ANGLE	F-STOP	DYLG	DRY	N-I INJ	2014-09-15
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	N	E	2			RIGHT-ANGLE	OTHER	DYLG	DRY	PDO	2015-01-19
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	E	2			REAR-END	INATT	DYLG	DRY	PDO	2015-02-06
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	N	2			RIGHT-ANGLE	F-STOP	DYLG	DRY	PDO	2015-03-16
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	S	2			RIGHT-ANGLE	F-STOP	DYLG	DRY	PDO	2015-04-08
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	S	2	3		RIGHT-ANGLE	INATT	DYLG	DRY	P INJ	2016-06-10
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	S	E	2			RIGHT-ANGLE	F-YIELD	DYLG	DRY	PDO	2016-11-12
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	N	2	1		RIGHT-ANGLE	F-STOP	DYLG	DRY	N-I INJ	2017-03-09
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	E	2			REAR-END	F-STOP	DYLG	DRY	PDO	2017-05-28
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	W	2			REAR-END	FOL-CLOSE	DYLG	DRY	PDO	2017-05-29
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	S	2			RIGHT-ANGLE	IMP-START	DYLG	DRY	PDO	2017-09-14
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	N	2			RIGHT-ANGLE	F-STOP	DYLG	WET	PDO	2017-09-27
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	S	3			RIGHT-ANGLE	D-W-I	DYLG	DRY	PDO	2018-02-16
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	E	S	2			ANGLE-TURNING	F-STOP	DYLG	DRY	PDO	2018-03-22
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07	UNVERIFIED UNL ACCIDENT	Y	E	E	3			REAR-END	INATT	DYLG	DRY	PDO	2020-02-03
2330-BROADWAY	6000-HIGHLAND ST.	YES	46U	0.07		Y	W	E	2	1		ANGLE-TURNING	IMP-TURN	DYLG	DRY	N-I INJ	2020-06-12

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County : POTTAWATOMIE
City : 35 - SHAWNEE

CITY STREET COLLISION LISTING
HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)
Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
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Created: 02/06/2022 by Srinivas Minnekanti

Street One	Intersecting Street	Int. Relation	UFC/ RFC	U/R MP	Features	On Map	Dir1	Dir2	# Veh.	# Inj*	# Fat.	Type Of Collision	Unsafe Unlawful	Lighting Cond.	Roadway Cond.	Severity	Date
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	W	W	2			REAR-END	INATT	DARK	DRY	PDO	2010-07-01
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	E	E	2	1		REAR-END	FOL-CLOSE	DYLG	DRY	P INJ	2010-11-06
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	W	S	2			ANGLE-TURNING	F-STOP	DYLG	DRY	PDO	2011-07-22
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	S	S	2			REAR-END	FOL-CLOSE	DYLG	WET	PDO	2011-10-27
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	W	W	2			REAR-END	FOL-CLOSE	DARK	DRY	PDO	2012-03-05
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	E	W	2			RIGHT-ANGLE	F-YIELD	DYLG	DRY	PDO	2013-04-12
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	S	-	1			F-O TREE	D-W-I	DARK	DRY	PDO	2013-07-01
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	W	N	2			RIGHT-ANGLE	F-STOP	DYLG	DRY	PDO	2014-02-25
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	S	-	1			OTHER	NO-IMP-ACT	DYLG	DRY	PDO	2014-07-28
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	S	W	2			RIGHT-ANGLE	OTHER	DYLG	WET	PDO	2015-01-11
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	W	N	2			RIGHT-ANGLE	F-YIELD	DYLG	ICE	PDO	2015-07-16
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	S	W	2			ANGLE-TURNING	F-YIELD	DYLG	DRY	PDO	2015-08-10
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	E	E	2			REAR-END	FOL-CLOSE	DYLG	DRY	PDO	2015-08-24
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	E	-	1	1		PEDESTRIAN	F-YIELD	DARK	DRY	N-I INJ	2015-12-19
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	W	E	2			ANGLE-TURNING	F-YIELD	DARK	DRY	PDO	2015-12-31
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	W	S	2			ANGLE-TURNING	F-STOP	DYLG	DRY	PDO	2016-03-03
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	E	W	2			ANGLE-TURNING	F-YIELD	DYLG	DRY	PDO	2016-08-04
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	E	S	2	3		RIGHT-ANGLE	OTHER	DARK	DRY	P INJ	2016-11-15
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	W	S	3	2		RIGHT-ANGLE	F-STOP	DYLG	DRY	P INJ	2016-12-05
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	W	N	2	1		RIGHT-ANGLE	F-STOP	DYLG	DRY	P INJ	2017-04-26
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	W	W	2	2		REAR-END	D-W-I	DYLG	DRY	P INJ	2017-08-21
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	N	W	2	1		RIGHT-ANGLE	OTHER	DYLG	DRY	P INJ	2018-03-30
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22	UNVERIFIED UNL ACCIDENT	Y	N	E	2			ANGLE-TURNING	F-STOP	DYLG	DRY	PDO	2018-10-05
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22		Y	W	W	2	1		REAR-END	FOL-CLOSE	DYLG	DRY	P INJ	2019-06-18
2350-UNION ST.	6000-HIGHLAND ST.	YES	46U	0.22	UNVERIFIED UNL ACCIDENT	Y	S	E	2			ANGLE-TURNING	F-STOP	DYLG	DRY	PDO	2020-09-10
2350-UNION ST.	6000-HIGHLAND ST.	NORTH	23U	0.30		Y	S	W	2			ANGLE-TURNING	IMP-PASS	DYLG	DRY	PDO	2011-03-31
2350-UNION ST.	6000-HIGHLAND ST.	EAST	46U	0.24		Y	W	W	2	1		REAR-END	FOL-CLOSE	DYLG	DRY	P INJ	2010-03-01
2350-UNION ST.	6000-HIGHLAND ST.	EAST	46U	0.24		Y	E	S	2			ANGLE-TURNING	INATT	DYLG	DRY	PDO	2011-06-17
2350-UNION ST.	6000-HIGHLAND ST.	EAST	46U	0.24		Y	W	W	2			REAR-END	F-STOP	DYLG	DRY	PDO	2011-08-25

* INCLUDES SUSPECTED SERIOUS, NON-INCAPACITATING, AND POSSIBLE INJURIES.



County : POTTAWATOMIE
City : 35 - SHAWNEE

CITY STREET COLLISION LISTING
HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)
Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
Traffic Engineering Division
Collision Analysis and Safety Branch
(405) 522-0985
Created: 02/06/2022 by Srinivas Minnekanti

Street One	Intersecting Street	Int. Relation	UFC/ RFC	U/R MP	Features	On Map	Dir1	Dir2	# Veh.	# Inj*	# Fat.	Type Of Collision	Unsafe Unlawful	Lighting Cond.	Roadway Cond.	Severity	Date
6000-HIGHLAND ST.	2330-BROADWAY	YES	46U	0.07		Y	W	W	3	1		REAR-END	FOL-CLOSE	DYLG	DRY	P INJ	2015-06-26

* INCLUDES SUSPECTED SERIOUS, NON-INCAPACITATING, AND POSSIBLE INJURIES.



STUDY CRITERIA

HIGHLAND ST. INTERSECTIONS - SHAWNEE (2010 - 2020)

Date Range: 01-01-2010 Thru 12-31-2020

Program Provided by:
Traffic Engineering Division
Collision Analysis and Safety Branch
(405) 522-0985
Created: 02/06/2022 by Srinivas Minnekanti

ROADWAY / REGION

	QUERY OVER	SELECTIONS
1	City Street	County: 63, City: 35, Street1 Query On: single, Street1 Direction: e-w, Street1: 6000, Street2 Query On: intersection, Street2 Direction: n-s, Street2: 2320
2	City Street	County: 63, City: 35, Street1 Query On: single, Street1 Direction: e-w, Street1: 6000, Street2 Query On: intersection, Street2 Direction: n-s, Street2: 2330
3	City Street	County: 63, City: 35, Street1 Query On: single, Street1 Direction: e-w, Street1: 6000, Street2 Query On: intersection, Street2 Direction: n-s, Street2: 2350

DATE

Date Range	01-01-2010 to 12-31-2020
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FILTER COLLISIONS

Roadway Type	All Collision Data
Incl. Crashes Assoc. w/ Every Int.	Checked
Environment Fields	

REPORT SECTIONS

Collision Map & Study Totals	(Included)
Collision Analysis Tables	(Included)
- Totals By City, Hwy Class	Checked
- Other Analysis Tables	Checked
Rate Analysis	(Included)
Collision Listing	(Included)
- Highway Collision Listing	Checked, By City, with Sev Index
- City Street Collision Listing	Checked
- County Road Collision Listing	Checked
Query Criteria	(Included)

Regular Board of Commissioners

11.

Meeting Date: 04/18/2022

ESG Program

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of adoption of Policies and Procedures Manual for the Emergency Solution Grant (CV) Program.

Attachments

Memo

Policy



Community Development

222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: April 13, 2022
To: City Commission
From: Rian Harkins, Community Development Director
Subject: Consideration and adoption of Homeless Program Policies & Procedures relating to the Emergency Solutions Grant (ESG-CV).

Background:

This is a request for the City Commission to review and approve the Homeless Program Policies & Procedures relating to the Emergency Solutions Grant (ESG-CV). The Policies & Procedures are a requirement of the Oklahoma Department of Commerce (ODOC), Requirement 708.

The Oklahoma Department of Commerce (ODOC) requires written standards and procedures submitted within 90 days of receiving an Emergency Solutions Grant (ESG-CV). In addition, ODOC requires that updates issued from their agency be incorporated and then approved by the City Commission. ESG-CV policy updates are due April 15, 2022.

Because the City of Shawnee is a new ESG recipient, the Program Policies & Procedures had never been drafted or submitted to ODOC. ODOC requires that all agencies are required to address every policy in the updated ESG-CV Addendum, even if that particular activity will not be undertaken.

City staff, following ODOC guidelines, has written Homeless Program Policies & Procedures. The drafting of the Policies & Procedures and the subsequent approval by the City Commission will bring the City of Shawnee into compliance with ODOC ESG-CV requirements.

Attachment: Policies and Procedures document

Recommendation: Staff recommends the City Commission adopt the presented Policies & Procedures.



Community Development Homeless Program

POLICIES & PROCEDURES **Program Services**

Last updated 04/01/2022

The City of Shawnee Homeless Program will annually review their policies and procedures and submit documentation that the Program's Written Policies and Procedures have been reviewed by the Staff and City Commission at least once a year. Documentation must include a Commission Agenda showing the Policies/Procedures as an Agenda item as well as minutes produced from the meeting showing the discussion and approval of the Policies/Procedures from the Board. The Standards must be applied consistently within the Shawnee Homeless Program.

Shawnee Homeless Program
POLICIES & PROCEDURES
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Mission, Vision, and Purpose

Mission:

The mission of the Shawnee Homeless Program, as part of the Community Development Department, is to improve quality of life by developing community members', business', and visitors' awareness, understanding, and participation in a comprehensive strategy to solve homelessness in Shawnee, Oklahoma.

Vison:

As a community, Shawnee will come together with one heart and one mind to triumph over homelessness and create a place that is safe and enjoyable for everyone.

Purpose:

The purpose of the Homeless Assistance Program is to:

- Harness the collective power of our organizations and the community
- Bring organizations together in a multi-agency partnership, increasing collaboration of service providers, and creating a more efficient system for dealing with homelessness in Shawnee
- Empower and restore hope among the homeless
- Ensure that the needs of businesses and the community are met while caring for the needs of those experiencing homelessness
- Educate the community and provide help to those experiencing homelessness

As a member of the Community Development Staff, the Homeless Program Coordinator works with various stakeholders in Shawnee to implement immediate and long-term solutions that help to end the problem of homelessness in our community.

Emergency Solutions Grant (ESG)

The City of Shawnee is a sub-recipient of HUD's Emergency Solutions Grant (ESG), a program implemented by the Oklahoma Department of Commerce through the Balance of State Continuum of Care.

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 amended to the McKinney-Vento Homeless Assistance Act, revised the Emergency Shelter Grants Program and renamed it to the Emergency Solutions Grants (ESG) program. The ESG Interim Rule took effect on January 4, 2012. The change in the program name reflects the change in focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The program provides funding to:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families; and
- Prevent families and individuals from becoming homeless.

The ESG-CV program is authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378) as amended by the Coronavirus Aid, Relief, and Economic Security (CARES Act), Public Law 116-136. These special ESG-CV funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homeless prevention activities to mitigate the impacts of COVID-19.

While the City of Shawnee Homeless Program is required to offer treatment and supportive services when necessary to assist vulnerable homeless populations, individuals and families experiencing homelessness will not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used, notwithstanding 24 CFR 576.401(e). Housing Stability Case Management could be considered a prerequisite activity.

Target Population

The funds under these programs are intended to target two populations of persons facing housing instability:

1. Individuals and/or families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it
2. Individuals and/or families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit

Eligible Activities

Street Outreach Services

For those individuals and families experiencing unsheltered homelessness, the City of Shawnee's Homeless Street Outreach Program supports persons experiencing homelessness in achieving some form of permanent, sustainable housing.

Funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

Engagement activities include locating, identifying, and building relationships with unsheltered individuals; addressing needs such as toiletries, meals, blankets, or clothes and; referring to mainstream social services programs. Case management activities include assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services. Emergency health services activities include direct outpatient treatment provided by licensed medical professionals in community-based settings. Emergency mental health activities include direct outpatient treatment by licensed mental health professionals in community-based settings. Transportation activities include travel by outreach workers and service providers and transporting unsheltered individuals to shelters or other service facilities. Services for special populations includes victim services, services for homeless youth, and people living with HIV/AIDS.

Emergency Shelter Services

- *The City of Shawnee has subcontracted with Central Oklahoma Community Action Agency (COCAA) to provide these services.*

The Emergency Services program provides emergency shelter at a local motel, and/or food and/or transportation and case management services to those individuals and families experiencing homelessness.

Emergency Services will only be provided to those applicants determined to be homeless by HUD's definition of Literally Homeless, Homeless under other Federal statutes or (under special circumstances) Fleeing/Attempting to Flee Domestic Violence AND that have an annual income below 30% of median family income for Pontotoc County, OK AND that cannot stay at the local shelter: Salvation Army.

Emergency Services – Covid-19 Quarantine (ESG-CV)

Emergency Quarantine can be provided to those applicants determined to be homeless by HUD's definition of Literally Homeless, Homeless under other Federal statutes or Fleeing/Attempting to Flee Domestic Violence AND that have an annual income below 50% of median family income for Pontotoc County, OK AND that have tested positive for Covid-19, that would have nowhere to isolate and quarantine.

Community needs resulting from COVID-19 are rapidly evolving and may differ from community to community. While the coordination of local efforts with emergency management and public health experts is critical in all emergencies, it is essential that any services and activities be conducted in a manner that is consistent with efforts to prevent disease transmission and efficiently manage the distribution of resources. The City of Shawnee Homeless Program will act in accordance with local public health and safety requirements and are encouraged to establish formal channels of communication with local health and emergency management authorities while offering support to meet local needs.

The U.S. Department of Housing and Urban Development (HUD) ESG-CV policies and procedures are also rapidly evolving in response to COVID-19, meaning that future policy will be released by HUD and other Federal and State entities (such as the Eviction Moratoriums) that will necessitate updates to this addendum. ODOC will update this addendum when additional policies and procedures are released and require, with notices, and the Shawnee Homeless Program will do the same. The Oklahoma Department of Commerce (ODOC) follows and does not surpass annual ESG and ESG-CV regulations as outlined by HUD. The City of Shawnee Homeless Program does the same.

Homeless Prevention Services

- *The City of Shawnee does not provide Homeless Prevention Services with the ESG grant.*

The Homeless Prevention Services provides eligible households with stabilization services necessary to prevent them from becoming literally homeless. Prevention Services include assistance with past due utilities and rents and supportive services. All Prevention participants will receive case management services and a Housing Stability Plan as part of the process.

Homeless Prevention Services will only be provided to those applicants meeting HUD's definition of Imminent Risk of Homelessness, Homeless under other Federal statutes or Fleeing/Attempting to Flee Domestic Violence AND that have an annual income below 30% (ESG) **or 50% (ESG-CV)** of median family income for Pottawatomie County, OK.

Rapid Re-Housing Services

- *The City of Shawnee has subcontracted with Central Oklahoma Community Action Agency (COCAA) to provide these services.*

The Rapid Rehousing (RRH) service is an intensive fast-moving housing and stabilization program intended to move literally homeless individuals and families off the street and into housing as rapidly as possible. RRH services include all aspects related to assisting the participant household locate, obtain, and retain suitable permanent housing. All RRH clients will receive intensive case management services which will include a Housing Stability Plan.

RRH services will only be provided to those applicants determined to be homeless by HUD's definition of Literally Homeless, or Fleeing/Attempting to Flee Domestic Violence. There are no income requirements for RRH eligibility.

HMIS Activities

Eligible activities include paying costs of staff to train in the use of HMIS system and paying staff for completing data entry, monitoring and reviewing data quality, completing data analysis, reporting to HMIS lead, implementing and complying with HMIS requirements

Administrative Activities

Eligible activities include those related to the planning and execution of ESG activities, including general management, oversight, and coordination. This does not include costs associated with carrying out the above activities.

Eligibility Guidelines

Policy: The Emergency Solutions Grant (ESG) program shall provide for an evaluation of individuals and families to determine eligibility for the program.

Procedures:

1. All applicants shall receive an initial evaluation to determine their eligibility for the program. In order to receive financial assistance or services funded by ESG, individuals and families must at least meet the following minimum criteria:
 - a. The household must be below 50% of Area Median Income (ESG-CV);
 - b. The household must be either homeless or at risk of losing its housing and meet both of the following circumstances:
 - i. No appropriate subsequent housing options have been identified; AND
 - ii. The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.
 - c. If the household is literally homeless, the below 30% or 50% of AMI standard may be waived at initial evaluation. The standard will be in effect during any subsequent re-evaluations.
2. Applicants shall be evaluated in accordance with the Balance of State Continuum of Care coordinated assessment required data elements.
3. All program participants shall be required to meet/speak with the ESG case manager a minimum of once per month. Additional meetings may be setup by the case manager depending on the household's stability.
 - ❖ **CARES Waiver: the monthly case management requirement has been waived. This will allow the City of Shawnee to provide case management on an as needed bases and reduce the possible spread and harm of Covid-19. This waiver is in effect until August 31, 2022.**

4. All program participants shall be required to develop a Housing Stability Plan (plan) to maintain and/or retain permanent housing during program participation and after assistance ends.
 - a. The plan shall be completed within the first two weeks of acceptance into the program.
 - b. The plan shall be reviewed at each case management meeting to ensure progress toward goals.
 - c. The plan may be updated at any time, but no less than every three (3) months.
5. Homeless Prevention and Rapid Rehousing program participants shall be re-evaluated every three (3) months for program eligibility and the type and amount of assistance needed.
 - ❖ **CARES Waiver: The 3-month re-evaluation requirement has been waived for Homeless Prevention assistance, effective until March 31, 2022, so long as the City of Shawnee conducts the required re-evaluation not less than once every six (6) months.**
6. All program participants shall be required to notify the case manager of changes to their income or other circumstances within two weeks of the change or immediately if a re-evaluation is scheduled within two weeks.
7. To be considered homeless, an individual/family must be:

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing

8. To be considered At-risk of homelessness, an individual/family must be:

CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	An individual or family who: (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; <u>AND</u> (iii) Meets one of the following conditions: (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> (B) Is living in the home of another because of economic hardship; <u>OR</u> (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u> (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u> (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u> (F) Is exiting a publicly funded institution or system of care; <u>OR</u> (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan
	Category 2	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
	Category 3	Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

Coordination of Services Among Providers

Policy: The ESG Program shall coordinate services among Emergency Shelter Providers.

Procedures:

1. Where applicable, the ESG Program shall coordinate ESG funded services with other available services in the local area and/or Balance of State Continuum of Care area in an effort to provide a strategic, community wide system to prevent and end homelessness. These programs include (when available):
 - a. Shelter Plus Care
 - b. Supportive Housing and provided services
 - c. Section 8 Moderate Rehabilitation for Single Room Occupancy for Homeless Individuals
 - d. HUD-Veterans Affairs Supportive Housing (VASH)
 - e. Education for Homeless Children and Youth Grants
 - f. Grants for the Benefit of Homeless Individuals
 - g. Healthcare for the Homeless
 - h. Programs for Runaway and Homeless Youth
 - i. Projects for the Assistance in Transition from Homelessness (PATH)
 - j. Emergency Food and Shelter (EFSP)
 - k. Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program
 - l. Homeless Veterans Reintegration Program
 - m. Domiciliary Care for Homeless Veterans
 - n. VA Homeless Providers Grant and Per Diem (GPD) Program
 - o. Health Care for Homeless Veterans Program
 - p. Homeless Veterans Dental Program
 - q. Supportive Services for Veteran Families (SSVF Program)
 - r. Veteran Justice Outreach Initiative
- ❖ **CARES Waiver:** To ensure funds are deployed quickly to address the immediate public health crisis and prevent the spread of coronavirus, the coordination requirements at 24 CFR 576.400(b) are waived.

Coordination with Mainstream Resources

Policy: The ESG Program shall coordinate with Mainstream Resources.

Procedures:

1. The ESG Program shall coordinate its ESG funded services with mainstream housing, health, social services, employment, education, and youth programs for which participating families and individuals may be eligible. Such mainstream programs may include, but are not limited to:
 - a. Public Housing Programs assisted under Section 9 of the US Housing Act of 1937
 - b. Housing programs receiving tenant-based (TBRA) or project-based rental assistance (PBRA)
 - c. Supportive Housing for Persons with Disabilities
 - d. Home Investment Partnership Program
 - e. Temporary Assistance to Needy Families (TANF)
 - f. Health Center Program
 - g. State Children's Health Insurance Program
 - h. Head Start
 - i. Mental Health and Substance Abuse Block Grants
 - j. Workforce Investment Act services

- k. Medicaid
 - l. Supplemental Nutrition Assistance Program (SNAP)
 - m. Women, Infants and Children (WIC)
 - n. Federal and/or State Unemployment Insurance Programs
 - o. Social Security Disability Insurance
 - p. Child and Adult Care Food Program
- ❖ **CARES Waiver:** To ensure funds are deployed quickly to address the immediate public health crisis and prevent the spread of coronavirus, the coordination requirements at 24 CFR 576.400(c) are waived.

Prioritization of Services

Policy: The ESG Program shall use the homeless definition in 24 CFR 576.2 to determine which eligible families and individuals shall receive Prevention and which shall receive Rapid Re-Housing.

Procedures:

1. Emergency Services will only be provided to those applicants determined to be homeless by HUD's definition of Literally Homeless, Homeless under other Federal statutes or (under special circumstances) Fleeing/Attempting to Flee Domestic Violence AND that have an annual income below 30% (ESG) **or 50% (ESG-CV)** of median family income for Pottawatomie County, OK.
2. Homeless Prevention Services will only be provided to those applicants meeting HUD's definition of Imminent Risk of Homelessness, Literally Homeless, Homeless under other Federal statutes or (under special circumstances) Fleeing/Attempting to Flee Domestic Violence AND that have an annual income below 30% (ESG) **or 50% (ESG-CV)** of median family income for Pottawatomie County, OK.
3. Rapid Re-Housing Services will only be provided to those applicants determined to be homeless by HUD's definition of Literally Homeless, Homeless under other Federal statutes, Fleeing/Attempting to Flee Domestic Violence or Imminent Risk of Homelessness. There are no income requirements for RRH eligibility.

Participant Portion of Costs

Policy: The ESG Program shall provide financial support on a declining scale and may require program participants to pay a portion of the rent and utility costs after a defined period of time on the program.

Procedures:

1. Emergency Services Recipients will not be responsible for any portion of the cost of the services provided.
2. Homeless Prevention Services Client may be responsible for a portion of their bills. Some exceptions, to the normal procedure, may be made on a case-by-case basis with approval from the director. It is our policy to assist with the minimum amount deemed necessary in an attempt to make the transition out of the program as successful as possible.
3. Rapid Re-Housing Services Client's share of rent and utility costs will be determined on a case-by-case basis after the case manager and/or director has reviewed all pertinent enrollment documentation. It is our policy to assist with the minimum amount deemed necessary in an attempt to make the transition out of the program as successful as possible.

Length of Assistance

Policy: The ESG Program shall provide program participants with financial assistance for a limited period of time based on eligibility, availability of funds, program contract dates and length of time in program.

Procedures:

1. Emergency Services recipients may be eligible for emergency services once every eighteen (18) months for a minimum of one (1) night and a maximum of two (2) nights. Some exceptions may be made on a case-by-case basis with approval from the program director.
Emergency Services – Covid-19 Quarantine (ESG-CV) recipients shall receive the minimum amount of time in Emergency Shelter / Motel Quarantine as deemed necessary by public health officials. Typically, fourteen (14) days, but not always.
2. Homeless Prevention Services participants shall receive assistance once per household, per six (6) month period – not to exceed four (4) times in total. Some exceptions may be made on a case-by-case basis with approval from the program director.
3. Rapid Re-Housing Services participants shall receive assistance once per household for a maximum duration of six (6) months. Eligibility will be reviewed every three (3) months to determine whether the participant should be exited from, or remain in, the program. Upon completion of RRH program, an exit interview will be conducted (when possible) and the participant will be formally exited from the program. Participants may request to be removed from the program at any time.

Duration of Assistance

Policy: The ESG Program shall provide housing stabilization and/or relocation services for a limited period of time based on eligibility, availability of funds, program contract dates and length of time in program.

Procedure:

1. Housing stabilization and/or relocation services shall be provided to program participants and shall be limited by eligibility, availability of funds, program contract dated and length of time in program.
 - a. The maximum amount of financial assistance to a program participant shall be dictated by the length of stay on program
 - b. Prevention participants may receive assistance once per household, per six (6) month period – not to exceed four (4) times in total. Some exceptions may be made on a case-by-case basis with approval from the program director.
 - c. Rapid Re-Housing participants may stay for a maximum of six (6) months on the program. Eligibility will be reviewed every three (3) months to determine whether the participant should be exited from, or remain in, the program. A household can only receive Rapid Re-Housing once.

Termination of Assistance

Policy: The ESG Program may dismiss a program participant for four distinct reasons: direct violation of any of the program policies, request to be dismissed from the program, the participant moves out of the area of service, or abandons their place of residence.

Procedure:

1. A participant who violates the rules intentionally, knowingly, willfully, and understanding the potential consequences of their actions may be dismissed.

- a. Dismissal will be determined on an individual case-by-case basis. Extenuating and mitigating factors will be duly noted and considered before deciding if a participant will be discharged from the program.
- b. In the event a client is dismissed from the program, the Shawnee Homeless Program will adhere to the following:
 - i. The Homeless Program Coordinator will write and mail a letter of dismissal to the participant. The letter will clearly state the reason(s) for termination of assistance.
 - ii. The letter will include a statement advising the participant that he/she/they may appeal the decision to the Community Development Department or he/she/they may write a letter appealing the decision. The letter should be addressed to the Shawnee Homeless Program, Community Development Department, 227 N. Broadway, Shawnee, OK 74801.
 - iii. The Community Development Department will review the termination action and determine whether to allow the participant to stay in the program or uphold the termination. Final determination will be made within two (2) weeks of receipt of appeal request.
 - iv. The Homeless Program Coordinator will write a letter to the participant advising them of the final appeal decision.

Applicant Appeals Procedure

Policy: The City of Shawnee Homeless Program shall maintain an applicant appeals procedure to ensure equal access to services and resources.

Procedure:

1. The notice of applicant's right to appeal shall be available upon request.
2. The City of Shawnee Homeless Program shall initiate the appeals procedure, upon written request by an applicant, within ten (10) days of receipt of the request.
3. After all local appeal procedures have been exhausted; applicant may appeal the City of Shawnee's decision to Oklahoma Department of Commerce (ODOC). In such cases, the City of Shawnee Homeless Program and appellant shall provide ODOC with all relevant documentation.
4. The applicant appeals procedure shall guarantee that each person seeking services shall:
 - a. Have the right to file formal application for services or resources upon request;
 - b. Be afforded an opportunity to have private and confidential interviews pertaining to the case;
 - c. Not be denied assistance on the basis of race, color, gender, creed, religion, age, familial status, political preference or disability;
 - d. Receive timely approval or disapproval of the application; and
 - e. Receive written notification of appeal and appeal procedures, including notices that:
 - i. All aggrieved parties shall be afforded a reasonable opportunity for a fair hearing;
 - ii. The applicant or the representative of the applicant shall have access to records relevant to the appeal process; and
 - iii. The applicant shall have the right to a timely determination and prompt notice of hearing decisions.

Homeless Participation

Policy: The City of Shawnee Homeless Program shall require the participation of not less than one homeless individual or formerly homeless individual contributing to the program.

Procedure:

1. The City of Shawnee Homeless Program will consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services or other assistance that receive funding under the ESG grant.
2. The Homeless Program Coordinator solicits input and consults with homeless or formerly homeless individuals monthly.

Prohibition of Duplication of Benefits

Policy: The City of Shawnee Homeless Program shall follow the Oklahoma Department of Commerce (ODOC) Policy and Procedure regarding Duplication of Benefits based on the requirement outlined in the CARES Act for Covid-19 funding.

The CARES Act requires the sub-grantee to have procedures in place that prevent the duplication of benefits when using CARES funds. Duplication of benefits refers to a person, household, business, government, or other entity that occurs when:

1. An applicant receives (or would receive, by acting reasonably to obtain available assistance) financial assistance from multiple sources intended for the same purpose and
2. The total amount of assistance received exceeds the total identified need.

Procedure:

1. Applicants will be required to sign a Duplication of Benefits clause at time of application and again, upon approval of assistance, as part of their contract with Ada Homeless Services.
2. Case Managers will, as part of the intake process, explain Duplication of Benefits, and inquire as to whether client has applied for or been awarded any other funds that may be considered a duplication.

Client Confidentiality

Policy: The City of Shawnee Homeless Program will ensure the security, privacy, and confidentiality of records as required in 24 CFR 576.500(x) and Requirement 711, Part II(J).

Procedure:

1. All records containing personally identifying information of any individual or family who applies for and/or receives assistance will be kept secure and confidential.
2. The address and location of any domestic violence, dating violence, sexual assault, or stalking project shall be kept confidential.
3. The address and location of program participants will be confidential.

Policy: The City of Shawnee Homeless Program shall comply with established procedures and requirements set forth by Oklahoma Department of Commerce (ODOC). If there is a conflict, then the most stringent must be followed.

Procedure:

1. The Homeless Program Coordinator is authorized to make purchasing decisions for regular supplies.
2. The Homeless Program Coordinator must receive approval from the Community Development Director for large equipment purchasing.
3. In the event the City of Shawnee Homeless Program purchases equipment, materials or supplies under \$499 with ESG or ESG Match funds, agency will adhere to ESG Property Controls as outlined under Inventory in the ESG Implementation Manual as Requirement 705, Part II(D).
4. When purchasing equipment, materials and supplies costing less than \$10,000.00, the City of Shawnee will use the Small Purchasing Procedure defined below:
 - a. Purchases under \$1,000 – informal price comparison
 - b. Purchases \$1,001 - \$2,500 – three telephone bids
 - c. Purchases \$2,501 - \$9,999 – three or more written price quotes
5. Price should be one of the factors in the evaluation of responses, but the City of Shawnee is not required to take the lowest price if other factors are important to the decision.
6. All procurement methods used by the City of Shawnee will be monitored by ODOC to ensure that federal funds are properly used. The City of Shawnee will thoroughly document and justify the reasons for selecting the vendor, especially in the event the lowest quote/bid is not selected.
7. If only one responsive quote/bid is obtained, the City of Shawnee will consider procuring again in a manner that reaches more vendors.
8. Public Improvements: Rehabilitation or renovation made to any real property owned by a public agency (unit of local government) must comply with 61 O.S. 101-153, the “Public Competitive Bidding Act of 1974”.

Vehicle Purchases (ESG):

For vehicle purchases funded with ESG dollars, sub-recipients must follow the procurement procedures outlined in ODOC’s ESG Implementation Manual Requirement 706, Part II – B, the inventory procedures outlined in ODOC’s ESG Implementation Manual Requirement 705, Part II – D, and the SAMs requirements outlined in ODOC’s ESG Implementation Manual Requirement 706, Part II – A.

1. All factors relevant to the procurement of vehicles must avoid acquisition of unnecessary or duplicative items and/or purchasing a higher-cost vehicle than is necessary.
2. Costs for vehicles must be reasonable. This does not mean that the sub-recipient is required to accept the lowest bid/cost, but that the decision should be prudent. This would apply to leases and purchases.
3. For vehicles purchased and/or used for any other program, you must adhere to the vehicle purchase and usage requirements of those programs.

Procurement (ESG):

In addition to the Procurement – Advertise Bid Procedures (for purchases over \$10,000) in ODOC’s ESG Implementation Manual Requirement 706, Part II – B(iii-2), ESG-CV sub-recipients are also permitted the option to publicly post a solicitation for the purchase and send it to a list of preferred vendors (entities they already know have the needed product) in addition to or instead of soliciting for bids in the newspaper of major circulation for the area.

Use of ESG equipment or assets (ESG):

Per 2 CFR 200.313(c):

1. Sub-recipients must use equipment purchased with ESG funds in the program or project for which it was acquired as long as needed, whether or not the sub-recipients continue to receive ODOC's ESG funds. When no longer needed for the original program or project, the equipment may be used in other activities supported by the ODOC, in the following order of priority:
 - a. ESG. If the equipment was purchased using a mixture of Federal funds along with ESG, the equipment must be used for those projects or programs for which it was acquired, then
 - b. Activities under Federal awards from other Federal awarding agencies.
2. During the time that equipment is used on the project or program for which it was acquired, the ESG sub-recipient must also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, provided that such use will not interfere with the work on the ESG projects or programs for which it was originally acquired. First preference for other use must be given to other programs or projects supported by Federal awarding agency that financed the equipment (ODOC) and second preference must be given to programs or projects under Federal awards from other Federal awarding agencies.

Disposition of ESG equipment or assets (ESG):

Per 2 CFR 200.313(e):

1. For equipment or assets with a current per unit fair market value under \$5,000 that are not vehicles and computer equipment, the agency may dispose of the equipment as they see fit with no further obligation to ODOC/HUD. Sub-recipients should have policies and procedures in place for determining when items have reached the end of their useful life (e.g., vehicle reached the end of useful life, sofa returned with bed bugs and must be disposed, program participant did not return table so will be disposed, etc.). Inventory should be updated accordingly.
2. For equipment or assets with a current per unit fair market value in excess of \$5,000 or vehicles and computer equipment, the sub-recipient should request disposition instructions from ODOC and further review the rules for disposition of equipment (2 CFR 200.313(e)).

Nondiscrimination

The City of Shawnee Homeless Program shall comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105 (a) and City Manager Polity 11.

1. All individuals will be treated with respect and dignity.
2. Services are available on a nondiscriminatory basis and ensure that all citizens have equal access to information, assistance, and services provided under the Homeless Program.

Drug Free Workplace

In accordance with 2 CFR part 2429 and Requirement 707, Part II(c), and City Manager Policy 19, the City of Shawnee Homeless Program will, in good faith, ensure that homeless facilities are free from the illegal use, possession or distribution of drugs and alcohol by its beneficiaries.

1. The City of Shawnee will comply with all applicable state and/or federal laws concerning a drug free workplace.
2. The unlawful manufacture, distribution, dispensing, possession, or used of a controlled substance is prohibited in the workplace.
3. An employee determined to be in violation of this policy is subject to disciplinary action, which may include termination.

4. The City of Shawnee will maintain an ongoing drug free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace;
 - b) The City policy regarding a drug free workplace;
 - c) The penalties that may be imposed for drug abuse violations.

ESG-CV Addendum

Flexibilities for Existing ESG Eligible Activities

Administrative Costs. The City of Shawnee may use up to five percent of ESG-CV funds for administrative costs specified in 24 CFR 576.108 and ODOC's ESG Implementation Manual Requirement 703, Part II - 7.0, as opposed to 3.75 percent allowed for annual ESG allowed in ODOC's ESG Implementation Manual Requirement 703, Part II - 7.0.

No Cap for Emergency Shelter and Street Outreach Activities. ESG-CV funds may be used for emergency shelter and street outreach activities without regard to the spending cap established by section 415(b) of the McKinney-Vento Act and 24 CFR Part 576.100(b) meaning there does not have to be at least 40 percent of a sub-grantee's total ESG-CV allocation budgeted towards housing (Rapid Re-Housing and Prevention together). The same flexibility applies to using ESG-CV funds to establish and operate temporary emergency shelters.

Match. ESG-CV funds are exempt from the ESG match requirements, including 24 CFR 576.201 and ODOC's ESG Implementation Manual Requirement 705, Part II - C.

Hotel/Motel Costs.

- *The City of Shawnee has subcontracted with Central Oklahoma Community Action Agency (COCAA) to provide these services.*

As permitted under 24 CFR 576.102(a)(3) and ODOC's ESG Implementation Manual Requirement 703, Part II – 2.0(o), eligible costs include a hotel or motel voucher for homeless individuals and families where no appropriate emergency shelter is available. Additionally, the limitations on eligible activities provided in section 415(a) of the McKinney-Vento Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used for the following hotel or motel costs for individuals and families experiencing homelessness, receiving rapid re-housing assistance under the Continuum of Care (CoC) or ESG programs, receiving homelessness prevention under the ESG program, or residing in permanent supportive housing:

- i) The ESG Program may pay for a hotel or motel room directly or through a hotel or motel voucher. Hotel/motel vouchers must be paid for out of the ESG-CV Shelter line item even if the program participant is receiving rapid re-housing or prevention assistance.
- ii) Funds can be used to pay for cleaning of hotel and motel rooms used by program participants as well as to repair damages caused by program participants above normal wear and tear of the room.
- iii) Funds can be used to provide essential services as established at 24 CFR 576.102(a)(1) to participants residing in these hotels.
- iv) These flexibilities are provided to allow recipients to secure hotel and motel rooms more quickly to be available when needed to prevent the spread of coronavirus (for example, when a program participant needs to isolate to keep from spreading the virus to other shelter occupants or household members).

Helping current ESG program participants maintain housing.

- *The City of Shawnee has subcontracted with Central Oklahoma Community Action Agency (COCAA) to provide these services.*

In order to ensure current program participants receiving homelessness prevention and rapid re-housing assistance do not lose their housing during the coronavirus public health crisis and the subsequent economic

downturn caused by the crisis, the requirements in 24 CFR 576.105(c) and 576.106(a) are waived and alternative requirements are established as follows:

- i) The requirement at 24 CFR 576.105(c) limiting the total period of time for which any program participant may receive the services under paragraph (b) to 24 months during any three-year period is waived; and
- ii) The requirement at 24 CFR 576.106(a) limiting the total number of months a program participant can receive rental assistance to 24 months in a three-year period is waived

HMIS Lead Activities.

- *The City of Shawnee has subcontracted with Central Oklahoma Community Action Agency (COCAA) to provide these services.*

The limitations on eligible activities provided in section 415(a) of the McKinney-Vento Act and 24 CFR part 576, subpart B are waived to the extent necessary to authorize ESG funds to be used under 24 CFR 576.107 to pay for HMIS costs beyond where they are related to collecting data on ESG program participants and ESG program activities to the extent they are necessary to help the geographic area prevent, prepare for, and respond to coronavirus. Additionally, 24 CFR 576.107 that limits recipients to paying for the costs at 24 CFR 576.107(b) is waived to allow recipients that are not the HMIS Lead, as designated by the Continuum of Care, to pay for costs at 24 CFR 576.107(b), either directly or by sub-granting to the HMIS Lead if the HMIS Lead is an eligible subrecipient to the extent that the HMIS costs are necessary to help the geographic area prevent, prepare for, and respond to coronavirus. This waiver and these alternative requirements provide additional flexibility beyond the waiver made available to the ESG Program on March 31, 2020 and extended to ESG-CV funds on May 22, 2020 by permitting ESG recipients who are not also HMIS Leads to pay for the costs eligible at 24 CFR 576.107(b) and lifting the six-month limit on the waiver so that this flexibility applies throughout the period the recipient or subrecipient uses funds to prevent, prepare for, and respond to coronavirus. Additionally, this waiver provides additional flexibility for ESG funds to be used on HMIS costs even when they are not related to ESG program participants or ESG activities when necessary to collect and report better data about the impact of coronavirus across the community.

Legal Services.

- *The City of Shawnee does not provide these services.*

Legal services established in 24 CFR 576.102(a)(1)(vi) and 24 CFR 576.105(b)(4) are limited to those services necessary to help program participants obtain housing or keep a program participant from losing housing where they currently reside.

Additional ESG Eligible Activities

Temporary emergency shelters. As permitted by the CARES Act, ESG-CV funds may be used to pay for temporary emergency shelters for individuals and families experiencing homelessness in order to prevent, prepare for, and respond to coronavirus. The TES is exempt from ESG habitability standards and environmental review requirements. Eligible costs include:

- i) Leasing real property or temporary structures to be used as an emergency shelter.
- ii) Shelter operations costs, including the costs of maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, supplies.
- iii) Services, including essential services

Training. As permitted by the CARES Act, ESG-CV funds may be used for training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness and the use of funding shall not be considered administrative costs for purposes of the five percent cap. In addition, the limitations on eligible activities provided in section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to

be used for training on infectious disease prevention and mitigation for homeless assistance providers, including those who do not receive funding through the CARES Act, to help them best prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness.

Hazard Pay.

- *The City of Shawnee does not provide these services.*

As permitted by the CARES Act, funds may be used to pay hazard pay for Shawnee Homeless Program staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness. Examples of Shawnee Homeless Program staff working directly in support of coronavirus response include emergency shelter intake staff, street outreach teams, emergency shelter maintenance staff, emergency shelter security staff, staff providing essential services (e.g., outpatient health or mental health, housing navigators), and staff in proximity to persons with coronavirus or working in locations with a high likelihood of contracting coronavirus.

- i) In general, hazard pay must be permitted in an organization's written policies, needs to be consistent with similar work paid for with non-grant funds, and must follow the requirements at 2 CFR 200.400.
- ii) These costs can and should be charged to the ESG activity for which the employee is working (Prevention, Rapid Re-Housing, Shelter, Street Outreach).
- iii) Recordkeeping documentation for this activity should include job descriptions, policies and procedures or other program records that detail positions receiving hazard pay.
- iv) Total hazard differential pay for any day may not exceed 25 percent of the employee's rate of basic pay for that day (5 U.S.C. 5545(d)(2)).
- v) Hazard differential pay is computed on the basis of hours in a pay status. Any amount of actual exposure during a calendar day entitles the employee to hazard pay for all compensable hours that day. If a tour spans a two-day period, all hours of work will be considered to have been performed on the day the work began (5 CFR 550.905).
- vi) Hazard differential pay may be paid during hours of paid leave if hazardous duty is performed on a day which paid leave is taken. For example, if an employee performs a hazardous duty for 1 hour and then takes annual leave for the 7 hours remaining in their workday, the employee is paid hazard differential pay for the entire 8-hour workday (5 CFR 550.905).
- vii) Hazard differential pay may not be paid for periods of leave without pay. Hazard differential pay may only be paid while an employee is in a pay status.

Handwashing Stations and Portable Bathrooms. The limitations on eligible activities provided in section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR 576.101(a) for installing and maintaining handwashing stations and bathrooms (e.g., porta potties) in outdoor locations for people experiencing unsheltered homelessness. Allowing ESG-CV funds to pay for the costs of handwashing stations and bathroom facilities will help prevent the spread of coronavirus by providing people living in unsheltered locations regular access to bathrooms and the ability to wash their hands.

- i) The costs will be charged to Street Outreach.
- ii) ODOC's procurement, SAMs, and inventory requirements will be followed (Requirement 706, 705, Part II-D).

Landlord Incentives.

- *The City of Shawnee does not provide these services.*

The limitations on eligible activities under section 415(a) of the McKinney-Vento Act and 24 CFR 576.105 are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR 576.105 to add the eligible cost of paying for landlord incentives as reasonable and necessary to obtain housing for individuals and families experiencing homelessness and at risk of homelessness. However, a recipient may not use ESG-CV funds to pay the landlord incentives set forth below in an amount

that exceeds three times the rent charged for the unit. Waiving the limitation on eligible costs under housing relocation and stabilization services to pay for the costs of landlord incentives will increase the number of housing units available to people experiencing homelessness or at risk of homelessness, especially in tight rental markets and obtaining and maintaining housing is critical to preventing the spread of coronavirus and helping mitigate the economic impact of the crisis. The limitation to three times the rent charged for each unit ensures enough ESG-CV funds remain available to provide other eligible activities necessary to prevent the spread of coronavirus. Eligible landlord incentive costs include:

- i) Signing bonus equal to up to two months of rent; ii) Security deposits equal to up to three months of rent; iii) Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and, iv) Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.
- ii) ESG-CV sub-recipients must have, at a minimum, the following policies and procedures pertaining to Landlord Incentives outlined in the ESG-CV Addendum II.e.v.1-5.

Use of Hotels/Motels to Prevent the Spread of the Coronavirus.

- *The City of Shawnee has subcontracted with Central Oklahoma Community Action Agency (COCAA) to provide these services.*

Funds may be used to isolate current Shelter, Rapid Re-Housing, and Prevention program participants from other shelter occupants or household members when needed to prevent the spread of the coronavirus. These flexibilities are provided to allow recipients to secure hotel and motel rooms more quickly to be available when needed to prevent the spread of coronavirus (for example, when a program participant needs to isolate to keep from spreading the virus to other shelter occupants or household members). Additionally, funds can be used to pay for cleaning of hotel and motel rooms used by program participants as well as to repair damages caused by program participants above normal wear and tear of the room.

- i) These costs must be charged to Shelter, even if program participants are being served with ESG Rapid Re-Housing or Prevention funds.
- ii) Providing permanent housing in hotels and motels is an ineligible use of ESG funds (including ESG-CV funds) under section 415(a) of the McKinney-Vento Act and 24 CFR part 576, subpart B.

COVID-19 Vaccine Distribution. Emergency Solutions Grants (ESG) annual or ESG-CV funds can be used for a wide range of activities that support vaccine planning and distribution. Eligible vaccine related costs under the street outreach and/or emergency shelter components include but are not limited to:

- i) Emergency Shelter: Renting spaces for vaccine events; hiring vaccine ambassadors to engage/educate peers about the vaccine; transporting people to/from vaccine events; staff training on vaccine and rollout strategies; and PPE and supplies at vaccine events.
- ii) Street Outreach: Renting spaces for vaccine events; hiring vaccine ambassadors to engage/educate peers about the vaccine; transporting people to/from vaccine events; mobile outreach vans and staff to support vaccine distributions; staff training on vaccine and rollout strategies; and PPE and supplies at vaccine events.

COVID Tests. ESG-CV funds can purchase COVID tests for program participants only.

- i) The purchase of COVID tests is eligible under the Outreach and Shelter – Essential Services – Outpatient Service component. Since it is eligible under outpatient services, the test must be administered by a licensed health professional. If, for example a nurse on staff administered the tests, that would be allowable, but it would not be allowable for non-medical staff to simply purchase and hand out antigen home COVID tests.
- ii) Notice CPD-21-08 includes a waiver and alternative requirement allowing ESG-CV funds to be used for the costs of providing those essential services allowable under the Emergency Shelter component (24 CFR 576.102(a)(1)) to program participants receiving rapid rehousing and homelessness prevention assistance. Therefore, ESG-CV may be used for health-related services, including COVID-19 testing at a private lab, but only to the extent that other appropriate health services are unavailable within the community.
- iii) ESG Admin funds cannot be used to purchase/provide COVID testing to sub-recipient staff/family.

Volunteer Incentives. The limitations on eligible activities provided in section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR 576.101(a), 24 CFR 576.102(a)(1), and 24 CFR 576.105(b) for cost of providing reasonable incentives to volunteers (e.g., cash or gift cards) who have been and are currently helping to provide necessary street outreach, emergency shelter, essential services, and housing relocation and stabilization services during the coronavirus outbreak.

Gift Cards. The expense incurred for purchase of a gift card can only be reimbursed by ESG-CV funds when receipts are provided that verify the gift card was used to pay ESG-CV eligible costs.

Cell Phones and Internet. The limitations on eligible activities provided in section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR 576.101(a), 24 CFR 576.102(a)(1), and 24 CFR 576.105(b) for the costs of providing temporary cell phones for individuals and families experiencing homelessness, receiving rapid re-housing assistance under the Continuum of Care (CoC) Program, Youth Homelessness Demonstration Program (YHDP), and ESG Program, receiving homelessness prevention assistance under the ESG Program, or residing in permanent supportive housing funded under the CoC and YHDP Programs.

Personal Protective Equipment (PPE) for Program Participants. While ESG-CV funds can currently be used to purchase PPE for program participants as an essential service under emergency shelter and street outreach and as necessary to participate in eligible activities under rapid re-housing and homelessness prevention assistance, the limitations on eligible activities provided in section 415(a) and 24 CFR 576.105(b) are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used to buy PPE (such as masks, disposable gloves, and hand sanitizer) for program participants receiving homelessness prevention and rapid re-housing assistance to the extent the program participant needs the PPE to avoid exposure to and prevent the spread of coronavirus (e.g., to go out in public or enter common areas of housing).

Furniture and Household Furnishings.

- *The City of Shawnee does not provide these services.*

The limitations on eligible activities provided in 24 CFR 576.105(b) are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used to buy furniture and household furnishings for use by program participants while they are receiving homelessness prevention and rapid re-housing assistance. Furniture and other household furnishings can help establish program participants in housing, which can contribute to housing stability. Therefore, this waiver and alternative requirement are necessary to help program participants obtain and maintain housing, which is critical to preventing the spread of coronavirus during the period that stay-at-home and social distancing measures are required or recommended. This waiver and alternative requirement are also needed in order to respond to coronavirus by assuring program participants can still obtain and maintain housing during the economic downturn caused by coronavirus when their incomes and resources are not enough to obtain the furniture necessary to contribute to housing stability. Additionally, sub-recipients are reminded that if ESG-CV funds are used to purchase household furnishings, they will be subject to the requirements for equipment at 2 CFR 200.313, including the disposition requirements included in paragraph (e) of that section.

Assisting Program Participants with Subleases.

- *The City of Shawnee does not provide these services.*

To the extent that the references to “owner” and “lease” in 24 CFR 576.105 and 576.106 restrict program participants from receiving assistance in units they sublease from the primary leaseholder, that restriction is

waived and the following alternative requirement is established: When a program participant chooses to rent a unit through a legally valid sublease with the primary leaseholder for the unit, the terms “owner” and “housing owner” are waived and replaced with “primary leaseholder,” and the term “lease” will be understood to refer to the sublease, when those terms appear in 24 CFR 576.105, 576.106, 576.409, and 576.500(h). This additional flexibility will expand the permanent housing options for individuals and families experiencing and at risk of homelessness, which is critical to preventing the spread of coronavirus and helping individuals and families experiencing and at risk of homelessness obtain housing in tight rental markets during the economic downturn caused by coronavirus.

Additional requirements for property acquired or improved with ESG-CV funds. When the property is determined no longer necessary or appropriate for use as a temporary emergency shelter, as defined in the CPD-21-08 Notice, the property may be converted for use as an emergency shelter as described below without triggering the disposition requirements in 2 CFR 200.311(c). However, when it becomes unnecessary or impracticable to use the property either as temporary emergency shelter or emergency shelter, as described in the CPD-21-08 Notice, the owner of the property must obtain disposition instructions from ODOC as provided by 2 CFR 200.311(c).

Essential Services for Individuals and Families Receiving Rapid Re-housing and Homelessness Prevention Assistance.

- *The City of Shawnee has subcontracted with Central Oklahoma Community Action Agency (COCAA) to provide these services.*

The limitation on eligible activities provided in section 415(a) of the McKinney-Vento Act and 24 CFR 576.102(a)(1), 24 CFR 576.103, and 24 CFR 576.104 are waived to the extent necessary to allow ESG-CV funds to be used for the costs of providing essential services established at 24 CFR 576.102(a)(1) to program participants receiving rapid re-housing and homelessness prevention assistance as necessary to assist them to obtain and maintain housing. Recipients are reporting that program participants receiving rapid re-housing and homelessness prevention assistance require services beyond those allowed at 24 CFR 576.105(b) – such as mental health services, outpatient health services, transportation, substance abuse services – to help them obtain and maintain housing. Therefore, this waiver and alternative requirement are necessary to help program participants obtain and maintain housing, which is critical to preventing the spread of coronavirus and mitigating its impact on program participants during the economic downturn caused by coronavirus.

i) ESG-CV Rapid Re-Housing and Prevention funds can be used to provide the Essential Services of 24 CFR 576.102(a)(1) typically only allowed under the shelter line item:

1. Case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
2. These expenses should be charged under Rapid Re-Housing or Prevention – Relocation and Stabilization Services – Services (not Financial Assistance).
3. Notice CPD-21-08 does not permit supplies allowed under 24 CFR 576.102(a)(3) for shelter operations as an eligible ESG-CV Rapid Re-Housing/Prevention expense.

Centralized or Coordinated Assessment. The limitations on eligible activities provided in Section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR Part 576, subpart B are waived to the extent necessary to authorize ESG-CV funds to be used to pay for the additional costs needed to update, enhance, and operate the applicable centralized or coordinated assessment system under 24 CFR 576.400(d) to prevent, prepare for, and respond to coronavirus, subject to the following alternative requirements:

- i) The cost documentation must show that the use of ESG-CV funds is limited to the increase in system costs due to coronavirus; and
- ii) The recipient’s use of funds for this activity must be coordinated with the applicable Continuum of Care to ensure ESG-CV funding is used for the most critical centralized or coordinated assessment needs to allow the

CoC to quickly prioritize and refer to assistance individuals and families experiencing homelessness and at risk of homelessness. Assuring the centralized or coordinated assessment system remains capable of quickly prioritizing and connecting individuals and families to appropriate housing and services is necessary to prevent the spread of coronavirus and to mitigate the economic impact by providing stability in housing to eligible individuals and families.

Renters Insurance.

- *The City of Shawnee does not provide these services.*

The limitations on eligible activities provided in 24 CFR 576.105(a) are waived to the extent necessary to authorize ESG-CV funds to pay for renters insurance for program participants receiving rapid re-housing or homelessness prevention assistance. In order to pay for renters' insurance for program participants, the sub-recipient must:

i) demonstrate that the payment of renters insurance is necessary to obtain or maintain housing (e.g., the landlord requires renters to have renter's insurance to reside in the unit); and

ii) pay the renters insurance directly to the insurance company on behalf of the program participant.

Sub-recipients report that some landlords require their renters to carry renter's insurance and many program participants do not have the funds available to pay for renters' insurance. Therefore, in these cases when renter's insurance is required by a landlord, this waiver and alternative requirement is necessary to help program participants obtain and maintain housing, which is necessary to both prevent the spread of coronavirus and help program participants obtain and maintain housing in tight rental markets during the economic downturn caused by coronavirus.

iii) Expenses must be charged to ESG-CV Rapid Re-Housing or Prevention – Relocation and Stabilization Services – Services.

Vaccine Incentives.

- *The City of Shawnee does not provide these services.*

The limitations on eligible activities provided in Section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR Part 576, Subpart B are waived to the extent necessary to authorize sub-recipients to make direct, cash payments of up to \$50 per dose (including boosters) to people experiencing homelessness as an incentive for receiving a coronavirus vaccine. ESG-CV funds may only be used for vaccine incentives to the extent that other vaccine incentives are inaccessible or unavailable to people experiencing homelessness within the community.

i) Eligible program participants who have only received one shot would be eligible for vaccine incentive payments upon receipt of their second or third shots. Those participants who are already fully vaccinated would not be eligible to receive incentive payments because they did not require incentivizing in order to schedule and receive their vaccinations.

ii) Vaccine incentives for staff are not currently an eligible ESG Program cost.

iii) Only households meeting the homeless definition are eligible for vaccine incentives. Once a household receives ESG rental assistance, they do not maintain their homeless status and would therefore no longer be eligible.

1. Households that meet the Category 2 – Imminent Risk of Homeless definition could receive a vaccine incentive in the fourteen-day period before they receive Prevention assistance. Once the household receives Homeless Prevention assistance, they are no longer homeless and therefore not eligible to receive vaccine incentives.

iv) Direct cash payments could include the use of pre-paid credit/debit cards or gift cards that are unrestricted (i.e., not limited to a specific use or a particular retailer). Sub-recipients should be sure they provide cash payment in a way that is accessible to the people receiving it (e.g., direct deposit, PayPal, cash, unrestricted gift card).

v) Activation fee for unrestricted gift cards can be charged to ESG-CV.

1. If an activation fee is charged, a program participant must still receive a cash payment of \$50 since the activation fee would be considered an overhead cost and not part of the vaccine incentive cash payment. For monitoring purposes, sub-recipients should document in their case files that the \$55 gift card included a \$5 activation fee/overhead cost.

Laundry. The limitations on eligible activities provided in Section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR.576.101(a) for the costs of providing laundry services to prevent the spread of coronavirus among individuals and families experiencing unsheltered homelessness, including by paying for laundry trucks to outdoor locations where people are residing. Allowing ESG-CV funds to pay for the costs of laundry services will help prevent the spread of coronavirus by providing people living in unsheltered locations regular access to laundry which cleans and disinfects clothing.

Sponsor-based Rental Assistance.

- *The City of Shawnee does not provide these services.*

As an alternative to tenant-based rental assistance and project-based rental assistance, sponsor-based rental assistance may be funded as provided below when necessary to use rapid re-housing and homelessness prevention assistance to re-house program participants quickly in permanent housing where landlords might not otherwise be willing to rent to them. Adding this flexibility is critical to limiting the spread of coronavirus among individuals and families experienced or at risk of homelessness and helping them obtain housing in tight rental markets during the economic downturn caused by coronavirus.

Regular Board of Commissioners

12.

Meeting Date: 04/18/2022

Ordinance

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 1717 East Remington Street from R-1 (Single-Family Residential District) to R-1 (Single-Family Residential District) with a Conditional Use Permit (CUP). Case No. CUP03-22, Applicant: Steven and Gloria Barnett.

Attachments

Memo

Ordinance



Community Development

222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: April 11, 2022
To: City Commission
From: Rian Harkins, Community Development Director
Subject: Public hearing and consideration of a request for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit at 1717 E. Remington Street.
Case No. CUP03-22
Applicants: Steven and Gloria Barrett

Background: The subject property is located at 1717 E. Remington Street. The property is approximately 2.68-acres and has an existing single-family residence. The request is for a Conditional Use Permit (CUP) to allow an Accessory Dwelling Unit (ADU)

In the Code, Section 22-297. – Other residential standards. (8) "*Accessory dwelling units (ADUs)*". Accessory dwelling units are designed to allow for a secondary residence..." The Zoning Code provides thirteen (13) conditions associated with Accessory Dwelling Units. Those conditions, as well as others, are included in staff's recommendation.

The applicant was absent from the public hearing at the April 6, 2022, Planning Commission meeting. The Planning Commission voted to defer the application, CUP03-22, to the next scheduled Planning Commission meeting on May 4, 2022.

Attachment: Application and supporting documents

Recommendation: Staff concurs with the Planning Commission's decision to defer the application to May 4, 2022. Therefore, staff recommends deferring this item to the City Commission meeting scheduled for May 16, 2022.



Planning Commission Meeting – 04.6.2022 – City of Shawnee, Oklahoma

Staff Report | CUP03-22 | CUP Application for an ADU | 1717 E. Remington St.

To: Shawnee Planning Commission

From: Rachel Clyne, City Planner

Date: March 24, 2022

Subject: CUP03-22 – Staff Report - Public hearing and consideration of a request for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit (ADU) at 1717 East Remington Street.

Background

The subject property is located at 1717 East Remington Street and has an existing single-family residence. The Conditional Use Permit (CUP) allows for an Accessory Dwelling Unit (ADU), which will require the remodeling of the existing shop. The applicants for this CUP request are Steven & Gloria Barrett.

The subject property is zoned R-1 (Single-Family Residential District); the City's Zoning Code does not allow Accessory Dwelling Units (ADU) to be located in the R-1 zoning district. However, the Zoning Code does allow ADUs in A-1, R-2, and R-3 zoning districts. In each of those districts, the ADU is allowed only with a single-family home. To ensure compliance, the property owners are seeking conditional approval on this Conditional Use Permit request to be followed by an immediate request to rezone. Staff recommended R-2 (Medium Density Residential District), which is discussed in the next segment.

Discussion

The subject property is zoned R-1 (Single-Family Residential District). To the west and south, the properties are zoned R-1. To the north, across East Remington Street, properties are also zoned R-1. The adjacent land to the east is zoned R-3 (Multifamily Residential District) and contains the Cypress Point Apartment complex.

Historically, zoning is used to avoid the adjacent placement of incompatible uses. The stepping down concept is used to separate the most intense zoning district from the next less intense district. Many communities recognize the standard step down of districts as Industrial,

Commercial, Residential, and Agricultural. One example is that Commercial Districts act as a “buffer” for Residential Districts from the more intense uses associated with Industrial Districts.

When dealing with zoning districts within the same overall use, a similar idea is good practice for land use. In Shawnee, there are four (4) residential zoning districts. Differences in residential uses often consider the density (opposed to intensity) of a district when utilizing the step-down concept. For example, the densest Residential district in Shawnee is R-3 (Multifamily), followed by R-2, R-1, and ending at RE (Residential Estate District).

The other option is to rezone the subject property to the same district as its adjacent neighbor to the east. This would create a seamless transition from one residential zoning district (R-3 -- Multifamily Residential District) to another (R-1 -- Single-Family Residential District). This idea is to avoid the perception of “spot zoning”, which is seen as only beneficial to an individual.

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property to be in Low Density Residential land use designation. Immediately adjacent to the east, the land is assigned with the High Density Residential land use designation, and to the south, the land is classified with a Medium Density Residential land use designation. Based on the subject property's proximity to all three (3) residential densities on the FLUM, it is reasonable to conclude a more dense zoning designation is within the intent of the Comprehensive Plan.

For the subject property, both options to rezone—R-2 or R-3, can be approved and maintain good practice in land use planning and zoning. Staff's recommendation for rezoning to R-2 is to limit the future uses allowed on the property. While a duplex or triplex is allowed in R-2, multi-family housing is only allowed in R-3.

Referencing the City of Shawnee Zoning Code (Code) DIVISION 14. – Administration. Section 22-605. – Conditional Use Permit. *"The uses designated under the various districts herein as "conditional uses" are so classified because they could more intensely dominate the area in which they are located...."* The conditional uses shall be reviewed and authorized or rejected with or without special conditions placed on the project.

In the Code, Section 22-297. – Other residential standards. (8) *"Accessory dwelling units (ADUs). Accessory dwelling units are designed to allow for a secondary residence..."* The Zoning Code provides thirteen (13) conditions associated with Accessory Dwelling Units. Those conditions, as well as others, are included in staff's recommendation.

Recommendation

Staff recommends that the Planning Commission recommend to the City Commission **APPROVAL** of **CUP03-22**, which is for a Conditional Use Permit (CUP) at 1717 Remington Street to allow an Accessory Dwelling Unit (ADU), with the following conditions.

1. The property owner must reside in either the principal structure or the ADU.
2. Only one ADU is allowed per lot in conjunction with a single-family house. ADUs are not allowed in conjunction with duplexes, triplexes, or multifamily dwelling units.
3. An instrument shall be recorded with the register's office covenanting that the structure is being established as an accessory dwelling unit and may only be used under the conditions expressed herein.
4. The ADU may only be located in the established rear yard.
5. The living space of the ADU shall not exceed 900 square feet.
6. The footprint of a single-story detached accessory dwelling shall not exceed 50 percent of the first-floor area of the principal structure.
7. The footprint of a two-story detached accessory dwelling shall not exceed 40 percent of the first floor of the principal structure.
8. ADUs with a second-story dwelling unit shall enclose the stairs interior to the structure.
9. The ADU shall be of similar style, design, and material color and used for the principal structure and shall use similar architectural characteristics, including roof form and pitch, to the existing principal structure.
10. A home occupation shall not be based out of the ADU.
11. The ADU must provide, at minimum, one off-street parking space.
12. A separate driveway providing exclusive access to the ADU shall not be allowed.
13. The lot area shall be larger than 10,000 square feet.
14. A building permit shall be issued prior to construction.
15. The ADU shall not serve as a residential use until a Certificate of Occupancy is issued.
16. The subject property must be rezoned to R-2 (Medium Density Residential) within 90 days of City Commission approval of the CUP.

This Conditional Use Permit (CUP) application will be heard at the City Commission meeting on Monday, April 18, 2022, at 6:00 pm.

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: _____

Project Number: _____

Date Filed: _____

Planning Commission Secretary

REQUEST:

☐ Rezoning
☒ Conditional Use Permit

☐ Rezoning w/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 _____ District to _____ District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 1717 E. Remington St.

LEGAL DESCRIPTION: Remington & Beard Beg at NE/c lot 20th W500 S232 1/2 TO POB 2.67 Acres

PROPERTY OWNER (S): Steven & Gloria Barnett

PROPERTY AGENT (APPLICANT): Steven Barnett

APPLICANT'S ADDRESS: 1717 E. Remington

CITY: Shawnee STATE: Oklahoma ZIP: 74801

EMAIL ADDRESS: Steven.Barnett.Wks@gmail.com

TELEPHONE NUMBER: (405) 788-9020 CONTACT NUMBER: (405) 788-9020

DIMENSIONS OF PROPERTY: AREA: _____ WIDTH: _____
LENGTH: _____ FRONTAGE: _____

CURRENT ZONING: _____ CURRENT USE: _____

PROPOSED ZONING: _____ PROPOSED USE: _____

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.

COMPLETED APPLICATION AND ALL CORRESPONDING DOCUMENTS MUST BE
RECEIVED 30 DAYS PRIOR TO MEETING TO MAKE THE AGENDA.

SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

RECEIPT NO. _____

NOTIFICATION SIGN \$ 50.00

PLANNING COMMISSION ACTION: _____ DATE: _____

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

(1)

Return To:
Steven Thang Barrett and Gloria Barrett
1717 East Remington St.
Shawnee, OK 74801

Instrument PG 1 OF 2
201700013147

**WARRANTY DEED
JOINT TENANCY**
(Trustee Form)

File No.: **2277328-SH01 (vlw)**
Doc Stamps: **\$210.00**

Tax ID#: **2175-00-020-002-0-000-00**

That **Lyle H. Collins**, Trustee of **The Lyle H. Collins Trust** created pursuant to that certain **Trust Agreement dated the 25 day of April, 1994**, party(ies) of the first part, in consideration of the sum of **TEN & NO/100-----Dollars** and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, do(es) hereby, grant, bargain, sell and convey unto **Steven Thang Barrett and Gloria Barrett**, as joint tenants and not as tenants in common, with the right of survivorship, the whole estate to vest in the survivor, (the "Grantee"), the following described real property and premises situated in **Pottawatomie County, State of Oklahoma**, to wit:

SURFACE ONLY

A tract of land described as beginning at the Northeast Corner of Lot Twenty (20), REMINGTON-BEARD ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof; thence West 500 feet; thence South 232.50 feet; thence East 500 feet; thence North 232.50 feet to the point of beginning.

LESS AND EXCEPT any and all interest in and to all of the oil, gas, coal and other minerals and all rights pertaining thereto.

Property Address: **1717 East Remington St., Shawnee, OK 74801**

Together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same. **LESS AND EXCEPT any interest in and to oil, gas, coal, metallic ores and other minerals therein and thereunder previously reserved or conveyed of record and all rights, interests and estates of whatsoever nature incident thereto or arising thereunder, and SUBJECT TO easements, rights of way, restrictive covenants of record.**

TO HAVE AND TO HOLD said described premises unto the Grantee, and to the heirs, successors and assigns, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.

STATE OF OKLAHOMA
Pottawatomie County

Documentary Stamps: \$210.00

Signed and delivered this **October 31, 2017**.



First American Title

SH2277328/Barrett



For more information

Community Development Department
Annex Building
222 North Broadway Avenue
Shawnee, OK 74801
405-878-1672



PUBLIC HEARING

Planning Commission

Wednesday, April 6, 2022

City Hall at 16 W. 9th Street, Commission Chambers

1:30 PM

City Commission

Monday, April 18, 2022

City Hall at 16 W. 9th Street, Commission Chambers

6:00 PM

Project Information

Request: Request for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit (ADU)

Applicant: Steve & Gloria Barrett

Location: 1717 E. Remington Street

Case #: CUP03-22



Frequently Asked Questions

What is a Conditional Use Permit (CUP)?

A Conditional Use Permit (CUP) is a request for a particular use that has been classified in the Zoning Code as requiring a CUP. These uses require a thorough review because some uses could more intensely affect the area in which it is located.

Why did I receive a letter?

You own property within 300 feet of the subject property.

How do I make comment on the request?

Try to attend the public hearing if you are able. Staff will also accept written comments for those who cannot attend.

What if I have questions?

Call the Community Development at 405-878-1672 or contact the City Planner at rachel.clyne@shawneeok.org.

What if I cannot attend the hearing?

Staff will accept written comments. You may also have a neighbor or friend attend the hearing to represent your interests at the meeting.

How will this request affect me?

Every property is different.

Contact the Community Development for more information if you have concerns about any impact on you.

I am not in favor of the request, what do I do?

Attend the meetings or provide written comments if you cannot attend. Property owners within 300 feet of the subject property may also prepare a protest petition. Staff can supply additional information about the protest petition requirements.

Legal Description:

A tract of land described as beginning at the Northeast Corner of Lot Twenty (20), REMINGTON-BEARD ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof; thence West 500 feet; thence South 232.50 feet; thence East 500 feet; thence North 232.50 feet to the point of beginning.

CUP03-22

ORDINANCE NO. _____

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 AT THE NORTHEAST CORNER OF LOT TWENTY (20), REMINGTON-BEARD ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF; THENCE WEST 500 FEET; THENCE SOUTH 232.50 FEET; THENCE EAST 500 FEET; THENCE NORTH 232.50 FEET TO THE POINT OF BEGINNING; FROM ZONING CLASSIFICATION R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT) TO R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT) WITH A CONDITIONAL USE PERMIT (CUP) 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 18th day of April, 2022, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification R-1 (Single Family Residential District) to R-1 (Single Family Residential District) with a Conditional Use Permit (CUP).

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 R-1 (Single Family Residential District) with a Conditional Use Permit (CUP).

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 AT THE NORTHEAST CORNER OF LOT TWENTY (20), REMINGTON-BEARD ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF; THENCE WEST 500 FEET; THENCE SOUTH 232.50 FEET; THENCE EAST 500 FEET; THENCE NORTH 232.50 FEET TO THE POINT OF BEGINNING; FROM ZONING CLASSIFICATION R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT) TO R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT) WITH A CONDITIONAL USE PERMIT (CUP) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this ____ day of _____, 2022.

(SEAL)
ATTEST:

ED BOLT, MAYOR

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this ____ day of _____, 2022.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners

13.

Meeting Date: 04/18/2022

Ordinance

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 1015 North McKinley Avenue from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District). Case No. RZ03-22, Applicant: Theresa Nicoletto.

Attachments

Memo

Ordinance



Community Development

222 N. Broadway Ave.
Shawnee, OK 74801
ShawneeOK.org

Date: April 11, 2022
To: City Commission
From: Rian Harkins, Community Development Director
Subject: Public hearing and consideration of a request to rezone property located at 1015 N. McKinley Avenue from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District). Case No. RZ03-22 -- Applicant: Theresa Nicoletto

Background: The subject property is located at 1015 N. McKinley Avenue. The parcel is. The property owner demolished the existing house and shed, leaving the ±14,000 sq. ft. property vacant and ready for residential infill construction. This application requests the subject property be rezoned from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District) to build a single, fourplex structure, containing two 2bed/2bath units and two 3bed/2bath units.

Per 11 O.S. 43-106 and City of Shawnee Zoning Code Sec. 22-645, a notice of public hearing was published and posted for this rezoning request. The request for multifamily rezoning requires an increase to 1320' for notification rather than the standard 300' requirement. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper, and a sign providing details and contact information was placed on the subject property in accordance with code.

The 2040 Comprehensive Plan Future Land Use Map (FLUM) indicates that the subject property has the Mixed Use Land Use designation, which is defined, in part, as: "*A mix of complementary uses, including multifamily residential, large offices, medical buildings, regional commercial, limited industrial, institutional uses such as churches, schools, hospitals, and other regional attractors.*"

The Mixed Use classification emphasizes design as a way to bridge the gap between uses in the same location. This is another land use tool for reducing potential conflicts between various uses as it allows for a potentially smoother transition from commercial to residential.

Planning Commission recommended Approval of the application RZ03-22 at its regular April 6, 2022 meeting.

Attachment: Application and supporting documents

Recommendation: Planning staff recommends Approval of Case No. RZ03-22 to the City Commission based on the factors outlined in the staff report and the recommendation of the Planning Commission.



Planning Commission Meeting – 04.06.2022 – City of Shawnee, Oklahoma

Staff Report – Rezoning Application RZ03-22 – 1015 N. McKinley Ave.

To: Shawnee Planning Commission

From: Rachel Clyne, City Planner

Date: March 23, 2022

Subject: RZ03-22 – Staff Report - Public hearing and consideration of a request to rezone property located at 1015 N. McKinley Avenue from **R-1** (Single-Family Residential District) to **R-3** (Multifamily Residential District).

Background

The subject property is located at 1015 N. McKinley Avenue and is vacant. This application requests that the subject property be rezoned from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District). The land to the east of the subject property is zoned C-3 (Highway Commercial District). The south, west, and north properties are zoned R-1 (Single-Family Residential District). The exception is across N. McKinley Avenue to the northeast; that property is zoned R-2 (Medium Density Residential District).

The property owner, JBT, LLC has discussed with staff the proposed plan for the development of this lot. JBT's goal is to build a fourplex, which is four (4) units with two (2) different sizes. One unit would be a 2 bed/2bath unit at approximately 965 sq. ft. The other size would be a 3 bed/2 bath unit at approximately 1,365 sq. ft. They have selected Adept Builders, LLC, an Oklahoma City company that is licensed to work in Shawnee to oversee this project.

Discussion

This application request is to rezone from R-1 to R-3 (Multifamily Residential District) with the plan to construct a fourplex residence. This is also known as a “quad” or quadruplex. The R-3 zoning district requires 10,000 sq. ft. of land plus an additional 2,000 sq. ft. for each dwelling unit greater than three (3). If the rezoning is approved, the largest residential structure that could be built upon the subject property is a four-unit quadruplex.

One consideration in rezoning requests is the proposed zoning district in relation to the Future Land Use Map (FLUM) of the 2040 Comprehensive Plan. The subject property has the Mixed-Use land use designation. According to the 2040 Comp Plan Mixed Use is described as:

"...areas (that) improve economic performance and opportunities for social interaction, by locating diverse and complementary uses in close proximity. A higher-density mix of housing, major commercial, office, and service uses, and limited low-intensity industrial in suitable locations."

The Mixed Use land use designation runs on the east and west sides of North Harrison Avenue begins north of Main Street and continues to the north until Independence Avenue. The Mixed Use designation begins again on the east side of N. Harrison Avenue from East Federal Street to the north side of East MacArthur Avenue. These locations were selected to implement the uses and forms listed in the comprehensive plan with the following examples:

- A mix of complementary uses, including multi-family residential, large offices, medical buildings, regional commercial, limited industrial, institutional uses such as churches, schools, hospitals, and other regional attractors.
- Higher levels of urban amenities are used to offset the area's intensity level.
- Access to freeways, highways, arterials, and transit, yet still designed around pedestrians.
- A high-connectivity grid pattern provides viable locations for higher intensity land uses and allows multiple access points and routes between uses.

The Mixed Use classification emphasizes design as a way to bridge the gap between uses at the same location. Utilizing a Mixed Use designation is another land use tool for reducing incompatible uses as it allows for a transition from commercial to residential. It is a similar concept to step zoning, which creates buffers between uses. Since the Mixed-Use land use designation is appropriate for select residential and commercial zoning districts, it is compatible with the requested R-3 zoning district.

Referencing the City of Shawnee Zoning Code (Code) DIVISION 15. - Amendments; Procedures. Section 22-645. – Planning commission recommendation required. This section gives authority to the Planning Commission to make changes (amendments) to the official Zoning Map. *"...be amended, supplemented, changed, modified, or repealed by ordinance, but no change shall be made until the planning commission, after notice and public hearing, files with the city commission a report and recommendation on the proposed change."*

Staff completed the required public hearing notifications for this application. The typical distance for notification of a public hearing is 300' from the perimeter of the subject property. When the rezoning request is for a Multifamily Residential district, notice is extended to 1320' from the property borders. 358 separate property owners were notified of the public hearing to discuss the rezoning request. Approximately twenty (20) notices were returned by the USPS.

Staff fielded less than five (5) phone calls. One resident at 911 N. Tucker is unable to attend the public hearing but asked staff to share her comments. Ms. Jeanete Burrows expressed her concerns about the quality of residents that move into the neighborhood as the existing level of

crime was already too high. With the noted exception, the phone callers requested further information and had no comments, positive or negative.

Additionally, and in accordance with the Zoning Code, a notice of public hearing was published in The County Democrat weekly newspaper, and a sign providing details and contact information was placed on the subject property.

Recommendation

Based upon the subject property's proximity to commercial zoning and uses to the east (along N. Harrison Avenue), the compatibility with the 2040 Comprehensive Plan's Future Land Use Map, and extensive notification staff finds the rezoning request acceptable. Given the applicant's intentional planning and preparation for much-needed infill housing, which is limited to a maximum four (4) unit residential structure, staff recommends that the Planning Commission recommend to the City Commission **APPROVAL** of **RZ03-22** a request to rezone property located at 1015 N. McKinley Avenue from **R-1** (Single-Family Residential District) to **R-3** (Multifamily Residential District).

This rezoning application will be heard at the City Commission meeting on Monday, April 18, 2022, at 6:00 pm.

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>RZ03-22</u>
Project Number :	_____
Date Filed:	_____
<u>RC</u> Planning Commission Secretary	

REQUEST:

☒ Rezoning
☐ Conditional Use Permit
☐ Rezoning w/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 R3 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 1015 N McKinley Ave, Shawnee, OK 74801

LEGAL DESCRIPTION: LOT:3,4 SUBD: DEXTERS 2ND DEXTER'S 2ND BLK 8 LOTS 3 & 4 LESS 10' X 15' LOT 4

PROPERTY OWNER (S): JBT LLC

PROPERTY AGENT (APPLICANT): Theresa Nicoletto

APPLICANT'S ADDRESS: 1325 N Walker Ave

CITY: Oklahoma City **STATE:** Oklahoma **ZIP:** 73103

EMAIL ADDRESS: hello@jbtpropertyolutions.com

TELEPHONE NUMBER: (405) 548-5678 **CONTACT NUMBER:** (415) 860-3734

DIMENSIONS OF PROPERTY: AREA: _____ WIDTH: _____
LENGTH: _____ FRONTAGE: _____

CURRENT ZONING: R1 **CURRENT USE:** residential - single family

PROPOSED ZONING: R3 **PROPOSED USE:** residential - duplex

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.

COMPLETED APPLICATION AND ALL CORRESPONDING DOCUMENTS MUST BE RECEIVED 30 DAYS PRIOR TO MEETING TO MAKE THE AGENDA.

Theresa Nicoletto
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. _____

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

NOTIFICATION SIGN \$ 50.00

PLANNING COMMISSION ACTION: _____ **DATE:** _____

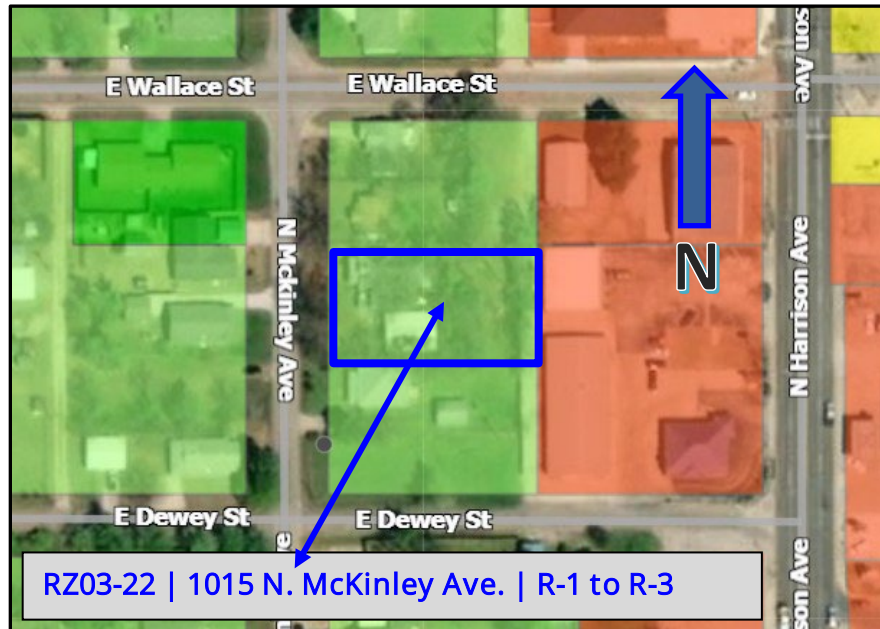
CITY COMMISSION ACTION: _____ **DATE:** _____

PLACE ON ZONING MAP: _____ **ORDINANCE NO.:** _____



For more information

Community Development **405-878-1672**
Annex Building
222 N. Broadway Avenue
Shawnee, OK 74801



RZ03-22 | 1015 N. McKinley Ave. | R-1 to R-3

PUBLIC HEARING

Planning Commission

Wednesday, April 6, 2022

City Hall at 16 W. 9th Street, Commission Chambers
1:30 PM

City Commission

Monday, April 18, 2022

City Hall at 16 W. 9th Street, Commission Chambers
6:00 PM

Project Information

Request: Request to rezone from R-1 (Single-Family Residential District) to R-3 (Multifamily Residential District)

Applicant: Theresa Nicoletto

Location: 1015 N. McKinley Avenue

Case #: RZ03-22



Frequently Asked Questions

What is a Rezoning?

A Rezoning is a request to change the zoning of a property to a different zoning district. The zoning of a property determines many of the allowed uses available for development.

Why did I receive a letter?

You own property within 1,320 feet of the subject property.

How do I make comment on the request?

Try to attend the public hearing if you are able. Staff will also accept written comments for those who cannot attend.

What if I have questions?

Call the Community Development at 405-878-1672 or contact the City Planner at rachel.clyne@shawneeok.org.

What if I cannot attend the hearing?

Staff will accept written comments. You may also have a neighbor or friend attend the hearing to represent your interests at the meeting.

How will this request affect me?

Every property is different.

Contact the Community Development for more information if you have concerns about any impact on you.

I am not in favor of the request, what do I do?

Attend the meetings or provide written comments if you cannot attend. Property owners within 1,320 feet of the subject property may also prepare a protest petition. Staff can supply additional information about the protest petition requirements.

Legal Description:

Lots Three (3) and Four (4), Block Eight (8), DEXTER'S SECOND ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof. LESS AND EXCEPT a tract of land 10 feet by 15 feet situated in the Northeast Corner of said Lot 4, more particularly described as Beginning at the Northeast Corner of said Lot 4; thence West 10 feet; thence South 15 feet; thence East 10 feet; thence North 15 feet to the Point of Beginning.

RZ03-22

20	140	5	16
----	-----	---	----

1	5	140	30
---	---	-----	----

5	182.64	16
---	--------	----

E. WALLACE ST.

50

20	140	5	7
----	-----	---	---

6	5	1023	140	30
---	---	------	-----	----

5	182.45	7
---	--------	---

"	"	8
---	---	---

5	1019	8
---	------	---

"	"	8
---	---	---

"	"	9
---	---	---

4	1015	9
---	------	---

"	"	9
---	---	---

"	"	10
---	---	----

3	"	10
---	---	----

"	"	10
---	---	----

"	"	11
---	---	----

2	"	11
---	---	----

"	"	11
---	---	----

"	"	12
---	---	----

1	"	12
---	---	----

5	181.32	12
---	--------	----

N. McKINLEY AVE.

ST.

50

20	140	5	7
----	-----	---	---

6	5	"	140	30
---	---	---	-----	----

5	181.13	7
---	--------	---

"	"	8
---	---	---

5	"	8
---	---	---

"	"	8
---	---	---

"	"	9
---	---	---

4	"	9
---	---	---

"	"	9
---	---	---

VAR. 8' 4" E.

COUNTY

ROAD

182.45

N. McKinley Ave.
E. Wallace St.

1023

1019

1015

N. McKinley Ave.

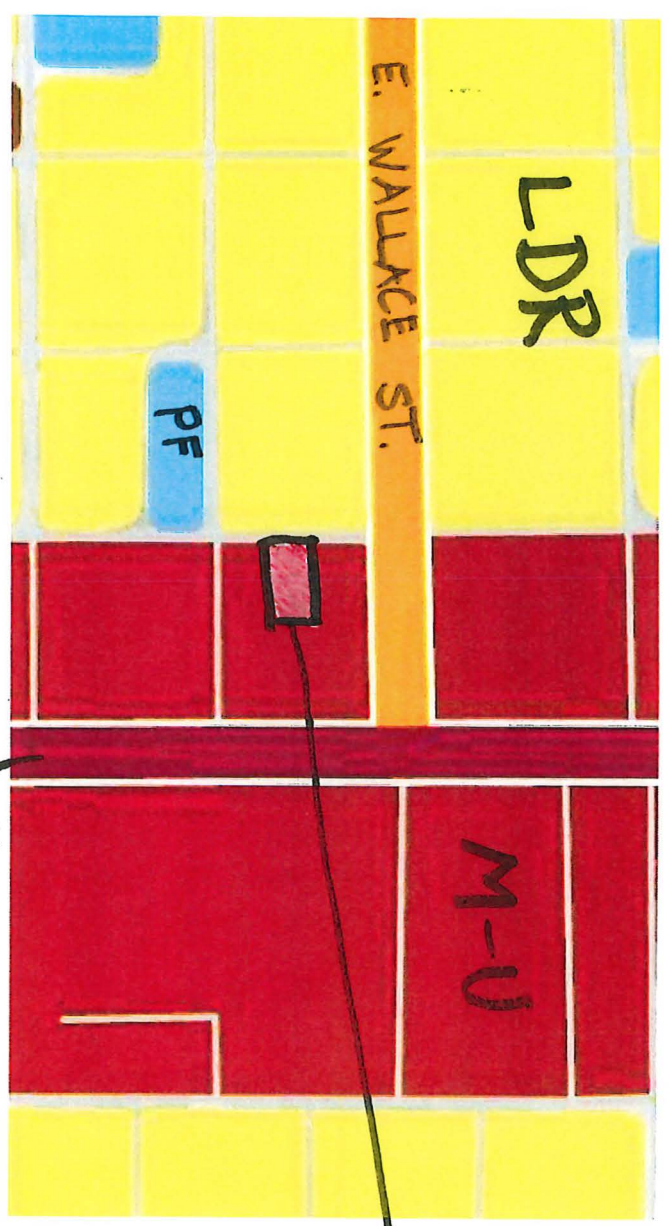
unknown

DEXTER'S
2nd

R703-22

2040 COMPREHENSIVE PLAN

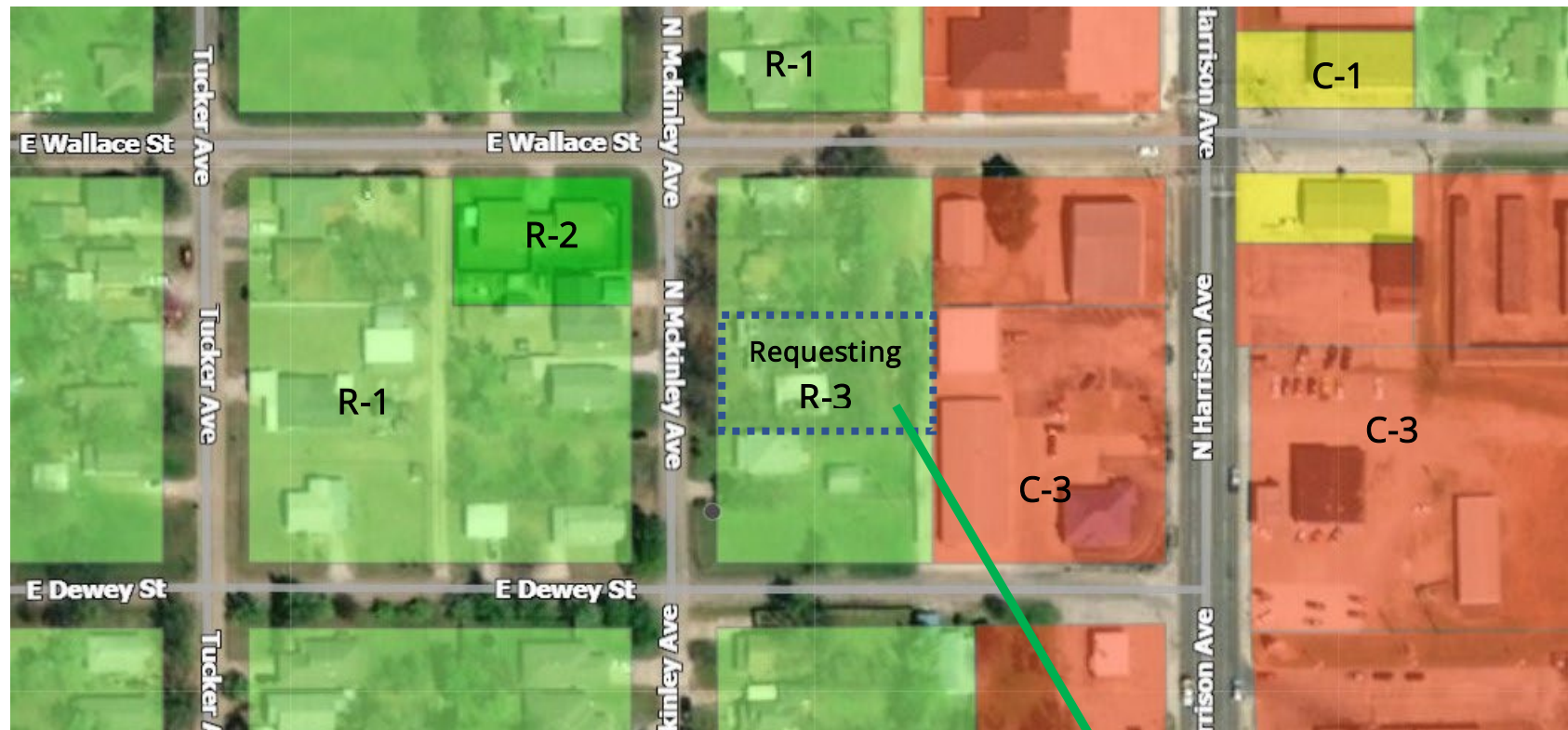
FUTURE LAND USE MAP (FLUM)



LAND USE DESIGNATIONS

- LDR** - LOW DENSITY RESIDENTIAL
- PF** - PUBLIC FACILITIES / CIVIC
- M-U** - MIXED-USE

REZONING DISTRICTS – RZ03-22



- R-1 – Single- Family Residential
- R-2 – Medium Density Residential
- R-3 – Multifamily Residential
- C-1 – Neighborhood Commercial
- C-3 – Highway Commercial

Subject Property
1015 N. McKinley Ave
R-1 to R-3

ORDINANCE NO. _____

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: LOTS THREE (3) AND FOUR (4), BLOCK EIGHT (8), DEXTER'S SECOND ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF. LESS AND EXCEPT A TRACT OF LAND 10 FEET BY 15 FEET SITUATED IN THE NORTHEAST CORNER OF SAID LOT 4, MORE PARTICULARLY DESCRIBED AS BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 4; THENCE WEST 10 FEET; THENCE SOUTH 15 FEET; THENCE EAST 10 FEET; THENCE NORTH 15 FEET TO THE POINT OF BEGINNING; FROM ZONING CLASSIFICATION R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT) TO R-3 (MULTIFAMILY RESIDENTIAL DISTRICT) 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 18th day of April, 2022, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification R-1 (Single Family Residential District) to R-3 (Multifamily Residential District).

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 R-3 (Multifamily Residential District).

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: LOTS THREE (3) AND FOUR (4), BLOCK EIGHT (8), DEXTER'S SECOND ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF. LESS AND EXCEPT A TRACT OF LAND 10 FEET BY 15 FEET SITUATED IN THE NORTHEAST CORNER OF SAID LOT 4, MORE PARTICULARLY DESCRIBED AS BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 4; THENCE WEST 10 FEET; THENCE SOUTH 15 FEET; THENCE EAST 10 FEET; THENCE NORTH 15 FEET TO THE POINT OF BEGINNING; FROM ZONING CLASSIFICATION R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT) TO R-3 (MULTIFAMILY RESIDENTIAL DISTRICT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this ____ day of _____, 2022.

(SEAL)
ATTEST:

ED BOLT, MAYOR

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this ____ day of _____, 2022.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners**14. a.**

Meeting Date: 04/18/2022

Bis Open

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

504 South Kickapoo Street, Shawnee, Oklahoma (Open)

AttachmentsBid Documents



City Manager's Office

16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

PUBLIC NOTICE OF ACCEPTANCE OF SEALED BIDS

504 S Kickapoo Street, Shawnee, Oklahoma

The City of Shawnee, invites "Bids" for the purchase of 0.15 acres, more or less, of improved land, generally located at 504 S Kickapoo Street, Shawnee, Oklahoma, 74801. **All Bids shall be filed with the City of Shawnee City Clerk by 4:00 PM, April 18, 2022.**

Complete INSTRUCTIONS TO BIDDER, including a copy of the required Bid forms, non-collusion affidavit and details on the property are available between the hours of 8:00 AM and 4:00 PM weekdays at the following location:

Office of the City Clerk
16 West 9th Street
Shawnee, OK 74801-6812



City Manager's Office

16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

INSTRUCTIONS TO BIDDER

Bids must be submitted to the City of Shawnee, according to the following instructions:

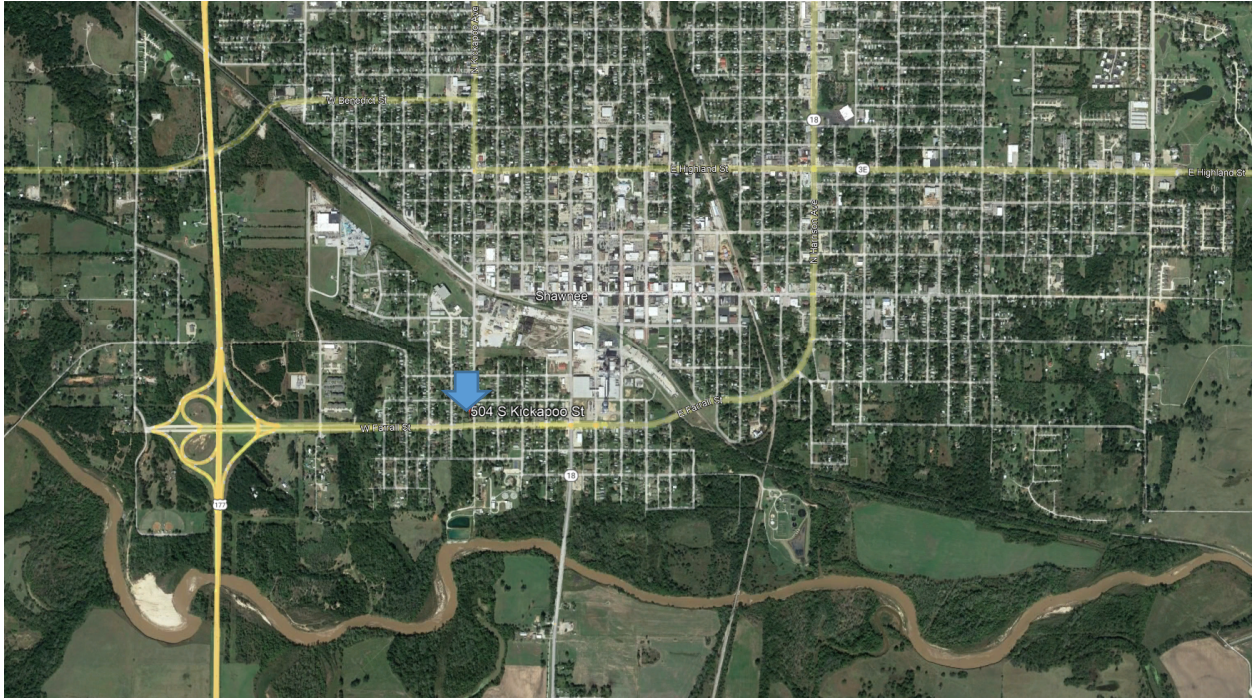
1. The City of Shawnee invites "Bids" submitted on the form attached hereto (Attachment 1). **All** blanks must be appropriately filled in and failure to do so may render the Bid non-responsive.
2. Each Bidder represents that:
 - a. They have read and understand the bidding documents; and
 - b. They have consulted advisors, attorneys or other experts to the extent they deem necessary; and
 - c. Their Bid is based upon "as-where, as-is" condition of the property; and
 - d. They shall be prepared to finalize and close the transaction within thirty (30) calendar days of the City's acceptance of the Bid, in the form of action taken by the City of Shawnee City Commission.
3. All Bid documents shall bear an original signature and be enclosed and sealed in an envelope.
4. All Bids must be clearly marked as "Bid: 504 S Kickapoo, Shawnee, Oklahoma, 74801". Along with the full name, business address, email address and phone number of the Bidder.
5. A completed non-collusion affidavit (Attachment 2) must be included with each Bid.
6. Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, Shawnee, Oklahoma, at 6:00 p.m., April 18, 2022.
7. The City of Shawnee reserves the right to accept or reject any or all Bids for any reason.
8. A minimal bid (reserve) has been set at sixteen thousand dollars (\$16,000).

PROPERTY DETAILS

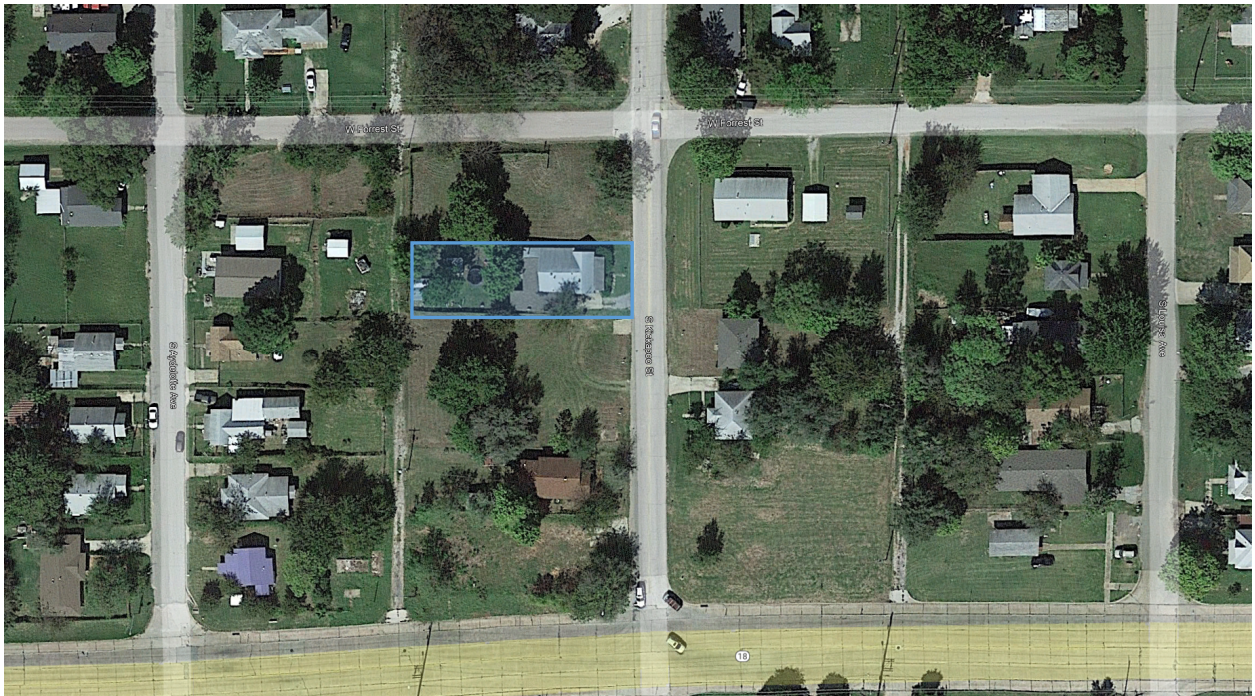
Size:	0.15 acres, more or less
Legal Description:	A strip, piece or parcel of land lying in lots 3 and 4 block 3, Inglewood Addition to the City of Shawnee, in Section 24, T10N, R3E in Pottawatomie County, Oklahoma. Said Parcel of land be described as follows: Lots 3 and 4, less and except a tract of land described as the East 7.00 feet of said lots 3 and 4. An area measuring 6,650 square feet, 0.15 acres, more or less.
Property Status:	The property is currently vacant. It has about 50 feet of frontage along S. Kickapoo Street. It has physical access from a driveway off the west side of N Kickapoo Street. The parcel is regular in shape. The topography is generally level, and the site is clear with the exception of some trees and natural vegetation.
Zoning:	The property is zoned R-2.
Flood Plain:	FEMA floodplain Category X – Area of Minimal Flood Hazard (Effective 5/16/2019)
Street Access:	The property fronts S Kickapoo Street.

Exhibit 1 - Aerial View of Subject Property

a.



b.



BID FORM

229 N Kickapoo Street, Shawnee, Oklahoma, 74801

Bidder (name): _____

Address: _____

Phone/Email: _____

Bid Amount: \$ _____ (Numerical Representation)

_____ Dollars and _____ Cents (Written Word)

Bids must be submitted by **4:00 PM** on **April 18, 2022**, with **one** submittal to the **following** location:

City Clerk
 Shawnee City Hall
 16 West 9th Street
 Shawnee, OK 74801

SEE INSTRUCTIONS TO BIDDERS AND ENSURE COMPLIANCE
WITH ALL SUBMITTAL REQUIREMENTS

Conditions of Sale:

1. Fees and Costs. The City, at its expense, will prepare and record a Quit Claim or Warranty Deed for the Buyer. All other fees and costs shall be paid by the buyer.
2. Closing. The closing of this transaction shall be held at the earliest practical date consistent with the terms and conditions herein. However, closing shall be held no later than thirty (30) calendar days from the date of Bid Award by the City Commission.
3. Possession. Possession of the property shall be given to the buyer at the close of sale.
4. As-Is Sale of Property. Seller is selling the property in an "as is, where is" condition and buyer assumes any and all liability associated with the property. Buyer acknowledges that the seller has made no representations or warranties regarding the condition of the property or its use for any purpose.
5. Financing. Buyer represents ability to obtain financing necessary to close the transactions at their sole expense.
6. Agents, Commissions, Professional Advice. If the buyer is represented by a real estate broker or other person to whom a commission is owed in connection with this transaction, the buyer shall bear that cost alone.
7. Acceptance. Buyer's signature herein constitutes an offer to Seller to purchase the property herein. By his/her signature below, Buyer acknowledges receipt of a copy hereof.

Buyer:

Signature_____
Date_____
Printed Name

NON-COLLUSION AFFIDAVIT

STATE OF _____ }
COUNTY _____ }

_____, of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the BUYER to submit the attached Bid. Affiant further states that the BUYER has not been a party to any collusion among the BIDDERS in restraint of freedom of competition by agreement to BID at a fixed price or to refrain from submitting a BID; or with any City official or employee as to quantity, quality, or price, or any other terms of said BID; or in any discussions between the BIDDERS and any City official concerning exchange of money or other thing of value for special consideration in the awarding of the BID; that the undersigned/BIDDER has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Shawnee, Oklahoma, any money or other thing of value, either directly or indirectly, in the procuring of the award of the BID pursuant to this BID.

BIDDER:

Signature Date

Printed Name

Sworn before me this _____ day of _____, 2022

Notary Public

My commission expires _____

Regular Board of Commissioners

15.

Meeting Date: 04/18/2022

Sales Tax & Budget Rrport

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge monthly Sales Tax and Budget Reports.

Attachments

Sales Tax

Budget Report



Finance Department
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: April 18, 2022
To: City Commission
From: Jacob Bussell, Assistant Finance Director
Subject: April Sales and Use Tax Deposit

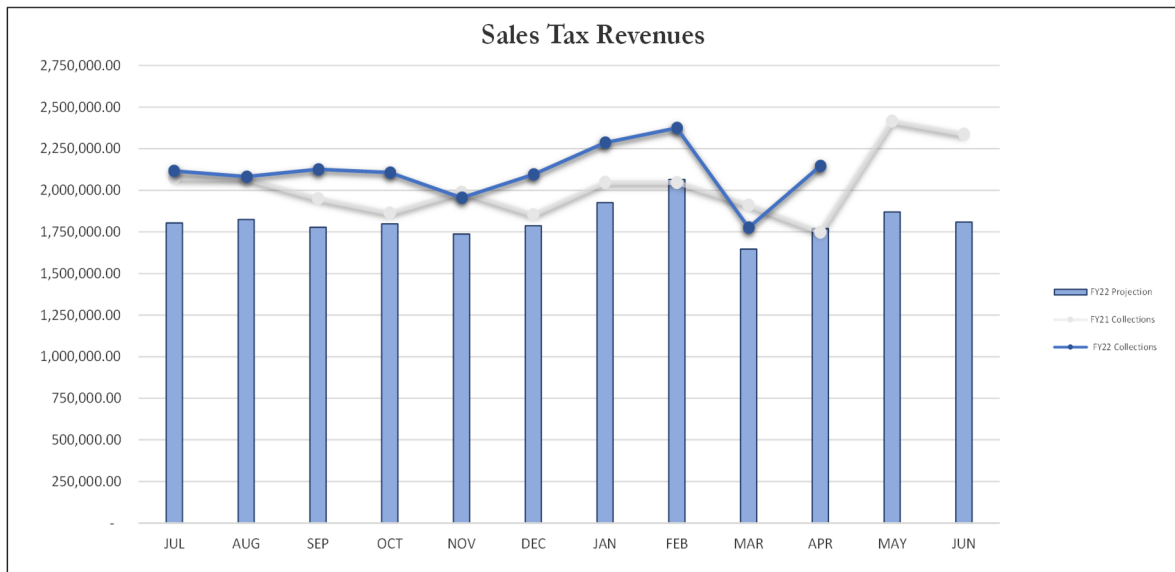
Background: The Oklahoma Tax Commission (the “OTC”) collects and enforces collection of sales and use taxes, including special earmarked taxes such as alcohol and tobacco, for the entities responsible for remitting taxes to the City of Shawnee. Entities with monthly tax liabilities exceeding \$2,500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

- Sales Tax Collection Allocated by Fund - The April sales tax deposit was \$2,146,781.28, including interest of \$998.41, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,226,732.16
2018 Capital Improvements Fund	306,683.04
Capital Improvements Fund	237,679.36
Street Improvements Fund	268,347.65
Economic Development Fund	30,668.31
Police Sales Tax Fund	38,335.38
Fire Sales Tax Fund	<u>38,335.38</u>
Total Sales Taxes Collected	<u><u>\$ 2,146,781.28</u></u>

- Finance Department Report - Sales and use tax collections totaled \$2,379,992.27 for April 2022. It should be noted the current sales tax estimate for FY 21-22 is based on a 2% increase compared to the prior year budget. For the year, sales tax collections are up \$2,931,140 or 16.17%, over the projected budget year-to-date. Use tax collections are up approximately \$535,866, or 25.56%, over the projected budget year-to-date.

○ Fiscal Year 2022 Sales Tax Collections and Performance:

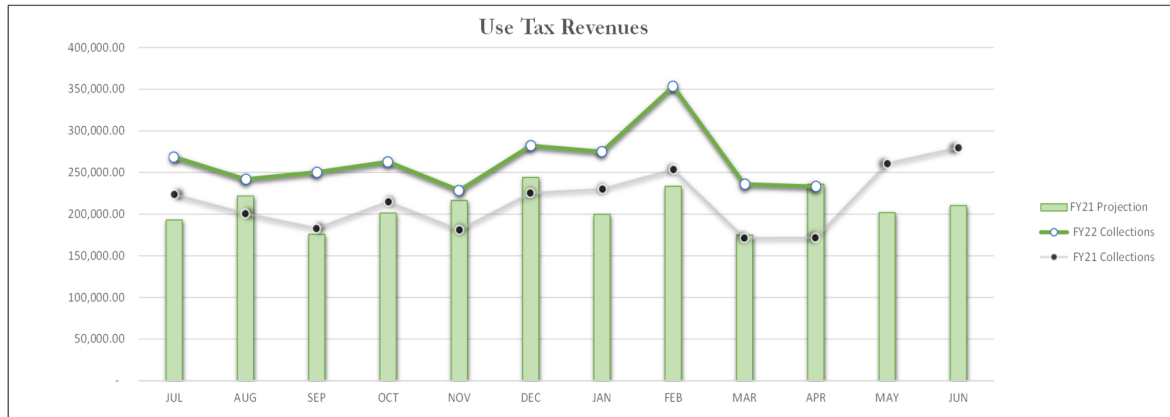


	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts (April 2022):	\$ 1,769,108	\$ 2,146,781	\$ 377,674	21.35%
Sales Tax Receipts (year-to-date):	\$ 18,132,488	\$ 21,063,627	\$ 2,931,140	16.17%

	April 2021	April 2022	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 1,747,609	\$ 2,146,781	\$ 399,172	22.84%

	Year To Date FY 2021	Year To Date FY 2022	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 19,549,569	\$ 21,063,627	\$ 1,514,058	7.74%

○ Fiscal Year 2022 Use Tax Collections and Performance:



	Projected Budget	Actual	Amount Variance	Percentage Variance
Use Tax Receipts (April 2022):	\$ 236,028	\$ 233,211	\$ (2,817)	-1.19%
Use Tax Receipts (year-to-date):	\$ 2,096,630	\$ 2,632,496	\$ 535,866	25.56%

	April 2021	April 2022	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 171,764	\$ 233,211	\$ 61,447	35.77%

	Year To Date FY 2021	Year To Date FY 2022	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 2,055,288	\$ 2,632,496	\$ 577,208	28.08%

○ Fiscal Year 2022 – Sales & Use Tax – Above Projections:

Sale & Use Tax - Above Projections (year to date): \$ 2,210,803

Appropriated:

- COLA - Step & Grade \$ (243,525)
 - Police & Fire Contracts, Com. Dev. Dept. Adj. \$ (674,212)

Unappropriated:

\$ 1,293,066

How to Navigate the City of Shawnee's Online Budget to Actuals

This year, the City of Shawnee implemented OpenGov which allows for an interactive experience with the city's budget. The Budget to Actuals report is laid out in four sections: Revenue vs Expenditure Summary YTD, Revenue by Source, Breakdown by Account Group, and Breakdown by Department.

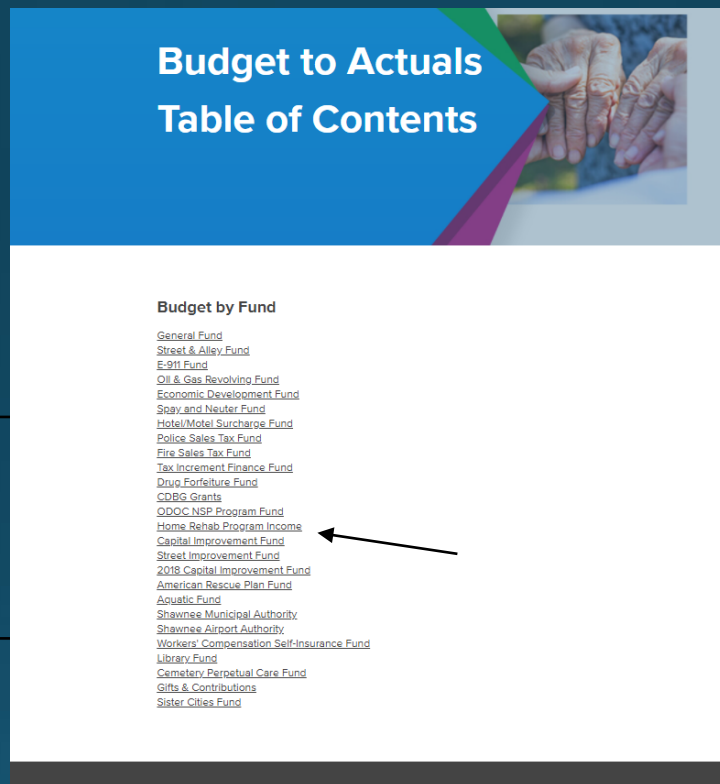
Please Note: *OpenGov works best with Google Chrome.*

Table of Contents

The link below will take you to the City of Shawnee Online Budget to Actuals.

<https://stories.opengov.com/shawneeok/published/u84NCy36R>

The first thing which appears is the Table of Contents. This page contains links to each fund. You may look at the desired budget by clicking on the hyperlink.

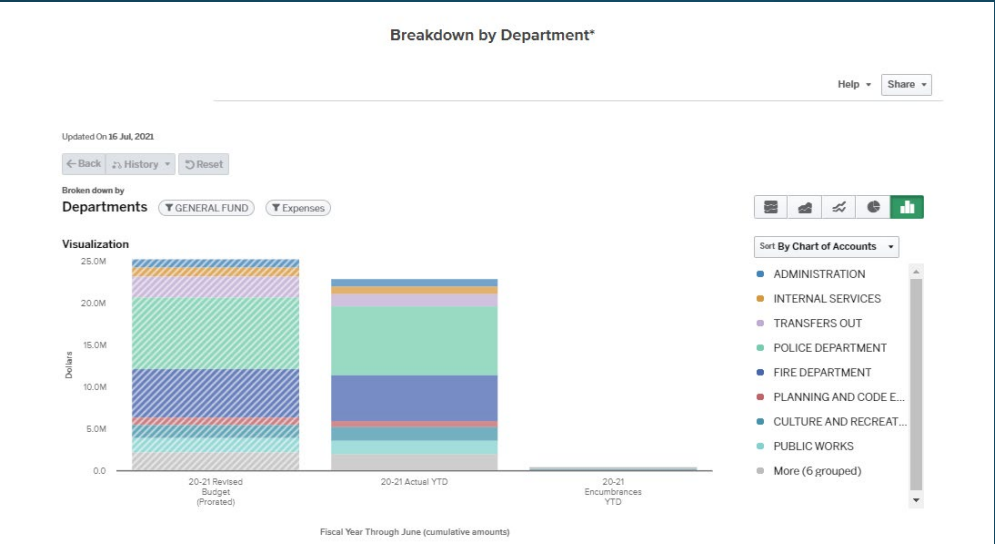


OpenGov comes with many features. The next two pages outline some of the basics of clicking through an OpenGov budget to actuals page.

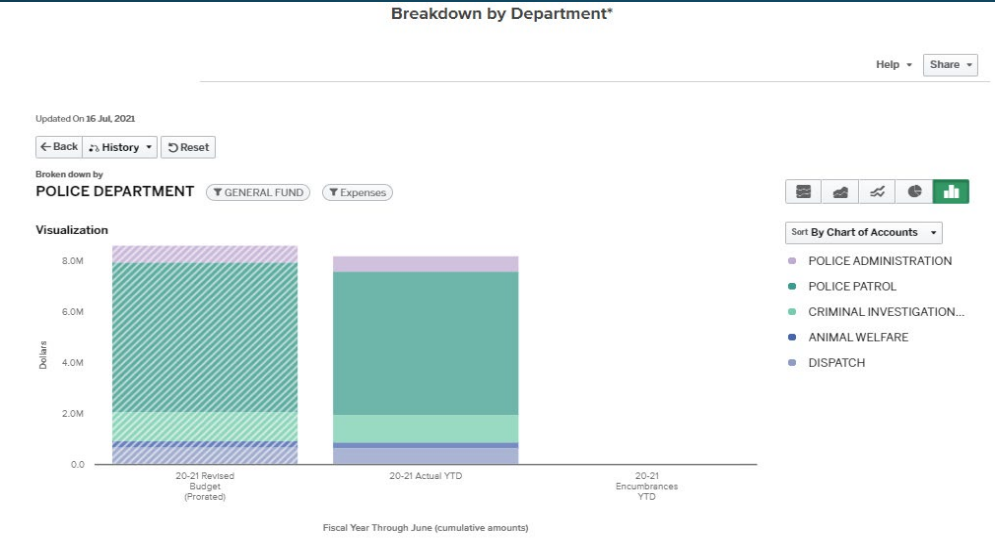
Drill-Down Capabilities

Certain graphs are dynamic and can be used to drill-down. For example, the General Fund Breakdown by Department can be limited to certain divisions. This is done by clicking on the portion of the graph which is of interest.

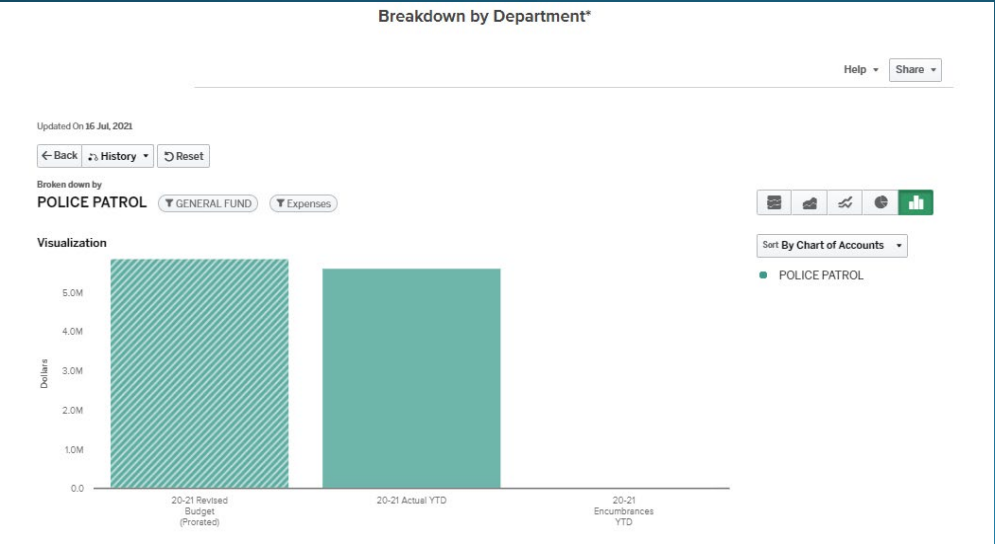
Initial View



Department Level

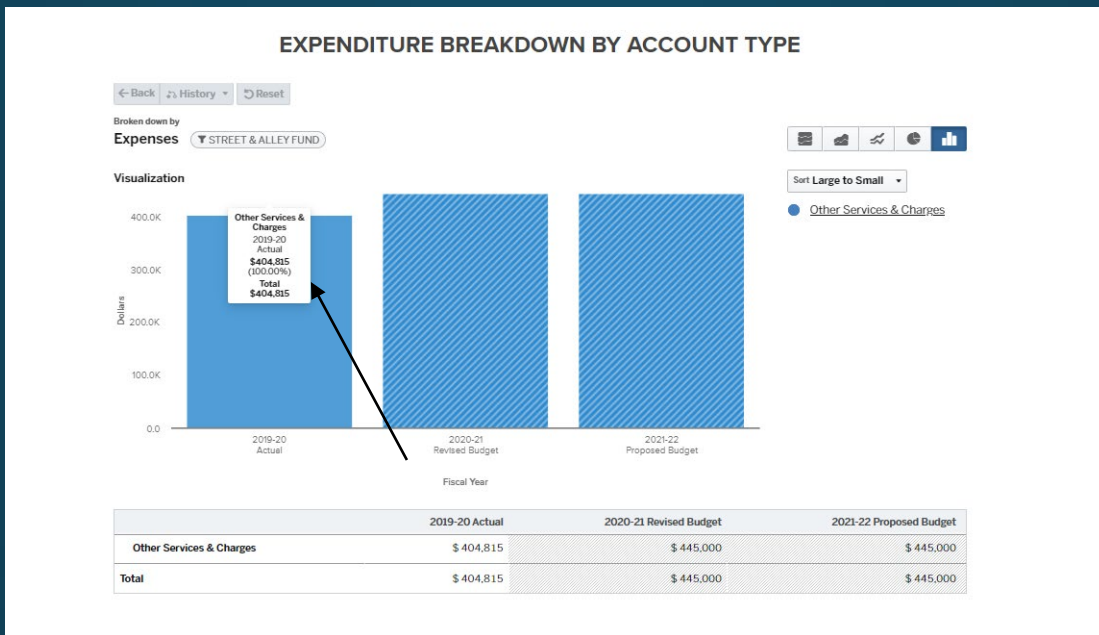


Division Level



Hovering to View Numbers

Hovering over each portion of a bar graph will show you the amount of a particular item.



Sorting

Graphs may be sorted four ways:

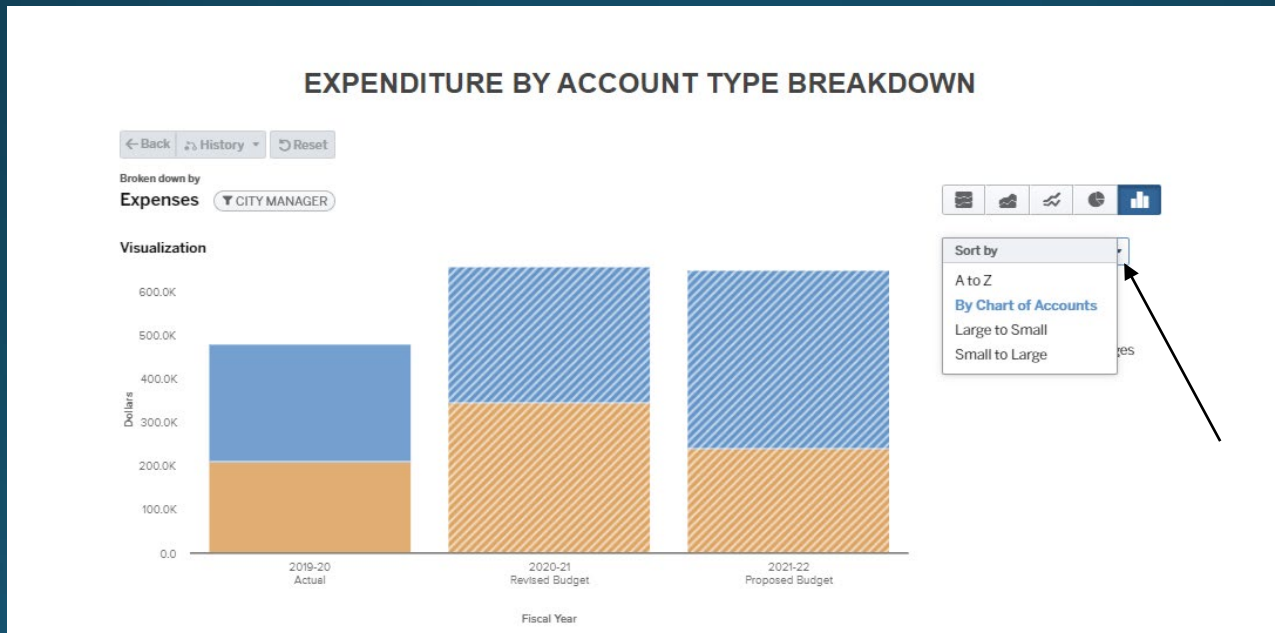
A to Z

Chart of Accounts

Smallest to Largest

Largest to Smallest

To use this feature, please use the Sort By dropdown on the top right-hand corner of the graph.



Please Note: OpenGov information updates daily with current accounting records, and therefore, is subject to change if viewed subsequent to the original presentation date.