AGENDA
BOARD OF CITY COMMISSIONERS
March 20, 2017 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

All motions will be made in the affirmative. The fact that a commissioner makes or offers a second to a motion does not mean that the commissioner must vote in favor of passage.

1. 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. 15.

b. Minutes from the March 6, 2017 regular meeting.

c. Acknowledge the following reports:
- License Payment Report for February 2017
- Project Payment Report for February 2017

d. Lake Lease Renewals/Transfers:

TRANSFERS:
Lot 5 Coffman Tract, 15309 Perry Road
From: William G. Holloway
To: R. Chris and Kay Duroy

e. Acknowledge waiving Sections 8-431 and 8-434 of the Code of the City of Shawnee involving Garage Sale licenses and fees for the days of April 21-23, 2017.

f. Budget Amendment – Fund 302
Amend budget for grant received from the Avedis Foundation for sidewalk project.

g. Request Authorization to Advertise for Bids for the FY16-17 Rehab Concrete Streets Maintenance Project.

2. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)

3. Presentation by City Manager to Employee of the Month, Paula Lauderdale, Information Systems.

4. Mayor's Proclamations:

   "Arbor Week"
   March 26 – April 1, 2017

   "Welcome Home Vietnam Veterans Day"
   March 30, 2017

   "Fair Housing Month"
   April 2017

5. Consider a resolution to surplus a certain City of Shawnee vehicle and donate it to the Heart of Oklahoma Exposition Center.

6. Consider a resolution to surplus a certain City of Shawnee vehicle and donate it to the City of McLoud.

7. Discussion, consideration, and possible action to approve an ordinance repealing and amending portions of Chapter 26, "Utilities" of the Shawnee Municipal Code.

8. Discussion, consideration, and possible action to approve an ordinance repealing and amending portions of Chapter 21, "Parks and Recreation" of the Shawnee Municipal Code.

9. Discussion, consideration, and possible action to approve an ordinance implementing a schedule of fees and charges in Chapter 1, General Provisions of the City Code.

10. Discussion, consideration, and possible action on an ordinance adopting the Statewide Minimum building codes (Update of Existing Regulations).

11. Public hearing and consideration of an ordinance for proposed changes to City ward boundaries. *(Deferred from February 6, 2017 City Commission meeting.)*

12. Consideration of a resolution for codification of municipal ordinances.

13. Consideration of approval of Single Audit Engagement Letter and Compilation Engagement Letter with Arledge & Associates for Audit Services.

14. Acknowledge Sales Tax Report received March 2017.

15. Consider Bids:

    a. EXPO Conference Center Flooring Project (Award)

    b. Wayfinding Signage Project Re-bid, Contract No. COS-PW-16-02 (Open)

    c. Avedis/City Sidewalk Project (Various Locations), Contract No. COS-PW-16-03 (Open)

16. New Business

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

17. Commissioners Comments

18. Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

19. Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

20. Adjournment

Respectfully submitted

Phyllis Loftis, 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)

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

Meeting Date: 03/20/2017

CC Minutes

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the March 6, 2017 regular meeting.

Attachments

CC Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
MARCH 6, 2017 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, March 6, 2017 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Vice Mayor Harrod presided and called the meeting to order. Upon roll call, the following members were in attendance.

Absent
Mayor

Dub Bushong Commissioner Ward 1	Ron Gillham Commissioner Ward 2
James Harrod Commissioner Ward 3-Vice Mayor	Darren Rutherford Commissioner Ward 4
Lesa Shaw Commissioner Ward 5	Ben Salter Commissioner Ward 6

ABSENT: Richard Finley

INVOCATION Emergency Management Director Don Lynch

FLAG SALUTE

AGENDA ITEM NO. 1: 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. 9.

b. Minutes from the February 21, 2017 regular meeting.

c. Acceptance of Utility Easement from Life Church, located on Lots 8, Yahgnee Addition.

A motion was made by Commissioner Shaw, seconded by Commissioner Rutherford, to approve Consent Agenda Item Nos. 1(a-c). Motion carried 6-0.

AYE: Shaw, Rutherford, Salter, Bushong, Gillham, Harrod
NAY: None

AGENDA ITEM NO. 2: Citizens Participation
(A three minute limit per person)
(A twelve minute limit per topic)

Ms. Lindsey Humphrey, Southeastern Oklahoma Outreach Coordinator for Oxford Houses of Oklahoma, explained Oxford Houses are sober living homes and that Shawnee currently has three. She stated that these homes are maintained properly and individuals living in these homes are guaranteed to be sober. Ms. Humphrey noted their organization has recently received a grant and they hope to be expanding in the Shawnee area soon.

Ms. Holly Gordon thanked the Commission for their support in the Blue Zones effort.

AGENDA ITEM NO. 3: Mayor' Proclamations:
"National School Breakfast Week"
March 6-10, 2017

Ms. Maria Isenhower accepted the Mayor's Proclamation for "National School Breakfast Week" presented by Vice Mayor Harrod.

AGENDA ITEM NO. 4: Consider a resolution to surplus a certain Shawnee Police Department vehicle and donate to the McLoud Police Department.

A staff report was given by Police Chief Mason Wilson.

Resolution No. 6535 was introduced.

A RESOLUTION DECLARING A CERTAIN ITEM OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEM; AND AUTHORIZING THE DONATION OF SAID ITEM TO THE CITY OF MCLOUD POLICE DEPARTMENT.

A motion was made by Commissioner Gillham, seconded by Commissioner Shaw, to authorize a resolution to surplus a certain Shawnee Police Department vehicle and donate it to the McLoud Police Department. Motion carried 6-0.

AYE: Gillham, Shaw, Salter, Bushong, Harrod, Rutherford
NAY: None

AGENDA ITEM NO. 5: Consider a resolution to surplus a certain Shawnee Police Department vehicles and donate to the Boley Police Department.

A staff report was given by Police Chief Mason Wilson.

Resolution No. 6536 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE DONATION OF SAID ITEMS TO THE TOWN OF BOLEY POLICE DEPARTMENT.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to authorize a resolution to surplus a certain Shawnee Police Department vehicles and donate them to the Boley Police Department. Motion carried 6-0.

AYE: Shaw, Bushong, Gillham, Harrod, Rutherford, Salter
NAY: None

AGENDA ITEM NO. 6: Consider a resolution to declare certain Shawnee Police Department vehicles surplus property and authorize the sale of said items for scrap.

A staff report was given by Police Chief Mason Wilson.

Resolution No. 6537 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF SAID ITEMS FOR SCRAP.

A motion was made by Commissioner Shaw, seconded by Commissioner Gillham, to authorize a resolution to surplus certain Shawnee Police Department vehicles and sale them for scrap. Motion carried 6-0.

AYE: Shaw, Gillham, Harrod, Rutherford, Salter, Bushong
NAY: None

AGENDA ITEM NO. 7: Consider a resolution to declare certain Shawnee Police Department handguns, magazines and all associated ammunition surplus property and authorize the trade of said items with GT Distributors.

Police Chief Mason Wilson explained that the handguns currently being carried by Police Officers are Glock .40 caliber handguns that are nine to ten years old. Chief Wilson stated the Police Department will be switching to carry Glock 9mm handguns. The cost of 9mm ammunition for a year would be approximately $17,642.00 less than the current cost of the .40 caliber ammunition.

Resolution No. 6538 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE TRADE OF SAID ITEMS.

A motion was made by Commissioner Bushong, seconded by Commissioner Rutherford, to authorize a resolution to surplus certain Shawnee Police Department handguns, magazines, and all associated ammunition and authorize the trade of said items with GT Distributors. Motion carried 6-0.

AYE: Bushong, Rutherford, Shaw, Salter, Gillham, Harrod
NAY: None

AGENDA ITEM NO. 8: Discussion regarding combining Shawnee Beautification Committee and the Chamber Beautification and Enhancement Committee.

Director of Operations James Bryce explained that the Shawnee Beautification Committee and the Chamber Beautification and Enhancement Committee have been discussing combining committees for some time. This merger will allow the two committees to collaborate on projects. Staff answered questions from the Commission regarding bylaws and if a requirement of residency would be necessary. City Manager Justin Erickson asked that the Commission weigh in on the issue and staff would return in April with a proposal.

AGENDA ITEM NO. 9: Consider Bids:

a. Shawnee Convention Center HVAC Lighting Upgrade Project (Award)

Director of Operations James Bryce announced that five (5) bids were received and after review and consideration it is staff's recommendation to award the bid to Jim Cooley Construction, LLC of Oklahoma City, Oklahoma in total amount of $483,400.00.

A motion was made by Commissioner Shaw, seconded by Commissioner Gillham, to accept staff's recommendation and award the bid to Jim Cooley Construction in the total amount of $483,400.00. Motion carried 6-0.

AYE: Shaw, Gillham, Harrod, Rutherford, Salter, Bushong
NAY: None

b. EXPO Conference Center Flooring Project (Open)

BIDDER	**AMOUNT**
Bryan's Flooring Oklahoma City, OK	$115,000.00 Additive Alternate: $43,000.00
Caddell & Co., LLC Norman, OK	$183,449.00 Additive Alternate: $63,088.00
Star Commercial Flooring Oklahoma City, OK	$131,565.00 Additive Alternate: $54,600.00

Director of Operations James Bryce read three (3) bids into the record. Mr. Bryce requested the bid award be deferred to the next City Commission meeting on March 20, 2017.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to defer the bid award to the March 20, 2017 City Commission meeting. Motion carried 6-0.

AYE: Shaw, Bushong, Gillham, Harrod, Rutherford, Salter
NAY: None

AGENDA ITEM NO. 10: City Manager Report

City Manager Justin Erickson gave updates on the following city issues:

a. The City of Shawnee was awarded the Project of the Year award by the Historic Shawnee Alliance on February 23, 2017 for the Downtown Streetscape Project. Mr. Erickson thanked staff in various departments that were involved with the project.

b. The Planning Department has recently hit a milestone of demolishing the 200th structure since 2011. These demolitions have removed blight throughout the City and encouraged others to invest in the community.

c. Follow up events for the Blue Zones initiative will be held in April and May.

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

There was no New Business.

AGENDA ITEM NO. 12: Commissioners Comments

Commissioner Bushong sent get well wishes to Mayor Finley.

Commissioner Bushong stated he attended his first ribbon cutting this afternoon at the Universal Forest Products facility and was able to take a quick tour of the new location.

Commissioner Gillham stated he preferred announcing aye and nay to each item and does not favor the use of the electronic voting system.

Commissioner Salter said he was also at the Universal Forest Products ribbon cutting and mentioned his excitement for the new business.

Commissioner Shaw thanked the Historic Shawnee Alliance and City Staff for their work on the Downtown Streetscape project. She also thanked Ms. Linda Agee for all of her hard work in the downtown area.

Commissioner Shaw thanked City Manager Justin Erickson for his comprehensive monthly reports.

Commissioner Shaw thanked Director of Operations James Bryce for his work on combining the two Beautification Committees.

Commissioner Rutherford congratulated the City on receiving the Project of the Year award from Historic Shawnee Alliance.

Commissioner Rutherford said he was at the Universal Forest Products ribbon cutting as well. He mentioned how great it was to see so many people at the ribbon cutting appreciating and supporting new businesses in the area.

Vice Mayor Harrod said he was at the Historic Shawnee Alliance Ceremony and wanted to thank Ms. Linda Agee for her hard work. He said he was also able to meet with several downtown business owners and extended their appreciation of the Downtown Streetscape.

AGENDA ITEM NO. 13: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:02 p.m.)

JAMES HARROD, VICE MAYOR

ATTEST:

KACIE BACHHOFER, DEPUTY CITY CLERK

Regular Board of Commissioners **1.c.**

Meeting Date: 03/20/2017

Reports

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports:

- License Payment Report for February 2017
- Project Payment Report for February 2017

Attachments

License Pymt Rpt

Project Pymt Rpt

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION		FEE	PENALTY	TAX	INTEREST	TOTAL PAI
			================= PAYMENT DISTRIBUTION =================				
ALARM	BURGLAR/FIRE ALARM LICENSE	2	50.00CR				50.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	12	180.00CR				180.00
AUCD	AUCTION LICENSE FEE ONE DAY	1	10.00CR				10.00
BEER2	BEER PACKAGE FEE	1	10.00CR				10.00
BOATREG	BOAT REGULAR PERMIT	41	1,066.00CR				1,066.00
DEMOL	DEMOLITION LICENSE FEE	1	75.00CR				75.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	2	200.00CR				200.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	12	900.00CR				900.00
EXT	EXTERMINATOR LICENSE FEE	8	200.00CR				200.00
FISHANNUAL	FISHING ANNUAL FEE	38	570.00CR				570.00
HUNT2	MIGRATORY FOWL	1	8.00CR				8.00
IMERC	ITINERANT MERCHANT FEE	4	200.00CR				200.00
LAKEINSP	LAKE LEASE INSPECTION	6	450.00CR				450.00
LAKELEASE	LAKE LEASE	17	8,390.75CR				8,390.75
LAKEXFER	LAKE LEASE TRANFER FEE	2	1,000.00CR				1,000.00
LIQR	RETAIL LIQUOR OCCUPATIONAL TAX	1	600.00CR				600.00
MECH1	MECHANICAL CONTRACTOR INTIAL	2	200.00CR				200.00
MECH2	MECHANICAL CONTRACTOR RENEW	5	400.00CR				400.00
MIXER	MIXED BEVERAGE RENEWAL	2	1,800.00CR				1,800.00
PLUM2	PLUMBING CONTRACTOR RENEW	9	725.00CR				725.00
REFUND	REFUND	2	527.25CR				527.25
RESAL	RESIDENTIAL SALE	29	290.00CR				290.00
SIGN	SIGN HANGERS LICENSE FEE	3	225.00CR				225.00
STORM	STORM CELLAR LICENSE FEE	3	225.00CR				225.00
TREE	TREE TRIMMING LICENSE FEE	4	100.00CR				100.00
	TOTAL		18,402.00CR				18,402.00

STATUS: ALL PROJECTS: THRU ZZZZZZZZZZ
SEGMENT CODES: All PAYMENT DATES: 2/01/2017 TO 2/28/2017
FEE CODES: All SORTED BY: PROJECT

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	20,089.48CR
B2-ADD	BUILDING CONSTRUCTION ADD	137.88CR
B3-REMODEL	BUILDING CONSTRUCTION REM	1,670.48CR
B4-SHELTER	BUILDING SHELTER	88.50CR
B4-STORAGE	BUILDING STORAGE SHED	251.68CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	167.00CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	879.50CR
P1-NEW	PLUMBING NEW CONSTRUCTION	25.00CR
P3-REMODEL	PLUMBING REMODEL	514.50CR
X-BORE/CUT	BORING & PAVING CUT PERMI	120.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	150.00CR
X-DEMO	DEMOLITION PERMIT	200.00CR
X-SIGN	SIGN PERMIT	250.00CR
X-SWIMPOOL	SWIMMING POOL PERMIT	34.50CR
Z-OCCUP	OCCUPANCY PERMIT	50.00CR
Z-REZONING	REZONING REQUEST	560.00CR
	TOTAL	25,188.52CR

STATUS: ALL PROJECTS: THRU ZZZZZZZZZZ
SEGMENT CODES: All PAYMENT DATES: 2/01/2017 TO 2/28/2017
FEE CODES: All SORTED BY: PROJECT

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	292.00CR
001-4202	BUILDING PERMITS	17,410.02CR
001-4203	PLUMBING PERMITS	1,920.00CR
001-4204	ELECTRICAL PERMITS	140.00CR
001-4205	ZONING PERMITS & APPLICATIONS	560.00CR
001-4206	HEATING & A/C PERMITS	830.00CR
001-4249	OTHER PERMITS	530.00CR
001-4822	OTHER MISC. REVENUE	36.50CR
101-4249	OTHER PERMITS	320.00CR
501-4510	WATER TAPS	3,150.00CR
799-1023	BANCFIRST GENERAL	25,188.52

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

Meeting Date: 03/20/2017

Lake Transfer Duroy

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lake Lease Renewals/Transfers:

TRANSFERS:
Lot 5 Coffman Tract, 15309 Perry Road
From: William G. Holloway
To: R. Chris and Kay Duroy

Attachments

Lake Transfer Duroy

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

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

Date	03/08/2017 **License No. #030534**
Type	☐ Renewal ☒ Transfer *(Fee: $1,000)*
Commission Meeting Date	March 20th, 2017
Property Address	15309 PERRY RD.
Lake Site Location	LOT 5 COFFMAN TRACT
Lease Dates	03/20/2017 – 03/20/2047
Lease Fee (changes annually)	$689.00
Inspection Fee	$75.00 Applicable: ☐ Yes ☒ No
Lessee (Transfer To)	
Name(s)	R CHRIS & KAY DUROY
Address	6731 S. TRACE DR. MAGNOLIA, TX 77354
Phone	936-447-9793
Current Lessee (Transfer From)	*(if applicable)*
Name(s)	WILLIAM G HOLLOWAY
Address	11716 SAWGRASS RD. OKLAHOMA CITY, OK 73162
Phone	405-751-4303
Inspection Information	
Inspection Required	☐ Yes ☒ No
DEQ Report on File	☒ Yes ☐ No
Type of Septic System	☒ Conventional ☐ Aerobic
Last Inspected/Pumped	10/24/2012
Misc. Comments	**Total Charges Paid: $1,689.00**

PLEASE READ CAREFULLY

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

CABIN SITE LEASE
LEASE# 030534

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of March 20th, 2017 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

R CHRIS DUROY
of 6731 S. TRACE DR. MAGNOLIA TX 77354 ,
KAY DUROY
of 6731 S. TRACE DR. MAGNOLIA TX 77354,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of **$ 689.00** dollars for **2017**, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

15309 PERRY RD
LOT 5 COFFMAN TRACT

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

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

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

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

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

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

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

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

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

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

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

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

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

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

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

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

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

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

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

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

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: ______________________
MAYOR
PARTY OF THE FIRST PART

ATTEST:

____
CITY CLERK

R Chris Deroy
PARTY OF THE SECOND PART

Kay M Deroy
PARTY OF THE SECOND PART

Regular Board of Commissioners **1.e.**

Meeting Date: 03/20/2017

Garage Sale Fee

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge waiving Sections 8-431 and 8-434 of the Code of the City of Shawnee involving Garage Sale licenses and fees for the days of April 21-23, 2017.

Attachments

No file(s) attached.

Regular Board of Commissioners **1.f.**

Meeting Date: 03/20/2017

Budget Amend.

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Budget Amendment – Fund 302

Amend budget for grant received from the Avedis Foundation for sidewalk project.

Attachments

Budget Amend.

City of Shawnee
Budget Amendment
FUND 302
March 20, 2017

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
302	4150			Avedis Grant	-	350,000.00	350,000.00
					-		
				Total	-	350,000.00	350,000.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
302	5-0810-5420	0810-01		Capital Outlay	543,138.00	350,000.00	893,138.00
					-	-	-
					543,138.00	350,000.00	893,138.00

Approved by the City Commission this
03/20/2017

Approved:

Mayor ____________
Attest:

City Clerk ____________

Explanation of Budget Amendment:
To amend 302 for the money received from the avedis foundation for sidewalks-

Posted By ____________ Date ____________ BA# ________ Pkt.# ________

Regular Board of Commissioners **1.g.**

Meeting Date: 03/20/2017

Streets Maint.

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Request Authorization to Advertise for Bids for the FY16-17 Rehab Concrete Streets Maintenance Project.

Attachments

Streets Maint.

City of Shawnee
OKLAHOMA

MEMORANDUM

AGENDA: March 16, 2017

TO: Justin Erickson, City Manager

FROM: ______________ John Krywicki, P.E., City Engineer

RE: Authorization to Let for Bids the FY16-17 Rehab Concrete Streets Project:

SUMMARY AND BACKGROUND:

At the March 20, 2017 City Commission meeting we will request authorization to advertise for bids the FY16-17 Rehab Concrete Streets Paving Project, Contract No. COS-PW-16-04.

The project is a 'maintenance' type project whereby the concrete streets selected will have their broken, cracked paving panels removed and new concrete paving placed at various locations throughout the City. Targeted areas will be streets in Northridge, Larkins Meadow, The Bridges, Thompson Acres additions, and at other locations as determined by City Streets Superintendent and staff.

If request is approved, staff will advertise the project for bids, and have the Bid Opening scheduled for the April 17, 2017 City Commission meeting.

BUDGETARY IMPACT:

There is currently $445,000 budget balance in the Rehab Concrete Streets account #302-5-0850-5480-708-0850-01. We will bid out items of work and quantities and spend up to that balance.

RECOMMENDATION:

Staff requests authorization to advertise for bids for the Rehab Concrete Streets maintenance project. Project will be ongoing throughout the summer and staff anticipates completion of contract by September 2017.

Regular Board of Commissioners **3.**

Meeting Date: 03/20/2017

EOM

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by City Manager to Employee of the Month, Paula Lauderdale, Information Systems.

Attachments

No file(s) attached.

Regular Board of Commissioners **4.**

Meeting Date: 03/20/2017

Proclamations

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor’s Proclamations:

“Arbor Week”
March 26 – April 1, 2017

“Welcome Home Vietnam Veterans Day”
March 30, 2017

“Fair Housing Month”
April 2017

Attachments

Arbor Week

Welcome Home Vietnam Vets.

Fair Housing Month

City of Shawnee
OKLAHOMA

Proclamation

"Arbor Week"

Whereas, Arbor Day is celebrated nationally to encourage Americans to maintain and replenish our country's vast forests, orchards, and 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 2016 Tree City USA community by the Arbor Day Foundation; this is the fifteenth year Shawnee has received this national recognition; and

Whereas, trees, wherever they are planted contribute immeasurably to our wonderful city of which we are most proud. In honor of Arbor Week, the Shawnee Beautification and Enhancement Committee and the City of Shawnee Beautification Committee will be planting a tree at the Shawnee Community Center at 804 S. Park on March 30th at 4:00 p.m. and they would like to invite everyone to attend.

Now, Therefore, I, Richard Finley, Mayor of the City of Shawnee, Oklahoma, by the authority vested in me, do hereby proclaim the week of March 26 – April 1, 2017, as

"Arbor Week"

In the City of Shawnee, Oklahoma
Dated this 20th day of March, 2017

Richard Finley, Mayor

ATTEST:

Phyllis Loftis, CMC, City Clerk

TREE CITY USA.

Proclamation

"WELCOME HOME VIETNAM VETERANS DAY"

Whereas, throughout history, our nation's brave men and women in uniform have risked their lives to protect the interests of our country and defend freedom; and

Whereas, American citizens live in freedom because of the offerings and sacrifices made by those who have served and are currently serving in our Armed Services; and

Whereas, more than 58,000 Americans made the ultimate sacrifice in Vietnam and thousands more returned home after being wounded in combat; and

Whereas, many still mourn with uncertainty the missing and unaccounted for Americans from the Vietnam conflict; and

Whereas, March 29, 1973, was the last day United States servicemen were on the ground in Vietnam; and

Whereas, on Welcome Home Vietnam Veterans Day, we honor the immeasurable sacrifices and contributions our Vietnam War veterans have made to protect the life, liberty, and happiness of every Oklahoman and every American. All veterans deserve our deepest respect. May we always remember the heroism and courage of those who have served and those who continue to serve.

Now, Therefore, I, Richard Finley, Mayor of the City of Shawnee, Oklahoma, by the authority vested in me, do hereby proclaim Thursday, March 30, 2017, as

"WELCOME HOME VIETNAM VETERANS DAY"

In the City of Shawnee, Oklahoma
Dated this 20th day of March, 2017

____
Richard Finley, Mayor

ATTEST:

____
Phyllis Loftis, CMC, City Clerk

PROCLAMATION

A PROCLAMATION DECLARING APRIL, 2017, AS "FAIR HOUSING MONTH" IN THE CITY OF SHAWNEE, OKLAHOMA.

Pursuant to the authority granted to me as Mayor of the City of Shawnee, I do hereby proclaim the Month of April, 2017, as FAIR HOUSING MONTH and decree that all citizens affirm to follow the concepts, practices and intent embodied by the laws of the United States of America, the State of Oklahoma and the City of Shawnee. The City of Shawnee has adopted a Fair Housing Ordinance and has designated the Month of April as Fair Housing Month and encourages each citizen to implement the provisions of those acts. The City Commission has further designated the City Clerk as the Fair Housing Activities Coordinator and requests that any person, or group of persons, planning activities to promote fair housing to inform the Fair Housing Activities Coordinator of said activities. It is the desire of the City of Shawnee to recognize those persons or groups who best create an awareness of the need for fair housing practices or otherwise promotes Fair Housing practices.

NOW THEREFORE, I, RICHARD FINLEY, BY VIRTUE OF THE AUTHORITY VESTED IN ME AS MAYOR OF THE CITY OF SHAWNEE, OKLAHOMA, DO HEREBY PROCLAIM THE MONTH OF **APRIL, 2017**, AS

"FAIR HOUSING MONTH"

IN THE CITY OF SHAWNEE, OKLAHOMA, AND URGE ALL CITIZENS TO JOIN US IN RECOGNIZING FAIR HOUSING AND THE IMPORTANCE IT SERVES TO OUR COMMUNITY.

DATED THIS 20th DAY OF MARCH, 2017.

RICHARD FINLEY, MAYOR

EQUAL HOUSING OPPORTUNITY

ATTEST:

PHYLLIS LOFTIS, CITY CLERK

CDBG – 3/2017

Regular Board of Commissioners **5.**

Meeting Date: 03/20/2017

Surplus Vehicle to Expo

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider a resolution to surplus a certain City of Shawnee vehicle and donate it to the Heart of Oklahoma Exposition Center.

Attachments

City Memo

Expo Memo

Resolution

Office of the Director of Operations

Date: March 13, 2017

To: Mayor and City Commissioners

From: James Bryce, Director of Operations

RE: **Declare vehicle surplus property**

Nature of the Request:

Staff is requesting that a 1998 Freightliner dump truck be declared surplus property and donated to the Heart of Oklahoma Exposition Center.

Staff Analysis, Considerations:

Vehicle to be declared surplus:

1998 Freightliner FL80 Tandem Dump
Asset ID #1693
VIN #1FVXJJCB7WH980890

The City no longer has use for this vehicle and would like to donate it to the EXPO Center to replace their 1982 GMC dump truck.

Recommendation:

It is Staff's recommendation to surplus this vehicle and donate it to the EXPO Center.

HEART OF OKLAHOMA
EXPOSITION CENTER
Shawnee, Oklahoma

1700 W. Independence
P.O. Box 1466
Shawnee, Oklahoma 74802

(405) 275-7020 | ShawneeExpo.org

The heart of Oklahoma Exposition Center is requesting that the 1998 Freight Liner Dump truck to be transferred over to the Expo for replacing our 1982 GMC dump truck this truck has been well used over the last several years and is no longer street legal.

Thank you

Chris Dunlap

Heat of Oklahoma Expo Center

Assistant Manager

RESOLUTION NO. _____

A RESOLUTION DECLARING A CERTAIN ITEM OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEM; AND AUTHORIZING THE DONATION OF SAID ITEM TO THE HEART OF OKLAHOMA EXPOSITION CENTER.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

That the item of personal property is described as:

1998 Freightliner FL80 Tandem Dump
COS Asset No. 1693
VIN 1FVXJJCB7WH980890

Said property is hereby declared a City owned item which is surplus and no longer needed for City purposes; that the City of Shawnee is authorized to donate the item to the City of McLoud Police Department.

PASSED AND APPROVED this _______ day of _____________, 2017.

____
RICHARD FINLEY, MAYOR

ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners **6.**

Meeting Date: 03/20/2017

Surplus Vehicle McLoud

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider a resolution to surplus a certain City of Shawnee vehicle and donate it to the City of McLoud.

Attachments

City Memo

McLoud Memo

Resolution

City of Shawnee OKLAHOMA

Office of the Director of Operations

Date: March 14, 2017

To: Mayor and City Commissioners

From: James Bryce, Director of Operations

RE: **Declare vehicle surplus property**

Nature of the Request:

Staff is requesting that a 1998 4x4 Jeep Cherokee be declared surplus property and donated to the McLoud Police Department.

Staff Analysis, Considerations:

Vehicle to be declared surplus:

1998 4x4 Jeep Cherokee
Asset ID #3285
VIN #1J4FJ28S6WL246559

The City used this vehicle for the Lake Ranger during the summer and has since acquired another and no longer has use for this vehicle and would like to donate it to the McLoud Police Department.

Recommendation:

It is Staff's recommendation to surplus this vehicle and donate it to the McLoud Police Department.

James Bryce

From: police chief mcloud <chieftpringle@gmail.com>
Sent: Wednesday, March 15, 2017 8:59 AM
To: James Bryce
Subject: Jeep Cherokee

Chief Tom Pringle
City of McLoud Oklahoma
408 W Broadway
McLoud Oklahoma 74851
405-395-2192

Director James Bryce
City of Shawnee
16 W 9th St
Shawnee, Oklahoma 74801

Mr. Bryce,

It is my understanding that the City of Shawnee is going to surplus a Jeep that had been previously utilized at Shawnee Twin Lakes. I am interested in this vehicle for the City of McLoud. As you know, Wes Watkins Reservoir is within McLoud's city limits and McLoud supplies a police presence as well as grounds maintenance for Wes Watkins. The Jeep would be an asset to us for those purposes. Any consideration to that end would be greatly appreciated. Thank you.

Sincerely,

Tom Pringle
Chief of Police
McLoud Ok
Sent from my iPad

RESOLUTION NO. _____

A RESOLUTION DECLARING A CERTAIN ITEM OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEM; AND AUTHORIZING THE DONATION OF SAID ITEM TO THE CITY OF MCLOUD POLICE DEPARTMENT.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

That the item of personal property is described as:

1999 4x4 Jeep Cherokee
COS Asset No. 3285
VIN 1JEFJ28S6WL246559

Said property is hereby declared a City owned item which is surplus and no longer needed for City purposes; that the City of Shawnee is authorized to donate the item to the City of McLoud Police Department.

PASSED AND APPROVED this _____ day of ________________, 2017.

____
RICHARD FINLEY, MAYOR

ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners 7.

Meeting Date: 03/20/2017

Schedule of Fees Ch. 26

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration, and possible action to approve an ordinance repealing and amending portions of Chapter 26, "Utilities" of the Shawnee Municipal Code.

Attachments

Utilities Amending Ord.

ORDINANCE NO. _______NS

An Ordinance Repealing and Amending Portions of the Shawnee Municipal Code, Chapter 26 "Utilities," Providing for certain fees to be set by resolution from time to time by the City Commission and listed in the City Fee Schedule; Providing for Repeal; Providing for Severability; Providing for Codification; and Declaring an Emergency**.**

WHEREAS, the Mayor and City Commissioners, in accordance with law, have determined that a review and recodification of the Shawnee Municipal Code of Ordinances should be conducted; and

WHEREAS, the Shawnee Municipal Code needs updates in order to comply with state and federal law and to provide more efficient administration of city departments; and

WHEREAS, the Mayor and City Commissioners wish to implement those changes:

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA THAT CHAPTER 26 OF THE SHAWNEE MUNICIPAL CODE BE AMENDED AS FOLLOWS:

Section 1: Wherever in Chapter 26 an amount is set for fines, fees, bonds and insurance, that portion is amended to provide that the amounts are to be set in the City Fee Schedule adopted and updated by resolution of the City Commission.

Section 2: Section 26-59, "Furnishing to other premises" is amended to read as follows:

Sec. 26-59. - Furnishing to other premises.
No property owner or water customer shall be allowed to connect or permit to be connected to his water system any water line or pipe serving any other property or premises than his own and used by him exclusively. Any property owner or occupant furnishing water through his meter to another property owner or occupant shall immediately be disconnected from the water system without notice. The meter used by such person shall be taken out and not replaced until the connection is disconnected from such separate premises and a fee, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission, paid to the city clerk.

Section 3: Section 26-67 (d) of "Drought management plan" is amended to read as follows:

Sec. 26-67. - Drought management plan.

[. . .]

(d) *Penalty.* Any person violating any provision of the proclamation, upon conviction, shall be fined as follows:

(1) First Violation: An amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission, plus costs.

(2) Second Violation: An amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission, plus costs.

(3) Third Violation: An amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission, plus costs.

(4) Fourth and subsequent violation: An amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission, plus costs.

In addition to such penalties, the water, sewer, and garbage services furnished by the City of Shawnee to such person who violates any of the provisions of such proclamation shall be subject to suspension summarily and without notice.

Section 4: Section 26-70, "Water leaks to be repaired" is amended to read as follows:

Sec. 26-70. - Water leaks to be repaired.
All private service lines or pipes leaking water either will be repaired or have the water shut off by the owner of the property within 30 days of discovery of the leak. Failure to repair the leak or shut off the water within 30 days of discovery will be punishable by a fine of up an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission on the thirty-first day after discovery. Each subsequent day that the leak continues to flow will be punishable by a fine, in the amount to be set in the City Fee Schedule adopted by resolution of the City Commission.

Section 5: Section 26-71 (a) (2) of "Individual water wells" is amended to read as follows:

Sec. 26-71. - Individual water wells.
(a) No person shall drill or enlarge any water well, or subsequently use the water from such well, except upon:

[. . .]

(2) Payment in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission.

Section 6: Section 26-72, "Fire hydrant meter for bulk water purchase—Deposit" is amended to read as follows:

Sec. 26-72. - Fire hydrant meter for bulk water purchase—Deposit.
There is hereby established a refundable deposit, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission, for the use of a city-owned water meter to be used on a fire hydrant for bulk water purchase for nonmunicipal purposes. Returning the meter in good working condition to the city will result in a refund of the entire amount of the deposit. Should the meter be lost or returned in a non-working condition, the deposit will be forfeited to the city in its entirety.

Section 7: Section 26-97, "Tapping fee" is amended to read as follows:

Sec. 26-97. - Tapping fee.
When an application is made for water service and when the water system has not been tapped and connected to the premises, it shall be the duty of the city clerk to collect a water tap fee, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission.

Section 8: Section 26-134, "Construction meter" is amended to read as follows:

Sec. 26-134. - Construction meter.
Construction water meters set during the construction phase may be authorized upon receipt of a cash deposit, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission.

Section 9: Section 26-135 (b) of "Temporary service" is amended to read as follows:

Sec. 26-135. - Temporary service.

[. . .]

(b) The customer is required to complete a temporary utility service agreement at the time of connection and to prepay a service charge, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission. The normal minimum water, sewer and sanitation rates will apply where such services are on the account, and the service will be disconnected without further notice at the expiration of the temporary utility service agreement; at which time, a deposit will then be required. The city may decline to provide temporary service if the applicant has a delinquent account for services provided at any other premises.

Section 10: **Section 26-171 (a) of "Testing" is amended to read as follows:**

Section 26-171. - Testing

(a) Any person receiving water through a meter supplied by the city who desires to have the accuracy of the meter tested may do so by making a deposit , in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission with the customer service division. The public works director will then bring the meter in for testing. If after proper testing the meter is found to be incorrect by more than two percent in favor of the city, the deposit shall be returned to the customer and correction made only for that month for which a bill was last rendered. If the meter is found to be correct or within two percent of correct, the amount to be set in the City Fee Schedule shall become the property of the city and shall be deposited in the general fund.

Section 11: Section 26-202, "Delinquency; late payment penalty" is amended to read as follows:

Sec. 26-202. - Delinquency; late payment penalty.

All water bills are due and payable upon receipt. If the bill is not paid by the due date, water service shall be subject to being discontinued. If the bill is not paid in full on or before the due date, a late payment penalty, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission.

Section 12: Section 26-231 (c) and (d) of "Discontinuance of service for nonpayment; reconnection charges; deposit increase" is amended to read as follows:

Sec. 26-231. - Discontinuance of service for nonpayment; reconnection charges; deposit increase.

[. . .]

(c) *Resetting meter.* In certain instances, if the city determines that a meter or any other related property should be removed from a customer's premises to prevent the unauthorized taking of city water services, a charge, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission, will be assessed to the customer's account for resetting the meter.

(d) *Administrative fee for process of disconnecting.* Once the city water department begins the process of disconnecting water service to a customer due to late payment or failure to pay a water bill, an administrative fee, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission, will automatically be assessed to that customer's bill, regardless of whether the customer pays the bill prior to actual disconnection of water service.

<u>Section 13:</u> Section 26-233, “Dishonored checks” is amended to read as follows:

Sec. 26-233. - Dishonored checks.
There is levied, for the purpose of defraying bookkeeping costs and expenses, a charge, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission, which shall become a part of the account of any customer in the city when any check given in payment of water, sewer, sanitation or other service charges is returned from the bank after payment is refused for any reason. A returned check is considered nonpayment of a bill. Further, failure to replace the returned check with cash or a certified/cashier's check before 11:00 a.m. on the next working day after notification that the check has been returned will result in immediate disconnection of utility service without further notice. If two such returned checks are made to the city for utility service within any last preceding 12-month period, payment of each monthly bill by such customer of the next 12-month period of ensuing service shall be made and accepted only when tendered by certified/cashier's check, cash or money order.

<u>Section 14:</u> Section 26-264, “Fines and civil penalties” is amended to read as follows:

Sec. 26-264. - Fines and civil penalties.
Any user who is found to have violated this article; a wastewater discharge permit; or any prohibition, limitation or requirement contained in this article or any other pretreatment standard or requirement shall be fined up to, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission, including costs for each offense. Each day on which a violation shall occur or continue shall be deemed a separate and distinct offense. In addition to the penalties provided in this section, the city may recover reasonable technical and administrative costs, punitive damages, attorney's fees, court costs, court reporters' fees and other expenses of litigation by appropriate suit against the user found to have violated this article or the orders, rules, regulations and permits issued under this article.

<u>Section 15:</u> Section 26-265“Falsifying information” is amended to read as follows:

Sec. 26-265. - Falsifying information.
Any person who knowingly makes any false statement, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this article or a wastewater contribution permit or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this article shall, upon conviction, be punished by a fine of not more than an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission, plus costs.

<u>Section 16:</u> Section 26-266, “Enforcement” is amended to read as follows:

Sec. 26-266. - Enforcement.
[. . .]

(h) *Citation and fines.* Notwithstanding any other section of this article, any user that is found to have violated any section of this article, a wastewater discharge permit, or any prohibition, limitation or requirement contained in this article or any other pretreatment standard or requirement shall be fined in an amount not to exceed an amount to be set in the City Fee Schedule adopted and updated d by resolution of the City Commission. Such fine shall be assessed on a per-violation, per-day basis. For of monthly or other longterm average discharge limits, fines shall be assessed for each day during the period of violation.

Section 17: Section 26-272 (f) of “Sewer connection” is amended to read as follows:

Sec. 26-272. - Sewer connection.
[. . .]

(f) *Wastewater tap fees.* Any person wishing to establish a connection to any city sewer line, connected directly or indirectly with the city's sewer system shall pay a wastewater tap fee to the city clerk, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission.

Section 18: Section 26-437 (3) and (4) “Amendments” is amended to read as follows:

Sec. 26-437. - Amendments.

[. . .]

(3) *Change of an existing service.* For change of an existing service in a residential, commercial or multiple occupancy, the fee, in an amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission.

(4) *Reinspection.* For reinspection made necessary because of defective work, a fee, in an amount to be set in schedules adopted by resolution of the City Commission, of $25.00 shall be charged for the first occurrence and the amount to be set in the City Fee Schedule adopted and updated by resolution of the City Commission for every subsequent occurrence.

Section 19: REPEALER. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

Section 20: CODIFICATION. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

Section 21: 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 22: EMERGENCY. Because it is necessary for the protection of the public’s health, safety, and welfare, an emergency is declared to exist. This ordinance shall be effective immediately upon its passage and publication.

PASSED AND APPROVED this ______ day of ___________, 2017.

____
RICHARD FINLEY, MAYOR

ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

(SEAL)

Emergency separately approved this _____ day of _________, 2017:

____
RICHARD FINLEY, MAYOR

ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this ______day of _______, 2017.

____
JOSEPH M. VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners **8.**

Meeting Date: 03/20/2017

Parks and Rec Amended Ordinance

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration, and possible action to approve an ordinance repealing and amending portions of Chapter 21, “Parks and Recreation” of the Shawnee Municipal Code.

Attachments

Parks & Rec. Ord.

ORDINANCE NO. _____NS

An Ordinance Repealing and Amending Portions of the Shawnee Municipal Code, Chapter 21 "Parks and Recreation,"; Authorizing the City Manager to Change the Hours of Public Parks under Certain Circumstances; Authorizing fees set by Resolution and located in the City Fee Schedule of City Park Facilities and Infrastructure; Repealing Provisions for a Parks and Recreation and Lincoln Park Community Center Advisory Board; Providing for Repeal; Providing for Severability; Providing for Codification; and Declaring an Emergency**.**

WHEREAS, the Mayor and City Commissioners, in accordance with law, have determined that a review and recodification of the Shawnee Municipal Code of Ordinances should be conducted; and

WHEREAS, the Shawnee Municipal Code needs updates in order to comply with state and federal law and to provide more efficient administration of city departments; and

WHEREAS, the Mayor and City Commissioners wish to implement those changes:

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA THAT CHAPTER 21 OF THE SHAWNEE MUNICIPAL CODE BE AMENDED AS FOLLOWS:

Section 1. Wherever in Chapter 21 an amount is set for fines, fees, bonds and insurance, that portion is amended to provide that the amounts are to be set in schedules adopted by resolution of the City Commission.

Section 2: Section 21-6, "Hours," is amended to read as follows:

The city commission shall by resolution determine the hours public parks and recreation areas are closed to the public. If, in the opinion of the City Manager, it is necessary to limit the hours the parks and recreation areas should be open, and it is impossible or impractical to obtain approval of the city commission, the City Manager shall have the authority to make the changes in hours until approved by the City Commission.

Section 3: Section 21-11, "music, vocals or instrumentals," shall be amended to read:

"No person shall render any music, whether vocal or instrumental, in any of the city parks or recreational areas in such a way as to disturb the peace and quiet enjoyment of other users of the area."

Section 4: A new section, entitled “Dogs,” is added to Chapter 21 to read:

“No person shall permit any dog to be at large in a park or recreation area, except at the City’s dog park.”

Section 5: A new section, entitled “Fees,” is added to Chapter 21 to read:

“The following City facilities and park infrastructure may include admission and rental fees, and the dollar amounts of the fees and the portion to be retained by the Parks & Recreation Department shall be set from time to time by resolution of the mayor and the city commissioners and shall be listed in the City Fee Schedule, including, but not limited to:

(a) Shawnee Splash Admission and Rental Fees
(b) Municipal Gym Rental Fees
(c) Community Center Rental Fees
(d) Park Pavilion Rental Fees”

Section 6: Article II, “Parks and Recreation Commission,” is repealed in its entirety.

Section 7: Article III, Lincoln Park Community Center Advisory Board,” is repealed in its entirety.

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

Section 9: CODIFICATION. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

Section 10: 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 11: EMERGENCY. Because it is necessary for the protection of the public’s health, safety, and welfare, an emergency is declared to exist. This ordinance shall be effective immediately upon its passage and publication.

PASSED AND APPROVED this ______ day of ____________, 2017.

____
RICHARD FINLEY, MAYOR

ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

(SEAL)

Emergency separately approved this ______ day of __________, 2017.

____
RICHARD FINLEY, MAYOR

ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this ______day of __________, 2017.

____
JOSEPH M. VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners **9.**

Meeting Date: 03/20/2017

Schedule of Fees Ch.1 Ord

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration, and possible action to approve an ordinance implementing a schedule of fees and charges in Chapter 1, General Provisions of the City Code.

Attachments

Fee Schedule Ord.

Fee Schedule Appendix A

ORDINANCE NO. ________NS

AN ORDINANCE IMPLEMENTING A SCHEDULE OF FEES AND CHARGES IN CHAPTER 1, GENERAL PROVISIONS OF THE CITY CODE; AND THE CREATION OF THE SCHEDULE OF FEES AND CHARGES, FINES, BONDS, AND INSURANCE AS APPENDIX A OF THE CITY CODE; PROVIDING FOR CODIFICATION, REPEALER, AND SEVERABILITY; AND PROVIDING FOR ITS IMMEDIATE EFFECT AND ENFORCEABILITY UPON PASSAGE AND PUBLICATION THROUGH THE EMERGENCY CLAUSE.

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 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 THAT A NEW SECTION ENTITLED "SCHEDULE OF FEES AND CHARGES CREATED" IS ADOPTED AND INCORPORATED IN CHAPTER 1 [GENERAL PROVISIONS] OF THE CITY CODE; AND BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY THAT THE SCHEDULE OF FEES AND CHARGES SHALL BE NOW CREATED AND CONTAINED IN THE CITY CODE AS APPENDIX "A".

Section 1: Chapter 1 General Provisions, Section 1-17 is created and includes the following language:

Schedule of fees, fines, bonds, and insurance charges created.

(a) There is hereby created a schedule of fees, fines, bonds, and insurance charges, which shall contain those fees, fines, bonds, and insurance charges for the various licenses, permits and other fees and charges as designated by the council. Where a fee or charge is authorized to be collected by the city in any ordinance the amount of the fees, fines, bonds, and insurance charges shall be set by resolution and entered into the schedule of fees, fines, bonds, and insurance charges. The schedule shall be kept on file in the office of the clerk, to whom all fees and charges shall be paid unless otherwise provided. A copy may be obtained upon payment of a fee as set forth in the schedule of fees and charges.

(b) The schedule of fees and charges hereby created shall also be known and may be cited as the "City Fee Schedule" or the "City Fees, Fines, Bonds, and Insurance Schedule.

Section 2: APPENDIX "A"—The City Fee Schedule: Attached hereto shall be the first Version of the City Fees, Fines, Bonds, and Insurance Schedule as created above. Subsequent versions of the City Fee Schedule shall be adopted and updated by resolution of the City Commission.

Section 3: 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 4: CODIFICATION. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

<u>Section 5</u>: **<u>REPEALER</u>**. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance, are repealed.

<u>Section 6</u>: **<u>EMERGENCY</u>**. Because it is necessary for the protection of the public's health, safety, and welfare, an emergency is declared to exist. This ordinance shall be effective immediately upon its passage and publication.

PASSED AND APPROVED this _________ day of ____________, 2017.

____
RICHARD FINLEY, MAYOR

ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

(SEAL)

Emergency separately approved this _______ day of ____________, 2017:

____
RICHARD FINLEY, MAYOR

ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this ________ day of __________, 2017.

____
JOSEPH M. VORNDRAN
CITY ATTORNEY

Shawnee, OK Code of Ordinances - Fee, Fine, Bond, And Insurance Dollar Amount Review February 2017						
MUNICIPAL CODE SITE	**DEPARTMENT**	**DESCRIPTION**	**FEE**	**FINE**	**BOND**	**INSURANCE**
CHARTER						
Part I Art V Sec 4	Charter	Bond of City Manager and Other Appointive Officers and Employees			$25,000	
CHAPTER 1: GENERAL PROVISIONS						
Part II chapt 1 Sec 1-10 (a) (1) and (b)	General Provisions	General Penalty. Class A Offenses: Maximum Fine for all alcohol and drug related offenses, plus cost		$800		
Part II chapt 1 Sec 1-10 (a) (2) and (b)	General Provisions	General Penalty. Class B Offenses: Maximum Fine for violations of ordinances regulating pretreatment of wastewater and stormwater discharges		$1,000		
Part II chapt 1 Sec 1-10 (a) (3) and (b)	General Provisions	General Penalty. Class C Offenses: Maximum Fine for all other violations.		$750		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 2: ADMINISTRATION						
Part II chapt 2 Art IV Div 3 Sec 2-206 (13)	Administration	City Clerk. Fee charge per page for photocopy all ordinances, papers, records, or commission proceedings	$0.25			
Part II chapt 2 Art IV Div 3 Sec 2-206 (13)	Administration	City Clerk. Fee charge per page for certifying all ordinances, papers, records, or commission proceedings	$1			
Part II chapt 2 Art VI Div 1 Sec 2-358	Administration	Human Rights. Maximum Fine		$500		
CHAPTER 3: ADVERTISING AND SIGNS						
Part II chapt 3 Art II Div 1 Sec 3-37 (c)	Advertising and Signs	Redemption fee for impounded sign	$25			
Part II chapt 3 Art II Div 2 Sec 3-69 (a) (1)	Advertising and Signs	Portable signs (temporary)	$25			
Part II chapt 3 Art II Div 2 Sec 3-69 (a) (2)	Advertising and Signs	Permanent signs	$25 x 4			
Part II chapt 3 Art II Div 3 Sec 3-96 (a)	Advertising and Signs	Electrical and Non-Electrical Sign Contractors License	$75			
Part II chapt 3 Art II Div 3 Sec 3-97 (a)	Advertising and Signs	Electrical and Neon Sign Hanger's License	$50			
Part II chapt 3 Art II Div 3 Sec 3-97 (b)	Advertising and Signs	Late License Renewal Fee		$15		
Part II chapt 3 Art II Div 3 Sec 3-98 (a)	Advertising and Signs	Bond Required Prior to any License			$2,000	

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 3 Art II Div 3 Sec 3-98 (a)	Advertising and Signs	When the number of permits issued to any person shall cover more than 50 signs, panels or structures of 25 feet in length or less, the penal sum of such bond shall be increased $2,000.00 for each additional 40 of such panels, signs or structures or fraction thereof for which permits are issued to such person.			$2,000	
Part II chapt 3 Art II Div 3 Sec 3-98 (b)	Advertising and Signs	Insurance Policy Required. Minimum Liability Policy Amount for injudry or death of one person in one accident				$5,000
Part II chapt 3 Art II Div 3 Sec 3-98 (b)	Advertising and Signs	Insurance Policy Required. Minimum Liability Policy Amount for injury or death of any number of persons in any one accident				$10,000
Part II chapt 3 Art II Div 3 Sec 3-98 (b)	Advertising and Signs	Insurance Policy Required. Minimum Liability Policy Amount for property damage in any one accident				$5,000

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 4: ALCOHOLIC BEVERAGES						
Part II chapt 4 Art I Sec 4-5 (a) (1)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Brewer's License	$1,250			
Part II chapt 4 Art I Sec 4-5 (a) (2)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Distiller's License	$3,125			
Part II chapt 4 Art I Sec 4-5 (a) (3)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Winemaker's License	$625			
Part II chapt 4 Art I Sec 4-5 (a) (4)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: State winemaker's License	$75			
Part II chapt 4 Art I Sec 4-5 (a) (5)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Rectifier's License	$3,125			
Part II chapt 4 Art I Sec 4-5 (a) (6)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Wholesaler's License	$3,500			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 4 Art I Sec 4-5 (a) (7)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Class B wholesaler's License	$625			
Part II chapt 4 Art I Sec 4-5 (a) (8)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Package store's License	$600			
Part II chapt 4 Art I Sec 4-5 (a) (9)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Mixed beverage License--Initial and Renewal	$1,000; and $900			
Part II chapt 4 Art I Sec 4-5 (a) (10)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Bottle Club's License--Initial and Renewal	$1,000; and $900			
Part II chapt 4 Art I Sec 4-5 (a) (11)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Catererer's License--Initial and Renewal. If caterer is holder of a mixed beverage license issued by the city	$1,000; and $900; c) $100			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 4 Art I Sec 4-5 (a) (12)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Special Event License, per day	$50.00			
Part II chapt 4 Art I Sec 4-5 (a) (13)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Beer and Wine License--Initial and Renewal	$500; and $450			
Part II chapt 4 Art I Sec 4-5 (b)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: License Fee for Section 501 (c) (19) exempt service organizations	$500			
Part II chapt 4 Art I Sec 4-7 (b)	Alcoholic Beverages	Possession by minors: Maximum Fine		$500		
Part II chapt 4 Art I Sec 4-9 (b)	Alcoholic Beverages	Posting of signs by business: Spread of Minimum Fine and Maximum Fine		$2,500 to $5,000		
Part II chapt 4 Art I Sec 4-9 (c)	Alcoholic Beverages	Posting of signs by business: Failure to post a sign Fine		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 4 Art II Sec 4-43 (c)	Alcoholic Beverages	License for retail dealer. Annual license fee for retail dealer of nonintoxicating beverages, e.g. 3.2 beer: Sales On Premises versus Sales Off Premises	On Premises $20; Off Premises $10			
Part II chapt 4 Art II Sec 4-47 (b)	Alcoholic Beverages	Possession by minors: Maximum Fine		$500		
Part II chapt 4 Art II Sec 4-49 (a)	Alcoholic Beverages	Posting by business of state penalty for obtaining for persons under 21. Maximum Fine		$500		
Part II chapt 4 Art II Sec 4-49 (b)	Alcoholic Beverages	Posting by business of state penalty for obtaining for persons under 21. Maximum Fine, per day		$50		
CHAPTER 5: ANIMALS						
Part II chapt 5 Art I Sec 5-1	Animals	Maximum Fine		$500		
Part II chapt 5 Art I Sec 5-2 (e)	Animals	Cruelty: Maximum Fine		$500		
Part II chapt 5 Art I Sec 5-3 (g)	Animals	Vicious Animals: Maximum Fine		$200		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 5 Art I Sec 5-5 (2)	Animals	Keeping porcine, goats, sheep, or hoofed animals other than bovines or equines. Goat, sheep, or hoofed animal --Permit Fee	$10			
Part II chapt 5 Art I Sec 5-5 (3)	Animals	Keeping porcine, goats, sheep, or hoofed animals other an bovines or equines. Porcine--Permit Fee	$10			
Part II chapt 5 Art I Sec 5-17	Animals	Abandoning animals in public or private place: Fine upon conviction		$200		
Part II chapt 5 Art I Sec 5-18	Animals	Use of traps: Fine		$100		
Part II chapt 5 Art I Sec 5-20 (a)	Animals	Animal a nuisance: Bond			$500	
Part II chapt 5 Art I Sec 5-20 (g)	Animals	Animal a nuisance: Fine		$200		
Part II chapt 5 Art II Sec 5-50	Animals	Impoundment: Initial Seizure and Impoundment Fee	$30			
Part II chapt 5 Art II Sec 5-50	Animals	Impoundment: Per Day Seizure and Impoundment Fee	$10			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 5 Art II Sec 5-50	Animals	Impoundment: Seizure and Impoundment-- Use of Tranquilizer Fee	$20			
Part II chapt 5 Art II Sec 5-51 (d)	Animals	Redemption: Maximum Fine		$500		
Part II chapt 5 Art III Div 2 Sec 5-111 (b)	Animals	Dogs: Annual Fee for Adult Unaltered Male or Female Note: Seniors 50% Discount	$20			
Part II chapt 5 Art III Div 2 Sec 5-111 (b)	Animals	Dogs: Annual Fee for Adult Altered Male or Female Note: Seniors 50% Discount	$10			
Part II chapt 5 Art III Div 2 Sec 5-119	Animals	Dogs. Issuance of duplicate tags: Fee to Replaces lost or stolen Dog License Tag	$1			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 5 Art III Div 4 Sec 5-178 (1)	Animals	Dogs. Redemption; release: Initial Impoundment Fee; and Per Day Impoundment Fee	$30; and $10			
Part II chapt 5 Art III Div 4 Sec 5-179	Animals	Dogs. Adoption in Lieu of Disposal Fee; together with spay/neuter deposit and cost of city license tag	$10; and $50			
Part II chapt 5 Art III Div 5 Sec 5-208	Animals	Dogs. Kennels: Dog Kennel Operation Annual License	$200			
Part II Chapte 5 Art IV Div 2 Sec 5-276	Animals	Cats. Annual Fee for Adult Unaltered Male or Female Note: Seniors 50% Discount	$20			
Part II chapt 5 Art IV Div 2 Sec 5-276	Animals	Cats. Annual Fee for Adult altered Male or Female Note: Seniors 50% Discount	$10			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 5 Art IV Div 2 Sec 5-281	Animals	Cats. Issuance of duplicate tags: Fee to Replaces lost or stolen Cat License Tag	$1			
Part II chapt 5 Art IV Div 3 Sec 5-307 (1)&(2)	Animals	Cats. Redemption; release: Initial Impoundment Fee; and Per Day Impoundment Fee	$30; and $10			
Part II chapt 5 Art IV Div 3 Sec 5-308	Animals	Cats. Adoption in Lieu of Disposal Fee; together with spay/neuter deposit and cost of city license tag	$10; and $50			
Part II chapt 5 Art IV Div 4 Sec 5-338 (a)	Animals	Cats. Kennels: Cat Kennel Operation Annual License	$200			
Part II chapt 5 Art V Sec 5-372	Animals	Dog and Cat Sterilization. Sterilization or agreement and deposit required for adoption	$50			
Part II chapt 5 Art V Sec 5-374 (2)	Animals	Maximum Fine of Violation of Form Agreement		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 5 Art V Sec 5-379	Animals	Dog and Cat Sterilization. Failure to Comply: Maximum Fine		$500		
CHAPTER 6: AVIATION						
Part II chapt 6 Art III Sec 6-58 (b)	Aviation			$500		
CHAPTER 7: BUILDINGS AND BUILDING REGULATIONS						
Part II chapt 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	New Construction of a Room, Addition, Building, or Structure Fee--RESIDENTIAL	$0.17 per square feet			
Part II chapt 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	New Construction of a Room, Addition, Building, or Structure Fee--COMMERCIAL	$0.20 per square feet			
Part II chapt 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Remodel or Alteration of Existing Structure--Construction of a Room, Addition, Building, or Structure Fee--RESIDENTIAL	$0.17 per square feet			
Part II chapt 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Remodel or Alteration of Existing Structure--Construction of a Room, Addition, Building, or Structure Fee--COMMERCIAL	$0.20 per square feet			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Construction of an accessory structure (between 200-400 Feet): Permit Fee	$50			
Part II chapt 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Plan Check Fee for Building Plan Review	25% of the building permit fee			
Part II chapt 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Removal of Structure to Another Location Permit Fee	$50			
Part II chapt 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Demolition Permit Fee	$50			
Part II chapt 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Swimming Pool Permit Fee	$60			
Part II chapt 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Driveway Permit Fee	$50			
Part II chapt 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Minimum Permit Fee	$20			
Part II chapt 7 Art II Sec 7-32 Sec 114.4	Buildings and Building Regulations	Maximum Fine		$500		
Part II chapt 7 Art II Sec 7-32 Sec 114.3	Buildings and Building Regulations	Unlawful Continuance Minimum and Maximum Fine Amounts		$100, $500		
Part II chapt 7 Art III Div 3 Sec 7-126 (a)	Buildings and Building Regulations	Electricians. Qualifications. Issuance of Certificate of Registration: Initial Electrical Contractor Fee	$100			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 7 Art III Div 3 Sec 7-126 (b)	Buildings and Building Regulations	Electricians. Qualifications. Issuance of Certificate of Registration: Annual Renewal Electrical Contractor Fee	$75			
Part II chapt 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Single Family Residence Fee--Up to 200 amps	$50			
Part II chapt 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Single Family Residence Fee--200 to 400 amps	$100			
Part II chapt 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Single Family Residence Fee--400+ amps	$150			
Part II chapt 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Commercial or Multiple Occupancy Fee--Up to 200 amps	$50			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Commercial or Multiple Occupancy Fee--200 to 400 amps	$100			
Part II chapt 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Commercial or Multiple Occupancy Fee--400+ amps	$150			
Part II chapt 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Elevator Fee: Per each passenger elevator	$15			
Part II chapt 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Elevator Fee: Per each frieght elevator	$3			
Part II chapt 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Reinspection made because of defective work: First Occurrence	$25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Reinspection made because of defective work: Subsequent occurance(s)	$50			
Part II chapt 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Temporary Electrical Pole Fee	$25			
Part II chapt 7 Art VI Div 1 Sec 7-299	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Maximum Fine		$500		
Part II chapt 7 Art VI Div 1 Sec 7-302 (a)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Registration with City: Contractor License Fee -- Initial and Renewal	$100, $75			
Part II chapt 7 Art VI Div 2 Sec 7-331 (3) (4)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Change of existing service fee	$25 ($500 max)			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 7 Art VI Div 2 Sec 7-331 (3) (4)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Reinspection fee because of defective work--First Occurrence, and Subsequent Occurrence	$25, $50			
Part II chapt 7 Art VI Div 2 Sec 7-331 (3) (4)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Construction without a permit	Triple the Permit Fee			
Part II chapt 7 Art VII Div 1 Sec 7-362 Sec P-113.2 (3)	Buildings and Building Regulations	Plumbing. Change of existing service fee	$50			
Part II chapt 7 Art VII Div 1 Sec 7-362 Sec P-113.2 (4)	Buildings and Building Regulations	Plumbing. Reinspection fee because of defective work--First Occurrence, and Subsequent Occurrence	$25, $50			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 7 Art VII Div 1 Sec 7-362 Sec P-113.2 (5)	Buildings and Building Regulations	Plumbing. Boring Fee	$50			
Part II chapt 7 Art VII Div 2 Sec 7-397 (1)	Buildings and Building Regulations	Registration of Plumbers. Qualifications and Registration Fees -- Initial	$100			
Part II chapt 7 Art VII Div 2 Sec 7-398 (a) (1)	Buildings and Building Regulations	Registration of Plumbers. Qualifications and Registration Fees -- Annual Renewal Fee	$75			
Part II chapt 7 Art VII Div 2 Sec 7-400 (b)	Buildings and Building Regulations	Registration of Plumbers. Liability Insurance Minimums				$5,000, $10,000, $5,000
Part II chapt 7 Art VIII Sec 7-432 (4)	Buildings and Building Regulations	International Property Maintenance Code: Minimum and Maximum Fine Amounts		$50, $500		
Part II chapt 7 Art XI Sec 7-521	Buildings and Building Regulations	Fair Housing. Maximum Fine		$500		
Part II chapt 7 Art XIV Sec 7-612	Buildings and Building Regulations	Demolitions of Buildings: Maximum Fine		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 7 Art XIV Sec 7-614 (b)	Buildings and Building Regulations	Demolitions of Buildings: License Fee	$75			
Part II chapt 7 Art XIV Sec 7-615	Buildings and Building Regulations	Demolitions of Buildings: Surety Bond			$10,000	
Part II chapt 7 Art XIV Sec 7-616 (b)	Buildings and Building Regulations	Demolitions of Buildings: Liability Insurance Minimums				$50,000, $100,000, $50,000
Part II chapt 7 Art XV Sec 7-646 (a)	Buildings and Building Regulations	Storm Cellars: Annual License Fee for engaging in the business of constructing or repairing	$75			
Part II chapt 7 Art XV Sec 7-646 (b)	Buildings and Building Regulations	Storm Cellars: Annual License Fee for engaging in the business of constructing or repairing -- Late Fee	$15			
Part II chapt 7 Art XV Sec 7-647 (a)	Buildings and Building Regulations	Storm Cellars: Surety Bond for engaging in the business of constructing or repairing			$2,000	

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 7 Art XV Sec 7-648 (b)	Buildings and Building Regulations	Storm Cellars: Liabilty Insurance Minimums for engaging in the business of constructing or repairing				$5,000, $10,000, $5,000
Part II chapt 7 Art XVI Div 1 Sec 7-676	Buildings and Building Regulations	Moving of Buildings: Minimum Fine		$500		
Part II chapt 7 Art XVI Div 2 Sec 7-713	Buildings and Building Regulations	Moving of Buildings: Minimum Fine	$25			
Part II chapt 7 Art XVI Div 2 Sec 7-713	Buildings and Building Regulations	Moving of Buildings: Permit Fee: For building up to 24 feet in width	$50			
Part II chapt 7 Art XVI Div 2 Sec 7-713	Buildings and Building Regulations	Moving of Buildings: Permit Fee: For building 30 feet to 32 feet in width	$75			
Part II chapt 7 Art XVI Div 2 Sec 7-714 (b)	Buildings and Building Regulations	Moving of Buildings: Surety Bond			$2,000	
Part II chapt 7 Art XVI Div 2 Sec 7-715 (b)	Buildings and Building Regulations	Moving of Buildings: Minimum Liability Insurance				$5,000, $10,000 $5,000

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 7 Art XVI Div 2 Sec 7-716 (c)	Buildings and Building Regulations	Moving of Buildings: Clean up Deposit Prior to Issuance	$500			
Part II chapt 7 Art XVI Div 2 Sec 7-717	Buildings and Building Regulations	Moving of Buildings: Time Limits for Completion of Moving-- per day fee for exceeding allowable days in permit	$10			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 8: BUSINESS, PERMITS, AND LICENSES						
Part II chapt 8 Art II Sec 8-32 (c)	Business, Permits, and Licenses	Alarm Permits required. Fines tied to violation		1st conviction $25; subsequent conviction $100		
Part II chapt 8 Art II Sec 8-34 (a)	Business, Permits, and Licenses	Alarm fees required: initial registration	$25			
Part II chapt 8 Art II Sec 8-34 (b)	Business, Permits, and Licenses	Alarm fees required: renewal license	$15			
Part II chapt 8 Art II Sec 8-34 (c)	Business, Permits, and Licenses	Alarm fees required: reinstatement fee	$50			
Part II chapt 8 Art II Sec 8-35	Business, Permits, and Licenses	False alarms		1st conviction $25; subsequent conviction $100		
Part II chapt 8 Art II Sec 8-40	Business, Permits, and Licenses	Enforcement of all other section violations		1st conviction $25; subsequent conviction $100		
Part II chapt 8 Art VI Div 1 Sec 8-192	Business, Permits, and Licenses	Peddlers, Solicitors, and Itinerant Merchants: Penalty for violation		$500		
Part II chapt 8 Art VI Div 2 Sec 8-224	Business, Permits, and Licenses	License fee	$3 per day; or $15 per week; or $50 per year			
Part II chapt 8 Art VI Div 2 Sec 8-225 (a)	Business, Permits, and Licenses	Bond			$2,000	
Part II chapt 8 Art VI Div 3 Sec 8-256	Business, Permits, and Licenses	Penalty for violation		$500		
Part II chapt 8 Art VI Div 3 Sec 8-259	Business, Permits, and Licenses	Snow cone merchant's license	$25			
Part II chapt 8 Art VI Div 4 Sec 8-291	Business, Permits, and Licenses	Charitable Solicitations: Penalty for violation		$500		
Part II chapt 8 Art VII Sec 8-326	Business, Permits, and Licenses	Pawnbrokers: Violations penalty		$500		
Part II chapt 8 Art VII Sec 8-327	Business, Permits, and Licenses	Pawnbrokers: Regulatory Fee	$25			
Part II chapt 8 Art VII Sec 8-328 (a)	Business, Permits, and Licenses	Pawnbrokers: Bond			$1,000	

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 8 Art VIII Sec 8-363	Business, Permits, and Licenses	Auctioneers: License Fee per annum; per day in lieu of per annum; per week in lieu of annum; per month in lieu of annum	$100; $10; $20; $30			
Part II chapt 8 Art VIII Sec 8-364	Business, Permits, and Licenses	Auctioneers: Bond			$1,000	
Part II chapt 8 Art IX Div 1 Sec 8-398	Business, Permits, and Licenses	Residential Sales: Violations penalty		$500		
Part II chapt 8 Art IX Div 2 Sec 8-434	Business, Permits, and Licenses	Residential Sales: License fee	$10			
Part II chapt 8 Art X Div 1 Sec 8-465	Business, Permits, and Licenses	Vehicles For Hire: Violations Penalty		$500		
Part II chapt 8 Art X Div 2 Sec 8-505	Business, Permits, and Licenses	Vehicles For Hire: Initial License Fee; License fee for each additional vehicle	$25; $10			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 9: CABLE COMMUNICATIONS						
Part II chapt 9 Art II Div 1 Sec 9-38 (c)(1) (2)	Cable Communications	Liability and indemnification: insurance				General liability Insurance: Bodily injury per person-$500,000. Bodily injury per occurrence - $1,000,000. Property damage per occurrence - $1,000,000. Property damage, aggregate - $1,000,000. Automobile insurance: Bodily injury per person - $500,000 Bodily injury per occurrence $1,000,000. Property damage per occurrence - $1,000,000.
Part II chapt 9 Art II Div 2 Sec 9-66 (b)	Cable Communications	System Requirements: Bond			$125,000	

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 10: CEMETARIES						
Part II chapt 10 Sec 10-1	Cemeteries	Violations Penalty		$500		
Part II chapt 10 Sec 10-9	Cemeteries	Sale of Lots: Adult Lot; Infant Lot	$400; $200			
Part II chapt 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. If the City provides such services;	$400			
Part II chapt 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Additional Tent Fee	$100			
Part II chapt 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Opening and Closing Infant Graves	$200			
Part II chapt 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Cremation burials	$100			
Part II chapt 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. After 4:00PM Monday thru Friday an Overtime charge	$250			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Overtime Charge Saturday prior to 12:00 Noon	$350			
Part II chapt 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Overtime Charges after 12:00 Noon on Saturaday	$450			
Part II chapt 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Overtime Charge for services on a nonfederal municipal holiday	$400			
Part II chapt 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Disinterment Fee	$600			
Part II chapt 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Reinterment Fee	$400			
Part II chapt 10 Sec 10-11	Cemeteries	Columbarium Fees: Two **Lower** Rows, Per Niche, Includes Opening and Closing, and Name, Birth and Death Dates (rows C&D)	$800 per niche			

MUNICIPAL CODE SITE	**DEPARTMENT**	**DESCRIPTION**	**FEE**	**FINE**	**BOND**	**INSURANCE**
Part II chapt 10 Sec 10-11	Cemeteries	Columbarium Fees: Two **Upper** Rows, Per Niche, Includes Opening and Closing, and Name, Birth and Death Dates (rows A&B)	$1000 per niche			
CHAPTER 11: CIVIL EMERGENCIES						
Part II chapt 11 Art III Sec 11-133	Civil Emergencies	911 Emergency Number: False alarm, complaint, or information: Conviction maximum fine		$500		
CHAPTER 12: COURT						
Part II chapt 12 Art 1 Sec 12-26	Court			$35		
Part II chapt 12 Art III Sec 12-55	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Service of arrest warrant sheriffs' fee	$20			
Part II chapt 12 Art III Sec 12-66	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Maximum Bail		$1,000		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 12 Art III Sec 12-66	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Maximum Cash Bond		$1,000		
Part II chapt 12 Art III Sec 12-67	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Release on personal recognizance Maximum Bail		$1,000		
Part II chapt 12 Art V Sec 12-118 (a)	Court	Imprisonment; Judgments and Sentences. Enforcement of payments of fines or costs by imprisonment--Persons unable to pay: Imprisonment Rate per day for financially able defendant	$25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 12 Art V Sec 12-119	Court	Imprisonment; Judgments and Sentences. Municipal Court judgments and sentences Maximum Fine for deferred sentence administrative fee		$500		
Part II chapt 12 Art VI Sec 12-145	Court	Court costs and fees. Maximum Court Costs		$30		
Part II chapt 12 Art VI Sec 12-149 (b)	Court	Appeals. Upon conviction,the judge of the municipal court will enter an order on the docket fixing an amount in which bond may be given by the defendant, in cash or sureties for cash in an amount of not less than $100.00 nor more than twice the amount of such fine.			$100 or more	
Part II chapt 12 Art VI Sec 12-152	Court	Penalty for exceeding the posted speed limit. Maximum Fine, Maximum Court Costs		$10; and $15		
CHAPTER 13: FIRE PREVENTION AND PROTECTION						

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 13 Art I Sec 13-4 (d) 1	Fire Prevention and Protection	Operating a special amusement building fee	$50			
Part II chapt 13 Art I Sec 13-4 (d) 2	Fire Prevention and Protection	Conducting a carnival or fair fee	$25			
Part II chapt 13 Art I Sec 13-4 (d) 3	Fire Prevention and Protection	Displays in covered malls of liquid- or gas-fired equipment, open-flame or flame-producing equipment, highly combustible goods and similar items fee	$50			
Part II chapt 13 Art I Sec 13-4 (d) 4	Fire Prevention and Protection	Operating exhibits and trade shows fee	$50			
Part II chapt 13 Art I Sec 13-4 (d) 5	Fire Prevention and Protection	Manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects fee	$50			
Part II chapt 13 Art I Sec 13-4 (d) 6	Fire Prevention and Protection	Open burning for any purpose other than recreational fires fee	$25			
Part II chapt 13 Art I Sec 13-4 (d) 7	Fire Prevention and Protection	Operating an air-supported temporary membrane structure or a tent having an area is excess of 200 square feet, or a canopy in excess of 400 square feet fee	$25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 13 Art I Sec 13-4 (d) 8	Fire Prevention and Protection	Installation of or modification to an automatic fire-extinguishing system fee	$100			
Part II chapt 13 Art I Sec 13-4 (d) 9	Fire Prevention and Protection	Installation of or modification to fire alarm and detection systems fee	$35			
Part II chapt 13 Art I Sec 13-4 (d) 10	Fire Prevention and Protection	Installation of or modification to fire pumps and related fuel tanks, jockey pumps, controllers, and generators fee	$100			
Part II chapt 13 Art I Sec 13-4 (d) 11	Fire Prevention and Protection	Install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank fee	$100			
Part II chapt 13 Art I Sec 13-4 (d) 12	Fire Prevention and Protection	Installation, modification, or removal from service of a standpipe system fee	$100			
Part II chapt 13 Art I Sec 13-9 (b)	Fire Prevention and Protection	False Alarm maximum fine if convicted		$750		
Part II chapt 13 Art I Sec 13-10 (a)	Fire Prevention and Protection	Installation Fee For a Woodburning (Solid Fuel) Stove	$15			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 13 Art II Sec 13-37 Sec 109.3 & Sec 111.4	Fire Prevention and Protection	Fire Prevention Code: Amendments of Section 109.3: Violation Penalties ($500); Amendments of Section 111.4: Failure to Comply penalty ($100-$500)		Amendments of Section 109.3: Violation Penalties = $500 Amendments of Section 111.4: Failure to Comply penalty = between $100 and $500		
Part II chapt 13 Art IV Sec 13-139	Fire Prevention and Protection	Fireworks Display Permit Fee	$100			
Part II chapt 13 Art IV Sec 13-139	Fire Prevention and Protection	Fireworks Display Permit General Liability Insurance Policy				$1,000,000
CHAPTER 14: FLOODS						
Part II chapt 14 Art II Div 2 Sec 14-70 (1)	Floods	Floodplain management fee schedule: Notice of Intent Fee	$25			
Part II chapt 14 Art II Div 2 Sec 14-70 (2)	Floods	Floodplain management fee schedule: Floodplain Development Permit Application Review	$100			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 14 Art II Div 2 Sec 14-70 (3)	Floods	Floodplain management fee schedule: Floodplain Development Permit Fee	$25			
Part II chapt 14 Art II Div 2 Sec 14-70 (4)	Floods	Floodplain management fee schedule: Inspection Fee	$25			
Part II chapt 14 Art II Div 2 Sec 14-71	Floods	Maximum Penalty for each conviction of noncompliance		$500		
CHAPTER 15: HEALTH & SANITATION						
Part II chapt 15 Art 1 Sec 15-2 (b)	Health & Sanitation	Food Service Sanitation: Maximum Penalty for Violation and Conviction		$500		
Part II chapt 15 Art II Div 1 Sec 15-32	Health & Sanitation	Ambulances: Maximum Penalty for Violation and Conviction		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 15 Art II Div 1 Sec 15-37 (b)	Health & Sanitation	Ambulances: Minimum Insurance Per Vehicle				$100,000 for injuries to or death of any one person arising out of any one accident; $300,000 for injuries to or death for more than one person arising out of any one accident; $100,000 for damages to property arising from any one accident
Part II chapt 15 Art II Div 1 Sec 15-58 (b)	Health & Sanitation	Emergency Calls: Maximum Penalty		$500		
Part II chapt 15 Art II Div 1 Sec 15-58 (c)	Health & Sanitation	Emergency Calls: Maximum Penalty		$500		
Part II chapt 15 Arcitcle II Div 2 Sec 15-90	Health & Sanitation	Annual License Fee to Engage in Ambulance Business	$25			
Part II chapt 15 Art III Sec 15-122 (a)	Health & Sanitation	Sprayers and Exterminators: Annual License Fee	$25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 16: LAKES						
Part II chapt 16 Art II Div 4 Sec 16-117 (a)	Lakes	Fishing: Annual License Fee	$15			
Part II chapt 16 Art II Div 4 Sec 16-117 (a)	Lakes	Fishing: Daily License Fee	$3			
Part II chapt 16 Art II Div 4 Sec 16-117 (g)	Lakes	Fishing: Portion of License Fee May Be Kept By Retail Outfits Other Than The City	$1			
Part II chapt 16 Art II Div 4 Sec 16-118 (b)	Lakes	Fishing: Maximum Penalty Imposed On Violation of Kind Of Fish Taken Section		$500		
Part II chapt 16 Art II Div 4 Sec 16-121 (a)	Lakes	Fishing: Maximum Penalty Imposed On Violation of Fishing In Connecting Channel Subsection;		$500		
Part II chapt 16 Art II Div 4 Sec 16-121 (b)	Lakes	Fishing: Maximum Penalty Imposed On Violation of Number of Fish Taken Subsection		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 16 Art II Div 5 SubDiv I Sec 16-151 (c)	Lakes	Hunting: Penalty for Use of Motor-Driven Vehicle in Game Refuge		$100		
Part II chapt 16 Art II Div 5 SubDiv I Sec 16-153 (d)	Lakes	Hunting: Seasonal License Fee Dove, Quail, Squirrel, or Rabbit Hunting	$8			
Part II chapt 16 Art II Div 5 SubDiv I Sec 16-153 (d)	Lakes	Hunting: Daily License Fee Per Dove, Quail, Squirrel, or Rabbit Hunting Season	$2			
Part II chapt 16 Art II Div 5 SubDiv II Sec 16-183 (a)	Lakes	Hunting: Annual Hunting License Upon the Waters or Lands Owned or Controlled By City Surrounding Twin Lakes No. 1 and 2	$8			
Part II chapt 16 Art II Div 5 SubDiv II Sec 16-183 (a)	Lakes	Hunting: Daily Hunting License Upon the Waters or Lands Owned or Controlled By City Surrounding Twin Lakes No. 1 and 2	$2			
Part II chapt 16 Art II Div 6 SubDiv II Sec 16-253 (a)	Lakes	Recreator's Annual License to Operate Watercraft	$26			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 16 Art II Div 6 SubDiv II Sec 16-253 (a)	Lakes	Recreator's Daily License to Operate Watercraft	$7			
Part II chapt 16 Art II Div 6 SubDiv II Sec 16-253 (b)	Lakes	Dealers' Annual License to Operate Watercraft	$25			
Part II chapt 16 Art II Div 7 Sec 16-288 (a)	Lakes	Camping: Daily Fee	$5			
Part II chapt 16 Art II Div 8 Sec 16-321	Lakes	Lot Rentals: Annual Rental/Lease Fee Per Lake Lot	$600			
Part II chapt 16 Art II Div 8 Sec 16-322 (b)	Lakes	Lot Rentals: Transfer Fee	$1,000			
Part II chapt 16 Art II Div 8 Sec 16-326	Lakes	Lot Rentals: Early Cancellation of Lease Fee	$1,000			
Part II chapt 16 Art II Div 8 Sec 16-327	Lakes	Lot Rentals: Renewal of Lease After Cancellation Fee	$75			
Part II chapt 16 Art II Div 8 Sec 16-328	Lakes	Inspection Fee of Lake Lot Septic System	$75			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 18: MANUFACTURED HOMES						
Part II chapt 18 Art 1 Sec 18-2	Manufactured Homes	Maximum Penalty For Each Offense of This Chapter		$500		
Part II chapt 18 Art V Div 2 Sec 18-154	Manufactured Homes	Mobile/Manufactured Home or Travel Trailer/RV Park. Maximum Initial License Fee for up to 30 Spaces	$30			
Part II chapt 18 Art V Div 2 Sec 18-154	Manufactured Homes	Mobile/Manufactured Home or Travel Trailer/RV Park. Maximum Initial License Fee for each space over 30 spaces	$3			
CHAPTER 19: MOTOR VEHICLES AND TRAFFIC						
Part II chapt 19 Art I Sec 19-4 (a) (b)	Motor Vehicles and Traffic	Valid License Required. Maximum Fine		$100		
Part II chapt 19 Art I Sec 19-4 (a) (b)	Motor Vehicles and Traffic	Valid License Required. Maximum Fine for Driving with with suspended, cancelled, denied, or revoked license: Maximum Fine - First Offense		$100		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 19 Art I Sec 19-4 (a) (b)	Motor Vehicles and Traffic	Valid License Required. Maximum Fine for Driving with with suspended, cancelled, denied, or revoked license: Maximum Fine - Subsequent Offense		$500		
Part II chapt 19 Art II Div 1 Sec 19-42 (a)	Motor Vehicles and Traffic	Administration and Enforcement. Maximum Fine		$100		
Part II chapt 19 Art II Div 1 Sec 19-51 (a)	Motor Vehicles and Traffic	Motor Vehicle Impoundment Fee	$100			
Part II chapt 19 Art IV Sec 19-178 (c)	Motor Vehicles and Traffic	Driving under the influence of intoxicating liquor or drugs Maximum Fine		$500		
Part II chapt 19 Art IV Sec 19-178.5	Motor Vehicles and Traffic	Driving while impaired Maximum Fine		$200		
Part II chapt 19 Art IV Sec 19-182 (e)	Motor Vehicles and Traffic	Use of safety belts: Fine and court cost		$10, $15		
Part II chapt 19 Art IV Sec 19-183 (f)	Motor Vehicles and Traffic	Child passenger restraint system: Fine and court cost		$10, $15		
Part II chapt 19 Art VI Sec 19-251	Motor Vehicles and Traffic	Accidents. Maximum Fine		$200		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 19 Art XI Div 2 Subdiv I Sec 19-451 (b)	Motor Vehicles and Traffic	Parking on posted private property: Maximum Fine		$20 plus removal charges incurred		
Part II chapt 19 Art XI Div 2 Subdiv I Sec 19-453 (c) (d)	Motor Vehicles and Traffic	Central business district. Illegal parking fine		$5		
Part II chapt 19 Art XI Div 4 Sec 19-696 (d)	Motor Vehicles and Traffic	Heavy Vehicles. Load limits on bridges: Maximum Fine		$200		
CHAPTER 20: OFFENSES AND MISC. PROVISIONS						
Part II chapt 20 Art I Sec 20-7 (b)	Offenses and Miscellaneous Provisions	Maximum Penalty For Removing, Destroying, or Defacing Decorations		$500		
Part II chapt 20 Art I Sec 20-8 (c)	Offenses and Miscellaneous Provisions	Assault, Battery: Use of Taser Fee	$30			
Part II chapt 20 Art I Sec 20-9	Offenses and Miscellaneous Provisions	Blasphemy: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-10 (c)	Offenses and Miscellaneous Provisions	Fortunetelling: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-11 (b)	Offenses and Miscellaneous Provisions	Disorderly House: Maximum Penalty		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 20 Art I Sec 20-12 (b)	Offenses and Miscellaneous Provisions	Consuming or Inhaling Intoxicants in Public Places: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-13 (b)	Offenses and Miscellaneous Provisions	Abandoned Refrigerators, Iceboxes, or Airtight Containers: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-14 (d)	Offenses and Miscellaneous Provisions	Disturbing Assemblies: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-15	Offenses and Miscellaneous Provisions	Distubance by loud or unusual noise or abusive, violent, profane, or threatening language: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-16 (b)	Offenses and Miscellaneous Provisions	Insulting Displays: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-17 (a)	Offenses and Miscellaneous Provisions	Fraud to Obtain Food, Lodging, or Services: Maximum Penalty under this Subsection		$500		
Part II chapt 20 Art I Sec 20-17 (b)	Offenses and Miscellaneous Provisions	Fraud to Obtain Food, Lodging, or Services: Maximum Penalty under this Subsection		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 20 Art I Sec 20-18 (d)	Offenses and Miscellaneous Provisions	Petit Larceny: Maximum Penalty upon Conviction		$500		
Part II chapt 20 Art I Sec 20-21 (e)	Offenses and Miscellaneous Provisions	Shoplifting: Range of fines		$50 to $200		
Part II chapt 20 Art I Sec 20-22 (b)	Offenses and Miscellaneous Provisions	Malicious Mischief: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-24 (b)	Offenses and Miscellaneous Provisions	Taking or Withholding Possession of City Property: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-26 (b)	Offenses and Miscellaneous Provisions	Radio and Television Interference: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-27 (c)	Offenses and Miscellaneous Provisions	Trespassing: Maximum Penalty		$500		
Part II chapt 20 Art 1 Sec 20-30 (b)	Offenses and Miscellaneous Provisions	Barbed Wire Fence: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-31 (b)	Offenses and Miscellaneous Provisions	Electrical Fences: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-32 (d) (1)	Offenses and Miscellaneous Provisions	Possession of Marijuana: Maximum Penalty for First Violation		$100		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 20 Art I Sec 20-32 (d) (2)	Offenses and Miscellaneous Provisions	Possession of Marijuana: Maximum Penalty for Second and Subsequent Violation		$500		
Part II chapt 20 Art I Sec 20-33 (b)	Offenses and Miscellaneous Provisions	Indecent Exposure: Maximum Penalty		$500		
Part II chapt 20 Art I Sec 20-34 (b)	Offenses and Miscellaneous Provisions	Abuse of City Tennis Courts: Maximum Fine		$500		
Part II chapt 20 Art I Sec 20-35 (c)	Offenses and Miscellaneous Provisions	Uses of Airport Trail: Maximum Fine		$500		
Part II chapt 20 Art I Sec 20-36 (c)	Offenses and Miscellaneous Provisions	Possession of Laser Pointing Devices: Maximum Fine		$500		
Part II chapt 20 Art I Sec 20-39 (e)	Offenses and Miscellaneous Provisions	Resisting a Police Officer: Use of Taser Fee	$30			
Part II chapt 20 Art II Sec 20-68 (b)	Offenses and Miscellaneous Provisions	Discharging Firearms in Public Place: Maximum Fine		$500		
Part II chapt 20 Art III Div 1 Sec 20-98 (e)	Offenses and Miscellaneous Provisions	Unlawful Curfew: Maximum Fine		$500		
Part II chapt 20 Art III Div 1 Sec 20-99 (b)	Offenses and Miscellaneous Provisions	Leaving Child in Vehicle: Maximum Fine		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 20 Art III Div 1 Sec 20-100 (b)	Offenses and Miscellaneous Provisions	Allowing or Encouraging Minor to Commit Offenses: Maximum Fine		$500		
Part II chapt 20 Art III Div 1 Sec 20-101 (b)	Offenses and Miscellaneous Provisions	Parental Responsibility; Failure to Control: Maximum Fine		$500		
Part II chapt 20 Art III Div 1 Sec 20-102 (b)	Offenses and Miscellaneous Provisions	Commission of Crime in Presence of Minor: Maximum Fine		$500		
Part II chapt 20 Art III Div 1 Sec 20-103 (b)	Offenses and Miscellaneous Provisions	Permitting Crimes or Disorderliness on Premises: Maximum Fine		$500		
Part II chapt 20 Art III Div 1 Sec 20-105 (c)	Offenses and Miscellaneous Provisions	Truancy: Maximum Fine For Parent		$500		
Part II chapt 20 Art III Div 1 Sec 20-105 (d)	Offenses and Miscellaneous Provisions	Truancy: Maximum Fine First Offense; Second Offense; and Subsequent Offense		$50; $100; $500		
Part II chapt 20 Art III Div 2 Sec 20-133 (e)	Offenses and Miscellaneous Provisions	Tobacco Products. Furnishing Prohibited: Maximum Fine First Offense; and Second and Subsequent Offense		$100; $200		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 20 Art III Div 2 Sec 20-134 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Falsifying Proof of Age: Maximum Fine First Offense; and Second and Subsequent Offense		$100; $200		
Part II chapt 20 Art III Div 2 Sec 20-135 (c)	Offenses and Miscellaneous Provisions	Tobacco Products. Distribution of Samples: Maximum Fine First Offense; and Second and Subsequent Offense		$100; $200		
Part II chapt 20 Art III Div 2 Sec 20-136 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Sale of Cigarettes in Non-original, Sealed, Packaging: Maximum Fine		$200		
Part II chapt 20 Art III Div 2 Sec 20-137 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Tobacco Vending Machines: Fine First Offense; and Second and Subsequent Offense		$100, $200		
Part II chapt 20 Art III Div 2 Sec 20-138 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Display of Tobacco Age Restriction Signage: Fine For Each Day of Violation		$100		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 20 Art III Div 2 Sec 20-139 (c)	Offenses and Miscellaneous Provisions	Tobacco Products. Public Access to Tobacco Products: Fine First Offense; and Second and Subsequent Offense		$100, $200		
Part II chapt 20 Art III Div 2 Sec 20-140	Offenses and Miscellaneous Provisions	Tobacco Products. Tobacco Paraphenalia: Fine		$100		
Part II chapt 20 Art III Div 3 Sec 20-162 (f)	Offenses and Miscellaneous Provisions	Consumption of Alcoholic Beverages By Minors. Hosting, Permitting, or Allowing a Party, Gathering or Event Where Minors are Consuming Alcohol: Maximum Fine		$500		
Part II chapt 20 Art IV Div 1 Sec 20-169	Offenses and Miscellaneous Provisions	Nuisances. Maintaining or Permitting Nuisances: Maximum Fine		$500		
Part II chapt 20 Art IV Div 1 Sec 20-172 (d)	Offenses and Miscellaneous Provisions	Nuisances. Loud Sound from Amplification Systems in Motor Vehicle: Maximum Fine		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 20 Art IV Div 1 Sec 20-173 (d)	Offenses and Miscellaneous Provisions	Nuisances. Loud Sound from Amplification Systems in Private Residences: Maximum Fine		$500		
Part II chapt 20 Art IV Div 2 Sec 20-202 (j)	Offenses and Miscellaneous Provisions	Accumulation of Trash and Weeds. Health Nuisances: Maximum Fine		$200		
Part II chapt 20 Art V Sec 20-240 (c)	Offenses and Miscellaneous Provisions	Graffitti. Application Prohibited: Maximum Fine		$500		
Part II chapt 20 Art V Sec 20-242 (e)	Offenses and Miscellaneous Provisions	Graffitti. Sale of Spray Paint to Minors: Maximum Fine		$500		
Part II chapt 20 Art V Sec 20-243 (c)	Offenses and Miscellaneous Provisions	Prohibitions on Spray Paint Containers and Broad-tipped Indelible Markers: Maximum Fine		$500		
CHAPTER 21: PARKS & RECREATION						
Part II chapt 21 Art I Sec 21-1	Parks & Recreation	Maximum Fine		$500		
Part II chapt 21 Art I Sec 21-9 (c)	Parks & Recreation	Vendors in recreational areas: Daily Fee	$2.50			
Part II chapt 21 Art I Sec 21-9 (c)	Parks & Recreation	Vendors in recreational areas: Specific Event Fee	$7.50			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 21 Art I Sec 21-9 (e)	Parks & Recreation	Vendors in recreational areas: Maximum Fine		$500		
New Ordinance	Parks & Recreation	Shawnee Splash: Youth/ Senior Daily Admission Fee	$5			
New Ordinance	Parks & Recreation	Shawnee Splash: Adult Daily Admission Fee	$6			
New Ordinance	Parks & Recreation	Shawnee Splash: Non Swimmer Admission Fee	$2			
New Ordinance	Parks & Recreation	Shawnee Splash: Youth/Senior Twilight Admission Fee	$2.50			
New Ordinance	Parks & Recreation	Shawnee Splash: Adult Twilight Admission Fee	$3			
New Ordinance	Parks & Recreation	Shawnee Splash: Non Swimmer Twilight Fee	$1			
New Ordinance	Parks & Recreation	Shawnee Splash: Individual Season Pass	$50			
New Ordinance	Parks & Recreation	Shawnee Splash: Senior Season Pass	$40			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
New Ordinance	Parks & Recreation	Shawnee Splash: Family Season Pass	$130			
New Ordinance	Parks & Recreation	Shawnee Splash: Per Hour Private Rental	$220			
New Ordinance	Parks & Recreation	Shawnee Splash: Per Hour Private Rental for Season Pass Holder	$175			
New Ordinance	Parks & Recreation	Shawnee Splash: Party Space Rental	$100 to $175			
New Ordinance	Parks & Recreation	Municipal Gym Rental Fees: Per Hour Gym Space	$35			
New Ordinance	Parks & Recreation	Municipal Gym Rental Fees: Admission Open Gym	$3			
New Ordinance	Parks & Recreation	Community Center Rental Fees: Per Hour Rental after 5:00 pm	$35			
New Ordinance	Parks & Recreation	Community Center Rental Fees: Per Hour Rental Monday thru Friday 8:00 am to 5:00 pm	$25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
New Ordinance	Parks & Recreation	Community Center Rental Fees: Daily Rate (8 hours) + Rate per each additional hour up to 9:00pm	$200 Daily Rate; $10 per additional hour			
New Ordinance	Parks & Recreation	Community Center Rental Fees: Refundable Cleaning Deposit	$25			
New Ordinance	Parks & Recreation	Park Pavillion Rental per 3 Hour Time Slot	$25			
CHAPTER 23: SOLID WASTE						
Part II chapt 23 Art II Sec 23-38 (a) (1)	Solid Waste	Once a week residential curbside solid waste collection	$10			
Part II chapt 23 Art II Sec 23-38 (a) (2)	Solid Waste	Once a week yard waste collection and processing	$0.75			
Part II chapt 23 Art II Sec 23-38 (a) (3)	Solid Waste	Extra polycart for curbside collection (95 gallons)	$4			
Part II chapt 23 Art II Sec 23-38 (a) (4)	Solid Waste	Optional polycart (65 gallons-automated)	$8			
Part II chapt 23 Art II Sec 23-38 (a) (5)	Solid Waste	Community transfer station-manned	$0.75			
Part II chapt 23 Art II Sec 23-38 (a) (6)	Solid Waste	Once a month residential curbside bulk waste collection	$0.20			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 23 Art II Sec 23-38 (a) (7)	Solid Waste	Once a month city-wide cleanup (Four roll offs at specific sites)	No Charge			
Part II chapt 23 Art II Sec 23-38 (a) (8)	Solid Waste	Community recycling locations (cost per location)	$0.30			
Part II chapt 23 Art II Sec 23-38 (a) (9)	Solid Waste	City of Shawnee government solid-waste disposal	No Charge			
Part II chapt 23 Art II Sec 23-38 (a) (10)	Solid Waste	Land fill use charge to residents on a user-fee basis	No Charge			
Part II chapt 23 Art II Sec 23-38 (a) (11)	Solid Waste	City administration fee	$1.69			
Part II chapt 23 Art II Sec 23-38 (c)	Solid Waste	Multifamily Dwelling Monthly Rate / Unit	$5			
Part II chapt 23 Art II Sec 23-38 (f)	Solid Waste	Minimum deposit for garbage service from City	$15			
Part II chapt 23 Art II Sec 23-40	Solid Waste	Disposal of household hazardous waste; rates	Not included in this Schedule; See Code Sec 23-40			
Part II chapt 23 Art III Sec 23-67 (b)	Solid Waste	City Dump; Sanitary Landfill: Fee per cubic yard	$0.75			
CHAPTER 24: STREETS AND SIDEWALKS						
Part II chapt 24 Art I Sec 24-1	Streets and Sidewalks	Maximum Fine		$500		
Part II chapt 24 Art I Sec 24-2 (a)	Streets and Sidewalks	Street Paving or Improvement Work Bond			$5,000	

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 24 Art I Sec 24-2 (b)	Streets and Sidewalks	Street Paving or Improvement Work Liability				$100,000, $300,000, $100,000
Part II chapt 24 Art II Sec 24-46 (a)	Streets and Sidewalks	Permit to Construct or Repair Fee				
Part II chapt 24 Art III Div 2 Sec 24-114 (e)	Streets and Sidewalks	Administrative Fee	$10			
Part II chapt 24 Art III Div 2 Sec 24-114 (e)	Streets and Sidewalks	If a curb is cut into, a fee for cutting or removing a curbing exceeding 20 feet shall be $1.00 per foot for each additional foot in excess of 20 feet.	$20			
Part II chapt 24 Art III Div 2 Sec 24-115	Streets and Sidewalks	Permit Renewal Fee	$1			
Part II chapt 24 Art IV Div 1 Sec 24-146	Streets and Sidewalks	Excavations: Maximum Fine	$10			
Part II chapt 24 Art IV Div 1 Sec 24-147	Streets and Sidewalks	Excavation: Bond		$500	$2,000	
Part II chapt 24 Art IV Div 1 Sec 24-148 (b)	Streets and Sidewalks	Excavations: liability Insurance Coverage				$5,000, $10,000, $5,000
Part II chapt 24 Art IV Div 2 Sec 24-177 (b)	Streets and Sidewalks	Streets: Cut Fee	$60			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 25: TAXATION						
Part II chapt 25 Art II Div 1 Sec 25-35	Taxation	Failure or Refusal to Pay or Fraudulent Returns under this Section: Maximum Fine		$500		
Part II chapt 25 Art III Div 1 Sec 25-162	Taxation	Failure or Refusal to Pay or Fraudulent Returns under this Section: Maximum Fine		$500		
CHAPTER 26: UTILITIES						
CHAPTER 26 ARTICLE I GENERAL						
Part II chapt 26 Art I Sec 26-1 (c) and (d)	Utilities	Investor Owned Utilities	Franchise Tax + Current Sales Tax			
CHAPTER 26 ARTICLE II WATER and SEWER						
Part II chapt 26 Art II Sec 26-26 (a)	Utilities	Water Rates - Consunption Inside City Limits	Refer to Code			
Part II chapt 26 Art II Sec 26-26 (b)	Utilities	Water Rates - Consumption Outside City Limits	Refer to Code			
Part II chapt 26 Art II Sec 26-27 (a) (1), (b), (c)	Utilities	Sewer Rates - Residential	Refer to Code			
Part II chapt 26 Art II Sec 26-27 (a) (2), (b), (c)	Utilities	Sewer Rates - Commercial	Refer to Code			
Part II chapt 26 Art II Sec 26-27 (a) (3)	Utilities	Sewer Rates - Hauled Domestic Wastewater	Refer to Code			
No Ordinance	Utilities	Septic Hauler Permit Fee	$100/Truck			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 26 Art II Sec 26-28 (a), (b) 1	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II chapt 26 Art II Sec 26-28 (a), (b) 2	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II chapt 26 Art II Sec 26-28 (a), (b) 3	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II chapt 26 Art II Sec 26-28 (a), (b) 4	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II chapt 26 Art II Sec 26-28 (a), (b) 5	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II chapt 26 Art II Sec 26-28 (a), (b) 6	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II chapt 26 Art II Sec 26-28 (a), (b) 7	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II chapt 26 Art II Sec 26-29 (a) (b)	Utilities	(Metered Users) User Charge - Treatment of Domestic Wastewater	Refer to Code			
Part II chapt 26 Art II Sec 26-29 (a) (b)	Utilities	(Non-Metered Users) User Charge - Treatment of Domestic Wastewater	Refer to Code			
Part II chapt 26 Art II Sec 26-29 (c)	Utilities	Excessive Strength Charges	Refer to Code			
Part II chapt 26 Art II Sec 26-29 (e)	Utilities	Toxic Pollutant Charges	Refer to Code			
Part II chapt 26 Art II Sec 26-29 (g)	Utilities	Charges for Extraneous Flows	Refer to Code			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 26 ARTICLE III WATER						
Part II chapt 26 Art III Div 1 Sec 26-59	Utilities	Furnishing to other premises: Resetting the Meter Fee	$25			
Part II chapt 26 Art III Div 1 Sec 26-67 (d) (1)	Utilities	Water--Drought Management Plans: Fines: 1st Violation;		Warning		
Part II chapt 26 Art III Div 1 Sec 26-67 (d) (2)	Utilities	Water--Drought Management Plans: Fines: 2nd Violation;		$150 plus costs		
Part II chapt 26 Art III Div 1 Sec 26-67 (d) (3)	Utilities	Water--Drought Management Plans: Fines: 3rd Violation;		$250 plus costs		
Part II chapt 26 Art III Div 1 Sec 26-67 (d) (4)	Utilities	Water--Drought Management Plans: Fines: 4th and Subsequent Violations		$500 plus costs		
Part II chapt 26 Art III Div 1 Sec 26-70 (a)	Utilities	Failure to Repair Water Leak: Maximum Fine		$150		
Part II chapt 26 Art III Div 1 Sec 26-70 (a)	Utilities	Failure to Repair Water Leak: Subsequent Fine for each day		$25		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 26 Art III Div 1 Sec 26-71 (a) (2)	Utilities	Individual Water Well: Permit Fee	$100			
Part II chapt 26 Art III Div 1 Sec 26-72	Utilities	Fire hydrant meter for bulk water purchase: Refundable Deposit	$1,100			
Part II chapt 26 Art III Div 1 Sec 26-97	Utilities	Water Service Tapping Fee: Meter Size of 5/8" or 3/4"	$300			
Part II chapt 26 Art III Div 1 Sec 26-97	Utilities	Water Service Tapping Fee: Meter Size of 1.0" and over	$450			
Part II chapt 26 Art III Div 1 Sec 26-104	Utilities	Filling Swimming Pools	Refer to Code			
Part II chapt 26 Art III Div 1 Sec 26-132 (a)	Utilities	Water Service Cash Deposit - Residential	Refer to Code			
Part II chapt 26 Art III Div 1 Sec 26-133 (a)	Utilities	Water Service Cash Deposit - Commercial	Refer to Code			
Part II chapt 26 Art III Div 1 Sec 26-134	Utilities	Water Meter Deposit	$200			
Part II chapt 26 Art III Div 1 Sec 26-135 (b)	Utilities	Temporary Service Charge	$25			
Part II chapt 26 Art III Div 1 Sec 26-137	Utilities	Utility Deposit Amount Increase	Refer to Code			
Part II chapt 26 Art III Div 1 Sec 26-171	Utilities	Water Meter Testing	Refer to Code			
Part II chapt 26 Art III Div 1 Sec 26-202	Utilities	Late Payment Penalty	10 % of bill, minimum $1.25			
Part II chapt 26 Art III Div 4 Sec 26-231 (c)	Utilities	Resetting Meter after Discontinuance of service: Fee	$75			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 26 Art III Div 4 Sec 26-231 (d)	Utilities	Administration Fee for Process of Disconnecting	$50			
Part II chapt 26 Art III Div 4 Sec 26-233	Utilities	Dishonored Check Fee	$35			
Part II chapt 26 Art IV Div 1 Sec 26-264	Utilities	Sewers: Maximum Fine		$1,000		
Part II chapt 26 Art IV Div 1 Sec 26-265	Utilities	Falsifying Information: Maximum Fine		$500		
Part II chapt 26 Art IV Div 1 Sec 26-266 (h)	Utilities	Sewers: Citation: Maximum Fine		$1,000		
Part II chapt 26 Art IV Div 1 Sec 26-271 (c)	Utilities	Fees for dumping Septage (section 26-28)	RESERVED			
Part II chapt 26 Art IV Div 1 Sec 26-272 (f)	Utilities	Sewer connection. Wastewater tap fee: 4 inch pipe	$375			
Part II chapt 26 Art IV Div 1 Sec 26-272 (f)	Utilities	Sewer connection. Wastewater tap fee: 6 inch pipe	$500			
Part II chapt 26 Art IV Div 1 Sec 26-272 (f)	Utilities	Sewer connection. Wastewater tap fee: 8 inch pipe	$1,000			
Part II chapt 26 Art V Sec 26-437 (3)	Utilities	Change of Existing Service Fee:	$20			
Part II chapt 26 Art V Sec 26-437 (4)	Utilities	Reinspection Fee: First Occurance	$25			
Part II chapt 26 Art V Sec 26-437 (4)	Utilities	Reinspection Fee: Subsequent Occurances	$50			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Ordinance Pending	Utilities	Fee: Field Charge to turn on Domestic Water and No Adult Present	$25			
Ordinance Pending	Utilities	Fee: Field Charge For Seconds Trip to turn on Domestic Water and No Adult Present	$25			
CHAPTER 27: VEGETATION						
Part II chapt 27 Art II Div 2 Sec 27-56	Vegetation	License to Trim, Prune, or Remove: License Fee	$25			
Part II chapt 27 Art II Div 2 Sec 27-57	Vegetation	License to Trim, Prune, or Remove: Bond			$1,000	
Part II chapt 27 Art II Div 2 Sec 27-58	Vegetation	License to Trim, Prune, or Remove: Liability Insurance				$5,000, $10,000, $5,000
Part II chapt 27 Art II Div 3 Sec 27-92	Vegetation	Arborists License Fee; Bond; and Liability Insurance			$1,000	$50,000, $100,000
Part II chapt 27 Art II Div 3 Sec 27-94	Vegetation	Maximum Fine.		$100		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 28: WELLS, OIL AND GAS						
Part II chapt 28 Art II Div 1 Sec 28-33 (b)	Wells, Oil and Gas	Maximum Fine		$500		
Part II chapt 28 Art II Div 1 Sec 28-37	Wells, Oil and Gas	Release of bonds and insurance on sale of well: Flat Fee per well under 10 wells	$50			
Part II chapt 28 Art II Div 1 Sec 28-37	Wells, Oil and Gas	Release of bonds and insurance on sale of well: Release of 10 or more wells	$500			
Part II chapt 28 Art II Div 2 Sec 28-67 (b)	Wells, Oil and Gas	Application and Permit Fee and first year of operation fee	$3,500			
Part II chapt 28 Art II Div 2 Sec 28-69 (a)	Wells, Oil and Gas	Surety Bond			$50,000	
Part II chapt 28 Art II Div 2 Sec 28-69 (c)	Wells, Oil and Gas	Blanket Corporate Surety Bond			$500,000	
Part II chapt 28 Art II Div 2 Sec 28-69 (d)	Wells, Oil and Gas	Continuing Irrevocable Letter of Credit in lieu of Corporate Surety Bond			$50,000.00	
Part II chapt 28 Art II Div 2 Sec 28-70 (b)	Wells, Oil and Gas	Liability Insurance Minimum				$500,000
Part II chapt 28 Art II Div 2 Sec 28-72	Wells, Oil and Gas	Denial; cancellation of application processing fee	$250			
Part II chapt 28 Art II Div 2 Sec 28-73 (a)	Wells, Oil and Gas	Annual Permit Fee	$250			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 28 Art II Div 2 Sec 28-73 (b) (1-2)	Wells, Oil and Gas	Annual Permit Fee: If the price per barrel of Oklahoma Sweet has averaged **less** than $15 per barrel for the 12 months preceding the anniversary date	$150			
Part II chapt 28 Art II Div 2 Sec 28-73 (b) (1-2)	Wells, Oil and Gas	Annual Permit Fee: If the price per barrel of Oklahoma Sweet has averaged **more** than $15 per barrel for the 12 months preceding the anniversary date	$250			
Part II chapt 28 Art II Div 2 Sec 28-74	Wells, Oil and Gas	Prior nonpermitted wells	$250			
Part II chapt 28 Art III Sec 28-131 (c)	Wells, Oil and Gas	Abandonment and Plugging Permit Fee	$350			
Part II chapt 28 Art V Sec 28-194 (a)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Enhanced recovery project or disposal well application fee	$5,000			
Part II chapt 28 Art V Sec 28-194 (b)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Enhanced Recovery project: Annual inspection fee	$250			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II chapt 28 Art V Sec 28-194 (c)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Disposal Well: Annual inspection fee	$1,000			
Part II chapt 28 Art V Sec 28-196 (2) (d)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Additional Bond and Insurance Coverage: Minimum Insurance Coverage				$1,000,000

Regular Board of Commissioners **10.**

Meeting Date: 03/20/2017

Update building codes

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration, and possible action on an ordinance adopting the Statewide Minimum building codes (Update of Existing Regulations).

Attachments

Building Code Update Memo

Building Code Update Ord.

City of Shawnee
OKLAHOMA
Community Development Department

AGENDA: March 20, 2017

TO: Shawnee City Commission

FROM: Justin DeBruin, Community Development Director

RE: Adoption of Statewide Minimum Building Codes (Update of Existing Regulations)

SUMMARY

Periodically, the City of Shawnee updates its building codes to maintain compliance with industry standards and changes in building technology. The State of Oklahoma adopts Statewide minimum code standards regulating building, mechanical, electrical and plumbing work performed in the State. Local jurisdictions must at minimum adopt regulations that are compliant with the Statewide minimum code standards. In November 2016, the Oklahoma Uniform Building Code Commission (OUBCC) adopted the 2015 edition of the International Residential Code (IRC). In November 2015, the OUBCC adopted the 2015 editions of the: International Building Code, International Existing Buildings Code, international Fire Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, and the National Electric Code. The City is currently under the 2009 code series.

The City of Shawnee now must comply with the State adopted minimum codes to be in compliance. Staff will be providing additional training in cooperation with the Shawnee Homebuilders Association. Lastly, the attached Ordinance allow for an effective date of 60 days from passage – allowing any pending applications and plans to be submitted utilizing the previous code standards.

Staff is requesting that only the minimum code standards be adopted at this time. Although the State allows jurisdictions to adopt more stringent standards, Staff does not feel any additional modifications of the rules is necessary at this time.

STAFF REQUEST

Staff recommends approval of the attached Ordinance, which updates all major construction and building codes in the City of Shawnee.

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Adopted Building Codes

Code Adopted	Effective Date of Adoption	Modifications to the code
International Residential Code ®, 2015 Edition (IRC®, 2015)	November 1, 2016	Click Here for modifications to the code adopted by reference.
International Building Code ®, 2015 Edition (IBC®, 2015)	November 1, 2015	Click Here for modifications to the code adopted by reference.
International Existing Building Code®, 2015 Edition (IEBC®, 2015)	November 1, 2015	Click Here for modifications to the code adopted by reference.
International Fire Code ®, 2015 Edition (IFC®, 2015)	November 1, 2015	Click Here for modifications to the code adopted by reference.
International Fuel Gas Code ®, 2015 Edition (IFGC®, 2015)	November 1, 2015	Click Here for modifications to the code adopted by reference.
International Mechanical Code ®, 2015 Edition (IMC®, 2015)	November 1, 2015	Click Here for modifications to the code adopted by reference.
International Plumbing Code ®, 2015 Edition (IPC®, 2015)	November 1, 2015	Click Here for modifications to the code adopted by reference.
National Electrical Code ®, 2014 Edition (NEC®, 2014)	November 1, 2015	Click Here for modifications to the code adopted by reference.

Base model codes have been adopted by reference and amended at the state level.
Only the state amendments are available on this website for viewing and download.
For information about the base model codes, see the Resources page.

PLEASE NOTE: Click Here for a link to the Federal ADA Requirements

Significant Changes to the 2015 International Residential Code

The following is a summary of the significant changes to the 2015 edition of the International Residential Code that may be of concern to NAHB and NMHC members as well as others engaged in multifamily/light commercial construction and development using the IRC. Included are changes that have been approved and benefit the construction industry and those that members need to be aware of. The “Of Benefit” and “Be Aware Of” changes are listed separately below. These changes were finalized during the Public Comment Hearings for “Group B” of the I-Codes in October 2013. This **is not** a comprehensive collection of all of the changes that were made to the 2015 I-Codes.

Of Benefit Changes to the 2015 International Residential Code – Building Planning & Construction Provisions

1. **Section 301.2.1.2 Protection of openings.** This change replaces 2-story limit on use of wood structural panels for wind-borne debris protection with limit based on 33-foot mean roof height. (RB41)
2. **Section R308.4.7 Glazing adjacent to bottom stair landing.** This change will limit the requirement for glazing at the bottom of a landing by excluding windows greater than 180 degrees from the bottom face of the landing. (RB115)
3. **R310.6 Alterations or repairs of existing basements.** This change includes clarification when an Emergency Escape and Rescue Opening is required in existing dwellings and for additions (RB124)
4. **Section R315 Carbon Monoxide Alarms.** This change is a complete rewrite of the section on carbon monoxide alarms to match the format for smoke alarms. It also introduces exceptions from requiring Carbon Monoxide Detectors, based on the same exceptions found under smoke alarms. (RB161)
5. **Section R316.4 Thermal Barrier.** This change adds 23/32 wood structural panels as an acceptable alternative for thermal barrier protection. (RB172)
6. **R403.1.1 Minimum size.** The existing table of minimum footing widths, Table R403.1, is replaced with a new expanded, engineering-based table that reduces the minimum footing width for many common one- and two-story dwelling foundations. (RB211)
7. **Section R404.1.1 Design required.** Revises retaining wall definition and provision and requires a foundation wall to be supported at both the top and bottom prior to backfilling. (RB228)
8. **Section R507.1 Decks.** Changes include new floor joist and beam span tables, allowable post sizes and other construction details. (RB264)
9. **Section R507.2.4 Deck lateral load connection.** Adds alternative to deck lateral connection. (RB262)
10. **Table R602.3(1) Fastening schedule for structural members.** Changes the minimum fastener schedule, is significantly revised, including the addition of common nails and other nail types. In most cases, the minimum number of box nails previously required is increased by one. (RB278)

11. **Table R602.10.3(1) Bracing requirements based on wind speed.** Allows using the average of the two spaces between a braced wall line and the next adjacent braced wall line on each side as the spacing used to enter the wind table. (RB293)
12. **Table R602.10.5 Minimum length of braced wall panels.** Allows segments of continuously-sheathed portal frames to contribute more towards required bracing. (RB310)
13. **Section R602.10.8.2 Connections to roof framing.** Adds option to use wood structural panel sheathing to provide high-heel blocking. and allows truss supplier to provide truss blocks without requiring engineer's stamp. (RB319)
14. **Section R703.3 Nominal thickness and attachments.** Limits use of prescriptive siding attachment table based on wind speed, exposure category and mean roof height. (RB367) Adds provisions for attachment of siding through foam sheathing over cold-formed steel framing. (RB390) Adds provisions for attachment of siding through foam sheathing over concrete and masonry walls.(RB391)
15. **Section R703.6 Wood Shakes and Shingles**. Updates requirements for attachment of wood shakes and shingles as exterior wall and roof cladding. (RB369)
16. **R905.1.1 Underlayment.** Provides a new table summarizing underlayment requirements, including high-wind requirements. Adds alternative for using 4" strips of self-adhered membrane at panel joints. (RB435)

Be Aware of Changes to 2015 International Residential Code – Building Planning & Construction Provisions

1. **Section R322.1 General.** The section is revised to recognize Coastal A Zones where established by FEMA or the jurisdiction and require foundations of dwellings in Coastal A Zones to be constructed using pier and pile foundations similar to Zone V structures, with the exception that backfilled stem walls are permitted. (RB180)
2. **Section R322.2.1 Elevation requirements.** The section is revised to require a minimum one foot of freeboard for dwellings in Zone A flood hazard areas.(RB188)
3. **New Section R322.3.5.1 Protection of building envelope.** A new section is added requiring an exterior door be provided at the top of stairs enclosed with breakaway walls and providing access to the dwelling. (RB198)
4. **Section 602.7.5 Supports for headers.** The Section is revised to require at least one king stud is needed each end of a header in addition to required jack studs. A table is added providing the minimum number of king studs based on the opening size. (RB286)

Of Benefit Changes to the 2015 International Residential Code – Energy Conservation Provisions

1. **Table N1102.1.4 Equivalent U-Factors.** U-Factor wall corrections for walls in all climate zones. (RE50)
2. **Section N1102.2.4 Access hatches and doors.** Vertical doors allowed to meet exterior door requirements. (RE58)

3. **Section N1102.2.8 Floors.** Adds option to have floor insulation NOT against the underside of floor.(RE60)
4. **Section N1103.3 Ducts.** The proposal changes the duct leakage requirements from mandatory to prescriptive, while retaining the testing requirement and duct construction specifications (RE109)
5. **Section N1103.3.2 Sealing (mandatory).** Removed exception for sealing longitudinal joints. (RE111) and introduced an additional alternative for duct leakage testing to outdoors. (RE112)
6. **SectionN1103.5.3 Hot water pipe insulation.** Eliminates pipe insulation to kitchen and eliminates table. It also limits insulation to all pipe 3/4 inch or larger. (RE132)
7. **New Appendix T Recommended procedure for Worst-case testing of atmospheric venting systems.** Introduces new definitions for Combustion Appliance Zone and additional requirements for the required testing of combustion appliances. (RE193)
8. **New Appendix U Solar Ready Provision.** Adds an appendix that contains requirements for areas on the roof to be dedicated for future installations. (RE9)

Be Aware of Changes to the 2015 International Residential Code – Energy Conservation Provisions

1. **Table N1102.4.1.1 Air Barrier and Insulation installation.** Cavities within corners and headers shall be insulated by completely filling the cavity with a material having a thermal resistance of R3 per inch minimum. (RE83)
2. **Section N1103.5.1 Heated water circulation and Temperature maintenance systems.** Requires limited water temperature increase to 10F (RE125.1) and adds a pointer in a new IRC Plumbing section back to section N1103.4.1 (RE125.3)
3. **Section N1105.4.2Compliance Report.** Details compliance report requirements. (RE163)
4. **Section N1106 Energy Rating Index Compliance Alternative.** Introduces a HERS-like alternate compliance path. (RE188)

Of Benefit Changes to the 2015 International Residential Code – Mechanical and Plumbing Provisions

1. **Section M1503.4 Makeup air required.** The section was revised to explicitly permit the use of gravity dampers for the kitchen makeup air system and clarify that natural ventilation (rather than fans) can be used to provide the required makeup air. (RM34)
2. **M1601.4.1 Joints, seams and connections.** The section is revised to require longitudinal joints to be sealed or gasketed on snap-lock and button-lock type ducts. (RM53)
3. **P2603.2.1 Protection against physical damage.** The section is revised to reduce the dimension for requiring strike plates from 1-1/2" to 1-1/4", thus reducing the number of strike plates required. (RP14)

4. **Table P2903.1 Required capacities at point of outlet discharge.** The table was revised to reduce the required minimum flow rate capacities for lavatory, sink and shower fixtures, thus effectively reducing the required size of piping. (RP79)
5. **Section R3201.2 Trap seals.** Revises section to allow more options for traps subject to evaporation, such as barrier-type trap seal protection devices. (RP150)

Be Aware of Changes to the 2015 International Residential Code – Mechanical and Plumbing Provisions

1. **New Section M1411.4 Condensate pumps.** Added a new section requiring an automatic shut-off be provided on condensate lines serving appliances in attics and crawl spaces in case the condensate pump fails. (RM22)
2. **Section M1506.2 Duct length.** The section was revised to incorporate a new exhaust duct length table based on ASHRAE 62.2 that specifies very stringent maximum limits on duct lengths. (RM36)

ORDINANCE NO. ______NS

AN ORDINANCE OF THE CITY OF SHAWNEE ADOPTING THE 2015 INTERNATIONAL BUILDING CODE, 2014 NATIONAL ELECTRICAL CODE, 2015 INTERNATIONAL FUEL GAS CODE, 2015 INTERNATIONAL MECHANICAL CODE, 2015 INTERNATIONAL PLUMBING CODE, 2015 EXISTING BUILDING CODE, 2015 INTERNATIONAL FIRE CODE, 2015 INTERNATIONAL RESIDENTIAL CODE REPEALING ALL SECTIONS IN CONFLICT THEREWITH AND PROVIDING FOR SEVERABILITY; AND REPLACING SPECIFIC DOLLAR-FEE AMOUNTS THROUGHOUT THE ENTIRE CHAPTER WITH A REFERENCE TO THE CITY FEE SCHEDULE.

WHEREAS, the Oklahoma Uniform Building Code Commission has adopted the International Building Code 2015, International Fire Code 2015, International Existing Building Code 2015, International Fuel Gas Code 2015, International Mechanical Code 2015, International Plumbing Code 2015, National Electrical Code 2014, and the International Residential Code 2015;

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

SECTION 1: AMENDATORY. Section 7-31 is amended to read:

> A certain document, one copy of which is on file in the office of the city clerk, being marked and designated as the International Building Code, 2015 edition, as amended and modified in Oklahoma Administrative Code (OAC) 748: 20-1-1 to 748: 20-1-19 is hereby adopted. Such code shall be in full force and effect within the city to the same extent as if set forth in full in this section; provided, however, that in the event of a conflict between any provision of such code and any provision of the ordinances of the city, the latter shall govern.

SECTION 2: AMENDATORY. Section 7-32 is amended to read:

The building code adopted in section 7-31 is amended as follows:

Section 101.1. Insert: City of Shawnee, Oklahoma.

Section 105.5 is amended to read:

> Unless otherwise provided for, any permit issued shall become invalid if the authorized work is not commenced within six (6) months after issuance of the permit or after the work is started, the authorized work is suspended or abandoned for a period of six (6) months. Following suspension of a permit, the owner or contractor may apply for an extension to the permit and new permit fees shall be charged. There shall be a one-time-only six (6) month extension of a permit. If upon expiration of the permit extension the structure is not completed, the building official shall proceed to have the structure declared a public nuisance.

Section 109.2 is amended by inserting the following:

> (A) No building permit shall be issued until the following fees shall have been paid to the building permit clerk or agent thereof:
>
> *New construction:* For a permit for the new construction of a room addition, building or structure, a fee amount provided by the City Fee Schedule shall be paid.

Remodel or alteration of structure: For a permit for the remodeling or alteration of an existing building or structure, a fee amount provided by the City Fee Schedule shall be paid.

Accessory structure construction: For a permit to construct an accessory structure up to 400 square feet, but no less than 200 square feet, a fee amount provided by the City Fee Schedule shall be paid.

Plan check fee: A plan check fee for the building plan review of building construction shall be 25 percent of the building permit fee.

Removal of a structure to another location: The permit fee for the removal of a building or structure from one lot to an adjacent lot shall be provided by the City Fee Schedule.

Demolition: For a permit for the demolition of a building or structure or parts thereof, a fee amount provided by the City Fee Schedule shall be paid. The fee is credited back if a construction starts within 30 days on the vacant lot.

Swimming pool permits: A fee in the amount provided by the City Fee Schedule shall be charged per permit. This is required for both in-ground and above-ground pools with a diameter greater than ten feet and a water depth greater than 40 inches.

Driveway permits: A fee in the amount provided by the City Fee Schedule shall be charged per driveway.

Minimum permit fee: A minimum permit fee in the amount provided by the City Fee Schedule is established for any construction permit.

Construction without a permit: The permit fee shall triple if any person commences construction prior to obtaining a permit.

Section 111.0 Certificate of occupancy is amended by inserting the following:

(a) Certificate of occupancy; fee. No change shall be made in the use or occupancy of any commercial or industrial building until a certificate of occupancy is obtained from the building inspector certifying that all the provisions of this Code are met. The fee for a certificate of occupancy is provided by the City Fee Schedule.

(b) Whenever a building permit is issued for the erection of a new building or structure, an occupancy permit shall be required prior to occupancy. Fees are provided by the City Fee Schedule.

(c) Temporary certificates of occupancy for a change in use of any land or tenancy or existing building or structure or for a new building or structure may be approved at the discretion of the building official, but at no time shall a temporary certificate of occupancy be approved if any life, safety or health requirements do not meet the ordinances of the city as determined by the building official. Should a final commercial or industrial certificate of occupancy not be approved by the building official, a temporary commercial or industrial certificate of occupancy may be approved for sixty (60) days at the discretion of the building official. At the end of the first sixty (60) days, the building official shall have the authority to extend the temporary commercial or industrial certificate of occupancy in thirty (30) day increments. It shall be the responsibility of the applicant to apply for a renewal at the end of the date of expiration of the temporary certificate of occupancy. No renewal of the temporary certificate of occupancy shall be issued until an additional fee is paid. Such fee is provided by the City Fee Schedule. The building official shall have the authority to deny applications for renewal of temporary certificates of occupancy. Upon denial of the application for renewal of a temporary certificate of occupancy, the building official shall give written notice to the applicant that the utility services to the premises shall be disconnected if operations have not ceased within ten (10) days after receipt of the notice of denial of the temporary certificate of occupancy. Notice shall be delivered in person or by certified mail, return receipt, within ten (10) days of the denial.

Section 114.4 is amended by inserting the following:

Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, construct, alter or repair a building or structure in violation of an approved plan or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine represented in the City Fee Schedule, or punishable by imprisonment not exceeding 60 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be a separate offense.

Section 115.3 is amended by inserting the following:

Unlawful continuance: Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine established in the City Fee Schedule.

Section 1612.3. Insert:

City of Shawnee, the adopted flood hazard map and supporting data are hereby adopted by reference and declared to be part of this section, and at all times henceforth, the most current version of the FEMA Map and documentation shall be automatically adopted and shall take precedent over previous maps.

SECTION 3: AMENDATORY. Section 7-61 is amended to read:

A certain document, one copy of which is on file in the office of the city clerk, being marked and designated as the National Electrical Code, 2014 edition, as amended and modified in Oklahoma Administrative Code (OAC) 748: 20-1-1 to 748: 20-15-17 is hereby adopted. Such code shall be in full force and effect within the city to the same extend as if set forth in full in this section; provided, however, that in the event of a conflict between any provision of such code and any provision of the ordinances of the city, the latter shall govern.

SECTION 4: AMENDATORY. Section 7-160(c) is amended to read:

(1) New construction, single-family residence. For new construction in a single-family residence, the fee shall be included in the building permit fee.

(2) New construction, commercial or multiple-occupancy. For new construction in a commercial or multiple-occupancy, the fee shall be included in the building permit fee.

(3) Change of an existing service. For modification of an existing service in a residential, commercial or multiple-occupancy, the fee is provided by the City Fee Schedule.

(4) Re-inspection. For re-inspection made necessary because of defective work, a fee provided by the City Fee Schedule based on the number of occurrences.

(5) Miscellaneous work shall be charged a permit fee as established in the City Fee Schedule.

(6) Construction without a permit. The permit fee shall triple if any person commences construction prior to obtaining a permit.

SECTION 5: AMENDATORY. Section 7-266 is amended to read:

> A certain document, one copy of which is on file in the office of the city clerk, being marked and designated as the International Fuel Gas Code, 2015 edition, as amended and modified in Oklahoma Administrative Code (OAC) 748: 20-1-1 to 748: 20-15-17 is hereby adopted. Such code shall be in full force and effect within the city to the same extend as if set forth in full in this section; provided, however, that in the event of a conflict between any provision of such code and any provision of the ordinances of the city, the latter shall govern.

SECTION 6: AMENDATORY. Section 7-267 is amended to read:

The fuel gas code adopted in section 7-266 is amended as follows:

Section IFGC-101.1 is amended by inserting the following: City of Shawnee, Oklahoma.

Section IFGC-106.6.2 is amended by inserting the following:

> (1) New construction, single-family residence. For new construction in a single-family residence, the fee shall be included in the building permit fee.
>
> (2) New construction, commercial or multiple-occupancy. For new construction in a commercial or multiple-occupancy, the fee shall be included in the building permit fee.
>
> (3) Change of an existing service. For modification of an existing service in a residential, commercial or multiple-occupancy, the fee is provided by the City Fee Schedule.
>
> (4) Re-inspection. For re-inspection made necessary because of defective work, a fee provided by the City Fee Schedule based on the number of occurrences.
>
> (5) Boring. The fee for boring in the public right-of-way shall be as established in the City Fee Schedule.
>
> (6) Construction without a permit. The permit fee shall triple if any person commences construction prior to obtaining a permit.

Section IFGC-106.6.3(2) is hereby deleted.

Section IFGC-106.6.3(3) is hereby deleted.

SECTION 7: AMENDATORY. Section 7-297 is amended to read:

> A certain document, one copy of which is on file in the office of the city clerk, being marked and designated as the International Mechanical Code, 2015 edition, as amended and modified in Oklahoma Administrative Code (OAC) 748: 20-1-1 to 748: 20-15-17 is hereby adopted. Such code shall be in full force and effect within the city to the same extend as if set forth in full in this section; provided, however, that in the event of a conflict between any provision of such code and any provision of the ordinances of the city, the latter shall govern.

SECTION 8: AMENDATORY. Section 7-331 is amended to read:

The mechanical code adopted in section 7-297 is amended as follows:

Section IMC-101.1 is amended by inserting the following: City of Shawnee, Oklahoma.

Section IMC-106.5.2 is amended by inserting the following:

(1) New construction, single-family residence. For new construction in a single-family residence, the fee shall be included in the building permit fee.

(2) New construction, commercial or multiple-occupancy. For new construction in a commercial or multiple-occupancy, the fee shall be included in the building permit fee.

(3) Change of an existing service. For modification of an existing service in a residential, commercial or multiple-occupancy, the fee is provided by the City Fee Schedule.

(4) Re-inspection. For re-inspection made necessary because of defective work, a fee provided by the City Fee Schedule based on the number of occurrences.

(5) Construction without a permit. The permit fee shall triple if any person commences construction prior to obtaining a permit.

Section IMC-106.5.3(2) is hereby deleted.

Section IMC-106.5.3(3) is hereby deleted.

SECTION 9: AMENDATORY. Section 7-361 is amended to read:

A certain document, one copy of which is on file in the office of the city clerk, being marked and designated as the International Plumbing Code, 2015 edition, as amended and modified in Oklahoma Administrative Code (OAC) 748: 20-1-1 to 748: 20-15-17 is hereby adopted. Such code shall be in full force and effect within the city to the same extend as if set forth in full in this section; provided, however, that in the event of a conflict between any provision of such code and any provision of the ordinances of the city, the latter shall govern.

SECTION 10: AMENDATORY. Section 7-362 is amended to read as follows**:**

The plumbing code adopted in section 7-361 is amended as follows:

Section 101.1 is amended by inserting the following: City of Shawnee, Oklahoma.

Section 106.6.2 is amended by inserting the following:

(1) New construction, single-family residence. For new construction in a single-family residence, the fee shall be included in the building permit fee.

(2) New construction, commercial or multiple-occupancy. For new construction in a commercial or multiple-occupancy, the fee shall be included in the building permit fee.

(3) Change of an existing service. For modification of an existing service in a residential, commercial or multiple-occupancy, the fee is provided by the City Fee Schedule.

(4) Re-inspection. For re-inspection made necessary because of defective work, a fee provided by the City Fee Schedule based on the number of occurrences.

(5) Boring. The fee for boring in the public right-of-way shall be as established in the City Fee Schedule.

(6) Construction without a permit. The permit fee shall triple if any person commences construction prior to obtaining a permit.

Section IPC-106.5.3(2) is hereby deleted.

Section IPC-106.5.3(3) is hereby deleted.

Section 305.4.1 shall read, insert: 18 inches; 18 inches.

Section 903.1 shall read, insert: 6 inches.

SECTION 11: AMENDATORY. Chapter 7, Article X: Housing Code (Sections 7-491, 7-492) is hereby deleted and removed in its entirety.

SECTION 12: AMENDATORY. A new section, Chapter 7, Article X: Existing Buildings, is hereby established and reads:

Section 7-491. Adopted.

> A certain document, one copy of which is on file in the office of the city clerk, being marked and designated as the International Existing Building Code, 2015 edition, as amended and modified in Oklahoma Administrative Code (OAC) 748: 20-1-1 to 748: 20-15-17 is hereby adopted. Such code shall be in full force and effect within the city to the same extend as if set forth in full in this section; provided, however, that in the event of a conflict between any provision of such code and any provision of the ordinances of the city, the latter shall govern.

Section 101.1 Insert: City of Shawnee, Oklahoma.

Section 1401.2 Insert: February 3, 1983.

SECTION 13: AMENDATORY. Section 13-36 is amended to read:

> A certain document, one copy of which is on file in the office of the city clerk, being marked and designated as the International Fire Code, 2015 edition, as published by the International Code Council, as it is amended and modified from time to time, be and is hereby adopted as the fire code of the city, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said fire code on file in the office of the city clerk are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 13-37.

SECTION 14: AMENDATORY. Section 13-37 is amended to read:

The fire prevention code adopted in section 13-36, the same being the International Fire Code, 2015 Edition, as it is amended and modified from time to time, is hereby amended as follows:

Section 101.1 insert: City of Shawnee, Oklahoma.

> *109.3 Violation penalties.* Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than $500.00 or by imprisonment not exceeding 60 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 111.4 is amended by inserting the following:

111.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine established in the City Fee Schedule.

SECTION 15: AMENDATORY. Section 7-461 is amended to read:

A certain document, one copy of which is on file in the office of the city clerk, being marked and designated as the International Residential Code, 2015 edition, as amended and modified in Oklahoma Administrative Code (OAC) 748: 20-1-1 to 748: 20-15-17 is hereby adopted. Such code shall be in full force and effect within the city to the same extend as if set forth in full in this section; provided, however, that in the event of a conflict between any provision of such code and any provision of the ordinances of the city, the latter shall govern.

SECTION 16: AMENDATORY. Section 7-462 is amended to read:

The International Residential Code for One- and Two-Family Dwellings, 20015 edition, adopted in section 7-461 is amended as follows:

R101.1 (page 1 second line) is amended by inserting the following: City of Shawnee, Oklahoma.

Table R301.2 (1) Climatic and Geographic Design Criteria, insert:

Ground snow load = 10 psf
Wind Design

- Wind speed = 115 mph
- Topographical Effects = No
- Special Wind Region = No
- Wind Borne Debris = No

Seismic design category = B
Weathering = moderate
Frost line depth = 18 inches
Termite = moderate to heavy
Winter design temp = 13
Ice Barrier Underlayment = No
Flood hazards = as determined by the most current version of the FEMA Map and documentation.
Air Freezing Index = 329
Mean Annual Temp = 60.5

Section P2603.5.1 Insert: 6 inches; 6 inches

SECTION 17: REPEALER. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

SECTION 18: SEVERABILITY. That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Commission hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 19: EFFECTIVE DATE. That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect 60 days from and after the date of passage, provided that nothing shall prevent an applicant from voluntarily electing to utilize the provisions of this ordinance prior to the effective date.

PASSED AND APPROVED this _______ day of ______________, 2017.

____
RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this ________ day of ______________, 2017.

____
JOSEPH M. VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners **11.**

Meeting Date: 03/20/2017

Ward Boundary

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance for proposed changes to City ward boundaries.
(Deferred from February 6, 2017 City Commission meeting.)

Attachments

Ward Boundary Memo

Ward Boundary Ord

Ward Boundary Ord. Exhibit

City of Shawnee OKLAHOMA

Office of the City Manager

STAFF MEMORANDUM

DATE: February 7, 2017

FROM: Justin Erickson

Justin Erickson, City Manager

RE: Proposed Changes to Ward Boundaries

BACKGROUND

The City is comprised of six wards and after each Federal Census, we are required to review the population of each ward to ensure that the population distribution between wards is substantially equal. This analysis was completed by the City's Geographical Information Systems (GIS) Manager, John Claytor. The goals of this effort were to:

1. Meet or exceed all statutory requirements by ensuring that all wards were approximately equal in population;
2. Use logical boundaries and keep neighborhoods intact to the extent feasible; and
3. Utilize Census Block-level data to ensure an accurate analysis and facilitate future analysis after the 2020 Census.

The analysis has resulted in a proposal that includes a total of six (6) ward adjustments as detailed below and in Exhibit 1.

In light of the action by the City Commission on January 17, 2017 to detach lands owned by St. Gregory's University and related parties, which removed 306 individuals from the City limits, additional boundary modifications were made (see Change 3) compared to what was presented to the City Commission on December 5, 2016.

STATUTORY REQUIREMENT

Pursuant to the City's Charter (Article II):

Section 2. - Wards.

The city is hereby divided into six (6) wards, being the same number now existing in the present corporation, with boundaries to each as heretofore established; but the *board of commissioners shall have power by ordinance to change the boundaries of the present wards, and in doing so each ward shall contain as nearly the same number of inhabitants as in the judgment of said board can reasonably be done.*

Pursuant to State Law (11 O.S. § 20-101):

A. As soon as practicable following each federal census, the municipal governing body shall review the wards and ward boundaries of the municipality. The governing body shall change the boundaries or number of wards, if necessary, in the manner provided by this article, so that the wards are formed of compact and contiguous territory and are substantially equal in population.

PROPOSED CHANGES

Table 1 summarizes the current and proposed population distribution by ward utilizing the 2010 U.S. Census figures. If the wards were exactly equal, each would represent approximately 16.66% of the City's population, or 4,925 people. If the current ward boundaries were not changed, the maximum difference in population between the wards would be 1,405 people or 4.75 percent.

As proposed, the maximum variance is substantially reduced to 266 people or 0.89 percent. It is staff's opinion that a proposed deviation below 1.0% more than meets the "substantially equal" requirement set forth in State law. Although the City has certainly added population since 2010, the 2010 Census is the only data available at the block-level which allows for the detailed analysis necessary to complete the ward boundary adjustment. The next block-level population update will not occur until the 2020 Census is complete, with block-level data likely not available until 2021 or 2022. Based on U.S. Census estimates, Shawnee's 2015 population is estimated to be at 31,286 residents (note: this number has not been adjusted to account for the St. Gregory's detachment).

Table 1: Current and Proposed Population Distribution by Ward

Ward #	Current Population	Overall Percent	Proposed Population	Overall Percent
1	5,333	18.05%	4,982	16.86%
2	4,520	15.30%	4,785	16.19%
3	4,285	14.50%	4,931	16.69%
4	4,612	15.61%	4,965	16.80%
5	5,111	17.30%	4,842	16.39%
6	5,690	19.25%	5,046	17.08%
Total	29,551	--	29,551	--
Maximum Deviation	1,405 (4.75%)	--	261 (0.89%)	--

If the City Commission concurs with the proposed boundary adjustments, the City will provide notice in accordance with State law as follows (11 O.S. § 20-103):

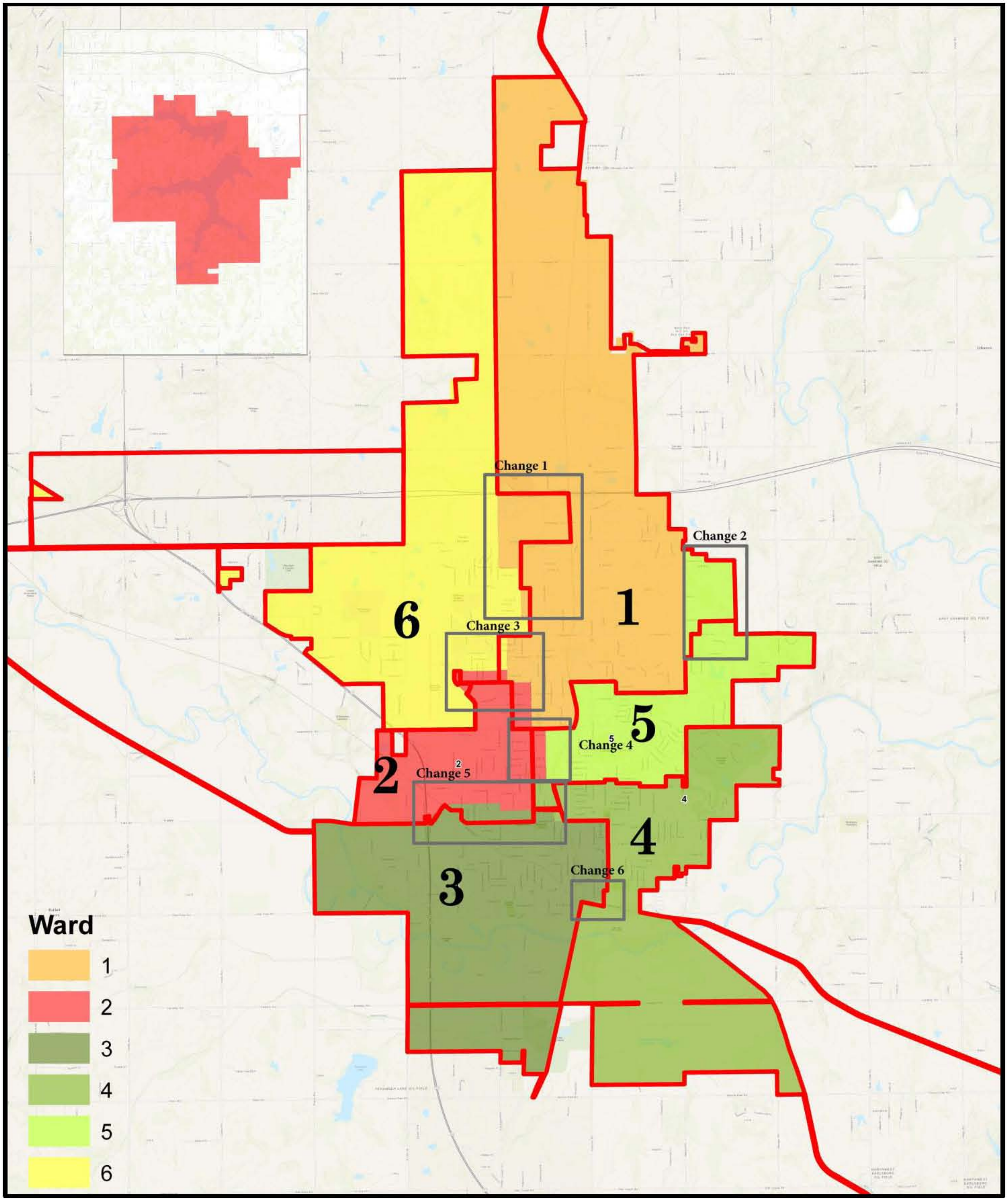
> *The governing body shall give at least thirty (30) days' notice of the proposal by the governing body to change the name, boundaries, or number of wards. The notice shall be published at least once. After the thirty-day notice period, the governing body may make the proposed changes by ordinance which shall be approved by a two-thirds (2/3) vote of its members.*

The adopting ordinance would be on the Commission's March 6 meeting for consideration.

EXHIBITS

- Overview of ward boundary proposed changes

EXHIBIT 1

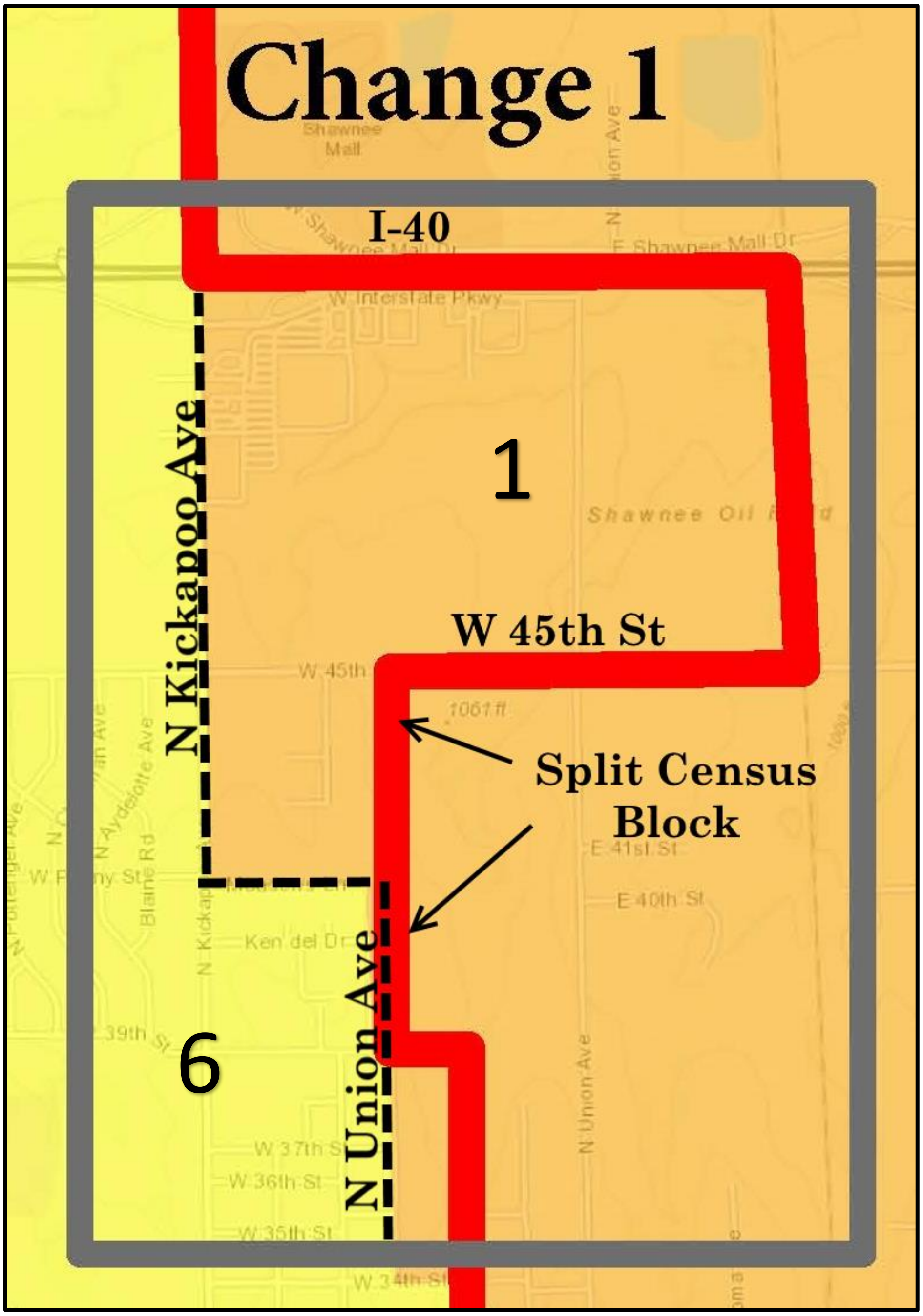


Overview of Ward boundaries and proposed modifications (red lines = current boundaries)

Proposed Change 1

This proposed change:

- Resolves a split census block between Ward 1 and Ward 6
- Lowers Ward 6 overall population count to better distribute population
- Cleans up the Ward 1 and Ward 6 boundary by utilizing N. Union and Bryan Street

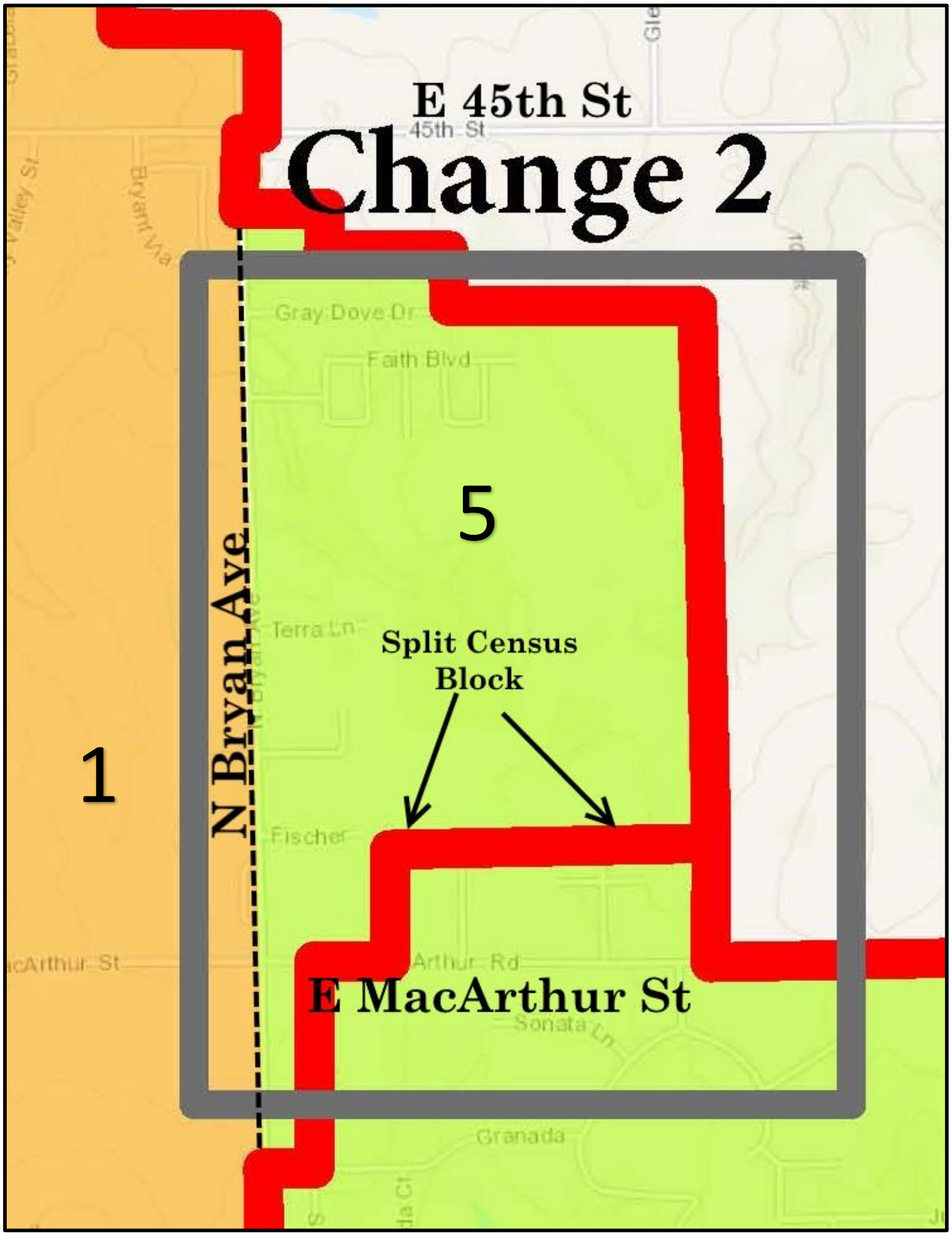


Note: The red line is the current boundary and the black dashed line is proposed.

Proposed Change 2

This proposed change:

- Resolves a split census block between Ward 1 and Ward 5
- Lowers Ward 1 and increases Ward 5 overall population to better distribute population
- Cleans up the Ward 1 and Ward 5 boundary by utilizing Bryan Street

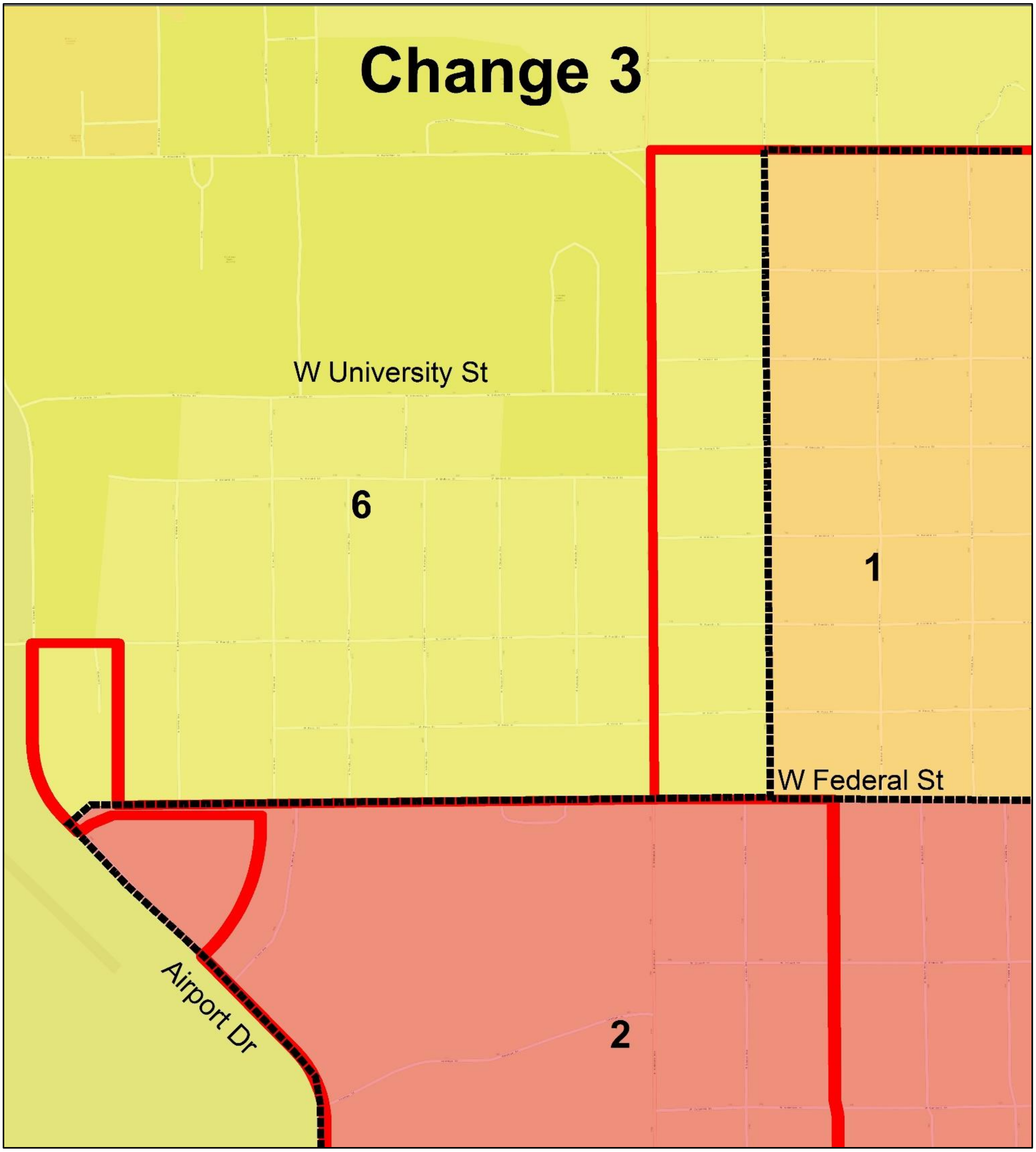


Note: The red line is the current boundary and the black dashed line is proposed.

Proposed Change 3

This proposed change:

- Resolves a split census block
- Increase Ward 6 population and decrease Ward 2 population
- Cleans up the Ward 2 and Ward 6 boundaries by using logical street boundaries

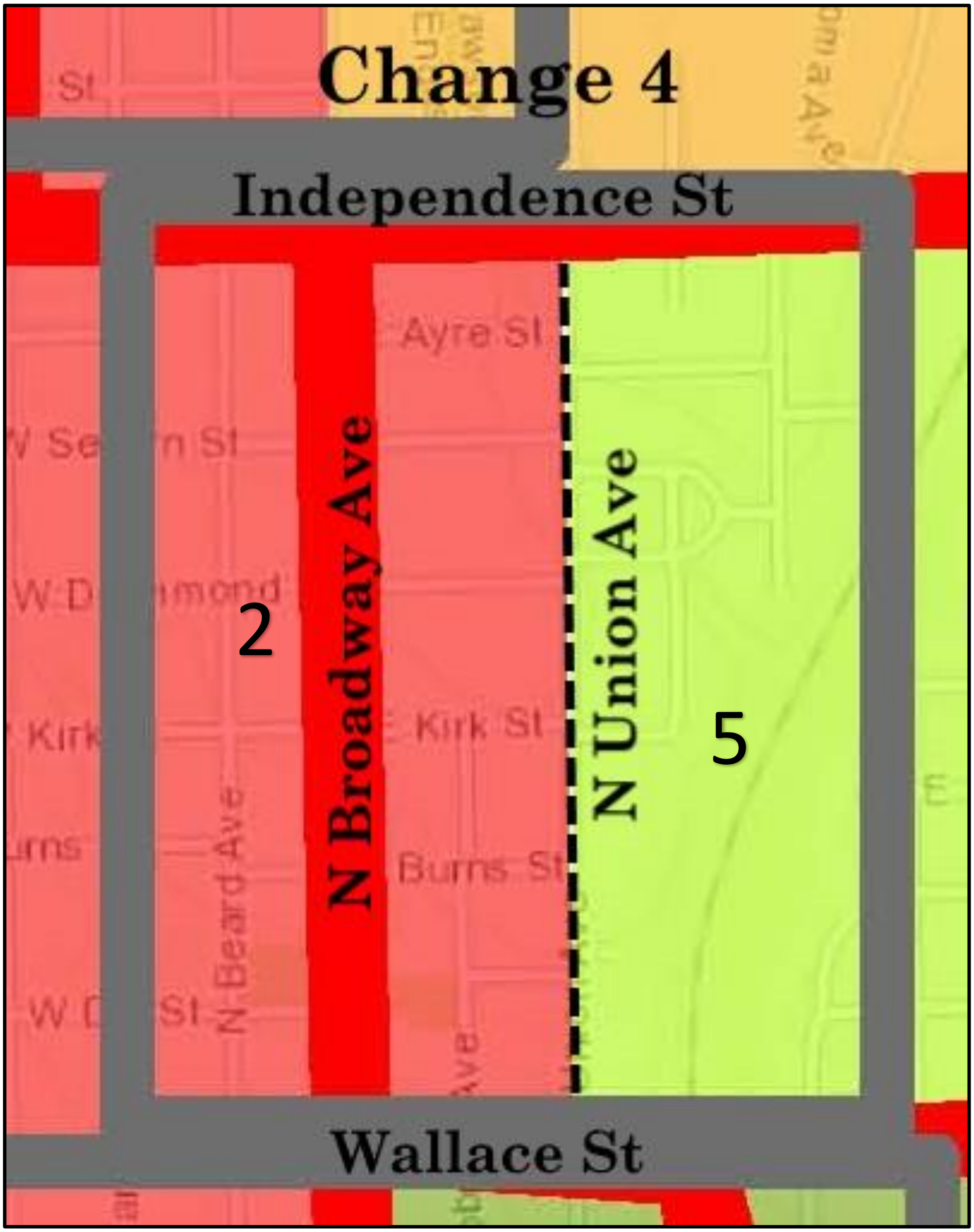


Note: The red line is the current boundary and the black dashed line is proposed.

Proposed Change 4

This proposed change:

- Adjusts boundaries to even out population by moving the boundary between Ward 2 and Ward 5 from Broadway to Union Street, which allows for increase in population allocated to Ward 2

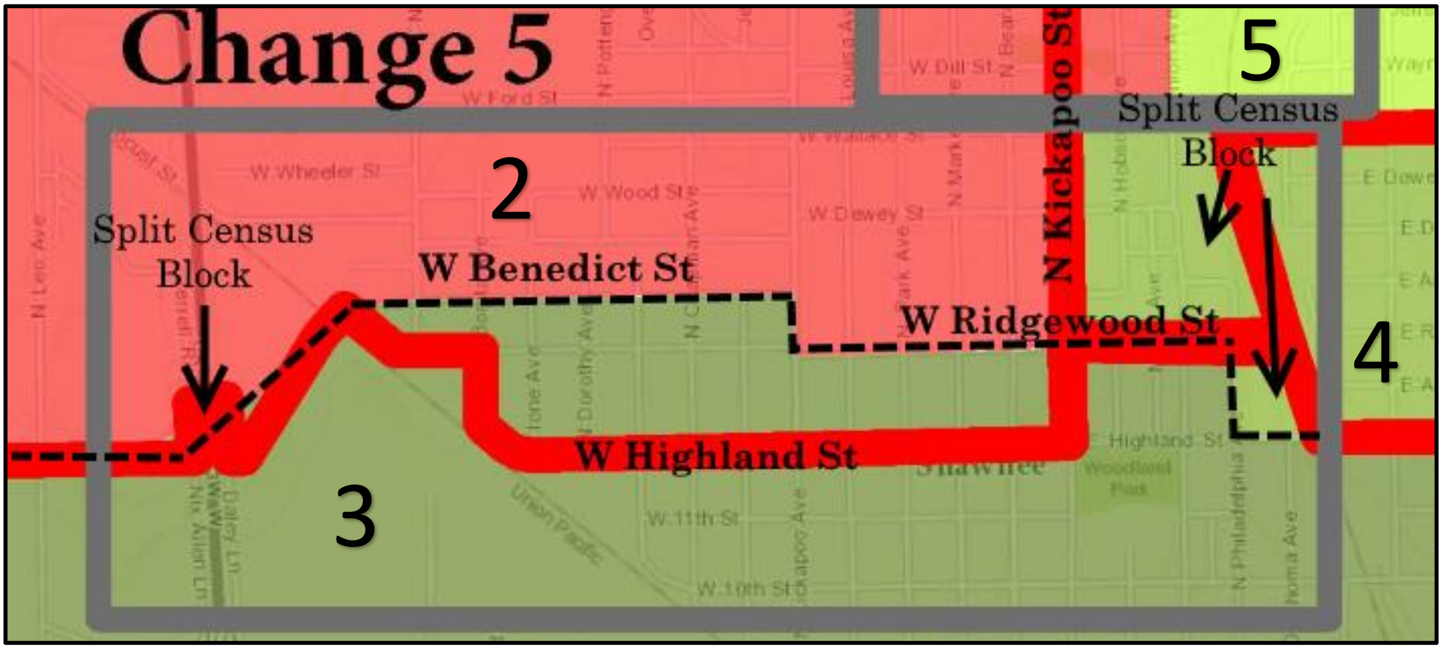


Note: The red line is the current boundary and the black dashed line is proposed.

Proposed Change 5

This proposed change:

- Resolves a split census block between Ward 4 and Ward 5
- Adjusts the boundaries between Ward 4 and Ward 5, allowing for reallocation of population to Ward 3 and Ward 4

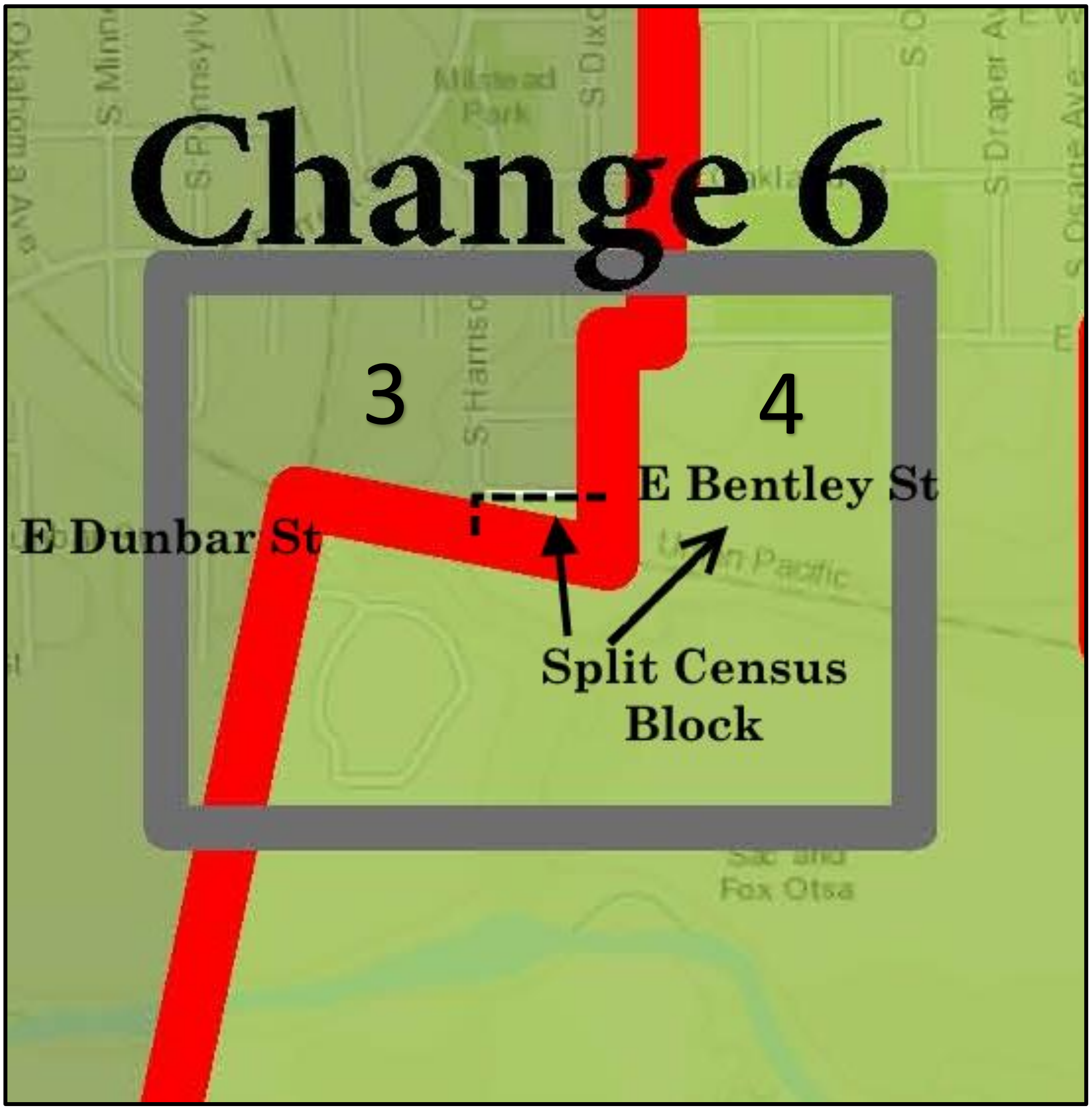


Note: The red line is the current boundary and the black dashed line is proposed.

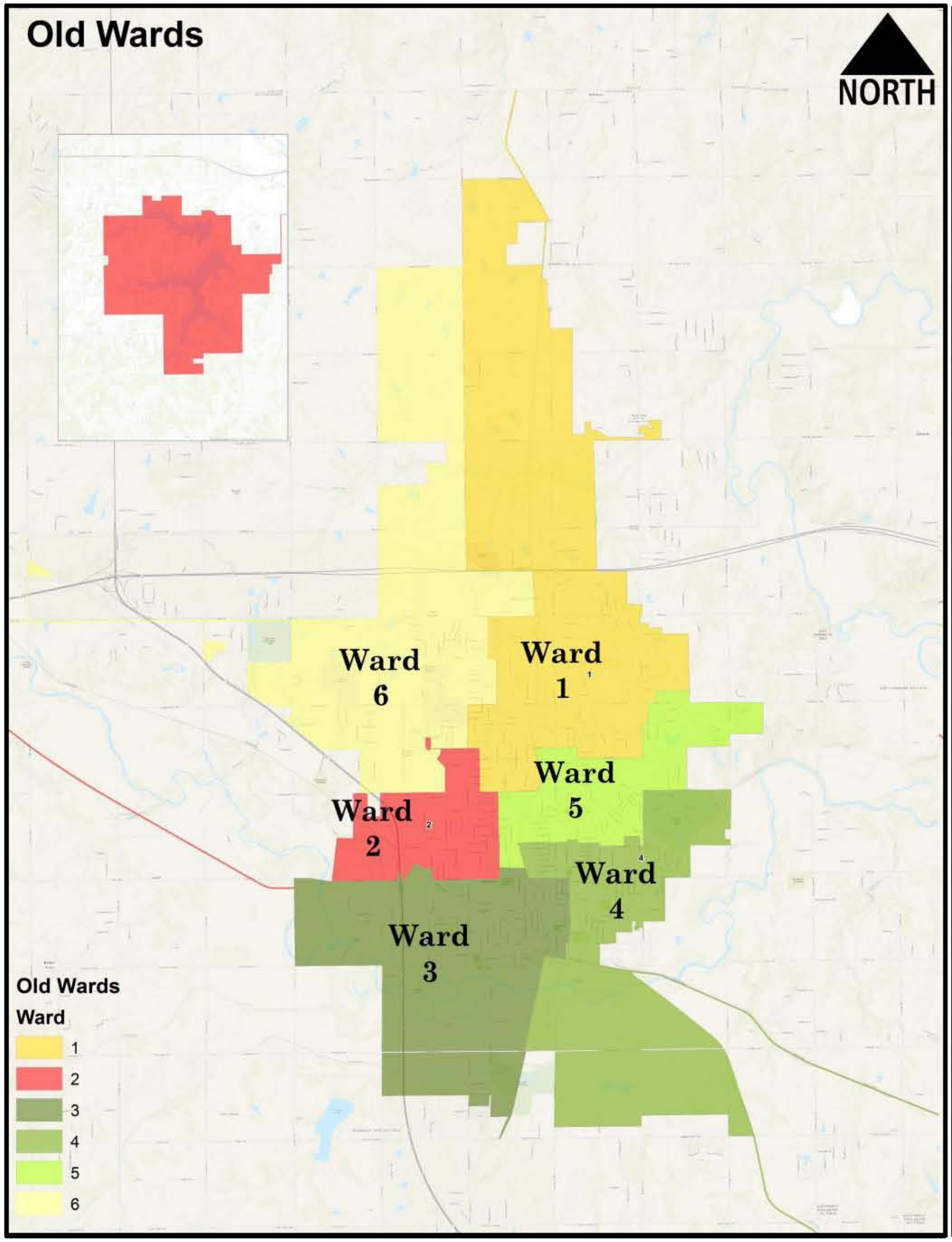
Proposed Change 6

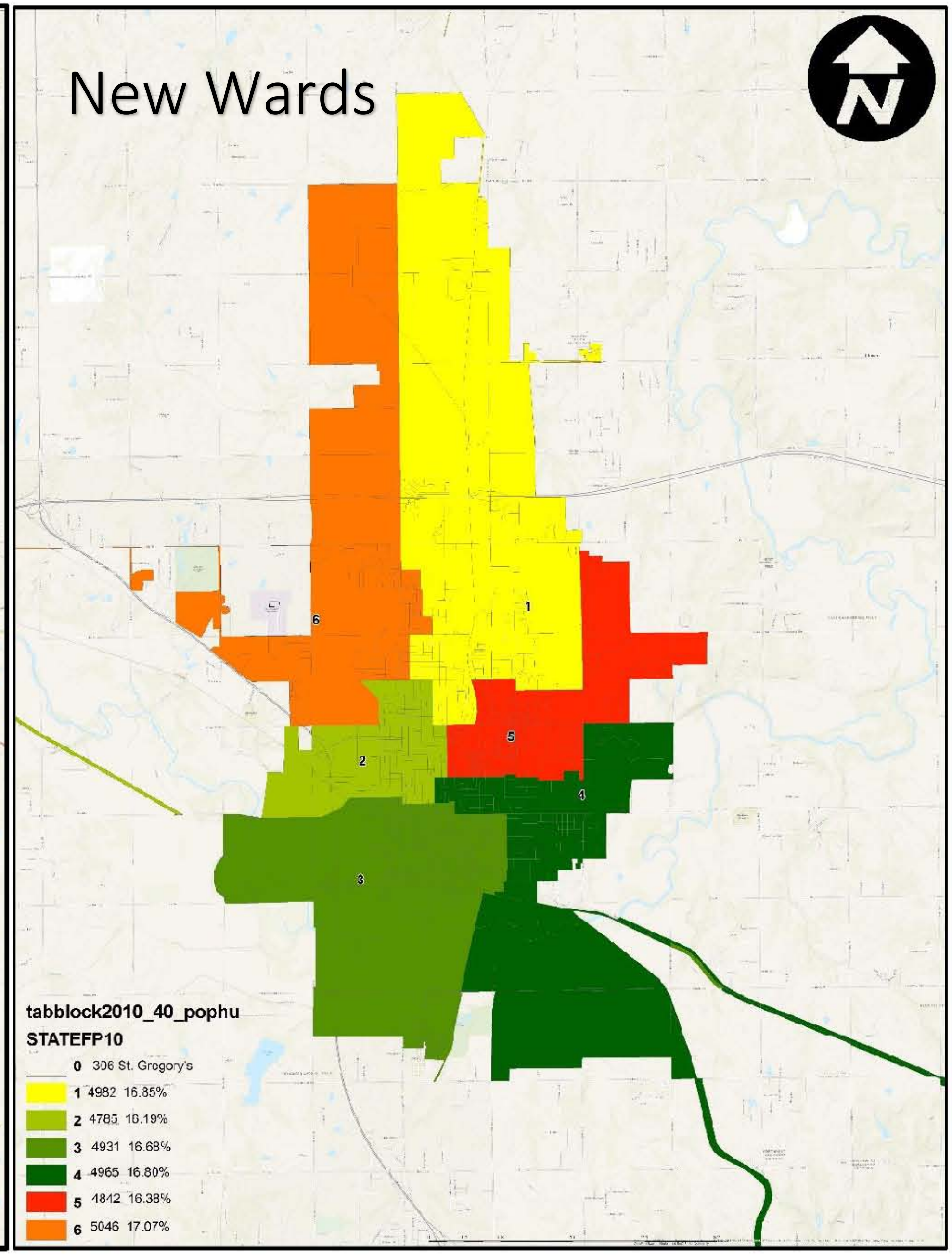
This proposed change:

- Resolves a split census block between Ward 3 and Ward 4 and is a relatively simple change.



Note: The red line is the current boundary and the black dashed line is proposed.


Old Wards
NORTH
Ward 6
Ward 1
Ward 5
Ward 2
Ward 4
Ward 3
Old Wards
Ward
1
2
3
4
5
6


New Wards
N
tabblock2010_40_pophu
STATEFP10
0 306 St. Gregory's
1 4982 16.85%
2 4785 16.19%
3 4931 16.68%
4 4965 16.80%
5 4842 16.38%
6 5046 17.07%

ORDINANCE NO. _______NS

**AN ORDINANCE MODIFYING WARD BOUNDARIES OF
THE CITY OF SHAWNEE, OKLAHOMA**

WHEREAS, the City of Shawnee must review its ward boundaries after each Federal Census to ensure that each ward is roughly equal in population;

WHEREAS, public notice was provided in accordance with 11 O.S.§ 20-103;

WHEREAS, the Shawnee City Charter (Article III) requires that "each ward shall contain nearly the same number of inhabitants" and the proposed amendments further this charge;

WHEREAS, the proposed ward boundaries form compact and contiguous territory and are substantially equal in population in accordance with 11 O.S. §20-101.

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

SECTION 1: AMENDATORY. City ward boundaries are hereby modified consistent with the map set forth in Exhibit 1.

PASSED AND APPROVED this ______ day of _____________, 2017.

____
RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this ______ day of ______________, 2017.

____
JOSEPH VORNDRAN, CITY ATTORNEY


Exhibit 1
New Wards
N
Wards
1 4982 16.85%
2 4785 16.19%
3 4931 16.68%
4 4965 16.80%
5 4842 16.38%
6 5046 17.07%
1
2
3
4
5
6
0 0.35 0.7 1.4 2.1 2.8 Miles

Regular Board of Commissioners **12.**

Meeting Date: 03/20/2017

Codificaiton Ord.

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution for codification of municipal ordinances.

Attachments

Codification Res.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA CODIFYING ITS ORDINANCES.

WHEREAS, Title 11 O.S. 2001 § 14-109, provides that the governing body of a municipality may, from time to time, authorize a codification of its ordinances, and

WHEREAS the Mayor and the City Commission, Oklahoma recognizes that necessity of codifying its Ordinances, and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Commission of Shawnee, Oklahoma:

A: That its Ordinances be codified, stored, maintained, disseminated and that notice of such be given, all according to Title 11 O.S. §§ 14-101 *et seq*.

B. If any one or more of the sections, sentences, clauses or parts of this resolution, chapter or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this resolution. It is hereby declared to be the intention of the Mayor and City Commission of the City of Shawnee, Oklahoma that this section of the ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

PASSED AND APPROVED this ______ day of __________________, 2017.

____
RICHARD FINLEY, MAYOR

ATTEST:

____
PHYLLIS LOFTIS, CMC, CITY CLERK

(SEAL)

Regular Board of Commissioners **13.**

Meeting Date: 03/20/2017

Arledge & Associates

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of Single Audit Engagement Letter and Compilation Engagement Letter with Arledge & Associates for Audit Services.

Attachments

Audit RFP

Single Audit Letter

Compilation Letter

City of Shawnee

OKLAHOMA

03/20/2017

AUDIT RFP

Process

- Wrote RFP for Auditing Services
- Contacted Crawford & Associates to review the RFP
- Received list of audit firms from Crawford & Associates
- On February 6 received permission to go out for bid
- February 7 mailed out 17 RFP's with return date March 3, 2017 by 4:00 pm
- Advertised in the Shawnee News Star on February 10, 2017

Review Process

- RFP was for a five year contract
- Met with two auditing firms that requested meetings
- Received 2 calls to let me know they would not bid
- Opened bids on Friday March 3, 2017
- 3 RFP’s came back with bad addresses- no forwarding available
- Received 3 bids
  - Arledge & Associates, Elfrink & Associates, RSM US LLP
- Staff reviewed each proposal
- Forwarded to Crawford and Associates for review and professional opinion

Bid Prices

• 2016-2017	Ranged from $26,650 to $40,000
• 2017-2018	Ranged from $27,300 to $41,200
• 2018-2019	Ranged from $28,000 to $42,400
• 2019-2020	Ranged from $28,000 to $43,700
• 2020-2019	Ranged from $28,750 to $45,000

- Arledge & Associates was the lowest bidder for all 5 years and scored the highest on ranking. They are currently our auditors and we have been extremely satisfied with their work.

Recommendation

- To award the contract to Arledge & Associates for fiscal years
- 2016-2017 $26,000
- 2017-2018 $26,500
- 2018-2019 $27,300
- 2019-2020 $28,000
- 2020-2021 $28,750

- It's standard to have a 5 year contract- in 2021 we will go out to bid again.

Arledge & Associates, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

FY-17 SINGLE AUDIT ENGAGEMENT LETTER

March 15, 2017

To the Governance and Management of the City of Shawnee, Oklahoma:

We are pleased to confirm our understanding of the services we are to provide City of Shawnee, Oklahoma (the "City") for the year ended June 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's 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. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding 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 will 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. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis;
2) General Fund Budgetary Comparison Information;
3) Pension Plan Funding Schedule; and
4) OPEB Schedule.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our 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 financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1) Combining Information;
2) Budgetary Comparison Information for the General Fund Accounts, Nonmajor Governmental Fund and Major Capital Project Fund; and
3) Changes in Assets and Liabilities – Agency Fund

The Introductory and Statistical information will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinions or any assurance on that other information.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Mayor and City Council of the City of Shawnee. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statement or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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 will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Governance and Management of the City of Shawnee; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Arledge & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Governance and Management or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Arledge & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

LaDonna Sinning is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be $26,000. This fee includes our miscellaneous charges, such as travel, meals, and copies. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. The fee is also based on the assistance of Crawford & Associates, P.C. in preparing the City's financial statements. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our fee includes Single Audit services, as described above, for one major program which is expected to comprise the following CFDA number: 97.036. Should the number of major programs identified increase and/or the mix in CFDA numbers change in such a way as to require further work, the audit will be subject to an additional price negotiation, including an Addendum to the Engagement Letter and agreed upon payment terms, before the additional services are performed.

Because our Engagement Letter provides ongoing access to the accounting and business advice you need on a fixed-price basis, you are not inhibited from seeking timely advice from us. While the fixed price entitles you to unlimited consultation with us, if your questions or issues require additional research and analysis beyond consultation, that work will be subject to an additional price negotiation before the service is to be performed, an Addendum to the Engagement Letter will be issued before delivery of the additional service is to be performed, with payment terms agreed to in advance. By virtue of signing this document, you have indicated that your reporting entity has been appropriately defined, all trial balances will be reasonably adjusted, your key accounts will be reconciled, unusual transactions, significant financial estimates and disclosures have been communicated to us prior to the date at the top of this letter. Also you have indicated that the entity has competent personnel in key financial positions and there has been no turnover in the accounting/finance department. If we find that the facts are different for any of the preceding assumptions, we will negotiate an Addendum to the Engagement Letter and negotiate a new engagement fee before we issue our final report.

We appreciate the opportunity to be of service to the City of Shawnee, Oklahoma and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Arledge & Associates, P.C.

Arledge & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of Shawnee, Oklahoma.

Management signature: ____________________________

Title: ____

Date: ____

Governance signature: ____________________________

Title: ____

Date: ____

a² Arledge & Associates, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

FY-17 COMPILATION ENGAGEMENT LETTER

March 15, 2017

City of Shawnee, Oklahoma
Shawnee, Oklahoma

We are pleased to confirm our understanding of the services we are to provide for the City of Shawnee, Oklahoma (the "City") for the year ended June 30, 2017.

We will perform a compilation engagement with respect to the financial statements of the City, which comprise the schedules of revenues, expenditures, debt, and cash and investments for the year ended June 30, 2017.

Our Responsibilities

The objective of our engagement is to apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding any wrongdoing within the entity or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1) The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.

2) The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America, if applicable.

3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.

4) The prevention and detection of fraud.

5) To ensure that the City complies with the laws and regulations applicable to its activities.

6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.

7) To provide us with—

   - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
   - additional information that we may request from you for the purpose of the compilation engagement.
   - unrestricted access to persons within the Company of whom we determine it necessary to make inquiries.

8) Including our compilation report in any document containing financial statements that indicate that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

Other Relevant Information

LaDonna Sinning, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services are included in the FY-17 Audit Engagement Letter, dated March 15, 2017.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Arledge & Associates, P.C.

Arledge & Associates, P.C.

RESPONSE:
This letter correctly sets forth the understanding of the City of Shawnee, Oklahoma.

Management signature: ____________________________

Title: ____

Date: ____

Governance signature: ____________________________

Title: ____

Date: ____

Regular Board of Commissioners **14.**

Meeting Date: 03/20/2017

Sales Tax

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Sales Tax Report received March 2017.

Attachments

Sales Tax

City of Shawnee
OKLAHOMA

Date: March 15, 2017

TO: Mayor and Commissioners

From: Cynthia S. Arnold, Finance Director

Subject: March sales tax and use tax collections

Sales Tax Collections:

March deposit for sales tax was $1,370,990 which will be divided to the following funds:

General	$	913,993
Capital Improvements	$	177,086
Street Fund	$	199,936
Economic Development	$	22,850
Police Sales Tax Fund	$	28,562
Fire Sales Tax Fund	$	28,562

Compared to March 2016 we were up $54,946 or .87% compared to March 2015 we were up $78,209 or 6%

For the fiscal year we are up $1,849 or .01%

Use tax deposit in March for February collections was $131,427

Use tax was down from last year 11.75 % for this fiscal year. (July-March)

We should see an increase in Use Tax the last couple of months of this fiscal year since Amazon has started collecting Oklahoma Sales tax. We are down year to date 11.75% but in dollars only $137,556.

Comparison of **Sales Tax:**

	April 2014 through	April 2015 through	April 2016 through	Increase Over Prior Year	(Decrease)
Month	March 2015	March 2016	March 2017	Amount	Percentage
April	1,421,540	1,426,451	1,552,529	126,078	8.84%
May	1,394,972	1,466,536	1,493,399	26,863	1.83%
June	1,390,155	1,438,144	1,437,412	(732)	(0.05%)
July	1,477,552	1,442,218	1,475,520	33,302	2.31%
Aug	1,432,227	1,588,410	1,530,246	(58,164)	(3.66%)
Sept	1,426,359	1,494,203	1,490,836	(3,367)	(0.23%)
Oct	1,428,921	1,545,245	1,496,732	(48,513)	(3.14%)
Nov	1,374,143	1,426,192	1,468,286	42,095	2.95%
Dec	1,441,774	1,506,784	1,405,365	(101,420)	(6.73%)
Jan	1,499,067	1,546,951	1,558,709	11,758	0.76%
Feb	1,580,604	1,605,202	1,676,413	71,211	4.44%
March	1,292,781	1,316,044	1,370,990	54,946	4.18%
Total	17,160,093	17,802,379	17,956,437	154,059	0.87%
.					
		Prior Year	Current Year	Increase	(Decrease)
Period		Actual	Actual	Over Prior Year	
Fiscal Year to Date		13,471,248	13,473,097	1,849	0.01%

March Payment breakdown

Top sales tax codes:		**February 2016**	**February 2017**
Retail Trades	44-45	$783,444	$799,626
Accommodation and Food Service	72	$242,520	$238,412
Wholesale Trades	42	$71,715	$94,919
Utilities	22	$75,846	$78,161
Information	51	$56,224	$52,185
Manufacturing	31-33	$18,346	$52,654
Real Estate Rental & Leasing	53	$17,338	$28,089
Other Services	81	$11,765	$12,780
Unclassified	UNC	$24,479	$3,174
Arts & Entertainment	71	$6,102	$5,891
Professional	54	$2,543	$2,079
Misc		$5,723	$3,018
Total		$1,316,044	$1,370,990

Regular Board of Commissioners **15.a.**

Meeting Date: 03/20/2017

Expo Flooring

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

EXPO Conference Center Flooring Project (Award)

Attachments

Memo

Bid Tab

Notice

Adver. List

Plan Holders LIst

Office of the Director of Operations

Date: March 10, 2017

To: Mayor and Commissioners

From: James Bryce, Director of Operations

RE: **EXPO Conference Center Flooring Project**

Nature of the Request:

Award of the EXPO Conference Center Flooring Project to Bryan's Flooring out of Oklahoma City.

Staff Analysis, Considerations:

Staff has reviewed the bid documents and called on references. Bryan's Flooring was the contractor on the new OBU dorms and the St. Anthony Hospital project, both references checked out with the company adhering to tight schedules and doing quality work. Included in this bid is the main floor re-carpet and tile work along with an add alternate to do the same on the second floor. This work will be completed before July.

Recommendation:

It is Staff's recommendation to award the EXPO Conference Center Flooring Project to Bryan's Flooring out of Oklahoma City in the amount of:

Base Project Bid $115,000.00

Add Alternate 1 $ 43,000.00

TOTAL CONSTRUCTION BID AMOUNT $158,000.00

Budget Consideration:

Project will be tracked through the Economic Development Fund to which the Avedis money has already been deposited into.

Account # 104 5-1310-5420 1310-01

BID TABULATION SHEET

EXPO Conference Center Flooring Project

March 6, 2017

BIDDER	**AMOUNT**
Bryan's Flooring, Oklahoma City, OK	
Base bid Flooring for main floor	$ 115,000.00
Additive Alternate 1: Add Alternate Flooring for Second floor	$ 43,000.00
Caddell & Co., LLC, Norman, OK	
Base bid Flooring for main floor	$ 183,449.00
Additive Alternate 1: Add Alternate Flooring for Second floor	$ 63,088.00
Star Commercial Flooring, Oklahoma City, OK	
Base bid Flooring for main floor	$ 131,565.00
Additive Alternate 1: Add Alternate Flooring for Second floor	$ 54,600.00
Base bid Flooring for main floor	$
Additive Alternate 1: Add Alternate Flooring for Second floor	$

NOTICE TO BIDDERS

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the City of Shawnee, City Hall, 16 W 9th Street, P. O. Box 1448, Shawnee, Oklahoma, 74802 up to 4:00 p.m., Monday, March 6, 2017, for:

EXPO Conference Center Flooring Project

A Mandatory Pre-Bid Meeting is set for Tuesday, February 21, 2017 at the EXPO Conference Center, 1700 W. Independence for 10:00 AM.

Copies of the Contract Documents may be obtained at the office of the EXPO Conference Center at 1700 W. Independence from 9:00 am to 4:00 pm. The Contract Documents may be examined at the same location and will be available at the pre-bid meeting.

Each bid shall be filed in a sealed envelope. On the front of each envelope shall be written the following words to the left of the address:

BID: EXPO CONFERENCE CENTER FLOORING PROJECT
MARCH 6, 2017

The SEALED BID shall be filed with the City Clerk of the City of Shawnee, together with a sworn non-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

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 6:30 p.m., Monday, March 6, 2017.

The City of Shawnee reserves the right to reject any or all bids.

CITY OF SHAWNEE, A Municipal Corporation

By: Justin Erickson

Justin Erickson, City Manager

THE CITY OF SHAWNEE SEAL OKLAHOMA

(SEAL)

ATTEST:

Phyllis Loftis

Phyllis Loftis, CMC, City Clerk

Advertisement list EXPO Carpet

Bryan's Flooring
601 W. I-240 Service Road
Oklahoma City, OK 73139

Metro Flooring
2719 S. I-35 Service Road
Moore, OK 73160

Floor Design Center
11716 S. Western Ave.
Oklahoma City, Ok 73170

Fowler Floors and More
109 Industrial Blvd.
Moore, Ok 73160

Bailey's Floor Covering
920 Jim Thorpe Blvd.
Prauge, Ok 74864

Bowlan Carpets
711 E. Highland
Shawnee, OK 74801

Vincent's Carpet
117 E. Main St.
Shawnee, OK 74801

Cornelson Flooring
4327 N.W. 23rd
Oklahoma City, OK 73170

Commercial Floors of Oklahoma
1803 Cherry Stone St.
Norman, OK 73072

Commercial Carpet and Flooring
1833 S. May Ave.
Oklahoma City, Ok 73108

Shawnee Convention Center Plan Holders List

EPlan
Sharon Pickard
573-447-7130

Construct Connect
Cathy
323-602-5079 X73318

Carpet Store
Danny
405-681-2121

Star Commercial Flooring
Anthony Hudson
405-361-3031

Floor Designz/Rush Services
Jamey Montgomery
405-922-8155

Caddell and Co., LLC
Sean Caddell
405-928-5026

SPJ Electric
Philip Tompkins
405-570-8978

Bryan's Flooring
Ash Kelly
405-269-1636

OK Innovative Construction, INC.
John Fowler
405-201-8499

Shawnee Convention Center Pre-Bid Meeting

Bryan's Flooring
Ash Kelly
405-269-1636

Star Commercial Flooring
Anthony Hudson
405-361-3031

Floor designz/Rush Services
Jamey Montgomery
405-922-8155

Caddell and CO., LLC
Grayson Hatfield
405-397-0887

OK Innovative Construction, INC.
John Fowler
405-201-8499

Regular Board of Commissioners **15.b.**

Meeting Date: 03/20/2017

Wayfinding

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Wayfinding Signage Project Re-bid, Contract No. COS-PW-16-02 (Open)

Attachments

Notice

Mailing List

Plan Holders List

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, Oklahoma, City Hall, 16 West 9th – P.O Box 1448, Shawnee, OK 74802-1448 up to 4:00 p.m., **Monday, March 20, 2017,** for:

BID: CONTRACT NO. COS-PW-16-02
WAYFINDING SIGNAGE PROJECT RE-BID

Bidding Documents, Plans and Specifications are available to qualified bidders at the office of City Engineer, 222 North Broadway, Shawnee, OK 74802-1448. The fee for Plans and Specifications is $50.00 per contract set and is non-refundable. No documents will be mailed unless the request is accompanied by an additional $10.00 per set to cover mailing cost. **A Pre-Bid Conference is scheduled for Thursday, February 23, at 10:00 a.m. in the Engineering Conference Room, 222 North Broadway, Shawnee, OK.**

Each bid shall be filed in a sealed envelope. On the front of each envelope shall be written the following words to the left of the address:

BID: CONTRACT NO. COS-PW-16-02
WAYFINDING SIGNAGE PROJECT RE-BID
March 20, 2017

This project shall include **the final design, fabrication and installation of wayfinding signage throughout the community.** BIDDERS must obtain Bid Documents directly from the City of Shawnee in order for Bids to be acknowledged. The ORIGINAL COPY of each bid shall be filed with the City Clerk of the City of Shawnee, Oklahoma, together with a sworn anti-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders, or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

Each BIDDER shall attach to his/her BID filed with the City of Shawnee either a bidder's bond, a certified check, or a cashier's check made payable to the City of Shawnee, in an amount not less than five percent (5%) of the amount of bid as a guarantee of delivery of the service in full compliance with the specifications as issued by the City of Shawnee. Should the successful BIDDER fail to deliver the service in full compliance with the specifications within forty-five (45) days after acceptance of his/her bid, the bidder's bond, certified check or cashier's check deposited with his/her bid will be retained as and for liquidated damages. The deposit of each unsuccessful bidder will be returned when his/her bid is rejected.

The bids filed with the City Clerk will be opened and considered by the Board of Commissioners at a Public Meeting in the City Hall, Shawnee, Oklahoma, at 6:30 p.m., **Monday, March 20, 2017.** The City of Shawnee reserves the right to reject any and all bids.

THE CITY OF SHAWNEE SEAL OKLAHOMA

(SEAL)
ATTEST:

Phyllis Loftis

Phyllis Loftis, CMC, City Clerk

CITY OF SHAWNEE, OKLAHOMA
a Municipal Corporation

BY: Justin Erickson

Justin Erickson, City Manager

Project Mailing list
COS-PW-16-02
WAYFINDING SIGNAGE PROJECT RE-BID

J & B GRAPHICS
1811 NW 1ST St
Oklahoma city, ok 73106

SIGN FACTORY
136 W. MACARTHUR
SHAWNEE, OK 74804

AMAX SIGN COMPANY
9504 E. 55TH PLACE
TULSA, OK 74145

G & S SIGN SERVICES
1019 E. GRAND BLVD.
OKLAHOMA CITY, OK 73129

RANDY'S SIGNS
34205 WACO RD.
SHAWNEE, OK 74801

METROSIGN CORPORATION
401 N. ANN ARBOR AVE.
OKLAHOMA CITY. OK 73127

GEOGRAPH INDUSTRIES
475 INDUSTRIAL DR.
HARRISON, OHIO 45030

BOYCE INDUSTRIES INC.
3160 W. KEARNY ST.
SPRINGFIELD, MISSOURI
65803

CITY OF SHAWNEE
PLAN HOLDER'S LIST
CONTRACT NO. COS-PW-16-02
WAYFINDING SIGNAGE PROJECT RE-BID
Plan Holders highlighted have confirmed receipt of Addendum #1

Business Name: COLOR-AD
Contact: S.K. RAO
Address: 7200 GARY ROAD
MANASSAS, VA 20109
Telephone 703-631-9100
Fax: 703-631-7849
Cell: 516-250-9661
E-Mail: SKRAO@COLOR-AD.COM LSIEBERT@COLOR-AD.COM
Paid for & Picked Up Specs: 2/9/17 CREDIT CARD BY PHONE

Business Name: ARCHITECTURAL GRAPHICS INC.
Contact: WILLIAM CLARK
Address: 2655 INTERNATIONAL PARKWAY
VIRGINIA BEACH, VIRGINIA 23452
Telephone: 1-800-877-7868 EXT. 256
Fax: 757-430-1297
Cell: 757-635-6396
E-Mail: WCLARK@AGISIGN.COM
Paid for & Picked Up Specs: 2/14/17 CREDIT CARD BY PHONE

Business Name: BOYCE INDUSTRIES INC.
Contact: ROBERT ROWLAND
Address: 3160 W. KEARNEY ST.
SPRINGFIELD, MISSOURI 65803
Telephone: 417-862-1778 EXT. 111
Fax: 417-865-9237
Cell: 417-343-3038
E-Mail: RROWLAND@SIGNLINK.COM
Paid for & Picked Up Specs: 2/21/17 CREDIT CARD BY PHONE

Regular Board of Commissioners **15.c.**

Meeting Date: 03/20/2017

Avedis Sidewalk

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Avedis/City Sidewalk Project (Various Locations), Contract No. COS-PW-16-03 (Open)

Attachments

Notice

Mailing List

Plan Holders List

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, Oklahoma, City Hall, 16 West 9th – P.O Box 1448, Shawnee, OK 74802-1448 up to 4:00 p.m., **Monday, March 20, 2017,** for:

BID: CONTRACT NO. COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT
(VARIOUS LOCATIONS)

Bidding Documents, Plans and Specifications are available to qualified bidders at the office of City Engineer, 222 North Broadway, Shawnee, OK 74802-1448. The fee for Plans and Specifications is $50.00 per contract set and is non-refundable. No documents will be mailed unless the request is accompanied by an additional $10.00 per set to cover mailing cost. **A Pre-Bid Conference is scheduled for Wednesday, March 8, 2017, at 10:00 a.m. in the Engineering Conference Room, 222 North Broadway, Shawnee, OK.**

Each bid shall be filed in a sealed envelope. On the front of each envelope shall be written the following words to the left of the address:

BID: CONTRACT NO. COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT
(VARIOUS LOCATIONS)
March 20, 2017

This project shall include **removal and replacement of sidewalks in various locations.** BIDDERS must obtain Bid Documents directly from the City of Shawnee in order for Bids to be acknowledged. The ORIGINAL COPY of each bid shall be filed with the City Clerk of the City of Shawnee, Oklahoma, together with a sworn anti-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders, or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

Each BIDDER shall attach to his/her BID filed with the City of Shawnee either a bidder's bond, a certified check, or a cashier's check made payable to the City of Shawnee, in an amount not less than five percent (5%) of the amount of bid as a guarantee of delivery of the service in full compliance with the specifications as issued by the City of Shawnee. Should the successful BIDDER fail to deliver the service in full compliance with the specifications within forty-five (45) days after acceptance of his/her bid, the bidder's bond, certified check or cashier's check deposited with his/her bid will be retained as and for liquidated damages. The deposit of each unsuccessful bidder will be returned when his/her bid is rejected.

The bids filed with the City Clerk will be opened and considered by the Board of Commissioners at a Public Meeting in the City Hall, Shawnee, Oklahoma, at 6:30 p.m., **Monday, March 20, 2017.** The City of Shawnee reserves the right to reject any and all bids.

THE CITY OF SHAWNEE
SEAL
OKLAHOMA

CITY OF SHAWNEE, OKLAHOMA
a Municipal Corporation

BY: ______________________
Justin Erickson, City Manager

(SEAL)
ATTEST:

____
Phyllis Loftis, CMC, City Clerk

Project Mailing list
COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT

A-1 DOZER & EXCAVATING **38107 – 45TH STREET** **SHAWNEE, OK 74804**	**ACE PAVING & CONSTRUCTION INC** **NBU 8108** **PRAGUE OK 74864**	**All Roads Paving** **10200 N.W. 10th Street** **Oklahoma City, OK 73127**
Arbor Transport & Construction **P.O. Box 1721** **Norman, OK 73070**	**A-TECH PAVING** **P O BOX 2865** **EDMOND OK 73083-2865**	**Austin Paving** **PO Box 2707** **Stillwater, OK 74076**
Bishop Paving **PO Box 1334** **OKC,OK 73101**	**CGC,LLC** **101 W. 5th Street** **Edmond, Oklahoma 73003**	**Christian Construction Company** **20125 180th Street** **Purcell, OK 73080**
Cimarron Construction Company **7409 N.W. 85th Street** **OKC,OK 73132**	**Connelly Paving Company** **P.O. Box 75450,** **OKC, OK 73147**	**Continental Construction Corporation** **5720 N. Industrial Blvd.** **Edmond, OK 73034**
Continental Construction **10900 Hefner Pointe Dr. Suite 202** **OKC,OK 73120**	**Cove Creek Construction** **912 East Main St.** **PO Box 350** **Clarksville, Arkansas 72830**	**CP3 Enterprises** **13112 NS 3500** **Maud, Oklahoma 74854**
C-P Integrated Services **3007 NW 63rd Street STE 205** **Oklahoma City, OK 73116**	**Davenport Construction** **6001 N. Horseshoe Bend** **Edmond, Ok 73034**	**DOLESE** **20 N W 13TH** **OKLAHOMA CITY OK 73103**
Downey Contracting LLC **3217 N.E. 63rd** **OKC,OK 73121**	**DTH Construction** **35603 Moccasin Trail** **McLoud, OK 74851**	**Duit Construction Company, Inc.** **6250 Industrial Blvd.** **Edmond, OK 73034**
Eagle Vision Construction **PO Box 1225** **Shawnee, OK 74802**	**Ferguson Waterworks** **2220 S.E. 18th St.** **OKC, Ok 73129**	**Forsgren, Inc.** **3000 North 23rd Street** **Fort Smith, Arkansas 72904**
Gayler Construction Services **Rt.1 Box 318** **Earlsboro, Ok 74840**	**Gibson & Associates, Inc** **11210 Ryliecrest** **Balch Springs, Texas 75180-0579**	**Hardcore Concrete Construction Group** **15 Angie Lane** **Shawnee, OK 74801-3916**

Project Mailing list
COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT

HASKELL LEMONS, LLC. **PO Box 75608** **OKC, OK 73147**	**HD Supply** **14701 E. 116 N** **Owasso, Ok 74055**	**Heller Construction** **PO Box 1438** **Hot Springs, Arkansas 71902**
Howard Construction **901 S. Spring Lane** **Blanchard, OK 73010**	**Howards Excavating and Paving** **14000 S. Meridian Ave.** **OKC, Ok 73173**	**J & S Dozer** **1822 Elmgrove Road** **Muskogee, Ok 74403**
Jordan Contractors **123 S. Broadway** **Tecumseh, Ok 74873**	**Keystone Services, Inc.** **P.O. Box 218** **Bixby, OK 74008**	**Krapff Reynolds Construction Company** **2400 N.E. 4th Street** **OKC,OK 73117**
Kraus Construction **2419 N. O Street** **Fort Smith, Arkansas 72901**	**Kustom Krete** **1901 Glenn Wood Dr.** **Moore, OK 73160**	**Landes Engineering, L.L.C.** **P. O. Box 1032** **Shawnee, OK 74802-1032**
Legacy Services, Inc. **10020 NW 134th Street** **Yukon, OK 73099**	**MARKWELL PAVING COMPANY** **P O BOX 82005** **OKC OK 73148**	**McWane Pipe** **10012 S. Maplewood Pl** **Tulsa, OK 74137**
Medevelop **3847 S. Boulevard, Suite 400** **Edmond, OK 73013**	**Meridian Contracting Inc** **17500 S. Sooner Rd** **Norman, OK 73071**	**Merryman Excavators** **1501 Land Road** **Woodstock, IL**
Midstate Traffic Control **12501 N. Sante Fe** **OKC,OK 73114**	**Mike Little Construction** **1901 N. Kickapoo** **Shawnee, OK 74804**	**Nash Construction Company** **700 S. Irving** **Oklahoma City, OK 73129**
OBC Inc **PO Box 3817** **Edmond, Ok 73083**	**Parathon Construction** **PO Box 1287** **Edmond, Ok 73083-1287**	**Pbx Corporation** **PO Box 644** **Sapulpa, Ok 74067**
Peter Porter **4409 N. Bryan Ave.** **Shawnee, OK 74804-2352, R007**	**PIONEER ROCK** **P O BOX 176** **COMMERCE OK 74339**	**PM Construction** **131 N. Richey** **Pasadena, Texas 77506**

Project Mailing list
COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT

RUDY CONSTRUCTION CO.
P O BOX 14575
OKC OK 73113

SAC Services
3600 S. Ross Ave.
Oklahoma City, OK 73119

SHELL CONSTRUCTION
P.O. Box 1178
OKC, OK 73101

Shiloh Enterprises, Inc.
5720 N. Industrial Blvd.
Edmond, OK 73034

Shoestring Enterprises LLC
PO Box 390
Olustee, OK 73560

Silver Star Construction, Inc.
2401 S. Broadway
Moore, OK 73160

TG Excavating
26016 E. Admiral Place
Catoosa, OK 74015

Time Striping Inc.
PO Box 1236
Van Buren, Arkansas 72957

TJ Campbell
6900 S SUNNYLANE
OKC OK 73135

Tom Hudson Paving
7400 W. HWY 33
Guthrie, OK 73044

Tonto Construction Inc
8101 W. 33rdStreet South
Muskogee, Ok 74401

Traffic and Lighting Systems
13305 N. Sante Fe
OKC, OK 73114

Trent Construction
2200 N. Luther Road
Harrah, Ok 73045

T T K CONSTRUCTION
P O BOX 3681
EDMOND OK 73083

Urban Contractors
7113 N. Bryant Ave.
OKC, OK 73121

Water Works Plumbing, Inc
2023 S. Nicklas Ave
OKC, OK 73128

Wee Construction Co
PO Box 263
Washington, OK 73093

White Hawk Engineering & Design, LLC
PO Box 7620
Moore, OK 73153-1620

White's Construction
2019 Spencer Dr.
Harrah, Ok 73045

WOOD & SONS PAVING
200 E. INTERSTATE 35
EDMOND OK 73034

Wynn Construction
11901 N. Eastern Ave.
OKC, OK 73131

Central Contracting
17301 South Sunny Lane
Norman, Ok 73071

Martin Marietta Materials Inc
1404 SW 89th Street
Okc, Ok 73159-6305

MKEC Engineering
1000 W. Wilshire suite 401
Okc, Ok 73116

Branco Enterprises, Inc
PO Box 459
Neosho, Missouri 64850

Oklahoma Concrete LLC
Tyler Beaty
5990 Callahan Way NE
Piedmont, Ok 73078

C3 Construction
Chris Whisenant
1012 N. Mississippi, Suite A
Ada, Ok 74820

Project Mailing list
COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT

Dodge Data & Analytics
Attn: Plan Coordinator
3315 Central Avenue
Hot Springs, AR 71913

CMD
Attn: DOCUMENT PROCESSING
30 Technology Parkway South, Ste 100
Norcross, GA 30092

Benchmark Enterprises
Becky Wagnon
PO Box 140121
Broken Arrow, OK 74014

Gary Barnett
38610 Garrett's Lake Rd
Shawnee, Oklahoma 74804

CITY OF SHAWNEE
PLAN HOLDER'S LIST
CONTRACT NO. COS-PW-16-03
AVEDIS CITY SIDEWALK PROJECT
(VARIOUS LOCATIONS)

Plan Holders highlighted have confirmed receipt of Addendum #1

Business Name: RUDY CONSTRUCTION
Contact: PHIL PRATT
Address: PO BOX 14575
OKC, OK 73113
Telephone 405-478-9900
Fax: 405-478-9901
Cell:
E-Mail: INFO@RUDYCONSTRUCTION.COM
Paid for & Picked Up Specs: 2/17/17 CK#65442

Business Name: ARBOR TRANSPORT & CONSTRUCTION
Contact: KENNETH PITTENGER
Address: PO BOX 1721
NORMAN, OK 73070
Telephone: 405-317-5723
Fax: 405-573-3767
Cell: 405-308-5651
E-Mail: ARBORTRANSPORT@GMAIL.COM
Paid for & Picked Up Specs: 2/21/17 CK #3390

Business Name: PARATHON CONSTRUCTION LLC
Contact: JIMMY SMITH
Address: PO BOX 1287
EDMOND, OK 73083
Telephone: 405-605-6006
Fax: 866-391-1572
Cell: 405-202-0643
E-Mail: PARATHONCONSTRUCTION@GMAIL.COM
Paid for & Picked Up Specs: 2/24/17 CK #6382

Business Name: TRI CITY SEAL
Contact: RICK HERRICK
Address: 2723 EAST HWY 37
TUTTLE, OK 73089
Telephone: 405-381-4051
Fax: 405-381-4197
Cell: 304-917-6167
E-Mail: RHERRICK.TCS@GMAIL.COM
Paid for & Picked Up Specs: 2/28/17 CREDIT CARD BY PHONE

Business Name: SBZ PROPERTIES LLC
Contact: DAVID TOMLINSON
Address: 1016 MURFIELD DR
SHAWNEE, OK 74801
Telephone: 405-659-8448
Fax:
Cell:
E-Mail: DLTOMLINSON62@GMAIL.COM
Paid for & Picked Up Specs: 3/1/17 CHECK 2962

Business Name: C-P INTEGRATED SERVICES
Contact: DURINDA FISHER
Address: 3007 NW 63RD STE 205
OKC, OK 73116
Telephone: 405-732-0532 EXT. 403
Fax: 405-242-6499
Cell:
E-Mail: DURINDAFISHER@COXINET.NET
Paid for & Picked Up Specs: 3/8/17 CK #1909

Business Name: BIG STAR SERVICES
Contact: MIKE STINER
Address: 138 S. 176 W. AVE
SAND SPRINGS, OK 74063
Telephone: 918-939-8783
Fax: 918-224-1102
Cell: 918-939-8783
E-Mail: TLSTINER67@YAHOO.COM
Paid for & Picked Up Specs: 3/8/17 CK #10578

Business Name: SAGEMILL CONSTRUCTION
Contact: RANCE MILLER
Address: 1208 S. DAWSON ST.
MEEKER, OK 74855
Telephone: 918-810-4071
Fax:
Cell:
E-Mail:RANCE@SAGEMILL.NET/RANCERAYMILLER@GMAIL.COM
Paid for & Picked Up Specs: 3/8/17 CREDIT CARD

Business Name: MTZ CONSTRUCTION INC
Contact: CONRADO MARTINEZ
Address: 3545 SW 37TH ST.
OKC, OK 73119
Telephone: 405-202-6417
Fax: 405-686-0716
Cell:
E-Mail: MTZCONSTRUCTION2012@HOTMAIL.COM
Paid for & Picked Up Specs: CASH 3/8/17

Business Name: A-TECH PAVING
Contact: AMANDA BLENKINSHOP
Address: 7845 N. ROBINSON AVE, H-2
OKC, OK 73116
Telephone: 405-418-4741
Fax: 405-418-4743
Cell:
E-Mail: ABLENKINSOP@ATECHPAVING.COM
Paid for & Picked Up Specs: 3/8/17 CK #12941

Business Name:
Contact:
Address:

Telephone:
Fax:
Cell:
E-Mail:
Paid for & Picked Up Specs:

Business Name:
Contact:
Address:

Telephone:
Fax:
Cell:
E-Mail:
Paid for & Picked Up Specs:

Regular Board of Commissioners **18.**

Meeting Date: 03/20/2017

Executive Session

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

Attachments

No file(s) attached.

Regular Board of Commissioners **19.**

Meeting Date: 03/20/2017

Consider Executive Session

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

Attachments

No file(s) attached.