

AGENDA
BOARD OF CITY COMMISSIONERS
February 22, 2022 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

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

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
2. Consider approval of Consent Agenda:
 - a. Minutes from the February 7, 2022 regular meeting.
 - b. Acknowledge the following reports and minutes:
 - License Payment Report for January 2022
 - Project Payment Report for January 2022
 - Planning Commission Minutes from the January 5, 2022 regular meeting
 - c. Acknowledge the resignation of Kevin Huddleston from the Shawnee Community Beautification Committee.
 - d. Mayor's Appointments:
Central Oklahoma Economic Development District Board (COEDD)
Assistant City Manager Jacob Foos, Primary
City Manager Andrea Weckmueller-Behringer, Alternate
3. Presentation by Animal Control to present the Pet of the Week.
4. Presentation by Shawnee Forward, Inc. regarding Public Transportation and AARP Survey.

5. Consideration of a Second Addendum to the Continued Cooperation Agreement entered into by and between the Citizen Potawatomi Nation and the City of Shawnee, Oklahoma, to exercise the Secondary Extension of Time Frame as authorized in Section 2 of the Addendum to the Continued Cooperation Agreement.
6. Consideration of an Addendum to the Contract for Solid Waste Collection, Recycling and Disposal Services.
7. Consideration of an amendment to Resolution No. 6651 correcting the legal description of surplus property located at 504 South Kickapoo Avenue.
8. Acknowledgement of the Lake Advisory Committee recommendations.
9. Discussion of the Lake Advisory Committee's recommendation regarding potential employment position(s) at the Shawnee Twin Lakes.
10. Consideration of an ordinance of the City of Shawnee, Oklahoma amending portions of Chapter 16 (Lakes), Article II (Twin Lakes) of the Shawnee Municipal Code; providing for severability, codification, and repealer; and declaring an emergency.
11. Public hearing and consideration of an ordinance to rezone property located west of 190 West Shawnee Mall Drive from CP (Planned Shopping Center District) to C-3 (Highway Commercial District). Case No. RZ02-22, Applicant: Muhammad Khan, PE, SMC Consulting.
12. Consideration of Preliminary Plat for Striker Equities at Shawnee Mall subdivision located west of 190 West Shawnee Mall Drive. Case No. PPL01-22, Applicant: Muhammad Khan, PE, SMC Consulting.
13. Consideration of a Final Plat for Striker Equities at Shawnee Mall subdivision located west of 190 West Shawnee Mall Drive. Case No. FPL01-22, Applicant: Muhammad Khan, PE, SMC Consulting.
14. Acknowledge monthly Sales Tax and Budget Reports.
15. New Business
(Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda)
16. Commissioners Comments
17. Discussion, consideration, and possible action to enter into executive session for discussion of the current opioid litigation in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning Pottawatomie County Case No. CJ-2019-04, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct litigation, or proceeding in the public interest.

18. Consider matters discussed in executive session for discussion of the current opioid litigation in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning Pottawatomie County Case No. CJ-2019-04, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct litigation, or proceeding in the public interest.
19. Adjournment

Respectfully submitted,

Lisa Lasyone, CMC, City Clerk

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

Regular Board of Commissioners

2. a.

Meeting Date: 02/22/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the February 7, 2022 regular meeting.

Attachments

Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS

FEBRUARY 7, 2022 AT 6:00 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Monday, February 7, 2022 at 6:00 p.m., pursuant to notice duly posted as prescribed by law at 2:23 p.m. on February 3, 2022. Mayor Bolt presided and Miss Kayline Burdine called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Mayor

Daniel Matthews
Commissioner Ward 1

Absent
Commissioner Ward 2

Travis Flood
Commissioner Ward 3

Darren Rutherford
Commissioner Ward 4-Vice Mayor

Mark Sehorn
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: Cami Engles

INVOCATION

Commissioner Flood

FLAG SALUTE

AGENDA ITEM NO. 1:

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

Ms. Amy Camarata and Mr. Wolf Gugler spoke regarding the Lake Advisory Committee.

Ms. Sherill Bell provided a handout to the Mayor, Commissioners and Staff. She spoke on behalf of the of the Dockrey family regarding the Fairview Cemetery Mausoleum.

Mr. Steven Muzny spoke regarding concerns with the new homes built in the Bentley Oaks addition.

Ms. Fhionna Shaughnessy with Shawnee Forward Inc. announced that effective January 31, 2022, Shawnee, Oklahoma has been recognized as the number one city for women business owners in Oklahoma. She stated that Shawnee Forward will host a press conference on Thursday, February 24, 2022 at 2:00 p.m. at South Central Industries to recognize this distinction.

Mr. Rob Morris spoke regarding the American Rescue Plan Act (ARPA) funds and the Lake Advisory Committee.

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the January 18, 2022 regular meeting.
- b. Authorize a right-of-way easement to be given to Canadian Valley Electric Cooperative, Inc. to serve an existing City Lake Lot Lease at the Shawnee Twin Lakes.
- c. Acceptance of public improvements for Hyatt IV Addition and place maintenance bonds into effect.
- d. Acknowledge the resignation of Rachael Cole Yahola from the Shawnee Urban Renewal Authority.
- e. Mayor's Appointments:

Shawnee Urban Renewal Authority

Tosha Tanquary 1st Full Term Expires: February 2, 2025

Replaces Rachael Cole Yahola – Resigned

Commissioner Salter asked that Consent Agenda Item No. 2(a) be pulled for separate consideration.

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

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

NAY: None

Regarding Agenda Item No. 2(a), Commissioner Salter stated he would abstain from voting since he did not attend the January 18, 2022 City Commission Meeting.

A motion was made by Commissioner Matthews, seconded by Commissioner Flood, to approve Consent Agenda Item No. 2(a). Motion carried 5-0-1.

AYE: Matthews, Flood, Bolt, Rutherford, Sehorn

NAY: None

ABSTAIN: Salter

AGENDA ITEM NO. 3:

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

Animal Control Officer Justin Baxley introduced Kelley, a Calico cat. Kelley is available for adoption.

Officer Baxley advised that the Animal Shelter currently has nineteen dogs and two cats. The Animal Shelter is planning a Valentine's Day promotion. Details can be found on their Facebook page.

AGENDA ITEM NO. 4:

Acknowledgement and ratification of the Declaration of the Mayor of the City of Shawnee declaring an emergency within the city limits and such additional territory as may be described herein, authorizing the actions of the City Manager pursuant to State Laws and the Municipal Code of the City of Shawnee.

City Manager Andrea Weckmueller-Behringer explained that Governor Stitt declared a State of Emergency for the State of Oklahoma on February 1, 2022. The City of Shawnee declared an emergency within the city limits to prepare for a potential winter storm disaster. She advised that the City is waiting on correspondence from the Federal Emergency Management Agency (FEMA) regarding any reimbursement for damages.

A motion was made by Vice Mayor Rutherford, seconded by Commissioner Flood, to acknowledge and ratify the Declaration of the Mayor of the City of Shawnee declaring an emergency within the city limits and such additional territory as may be described herein, authorizing the actions of the City Manager

pursuant to State Laws and the Municipal Code of the City of Shawnee. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 5:

Discussion and consideration to provide financial assistance for the Shawnee Civic and Cultural Development Authority related to the 2022 International Finals Youth Rodeo.

Mr. Randy Gilbert expressed his excitement for the 2022 International Finals Youth Rodeo (IFYR). He provided highlights from the 2021 IFYR. Commissioner Salter inquired what the funds would be used for. Mr. Gilbert explained the funds would be for the operations of the rodeo. Commissioner Sehorn questioned the status of the mediation between the City of Shawnee, Pottawatomie County, and Shawnee Civic and Cultural Development Authority (SCCDA). City Attorney Joe Vorndran stated mediation was scheduled for February 22, 2022. Commissioner Sehorn asked if all accounts were paid in full from the 2021 IFYR. Mr. Gilbert stated to his knowledge they were all paid. City Manager Andrea Weckmueller-Behringer verified \$50,000 was budgeted for assistance for the 2022 IFYR.

A motion was made by Commissioner Flood, seconded by Commissioner Matthews, for approval to designate the budgeted amount for the 2022 International Finals Youth Rodeo.

Discussion was held between the Commission and Staff.

Commissioner Flood amended the previous motion, and Commissioner Matthews seconded the amended motion, for approval to designate the budgeted amount of Fifty Thousand Dollars (\$50,000.00) for the 2022 International Finals Youth Rodeo. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 6:

Consideration of a resolution of the Mayor and City Commission of the City of Shawnee, Oklahoma that amends a Project Maintenance Agreement with the Oklahoma Department of Transportation for the Wayfinding Sign Project.

City Engineer Seth Barkhimer advised that approval is needed for the Oklahoma Department of Transportation (ODOT) to set up a future project for a gateway sign at the Farrall Street and US 177/270 interchange. Staff recommends approval.

A motion was made by Commissioner Flood, seconded by Mayor Bolt, to approve a resolution of the Mayor and City Commission of the City of Shawnee, Oklahoma that amends a Project Maintenance Agreement with the Oklahoma Department of Transportation for the Wayfinding Sign Project.

Resolution No. 6650 was introduced.

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA THAT AMENDS A PROJECT MAINTENANCE AGREEMENT WITH THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR THE WAYFINDING SIGN PROJECT.

Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 7:

Consideration of a resolution to declare real property located at 504 South Kickapoo Avenue as surplus property, authorizing staff to solicit bids to sell the property and set a minimum bid.

City Engineer Seth Barkhimer explained 504 South Kickapoo Avenue was acquired through the Kickapoo Street widening project. The property has been cleared and is currently raw land. Mr. Barkhimer stated that Staff requests the parcel be declared surplus.

A motion was made by Commissioner Matthews, seconded by Commissioner Sehorn, to approve a resolution to declare real property located at 504 South Kickapoo Avenue as surplus property, authorizing staff to solicit bids to sell the property and set a minimum bid.

Resolution No. 6651 was introduced.

A RESOLUTION DECLARING CERTAIN REAL PROPERTY LOCATED AT 504 SOUTH KICKAPOO AVENUE, ALSO KNOWN AS A STRIP, PIECE OR PARCEL OF LAND LYING IN LOTS 3 AND 4, BLOCK 3, INGLEWOOD ADDITION TO THE CITY OF

SHAWNEE, IN SECTION 24, T10N, R3E IN POTTAWATOMIE COUNTY, OKLAHOMA SAID PARCEL OF LAND BEING DESCRIBED AS FOLLOWS: ALL OF LOTS 4 AND 4, CONTAINING 7,000 SQUARE FEET, 0.16 ACRES, MORE OR LESS, SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID PROPERTY; AND AUTHORIZING STAFF TO ADVERTISE FOR SEALED BIDS FOR THE SALE OF SAID PROPERTY.

Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 8: Acceptance of the Donation of an Adaptive Kayak Launch.

City Manager Andrea Weckmueller-Behringer advised that seven (7) community entities raised Fifty-One Thousand, Three Hundred Dollars and Forty-Eight Cents (\$51,300.48) to purchase and install an adaptive kayak launch. The adaptive kayak launch allows those with mobility limitations to participate in kayaking. She explained that each of the seven (7) entities have requested that the City accept the donation of the kayak launch as a City asset.

A motion was made by Commissioner Sehorn, seconded by Commissioner Flood, to approve the donation of an Adaptive Kayak Launch. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 9: Report from the Lake Advisory Committee.

City Attorney Joe Vorndran gave a presentation on the Lake Advisory Committee Report. He spoke regarding the topics of

- Safety and Code Enforcement
- Commercial Activity/Development
- Facility Improvement/Recreation

Discussion was held between Commission and Staff.

AGENDA ITEM NO. 10 WAS MOVED AFTER AGENDA ITEM NO. 15 BY THE POWER OF THE CHAIR.

AGENDA ITEM NO. 11:

Administrative Report:

- a. Annual Homeless Point in Time Count – Rian Harkins, Community Development Director

Community Development Director Rian Harkins provided an update on the Annual Homeless Point in Time Count. He stated that the preliminary homeless count found a subtotal of two hundred and fifteen (215) homeless individuals. Mr. Harkins explained the Department of Housing and Urban Development (HUD) assumes the total findings of a Point in Time Count only account for approximately one-fourth of the total homeless population. He stated that this data is used to help apply for additional grant opportunities and to create a continuum of care strategy with partner agencies.

AGENDA ITEM NO. 12:

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

There was no New Business.

AGENDA ITEM NO. 13:

Commissioners Comments

The Mayor and Commissioners thanked the participants of the Lake Advisory Committee.

Commissioner Matthews expressed his appreciation for Mr. Rian Harkins, Ms. Erika Genty and the team for being proactive with the warming center.

Commissioner Matthews addressed Mr. Muzny's concerns from Citizen Participation. He also spoke regarding the Oklahoma Baptist University Authority.

Commissioner Flood addressed Mr. Muzny and Mr. Morris' concerns from Citizen Participation. He thanked Ms. Fhionna Shaughnessy for her announcement in Citizen Participation.

Commissioner Flood also expressed his excitement for the 2022 International Finals Youth Rodeo (IFYR).

Vice Mayor Rutherford and Commissioner Sehorn thanked City Staff for their work on the roads during the recent winter weather conditions.

Commissioner Salter addressed Mr. Muzny's concerns from Citizens Participation.

Mayor Bolt thanked City Staff for doing the Point and Time Count and for the warming center. He also thanked Ms. Fhionna Shaughnessy for the information during Citizens Participation.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY (8:08 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (8:11 P.M.)

AGENDA ITEM NO. 14:

Discussion, consideration, and possible action to enter into executive session for discussion related to the Fairview Cemetery Mausoleum in accordance with 25 O.S. § 307(B)(3) and (4) to discuss confidential communications between a public body and its attorney concerning the purchase or appraisal of real property and a pending investigation, claim, or action that the public body, with advice of its attorney, has determined that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.

A motion was made by Commissioner Flood, seconded by Commissioner Matthews, to enter into executive session for discussion related to the Fairview Cemetery Mausoleum in accordance with 25 O.S. § 307(B)(3) and (4) to discuss confidential communications between a public body and its attorney concerning the purchase or appraisal of real property and a pending investigation, claim, or action that the public body, with advice of its attorney, has determined that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. Motion carried 6-0.

AYE: Flood, Matthews, Bolt, Rutherford, Sehorn, Salter
NAY: None

COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT 8:12 P.M.
WITH ALL MEMBERS PRESENT.

COMMISSIONERS RECONVENED FROM EXECUTIVE SESSION AT 8:45
P.M. WITH ALL MEMBERS PRESENT.

AGENDA ITEM NO. 15:

Consider matters discussed in executive session related to the Fairview Cemetery Mausoleum in accordance with 25 O.S. § 307(B)(3) and (4) to discuss confidential communications between a public body and its attorney concerning the purchase or appraisal of real property and a pending investigation, claim, or action that the public body, with advice of its attorney, has determined that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.

A motion was made by Commissioner Matthews, seconded by Vice Mayor Rutherford, to move that the City of Shawnee revoke the April 5, 2021 acceptance of the mausoleum building, funds, and records from the Fairview Mausoleum Association, Inc. based upon (1) the Mausoleum Association's failure to perform by not turning over the funds and records; (2) the request for the addition of a material term of the donation, specifically, a grant of indemnification by the City; and (3) the need to further discuss the disposition of the real property, and if being considered for transfer to the City, the appropriate due-diligence necessary to accept. Further, staff shall immediately communicate with the Fairview Mausoleum Association, Inc. to further discuss a comprehensive proposal for the disposition of the mausoleum to be considered by the Commission at a future date. Motion carried 6-0.

AYE: Matthews, Rutherford, Sehorn, Salter, Flood, Bolt
NAY: None

AGENDA ITEM NO. 10:

Consideration of the following Budget Amendments for Fiscal Year 2021 – 2022:

- a. Fund 001 General Fund – To reduce budget appropriations for Cemetery Mausoleum.
- b. Fund 001 General Fund – To move full-time employee position amount from Fund 501 (Shawnee Municipal Authority) to Fund 001 due to new department position arrangement.

Assistant Finance Director Jacob Bussell explained that Staff has moved its Construction Inspector position from Shawnee Municipal Authority Fund (Fund 501) to General Fund (Fund 001), which will require Commission approval of moving appropriations between funds.

A motion was made by Commissioner Sehorn, seconded by Commissioner Flood, to approve the budget amendments listed in Agenda Item Nos. 10 (a-b). Motion carried 6-0.

AYE: Sehorn, Flood, Bolt, Rutherford, Salter, Matthews
NAY: None

AGENDA ITEM NO. 16:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:48 p.m.)

ED BOLT, MAYOR

ATTEST:

LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners**2. b.**

Meeting Date: 02/22/2022

Reports & Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports and minutes:

- License Payment Report for January 2022
 - Project Payment Report for January 2022
 - Planning Commission Minutes from the January 5, 2022 regular meeting
-

Attachments

License Payment Report

Project Payment Report

Minutes



Entity Payment Report

1/1/2022 - 1/31/2022

Payment Date	Name	Payment Type	Receipt #	Payment Amount
1/31/2022	SUPER DOLLAR	Cash	981	50.00
1/31/2022	EFFINGER TREE & LAWN SERVICE	Check	980	25.00
1/31/2022	EFFINGER TREE & LAWN SERVICE	Check	979	25.00
1/31/2022	JK DISPENSARY	Check	978	15.00
1/28/2022	LAVERNE DOUGLAS	IBX CC	977	15.00
1/27/2022	LINK S COWEN	Check	976	761.00
1/27/2022	KELLY & JANITA DAVIS	Check	975	761.00
1/27/2022	FLOYD & DELMA MURPHY	Check	974	761.00
1/26/2022	MIDWEST MECHANICAL, INC	Check	973	100.00
1/26/2022	EASY WIRELESS	Check	971	50.00
1/26/2022	B & H CONSTRUCTION	IBX CC	972	75.00
1/26/2022	ADVENT MECHANICAL	IBX CC	970	75.00
1/26/2022	ADVENT MECHANICAL	IBX CC	969	75.00
1/26/2022	HAMES BROTHERS MECHANICAL	IBX CC	968	100.00
1/25/2022	HASBEL PEST CONTROL	Cash	965	25.00
1/25/2022	PRICE RIGHT ELECTRIC	IBX CC	967	100.00
1/25/2022	RAMSEY WARD ELECTRIC	IBX CC	966	100.00

1/24/2022	SHOE SENSATION, INC	Check	964	50.00
1/24/2022	ATLAS PLUMBING & MECHANICAL INC	Check	963	100.00
1/21/2022	JEREMY & SAGE HIGDON	Check	962	761.00
1/21/2022	TRU-FUSE ELECTRIC, LLC	Check	959	75.00
1/21/2022	L COTTRELL	Check	958	15.00
1/21/2022	ADVANCED ELECTRIC INC	Check	957	75.00
1/21/2022	ALCHEMY SOLON & ESTHETICS	Cash	955	50.00
1/21/2022	TDR CONTRACTORS, INC	IBX CC	961	100.00
1/21/2022	GREGORY W SMITH PLUMBING	IBX CC	960	100.00
1/21/2022	LARRISON ELECTRIC SERVICES	IBX CC	956	75.00
1/20/2022	MARSH ELECTRIC LLC	Check	954	75.00
1/20/2022	R & M SERVICES	Check	953	75.00
1/20/2022	DR. DOGO'S GAMES & STRAINS	Cash	952	1,500.00
1/20/2022	MEIER AND SON DEMOLITION, LLC	IBX CC	951	75.00
1/19/2022	ROBERTS AND SONS HVAC LLC	Check	949	75.00
1/19/2022	B & R DEMOLITION	Cash	948	75.00
1/19/2022	B & R TREE SERVICE	Cash	947	25.00
1/19/2022	RED LOBSTER RESTAURANTS LLC LICENSING #721	Check	946	905.00

1/19/2022	M & J CONTRACTORS, LLC	IBX CC	950	100.00
1/18/2022	GENERATOR SUPERCENTER OF OKLAHOMA	IBX CC	945	100.00
1/18/2022	OMAR'S PLUMBING	IBX CC	944	100.00
1/13/2022	VFW POST 1317	Check	943	500.00
1/13/2022	WALL'S DIG	Check	941	15.00
1/13/2022	WALL'S BARGING CENTER	Check	940	15.00
1/13/2022	NEWTON WALL COMPANY	Check	939	15.00
1/13/2022	NEWTON WALL COMPANY	Check	938	15.00
1/13/2022	NEWTON WALL COMPANY	Check	937	15.00
1/13/2022	NEWTON WALL COMPANY	Check	936	15.00
1/13/2022	DACUS HEAT & AIR LLC	IBX CC	942	100.00
1/12/2022	SHABBY TREE LLC	Check	934	1,500.00
1/12/2022	SHABBY TREE LLC	Check	933	1,500.00
1/12/2022	SHABBY TREE LLC	Check	932	1,500.00
1/12/2022	SHABBY TREE LLC	Check	931	50.00
1/12/2022	ALYSSA CABANISS	IBX CC	935	15.00
1/11/2022	BIGGS BACKHOE INC	Check	930	75.00
1/11/2022	OILFIELD EQUIPMENT & MFG INC	Check	929	15.00
1/11/2022	RICHARDSON HOMES	Check	926	50.00
1/11/2022	DENSE MECHANICAL	IBX CC	928	100.00
1/11/2022	SMART SIGNS LLC	IBX CC	927	75.00
1/11/2022	AECI, LLC	IBX CC	925	100.00

1/10/2022	EZPAWN 30107	Check	923	25.00
1/10/2022	AAA LANDSCAPE INC	Check	922	75.00
1/10/2022	SHAWVER & SON INC	Check	921	75.00
1/10/2022	J BENTLEY INC	IBX CC	924	75.00
1/7/2022	LNS SIGNS, INC	Check	920	75.00
1/7/2022	DAVID PICKERING	Check	919	15.00
1/6/2022	DANIEL & ETHEL BORDERS	Check	918	15.00
1/6/2022	BARTON TREE SERVICE	Cash	917	25.00
1/6/2022	SOLID STATE ELECTRIC	IBX CC	916	75.00
1/6/2022	PHI PLUMBING CO, LLC	IBX CC	915	100.00
1/5/2022	PATSY ANN WALLER	Check	914	15.00
1/5/2022	JOHN BRACKLEIN	Check	913	761.00
1/5/2022	JIMMIE & CELESTE ENOCHS	Check	912	15.00
1/5/2022	REACT PLBG	Cash	910	100.00
1/5/2022	RATTIKOOL PRINT COMPANY	Check	909	75.00
1/5/2022	DEBORAH ELLIS	Check	908	15.00
1/5/2022	COLE PLUMBING	Check	907	75.00
1/5/2022	ACOCK CLIMATE CONTROL	IBX CC	911	75.00
1/3/2022	K & M DIRT SERVICES, LLC dba K&M WREKCING	Check	906	75.00
1/3/2022	MARY BORUM	Check	905	15.00
1/3/2022	DOMINO #23	Check	904	15.00
1/3/2022	DOMINO #27	Check	903	15.00
1/3/2022	A-MAX SIGNS CO., INC	Check	902	75.00

1/3/2022	HEATING AND AIR INC	Check	901	75.00
1/3/2022	TRUGREEN- CHEMLAWN	Check	900	25.00
1/3/2022	BRICKHOUSE CANNABIS CO	Check	896	50.00
1/3/2022	CHARLES & LYSA WALKINGSTICK	Check	895	15.00
1/3/2022	TORNADO SAFE, LLC	IBX CC	899	75.00
1/3/2022	OASIS LAWNCARE SYSTEMS LLC	IBX CC	897	25.00
				15,435.00

Total Records: 86

2/1/2022



Monthly - City Clerk

1/1/2022 - 1/31/2022

Permit #	Permit Date	Permit Type	Parcel Address	Applicant Name	Description	Project Cost	Square Feet	Total Fees
20220104	1/31/2022	B - Accessory Structure	1902 E BRADLEY	MORTON BUILDINGS, INC	NEW CONSTRUCTION	79,599	2,352	\$504.30
20220097	1/27/2022	B - Accessory Structure	801 S KICKAPOO	DOWNEY CONTRACTING, LLC	CITY PERMIT - NEW CONSTRUCTION	0	196	
20220096	1/27/2022	B - Accessory Structure	801 S KICKAPOO	DOWNEY CONTRACTING, LLC	CITY PERMIT - NEW CONSTRUCTION	0	15,000	
20220065	1/20/2022	B - Accessory Structure	13 MOHICAN	JAMES & MARY KECK	MOVE ON	6,530	288	\$53.46
20220038	1/13/2022	B - Accessory Structure	3519 N BRYAN AVE	JERRY G WILLIAMSON	NEW CONSTRUCTION	6,750	960	\$208.50
20220054	1/19/2022	B - Commercial - Add On	16 W 9TH ST	T-MOBILE CENTRAL LLC	NEW INSTALLATION	0	0	
20220103	1/31/2022	B - Commercial - Remodel	1718 N HARRISON AVE	MD OMAR FARUQUE CHOWDBURY	REMODEL	50,000	2,346	\$503.03
20220005	1/3/2022	B - Commercial - Remodel	4420 N KICKAPOO AVE STE 800	MICHAEL TROJANOWSKI	REMODEL	20,000	1,200	
20220066	1/20/2022	B - Flood Plain	39605 W INDEPENDENCE ST	GEORG FISCHER CENTRAL PLASTICS	FLOOD PLAIN	0	0	\$150.00
20220028	1/11/2022	B - Residential - New	2679 LEGACY PL	GREG BROWN HOMES, LLC	NEW CONSTRUCTION	567,875	5,027	\$1,797.74
20220026	1/11/2022	B - Residential - New	2720 WOODLAWN CT	GREG BROWN HOMES, LLC	NEW CONSTRUCTION	408,000	3,264	\$1,423.10
20220020	1/6/2022	B - Residential - New	1934 N PARK	KEITH WRIGHT	NEW CONSTRUCTION	160,000	2,477	\$1,255.86

20220041	1/13/2022	B - Residential - Remodel	1328 E 10TH ST	Debbie Coy	remodel	0	1,500	\$323.25
20220025	1/11/2022	B - Residential - Remodel	319 N CHAPMAN	BEN VANDERPUTTEN	REMODEL	5,000	1,300	\$280.75
20220077	1/24/2022	B - Roof Redeck	33 CROWN POINT	GARRETT ROSE	RE-ROOF	10,000	2,500	\$54.50
20220076	1/24/2022	B - Roof Redeck	750 W MACARTHUR ST	GARRETT ROSE	RE-ROOF	15,000	1,500	\$54.50
20220079	1/25/2022	B - Solar Panels	204 S OSAGE	OKIE SOLAR	NEW INSTALLATION	20,000	471	\$104.59
20220004	1/3/2022	B - Storm Shelter	2514 WINGED FOOT WAY	CASSADY CRAFT	NEW INSTALLATION	3,606	24	\$29.50
20220003	1/3/2022	B - Swimming Pool	1105 INVERNESS CIR	JL SOON CUSTOM POOLS	NEW INSTALLATION	87,000	0	\$64.50
20220095	1/27/2022	E - Electrical	540 W DEWEY	FULL SPEED ELECTRIC	EXTENSION	0	0	\$54.50
20220094	1/26/2022	E - Electrical	1105 INVERNESS CIR	ALL PHASE ELECTRIC, INC	POOL BONDING	0	0	\$54.50
20220086	1/25/2022	E - Electrical	1810 N HARRISON AVE	PRICE RIGHT ELECTRIC	REPAIR - CLUBHOUSE	0	0	\$54.50
20220085	1/25/2022	E - Electrical	1810 N HARRISON AVE	PRICE RIGHT ELECTRIC	REPAIR - 104	0	0	\$54.50
20220084	1/25/2022	E - Electrical	1810 N HARRISON AVE	PRICE RIGHT ELECTRIC	REPAIR - 241	0	0	\$54.50
20220083	1/25/2022	E - Electrical	1810 N HARRISON AVE	PRICE RIGHT ELECTRIC	REPAIR - 141	0	0	\$54.50
20220081	1/25/2022	E - Electrical	204 S OSAGE	OKIE SOLAR	NEW INSTALLATION	0	0	\$54.50
20220067	1/21/2022	E - Electrical	750 W MACARTHUR ST	MARSH ELECTRIC CO	NEW SERVICE	0	0	\$104.50
20220059	1/19/2022	E - Electrical	300 N LOUISA AVE	ABOVE ALL ELECTRICAL SOLUTIONS	REMODEL	0	0	\$54.50
20220049	1/18/2022	E - Electrical	62 NORTHRIDGE RD	LARRISON ELECTRIC	NEW INSTALLATION	0	0	\$54.50
20220047	1/18/2022	E - Electrical	1510 N ELM	GENERATOR SUPERCENTER OF OKLAHOMA	GENERATOR	0	0	\$54.50
20220040	1/13/2022	E - Electrical	319 N CHAPMAN	Jack Rodgers	electrical	3,000	0	\$54.50
20220039	1/13/2022	E - Electrical	222 E ANNA ST	Jack Rodgers	electrical service	0	0	\$54.50

20220036	1/12/2022	E - Electrical	2524 N HARRISON AVE	GROVE ELECTRICAL SOLUTIONS	MOBILE HOME HOOK UP	0	0	\$54.50
20220035	1/12/2022	E - Electrical	2524 N HARRISON AVE	GROVE ELECTRICAL SOLUTIONS	MOBILE HOME HOOK UP	0	0	\$54.50
20220034	1/12/2022	E - Electrical	2524 N HARRISON AVE	GROVE ELECTRICAL SOLUTIONS	MOBILE HOME HOOK UP	0	0	\$54.50
20220033	1/12/2022	E - Electrical	502 S HARRISON AVE	GROVE ELECTRICAL SOLUTIONS	UPGRADE	0	0	\$54.50
20220023	1/7/2022	E - Electrical	2202 N AIRPORT DR	WILSON ELECTRIC	EXTENSION	0	0	\$54.50
20220019	1/6/2022	E - Electrical	923 E MACARTHUR SUITE B	WELCO ELECTRIC INC	NEW INSTALLATION	0	0	\$54.50
20220018	1/6/2022	E - Electrical	33103 CLEAR POND RD	AECI, LLC	REPAIR	0	0	\$54.50
20220007	1/4/2022	E - Electrical	111 S KICKAPOO AVE	ALL PHASE ELECTRIC, INC	CITY PERMIT - BRANCH CIRCUIT	0	0	
20220100	1/31/2022	M - Mechanical	315 W MACARTHUR	LOVES HVAC	CHANGE OUT	0	0	\$129.50
20220098	1/27/2022	M - Mechanical	300 N LOUISA AVE	AC DOCTORS	NEW INSTALL	0	0	\$79.50
20220089	1/26/2022	M - Mechanical	1820 N PARK	RELIABLE HEAT & AIR, LLC	NEW INSTALLATION	0	0	\$79.50
20220075	1/24/2022	M - Mechanical	196 SHAWNEE MALL DR	TDR CONTRACTORS, INC	ADD-ON	0	0	\$554.50
20220070	1/21/2022	M - Mechanical	2401 E HIGHLAND	AIRCO SERVICE	CHANGE OUT	0	0	\$104.50
20220062	1/19/2022	M - Mechanical	41500 WOLVERINE RD	M & J CONTRACTORS, LLC	REMODEL	0	0	\$504.50
20220058	1/19/2022	M - Mechanical	1131 N UNION	CND PLUMBING	REPLACE	0	0	\$54.50
20220056	1/19/2022	M - Mechanical	540 W DEWEY	A-TEAM HEATING & COOLING	CHANGE OUT	0	0	\$67.00
20220043	1/14/2022	M - Mechanical	1201 E MAIN	WARNER HEAT & AIR	CHANGE OUT	0	0	\$79.50
20220042	1/14/2022	M - Mechanical	15 JUEL DR	A-TEAM HEATING AND COOLING	CHANGE OUT / NEW DUCT	0	0	\$142.00

20220037	1/13/2022	M - Mechanical	923 E MACARTHUR SUITE B	STEVE DACUS	NEW INSTALL	0	0	\$54.50
20220030	1/12/2022	M - Mechanical	739 E INDEPENDENCE	SPAETH INC	CHANGE OUT	0	0	\$629.50
20220021	1/6/2022	M - Mechanical	2930 N BELL AVE	WATKINS HEAT & AIR	CHANGE OUT	0	0	\$79.50
20220009	1/5/2022	M - Mechanical	750 W MACARTHUR ST	WATKINS HEATING & AIR	CHANGE OUT	0	0	\$54.50
20220006	1/4/2022	M - Mechanical	2515 N KICKAPOO	A/C DOCTORS, LLC	CHANGE OUT	0	0	\$192.00
20220032	1/12/2022	O - Curb Cut, Driveway and Sidewalk	822 N MARKET AVE	ANTHONY BRADSHAW	REPLACE EXISTING	0	0	\$50.00
20220082	1/25/2022	O - Demolition and Moving	230 N BROADWAY	11 ROSITAS LLC	DEMOLITION	0	0	\$50.00
20220078	1/24/2022	O - Demolition and Moving	524 E MAIN ST	ROWANA CONDRY	DEMOLITION	0	0	\$50.00
20220060	1/19/2022	O - Demolition and Moving	1420 N HARRISON	MIDWEST WRECKING	DEMOLITION	0	0	\$50.00
20220029	1/11/2022	O - Demolition and Moving	801 S BEARD	K & M WRECKING	DEMOLITION	0	0	\$50.00
20220102	1/31/2022	O - Paving Cut and Boring	1408 E INDEPENDENCE	CODE RED UNDERGROUND	ROAD BORE	0	0	
20220101	1/31/2022	O - Paving Cut and Boring	1501 N KICKAPOO	CODE RED UNDERGROUND	ROAD BORE	0	0	
20220072	1/24/2022	O - Paving Cut and Boring	1408 E INDEPENDENCE	CODE RED UNDERGROUND	ROAD BORE	0	0	
20220068	1/21/2022	O - Paving Cut and Boring	806 N HARRISON AVE	CODE RED UNDERGROUND	ROAD BORE	0	0	
20220053	1/19/2022	O - Paving Cut and Boring	39010 W MACARTHUR SUITE 100	GW UTILITIES	ROAD BORE	0	0	
20220017	1/6/2022	O - Paving Cut and Boring		VYVE BROADBAND	ROAD BORE	0	0	

20220016	1/6/2022	O - Paving Cut and Boring	500 W UNIVERSITY	VYVE BROADBAND	ROAD BORE	0	0	
20220015	1/6/2022	O - Paving Cut and Boring	1102 W MACARTHUR	VYVE BROADBAND	ROAD BORE	0	0	
20220001	1/3/2022	O - Paving Cut and Boring	209 N KIMBERLY AVE	TSU ONE	ROAD BORE	0	0	
20220013	1/6/2022	O - Sign	4881 N HARRISON	INSIGNIA SINGS, INC	CHANGE OUT	11,000	445	\$200.00
20220011	1/5/2022	O - Sign	39010 W MACARTHUR SUITE 100	RATTIKOOL PRINT COMPANY	NEW INSTALLATION	3,000	10	\$50.00
20220008	1/4/2022	O - Sign	39004 W MACARTHUR SUITE 100	SIGN FACTORY LLC	BOX SIGN	2,600	9	\$50.00
20220099	1/31/2022	P - Plumbing	1008 E 11TH ST	ALL ABOUT PLUMBING	REPAIR	0	0	\$54.50
20220093	1/26/2022	P - Plumbing	1310 N KICKAPOO AVE	B & H CONSTRUCTION	CITY PERMIT - NEW INSTALLATION	0	0	
20220092	1/26/2022	P - Plumbing	1100 MUIRFIELD DR	CS PLUMBING	REMODEL	0	0	\$54.50
20220091	1/26/2022	P - Plumbing	750 W MACARTHUR ST	CS PLUMBING	REMODEL	0	0	\$54.50
20220090	1/26/2022	P - Plumbing	328 N OKLAHOMA	STANLEY PLUMBING	REPAIR	0	0	\$54.50
20220088	1/26/2022	P - Plumbing	3003 N BELL	ADVENT MECHANICAL	REPAIR	0	0	\$54.50
20220087	1/26/2022	P - Plumbing	4303 BISON RD	STANLEY PLUMBING	REPAIR	0	0	\$54.50
20220080	1/25/2022	P - Plumbing	4901 N KICKAPOO AVE	HAMES BROTHERS MECHANICAL	REMODEL	0	0	\$54.50
20220074	1/24/2022	P - Plumbing	1805 RICKEY RD	LINNS PLUMBING	REPLACE	0	0	\$54.50
20220073	1/24/2022	P - Plumbing	1131 N UNION	CND PLUMBING	SEWER TAP	0	0	\$375.00
20220071	1/24/2022	P - Plumbing	710 N MARKET AVE	VETERAN PLUMBING SERVICES LLC	CHANGE OUT	0	0	\$54.50
20220069	1/21/2022	P - Plumbing	3310 N OKLAHOMA AVE	GREGORY W SMITH PLUMBING	GENERATOR	0	0	\$54.50
20220064	1/19/2022	P - Plumbing	614 W FORD ST	DALE'S PLUMBING	REPAIR	0	0	\$54.50

20220061	1/19/2022	P - Plumbing	41500 WOLVERINE RD	M & J CONTRACTORS, LLC	REMODEL	0	0	\$54.50
20220057	1/19/2022	P - Plumbing	1510 N ELM	HUBBARD PLUMBING LLC	GAS EXTENSION	0	0	\$54.50
20220055	1/19/2022	P - Plumbing	1303 SHERRY LN	STANLEY PLUMBING SERVICES LLC	RESET	0	0	\$54.50
20220050	1/18/2022	P - Plumbing	661 N PARK	OMAR'S PLUMBING	REPAIR	0	0	\$54.50
20220048	1/18/2022	P - Plumbing	62 NORTHRIDGE RD	LIBERTY PLUMBING & GAS	GAS EXTENSION	0	0	\$54.50
20220046	1/18/2022	P - Plumbing	403 N BEARD	JIMMY BE QUICK PLUMBING	PRESSURE TEST	0	0	\$54.50
20220045	1/18/2022	P - Plumbing	412 S MARKET AVE	JIMMY BE QUICK PLUMBING	PRESSURE TEST	0	0	\$54.50
20220044	1/18/2022	P - Plumbing	2220 N AYDELOTTE AVE	JIMMY BE QUICK PLUMBING	PRESSURE TEST	0	0	\$54.50
20220031	1/12/2022	P - Plumbing	1504 E 11TH ST	AQUA PLUMBING SERVICES	NEW	0	0	\$54.50
20220027	1/11/2022	P - Plumbing	923 E MACARTHUR SUITE B	REACT PLUMBING	FINISH OUT	0	0	\$54.50
20220024	1/10/2022	P - Plumbing	1221 MONROE DR	AIRCO SERVICE INC	CHANGE OUT	0	0	\$54.50
20220022	1/6/2022	P - Plumbing	2202 N AIRPORT DR	CHAMPION PLUMBING	GAS METER RESET	0	0	\$54.50
20220014	1/6/2022	P - Plumbing	8 COW TRAIL DR	PHI PLUMBING CO, LLC	NEW INSTALLATION	0	0	\$54.50
20220012	1/5/2022	P - Plumbing	1411 Rickey Rd	REACT PLBQ	REPAIR	0	0	\$54.50
20220010	1/5/2022	P - Plumbing	602 N LEO AVE	COMPLETE PLUMBING	REPAIR	0	0	\$54.50
20220002	1/3/2022	P - Plumbing	1414 LAVERNE AVE	ALL ABOUT PLUMBING	REMODEL	0	0	\$54.50
20210188	1/18/2022	P - Plumbing	300 N LOUISA AVE	ROWDY BOYS PLUMBING	REMODEL	0	0	\$54.50
20210187	1/18/2022	P - Plumbing	23 QUAIL RIDGE	ROWDY BOYS PLUMBING	PRESSURE TEST	0	0	\$54.50
20220063	1/19/2022	P - Septic	61 SERENADA CT	KRIS CHILDERS	NEW INSTALLATION	0	0	\$25.00
20220052	1/18/2022	PC - Plat - Preliminary	4901 N KICKAPOO	MUHAMMAD KHAN, P.E.	FINAL PLAT	0	0	\$327.00

20220051	1/18/2022	PC - Plat - Preliminary	4901 N KICKAPOO	MUHAMMAD KHAN, P.E.	PRELIMINARY PLAT	0	0	\$226.00
								\$13,836.08

Total Records: 106

2/1/2022

REGULAR PLANNING COMMISSION MINUTES

DATE: January 5, 2022

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on January 5, 2022, at 1:30 p.m., according to notice duly posted as prescribed by law.

Item 1. Roll Call

The following Commissioners were present:

Present: Walker, Loftis-Walton, Johnson, Deem, Mew-Palmer, Reese, Rowell

Absent: None

Chair Deem called the meeting to order. City Planner, Rachel Clyne, called roll and stated a quorum was present.

Item 2. Approval of Minutes – Regular meeting

Consideration of approval of the minutes from the regular meeting of December 1, 2021.

Chair Deem asked the Planning Commissioners for questions or corrections to the minutes.

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

Motion passed 5-0-2.

Aye: Walker, Loftis-Walton, Johnson, Deem, Reese

Nay: None

Abstain: Mew-Palmer, Rowell

Item 3. Approval of Minutes – Special meeting

Consideration of approval of the minutes from the special meeting of December 7, 2021.

Chair Deem asked the Planning Commissioners for questions or corrections to the minutes.

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

Motion passed 6-0-1.

Aye: Walker, Loftis-Walton, Johnson, Deem, Reese, Rowell

Nay: None

Abstain: Mew-Palmer

Item 4. RZ01-22

Public hearing and consideration of a request to rezone one acre of property located at 1011 E. Farrall Street from A-1 (Rural Agricultural District) to R-1 (Single Family Residential District).
Case No. RZ01-22, Applicant: Paula Lauderdale

Chairperson Deem asked for a staff report. Planner Clyne provided background information on the application request. The subject property located at 1011 E. Farrall Street is six-acre parcel. This application is a request for the northern one-acre to be rezoned from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District). Currently, a single-family residence is located on that one acre. The intention is to split the lot in the future. Since land zoned A-1 (Rural Agricultural District) must be a minimum of five-acres, this rezoning prepares the property for that future split.

Staff recommended that the Planning Commission recommend to the City Commission APPROVAL of Case No. RZ01-22 to rezone one acre of property located at 1011 E. Farrall Street from A-1 (Rural Agricultural District) to R-1 (Single Family Residential District).

Chair Deem open the public hearing. The applicant, Paula Lauderdale, was present and available for questions. With no other speakers, the public hearing was closed.

Commissioner Loftis-Walton made a motion to recommend APPROVAL of Case No. RZ01-22 to the City Commission, which Commissioner Deem seconded.
Following any discussion, the motion passed 7-0-0.

Aye: Walker, Loftis-Walton, Johnson, Deem, Mew-Palmer, Reese, Rowell

Nay: None

Abstain: None

It was announced the item would be heard at the January 18, 2022, City Commission meeting.

Item 5. Discussion of Commissioner availability for workshops to discuss Short-term Rentals

Planner Clyne spoke to the Commissioners about the need for continued discussions on short-term rentals in the City. She proposed meeting in small groups, no more than three (3) board members, in person or virtually. The idea was to gather each person's thoughts and comprise a summary. Clyne and the Commissioners also discussed potential days and times for a workshop to discuss short-term rentals.

Item 6. City Planner's Report

Clyne introduced Mr. Rian Harkins as the Community Development Director and asked that everyone welcome him. She expressed her delight with the hiring decision and looked forward to working with Mr. Harkins.

Clyne introduced the new Planning Commissioner, Mindy Mew-Palmer, and thanked her for volunteering.

Clyne provided information on the update to the Zoning Code and Subdivision Regulations by announcing the City was negotiating a contract for a Unified Development Code project, which was the needed update and more. Clyne stated the City Commission would review the agreement at its January 18, 2022 meeting.

Item 7. Planning Commissioners' Comments

All Commissioners welcomed Ms. Mew-Palmer and Mr. Harkins. It was noted that all seven (7) seats were filled, and total attendance was excellent.

Item 8. Adjournment

Chair Deem announced the meeting adjourned at 1:54 p.m.



Chair/Vice-Chair

/s/ Rachel Clyne

City Planner

Regular Board of Commissioners

2. c.

Meeting Date: 02/22/2022

Resignation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the resignation of Kevin Huddleston from the Shawnee Community Beautification Committee.

Attachments

Resignation

From: [Kacie Eck](#)
To: [Kacie Eck](#)
Subject: Resignation
Date: Thursday, February 10, 2022 8:07:26 AM

I understand my term on the committee has expired. I will not be able to continue on the committee. I have enjoyed serving since 2013, but other commitments have prevented me from adequately serving recently. Please consider this my resignation from the committee. Maybe at a future time I will be able to participate again.

Thank you

Kevin Huddleston

Regular Board of Commissioners

4.

Meeting Date: 02/22/2022

Presentation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by Shawnee Forward, Inc. regarding Public Transportation and AARP Survey.

Attachments

Memo

2012 AARP

2020 Transit



City Manager's Office

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

Date: February 22, 2022
To: City Commission
From: Andrea Weckmueller-Behringer, City Manager
Subject: Transportation Needs Survey and Public Transportation Update

Background: Shawnee Forward, the Central Oklahoma Community Action Agency (COCAA), the City of Shawnee, and AARP are partnering to conduct a transportation survey to assess the personal mobility needs and transportation preferences of Pottawatomie County residents aged 18 years or older.

A similar transportation survey was conducted by AARP in 2012. It concluded that two-thirds (66%) of those aged 50 years or more were not familiar with public transportation services within their community and the survey also found that the majority (93%) drove alone in their vehicle to get to their everyday destinations. In addition, the 2012 survey results showed that Pottawatomie County residents were willing to use public transportation under a variety of different circumstances.

Based on these 2012 survey findings, several community partners – including the Avedis Foundation, the Sac & Fox Nation, Oklahoma Baptist University, the Citizen Potawatomi Nation, and the Blue Zones Project – pooled funding to commission a study that explored the idea of expanded community transit for Shawnee residents – above and beyond the transit services that are currently provided by the Citizen Potawatomi Nation (CPN) and the Central Oklahoma Transit System (COTS) operated by COCAA. Both of these systems offer demand-response service but not fixed-route/fixed-schedule bus service. The 2020 study provides a basic understanding of what a fixed-route bus service could look like, but additional resident input is instrumental to the overall design of a potential future transit system.

To assist with the collection of this vital resident feedback, AARP's Oklahoma Office commissioned an updated transportation needs assessment, which will be conducted between February 22 and March 31, 2022. The community's feedback is vital and will guide strategic planning activities as Shawnee Forward and their partner agencies address transportation needs that directly impact economic growth, workforce development, educational enrichment, access to healthcare, and social connectivity.

Financial Impact: None at this time.

Attachment: 2012 AARP Survey Results and 2020 Shawnee Community Transit Operations and Maintenance Program

Staff Recommendation: For information only.

2012 TRANSPORTATION NEEDS ASSESSMENT OF POTTAWATOMIE COUNTY, OKLAHOMA

State Brief Prepared by Aisha Bonner

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Research & Strategic Analysis
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Washington, DC 20049
www.aarp.org/research
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2012 TRANSPORTATION NEEDS ASSESSMENT OF POTTAWATOMIE COUNTY, OKLAHOMA



INTRODUCTION

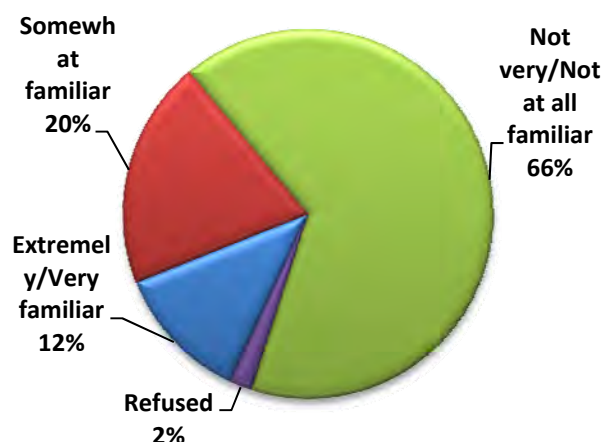
AARP's Oklahoma Office commissioned this transportation needs assessment for those aged 50+ in Pottawatomie County. Survey findings will be used for state planning and advocacy efforts for AARP OK. These results are based on a self-administered paper survey conducted between October, 2012 and November, 2012.

COMMUNITY TRANSPORTATION

Familiarity

Two-thirds (66%) of Pottawatomie County residents age 50 or older are not familiar with any public transportation in their community. Similarly nearly six in ten (59%) residents don't know or are not sure if there is any type of special transportation service, such as handicap accessible vans, available in Pottawatomie County. Four percent of county residents 50+ are very familiar with what public transportation is available in their community.

**Familiarity with Public
Transportation in Pottawatomie
County
(n=996)**



Current Transportation Use

The majority (93%) of Pottawatomie County residents do not use public transportation during the week. Of the nine residents who do use the current public transportation options, five reported those services are provided by the Tribal Nation or others. Only one respondent indicates that they utilized a public transportation option provided by Pottawatomie County.

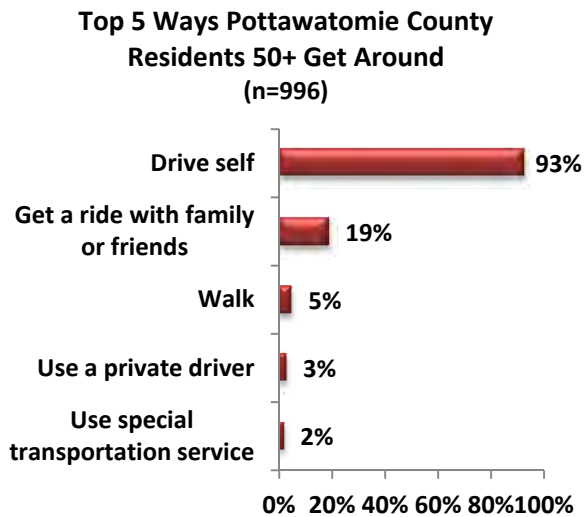
Transportation Providers	No. of Residents Using
Pottawatomie County	1
Tribal Nation	5
Public Volunteer Transport	2
Other	5
No Answer	1

* Caution must be used when interpreting these results as the number of respondents is too small to represent any significant proportion of the sample of the respondents.

The residents who currently use public transportation are equally split in their ratings of the current services: 3 people say the current services are excellent or very good and 4 people say the services are fair or poor. Additionally, five Pottawatomie County residents 50+ report paying \$30 dollars or more per week to get to where they need to go, either by public or private means.

Transportation Needs

Over nine in ten (93%) of all Pottawatomie County residents drive when they need to get around for things like shopping, visiting the doctor, running errands or other activities.



Nearly one fourth of residents call family and friends for a ride when they need to get around. Only three percent of Pottawatomie County residents use some form of public (1%) or specialized transportation (2%) when they need to get around the community.

Less than one in ten county residents 50+ say they have trouble getting to certain activities or places due to lack of transportation. Less than four percent have trouble getting to work, school activities, the gym, or to senior centers. Eight percent of residents find it difficult to go shopping for clothes or household goods.

Activities or Places Residents Found it Sometimes, Often or Always Difficult Going to Due to Lack of Transportation	Percent
Stores to shop for clothes or household goods	8%
The grocery store; Medical or dental appointments; A bank	7%
Entertainment or leisure activities; Visits with family or friends; A place of worship; the pharmacy; Places to eat	6%
Volunteer activities; Community meetings	5%

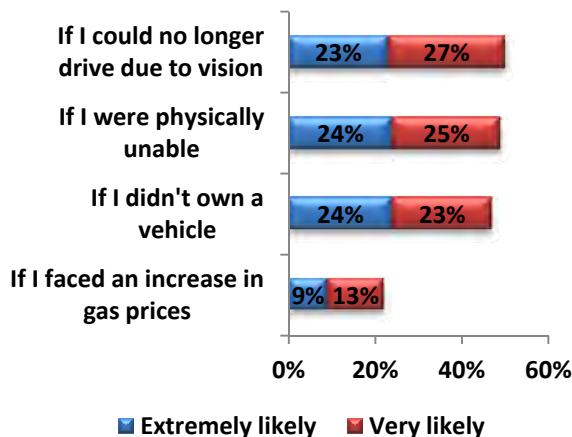
Most Pottawatomie County 50+ residents are able to get where they need to go and more than six in ten (62%) *never* travel outside of the county for shopping and personal appointments. For the fourteen percent of residents who do travel outside of the county for shopping or appointments at least once a week, nearly two-thirds indicate they *never or rarely* need transportation assistance for their trip. Additionally ninety-four percent of residents say they never or rarely miss activities due to lack of transportation.

Future Use

While most Pottawatomie County residents 50+ currently drive, they are willing to use public transportation under a variety of different circumstances. Half of county residents say they would use public transportation if they were experiencing vision difficulties and nearly half (49%) would use it if they were physically unable to drive. Fewer (22%) residents would be willing

to use public transportation based on increased gas prices.

Likelihood that Pottawatomie County Residents Would Use Public Transportation
(n=996)



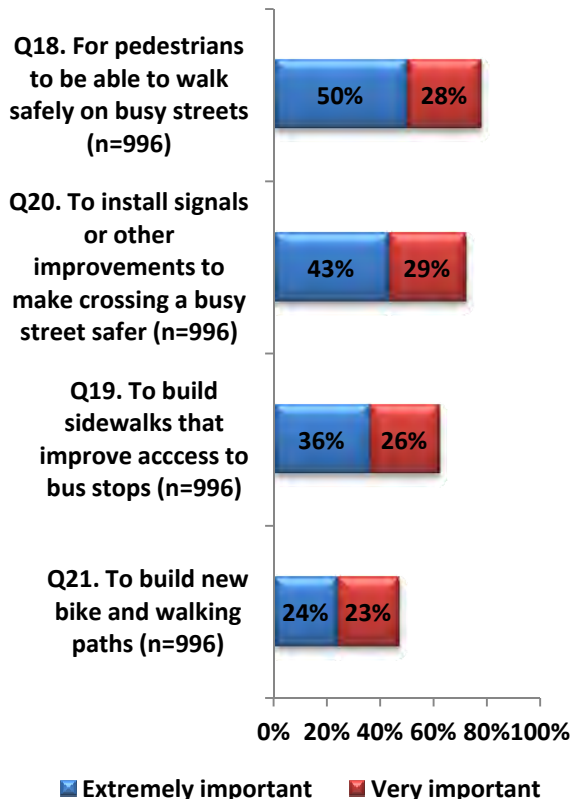
Among those residents who are employed full or part time (38%) about one in five say they would be extremely or very likely to use carpools (21%) or public buses (18%) if these options were available. A similar proportion (23%) of Pottawatomie County residents 50+ would use public transportation if it was affordable and easily accessible in their communities.

STREETS AND SAFETY

Important Street Features and Community Safety

Pottawatomie County residents are very interested in safety for pedestrians on busy streets in their communities. Nearly all respondents (99%) feel safe walking space is extremely or very important. Additionally, most (71%) say improvements to traffic or pedestrian street signals and traffic design to make crossing busy street safer is extremely or very important. Interestingly, only twelve percent of county residents are extremely or very satisfied with their community's safety for pedestrians and bicyclists.

Importance to Pottawatomie County Residents 50+ for Specific Street Safety Features
(n=996)



In the past six months, eighty-five percent of residents 50+ say they experienced speeding cars. Over half experienced unleashed dogs (58%), four in ten experienced poorly marked streets (41%) and over a third say they experienced too much traffic (37%). Thirty percent of Pottawatomie County residents rate the maintenance of community streets as poor. Fewer (22%) residents rate the safety of sidewalks as poor.

RESIDENT DEMOGRAPHICS (N=996)

Overall Health Rating			Employment	
Excellent	14%		Employed, full-time	28%
Very Good	33%		Employed, part-time	11%
Good	33%		Retired/Not working	57%
Fair	15%			
Poor	5%		Education	
Gender			K-12 grade, no diploma	10%
Male	46%		High school graduate/GED	28%
Female	54%		Post-high school, no degree	20%
			2-year college degree	12%
Age			4-year college degree	11%
50-59	40%		Post-graduate study, no degree	5%
60-74	42%		Graduate or professional degree	13%
75+	19%			
			AARP Membership	
Marital Status			Yes	60%
Married	71%		No	40%
Separated	<.5%		Race	
Divorced	11%		White or Caucasian	88%
Widowed	15%		Black or African-American	1%
Never married	3%		American Indian or Alaskan Native	7%
			Asian	<.5%
Income			Other	<.5%
\$15,000 or less	12%			
\$15,001 to \$25,000	12%		Hispanic Origin	2%
\$25,001 to \$35,000	11%			
\$35,001 to \$50,000	14%			
\$50,001 to \$75,000	18%			
\$75,001 to \$100,000	7%			
\$100,001 to \$150,000	7%			
\$150,001 or more	3%			

Methodology

The present report is based on data from a mail survey of 4,000 residents 50 years or older living in Pottawatomie county, Oklahoma. The sample was drawn from Marketing Systems Group. Each respondent was contacted four times receiving the following pieces of mail: pre-notification postcard, the first survey, a reminder postcard, and a second survey.

The survey was fielded from October 19th, 2012 through November 16th, 2012. A total 996 useable surveys were returned by the cut-off date, for a response rate of 25 percent. The survey has a margin of error of +/- 2.7 percent. This means that if 95 out of 100 samples of this same size and population were given the same survey, the responses to the questions would fall within a range of plus or minus 2.7 percentage points of what would have been obtained if every respondent age 50 and older were asked the same question. The sample was weighted using Census data for Pottawatomie County, OK on age and gender. An annotated questionnaire for the entire sample is contained in the appendix of this report. Percents may not add to 100 percent due to rounding. Also due to rounding, the percents reported in the text may vary slightly from those in the annotation or in graphs.

AARP is a nonprofit, nonpartisan organization with a membership that helps people 50+ have independence, choice and control in ways that are beneficial and affordable to them and society as a whole. AARP does not endorse candidates for public office or make contributions to either political campaigns or candidates. We produce AARP The Magazine, the definitive voice for 50+ Americans and the world's largest-circulation magazine with over 35.1 million readers; AARP Bulletin, the go-to news source for AARP's millions of members and Americans 50+; AARP VIVA, the only bilingual U.S. publication dedicated exclusively to the 50+ Hispanic community; and our website, AARP.org. AARP Foundation is an affiliated charity that provides security, protection, and empowerment to older persons in need with support from thousands of volunteers, donors, and sponsors. We have staffed offices in all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands.

State Research brings the right knowledge at the right time to our state and national partners in support of their efforts to improve the lives of people age 50+. State Research consultants provide strategic insights and actionable research to attain measurable state and national outcomes.

The views expressed herein are for information, debate, and discussion, and do not necessarily represent official policies of AARP.

Acknowledgements

AARP staff from the OK State Office and Research & Strategic Analysis contributed to the design and implementation of this study. Special thanks go to Jen Sauer and Cheryl Barnes for review and editing of this report. Aisha Bonner of State Research authored the report. For more information, contact Aisha at (202) 434-3531.

APPENDIX

ANNOTATED QUESTIONNAIRE

TRANSPORTATION NEEDS ASSESSMENT OF POTTAWATOMIE COUNTY OKLAHOMA

Community Transportation

- 1. How familiar are you with public transportation services offered to residents in Pottawatomie County?**

4%	Extremely familiar
8%	Very familiar
20%	Somewhat familiar
23%	Not very familiar
43%	Not at all familiar
2%	No Answer

- 2. How many days in the last week have you used the public transportation (bus, rail, or paratransit) in Pottawatomie County?**

93%	0 days	SKIP TO QUESTION 8
<0.5%	1 day	SKIP TO QUESTION 8
<0.5%	2 days	SKIP TO QUESTION 8
1%	3 days	CONTINUE TO QUESTION 3
<0.5%	4 days	CONTINUE TO QUESTION 3
<0.5%	5 days	CONTINUE TO QUESTION 3
-	6 days	CONTINUE TO QUESTION 3
<0.5%	7 days	CONTINUE TO QUESTION 3
1%	Not sure	SKIP TO QUESTION 8
4%	No answer	

- 3. Of the public transportation services you have used, were they provided by any of the following: (CHECK ALL THAT APPLY) (n=9)**

-	City government
13%	County of Pottawatomie
50%	Tribal Nation
25%	Public volunteer transportation
52%	Other
5%	No answer

- 4. Based on your experience, how would you rate the current public transportation services in Pottawatomie County? (n=9)**

21%	Excellent
13%	Very good
28%	Good
31%	Fair
7%	Poor

5. How much do you pay for any kind of transportation (public or personal) on a weekly basis? (n=9)

7%	Nothing
13%	Less than \$10
13%	\$10 to less than \$20
13%	\$20 to less than \$30
54%	\$30 or more

6. Which day(s) of the week, if any, are harder to travel due to the availability of public transportation services? (CHECK ALL THAT APPLY) (n=9)

35%	Monday
15%	Tuesday
15%	Wednesday
15%	Thursday
15%	Friday
53%	Saturday
46%	Sunday
49%	No one day is harder to travel
5%	No answer

7. During what times of the day do you regularly travel in a week using public or personal transportation? (CHECK ALL THAT APPLY)

5%	Early morning/5 am – 8:30 am
61%	Late morning/8:30 am – 12 pm
46%	Early afternoon/12pm-3 pm
33%	Late afternoon/3 pm-6 pm
-	Evening 6 pm-9 pm
13%	Late night/9 pm and later
5%	No Answer

8. How do you usually get around for things like shopping, visiting the doctor, running errands, or other activities?

		Yes	No	No Answer
a.	Drive yourself	93%	2%	5%
b.	Get a ride with family or friends	19%	20%	61%
c.	Walk	5%	26%	69%
d.	Ride a bike	2%	29%	69%
e.	Take a taxi	1%	29%	70%
f.	Use public transportation	1%	29%	70%
g.	Use a special transportation service, like one for seniors or persons with disabilities	2%	29%	70%
h.	Use a private driver	3%	28%	68%

9. In the last six months (from April to September), how often did you have difficulty going to these activities or places outside your home because you didn't have transportation?

		Always difficult	Often difficult	Some-times difficult	Never difficult	Not applicable	No Answer
a.	Medical or dental appointments	<0.5%	1%	6%	59%	28%	6%
b.	Visits with family	1%	1%	4%	58%	28%	7%
c.	Visits with friends	1%	1%	4%	58%	28%	7%
d.	A place of worship	1%	1%	4%	57%	29%	7%
e.	The grocery store	1%	1%	5%	60%	26%	7%
f.	The pharmacy	<0.5%	1%	5%	60%	26%	7%
g.	Stores to shop for clothes or household goods	1%	1%	6%	60%	25%	7%
h.	Entertainment or leisure activities, including movies, theatre, museums	1%	1%	4%	55%	32%	7%
i.	Volunteer activities	1%	1%	3%	49%	38%	8%
j.	Community or town meetings	1%	1%	3%	47%	41%	8%
k.	A restaurant or a place to get ice cream, coffee, or snacks	1%	1%	4%	59%	28%	7%
l.	Work	<0.5%	<0.5%	1%	44%	45%	9%
m.	School-based or educational activities	<0.5%	<0.5%	2%	40%	48%	8%
n.	Programs at senior centers	1%	1%	2%	39%	49%	8%
o.	A gym or exercise facility	1%	1%	2%	44%	45%	7%
p.	A bank or a place to pay bills	1%	1%	5%	59%	27%	7%

10. How likely would you be to use public transportation if you...

		Extremely likely	Very likely	Somewhat likely	Not very likely	Not at all likely	No answer
a.	Could no longer drive due to vision	23%	27%	19%	16%	12%	4%
b.	Were physically unable	24%	25%	19%	15%	12%	6%
c.	Didn't own a vehicle	24%	23%	16%	12%	13%	11%
d.	Faced an increase in gas price	9%	13%	19%	27%	17%	15%
e.	Other, please specify	-	-	-	-	-	100%

11. Are you currently working full or part time (for pay and outside the home)?

38%	Yes CONTINUE TO QUESTION 12
58%	No SKIP TO QUESTION 13
<0.5%	Not sure SKIP TO QUESTION 13
4%	No answer

12. Which of the following means of traveling to work would you be most likely to try if they were available? (n=380)

		Extremely likely	Very likely	Somewhat likely	Not very likely	Not at all likely	No answer
a.	Carpool	9%	12%	18%	20%	35%	7%
b.	Bus	8%	10%	21%	16%	39%	6%
c.	Walk	7%	9%	9%	18%	48%	9%
d.	Ride a bike	2%	7%	8%	21%	52%	10%
e.	Take a taxi	1%	1%	7%	24%	56%	12%
f.	Use a special transportation service, like one for seniors or persons with disabilities	6%	10%	14%	19%	44%	7%
g.	Ride from a volunteer	6%	11%	20%	18%	38%	7%

13. How often do you travel outside of Pottawatomie County for shopping and/or appointments (doctors, personal care, etc.)?

14%	1 time per week or less CONTINUE TO QUESTION 14
6%	2-3 times per week CONTINUE TO QUESTION 14
14%	4 times or more per week CONTINUE TO QUESTION 14
62%	Never GO TO QUESTION 15
3%	No Answer

14. When you travel for shopping and/or appointments (doctors, personal care, etc.) outside of Pottawatomie County, how often do you require transportation assistance? (n=345)

5%	Always
2%	Frequently
2%	Sometimes
11%	Rarely
54%	Never
26%	No answer

- 15. In the last three months (from July to September) how often have you missed activities because you did not have transportation?**

1%	Frequently
4%	Sometimes
9%	Rarely
85%	Never
1%	No answer

- 16. Excluding taxi service, are you aware of special transportation services, for example handicap-accessible vans, available in your community?**

37%	Yes
42%	No
17%	Not sure
4%	No answer

- 17. If public transportation service was affordable and easily accessible in your community, how likely would you be to use it?**

8%	Extremely likely
15%	Very likely
27%	Somewhat likely
28%	Not very likely
18%	Not at all likely
5%	No answer

Streets and Safety

- 18. In Pottawatomie County, how important is it for pedestrians to be able to walk safely on busy streets?**

50%	Extremely important
28%	Very important
11%	Somewhat important
3%	Not very important
2%	Not at all important
2%	Community has sidewalks
5%	No answer

19. In Pottawatomie County, how important is it to build sidewalks that improve access to bus stops?

36%	Extremely important
26%	Very important
20%	Somewhat important
8%	Not very important
4%	Not at all important
6%	No answer

20. In Pottawatomie County, how important is installing signals or other improvements to make crossing a busy street safer?

43%	Extremely important
29%	Very important
18%	Somewhat important
4%	Not very important
2%	Not at all important
5%	No answer

21. In Pottawatomie County, how important is it to build new trails/multi-use paths separated from traffic such as new bike trails and walking paths?

24%	Extremely important
23%	Very important
29%	Somewhat important
15%	Not very important
4%	Not at all important
5%	No answer

22. In your community, how do you rate the following...?

		Excellent	Good	Fair	Poor	No answer
a.	Safety of street intersections	5%	49%	33%	7%	6%
b.	Maintenance of streets	2%	20%	42%	30%	6%
c.	Safe driver behavior (using signals, obeying traffic signs and lights etc.)	2%	31%	44%	17%	6%
d.	Safety of sidewalks	2%	27%	41%	22%	8%
e.	Visual appeal of streets and sidewalks (landscaping, regular cleaning etc.)	2%	29%	44%	18%	7%

23. How satisfied are you with the streets in your community in terms of their safety for pedestrians and bicyclists?

2%	Extremely satisfied
10%	Very satisfied
42%	Somewhat satisfied
29%	Not very satisfied
12%	Not at all satisfied
6%	No answer

24. Thinking about your community in the last six months (from May to September), did you experience or see any of the following...(CHECK ALL THAT APPLY)

85%	Speeding cars
37%	Too much traffic
16%	Suspicious or criminal behavior
58%	Unleashed dogs
41%	Poorly marked streets
29%	Unclear signs
66%	Unsightly or run down areas
10%	Other
8%	No answer

About You

The following questions are for classification purposes only and will be kept entirely confidential.

D1. How would you rate your overall health today?

14%	Excellent
33%	Very good
33%	Good
15%	Fair
5%	Poor
1%	No answer

D2. Does any disability, handicap, or chronic disease keep you or your spouse from participating fully in work, school, housework, or other activities?

21%	Yes, I have a disability, handicap, or chronic disease
11%	Yes, my spouse has a disability, handicap, or chronic disease
10%	Both myself and my spouse have a disability, handicap, or chronic disease
55%	No, neither myself or spouse has a disability, handicap, or chronic disease
4%	No answer

D3. Are you male or female?

46%	Male
54%	Female

D4. What is your age as of your last birthday? (in years)

40%	50-59
42%	60-74
19%	75+

D5. What is your current marital status?

71%	Married
<0.5%	Separated
11%	Divorced
15%	Widowed
3%	Never married
<0.5%	No answer

D6. Are you or your spouse currently a member of AARP?

60%	Yes
40%	No
<0.5%	No answer

D7. How many people live in your household?

--	--

<0.5%	0
19%	1
63%	2
9%	3
5%	4
1%	5
1%	6
<0.5%	7
1%	No answer

D8. Besides you, do you have any of the following people living in your household?

		Yes	No	No answer
a.	Child/children under 18	8%	83%	9%
b.	Child/children 18 or older	14%	79%	7%
c.	Child/children away at college	4%	83%	13%

D9. What is the highest level of education that you completed?

10%	0-12 th grade (no diploma)
28%	High school graduate (or equivalent)
20%	Post-high school education (no degree)
12%	2-year college degree
11%	4-year college degree
5%	Post-graduate study (no degree)
13%	Graduate or professional degree
1%	No answer

D10. Which of the following best describes your current employment status?

3%	Self-employed, part-time
5%	Self-employed, full-time
8%	Employed, part-time
23%	Employed, full-time
50%	Retired, not working at all
6%	Not in labor force for other reasons
1%	Unemployed, but looking for work
2%	No answer

D11. Are you of Hispanic, Spanish, or Latino origin or descent?

2%	Yes
96%	No
2%	No answer

D12. What is your race?

88%	White or Caucasian
1%	Black or African American
7%	American Indian or Alaska Native
<0.5%	Asian
-	Native Hawaiian or other Pacific Islander
1%	Other
3%	No answer

D13. What city or town do you live in?

1%	Asher
5%	Bethel Acres
-	Brooksville
1%	Dale
2%	Earlsboro
<0.5%	Johnson
1%	Macomb
4%	McLoud
2%	Pink
<0.5%	Saint Louis
60%	Shawnee
12%	Tecumseh
1%	Tribbey
1%	Wanette
8%	Other (please specify):_____
2%	No answer

D14. What is your 5-digit ZIP Code? (Write in your ZIP CODE):

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D15. What was your annual household income before taxes in 2011?

12%	\$15,000 or less
12%	\$15,001 to \$25,000
6%	\$25,001 to \$30,000
5%	\$30,001 to \$35,000
14%	\$35,001 to \$50,000
18%	\$50,001 to \$75,000
7%	\$75,001 to \$100,000
5%	\$100,001 to \$120,000
2%	\$120,001 or \$150,000
3%	\$150,001 or more
8%	Not sure

Thank you very much for completing this survey. Your assistance in providing this information is very much appreciated.

**Please return your completed survey by XXX X, 2012
in the enclosed postage-paid envelope to:**

**AARP State Research
601 E Street, NW
Washington, DC 20049**



AARP

Research and Strategic Analysis

**For more information, please contact Aisha Bonner at:
202.434.3531 or e-mail abonner@aarp.org**

SHAWNEE COMMUNITY TRANSIT OPERATIONS AND MAINTENANCE PROGRAM

AN APPROACH TO PUBLIC TRANSPORTATION FOR
SHAWNEE, OKLAHOMA



KA ASSOCIATES
KANSAS CITY, MISSOURI

SEPTEMBER 2020

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I. INTRODUCTION

KA Associates, a Kansas City region-based transit consulting firm has been retained by the City of Shawnee to conduct a feasibility study for public transit opportunities in the Shawnee, Oklahoma area. The goals of the study are to –

- Investigate community interest and need in public transportation
- Review current transit services available to the community
- Identify current and future barriers to the implementation of a public transit service
- Based on level of need, develop options for public transit in Shawnee including:
 - Operational Plan
 - Maintenance Plan
 - Funding Sources
 - Detailed Service Plan

The Project included a Steering Committee made up of key community organizations. Membership is included in Attachment A. In addition, the project process included four community site visits including:

- Interview stakeholders that represented a variety of interest that could present a broader picture of transportation needs of their clients or interests;
- Met with operators of current transit services in the community;
- Conducted three focus group sessions with the Project Steering Committee, transit dependent residents of a southwest Shawnee neighborhood, and Oklahoma Baptist University students;
- Met with individuals that provided valuable input into Shawnee history and social culture of the community.

From these various meetings, the Project Team was able to discern general trends and needs regarding transit services in the area. This report, which is a portion of the overall study describes the current level of transit operation available in the area, the results of various current land and transportation planning efforts, and a summary of the community input gleaned from the interviews and discussions. A full description of the community input is included as Attachment B of the report.

II. EXISTING TRANSPORTATION SERVICES IN SHAWNEE

There are two transit operations currently in the Shawnee area. One is the Central Oklahoma Transit System (COTS) operated by the Central Oklahoma Community Action Agency (COCAA) the regional Community Action agency with the second being the Citizens Potawatomi Nation (CPN) Transit system operated by the Citizens Potawatomi Nation of Oklahoma. These two systems operate in tandem with regarding to service area and clients served.

In addition, a well-used informal transportation operation in the area is Mom's Transit. This popular local jitney service provides transportation service on demand and often operates after the COTS and CPN systems close.

➤ Central Oklahoma Transit Service (COTS)

The COTS system is the State of Oklahoma designated transit service for the area. It is operated by the Central Oklahoma Community Action Agency. The system is the recipient of the Federal Transit Administration's Rural Area Formula Program (Section 5311.) and State of Oklahoma Public Transit Revolving Fund monies. The 5311 Program is designed to provide financial assistance to eligible local public transportation providers in rural areas and communities with a population of less than 50,000. COTS is one of 20 rural transit systems in the State of Oklahoma. The system serves Pottawatomie County and does provide service on request to Oklahoma and Cleveland Counties.

The system operates Monday through Friday from 8:00 a.m. to 5:00 p.m. using nine wheel chair lift equipped minivans. The service is door to door demand response service with most trips provided for medical or employment. Reservations are taken 24-hours in advance in order to schedule service. There is some subscription service provided to citizens that need the service on a continual basis. Fares were raised on December 9, 2019 to \$4.00 per one-way trip within Shawnee. Fares outside of the Shawnee are distance based. Existing service of the COTS system is at capacity and adding new passengers or trips is problematic.

For the 2017 operating year, COTS reported 19,273 passenger trips providing 15,245 hours of service for an average of 1.3 passenger trips per hour at a cost of \$28.45 per passenger trip. Performance by COTS for the past four years available includes:¹

Table 1. Central Oklahoma Transit System Performance: 2014-2017

	2014	2015	2016	2017	2018
COTS Passenger Trips	20,910	18,733	20,593	19,273	21,462
COTS Service Hours	17,717	13,943	16,123	15,245	14,878
Operating Costs	\$591,242	\$510,237	\$488,873	\$548,322	\$553,155
COTS Passengers per Service Hour Average	1.2	1.3	1.3	1.3	1.4
Okla. Rural Transit Average² Passengers per Service Hour	1.9	2.4	2.3	2.2	N/A
COTS Cost per Passenger Trip Average	\$28.28	\$27.24	\$23.74	\$28.45	\$25.77

¹ National Transit Database, Federal Transit Administration

² Average of Oklahoma Rural Transit System less Stillwater/OSU Community Transit

Okla. Rural Transit Average² Cost per Passenger Trip	\$15.53	\$12.73	\$13.30	\$14.31	N/A
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➤ **Citizen Potawatomi Nation Transit (CPN)**

The CPN system is a transit service open to the public that is operated by the Citizen Potawatomi Nation. The system is funded by Federal Transit Administration Tribal Transit Grant program, Section 5311(j), which funds tribal transit systems throughout the country. Funding for Tribal Transit recipients is distributed on a formula basis determined from performance statistics provided by the Tribal operators. CPN is one of twelve Tribal Transit systems in the State of Oklahoma. CPN provides transit service primarily in Pottawatomie and Cleveland Counties and does as well as providing some transit trips to Oklahoma County.

The transit program has seven vehicles and operates from 8:30 a.m. to 4:00 p.m., weekdays only. The service is a demand response system similar to the COTS system and trips must be scheduled in advance of the service. Same day trips are available on a will call system when space is available. The CPN Transit system does not charge a fare and is open to the public and restricts passenger riding alone to be over the age of 18. For those in Shawnee on limited income, the CPN Transit service is the first transportation choice over COTS, primarily due to no fare requirement.

For the 2018 operating year, CPN reported 38,510 passenger trips providing 17,838 hours of service for an average of 2.2 passenger trips per hour at a cost of \$12.26 per passenger trip. Performance by CPN for the past four reporting years available includes:³

Table 2. Citizens Potawatomi Nation Transit System Performance: 2014-2017

	2014	2015	2016	2017	2018
CPN Passenger Trips	20,910	18,733	20,593	28,852	38,510
CPN Service Hours	17,717	13,943	16,123	15,852	17,838
Operating Costs	\$591,242	\$510,237	\$488,873	\$532,124	\$472,055
CPN Passengers per Service Hour Average	2.1	1.9	1.3	1.9	2.2
Okla. Tribal Transit Average Passengers per Service Hour	2.2	2.7	2.0	2.2	N/A
CPN Cost per Passenger Trip Average	\$18.71	\$16.75	\$19.31	\$18.44	\$12.26
Okla. Tribal Transit Average Cost per Passenger Trip	\$21.15	\$18.68	\$30.39	\$32.46	N/A

➤ **Mom's Taxi**

Mom's Taxi is a privately operated jitney service that provides demand response transportation for Pottawatomie County area with some transportation to destinations in Oklahoma City (Greyhound Terminal, Amtrak, and Will Rogers World Airport). It is described on their Facebook page as

³ National Transit Database, Federal Transit Administration

“Locally owned and “mom” operated. Transit service means my prices are set.. no surprises. Available 24/7 with appointment. Rides before 8 am must be scheduled must be scheduled night before 9pm. Licensed and insurance.”

The service provides general private car transportation as well as meal pick-up and delivery, after school child transportation and evening transportation. The vehicles used for Mom’s Taxi does not offered wheelchair ramps. It was cited several times by social service agencies and individuals that were interviewed as an option often used for transportation, primarily due to afterhours availability when the public transit systems are not operating. No operating data is available.

III. EXISTING LAND AND TRANSPORTATION PLANS

Several planning documents for the Shawnee region reflect goals for transportation in general and specifically for public transportation and other multimodal applications. The three referenced in this summary are:

- The **Long-Range Transportation Plan for Pottawatomie County** sponsored by the Central Oklahoma Regional Transportation Planning Organization (CORTPO), a subgroup of the Central Oklahoma Economic Development District (COEDD). This Plan was adopted by the COEDD Board in June, 2017.
- The **Statewide Personal Mobility Needs for Oklahoma 2018 – 2028** which is a transit needs assessment study sponsored by the Oklahoma Transit Association and conducted by the Small Urban and Rural Transit Center of the Upper Great Plains Transportation Institute at North Dakota State University, Fargo. This plan was funded by the transit trade association in Oklahoma. While it is shown on the ODOT Public Transit webpage, the Plan has not achieved formal adoption by any governmental entity. However, the Upper Great Plains Transportation Institute, funded by the Federal Transit Administration, is a University Transportation Center whose research priority is on “Preserving the Existing Transportation System”.
- **SHAWNEE: Next Horizons**, a comprehensive community plan adopted by the City of Shawnee in the fall 2019. This plan identifies opportunities for increased multi-modal connectivity, improving quality of life for its citizenry and roadways that will need to be reviewed to handle future growth capacity volumes.

Besides their detailed community involvement and research, all three of these planning documents proscribe policy goals and recommendations for public transit and multimodal transportation networks in the Shawnee area. Cited recommendations from the Planning documents include:

-
- **The Long-Range Transportation Plan for Pottawatomie County⁴** (emphasis added in bold) –

- **Goal 3 – Improve Accessibility & Mobility**

Goal Statement: Improve accessibility and mobility for Pottawatomie County’s people, commerce, and industry

Objectives:

- A. *Funding is balanced among modes to ensure sustainable mobility solutions***
- B. *Highway improvements are coordinated with other transit, bicycle and pedestrian projects, rail facilities, and investments***
- C. *Maximize access to the transportation system by disadvantaged persons***
- D. *Identify and minimize transportation barriers for non-drivers***
- E. *Bike routes are indicated with signage for improved regional mobility***

⁴ Pottawatomie County Long Range Transportation Plan – 2015-2035, COEDD, pages 12-17

- F. Preserve some degree of inaccessibility in undeveloped areas to protect the rural character of agricultural and undeveloped areas and prevent infrastructure sprawl

Policies:

- 3.1. Support Rail initiatives to improve industrial access to rail and facilitate the mobility of freight
- 3.2. *Integrate a college or university-based transportation strategy with a municipal or other system***
- 3.3. *Shift able riders from para-transit vehicles by offering other, efficient mobility options such as walkways, bike facilities or other transit solutions***
- 3.4. *Provide enhanced access to and from major land uses and activity centers, including residential, employment, retail, and services; for persons using all modes of transportation***
- 3.5. Map preferred development areas in the county

- **Goal 4 – Expand Alternative Modes: Bike, Pedestrian & Public Transit**

Goal Statement: Support multiple modes of transportation and improved accessibility among residential areas and employment locations, health services, and other activity centers.

Objectives:

- A. *The development of dedicated transit funding sources beyond the existing Public Transportation Revolving Fund***
- B. Consistent work with ODOT Transit to identify best practices and funding streams
- C. Develop Local and Regional Transit Plans
- D. Develop a phased local and regional multi-use trail Plan
- E. *Formal park-and-ride lots established in locations where potential ridership warrants***
- F. *Coordinate with health and human service agencies and others to expand transit services for individuals with disabilities***

Policies:

- 4.1. Actively participate in the Statewide Transportation Planning process
- 4.2. Collaborate with other sub-state regions to evaluate public transit needs; plan for future service between sub-state regions and cities
- 4.3. *Monitor and apply for all available transportation grant opportunities each year***
- 4.4. Monitor existing and estimate future commuter travel demand to Oklahoma City or Tulsa
- 4.5. *Development of a Transit Study***
- 4.6. Form a volunteer committee to produce a Bike safety improvement Plan
- 4.7. Work with ODOT Bicycle/pedestrian coordinators to identify best practices and funding streams
- 4.8. Recognize and respond to opportunities for pedestrian and bicycle infrastructure on or adjacent to state routes, concurrent with related street and highway improvements
- 4.9. Consider acquisition and repurposing of abandoned rail routes

- **Goal 5 – Ensure Connectivity**

Goal statement: A transportation system in which all modes, paths and nodes are seamlessly connected

Objectives:

- A. Right of way (ROW) areas are preserved for transportation purposes; including abandoned, existing and future road and railroad corridors
- B. A coordinated, integrated regional transportation system with logical and efficient connections among destinations and modes of travel for people and freight
- C. Inter-jurisdictional planning efforts result in continuous bikeway systems and multiuse paths in the region
- D. Eliminate structural barriers and safety hazards among destinations; ensure adequate connections and signage for all travelers through complete and safe streets
- E. *Coordinated schedules provide connections of local and regional public transportation systems and provide seamless and convenient transportation throughout the region and State***

Policies:

- 5.1. Acquire or partner for use rights to abandoned RR ROW's as connectivity corridors for primitive or improved trails
- 5.2. Direct new freight movement and capacity improvements to existing infrastructure
- 5.3. *Ensure linkages between transit and points of access to regional and national transportation, such as rail service, urban transit, and airport terminals***
- 5.4. *Develop an existing Bike route map and adopt a bicycle masterplan with a focus on regional connectivity***
- 5.5. Coordinate planned transportation improvements with adjacent jurisdictions; consult published Plans
- 5.6. *Provide Bike and Pedestrian access to retail areas through complete streets***
- 5.7. *Use signage to direct Bike and Pedestrian travelers to safer routes, wider bridges, and less congested crossing points***
- 5.8. *Establish Park & Ride lots as connection points for vanpools, bus routes and ride share***

- **Goal 6 – Increase Safety & Security**

Goal statement:

Safety: All modes of the transportation network, passenger and freight, will provide transportation that is safe.

Security: Identify and protect critical transportation infrastructure from both natural hazards and human threats.

Safety Objectives:

- A. Monitor areas with higher fatality rates and develop strategies to improve conditions
- B. Continue the improvement of 2-lane, no-shoulder roads, with appropriate safety signage

- C. Structurally deficient bridges are prioritized for repair or replacement
- D. Local subdivision and site development standards increase safety for all legal road users
- E. Expanded use of public transportation to reduce the number of potential points of collision and the number of individual drivers on the road**
- F. Bicyclists have improved safety**
- G. Promote local educational programs to make all transportation users aware of rail safety, pedestrian and bicyclist safety and rules of the road**

Safety Policies:

- 6.1. Prioritize bridge improvements where weight limits are too low for emergency vehicle response
- 6.2. Encourage enforcement efforts and driver education on rules of the road and safety for all modes of travel**
- 6.3. Coordinate county and regional activity with the Statewide Highway Safety Plan
- 6.4. Place rumble strips appropriately for enhanced safety between motorized vehicles and bikes using the shoulder in accordance with State and Federal standards**
- 6.5. Improved signage to alert motor vehicles that they may encounter bikes on the road Pottawatomie County Long Range Transportation Plan 2015-2035**

Security Objectives:

- A. Well lighted facilities for parking areas and bike or pedestrian facilities**
- B. A transportation system which is sustainable and resilient**

Security Policies:

- 6.6. Support the development of alternative fuels and the infrastructure to deploy new fuel alternatives
- 6.7. Reduce dependency on single-occupancy vehicles; promote the use of alternative modes of transportation**
 - a) Support transit, ride share, vanpools, biking and other options for non-drivers**
 - b) Increased funding for transit; provide park and ride lots; encourage employee van pools; secure bike racks; cluster development**
- 6.8. Incorporate sustainability and resiliency into the transportation system to mitigate economic impacts of unpredictable events**
- 6.9. Accommodate sustainable, neighborhood travel options such as low-power vehicles and electric or alternative fuels

• **Goal 7 – Enhance Economic Vitality**

Goal Statement: Develop an integrated, multimodal transportation system that promotes livability and economic development opportunities through enhancing the economic competitiveness of the region by improving access to jobs, education services, encouraging healthy neighborhoods and supporting business access to markets.

Objectives:

- A. The County develops in an orderly pattern that provides residents and businesses with an attractive environment in which to invest
- B. The existing road and rail infrastructure are preserved and enhanced to serve the industrial and manufacturing base within the region
- C. Economic development is supported by strategic transportation investments
- D. *Employers have assurance that the labor force has reliable transportation options***
- E. *Reliable access to shopping and services is realistic for all residents***

Policies:

- 7.1. Publish a County map showing the location of existing infrastructure appropriate for residential and industrial development Pottawatomie County Long Range Transportation Plan 2015-2035 17
- 7.2. *Support facilities and services that enable non-drivers to access employment opportunities, day care, medical services, shopping, recreational activities and other destinations***
- 7.3. Support regional economic vitality through facilitating the efficient movement of freight, and ensuring the availability of freight transport options
- 7.4. *Reward new retail businesses in small cities with transportation amenities, attractive streetscapes***
- 7.5. *Coordinate economic development with long-term transportation regional connectivity***
- 7.6. Implement additional Economic development incentives & strategies; reinvest new tax revenue in transportation enhancements

➤ **Statewide Personal Mobility Needs for Oklahoma 2018 – 2028**

Summary for Pottawatomie County⁵

- Project population growth between 2017 and 2030 – 7.13%
- Project population growth between 2016 and 2030 of those 65 and older – 42.54%
- Pottawatomie County poverty level is 15.2% compared to a State of Oklahoma poverty rate is 16.3% and a national average of 12.3%

Summary for Shawnee⁶

- 2016 estimated population above age 65 – 14.95% (ranks 19th out of 43 cities in Oklahoma with populations larger than 10,000)
- 2016 estimated population below poverty line – 21.31% (ranks 7th out of 43 cities in Oklahoma with populations larger than 10,000)

⁵ 2012-2016 American Community Survey, Department of Commerce, Census Bureau

⁶ 2012-2016 American Community Survey, Department of Commerce, Census Bureau

Mobility Needs Index – Pottawatomie County ranks at a **Mobility Needs Index of 5** (highest need) along with regional Oklahoma and Cleveland Counties and seven other Oklahoma Counties

- Calculated using current and project demographic data points of
 - Population
 - Population aged 65 and older
 - Population with a disability
 - Population below the poverty line
 - Population of workers without access to a car
-

➤ **SHAWNEE: Next Horizons Community Comprehensive Plan**

TRANSIT⁷

Transit services are an important part of the transportation system, providing alternatives to vehicular travel for residents who cannot afford to or physically cannot drive to their destinations. Shawnee does not currently have a transit system, forcing residents to rely on Central Oklahoma Transit on a trip by trip basis. **Providing a system with reliable routes and schedules for downtown, key shopping areas, schools, employment centers, and the airport would be an asset to Shawnee, but a challenge to provide given the current densities and funding sources.**

ISSUES⁸

- **Transit needs beyond existing on-demand system.** Shawnee is not a city with a rich history of public transportation growing with the car instead. This resulted in a development pattern and culture that is not supportive of public transportation. As a result, there are challenges with coverage, pedestrian safety, and service hours. Everyone would like the transit system to stop on their block and take them directly to their destinations, but the city's dispersed development pattern makes this very costly. Pedestrian access to stops must also be safe and convenient. Finally, providing the diverse hours of operations required of those who frequently need to use the system, like service workers, is costly. All of these challenges are the same for even larger cities like Oklahoma City.
- **Development patterns that have not supported transportation alternatives.** Over the years many commercial developments have been designed to accommodate the car with large separations making it nearly impossible to provide transit along a corridor and sometimes dangerous for those on foot or bicycle. This includes the disabled and mothers with strollers trying to maneuver between their car and front doors. Additionally, each new development was built with little to no sidewalk connections.

⁷ Shawnee: Next Horizons Comprehensive Plan, 2019, page 42

⁸ Ibid, page 108

OPPORTUNITIES⁹

- **Plan For Expanded Transit Services**

Shawnee's current transit system is an on-demand system with limited hours of operation. The city has a small role in the transit system and funding for expansion of these services is very limited. In the future, the city should continue to work with the transit authority to ensure that development can ultimately be accessed by transit and that residents have safe routes to get to transit stops.

1. Ensure that future projects are transit friendly. As streets along high intensity or high-density areas are improved or modified, transit friendly features should be included. Amenities could include enhanced pedestrian access and street crossings; signal cycles that give pedestrians time to cross; space for shelters; and signal controls. As the city is revising and updating existing street standards all of these features could be included. Additionally, the connections between a stop and the entrance to a major destination is also important. For example, examine whether there is a clear and safe path or a large parking lot with no defined pedestrian route. Unsafe paths or waiting in uncomfortable settings can deter residents from using the service. All major projects and smaller projects in areas with high intensity of land use should consider the length and nature of the path between their front door and the street.
2. Expand the awareness of the existing transit services. Central Oklahoma Community Transit System (COTS) offers demand-response transit service within Shawnee and to destinations outside the city. This includes transportation to schools, medical appointments, shopping, and special events. Demand-response means that it must be scheduled 48 hours ahead of time but only costs the user \$3 a ride. Many residents are not aware of this service or believe that it is only available to the elderly or disabled. Local organizations should work with COTS to share information about the services that are available.

⁹ Shawnee: Next Horizons Comprehensive Plan, 2019, page 117

IV. COMMUNITY COMMUNICATION AND COMPARABLE COMMUNITY TRANSIT ANALYSIS

The Project Team conducted a series of interviews with identified community stakeholders as well as held three focus group meetings. These meetings provided insight into needs and issues of students at Oklahoma Baptist University, residents of southwest Shawnee neighborhoods, and interviews with social service agencies, economic development interests, and community organizations. General themes regarding transportation needs were produced from these meetings and interviews. More detail and content from the community input process is included in Attachment B.

Additionally, a review of other transit systems was conducted. The Project Team identified transit systems in similar sized communities within the Southwest and Great Plains. Many of these communities also hosted a higher education institution and / or provided service to rural portions of their counties. These systems also had a variety of funding sources, both federal, state, and local funding that would be similar to what funding would be available for fixed route service in Shawnee. The full data spreadsheet for this Comparable Community Transit Analysis is included in Attachment C.

General Community Communication Themes –

- Transportation challenges for those with no access to car include getting ...
 - To work
 - To retail and shopping
 - Getting to childcare and jobs, especially with times that are not traditional (6 or 7 a.m. and/or 12-hour shifts)
 - To job training (Gordon Cooper) and job placement
 - Community events and generally getting around town
- Most entry level and skilled jobs are in the northern and western parts of the City and lower income neighborhoods are in the south.
- Some more advanced transit service would provide improved access to job training, jobs, shopping, and entertainment.
- Those in abuse recovery, homeless, and lower income many times do not or cannot get a driver's license, therefore no job.
 - A robust transit service would allow those without cars not to be a burden to friends and families and increase self-esteem.
 - Sidewalks are incomplete, streets are darks, and people don't feel safe walking or biking in the community, especially after dark.
- Shift in community thought – sidewalk development (no more sidewalks to nowhere), Blue Zones and Avedis Foundation seen as positive to promote active transportation (walking, biking).
- Anecdotally seeing a lot of walking and biking in the community.
- Past relationships between the City and Tribal governments (especially CPN) is "strained" to "not good".

- No. 1 barrier for homeless is transportation and No. 2 is flexible childcare.
- Transportation to adult job training in the evening is a major problem.
- Transit Revenue
 - CPN uses FTA Tribal Operating formula funds; no state or non-tribal dollars.
 - COTS uses FTA Rural and State ODOT transit funds.
 - Job training dollars can be used for supplemental transportation; COTS and CPN are reluctant to use them due to documentation of trip purpose.
 - CPN is open to the public with free fare. That makes them the first choice as COTS has a fare.
- COTS does not have an impact when providing trips for job training, job access and childcare.
- “Uber” styled services are showing up – Mom’s Transit is a viable option to COTS or CPN due to hours and weekends (questions about driver screening, training, insurance, etc.). Generally, the current taxi service is not seen as a viable transportation option.
- For those who are transit dependent, a fixed route service with scheduled times and stops would work best.
- OBU Students need transportation into the community and between the two campuses.
- Transportation is a challenge for public school students that want to participate in afterschool programs and events.

Comparable Community Transit Analysis Themes –

The Project Team has identified nine communities throughout the region that are similar in size to Shawnee and operate fixed route transit service. Also included in the analysis was information for the two transit services operated in Shawnee by Central Oklahoma Transit System and the Citizens Potawatomi Nation. This review is detailed in Attachment C.

Major **demographic** themes of this review include:

- The 2019 estimate population for Shawnee is 31,436. Populations of the other nine communities range from Sidney, Nebraska at 6,115 to Edmond, Oklahoma at 91,743.
- Similar, the Shawnee hosting Oklahoma Baptist University, the survey communities of Edmond, Oklahoma; Fort Smith, Arkansas; Hutchinson, Kansas; Jonesboro, Arkansas, and; and Pine Bluff, Arkansas also have colleges or universities.
- Hot Spring, Arkansas generates a considerable amount of their ridership from tourist to their community.

Major **operational** themes of this review include:

- **Headways** measure the frequency of service for a bus to come by a bus stop, with the lower the headway, the more frequent the bus runs. This influences passenger choice to use the bus service. Weekday routes for six of the nine communities operate on a one-hour frequency of service. The other three fixed route systems operated on a 30-minute frequency. For those systems with 30-minute weekday service, weekend service operated at a longer frequency.
- Eight of the nine systems charged a **fare**. Full fare was \$1.00 to \$1.25 per trip with discounted fares for elderly, disabled, students, and veterans. The Edmond transit system was the only one that did not charge a fare to passengers.
- For **hours of operation**, five of the nine transit systems reviewed started their weekday service at 6:00 a.m. to 6:15 a.m. with the remaining four starting at 7:00 a.m. to 7:15 a.m. Weekday service ended from 6:00 p.m. to 6:45 p.m. for six of the systems with the remaining three ending between 7:00 p.m. and 8:00 p.m. Weekend service was reduced on all but two of the transit systems with three offering no Saturday service.

Major **performance** themes of this review include:

- The highest **annual hours of operation** were 21,244 (Fort Smith, Arkansas) with the lowest being 3,150 (Sidney, Nebraska). Taking out the high and low, the average annual hours of revenue service was 12,260 hours of bus service annually.
- **Passengers per hour** of revenue service is a predictor of potential ridership. The highest of the nine community systems was Hot Springs, Arkansas with 15.9 passengers per hour of service. The lowest was Liberal, Kansas with 2.4 passengers per hour of revenue service. The average hours of service taking out the high and low was 6.13 passengers per hour.

Major **financial** themes of this review include:

- **Farebox recovery** is a percentage of the fares collected against total operating expense. Even though the Edmond, Oklahoma transit system does not charge a passenger fare, this system reports subsidies provided by the University of Central Oklahoma and Social Security Administration as fare revenue. As a result, the Edmond farebox recovery is 21.9% of operating expense. The lowest is Garden City, Kansas with 3.1%. The range of the remaining systems was from 11.1% to 5.5%.
- **Per Capita subsidy** measures the amount of local funding the transit system receives on a per capita basis. Of the systems included in the review, Garden City, Kansas had the highest per capita local funding commitment at \$15.55 per person. The lowest was Liberal, Kansas at \$4.92 per person. Taking out the highest and lowest, the average of the remaining seven systems was \$6.75 per capita.

V. TRIP PURPOSE

KA solicited comments from transit operators and participants in the community meetings and interview regarding what trip purposes they would have in using a community transit service. This review noted the trip purpose of transit logs and trips sheets went hand in hand with comments received from community leaders and neighborhood meetings during interviews. This information serves as the basis for future route recommendations to support expanded transit service throughout the city of Shawnee and is described in detail below.

- **Medical Trips:** Medical service is a major concern and use for elderly, working poor, and the disabled of a community. Transportation to medical appointments is a much over-looked need that can be provided through public transportation. It was cited by neighborhood interviews that persons use the ambulance service and emergency room for routine medical appointments and services because they do not have a reliable transportation option for regular medical appointments.
- **Employment Services:** Developing a trained and accessible employment pool is vital to the recruitment and retention of industry within a community. Working poor and disabled many times have no way of getting to job training opportunities in Shawnee. Job training administrators expressed frustration in students in need of training, being able to access existing but limited transportation services.

Just getting to a job site is a barrier that can be addressed by access to public transportation. It is anticipated that with increased emphasis on State sponsored “Oklahoma Works” programs as well as efforts to attract new industry to the area, public transportation will play an important role in providing employment related trips that contribute to the economic development of the region.

- **Social Services:** Access to social services is a small but important part of public transportation. Trips focus on access to governmental and mandatory judicial visits as well as needs at Social Security and rehabilitative services.
- **Education:** Transportation for education purposes, both common, vocational, and university is a great need for users in the community. Comments received from educational leaders indicate that public transportation can play a vital role in complimenting the education process, accessing after-school programs such as sports, drama, and music, and reducing the dropout rate. For those students that are at risk of dropping out, alternative education can only be successful if the student can get to school. Typically, these school alternatives are not neighborhood oriented.

Additionally, with the new Green Campus coming on line, transportation between the traditional OBU campus and the new Green Campus will be essential. A public transportation system that provides access to OBU students can be a solution to transport these students from the two campuses.

- **General Transportation:** Besides the needs for transportation for employment and medical appointments, access to general commerce is vital not only in keeping elderly and disabled independent and out of expensive assisted living situations, but also vital to the continued growth of retail trade. Residents of south Shawnee neighborhoods expressed frustration that transportation was many times the barrier for them and their families and neighbors from being

able to participate in community events and activities that others in Shawnee may take for granted.

In addition, Oklahoma Baptist University has a large student population with limited access to transportation for vital and occasional trip needs and access to community retail. These students expressed a sincere interest in being a participant in the Shawnee community. Activities of the university student also are in non-traditional transit operating hours.

Additionally, with bicycles being in common use within the Shawnee area (during favorable weather). Bicycle racks on buses would be viable way to combine modes during trips. Passengers that are capable could bike to a bus stop, load the bike on the bus then continue on their bicycle trip once they arrive at the bus destination.

VI. ORGANIZATIONAL CONSIDERATIONS

➤ Existing Organizations

Public transportation services available in Shawnee and Pottawatomie County are provided by the Central Oklahoma Transit System (COTS). The COTS system is administered and operated by the Central Oklahoma Community Action Agency. The Agency is the recipient of FTA Rural Transit operating and capital funds administered through ODOT as well as funding from the State of Oklahoma's Public Transit Revolving Fund. Allocation of the rural transit dollars are based annually on service performance of the State's rural transit systems from previous years. As such, access to ODOT administered monies for an expanded public transit program that would provide bus service to the City of Shawnee would only be available through COTS.

Additionally, the Citizens Pottawatomie Nation (CPN) operates a transit service that duplicates the service area offered by COTS. The CPN system is funded through FTA Tribal Transit operating and capital grant funds.

There are many options available to the City of Shawnee to administer and operating a transit system for the City. These include –

- **Internal City Operation** within the City of Shawnee organization. In this scenario, the City would operate through the City organization the transit system. The system could be operated as a subfunction within the City or through a created department or contracted out to a third-party transit provider. Through a direct operation, the City would be responsible for the purchase of vehicles, creation of transit administrative policies, and the hiring of drivers, mechanics and route supervisors. Obviously, a third-party transit operator would be hired to provide these organizational requirements and the City would only be responsible for the contract administration. Currently, ODOT would not consider providing the City operation with federal or state transit funding since a recipient already exists.
- **Contract with a Current Transit Operator such as COTS or CPN.** In order to maximize access federal and state funding, the City would contract for recommended transit services outlined in the report. The City would direct the services, routes, schedules, and vehicles for a fixed route system. The operator – COTS or CPN – would provide as they currently do, the required ADA paratransit service to compliment the fixed route service. As the fixed route system develops ridership and other performance statistics, the increased funding attributable to the fixed route service can be used to off-set City funding.
- **Create a Transit Consortium.** As outlined in other sections of this report, an opportunity exists in which the four tribes in the Shawnee area plus the City of Shawnee and the COCAA enter into a formal agreement to organize and operate a transit system throughout the service area. While currently only the CPN transit service is accessing federal Tribal Transit funds, the remaining area tribes – Absentee Shawnee, Kickapoo, and Sac and Fox – as well are eligible for Tribal Transit funding. As eligible tribal governments, these remaining three tribes could bring new transit funding to support not only the internal transit system within Shawnee but also expanded transit service outside the City and into areas of need identified by the tribes in Pottawatomie County. The Pelivan Transit system in northeastern Oklahoma is an example of how a transit consortium could work for the City of Shawnee and Pottawatomie County.

➤ **Suggested Organizational Structure**

In order to maximize the funding potential from all governmental funding source, KA Associates would recommend that the City promote a consortium with all four tribal governments and the COTS system. In doing such, the area would be able to garner current and increased funding allocations from ODOT's rural transit and State revolving funds. Additionally, Tribal Transit grants from the area tribal governments would provide new funding to meet the transit needs of the area. This proposed organizational approach would require cooperation and consensus among all parties regarding service needs and delivery as well as allocation of funding streams.

To support the efforts of public transportation in the City, it is recommended that as part of the implementation for a local Shawnee transit system include the creation of an advisory committee. The "Transportation Committee", reporting to the entity designated to operate the transit program would provide ongoing policy development and program oversight and input for public transportation in the Shawnee. Such an advisory body would develop the transit understanding to best guide the transit operator as policy and budgetary issues are considered. This Transit Advisory Committee, acting in much of the same way as a community's Planning Commission or Zoning Commission, would review proposed program policies for public transportation that would include among other things:

- Fare Structures
- Proposed Routes
- Service Changes
- Regulations Relating to Use of the Service
- Proposed Transit Budgets
- Grant Proposals

This Committee could conduct public hearings and invite public participation in the planning and implementation of the local transit service. In addition, the Committee would work to advocate transit interests on a local, state and federal basis. This role is crucial in promoting funding of the operation and long-term stability of the service.

KA recommends a committee membership of transit interests to the service including suggested representation from:

- Central Oklahoma Community Action Agency
- City of Shawnee
- Absentee Shawnee Nation
- Citizens Pottawatomie Nation
- Kickapoo Nation
- Sac and Fox Nation
- Oklahoma Baptist University
- Representative of disabled community
- Representative of business community
- Representative of social service advocacy organization
- County government should they become a funding partner in the overall service

The membership should be such that they understand their role as a commission member and be able to view “the big picture” while sensitive to those benefiting from the services. The recommendations of the Transportation Commission would be forwarded to the policy board that oversee the transit operator.

Summary of Organizational Recommendations

- **Due to the current state funding resource allocation and their experience in local transit operation, identify COTS as the lead transit operator to operate a fixed route transit service.**
- **Investigate an operating framework to maximize other federal and state transit funding opportunities to support local transit within the County including the proposed fixed route service.**
- **Create a transit committee to advise on local transit issues.**

VII. SERVICE RECOMMENDATIONS

The findings described in the previous sections of the study indicate that there is a strong interest in creating a public transportation system within the City of Shawnee and immediately surrounding areas. The service is needed to support the unmet transportation needs of the residents and further the goals of the City and region. Residents within the City of Shawnee that were interviewed and expressed a need of additional transportation service see the current level of service provided by the existing demand response service of COTS – and to a certain degree the CPN system – as minimal in meeting true mobility demand. The times of service, and reliability of making a trip reservation are major impediments for using the service. Many of the trip needs for job access and education extended beyond the current areas and times of service.

➤ Service Demand

In 2018, the Oklahoma Transit Association commissioned a study entitled “*Statewide Personal Mobility Needs for Oklahoma 2018 - 2028*”. The study, prepared by the Small Urban and Rural Transit Center at North Dakota State University in Fargo, North Dakota, examined current transit service levels for both the rural and urban areas of the State and these system’s performance and funding. From this information as well as current and projected growth of demographic characteristics such as percent elderly, disabled, households without cars, and households below the poverty line, the study identified areas of unmet transportation need as well as levels of future transit demand. Of the 77 counties in the State, ten were determined to be in the highest levels of mobility need.

Pottawatomie County was one of these ten counties with noted significant population percentages above age 65 and percentages below the poverty line.

➤ Transit System Goals

From the review of Community Input, transit related goals of the City of Shawnee Master Plan, Regional Transportation Plan, and State Demand Study, the Steering Committee identified key Goals that a local transit service within the Shawnee area should have. These goals, embodied in the statement: “**An Enhanced Transit System in Shawnee Should...**” included:

1. **Embrace the Complete Streets Transportation Model of Providing a Transportation Infrastructure That Supports and Complements**
 - Other Modes
 - Bicycle
 - Walking
 - Wheelchair Accommodation
 - Connections to Schools and Retail Opportunities
2. **Move People in a Cost-Effective Way**
3. **Be Accessible to Areas with High Concentrations of Transit Dependent Populations**

4. **Be Safe and Inviting to the Community**
5. **Serve as a Framework for Multimodal Transportation Approach to Shawnee**
6. **Act as a Path to Upward Mobility**
 - **Moving People to Economic, Educational, and Social Opportunities**
 - **Be a Means Toward Reducing Poverty**

It is within the framework of these goals that the proposed transit system is designed.

➤ **Overall City Transit System Design Options**

There are many transit design options that can be considered for a new Shawnee transit system. Each operating model has advantages and disadvantages that must be considered in determining what would best suit the needs of the citizens of Shawnee as well as complement the goals established by the project Steering Committee. These operating options include:

Fixed Route: A transportation service that operates on a mapped route with timed stops.

Advantages	Disadvantages
• Highest capacity transit service	• More expensive to operate overall
• Readily identifiable within the community	• Continues to require demand response service
• Lowest cost per passenger trip	• Investments in bus stop technology infrastructure that can provide passengers at stops the location of their bus and projected minutes until arrival

Demand-Response/Dial-A-Ride: Transit service where individual passengers can request curb-to-curb or point-to-point transportation from a specific location to another specific location at a certain time. These services usually require advance reservations.

Advantages	Disadvantages
• Fulfills the requirements of the ADA	• Highest cost per trip
• Premium curb to curb service	• Not as visible to the community
• Lower capital costs	• Less passenger capacity
	• Priority to disabled
	• Requires scheduling staff

Fixed Route with Point Deviation: A transportation service that operates on a fixed route schedule but will, on demand, deviate from the route to meet the needs of passengers.

Advantages	Disadvantages
• High capacity transit service	• More expensive to operate
• Allows for point deviation to serve as demand response	• Requires deviation time to be built into the schedule
• Eliminates the need for a separate demand response service	• May require smaller capacity vehicle to go down neighborhood streets
• Operating costs same as fixed route	

➤ **Proposed Transit System Design Recommendations**

Service recommendations in Shawnee are divided into three main areas for this project. These recommended route systems within Shawnee are based upon needs identified through the community input as well as the existing curb to curb services offered by COTS and CPN. These operating characteristics are reflective of the needs not only within the City of Shawnee but also to extend to rural sections of the County where additional unmet transportation needs are known to exist. The three proposed transit service recommendations include –

- 1. Fixed Route**
- 2. Rural**
- 3. Demand Response**

Because the first recommendation is to initiate fixed route service in Shawnee, the complementary services need to be compliant with applicable federal and State requirements such as the American with Disabilities Act (ADA) and programs serving area senior and tribal governments.

These recommendations expand the existing transit services offered by both the COTS and CPN systems to increase regularly scheduled bus service within the City of Shawnee. In a coordinated effort, the COTS demand response service can not only continue services to residents of the County outside the City of Shawnee but also provide the complementary paratransit service as required by the ADA. A fixed route service within Shawnee will reduce the demand for demand response service currently operated by the two current transit operators.

1. Proposed Transit Service - Fixed Route

The Steering Committee has identified key goals of a transit system based on input from the Shawnee community, especially those who are transit dependent. Access to job training, medical services, employment, and general commerce are key to fixed route service. Oklahoma Baptist University (OBU) students, who are often dependent on friends to get around, also expressed interest in being able to access Shawnee retail and entertainment areas.

To best accommodate these criteria, two distinct routes provide the best transit system structure. A north / south loop that largely uses the two main arterials in Shawnee (Harrison and Kickapoo) with a north terminus at the Shawnee Mall and a south terminus at the Firelake complex. The route would provide direct service to downtown Shawnee and the neighborhoods east and west of downtown.

To complement the north / south loop route, an east / west route would provide connection from the new Green Campus at OBU, through OBU and on east to Harrison and downtown. This east / west loop would provide bus service between the two OBU campuses as well as provide service to downtown Shawnee and the Senior Center.

Because these are loop routes, the proposal includes a recommendation that the routes run in a “contra-flow” manner in which one bus operated in a clockwise direction with the other operating in a counter-clockwise flow. In addition, to accommodate the mandates of the Americans with

Disabilities Act, these buses could be used for curb-to-curb paratransit service through a point deviated schedule. While it is desirable to keep these buses on a reliable, scheduled timetable, there may be times when, to accommodate ADA demand, the bus may have to deviate off the published route to pick-up a person who cannot cognitively or physically get to a scheduled bus stop.

Route 1: FireLake to Shawnee Mall (North / South)

General Route

Termini – Firelake complex to the south and Shawnee Mall to the north with service to downtown and retail on Harrison and Kickapoo. To accommodate employment opportunities in north Shawnee, transfers would be possible at Shawnee Mall to COTS shuttle vans.

Attractions

- Shawnee Mall
- Harrison and Kickapoo Retail
- South Central Industries
- Absentee Shawnee and Shawnee Public Housing
- Community Market
- Southeastern and Southwestern Shawnee Neighborhoods
- Downtown Shawnee
- Gordon Cooper Technologies Campus
- Friendship Houses
- FireLake Shopping / Entertainment Complex
- City Hall

Approximate Distance – 17.2 miles

Approximate Annual Miles – 97,617

Service Days, Hours, and Frequency

Monday through Friday – 6:08 a.m. to 8:15 p.m.

Saturday – 7:00 a.m. to 6:00 p.m.

Frequency – every hour and 20 minutes in each direction. Exact service frequency will be dependent on demand and street congestion and will be determined as route refinement occurs during route planning and initial operation.

Vehicles

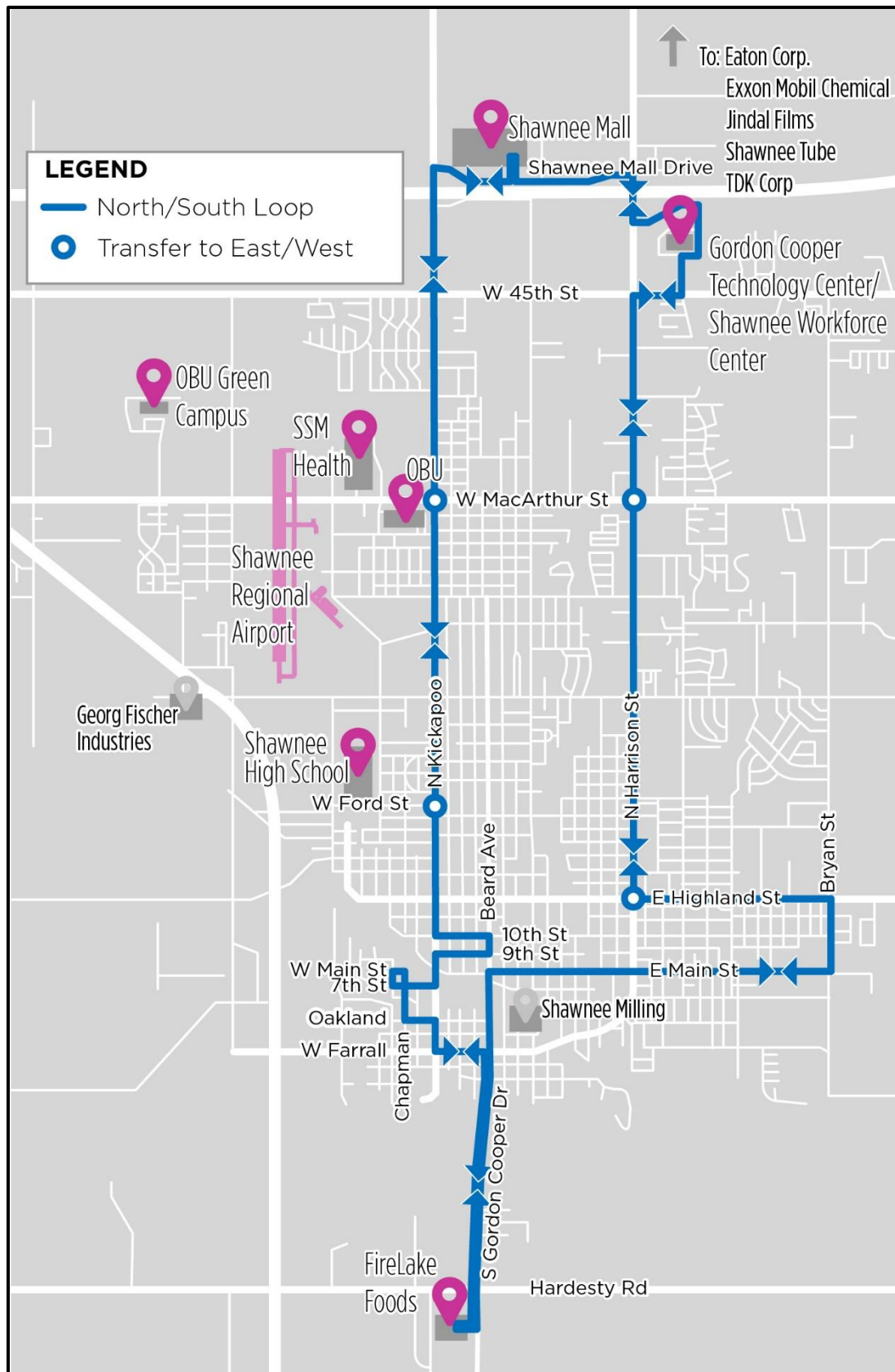
Weekday operation using two buses, one in each direction. Saturday service would be one bus in a planned direction based on scheduling and demand.

Proposed Annual Hours of Service

Weekday: 6,957.25

Saturday: 572

Preliminary schedules for these routes are included in Attachment D.



Route 2: Oklahoma Baptist University to Downtown (East / West)

General Route

Termini – Oklahoma Baptist University Green Campus on the west to Downtown on the east with service to retail on MacArthur, Harrison, and Kickapoo. Non-peak service to industrial areas west of U.S. 177.

Attractions

- Oklahoma Baptist University Main and Green Campuses
- U.S. Post Office
- SSM Health – St. Anthony Hospital
- Pottawatomie County Courthouse
- YMCA
- Shawnee Schools Administration Building
- MacArthur, Harrison, and Kickapoo Retail
- Shawnee Senior Center
- Shawnee Early Childhood Center
- Shawnee High School
- Athletic Fields
- Veteran's Park / Shawnee Splash Water Park

Because OBU's classroom needs are different, this route could be modified during non-peak hours to provide employment service to industrial areas west of U.S. 177.

Approximate Distance – 8.9 miles

Approximate Annual Miles – 102,983

Service Days, Hours, and Frequency

Monday through Friday – 6:20 a.m. to 8:00 p.m.

Saturday – 7:00 a.m. to 6:00 p.m.

Frequency – every 40 minutes in each direction. Exact service frequency will be dependent on demand and street congestion and will be determined as route refinement occurs during route planning and initial operation.

Vehicles

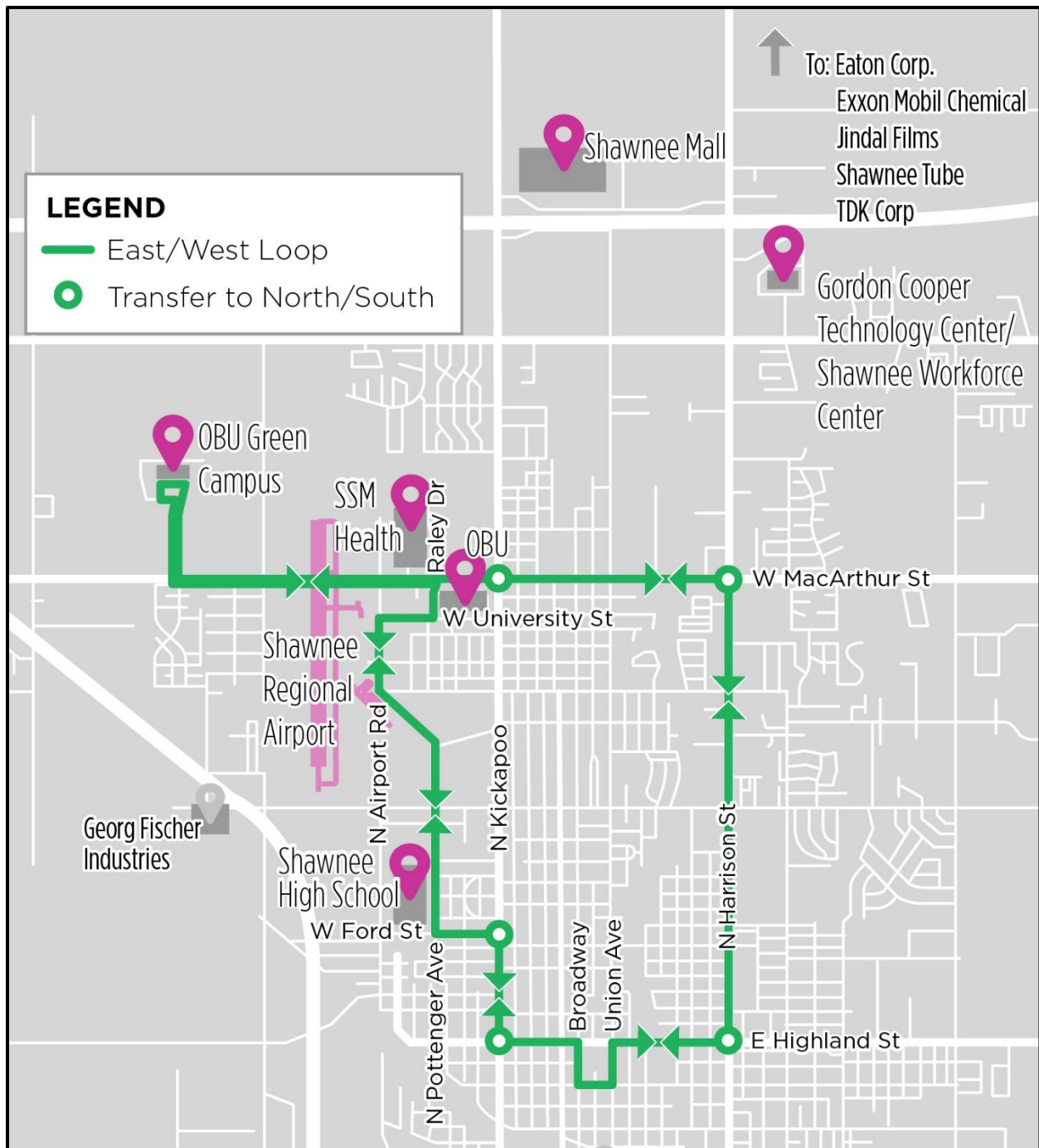
Weekday operation using two buses, one in each direction. Saturday service would be one bus in a planned direction based on scheduling and demand.

Proposed Annual Hours of Service

Weekday: 6,897.75

Saturday: 572

Preliminary schedules for these routes are included in Attachment D.



Common Fixed Route Features

- The route planning associated with these routes is mindful of the Goals for the system established by the Steering Committee. The routes are designed to maximize access to employment, medical appointments, job training, retail, and entertainment venues for a transit dependent population.
 - Major transfer points that are common to both routes could be enhanced with passenger amenities such as shelters, benches, bicycle racks, and bus pull-outs. The specific locations are yet to be determined.
 - Physical placement of the stops would be determined and set by policy.
 - Access between the Green and Main campuses is essential to provide mobility options for students and staff as well as for citizens interested in community events held on the campus.
 - Passenger amenities along the routes such as shelters and benches may be added to support service standards as funding becomes available
-

2. Proposed Transit Service – Rural

Besides the fixed route services described above that would focus on Shawnee transportation needs, demand response services like those currently operated by COTS and CPN would continue to focus on countywide rural service. With the initiation of Shawnee fixed route service using dedicated buses, both COTS and CPN would now have increased capacity for additional rural demand response services. The fixed route system in Shawnee would now provide the majority of the transportation needs within the City. As an added bonus, rural passengers could easily transfer to the fixed route service if their destination is common with those along the fixed routes.

Common Rural Service Features

- Availability of transfer with Shawnee fixed routes to access same employment, education, general shopping, and medical services.
 - Service would be provided for early morning, late morning / early afternoon, and late evening. Route refinement will be undertaken during route planning phase.
 - Current services beyond Pottawatomie County offered by COTS and CPM would continue to be available on demand, subject to funding and operational availability. Current services outside Pottawatomie county that are in high demand include Midwest City, Moore, Norman, and Oklahoma City.
-

3. Proposed Transit Service – Demand Response

In order to stay within the Federal guidelines for public transit accessibility, those persons with a cognitive or physical disability are eligible for some level of demand response service. This service is required to be offered within $\frac{3}{4}$ of a mile of the fixed route service. Additionally, it must meet several service guidelines including trip scheduling, trip service denial, and times of service that match fixed route schedules. Fares for this ADA service cannot exceed twice the charge of the full fixed route fare.

There are two ways to provide the required ADA demand response service. One is the use of dedicated vehicles that provide the curb to curb service similar to the service provided currently by COTS and CPN. In these cases, a person with a qualified disability may request a pick-up both at the start and end destination.

The second way that ADA demand response service may be achieved is through point deviated service from a fixed route bus. In this instance, a bus will deviate off a route to the pick-up point of the passenger, load the passenger, then return to the point on the route that the bus left. While this point deviated service achieves the same goal as the dedicated ADA service, extra time must be built into the route schedule, reducing overall route frequency.

This point deviated service could be used to supplement the overall demand response service currently offered by COTS, especially in low ridership periods that are generally early morning, late afternoon, and evening.

COTS, as the operator of the new fixed route service, would be responsible for this ADA demand response service. A staff person or employee will be needed to take reservations, schedule the trips, and dispatch the pick-up. It may be necessary for this dispatch function to also coordinate with medical authorities regarding the verification of a passenger's disability to ensure the passenger qualifies for this premium service.

Common Demand Response Service Features

- Generally, it is anticipated that this service would continue to be offered as part of the demand response service conducted by COTS. ADA does not allow there to be any preference for trip purpose for access to employment, education, general shopping, and medical services.
- Service days and hours would be the same as fixed or route deviated service.
- Point deviated service could be used as an alternative to traditional curb to curb demand response service, especially at times of low ridership on the fixed route service.
- COTS will need to direct some personnel to take reservations, schedule these trips, and dispatch the service.

➤ Fixed Route Ridership Estimates

With no local history regarding use and performance of a fixed route system in Shawnee, projections on ridership are derived from performance for similar systems in comparably sized communities. Attachment C outlines performance characteristics of similar communities in the region that operate fixed route bus services, many of whom host an institution of higher education similar in relation to Oklahoma Baptist University and the Shawnee community.

One measurement that can assist in predicting ridership for fixed route service is passenger trips per hour. All nine of the fixed route systems included in Attachment C are mature systems that have a well-established route structure and clientele. These systems performance range from Hot Springs, Arkansas' 15.9 trips per passenger hour to Liberal, Kansas' 2.4 trips. To calculate a workable baseline average for Shawnee, the high and low systems will be pulled out.

Additionally, due to the free fare and large university volume, the Edmond, Oklahoma system will be taken out as well. The average for the remaining six systems is 6.97 passenger trips per hour.

The proposed fixed route service for Shawnee meets many of the service criteria identified in discussions with citizens, educators, job training and placement specialists, industrialists, and other key community stakeholders. During the early months of operation, the new transit service will be subject to minor adjustments in schedule, time of service, and route location. During this process, there will be changes in the corresponding ridership patterns as passengers adapt to these modifications in relation to their transportation needs. It is not unusual for a new fixed route service to take as long as two years to mature for both an operations and ridership perspective.

Human behavior tends to lead to outcomes of a similar order of magnitude to those of other like communities and so numerical ranges can emerge. By looking at performance of these similar transit systems, grouping of similar performance is revealed and as such reasonable estimates of new fixed route service (bus service) ridership for Shawnee may be developed. While the performance elsewhere may reflect an agency's minimum standards, the ridership, no matter the location, stems from actual demand of the public.

With this in mind, a range from the system average will be used to estimate future ridership. A variable of 10% either side of the average will be used – 6.27 passengers per trip to 7.67 passengers per trip. Under the proposed route structure there are approximately 14,999 hours of revenue service projected for the fixed route system. Based on this annual hour total, the Shawnee fixed route service could expect between **94,043 and 115,042** passenger trips annually.

➤ Vehicles

Currently, the vehicles used by both the COTS and CPN system are minivans with a seated capacity of three to seven based on wheel chair configuration. The size of these vehicles is sufficient for the carrying capacity of the current demand. However, it is envisioned that the capacity needs for a fixed route service will be much larger.

While it is not anticipated that every trip will be full, there is enough demand in the community that peak hour trips may be at capacity and may include standing passengers, especially for buses that are transporting OBU students between campuses. Additionally, a vehicle of this size must be small enough that it can maneuver narrower streets if needed for point deviation service.

There are a variety of bus styles and power trains available in the style of bus needed. The most conventional fuel type being either gasoline or diesel. Other alternatively fueled vehicles operate on compressed natural gas (CNG), hybrid-electric, and 100% electric power. These alternative fuel types often have additional costs over conventional powered vehicles. CNG buses require an extensive and expensive fueling infrastructure. Electric vehicles have limits on the number of miles between charges based on the size of the battery array. All three alternate fuels require specialty maintenance training and equipment. In addition, CNG maintenance facilities need extraordinary venting in the garage to prevent the buildup of flammable gases.

Special features that add to passenger convenience and safety include such items as digital destination signs on the front and passenger side of the buses that display the bus route and key

destinations. For bus security, interior and exterior cameras will provide security for passenger and bus operator behavior and accident evidence. To provide passengers with updated vehicle locations, an additional feature should be an electronic bus locator system that features digital information for passengers with current vehicle location and estimated arrival time at designated bus stops.

In order to encourage a true multimodal opportunity, the buses should include bicycle racks mounted on the front. Bicycle racks on the buses will allow a passenger to ride to the bus stop, load the bicycle onto the bus, then continue to use their bicycle when they leave the bus.

It is recommended that buses with a passenger capacity of up to 15 passengers be used for routes with the higher ridership potential. It is anticipated that higher ridership could occur on the East / West route, especially in intercampus service at OBU or in delivery to west Shawnee industries. The buses will need to be wheelchair lift or ramp equipped in order to meet the requirements of the ADA. When wheelchair seating is in use, overall capacity will be reduced.

As part of the CARES Act (financial aid provided to businesses impacted by the Corona Virus), the Central Oklahoma Community Action Agency (host organization for COTS) was able to direct some of their CARES Act funds to purchase a 15-passenger cutaway. This anticipated purchase would fulfill the identified needs for one of the five vehicles necessary to provide the recommended fixed route service.

➤ **Fare Policy**

There are many theories regarding how to charge for transit service. Current popular thought is to not charge a fare and view the transit operation as a service to the public and as a way to encourage people to switch for environmental and congestion reasons. The New York Times estimated in a recent article that over 100 transit systems throughout the world have eliminated fares. The Kansas City, Missouri transit system is the most recent to eliminate fares. This no fare policy has also been used in Austin, Texas. In the survey of communities included in Attachment C, the Edmond, Oklahoma system chose to go fare free for their service.

However, both the federal and state transit administrators require two years of performance history before Shawnee will be able to gain federal or state operating and capital funds, so the local and tribal governments, along with other funding partners, will be responsible for covering 100% of the proposed transit system's operating and capital expense. Foregoing fare revenue, at least through this initial start-up period, is not recommended.

With the exception of the Edmond system, the transit systems reviewed in Attachment C all charge a passenger fare. The range is from \$1.00 to \$1.25 per trip. For these systems, the farebox recovery (the percentage of operating revenue generated from passenger fares) ranges from 3.1% in Garden City, Kansas to 11.1% in Hot Springs, Arkansas, a system that carries a large tourist population. The 2018 NTD report for COTS indicated a farebox recovery of 3.2%.

Another consideration regarding fare collection involves farebox procurement, fare processing and cash security. High technology fareboxes can collect not only money but also detailed ridership and mapping data, and would provide COTS management with complete information on the amount of money collected and passenger type (full fare, disability, wheelchair, child, etc.).

It can also time stamp when the fare was collected and where on the route it was collected. The equipment is quite accurate and would be a large cost burden for a new start transit operation. It is not recommended that at this time the Shawnee system invest in expensive farebox equipment.

Collecting the fare is only the first part of an extended process that includes removing the money from the farebox, counting and storing the money. It is recommended that money should be collected on a daily basis in order to remove the threat of theft of the fareboxes, especially in unsecure vehicle storage locations. Since COTS currently collects a fare for their demand response service, they are familiar with a money handling process.

The Project Team would recommend, for at least the first two years of service that a fare of \$1.00 be instituted. Fares of \$1.00 are easy to collect and a passenger does not have to fumble for change with a higher amount. Also, as the Federal Transit Administration requires 50% discounts from the full fare for those with a disability, elderly, or those presenting a Medicare card, at \$1.00 a discounted fare is easier to calculate.

- **Transfers**

The way the proposed transit service in Shawnee is laid out, the routes are designed to encourage transit passengers to transfer at convenient points along both routes. Creating a transfer policy would promote full utilization of the two-route system. Typically, a transfer policy would involve passengers receiving a time-marked transfer slip from the bus operator when boarding. The passenger would then have a determined amount of time to transfer to the next bus. There can either be a no charge for the transfer or a nominal charge. A transfer policy is recommended with no charge for the transfer.

- **University Student Access**

Identified early in the community input process was the interest on the part of Oklahoma Baptist University students in using the community bus system. Additionally, with the acquisition of the former St. Gregory's University campus, now known as the Green Campus, there is a need to provide student transportation between OBU's Main and Green campuses. The East / West Route took this need into consideration as part of the route planning and scheduling.

Most universities promote the use of public transit for their faculty, staff, and students. The use of transit helps in reducing the need for constructing additional student and staff parking areas and minimizes traffic congestion on campus and surrounding streets. Transit use is commonly tied into sustainability objectives that the university may wish to promote.

For universal access to the public transit system, some universities collect a transportation fee. This fee can either be tied to the credit hours for which a student is enrolled or as a flat fee assessed by semester. Both Oklahoma State University and the University of Oklahoma assess a \$2.50 per credit hour transportation fee. Other universities charge a flat fee per semester. Colorado State funds their community transit access through funds dispersed from the Student Government. To assist in funding the transit program, the City of Shawnee and COTS should initiate a conversation with the OBU administration on creation of such a fee. As part of this discussion, OBU students should be allowed unlimited access to the fixed route system with a valid University ID. OBU should be considered an active participant in the advisory committee recommended earlier.

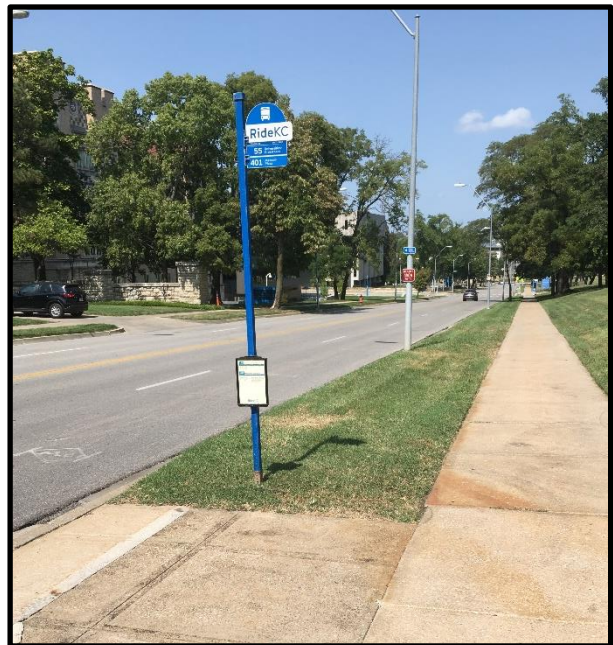
➤ **Bus Stop Policy**

Passenger understanding and education (especially for new passengers unfamiliar with fixed route public transportation) is knowing where they can board the bus and where they can get off. The bus stop policy should be clear and expressed so that after the first trip, the passenger fully understands where they need to stand to board and alight.

The transit operator should first determine whether all bus stops should have a sign. In determining if all stops having signs, the transit administrators should consider costs of poles and signage, installation and replacement costs, and infrastructure related to concrete pads for wheelchair boardings and a sidewalk leading to the stop. Many transit operators will only place bus stop signs at major timepoints or areas where two routes intersect.

In addition, the bus stop policy may allow for the bus operator to pick-up passengers using a “flag stop” where the passenger will waive at the bus indicating their intent to ride. A flag stop policy should either be at the near or far side of an intersection and only if the bus operator can safely stop the bus. Mid-block flag stops should be limited to extremely long blocks. Local traffic planners, engineers and public safety should be consulted as to near or far side of intersection stops.

Passenger amenities such as bus shelters, benches, and informational kiosks should be considered at high demand bus stop locations or at major transfer points. Bus stop kiosks, simple signage on a sturdy pole, may display route information and schedules as well as system information. Shelters may include bus arrival information and be lit. All stops should contemplate wheelchair access needs.



The final bus stop policy should be clearly explained and published as part of marketing efforts.

➤ **Marketing**

As the new transportation service plan evolves into a transit operation, there will be an increased and growing need for additional marketing of the program. The general public considers the current COTS and CPN services a service primarily for elderly or low-income. The new fixed route service will have a much broader appeal and meet a greater transportation need; therefore, it should be promoted through the media outlets in the community – both print and electronic – so that the public not only is aware of the service but also informed about the value of transit to the community.

Marketing promotes the community acceptance and adoption of the transit service. These activities include creating a popular name of the service, an attractive vehicle paint scheme, initial promotions of the service at community events, and encouraging local businesses to advertise on the vehicles. Promotional giveaways, scavenger hunts, and more can also increase awareness of the new service, and should be done in conjunction with the initiation of the expanded service. Major destinations like the Shawnee Mall or Firelake Complex could be asked to provide special promotions.

➤ **Performance Standards**

An important part of service expansion is the identification and monitoring of performance standards. These standards are used to review and analyze how effective the routes are operating and how productive they are at satisfying an unmet transportation need. Through this periodic review, decisions can be made regarding changes to the service of low performing routes or other operational issues.

An initial set of standards should be created to measure performance. Standards could include:

- Criteria to determine shelter and bench locations, boarding and alighting locations should be monitored in order to high demand locations.
- Passenger data regarding passenger trips, cost per passenger mile and hour, and passenger miles of service.
- Miles between roadcalls will indicate breakdown frequency and effectiveness of the maintenance program.
- Miles between preventable accidents identifies overall bus driver operation and effectiveness of the safety, pre- and post-trip inspections, and operator training.

These standards may be added, amended, and eliminated as the service structure and need change.

Summary of Service Recommendations

- **An identified transit demand exists in Shawnee and the surrounding areas.**
- **A transit service for Shawnee should encourage safety, access to jobs, training, education, medical, and retail and entertainment service. The Shawnee transit service should promote multimodal trips.**
- **Creation of two fixed routes within Shawnee providing weekday and Saturday service creating approximately 14,999 hours of service per year. The proposed routes provide service to major employment, educational, social service, and commercial activity centers using four vehicles (two vehicles per hour). Fixed route service can promote student access between the two OBU campus locations as well as job access to industrial areas in north and west Shawnee.**

- Rural demand response service can continue with current COTS and CPN support. This rural service can be coordinated and integrated with the proposed fixed route service.
- Continue the demand response van service within Shawnee to provide ADA complementary paratransit service with more restricted access criteria.
- The Shawnee transit system should be active in promoting special event services in order to provide inclusive access to community events and activities.
- Consider instituting a \$1.00 full fare for the fixed route system and half-price fares for elderly, disabled, and Medicare cardholders. Also, a free transfer should be available for those wishing to transfer from one route to the other.
- With funding from OBU secure, consider a universal transit pass for OBU students with a valid University ID for the fixed route system.
- Coordinate with traffic planners, engineers, and public safety on the best bus stop policy and publish the policy so that passengers are comfortable with where to board the buses. At high use bus stops, signage and other passenger amenities such as benches and shelters should be installed.
- Develop marketing strategies that include system name, logo, and paint scheme for visibility and awareness throughout the community.
- Adopt performance standards that can assist in the evaluation of the effectiveness of the transit service.
- Utilize buses with a passenger capacity up to 15 seated passengers that also are wheel chair accessible and with bicycle racks.

VIII. FINANCIAL CONSIDERATIONS

In the early days of the U.S. space program there was an unofficial NASA motto, “No bucks – no Buck Rogers”. This was NASA’s way of stating that it took funding to get off the ground. No less is true of just about any endeavor including public transportation. We can create the most wonderful public transportation plans, but they are nothing without the funding necessary to carry them out.

One can see in the table which follows there are more than a half-dozen federal and state grant program sources which can help fund public transportation. In almost every case some small amount of local match must be secured and offered as part of the grant application process.

The success of securing transit funding requires planning and coordination with multiple interests. Current transit operators, especially those with a history of state and federal grant access, are essential in making for a successful grant process. Also, support from local officials and other stakeholders are a major part of funding, mainly in providing local matches required of many federal grants. State and federal officials and elected representatives may be called on for additional consultation should a grant process breakdown. Attachment C is a table of some comparable cities with fixed route and demand response bus service. This table furnishes a sense of the operating costs and funds for each city.

An application for capital funds (such as for vehicles) is possible as one will read below. In most cases the grant program is going to require that the applicant be an existing Federal Transit Administration (FTA) grant recipient. For the Shawnee area, only the Central Oklahoma Transportation System (COTS) and Citizens Potawatomi Nation are currently grant recipients and entities with which the FTA is familiar. Further collaboration by the City of Shawnee with these other entities as well as other tribes and Pottawatomie County may create additional governmental funding opportunities.

There are two major funding sources for public transportation. The Federal Transit Administration (FTA) allocates transit funding. For major urban transit systems, these systems receive directly FTA operating and capital funds. For smaller transit systems or rural systems, FTA funds are dispersed through the state’s department of Transportation. For Oklahoma, the FTA funds for which Shawnee would be eligible would be passed through the Oklahoma Department of Transportation (ODOT).

A brief description of current federal and state transit grant programs is below:

Funding Sources Summary: Transit Capital/Operating/Equipment/Planning		
Short Name	Apply Through	Brief Description
FTA Section 5311	ODOT	For capital and/or operations. Agencies eligible to be a “New Start” are not automatically funded: must undergo a period of evaluation to assess the capacity to manage transit. COTS is an existing 5311 recipient, as are 19 other rural transit agencies throughout the State.
FTA Section 5310	ODOT	Transit agencies, cities, and nonprofits can apply and ODOT manages the State’s annual apportionment of these funds, funds which come from the FTA. These funds are primarily for capital purchase or replacement of vehicles (can be vans and buses) identified for a “coordinated public transit-human

		service transportation plan.” Funds can also be used for some planning.
Volkswagen Settlement Funds	Oklahoma DEQ	Several million of the \$21 million directed to Oklahoma from the “Volkswagen Environmental Mitigation Trust Agreement” were made available in the summer 2020 to fund over-the-road vehicles only including transit vehicles. This is a <u>one-time transit opportunity</u> . VW Settlement funds are for projects to reduce nitrogen oxide emissions from the transportation sector. Overmatch makes a project more likely to be funded. There are ten “Mitigation” categories, but only one is for transit vehicles. CNG fueling infrastructure is NOT eligible;
FTA Tribal Transit 5311(c) and 5311 Discretionary	FTA	Available to federally recognized Indian tribes. Funds may be used for planning activities as well as transit capital projects and operations. There is a \$25,000 cap on planning grants and the FTA may cap capital grant awards. Section 5311 (c) funding does not require a local match. A minimum 10 % match is required for all 5311 discretionary operating and capital projects.
FTA Section 5339	ODOT	These funds can be used for vehicles or for vehicle facilities such as maintenance garages and yards, shop equipment such as lifts, and fueling facilities. These funds are for capital only, not for operating service. ODOT applies on behalf of the rural transit agencies.
FTA Section 5339 (c) “Low-No”	ODOT	The transit agencies must supply detailed information to ODOT and be willing to provide a local match share. “Low-No” does not just mean electric vehicles, as it can be propane and CNG fueled transit vehicles. These funds are for capital only, not for operating service. ODOT may apply for “Low-No” grants on behalf of rural agencies
Oklahoma Public Transit Revolving Fund (PTRF)	ODOT	Funds can be used to establish, expand, improve, and maintain rural and urban public transportation services. COTS is an existing PTRF recipient. Funds are based on an agency’s previous performance (e.g. previous year’s actual revenue mileage and passenger use). 50% of each agency’s PTRF funds must be directed to transit services or capital for the elderly and/or people with disabilities.
Municipal and County Funds	Interested Cities and Counties	The general fund of a municipality or county maybe budgeted on a year-to- year basis for transit capital expenses but especially for operating expenses. Several cities in central Oklahoma allocate funds to transit in this manner, as does Oklahoma County.
Other Applicable Funding Sources	Locally, there are other funding opportunities that could be pursued to assist in funding the initial and on-going local fixed route transit service. They would include: • Oklahoma Baptist University – many universities fund transit services for both on-campus shuttles as well as transit service off-campus for student access to the community. Funding for these university transit programs is generally done through a transportation fee that is assessed as a cost per credit hour	

	purchased or a flat fee per semester. Generally, if these funds are offered to the local transit operator, student access is free with use of a university ID card. • Public School Programs – to reduce the costs of school bus transportation, many times a school district will “purchase” passes for students to the students can use public transportation in place of operated school bus programs. • Social Service Agency and Disability Employment Workshops – when possible, social service programs, employment training, and disability workshops will contract with transit agencies for their client’s access to the transit system. • Local Foundations – may assist transit systems in aiding the purchase of unique capital equipment or providing the local share match to qualify for federal or state grants. • Commercial, Medical, and Industrial Businesses – many times businesses that receive a direct benefit from the transit services will be asked to participate in the funding of the service.
Passenger Fare Revenue	Passenger fares never cover the cost of transit service. Therefore, fare revenue should not be considered at a level that deters use of the system for those under a limited income. It is recommended that passenger fare should be \$1.00 per trip with a youth, elderly, Medicare, and disabled fare of \$0.50 per trip.
Advertisement	Both exterior and interior is a traditional minor revenue source for public transportation. Due to the nature of the advertising business, the administrative load imposed by the sale and maintenance of advertising, and “free speech” aspects of advertising content, this revenue source should be considered carefully.

The above grant and other funding opportunities are a guide for resources available to fund the expanded Shawnee service. In reality, the major long-term, non-local funding sources available for operation of an expanded Shawnee bus service rest in two major governmental funds – Section 5311, Rural Transit funding and the Oklahoma Public Transit Revolving Fund, both administered by the State Department of Transportation (ODOT). These are the two major federal and state operating funds that COTS current uses to fund their current operation and would be a major funding source for the Shawnee fixed route service.

Distribution of these state and federal funds are generally based on performance of the transit system over a two-year period. Since the fixed route service is considered “new” service by both federal and state transit funding agencies, there will be no grant funds available to support the fixed route service for at least two reporting years after the service begins. Attachment C lists some examples of what some smaller transit agencies receive.

Other long-term funding partners have been identified. One potential partner(s) with potential to access to new federal transit funds are the three tribal governments that do not currently offer transit service in the area – Absentee Shawnee, Kickapoo Tribe of Oklahoma, and Sac and Fox. The Federal Transit Administration offers to federally recognized tribes funding to support transit service. As FTA Section 5311 (c) funds do not require local match funding, these Tribal Transit funds could be a valuable funding source to support the transit service in Pottawatomie County. Both of the proposed routes provide transit service to close-by tribal housing and medical locations. **The Tribal**

Transit funds require the same two-year analysis of route performance in order to access the federal tribal funds.

As indicated earlier, another valuable participating partner could be OBU. As mentioned earlier, most universities have created a transportation fee that is used to support both campus transportation, both on and off campus. Generally, when a university participates in funding for the local transit system, university students (and many times faculty and staff) are offered free access to the transit system with the use of a university ID.

Other funding sources that may be called on to assist in the operation of the new transit service. The local public school district will benefit from the fixed route service that provides student transportation, especially where this fixed route service duplicates other student transportation and for after school programming.

Access to job training is an important part of the service anticipated to help Shawnee citizens. The proposed North / South route includes direct service to job training and employment access at the Gordon Cooper Technology Center. Federal job training funds allow for subsidy to support transportation that directly benefits participants in the program and should be included in a revenue model to support the expanded transit service.

➤ Transit Organization

It is essential that as part of the start and operation of this fixed route service, along with the demand response services currently provided by COTS, the organizational structure recognize new management, operational, maintenance, and marketing needs. For COTS' current demand response service, the organization includes –

- The COTS Director
- Scheduler (1)
- Data Specialist (1)
- Vehicle Operators

The COTS Director services as the general manager of the service. Besides overseeing all areas of the bus operation, the position organizes vehicle maintenance, employee recruitment, certain data reporting, and accident investigation.

Organization support – human resources, finance, grants administration – are provided as part of the overall COCAA administration.

The COTS Director will have increased duties due to the addition of fixed route service and new transit system promotion. As a result, there are three organizational recommendations. The first recommendation is to recognize these added responsibilities by providing additional compensation. A second recommendation is to create a new route supervisor position within the organization whose responsibilities will include driver recruitment and training, safety, accident investigation, on time performance monitoring, and supervisory matters in the field. Finally, due to the extended hours of service for the fixed route system over current COTS operation, it is recommended that a second

dispatcher / scheduler be budgeted to provide back-up and necessary scheduling for late afternoon, evening, and weekend ADA service requests.

➤ **Operating Costs – Year One**

In the section above, the study identified personnel changes that are recommended for the operation of fixed route service in Shawnee. Besides recognizing the additional workload of the Director of COTS, a route supervisor with responsibility for training, route performance monitoring, and supervision of the fixed route service is essential. Other new administrative costs recommended are an additional data specialist clerk and scheduler / dispatcher. In addition, there are needs for administrative equipment including new computers, telephone lines, marketing materials, and other administrative needs associated with the new fixed route service. These positions and equipment are fixed costs that the route service must supply, whether the system operates 150 hours or the projected 15,400.

The other fixed cost is vehicle maintenance and insurance. Given that the vehicles to be used for this service are new, they will still be under manufacturers warranty for major repairs and replacement. Typically, for a new system with new vehicles, maintenance will be primarily focused on preventive maintenance measures such as oil and filter changes, brakes replacement, and other miscellaneous needs such as vehicle light and small parts replacement and general cleaning.

Variable costs are associated with provision of bus service and generally include driver wages and benefits, fuel, uniforms among the most costly and important. As route service is either increased or decreased, these budgeted costs will fluctuate. With the recommendation that the vehicles to be used in fixed route service are fifteen passengers or less, there will be no for a Commercial Driver's License. The current driver wage rate and benefits may be applied to those driving the fixed route service although, it may be warranted to provide a wage incentive for driving the more focused fixed route service.

To determine the projected first year operating cost of the described fixed route service, the study has reviewed the operating costs of the nine transit systems that are identified in Attachment C. Again, as with the calculation of projected ridership, the highest and lowest systems were eliminated from the computation. A system average for the fixed route service of the remaining was determined by totaling both bus operating costs and hours. These figures are based on the Federal Transit Administrations' 2018 National Transit Database information.

Based on this calculation, the average operating cost for one hour of fixed route bus service among the comparable systems was **\$57.80** per revenue hour per vehicle. This per hour fixed cost average compares to the \$37.18 cost per revenue hour for demand response service that COTS reported in the same time period. For comparison, the average of the nine systems (again, taking out the highest and lowest costs) for demand response service was \$68.84 per revenue hour per vehicle, nearly twice the cost COTS incurs for the same service.

The recommended service level described earlier includes 14,900 hours of fixed route bus service. Additionally, as the service extends beyond the current operating hours of COTS and Saturday, some additional hours will need to allocated for demand response service to meet the needs of complementary paratransit service. It is recommended that an additional 500 hours of demand

response service be added beyond the fixed route base hour needs. This results in a total system at 15,400 hours annually. Based on the identified average cost per hour of revenue service per vehicle of \$57.80, the projected first year cost to operate the recommended fixed route service is **\$890,120**.

Using the same nine systems as a comparison for the Shawnee fixed route system, these systems have an average fare percentage to total operating costs of 7.65%. With this in mind, it would be expected that passenger fares will generate \$68,094 resulting in a total first year operating subsidy for this fixed route service of **\$822,026**.

➤ Start-Up Capital Costs – Year One

As part of the new start, the proposed new fixed route service will need four buses in weekday operation with a spare bus to spell routine preventive maintenance and repair. Using CARES act funds, COTS has committed to purchase one of the five buses in anticipation of the new service. The remaining four will need to be obtained through either purchase or lease. A total purchase price for four is likely to be approximately \$350,000 and will likely be a 100% local expense.

Since federal and state funds are not available for the first two years of service, it is recommended that the remaining four buses be leased for the first two, and possibly three years, of the new service. This minimizes the initial capital impact for the funding partners. These vehicles may be leased with an intent to purchase or leased for a specific time, at which they can be replaced with federally funded vehicles where the local purchase obligation will be only 17% of the total cost of the vehicles.

As was identified earlier, these vehicles will need to include as part of their equipment, digital destination signage. Additionally, it is recommended that front vehicle mounted bicycle racks be included to promote multi-modal use.

When starting a new public transit service, various capital equipment items are needed to support the service including:

• Annual lease on four new accessible mini-buses (lease includes digital destination signage and bicycle racks @ \$23,340 each (\$80,000 to \$85,000 approximate vehicle cost)	\$ 93,390
• One digital destination signage	\$ 5,000
• One front mounted bicycle racks for two bicycles	\$ 2,000
• Miscellaneous equipment (passenger counters, radios, on-board cameras, fareboxes, transfer cutters)	\$ 17,500
• Forty bus stops including concrete pads	<u>\$ 20,000</u>
Total 1st year capital	\$137,860

Summary of Financial Considerations

- **Because of funding policies of the Federal Transit Administration and Oklahoma Department of Transportation, access to transit grants will not be available until after two years of performance data is collected and reviewed by FTA and ODOT.**
- **The City of Shawnee and COTS should take advantage of all funding opportunities that would benefit from the enhanced transit service within the City of Shawnee.**
- **Tribal governments, school district, OBU, job training, and local businesses that would be positively impacted by the new transit service should be contacted to participate in funding of the new service, especially the initial two years of service.**
- **COTS should consider as part of their staffing needs upgrades to the Director position, create a new route supervisor position, and add an additional position for scheduling / dispatching and ADA customer eligibility certification.**

IX. KEYS TO LONG TERM SUCCESS

This planning process includes and continues to require meetings throughout the community that raise the issue of transportation. Recent planning activities undertaken by the City and private organizations have resulted in awareness and advancement of transportation options for not only health promotion but also ease of community access. Also, this transit planning exercise may heighten a level of awareness and transportation need among citizens whose expectations for the service may exceed the ability of the planned transit system to deliver or for immediate results from policy makers and elected officials.

Citizens of Shawnee may come to expect success in the expanded transit program when that may be unrealistic based upon historic development of new transit services. In order to abate these high expectations, the director of the system should be mindful of and take actions to assist in the solid, long term development of the program and its sustained success. These include:

- Develop a mission for the program so local officials, transit employees, and beneficiaries of the service understand the objectives of the system;
- Focus the system and its employees to be responsive and flexible to community needs;
- Develop a 3 to 5-year financial forecast of the costs of the system and keep this information in front of the funding agencies to promote ongoing communications;
- Talk to the Transit Advisory Committee as well as representatives and local officials on a formal and informal basis to keep everyone in the “loop” regarding the new transit service performance;
- Promote training for staff and transit policy makers to stay on top of current issues affecting transit and the operation of the service in Shawnee;
- Actively participate with the Oklahoma Transit Association and seek knowledge of other regional transit systems for training and “sharing” opportunities;
- Regularly visit with state and federal representatives relative to the local issues regarding important ongoing funding to ensure that these persons are aware of the need of the system and importance of the service to Shawnee and Pottawatomie County residents;
- Understand that ridership will not reach maximum levels immediately but that growth initially may be slow;
- Apart from minor modifications, avoid changing routes for 9 to 12 months;
- Unlike other public services, marketing and promotion of customer service programs are essential, and;
- Promote safety, safety, safety.

X. FUTURE CONSIDERATIONS

This report presents certain public transportation service recommendations for both the urban and rural sectors of the county. The service proposed in earlier sections will begin to meet basic needs of the residents. However, several lingering issues cannot be fully implemented at this time. Many of these issues relate to funding and added services. Some of the major remaining issues that need to be considered in the future are:

- Increasing hours of operation, frequency to the existing service, review of route configurations to add new service areas, and the addition of Sunday to the days of operation;
- Extension of the service area to consider providing provide inter-city routes on a daily basis to requested areas such as Norman, Midwest City, Moore, Oklahoma City;
- Coordination with transportation services in adjacent counties beginning with Lincoln, Okfuskee, and Seminole Counties;
- Vehicles should move to a larger capacity, mini-bus type vehicle for greater recognition as a transit service and ease of access by public, especially as the OBU and Shawnee High School student transportation needs expand;
- Promote the placement of shelters, benches, and other passenger amenities at certain sites such as the mall, hospital, schools/university and other high activity and transfer locations.
- For implementation of the new fixed route system, the City and COTS may want to consider identifying a consultant who can assist in the organizational changes, new employee training, location of key bus stops and improvements, marketing, and other activities associated with the new fixed route service start.
- Future consideration for the development of a location that may provide secure storage of transit vehicles, and;
- Reduce duplicative miles by coordinating the start of rural service in those remote communities before beginning the trip into Shawnee.

APPENDIX

- **ATTACHMENT A – STEERING COMMITTEE**
- **ATTACHMENT B – COMMUNITY INPUT AND STAKEHOLDER INTERVIEWS**
- **ATTACHMENT C – COMPARABLE COMMUNITY TRANSIT REVIEW**
- **ATTACHMENT D – PRELIMINARY ROUTE SCHEDULES**

ATTACHMENT A – PROJECT STEERING COMMITTEE

Chance Allison	City of Shawnee
Rebecca Blaine	City of Shawnee
Ed Bolt	City of Shawnee
Brandon Dyer	Community Renewal
Gary Frazier	Community Renewal
Kathy Laster	Avedis Foundation
Daniel Matthews	Community Market
Rachael Melot	Blue Zones Project
Mindy Mew-Palmer	Shawnee Mall
Ashley Neel	City of Shawnee
Jeff Rabon	Absentee Shawnee Tribe
Will Smallwood	Oklahoma Baptist University

ATTACHMENT B – COMMUNITY INPUT AND STAKEHOLDER INTERVIEWS

During the fall 2019, KA Associates conducted a series of interviews and focus group meetings with key stakeholders and potential users of enhanced transit service for the Shawnee region.

Stakeholders interviewed included transit operators, social service agencies, economic development and educational interests and community citizen advocates. Because of their role in the community, these groups are sensitive to the mobility issues that their clients or the general citizenry have in accessing services and getting around Shawnee.

Focus groups meetings were held with the Steering Committee, participants of the Friendship House and Community Renewal of Pottawatomie County, and Oklahoma Baptist University students.

The purpose of these meetings was to identify mobility and access problems and expectations of these specific groups, their neighbors and fellow students. Participants were asked to identify their services, transportation needs that they or their clients have and expectations. Based on those identified experiences, they were asked to describe a vision for transit in the Shawnee area that embodies and promotes these expectations as well as discuss barriers and supports to achieving that vision. Below are the meeting notes for the various Focus Group and stakeholder interviews.

Focus Group Meeting Notes

Focus Group Format –

KA Associates conducted three focus group sessions for the Shawnee transit project. One was held with the Project's Steering Committee, a second with participants of the Community Renewal's Friendship House in southwest Shawnee, and the third with students on the Oklahoma Baptist University campus.

Participants at all three focus group meetings were asked a variety of questions dealing with their own transportation needs or perceptions of unmet need within the community. All attendees were asked to describe a vision for transportation and mobility within Shawnee. Afterward, the participants were asked to describe to then identify within the community or their institutions / organizations barriers or supports to the vision that may exist.

Focus Group Sessions

➤ Project Steering Committee

Wednesday, September 25, 2019

1:00 p.m.

- **What is the ideal vision for mobility in Shawnee?**
 - Traditional bus system throughout the City
 - Bikes on buses
 - A Shared System providing trips between modes
 - Bikes
 - Scooters
 - Cars
 - Buses
 - A social service route
 - Access to social services
 - One route focusing on social services
 - Bike programs (community bikes)
 - Transit is a choice
 - Service meets basic transportation needs to and from health care, educational services
 - Special service needs outside of Shawnee
 - University student access to the Mall, Walmart
 - Access to volunteer opportunities
 - Transportation between OBU campuses
 - Overall student access to transit
 - Clean
 - Pretty
 - Alternative fueled vehicles
 - Appeals to all
 - Personal safety
- **What are barriers to this vision**
 - Money
 - Transit orientation and culture
 - No infrastructure exists

- People not use to buses on the street
- Learning curve
- Social interactions between haves and have nots
- Political hurdles with the Citizens Potawatomi Nation
- Security concerns
- Selling the benefits
- **What support exist in the community to promote this vision**
 - Recreational opportunities
 - Mall sees multi-level revenue
 - Upward mobility possibilities
 - Transit opportunities can make incremental improvements in people's lives
 - Improvement to food insecurities
 - Health benefits of access to care
 - People supportive (so far)
 - Case studies
 - Marketing partners to show mutual benefits
 - Good for all
 - Businesses (reduced absences)
 - Broaden employment opportunities
- **Community Renewal of Pottawatomie County – Friendship House**
 (Friendship House is a community activity center located in southwest Shawnee and operated by Community Renewal of Pottawatomie County, a neighborhood support organization)
Monday, November 4, 2019
6:00 p.m.
 - **What are unmet transportation challenges or needs you have either personally experienced or know of from others**
 - Getting to work
 - Rides back from the Emergency Room (got finished at 5:00 p.m. but had to wait until 8:30 p.m. for a ride)
 - Getting transportation to work after COTS or CPN stops service
 - Hard to meet the scheduled trip availability of COTS or CPN
 - Reliability of COTS or CPN
 - No weekend transportation service
 - No holiday transportation service
 - Job applications require that you have reliable transportation
 - Rude drivers
 - Service can be late making you sometimes miss appointments
 - CPN is the first-choice use to it being free fare
 - Sooner Ride is prescheduled but only for Medicaid services and appointments
 - Sooner Ride does not do trips to vision or dental appointments
 - Vans are full
 - Not enough space to sit down
 - Vans are not running good
 - Vans (1 time) did not feel safe
 - I would normally walk to GED but am having to move to an area where I can walk and will need to find some kind of transportation

- Problems getting to and from community events
 - Job may be walking distance but have to cross busy streets
 - Walking may be an option but not in bad weather
 - With children and not having a car – safety is an issue
 - No sidewalks until recently and sidewalks “to no where”
 - Infant seats in cabs are cumbersome, have had to use shopping carts to fit infant seats and groceries to walk home
 - Missing the school bus with no other ride
 - Calling 911 for a hospital visit because didn’t have an alternate; had to take an ambulance
 - Needed an ambulance because I was in labor but they kept asking questions
 - Not knowing when the return trip needs to be scheduled
 - Uber (and Lyft) is not the first choice; availability of drivers
- **What is the ideal vision for mobility in Shawnee?**
 - Bike Share
 - Large passenger buses
 - Bike rickshaw
 - Vehicle with the capacity to take families
 - A bus
 - Scheduled buses (down Kickapoo to Walmart to Harrison down to Main and to Firelake to loop)
 - Also, a MacArthur and Independence loop
 - Handicapped accessible
 - 24-hour service / 7 days a week / holidays
 - Stops at intersections
 - Discounted fares / senior fares
 - Affordable
 - Replaceable lost tickets
 - Bike racks on the buses
 - Bus locator
 - Bus shelters and benches
 - Bus schedule information
 - Real time bus arrival information
 - Fare packages (day passes)
 - Blue buses (Shawnee Wolves)
 - Interior ads about community information
 - Non-emergency transportation
 - 15-minute frequency
 - Crosstown routes
 - A system that would reduce users’ sense of burden; increase self-worth to family, friends and society
 - A system that would provide independence to victims of domestic violence to get access to help
 - A system that would provide access to social services (Social Security, DNS, Gateway, Workforce, etc.), also everyday needs
 - Allow a way to volunteer to cover the fare for the service
 - Trip training volunteers and training on bike share and bike safety
 - Trikes and scooters

- Blue light phones for safety
- **Oklahoma Baptist University Student Focus Group**
Monday, November 18, 2019
10:00 a.m.
 - **What are common destinations for students of OBU**
 - Gathering Place – Oklahoma City for concerts and games
 - Walmart
 - Downtown Shawnee to
 - Restaurants
 - Hornbeck Theater
 - Worship services at the Ritz Theater
 - Restaurants on Kickapoo
 - Churches (a variety of locations)
 - Dollar General
 - Love's nails
 - Medical destinations
 - CPN Medical Clinic
 - Pharmacy (Eric's or Walgreens)
 - Urgent Care
 - Cinema 8
 - Shawnee Mall
 - T.J.Maxx
 - Oklahoma City airport
 - Goodwill
 - Firelake activities
 - **What are challenges to getting to these locations**
 - No sidewalks on Kickapoo or throughout the City
 - Bikes create traffic hazards
 - Safety concerns about walking or biking
 - Riding bikes at night
 - Streets are dark
 - Access to bikes (have to have your own)
 - Bicycle maintenance
 - Convincing a friend to drive you or to go to that destination
 - Weather can make walking a problem
 - Possible challenges to the new Green Campus (walking too far or carpool)
 - When activities on the Green Campus (logistics of coordinating carpooling and parking when there)
 - OKC Events (you have to invite a friend to go)
 - **What is the ideal vision for mobility in Shawnee?**
 - Safe, well lit (campus is that way)
 - Walkable community (campus is that way)
 - Bus system that goes on Kickapoo and Harrison (complements walking needs in the community)
 - One-hour bus frequency
 - Operates from 6:00 a.m. to 10:00 p.m. and later on weekends

- Can use with a fare card
- Student fares discounted
- A fare card reload station at stops (MacArthur and Kickapoo, on campus)
- Campus shuttle between campuses
- Community bike sharing that is geo-fenced (Blue Zones project)
- Carpool connection for people to go:
 - Rides home
 - Holidays
 - Airport
- Ridesharing (Uber / Lyft) could be a part of the vision but currently not popular or a big demand
- With more transportation options, it will encourage students to go to more places in Shawnee
- Enhanced transportation options will help international and general student recruitment

Stakeholder Group Meeting Notes

In addition to Focus Group meetings with various interest groups, a series of interviews were held with stakeholder groups throughout the community that have clients with specific and unusual transportation issues. These groups represented transit operators, social service suppliers, employment, individuals with interests in community actions, and educators.

Stakeholder Interviews

➤ **Central Oklahoma Community Action Agency (COCAA)**

Barbara Loudermilk

Tina Lowery

Wednesday, September 25, 2019

COCAA provides a variety of services for several counties including Pottawatomie County. COCAA is the operator of the Central Oklahoma Transit System (COTS) for Pottawatomie as well as service to surrounding communities.

- **Transit and Operational Issues**

- Nine mini vans in weekday operations
- No weekend service
- Currently turning away requests for service
- While the operation is focused on Shawnee area, a major demand is to medical services in Oklahoma City
- Scheduling and dispatching done locally
- Drivers do not use tablets to record operational information
- Operators are non-CDL licensed
- Challenges for transit service in Shawnee is the historically strained relation that exists between the City and the Citizens Potawatomi Nation

➤ **Shawnee Economic Development Foundation**

Tim Burg

Monday, October 21, 2019

The Shawnee Economic Development Foundation promotes industrial and commercial development in Shawnee

- **Transportation challenges in Shawnee**

- Access to work
- Access to businesses
- Services for persons with disabilities
- Getting employees to industrial areas, especially those in the areas outside of the urbanized part of Shawnee (industries along and west of U.S. 177 and north of I-40)
- Transportation is a barrier in getting citizens to service industry jobs along the major streets and the Mall
- Most of the low-income housing and public housing is in the south part of the City and the jobs that attract these residents are not
- Operationally speaking, how would a new transit system integrate with COTS and the CPN
- Six lane I-40 will positively impact growth in Shawnee and attract new businesses and industry to the area

- **Changes in Shawnee view of transportation**

- Major emphasis on sidewalk development
- Observed an increase in bicycle use as a transportation choice

➤ **Oklahoma Employment Security Commission – Workforce Center**

Robin Ueltzen

David Haberland

Monday, October 21, 2019

The Workforce Center provides job training, unemployment processing, and job placement for unemployed in Shawnee and Pottawatomie County

- **Transportation challenges in Shawnee for those seeking employment**
 - Access to job sites for service industry employees, primarily in getting home from late shifts
 - Current public transit service does not provide consistent job access due to other transportation demands (medical appointments, capacity)
 - Observed a lot of people biking or walking to work
 - Skilled manufacturing north or west of town so not really in the urban core
 - Problems for those filing for unemployment in that they must come into the Center for ID verification; many without cars to get there
 - DUI convictions are a barrier to work; no car no work
 - Transportation is a barrier for disabled looking for and access work
 - Transportation need extends to poorer sections of the County as well
- **Opportunities** – Job training dollars (Workforce Initiative Opportunity Act) can be directed to transportation

➤ **Family Promise**

Amy Jones

Carla Brady

Tuesday, October 22, 2019

Family Promise is a national non-profit organization that, through an inter-faith network through local religious organizations, provides shelter for homeless families throughout the country including within the Shawnee area

- **Transportation challenges in Shawnee for those seeking employment**
 - The Number 1 challenge for families that shelter in their facility **is transportation**
 - Mothers need transportation to day care and to their job
 - School transportation is provided by the local school districts with most of the resident children going to the Shawnee Schools (267 Shawnee school students are considered homeless)
 - Resident families can be victims of domestic violence and many without cars
 - Locally, the transportation poor is south of Wallace Street where there unfortunately is not a lot of necessary goods and services (grocery, medical, etc.)
 - COTS and CPN provide limited solutions to transportation need due to scheduling of services in advance and limited hours of operation
 - “Mom’s Transit” is a private jitney service started in the Shawnee area that provides some level of transportation to the transit dependent
- **Opportunities / Vision for the Future**
 - Need a routine scheduled transportation service

- The service area needs to include locations for jobs, retail, daycare, and job training that assist people getting back into the workforce
- Bicycle is an option but weather and safety on the streets may be a problem
- Access to Oklahoma City and Midwest City
- Payment system for the transit could include a phone payment option

➤ **Timmy Young**

Tuesday, October 22, 2019

Mr. Young has been a long-time neighborhood activist, especially for the African-American community in Shawnee and provided insights into the history of racial issues within the community as well as a positive path that Shawnee is trending towards to create further social equity

- **Transportation challenges in Shawnee for those seeking employment**
 - Historically, poorer areas and racially mixed areas were located south of downtown
 - Access to major retail for even basic needs (grocery, pharmacy, etc.) is out of the way for those living in these areas
 - Some use Firelake commercial area for their needs
 - Political divide between the City and the CPN has been a problem for addressing this issue
- **Opportunities / Vision for the Future**
 - Need a work with religious community to assist in resolving transportation equity
 - Recent positive changes in changing the culture has been the Avedis Foundation and Blue Zones
 - The “time is now and we have one chance to get it right”

➤ **The Lunch Box**

Lee Rutherford

Cleveland (homeless patron)

Wednesday, October 23, 2019

The Lunch Box is a locally owned restaurant in a revitalized section of downtown Shawnee that includes in its work staff developmentally disabled employees from the South Central Industries as well as providing hot meals to a homeless gentleman in the downtown area

- **Transportation challenges for homeless in downtown Shawnee (Lee Rutherford)**
 - Downtown is a “Homeless Trail” for Shawnee
 - Limited daytime activities for the homeless other than the Library and with no groceries
 - Limited transportation options to healthcare and general life needs (banking, groceries, etc.)
 - Homeless use a convenience store, with unhealthy food products, for their grocery needs since the area grocery closed
 - Lack of awareness for the general public of what services are needed for downtown homeless
- **Opportunities / Vision for the Future (Lee Rutherford)**
 - Transportation for the homeless is a significant need
 - Homeless need shelter and daytime bathroom
- **Transportation challenges for homeless in downtown Shawnee (Cleveland)**
 - For Cleveland the transpiration needs include

- Transportation to medical appointments
- Needs to travel to Oklahoma City to the Jesus House (clothing and shelter is better than Shawnee) and to VA medical benefits
- Getting to the bank

- **Opportunities / Vision for the Future (Cleveland)**
 - Mom's Taxi is the primary choice for transportation

➤ **Gateway to Prevention**

Alicja Carter

Clay Nelson

Wednesday, October 23, 2019

Gateway to Prevention is a community addiction resource and treatment and support program for those persons in the Shawnee area dealing with addiction issues

- **Transportation challenges for clients**
 - Those dealing with addiction recovery generally have suspended drivers license which makes them dependent on other (friends, relatives, etc.) to for transportation in general and to recovery programs specifically
 - Those in Drug Court process must have a full-time job, must go to meetings take random drug tests, and community service hours
 - The Drug Court places very specific and demanding rules on participants including immediate drug testing access, or going to classes with failure to show within the time limits violating the Drug Court rule and moves the violator back into the criminal court
 - Transportation places an additional challenge for Drug Court participants in getting to job, classes, testing, etc.
 - Participants in Gateway to Prevention also have transportation barriers to
 - Daycare
 - Children in school
 - Jobs
 - Job Training
 - Food insecurity (grocery access)
- **Vision for the Future**
 - Reliable and affordable transportation eliminates these barriers to meeting Drug Court obligations
 - Organized and structured transportation options lessen the burden of the recovery process and eliminate the excuse towards recovery
 - Persons in recovery are the closest to being integrated back into society so access to reliable transportation is essential

➤ **Rev. Tiffany Monroe, Pastor of St. Paul's United Methodist Church**

St. Paul's is a downtown church which has as a primary mission to assist those in need including a food pantry, community dinners, assistance to Family Promise

Wednesday, October 23, 2019

- **Transportation challenges in Shawnee**
 - Transportation is essential to job access for the poor and is very limited
 - Low income housing is pricey thereby making expense of transportation (owning a car) all the harder

- The County has a high percentage of foster households that age out and then become homeless
- **Opportunities / Vision for the Future**
 - Organized transportation will help significantly in resolving the problems of access to jobs, to training, and to basic needs (Mall, retail, etc.)
- **Shawnee Public Schools**
Dr. April Grace, Superintendent
Friday, November 1, 2019
 - **Transportation challenges for clients**
 - Anecdotally, some students in the School District have access to transportation
 - Around 96% of the School District students are eligible for the free or reduced lunch program compared to 30%-40% in the Yukon School District or 60% in the Norman or Putnam City Districts
 - Finding bus operators is a challenge for the District
 - The District provides some transportation to after school care but not to after school programs (athletics, music, theater)
 - Transportation may be a barrier for the District's support employees (food, janitors)
 - **Vision for the Future**
 - Has considered privatizing school transportation
 - District would be open to using public transit options for school transportation
- **Gordon Cooper Technology Center (GCTC)**
Bob Perry
Monday, November 4, 2019
The Gordon Cooper Technology Center provides vocational and technical education to high school and adult students in Shawnee and three surrounding counties and concentrating on over 20 technical job skills and job needs of commercial and industrial companies in the area
 - **Transportation challenges for clients**
 - GCTC provides school bus transportation to high school students
 - Adult students in daytime classes may use the school buses
 - Adults that are enrolled in evening classes are subject to providing their own transportation which may be a challenge
 - Finding bus drivers for their Center's bus service is a continual problem
 - **Vision for the Future**
 - Structured community transportation system would be a benefit to evening students
- **SSM Health St. Anthony Hospital - Shawnee**
Chuck Skillings
Tuesday, November 5, 2019
SSM Health St. Anthony Hospital – Shawnee is the primary medical center and regional hospital for the Shawnee area
 - **Transportation challenges for patients and families**
 - Generally, access to all health care is a challenge
 - Released patients have to wait for families or friends to pick them up

- Nursing homes often do not provide transportation for residents that have been released from the hospital
- Using the ambulance (REACT) is not a good use of the emergency ambulance service
- There is no Uber and taxi service is limited
- Transportation for elderly and disabled is an overall issue, whether for medical needs or general transportation
- Sooner Ride for persons on Medicaid is not a reliable service
- CPN Transit being open to the public is a well-kept secret
- **Vision for the Future**
 - An expanded cab service would be a good start to providing transportation to medical needs
 - Creating a disability transportation service would have a big impact in satisfying the unmet need

➤ **Faith 7 Activity Center**

Carol Jones

Friday, November 15, 2019

Faith 7 Activity Center is a developmental disability workshop in Shawnee that provides work and social activities to those with developmental disabilities

- **Transportation challenges for clients and families**
 - Generally, as clients of Faith 7 are lower functioning and not able to be placed in permanent work, they must be transported to the Center
 - While CPN does provide some daily transportation to Faith 7, there is no additional capacity in the CPN program to provide more
 - The Center does not have a reliable vehicle to provide transportation and therefore dependent on families to provide their own
 - Getting clients out and about for field trips
 - Clients of Faith 7 would be challenged by a fixed route bus service due to knowing how to use the system; would need door to door service
 - Lack of transportation (daily needs, Thunder, rodeos) limits opportunities to advance and participate in society
- **Vision for the Future**
 - Reliable transportation is critical
 - Bicycles could be a part of the overall transportation mix but not sure all Faith 7 clients could use them

➤ **Kickapoo Housing Authority**

Judy Shed

Monday, November 18, 2019

The Kickapoo Housing Authority is a part of the Kickapoo Tribe of Oklahoma and provides subsidized housing for members of the Nation in the Shawnee area

- **Transportation challenges for residents**
 - Many of the residents are elderly and have limits to transportation; dependent on Meals on Wheels
 - COTS and CPN are an option but give preference to elderly and tribal members
 - Major access to medical and pharmacy is still being unmet

- **Vision for the Future**
 - Believe a coordinated service between all of the area tribal governments would be a benefit

➤ **Steve Reese, Realtor**

Monday, November 18, 2019

As a realtor in Shawnee, Steve was a resource for understanding growth in the Shawnee area and the housing market

- **Shawnee growth and impacts on transportation challenges for residents**
 - Growth in the area is to the north and west based on infrastructure availability
 - Redevelopment or improvement potential in the areas south of downtown has potential but is a risk
 - Recent improvements in downtown have made housing and commercial investments more attractive

➤ **Avedis Foundation**

Kathy Laster

Audrey Seeliger

Tracy Meeuwsen

Monday, November 18, 2019

The Avedis Foundation is a non-profit foundation dedicated to promoting community investment, leadership and collaborative community partnerships in the Shawnee area and has invested in projects to promote community health and social well-being

- **Trends and social changes in Shawnee**
 - Tribal governments have shown a willingness to come together and the City leadership is young and energetic
 - There is a need for elderly transportation in the area
 - Blue Zones is a positive benefit to Shawnee and making changes in lifestyle and health initiatives
- **Vision for the Future**
 - Avedis Foundation could be of assistance in helping to facilitate the discussion on coordinated transportation initiative

➤ **South Central Industries, Inc. (SCI)**

Sherill Manderfeld

Tuesday, November 19, 2019

South Central Industries provides housing and work opportunities for persons in the Shawnee area with developmental disabilities

- **Transportation challenges for residents and clients**
 - With the closing of the downtown grocery, most residents shop for food at convenience stores
 - There are around 60 clients in the work program of which only 2 drive personal cars
 - Many times, clients will rely on friends to provide them transportation at a fee but take advantage of them and charge them very high rates for the trips
 - Care givers and guardians assigned to them provide some transportation
 - Parents do but it becomes a problem as the parent ages and can no longer drive
 - A large need for transportation to medical (in some instance very frequent), grocery, Walmart, entertainment and just getting around town

- SCI has 2 lift equipped 7-passenger vans and some ability to provide transportation for clients to job sites but are driven by job coaches who stay with the clients
- CPN is used sometimes but has not heard of anyone using COTS
- **Transportation options available to clients and future**
 - Walking is the greatest option
 - Some can use bikes
 - Scheduled bus service on a fixed route would be a benefit for the clients but would require extensive training for them to be able to use the service

➤ **Angel Acres Housing**

Michele Wilson

Tuesday, November 19, 2019

Angel Acres is a non-profit operated 30-unit subsidized housing complex in downtown Shawnee that provides independent housing for elderly and developmentally disabled

- **Transportation challenges for residents**
 - Getting to a grocery
 - Just getting around town (Firelake and Walmart)
 - Getting to medical appointment
 - Some residents have cars but probably should not
 - Current transit programs, COTS and CPN, are either full or too expensive
- **Future transportation that would benefit the residents**
 - Schedule trips to work or shopping would be a big benefit
 - Would not need daily shopping but just a certain day of the week to take them

➤ **Shawnee Senior Center**

Amy Riggins

Kerri Foster

Jerret Thomas

Tuesday, November 19, 2019

The Shawnee Senior Center has two locations – one downtown and the other at the Community Center - that provide senior services and activities with a meal program at the Community Center

- **Transportation challenges for seniors**
 - More senior participants at the Community Center do not drive
 - 2% to 3% of participants are frail elderly and cannot get to a bus stop
 - Problems with transportation to grocery, pharmacy, and/or church
 - There is no downtown grocery or laundry
 - Sidewalk infrastructure is poor but improving
 - Weather is a barrier
- **Future transportation that would benefit seniors**
 - Door to door service would be the most used for elderly
 - Transportation system that keeps seniors involved in the community and gets them to community events and programs

ATTACHMENT C – COMPARABLE COMMUNITY TRANSIT REVIEW

Comparable Community Transit Review									
Funding, Costs, and Ridership by Agency (From 2018 National Transit Database)									
National Transit Database 2018 Data for:	Service Area Population	Number of Buses In Fixed Route Service	Fixed Route Frequency	Fixed Route Transit Fare Per Trip **	Local Operations Subsidy	Federal Dollars for Operations	Weekday Operating Hours	Weekend Operating Hours	
Edmond, OK	91,743	4	30 Min. Wkday; 1 Hour Sat.	No Fare	\$520,925	\$464,117	7:15 a.m. - 6:45 p.m.	9:15 a.m. - 4:45 p.m.	
Fort Smith, AR	86,209	7	1 Hour	\$1.25	\$499,882	\$1,245,564	7:00 a.m. - 6:00 p.m.	7:00 a.m. - 6:00 p.m.	
Garden City, KS	26,408	12	1 Hour	\$1.00	\$410,655	\$579,014	6:00 a.m. - 7:00 p.m.	N/A	
Hot Springs, AR	36,780	3	1 Hour	\$1.25	\$309,095	\$485,830	6:10 a.m. - 8:00 p.m.	10:10 a.m. - 6:00 p.m.	
Hutchison, KS	40,383	6	1 Hour Wkday; 2 Hour Sat.	\$1.00	\$369,227	\$637,293	7:00 a.m. - 6:00 p.m.	9:00 a.m. - 2:00 p.m.	
Jonesboro, AR	51,804	8	30 Min. Wkday; 45 Min. Sat.	\$1.25	\$382,887	\$574,329	6:00 a.m. - 7:20 p.m.	9:00 a.m. - 4:00 p.m.	
Liberal, KS	19,174	6	1 Hour	\$1.00	\$94,277	\$176,412	6:00 a.m. - 6:00 p.m.	N/A	
Pine Bluff, AR	41,474	4	30 Minutes	\$1.00	\$275,131	\$481,317	6:00 a.m. - 6:00 p.m.	N/A	
Sidney, NE	6,115	2	1 Hour	\$1.25	\$37,372	\$124,170	7:00 a.m. - 6:00 p.m.	7:00 a.m. - 6:00 p.m.	
Shawnee (COTS)*	31,436	N/A	N/A		\$66,000	\$367,403	8:00 a.m. - 5:00 p.m.	N/A	
Citizens Potawatomi (CPN)*		N/A	N/A		\$0	\$472,088	8:30 a.m. - 4:00 p.m.	N/A	
	Farebox Percentage to Operating Budget	Per Capita Local Dollar Subsidy	Passenger Trips Per Hour of Revenue Service	Annual Fixed Route Revenue Hours	Federal Dollars As A Ratio to Bus Revenue Hour	Operating Cost per Bus Revenue Mile	Operating Cost per Bus Revenue Hour	Comments	
Edmond, OK	21.9%	\$5.68	13.2	11,172	\$41.54	\$5.09	\$62.33	Fare Revenue is reflective of UCO and SSA contributions	
Fort Smith, AR	7.7%	\$5.80	12.1	21,244	\$58.63	\$4.88	\$68.21	University of Arkansas-Fort Smith 6,637	
Garden City, KS	3.1%	\$15.55	5.6	12,700	\$45.59	\$3.87	\$55.30		
Hot Springs, AR	11.1%	\$8.40	15.9	9,756	\$49.80	\$5.10	\$75.44		
Hutchison, KS	5.5%	\$9.14	6.1	15,201	\$41.92	\$2.11	\$40.26	Hutchinson Community College - 8,235	
Jonesboro, AR	7.9%	\$7.39	7.3	17,069	\$33.65	\$2.74	\$50.18	Arkansas State Univ - 14,074	
Liberal, KS	5.8%	\$4.92	2.4	9,183	\$19.21	\$2.41	\$29.92		
Pine Bluff, AR	6.4%	\$6.63	6.8	10,736	\$44.83	\$5.28	\$81.19	University of Arkansas-Pine Bluff - 2,498	
Sidney, NE	8.2%	\$6.11	3.9	3,150	\$39.42	\$3.61	\$52.95		
Shawnee (COTS)	3.4%	\$2.10	1.4	N/A					
Citizens Potawatomi (CPN)	0.0%	N/A	2.2	N/A					
Fixed Route			Overall Operating			Demand Response			
	Operating Costs	Operating Hours	Operating Cost Per Hour	Passenger Revenue	Overall Operating Costs	Fare Percentage	Operating Hours	Operating Costs	Operating Cost Per Hour
Edmond, OK	\$ 696,390	11,172	\$62.33	\$305,528	\$1,392,780	21.94%	2,868	\$278,556	\$97.13
Fort Smith, AR	\$1,449,099	21,244	\$68.21	\$166,421	\$2,162,835	7.69%	9,702	\$713,736	\$73.57
Garden City, KS	\$ 702,295	12,700	\$55.30	\$37,626	\$1,213,439	3.10%	6,147	\$511,144	\$83.15
Hot Springs, AR	\$ 735,963	9,756	\$75.44	\$125,198	\$1,100,760	11.37%	4,715	\$364,817	\$77.37
Hutchison, KS	\$ 612,063	15,201	\$40.26	\$71,440	\$1,289,510	5.54%	7,282	\$677,477	\$93.03
Jonesboro, AR	\$ 856,484	17,069	\$50.18	\$82,447	\$1,039,663	7.93%	5,486	\$183,179	\$33.39
Liberal, KS	\$ 274,734	9,183	\$29.92	\$20,210	\$348,240	5.80%	2,950	\$73,506	\$24.92
Pine Bluff, AR	\$ 871,690	10,736	\$81.19	\$61,384	\$962,635	6.38%	5,612	\$90,945	\$16.21
Sidney, NE	\$ 166,789	3,150	\$52.95	\$17,695	\$216,609	8.17%	1,103	\$49,820	\$45.17
Shawnee (COTS)				\$19,073	\$553,155	3.45%	14,878	\$553,155	\$37.18
* Demand Response Service Only				High and Low Systems Eliminated from Calculations					
** Fares are reflective of full fare. Disabled and Elderly fare a minimum of one-half full fare. Generally Children fares are reduced.									

ATTACHMENT D – PRELIMINARY ROUTE SCHEDULES

DRAFT ROUTE - North / South Loop (clockwise)

Gordon Cooper T.C.	Harrison/ MacArthur*	Harrison / Highland*	Bryan / Main	Beard / Main	Arrive FireLake	Depart FireLake	7th & Pettinger (Friendship Hse)	Kickapoo / Highland*	Kickapoo / MacArthur*	Shawnee Mall
07:13 AM	07:18 AM	07:25 AM	07:31 AM	07:38 AM	07:45 AM	06:31 AM	06:42 AM	06:48 AM	06:55 AM	07:06 AM
08:33 AM	08:38 AM	08:45 AM	08:51 AM	08:58 AM	09:05 AM	07:51 AM	08:02 AM	08:08 AM	08:15 AM	08:26 AM
09:53 AM	09:58 AM	10:05 AM	10:11 AM	10:18 AM	10:25 AM	09:11 AM	09:22 AM	09:28 AM	09:35 AM	09:46 AM
11:13 AM	11:18 AM	11:25 AM	11:31 AM	11:38 AM	11:45 AM	10:31 AM	10:42 AM	10:48 AM	10:55 AM	11:06 AM
12:33 PM	12:38 PM	12:45 PM	12:51 PM	12:58 PM	01:05 PM	11:51 AM	12:02 PM	12:08 PM	12:15 PM	12:26 PM
01:53 PM	01:58 PM	02:05 PM	02:11 PM	02:18 PM	02:25 PM	01:28 PM	01:39 PM	01:45 PM	01:52 PM	02:03 PM
03:13 PM	03:18 PM	03:25 PM	03:31 PM	03:38 PM	03:45 PM	01:51 PM	02:02 PM	02:08 PM	02:15 PM	02:26 PM
04:33 PM	04:38 PM	04:45 PM	04:51 PM	04:58 PM	05:05 PM	03:51 PM	04:02 PM	04:08 PM	04:15 PM	04:26 PM
05:53 PM	05:58 PM	06:05 PM	06:11 PM	06:18 PM	06:25 PM	05:11 PM	05:22 PM	05:28 PM	05:35 PM	05:46 PM
07:13 PM	07:18 PM	07:25 PM	07:31 PM	07:38 PM	07:45 PM	06:31 PM	06:42 PM	06:48 PM	06:55 PM	07:06 PM
Clockwise Route: Beginning clockwise loop at Fire Lake grocery; leaving Fire Lake grocery, west to S. Gordon Cooper Dr.; north on Gordon Cooper Dr. / Beard to Farrel; west on Farrel to Kickapoo; north on Kickapoo to Oakland; west on Oakland to Chapman; north on Chapman to Main; west on Main to Pettinger; south on Pettinger to 7th St.; east on 7th to Kickapoo; north on Kickapoo to 9th St.; east on 9th St. to Beard; north on Beard to 10th St.; west on 10th St. to Kickapoo; north on Kickapoo to Ford (transfer point to East/West Loop); north on Kickapoo to MacArthur (transfer point to East/West Loop); north on Kickapoo to the north I-40 Frontage Road (Shawnee Mall Drive); east into the Shawnee Mall; exit the Shawnee Mall on I-40 Frontage Road (Shawnee Mall Drive) and east to Harrison; South on Harrison to Gordon Cooper Technology; east to Shawnee Workforce Center; South to E. 45th St.; west on E. 45th St. to Harrison; south on Harrison to MacArthur (transfer point to East/West Loop); South on Harrison to Highland (transfer point to East/West Loop); east on Highland to Bryan; south on Bryan to Main; west on Main to Beard / S. Gordon Cooper Dr.; south on Beard to FireLake Grocery.										
* Denotes Transfer Point to the East / West Loop										

DRAFT ROUTE - East / West Loop (counterclockwise)

Depart OBU Green Campus	OBU Main Campus	Pottenger & Ford SHS	Kickapoo / Highland*	Shawnee Sr. Center	Harrison / Highland*	Harrison / MacArthur*	Kickapoo / MacArthur*	OBU Main Campus	Arr. OBU Green Campus
06:36 AM	06:39 AM	06:44 AM	06:48 AM	06:52 AM	06:56 AM	07:03 AM	07:07 AM	07:09 AM	07:12 AM
07:16 AM	07:19 AM	07:24 AM	07:28 AM	07:32 AM	07:36 AM	07:43 AM	07:47 AM	07:49 AM	07:52 AM
07:56 AM	07:59 AM	08:04 AM	08:08 AM	08:12 AM	08:16 AM	08:23 AM	08:27 AM	08:29 AM	08:32 AM
08:36 AM	08:39 AM	08:44 AM	08:48 AM	08:52 AM	08:56 AM	09:03 AM	09:07 AM	09:09 AM	09:12 AM
09:16 AM	09:19 AM	09:24 AM	09:28 AM	09:32 AM	09:36 AM	09:43 AM	09:47 AM	09:49 AM	09:52 AM
09:56 AM	09:59 AM	10:04 AM	10:08 AM	10:12 AM	10:16 AM	10:23 AM	10:27 AM	10:29 AM	10:32 AM
10:36 AM	10:39 AM	10:44 AM	10:48 AM	10:52 AM	10:56 AM	11:03 AM	11:07 AM	11:09 AM	11:12 AM
11:16 AM	11:19 AM	11:24 AM	11:28 AM	11:32 AM	11:36 AM	11:43 AM	11:47 AM	11:49 AM	11:52 AM
11:56 AM	11:59 AM	12:04 PM	12:08 PM	12:12 PM	12:16 PM	12:23 PM	12:27 PM	12:29 PM	12:32 PM
12:36 PM	12:39 PM	12:44 PM	12:48 PM	12:52 PM	12:56 PM	01:03 PM	01:07 PM	01:09 PM	01:12 PM
01:16 PM	01:19 PM	01:24 PM	01:28 PM	01:32 PM	01:36 PM	01:43 PM	01:47 PM	01:49 PM	01:52 PM
01:56 PM	01:59 PM	02:04 PM	02:08 PM	02:12 PM	02:16 PM	02:23 PM	02:27 PM	02:29 PM	02:32 PM
02:36 PM	02:39 PM	02:44 PM	02:48 PM	02:52 PM	02:56 PM	03:03 PM	03:07 PM	03:09 PM	03:12 PM
03:16 PM	03:19 PM	03:24 PM	03:28 PM	03:32 PM	03:36 PM	03:43 PM	03:47 PM	03:49 PM	03:52 PM
03:56 PM	03:59 PM	04:04 PM	04:08 PM	04:12 PM	04:16 PM	04:23 PM	04:27 PM	04:29 PM	04:32 PM
04:36 PM	04:39 PM	04:44 PM	04:48 PM	04:52 PM	04:56 PM	05:03 PM	05:07 PM	05:09 PM	05:12 PM
05:16 PM	05:19 PM	05:24 PM	05:28 PM	05:32 PM	05:36 PM	05:43 PM	05:47 PM	05:49 PM	05:52 PM
05:56 PM	05:59 PM	06:04 PM	06:08 PM	06:12 PM	06:16 PM	06:23 PM	06:27 PM	06:29 PM	06:32 PM
06:36 PM	06:39 PM	06:44 PM	06:48 PM	06:52 PM	06:56 PM	07:03 PM	07:07 PM	07:09 PM	07:12 PM
07:16 PM	07:19 PM	07:24 PM	07:28 PM	07:32 PM	07:36 PM	07:43 PM	07:47 PM	07:49 PM	07:52 PM
07:56 PM	07:59 PM								
Counterclockwise Route: Beginning loop at OBU Green Campus; leaving east on MacArthur to Raley Dr. (OBU Main Campus); south on Raley Dr. to University St.; west on University St. to Airport Rd.; South on Airport Rd. / Pottenger Ave. to Ford St. (Shawnee High School); East on Ford St. to Kickapoo (transfer point for the North/South Loop); south on Kickapoo to Highland (transfer point for the North/South Loop); east on Highland St. to Broadway; south on Broadway to Union (Shawnee Senior Center); north on Union Ave. to Highland St.; east on Highland St. to Harrison (transfer point to North/South Loop); north on Harrison to MacArthur (transfer point to North/South Loop); west on MacArthur St. to Kickapoo (transfer point to North/South Loop); west on MacArthur St. to OBU (Raley Dr. intersection); west on MacArthur St. to OBU Green Campus.									
* Denotes Transfer Point to the North / South Loop									

DRAFT ROUTE - North / South Loop (counterclockwise)

Kickapoo / MacArthur*	Kickapoo / Highland*	7th & Pettinger (Friendship Hse)	Arrive FireLake	Depart FireLake	Main / Beard	Bryan / Main	Harrison / Highland*	Harrison/ MacArthur*	Gordon Cooper T.C.	Arr. Shawnee Mall
06:50 AM	06:57 AM	07:03 AM	07:14 AM	07:20 AM	06:07 AM	06:14 AM	06:20 AM	06:27 AM	06:32 AM	06:39 AM
08:10 AM	08:17 AM	08:23 AM	08:34 AM	08:40 AM	07:27 AM	07:34 AM	07:40 AM	07:47 AM	07:52 AM	07:59 AM
09:30 AM	09:37 AM	09:43 AM	09:54 AM	10:00 AM	08:47 AM	08:54 AM	09:00 AM	09:07 AM	09:12 AM	09:19 AM
10:50 AM	10:57 AM	11:03 AM	11:14 AM	11:20 AM	10:07 AM	10:14 AM	10:20 AM	10:27 AM	10:32 AM	10:39 AM
12:10 PM	12:17 PM	12:23 PM	12:34 PM	12:40 PM	11:27 AM	11:34 AM	11:40 AM	11:47 AM	11:52 AM	11:59 AM
01:30 PM	01:37 PM	01:43 PM	01:54 PM	02:00 PM	12:47 PM	12:54 PM	01:00 PM	01:07 PM	01:12 PM	01:19 PM
02:50 PM	02:57 PM	03:03 PM	03:14 PM	03:20 PM	02:07 PM	02:14 PM	02:20 PM	02:27 PM	02:32 PM	02:39 PM
04:10 PM	04:17 PM	04:23 PM	04:34 PM	04:40 PM	03:27 PM	03:34 PM	03:40 PM	03:47 PM	03:52 PM	03:59 PM
05:30 PM	05:37 PM	05:43 PM	05:54 PM	06:00 PM	04:47 PM	04:54 PM	05:00 PM	05:07 PM	05:12 PM	05:19 PM
06:50 PM	06:57 PM	07:03 PM	07:14 PM	07:20 PM	06:07 PM	06:14 PM	06:20 PM	06:27 PM	06:32 PM	06:39 PM
Counterclockwise Route: Beginning loop at Fire Lake grocery; leaving Fire Lake grocery, west to S. Gordon Cooper Dr.; north on Gordon Cooper Dr. / Beard to Main; east on Main to Bryan; north on Bryan to Highland; west on Highland to Harrison (transfer point to East/West Loop); North on Harrison to MacArthur (transfer point to East/West Loop); north on Harrison to E. 45th St.; east on E. 45th St. to south entrance to Gordon Cooper Technology; north to Shawnee Workforce Center; west to Harrison; north on Harrison to I-40 Frontage Road (Shawnee Mall Drive); west to Shawnee Mall entrance; north to the Shawnee Mall; South to I-40 Frontage Road; west to Kickapoo; south on Kickapoo to MacArthur (transfer point to East/West Loop); south on Kickapoo to Ford (transfer point to East/West Loop); south on Kickapoo to 10th St.; east on 10th St. to Beard; south on Beard to 9th St.; west on 9th St. to Kickapoo; south on Kickapoo to 7th St.; west on 7th St. to Chapman; north on Chapman to Main; west on Main to Pettinger; south on Pettinger to 7th St.; east on 7th to Oakland; south on Oakland to Ferrel; east on Farrel to Beard / Gordon Cooper; south to FireLake Grocery.										
* Denotes Transfer Point to the East / West Loop										

DRAFT ROUTE - East / West Loop (clockwise)

Depart OBU Green Campus	OBU Main Campus	Kickapoo / MacArthur*	Harrison / MacArthur*	Harrison / Highland*	Shawnee Sr. Center	Kickapoo / Highland*	Pottenger & Ford SHS	OBU Main Campus	Arrive OBU Green Campus
06:43 AM	06:46 AM	06:52 AM	06:56 AM	06:20 AM	06:24 AM	06:30 AM	06:34 AM	06:36 AM	06:40 AM
07:23 AM	07:26 AM	07:32 AM	07:36 AM	07:00 AM	07:04 AM	07:10 AM	07:14 AM	07:16 AM	07:20 AM
08:03 AM	08:06 AM	08:12 AM	08:16 AM	08:20 AM	08:24 AM	08:30 AM	08:34 AM	08:36 AM	08:40 AM
08:43 AM	08:46 AM	08:52 AM	08:56 AM	09:00 AM	09:04 AM	09:10 AM	09:14 AM	09:16 AM	09:20 AM
09:23 AM	09:26 AM	09:32 AM	09:36 AM	09:40 AM	09:44 AM	09:50 AM	09:54 AM	09:56 AM	10:00 AM
10:03 AM	10:06 AM	10:12 AM	10:16 AM	10:20 AM	10:24 AM	10:30 AM	10:34 AM	10:36 AM	10:40 AM
10:43 AM	10:46 AM	10:52 AM	10:56 AM	11:00 AM	11:04 AM	11:10 AM	11:14 AM	11:16 AM	11:20 AM
11:23 AM	11:26 AM	11:32 AM	11:36 AM	11:40 AM	11:44 AM	11:50 AM	11:54 AM	11:56 AM	12:00 PM
12:03 PM	12:06 PM	12:12 PM	12:16 PM	12:20 PM	12:24 PM	12:30 PM	12:34 PM	12:36 PM	12:40 PM
12:43 PM	12:46 PM	12:52 PM	12:56 PM	01:00 PM	01:04 PM	01:10 PM	01:14 PM	01:16 PM	01:20 PM
01:23 PM	01:26 PM	01:32 PM	01:36 PM	01:40 PM	01:44 PM	01:50 PM	01:54 PM	01:56 PM	02:00 PM
02:03 PM	02:06 PM	02:12 PM	02:16 PM	02:20 PM	02:24 PM	02:30 PM	02:34 PM	02:36 PM	02:40 PM
02:43 PM	02:46 PM	02:52 PM	02:56 PM	03:00 PM	03:04 PM	03:10 PM	03:14 PM	03:16 PM	03:20 PM
03:23 PM	03:26 PM	03:32 PM	03:36 PM	03:40 PM	03:44 PM	03:50 PM	03:54 PM	03:56 PM	04:00 PM
04:03 PM	04:06 PM	04:12 PM	04:16 PM	04:20 PM	04:24 PM	04:30 PM	04:34 PM	04:36 PM	04:40 PM
04:43 PM	04:46 PM	04:52 PM	04:56 PM	05:00 PM	05:04 PM	05:10 PM	05:14 PM	05:16 PM	05:20 PM
05:23 PM	05:26 PM	05:32 PM	05:36 PM	05:40 PM	05:44 PM	05:50 PM	05:54 PM	05:56 PM	06:00 PM
06:03 PM	06:06 PM	06:12 PM	06:16 PM	06:20 PM	06:24 PM	06:30 PM	06:34 PM	06:36 PM	06:40 PM
06:43 PM	06:46 PM	06:52 PM	06:56 PM	07:00 PM	07:04 PM	07:10 PM	07:14 PM	07:16 PM	07:20 PM
07:23 PM	07:26 PM	07:32 PM	07:36 PM	07:40 PM	07:44 PM	07:50 PM	07:54 PM	07:56 PM	08:00 PM
Clockwise Route: Begin Route at the OBU-Green Campus (formerly St. Gregory's College); east on MacArthur to Harrison (transfer point to North/South Loop); south on Harrison to Highland (transfer point to North/South Loop); west on Highland to Union; South on Union to 10th St.; west on 10th to Broadway; north on Broadway to Highland; west on Highland to Kickapoo (transfer point to North/South Loop); north on Kickapoo to Ford (transfer point to North/South Loop); west on Ford to Pettinger; north on Pettinger / Airport Road to University St.; east on University St. to Raley Dr.; north on Raley Dr. to MacArthur; west on MacArthur to OBU-Green Campus.									
* Denotes Transfer Point to the East / West Loop									

Regular Board of Commissioners

5.

Meeting Date: 02/22/2022

Addendum

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a Second Addendum to the Continued Cooperation Agreement entered into by and between the Citizen Potawatomi Nation and the City of Shawnee, Oklahoma, to exercise the Secondary Extension of Time Frame as authorized in Section 2 of the Addendum to the Continued Cooperation Agreement.

Attachments

Memo

Addendum



City Manager's Office

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

Date: February 22, 2022
To: City Commission
From: Andrea Weckmueller-Behringer, City Manager
Subject: Consideration of a second Addendum to the Continued Cooperation Agreement entered into by and between the Citizen Potawatomi Nation and the City of Shawnee, Oklahoma, to exercise the Extension of Time Frame as authorized in the Continued Cooperation Agreement and the first Addendum thereof.

Background: The Continued Cooperation Agreement between the Citizen Potawatomi Nation (CPN) and the City of Shawnee (COS), Oklahoma was adopted by the City Commission on September 20, 2021. Section 1.1 of the agreement stipulated a time frame of ninety (90) days to negotiate and mutually agree on, but not necessarily complete, the provision of various services and the transfer of affected infrastructure within the area of the recent detachment. The first Addendum to the Continued Cooperation Agreement, executed by the City Commission on December 6, 2021, called for a 60-day extension and included an option for a secondary extension by an additional 60 days.

In compliance with the Continued Cooperation Agreement and the first Addendum, intergovernmental discussions have been ongoing, leading to increased coordination on incident response planning, maintenance responsibilities, and timely coordination on capital improvement projects.

- Extension of Fire Protection – To date, CPN and COS staff have met on several occasions to discuss and exchange information on service calls, tactical incident planning, joint hazardous material response planning, and the implementation of a KNOX system.
- Joint Maintenance – CPN and COS staff have established monthly coordination meetings, which have moved beyond maintenance commitments and now also extend to the mutual exchange of data on ongoing capital projects to improve overall jurisdictional coordination.
- Transfer of Infrastructure – An in-depth meeting was held to discuss the orderly transfer, and multiple action items for both CPN and COS staff are now underway.

The transfer of water and sewer service and related infrastructure and the formulation of all associated memorandums of understanding and agreements will require additional time to complete.

Financial Impact: None at this time.

Attachment: Second Addendum.

Staff Recommendation: Approval of the item.

SECOND ADDENDUM TO THE CONTINUED COOPERATION AGREEMENT

This Second Addendum to the Continued Cooperation Agreement (hereinafter “Second Addendum”) dated __ day of February, 2022, (“Effective Date”) entered into by and between the Citizen Potawatomi Nation (the “Nation”), a federally-recognized tribal government, and The City of Shawnee, Oklahoma (the “City”), a duly-organized political subdivision of the State of Oklahoma (together, “Entities”) and hereby agree as follows:

WHEREAS, the Entities entered into a Continued Cooperation Agreement on September 21, 2021 which seeks to foster a spirit of cooperation for the good of the citizens of the respective Entities, and to further economic development and success; and

WHEREAS, the Cooperation Agreement contemplates additional agreements and transition items referenced therein; and

WHEREAS, the Cooperation Agreement permits Ninety (90) days from the Effective Date of the Cooperation Agreement in which the additional agreements and transition items may be negotiated and entered into; and

WHEREAS, section 1.1 of the Cooperation Agreement permits for a Sixty (60) day extension in which the contemplated additional agreements and transition items may be negotiated and entered into; and

WHEREAS, the Entities entered into the Addendum to the Cooperation Agreement on December 6, 2021 in which the Entities exercised the first option for a Sixty (60) day extension and created a second Sixty (60) day extension option; and

WHEREAS, significant progress has been made toward finalizing the contemplated agreements and transition items, the Entities believe it prudent to exercise the second Sixty (60) day extension allowed for under the Addendum to the Cooperation Agreement.

NOW THEREFORE, the City and the Nation hereby agree that this Second Addendum is necessary and proper for the purpose of exercising the second Extension of Time Frame as authorized in the Addendum to the Cooperation Agreement:

1. Second Extension of Time Frame as Authorized in the Cooperation Agreement. The Entities agree that it is necessary and proper to adopt the Extension of Time Frame (hereinafter the “Extension”) as authorized in the Addendum to the Cooperation Agreement. This Extension shall lengthen the Time Frame for an additional Sixty (60) days which would establish April 19, 2022 as the termination date

2. Survival of Cooperation Agreement Terms. This Second Addendum shall be made with specific reference to the Cooperation Agreement and the Addendum to the Cooperation Agreement. All terms existing in the Cooperation Agreement and the Addendum to the Cooperation Agreement shall survive and inherently apply and attach to this Second Addendum.

3. Multiple Counterparts. This Second Addendum may be executed in a number of identical counterparts which, taken together, shall constitute collectively one (1) agreement; but in making proof of this Second Addendum, it shall not be necessary to produce or account for more than one such counterpart.

IN WITNESS WHEREOF, the parties have executed this Second Addendum in multiple original on the date first written above.

CITIZEN POTAWATOMI NATION

CITY OF SHAWNEE, OKLAHOMA

By: John A. Barrett, Tribal Chairman

By: Ed Bolt, Mayor

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Regular Board of Commissioners

6.

Meeting Date: 02/22/2022

Addendum

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of an Addendum to the Contract for Solid Waste Collection, Recycling and Disposal Services.

Attachments

Addendum

ADDENDUM TO CONTRACT FOR SOLID WASTE COLLECTION,
RECYCLING AND DISPOSAL SERVICES

WHEREAS, The Shawnee Municipal Authority, a public Trust for the benefit of the City of Shawnee, Oklahoma ("City/Authority"), and Central Disposal, LLC, an Oklahoma limited liability company ("Central Disposal" or "Contractor") ("Parties") entered into a Contract for Solid Waste Collection, Recycling and Disposal Services on July 1, 2020 (the "Contract"); and,

WHEREAS, Central Disposal has informed the City of its unit holder(s) (owners) intent to transfer all or part of their units (ownership, interest, or membership interest) in Central Disposal to Superior Waste Solutions, LLC ("Superior Waste"); and

WHEREAS, Section VIII of the Contract states; "VIII. If Contractor changes ownership, name, etc., then the City/Authority shall have the option to re-bid the contract immediately if City/Authority so desires"; and

WHEREAS, it is the intention of Central Disposal and Superior Waste to retain the current key management team responsible for the operations of Central Disposal and the administration and performance of the Contract; and

WHEREAS, the Contract will otherwise expire on June 30, 2030.

NOW, THEREFORE, it is hereby agreed by and between the Parties as follows:

1. The City agrees that it will not trigger the re-bid process set forth in Section VIII of the Contract upon the change/transfer in ownership of Central Disposal contemplated herein;
2. Central Disposal agrees that material changes to the key management team responsible for the operations of Central Disposal and the administration and performance of the Contract during the remaining Contract term, shall constitute a trigger of Section VIII of the Contract and enable the City to exercise its option to re-bid the contract immediately.
3. Superior Waste hereby acknowledges notice of this Addendum to the Contract and specifically agrees that in the event Superior Waste accepts transfer of any units (ownership, interest, or membership interest) in Central Disposal, it does so, subject to the conditions recited herein.
4. All other conditions contained with the Contract (dated July 1, 2020) and the Memorandum of Understanding (dated May 18, 2020) remain intact, in full force and effect.

WHEREFORE, we, the undersigned Parties, have read, understand and agree with this Addendum to Contract for Solid Waste Collection, Recycling and Disposal Services; the execution of this Contract may be made in multiple counterparts, sent electronically to other party, and each of which shall be deemed an original and together shall constitute one and the same agreement, with one counterpart being delivered to each party thereto.

Executed this ____ day of _____, 2022.

CITY OF SHAWNEE
SHAWNEE MUNICIPAL AUTHORITY

By: _____
Andrea Weckmueller-Behringer
City Manager

(SEAL)
ATTEST:

Lisa Lasyone, CMC
City Clerk

CENTRAL DISPOSAL, LLC

By: _____
Printed Name: _____
Title: _____
4650 North Harrison
Shawnee, Oklahoma 74804

(SEAL)
ATTEST/NOTARY

Secretary

SUPERIOR WASTE SOLUTIONS, LLC

By: _____
Printed Name: _____
Title: _____
5715 Arnie Loop
Bradenton, Florida 34211

(SEAL)
ATTEST/NOTARY

Secretary

Regular Board of Commissioners

7.

Meeting Date: 02/22/2022

Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of an amendment to Resolution No. 6651 correcting the legal description of surplus property located at 504 South Kickapoo Avenue.

Attachments

Memo

Resolution No. 6651

Corrected Resolution No. 6651



Office of Engineering

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

Date: February 22, 2022
To: City Commission
From: Seth Barkhimer
Subject: Resolution No. 6651 – Correction of legal

Background: On February 7, 2022 staff brought before the Commission an item regarding the surplus of property at 504 South Kickapoo Avenue. There was an error in the legal description of the resolution. This item is an amendment to Resolution 6651 to fix the typo, staff noticed after the previous Commission meeting.

Legal in the Resolution:

A strip, piece or parcel of land lying in lots 3 and 4, block 3, Inglewood Addition to the City of Shawnee, in Section 24, T10N, R3E in Pottawatomie County, Oklahoma Said parcel of land being described as follows:

- ➔ All of lots 4 and 4.
Containing 7,000 square feet, 0.16 acres, more or less.

Corrected Legal:

A strip, piece or parcel of land lying in lots 3 and 4, block 3, Inglewood Addition to the City of Shawnee, in Section 24, T10N, R3E in Pottawatomie County, Oklahoma Said parcel of land being described as follows:

- ➔ All of lots 3 and 4.
Containing 7,000 square feet, 0.16 acres, more or less.

Financial Impact: N/A

Attachment: Resolution Amendment

Staff Recommendation: Approval of the Amendment.

RESOLUTION NO. 6651

A RESOLUTION DECLARING CERTAIN REAL PROPERTY LOCATED AT 504 SOUTH KICKAPOO AVENUE, ALSO KNOWN AS A STRIP, PIECE OR PARCEL OF LAND LYING IN LOTS 3 AND 4, BLOCK 3, INGLEWOOD ADDITION TO THE CITY OF SHAWNEE, IN SECTION 24, T10N, R3E IN POTTAWATOMIE COUNTY, OKLAHOMA SAID PARCEL OF LAND BEING DESCRIBED AS FOLLOWS: ALL OF LOTS 4 AND 4, CONTAINING 7,000 SQUARE FEET, 0.16 ACRES, MORE OR LESS, SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID PROPERTY; AND AUTHORIZING STAFF TO ADVERTISE FOR SEALED BIDS FOR THE SALE OF SAID PROPERTY.

WHEREAS, the City of Shawnee owns the following property:

504 South Kickapoo Avenue, also known as a strip, piece or parcel of land lying in Lots 3 and 4, Block 3, Inglewood Addition to the City of Shawnee, in Section 24, T10N, R3E in Pottawatomie County, Oklahoma, said parcel of land being described as follows: All of Lots 4 and 4, containing 7,000 Square feet, 0.16 acres, more or less, subject to existing zoning ordinances, rights-of-ways, encroachments that a survey may reveal and easements of record and less and except all oil, gas and minerals and oil, gas and mineral rights therein and thereunder;

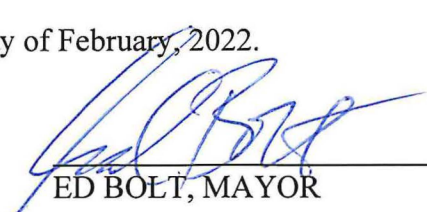
WHEREAS, this property is no longer needed and surplus to the City of Shawnee; and

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

That the above-described property is hereby declared to be surplus and no longer needed for city purposes.

That City staff is hereby authorized to proceed with advertising for sealed bids for the sale of said property located at 504 South Kickapoo Avenue, also known as a strip, piece or parcel of land lying in Lots 3 and 4, Block 3, Inglewood Addition to the City of Shawnee, in Section 24, T10N, R3E in Pottawatomie County, Oklahoma, said parcel of land being described as follows: All of Lots 4 and 4, containing 7,000 Square feet, 0.16 acres, more or less, subject to existing zoning ordinances, rights-of-ways, encroachments that a survey may reveal and easements of record and less and except all oil, gas and minerals and oil, gas and mineral rights therein and thereunder. The City of Shawnee reserves the right to reject any and all bids. All funds received from sale of said property will be allocated to the City of Shawnee General Fund to be used for support of operation expenses.

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


ED BOLT, MAYOR

ATTEST:
(SEAL)

Lisa Lasyone
LISA LASYONE, CMC, CITY CLERK



RESOLUTION NO. 6651

A RESOLUTION DECLARING CERTAIN REAL PROPERTY LOCATED AT 504 SOUTH KICKAPOO AVENUE, ALSO KNOWN AS A STRIP, PIECE OR PARCEL OF LAND LYING IN LOTS 3 AND 4, BLOCK 3, INGLEWOOD ADDITION TO THE CITY OF SHAWNEE, IN SECTION 24, T10N, R3E IN POTTAWATOMIE COUNTY, OKLAHOMA SAID PARCEL OF LAND BEING DESCRIBED AS FOLLOWS: ALL OF LOTS 3 AND 4, CONTAINING 7,000 SQUARE FEET, 0.16 ACRES, MORE OR LESS, SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID PROPERTY; AND AUTHORIZING STAFF TO ADVERTISE FOR SEALED BIDS FOR THE SALE OF SAID PROPERTY.

WHEREAS, the City of Shawnee owns the following property:

504 South Kickapoo Avenue, also known as a strip, piece or parcel of land lying in Lots 3 and 4, Block 3, Inglewood Addition to the City of Shawnee, in Section 24, T10N, R3E in Pottawatomie County, Oklahoma, said parcel of land being described as follows: All of Lots 3 and 4, containing 7,000 Square feet, 0.16 acres, more or less, subject to existing zoning ordinances, rights-of-ways, encroachments that a survey may reveal and easements of record and less and except all oil, gas and minerals and oil, gas and mineral rights therein and thereunder;

WHEREAS, this property is no longer needed and surplus to the City of Shawnee; and

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

That the above-described property is hereby declared to be surplus and no longer needed for city purposes.

That City staff is hereby authorized to proceed with advertising for sealed bids for the sale of said property located at 504 South Kickapoo Avenue, also known as a strip, piece or parcel of land lying in Lots 3 and 4, Block 3, Inglewood Addition to the City of Shawnee, in Section 24, T10N, R3E in Pottawatomie County, Oklahoma, said parcel of land being described as follows: All of Lots 3 and 4, containing 7,000 Square feet, 0.16 acres, more or less, subject to existing zoning ordinances, rights-of-ways, encroachments that a survey may reveal and easements of record and less and except all oil, gas and minerals and oil, gas and mineral rights therein and thereunder. The City of Shawnee reserves the right to reject any and all bids. All funds received from sale of said property will be allocated to the City of Shawnee General Fund to be used for support of operation expenses.

PASSED AND APPROVED this ____ day of February, 2022.

ED BOLT, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners

8.

Meeting Date: 02/22/2022

Acknowledgement

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledgement of the Lake Advisory Committee recommendations.

Attachments

Memo



City Attorney

130 N. Broadway Ave., Suite 100
Shawnee, OK 74801
ShawneeOK.org

Date: February 22, 2022
To: City Commission
From: Joe Vorndran, City Attorney
Subject: Acknowledgement of the Lake Advisory Committee Report

Background: In August 2021, the City Commission authorized the creation of a Lake Advisory Committee (Committee) to investigate and make recommendations regarding certain matters at the Shawnee Twin Lakes.

On February 7, 2022, the Committee presented its report to the City Commission. The report included recommended action items that addressed a number of concerns and areas of improvement identified by the Committee.

The focus points of the report include:

- Safety and Code Enforcement
 - Lake Ranger
 - Response Facilities
 - Posting of Regulations
- Commercial Development
 - Lake Study/Strategic Master Plan
 - Immediate “Common-Sense Development”
 - Home-Sharing
- Facility Improvement/Recreation
 - Roads
 - Parks
 - Ramps, Docks, and Parking Areas
 - General

The acknowledgement of the report does not limit the City Commission to the Committee’s recommendations. The acknowledgement adds the report to the City Commission’s library of resources as a vital document which can be drawn upon for future policy and budgetary considerations.

Financial Impact: None.

Attachment: Lake Advisory Committee Report.

Staff Recommendation: Approval of the item.

Regular Board of Commissioners

9.

Meeting Date: 02/22/2022

Lake Advisory Committee

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion of the Lake Advisory Committee's recommendation regarding potential employment position(s) at the Shawnee Twin Lakes.

Attachments

Memo

Spreadsheet



City Manager's Office

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

Date: February 22, 2022
To: City Commission
From: Andrea Weckmueller-Behringer, City Manager
Subject: Twin Lakes – City Personnel for Law and Code Enforcement

Background: In August 2021, the City Commission authorized the creation of a Lake Advisory Committee (Committee) to investigate and make recommendations regarding certain matters at the Shawnee Twin Lakes.

On February 7, 2022, the Committee presented its report to the City Commission. The report included three options (a, b, and c) for the recommendation to expand City personnel at the Twin Lakes.

- a. “2 FTE’s – 1 dedicated CLEET certified law enforcement officer, and 1 certified code enforcement officer.”

Staff Notes:

- If an employee is on vacation, work related injury, etc. the City does not have the current resources to fill in during that absence.
- There is a concern that the response time for additional law enforcement could be 20-25 minutes.
- Important Note: Pursuant to state law, a code enforcement officer is not allowed to carry a firearm.

- b. “1 Contract code enforcement officer to serve for 6-months to 1-year to address backlog of issues, and 1 FTE that is dual licensed (CLEET and Code) to maintain compliance and provide daily presence.”

Staff Notes:

- There is concern on the City’s ability to select a short-term employee/contractor for Year 1.
- Year 2 brings additional challenges with only one FTE dedicated to the lake area similar to Option a. If the employee is on vacation, work related injury, etc. the City does not have the current resources to fill in during that absence.
- There is a concern that the response time for additional law enforcement could be 20-25 minutes.
- In addition, finding an officer that holds dual certification significantly shrinks the pool of potential job applicants.

c. “1 FTE that may not have certifications but will coordinate response to enforcement issues with existing City staff and maintain constant presence at the Shawnee Twin Lakes. Many city-owned lakes provide housing for such an FTE to reside at the Lake.”

Staff Notes:

- If the employee is on vacation, work related injury, etc. the City does not have the current resources to fill in during that absence.
- If the employee is not a code enforcement officer or a CLEET certified law enforcement officer, their actions as a reporting entity only would strain existing City resources. At a minimum, Staff recommends this position be a code enforcement officer so that code violations can be processed.
- There are concerns around the logistics and legal implications of providing housing for the employee as well as having staff on call 24/7.
- There is a concern that the response time for additional law enforcement could be 20-25 minutes.

In reviewing the above options, City Staff identified two additional options:

d. 3 FTE's – 3 CLEET certified law enforcement officers. Currently the lake area is part of a larger patrol district that receives 24/7 coverage. With this option, the lake area would be carved out as a designated patrol district, increasing the number of districts from four to five.

Staff Notes:

- With 3 FTE's, the City would have the resources to provide one officer on duty for the district 24/7.
- There is a concern that the response time for additional law enforcement could be 20-25 minutes.

e. 6 FTE's – 6 CLEET certified law enforcement officers. Currently the lake area is part of a larger patrol district that receives 24/7 coverage. With this option, the lake area would be carved out as a designated patrol district, increasing the number of districts from four to five.

Staff Notes:

- With 6 FTE's, the City would have the resources to provide two officers on duty for the district 24/7.

Financial Impact: None at this time.

Attachment: Budget Impact Review.

Staff Recommendation: Continue the discussion of the options.

Budget Impact Review - Shawnee Twin Lakes Personnel Proposals

Lake Ranger Proposal - Options	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Annual Average	10-Year Impact
Option a												
2 FTE - 1 Officer & 1 Code Enforcement												
Personnel	\$ 145,478	\$ 149,842	\$ 154,338	\$ 158,968	\$ 163,737	\$ 168,649	\$ 173,708	\$ 178,920	\$ 184,287	\$ 189,816	\$ 166,774	\$ 1,667,743
Maintenance and Operations	\$ 8,480	\$ 8,650	\$ 8,823	\$ 8,999	\$ 9,179	\$ 9,363	\$ 9,550	\$ 9,741	\$ 9,936	\$ 10,134	\$ 9,285	\$ 92,854
Capital	\$ 82,019	\$ -	\$ -	\$ -	\$ -	\$ 94,321	\$ -	\$ -	\$ -	\$ -	\$ 17,634	\$ 176,340
Total	\$ 235,977	\$ 158,492	\$ 163,160	\$ 167,967	\$ 172,916	\$ 272,333	\$ 183,258	\$ 188,660	\$ 194,223	\$ 199,950	\$ 193,694	\$ 1,936,936
Option b												
1 FTE - Year 1 - Contract C.E., Year 2+ CLEET Officer												
Personnel	\$ 98,050	\$ 85,281	\$ 87,840	\$ 90,475	\$ 93,189	\$ 95,985	\$ 98,864	\$ 101,830	\$ 104,885	\$ 108,032	\$ 96,443	\$ 964,432
Maintenance and Operations	\$ -	\$ 5,420	\$ 5,528	\$ 5,639	\$ 5,752	\$ 5,867	\$ 5,984	\$ 6,104	\$ 6,226	\$ 6,350	\$ 5,287	\$ 52,870
Capital	\$ -	\$ 47,225	\$ -	\$ -	\$ -	\$ -	\$ 54,309	\$ -	\$ -	\$ -	\$ 10,153	\$ 101,534
Total	\$ 98,050	\$ 137,926	\$ 93,368	\$ 96,114	\$ 98,941	\$ 101,852	\$ 159,157	\$ 107,934	\$ 111,111	\$ 114,382	\$ 111,884	\$ 1,118,836
Option c												
1 FTE - 1 Lake Coord. & Housing												
Personnel	\$ 60,197	\$ 62,003	\$ 63,863	\$ 65,779	\$ 67,752	\$ 69,785	\$ 71,878	\$ 74,034	\$ 76,255	\$ 78,543	\$ 69,009	\$ 690,089
Maintenance and Operations	\$ 3,810	\$ 3,886	\$ 3,964	\$ 4,043	\$ 4,124	\$ 4,207	\$ 4,291	\$ 4,376	\$ 4,464	\$ 4,553	\$ 4,172	\$ 41,718
Capital	\$ 109,794	\$ -	\$ -	\$ -	\$ -	\$ 40,012	\$ -	\$ -	\$ -	\$ -	\$ 14,981	\$ 149,806
Total	\$ 173,800	\$ 65,889	\$ 67,827	\$ 69,822	\$ 71,876	\$ 114,003	\$ 76,169	\$ 78,411	\$ 80,719	\$ 83,096	\$ 88,161	\$ 881,613
Option d												
3 FTE - 3 Officers - Lake Division Patrol												
Personnel	\$ 297,087	\$ 306,000	\$ 315,180	\$ 324,635	\$ 334,374	\$ 344,405	\$ 354,738	\$ 365,380	\$ 376,341	\$ 387,631	\$ 340,577	\$ 3,405,771
Maintenance and Operations	\$ 16,260	\$ 16,585	\$ 16,917	\$ 17,255	\$ 17,600	\$ 17,952	\$ 18,311	\$ 18,678	\$ 19,051	\$ 19,432	\$ 17,804	\$ 178,042
Capital	\$ 141,675	\$ -	\$ -	\$ -	\$ -	\$ 162,926	\$ -	\$ -	\$ -	\$ -	\$ 30,460	\$ 304,601
Total	\$ 455,022	\$ 322,585	\$ 332,097	\$ 341,890	\$ 351,974	\$ 525,284	\$ 373,049	\$ 384,057	\$ 395,392	\$ 407,063	\$ 388,841	\$ 3,888,414
Option e												
6 FTE - 6 Officers - Expanded Lake Division Patrol												
Personnel	\$ 717,904	\$ 739,441	\$ 761,625	\$ 784,473	\$ 808,008	\$ 832,248	\$ 857,215	\$ 882,932	\$ 909,420	\$ 936,702	\$ 822,997	\$ 8,229,967
Maintenance and Operations	\$ 14,520	\$ 14,810	\$ 15,107	\$ 15,409	\$ 15,717	\$ 16,031	\$ 16,352	\$ 16,679	\$ 17,012	\$ 17,353	\$ 15,899	\$ 158,990
Capital	\$ 283,350	\$ -	\$ -	\$ -	\$ -	\$ 325,853	\$ -	\$ -	\$ -	\$ -	\$ 60,920	\$ 609,203
Total	\$ 1,015,774	\$ 754,252	\$ 776,731	\$ 799,882	\$ 823,724	\$ 1,174,131	\$ 873,567	\$ 899,611	\$ 926,432	\$ 954,055	\$ 899,816	\$ 8,998,160

Regular Board of Commissioners

10.

Meeting Date: 02/22/2022

Ordinance

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of an ordinance of the City of Shawnee, Oklahoma amending portions of Chapter 16 (Lakes), Article II (Twin Lakes) of the Shawnee Municipal Code; providing for severability, codification, and repealer; and declaring an emergency.

Attachments

Memo

Ordinance



City Attorney

130 N. Broadway Ave., Suite 100
Shawnee, OK 74801
ShawneeOK.org

Date: February 22, 2022
To: City Commission
From: Joe Vorndran, City Attorney
Subject: Twin Lakes – Watercraft Ordinance

Background: In August 2021, the City Commission authorized the creation of a Lake Advisory Committee (Committee) to investigate and make recommendations regarding certain matters at the Shawnee Twin Lakes.

On February 7, 2022, the Committee presented its report to the City Commission. The report included a draft ordinance which provided substantial updates to the Code of Ordinances relating to the Twin Lakes. Due to the complexity of the Committee's ordinance, City Staff is itemizing the changes and providing for an incremental update to the Code.

At this time, the ordinance being considered focuses on watercraft regulations. The items addressed include:

- General Operation Requirements
- Sizes and Types of Watercrafts Permitted
- Prohibition of Watercraft Operation while Intoxicated
- Water Skiing Restrictions
- Operation of Personal Watercrafts
- Definitions Pertaining to Watercraft

The proposed updates will better align the regulations at Twin Lakes with the watercraft regulations that other municipalities across the state have implemented. The updates also enact important safety measures that will benefit all lake patrons.

Financial Impact: None at this time.

Attachment: Ordinance.

Staff Recommendation: Approval of the item.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SHAWNEE, OKLAHOMA AMENDING PORTIONS OF CHAPTER 16 (LAKES), ARTICLE II (TWIN LAKES) OF THE SHAWNEE MUNICIPAL CODE; PROVIDING FOR SEVERABILITY, CODIFICATION, AND REPEALER; AND DECLARING AN EMERGENCY.

WHEREAS, from time to time the City Commission finds it necessary to review and modify ordinances to align them with the goals and interests of the citizens; and

WHEREAS, the City Commission has determined that such modification and amendment is necessary and in the best interest of the citizens of the City of Shawnee, and for the efficient operations of municipal governance.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1. AMENDATORY AND REPEALER. That Division 6 of Article II of Chapter 16 of the Code of the City of Shawnee, Oklahoma, Sections 16-216(b)(g), 16-218(a)(d)(f), 16-222(b)(1), 16-224(b)(2), and 16-225 are hereby amended or repealed to read as follows:

§ 16-216. Operations generally:

(b) No person under the age of 16 years shall row, sail, kayak or operate any watercraft upon such lakes, unless accompanied by a person of the age of 18 or over in their own watercraft in direct supervision thereof.

(g) Repealed.

§ 16-218. Sizes and types:

(a) No Motorized Personal Watercraft shall be operated or permitted to be used upon Twin Lakes Nos. 1 and 2 in excess of eight feet wide and 30 feet in length, nor under 30 inches wide and 10 feet in length. All Watercraft that is not a Motorized Personal Watercraft, including but not limited to kayaks, canoes, and paddleboats, shall not be subject to size imitations and are permitted. All watercrafts shall be subject to inspection by law enforcement officers, or any other person designated by the chief of police.

(d) No Motorized Personal Watercraft on Twin Lakes Nos. 1 and 2 shall pass, with the motor in operation, by where any person is fishing at a speed greater than leaving a visible wake, nor shall motorboats be operated in any part of the lakes that may be set apart and reserved therefrom, from time to time, by order of the police department. Such restricted areas shall be designated by notice posted thereon or adjacent thereto.

(f) Repealed.

§ 16-222. Operations or control of vessel under influence of alcohol or other intoxicating substance:

(b) It shall be unlawful for any person to operate or be in actual physical control of a vessel upon the waters of Twin Lakes Nos. 1 and 2 and of the city, except privately owned waters, who:

(1) Has a blood or breath alcohol concentration of 0.08 or more at the time of a test of the person's blood or breath;

§ 16-224. Water skiing:

(b)(2) Any person taking part in water skiing, in any manner, waive all rights or claims for damages or injuries sustained or claimed to be sustained, against the city or against any city commissioner, city official or city employee, either elected or appointed.

§ 16-225. Personal watercraft, jet skis, ski bikes and similar devices:

In addition to those rules and regulations established by this division and state law concerning the operation of Watercraft on the waters of the Shawnee Twin Lakes No. 1, operators of Motorized Personal Watercraft shall be subject to the following restrictions:

(1) All Motorized Personal Watercraft, jet skis, ski bikes or similar devices must be registered with the state and licensed by the city. All operators of such devices must wear United States Coast Guard approved life preservers at all times, and operators of such equipment must conform to the water rules, regulations and safety laws as apply to the operation of Watercraft in the Shawnee Twin Lakes No. 1.

(2) A person may not operate a Motorized Personal Watercraft, jet ski or similar device on the waters of the Shawnee Twin Lakes No. 1, except in those areas specifically designated for such use. Motorized Personal Watercraft are not permitted on Shawnee Twin Lakes No. 2.

(3) A person may not operate or give permission to operate any Motorized Personal Watercraft in a reckless, negligent or careless manner so as to endanger life, limb or property of any person, including the operator of such Motorized Personal Watercraft.

(4) A person may not operate or give permission to operate any Motorized Personal Watercraft without a U.S. Coast Guard approved lifesaving device (PFD) of the proper size and type, either a type I, II, III or V, preferably a type III with an impact rating of at least 35 miles per hour, which shall be worn while such craft is in operation.

(5) A person may not operate or give permission to operate a Motorized Personal Watercraft within 150 feet of any person, other Watercraft, dock, buoy, bridge or any other prohibitive structure at a speed greater than idle or slow steerageway speed.

(6) A person may not operate a Motorized Personal Watercraft on the waters of the Shawnee Twin Lakes No. 1, unless it is equipped with a self-deactivating device or a lanyard-type engine cutoff switch.

(7) A person may not operate a Motorized Personal Watercraft equipped by the manufacturer with a lanyard-type engine cutoff switch, unless the lanyard is operational and attached to the operator, operator's clothing or a personal flotation device worn by the operator.

(8) A person may not operate or give permission to operate a Motorized Personal Watercraft equipped by the manufacturer with a self-deactivating device if the self-deactivating device or engine throttle has been altered in any way that would prohibit the self-deactivating device from operating in its intended manner.

(9) A person may not operate or give permission to operate a Motorized Personal Watercraft between one-half hour after sunset and sunrise. For the purpose of this subsection, times of sunrise and sunset for a given day shall be the same as those officially designated by the national weather service.

(10) Motorized Personal Watercraft, jet skis, ski bikes or similar devices operated in areas designated "no wake" shall not exceed five miles per hour.

(11) No Motorized Personal Watercraft will exceed 20 miles per hour in areas outside the designated ski area.

SECTION 2. CREATION. That Article II of Chapter 16 of the Code of the City of Shawnee, Oklahoma, Section 16-1 is hereby created to read as follows:

§ 16-1. Definitions:

Watercraft means any vessel used or capable of being used as a means of transportation on water including but not limited to: powerboats, cruisers, houseboats, sailboats, rowboats, canoes, kayaks, jet skis, wave runners, paddleboats, and any other such equipment. The term, Watercraft, is specifically inclusive of all Motorized Personal Watercraft, as defined below.

Motorized Personal Watercraft means a vessel which uses an inboard motor powering a water jet pump as its primary source of motive power and which is designed to be operated by a person sitting, standing or kneeling on the vessel, rather than the conventional manner of sitting or standing inside the vessel, or a vessel which is similar in appearance and operation to a personal

watercraft but which is powered by an outboard or propeller driven motor, or a vessel less than sixteen (16) feet in length which travels across the water above or on a cushion of air provided by its engines or propellers.

Water skiing means the act of plaining over water while being towed by a Watercraft or plaining on the wake from a Watercraft.

Towable means any item capable of being pulled or propelled by a Watercraft or the wake of a Watercraft which is able to be ridden by an individual or group of individuals.

SECTION 3: REPEALER. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

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.

SECTION 5: 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 6: EMERGENCY. It being immediately necessary for the preservation of the peace, health, safety and public good of the City of Shawnee, Oklahoma and the inhabitants thereof that the provisions of this Ordinance be put into full force and effect, an emergency is hereby declared to exist, by reason whereof, this ordinance shall take effect and be in full force and effect after its passage, as provided by law.

PASSED AND APPROVED this ____ day of _____, 2022

ED BOLT, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, CMC, CITY CLERK

PASSED AND APPROVED the emergency clause voted on separately this ____ day of _____, 2022.

ED BOLT, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____, 2022.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners

11.

Meeting Date: 02/22/2022

Rezoning

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located west of 190 West Shawnee Mall Drive from CP (Planned Shopping Center District) to C-3 (Highway Commercial District). Case No. RZ02-22, Applicant: Muhammad Khan, PE, SMC Consulting.

Attachments

Staff Report

Ordinance



Community Development

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

Date: February 11, 2022
To: City Commission
From: Rian Harkins, Community Development Director
Subject: Public hearing and consideration of an ordinance to rezone property located west of 190 W Shawnee Mall Drive from **CP** (Planned Shopping Center District) to **C-3** (Highway Commercial District).
Case No. **RZ02-22**, Applicant: Muhammad Khan, PE, SMC Consulting

Background: The subject property is located west of 190 W. Shawnee Mall Drive. This application is a request from CP (Planned Shopping Center District) to C-3 (Highway Commercial District).

The area requested for rezoning is also undergoing the platting process to become Striker Equities at Shawnee Mall subdivision. The proposed plat is approximately 0.4364 acres and will be located directly west of The Garage restaurant, which is at 190 W. Shawnee Mall Drive.

Staff reviewed the application submittals for compliance and completeness and found the documents satisfactory. Per 11 O.S. 43-106 and City of Shawnee Zoning Code Sec. 22-645 a notice of public hearing was published and posted for this rezoning request. Planning staff recommended Approval of Case No. RZ02-22 to the Planning Commission.

Attachment: Application and supporting documents

Recommendation: Planning Commission recommended **Approval** of the application RZ02-22 at its regular February 2, 2022 meeting.



Planning Commission Meeting – 02.2.2022 – City of Shawnee, Oklahoma

Staff Report – Rezoning Application RZ02-22 – West of 190 W. Shawnee Mall Drive

To: Shawnee Planning Commission

From: Rachel Clyne, City Planner

Date: January 28, 2022

Subject: RZ02-22 – Staff Report - Public hearing and consideration of a request to rezone property located west of 190 W Shawnee Mall Drive from CP (Planned Shopping Center District) to C-3 (Highway Commercial District).

Staff has received an application for the Shawnee Planning Commission to formally consider the following rezoning request at its regular meeting of February 2, 2022.

Background

The subject property is located west of 190 W. Shawnee Mall Drive in what is currently parking spaces of the Shawnee Mall. This application requests the subject property be rezoned from CP (Planned Shopping Center District) to C-3 (Highway Commercial District).

The area requested for rezoning is also undergoing the platting process to become Striker Equities at Shawnee Mall subdivision. The proposed plat is approximately 0.4364 acres and will be located directly west of The Garage restaurant, which is at 190 W. Shawnee Mall Drive.

Discussion

Referencing the City of Shawnee Zoning Code (Code) DIVISION 15. - Amendments; Procedures. Section 22-645. – Planning commission recommendation required. This section gives authority to the Planning Commission to make changes (amendments) to the official Zoning Map. *“...be amended, supplemented, changed, modified, or repealed by ordinance, but no change shall be made until the planning commission, after notice and public hearing, files with the city commission a report and recommendation on the proposed change.”* Proper notices of a public hearing were done for this application. The 2040 Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has the High Density Commercial land use designation, which is compatible with C-3 zoning.

Recommendation

Staff recommends that the Planning Commission recommend to the City Commission APPROVAL of RZ02-22, a request to rezone property located west of 190 W Shawnee Mall Drive from CP (Planned Shopping Center District) to C-3 (Highway Commercial District). This rezoning application will be heard at the City Commission meeting on Tuesday, February 22, 2022, at 6:00 pm.

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

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

For Office Use Only

Case Number: _____

Project Number: _____

Date Filed: _____

Planning Commission Secretary

REQUEST:

XX Rezoning

____ Conditional Use Permit

____ Rezoning w/Conditional Use Permit

____ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from CP District to C-3 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): SHAWNEE MALL DRIVE, SHAWNEE, OK 74804

LEGAL DESCRIPTION: ATTACHED

PROPERTY OWNER (S): SHAWNEE MALL OWNER, LLC., a Delaware limited liability company

PROPERTY AGENT (APPLICANT): MUHAMMAD KHAN, P.E., SMC CONSULTING ENGINEERS, P.C.

APPLICANT'S ADDRESS: 815 W. MAIN

CITY: OKLAHOMA CITY **STATE:** OK **ZIP:** 73106

EMAIL ADDRESS: muhammad@smcokc.com

TELEPHONE NUMBER: (405) 232-7715 **CONTACT NUMBER:** (405) 232-7715

DIMENSIONS OF PROPERTY: AREA: 0.4364 ac. WIDTH: 159.25'
LENGTH: 119.37' FRONTAGE: 119.37

CURRENT ZONING: CP **CURRENT USE:** SHAWNEE MALL OFF-STREET PARKING

PROPOSED ZONING: C-3 **PROPOSED USE:** DRIVE THRU RESTAURANT

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

COMPLETED APPLICATION AND ALL CORRESPONDING DOCUMENTS MUST BE RECEIVED 30 DAYS PRIOR TO MEETING TO MAKE THE AGENDA.

Muhammad Khan
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. _____

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

NOTIFICATION SIGN \$ 50.00

PLANNING COMMISSION ACTION: _____ **DATE:** _____

CITY COMMISSION ACTION: _____ **DATE:** _____

PLACE ON ZONING MAP: _____ **ORDINANCE NO.:** _____

NOTICE OF A PUBLIC HEARING
City Of Shawnee, Oklahoma
Case #RZ02-22

In accordance with 11 O.S. 43-106 and City of Shawnee Zoning Code Sec. 22-645, requests for rezoning, conditional use permits (CUP), planned unit developments (PUD), and variances require notification of a PUBLIC HEARING. Notifications are to be published in a local newspaper, as well as mailed to property owners within 300' of the perimeter of the subject property.

Case number **RZ02-22** is for a rezoning.

The property is located **west of 190 W. Shawnee Mall Dr.** (see legal below)

Current zoning is **CP (Planned Shopping Center District)**.

Proposed zoning is **C-3 (Highway Commercial District)**.

Applicant is **Muhammad Khan, P.E., SMC Consulting Engineers, P.C.**

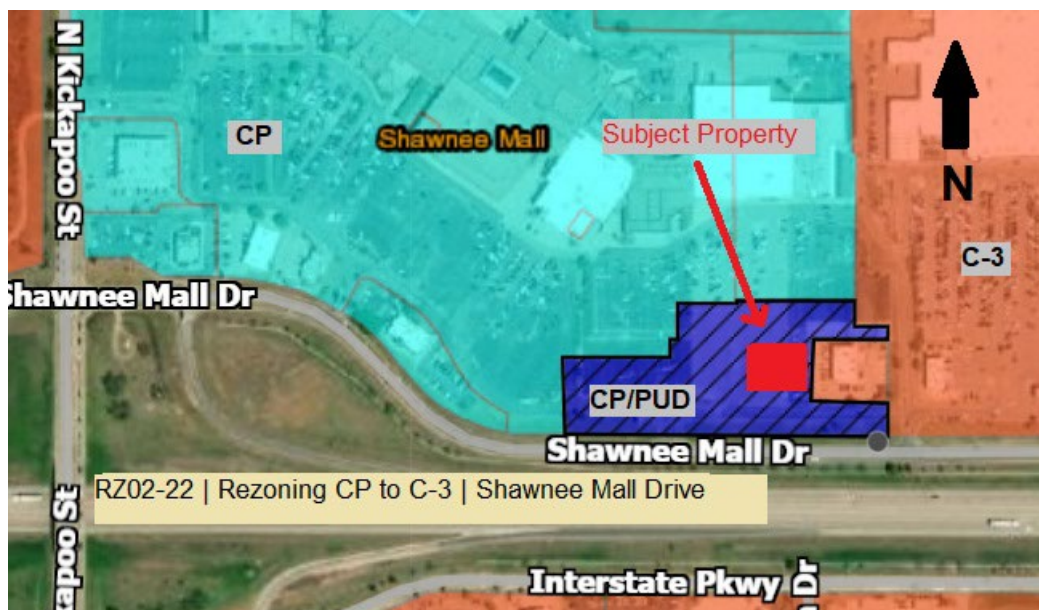
Subject property's legal description: A tract of land that is part of Lot Two (2), Block "A" of the recorded plat of SHAWNEE MALL SUBDIVISION (Doc. No. 1989-00012230) in the Northwest Quarter (NW/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, State of Oklahoma.

The public hearings for **RZ02-22** will be held in the Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

February 2, 2022	at 1:30 p.m.	City of Shawnee Planning Commission meeting
February 22, 2022	at 6:00 p.m.	City of Shawnee City Commission meeting

Attendance at the public hearing is not mandatory but all interested parties are encouraged to attend. Questions about the application may be directed to the City of Shawnee Planning Department at 405-878-1616. A copy of the application is available for public inspection during normal working hours in the Planning Office/Annex Building located at 222 N. Broadway.

Presented for post and publication on January 6, 2021, by Rachel Clyne, City Planner.



LOT 8, BLOCK 'A'
SHAWNEE MALL SUBDIVISION
(BK. 1365, PG. 106)

S.E. CORNER OF
LOT 8, BLOCK A

S. LINE LOT 8,
BLOCK "A"

S 00°00'57" W
~ 27.02'

S 89°58'57" E ~ 119.37'

S 89°58'57" E ~ 193.00'



NOT TO SCALE

LOT 2, BLOCK 'A'
SHAWNEE MALL
SUBDIVISION
(DOC. NO. 1989-00012230)

STRIKER EQUITIES
±0.4364 ac.

THE GARAGE AT SHAWNEE MALL
LOT 1, BLOCK 1
DOC. # 201500015219

N 00°00'57" E ~ 159.25'

S 00°00'57" W ~ 159.25'

S 00°00'57" W ~ 159.25'

N 89°58'57" W ~ 119.37'

N 89°58'57" W ~ 193.00'

N 00°00'57" E
66.20'

P.O.B.

SW CORNER OF LOT 1, BLOCK 1
OF "THE GARAGE AT SHAWNEE
MALL" (DOC. # 201500015219)

S. LINE
LOT 2

N 89°42'29" W

N. R.O.W. LINE I-40

FND. 3/8" I.P.

S.E. CORNER
LOT 2 BLOCK "A"

DOC. NO. 1989-00012230

DATE: 10-19-2021

INTERSTATE HIGHWAY 40
FRONTAGE ROAD

ATTACHMENT A (2 OF 2) - PLOT PLAN
STRIKER EQUITIES AT SHAWNEE MALL
SHAWNEE, OKLAHOMA

SMC Consulting Engineers, P.C.

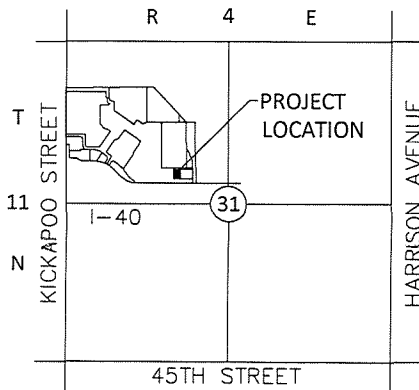
815 West Main - Oklahoma City, OK 73106

PH: 405-232-7715 Fax: 405-232-7859

Website: www.smcokc.com

OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA. 464 EXP 06/30/2023

SMC



45TH STREET
LOCATION MAP

NOT TO SCALE

ORDINANCE NO. _____

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND THAT IS PART OF LOT TWO (2), BLOCK "A" OF THE RECORDED PLAT OF SHAWNEE MALL SUBDIVISION (DOC. NO. 1989-00012230) IN THE NORTHWEST QUARTER (NW/4) OF SECTION THIRTY- ONE (31), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, STATE OF OKLAHOMA, SAID TRACT OF LAND BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF LOT 1, BLOCK 1 OF "THE GARAGE AT SHAWNEE MALL" (DOC. NO. 201500015219) THENCE NORTH 89°58'57" WEST A DISTANCE OF 119.37 FEET; THENCE NORTH 00°00'57" EAST A DISTANCE OF 159.25 FEET; THENCE SOUTH 89°58'57" EAST A DISTANCE OF 119.37 FEET; THENCE SOUTH 00°00'57" WEST A DISTANCE OF 159.25 FEET TO THE POINT OF BEGINNING; FROM ZONING CLASSIFICATION CP (PLANNED SHOPPING CENTER DISTRICT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 22nd day of February, 2022, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification CP (Planned Shopping Center District) to C-3 (Highway Commercial District).

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

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

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: A TRACT OF LAND THAT IS PART OF LOT TWO (2), BLOCK "A" OF THE RECORDED PLAT OF SHAWNEE MALL SUBDIVISION (DOC. NO. 1989-00012230) IN THE NORTHWEST QUARTER (NW/4) OF SECTION THIRTY- ONE (31), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, STATE OF OKLAHOMA, SAID TRACT OF LAND BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF LOT 1, BLOCK 1 OF "THE GARAGE AT SHAWNEE MALL" (DOC. NO. 201500015219) THENCE NORTH 89°58'57" WEST A DISTANCE OF 119.37 FEET; THENCE NORTH 00°00'57" EAST A DISTANCE OF 159.25 FEET; THENCE SOUTH 89°58'57" EAST A DISTANCE OF 119.37 FEET; THENCE SOUTH 00°00'57" WEST A DISTANCE OF 159.25 FEET TO THE POINT OF BEGINNING; FROM ZONING CLASSIFICATION CP (PLANNED SHOPPING CENTER DISTRICT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this ____ day of _____, 2022.

(SEAL)
ATTEST:

ED BOLT, MAYOR

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this ____ day of _____, 2022.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners

12.

Meeting Date: 02/22/2022

Preliminary Plat

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of Preliminary Plat for Striker Equities at Shawnee Mall subdivision located west of 190 West Shawnee Mall Drive. Case No. PPL01-22, Applicant: Muhammad Khan, PE, SMC Consulting.

Attachments

Preliminary Plat



Community Development

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

Date: February 11, 2022
To: City Commission
From: Rian Harkins, Community Development Director
Subject: Consideration of an application for Preliminary Plat of Striker Equities at Shawnee Mall subdivision located west of 190 W. Shawnee Mall Drive.
Case No. PPL01-22, Applicant: Muhammad Khan, PE, SMC Consulting

Background: The subject property is located west of 190 W. Shawnee Mall Drive. The proposed subdivision has one (1) lot and approximately 0.4364-acres. The current zoning is CP (Planned Shopping Center District). An application to rezone the property to C-3 (Highway Commercial District) is processed concurrently with this preliminary plat application.

Discussion: The subject property is located west of 190 W. Shawnee Mall Drive. The proposed subdivision has one (1) lot and approximately 0.4364-acres. The current zoning is CP (Planned Shopping Center District). An application to rezone the property to C-3 (Highway Commercial District) is processed concurrently with this preliminary plat application.

Staff reviewed the Preliminary Plat submittal of the Striker Equities at Shawnee Mall subdivision. The proposed plat will be situated in an existing parking lot within the mall development. At the request of the City Engineer, the applicant has noted that a separate instrument will be filed to ensure cross-access parking and cross-access easement on the plat.

Attachment: Application and supporting documents

Recommendation: Planning Commission recommended **Approval** of the application PPL01-22 at its regular February 2, 2022 meeting.



Planning Commission Meeting – 02.2.2022 – City of Shawnee, Oklahoma

Preliminary Plat Application -- PPL01-22 – Striker Equities at Shawnee Mall subdivision

To: Shawnee Planning Commission

From: Rachel Clyne, City Planner

Date: January 28, 2022

Subject: PPL01-22 – Staff Report - Consideration of an application for Preliminary Plat of Striker Equities at Shawnee Mall subdivision located west of 190 W. Shawnee Mall Drive.

It is requested that the Planning Commission give the following information formal consideration at its regular meeting of February 2, 2022.

Background

The subject property is located west of 190 W. Shawnee Mall Drive. The proposed subdivision has one (1) lot and approximately 0.4364-acres. The current zoning is CP (Planned Shopping Center District). An application to rezone the property to C-3 (Highway Commercial District) is processed concurrently with this preliminary plat application.

Discussion

Staff reviewed the Preliminary Plat submittal of the Striker Equities at Shawnee Mall subdivision. The proposed plat will be situated in an existing parking lot within the mall development. At the request of City Engineer, the applicant has noted that a separate instrument will be filed to ensure cross-access parking and cross-access easement on the plat.

Recommendation

Staff recommends that the Planning Commission recommend to the City Commission APPROVAL of PPL01-22, for the Preliminary Plat of Striker Equities at Shawnee Mall subdivision as presented.

This application will be heard at the City Commission meeting on Tuesday, February 22, 2022, at 6:00 p.m. in the Commission Chambers of City Hall.



PRELIMINARY PLAT APPLICATION

Planning Department

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

For Office Use Only

Case Number: _____
Project Number: _____
Date Filed: _____
Amount Paid: _____
Receipt No.: _____

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

APPLICANT MUHAMMAD KHAN, P.E.
APPLICANT ADDRESS 815 W. MAIN, OKLAHOMA CITY, OK 73106
APPLICANT PHONE NUMBERS 405-232-7715
EMAIL ADDRESS muhammad@smcokc.com
NAME OF PLAT STRIKER EQUITIES AT SHAWNEE MALL
LOCATION SHAWNEE MALL, SHAWNEE MALL DRIVE, SHAWNEE
NUMBER OF ACRES 0.4364 NUMBER OF LOTS ONE

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00

PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS _____

PLUS \$1.00 PER LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS _____

TOTAL COST _____

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00

PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS 1 \$2.00

PLUS \$1.00 PER LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS _____

TOTAL COST \$227.00

OWNER/DEVELOPER INFORMATION:

NAME SHAWNEE MALL OWNER, LLC., a Delaware limited liability company
ADDRESS 4901 N. KICKAPOO ST., SUITE 5000, SHAWNEE, OK 74804
CONTACT NUMBERS 405-275-7253
EMAIL ADDRESS muhammad@smcokc.com (Representing the Owner)

PROJECT ENGINEER INFORMATION:

NAME MUHAMMAD KHAN, P.E.
ADDRESS 815 W. MAIN, OKLAHOMA CITY, OK 73106
CONTACT NUMBERS 405-232-7715
EMAIL ADDRESS muhammad@smcokc.com

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

Regular Board of Commissioners

13.

Meeting Date: 02/22/2022

Final Plat

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a Final Plat for Striker Equities at Shawnee Mall subdivision located west of 190 West Shawnee Mall Drive. Case No. FPL01-22, Applicant: Muhammad Khan, PE, SMC Consulting.

Attachments

Final Plat



Community Development

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

Date: February 11, 2022
To: City Commission
From: Rian Harkins, Community Development Director
Subject: Consideration of an application for Final Plat of Striker Equities at Shawnee Mall subdivision located west of 190 W. Shawnee Mall Drive.
Case No. FPL01-22, Applicant: Muhammad Khan, PE, SMC Consulting

Background: The subject property is located west of 190 W. Shawnee Mall Drive. The proposed subdivision has one (1) lot and approximately 0.4364-acres. The current zoning is CP (Planned Shopping Center District). An application to rezone the property to C-3 (Highway Commercial District) is processed concurrently with this preliminary plat application.

Discussion: The subject property is located west of 190 W. Shawnee Mall Drive. The proposed subdivision has one (1) lot and approximately 0.4364-acres. The current zoning is CP (Planned Shopping Center District). An application to rezone the property to C-3 (Highway Commercial District) is processed concurrently with this final plat application.

Staff reviewed the Final Plat submittal of the Striker Equities at Shawnee Mall subdivision. At the request of the City Engineer, the applicant has noted that a separate instrument will be filed to ensure cross-access parking and cross-access easement on the plat.

Attachment: Application and supporting documents

Recommendation: Planning Commission recommended **Approval** of the application FPL01-22 at its regular February 2, 2022 meeting.



Planning Commission Meeting – 02.2.2022 – City of Shawnee, Oklahoma

Final Plat Application -- PPL01-22 – Striker Equities at Shawnee Mall subdivision

To: Shawnee Planning Commission

From: Rachel Clyne, City Planner

Date: January 28, 2022

Subject: FPL01-22 – Staff Report - Consideration of an application for Final Plat of Striker Equities at Shawnee Mall subdivision located west of 190 W. Shawnee Mall Drive.

It is requested that the Planning Commission give the following information formal consideration at its regular meeting of February 2, 2022.

Background

The subject property is located west of 190 W. Shawnee Mall Drive. The proposed subdivision has one (1) lot and approximately 0.4364-acres. The current zoning is CP (Planned Shopping Center District). An application to rezone the property to C-3 (Highway Commercial District) and a Preliminary Plat application are being processed concurrently with this Final Plat application.

Discussion

Staff reviewed the Final Plat submittal of the Striker Equities at Shawnee Mall subdivision. The proposed plat is to be located in an existing parking lot. At the request of City Engineer, the applicant has noted that a separate instrument will be filed to ensure cross-access parking and cross-access easement on the plat.

Recommendation

Staff recommends that the Planning Commission recommend to the City Commission **APPROVAL** of **FPL01-22**, for the Final Plat of Striker Equities at Shawnee Mall subdivision as presented.

This application will be heard at the City Commission meeting on Tuesday, February 22, 2022, at 6:00 p.m. in the Commission Chambers of City Hall.



FINAL PLAT APPLICATION

Planning Department

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

For Office Use Only	
Case Number:	FPL 01-22
Project Number:	20220052
Date Filed:	1-5-2022
Amount Paid:	327.00
Receipt No.:	1189

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

APPLICANT MUHAMMAD KHAN, P.E.

APPLICANT ADDRESS 815 W. MAIN, OKLAHOMA CITY, OK 73106

APPLICANT PHONE NUMBERS 405-232-7715

EMAIL ADDRESS muhammad@smcokc.com

NAME OF PLAT STRIKER EQUITIES AT SHAWNEE MALL

LOCATION SHAWNEE MALL, SHAWNEE MALL DRIVE, SHAWNEE

NUMBER OF ACRES 0.4364

NUMBER OF LOTS ONE

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00

PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS

PLUS \$1.00 PER LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS

TOTAL COST

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00

PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS 1 \$2.00

PLUS \$1.00 PER LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS

TOTAL COST \$227.00

OWNER/DEVELOPER INFORMATION:

NAME SHAWNEE MALL OWNER, LLC., a Delaware limited liability company

ADDRESS 4901 N. KICKAPOO ST., SUITE 5000, SHAWNEE, OK 74804

CONTACT NUMBERS 405-275-7253

EMAIL ADDRESS muhammad@smcokc.com (Representing the Owner)

PROJECT ENGINEER INFORMATION:

NAME MUHAMMAD KHAN, P.E.

ADDRESS 815 W. MAIN, OKLAHOMA CITY, OK 73106

CONTACT NUMBERS 405-232-7715

EMAIL ADDRESS muhammad@smcokc.com

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

FINAL PLAT

STRIKER EQUITIES AT SHAWNEE MALL

Being a Replat of a Part of Lot 2, Block A, Shawnee Mall Subdivision
A Part of the N.W. Quarter, Section 31, T. 11 N., R. 4E, I.M.
Shawnee, Pottawatomie County, Oklahoma

LOT COUNT: 1

PROPERTY AREA		
LOT ID	SQ. FT.	ACRES
LOT 1, BLOCK 1	19,010	0.4364

NOTE:

- THE BEARING OF SOUTH 00°00'51" WEST AS THE EAST LINE OF LOT 2, BLOCK 1, SHAWNEE MALL SUBDIVISION AS SHOWN ON SAID PLAT WAS USED AS THE BASIS OF BEARING FOR THE FINAL PLAT OF THE STRIKER EQUITIES AT SHAWNEE MALL.
- EASEMENTS SHOWN HEREON BY SPECIFIC RECORDING INFORMATION ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE NOT DEDICATED PURSUANT TO THE FINAL PLAT OF THE GARAGE AT SHAWNEE MALL.
- RECIPROCAL EASEMENTS, COVENANTS, CONDITIONS AND RESTRICTIONS AGREEMENT WILL BE REQUIRED BY A SURVIVOR INSTRUMENT TO ESTABLISH THE GRANT OF RECIPROCAL CROSS ACCESS, RECIPROCAL PARKING EASEMENT, RECIPROCAL DRIVEWAY EASEMENT AND UTILITY EASEMENTS.

OWNER'S CERTIFICATE AND DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, SHAWNEE MALL OWNER, LLC, a Delaware limited liability company, do hereby certify that we are the owners of and the only person or persons, corporation or corporations having any right, title or interest in the land shown on the Final Plat of STRIKER EQUITIES AT SHAWNEE MALL, a replat of a portion of Lot 2, Block "A" of Shawnee Mall Subdivision, in addition to the City of Shawnee, Pottawatomie County, Oklahoma, and have caused the said premises to be surveyed and platted into lots, blocks, streets and easements, as shown on said Final Plat, and said Final Plat represents a correct survey of all property included therein and is hereby adopted as the plat of land under the name of STRIKER EQUITIES AT SHAWNEE MALL and more particularly described as follows:

A tract of land that is part of Lot Two (2), Block "A" of the recorded plat of SHAWNEE MALL SUBDIVISION, in the Northwest Quarter (NW/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, State of Oklahoma, recorded as Doc. No. 198900012230, said tract of land being described as follows:
BEGINNING at the Southwest Corner of Lot 1, Block 1 of "THE GARAGE AT SHAWNEE MALL" recorded as Doc. No. 201500015219;
THENCE North 89°50'51" West a distance of 119.37 feet;
THENCE North 00°00'51" East a distance of 159.25 feet;
THENCE South 89°50'51" East a distance of 119.37 feet;
THENCE South 00°00'51" West a distance of 159.25 feet to the POINT OF BEGINNING.

Said described tract of land contains an area of 19,010 square feet or 0.4364 acres, more or less.

SHAWNEE MALL OWNER, LLC, a Delaware limited liability company, dedicates all streets and easements shown on said final plat to the public for public highways, streets and easements, for themselves, their successors, and assigns forever and have caused the same to be released from all rights, easements and encumbrances except as shown on the Bonded Abstractor's Certificate.

SHAWNEE MALL OWNER, LLC
a Delaware limited liability company.

(David M. Jackson, Authorized Representative)

STATE OF _____
COUNTY OF _____

Before me, the undersigned, a Notary Public in and for said County and State, on this _____ day of _____, 20____, personally appeared David M. Jackson, an individual, a Delaware limited liability company, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed of Shawnee Mall Owner, LLC, a Delaware limited liability company, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

My Commission Expires: _____

NOTARY PUBLIC

BONDED ABSTRACTOR'S CERTIFICATE

The undersigned, duly qualified abstractor in and for said County and State, hereby certifies that according to the records of said County, title to the land shown on the Final Plat of STRIKER EQUITIES AT SHAWNEE MALL, a replat of a portion of Lot 2, Block "A" of Shawnee Mall Subdivision, in addition to the City of Shawnee, Pottawatomie County, Oklahoma, appears to be vested in SHAWNEE MALL OWNER, LLC, a Delaware limited liability company, on this _____ day of _____, 20____, unencumbered by pending actions, judgments, liens, taxes or other encumbrances except minerals previously conveyed and mortgages of record.

AUTHORIZED OFFICER

CITY PLANNING COMMISSION APPROVAL

I, _____, Chairman of the Planning Commission of the City of Shawnee, Oklahoma, hereby certify that the said Planning Commission approved the Final Plat of STRIKER EQUITIES AT SHAWNEE MALL, a replat of a portion of Lot 2, Block "A" of Shawnee Mall Subdivision, on this _____ day of _____, 20____.

CHAIRPERSON

ACCEPTANCE OF DEDICATIONS

Be it resolved by the City Council of Shawnee, Oklahoma, that the dedications shown on the Final Plat of STRIKER EQUITIES AT SHAWNEE MALL, a replat of a portion of Lot 2, Block "A" of Shawnee Mall Subdivision, in addition to the City of Shawnee, Oklahoma, are hereby accepted.

Signed by the Mayor of the City of Shawnee, Oklahoma, this _____ day of _____, 20____.

ATTEST:

CITY CLERK

MAYOR

CERTIFICATE OF CITY CLERK

I, _____, City Clerk of the City of Shawnee, Oklahoma, hereby certify that I have examined the records of said City and find that all delinquent payments on unrecorded instruments have been paid in full and that there is no special assessment procedure now pending against the land on the Final Plat of STRIKER EQUITIES AT SHAWNEE MALL, a replat of a portion of Lot 2, Block "A" of Shawnee Mall Subdivision, in addition to the City of Shawnee, Oklahoma.

Signed by the City Clerk on this _____ day of _____, 20____.

CITY CLERK

COUNTY TREASURER'S CERTIFICATE

I, _____, hereby certify that I am the duly elected and acting County Treasurer of Pottawatomie County, State of Oklahoma, that the tax records of said County show no taxes paid for the year _____ and all prior years on the land shown on the Final Plat of STRIKER EQUITIES AT SHAWNEE MALL, a replat of a portion of Lot 2, Block "A" of Shawnee Mall Subdivision, in addition to the City of Shawnee, Oklahoma, and that no payments thereon actually exist and their positions are correctly shown. That this Survey meets the Oklahoma Minimum Standards for the Practice of Land Surveyors as adopted by the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors and that said Final Plat complies with the requirements of Title 4, Section 41-108 of the Oklahoma State Statute.

COUNTY TREASURER

REGISTERED LAND SURVEYOR

I, Randall A. Mansfield, do hereby certify that I am a Professional Land Surveyor in the State of Oklahoma, and that the Final Plat of STRIKER EQUITIES AT SHAWNEE MALL, a replat of a portion of Lot 2, Block "A" of Shawnee Mall Subdivision, in addition to the City of Shawnee, Oklahoma, consisting of one (1) sheet, represents a survey made under my supervision on the _____ day of _____, 20____, and that measurements shown thereon actually exist and their positions are correctly shown. That this Survey meets the Oklahoma Minimum Standards for the Practice of Land Surveyors as adopted by the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors and that said Final Plat complies with the requirements of Title 4, Section 41-108 of the Oklahoma State Statute.

DODSON-THOMPSON-MANSFIELD, PLLC
3010 N. 30TH STREET
OKLAHOMA CITY, OKLAHOMA 73105
(405) 601-7402

Randall A. Mansfield, REGISTERED LAND SURVEYOR No. 1613
OKLAHOMA CERTIFICATE OF AUTHORIZATION No. 6381 EXPIRES - JUNE 30, 2024

STATE OF OKLAHOMA

Before me, the undersigned, a Notary Public in and for said County and State on this _____ day of _____, 20____, personally appeared Randall A. Mansfield, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

My Commission Expires: _____

NOTARY PUBLIC

Date: December 15, 2021

SAC CONSULTING ENGINEERS P.C.
615 N. MAIN STREET
OKLAHOMA CITY, OK 73106
(405) 242-7715
Oklahoma Certificate of Authorization
No. 464 Exp. 6/30/2023

STRIKER EQUITIES AT SHAWNEE MALL
A replat of a portion of Lot 2, Block "A" of Shawnee Mall Subdivision, Shawnee, Pottawatomie County, Oklahoma
FINAL PLAT, SHEET 1 OF 1

NOTE: THE UNIT OF MEASUREMENT SHOWN FOR ALL DIMENSIONS ON THE FINAL PLAT IS FEET.

FP01-22

Regular Board of Commissioners

14.

Meeting Date: 02/22/2022

Sales Tax and Budget Reports

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge monthly Sales Tax and Budget Reports.

Attachments

Sales Tax Report

Budget Report



Date: February 22, 2022
To: Honorable Mayor and City Commissioners
From: Jacob Bussell, Asst. Finance Director
Subject: February Sales and Use Tax Deposit

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

Sales Tax Collection Allocated by Fund:

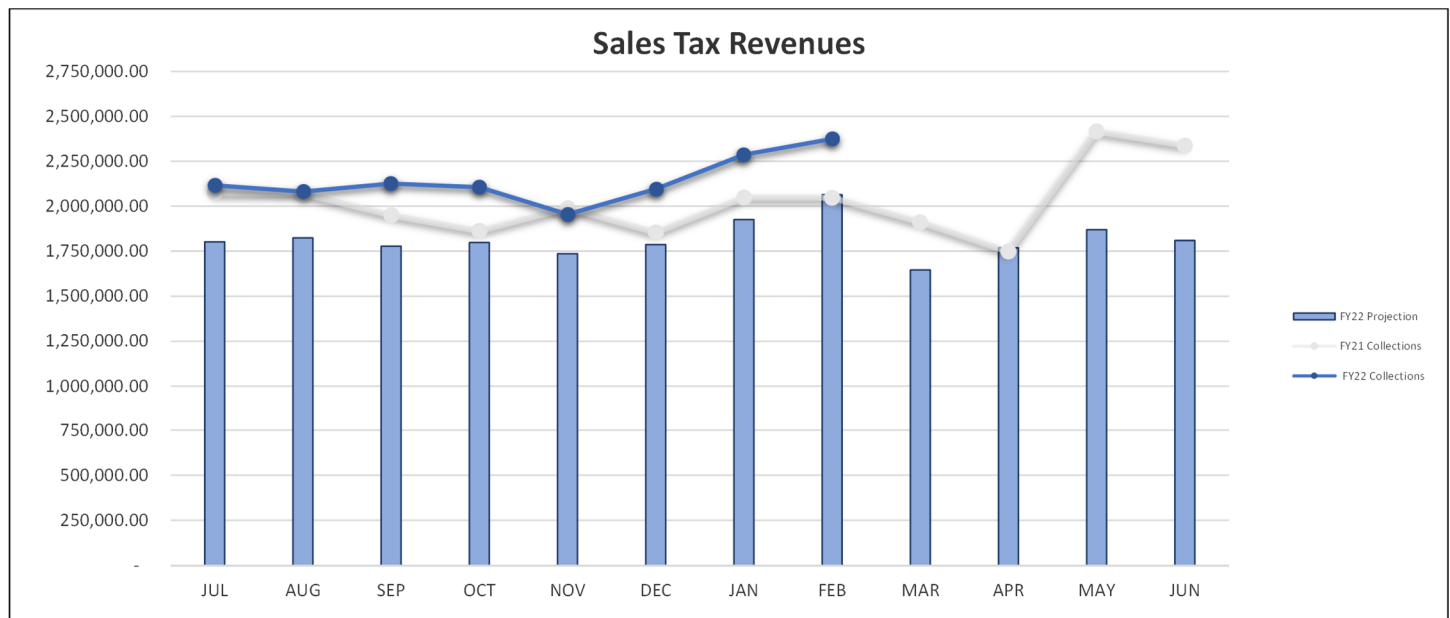
The February sales tax deposit was \$2,373,870.85, including interest of \$1,085.35, to be allocated as follows:

Fund	Allocation
General Fund	\$ 1,357,117.84
2018 Capital Improvements Fund	339,279.46
Capital Improvements Fund	262,941.58
Street Improvements Fund	296,869.52
Economic Development Fund	33,927.96
Police Sales Tax Fund	42,409.92
Fire Sales Tax Fund	42,409.92
Total Sales Taxes Collected	<u>\$ 2,374,956.20</u>

Finance Department Report:

Sales and use tax collections totaled \$2,728,507.68 for February 2022. It should be noted the current sales tax estimate for FY 21-22 is based on a 2% increase compared to the prior year budget. For the year, sales tax collections are up \$2,423,887 or 16.47%, over the projected budget year-to-date. Use tax collections are up approximately \$477,616, or 28.34%, over the projected budget year-to-date.

Fiscal Year 2022 Sales Tax Collections and Performance:

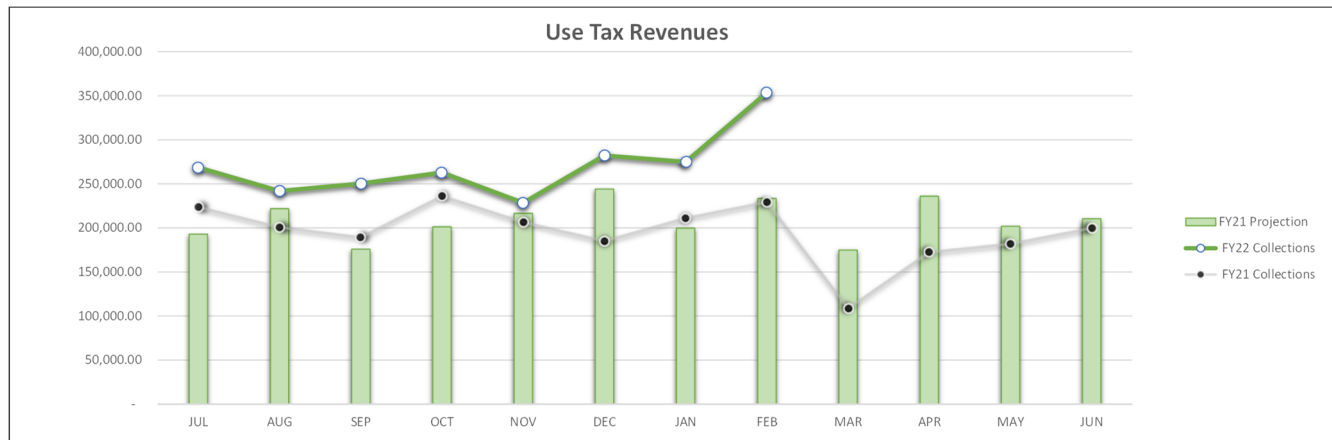


	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts (February 2022):	\$ 2,064,215	\$ 2,374,956	\$ 310,741	15.05%
Sales Tax Receipts (year-to-date):	\$ 14,717,201	\$ 17,141,088	\$ 2,423,887	16.47%

	February 2021	February 2022	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 2,046,927	\$ 2,374,956	\$ 328,029	16.03%

	Year To Date FY 2021	Year To Date FY 2022	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	✓ \$ 15,891,688	\$ 17,141,088	\$ 1,249,400	7.86%

Fiscal Year 2022 Use Tax Collections and Performance:



	Projected Budget	Actual	Amount Variance	Percentage Variance
Use Tax Receipts (February 2022):	\$ 233,519	\$ 353,551	\$ 120,032	51.40%
Use Tax Receipts (year-to-date):	\$ 1,685,631	\$ 2,163,247	\$ 477,616	28.33%

	February 2021	February 2022	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 253,642	\$ 353,551	\$ 99,910	39.39%

	Year To Date FY 2021	Year To Date FY 2022	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 1,712,237	\$ 2,163,247	\$ 451,010	26.34%

Fiscal Year 2022 – Sales & Use Tax – Above Projections:

Sale & Use Tax - Above Projections (year to date): \$ 1,738,630

Appropriated:

- COLA - Step & Grade \$ (243,525)

- Police & Fire Contracts, Com. Dev. Dept. Adj. \$ (674,212)

Unappropriated:

\$ 820,893

How to Navigate the City of Shawnee's Online Budget to Actuals

This year, the City of Shawnee implemented OpenGov which allows for an interactive experience with the city's budget. The Budget to Actuals report is laid out in four sections: Revenue vs Expenditure Summary YTD, Revenue by Source, Breakdown by Account Group, and Breakdown by Department.

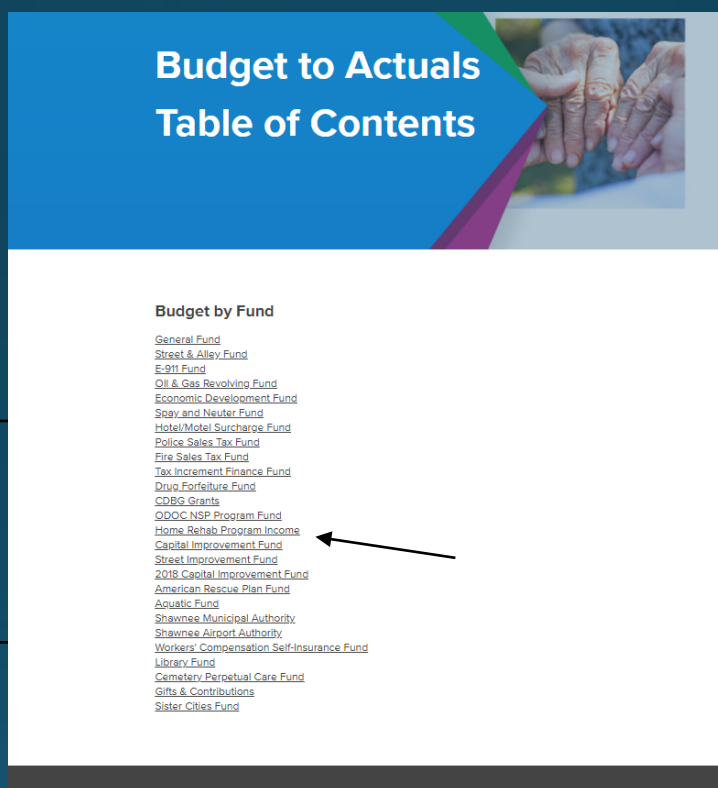
Please Note: *OpenGov works best with Google Chrome.*

Table of Contents

The link below will take you to the City of Shawnee Online Budget to Actuals.

<https://stories.opengov.com/shawneeok/published/u84NCy36R>

The first thing which appears is the Table of Contents. This page contains links to each fund. You may look at the desired budget by clicking on the hyperlink.

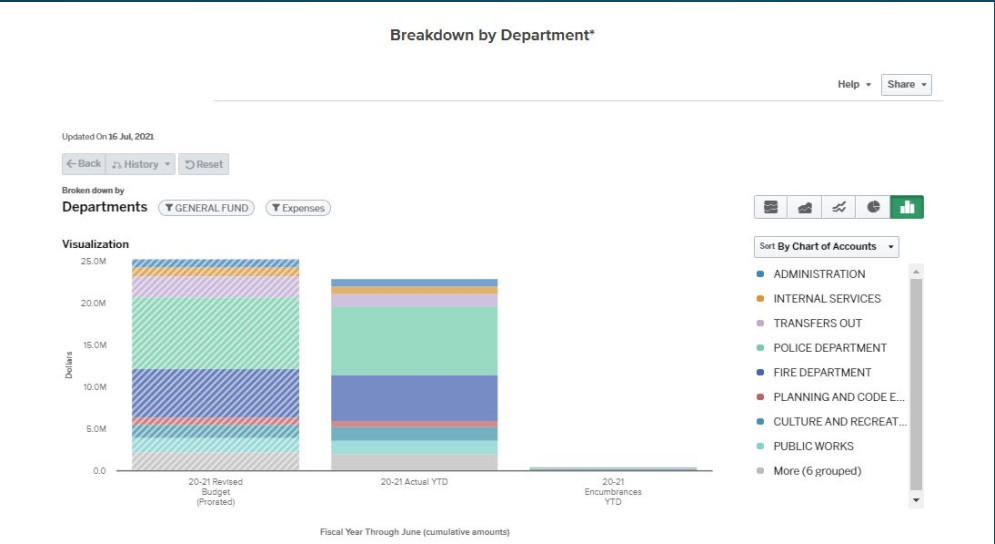


OpenGov comes with many features. The next two pages outline some of the basics of clicking through an OpenGov budget to actuals page.

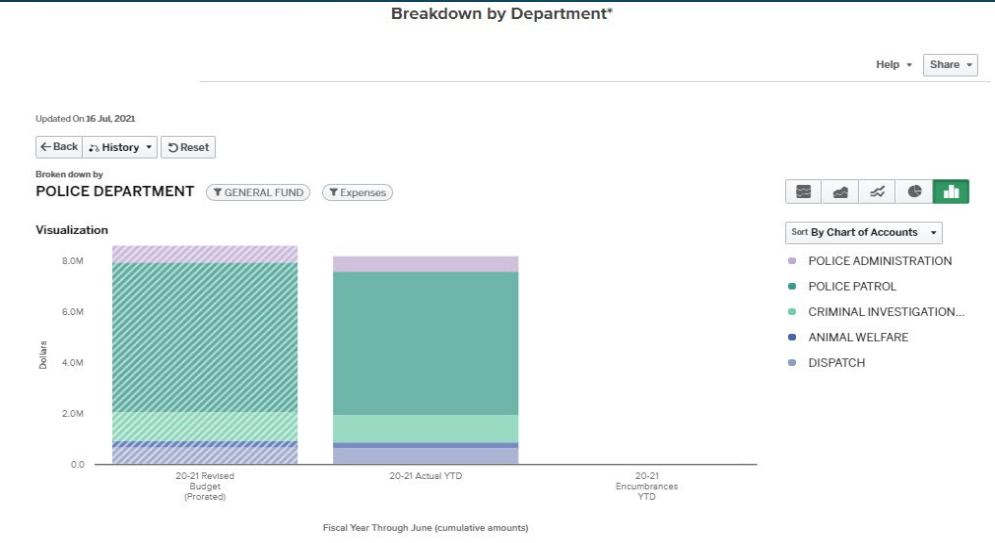
Drill-Down Capabilities

Certain graphs are dynamic and can be used to drill-down. For example, the General Fund Breakdown by Department can be limited to certain divisions. This is done by clicking on the portion of the graph which is of interest.

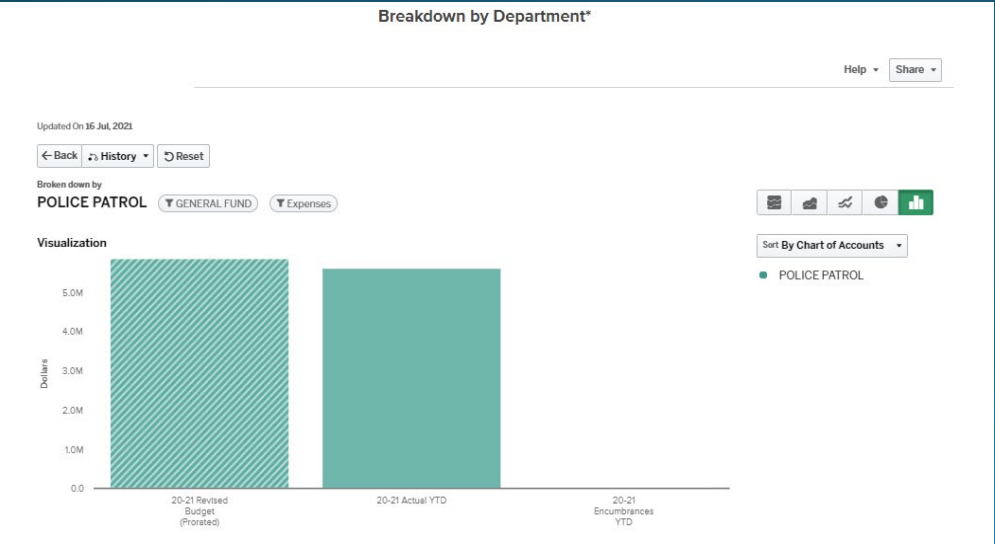
Initial View



Department Level

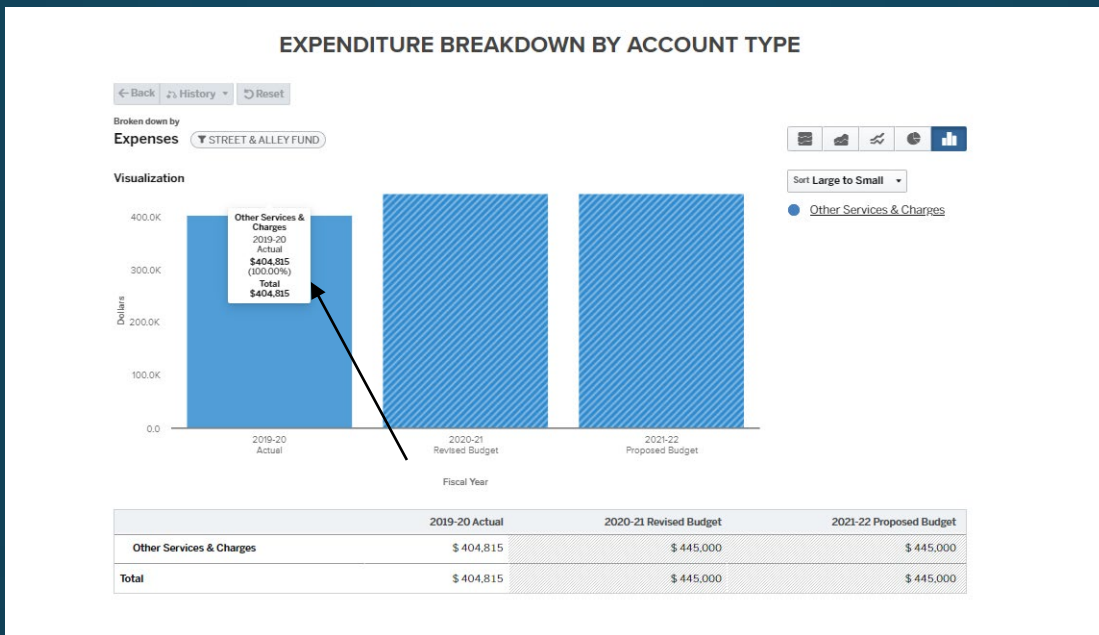


Division Level



Hovering to View Numbers

Hovering over each portion of a bar graph will show you the amount of a particular item.



Sorting

Graphs may be sorted four ways:

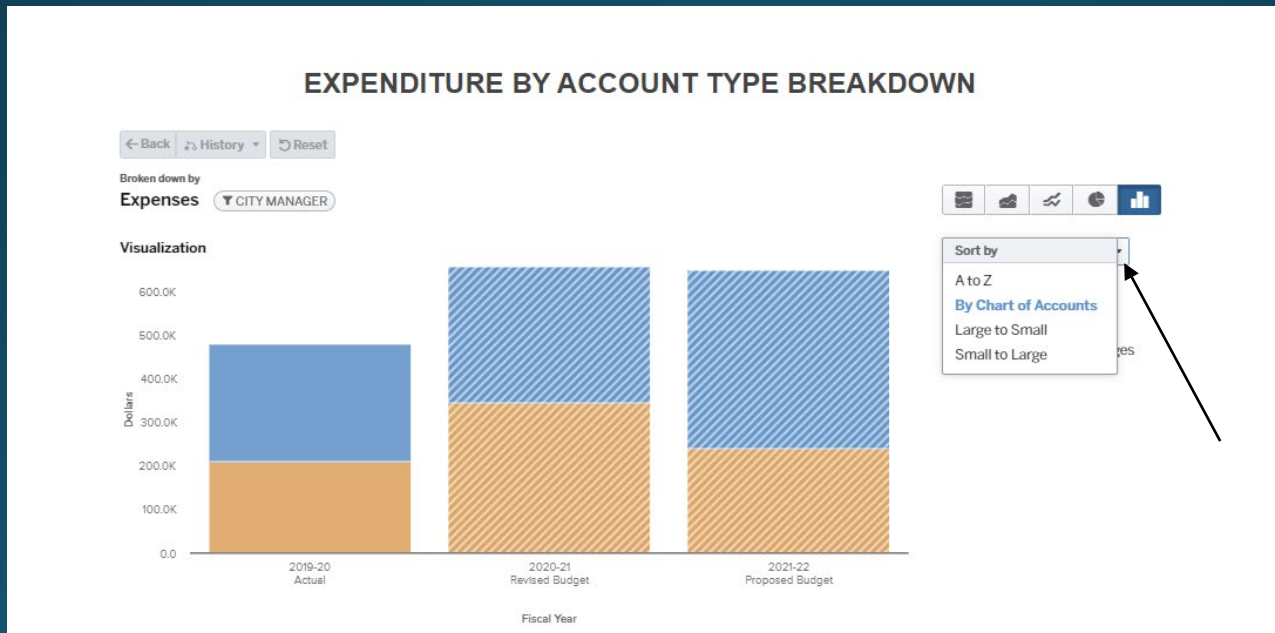
A to Z

Chart of Accounts

Smallest to Largest

Largest to Smallest

To use this feature, please use the Sort By dropdown on the top right-hand corner of the graph.



Please Note: OpenGov information updates daily with current accounting records, and therefore, is subject to change if viewed subsequent to the original presentation date.