AGENDA
BOARD OF CITY COMMISSIONERS
February 6, 2012 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

REV. DAVID HENRY
CALVARY BAPTIST CHURCH

FLAG SALUTE

1. Consider approval of Agenda:

2. Consider approval of Consent Agenda:

a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item Number 10.

b. Minutes from the January 17, 2012 regular meeting.

c. Acknowledge the following minutes:

- Traffic Commission minutes from October 25, 2011
- Planning Commission minutes from January 4, 2012
- Shawnee Civic and Cultural Development Authority minutes from December 15, 2011

d. Traffic Commision Board Recommendations from January 24, 2012

A. Consideration of request by Carl Packwood to have security lamp installed by Canadian Valley at the intersection of Bryan and Bradley at the Northeast corner

<u>STAFF RECOMMENDATION</u> : Staff recommends approval of request
<u>BOARD RECOMMENDATION</u> : Board recommends agreeing with Staff approval to install light

B. Consideration of request by Woodsong Homeowners Association to have 20mph speed limit signs installed at 3 different locations in Woodsong Addition

<u>STAFF RECOMMENDATION</u> : Staff recommends to deny request
<u>BOARD RECOMMENDATION</u> : Board agrees with Staff recommendation to deny request for sign installation

e. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Theresa Bartow.

f. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Susan Serena.

g. Acknowledge the Preliminary 2012-2013 Budget Schedule.

h. Authorize staff to request RFQ's for library reroofing project.

3. Citizens Participation

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

4. Presentation by Eide Bailly of audited financial statements of the City of Shawnee and Related Authorities for the FY 2010-2011.

5. Presentation of Annual Report and Budget for the Shawnee Convention and Visitor Bureau by Gordona Rowell, Director.

6. Reconvene public hearing and consideration of an ordinance annexing property located northwest of the intersection of MacArthur Street and Acme Road, just east of Highway 177. Applicant: Kickapoo Tribe of Oklahoma
(Continued from the December 19, 2011 meeting at the request of the applicant and the January 17, 2012 meeting for additional documents)

7. Public hearing and consideration of a Conditional Use Permit In A-1 zoning for property located at 16209 C Patterson Road. Case P04-12 Applicant: Lance and Destiny Walker

8. Consideration of approval of the Graystone Addition preliminary and final plats located North of Highland Street on the East side of Cleveland Street. Case S02-12 &S03-12. Applicant: Absentee Shawnee Housing Authority

9. Consideration of approval of the Austin & Austin preliminary plat located in the 3800 block of North Harrison Street on the West side. Case #S04-12 Applicant: Landes Engineering LLC

10. Consider Bids:

a. Harrison Street Planter Project COS-PW-11-06 (Open)

b. Community Center Fire Suppression System (Award)

11. New Business

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

12. Administrative Reports

13. Commissioners Comments

14. Consider an Executive Session to discuss status of Collective Bargaining Agreement with the IUPA, Local No. 3, for FY2011-2012 and FY2012-2013 as authorized by 25 O.S. §307(B)(2).

15. Consider an Executive Session to discuss City Manager's evaluation pursuant to 25 O.S. §307(B)(1).

16. Consider matters discussed in Executive Session regarding status of Collective Bargaining Agreement with the IUPA, Local No. 3, for FY2011-2012 and FY2012-2013 as authorized by 25 O.S. §307(B)(2).

17. Consider matters discussed in Executive Session regarding City Manager's evaluation pursuant to 25 O.S. §307(B)(1).

18. Adjournment

Respectfully submitted

Phyllis Loftis, 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 accommodatons will be made. (ADA 28 CFR/36)

Regular Board of Commissioners **2. a.**

Meeting Date: 02/06/2012

Open Bids

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item Number 10.

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

Meeting Date: 02/06/2012

Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Minutes from the January 17, 2012 regular meeting.

Attachments

Minutes Jan 17 2012

BOARD OF CITY COMMISSIONERS PROCEEDINGS
JANUARY 17, 2012 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Tuesday, January 17, 2012 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Peterson presided and called the meeting to order. Upon roll call, the following members were in attendance.

Linda Peterson
Mayor

Pam Stephens Commissioner Ward 1	Frank Sims Commissioner Ward 2
James Harrod Commissioner Ward 3	Billy Collier Commissioner Ward 4-Vice Mayor
John Winterringer Commissioner Ward 5	Steve Smith Commissioner Ward 6

ABSENT: None

INVOCATION Rev. Larry Sparks
New Beginnings Church

FLAG SALUTE

AGENDA ITEM NO. 1: Consider approval of Agenda.

A motion was made by Commissioner Sims, seconded by Vice-Mayor Collier, to approve the Agenda. Motion carried 7-0.

AYE: Sims, Collier, Winterringer, Smith, Stephens, Harrod, Peterson
NAY: None

AGENDA ITEM NO. 2: Consider approval of Consent Agenda:

a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item Number16 and Shawnee Municipal Authority Agenda Item Number 3.

b. Minutes from the December 19, 2011 regular meeting.

c. Budget Amendment – General Fund – Revenue sources not budgeted

d. Budget Amendment – General Fund – Unzner Grant

e. Budget Amendment – SMA - Insurance Reimbursements, Carryovers for last year

f. Acknowledge the following minutes and reports:

- Shawnee Civic and Cultural Development Authority minutes from November 7, 2011
- Planning Commission minutes from December 7, 2011
- License Payment Report December 1-31, 2011
- Project Payment Report December 1-31, 2011

A motion was made by Commissioner Harrod, seconded by Commissioner Sims, to approve the Consent Agenda Items a-f. Motion carried 7-0.

AYE: Harrod, Sims, Peterson, Collier, Winterringer, Smith, Stephens
NAY: None

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

Dana Holden, 1101 West 45th Street, spoke regarding an issue with his water line. His meter is in a neighbor's yard and through several other properties and he believes he has a leak in this line due to high water consumption. He was advised by line maintenance that the best solution was to move his water meter. Mr. Holden says he was, also, advised to file a tort claim or a law suit. The city manager requested that Mr. Holden call his office to set up an appointment to discuss the situation.

Rocky Barrett, 3311 North Oklahoma Street, addressed the commission on the legal problems of annexation of tribal trust land without a compact with the other government entities involved in areas such as tort claims and water sales. The Rural Water District #3 has an agreement with Pottawatomie County for water sales in this area and he believes this agreement would be binding. He also questioned the cross deputizing of law enforcement.

AGENDA ITEM NO. 4: Mayor's Proclamation: "Pat Snider Day" January 17, 2012

Pat Snider accepted the Mayor's Proclamation for "Pat Snider Day" presented by Mayor Peterson.

AGENDA ITEM NO. 5: City Manager presentation of Employee of the Month to Teresa Story, Billing Clerk – Customer Service.

Teresa Story was present to accept the Employee of the Month Certificate presented by City Manager Brian McDougal.

AGENDA ITEM NO. 6: Reconvene public hearing and consideration of an ordinance annexing property located northwest of the intersection of MacArthur Street and Acme Road, just east of Highway 177. Applicant: Kickapoo Tribe of Oklahoma *(Continued from the December 19, 2011 meeting at the request of the applicant)*

Mayor Peterson opened the public hearing for public comments. City Planning Director, Justin Erickson, reported the Kickapoo Tribe was working on a Memorandum of Understanding and had submitted the document to the city attorney for review. The Kickapoo Tribe has asked to continue to defer the request for annexation until the legal questions are addressed. Mr. Erickson advised the Memorandum of Understanding does not include cross-deputization.

Rocky Barrett spoke regarding the legal need for an agreement with the United States government regarding any binding agreement with the city and asked about the agreement with the county for the rural water district.

Jo Ann Cox had many questions regarding land in a tribal trust and asked about notification of property owners for annexation and asked if the city had plans to bring sanitary sewer service to the north side of MacArthur where she owns property. Justin Erickson explained that annexation publication notice was required but notice to individual adjacent property owners was not required.

A motion was made by Vice-Mayor Collier, seconded by Commissioner Sims, to continue the public hearing until the February 6, 2012 City Commission meeting per applicant's request and additional documentation. Motion Carried 7-0.

AYE: Collier, Sims, Harrod, Peterson, Winterringer, Smith, Stephens
NAY: None

<u>AGENDA ITEM NO. 7:</u> A public hearing and consideration of an ordinance rezoning property located at the Northwest corner of Bryan Street and 45th Street from A-1; Agricultural to C-2; Suburban Office. *Applicant requested C-3; Automotive, Commercial and Recreation. However, planning commission denied C-3 and approved C-2.*
Case #P01-12 Applicant: Landes Engineering, LLC

Mayor Peterson declared a public hearing in session to consider an ordinance rezoning property located at the Northwest corner of Bryan Street and 45th Street from A-1; Agricultural to C-2; Suburban Office. Mr. Mike Massey, property owner, spoke requesting the original zoning application of C-3; Automotive, Commercial and Recreation. He owns ten acres and does not want to be locked in using the majority of that property as church property. He would like the flexibility to use part of this in the future for other uses.

Rocky Barrett spoke asking the commission to consider what would happen to the neighborhood if the C-3 classification was allowed.

Justin Erickson, City Planning Director, explained the difference in C-2 and C-3 zoning classifications.

No additional people came forward and the Mayor closed the public hearing.

A motion was made by Commissioner Sims, seconded by Commissioner Collier, to approve the ordinance rezoning property located at the Northwest corner of Bryan Street and 45th Street from A-1; Agricultural to C-2; Suburban Office.

Ordinance No. 2466NS was introduced.

ORDINANCE NUMBER 2466NS, 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: THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER (SE/4 SE/4 SE/4) OF THE SECTION THIRTY-TWO (32), TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA, ALSO DESCRIBED AS: A TRACT OF LAND BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHEAST QUARTER (SE/4); THENCE NORTH 665.9175 FEET; THENCE N89º05’28”W 658.7909 FEET, THENCE SOUTH 661.8835 FEET; THENCE EAST 660.134 FEET TO THE POINT OF BEGINNING; REZONING SAID PROPERTY FROM A-1; AGRICULTURAL TO C-2; SUBURBAN OFFICE AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-1.

AYE: Sims, Collier, Winterringer, Smith, Stephens, Peterson
NAY: Harrod

<u>AGENDA ITEM NO. 8:</u> A public hearing and consideration of an ordinance for a Conditional Use Permit in C-3; Automotive, Commercial and Recreation zoning for property located at 1613 N. Harrison.

Case #P02-12 Applicant: Carl McCollum

Mayor Peterson declared a public hearing in session to consider an ordinance for a Conditional Use Permit in C-3; Automotive, Commercial and Recreation zoning for property located at 1613 N. Harrison. Mr. Carl McCollum, representing the strip mall location management, spoke in favor of the conditional use permit. No others came forward and the public hearing was closed.

A motion was made by Commissioner Sims, seconded by Commissioner Smith, to approve the ordinance for a Conditional Use Permit in C-3; Automotive, Commercial and Recreation zoning for property located at 1613 N. Harrison.

Ordinance No. 2467NS was introduced.

ORDINANCE NUMBER 2467NS, AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS BEGINNING AT A POINT 690 FEET NORTH OF THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE EAST 304 FEET; THENCE NORTH 597 FEET; THENCE WEST 304 FEET; THENCE SOUTH 597 FEET TO THE POINT OF BEGINNING; ACCORDING TO THE RECORDED PLAT THEREOF, REZONING SAID PROPERTY FROM C-3; AUTOMOTIVE, COMMERCIAL & RECREATION DISTRICT TO C-3P; AUTOMOTIVE, COMMERCIAL & RECREATION DISTRICT WITH CONDITIONAL USE PERMIT; AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion Carried 7-0.

AYE: Sims, Smith, Stephens, Harrod, Peterson, Collier, Winterringer
NAY: None

<u>AGENDA ITEM NO. 9:</u> A public hearing and consideration of an ordinance rezoning property located at 4410

and 4440 N. Kickapoo from R-1; Single Family Residential and C-1; Neighborhood Commercial to C-3; Automotive, Commercial and Recreation.
Case #P03-12 Applicant: Peter Porter

Mayor Peterson declared a public hearing in session to consider an ordinance rezoning property located at 4410 and 4440 N. Kickapoo from R-1; Single Family Residential and C-1; Neighborhood Commercial to C-3; Automotive, Commercial and Recreation. Mr. Peter Porter spoke about plans to build a retail building with a nail salon and other space available for rental. No others appeared to speak in favor or in protest of this rezoning and the public hearing was closed.

A motion was made by Vice-Mayor Collier, seconded by Commissioner Sims, to approve the ordinance rezoning property located at 4410 and 4440 N. Kickapoo from R-1; Single Family Residential and C-1; Neighborhood Commercial to C-3; Automotive, Commercial and Recreation.

Ordinance No. 2468NS was introduced.

ORDINANCE NUMBER 2468NS, AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: LOTS EIGHT (8) AND NINE (9), BLOCK TWO (2), COLLEGE VIEW ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, LESS AND EXCEPT THE NORTH FORTY (40) FEET OF THE WEST TWENTY FEET OF LOT NINE (9), REZONING SAID PROPERTY FROM R-1; SINGLE FAMILY RESIDENTIAL AND C-1; NEIGHBORHOOD COMMERCIAL TO C-3; AUTOMOTIVE, COMMERCIAL AND RECREATION DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion Carried 7-0.

AYE: Collier, Sims, Harrod, Peterson, Winterringer, Smith, Stephens
NAY: None

COMMISSIONER SMITH IS NOW ABSENT

AGENDA ITEM NO. 10: A public hearing and consideration of an ordinance modifying Section 3-216 of the Shawnee Municipal Code to prohibit non-accessory type signs.

Mayor Peterson declared a public hearing in session to consider an ordinance modifying Section 3-216 of the Shawnee Municipal Code to prohibit non-accessory type signs. Phil Tomlinson, Nancy Ford, Tom Terry, and Linda Malley all spoke against allowing any more billboards in the city. David Romberg believes billboards can be compatible with the city.
No others appeared to speak in favor or in protest of this rezoning and the public hearing was closed.

A motion was made by Commissioner Harrod, seconded by Commissioner Sims, to request the Planning Commission come back with a policy allowing billboards on a restricted basis.

Motion Carried 5-1.

AYE: Harrod, Sims, Collier, Winterringer, Stephens
NAY: Peterson

COMMISSIONER SMITH IS NOW PRESENT

AGENDA ITEM NO. 11: Discussion, consideration and possible action on recommendation from Shawnee Civic and Cultural Development Authority to award bid for electrical improvements at Heart of Oklahoma Exposition Center and method of payment from loan proceeds.

Discussion regarding the difference in the two bids received showed the main difference was not including all aspects of the project and the difference in materials.

A motion was made by Commissioner Sims, seconded by Commissioner Harrod, to approve the Shawnee Civic and Cultural Development Authority recommendation to award the bid to Shawnee Lighting Systems at a cost of $617,736.00. Motion carried 7-0.
AYE: Sims, Harrod, Peterson, Collier, Winterringer, Smith, Stephens
NAY: None

Further, a motion was made by Commissioner Sims, seconded by Commissioner Harrod, to pay invoices as they are approved by the SC&CDA and then presented to the City, up to $617,736.00. Motion carried 7-0.

AYE: Sims, Harrod, Peterson, Collier, Winterringer, Smith, Stephens
NAY: None

AGENDA ITEM NO. 12: Acknowledge Sales Tax report received January, 2012.

Cindy Sementelli, Finance Director/Treasurer presented the information regarding sales tax receipts. Sales tax receipts are down 1.98% from what was budgeted but up 1.0% from the previous year.

AGENDA ITEM NO. 13: Consider an ordinance amending municipal code regarding setting daily and annual fishing license fees at Shawnee Twin Lakes Numbers 1 and 2.

A motion was made by Commissioner Sims, seconded by Commissioner Stephens, to approve an ordinance amending municipal code regarding setting daily and annual fishing license fees at Shawnee Twin Lakes Numbers 1 and 2.

Ordinance No. 2469NS was introduced and the title read aloud.

ORDINANCE NUMBER 2469NS, AN ORDINANCE REPEALING AND AMENDING SECTION 16-117(A) OF THE SHAWNEE MUNICIPAL CODE PROVIDING FOR THE SETTING OF FEES FOR DAILY AND ANNUAL FISHING LICENSES FOR SHAWNEE TWIN LAKES NOS. 1 AND 2, PROVIDING FOR REPEALER, PROVIDING FOR SEVERABILITY, AND DECLARING AN EMERGENCY

Motion carried 7-0.

AYE: Sims, Stephens, Harrod, Peterson, Collier, Winterringer, Smith
NAY: None

A motion was made by Commissioner Sims, seconded by Vice-Mayor Collier, to declare Ordinance No. 2469NS an emergency. Motion carried 7-0.

AYE: Sims, Collier, Winterringer, Smith, Stephens, Harrod, Peterson
NAY: None

AGENDA ITEM NO. 14: Consider an ordinance amending municipal code regarding setting daily and annual hunting license fees at Shawnee Twin Lakes Numbers 1 and 2.

A motion was made by Commissioner Sims, seconded by Commissioner Smith, to approve an ordinance amending municipal code regarding setting daily and annual hunting license fees at Shawnee Twin Lakes Numbers 1 and 2.

Ordinance No. 2470NS was introduced and the title read aloud.

ORDINANCE NUMBER 2470NS AN ORDINANCE REPEALING AND AMENDING SECTION 16-183(A) OF THE SHAWNEE MUNICIPAL CODE PROVIDING FOR THE SETTING OF FEES FOR DAILY AND ANNUAL HUNTING LICENSES UPON THE WATERS AND FOR CITY OWNED AND CONTROLLED LAND SURROUNDING SHAWNEE TWIN LAKES NOS. 1 AND 2, PROVIDING FOR REPEALER, PROVIDING FOR SEVERABILITY, AND DECLARING AN EMERGENCY

Motion carried 7-0.

AYE: Sims, Smith, Stephens, Harrod, Peterson, Collier, Winterringer
NAY: None

A motion made by Commissioner Sims, seconded by Commissioner Harrod, to declare Ordinance No. 2470NS an emergency. Motion carried 7-0.

AYE: Sims, Harrod, Peterson, Collier, Winterringer, Smith, Stephens
NAY: None

AGENDA ITEM NO. 15: Consider a resolution setting the daily and annual hunting and fishing license fees at Shawnee Twin Lakes Numbers 1 and 2; and setting the retail businesses fees for issuing these licenses.

Resolution No. 6420 was introduced.

A RESOLUTION BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA, SETTING FEES FOR DAILY AND ANNUAL HUNTING AND FISHING LICENSES AT SHAWNEE TWIN LAKES NOS. 1 AND 2

A motion was made by Commissioner Sims, seconded by Commissioner Winterringer, to approve a resolution setting the daily and annual hunting and fishing license fees at Shawnee Twin Lakes Numbers 1 and 2; and setting the retail businesses fees for issuing these licenses. Motion carried 7-0.

AYE: Sims, Winterringer, Smith, Stephens, Harrod, Peterson, Collier
NAY: None

AGENDA ITEM NO. 16: Consider Bids:

a. Community Center Fire Suppression System (Open)

BIDDER	**AMOUNT**
Express Fire Protection Inc. Oklahoma City, OK	$ 48,700.00
Simplex Grinnell LP Oklahoma City, OK	$ 78,707.00
Transamerican Fire Sprinklers	$108,800.00

Director Operations James Bryce read the bids into the record and requested that the bid award be deferred to the next meeting to allow staff to review and check references.

A motion was made by Vice-Mayor Collier, seconded by Commissioner Winterringer, to defer the bid award to the February 6, 2012 City Commission meeting. Motion carried 7-0.

AYE: Collier, Winterringer, Smith, Stephens, Sims, Harrod, Peterson
NAY: None

a. Sidewalk/ADA Handicap Ramps Project (Various Locations) (Award)

City Engineer John Krywicki announced that four bids were received and after review and consideration it was staff's recommendation to award the bid to C-P Integrated Services, Inc. of Oklahoma City, Oklahoma in the amount of $96,982.80.

A motion was made by Commissioner Harrod, seconded by Vice-Mayor Collier, to accept staff's recommendation and award the bid to C-P Integrated Services, Inc. in the amount of $96,982.80. Motion carried 7-0.

AYE: Harrod, Collier, Winterringer, Smith, Stephens, Sims, Peterson
NAY: None

AGENDA ITEM NO. 17: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 15: Administrative Reports

City Manager Brian McDougal presented a letter to the commissioners from the Oklahoma Veterans Memorial Committee asking for additional money for the Veteran's Memorial at Woodland/Veteran's Memorial Park. He advised that if the bond issue for improvements at the pool and park passed, there would probably be money available from those projects to contribute to the request.

Mayor Peterson does not recommend trying to pull money from this year budget for their request. Other commissioners agreed there is not money available from the current year budget.

Police Chief Russ Frantz reported on the Unzner Center. The Unzner Center is used for juvenile abuse victims with coordination between the police, medical, social workers, District Attorney Office and others as needed to provide support in one location for these victims. The center had lost its accreditation. The District Attorney's Office has taken over the management and the accreditation is back in place. In order to accomplish this, grant money was available for the City of Shawnee for administrative control while managed by the District Attorney's Office.

James Bryce, Director of Operations, announced that the City of Shawnee has been named as a Certified Healthy Community and a Certified Healthy Business Community. There will be an awards luncheon March 1, 2012 at the Cox Center in Oklahoma City and James will attend to accept the awards.

AGENDA ITEM NO. 16: Commissioners Comments

Mayor Peterson inquired about the lights on Kennedy Street in front of the high school. Commissioner Sims added the comment that there are a lot of lights out in many areas. City Manager Brian McDougal responded that OG&E is in the process of identifying areas that need replacements and lights and they are working on the problem.

Commissioner Harrod asked about the status of the yield study being done. City Manager Brian McDougal responded with the information that the study is 90% complete but waiting on a policy management could use during drought conditions.

Commissioner Harrod then asked about the cost for repairs at Kids' Space Park. James Bryce advised the cost to be approximately $2,500.00. Commissioner Smith then asked about what can be done about vandals at the park. City Manager McDougal responded that they were looking at technology to emit a sound frequency that could only be heard by children and teens which will be turned on at dark and off at daylight. Commissioner Harrod asked about video cameras. The city manager responded that both are costly and are being looked at as a solution.

AGENDA ITEM NO. 17: Adjournment

There being no further business to be considered, a motion was made by Commissioner Harrod, seconded by Commissioner Winterringer, that the meeting be adjourned. Motion carried 7-0. (8:34 p.m.)

AYE: Harrod, Winterringer, Smith, Stephens, Sims, Peterson, Collier
NAY: None

LINDA PETERSON, MAYOR

ATTEST:

DONNA MAYO, DEPUTY CITY CLERK

Regular Board of Commissioners **2. c.**

Meeting Date: 02/06/2012

Minutes

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Acknowledge the following minutes:

- Traffic Commission minutes from October 25, 2011
- Planning Commission minutes from January 4, 2012
- Shawnee Civic and Cultural Development Authority minutes from December 15, 2011

Attachments

Traffic Commission

Planning Commission

SCCDA

MINUTES
TRAFFIC COMMISSION
October 25, 2011 MEETING
COMMISSION CHAMBERS ROOM AT CITY HALL

I. CALL TO ORDER

II. ROLL CALL
MEMBERS PRESENT

Bill Johnson
Deena Harris
Wayne Ardrey
Theresa Cody
Ron Duffel
Ronald Taffe

MEMBERS ABSENT

Delbert Totty

EX-OFFICIO MEMBERS

Michael Ludi, Asst. City Engineer
Keith Mangus, Traffic Control Supervisor
E. Jill Smith, Secretary
Amber Satterfield, EIT
Lt. Scott Hill, Police Department

CITIZENS PRESENT

Randy Haynes, Main Street Cycles
Larry Martins, Main Street Cycles

III. APPROVAL OF AUGUST 23, 2011 MINUTES

Motion was made by Cody, seconded by Harris to approve of the August 23, 2011 minutes. Motion carried.

Aye: Cody, Harris, Johnson, Ardrey, Duffel, Taffe
Nay: None

IV. APPROVAL OF 2012 CALENDAR OF MEETINGS

Discussion: All in agreement that calendar is sufficient.

Motion was made by Harris, seconded by Cody for the approval of the 2012 Calendar of meetings. Motion carried

Aye: Harris, Cody, Johnson, Ardrey, Duffel, Taffe
Nay: None

V. CONSIDERATION OF REQUESTS

A. Discussion of Traffic Commission Meeting Cancellation Policy

Discussion: All in agreement that no cancellation policy is necessary, the way the meeting cancellations are handled now is sufficient. Commission is content with Staff authority to cancel meetings as necessary. No need for motion.

B. Consideration of Staff request to remove 2 stop signs at the intersection of Bradley and Elm, (3 way stop, leaving stop sign on Elm, removing only the two on Bradley)

Discussion: Michael Ludi provided history of this request, starting from 1998 when it was originally requested. Ardrey provided insight into why stop sign request was made the last time by Mr. Barrett, to have better luck with his land being developed at that intersection. Ardrey asked if any traffic studies have been done and Ludi stated that none have been done since the request was first made. Johnson stated that he never sees much traffic on that stretch of road.

Motion was made by Taffe, seconded by Cody to agree with Staff recommendation to remove stop signs. Motion carried.

Aye: Taffe, Cody, Harris, Johnson, Ardrey, Duffel
Nay: None

C. Consideration of request by Main Street Cycles to remove current parking striping in front of 506 E. Main and replace with motorcycle parking only

Discussion: Ludi provided photos of location and diagram of motorcycle parking stripes would look like and where they would be located. Larry Martins, Service Manager of Main Street Cycles spoke to the commission on behalf of the request, saying that the way that cars park now is blocking the view of traffic from motorcyclists, and that they are encouraging car customers to park in the lots on either side of the shop that are leased from Walls. All Traffic Commissioners had questions for Mr. Martins or commented on the subject, including Cody asking why the cycles couldn't be parked in the leased lots and whether or not they'd continue to sell motorcycles on the street in front of the building. Ardrey asked how someone would be able to tell that the parking spaces were motorcycle specific. Johnson stated that no request like this had been done for any other motorcycle shop in the city, and that the business has ample private parking that would accommodate patrons. Harris asked if there was currently any motorcycle parking at all downtown, to which Ludi answered no. Duffel wanted to know why the motorcyclists were parking on Main Street at all if it was a safety issue, and Taffe noticed that the vehicles, motorcycles and otherwise, were already parked illegally in the photographs taken by Ludi. Martins answered the questions asked of him, stating that the cycles that were for sale would not be parked there any longer if the striping was redone, that there would be signs indicating that the parking was for motorcycles only, and that the rocks and gravel in the leased parking lots were a danger to motorcycles.

Motion was made by Cody, seconded by Taffe to deny the request. Motion carried.

Aye: Cody, Taffe, Johnson, Duffel
Nay: Ardrey, Harris

VI. ADMINISTRATIVE REPORTS

None

VII. CITIZEN PARTICIPATION

None other than above

VIII. BOARD MEMBERS COMMENTS

Harris – bridge on Patterson near the lake needs to be fixed. Mangus knew which bridge she was talking about and that will be reported to the Street Department.

Johnson asked about the necessity of the stop signs at railroad crossings on 45th and other locations. He was advised by Smith that those may be on the agenda in the future and that he was welcome to make a request that they be removed.

There being no further business to come before the Traffic Commission, a motion was made by Taffe, seconded by Harris recommending the meeting be adjourned. Motion carried.

Aye: Taffe, Harris, Ardrey, Cody, Duffel, Johnson
Nay: None.

Respectfully submitted,

E. Jill Smith, Secretary

Bill Johnson, Chairman

PLANNING COMMISSION MINUTES

DATE: January 4, 2012

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, January 4, 2012 at 1:30 p.m., pursuant to notice duly posted as prescribed by law. Justin Erickson, Planning Director for the City of Shawnee, presented the staff reports. Staff reports are available upon request.

AGENDA ITEM NO. 1: **Roll Call**

Upon roll call the following members were present:

Carl Holt, Kirk Hoster, Shawna Turner, Chris Silvia, Taylor Prince, Ben Salter
Absent: Brad Carter

A quorum was declared present and the meeting was called to order.

AGENDA ITEM NO. 2: **Approval of the minutes from the December 7, 2011 Planning Commission Meeting.**

Shawna Turner asked for a motion, Commissioner Holt made a motion seconded by Commissioner Silvia to approve the December 7, 2011 minutes.

Motion carried:

AYE:	Holt, Silvia, Salter, Hoster, Turner
NAY:	None
ABSTAIN:	Prince

AGENDA ITEM NO. 3: **Case # P01-12 - Consideration of approval to rezone property located at the NW corner of Bryan & 45th from A-1; Agricultural to C-3; Automotive, Commercial & Recreation. Applicant: Landes Engineering, LLC.**

Shawna Turner asked for the staff report. Justin Erickson presented the staff report and recommended approval to rezone to C-3.

Mr. Erickson stated the applicant's intended use for the property is a Church which is allowed in A-1and is not certain why the applicant is proposing rezone. However, C-3 is consistent with the Shawnee Comprehensive Plan and rezone would permit additional commercial activity if the proposed church does not occupy the entire 10 acres.

Mr. Erickson answered questions from the Commission.

Shawna Turner opened the public hearing and asked if anyone was in favor of the proposal. Richard Landes came forward in favor of the proposal. The applicant will need to extend water & sewer lines, which is expensive, so they would need to plan for future development. The initial plan is for a church on the SW corner. There is no plan at this time for the other portion of the land. Mr. Landes answered questions from the Commission.

Shawna Turner asked if anyone was against the proposal. Mike Piggott, president of the Woodsong Homeowners Association, came forwarded and stated he is not opposed to a church being build there, but does not like blindly rezoning to C-3.
Mr. Charles Mashek, also from the Woodsong Addition, came forward and stated if the rezoning is not necessary right now to build a church, he is asking it not to be rezoned at this time.
Mr. Larry Vassaur from Enchanted Forrest came forward with concerns of rezoning to C-3.

Shawna Turner asked for a motion, Commissioner Holt made a motion, seconded by Commissioner Salter to deny the request to rezone to C-3 and keep A-1 zoning.

Motion tied: (did not pass)
AYE: Holt, Salter, Turner
NAY: Hoster, Silvia, Prince

A motion was then made by Commissioner Silvia, seconded by Commissioner Prince to deny the request to rezone to C-3 and approve rezoning to C-2.

Motion carried:
AYE: Silvia, Prince, Hoster, Turner, Salter
NAY: Holt

<u>**AGENDA ITEM NO. 4:**</u> **Case # P02-12 - Consideration of approval of a Conditional Use Permit to allow for a spa offering massage therapy in C-3 zoning for property located at 1613 N. Harrison Applicant: Carl McCollum.**

Shawna Turner asked for the staff report. Justin Erickson presented the staff report and recommended approval of the Conditional Use Permit to allow for a spa offering massage therapy with 2 conditions:

1. The applicant shall obtain all necessary building permits and City approval prior to opening for business.
2. The applicant shall obtain all necessary State and County permits required to operate the proposed business.

Shawna Turner opened the public hearing and asked if anyone was for the proposal. Carl McCollum, representative for Southstar Property Management, came forward for the proposal. No one spoke against the proposal.

Shawna Turner asked for a motion, Commissioner Silvia made a motion, seconded by Commissioner Hoster to approve the Conditional Use Permit to allow for a spa offering massage therapy with the 2 conditions as outlined by staff.

Motion carried:

AYE: Silvia, Hoster, Turner, Prince, Salter, Holt

NAY: None

<u>**AGENDA ITEM NO. 5:**</u> **Case # P03-12 - Consideration of approval to rezone property located 4410 & 4440 N. Kickapoo from R-1; Single Family Residential & C-2; Neighborhood Commercial to C-3; Automotive, Commercial & Recreation. Applicant: Peter Porter**

Shawna Turner asked for the staff report. Justin Erickson presented the staff report & stated the proposed use is a retail center featuring a beauty salon/day spa and two other lease spaces. Justin Erickson recommended approval to rezone to C-3.

Mr. Erickson answered questions from the Commission.

Shawna Turner opened the public hearing and asked if anyone was for the proposal. Peter Porter came forward representing Phillip & Cynthia Nguyen. The intent is to construct a 6000 square foot retail center. Mr. Phillip Nguyen came forward and stated the nail salon will be 3000 square feet.

Shawna Turner asked if anyone was against the proposal. No one came forward.

Shawna Turner asked for a motion, Commissioner Salter made a motion, seconded by Commissioner Prince to approve the request rezone to C-3.

Motion carried:
AYE: Salter, Prince, Holt, Hoster, Turner, Silvia
NAY: None

<u>AGENDA ITEM NO. 6:</u> **Public hearing concerning billboards & non-accessory signs.**

Shawna Turner asked for the staff report. Justin Erickson presented the staff report. Based on the Shawnee Comprehensive Plan, Staff recommended that the Planning Commission direct Staff to prepare an ordinance to:

1. Repeal Section 3-216; or

2. Reinstate Section 3-216 with changes identified and discussed at the January 4 Meeting. Staff recommended changes include:
a. Permitting signs in only the C-3, C-5, CP, I-2 and I-3 zones;
b. Reducing the allowed surface area to 400 square feet or less;
c. Clarify that flashing, LED, and internally lit signs are not allowed; and
d. Other changes identified during the January 4 hearing.

The Planning Commission may elect to continue the matter to the February 1, 2012 meeting if additional time is needed for review, discussion and deliberation.

There was a lengthy discussion between Justin Erickson and the Commission.

Shawna Turner opened the public hearing for comment. Phil Tomlinson came forward and spoke in opposition of billboards.

City Commissioner, Steve Smith came forward and stated he brought this item to the City Commission for review. Mr. Smith recommended allowing billboards with restrictions.

Shawna Turner asked for a motion, Commissioner Silvia made a motion, seconded by Commissioner Prince to repeal Section 3-216.

Motion carried:
AYE: Silvia, Prince, Salter, Holt, Turner
NAY: Hoster

AGENDA ITEM NO. 7: **Discussion of various city projects.**

Justin directed the Commission to the City of Shawnee website for detailed information.

AGENDA ITEM NO. 8: **Planning Director's report**

Justin Erickson stated the single family permits were down for 2011, but commercial activity and multi-family permits were up.

AGENDA ITEM NO. 9: **New Business/Commissioner Comments**

Mayor Linda Peterson addressed the Planning Commission thanking them for their time. Mayor Peterson encouraged them to continue to use their best judgment as cases come before them.

AGENDA ITEM NO. 10: **Adjournment**

Meeting was adjourned.

Chairman/Vice-Chairman

Karen Drain

Karen Drain, Planning Commission Secretary

A Meeting of the Shawnee
Civic and Cultural Development Authority
December 15, 2011
12:30 P.M.
Heart of Oklahoma Exposition Center

The Trustees of the Shawnee Civic and Cultural Development Authority met for their regular meeting Thursday, November 17, 2011 at 12:30 PM at Heart of Oklahoma Exposition Center, pursuant to notice duly posted as prescribed by law. Notice was filed at City Hall on 12/09/2011 at 2:00 PM.

AGENDA ITEM NO.1 — Call to Order.

The meeting was called to order at 12:40 PM by Mr. Karl Kozel, Chairman.

AGENDA ITEM NO.2 — Roll Call.

TRUSTEES PRESENT:
Mr. Karl Kozel
Mr. Jim Lowe
Mr. Lance Wortham
Mr. Casey Bell
Mr. Brian McDougal
Mr. Carl Packwood

TRUSTEES ABSENT: Mr. Randy Gilbert (late arrival)

Also in attendance: Michael Jackson, Operations Manager; Mike Clover, Stuart & Clover, Shelly Welch of Finley & Cook, Mike McCormick of the Shawnee News Star, The City Attorney, and Chris Dunlap, Expo Superintendent.

AGENDA ITEM NO.3 — Declaration of a Quorum

Chairman Mr. Karl Kozel, Declared a Quorum.

AGENDA ITEM NO.4 — Approval of minutes of Regular Meeting of November 2011

The motion made by Trustee Lowe, seconded by Trustee Bell that the minutes of the regular meeting of October 2011 are approved. Motion carried.

AYE: Bell, Lowe, Packwood, Wortham, McDougal, Kozel
NAY: None
ABSTAIN:

AGENDA ITEM NO. 6 — Approval of Monthly Financial Report for November 2011.

The motion made by Trustee Wortham to Start paying the debt off now with a $9,800.00 initial payment then to take the amount of money still owed divide it out equally and pay the debt off by the beginning of June 2012. The Initial Payment was to start in December 2011, a payment chart is to be made up where equal payment are made to the Shawnee Municipal Authority and the debt is zeroed out by June 1st 2012. seconded by Trustee Lowe to approve the payments to Shawnee Municipal Authority and the monthly financial report for November 2011. Motion carried.

AYE: Bell, Lowe, Packwood, Wortham, McDougal, Kozel
NAY: None
ABSTAIN:

Shawnee Civic & Cultural Development Authority
Claims Submitted for Approval
December 15, 2011

AGENDA ITEM NO. 7

Approval of Claims for the General Account.

A.	Fuelman Monthly Utilities	$1,083.59
B.	KIRC Sponsorship	$125.00
C.	Preferred Material Handling Equipment Maintenance	$62.10
D.	Yort's Alternator Service Equipment Maintenance	$47.00
E.	Locke Supply Grounds Maintenance	$486.49
F.	Frontier Country Association Membership Dues	$325.00
G.	Droffats Catering Money Due	$1,427.13
H.	Shawnee Office Systems Equipment Maintenance	$126.97
I.	City of Shawnee Surcharge	$295.87
J.	Chuck Jones Grounds Maintenance	$1,700.00
K.	Grimsley's Supplies	$730.99
L.	Chuck Jones Grounds Maintenance	$1,700.00
M.	City of Shawnee- Water Monthly Utilities	$295.87
N.	Shawnee Office Systems Equipment Maintenance	$126.97
O.	OK Dept. Of Labor Equipment Maintenance	$60.00
P.	City Grease Trap Service Equipment Maintenance	$200.00
Q.	Staples Office Supplies	$154.59

Shawnee Civic & Cultural Development Authority
Claims Submitted for Approval
December 15, 2011

General Account

R.	Sign Factory USA Sponsorship Banner	$130.00
S.	Theresa Cody Wi-Fi Refund	$ 20.00
T.	Cintas Uniforms	$ 162.40
U.	Back 40 Web Hosting	$ 50.00
V.	Vision Bank Loan Payment	$576.98
W.	Vision Bank Loan Payment	$ 454.04
X.	INS Computer Maintenance	$ 665.00
Y.	Automatic Fire Control Equipment Maintenance	$ 1,332.41
Z.	One OK Monthly Utilities	$ 130.68
AA.	Thyssenkrupp Equipment Maintenance	$ 797.23
BB.	AT&T Mobility Monthly Utilities	$ 61.88
CC.	Bankers Credit Card Services Monthly Utilities	$ 98.10
DD.	OG&E Monthly Utilities	$ 16,259.81
EE.	ONG Monthly Utilities	$ 115.07
FF.	Bankers Credit Card Services Monthly Utilities	$16.90
GG.	ONG Monthly Utilities	$ 589.23
HH.	RBC Insurance Insurance	$ 42.05

II.	City of Shawnee Surcharge	$ 197.00
JJ.	OK Tax Commission Taxes Due	$ 721.79
KK.	Droffats Catering Money Due	$ 347.75

General Account Add On's

A.	Express Professionals Temp Labor	$ 1,090.80
B.	FMCA Membership Dues	$ 40.00
C.	Sirloin Club Dues	$ 150.00
D.	Spark's Heat & Air Equipment Maintenance	$ 332.50
E.	Stuart, Clover, Duran, Thomas & Vorndran Legal Fees	$ 462.50
F.	DJ Reveal Equipment Maintenance	$ 134.16
G.	Armstrong Pest Control Bldg & Grnds Maintenance	$ 125.00
H.	AT&T Monthly Utilities	$ 1,326.81
I.	Finley & Cook Accounting	$ 490.00
J.	Back 40 Web Hosting	$ 60.00
K.	NAPA Equipment Maintenance	$ 36.73
L.	Back 40 Web Hosting/Domain	$ 50.00
M.	John Deere Financial Monthly Payments	$ 82.54

The motion made by Trustee Lowe, seconded by Trustee Gilbert to approve the claims on the General Account - . Motion carried.

AYE:	Gilbert, Bell, Lowe, Packwood, Wortham, McDougal, Kozel
NAY:	None
ABSTAIN:	None

AGENDA ITEM NO. 8 — Approval of claims for the Special Account.

Special Events

A.	Mike McCormick (November) IFYR Media	$300.00

Add On's Special Events:

A.	Mike McCormick (December) Media Director	$ 300.00

The motion made by Trustee Gilbert, seconded by Trustee Lowe to approve the claims on the Special Account. Motion carried.

AYE:	Gilbert, Bell, Lowe, Packwood, Wortham, McDougal, Kozel
NAY:	None
ABSTAIN:	None

AGENDA ITEM NO 9 — Approval of claims for the Shavings Account.

NONE

AGENDA ITEM NO.10 — Discussion Consideration and Possible Action to approve SC&CDA's 2012 Operating Budget.

The motion made by Trustee Gilbert, seconded by Trustee Lowe to approve the claims on the Special Account. Motion carried.

AYE:	Gilbert, Bell, Lowe, Packwood, Wortham, McDougal, Kozel
NAY:	None
ABSTAIN:	None

AGENDA ITEM NO.11 — Discussion Consideration and Possible Action to increase $$ on RV Hookups-

The motion made by Trustee McDougal, seconded by Trustee Gilbert to approve the claims on the Special Account. Motion carried.

AYE: Gilbert, Bell, Lowe, Packwood, Wortham, McDougal, Kozel
NAY: None
ABSTAIN: None

AGENDA ITEM NO.12

Discussion Consideration and Possible Action for recommendation on real property previously owned by the SC&CDA now owned by the Shawnee Municipal Authority as it relates to transferring said property to the City of Shawnee.

*Special Call Meeting set for Monday December 19, 2011 @ 2:30 PM

AGENDA ITEM NO.13

Discussion Consideration and Possible Action to APPROVE Soft Goods Vendor for the IFYR 2012-

*Recommendation by Kozel that Jim Lowe work with Staff to make this recommendation to the board from the 2 letters sent in.

AGENDA ITEM NO. 15

IFYR Up Date

AGENDA ITEM NO. 16

Committee Reports

AGENDA ITEM NO. 17

Administrative Report

*Special Call Meeting Monday 2:30 PM and one Thursday @ 12:30 PM

AGENDA ITEM NO. 18

Old Business

AGENDA ITEM NO. 19

New Business

AGENDA ITEM NO. 20 — Public & Trustee Comments

AGENDA ITEM NO. 21 — Adjournment

The motion made by Trustee Lowe, seconded by Trustee Packwood to adjourn the meeting. Motion Carried

AYE: Gilbert, Bell, Lowe, Packwood, Wortham, Kozel
NAY:
ABSTAIN:

Karl A Kozel
CHAIRMAN: Mr. Karl Kozel

SECRETARY: Mr. Brian McDougal

Regular Board of Commissioners **2. d.**

Meeting Date: 02/06/2012

Traffic Commission Recommendations

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Traffic Commision Board Recommendations from January 24, 2012

A. Consideration of request by Carl Packwood to have security lamp installed by Canadian Valley at the intersection of Bryan and Bradley at the Northeast corner

STAFF RECOMMENDATION: Staff recommends approval of request
BOARD RECOMMENDATION: Board recommends agreeing with Staff approval to install light

B. Consideration of request by Woodsong Homeowners Association to have 20mph speed limit signs installed at 3 different locations in Woodsong Addition

STAFF RECOMMENDATION: Staff recommends to deny request
BOARD RECOMMENDATION: Board agrees with Staff recommendation to deny request for sign installation

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Attachments

Traffic Commission Recommendations

BOARD RECOMMENDATIONS
TRAFFIC COMMISSION
January 24, 2011 MEETING

A. Consideration of request by Carl Packwood to have security lamp installed by Canadian Valley at the intersection of Bryan and Bradley at the Northeast corner

STAFF RECOMMENDATION: Staff recommends approval of request

BOARD RECOMMENDATION: Board recommends agreeing with Staff approval to install light

B. Consideration of request by Woodsong Homeowners Association to have 20mph speed limit signs installed at 3 different locations in Woodsong Addition

STAFF RECOMMENDATION: Staff recommends to deny request

BOARD RECOMMENDATION: Board agrees with Staff recommendation to deny request for sign installation

Regular Board of Commissioners **2. e.**

Meeting Date: 02/06/2012

OMFR refund DC - Bartow

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Theresa Bartow.

Regular Board of Commissioners **2. f.**

Meeting Date: 02/06/2012

OMRF Refund DC - Serena

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Susan Serena.

Regular Board of Commissioners **2. g.**

Meeting Date: 02/06/2012

Budget Schedule

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Acknowledge the Preliminary 2012-2013 Budget Schedule.

Attachments

Budget Schedule

City of SHAWNEE Oklahoma

PRELIMINARY
2012-2013 BUDGET SCHEDULE *

March 1-March 16	Departments submit capital budget request for all funds to be reviewed by Finance Director
March 16-March 30	Department heads submit maintenance and operating budget requests for all funds for review by the Finance Director
March 21-April 8	Finance Director Review's capital budget and O & E with Department Heads
March 26-April 13	Finance Director Review's capital budget with City Manager
April 20	Initial draft reviewed with City Manager
May 16	Initial draft/discussion and budget review by commissioners
May 23	Budget summary to newspapers for publication
May 28	Budget Summary and Notice of Hearing in newspaper (Publication must be not less than 5 days before hearing)
June 4	Hold public budget hearing during the commission meeting (Must be at least 15 days prior to beginning of budget year)
June 18	Budget Public Hearing and City commission adopts budget by resolution (Must be adopted at least 7 days prior to beginning of budget year)
June 29	File final budget with State Auditor and Inspector (Budget must be filed within 30 days of beginning of budget year

*Subject to change

Regular Board of Commissioners **2. h.**

Meeting Date: 02/06/2012

Request RFQ Library Reroofing

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Authorize staff to request RFQ's for library reroofing project.

Attachments

Library Roof RFQ

City of Shawnee Memorandum

To: Mayor and City Commissioners

CC: Brian McDougal, City Manager

From: James Bryce, Director of Operations

Date: February 1, 2012

Re: RFQ - Engineering of the Library Reroofing Project

Staff requests permission to advertise for RFQs for the Engineering of the Library Reroofing Project. Funding for this project will come from the 3rd Penny short term note and bond refinance approved by the Commission on November 14, 2011.

Budgeted amount $250,000.00

Regular Board of Commissioners **4.**

Meeting Date: 02/06/2012

Audit Presentation

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Presentation by Eide Bailly of audited financial statements of the City of Shawnee and Related Authorities for the FY 2010-2011.

Attachments

Audit

Basic Financial Statements
(with Independent Auditor's Report Thereon)
June 30, 2011

City of Shawnee, Oklahoma

Mayor
LINDA PETERSON

The City of Shawnee

Office of the City Manager
P.O. Box 1448
Shawnee, Oklahoma 74802-1448
(405) 878-1601 Fax (405) 878-1571
www.ShawneeOK.org

Commissioners
PAM STEPHENS
FRANK SIMS
JAMES HARROD
BILLY COLLIER
JOHN WINTERRINGER
STEVE SMITH

December 31, 2011

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

State law requires that cities publish, within six months after the close of each fiscal year, a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. We submit to you the City of Shawnee's Basic Financial Statements with the independent auditor's report thereon for the fiscal year ended June 30, 2011.

This report consists of management's representations concerning the finances of the City. Consequently, management assumes full responsibility for the completeness and reliability of the information presented in this report. To provide a reasonable basis for making these representations, the City's management has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with GAAP. Because the costs of internal controls should not outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The City of Shawnee's financial statements have been audited by Eide Bailly, LLP, a firm of licensed certified public accountants. The goal of the independent auditor was to provide reasonable assurance that the financial statements of the City for the fiscal year ended June 30, 2011, are free of material misstatements. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based on the audit, that there was a reasonable basis for rendering an unqualified opinion that the City's financial statements for the fiscal year ended June 30, 2011 are fairly presented in conformity with GAAP.

The independent audit of the City's financial statements was part of a broader, federally mandated Single Audit designed to meet the special needs of federal grantor agencies. The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the City's internal controls and compliance with legal requirements, with special emphasis on internal controls and legal requirements involving the administration of federal awards. These auditor's reports are presented in the separately available Single Audit report.

GAAP requires management to provide a narrative introduction, overview and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The City's MD&A can be found immediately following the report of the independent auditors.

PROFILE OF THE CITY

The City of Shawnee provides many municipal services including police and fire public safety, emergency management, water, sewer, and sanitation services, street construction and maintenance, street lighting, parks, lake and recreational facilities, planning, community development, code enforcement, and general administration. For financial reporting purposes, all funds, agencies, boards, commissions, and authorities over which the City Council has financial accountability, are included in this report. Financial accountability is determined by several different factors including fiscal dependence, ability to impose will upon the entity's governing body, provision of specific financial burdens or benefits and separate legal entity status. After a careful evaluation of these factors, the City has included in this financial report the Shawnee Municipal Authority and the Shawnee Airport Authority, as well as all funds of the City. At the recommendation of prior audits, the Shawnee Civic and Cultural Development Authority expenses are now included within the General Fund of the audit in addition to the discretely presented component.

GOVERNMENTAL STRUCTURE

The City of Shawnee operates as a Council/Manager form of government. The governing body of the city consists of a mayor, who shall be elected from the City at large; and of six (6) other commissioners. The City Council also serves as trustees of the Shawnee Municipal Authority and the Shawnee Airport Authority. The Mayor and Council appoint a City Manager, who is the chief executive officer of the city, and also appoints a City Treasurer. Responsibility for the day-to-day operations of the City rests with the City Manager.

Shawnee, originally incorporated in 1894, is located on Interstate 40 approximately 40 miles east of Oklahoma City. The City covers an area of 62 square miles and has a population of 29,857 according to the latest census. Shawnee's retail base continues to expand along the I-40 corridor, with several new hotels, restaurants, and retail establishments.

ECONOMIC CONDITION AND OUTLOOK

The City's top priority is to provide the highest level of public services possible with available funding. Like most other Oklahoma municipalities, long-term municipal finance is a concern. A broad analysis of the current and future expenditure needs of the City must be considered when appropriating revenues and building unassigned fund balances.

The City is almost solely dependent on sales and use tax to fund all general government operations. Approximately 78% of the City's general fund revenues are provided by sales and use tax. These taxes are directly affected by the state of the local economy and their use in often restricted by voter approval. As a result, it is a volatile revenue source from a budget perspective. Further, over the past 10 years, the City's sales tax has not kept up with the cost of salaries, goods and services at an average annual increase of 3.1%.

Sales and use tax collected by the City during fiscal year 2010-2011 increased 4.74% or $727,907 from the previous fiscal year. Current fiscal year sales tax collections received through November, 2011 are down $30,694 over the same time last year. City staff continues to monitor revenues closely to communicate the current situation to the City Commission. The City also continues its proactive education of residents, contractors, and retailers that sales taxes are collected at the point of delivery. The City is also taking initiatives to educate its citizens in regard to the importance of "Shopping Shawnee" ensuring their sales tax dollars are used for improvements to the *City of Shawnee*. Recent adoption of the City's 20 year Capital Improvement Plan has led staff and commissioners to realize that if the City of Shawnee is going to be able to continue to provide the level of customer service our citizens desire, retail sales tax attraction and economic development need to be top on priorities to increase City revenues.

As staff continues to identify possible reductions, the following critical needs within the City of Shawnee Finance Department will remain in the Fiscal Year 2011-2012 budget:

- Ensure the City's self-insured Workers Compensation Fund is adequately funded.
- Ensure adequate appropriation for accrued compensated absences is maintained and allocated to the departments as needed.
- Ensure that minimum budgetary fund balances are maintained as per Commission Resolution.

The City has seen an increase in sales tax exemptions and federal regulations; rising expenses from grievances and binding arbitrations with employee unions; and more federal and state unfunded mandates. New requirements of audits *(GASB 54)* have added to the list of expenses for cities and towns.

In accordance with Oklahoma Statute Titles 11 Section 17-211 and 68 Section 3017, the City strives to maintain a minimum unassigned fund balance totaling 10% for budgeted expenditures as a reserve for revenue shortfalls, unanticipated expenditures, and to meet daily cash flow requirements.

The City's fiscal year 2011-2012 budget estimates General Fund revenues of $18,161,572 and expenditures of $17,907,929, which will slightly increase its unassigned fund balance. A goal included in the upcoming fiscal year 2011-2012 budget is to provide and retain as many services as possible and attempt to restore the City's unassigned fund balance to as near to 10% of budgeted expenditures as possible.

MAJOR INITIATIVES

As of June 30, 2011 the City encumbered $4 million for the $11 million Kickapoo Street construction project. The Oklahoma Department of Transportation will provide the remainder of the funding.

The regional sports park land has been purchased and a preliminary park plan is complete. The next step is to allow voters to determine the specific funding source for the initiative.

During fiscal year 2011-2012 the City has developed a comprehensive Capital Improvement plan that identifies the future needs of the City. The City has plans for a bond issue and sales tax increase in February 2012 to fund the critical projects. In addition in December 2011 the City will be issuing a short term note to complete Capital Projects that are deemed critical, for example the Expo parking lot and a new library roof to name a few.

The City purchased various vehicles and equipment to support its services. Emergency management received a new generator for City Hall and upgraded radios for various departments. Fire and police received new vehicles and necessary equipment such as rifles, e-ticket machines, radios and bunker gear.

The City expended over $431,000 on Community Development Block Grant (CDBG) housing rehabilitation and emergency construction for eligible citizens.

The City continues to support economic development, civic and cultural activities, tourism, and other community needs through community contracts with service providers. While not as apparent as garbage pickup or police and fire safety, this financial support provides needed services to City residents and enhances our City's quality of life.

During fiscal year 2010-2011, the City supported the Shawnee Civic and Cultural Development Authority (Expo Center) with $423,400 from the general fund, $50,000 from the economic development fund and $100,000 for capital improvements.

The City provided $196,000 in financial support through a contract with the Shawnee Economic Development Foundation for services provided by that entity. The City passed through $404,689 in hotel/motel surcharges to the Shawnee Tourism and Visitors Bureau, whose programs increase tourism in the City.

The City supported the multi-county library system by paying $74,000 for utilities and janitorial services for the City-owned building. The City provided $70,400 for management of the Senior Citizens Center and paid the YMCA $36,000 to manage the Community Center. The City helped fund the local transit system with $50,000.

ACKNOWLEDGEMENT

We would like to thank our consultants, Crawford & Associates, P.C., for their guidance. Also, thanks to our auditors, Eide Bailly, LLP, for their assistance in this process.

Finally, to the Shawnee City Council we extend heartfelt thanks for their support. It is their commitment to financial reporting excellence that allows the citizens of Shawnee to be fully informed about their municipal government finances. We are proud to convey the Council's commitment to our citizens and to all readers of the City of Shawnee's Basic Financial Statements for the fiscal year ended June 30, 2011.

Respectfully submitted,

Brian McDougal
City Manager

Cynthia Sementelli
Finance Director

EideBailly®

CPAs & BUSINESS ADVISORS

Independent Auditor's Report

To the City Commission
City of Shawnee
Shawnee, Oklahoma:

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Shawnee, Oklahoma as of and for the year ended June 30, 2011, which collectively comprise the City's basic financial statements as listed in the table of contents. These financial statements are the responsibility of City of Shawnee, Oklahoma's management. Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Shawnee Civic and Cultural Development Authority which statements reflect total assets constituting 100% and total revenues constituting 100% of the discretely presented component unit. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as they relate to the amounts included for the Shawnee Civic and Cultural Development Authority, are based on the report of the other auditors.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Shawnee, Oklahoma, as of June 30, 2011, and the respective changes in financial position, and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 28, 2011, on our consideration of the City of Shawnee, Oklahoma's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison schedule, and funding schedules on pages 7 through 15, 55 through 57, and 58 through 59 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental

Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Shawnee, Oklahoma's financial statements as a whole. The introductory letter and combining nonmajor governmental fund financial statements are presented for purposes of additional analysis and are not a required part of the financial statements. The combining nonmajor governmental fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole. The introductory letter has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Eide Bailly LLP

Oklahoma City, Oklahoma
December 28, 2011

As Management of the City of Shawnee, we offer readers this narrative overview and analysis of the financial activities of the City of Shawnee for the fiscal year ended June 30, 2011. We encourage readers to use this information in conjunction with the City's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

City-Wide Financial Statements (including capital assets and debt)

- The City's total assets increased by $15.0 million and the assets of the City continued to exceed its liabilities at June 30, 2011, by $75.9 million (net assets).

- Of the $75.9 million in net assets, $62.4 million is invested in capital assets, net of accumulated depreciation and related debt. Another $12.5 million is restricted for capital projects, debt service, and public safety. The current unrestricted deficit for governmental activities is a ($1.4) million which is offset by the business-type activities' unrestricted net assets of $2.4 million. Thus, the City only has approximately $1.0 million in unrestricted net assets available to spend at the City's discretion.

Fund Financial Statements (excluding capital assets and debt)

- At June 30, 2011, the City's governmental funds reported combined ending fund balances of $15.4 million. Of this amount, $9.9 million is restricted by outside source and enabling legislation and $.4 million is assigned to projects by management.

- At June 30, 2011, enterprise funds reporting $37.1 million of net assets. Of this amount, $2.4 million is unrestricted, $32.2 million is invested in capital assets net of related debt, and $2.6 million is restricted for debt service.

- The City implemented GASB Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions which resulted in the reclassification of some fund types and presentation of fund balance in the new categories of nonspendable, restricted, assigned and unassigned.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements presented herein include all of the activities of the City of Shawnee (City), the Shawnee Municipal Authority (SMA), Shawnee Airport Authority (SAA) and one discretely presented component unit. Included in this report are government-wide statements for each of two categories of activities – governmental and business-type, along with the discretely presented component unit, the Shawnee Civic and Cultural Authority (SCCDA or Expo).

The government-wide financial statements present the complete financial picture of the City from the economic resources measurement focus using the accrual basis of accounting. They present governmental activities and business-type activities separately and combined. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the City's operations in more detail than the government-wide statements by providing information about the City's most significant funds. These statements include all assets of the City (including infrastructure) as well as all liabilities (including long-term debt).

Reporting the City as a Whole - Statement of Net Assets and Statement of Activities

This discussion and analysis is intended to serve as an introduction to the City of Shawnee's basic financial statements. The Statement of Net Assets and the Statement of Activities (on pages 17 and 18, respectively) report information about the City as a whole and about its activities in a way that helps answer financial questions. These statements include all assets and liabilities using the accrual basis of accounting. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the City's net assets and changes in net assets from the prior year. You can think of the City's net assets – the difference between assets and liabilities – as one way to measure the City's financial condition, or position. Over time, increases or decreases in the City's net assets are one indicator of whether its financial health is improving, deteriorating, or remaining steady. However, you must consider other non-financial factors, such as changes in the City's tax base, the condition of the City's roads, and the quality of services to assess the overall health of the City.

The Statement of Net Assets and the Statement of Activities are divided into three types of activities:

- Governmental activities - Most of the City's basic services are reported here, including the public safety, street improvements, community planning and development, civic and cultural activities, and economic development. Sales and use taxes, franchise fees, fines, and state and federal grants finance most of these activities. The Shawnee Urban Renewal Authority is included within the financial statements as a part of Other Governmental Funds within a grouping of Special Revenue Funds titled CDBG & Home Grant Funds. All of the activity of the Shawnee Urban Development Authority is in the CDBG & Home Grant Funds and the Shawnee Urban Renewal Authority does not have any of its own assets or liabilities.

- Business-type activities - The City charges a fee to customers to help cover all or most of the cost of certain services it provides. The City's water, sewer, sanitation, and airport services are reported here. The Shawnee Municipal Authority and the Shawnee Airport Authority are enterprise funds and are blended component units of the City.

- Discretely presented component unit - This component unit, the Shawnee Civic and Cultural Development Authority, accounts for activities of the City's reporting entity that do not meet the criteria for blending.

Reporting the City's Most Significant Funds - Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds – not the City as a whole. The City of Shawnee, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Some funds are required to be established by State law and by bond covenants. However, management establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money. All of the funds of the City of Shawnee can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds - Most of the City's basic services are reported in governmental funds, which focus on near-term inflows and outflows of spendable resources, as well as spendable resources available at the end of the fiscal year. These funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when "measurable and available". The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic service it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. The differences of results in the Governmental Fund financial statements to those in the Government-Wide financial statements are explained in a reconciliation following the Governmental Fund financial statements.

Proprietary funds - When the City charges customers for the services it provides – whether to outside customers or to other units of the City – these services are generally reported in proprietary funds.

- *Enterprise funds* are one type of proprietary funds and are used to report the same functions presented as business-type activities in the government-wide financial statements. The City has two enterprise funds -- the Shawnee Municipal Authority and the Shawnee Airport Authority -- to account for its water, sewer, sanitation, and airport operations. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

- *Internal service funds* are another type of proprietary fund used to account for services provided to other departments on a cost reimbursement basis. The City has one internal service fund – the Self-Insured Workers' Compensation Fund -- to account for its workers' compensation costs. The revenues and expenditures reported in this internal service fund are included with governmental activities at the government-wide level of reporting.

Fiduciary funds – When the City is responsible for assets that – because of a trust arrangement or other fiduciary requirement – can be used only for trust beneficiaries or other parties, these activities are reports a fiduciary funds. The City is responsible for ensuring that the assets reported in these funds are used for their intended purpose. All of the City's fiduciary activities are reported in a separate statement of fiduciary net assets. We exclude these activities from the City's government-wide financial statements because the City cannot use these assets to finance operations.

Notes to the Financial Statements

The Notes to the Financial Statements on pages 27-53 provide additional information that is essential to gain understanding of the data provided in the government-wide and fund financial statements.

Other Information

The Required Supplementary Information (RSI) section, starting on page 54, reports the General Fund Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – and the related Notes to the Required Supplementary Information on Budgetary Accounting and Control for the fiscal year ended June 30, 2011. Also reported here is the City's Defined Benefit Pension Plan Funding Schedules at June 30, 2011.

Other Supplementary Information (SI) is provided on pages 60-66. Other Supplementary Information contains combining statements on general fund and non-major governmental funds.

THE CITY AS A WHOLE

For the year ended June 30, 2011, net assets for the governmental activities and business-type activities increased $7.2 million. The results indicate the City, as a whole, improved its financial condition from the prior year.

Following is a summary of net assets for the City of Shawnee as of June 30, 2011 and June 30, 2010:

TABLE 1
NET ASSETS (In Thousands)

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	2011	2010		2011	2010		2011	2010	
Current assets	$ 18,368	$ 16,036	15%	$ 8,183	$ 6,393	28%	$ 26,551	$ 22,429	18%
Capital assets, net	30,219	30,007	1%	55,181	44,541	24%	85,400	74,548	15%
Other non-current assets	-	-	0%	292	260	12%	292	260	12%
Total assets	48,587	46,043	6%	63,656	51,194	24%	112,243	97,237	15%
Current liabilities	3,628	3,455	5%	4,564	3,042	50%	8,192	6,497	26%
Non-current liabilities	6,234	5,961	5%	21,950	16,130	36%	28,184	22,091	28%
Total liabilities	9,862	9,416	5%	26,514	19,172	38%	36,376	28,588	27%
Net assets									
Invested in capital assets, net of related debt	30,219	30,007	1%	32,164	27,295	18%	62,383	57,302	9%
Restricted	9,897	8,293	19%	2,587	2,875	-10%	12,484	11,168	12%
Unrestricted	(1,391)	(1,673)	-17%	2,391	1,852	29%	1,000	179	459%
Total net assets	$ 38,725	$ 36,627	6%	$ 37,142	$ 32,022	16%	$ 75,867	$ 68,649	11%

As shown in Table 1 above, the largest portion of the City's net assets reflects its investment in capital assets, less any related debt used to acquire those assets that is still outstanding. This year the investment in capital assets, net of related debt, amounted to $62.4 million. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

A portion of the City's net assets, $12.5 million, represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets, may be used to meet the government's ongoing obligations to citizens and creditors. The total unrestricted net assets are a positive amount, the governmental unrestricted net assets have a deficit balance of $1,390,170 primarily due to an increase in workers' compensation claims liability of $888,000, in prior years and two years of economic downturn where the City had to rely to reserves to pay operating cost. The business-type activities has a positive unrestricted net assets of $2,390,406.

Changes in Net Assets:

Table 2 (shown on the next page) summarizes the City's changes in net assets for fiscal year 2009-2010 compared to fiscal year 2010-2011.

Fiscal year 2010-2011 governmental and business-type activities increased the City's net assets by $7.2 million compared to an increase of $1.2 million from the previous fiscal year. Fiscal year 2010-2011 tax revenues totaled $19.3 compared to $18.25 million fiscal year 2009-2010. Operating grants and contributions totaled $2.2 million for the current fiscal and previous fiscal year.

Increases in capital grants in the Business-Type activities are due to airport grants for terminal and taxiway projects. Increases in charges for services are due to rate increases and extreme weather conditions requiring the use of additional utilities. Other cost remained consistent with the prior year.

TABLE 2
CHANGES IN NET ASSETS (In Thousands)

	Governmental Activities		**% Inc. (Dec.)**	**Business-Type Activities**		**% Inc. (Dec.)**	**Total**		**% Inc. (Dec.)**
	2011	2010		2011	2010		2011	2010	
Revenues									
Charges for service	$ 1,131	$ 1,020	11%	$ 11,675	$ 9,851	19%	$ 12,806	$ 10,871	18%
Operating grants and contributions	2,181	2,199	-1%	-	-	0%	2,181	2,199	-1%
Capital grants and contributions	121	202	-40%	2,616	81	3130%	2,737	283	866%
Taxes	19,352	18,248	6%	-	-	-	19,352	18,248	6%
Intergovernmental revenue	338	318	6%	-	-	-	338	318	6%
Investment income	99	137	-28%	73	84	-13%	172	221	-22%
Miscellaneous	1,063	255	317%	305	235	30%	1,368	490	179%
Total revenues	24,285	22,379	9%	14,669	10,251	43%	38,954	32,630	19%
Expenses									
General government	4,101	3,945	4%	-	-	-	4,101	3,945	4%
Public safety	12,672	12,634	0%	-	-	-	12,672	12,634	0%
Streets	2,903	3,125	-7%	-	-	-	2,903	3,125	-7%
Culture and recreation	848	903	-6%	-	-	-	848	903	-6%
Culture - payment to component unit	6	-	100%	-	-		6	-	100%
Community development	1,027	1,022	0%				1,027	1,022	0%
Economic development	1,072	998	7%	-	-	-	1,072	998	7%
Water	-	-	-	4,197	4,015	5%	4,197	4,015	5%
Wastewater	-	-	-	2,275	2,330	-2%	2,275	2,330	-2%
Sanitation	-	-	-	1,383	1,302	6%	1,383	1,302	6%
Administration	-	-	-	500	437	14%	500	437	14%
Airport	-	-	-	692	627	10%	692	627	10%
Lake	-	-	-	60	52	16%	60	52	16%
Total expenses	22,629	22,627	0%	9,107	8,763	4%	31,736	31,391	-1%
Excess (deficiency) before transfers	1,656	(248)	-768%	5,562	1,488	274%	7,218	1,239	482%
Transfers	442	106	317%	(442)	(106)	317%	-	-	
Change in net assets	2,098	(142)	-1580%	5,120	1,382	270%	7,218	1,240	482%
Beginning net assets	36,627	36,769	0%	32,021	30,639	5%	68,648	67,408	2%
Ending net assets	$ 38,725	$ 36,627	6%	$ 37,141	$ 32,021	16%	$ 75,866	$ 68,648	11%

Governmental Activities

The City's governmental activities (as shown in Table 2 above) increased net assets by $2.1 million representing a 6% increase in net assets.

Business-type Activities

The business-type activities' increase in net assets of approximately $5.1 million represents a 16% increase in net assets. Charges for services increased by 19% due to rate increases. Capital grants increased by 3130% from airport grants.

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

	Total Expense of Services		% Inc. (Dec.)	Net Revenue (Expense) of Services		% Inc. (Dec.)
	2011	2010		2011	2010	
General government	$ 4,101	$ 3,945	-4%	($3,927)	($3,786)	-4%
Public safety	12,672	12,634	0%	(10,753)	(10,908)	1%
Streets	2,903	3,125	7%	(2,637)	(2,619)	-1%
Culture, parks and recreation	848	903	6%	(746)	(837)	11%
Culture, payment to component unit	6	-	0%	(6)	-	0%
Community development	1,027	1,022	-1%	(85)	(83)	-2%
Economic development	1,072	998	-7%	(1,041)	(971)	-7%
Total	$ 22,629	$ 22,627	0%	($19,195)	($19,204)	0%

Tables 3 and 4 summarize the total cost of providing services from governmental activities and business-type activities for fiscal years 2010 and 2011. Total costs of services provided by governmental activities totaled $22.6 million for fiscal years 2011 and 2010.

Total costs of services provided by business-type activities totaled $9.1 million for fiscal year 2011 and $8.7 million for fiscal year 2010.

TABLE 4
Net Revenue (Expense) of Business-Type Activities
(In Thousands)

	Total Expense of Services		% Inc. Dec.	Net Revenue (Expense) of Services		% Inc. Dec.
	2011	2010		2011	2010	
Water	$ 4,197	$ 4,015	5%	$ 1,639	$ 629	161%
Wastewater	2,275	2,330	-2%	1,625	749	117%
Sanitation	1,383	1,302	6%	380	415	-8%
Administration	500	437	14%	(500)	(437)	14%
Airport	692	627	10%	2,101	(135)	-1656%
Lake	60	52	15%	(60)	(52)	15%
Total	$ 9,107	$ 8,763	4%	$ 5,185	$ 1,169	344%

A FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As the City completed its 2011 fiscal year, the governmental funds reported a combined fund balance of $15.4 million. The enterprise funds reported combined net assets of $37.1 million. The fund balance reservations and net asset restrictions are listed below:

Governmental Funds:		
Fund Balance:		
Nonspendable	$ 291,531	
Restricted	9,896,589	
Assigned	375,109	
Total governmental fund balance reservations		$10,563,229
Proprietary Funds:		
Net Asset Restrictions:		
Invested in capital assets, net of related debt	$ 32,163,853	
Debt service	2,586,909	
Total proprietary fund net asset restrictions		$ 34,750,762

Other Fund Highlights Include:

- For the year ended June 30, 2011, the General Fund's total fund balance increased by $1,144,586 or 26.6 percent.

- General fund fire departments total expenditures include $725,831 and police departments total expenditures include $245,661 for pension payments made on behalf of the City by the State. The total amount of $971,492 has been included as both revenue and expenditures of the City for the year ended June 30, 2011.

- All general fund departments include $582,457 in workers' compensation "premiums" (allocations of workers' compensation expenditures from the Workers' Compensation Internal Service Fund) which were originally budgeted as a transfer out. See the budgetary comparison schedule and notes to the budgetary comparison schedule for more details.

- The Street Improvement Fund's total fund balance increased by $1.0 million because street improvement projects carried over from the prior year were completed.

- The Shawnee Municipal Authority reported a net income of $3,238,610 before contributed capital, transfers in, and transfers out. SMA expenses include $115,491 of workers' compensation "premiums" (allocations of workers' compensation expenditures from the Worker's Compensation Internal Service Fund) which were originally budgeted as a transfer out.

General Fund Budgetary Highlights

Fiscal year 2011 General Fund revenues of $17.11 million were $603 thousand above budgeted revenues of $16.5 million. This resulted from an increase in intergovernmental revenues.

Fiscal year 2011 General Fund budgeted expenditures were $18.22 million compared to actual expenditures of $17.77 million. The expenditures under budget were the result of all departments with the exception of the city attorney, equipment services, shared cost, dispatch, code compliance, and expo operations coming in below budget. The departments exceeded budget due to accounts payable expenditures.

CAPITAL ASSETS & DEBT ADMINISTRATION

Capital Assets

At the end of June 30, 2011, the City had $85.4 million invested in capital assets including land, buildings, machinery and equipment, park facilities, water, sewer and stormwater systems, roads and bridges, net of accumulated depreciation. This represents a net increase of $10.9 million from last year.

Below are details regarding the change in the City's capital assets for the year ending June 30, 2011.[1]

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

	Governmental Activities		Business-Type Activities		Total	
	2011	2010	2011	2010	2011	2010
Land	$ 2,262	$ 2,262	$ 1,480	$ 1,480	3,742	$ 3,742
Buildings	3,677	3,506	2,735	2,971	6,412	6,477
Machinery, furniture and equipment	4,386	4,488	1,026	1,020	5,412	5,508
Infrastructure	16,741	17,083	25,175	26,018	41,916	43,101
Water rights	-	-	12,968	12,968	12,968	12,968
Construction in progress	3,153	2,667	11,797	83	14,950	2,750
Totals	$ 30,219	$ 30,006	$ 55,181	$ 44,540	$ 85,400	$ 74,546

This year's more significant capital asset additions include various water, wastewater and street improvement projects as well as upgrades to various city buildings, improvements to the runways and taxiways at the airport**.**

[1] For more detailed information on capital asset activity please refer to page 37, Note 3.D. Capital Assets

Debt Administration

At year-end, the City had $30.6 million in long-term debt outstanding, which represents a $6.6 million increase from the prior year. The City issued a low interest note payable to the Oklahoma Water Resources Board for the year ended June 30, 2011. These debts are further detailed below as follows: [2]

TABLE 6
Long-Term Debt
(In Thousands)

	Governmental Activities		Business-Type Activities		Total		Total Percentage Change
	2011	2010	2011	2010	2011	2010	2010-2011
Accrued absences	$ 1,665	$ 1,690	$ 295	$ 285	$ 1,960	$ 1,975	-0.8%
Notes payable	-	-	23,559	17,824	23,559	17,824	32.2%
Claims and judgments payable	5,110	5,088	-	-	5,110	5,088	0.4%
Totals	$ 6,775	$ 6,778	$ 23,854	$ 18,109	$ 30,629	$ 24,887	23.1%

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Economic conditions improved slightly over last year but sales tax figures are down from last year and also down from budgetary numbers but we are optimistic that sales tax and use tax figures will remain steady. This trend looks promising that the economy is turning around slightly and we are optimistic that it will continue. With the addition of a large retailer that opened during the current fiscal year we feel that this is great progress to help the City grow and hopefully see the sales tax figure increase. The tribal gaming industry is also a major industry and a major employer for the area and the I-40 corridor sees continued growth with several new restaurants, hotels and other retail establishments.

Total FY2011-2012 General Fund revenues are estimated at $18.0 million, including $1.5 million in transfers from other funds. As noted above, however, sales tax collections, representing approximately 60 percent of the total General Fund revenues are slightly below what was budgeted for.

Total FY2011-2012 Municipal Authority Utility Revenues are projected at $12.3 million. This is higher than the previous year due to a rate increase that took place in July 2011. The additional revenue will help fund necessary capital improvements and pay the debt service on the $30 million in waterline and pumps and controls loans.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Finance Director's Office at 16 W 9th, Shawnee, Oklahoma or phone at (405) 878-1601.

[2] For more detailed information on long-term debt activity please refer to page 40, Note 3.E. Long-Term Debt

BASIC FINANCIAL STATEMENTS

City of Shawnee, Oklahoma
Statement of Net Assets
June 30, 2011

	Governmental Activities	Business-type Activities	Total	Civic & Cultural Development Authority
ASSETS				
Cash and cash equivalents	$ 5,990,666	5,754,118	$ 11,744,784	$ 97,216
Investments	5,927,464	2,360,404	8,287,868	-
Interest receivable	10,282	11,499	21,781	-
Accounts receivable, net of allowance	2,698,530	2,118,584	4,817,114	5,621
Notes receivable, net of allowance	831,772	82,496	914,268	-
Internal Balances	2,529,723	(2,529,723)	-	36,225
Due from other governmental agencies	88,482	371,779	460,261	-
Inventories	-	13,531	13,531	-
Prepaid items	291,531	-	291,531	-
Capital assets:				
Land, construction in progress, and water rights	5,414,619	26,246,780	31,661,399	94,493
Other capital assets, net of depreciation	24,804,520	28,933,812	53,738,332	4,578,849
Unamortized bond issuance costs	-	291,507	291,507	-
Total Assets	48,587,589	63,654,787	112,242,376	4,812,404
LIABILITIES				
Accounts payable and accrued expenses	1,460,864	1,944,576	3,405,440	7,111
Accrued interest payable	-	392,501	392,501	1,516
Due to depositors	-	705,683	705,683	14,239
Due to bondholders	20,674	-	20,674	-
Unearned income	831,772	-	831,772	-
Long-term liabilities				
Due within one year	1,314,292	1,520,990	2,835,282	65,767
Due in more than one year	6,234,402	21,949,869	28,184,271	64,014
Total liabilities	9,862,004	26,513,619	36,375,623	152,647
NET ASSETS				
Invested in capital assets, net of related debt	30,219,139	32,163,853	62,382,992	4,626,057
Restricted by:				
Enabling Legislation	286,025	2,586,909	2,872,934	-
Statutory requirements	480,406	-	480,406	-
External contracts	9,130,185	-	9,130,185	-
Unrestricted (deficit)	(1,390,170)	2,390,406	1,000,236	33,700
Total net assets	$ 38,725,585	$ 37,141,168	$ 75,866,753	$ 4,659,757

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

City of Shawnee, Oklahoma
Statement of Activities
Year Ended June 30, 2011

Functions/Programs	Expenses	Program Revenue: Charges for Services	Program Revenue: Operating Grants and Contributions	Program Revenue: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Assets: Governmental Activities	Net (Expense) Revenue and Changes in Net Assets: Business-type Activities	Net (Expense) Revenue and Changes in Net Assets: Total	Component Unit: Civic & Cultural Development Authority
Primary government								
Governmental Activities								
General government	$ 4,101,214	$ 171,081	$ 2,680	$ -	$ (3,927,453)	$ -	$ (3,927,453)	$ -
Public safety	12,671,815	631,702	1,198,580	88,195	(10,753,338)	-	(10,753,338)	-
Streets	2,902,751	1,400	262,637	1,752	(2,636,962)	-	(2,636,962)	-
Culture and recreation	847,807	67,115	3,175	31,484	(746,033)	-	(746,033)	-
Culture - payment to component unit	5,752	-	-	-	(5,752)	-	(5,752)	-
Community development	1,027,018	233,204	709,037	-	(84,777)	-	(84,777)	-
Economic development	1,072,505	26,438	5,000	-	(1,041,067)	-	(1,041,067)	-
Total governmental activities	22,628,862	1,130,940	2,181,109	121,431	(19,195,382)	-	(19,195,382)	-
Business-type activities:								
Water	4,196,550	5,835,562	-	-	-	1,639,012	1,639,012	-
Wastewater	2,274,826	3,676,708	-	222,750	-	1,624,632	1,624,632	-
Sanitation	1,382,686	1,762,621	-	-	-	379,935	379,935	-
Administration	499,820	-	-	-	-	(499,820)	(499,820)	-
Airport	692,458	400,047	-	2,393,396	-	2,100,985	2,100,985	-
Lake	60,293	-	-	-	-	(60,293)	(60,293)	-
Total business-type activities	9,106,633	11,674,938	-	2,616,146	-	5,184,451	5,184,451	-
Total primary government	$ 31,735,495	$ 12,805,878	$ 2,181,109	$ 2,737,577	$ (19,195,382)	$ 5,184,451	$ (14,010,931)	
Component Unit								
Civic & Cultural Development	$ 1,688,725	$ 953,285	$ 548,511	$ -	$ -	$ -	$ -	$ (186,929)
General revenues:								
Taxes:								
Sales and use taxes					$ 17,069,349	$ -	$ 17,069,349	-
Franchise taxes and public service taxes					1,600,612	-	1,600,612	-
Hotel/motel taxes					404,690	-	404,690	-
Property tax					10,884	-	10,884	-
Payment in lieu of taxes					24,494	-	24,494	-
Other					242,205	-	242,205	-
Intergovernmental revenue not restricted to specific programs					337,910	-	337,910	-
Unrestricted investment earnings					98,567	72,965	171,532	838
Miscellaneous					1,063,067	304,929	1,367,996	2,766
Transfers					442,351	(442,351)	-	-
Total general revenues and transfers					21,294,129	(64,457)	21,229,672	3,604
Change in net assets					2,098,747	5,119,994	7,218,741	(183,325)
Net assets - beginning					36,626,838	32,021,174	68,648,012	4,843,082
Net assets - ending					$ 38,725,585	$ 37,141,168	$ 75,866,753	$ 4,659,757

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

City of Shawnee, Oklahoma
Balance Sheet – Governmental Funds
June 30, 2011

	General Fund	Street Improvement Fund	Other Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents	$ 855,833	$ 3,268,782	$ 1,827,712	$ 5,952,327
Investments	1,132,416	3,709,894	1,085,154	5,927,464
Interest receivable	5,920	3,567	201	9,688
Receivable from other governments	75,416	-	12,706	88,122
Due from other funds	2,349,173	-	69,023	2,418,196
Taxes receivable, net	1,668,892	301,509	387,655	2,358,056
Court fines receivable, net	139,535	-	-	139,535
Other receivables	118,559	-	914,512	1,033,071
Prepaid expenses	291,531	-	-	291,531
Total assets	6,637,275	7,283,752	4,296,963	18,217,990
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	434,352	361,366	245,790	1,041,508
Accrued payroll payable	434,863	-	17	434,880
Due to other funds	273,383	-	171,267	444,650
Deferred revenue	48,697	-	831,827	880,524
Total liabilities	1,191,295	361,366	1,248,901	2,801,562
Fund balances:				
Nonspendable	291,531	-	-	291,531
Restricted	-	6,870,434	3,026,155	9,896,589
Assigned	301,250	51,952	21,907	375,109
Unassigned	4,853,199	-	-	4,853,199
Total fund balances	5,445,980	6,922,386	3,048,062	15,416,428
Total liabilities and fund balances	$ 6,637,275	$ 7,283,752	$ 4,296,963	$ 18,217,990

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

City of Shawnee, Oklahoma
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets
June 30, 2011

Total fund balance, governmental funds	$	15,416,428
Amounts reported for governmental activities in the Statement of Net Assets are different because:		
Capital assets used in governmental activities are not current financial resources and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Assets.		30,219,139
Certain long-term assets are not available to pay for current fund liabilities and, therefore, are deferred in the funds.		48,752
Some liabilities are not due and payable in the current period and are not included in the fund financial statement, but are included in the governmental activities of the Statement of Net Assets:		
Net pension obligations		(113,575)
Other post employment benefits		(659,553)
Accrued compensated absences		(1,665,105)
Internal service funds are used by management to charge costs of certain activities that benefit multiple funds, such as self-insurance, to individual funds. The assets and liabilities of the internal service funds are reported in governmental activities:		
Internal service fund net assets		(4,520,501)
Net Assets of Governmental Activities in the Statement of Net Assets	$	38,725,585

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

City of Shawnee, Oklahoma
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds
Year Ended June 30, 2011

	General Fund	Street Improvement Fund	Other Governmental Funds	Total Governmental Funds
REVENUES				
Taxes	$ 13,339,418	$ 2,350,097	$ 3,900,862	$ 19,590,377
Intergovernmental	1,731,464	-	711,447	2,442,911
Licenses and permits	248,473	-	1,400	249,873
Charges for services	167,209	-	1,075	168,284
Fees and fines	633,498	-	-	633,498
Investment earnings	28,905	50,201	19,461	98,567
Miscellaneous	973,985	1,752	140,120	1,115,857
Total revenues	17,122,952	2,402,050	4,774,365	24,299,367
EXPENDITURES				
Current:				
General government	2,643,601	-	-	2,643,601
Engineering	366,063	-	-	366,063
Equipment and building maintenance	1,226,244	-	-	1,226,244
Police	5,034,358	-	-	5,034,358
Fire	4,955,006	-	-	4,955,006
Municipal court	317,158	-	-	317,158
Emergency management	354,718	-	-	354,718
Streets	875,824	-	278,453	1,154,277
Parks and recreation	456,476	-	16,777	473,253
Culture and recreation	146,872	-	-	146,872
Animal control/E911	780,127	-	96,499	876,626
Cemetery	182,756	-	-	182,756
Library	4,292	-	-	4,292
Economic development	517,438	-	1,407,387	1,924,825
Capital Outlay	2,173	1,301,158	1,410,190	2,713,521
Total expenditures	17,863,106	1,301,158	3,209,306	22,373,570
Excess (deficiency) of revenues over expenditures	(740,154)	1,100,892	1,565,059	1,925,797
OTHER FINANCING SOURCES (USES)				
Transfers in	1,958,740	-	-	1,958,740
Transfers out	(74,000)	(100,000)	(1,342,389)	(1,516,389)
Total other financing sources and uses	1,884,740	(100,000)	(1,342,389)	442,351
Net change in fund balances	1,144,586	1,000,892	222,670	2,368,148
Fund balances - beginning	4,301,394	5,921,494	2,825,392	13,048,280
Fund balances - ending	$ 5,445,980	$ 6,922,386	$ 3,048,062	$ 15,416,428

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

City of Shawnee, Oklahoma
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities
Year Ended June 30, 2011

Net change in fund balances - total governmental funds:	$	2,368,148
Amounts reported for Governmental Activities in the Statement of Activities are different because:		
Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period.		
Capital asset purchases capitalized		2,348,753
Depreciation expense		(2,136,318)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:		
Change in deferred revenue		(14,109)
Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net assets. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Assets:		
Increase in net pension obligation		(7,378)
Decrease in accrued compensated absences		25,265
Increase in other post employment benefits		(265,499)
Internal service fund activity is reported as a proprietary fund in fund financial statements, but certain net revenues are reported in governmental activities on the Statement of Activities:		
Total change in net assets of governmental activities - proprietary funds		(220,115)
Change in net assets of governmental activities	$	2,098,747

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

City of Shawnee, Oklahoma
Statement of Net Assets – Proprietary Funds
June 30, 2011

	Enterprise Funds			
	Shawnee Municipal Authority	Shawnee Airport Authority	Total	Internal Service Fund
ASSETS				
Current assets:				
Cash and cash equivalents	$ 3,442,160	$ 276,826	$ 3,718,986	$ 38,339
Investments	1,102,945	-	1,102,945	-
Restricted:				
Cash and cash equivalents	1,869,343	-	1,869,343	-
Investments	1,257,459	-	1,257,459	-
Accrued interest	11,499	-	11,499	594
Due from other funds	-	-	-	556,177
Accounts receivable, net	1,807,225	19,634	1,826,859	-
Receivables from other governments	-	371,779	371,779	-
Due from component unit	82,496	-	82,496	-
Assessments receivable	28,580	-	28,580	-
Other receivables	-	263,145	263,145	-
Inventories	-	13,531	13,531	-
Total current assets	9,601,707	944,915	10,546,622	595,110
Non-current assets:				
Restricted:				
Cash and cash equivalents	165,789	-	165,789	-
Capital assets:				
Land, construction in progress, and water rights	21,973,289	4,273,491	26,246,780	-
Other capital assets, net of accumulated depreciation	26,540,488	2,393,324	28,933,812	-
Unamortized note issue costs	291,507	-	291,507	-
Total non-current assets	48,971,073	6,666,815	55,637,888	-
Total assets	58,572,780	7,611,730	66,184,510	595,110
LIABILITIES				
Current liabilities:				
Accounts payable and accrued liabilities	976,380	878,239	1,854,619	5,150
Salaries payable	85,944	4,013	89,957	-
Accrued interest payable	392,501	-	392,501	-
Due to other funds	1,612,448	917,275	2,529,723	-
Deposits subject to refund	705,683	-	705,683	-
Compensated absences	54,882	4,138	59,020	-
Claims and judgments	-	-	-	981,271
Notes payable	1,461,970	-	1,461,970	-
Total current liabilities	5,289,808	1,803,665	7,093,473	986,421
Non-current liabilities:				
Compensated absences, net of current portion	219,526	16,550	236,076	-
Claims and judgments, net of current portion	-	-	-	4,129,190
Net pension obligation	53,706	2,885	56,591	-
Other post employment benefits	102,433	-	102,433	-
Notes payable, net of current portion	21,554,769	-	21,554,769	-
Total non-current liabilities	21,930,434	19,435	21,949,869	4,129,190
Total liabilities	27,220,242	1,823,100	29,043,342	5,115,611
NET ASSETS				
Invested in capital assets, net of related debt	25,497,038	6,666,815	32,163,853	-
Restricted for debt service	2,586,909	-	2,586,909	-
Unrestricted (deficit)	3,268,591	(878,185)	2,390,406	(4,520,501)
Total net assets (deficit)	$ 31,352,538	$ 5,788,630	$ 37,141,168	$ (4,520,501)

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

City of Shawnee, Oklahoma
Statement of Revenues, Expenses, and Changes in Fund Net Assets – Proprietary Funds
Year Ended June 30, 2011

	Shawnee Municipal Authority	Shawnee Airport Authority	Total	Internal Service Fund
REVENUES				
Water	$ 5,691,709	$ -	$ 5,691,709	$ 715,493
Sewer	3,626,101	-	3,626,101	-
Sanitation	1,762,621	-	1,762,621	-
Rents and royalties	10,940	185,948	196,888	-
Fuel sales	-	211,012	211,012	-
Miscellaneous	194,460	407	194,867	-
Total operating revenues	11,285,831	397,367	11,683,198	715,493
OPERATING EXPENSES				
General government	499,820	-	499,820	-
Lake	56,971	-	56,971	-
Water	2,746,666	-	2,746,666	-
Wastewater	1,618,974	-	1,618,974	-
Sanitation	1,219,674	-	1,219,674	-
Airport	-	463,301	463,301	-
Claims expense	-	-	-	946,160
Amortization expense	26,559	-	26,559	-
Depreciation	1,407,845	229,157	1,637,002	-
Total operating expenses	7,576,509	692,458	8,268,967	946,160
Operating income (loss)	3,709,322	(295,091)	3,414,231	(230,667)
NON-OPERATING REVENUES (EXPENSES)				
Interest and investment revenue	72,965	-	72,965	(214)
Miscellaneous revenue	293,989	2,680	296,669	10,766
Operating grants and contributions	-	2,393,396	2,393,396	-
Interest expense	(837,666)	-	(837,666)	-
Total non-operating revenue (expenses)	(470,712)	2,396,076	1,925,364	10,552
Income (loss) before transfers	3,238,610	2,100,985	5,339,595	(220,115)
Capital contributions	222,750	-	222,750	-
Transfers in	657,649	-	657,649	-
Transfers out	(1,100,000)	-	(1,100,000)	-
Change in net assets	3,019,009	2,100,985	5,119,994	(220,115)
Total net assets (deficit) - beginning	28,333,529	3,687,645	32,021,174	(4,300,386)
Total net assets (deficit) - ending	$ 31,352,538	$ 5,788,630	$ 37,141,168	$ (4,520,501)

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

City of Shawnee, Oklahoma
Statement of Cash Flows – Proprietary Funds
Year Ended June 30, 2011

	Shawnee Municpal Authority	Shawnee Airport Authority	Total	Internal Service Funds
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	$ 11,738,517	$ 154,261	$ 11,892,778	$ 726,259
Payments to suppliers and employees	(5,486,623)	413,958	(5,072,665)	-
Claims and judgments paid	-	-	-	(929,571)
Receipts of customer meter deposits	181,155	-	181,155	-
Refunds of customer meter deposits	(168,820)	-	(168,820)	-
Interfund receipts/payments	74,638	852,275	926,913	-
Net cash provided by (used in) operating activities	6,338,867	1,420,494	7,759,361	(203,312)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Transfers from other funds	657,649	-	657,649	-
Transfers to other funds	(1,100,000)	-	(1,100,000)	-
Net cash provided by (used in) noncapital financing activities	(442,351)	-	(442,351)	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Purchases of capital assets	(8,608,437)	(3,667,943)	(12,276,380)	-
Proceeds of capital grants	-	2,021,617	2,021,617	-
Proceeds from debt	7,462,706	-	7,462,706	-
Note issuance cost paid	(58,000)	-	(58,000)	-
Principal paid on debt	(1,505,165)	-	(1,505,165)	-
Interest and fiscal agent fees paid on debt	(761,858)	-	(761,858)	-
Net cash provided by (used in) capital and related financing activities	(3,470,754)	(1,646,326)	(5,117,080)	-
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchase of investments	(16,141)	-	(16,141)	-
Interest and dividends	76,972	-	76,972	-
Net cash provided by (used in) investing activities	60,831	-	60,831	-
Net increase (decrease) in cash and cash equivalents	2,486,593	(225,832)	2,260,761	(203,312)
Balances - beginning of year	2,990,699	502,658	3,493,357	241,651
Balances - end of year	$ 5,477,292	$ 276,826	$ 5,754,118	$ 38,339
Reconciliation to Statement of Net Assets:				
Cash and cash equivalents	$ 3,442,160	$ 276,826	$ 3,718,986	$ 38,339
Restricted cash and cash equivalents - current	1,869,343	-	1,869,343	-
Restricted cash and cash equivalents - noncurrent	165,789	-	165,789	-
Total cash and cash equivalents, end of year	$ 5,477,292	$ 276,826	$ 5,754,118	$ 38,339
Reconciliation of operating income (loss) to net cash provided by operating activities:				
Operating income (loss)	$ 3,709,322	$ (295,091)	$ 3,414,231	$ (230,667)
Adjustments to reconcile operating income to net cash provided (used) by operating activities:				
Depreciation expense	1,407,845	229,157	1,637,002	-
Amortization expense	26,559	-	26,559	-
Miscellaneous revenue	293,989	2,680	296,669	10,766
Change in assets and liabilities:				
Due to other funds	74,638	852,275	926,913	-
Accounts receivable	124,776	(13,236)	111,540	-
Other receivable	12,153	(232,550)	(220,397)	-
Inventory	21,768	15,010	36,778	-
Accounts payable	629,967	860,458	1,490,425	(5,468)
Accrued payroll payable	18,602	551	19,153	-
Deposits subject to refund	12,335	-	12,335	-
Claims and judgments liability	-	-	-	22,057
Net pension obligation	3,225	(1,217)	2,008	-
Other post employment benefits	(3,969)	-	(3,969)	-
Accrued compensated absences	7,657	2,457	10,114	-
Net cash provided by (used in) operating activities	$ 6,338,867	$ 1,420,494	$ 7,759,361	$ (203,312)
Noncash activities:				
Principal forgiven on capital debt	$ 222,750	$ -	$ 222,750	$ -
	$ 222,750	$ -	$ 222,750	$ -

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

City of Shawnee, Oklahoma
Statement of Net Assets – Fiduciary Fund
As of June 30, 2011

		Agency Fund URM/DEPCA
ASSETS		
Cash and cash equivalents	$	9,492
Total assets	$	9,492
LIABILITIES		
URM/DEPCA payable	$	9,492
Total liabilities	$	9,492

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

I. Organization

The City of Shawnee, Oklahoma, (the City) operates under a Council-Manager form of government under Title 11 of the *Oklahoma Statutes.* The City provides the following services to its citizens: public safety (police and fire), streets and highways, sanitation, social services, culture and recreation, public improvements, utilities, planning and zoning, and general administrative services.

II. Summary of significant accounting policies

A. Reporting entity

The accompanying financial statements present the City and its component units, entities for which the City is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the City's operation. The City's financial statements include one discretely presented component unit, which is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the City.

Blended component units. The Shawnee Municipal Authority (SMA) was created November 11, 1968, to finance, develop, and operate the water, sewer, and solid waste activities. The current City Commission serves as its entire governing body (trustees) of the SMA. Any issuance of debt would require a two-thirds approval of the City Commission. SMA is reported as an enterprise fund.

The Shawnee Airport Authority (SAA) was created March 18, 1974, to develop, construct, plan, establish, install, enlarge, improve, maintain, equip, operate, control, and regulate air transportation facilities. The current City Commission serves as its entire governing body (trustees) of the SAA. Any issuance of debt would require a two-thirds approval of the City Commission. SAA is reported as an enterprise fund.

The Shawnee Urban Renewal Authority is included within the financial statements as a part of Other Governmental Funds within a grouping of Special Revenue Funds titled CDBG & Home Grant Funds. All of the activity of the Shawnee Urban Development Authority is in the CDBG & Home Grant Funds and the Shawnee Urban Renewal Authority does not have any of its own assets or liabilities.

Separate financial statements have not been prepared for the blended component units.

Discretely presented component unit. Shawnee Civic & Cultural Development Authority (SCCDA) was created January 5, 1976, to acquire by lease and to operate, regulate and administer all physical properties, real or personal which shall be of public use or of civic and/or cultural benefit or incident to carry out an authority or proper function of the City of Shawnee, the beneficiary of the SCCDA. The governing body consists of seven members; the City Manager of the City of Shawnee, four (4) citizens representing the general public to be selected by the governing board of the Beneficiary, and two (2) residents of Pottawatomie County appointed by the Commissioners of Pottawatomie County and approved by the SCCDA trustees. Any issuance of debt requires a two-thirds approval of the City Commission.

The SCCDA issued separate financial statements, which are available by contacting that entity at (405) 275-7020.

During the year ended June 30, 2006, the SCCDA adopted a December 31 year-end to better represent its business cycle. Accordingly, the financial information contained in these financial statements for the SCCDA is as of December 31, 2010 and for the year then ended.

Affiliated organizations. These organizations have a close association with the City of Shawnee; however, the relationship does not meet the requirements for inclusion in the City of Shawnee's Annual Financial Report. Separate financial statements for these entities can be obtained by contacting the entities as indicated:

Shawnee Industrial Authority	(405) 273-7490
Shawnee Economic Development	(405) 273-7490
Pottawatomie County Development Authority	(405) 273-8064

B. Government-wide and fund financial statements

The Government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Combining financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement focus, basis of accounting, and financial statement presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period.

For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period except for reimbursement type grants that are recorded as revenues when the related expenditures are recognized. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, claims, and judgments are recorded only when payment is due.

Sales and use taxes, property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual, and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The City reports the following major governmental funds:

- The general fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The most significant operating revenue is the sales tax. For reporting purposes the General Fund includes the activities of the Revolving Oil and Gas Fund, Spay and Neuter Fund, Library Fund, Senior Citizens Fund, and Sister Cities Fund.

- The street improvement fund accounts for the construction or major reconstruction of street projects. The funds major funding source is sales tax.

The City reports the following major proprietary funds:

- The Shawnee Municipal Authority accounts for the City's water, sewer, and sanitation operations.

- The Shawnee Airport Authority accounts for the City's airport operations.

The City reports the following fund type:

- Internal service fund accounts for workers' compensation insurance services provided to other departments or agencies of the City on a cost reimbursement basis.

Included in the aggregated governmental fund totals are the following funds:

- The street and alley fund accounts for the operation and maintenance of local streets and thoroughfares through dedicated taxes.

- The E-911 fund accounts for the operations and maintenance of the City's 911 emergency services through dedicated taxes.

- The economic development fund accounts for the promotion of economic development.

- The hotel/motel surcharge fund accounts for the collection of the City's hotel/motel surcharge.

- The police sales tax fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for police officers.

- The fire sales tax fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for firefighters.

- The CDBG & HOME grants funds account for federal funds received by the City and expenditures related to the operation of these grants.

- The cemetery care fund accounts for the continuing care and maintenance as well as future capital investments of the City owned cemetery.

- The gifts & contributions fund accounts for monies donated for various park projects, economic development, civic events, police, and fire donations.

- The tax increment finance fund accounts for ad valorem taxes paid to the City on properties located in the Shawnee Downtown Revitalization Area and Increment District to be used for economic development projects within that District.

- The drug forfeiture fund accounts for funds received from Pottawatomie County drug enforcement activities to help fund City drug-related law enforcement efforts.

- The debt service fund accounts for ad-valorem taxes levied by the City for use in retiring general obligation bonds, court-assessed judgments, and their related expenses and fiscal agent fees.

- The 1994 Street improvement project fund accounts for general obligation bond proceeds designated for the construction of specific street projects.

- The capital improvement fund accounts for the purchase of capital equipment and construction of facilities funded with sales tax.

The City maintains one fiduciary fund:

- The IRS Section 125 Unreimbursed Medical/Dependent and Childcare Agency Fund (URM/DEPCA) holds funds related to employee withholding for medical expenditures not covered by insurance and for dependent care.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board (GASB). Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The City has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payment-in-lieu of taxes and other charges between the City's utility functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Shawnee Municipal Authority and Shawnee Airport Authority enterprise funds and of the City's internal service funds are charges to customers for sales and services. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Assets, liabilities, and net assets or equity

1. Deposits and investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the City to invest in obligations of the U.S. Treasury; time deposits with financial institutions, if such deposits are fully insured by federal depository insurance or pledged collateral; and debt security issued by the State of Oklahoma, an Oklahoma County, school district, or municipality. A copy of the City of Shawnee's investment policy may be obtained by contacting the City of Shawnee, Post Office Box 1448, Shawnee, Oklahoma 74802-1448.

Investments for the City, as well as for its component units, are reported at fair value.

2. Receivable and payable

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

All trade and property tax receivables are shown net of an allowance for uncollectibles. Trade accounts receivable in excess of 90 days comprise the trade accounts receivable allowance for uncollectibles.

3. Restricted assets

Certain proceeds of the Shawnee Municipal Authority's enterprise fund promissory notes, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because they are maintained in separate bank accounts, and their use is limited by applicable loan covenants. The projects fund account is used to report those proceeds that are restricted for use in construction. The debt service fund account is used to segregate resources accumulated for debt service payments over the next 12 months. The debt service reserve account is used to report resources set aside to make up potential future deficiencies in the debt services account.

4. Inventories

The Airport Authority (SAA) maintains a fuel inventory for aircraft. Inventory is valued at cost.

5. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than $2,500 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Property, plant, and equipment of the primary government, as well as the component units, are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	40
Improvements other than buildings	20-50
Infrastructure	20-100
Furniture, equipment, and vehicles	3-10

6. Compensated absences

It is the City's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements. Sick leave may be accumulated up to a maximum of 120 days. Accumulated sick leave is paid to employees only upon retirement at a rate of one day's pay for every three day's accumulated sick leave, up to a maximum of 40 days. A liability for these amounts is reported in governmental funds when they have matured as a result of employee resignations and retirements.

7. Long-term obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets. Bond premiums, discounts, and issuance costs, are unearned and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of bond premium or discount. Bond issuance costs are reported as unearned charges and amortized over the term of the debt.

8. Fund equity

Government-Wide and Proprietary Fund Financial Statements:

Net assets are displayed in three components:

a. *Invested in capital assets, net of related debt* - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.

b. *Restricted net assets* - Consists of net assets with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments, or 2) law through constitutional provisions or enabling legislation.

c. *Unrestricted net assets* - All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

Governmental Fund Financial Statements:

Governmental fund equity is classified as fund balance. Since the City implemented GASB Statement 54, fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned. These classifications are defined as:

a. Nonspendable – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

b. Restricted – consists of fund balance with constraints placed on the use of resources either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) laws through constitutional provisions or enabling legislation.

c. Committed – included amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the city's highest level of decision-making authority. The City's highest level of decision-making authority is made by ordinance while the SMA highest level of decision-making authority is made by resolution.

d. Assigned – includes amounts that are constrained by the city's intent to be used for specific purposes but are neither restricted nor committed. Assignments of fund balance may be made by city council action or management decision when the city council has delegated that authority. Assignments for transfers and interest income for governmental funds are made through budgetary process.

e. Unassigned – represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the general fund.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

III. Detailed notes on all funds

A. Deposits and investments – The City held the following deposits/investments at June 30, 2011:

PRIMARY GOVERNMENT:

Schedule of Deposits and Investments by Type

Type	Fair Value	Credit Rating	Maturities in Years: On Demand	Less Than One	1 - 5	6 - 10
Demand accounts	$ 2,541,460	n/a	$ 2,541,460	$ -	$ -	$ -
Time deposits	6,726,594	n/a	-	3,810,033	2,916,561	
Money market mutual fund	9,213,053	AAAm	9,213,053	-	-	-
Money market mutual fund	264,608	not available	264,608	-	-	-
FHLMC obligation	1,257,459	AAAm	-	1,257,459	-	-
Corporate bonds	36,720	Caa3	-	-	-	36,720
Sub-total	20,039,894		$ 12,019,121	$ 5,067,492	$ 2,916,561	$ 36,720
Cash on hand	2,250					
Total Investments and Deposits	$ 20,042,144					
Reconciliation to Statement of Net Assets:						
Cash and cash equivalents	$ 11,744,784					
Investments	8,287,868					
Agency fund cash and cash equivalents	9,492					
	$ 20,042,144					

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of bank failure, the City's deposits may not be returned to it. The City requires that all deposits be collateralized by either FDIC insurance or pledged collateral. At June 30, 2011 the City's deposits were fully insured.

Interest Rate Risk. The City of Shawnee's formal investment policy limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The investment maturities limit policy is as follows:

- The portfolio, as a whole, shall have an average maturity of not more than two (2) years, unless specifically otherwise designated by the Treasurer.

- Banker's acceptances shall not exceed one hundred (180) days to maturity.

The City complied with this policy in all material respects.

Credit Risk. The City of Shawnee's policy limits investments to the following: a) obligations of the U.S. Government, its agencies or instrumentalities; b) collateralized or insured certificates of deposit and other evidences of deposit at banks, savings banks, savings and loan associations and credit unions located in this state; c) negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings bank, a savings and loan association, or a state licensed branch of a foreign bank; d) prime bankers' acceptances which are eligible for purchase by the Federal Reserve System; e) prime commercial paper; f) investment grade obligations of state and local governments, including certain highly rated obligations of state- beneficiary public trusts; g) repurchase agreements; and h) money market funds regulated by the Securities and Exchange commission and which investments consist of those items and those restrictions specified in the investment policy of the City of Shawnee, Oklahoma. The City complied with this policy in all material respects.

Concentration of Credit Risk. Exposure to concentration of credit risk is considered to exist when investments in any one issuer represent a significant percent of total investments of the City (any over 5% are disclosed). Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools and other pooled investments are excluded from this consideration. At June 30, 2011, the City had concentration of credit risk in the following investment: Federal Home Loan Mortgage Corporation (FHLMC) 16%.

The City places the following limit on the amount it may invest in any one issuer:

- With the exception of U.S. Treasury securities and authorized money market mutual funds, no more than 50% of the of City's total investment portfolio will be invested in a single security type or with a single financial institution. Individual securities shall be limited as follows:

Type of Investment	Percentage of Cash Available for Investment Not to Exceed
Negotiable certificates of deposit	50%
Bankers' acceptances	50%
Commercial paper	50%
Obligations of state and local government	50%

The City complied with this policy in all material respects.

COMPONENT UNIT:

The SCCDA was not exposed to custodial credit risk at June 30, 2011. The $97,216 of cash and cash equivalents was invested in cash deposits and interest-bearing certificated of deposit fully insured by Federal Depository Insurance (FDIC) or direct obligations of the U.S. government. The SCCDA does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. There is no limit placed on the amount it may invest in any one issuer and is exposed to concentration of credit risk by being 100% invested in money market funds.

B. Receivables

Receivables as of June 30, 2011, for the City of Shawnee's governmental funds, including the applicable allowances for uncollectible accounts are as follows:

	Accounts Receivable	Less: Allowance for Uncollectible Accounts	Net Accounts Receivable
Governmental Activities:			
Taxes	2,358,056	$ -	$ 2,358,056
Due from other governments	88,482	-	88,482
Court fines	1,395,350	(1,255,815)	139,535
Other	1,032,711	-	1,032,711
Total Governmental Activities	$ 4,874,599	$ (1,255,815)	$ 3,618,784
Business-Type Activities:			
Utilities	$ 2,918,090	$ (799,506)	$ 2,118,584

C. Restricted assets

The amounts reported as restricted assets of the business-type activities are comprised of assets held by the trustee bank of behalf of the Shawnee Municipal Authority related to their required revenue note and bond accounts, as well as deposits held for refund.

Type of Restricted Assets	Current Cash and Cash Equivalents	Noncurrent Cash and Cash Equivalents	Investments	Total
Due to Depositors	$ 705,683	$ -	$ -	$ 705,683
Trustee Accounts:				
Pottawattomie County Series 03 Principal Fund	680,000	-	-	680,000
Pottawattomie County Series 03 Interest Fund	347,056	-	-	347,056
OWRB Series 97 Debt Service Fund	109,577	-	-	109,577
OWRB Series 97 Debt Reserve Fund	-	160,464	-	160,464
Revenue Note Series 03 Principal Fund	40	-	-	40
Revenue Note Series 03 Interest Fund	26,987	-	-	26,987
Revenue Note Series 03 Debt Reserve Fund	-	5,325	1,257,459	1,262,784
Total Restriced Assets	$ 1,869,343	$ 165,789	$ 1,257,459	$ 3,292,591

D. Capital Assets

The following is a summary of changes in capital assets during fiscal year 2011 for the primary government:

PRIMARY GOVERNMENT:

	Balance at July 1, 2010	Additions	Disposals	Balance at June 30, 2011
Governmental activities:				
Capital assets not being depreciated:				
Land	$ 2,261,793	$ -	$ -	$ 2,261,793
Construction in progress	2,667,227	485,599	-	3,152,826
Total capital assets not being depreciated	4,929,020	485,599	-	5,414,619
Other capital assets:		.		
Buildings	8,876,094	537,553	-	9,413,647
Machinery, furniture and equipment	13,162,418	906,571	569,413	13,499,576
Infrastructure	36,501,034	455,929	-	36,956,963
Total other capital assets at historical cost	58,539,546	1,900,053	569,413	59,870,186
Less accumulated depreciation for:				
Buildings	5,370,069	366,160	-	5,736,229
Machinery, furniture and equipment	8,673,904	971,797	532,515	9,113,186
Infrastructure	19,417,890	798,361	-	20,216,251
Total accumulated depreciation	33,461,863	2,136,318	532,515	35,065,666
Other capital assets, net	25,077,683	(236,265)	36,898	24,804,520
Governmental activities capital assets, net	$ 30,006,703	$ 249,334	$ 36,898	$ 30,219,139
Business-type activities:				
Capital assets not being depreciated:				
Land	$ 1,481,715	$ -	$ -	$ 1,481,715
Water rights	12,967,959	-	-	12,967,959
Construction in progress	82,919	11,714,187	-	11,797,106
Total capital assets not being depreciated	14,532,593	11,714,187	-	26,246,780
Other capital assets:				
Buildings	10,808,107	14,840	-	10,822,947
Machinery, furniture and equipment	3,705,923	197,838	23,376	3,880,385
Utility property	45,265,844	349,512	-	45,615,356
Total other capital assets at historical cost	59,779,874	562,190	23,376	60,318,688
Less accumulated depreciation for:				
Buildings	7,837,389	250,838	-	8,088,227
Machinery, furniture and equipment	2,685,582	192,109	23,376	2,854,315
Utility property	19,248,279	1,194,055	-	20,442,334
Total accumulated depreciation	29,771,250	1,637,002	23,376	31,384,876
Other capital assets, net	30,008,624	(1,074,812)	-	28,933,812
Business-type activities capital assets, net	$ 44,541,217	$ 10,639,375	$ -	$ 55,180,592

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

Governmental Activities:		Business-Type Activities:	
General government	$ 227,381	Water	$ 580,367
Culture and recreation	189,787	Wastewater	655,852
Community development	42,525	Sanitation	163,012
Public safety	630,478	Administration	5,292
Public works	1,046,147	Lake	3,322
	$ 2,136,318	Airport	229,157
			$ 1,637,002

COMPONENT UNIT:

Shawnee Civic and Cultural Development Authority:	Balance, January 1, 2010	Increases	Decreases	Balance, December 31, 2011
Capital assets, not being depreciated:				
Land	$ 94,493	-	-	$ 94,493
Total capital assets, not being depreciated	94,493	-	-	94,493
Capital assets, being depreciated:				
Buildings and improvements	9,562,047	-	-	9,562,047
Equipment	612,865	105,681	(120,167)	598,379
Total capital assets, being depreciated	10,174,912	105,681	(120,167)	10,160,426
Less accumulated depreciation	(5,434,572)	(259,775)	112,770	(5,581,577)
Total capital assets, being depreciated, net	4,740,340	(154,094)	(7,397)	4,578,849
Governmental activities capital assets, net	$ 4,834,833	$ (154,094)	$ (7,397)	$ 4,673,342

E. Long-term debt

Long-term liabilities of the City of Shawnee as of June 30, 2011, are summarized as follows:

Governmental activities

Accrued compensated absences. The general fund typically has been used to liquidate this liability.	$ 1,665,105
Current portion	$ 333,021
Noncurrent portion	1,332,084
	$ 1,665,105
Claims and judgments payable. The general fund typically has been used to liquidate this liability.	$ 5,110,461
Current portion	$ 981,271
Noncurrent portion	4,129,190
	$ 5,110,461

Business-type Activities

Notes payable:

$18,850,000 Series 2003 Utility Revenue Note dated April, 2003, payable in semiannual installments ranging from $390,000 to $1,265,000, interest from 2.0% to 5.0% through July 1, 2026, to fund utility improvements. The Shawnee Municipal Authority typically has been used to liquidate this liability.	$	14,760,000
$1,073,279 1997A SFR Promissory Note to Oklahoma Water Resources Board, dated September, 2, 1997, payable in annual installments to $57,000, with no interest and a 0.05% administrative fee. The Shawnee Municipal Authority typically has been used to liquidate this liability.		310,687
$7,780,000 2010 Promissory Note to Oklahoma Water Resources Board, dated June 25, 2010, payable in semiannual installments of approximately $194,500, Interest at 3.15%. The Shawnee Municipal Authority typically pays this liability.		6,483,539
$1,485,000 2010A Promissory Note to Oklahoma Water Resources Board, dated October 14, 2010, payable in semiannual installments of approximately $63,120, Interest at 2.76%. The Shawnee Municipal Authority typically pays this liability.		861,667
$1,900,000 1997B Promissory Note to Oklahoma Water Resources Board, dated September, 1, 1997, payable in semiannual installments of approximately $80,000, Interest from 3.895% to 5.245% through 2017. The Shawnee Muncipal Authority typically pays this liability.		790,000
$5,350,000 2001 Sales Tax Revenue Note, to a financial institution, dated September, 1, 1997, payable in 120 installments of $54,804, interest at 4.25% through November 28, 2011. The Shawnee Municipal Authority collects funding from the capital improvement fund in the form of transfers to liquidate this liability.		324,787
$395,000 Series 2003 Sales Tax Revenue Note dated September 25, 2003, payable in 99 installments of $ 4,739, interest at 4.25% through December 28, 2011. The Shawnee Municipal Authority collects funding from the discretely presented component unit in the form of a interfund balance to liquidate this liability.		28,083
Total notes payable before unearned loss and bond premium		23,558,763
Deferred amount on 2003 refunding		(604,401)
Bond premium		62,377
Total notes payable, net of unearned loss on 2003 refunding	$	23,016,739
Current portion	$	1,461,970
Noncurrent portion		22,096,793
	$	23,558,763
Accrued compensated absenses. The Shawnee Municipal and Airport Authorities typically have been used to liquidate this liability.	$	295,096
Current portion	$	59,020
Noncurrent portion		236,076
	$	295,096

Long-term liability transactions for the year ended June 30, 2011 and changes therein were as follows:

Type of Debt	Balance July 1, 2010	Additions	Deductions	Balance June 30, 2011	Due Within One Year
Governmental Activities:					
Claims and judgments	$ 5,088,404	$ 22,057	$ -	$ 5,110,461	$ 981,271
Accrued compensated absences	1,690,370	-	25,265	1,665,105	333,021
Total Governmental Activities	$ 6,778,774	$ 22,057	$ 25,265	$ 6,775,566	$ 1,314,292
			Add: OPEB obligation	773,128	
				$ 7,548,694	
Business-Type Activities:					
Notes Payable	$ 17,823,972	$ 7,462,706	$ 1,727,915	$ 23,558,763	$ 1,461,970
Accrued compensated absences	284,982	10,114	-	295,096	59,020
Total Business-Type Activities	18,108,954	7,472,820	1,727,915	$ 23,853,859	1,520,990
			Add: OPEB obligation	159,024	
			Less: Deferred amount on 2003 refunding	(604,401)	
			Add: Unamortized premium	62,377	
				$ 23,470,859	
Total Long-Term Debt	$ 24,887,728	$ 7,494,877	$ 1,753,180	$ 31,019,553	$ 2,835,282

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

	Business-Type Activities	
	Notes Payable	
Fiscal Year Ending June 30	Principal	Interest
2012	$ 1,461,970	$ 1,300,464
2013	1,134,100	1,255,693
2014	1,169,100	1,213,048
2015	1,194,100	1,168,266
2016	1,229,100	1,121,302
2017-2021	5,826,304	4,869,735
2022-2026	6,798,060	3,411,396
2027-2031	2,775,810	2,165,277
2032-2036	3,667,263	612,675
	$ 25,255,807	$ 17,117,856
Amount to be drawn on OWRB 2010	1,697,044	
Net principal outstanding	$ 23,558,763	

The Shawnee Municipal Authority (SMA) entered into an agreement with the Pottawatomie County Development Authority (PCDA) for the development of the North Deer Creek Reservoir Project (Reservoir) in which the PCDA issued bonds totaling $18,180,000 for the construction of the Reservoir. SMA issued its Utility Revenue Note, Series 1990B in the amount of $18,180,000 to the PCDA. (These notes were defeased during the 1993 fiscal year with the issuance of the SMA Utility Revenue Note, Series 1993A in the amount of $21,165,000.) During the 2003 fiscal year, the 1993 notes were defeased in the amount of $18,850,000. The debt service payments

made by SMA on their Series 2003 Note will be used by the PCDA to make their debt service payments on their Series 2003 Bonds.
SMA acquired a contractual interest in the water of the reservoir by issuing their Series 1990B Note. They issued the note totaling $18,180,000 and received restricted funds back from PCDA to establish a reserve fund totaling $1,263,881. The net amount of the note face value less the reserve fund, which totals $16,916,119, represented SMA's investment in the water contract with PCDA and a trustee Bank. During a prior fiscal year, the SMA received $3,948,160 in surplus bond proceeds remaining in the PCDA trust funds to be used for SMA utility system improvements. These proceeds have been accounted for as a reduction in the investment in the water contract with PCDA to $12,967,959.

The term of the water agreement shall be for a period of one hundred (100) years from its effective date and may be extended by written agreement of the parties. Upon the expiration of the term of this agreement and any extension thereof, PCDA shall by quit claim deed and bill of sale, convey to each party, an undivided fractional interest in the facilities and all personal property titled in PCDA that is used in the operation of the facilities except PCDA's files and records.

Due to the long-term nature of this agreement, and the infinite economic life of the water rights, the SMA's investment in the water rights contract is not being amortized.

Pledge of Future Revenues

Sales Tax Pledge - The City has pledged one-third of seven-eighths of one penny (or 9.7%) of future sales tax revenues to repay $5,745,000 of Series 2001 and 2003 Sales Tax Revenue Notes. Proceeds from the notes provided financing for capital assets. The notes are payable from pledged sales tax revenues. The notes are payable through fiscal year 2012. The total principal and interest payable for the remainder of the life of these notes is $361,644. Pledged sales taxes received in the current year were $1,563,150. Debt service payments of $714,518 for the current fiscal year were 46% of pledged sales taxes.

Utility Revenues Pledge – The City has also pledged future gross water and wastewater revenues to repay $18,850,000 of the 2003 Series Utility Revenue Note, $2,973,279 of 1997A and 1997B Series OWRB Notes Payable and $7,780,000 and $1,485,000 of 2010 OWRB Notes Payable. Proceeds from the notes provided financing for utility system capital assets. The notes are payable through 2026, 2016, and 2031, respectively. The total principal and interest payable for the remainder of the life of these notes is $40,676,618. The notes are payable from the above-mentioned utility revenues. The debt service payments on the notes this year were $1,769,509 which was 19% of pledged utility revenues of $9,512,270.

Compensated absences

Full-time employees with at least one year of service earn vacation of ten to twenty days per year depending on years of service completed. A maximum of ten to thirty days may be carried over from one benefit year into another, depending on years of service completed. In accordance with the guidelines set forth by GASB Statement No. 16, *Accounting and Financial Reporting Principles for Claims and Judgments and Compensated Absences,* a provision has been made for accumulated leave as follows:

Governmental activities	$ 1,665,105
Business-type activities	295,096
Total accrued compensated absences	$ 1,960,201

Full-time employees earn sick leave at the rate of ten hours per month, up to 120 days. Upon retirement, employees are paid at the rate of one day's pay for every three days of accumulated sick leave up to a maximum of 40 days.

F. Interfund receivables, payables, and transfers

The composition of interfund balances as of June 30, 2011 is as follows:

Receivable Fund	Payable Fund	Amount	Nature of Interfund Balance
General	SMA	$ 1,255,016	Construction projects
General	SMA	74,638	Revenue posted to incorrect fund
General	Street and Alley	11,457	Negative cash
Worker's Comp Fund	General	273,383	Self insurance funding
Worker's Comp Fund	SMA	282,794	Self insurance funding
Gifts and Contributions	Capital Improvement Fund	4,023	Negative cash
General	Drug and Forfeiture	1,535	Negative cash
General	CDBG & Home Grants Fund	154,252	Negative cash
General	SAA	852,275	Negative cash
Capital Improvement Fund	Shawnee Airport Authority	65,000	Federal grant match on future projects
		$ 2,974,373	

Reconciliation to Fund Financial Statements:

	Due From	Due to	Net Interfund Balances
Governmental Funds	$ 2,418,196	$ 444,650	$ 1,973,546
Proprietary Funds	-	2,529,723	(2,529,723)
Internal Service Funds	556,177	-	556,177
	$ 2,974,373	$ 2,974,373	$ -

A summary of interfund transfers for the fiscal year ended June 30, 2011 is as follows:

Transfer From	Transfer To	Amount	Purpose of Transfer
SMA	General	$ 1,100,000	Operating subsidy
Police Tax Fund	General	334,870	Restricted sales tax transfer
Fire Tax Fund	General	334,870	Restricted sales tax transfer
Street Improvement Fund	General	100,000	Engineering services for capital projects
Capital Improvement Fund	SMA	657,649	Debt service
Economic Development Fund	Sister Cities Fund	15,000	Sister Cities program support
General Fund	Library Fund	74,000	Operating subsidy
Total		$ 2,616,389	

Reconcilation to Fund Financial Statements:

	Transfers In	Transfers Out	Net Transfers
Governmental Funds	$ 1,958,740	$ (1,516,389)	$ 442,351
Proprietary Funds	657,649	(1,100,000)	(442,351)
	$ 2,616,389	$ (2,616,389)	$ -

Net Assets/Fund Equity

Government-Wide and Proprietary Fund Financial Statements

It is the City's policy to first use unrestricted net assets prior to the use of restricted net assets when an expense is incurred for purposes for which both restricted and unrestricted net asset are available.

The following table shows the net assets restricted for other purposes shown on the Statement of Net Assets:

Fund	Restricted By		Amount
Governmental Activities:			
Tax Increment Financing Fund	Enabling legislation		286,025
		$	286,025
Cemetery Fund	Statutory requirements	$	168,108
Street and Alley Fund	Statutory requirements		4,436
E911 Fund	Statutory requirements		307,397
Drug Forfeiture fund	Statutory requirements		465
		$	480,406
CDBG Fund	External contracts	$	185,657
Gifts and Contributions	External contracts		109,457
Police Sales Tax Fund	External contracts		43,558
Fire Sales Tax Fund	External contracts		43,616
Hotel/Motel Fund	External contracts		50,162
Economic Development Fund	External contracts		136,724
94 Street Improvement Fund	External contracts		77,667
Capital Projects Fund	External contracts		1,500,901
Street Improvement Fund	External contracts		6,870,434
Debt Service Fund	External contracts		112,009
		$	9,130,185
Business Type Activies:			
Debt Service Reserves	Enabling legislation	$	2,586,909

Governmental Fund Financial Statements:

Governmental fund equity is classified as fund balance. Since the City implemented GASB Statement 54, fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned.

It is the City's policy to first use restricted fund balance prior to the use of the unrestricted fund balance when an expense is incurred for purposes for which both restricted and unrestricted fund balance are available. The City's policy for the use of fund balance amounts require that restricted amounts would be reduced first, followed by commited amounts and then assigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

The following table shows the fund balance classifications as shown on the Governmental Funds Balance Sheet in accordance with GASB Statement 54:

	General Fund	Street Improvement Fund	Other Governmental Funds	Total
Fund Balance:				
Nonspendable:				
Prepaid expenses	$ 291,531	$ -	$ -	$ 291,531
	291,531	-	-	291,531
Restricted For:				
Street improvements	-	6,870,434	77,667	6,948,101
Fire operations	-	-	43,616	43,616
Police operations	-	-	43,558	43,558
Debt service	-	-	398,007	398,007
Capital improvements	-	-	1,500,901	1,500,901
Street operations	-	-	4,436	4,436
Culture and rec programs	-	-	109,457	109,457
Cemetery improvements	-	-	168,108	168,108
Police - drug programs	-	-	465	465
Emergency operations	-	-	307,397	307,397
Economic development	-	-	372,543	372,543
Sub-total restricted	-	6,870,434	3,026,155	9,896,589
Assigned in:				
Street operations	-	51,952	7,230	59,182
Community development	233,779	-	-	233,779
Economic development	-	-	5,000	5,000
Capital improvements	-	-	1,870	1,870
Cemetery operations	-	-	3,257	3,257
Culture and recreation programs	-	-	4,550	4,550
Library programs	18,968	-	-	18,968
Senior citizens programs	21,147	-	-	21,147
Sister cities programs	14,486	-	-	14,486
Animal shelter	12,870	-	-	12,870
Sub-total assigned	301,250	51,952	21,907	375,109
Unassigned:	4,853,199	-	-	4,853,199
TOTAL FUND BALANCE	$ 5,445,980	$ 6,922,386	$ 3,048,062	$ 15,416,428

H. Postemployment Healthcare Plan

Plan Description. The City sponsors Medical, Rx, Dental, Vision and Life insurance to qualifying retirees and their dependents. Coverage is provided through fully-insured arrangements that collectively operate as a substantive single-employer defined benefit plan. Qualifying retirees are those employees who are eligible for immediate disability or retirement benefits under the Oklahoma Police Pension and Retirement System, Oklahoma Firefighter’s Pension and Retirement System, or the Oklahoma Municipal Retirement Fund Employee Retirement System of Shawnee, Oklahoma. Retirees may continue coverage with the City by paying the carrier premium rate. Coverage is available for each of the lifetimes of retirees and their spouses. Authority to establish and amended benefit provisions rest with the City Council. Benefits are paid from general operating assets of the City.

Funding Policy. The contribution requirements of plan members and the City are established by the City Council. Annual health insurance premium amounts are established by the third party insurance provider. The required contribution is based on projected pay-as-you-go financing requirements. For fiscal year 2011, the actuarially expected City contribution in the form of net age adjustment was $88,000 to the Plan. Plan members receiving benefits contributed $158,797 of the total premiums, through their payment of the full carrier determined premium in FY 2011.

Annual OPEB Cost and Net OPEB Obligation. The City's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period of thirty years. The following table shows the components of the City's annual OPEB cost, the amount actually contributed to the plan, and changes in the City's net OPEB obligation to for the year ended June 30, 2011:

Normal cost	$ 184,796
Amortization of Acturial Accrued Liability (AAL)	167,937
Annual Required Contribution (with Interest)	352,733
Interest on Net OPEB Obligation	20,018
Adjustment to the ARC	(23,221)
Annual OPEB cost (expense)	349,530
Employer Contributions of FY 11	(88,000)
Net OPEB obligation—beginning of year	500,456
Net OPEB obligation—end of year	$ 761,986

The City's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for were as follows:

Fiscal Year	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/09	$333,228	23.1%	$256,228
6/30/10	$333,228	26.7%	$500,456
6/30/11	$349,530	25.2%	$761,986

Funded Status and Funding Progress. As of July 1, 2010, the most recent actuarial valuation date, the Plan was not funded. The actuarial accrued liability (AAL) for benefits was $3.48 million, and the actuarial value of assets was zero, resulting in an unfunded actuarial accrued liability (UAAL) of $3.48 million. The covered payroll (annual payroll of active employees covered by the plan) was $10.02 million, and the ratio of the UAAL to the covered payroll was 34.7 percent. Because the plan is a substantive plan there are no plan assets.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions. Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2010, actuarial valuation, the Projected Unit Credit actuarial cost method was used. The actuarial assumptions included a 4.0 percent investment rate of return (net of administrative expenses), which is a blended rate of the expected long-term investment returns on plan assets and on the employer's own investments calculated based on the funded level of the Plan at the valuation date, and an annual healthcare cost trend rate of 8.5 percent initially, reduced by decrements to an ultimate rate of 5.0 percent after ten years. The UAAL is being amortized over 30 years based on a level percent-of-pay open-period basis. The remaining amortization period at July 1, 2010, was thirty years. As of the date of this valuation, there are no plan assets. Retiree premiums are paid as they come due from general operating assets of the City.

IV. Other Information

A. Risk management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The City has insurance for the major risks such as property and general liability, and is self-insured for workers' compensation and unemployment, with applicable excess loss coverage for workers' compensation. A third party worker's compensation administrator is used to evaluate claims and estimate the City's liability for outstanding claims not assumed by the issuer. The City is self-insured up to $375,000 per occurrence and $1,000,000 in the aggregate, and has obtained overlying insurance coverage for claims in excess of these amounts. Commercial insurance is used to cover general liability claims and the risk of loss to City buildings and mobile equipment. Judgments against the City may be paid by a property tax assessment over a three-year period.

Claims Liability Analysis

The claims liabilities related to the above noted risk of loss that is retained is determined in accordance with Generally Accepted Accounting Principles, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. For the internal service self-insurance workers' compensation fund, changes in the claims liability for the City from July 1, 2009 to June 30, 2011, are as follows:

CLAIMS LIABILITY ANALYSIS

Claims liability, June 30, 2009	$	4,230,443
Claims and changes in estimates		1,715,922
Claims payments		857,961
Claims liability, June 30, 2010		5,088,404
Claims and changes in estimates		880,000
Claims payments		857,943
Claims liability, June 30, 2011	$	5,110,461

B. Commitments and contingent liabilities

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the City expects such amounts, if any, to be immaterial.

The Oklahoma Housing Finance Agency requires the City to maintain records supporting the banked match that is necessary for participation in the Home Grant Program. As of June 30, 2011, the City's records indicate that the City's banked match of the Home Grant Program totaled $831,772.

The City is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the City's counsel the resolution of these matters will not have a materially adverse effect on the financial condition of the City.

The following construction project commitments were outstanding at June 30, 2011:

Governmental Activities:		
Regional Park	$ 1,000,000	$ 65,826
City Hall heat/air replacement	524,000	11,509
Kickapoo Street south	3,329,309	3,076,227
Rehab Asphalt Streets Project	1,421,981	1,135,455
Business-type activities:		
Parrallel Taxiway Construction	1,935,906	627,208
Reservoir Yield Study	98,300	73,375
Pipe for 30 inch waterline	4,000,000	272,017

C. Employee retirement systems and pensions plans

The City of Shawnee participates in the Oklahoma State Police Pension and Retirement System and the Oklahoma State Firefighters' Pension and Retirement System, both of which are cost-sharing multiple-employer defined benefit pension plans administered by the State of Oklahoma. Copies of the State of Oklahoma sponsored multiple-employer plans and a schedule of funding progress is available, for each from the respective Plan. The State of Oklahoma is responsible for any funding deficiencies. Additionally, for other City employees not covered by the other plans, the City of Shawnee maintains the Oklahoma Municipal Retirement Fund, an agent multiple employer defined benefit pension plan.

Oklahoma State Police Pension and Retirement System (OPPRS)

Plan Description – The OPPRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The ability to establish and amend benefit provisions is delegated to the administrators of the OPPRS. The OPPRS issues a publicly available financial report that includes financial statements and required supplementary information for the police employees of the City. That report may be obtained by writing to the Oklahoma State Police Pension and Retirement System, 1001 N.W. 63rd Street, Suite 305, Oklahoma City, Oklahoma 73116-7335, or by calling (405) 840-3555.

Funding Policy – Plan members are required to contribute 8.0% of their annual covered salary, and the City of Shawnee contributes 13.0% of annual covered payroll. The contribution requirements of plan members and the City are established and may be amended by the state legislature. Contributions to the OPPRS for the year ended June 30, 2011, for employees and employer were $188,905 and $306,971, respectively, on covered payroll of $2,361,312. The state made on-behalf payments for the police pension system of $245,661. These on-behalf payments were recognized as both revenue and expenditures in the current fiscal year.

The required employer contributions and actual employer contributions made to OPPRS for the current and past two fiscal years are as follows:

Fiscal year	Required	Contributed
2010-2011	$306,971	$306,971
2009-2010	$330,180	$330,180
2008-2009	$294,112	$315,064

Oklahoma State Firefighters' Pension and Retirement System (OFPRS)

Plan Description – The OFPRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The ability to establish and amend benefit provisions is delegated to the administrators of the OFPRS. The OFPRS issues a publicly available financial report that includes financial statements and required supplementary information for the firefighting employees of the City. That report may be obtained by writing to the Oklahoma State Firefighters' Pension and Retirement System, 4545 North Lincoln Boulevard, Suite 265, Oklahoma City, Oklahoma 73105-3414, or by calling (405) 525-7813.

Funding Policy – Plan members are required to contribute 8.0% of their annual covered salary, and the City of Shawnee contributes 13.0% of annual covered payroll. The contribution requirements of plan members and the City are established and may be amended by the state legislature. Contributions to the OFPRS for the year ended June 30, 2011, for employees and employer were $236,150 and $388,916, respectively, on covered payroll of $2,950,534. The state made on-behalf payments for the fire pension system of $725,831. These on-behalf payments were recognized as both revenue and expenditures in the current fiscal year.

The required employer contributions and actual employer contributions made to OFPRS for the current and past two fiscal years are as follows:

Fiscal year	Required	Contributed
2010-2011	$388,916	$388,916
2009-2010	$385,618	$385,618
2008-2009	$373,019	$382,086

Oklahoma Municipal Retirement Fund Employee Retirement System of Shawnee, Oklahoma

Plan Description – The City maintains a defined benefit retirement plan, the Oklahoma Municipal Retirement Fund Employee Retirement System of Shawnee, Oklahoma (the Plan), which covers employees not covered by other plans. The Plan operates as a trust maintained by the Oklahoma Municipal Retirement Fund (OMRF). The OMRF board of trustees retains BankOne as custodian to hold the Plan's assets which are invested by various professional managers. All regular, full-time City employees not covered by other plans are required to participate in the Plan. Benefits vest after seven years of service. Employees, who retire at age 65 with completion of seven years of service, are entitled to an annual retirement benefit, payable monthly in an amount equal to 2.625% of final average compensation multiplied by the number of years of credited service. Final average compensation is defined as the average of the five highest consecutive annual salaries out of the last ten calendar years of service.

An employee is eligible for an early retirement benefit once he has attained age 55 and has completed seven years of service. The amount of benefit is determined based on the final average salary and credited service as of the date of termination. If benefit payments are to begin before age 65, the amount of benefit will be actuarially reduced. A late retirement benefit is computed in the same manner as a normal retirement based on average salary and credited service as of the termination of employment.

A participant who becomes totally and permanently disabled after completion of seven years of service will be entitled to a disability benefit based on average salary and service as of the date of disability but without actuarial reduction for payments beginning prior to normal retirement age.

Employee contributions are returned with accrued interest if their employment is terminated prior to completion of seven years of service. A death benefit is payable after seven years of service based on 50% of the employee's accrued benefit. This benefit is payable for life or until remarriage of the surviving spouse.

Funding Policy – The amount shown below as the actuarial accrued liability is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure is intended to help users assess the funding status of the Plan on a going concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among employers. The measure is the actuarial present value of credited projected benefits, and is independent of the funding method used to determine contributions to the Plan.

The actuarial accrued liability was computed as part of an actuarial valuation performed as of July 1, 2010. Significant actuarial assumptions used in the valuation include 1) a rate of return on the investment of present and future assets of 7.5% compounded annually, and 2) future salary increases based on the age of the employee.

Total actuarial accrued liability was more than net assets available for benefits by $6,059,084 as of January 1, 2010, as follows:

Actuarial accrued liability	$ 30,823,183
Net assets available for benefits (actuarial value)	24,764,099
Underfunded actuarial accrued liability	$ 6,059,084

The Plan's funding policy provides for actuarially determined periodic contributions at rates that, for individual employees, increases gradually over time so sufficient assets will be available to pay benefits when due. Required contributions are determined using the aggregate entry age normal cost method. Unfunded actuarial accrued liabilities are being amortized as a level percentage of payroll over a closed period of thirty years.

Significant actuarial assumptions used for the Plan are as follows:

Rate of return on investments	7.5% compounded annually
Projected salary increases	5.1% average (a high scale at younger age levels, becoming progressively lower as age advances)
Inflation rate	3% per annum
Post retirement benefits increases method	Entry age normal cost
Mortality rates – before and after retirement	1994 Mortality Table with projected mortality improvement

For the year ended June 30, 2011, employees were required to contribute 0.0% of annual compensation while the City contributed 22.9%, the actuarially required contribution rate. Contributions to the Plan for the year ended June 30, 2011, for employees and employer were $0 and $1,345,207, respectively. For the year ended June 30, 2011, the City's covered payroll was $8,866,580. Covered payroll refers to all compensation paid by the City of Shawnee to active employees covered by the Plan on which contributions are based.

The actuarially determined contributions for both the employee and the employer for the current and past two fiscal years are as follows:

Fiscal Year	Required	Contributed	Net Pension Obligation
2010-2011	$ 1,354,593	$ 1,345,207	$ 170,166
2009-2010	1,363,924	1,363,924	160,780
2008-2009	1,166,956	1,166,956	160,780

The following schedule shows the change in net pension obligation based on the actuarially required contributions to the plan compared to the actual contributions made by the city:

Annual required contribution for 2011 plan year	$ 1,354,593
Actual contributions made	(1,345,207)
Increase/(decrease) in net pension obligation	9,386
Beginning of year net pension obligation	160,780
End of year net pension obligation	$ 170,166

The schedule of funding progress for the Plan for the current year is as follows:

Accrual Valuation Date	Value of Assets Available for Benefits	Actuarial Accrued Liability	Unfunded Actuarial Accrued Liability	Percentage Funded	Annual Covered Payroll	Unfunded Actuarial Accrued Liability as a Percentage of Covered Payroll
1/1/2009	$ 24,092,460	$ 30,145,970	$ 6,053,510	79.9%	$ 5,724,277	105.8%
1/1/2010	$ 24,764,099	$ 30,823,183	$ 6,059,084	80.3%	$ 5,792,921	104.6%
1/1/2011	$ 26,348,831	$ 32,167,742	$ 5,818,911	81.9%	$ 5,424,459	107.3%

Oklahoma Municipal Retirement Fund Defined Contribution Plan (the Plan)

Plan Description – The City has also provided a defined contribution plan and trust known as the City of Shawnee Plan and Trust (the Plan) in the form of The Oklahoma Municipal Retirement Fund Master Defined Contribution Plan (OMRF). The Plan is administered by JP Morgan Chase Bank of Oklahoma City, Oklahoma. The defined contribution plan is available to all full-time employees except those participating in the state of Oklahoma fire or police program. Separate audited Generally Accepted Accounting Principles (GAAP) – basis financial statements are not available.

OMRF operations are supervised by a nine-member Board of Trustees elected by the participating municipalities. Benefits depend solely on amounts contributed to the Plan plus investment earnings.

Funding Policy – Benefits depend solely on amounts contributed to the Plan plus investment earnings. Employees are eligible to participate upon employment, and must make a mandatory minimum pre-tax contribution of 4.25%. Employees are allowed to contribute in excess of the 4.25%; however, these contributions are not pre-tax. By City ordinance, the City, as the employer, is required to make variable contributions to the Plan, based on availability of funds. The employee is fully vested after 7 years of service. City contributions for, and interest forfeited by, employees who leave employment prior to fully vesting are allocated back to remaining eligible participants. The authority to establish and amend the provisions of the Plan rests with the City Commission. Contributions to the Plan for the year ended June 30, 2011, for employees and employer were $221,406 and zero, respectively, on a covered payroll of $5,209,538. Contributions for the years ended June 30, 2010 and 2009 were $224,501 and $286, respectively.

Oklahoma Municipal Retirement Fund Defined Contribution Department Head and City Manager Plan (the DH Plan)

DH Plan Description – Effective May 1, 2008, the City has also provided a defined contribution plan and trust known as the City of Shawnee Department Head and City Manager Retirement Plan and Trust (the DH Plan) in the form of The Oklahoma Municipal Retirement Fund Master Defined Contribution Plan (OMRF). The DH Plan is administered by JP Morgan Chase Bank of Oklahoma City, Oklahoma. The DH Plan is available to all full-time employees defined as Department Head or City Manager except those participating in the state of Oklahoma fire or police program. Separate audited GAAP – basis financial statements are not available.

OMRF operations are supervised by a nine-member Board of Trustees elected by the participating municipalities. Benefits depend solely on amounts contributed to the DH Plan plus investment earnings.

Funding Policy – Benefits depend solely on amounts contributed to the DH Plan plus investment earnings. Employees are eligible to participate upon employment, and must make a mandatory minimum pre-tax contribution of 8%. Employees are allowed to contribute in excess of the 8%; however, these contributions are not pre-tax. By City ordinance, the City, as the employer, is required to make at least 5% contributions to the DH Plan and could be higher, based on availability of funds. The employee is fully vested upon employment. The authority to establish and amend the provisions of the DH Plan rests with the City Commission. Contributions to the DH Plan for the year ended June 30, 2011, for employees and employer were $66,513 and $41,571, respectively, on a covered payroll of $831,418.

City of Shawnee 457 Deferred Compensation Plan (DC Plan)

Plan Description – The City of Shawnee makes available to all full-time employees two Section 457 deferred compensation plans. The DC Plan was created in accordance with Section 457 of the *Internal Revenue Code*, and permits the employees to defer a portion of their salary until future years. The deferred compensation is not available to the employee until retirement, termination, death, or unforeseeable emergency. Employees may choose investments offered by International City/County Management Association (ICMA) or Nationwide Retirement Solutions, Inc. Separate audited GAAP – basis financial statements are not available.

Funding Policy – DC Plan participants may contribute up to $15,000 of eligible compensation per year. During the year ended June 30, 2011, employees contributed $161,638 to the DC Plan.

ICMA Retirement Deferred Compensation Plan (the ICMA Plan)

In addition to the above plans, the City of Shawnee offers a retirement plan through ICMA which is totally employee funded. Employee contributions to the ICMA Plan for the year ended June 30, 2011, were $10,790. Separate audited GAAP – basis financial statements are not available.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF SHAWNEE, OKLAHOMA
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Taxes	$ 12,866,416	$ 13,437,586	$ 13,339,418	$ (98,168)
Licenses and permits	218,400	218,400	236,473	18,073
Intergovernmental	1,241,500	1,298,375	1,731,464	433,089
Charges for services	79,600	79,600	167,209	87,609
Fees and fines	738,100	738,100	628,545	(109,555)
Investment earnings	22,900	22,900	28,905	6,005
Miscellaneous	77,500	707,186	973,580	266,394
Total revenues	15,244,416	16,502,147	17,105,594	603,447
EXPENDITURES				
Departmental:				
General Government:				
City manager	377,802	377,802	375,645	2,157
City attorney	93,171	132,340	209,185	(76,845)
Human resources	335,792	373,792	373,533	259
City clerk	265,020	265,020	239,499	25,521
Accounting	579,491	583,058	482,889	100,169
Municipal court	303,918	371,918	317,158	54,760
Information services	347,845	358,845	345,389	13,456
Engineering	379,372	379,372	366,063	13,309
Equipment services	335,912	335,912	340,775	(4,863)
Building maintenance	68,662	892,750	885,469	7,281
Shared cost	-	-	1,686	(1,686)
Total General Government	3,086,985	4,070,809	3,937,291	133,518
Public Safety:				
Police administration	629,890	635,455	614,881	20,574
Police operations	3,971,455	3,982,369	3,872,719	109,650
Disptach	482,486	530,561	548,099	(17,538)
Criminal investigations	544,098	552,098	534,588	17,510
Animal Control	235,035	242,386	236,018	6,368
Code Compliance	545,191	595,191	617,948	(22,757)
Fire suppression	4,434,127	4,457,989	4,379,540	78,449
Fire prevention	427,815	430,815	431,909	(1,094)
Emergency Management	282,321	375,621	364,797	10,824
Fire Training	147,909	147,909	133,478	14,431
L.E.P.C	9,600	9,600	4,082	5,518
Total Public Safety	11,709,927	11,959,994	11,738,059	221,935
Street:				
Street	700,111	704,331	645,517	58,814
Traffic control	221,099	231,099	230,307	792
Total Street	921,210	935,430	875,824	59,606
Culture and Recreation:				
Expo Operations	407,413	426,541	430,997	(4,456)
Municipal auditorium	11,000	33,000	27,212	5,788
Senior citizens	78,420	78,420	75,191	3,229
Community center	46,600	51,600	44,469	7,131
Cemetery	185,380	189,034	182,756	6,278
Parks	479,078	479,757	456,476	23,281
Total Culture and Recreation	1,207,891	1,258,352	1,217,101	41,251
Total Expenditures	16,926,013	18,224,585	17,768,275	456,310
Excess (deficiency) of revenues over expenditures	(1,681,597)	(1,722,438)	(662,681)	1,059,757
OTHER FINANCING SOURCES (USES)				
Transfers in	1,839,900	1,839,900	1,869,740	29,840
Transfers out	(74,000)	(94,598)	(74,000)	20,598
Total other financing sources and uses	1,765,900	1,745,302	1,795,740	50,438
Net change in fund balances	84,303	22,864	1,133,059	1,110,195
Fund balances - beginning	519,818	519,818	4,011,671	3,491,853
Fund balances - ending	$ 604,121	$ 542,682	$ 5,144,730	$ 4,602,048

CITY OF SHAWNEE, OKLAHOMA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON BUDGETARY ACCOUNTING AND CONTROL
FOR THE FISCAL YEAR ENDED JUNE 30, 2010

BUDGETARY ACCOUNTING AND CONTROL

Budget Law

The City prepares its annual operating budget under the provisions of the Oklahoma Municipal Budget Act of 1979 (the "Budget Act"). In accordance with those provisions, the following process is used to adopt the annual budget:

a. Prior to June 1, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them.

b. Public hearings are conducted at regular Council meetings to obtain taxpayer comments. Public hearings are held no later than 15 days prior to the beginning of the budget year.

c. Subsequent to the public hearings but no later than seven days prior to July 1, the budget is legally enacted through the passage of a resolution by the City Council.

d. Subsequent to City Council enactment, the adopted budget is filed with the office of the State Auditor and Inspector.

All funds with revenues and/or expenditures/expenses as defined by State law are required to have annual budgets under this section of state law, except funds of public trusts or authorities. The legal level of control at which expenditures may not legally exceed appropriations is the department level within a fund. The following departments exceeded appropriations:

General Fund –	
City Attorney	$76,845
Shared cost	1,686
Dispatch	17,538
Code compliance	22,757
Fire prevention	1,094
Expo center	4,456

All supplemental appropriations require the approval of the City Council. All transfers of appropriation between departments also require the approval of the City Council. The City prepared and adopted a legal annual budget for all governmental funds.

In accordance with Title 60 of the Oklahoma State Statutes, the Shawnee Municipal Authority and Shawnee Airport Authority are required to prepare an annual budget and submit a copy to the city as beneficiary. However, there are no further requirements such as form of budget, approval of the budget or definition of a legal spending limit.

Budgetary Accounting

The annual operating budgets of the General Fund are prepared and presented on a modified accrual basis of accounting.

The following is a reconciliation of the difference in budget and actual:

	General Fund
Total revenue - budgetary basis	$ 18,975,334
Total expenses - budgetary basis	(17,842,275)
Change in fund balance - budgetary basis	1,133,059
Add fund balance of funds combined for reporting purposes:	
Revolving Oil and Gas Fund	12,000
Spay and Neuter Fund	855
Library Fund	(12,441)
Sister Cities Fund	11,113
Change in fund balance - GAAP basis	$ 1,144,586

The City utilizes encumbrance accounting under which purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve a portion of the applicable appropriation. The City considers all appropriations to lapse at year-end; any open purchase orders to be honored in the subsequent budget year are reappropriated in the next year's budget. As a result, encumbrances are not treated as the equivalent of expenditures in the budget and actual financial statements.

CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
DEFINED BENEFIT PENSION PLAN
FUNDING SCHEDULES
June 30, 2011

I. Schedule of Funding Progress

Accrual Valuation Date	Value of Assets Available for Benefits	Actuarial Accrued Liability	Unfunded Actuarial Accrued Liability	Percentage Funded	Annual Covered Payroll	Unfunded Actuarial Accrued Liability as a Percentage of Covered Payroll
1/1/2010	$ 24,764,099	$ 30,823,183	$ 6,059,084	80.34%	$ 5,792,921	104.6%
1/1/2009	24,092,460	30,145,970	6,053,510	79.92%	5,724,277	105.8%
1/1/2008	24,813,645	28,447,562	3,633,917	87.23%	5,772,950	62.9%
1/1/2007	23,176,682	25,754,610	25,754,610	90.00%	5,378,234	47.9%
1/1/2006	21,914,001	23,744,809	23,744,809	92.30%	4,952,709	37.0%
1/1/2005	21,548,548	22,838,766	22,838,766	94.40%	4,767,083	27.1%
1/1/2004	19,956,987	20,893,487	20,893,487	95.50%	5,273,332	17.8%
1/1/2003	19,398,530	18,661,318	18,661,318	104.00%	4,692,250	-15.7%
1/1/2002	21,491,773	18,552,363	18,552,363	115.80%	4,331,334	-62.6%
1/1/2001	2,072,137	14,717,465	14,717,465	140.80%	4,101,801	-138.6%

II. Schedule of Employer Contributions

Fiscal Year	Annual Required Contribution	Percentage Contributed
2011	$1,354,593	99.3%
2010	1,363,924	100%
2009	1,166,956	100%

III. Notes to Required Supplementary Information Pension Plan Funding Schedules

Covered payroll is the total annualized rate of pay as of the valuation date based on actual pay for the preceding year.

Actuarial method is “Entry Age Normal”.

CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
OTHER POST EMPLOYMENT BENEFITS
June 30, 2011

The funded status and funding progress of the City's defined benefit OPEB plan for the most recent actuarial valuations is as follows:

	July 1, 2008	July 1, 2010
Actuarial accrued liability - AAL (a)	$3,519,267	$3,480,146
Actuarial value of plan assets (b)	-	-
Unfunded actuarial accrued liability – UAAL (funding excess) (a) – (b)	3,519,267	3,480,146
Funded ratio (b)/(a)	-	-
Covered payroll (c)	9,812,016	10,020,000
UAAL (funding excess) as a % of covered payroll [UAAL/(c)]	35.9%	34.7%

July 1, 2008, was the first actuarial valuation for the OPEB Plan. Three year trend information is not available. The City has chosen to perform actuarial evaluations bi-annually.

SUPPLEMENTARY INFORMATION

City of Shawnee, Oklahoma
Combining Balance Sheet – General Fund
June 30, 2011

	General Fund	Revolving Oil & Gas Fund	Spay and Neuter Fund	Library Fund	Senior Citizens Fund	Sister Cities Fund	Total General Fund
ASSETS							
Cash and cash equivalents	$ 554,130	$ 233,779	$ 13,208	$ 19,083	$ 21,147	$ 14,486	$ 855,833
Investments	1,132,416	-	-	-	-	-	1,132,416
Interest receivable	5,920	-	-	-	-	-	5,920
Receivable from other governments	75,416	-	-	-	-	-	75,416
Due from other funds	2,349,173	-	-	-	-	-	2,349,173
Taxes receivable, net	1,668,892	-	-	-	-	-	1,668,892
Court fines receivable, net	139,535	-	-	-	-	-	139,535
Other receivables	118,559	-	-	-	-	-	118,559
Prepaid expenses	291,531	-	-	-	-	-	291,531
Total assets	6,335,572	233,779	13,208	19,083	21,147	14,486	6,637,275
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable	433,899	-	338	115	-	-	434,352
Accrued payroll payable	434,863	-	-	-	-	-	434,863
Due to other funds	273,383	-	-	-	-	-	273,383
Deferred revenue	48,697	-	-	-	-	-	48,697
Total liabilities	1,190,842	-	338	115	-	-	1,191,295
Fund balances:							
Nonspendable	291,531	-	-	-	-	-	291,531
Assigned	-	233,779	12,870	18,968	21,147	14,486	301,250
Unassigned	4,853,199	-	-	-	-	-	4,853,199
Total fund balances	5,144,730	233,779	12,870	18,968	21,147	14,486	5,445,980
Total liabilities and fund balances	$ 6,335,572	$ 233,779	$ 13,208	$ 19,083	$ 21,147	$ 14,486	$ 6,637,275

City of Shawnee, Oklahoma
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances – General Fund
Year Ended June 30, 2011

	General Fund	Revolving Oil & Gas Fund	Spay and Neuter Fund	Library Fund	Senior Citizens Fund	Sister Cities Fund	Total Governmental Funds
REVENUES							
Taxes	$ 13,339,418	$ -	$ -	$ -	$ -	$ -	$ 13,339,418
Intergovernmental	1,731,464	-	-	-	-	-	1,731,464
Licenses and permits	236,473	12,000	-	-	-	-	248,473
Charges for services	167,209	-	-	-	-	-	167,209
Fees and fines	628,545	-	4,953	-	-	-	633,498
Investment earnings	28,905	-	-	-	-	-	28,905
Miscellaneous	973,580	-	-	-	-	405	973,985
Total revenues	17,105,594	12,000	4,953	-	-	405	17,122,952
EXPENDITURES							
Current:							
General government	2,643,601	-	-	-	-	-	2,643,601
Engineering	366,063	-	-	-	-	-	366,063
Equipment and building maintenance	1,226,244	-	-	-	-	-	1,226,244
Police	5,034,358	-	-	-	-	-	5,034,358
Fire	4,955,006	-	-	-	-	-	4,955,006
Municipal court	317,158	-	-	-	-	-	317,158
Emergency management	354,718	-	-	-	-	-	354,718
Streets	875,824	-	-	-	-	-	875,824
Parks and recreation	456,476	-	-	-	-	-	456,476
Culture and recreation	146,872	-	-	-	-	-	146,872
Animal control/E911	776,029	-	4,098	-	-	-	780,127
Cemetery	182,756	-	-	-	-	-	182,756
Library	-	-	-	-	-	4,292	4,292
Economic development	430,997	-	-	86,441	-	-	517,438
Capital Outlay	2,173	-	-	-	-	-	2,173
Total expenditures	17,768,275	-	4,098	86,441	-	4,292	17,863,106
Excess (deficiency) of revenues over expenditures	(662,681)	12,000	855	(86,441)	-	(3,887)	(740,154)
OTHER FINANCING SOURCES (USES)							
Transfers in	1,869,740	-	-	74,000	-	15,000	1,958,740
Transfers out	(74,000)	-	-	-	-	-	(74,000)
Total other financing sources and uses	1,795,740	-	-	74,000	-	15,000	1,884,740
Net change in fund balances	1,133,059	12,000	855	(12,441)	-	11,113	1,144,586
Fund balances - beginning	4,011,671	221,779	12,015	31,409	21,147	3,373	4,301,394
Fund balances - ending	$ 5,144,730	$ 233,779	$ 12,870	$ 18,968	$ 21,147	$ 14,486	$ 5,445,980

City of Shawnee, Oklahoma
Combining Balance Sheet – Nonmajor Governmental Funds
June 30, 2011

	Street and Alley Fund	E-911 Fund	Economic Development Fund	Hotel/Motel Fund	Police Sales Tax Fund	Fire Sales Tax Fund	CDBG/Home Grants Funds
ASSETS							
Cash and cash equivalents	$ -	$ 323,869	$ 102,225	$ 54,054	$ 434	$ 434	$ 345,120
Investments	-	-	-	-	-	-	-
Interest receivable	-	-	41	-	51	109	-
Receivable from other governments	-	-	-	-	-	-	12,706
Due from other funds	-	-	-	-	-	-	-
Taxes receivable, net	-	-	34,458	-	43,073	43,073	-
Other receivables	23,612	12,300	-	44,712	-	-	832,132
Total assets	23,612	336,169	136,724	98,766	43,558	43,616	1,189,958
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable and accrued liabilities	489	28,772	-	43,604	-	-	18,260
Due to other funds	11,457	-	-	-	-	-	154,252
Deferred revenue	-	-	-	-	-	-	831,772
Other payables	-	-	-	-	-	-	17
Total liabilities	11,946	28,772	-	43,604	-	-	1,004,301
Fund balances:							
Restricted	4,436	307,397	136,724	50,162	43,558	43,616	185,657
Assigned	7,230	-	-	5,000	-	-	-
Total fund balances	11,666	307,397	136,724	55,162	43,558	43,616	185,657
Total liabilities and fund balances	$ 23,612	$ 336,169	$ 136,724	$ 98,766	$ 43,558	$ 43,616	$ 1,189,958

(continued)

City of Shawnee, Oklahoma
Combining Balance Sheet – Nonmajor Governmental Funds
June 30, 2011

	Cemetery Care Fund	Gifts and Contribution Fund	Tax Increment Financing Fund	Drug Forfeiture Fund	1994 Street Improvement Fund	Capital Improvement Fund	Debt Service Fund	Total Other Governmental Funds
ASSETS								
Cash and cash equivalents	$ 171,365	$ 73,264	$ 284,297	$ 2,000	$ 77,667	$ 280,974	$ 112,009	$ 1,827,712
Investments	-	36,720	-	-	-	1,048,434	-	1,085,154
Interest receivable	-	-	-	-	-	-	-	201
Receivable from other governments	-	-	-	-	-	-	-	12,706
Due from other funds	-	4,023	-	-	-	65,000	-	69,023
Taxes receivable, net	-	-	-	-	-	267,051	-	387,655
Other receivables	-	-	1,728	-	-	-	28	914,512
Total assets	171,365	114,007	286,025	2,000	77,667	1,661,459	112,037	4,296,963
LIABILITIES AND FUND BALANCES								
Liabilities:								
Accounts payable and accrued liabilities	-	-	-	-	-	154,665	-	245,790
Due to other funds	-	-	-	1,535	-	4,023	-	171,267
Deferred revenue	-	-	-	-	-	-	55	831,827
Other payables	-	-	-	-	-	-	-	17
Total liabilities	-	-	-	1,535	-	158,688	55	1,248,901
Fund balances:								
Restricted	168,108	109,457	286,025	465	77,667	1,500,901	111,982	3,026,155
Assigned	3,257	4,550	-	-	-	1,870	-	21,907
Total fund balances	171,365	114,007	286,025	465	77,667	1,502,771	111,982	3,048,062
Total liabilities and fund balances	$ 171,365	$ 114,007	$ 286,025	$ 2,000	$ 77,667	$ 1,661,459	$ 112,037	$ 4,296,963

City of Shawnee, Oklahoma
Combing Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Fund
Year Ended June 30, 2011

	Street and Alley Fund	E-911 Fund	Economic Development Fund	Hotel/Motel Fund	Police Sales Tax Fund	Fire Sales Tax Fund	CDBG/Home Grants Funds
REVENUES							
Taxes	$ 262,637	$ 201,097	$ 268,583	$ 404,690	$ 335,728	$ 335,728	$ -
Licenses and permits	1,400	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	711,447
Charges for services	-	-	-	-	-	-	-
Investment earnings	-	-	300	-	376	434	-
Miscellaneous	5,830	-	-	5,000	-	-	96,493
Total revenues	269,867	201,097	268,883	409,690	336,104	336,162	807,940
EXPENDITURES							
Current:							
Streets	278,453	-	-	-	-	-	-
Parks and recreation	-	-	8,000	-	-	-	-
Animal Control/E911	-	96,499	-	-	-	-	-
Economic development	-	-	226,400	410,516	-	-	770,471
Capital Outlay	-	29,282	-	-	-	-	548
Total Expenditures	278,453	125,781	234,400	410,516	-	-	771,019
Excess (deficiency) of revenues over expenditures	(8,586)	75,316	34,483	(826)	336,104	336,162	36,921
OTHER FINANCING SOURCES (USES)							
Transfers out	-	-	(15,000)	-	(334,870)	(334,870)	-
Total other financing sources and uses	-	-	(15,000)	-	(334,870)	(334,870)	-
Net change in fund balances	(8,586)	75,316	19,483	(826)	1,234	1,292	36,921
Fund balances - beginning	20,252	232,081	117,241	55,988	42,324	42,324	148,736
Fund balances - ending	$ 11,666	$ 307,397	$ 136,724	$ 55,162	$ 43,558	$ 43,616	$ 185,657

(continued)

City of Shawnee, Oklahoma
Combing Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Fund
Year Ended June 30, 2011

	Cemetery Care Fund	Gifts and Contribution Fund	Tax Increment Financing Fund	Drug Forfeiture Fund	1994 Street Improvement Fund	Capital Improvement Fund	Debt Service Fund	Total Other Governmental Funds
REVENUES								
Taxes	$ -	$ -	$ 10,363	$ -	$ -	$ 2,081,515	$ 521	$ 3,900,862
Licenses and permits	-	-	-	-	-	-	-	1,400
Intergovernmental	-	-	-	-	-	-	-	711,447
Charges for services	1,075	-	-	-	-	-	-	1,075
Investment earnings	-	4,550	-	-	-	13,800	1	19,461
Miscellaneous	3,257	3,175	-	-	-	1,870	24,495	140,120
Total revenues	4,332	7,725	10,363	-	-	2,097,185	25,017	4,774,365
EXPENDITURES								
Current:						-		
Streets	-	-	-	-	-	-	-	278,453
Parks and recreation	-	8,777	-	-	-	-	-	16,777
Animal Control/E911	-	-	-	-	-	-	-	96,499
Economic development	-	-	-	-	-	-	-	1,407,387
Capital Outlay	6,658	-	-	-	-	1,373,702	-	1,410,190
Total Expenditures	6,658	8,777	-	-	-	1,373,702	-	3,209,306
Excess (deficiency) of revenues over expenditures	(2,326)	(1,052)	10,363	-	-	723,483	25,017	1,565,059
OTHER FINANCING SOURCES (USES)								
Transfers out	-	-	-	-	-	(657,649)	-	(1,342,389)
Total other financing sources and uses	-	-	-	-	-	(657,649)	-	(1,342,389)
Net change in fund balances	(2,326)	(1,052)	10,363	-	-	65,834	25,017	222,670
Fund balances - beginning	173,691	115,059	275,662	465	77,667	1,436,937	86,965	2,825,392
Fund balances - ending	$ 171,365	$ 114,007	$ 286,025	$ 465	$ 77,667	$ 1,502,771	$ 111,982	$ 3,048,062

Regular Board of Commissioners **5.**

Meeting Date: 02/06/2012

Annual Report CVB

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Presentation of Annual Report and Budget for the Shawnee Convention and Visitor Bureau by Gordona Rowell, Director.

Attachments

CVB Annual Report

SHAWNEE OKLAHOMA
CONVENTION & VISITOR'S BUREAU
visitshawnee.com

Get Away & PLAY
visitshawnee.com
info@visitshawnee.com
405-275-9780

2011 Annual Report

Beginnings

The Shawnee Convention & Visitor's Bureau was created in 1994 to fulfill a need for a dedicated tourism marketing agency in Shawnee. With the unwavering support of community and business leaders, a lodging tax was passed to act as a permanent funding source for tourism marketing through the SCVB. Recognizing the visitors bureau would be best served by oversight from business and industry experts, the City of Shawnee entered a contract with the Shawnee Chamber of Commerce to provide administrative oversight to the Shawnee Convention & Visitor's Bureau. The bureau has experienced amazing growth over the past seventeen years. What was once a vision for local community leaders has developed into a successful, competitive, award-winning agency that provides quality programs which are growing the tourism industry in Shawnee and helping create a better quality of life for its citizens. The SCVB is one of Shawnee's most important marketing organizations, helping project an image for our community into various targeted tourism markets.

Vision

To be Shawnee's premier tourism marketing agency, known for partnership, innovation and excellence.

Mission

To plan, encourage, foster and develop programs to increase tourism and visitors as well as attract conferences, events and youth championships to the Greater Shawnee Area.

Values

We will adhere to the highest ethical standards by always honoring our commitments. We will take personal responsibility and hold ourselves accountable for our work and our actions. We will treat others fairly and with respect. We are committed to excellence in all that we do and will strive for continuous improvements, realizing that our strength is in people— both internal and external to our agency. We will value the skills, strengths and perspectives of our diverse industry and community partners and will strive to foster a participatory environment that allows for the advancement of our common business goals. We are passionate about our purpose and will seize each day with enthusiasm, optimistic about our future.

Lodging performance

Shawnee tourism performance is rebounding and doing so at a rapid pace. 2011 marked a record-breaking year for occupancy surcharge collections, topping out at $427,000. Hotel generated revenue is up 10%, exceeding $9 million within Shawnee city limits. Average daily rate (ADR) and revenue per available room (RevPar) both saw significant increases of 4% and almost 9% respectively. While occupancy ended at 63.8%, just shy of our 65% goal, it is still up more than 4% from last year and continuing to rise.

Year	Occupancy Rate	ADR	RevPar	Room Revenue	Census Sample
2002	62.7%	$ 52.66	$ 33.00	$ 6,384,411	61%
2003	67.2%	$ 54.33	$ 36.50	$ 7,061,470	61%
2004	68.0%	$ 56.42	$ 38.34	$ 7,416,251	61%
2005	76.6%	$ 59.01	$ 45.20	$ 6,302,559	61%
2006	73.7%	$ 65.62	$ 48.36	$ 8,148,303	70%
2007	66.2%	$ 64.54	$ 42.72	$ 8,716, 642	70%
2008	65.5%	$ 66.60	$ 43.59	$ 8,893,523	71%
2009	59.1%	$ 64.99	$ 38.38	$ 7,830,905	71%
2010	61.5%	$ 63.09	$ 38.81	$ 8,852,833	74%
2011	63.8%	$ 66.21	$ 42.26	$ 9,732,814	74%

Source: Smith Travel Research (STR)

Industry impact

Tourism is an economic engine but visitors are often hard to recognize unless they are in "uniform." Tourism is also not confined to "destination Disney travelers," but rather it is all-inclusive—encompassing leisure, personal and business travel.

Domestic travel expenditures in Pottawatomie County exceeded $65 million in 2010, adding $1.16 million to local tax receipts and generating $8.10 million in payroll. Pottawatomie County ranks 13 out of 77 counties for domestic travel expenditures with <u>tourism supporting more than 530 jobs</u> in the area. (*Source: DMAI 2010 Economic Impact of Tourism in Oklahoma Counties)*

Our goal continues to be generating overnight stays in Shawnee thus creating the greatest economic impact on our city, county and state tax revenue. The affordability, accessibility and friendly attitude of our community continue to help us recruit new meetings, conferences and events while retaining some of the great events we already have. Although consumer behavior has changed...their appetite for travel has returned, and this is good news for Shawnee!

Print Publications

Our print publications continue to garner attention of those looking to visit as well as those already in town. Through our partnerships with Central Oklahoma's Frontier Country and Oklahoma Tourism & Recreation Department, our visitor fulfillment programs continue to be strong as well. These agencies help us send information quickly and affordably via mail to visitors interested in visiting Shawnee and other Oklahoma communities. Our visitors guides are also placed in all our Shawnee welcome bags and in our area hotels and partner locations.

Rack cards are distributed throughout Oklahoma, parts of Texas and Kansas. While rack card production numbers have decreased, visitor guide requests have remained strong. In 2011 we printed and/or distributed the following publications: **Visitor Guides**, 35,000; **Rack Cards**, 65,000; **Coupon Books**, 10,000; **Antique Brochures**, 5,000; **Wall Calendars**, 1,500.

Advertising & Marketing

We continue to promote Shawnee as a destination for meetings, conventions, events and leisure travelers through paid advertising as well as through our public relations and sales efforts. Through our continued relationships with local, state and regional media, thousands of dollars in free publicity has once again been received in the form of print, radio and television. Staff participated in two media blitz promotions this year sharing Shawnee events and attractions throughout Texas, Arkansas, Kansas and Oklahoma.

Shawnee advertisements have also been featured in the state travel guide, Frontier Country travel guide, Oklahoma Today, Oklahoma Living, Metro Family, Oklahoma Magazine, Daily Oklahoman, Tulsa World, Central OK Hispanic Brochure, Tinker Takeoff Base Map/Guide, Distinctly Oklahoma, Red River Family, numerous RV publications and additional trade publications specific to partner events.

Staff also works closely with Clear Channel Radio, the Oklahoma Agri-Net News Network and their affiliate networks (through Frontier Country). More than 100 events/attractions were promoted through these outlets.

Never passing up an opportunity for great television PR, Shawnee welcomed News 9's Road Trip Oklahoma in September. Staff coordinated a full-day of activities for the News 9 crew as well as numerous days of activity leading up to the event. News 9 did a great job highlighting some of Shawnee's hot spots and ended the evening with a fabulous celebration at the Mabee-Gerrer Museum of Art that was well attended by the community.

Sales & Recruitment

Meeting and event recruitment takes time and patience...but we are finally reaping the rewards from years of diligence. After three years of hitting the road heavy in RV Rally recruitment, the return-on-investment is visible. For every $1 spent by the SCVB in 2010 on recruitment, the Expo center received an additional $7 in direct overnight revenues in 2011. For every $1 spent by the SCVB in the past three years (2008-10), the Expo received an additional $15 in direct overnight revenues in 2011. *(These numbers do not include transient or event RV's).* In simple terms...**RV Rallies have tripled in the last three years** due to active, partnered recruitment by the SCVB and the Expo staff. RV'ers have above average disposable incomes, love to shop and spend twice as much time in a community as the average traveler (5+ days).

Sales and recruitment efforts have been stepped up in the meetings/conferences market this year with hopes of seeing increases over the next 3-5 years from these groups. Shawnee will host the Oklahoma Museum Association Conference in September, 2012. The following tradeshows were attended in 2011: Collaborate Marketplace, Houston (Corporate Meeting Planners); Rejuvenate Marketplace, San Jose (Religious Meeting Planners); Oklahoma Municipal League, Tulsa; Oklahoma Museums Association Conference, Claremore; McAllen RV Show (RV Rally Coordinators); McAllen RV Parks Sales Blitz.

Event Support

The SCVB provides maps and welcome bags to visitors, groups and events. This is a very important and appreciated service but we are so much more! The SCVB staff also acts as travel agents, venue liaisons, tour guides, marketing consultants, entertainment managers, party planners, budget analysts, catering coordinators, media specialists and more. We assist guests with advertising placement, strategic marketing, entertainment options, tour itineraries, location venues, host hotels, site inspections, transportation arrangements, catering coordination and funding support. All this in an effort to recruit and retain the best events, creating maximum economic impact for the Shawnee community!

In 2011, the SCVB provided $27,000 in direct funding support for twenty-four events. More than $225,000 in direct funding has been distributed since 2004. SCVB staff evaluates an event's size, estimated room nights, long-term potential and overall economic impact when determining funding recommendations. The ability to provide incentive dollars for event recruitment has been instrumental in keeping Shawnee competitive in the events and meetings market.

Budget and Financials

2011 was a banner year for actual dollars collected through the occupancy tax. Our lodging sector is seeing very positive growth and travel is on the mend for all of Oklahoma. We came in well above budget and in 2012 those additional revenues have been allocated towards the principal payments on our future visitors center property. The SCVB operates with two full-time salaried employees and the equivalent of one full-time hourly employee. Our "third staffer" is actually 2-halves of two full-time hourly employees shared with the Chamber of Commerce . Sharing these staff members has enabled both organizations to maximize our staff skill sets while minimizing our costs. Our administrative fee encompasses our rent, utilities and bookkeeping services. Our total salaries/benefits for 2011 was 30% of budget, which remains within the 30-35% average range seen for CVB's within Oklahoma. Since the change in occupancy tax, from $1 to 5%, the SCVB has been able to drastically increase dollars spent on marketing and recruitment efforts—from our sales position to our available grant dollars– we are able to be a serious competitor against ALL communities, not just those communities "our size."

	2012	2011
Ordinary Income/Expense		
Income		
Lodging Surcharge	$ 420,000.00	$ 427,349.32
Total Visitor Publications	$ (10,000.00)	$ 982.06
Interest Income	$ 200.00	$ 98.20
Unbudgeted Income	$ -	$ -
Total Income	$ 410,200.00	$ 428,429.58
Cost of Goods Sold		
Total Advertising	$ 52,000.00	$ 43,425.54
Total Event Funding	$ 38,000.00	$ 26,948.06
Total Marketing	$ 82,500.00	$ 58,906.13
Total COGS	$ 172,500.00	$ 129,279.73
Gross Profit	$ 237,700.00	$ 299,149.85
Expense		
Administrative Fees	$ 25,000.00	$ 20,000.04
Audit	$ 1,250.00	$ 1,000.00
Auto Allowance	$ 6,600.00	$ 6,000.00
Contingency	$ 5,565.00	$ 1,829.63
Conventions/Seminars	$ 1,500.00	$ 979.63
Dues/Subscriptions	$ 4,400.00	$ 6,450.99
Total Employee Benefits	$ 13,685.00	$ 12,062.96
Equipment Purchase/Maintance	$ 4,200.00	$ 4,372.34
Loan Payment	$ 110,000.00	$ 34,973.08
Insurance - Worker's Comp	$ 600.00	$ 584.00
Meeting Expense	$ 2,800.00	$ 923.63
Office Supplies	$ 5,000.00	$ 3,699.23
Postage	$ 6,800.00	$ 7,034.93
Total Salaries	$ 119,300.00	$ 116,754.01
Staff Development	$ 1,000.00	$ 455.06
Telephone/Internet	$ 5,000.00	$ 4,431.29
Total Expense	$ 312,700.00	$ 221,550.82
Net Income	**$ (75,000.00)**	**$ 77,599.03**

Recognition

Nothing says "great job" like a tourism industry award… except for a "non-tourism" award. In 2011 the Shawnee Convention & Visitor's Bureau was recognized by OKLAHOMA magazine readers, Oklahoma advertising professionals (ADDY's) and by the American Marketing Association (AMA) comprised of industries of all shapes and sizes. We love awards as much as the next person, but ultimately we love knowing that we are doing something right in our efforts to help Shawnee shine.

- ***"Best Small Town in Oklahoma" - OKLAHOMA magazine***
- ***ADDY for Interactive/Mobile Website***
- ***Single Marketing Tactic: 2011 Shawnee Visitors Guide, AMA Award of Merit***
- ***Interactive/Mobile/Web Campaign: VisitShawnee.com Mobile Website, AMA Award of Excellence***

Tourism Advisory Committee—2011

Chairman, Harvey Valentine—Van's Pig Stands (Restaurants)
Mary Atwood—Propane Services (Business Leader)
Kelly Chandra—LaQuinta Inn & Suites, Comfort Inn & Suites, Days Inn (Lodging)
Randy Floyd—Shawnee Honda Motorsports (Retail)
Neil Lindenbaum—Paul's Place Steakhouse (Restaurant)
Brad Peltier—FireLake Grand Casino (Attraction)
Dane Pollei—Mabee-Gerrer Museum of Art (Attraction)
Doug Walker—Walker Funeral Services (Business Leader)
Tim Burg—Shawnee Economic Development Foundation (By Ordinance)
Mike Jackson—Heart of OK Exposition Center (By Ordinance)
Nancy Keith—Shawnee Chamber of Commerce (By Ordinance)
Brian McDougal—City of Shawnee (Ex-Officio)

Shawnee Convention & Visitors Bureau Staff

Gordona Rowell, Executive Director
gordona@visitshawnee.com

Kinlee Farris, Sales Manager
sales@visitshawnee.com

Leitha Cantrell, Tourism Development Assistant
info@visitshawnee.com

Cindi Boggs, Receptionist
405-275-9780

Get Away & PLAY
WWW.VISITSHAWNEE.COM
Shawnee Convention & Visitors Bureau

2012...Moving Forward

This last year proved to be a good one for tourism in Shawnee. As predicted, the lodging sector saw strong growth and all indicators show tourism will continue its steady gain.

For the last few years we have focused more heavily on the RV Rally market but in 2011 we began the shift of seeking more opportunities within the meetings/conference market. We will continue to nurture the RV market while focusing heavier resources on **meetings/conference recruitment** in both associational and religious arenas. In addition to the Expo Center, we have a number of strong partners throughout Shawnee that allow us to accommodate a variety of meetings/conference needs.

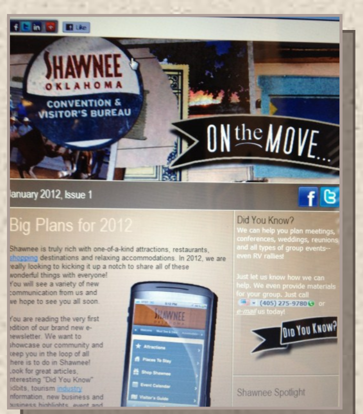
Increased media and public relations activity for events and attractions will continue as a priority initiative this year. In 2011 we saw an increase in our television and print coverage of IFYR due to a partnership between the Expo and SCVB in media coordination. We were also able to increase print pick-up on National Junior Bull Riders Finals due to information provided through SCVB efforts. Some of the events we have targeted media/PR programs planned for include: ArtsTrek, IFYR 20, Spinning Spools Quilt Show, Bison Bicycle Classic, National Junior Bull Riders Finals as well as a few targeted events at local attractions.

@ VisitShawneeOK

VisitShawneeOklahoma

We will be forever focused on **improving communications**. This is so very broad for us but we are taking it one step at a time. *Step One*—we have been a part of the Facebook and Twitter world for sometime but recently revamped the design of our Facebook in order to better serve our social market. In 2012 we will work to build our targeted followers offering information that is important to those traveling as well as those in the area that help us sell our great community everyday.

*So like us on **Facebook** or follow us on **Twitter** and stay informed!*

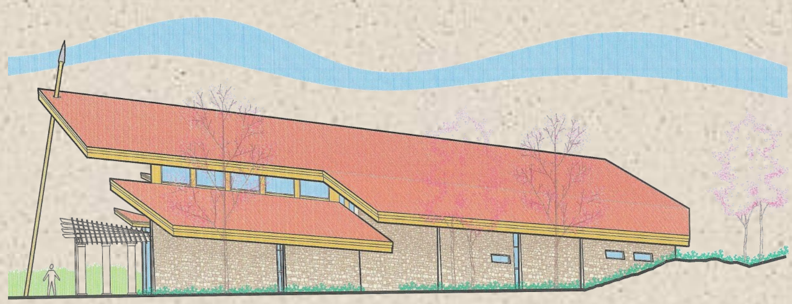


Step Two—It isn't that it's terribly difficult to produce an electronic newsletter, it's not. But we didn't want to send out an e-newsletter that would get lost in your inbox. We want to provide information that is new and relevant. We want to provide an e-tool that people anticipate and share with their friends. So in 2012 we will finally launch the **e-newsletter** for our followers. It will kick off with a photography contest and we will continue to provide information on new events, attraction information, contests, and industry data.

In 2012 we will be giving all our marketing materials a closer look...print and web. We have budgeted to add at least one new print piece and a new **Horse in the City Map** is on the top of that list. We will be looking at a **fresh design** for all **2013 publications** as well as a **makeover for visitshawnee.com**. We are excited about some of the ideas that are already on the table and can't wait to share these with our industry and community partners as designs become reality!

The **Shawnee Visitors Center** is still a work in progress. We have been making payments on the current property and waiting to see the outcome of the I-40/Bryan interchange. It is the intent of Tourism Advisory Committee to begin firming up plans for funding/grant options this year. We would like to roll out a completion plan for the Visitors Center by the end of 2012.

The **proposed design** celebrates Shawnee's Native American heritage. The floor plan is approximately 5,500 square feet. A portion of the building is dedicated to housing the Shawnee Convention & Visitors Bureau staff and is equipped with small meeting space that could be utilized by other organizations within our community. The office and visitor sections of the building could be separately opened to allow for the visitors center to keep extended hours.



A docent program has been proposed to assist with staffing the visitors center. The original plan would allow for the facility to be **open 7 days a week with extended hours during peak travel season**. The exterior design features picnic tables and a dog walking area as well as plenty of room for travelers to stretch their legs. The parking design allows easy access and pull-through for our RV's and livestock trailers.

The estimated cost to build this facility (apart from land expense) is $1.45 million. Numerous parties have expressed interest in both financial and in-kind contributions. ***This will be a <u>sales facility</u> that Shawnee and our industry partners will be proud of and enjoy for years to come.***

SHAWNEE
OKLAHOMA
CONVENTION & VISITOR'S BUREAU
visitshawnee.com

Get Away & PLAY
Shawnee Convention & Visitors Bureau
WWW.VISITSHAWNEE.COM

131 N. Bell Ave, Shawnee, OK 74801
info@visitshawnee.com
405.275.9780 phone 405.275.9851 fax

@ VisitShawneeOK VisitShawneeOklahoma

Regular Board of Commissioners **6.**

Meeting Date: 02/06/2012

Annexing Kickapoo Tribe

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Reconvene public hearing and consideration of an ordinance annexing property located northwest of the intersection of MacArthur Street and Acme Road, just east of Highway 177. Applicant: Kickapoo Tribe of Oklahoma
(Continued from the December 19, 2011 meeting at the request of the applicant and the January 17, 2012 meeting for additional documents)

Attachments

Kickapoo Tribe Annex


CITY OF SHAWNEE
CITY LIMITS
SH 177
PROPOSED
ANNEXATION
ACEM RD.
MACARTHUR ST.
CITY OF SHAWNEE
CITY LIMITS
KICKAPOO TRIBE
ANNEXATION EXHIBIT
SURVEY BY: NA
DRAWN BY: NA
CHECKED BY: NA
REVISED DATE AS-BUILT DATE
CITY OF SHAWNEE
222 BROADWAY
SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT
ENGINEER NA
DATE 10-27-11
SCALE NTS
PROJECT NO. NA
SHEET NO. 1

Kickapoo Tribe of Oklahoma

P.O.Box 70
407 N. Hwy 102
McLoud, Oklahoma 74851

Administration Department
Phone: 405-964-4227; Fax: 405-964-4265
Email: kwilson@kickapootribeofoklahoma.com

FILED
IN THE DISTRICT COURT
OCT 25 2011
DOCKET_____ PAGE_____
KICKAPOO TRIBE OF OKLAHOMA
_____ COURT CLERK
BY_____ DEPUTY

RESOLUTION **KTO-2011-102**

A RESOLUTION DULY AUTHORIZED BY THE BUSINESS COMMITTEE OF THE KICKAPOO TRIBE OF OKLAHOMA REQUESTING THAT THE CITY OF SHAWNEE, OKLAHOMA, ANNEX A TRACT OF LAND HELD IN TRUST FOR THE KICKAPOO TRIBE OF OKLAHOMA BY THE UNITED STATES FEDERAL GOVERNMENT, TO THE CITY OF SHAWNEE, OKLAHOMA

WHEREAS, the Kickapoo Tribe of Oklahoma is a Federally recognized Native American Tribe organized pursuant to the *Thomas-Rogers Oklahoma Indian Welfare Act of June 26, 1936, (49 Stat. 1967);* and

WHEREAS, the Business Committee of the Kickapoo Tribe of Oklahoma, in accordance with the *Kickapoo Tribe of Oklahoma Constitution and By-laws, Article V, Section 1 (a)* is authorized to speak and act on behalf of the Tribe; and

WHEREAS, the Kickapoo people, have through a continuation of Kickapoo history, an organized self government, since time immemorial, sovereign powers, inherent in Kickapoo tradition; and

WHEREAS, the Kickapoo Tribe of Oklahoma is interested in pursuing economic development on Tribal land that is held in trust for the Kickapoo Tribe of Oklahoma which is adjacent to the City of Shawnee, Oklahoma; and

WHEREAS, the tract land is herein described as:

> Commence at the Mexican Kickapoo 204, 59.06 acres in the SE Section 3, Township 10 North, Range 3 East, I.M., Pottawatomie County, Oklahoma;

and

WHEREAS, annexation of such tract of land within the limits of the City of Shawnee would allow for the provision of certain municipal services to the tract of land that would be beneficial to the City of Shawnee and the Kickapoo Tribe of Oklahoma; and

WHEREAS, annexation of such tract of land to within the limits of the City of Shawnee does not and would not alter the existing jurisdiction of the Kickapoo Tribe of Oklahoma and the State of Oklahoma; and

WHEREAS, annexation of such tract land to within the limits of the City of Shawnee does not and would not alter the existing Federal trust status of the land for and on behalf of the Kickapoo Tribe of Oklahoma; and

WHEREAS, the Kickapoo Tribe of Oklahoma, in its capacity as owner of the above described tract of land is requesting that the City of Shawnee, Oklahoma, take such tract of land and annex such tract of land with the City of Shawnee, Oklahoma.

NOW, THEREFORE BE IT RESOLVED, that the Business Committee, for and on behalf of the Kickapoo Tribe of Oklahoma is requesting the City of Shawnee, Oklahoma, annex the following tract of land to the City of Shawnee, Oklahoma:

> Commence at the Mexican Kickapoo 204, 59.06 acres in the SE Section 3, Township 10 North, Range 3 East, I.M., Pottawatomie County, Oklahoma;

and

BE IT FURTHER RESOLVED, that the annexation of such tract of land would be to the mutual benefit of the City of Shawnee and the Kickapoo Tribe of Oklahoma; and

BE IT FINALLY RESOLVED, that the annexation of the tract would not alter the jurisdiction of the land with regard to the Kickapoo Tribe of Oklahoma and/or the trust status of the land as designated by the U.S. Federal government for the benefit of the Kickapoo Tribe of Oklahoma.

CERTIFICATION

We, Gilbert Salazar, Chairman, and Patricia Gonzales, Secretary, serving in our official duties as officials of the Kickapoo Tribe of Oklahoma Business Committee, do hereby certify that the above Resolution is a true and exact original as authorized by the Business Committee of the Kickapoo Tribe of Oklahoma, at a meeting of the Business Committee, held on October 14, 2011, with a quorum present, and the vote being 4 in favor, 0 opposed, and 1 abstaining.

Gilbert Salazar, Chairman
Business Committee
Kickapoo Tribe of Oklahoma

Patricia Gonzales, Secretary
Business Committee
Kickapoo Tribe of Oklahoma

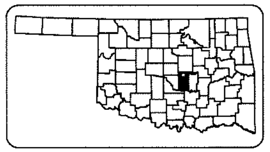
KICKAPOO TRIBE OF OKLAHOMA

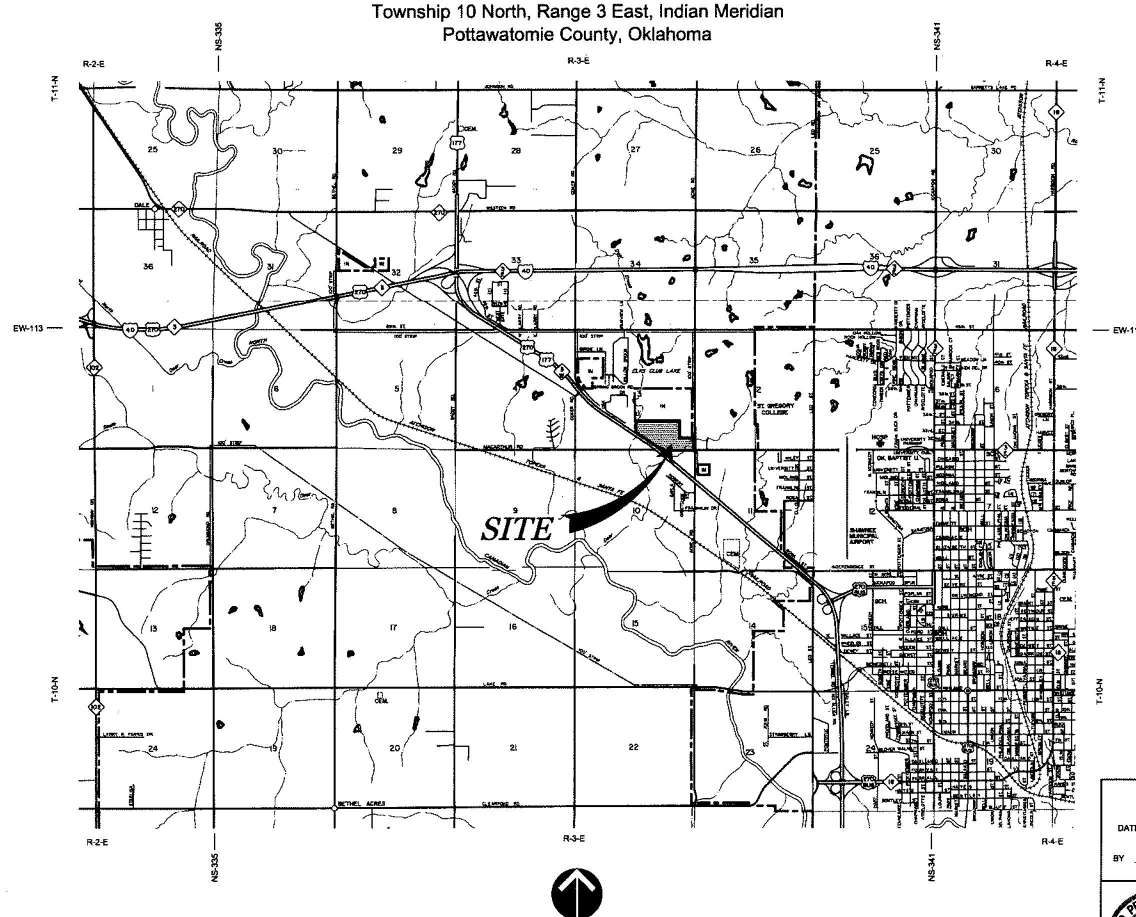
PLAN OF PROPOSED

GRADING DRAINAGE SURFACING

PROJECT

Part of the South Half of the Southeast Quarter of Section 3
Township 10 North, Range 3 East, Indian Meridian
Pottawatomie County, Oklahoma

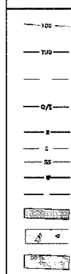




VICINITY MAP

1 MILE

LEGEND



- EXISTING GROUND CONTOURS
- TELECOMM. LINE (UNDERGROUND)
- PETROLEUM PIPELINE
- ELECTRIC POWER LINE (OVERHEAD)
- FENCE LINE
- GAS LINE
- SANITARY SEWER LINE
- WATER LINE
- RIGHT OF WAY
- ASPHALT SURFACE
- CONCRETE SURFACE
- GRAVEL SURFACE

NOTE: Utilities shown for illustrative purposes only. All utilities should be verified prior to any construction. BEFORE YOU DIG, CALL OKIE ONE CALL AT (800) 522-OKIE OR 811.

The City of Shawnee
PO Box 1448
Shawnee Oklahoma 74802-1448
(405) 273-1250 Fax (405) 878-1581
www.ShawneeOK.org

KICKAPOO TRIBE OF OKLAHOMA
407 N. Hwy. 102 P.O. Box 70
McLoud, OK 74851
(405) 964-4227 (405) 964-4265 fax

INDEX OF SHEETS

CITY OF SHAWNEE	KICKAPOO TRIBE OF OKLAHOMA
DATE APPROVED ______	DATE APPROVED ______
BY ______	BY ______

REGISTERED PROFESSIONAL ENGINEER
BOB M BOATMAN
15038
OKLAHOMA

Prepared by
BOATMAN ENGINEERING, LLC
371126 U.S. Highway 62 Okemah, Oklahoma 74859
Tel (918) 668-3414 Fax (918) 668-3850
Certificate of Authorization No. 3523 (PE LS) exp. 6/30/2012

OCT 19, 2011

"This document is preliminary in nature and is not a final, signed and sealed document."

BOB M. BOATMAN, P.E. OKLA. LIC. NO. 15038

GRADING DRAINAGE SURFACING SHEET NO. 1

STORM WATER MANAGEMENT PLAN

SITE DESCRIPTION

PROJECT LIMITS: CRL001 0+00 to 3+25 75' Lt & Rt; 3+25 to 7+50 350' Lt & 100' Rt and as necessary to maintain positive drainage. Limit construction activities to maintain the smallest impact possible.

PROJECT DESCRIPTION: Construct 15,360 SF Building Pad and 16,000 SY AC Parking Lot w/ Curb & Gutter. Grading, Drainage, Surfacing, Striping.

SUGGESTED SEQUENCE OF EROSION CONTROL ACTIVITIES:
Prior to initiating soil disturbing activities, the Contractor shall install all perimeter temporary sediment controls specified. Strip, stockpile and stabilize topsoil. Clear and grub only in necessary areas, preserving as much native vegetation as possible. Install, maintain and/or move temporary sediment items with construction operations as practical. Upon completion of grading, replace salvaged topsoil and as directed by the Engineer, plant temporary seeding or install solid slab sod. Remove devices only after an acceptable vegetative cover (at least 70%) has been attained, or as directed by the Engineer. As site conditions warrant, the Contractor may choose to modify the type or arrangement of specified practices to improve their effectiveness as approved by the Engineer. The Contractor will maintain a log of the dates of major soil disturbance activities, and also the dates of installation and maintenance of erosion control measures.

SOIL TYPE: ______

AREA TO BE DISTURBED: 5.5 AC±

OFFSITE AREA TO BE DISTURBED: ______
(FOR CONTRACTOR USE)

WEIGHTED RUNOFF COEFFICIENT
Before Construction: 0.35
After Construction: 0.35

NAME OF RECEIVING WATERS: UNNAMED TRIBUTARY TO DEER CREEK

NOTE:
THIS SHEET SHOULD BE USED IN CONJUNCTION WITH A DRAINAGE MAP THAT ILLUSTRATES THE DRAINAGE CHARACTERISTICS AND RECEIVING WATERS FOR THIS PROJECT. THIS SHEET SHOULD ALSO BE USED WITH THE EROSION CONTROL SUMMARIES, PAY ITEMS, & NOTES.

EROSION AND SEDIMENT CONTROLS

SOIL STABILIZATION PRACTICES:

- ___ TEMPORARY SEEDING
- X PERMANENT SODDING, SPRIGGING OR SEEDING
- X VEGETATIVE MULCHING
- ___ SOIL RETENTION BLANKET
- X PRESERVATION OF EXISTING VEGETATION

NOTE: TEMPORARY EROSION CONTROL METHODS MUST BE USED ON ALL DISTURBED AREAS WHERE CONSTRUCTION ACTIVITIES HAVE CEASED FOR OVER 14 DAYS. METHODS USED WILL BE AS SHOWN ON PLANS, OR AS DIRECTED BY THE ENGINEER.

STRUCTURAL PRACTICES:

- X STABILIZED CONSTRUCTION EXIT
- X TEMPORARY SILT FENCE
- X TEMPORARY SILT DIKES
- X TEMPORARY BALE BARRIERS
- ___ DIVERSION, INTERCEPTOR OR PERIMETER DIKES
- X DIVERSION, INTERCEPTOR OR PERIMETER SWALES
- ___ ROCK FILTER DAMS
- ___ TEMPORARY SLOPE DRAIN
- X PAVED DITCH W/ DITCH LINER PROTECTION
- ___ TEMPORARY DIVERSION CHANNELS
- ___ TEMPORARY SEDIMENT BASINS
- ___ TEMPORARY SEDIMENT TRAPS
- ___ TEMPORARY SEDIMENT FILTERS
- X TEMPORARY SEDIMENT REMOVAL
- X RIP RAP
- ___ INLET SEDIMENT FILTER
- ___ TEMPORARY BRUSH SEDIMENT BARRIERS
- ___ SANDBAG BERMS
- ___ TEMPORARY STREAM CROSSINGS

OFFSITE VEHICLE TRACKING:

- ___ HAUL ROADS DAMPENED FOR DUST CONTROL
- X LOADED HAUL TRUCKS TO BE COVERED WITH TARPAULIN
- X EXCESS DIRT ON ROAD REMOVED DAILY

NOTES:

THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR THE FOLLOWING:

MAINTENANCE AND INSPECTION:
ALL EROSION AND SEDIMENT CONTROLS WILL BE MAINTAINED IN GOOD WORKING ORDER FROM THE BEGINNING OF CONSTRUCTION UNTIL AN ACCEPTABLE VEGETATIVE COVER IS ESTABLISHED. INSPECTION BY THE CONTRACTOR AND ANY NECESSARY REPAIRS SHALL BE PERFORMED ONCE EVERY 7 CALENDAR DAYS AND WITHIN 24 HOURS AFTER ANY STORM EVENT GREATER THAN 0.5 IN AS RECORDED BY A NON-FREEZING RAIN GAUGE TO BE LOCATED ON SITE. POTENTIALLY ERODIBLE AREAS, DRAINAGE WAYS, MATERIAL STORAGE, STRUCTURAL DEVICES, CONSTRUCTION ENTRANCES AND EXITS ALONG WITH EROSION AND SEDIMENT CONTROL LOCATIONS ARE EXAMPLES OF SITES THAT NEED TO BE INSPECTED.

WASTE MATERIALS:
PROPER MANAGEMENT AND DISPOSAL OF CONSTRUCTION WASTE MATERIAL IS REQUIRED BY THE CONTRACTOR. MATERIALS INCLUDE STOCKPILES, SURPLUS, DEBRIS AND ALL OTHER BY-PRODUCTS FROM THE CONSTRUCTION PROCESS. PRACTICES INCLUDE DISPOSAL, PROPER MATERIALS HANDLING, SPILL PREVENTION AND CLEANUP MEASURES. CONTROLS AND PRACTICES SHALL MEET THE REQUIREMENTS OF ALL FEDERAL, STATE AND LOCAL AGENCIES.

HAZARDOUS MATERIALS:
PROPER MANAGEMENT AND DISPOSAL OF HAZARDOUS WASTE MATERIALS IS REQUIRED. THE CONTRACTOR IS RESPONSIBLE FOR FOLLOWING MANUFACTURER'S RECOMMENDATIONS, STATE AND FEDERAL REGULATIONS TO ENSURE CORRECT HANDLING, DISPOSAL, SPILL PREVENTION AND CLEANUP MEASURES. EXAMPLES INCLUDE BUT ARE NOT LIMITED TO: PAINTS, ACIDS, CLEANING SOLVENTS, CHEMICAL ADDITIVES, CONCRETE CURING COMPOUNDS AND CONTAMINATED SOILS.

GENERAL NOTES:
A STORM WATER POLLUTION PREVENTION PLAN (SWPPP) IS REQUIRED TO COMPLY WITH THE OKLAHOMA POLLUTION DISCHARGE ELIMINATION SYSTEM (OPDES) REGULATIONS. THIS PLAN IS INITIATED DURING THE DESIGN PHASE, CONFIRMED IN THE PRE-WORK MEETINGS AND AVAILABLE ON THE JOB SITE ALONG WITH COPIES OF THE NOTICE OF INTENT (NOI) FORMS THAT HAVE BEEN FILED WITH THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY (ODEQ). THE PLAN MUST BE KEPT CURRENT WITH UP-TO-DATE AMENDMENTS DURING THE PROGRESSION OF THE PROJECT. ALL CONTRACTOR OFF-SITE OPERATIONS ASSOCIATED WITH THE PROJECT MUST BE DOCUMENTED IN THE SWPPP, I.E., BORROW PITS, WORK ROADS, DISPOSAL SITES, ASPHALT/CONCRETE PLANTS, ETC. THE BASIC GOAL OF STORM WATER MANAGEMENT IS TO IMPROVE WATER QUALITY BY REDUCING POLLUTANTS IN STORM WATER DISCHARGES. RUNOFF FROM CONSTRUCTION SITES HAS A POTENTIAL FOR POLLUTION DUE TO EXPOSED SOILS AND THE PRESENCE OF HAZARDOUS MATERIALS USED IN THE CONSTRUCTION PROCESS. THE PREVENTION OF SOIL EROSION, CONTAINMENT OF HAZARDOUS MATERIALS AND/OR THE INTERCEPTION OF THESE POLLUTANTS BEFORE LEAVING THE CONSTRUCTION SITE ARE THE BEST PRACTICES FOR CONTROLLING STORMWATER POLLUTION.

THE FOLLOWING SECTIONS OF THE 2009 ODOT STANDARD SPECIFICATIONS SHOULD BE NOTED:

103.05	BONDING REQUIREMENTS
104.10	FINAL CLEANING UP
104.12	CONTRACTOR'S RESPONSIBILITY FOR WORK
104.13	ENVIRONMENTAL PROTECTION
106.08	STORAGE AND HANDLING OF MATERIAL
107.01	LAWS, RULES AND REGULATIONS TO BE OBSERVED
107.20	STORM WATER MANAGEMENT
220	MANAGEMENT OF EROSION, SEDIMENTATION AND STORM WATER POLLUTION PREVENTION AND CONTROL
221	TEMPORARY SEDIMENT CONTROL

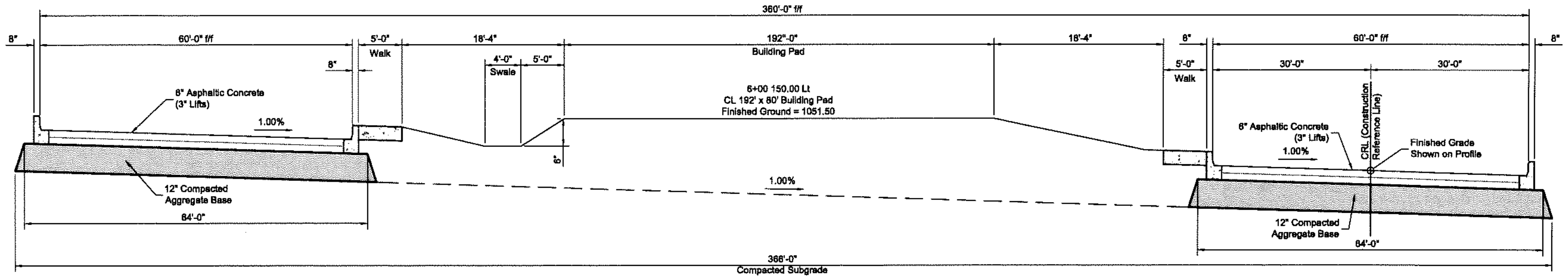
IN ADDITION:
"ODEQ GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES WITHIN THE STATE OF OKLAHOMA." ODEQ, WATER QUALITY DIVISION, SEPTEMBER 13, 2007.

PRELIMINARY
OCT 19, 2011

KICKAPOO TRIBE OF OKLAHOMA
GRADING DRAINAGE SURFACING

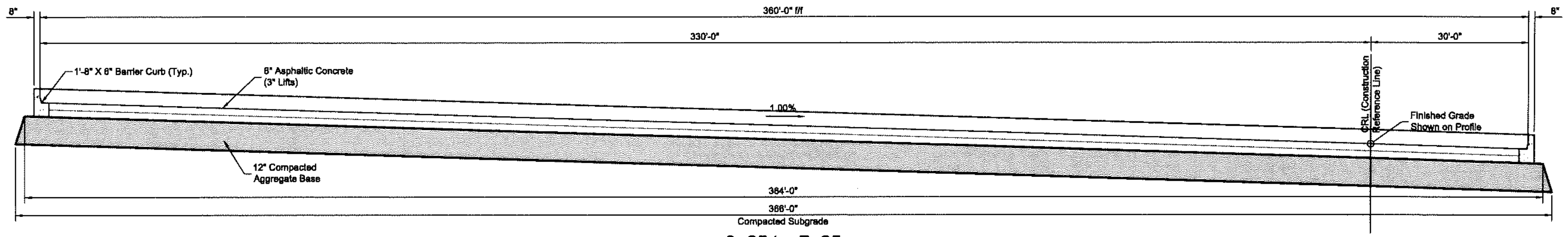
STORMWATER
MANAGEMENT PLAN

W MACARTHUR RD
SHEET NO. 2

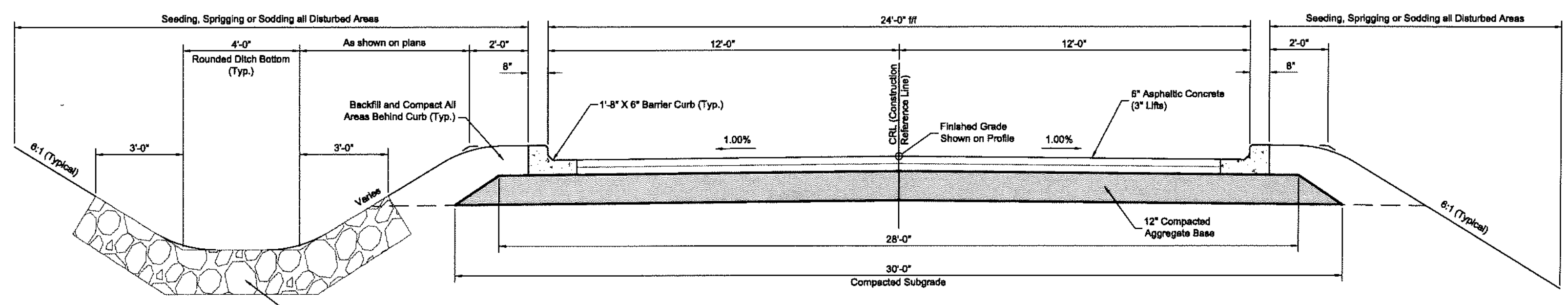


5+60 to 6+40

Note: Grade to drain away from building pad. Minimum slope = 10:1.
Maximum slopes in ADA parking areas must meet requirements.



3+25 to 7+25



18" Type I Rip Rap
(where shown on plans)

0+25 to 3+25

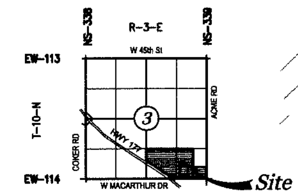
Note: Typical driveway section shown. Construct as required thru returns (R=40') and widening (+/- 4') at MacArthur. Slopes are typical thruout project or as shown on plans.

PRELIMINARY
OCT 18, 2011

KICKAPOO TRIBE OF OKLAHOMA | GRADING DRAINAGE SURFACING

TYPICAL SECTIONS

W MACARTHUR RD | SHEET NO. 4



VICINITY MAP

1 MILE

SURVEY DATA

1. HORIZONTAL CONTROL:
   A. HORIZONTAL CONTROLS FOR THIS SURVEY ARE THE ESTABLISHED SECTION CORNERS ALONG THE SOUTH LINE OF THE SE QUARTER OF SECTION 3, TOWNSHIP 10 NORTH, RANGE 3 EAST, I.M.
   B. ACCURACY - 2ND ORDER OR BETTER.

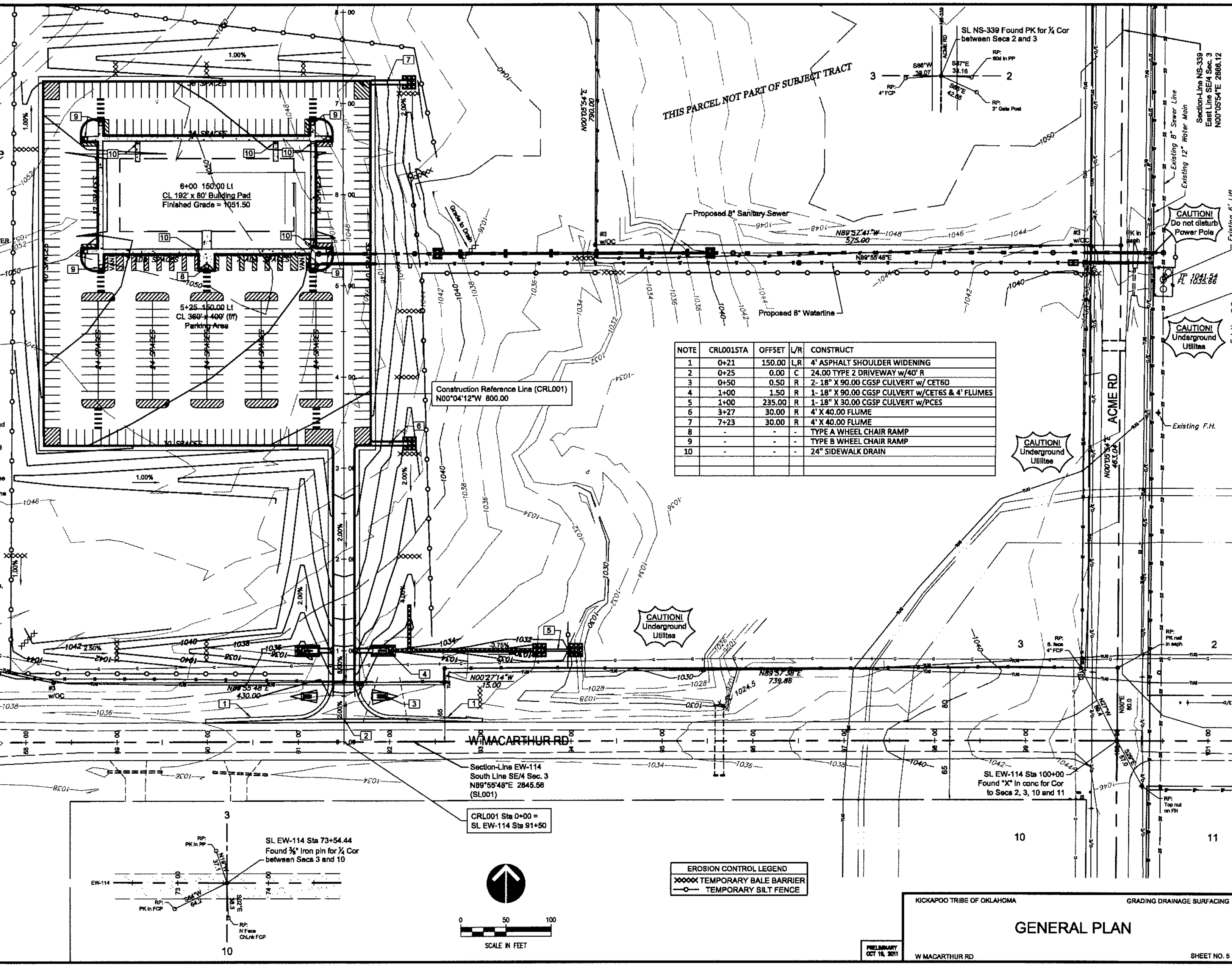
2. BEARINGS:
   A. BEARINGS ARE BASED ON LOCAL GRID COORDINATES AND WERE DERIVED FROM THE RECORDED BOUNDARY DESCRIPTION OF THE SUBJECT TRACT AS SHOWN BELOW.

3. VERTICAL CONTROL:
   A. BENCHMARKS FOR THIS SURVEY WERE DERIVED FROM NGS-OPUS.
   B. DATUM IS MEAN SEA LEVEL (NGS) NAVD88.
   C. ACCURACY - 3RD ORDER OR BETTER.

4. COORDINATE GEOMETRY:
   A. SE COR SEC 3 FND "X" N: 10000.00 E: 10000.00 Z: 1045.65
   B. S/4 COR SEC 3 FND #3 N: 9996.74 E: 7354.44 Z: 1022.66
   C. E/4 COR SEC 3 FND PK N: 12666.11 E: 10004.37 Z: 1067.35

Boundary Description of Subject Tract

An undivided 1/12 interest in surface and surface rights only in and to a tract of land located in the South-half of the Southeast Quarter (S/2 SE/4) of Section Three (3), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, State of Oklahoma. Further described by Charles Reed PLS No. 1660 on 09-07-2009, as: Commencing at the Southeast Corner (SE/C) of said Section Three (3) and having an assumed basis of bearing of N89°55'48"E, base line being the South line of the Southeast Quarter of said Section Three; thence N00°05'54"E along the East line of the Southeast Quarter a distance of 80.00' to the Point of Beginning; thence continuing along said line a distance of 463.04'; thence N89°57'41"W a distance of 575.00'; thence N00°05'54"E and parallel to the East line of said Southeast Quarter a distance of 790.00' to a point on the North line of the South-half of the Southeast Quarter of said Section Three; thence N89°57'41"W along said North line a distance of 2072.40' to the Northwest Corner of said South-half of the Southeast Quarter; thence S00°00'35"W along the West line of said South-half of the Southeast Quarter a distance of 525.78' to a point on the North Right of Way of State Hwy 177; thence S57°13'00"E along said North right-of-way a distance of 958.50': thence S63°49'46"E continuing along said right-of-way a distance of 336.37'; thence S78°04'00"E continuing along said right-of-way a distance of 375.90'; thence N89°55'48"E continuing along said right-of-way a distance of 430.00'; thence N00°27'14"W continuing along said right-of-way line a distance of 15.00'; thence N89°57'38"E continuing along said right-of-way a distance of 739.96' to the Point of Beginning, containing 56.09 acres, more or less and subject to all recorded easements and rights of way thereof.



NOTE	CRL001STA	OFFSET	L/R	CONSTRUCT
1	0+21	150.00	L,R	4' ASPHALT SHOULDER WIDENING
2	0+25	0.00	C	24.00 TYPE 2 DRIVEWAY w/40' R
3	0+50	0.50	R	2- 18" X 90.00 CGSP CULVERT w/ CET6D
4	1+00	1.50	R	1- 18" X 90.00 CGSP CULVERT w/CET6S & 4' FLUMES
5	1+00	235.00	R	1- 18" X 30.00 CGSP CULVERT w/PCES
6	3+27	30.00	R	4' X 40.00 FLUME
7	7+23	30.00	R	4' X 40.00 FLUME
8	-	-	-	TYPE A WHEEL CHAIR RAMP
9	-	-	-	TYPE B WHEEL CHAIR RAMP
10	-	-	-	24" SIDEWALK DRAIN

EROSION CONTROL LEGEND

XXXXX TEMPORARY BALE BARRIER

—o— TEMPORARY SILT FENCE

PRELIMINARY
OCT 18, 2011

KICKAPOO TRIBE OF OKLAHOMA

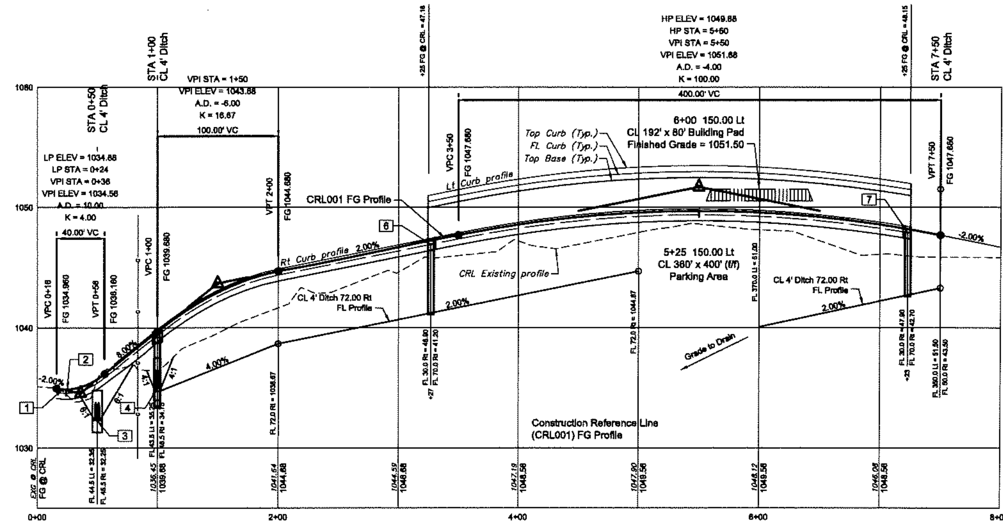
GRADING DRAINAGE SURFACING

GENERAL PLAN

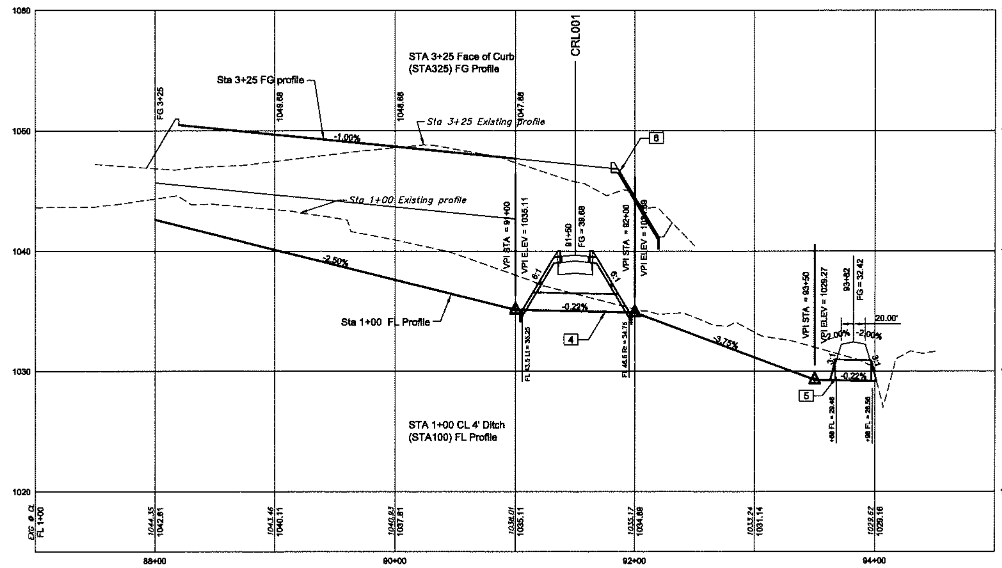
W MACARTHUR RD

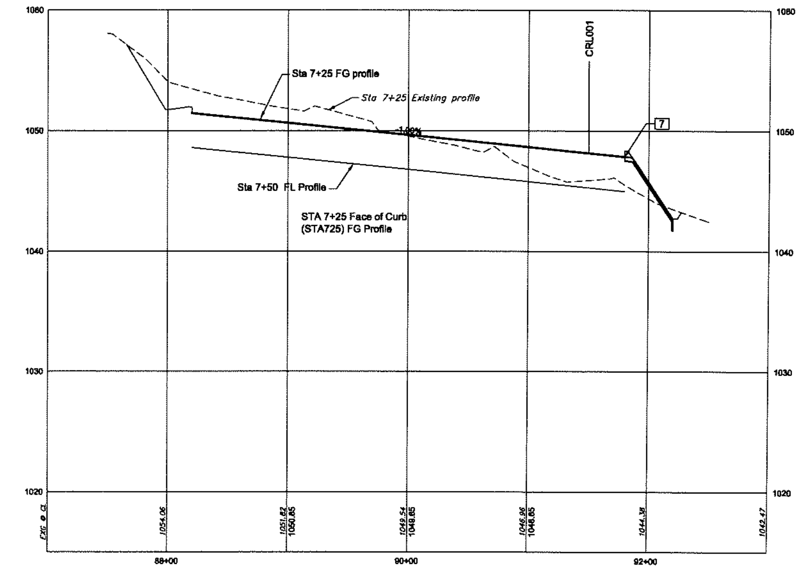
SHEET NO. 5

NOTE	CRL001STA	OFFSET	L/R	CONSTRUCT
1	0+21	150.00	L,R	4' ASPHALT SHOULDER WIDENING
2	0+25	0.00	C	24.00 TYPE 2 DRIVEWAY w/40' R
3	0+50	0.50	R	2- 18" X 90.00 CGSP CULVERT w/ CET6D
4	1+00	1.50	R	1- 18" X 90.00 CGSP CULVERT w/CET6S & 4' FLUMES
5	1+00	235.00	R	1- 18" X 30.00 CGSP CULVERT w/PCES
6	3+27	30.00	R	4' X 40.00 FLUME
7	7+23	30.00	R	4' X 40.00 FLUME
8	-	-	-	TYPE A WHEEL CHAIR RAMP
9	-	-	-	TYPE B WHEEL CHAIR RAMP
10	-	-	-	24" SIDEWALK DRAIN



CAUTION!
Underground
Utilities





PRELIMINARY
OCT 19, 2011

KICKAPOO TRIBE OF OKLAHOMA

GRADING DRAINAGE SURFACING

PROFILE VIEWS

W MACARTHUR RD

SHEET NO. 6

ORDINANCE NO. ____________

AN ORDINANCE ANNEXING CERTAIN TERRITORY AND PROPERTY OUTSIDE THE PRESENT CITY LIMITS INTO THE CITY LIMITS OF THE CITY OF SHAWNEE, OKLAHOMA, PURSUANT TO TITLE 11 OF THE OKLAHOMA STATUTES; DESCRIBING SAID PROPERTY; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH AND PROVIDING FOR SEVERABILITY.

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

SECTION 1. That pursuant to the provisions of applicable law, the following described property located outside the present boundaries of the City of Shawnee, Oklahoma:
BEING a tract of land located in the South-half of the Southeast Quarter (S/2 SE/4) of Section Three (3), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, and being more particularly described as:

COMMENCING at the Southeast Corner (SE/C) of said Section Three (3) and having an assumed basis of bearing of N89°55'48"E, base line being the South line of the Southeast Quarter of said Section Three; THENCE N00°05'54"E along the East line of the Southeast Quarter a distance of 80.00' to the POINT OF BEGINNING; THENCE continuing along said line a distance of 463.04'; THENCE N89°57'41"W a distance of 575.00'; THENCE N00°05'54"E and parallel to the East line of said Southeast Quarter a distance of 790.00' to a point on the North line of the South-half of the Southeast Quarter of said Section Three; THENCE N89°57'41"W along said North line a distance of 2072.40' to the Northwest Corner of said South-half of the Southeast Quarter; THENCE S00°00'35"W along the West line of said South-half of the Southeast Quarter a distance of 525.78' to a point on the North Right of Way of State Hwy 177; THENCE S57°13'00"E along said North right-of-way a distance of 958.50': THENCE S63°49'46"E continuing along said right-of-way a distance of 336.37'; THENCE S78°04'00"E continuing along said right-of-way a distance of 375.90'; THENCE N89°55'48"E continuing along said right-of-way a distance of 430.00'; THENCE N00°27'14"W continuing along said right-of-way line a distance of 15.00'; THENCE N89°57'38"E continuing along said right-of-way a distance of 739.96' to the POINT OF BEGINNING, containing 56.09 acres, more or less, is hereby annexed into the corporate limits of the City of Shawnee, Oklahoma, pursuant to the provisions of law applicable thereto, and zoned as A-1; Agricultural.

Section 2. That the "City Map of the City of Shawnee, Oklahoma" be amended accordingly to reflect said annexation.

Section 3. That all ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 4. That the provisions of this ordinance are severable, and if any part or provision hereof shall be held void, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

PASSED AND APPROVED this 17th day of January, 2012

____
LINDA PETERSON, MAYOR

ATTEST:

____
PHYLLIS LOFTIS, CITY CLERK

Regular Board of Commissioners **7.**

Meeting Date: 02/06/2012

Conditional Use Permit 16209 C Patterson Road

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Public hearing and consideration of a Conditional Use Permit In A-1 zoning for property located at 16209 C Patterson Road. Case P04-12 Applicant: Lance and Destiny Walker

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Attachments

16209 C Patterson Rd

RECOMMENDATION TO: MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM: CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT: APPLICANT: Lance & Destiny Walker
FOR: Conditional Use Permit
LOCATION: 16209 C Patterson Rd.
PROJECT#: 111591 Case# P04-12

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION: A-1: Agricultural
REQUESTED CLASSIFICATION: A-1P: Agricultural with a Conditional Use Permit to allow for a manufactured home.
PROPOSED PROPERTY USE: Residence

PLANNING COMMISSION MEETING DATE: **February 1, 2012**

PLANNING COMMISSION RECOMMENDATION: Approval with 2 conditions:

1. The manufactured home must meet the zoning setback requirements for the A-1 zoning.
2. The manufactured home must be the pictured 1995 structure or a similar manufactured home of better quality as determined by the Zoning Administrator.

VOTE OF THE PLANNING COMMISSION: *MEMBERS PRESENT:* 7

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
HOLT			X			
CARTER	X		X			
HOSTER		X	X			
TURNER (CHAIRMAN)			X			
SILVIA (VICE-CHAIRMAN)			X			
PRINCE			X			
SALTER			X			

RESPECTFULLY SUBMITTED,

Karen Drain
SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET:________ DATE OF ACTION:________

ADOPTED________ DENIED________ ORDINANCE NO.________

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

STAFF REPORT
Case #P04-12

TO: Shawnee Planning Commission

AGENDA: February 1, 2012

RE: CASE #P04-12; Consideration of a ***Conditional Use Permit*** to allow for the placement of a manufactured home on agriculturally-zoned property.

PROPOSAL

The applicant requests approval of a Conditional Use Permit to allow for the placement of a manufactured home on agriculturally-zoned property. The subject property is located at 16209 Patterson Road (116 Pinkston Road) and the residence will be placed on a 2.5 acre site. Staff understands that the applicant intends to place a model year 1995 multi-sectional manufactured home on the subject site.

GENERAL INFORMATION

Property Owner	Charlie and Cathy Thompson
Agent/Applicant	Lance and Destiny Walker
Site Location/Address	16209 C. Patterson Road (116 Pinkston Road)
Current Site Zoning	Agricultural (A-1)
Parcel Size	2.5 acres
Proposed Zoning	A-1 (with CUP – A-1P)
Proposed Use	Rural residential
Comprehensive Plan Designation	Rural Development/Agricultural
Existing Land Use	Rural/Agricultural
Surrounding Land Use	North: Rural residential

	South: Rural residential West: Rural residential East: Rural residential
Surrounding Zoning	North: A-1 South: A-1 West: A-1 East: A-1

STAFF ANALYSIS AND FINDINGS

The subject property is surrounded by similar sized parcels and is in a rural residential setting. Section 1401.10 of the Shawnee Zoning Code (see Section C) details the Planning Commission's task in reviewing Conditional Use Permit requests. Considerations include the character of the neighborhood, traffic congestion, public utilities and other matters pertaining to the general welfare. The subject property is 2.5 acres in size, which does not meet the minimum lot size requirement in the A-1 Zone, but because this is an existing lot, it has been grandfathered as per Section 401.3.B which states "Where a lot has less area than required in this chapter and all the boundary lines of that lot touch lands on other ownership on the effective date of these regulations codified in this Code. That lot may be used for any of the uses permitted by this section".

The proposed 1995 manufactured home will be of multi-sectional construction and will be used, as per discussions with the applicant. The proposed residence is not expected to impact the character of the surrounding area or be detrimental to public health, safety and welfare.

As of January 26, 2012, Staff has not received any written comments concerning the subject proposal.

RECOMMENDATION

Staff recommends **approval** of the requested Conditional Use Permit to allow for the placement of a manufactured home on the subject property since the placement of the manufactured home does not change the character of the neighborhood, and does not significantly increase traffic congestion or the use of public utilities. Approval of this Conditional Use Permit should be subject to the following condition:

1. The manufactured home must meet the zoning setback requirements for the A-1 zoning.
2. The manufactured home must be the pictured 1995 structure or a similar manufactured home of better quality as determined by the Zoning Administrator.

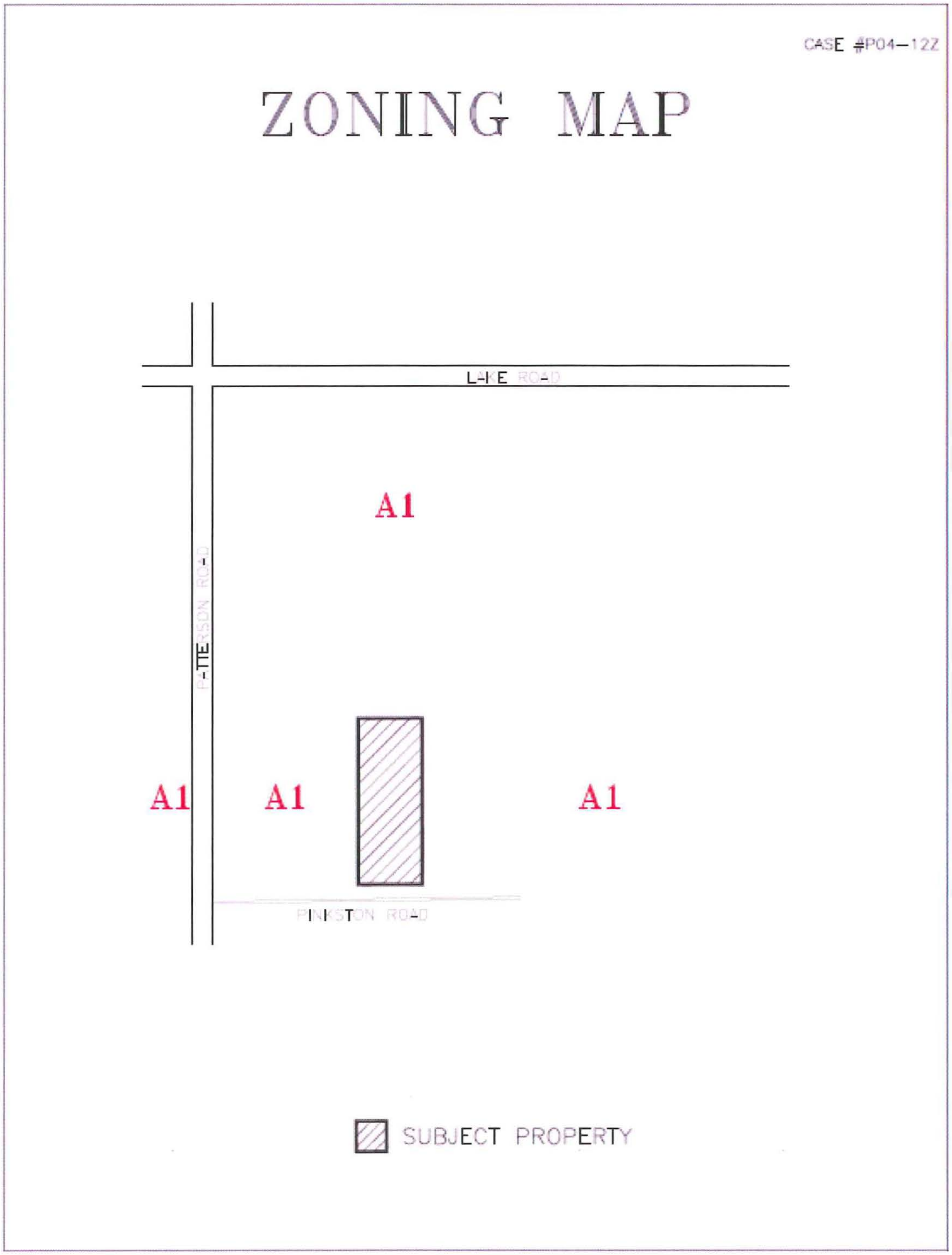


Figure 1: Location and zoning map.

Figure 2: Aerial view of site and surrounding area (site outlined in red). The current photo does not show where the structures have been demolished and the site cleaned.

ATTACHEMENTS

1. Homeowner included photo of structure.
2. Property owner letter of intent to sell.

This is a 1995 double wide. It is 24/56. It is 3 bed 2 bath with a fireplace.

December 29, 2011

To: City of Shawnee
Planning Commission

RE: Conditional Use Permit for 16209C Patterson Rd

To Whom It May Concern;

This letter is to affirm our intent to sell 2.5 Acres, located at 16209C Patterson Rd in Shawnee, Oklahoma, to Lance & Destiny Walker. The completion of sale is dependent on the approval of the "Conditional Use" permit by the City of Shawnee.

If you have any questions please let us know.

Cordially,
Charlie and Cathy Thompson
901 N Hobson St.
Shawnee, OK 74801
(405) 273-3381
Property Owners of 16209C Patterson Rd.

Cathy Thomp

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P04-12

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on an application for a Conditional Use Permit on property located within the City of Shawnee.

The applicant requests a conditional use permit for the following described property:

A tract of land described as beginning at a point 1595 feet South and 495 feet East of the Northwest Corner of the Northwest Quarter (NW/4) of Section Twenty-two (22), Township Ten (10) North, Range Two (2) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence North 531.2 feet; thence East 205 feet; thence South 531.2 feet; thence W 205 feet to the point of beginning.

General Location Known As:	16209 C Patterson Rd
Current Zoning Classification:	A-1; Agricultural
Requested Zoning Classification:	A-1P; Agricultural with a Conditional Use Permit to allow for a manufactured home
Proposed Use of Property:	Residence
Applicant:	Lance and Destiny Walker

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

February 1, 2012	AT 1:30 P.M.:	CITY OF SHAWNEE PLANNING COMMISSION
February 6, 2012	AT 6:30 P.M.:	CITY OF SHAWNEE CITY COMMISSION

At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the conditional use permit. The Commission reserves the right to limit discussion and debate on the proposed conditional use permit in the public hearing, in which event those persons appearing in support or opposition of the proposed conditional use permit will be allotted equal time. If there are any questions about the proposal, or you need additional information prior to the public hearing, please contact the Planning Department at 878-1616. A copy of the application is available for public inspection during normal working hours in the Planning Secretary's office at 222 N. Broadway.

Witness my hand this 11th day of January, 2012.

Phyllis Loftis

Phyllis Loftis, City Clerk

THE CITY OF SHAWNEE
SEAL
OKLAHOMA

CITY OF SHAWNEE
222 N. BROADWAY
SHAWNEE, OK 74801

PLANNING DEPARTMENT
PHONE: (405) 878-1666
FAX: (405) 878-1587

PLANNING COMMISSION APPLICATION
PROJECT NO. 111591 CASE NO. P04-12

REQUEST:

Rezoning______ Rezoning w/Conditional Use Permit______ Conditional Use Permit X
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 A-1 District to ______ District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 16209c. Patterson Rd.

LEGAL DESCRIPTION: TR#1 Beg 1595'S 495'E NW/C NW N 531.2' E 205' S 531.2' W 205' POB

PROPERTY OWNER (S): Charlie & Cathy Thompson

PROPERTY AGENT **(**APPLICANT**):** Lance & Destiny Walker

APPLICANT'S ADDRESS: 34991 Westech Rd

CITY: Shawnee STATE OKLA ZIP 74804

EMAIL ADDRESS: dwalker-truc@gmail.com

TELEPHONE NUMBER: (405) 964-7016 CONTACT NUMBER: (405) 640-7076

DIMENSIONS OF PROPERTY: AREA 108896 Sq ft WIDTH 205'
2.5 Acres LENGTH 531.2' FRONTAGE 205'

CURRENT ZONING: A-1 **CURRENT USE:** Urban Res / Property Assessment information

PROPOSED ZONING: A-1 **PROPOSED USE:** Single family Dwelling

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.

Desiny L Walker
SIGNATURE OF APPLICANT

(FOR STAFF USE ONLY)

Filed in the office of the Planning Department, 222 N. Broadway, this 29th day of, December 2011

Karen Oracin
PLANNING COMMISSION SECRETARY

REZONING &/OR C.U.P FEE $ 280.00
RECEIPT NO. 1282494
PLANNED UNIT DEVELOPMENT FEE $ 550.00
SIGN DEPOSIT $ 50.00
(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION:______ **DATE:**______
CITY COMMISSION ACTION:______ **DATE:**______
PLACE ON ZONING MAP:______ **ORDINANCE NO.:**______

STATE OF OKLAHOMA)
) SS:
COUNTY OF POTTAWATOMIE)

-: AFFIDAVIT OF BONDED ABSTRACTOR :-

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

A tract of land described as beginning at a point 1595 feet South and 495 feet East of the Northwest Corner of the Northwest Quarter (NW/4) of Section Twenty-two (22), Township Ten (10) North, Range Two (2) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence North 531.2 feet; thence East 205 feet; thence South 531.2 feet; thence W 205 feet to the point of beginning.

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

The Abstractor makes no representation or warranty, either expressed or implied, regarding the accuracy of the information contained in this report. The Abstractor does not guarantee the validity of the title of such parties nor is this report intended to guarantee title thereof. The liability of the Abstractor shall be based solely on contract and shall be limited to the price paid for the report by the customer. The parties agree that the Abstractor shall not be liable for consequential damages. Acceptance of the instrument constitutes acceptance of this limitation on liability.

EXECUTED at Shawnee, Oklahoma, this 19th day of December, 2011.

FIRST AMERICAN TITLE AND TRUST COMPANY

By Teresa Southard
Teresa Southard, Licensed Abstractor #264

Order No. 1650198

Ownership List

Order No. 1650198-SH99 Date December 19, 2011 Page No. 1

OWNER

BRIEF LEGAL:

Brian Cole – 125 Pinkston Road, Shawnee, OK 74801

Beg. 1640' S & 1310' E NW/C W/2 NW/4 Section 22, Township 10 North, Range 2 East; thence S 1000'; thence W 442'; thence N 1000'; thence E 442' to beg.

Jeffrey M. Hames – 115 Pinkston Road, Shawnee, OK 74801

Beg. 1640' S & 425' E NW/C W/2 NW/4 Section 22, Township 10 North, Range 2 East; thence S 1000'; thence E 443'; thence N 1000'; thence W 443' to beg.

Dennis W. Smith and Sherida R. Smith Trust – 16105 Patterson Road, Shawnee, OK 74801

Beg. 715' S NW/C W/2 NW/4; thence E 495'; thence S 220'; thence W 495'; thence N 220' to beg. & Beg. 495' S NW/C W/2 NW/4; thence E 495'; thence S 220'; thence W 495'; thence N 220' to beg., Section 22, Township 10 North, Range 2 East;

Charlie C. Thompson and Cathy Thompson – 901 N. Hobson, Shawnee, OK 74801

Beg. 1595' S & 495' E NW/C NW/4 Section 22, Township 10 North, Range 2 East; thence N 531.2'; thence E 205'; thence S 531.2'; thence W 205' to beg.

Charles E. Rounsaville – 104 Pinkston Road, Shawnee, OK 74801

Beg. 1375' S NW/C W/2 NW/4 Section 22, Township 10 North, Range 2 East; thence E 495'; thence S 220'; thence W 495'; thence N 220' to beg.

Ralph M. Goodman – 16203 Patterson Road, Shawnee, OK 74801

Beg. 935' S NW/C W/2 NW/4 Section 22, Township 10 North, Range 2 East; thence E 495'; thence S 440'; thence W 495'; thence N 440' to beg.

Peggy Cox, Larry M. Cox, Connie Y. York and Patricia A. Kelley – 16209-J Patterson Road, Shawnee, OK 74801

Beg. SW/C W/2 NW/4 Section 22, Township 10 North, Range 2 East; thence E 425'; thence N 1000'; thence W 425'; thence S 1000' to beg.

Paul Abel Living Trust and Joyce Abel Living Trust – 17205 Gaddy Road, Shawnee, OK 74801

Beg. 460' E NW/C NW/4 Section 22, Township 10 North, Range 2 East; thence E 180'; thence S 215'; thence E 260'; thence S 280'; thence E 5'; thence S 1100'; thence W 205'; thence N 531.2'; thence W 205'; thence N 568.8'; thence W 35'; thence N 495' to beg.

Verlin R. Abel and Florence E. Abel – c/o Paul Abel – 17205 Gaddy Road, Shawnee, OK 74801

Beg. 1640' S NW/C W/2 NW/4 Section 22, Township 10 North, Range 2 East; thence N 45'; thence E 1310'; thence S 45'; thence W 1310' to beg.

Verlin R. Abel, Trustee – c/o Paul Abel – 17205 Gaddy Road, Shawnee, OK 74801

Beg. 495' S & 905' E NW/C W/2 NW/4 Section 22, Township 10 North, Range 2 East; thence E 429'; thence S 1100'; thence W 405'; thence N 1100' to beg.

Regular Board of Commissioners **8.**

Meeting Date: 02/06/2012

Graystone Addition Plat

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consideration of approval of the Graystone Addition preliminary and final plats located North of Highland Street on the East side of Cleveland Street. Case S02-12 &S03-12. Applicant: Absentee Shawnee Housing Authority

---

Attachments

Graystone Addition Plat

RECOMMENDATION TO: MAYOR

BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM: CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Absentee Shawnee Housing Authority

FOR: Preliminary & Final Plat for Graystone Addition

LOCATION: North of Highland on east side of Cleveland

PROJECT NUMBER 111631 & 111632

CASE NUMBER S02-12 & S03-12

PLANNING COMMISSION MEETING DATE: February 1, 2012

PLANNING COMMISSION RECOMMENDATION: Approval with 4 conditions:

1. A waiver of 90 feet to allow for a cul-de-sac to be placed 10 feet from the adjoining property line instead of the required 100 feet with the requirement that the applicant place sightproof fencing or landscaping as per the landscaping requirements between the two property lines.
2. Final infrastructure plans shall be submitted by the applicant and approved by the City and the City Engineer prior to construction.
3. Prior to filing the final plat, the applicant shall commence with making the required and proposed public site improvements in accordance with construction plans approved by the City Engineer or otherwise bond the project in accordance with City code.
4. All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION: ***MEMBERS PRESENT:*** *7*

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
HOLT			X			
CARTER			X			
HOSTER			X			
TURNER (CHAIRMAN)			X			
SILVIA (VICE-CHAIRMAN)	X		X			
PRINCE		X	X			
SALTER			X			

RESPECTFULLY SUBMITTED,

Karen Drain
SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET:________________ DATE OF ACTION:________________

ADOPTED________________ DENIED________________

City of Shawnee

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

STAFF REPORT
Graystone Addition, Combined Report
Case #S02-12, #S03-12

TO: Shawnee Planning Commission

AGENDA: February 1, 2012

RE: Graystone Addition Preliminary and Final Plat

PROPOSAL

The applicant proposes to create a new addition to the Remington Beard Addition, with the addition of 8 single family buildable tracts and one common area for drainage. The total acreage of the proposed lot is 3.33 acres. The property is currently vacant.

The property is zoned R-1 and single family units are a permitted use.

GENERAL INFORMATION

Applicant	Absentee Shawnee Housing Authority
Contact	Kendall W. Dillon, PE, Crafton, Tull & Associates
Site Location/Address	1,000 feet North of Highland Street on the East Side of Cleveland Ave.
Current Site Zoning	R-1 (Single-Family Residential)
Comprehensive Plan Designation	Residential
Existing Land Use	Vacant
Proposed Land Use	Single family residential and Common area
Surrounding Land Use	North: Residential South: Residential

	West: Residential East: Residential
Surrounding Zoning	North: R-1 South: R-2 West: R-1 East: R-2 and R-3

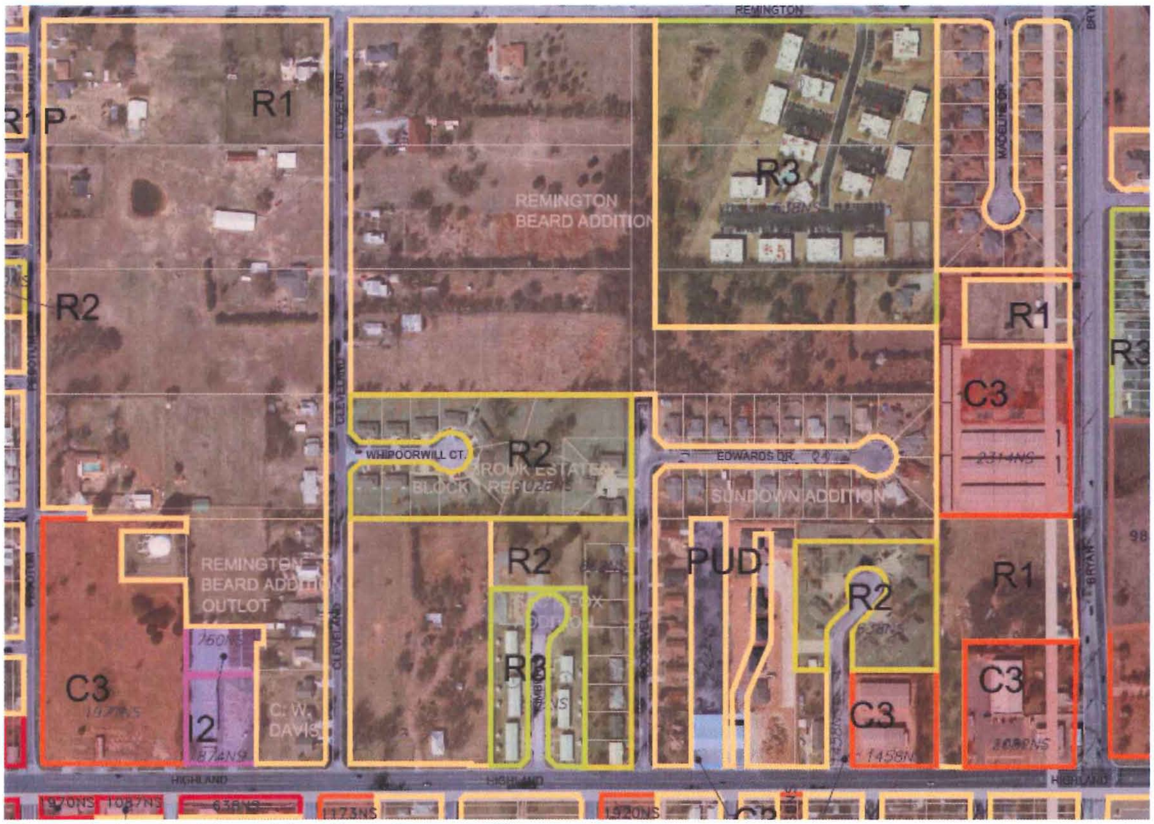


Figure 1: Zoning Map of the site and surrounding area.

Figure 2: Aerial view of site – approximate total area outlined in red.

STAFF REVIEW AND ANALYSIS

Staff has reviewed the proposed preliminary and final plats and finds that the applicant does require a waiver to be compliant with the City's platting requirements. According to the Subdivision Regulation, 40.2.1 (T)(1), "The subdivision terminus shall be no closer than one hundred (100) feet from the right-of-way line to the boundary of adjoining property." The current plat shows the applicant requesting the cul-de-sac be 10 feet from the adjoining property line. In review, Staff believes this will not be an issue to both properties since the applicant owns both properties and will continue to do so for the foreseeable future. However to mitigate this issue and provide some protection in the event that the property should change hands, Staff recommends as part of the waiver request a condition that the applicant provide fencing or screening for those property owners on that side. In support of the requested approval, the applicant has submitted the necessary plat documents and engineering reports.

With respect to utilities, the site is currently served by City water and sewer service. Additional building plan review will be conducted at the time of building permit submittal. The proposed lots meet the zoning requirements for size and width. Regarding the technical aspects of the submitted plat, the City Engineer has reviewed the submitted plans and has no objection to preliminary and final plat approval provided that requested changes are made before the final plat is recorded.

STAFF RECOMMENDATION

Staff recommends **approval** of the Graystone Addition, Preliminary and Final Plats, subject to the following conditions:

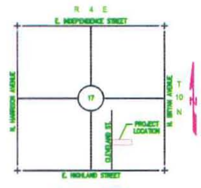
1. A waiver of 90 feet to allow for a cul-de-sac to be placed 10 feet from the adjoining property line instead of the required 100 feet with the requirement that the applicant place sightproof fencing or landscaping as per the landscaping requirements between the two property lines.
2. Final infrastructure plans shall be submitted by the applicant and approved by the City and the City Engineer prior to construction.
3. Prior to filing the final plat, the applicant shall commence with making the required and proposed public site improvements in accordance with construction plans approved by the City Engineer or otherwise bond the project in accordance with City code.
4. All other applicable City standards apply.

PROJECT OWNER AND DEVELOPER:

ABSENTEE SHAWNEE HOUSING AUTHORITY
2510 E. INDEPENDENCE, SUITE 400
SHAWNEE, OKLAHOMA
74804

PH: 405.273.1050
FX: 405.273.0577

PRELIMINARY PLAT
OF
GRAYSTONE ADDITION
PART OF THE S.E./4 OF SEC. 17, T-10-N, R-4-E, I.M.
SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA



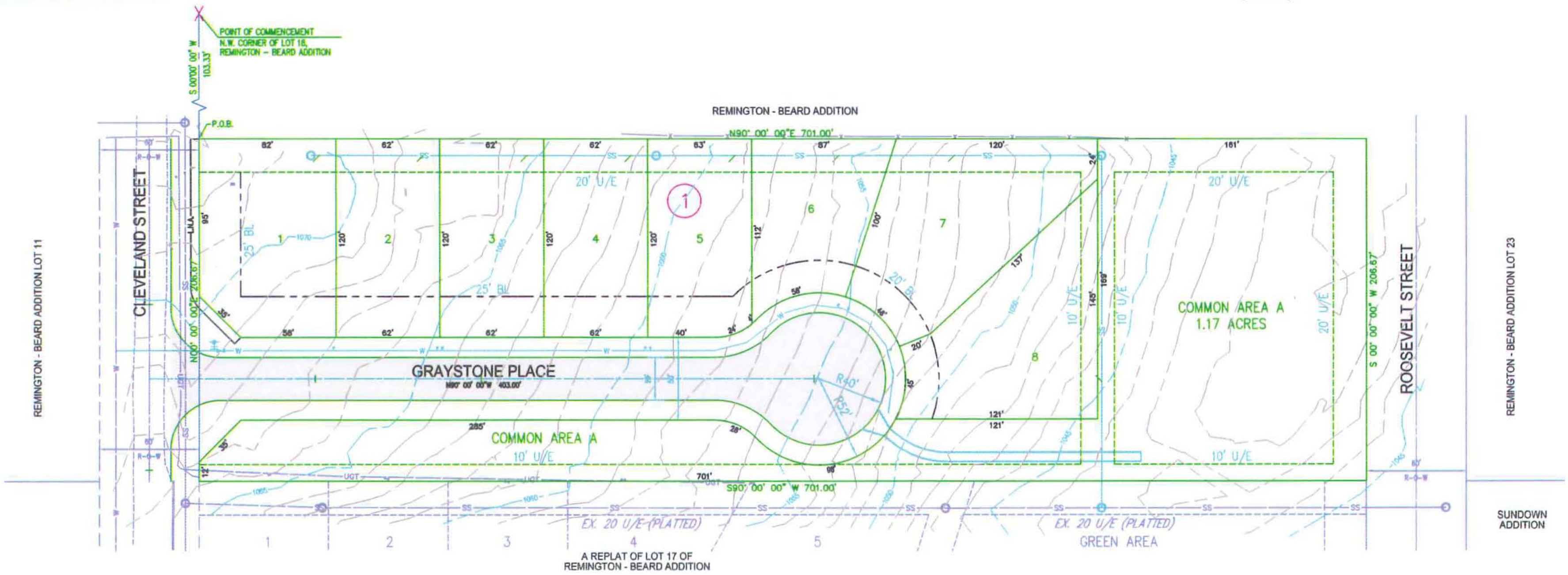
LOCATION MAP
SCALE: 1" = 2000'

SCALE: 1" = 30'
GRAPHIC SCALE IN FEET
30 0 30

BASIS OF BEARING = WEST LINE OF LOT 18, REMINGTON – BEARD ADDITION (N00°00'00"E)

LEGEND

BL	BUILDING LIMIT LINE
D/E	DRAINAGE EASEMENT
EX.	EXISTING
L.N.A.	LIMITS OF NO ACCESS
U/E	UTILITY EASEMENT



NOTES:

1. MAINTENANCE OF THE COMMON AREAS AND ISLANDS/MEDIANS IN PUBLIC RIGHTS-OF-WAY SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS ASSOCIATION. NO STRUCTURES, STORAGE OF MATERIAL, GRADING, FILL, OR OTHER OBSTRUCTIONS, EITHER TEMPORARY OR PERMANENT SHALL BE PLACED WITHIN THE DRAINAGE RELATED COMMON AREAS AND/OR DRAINAGE AREAS SHOWN. CERTAIN AMENITIES SUCH AS, BUT NOT LIMITED TO, WALKS, BENCHES, PIERS, AND DOCKS, SHALL BE PERMITTED IF INSTALLED IN A MANNER TO MEET THE REQUIREMENTS SPECIFIED ABOVE.

COMMON AREAS:	
C/A 'A'	1.17 ACRES
TOTAL C/A (SITE)	1.17 ACRES

LOT COUNT:	
SINGLE-FAMILY RESIDENTIAL	8 LOTS
SINGLE-FAMILY	3.33 ACRES

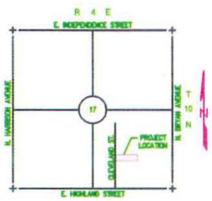
LEGAL DESCRIPTION

A tract of land described as beginning 103.33 feet (103 feet and 4 Inches) South of the Northwest Corner (N.W./C) of Lot Eighteen (18), Remington-Beard Addition, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof, thence South 206.67 feet (206 feet and 8 Inches); thence East 701 feet; thence North 206.67 feet (206 feet and 8 Inches); thence West 701 feet to the Point of Beginning.

PRELIMINARY PLAT TO SERVE
GRAYSTONE ADDITION

Crafton Tull
architecture | engineering | surveying

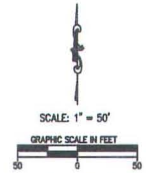
SHEET NO.:	1 of 1
DATE:	01/13/12
PROJECT NO.:	116077-00



LOCATION MAP
SCALE: 1" = 2000'

FINAL PLAT
OF
GRAYSTONE ADDITION

PART OF THE S.E./4 OF SEC. 17, T-10-N, R-4-E, I.M.
SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA



SCALE: 1" = 50'

GRAPHIC SCALE IN FEET

50 0 50

BASIS OF BEARING = WEST LINE OF LOT 18, REMINGTON – BEARD ADDITION (N00°00'00"E)

OWNER'S CERTIFICATE AND DEDICATION

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

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

ABSENTEE SHAWNEE HOUSING AUTHORITY

____
SHERRY BEAMS
EXECUTIVE DIRECTOR

STATE OF OKLAHOMA)
)SS:
COUNTY OF CLEVELAND)

Before me, the undersigned Notary Public, in and for said County and State on this ______ day of ______________, ______, personally appeared SHERRY BEAMS, EXECUTIVE DIRECTOR OF ABSENTEE SHAWNEE HOUSING AUTHORITY, to me known to be the identical person who executed the within and foregoing instrument, and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of said corporation, for the uses and purposes herein set forth.

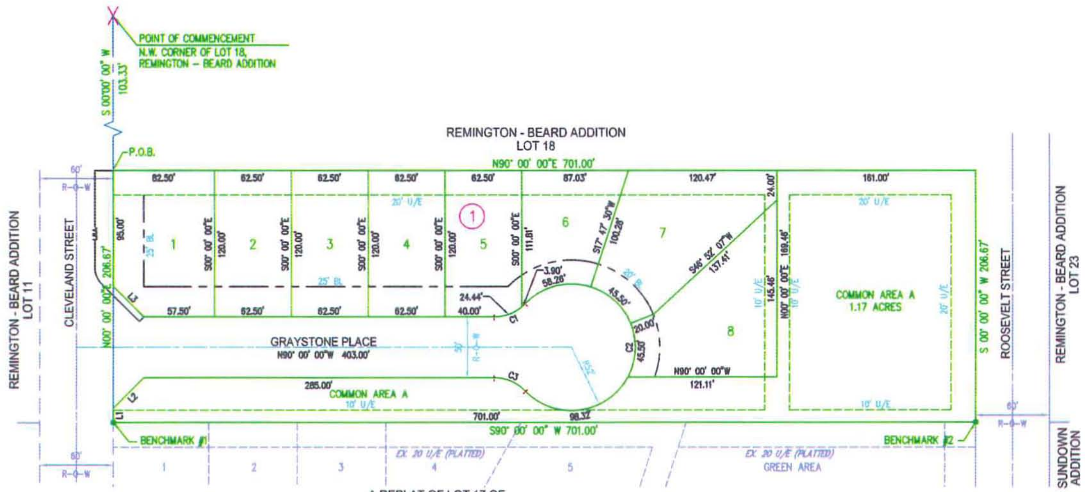
MY COMMISSION EXPIRES:

May 2, 2015

____
NOTARY PUBLIC
#11004011

LEGAL DESCRIPTION

A tract of land described as beginning 103.33 feet (103 feet and 4 inches) South of the Northwest Corner (N.W./C) of Lot Eighteen (18), Remington–Beard Addition, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof, thence South 206.67 feet (206 feet and 8 inches); thence East 701 feet; thence North 206.67 feet (206 feet and 8 inches); thence West 701 feet to the Point of Beginning.



A REPLAT OF LOT 17 OF
REMINGTON - BEARD ADDITION

LAND SURVEYOR'S CERTIFICATE

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

____
WILLIAM SULLIVAN, R.P.L.S. 1571

STATE OF OKLAHOMA)
)SS:
COUNTY OF OKLAHOMA)

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

MY COMMISSION EXPIRES:

March 28, 2015

____
NOTARY PUBLIC
#03005138

CITY PLANNING COMMISSION APPROVAL

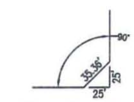
I, ____________________, Planning Director of the City of Shawnee, do certify that the Shawnee Planning Commission duly approved this plat on the ______ day of ______________, ______.

____
PLANNING DIRECTOR

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	28.34	35.00	046°23'50"	N66° 48' 05"E	27.57
C2	247.58	52.00	272°47'40"	N00° 00' 00"E	71.72
C3	28.34	35.00	046°23'50"	N66° 48' 05"W	27.57

PARCEL LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	11.67	N00° 00' 00"E
L2	35.36	N45° 00' 00"E
L3	35.36	N45° 00' 00"W

LEGEND	
BL	BUILDING LIMIT LINE
R–O–W	RIGHT OF WAY
EX.	EXISTING
L.N.A.	LIMITS OF NO ACCESS
U/E	UTILITY EASEMENT



TYPICAL BLOCK CORNER

BONDED ABSTRACTOR'S CERTIFICATE

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

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

FIRST AMERICAN TITLE & TRUST COMPANY

____
VICE-PRESIDENT

COUNTY TREASURER'S CERTIFICATE

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

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

____
COUNTY TREASURER

ACCEPTANCE OF DEDICATION OF CITY COUNCIL

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

ATTEST:

______________________ ______________________
CITY CLERK MAYOR

CERTIFICATE OF CITY CLERK

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

____
CITY CLERK

NOTES

1. THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING 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 11 SECTION 41–108 OF THE OKLAHOMA STATE STATUTES.

2. CENTERLINE OF ROADWAY MONUMENTS SHALL BE AS FOLLOWS:

MAGNETIC NAILS WITH WASHER FOR ASPHALT PAVING
CUT "X" FOR CONCRETE PAVING

3. PROPERTY CORNER MONUMENTS SHALL BE:

3/8" IRON RODS WITH A PLASTIC CAP

4. BENCHMARKS:
1) 1/2" IRON PIN @ THE S.W./CORNER OF SUBJECT SITE. ELEV=1066.89 (NAVD 88 DATUM)
2) 1/2" IRON PIN @ THE S.E./CORNER OF SUBJECT SITE. ELEV=1044.51 (NAVD 88 DATUM)

5. MAINTENANCE OF THE COMMON AREAS AND ISLANDS/MEDIANS IN PUBLIC RIGHTS–OF–WAY SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS ASSOCIATION. NO STRUCTURES, STORAGE OF MATERIAL, GRADING, FILL, OR OTHER OBSTRUCTIONS, EITHER TEMPORARY OR PERMANENT SHALL BE PLACED WITHIN THE DRAINAGE RELATED COMMON AREAS AND/OR DRAINAGE AREAS SHOWN. CERTAIN AMENITIES SUCH AS, BUT NOT LIMITED TO, WALKS, BENCHES, PIERS, AND DOCKS, SHALL BE PERMITTED IF INSTALLED IN A MANNER TO MEET THE REQUIREMENTS SPECIFIED ABOVE.

FINAL PLAT TO SERVE
GRAYSTONE ADDITION

214 E. Main
Oklahoma City, Oklahoma 73104
Crafton Tull
architecture | engineering | surveying
www.craftontull.com

SHEET NO.: 1 OF 1
DATE: 01/13/12
PROJECT NO.: 11607700

PRELIMINARY PLAT APPLICATION FOR THE CITY OF SHAWNEE

Please provide a submittal letter, 12-24 X 36 maps, PE & Ownership Certifications, 1 electronic map (kdrain@shawneeok.org) and filing fees upon submitting this application.

APPLICANT Absentee Shawnee Housing Authority

APPLICANT ADDRESS 107 North Kimberly, Shawnee, OK 74802

APPLICANT PHONE NUMBERS (405) 273-1050

EMAIL ADDRESS

NAME OF PLAT Graystone Addition

LOCATION SE/4, Sec. 17, T-10-N, R-4-E., Pottawatomie County 1,000 feet North of Highland Street on the East Side of Cleveland Avenue

NUMBER OF ACRES 3.3 NUMBER OF LOTS

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: COST IS $225.00

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

PLUS **$1.00** PER LOTS OVER FIFTY(50) LOTS NUMBER OF LOTS

TOTAL COST

FOR LESS THAN 2 ACRE LOTS: COST IS $225.00

PLUS **$2.00** PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 8 $16.00

PLUS **$1.00** PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS

TOTAL COST $241.00 pd. 1/9/12

OWNER/DEVELOPER INFORMATION:

NAME Sherry Beams, Executive Director , Absentee Shawnee Housing Authority

ADDRESS 107 North Kimberly, Shawnee, OK 74802

CONTACT NUMBERS (405) 273-1050 Fax: (405) 273-0577

EMAIL ADDRESS sbeams@ashousingauthority.com

PROJECT ENGINEER INFORMATION:

NAME Kendall W. Dillon, P.E., VP-Residential, Crafton Tull & Associates

ADDRESS 214 East Main Street, Oklahoma City, OK 73104

CONTACT NUMBERS 405-787-6270 (O) 405-787-6276 (Fax)

EMAIL ADDRESS Kendall.Dillon@craftontull.com

FINAL PLAT APPLICATION FOR THE CITY OF SHAWNEE

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map (kdrain@shawneeok.org) and filing fees upon submitting this application.

APPLICANT Absentee Shawnee Housing Authority

APPLICANT ADDRESS 107 North Kimberly, Shawnee, OK 74802

APPLICANT PHONE NUMBERS (405) 273-1050

EMAIL ADDRESS

NAME OF PLAT Graystone Addition

LOCATION ~~SE/4, Sec. 17, T-10-N, R-4-E, Pottawatomie County, 111 N. Bryan~~

NUMBER OF ACRES 3.3 NUMBER OF LOTS 8

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: COST IS $325.00

PLUS **$3.00** PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS ____ ______

PLUS **$1.00** PER LOTS OVER FIFTY(50) LOTS NUMBER OF LOTS ____ ______

TOTAL COST ______

FOR LESS THAN 2 ACRE LOTS: COST IS $325.00

PLUS **$2.00** PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 8 $16.00

PLUS **$1.00** PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS ____ ______

TOTAL COST $341.00 paid 1/9/12

OWNER/DEVELOPER INFORMATION:

NAME Sherry Beams, Executive Director, Absentee Shawnee Housing Authority

ADDRESS 107 North Kimberly, Shawnee, OK 74802

CONTACT NUMBERS (405) 237-1050 Fax (405) 273-0577

EMAIL ADDRESS sbeams@ashousingauthority.com

PROJECT ENGINEER INFORMATION:

NAME Kendall Dillon, PE, VP-Residential, Crafton Tull & Associates

ADDRESS 214 East Main, Oklahoma City, OK 73104

CONTACT NUMBERS (405) 787-6270 Fax: (405) 787-6276

EMAIL ADDRESS Kendall.Dillon@craftontull.com

Regular Board of Commissioners **9.**

Meeting Date: 02/06/2012

Austin & Austin Plat

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consideration of approval of the Austin & Austin preliminary plat located in the 3800 block of North Harrison Street on the West side. Case #S04-12 Applicant: Landes Engineering LLC

Attachments

Austin & Austin Plat

RECOMMENDATION TO: MAYOR

BOARD OF CITY COMMISSIONERS

CITY OF SHAWNEE

RECOMMENDATION FROM: CITY OF SHAWNEE

PLANNING COMMISSION

SUBJECT:

APPLICANT: Landes Engineering LLC

FOR: Preliminary Plat for Austin & Austin

LOCATION: 3800 block of N Harrison

PROJECT NUMBER 111633 **CASE NUMBER** S04-12

PLANNING COMMISSION MEETING DATE: **February 1, 2012**

PLANNING COMMISSION RECOMMENDATION: Approval with 3 conditions:

1. The applicant shall build the private street (if approved) to city standards and the street design shall be approved by the City Engineer prior to construction.
2. Final infrastructure plans shall be submitted by the applicant and approved by the City and the City Engineer prior to construction.
3. All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION: ***MEMBERS PRESENT:*** *7*

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
HOLT	X		X			
CARTER			X			
HOSTER			X			
TURNER (CHAIRMAN)			X			
SILVIA (VICE-CHAIRMAN)			X			
PRINCE			X			
SALTER		X	X			

RESPECTFULLY SUBMITTED,

Karen Drain

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET:_______________ DATE OF ACTION:_______________

ADOPTED__________ DENIED__________

City of Shawnee

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

STAFF REPORT
Austin & Austin Addition, Preliminary Plat
Case #S04-12

TO: Shawnee Planning Commission

AGENDA: February 1, 2012

RE: Austin and Austin Addition Preliminary Plat

PROPOSAL

The applicant proposes dividing a 22 acre lot into 6 lots totaling 12.27 acres, leaving one lot of 10.61 acres located in the floodplain. The plat shows future buildings proposed on Lots 1 and 6 with the intended use being retail/commercial, however specific uses have not been determined at this time. The property is currently vacant.

The property is zoned C-3.

GENERAL INFORMATION

Applicant	Austin & Austin Investments , LLC
Contact	Landes Engineering
Site Location/Address	3800 Block of N. Harrison West Side
Current Site Zoning	C-3
Comprehensive Plan Designation	Commercial/Residential
Existing Land Use	Vacant
Proposed Land Use	Single family residential and Common area
Surrounding Land Use	North: Vacant and Commercial South: Commercial West: Vacant

	East: Commercial
Surrounding Zoning	North: C-3P South: A-1 West: A-1 East: C-3P

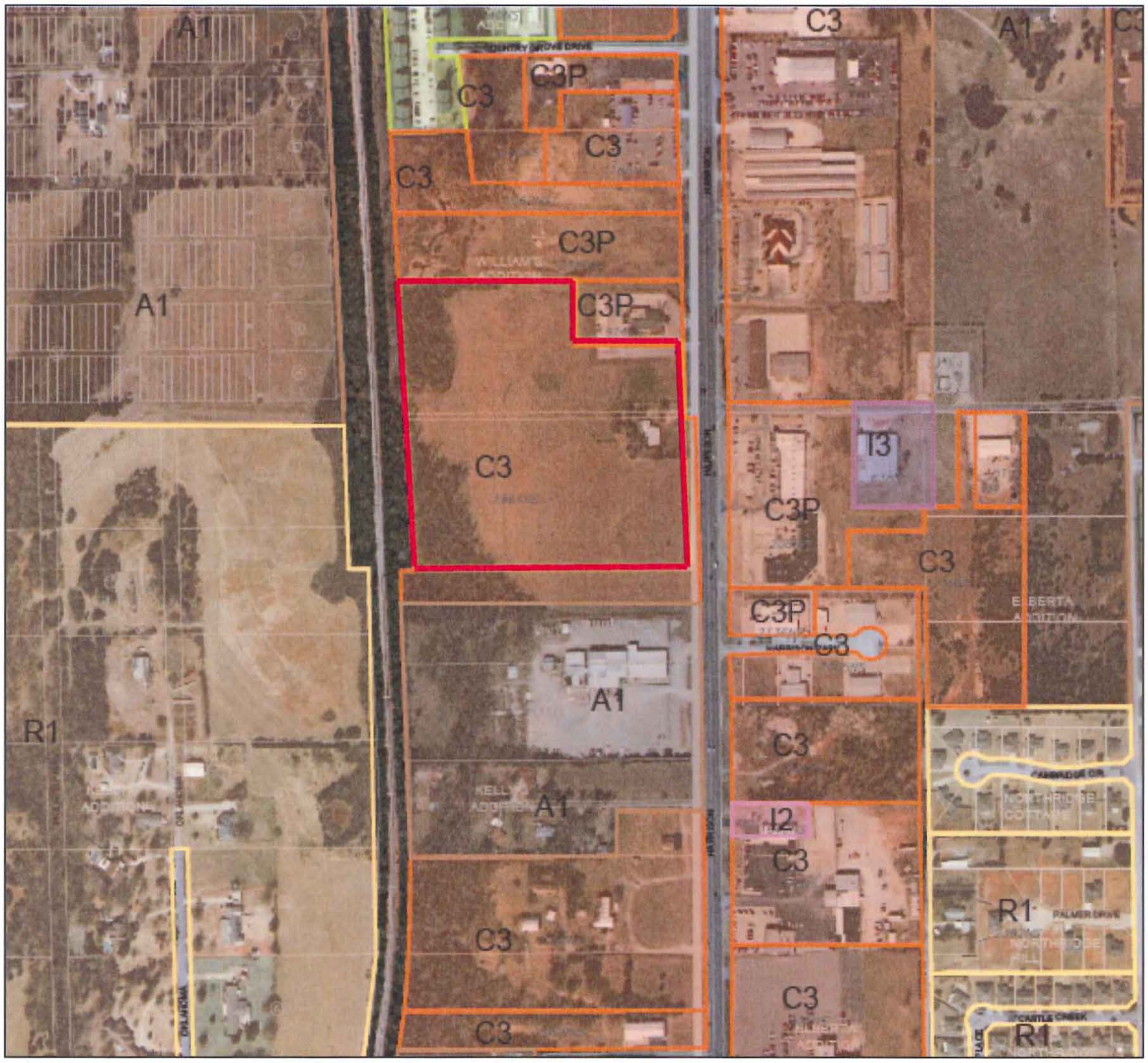


Figure 1: Zoning map of site – approximate total area outlined in red.

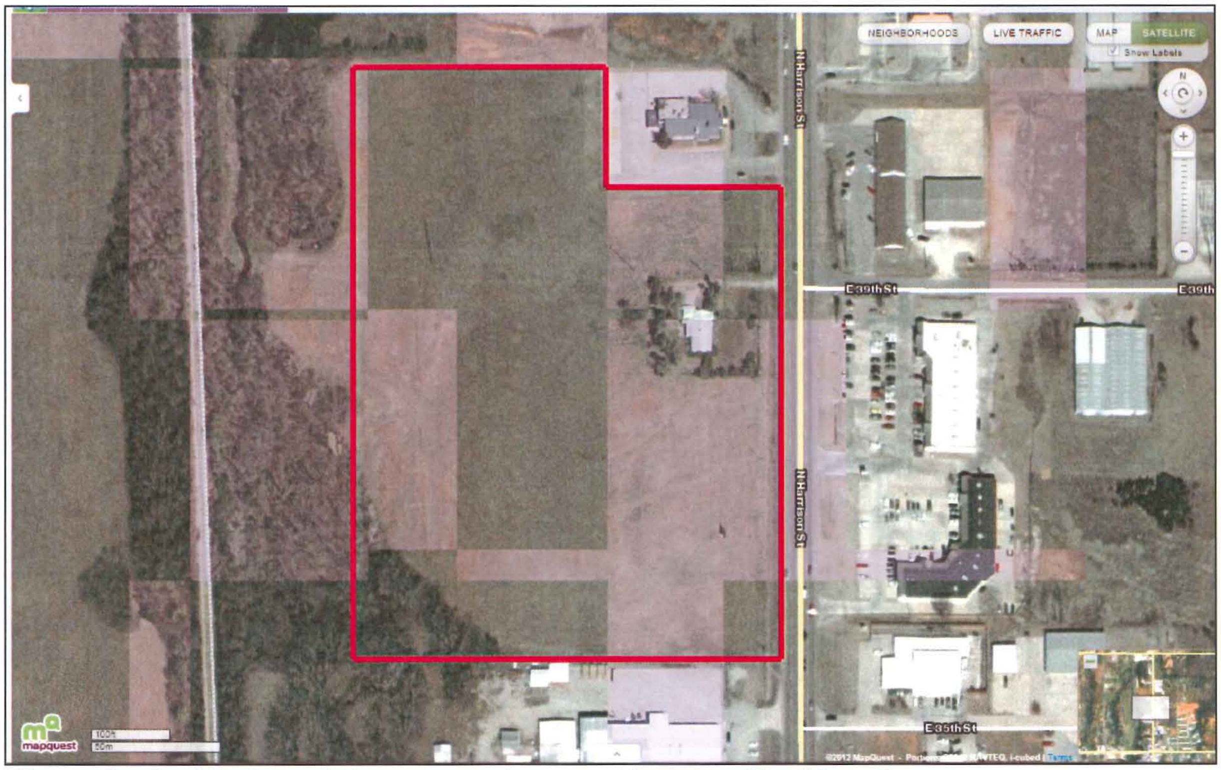


Figure 2: Aerial view of site – approximate total area outlined in red.

STAFF REVIEW AND ANALYSIS

Staff has reviewed the proposed preliminary and plat and finds that the plat does not conform to the City's zoning requirements. Lots 5 and 6 do not have road frontage along a public street and instead will front on a private street within the development. As per Section 604.4 regarding lot width for properties zoned C-3, "Such lots shall abut upon a dedicated street for a distance not less than sixty (60') feet". The two lots in question are platted to show frontage along a private street instead of the required public right-of-way.

To address this issue, the applicant could request a zone change to C-5, General Commercial District which according to Section 606. 4, Lot Width, "For buildings, there shall be a minimum lot width of one hundred (100') feet at the building line, and such lot shall abut on <u>a street</u> (emphasis added) for a distance of not less than sixty (60') feet." Both of these zone changes would allow for the platting of lots not abutting public right-of-way. Staff has contacted the applicant and the applicant has indicated that they wish to make application for a zone change at the same time they file for approval of the Final Plat.

With respect to utilities, the site is currently served by City water and sewer service, and the developer has proposed the construction of water and other utilities lines within the development. Additional building plan review will be conducted at the time of building permit submittal. Regarding the technical aspects of the submitted plat, the City Engineer has reviewed the submitted plans and has <u>no objection</u> to preliminary plat approval, provided the engineering details and requirements for final plat approval are adhered to and that the street issue be resolved prior to final plat approval.

STAFF RECOMMENDATION

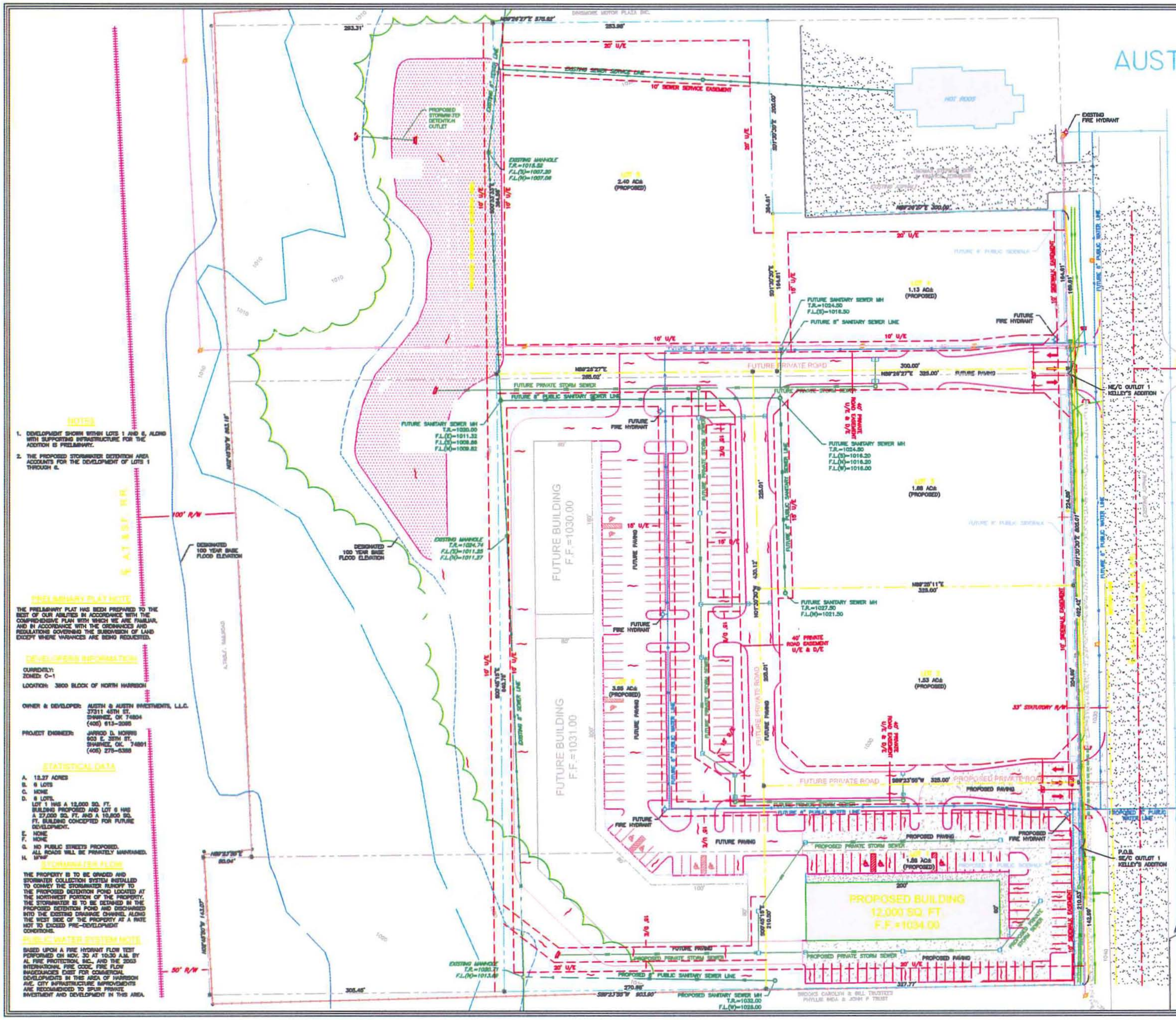
Staff recommends **approval** of the Austin and Austin Addition, Preliminary Plat, subject to the following conditions:

1. Should the applicant choose to proceed with the proposed private road, a zoning change is required and must be submitted before or concurrently with final plat approval.
2. The applicant shall build the private street (if approved) to city standards and the street design shall be approved by the City Engineer prior to construction.
3. Final infrastructure plans shall be submitted by the applicant and approved by the City and the City Engineer prior to construction.
4. All other applicable City standards apply.

PRELIMINARY PLAT

AUSTIN & AUSTIN ADDITION

A PORTION OF OUTLOT ONE (1)
AND THE NORTH 3.08 ACRES
OF OUTLOT TWO (2)
OF KELLEY'S ADDITION
AND
A PORTION OF THE
SOUTH 7.55 ACRES OF LOT FOUR (4)
OF WILLIAMS ADDITION
NOW ARMOURDALE ADDITION
TO THE CITY OF SHAWNEE
POTTAWATOMIE COUNTY, OKLAHOMA.



NOTES

1. DEVELOPMENT SHOWN WITHIN LOTS 1 AND 6, ALONG WITH SUPPORTING INFRASTRUCTURE FOR THE ADDITION IS PRELIMINARY.
2. THE PROPOSED STORMWATER DETENTION AREA ACCOUNTS FOR THE DEVELOPMENT OF LOTS 1 THROUGH 6.

PRELIMINARY PLAT NOTE

THE PRELIMINARY PLAT HAS BEEN PREPARED TO THE BEST OF OUR ABILITIES IN ACCORDANCE WITH THE COMPREHENSIVE PLAN WITH WHICH WE ARE FAMILIAR, AND IN ACCORDANCE WITH THE ORDINANCES AND REGULATIONS GOVERNING THE SUBDIVISION OF LAND EXCEPT WHERE VARIANCES ARE BEING REQUESTED.

DEVELOPERS INFORMATION

CURRENTLY:
ZONED: C-1

LOCATION: 3800 BLOCK OF NORTH HARRISON

OWNER & DEVELOPER: AUSTIN & AUSTIN INVESTMENTS, L.L.C.
37311 45TH ST.
SHAWNEE, OK 74804
(405) 613-2085

PROJECT ENGINEER: JARROD D. NORRIS
903 E. 35TH ST.
SHAWNEE, OK. 74801
(405) 275-5365

STATISTICAL DATA

A. 12.27 ACRES
B. 6 LOTS
C. NONE
D. 6 LOTS. LOT 1 HAS A 12,000 SQ. FT. BUILDING PROPOSED AND LOT 6 HAS A 27,000 SQ. FT. AND A 10,800 SQ. FT. BUILDING CONCEPTED FOR FUTURE DEVELOPMENT.
E. NONE
F. NONE
G. NO PUBLIC STREETS PROPOSED. ALL ROADS WILL BE PRIVATELY MAINTAINED.
H. N/A

STORMWATER FLOW

THE PROPERTY IS TO BE GRADED AND STORMWATER COLLECTION SYSTEM INSTALLED TO CONVEY THE STORMWATER RUNOFF TO THE PROPOSED DETENTION POND LOCATED AT THE NORTHWEST PORTION OF THE PROPERTY. THE STORMWATER IS TO BE DETAINED IN THE PROPOSED DETENTION POND AND DISCHARGED INTO THE EXISTING DRAINAGE CHANNEL ALONG THE WEST SIDE OF THE PROPERTY AT A RATE NOT TO EXCEED PRE-DEVELOPMENT CONDITIONS.

PUBLIC WATER SYSTEM NOTE

BASED UPON A FIRE HYDRANT FLOW TEST PERFORMED ON NOV. 30 AT 10:30 A.M. BY AL FIRE PROTECTION, INC., AND THE 2003 INTERNATIONAL FIRE CODE, FIRE FLOW INADEQUACIES EXIST FOR COMMERCIAL DEVELOPMENTS IN THIS AREA OF HARRISON AVE. CITY INFRASTRUCTURE IMPROVEMENTS ARE RECOMMENDED TO SPUR PRIVATE INVESTMENT AND DEVELOPMENT IN THIS AREA.

LEGEND

(●) INDICATES 3/8" IRON PIN, SET
(○) INDICATES EXISTING IRON PIN
WATER METER
WATER VALVE
FIRE HYDRANT
POWER POLE
LIGHT POLE
GUY WIRE
GAS METER
VENT PIPE
TELEPHONE PEDESTAL
ELECTRIC BOX
CLEAN OUT
MANHOLE
STORM DRAIN
AIR CONDITIONER UNIT
SIGN
BENCHMARK
TREE
TELEPHONE, UNDERGROUND
UNDERGROUND ELECTRIC
OVERHEAD ELECTRIC & CABLE TV
FIBER OPTIC CABLE
CABLE TV
PETROLEUM LINE
GAS LINE
HIGH PRESSURE GAS LINE
WATER LINE
SANITARY SEWER LINE
STORM SEWER
PRESSURIZED SANITARY SEWER LINE
FENCE
FLOW LINE
PROPOSED DRAINAGE FLOW DIRECTION

LEGAL DESCRIPTION

A PART OF OUT LOT NO. ONE (1) AND THE NORTH 3.08 ACRES OF OUT LOT NO. TWO (2) OF KELLY'S ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, AND A PART OF THE SOUTH 7.55 ACRES OF LOT NO. FOUR (4) WILLIAMS ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, FORMERLY BLOCK "K," ARMOURDALE ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

BEGINNING AT THE SOUTHEAST CORNER (SE/C) OF OUT LOT NO. 1 OF KELLEY'S ADDITION; THENCE S01°30'30"E ALONG THE EAST LINE OF OUT LOT NO. 2 OF KELLEY'S ADDITION, A DISTANCE OF 142.89 FEET TO THE SOUTH LINE OF THE NORTH 3.08 OF SAID OUT LOT NO. 2; THENCE S89°23'55"W ALONG THE SOUTH LINE OF THE NORTH 3.08 ACRES OF SAID OUT LOT NO. 2, A DISTANCE OF 898.45 FEET; THENCE N00°46'15"W, A DISTANCE OF 640.78 FEET; THENCE N00°33'33"W, A DISTANCE OF 384.56 FEET TO THE NORTH LINE OF THE SOUTH 7.55 ACRES OF LOT NO. 4 WILLIAMS ADDITION; THENCE N89°26'27"E ALONG THE NORTH LINE OF THE SOUTH 7.55 ACRES OF LOT NO. 4 WILLIAMS ADDITION; THENCE S01°30'30"E, A DISTANCE OF 300.00 FEET; THENCE N89°26'27"E, A DISTANCE OF 300.00 FEET TO THE EAST LINE OF LOT NO. 4 WILLIAMS ADDITION; THENCE S01°30'30"E ALONG THE EAST LINE OF LOT NO. 4 WILLIAMS ADDITION, A DISTANCE OF 189.61 FEET TO THE NORTHEAST CORNER (NE/C) OF OUT LOT NO. 1 OF KELLEY'S ADDITION; THENCE CONTINUING S01°30'30"E ALONG THE EAST LINE OF SAID OUT LOT NO. 1, A DISTANCE OF 482.42 FEET TO THE POINT OF BEGINNING, CONTAINING 12.27 ACRES, MORE OR LESS, AND SUBJECT TO ALL RECORDED EASEMENTS AND RIGHT-OF-WAYS THEREOF.

LOCATION MAP
SCALE: 1" = 2000'

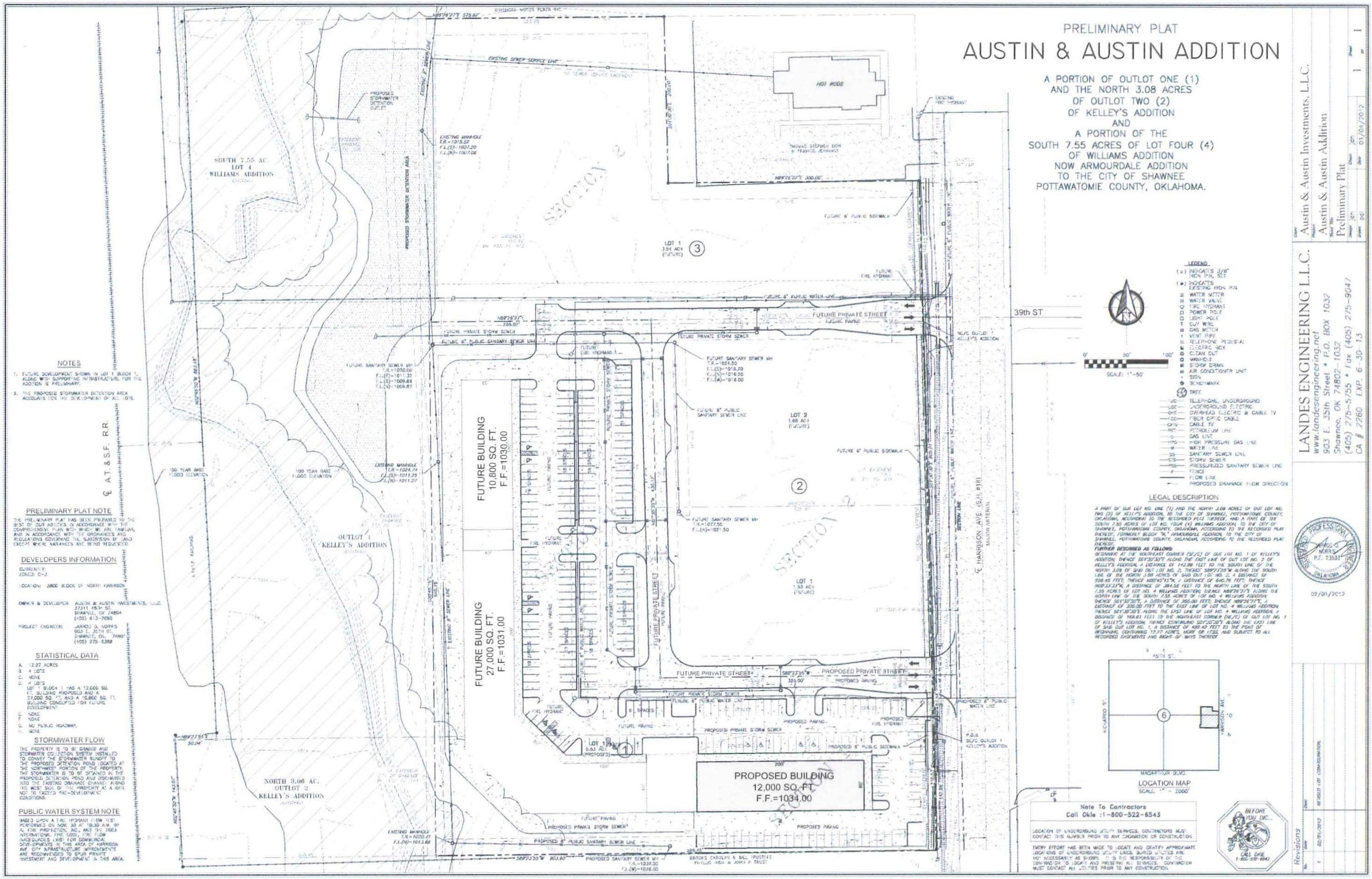
Note To Contractors
Call Okie (1-800-522-6543)

BEFORE YOU DIG... CALL OKIE

LANDES ENGINEERING L.L.C.
www.landesengineering.net
903 E. 35th Street * P.O. BOX 1032
Shawnee, OK 74802-1032
(405) 275-5755 * Fax (405) 275-9047
CA # 2260 EXP. 6-30-13

Client	Austin & Austin Investments, L.L.C.
Project	Austin & Austin Addition
Sheet title	Preliminary Plat
Design	jdn
Drawn	pdl
Checked	jdn
Date	01/04/2012
Sheet	1 of 1

Revisions



RECEIVED

FEB 0 1 2012

PLANNING / CODE

PRELIMINARY PLAT APPLICATION FOR THE CITY OF SHAWNEE

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map (kdrain@shawneeok.org) and filing fees upon submitting this application.

APPLICANT Landes Engineering LLC

APPLICANT ADDRESS 903 E. 35th St. Shawnee, OK 74802

APPLICANT PHONE NUMBERS (405) 275-5388

EMAIL ADDRESS landesengineering@landesengineering.net

NAME OF PLAT Austin & Austin Addition

LOCATION 3800 Block N.Harrison West side

NUMBER OF ACRES 12.27 NUMBER OF LOTS 6

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: COST IS $225.00

PLUS **$3.00** PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 6 18.00

PLUS **$1.00** PER LOTS OVER FIFTY(50) LOTS NUMBER OF LOTS ___ ___

TOTAL COST $243.00 pd. 1/10/12

FOR LESS THAN 2 ACRE LOTS: COST IS $225.00

PLUS **$2.00** PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS ___ ___

PLUS **$1.00** PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS ___ ___

TOTAL COST ___

OWNER/DEVELOPER INFORMATION:

NAME Austin & Austin Investments, LLC

ADDRESS 37311 45th St. Shawnee, OK 74804

CONTACT NUMBERS (405) 613-2095

EMAIL ADDRESS ___

PROJECT ENGINEER INFORMATION:

NAME Jarrod D. Norris

ADDRESS 903 E. 35th St. Shawnee, OK 74802

CONTACT NUMBERS (405) 275-5388

EMAIL ADDRESS jnorris@landesengineering.net

Regular Board of Commissioners **10. a.**

Meeting Date: 02/06/2012

Harrison Street Planter Project

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Harrison Street Planter Project COS-PW-11-06 (Open)

Attachments

Notice to Bidders

Bidders List

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, Oklahoma, City Hall, 16 West 9th – P.O. Box 1448, Shawnee, OK 74802-1448 up to 4:00 p.m., **Monday, February 6, 2012,** for:

BID: CONTRACT NO. COS-PW-11-06
HARRISON STREET PLANTER PROJECT

Bidding Documents, Plans and Specifications are available to qualified bidders at the office of City Engineer, 222 North Broadway, Shawnee, OK 74802-1448. The fee for Plans and Specifications is $50.00 per contract set and is non-refundable. No documents will be mailed unless the request is accompanied by an additional $5.00 per set to cover mailing cost. **A Pre-Bid Conference is scheduled for Wednesday, January 18, 2012, at 11:00 a.m. in the Engineering Conference Room, 222 North Broadway, Shawnee, OK.**

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

BID: CONTRACT NO. COS-PW-11-06
HARRISON STREET PLANTER PROJECT
February 6, 2012

This project shall include **excavation and removal of existing median, construction of new stamped concrete slope walls and providing various types of plans for landscaping and installation of irrigation system.** BIDDERS must obtain Bid Documents directly from the City of Shawnee in order for Bids to be acknowledged. The ORIGINAL COPY of each bid shall be filed with the City Clerk of the City of Shawnee, Oklahoma, together with a sworn anti-collusion affidavit in writing that the bidder has not entered into any agreement, expressed or implied, with any other bidder, or bidders, for the purpose of limiting the bid, or bidders, or parcel out to any bidder, or bidders or any other persons, any part of the contract or subject matter of the bid.

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

The bids filed with the City Clerk will be opened and considered by the Board of Commissioners at a Public Meeting in the City Hall, Shawnee, Oklahoma, at 6:30 p.m., **Monday, February 6, 2012.** The City of Shawnee reserves the right to reject any and all bids.

City of Shawnee
A Municipal Corporation

By: ______________________
Brian E. McDougal, City Manager

THE CITY OF SHAWNEE SEAL OKLAHOMA
(SEAL)

ATTEST:

____
Phyllis Loftis, City Clerk

CITY OF SHAWNEE
PLAN HOLDER'S LIST
CONTRACT NO. COS-PW-11-06
HARRISON STREET PLANTER PROJECT

Business Name: NASH CONSTRUCTION
Contact: BOBBIE WOODROW
Address: 700 S IRVING
OKLAHOMA CITY, OK 73129
Telephone: 672-2792
Fax: 672-1022
Cell:
E-Mail: NASHCON-BCW@COX.NET
Paid for & Picked Up Specs: 12/29/11

Business Name: DTH Construction
Contact: Todd Haynie
Address: 35603 Moccasin Trl
McLoud, OK
Telephone: 590-1140
Fax: 964-2066
Cell:
E-Mail: TAHAYNIE07@AOL.COM
Paid for & Picked Up Specs: 12/30/11

Business Name: RUDY CONSTRUCTION
Contact: PHIL PRATT
Address: PO BOX 14575
Oklahoma City, OK 73113
Telephone: 478-9900
Fax: 478-9901
Cell: 417-1753
E-Mail: PPRATT@RUDYCONSTRUCTION.COM
Paid for & Picked Up Specs: 01/03/12

Business Name: PARATHON CONSTRUCTION
Contact: JIMMY SMITH
Address: 3700 NE 140TH ST
EDMOND, OK 73013
Telephone: 202-0643
Fax:
Cell:

E-Mail: JIMMY__SMITH@COXINET.NET
Paid for & Picked Up Specs: 01/06/12

Business Name: SAC SERVICES
Contact: ARTURO MARTINEZ
Address: 3600 S. ROSS
OKLAHOMA CITY, OK 73119
Telephone: 682-4948
Fax: 682-0882
Cell:
E-Mail:
Paid for & Picked Up Specs: pd by phone 01/06/12 – mailed out

Business Name:
Contact:
Address:

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

Regular Board of Commissioners **10. b.**

Meeting Date: 02/06/2012

Community Center Fire Suppression System

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Community Center Fire Suppression System (Award)

Attachments

Comm Center Fire Suppression

City of Shawnee Memorandum

To: Mayor and City Commissioners

CC: Brian Mcdougal, City Manager

From: James Bryce, Director of Operations

Date: February 1, 2012

Re: Community Center Fire Suppression System

After reviewing the bids and talking to the contractors, Staff recommends Express Fire Protection, Inc. on the Community Center Fire Suppression System in the amount Of $48,700.00. This project will come from the Capital Outlay Budget.

Account Number 301 5-1130-5420 211 1130-02

Budget Amount $80,000.00

BID TABULATION SHEET

COMMUNITY CENTER
FIRE SUPPRESSION SYSTEM

JANUARY 17, 2012

BIDDER	AMOUNT
Express Fire Protection Inc. Oklahoma City, OK	$ 48,700.00
Simplex Grinnell LP Oklahoma City, OK	$ 78,707.00
Transamerican Fire Sprinklers Oklahoma City, OK	$ 108,800.00

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, 9th & Broadway, P. O. Box 1448, Shawnee, Oklahoma, up to 4:00 p.m., Tuesday, January 3, 2012 for:

Community Center Fire Suppression System

Instructions and bid documents are available to qualified bidders at the City of Shawnee Fairview Cemetery Office located at 1400 N. Center Street, Shawnee, Oklahoma.

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

BID - Community Center Fire Suppression System
January 3, 2012

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

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, Shawnee, Oklahoma, at 6:30 p.m., Tuesday, January 3, 2012.

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

CITY OF SHAWNEE
A Municipal Corporation

Brian E. McDougal, City Manager

THE CITY OF SHAWNEE SEAL OKLAHOMA

(SEAL)

ATTEST:

Phyllis Loftis, City Clerk

Bidders List

Superior Fire
2020 Nicklas Ave.
OKC, OK 73128

Firetrol Protection Systems Inc.
108 NW 132nd St
OKC, OK.

Trans American Fire Sprinklers Inc.
4307 Prospect Ave.
OKC, OK 73129-6910

Simplex Grinnell
2835 S. Utah Ave.
OKC, OK 73108-1758
Attn: JW Ward

Alpine Fire Protection Inc.
759 Industrial Dr.
Yukon, OK 73099-2852

Atomic Services Inc.
2817 S Central Ave.
OKC, OK 73129

Lukinbill Inc.
409 Centennial Blvd.
Edmond, OK 73013

Express Fire Protection Systems Inc.
15500 Air Depot Blvd.
OKC, OK 73165
Attn: David Shearer

Oklahoma Vista Fire Sprinklers
Po Box 5564
Washington, OK 73093-9116

Control Fire Systems
Clayton White
3920 SW 149th
OKC, OK 73170

Williams Automatic Sprinkler Co.
136 NE 48th
OKC, OK 73108

EPlan
eplan@eplanbidding.com
239-0704

Bid News
project@bidnews.com
Selena – 415-2530

Prime Vendor, Inc.
bids3@prime-vendor.com
1-800-746-9554

Mayor
LINDA PETERSON

The City of Shawnee
PO Box 1448
Shawnee Oklahoma 74802-1448
(405) 273-1250 Fax (405) 878-1581
www.ShawneeOK.org

Commissioners
PAM STEPHENS
FRANK SIMS
JAMES HARROD
BILLY COLLIER
JOHN WINTERRINGER
STEVE SMITH

December 20, 2011

Notice to all bidders bidding on the **Community Center Fire Suppression System.**

This Addendum is hereby included in and made part of the Contract Documents, whether or not attached thereto.

ADDENDUM #1

1. The bid opening date has been revised from Tuesday January 3, 2011 to Tuesday January 17, 2012.

Bids will be received by the City of Shawnee, 9th & Broadway, P. O. Box 1448, Shawnee, Oklahoma 74802-1448, until 4:00 p.m., Tuesday, January 17, 2012. BIDS filed with the City Clerk will be opened and considered by the Board of Commissioners at a Public Meeting in the City Hall Commission Chambers, Shawnee, Oklahoma, at 6:30 p.m., Tuesday, January 17, 2012.

2. You must change the "Bid Date" on the front of your envelope to read:

Community Center Fire Suppression System
January 17, 2012

Failure to do so could result in your bid not being accepted.

Please Sign and date below and send a copy back to the address listed above or fax to 405-878-1593.

James Bryce
Director of Operations
City of Shawnee

Received by: ______________________________

Company: ______________________________

Date: ________________

Regular Board of Commissioners **14.**

Meeting Date: 02/06/2012

Executive Session IUPA

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider an Executive Session to discuss status of Collective Bargaining Agreement with the IUPA, Local No. 3, for FY2011-2012 and FY2012-2013 as authorized by 25 O.S. §307(B)(2).

Regular Board of Commissioners **15.**

Meeting Date: 02/06/2012

Executive Session City Manager Review

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider an Executive Session to discuss City Manager’s evaluation pursuant to 25 O.S. §307(B)(1).

Regular Board of Commissioners **16.**

Meeting Date: 02/06/2012

Action on Exec Session IUPA

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding status of Collective Bargaining Agreement with the IUPA, Local No. 3, for FY2011-2012 and FY2012-2013 as authorized by 25 O.S. §307(B)(2).

Regular Board of Commissioners **17.**

Meeting Date: 02/06/2012

Action Exec Session City Manager Review

Submitted By: Donna Mayo, Administration

Department: Administration

Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding City Manager’s evaluation pursuant to 25 O.S. §307(B)(1).