

AGENDA
BOARD OF CITY COMMISSIONERS
JUNE 20, 2023 AT 6:00 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

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

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)
2. Consider approval of Consent Agenda:
 - a. Acknowledge Staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Shawnee Airport Authority Item No. 3.
 - b. Minutes from the May 15, 2023 regular meeting and the June 9, 2023 special call meeting.
 - c. Acknowledge the following minutes and reports:
 - Board of Adjustment Minutes from the March 16, 2023, regular meeting.
 - Shawnee Beautification, Parks, and Recreation Committee Minutes from the March 16, 2023 regular meeting.
 - Shawnee Senior Citizens Advisory Board Minutes from the March 14, 2023 regular meeting.
 - License Payment Report for May 2023.

- Project Payment Report for May 2023.
- d. Lake Lease Transfer:
- Coffman Tract Lot 2, 15405 Perry Rd
 From: Jesse and Kobi Abbott
 To: Faron and Cathy Kincheloe
- e. Approve renewal of the following agreements for Fiscal Year 2023-2024:
- Agreement with the Housing Authority of the City of Shawnee for Supplemental Police Services.
 - Agreement with Independent School District North Rock Creek for Police Services.
 - Interlocal Agreement with Pottawatomie County for the paving/repair of streets and roads owned by the City of Shawnee.
 - Agreement with the Pottawatomie County District Court (Judicial District 23) to enable the Municipal Court to establish, develop, and implement programs for juvenile misdemeanor offenders.
 - Agreement with REACT Ambulance Authority for Dispatch Services.
 - Agreement with South Central Industries, Inc. for Right-of-Way Maintenance Services.
 - Agreement with Youth and Family Resource Center, Inc. for Juvenile Services.
 - Agreement with the Pottawatomie County Public Safety Center for Jail Services.
 - Professional Services Agreement with Crawford and Associates for the period of July 1, 2023 through June 30, 2024.
- f. Acknowledge the request of an Inter-Governmental Agreement with the City of Oklahoma City for Regional Household Hazardous Waste Collection and Management Service.
- g. Mayor's appointments:
- Airport Advisory Board

Scott Lee <i>Reappointment</i>	2nd Full Term	Expires: July 1, 2026
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Blake White <i>Reappointment</i>	2nd Full Term	Expires: July 1, 2026
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Planning Commission

Amanda Johnson <i>Reappointment</i>	1st Full Term	Expires: June 1, 2026
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John "Jack" Barrett <i>Reappointment</i>	1st Full Term	Expires: June 1, 2026
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Monty Porter <i>Reappointment</i>	1st Full Term	Expires: June 1, 2026
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Steve Reese <i>Reappointment</i>	1st Full Term	Expires: June 1, 2026
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Board of Adjustment

Dana Austin <i>Reappointment</i>	1st Full Term	Expires: June 1, 2026
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Crystal Richardson <i>Reappointment</i>	2nd Full Term	Expires: June 1, 2026
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Shawnee Arts & Culture Commission

Nicki Sherman <i>Reappointment</i>	1st Full Term	Expires: May 1, 2025
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Delaynna Trim <i>Reappointment</i>	1st Full Term	Expires: May 1, 2025
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Carmen Wolf
Reappointment

2nd Full Term

Expires: May 1, 2025

Shawnee Library Board

Brent Newsom
Reappointment

2nd Full Term

Expires: June 30, 2026

3. Presentation of the Pet of the Month by Animal Control.
4. Public Hearing for the City of Shawnee Five-Year Capital Improvement Plan for Fiscal Years 2024 through 2028.
5. Consideration of a resolution approving and adopting the City of Shawnee Five-Year Capital Improvement Plan for Fiscal Years 2024 through 2028.
6. Annual review of Public Safety Fee.
7. Consideration of a resolution adopting the Fiscal Year 2023-2024 Budget for the City of Shawnee, Oklahoma for the period of July 1, 2023 through June 30, 2024.
8. Consideration of an Agreement with Community Renewal of Pottawatomie County for Fiscal Year 2023-2024.
9. Consideration of an Agreement with Central Oklahoma Community Action Agency / Central Oklahoma Transit System for Fiscal Year 2023-2024.
10. Consideration of an Agreement with Shawnee Forward for Fiscal Year 2023-2024.
11. Consideration of a resolution decommissioning the Contract Review Committee for the City of Shawnee.
12. Consideration of an Amendment to a Grant Agreement between the City of Shawnee, the Shawnee Civic & Cultural Development Authority, and the Avedis Foundation.
13. Consideration of a task order in accordance with the agreement between the

City of Shawnee and Del Sol Consulting for consulting services related to the April 19, 2023 storm event.

14. Declaration that an emergency exists pursuant to 61 O.S. § 130 and authorization for an emergency installation of traffic signal equipment on Kickapoo Avenue at the following intersections: Kickapoo and Interstate Parkway, Kickapoo and 45th, Kickapoo and Federal, and Kickapoo Spur and Kennedy, related to the April 19, 2023 storm event.
15. Discussion, consideration, and possible action to convey real estate owned by the City of Shawnee by entering into, signing, and acknowledging a certain proposed Warranty Deed, between the City of Shawnee, as Grantor, and Shawnee Bridges Out of Poverty, Oklahoma, as Grantee, specifically regarding the following property: A tract of land and improvements within the City of Shawnee, Pottawatomie County, Oklahoma described as follows: 3703 through 3721 North Beard and 3801 through 3809 North Beard (Vista Heights Block 1 Lots 1 through 24, Block 2 Lots 1 through 33, and Block 3 Lots 1 through 33), and containing 9 acres, more or less; and authorizing the City Manager to sign, execute, and enter into said Deed on behalf of the City.
16. Public hearing and review of a proposed text amendment to Section 22-295 of the Zoning Code regarding Traditional Neighborhood (TN) infill standards.
17. Public hearing of a request for a Conditional Use Permit (CUP) for a brewery/taproom at the property located at 313 East Main Street.
Case No. CUP01-23 | Applicant: Vortex Alley Brewing, LLC.
18. Discussion and consideration of rescheduling the remaining 2023 Regularly Scheduled Meetings for the Board of City Commissioners, the Board of Trustees of the Shawnee Airport Authority, and the Board of Trustees of the Shawnee Municipal Authority.
19. Consideration of an appeal of an Administrative Order regarding property located at 528 North Cleveland Avenue.
20. Consider Bid(s):
 - a. Demolition and Clearing of 623 Kickapoo Spur "The Cinderella Hotel" (Award)
21. Consideration of the following budget amendments for Fiscal Year 2022 –

2023:

- a. General Fund - 001 - to fund the demolition of the Cinderella Hotel and other year-end operational needs.
- b. Aquatic Center Fund - 350 - to fund year-end operations at Shawnee Splash.
- c. Street & Alley Fund - 101 - to fund an increase in the cost of electricity for traffic signals.
- d. E-911 Fund - 102 - to fund contractual services for temporary employees in Dispatch.
- e. Police Sales Tax Fund - 107 - to fund the year-end transfer to the General Fund.
- f. Fire Sales Tax Fund - 108 - to fund the year-end transfer to the General Fund.

22. Acknowledge Monthly Sales Tax Report.

23. Administrative Report(s):

- a. Goals for 2023-2028 Strategic Plan - Andrea Weckmueller-Behringer, City Manager
- b. Election Results for 2023 Proposed City Charter Amendments - Danny Vise, Jr., Assistant City Manager

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

25. Commissioners Comments

26. Adjournment

Respectfully submitted,



Lisa Lasyone, CMC, City Clerk

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

BOARD OF CITY COMMISSIONERS PROCEEDINGS

MAY 15, 2023 AT 6:00 PM

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Monday, May 15, 2023 at 6:00 PM, pursuant to notice duly posted as prescribed by law at 11:37 a.m. on Friday, May 12, 2023. Mayor Bolt presided and called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Mayor

Daniel Matthews
Commissioner Ward 1

Cami Engles
Commissioner Ward 2

Travis Flood
Commissioner Ward 3

Darren Rutherford
Commissioner Ward 4-Vice Mayor

Mark Sehorn
Commissioner Ward 5

Lauren Richter
Commissioner Ward 6

ABSENT: None

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Recognition of City of Shawnee Emergency Response Personnel, Community Partners, and Volunteers.

Mayor Bolt presented Certificate of Recognitions to Community Renewal, United Way, Citizen Potawatomi Nation, American Red Cross, Avedis Foundation, City of Shawnee Engineering Department, City of Shawnee Police Department, City of Shawnee Fire Department, City of Shawnee Public Works, and Emergency Response Personnel.

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

Ms. LaDonna Bryce, Mr. Fred Turner, Ms. Edwina Butler-Wolfe, Mr. Casey Bell, Ms. Theresa Cody, Ms. Bree Terry, and Mr. Rick Young spoke during Citizens Participation.

3. 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 Item No. 19.
 - b. Minutes from the April 17, 2023 regular meeting, the April 17, 2023 special call meeting, and the April 27, 2023 special call meeting.
 - c. Acknowledge the following minutes and reports:
 - Planning Commission Minutes from the April 5, 2023, regular meeting.
 - License Payment Report for April 2023.
 - Project Payment Report for April 2023.
 - d. Lake Lease Transfers:

Magnino Tract Lot 1, 16500 Archery Range Rd
From: David Teel
To: David Teel and Karla Ann Jennings

Eckel Tract Lot 5, 15309 Eckel Rd
From: Floyd and Delma Murphy
To: Murphy 2015 Revocable Trust
 - e. Approve renewal of the following agreements for Fiscal Year 2023-2024:
 - Agreement with Pioneer Library System for Library Services, Facilities, and Maintenance.
 - f. Acceptance of grant from the State of Oklahoma American Rescue Plan Act (ARPA) for water and wastewater projects.
 - g. Acknowledge the Management Agreement with Global Spectrum, LP d/b/a Spectra Venue Management (now known as OVG360) for Fiscal Year 2023-2024 for management services of the Heart of Oklahoma Exposition Center.
 - h. Acknowledge the Contract for Solid Waste Collection, Recycling, and Disposal Services with Central Disposal for Fiscal Year 2023-2024.
 - i. Acknowledge the Agreement with Pottawatomie County Historical Society for Fiscal Year 2023-2024.

Commissioner Richter asked that Consent Agenda Item No. 3(b) be pulled for separate consideration.

A motion was made by Commissioner Matthews, seconded by Vice Mayor Rutherford, to approve Consent Agenda Item Nos. 3(a-i), less 3(b). Motion Carried 6-0-1.

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

NAY: None

ABSTAIN: Richter

A motion was made by Commissioner Matthews, seconded by Commissioner Flood, to approve Consent Agenda Item No. 3(b). Motion Carried 6-0-1.

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

NAY: None

ABSTAIN: Richter

4. Presentation of the Pet of the Month by Animal Control.

Animal Shelter Volunteer Beverly Mabry introduced Sweet Pea, a 1-year-old terrier. She also invited everyone to the Health Week event "Bark in the Park" on May 31, 2023 at the Mary M. Williamson Dog Park.

5. Mayor's Proclamation(s)

a. National Police Week - May 14-20, 2023

Corporal Greg VanBrunt and Officer Lance Biswell accepted the Mayor's Proclamation for "National Police Week" from Mayor Bolt.

b. National Public Works Week - May 21-27, 2023

Public Works Staff accepted the Mayor's Proclamation for "National Public Works Week" from Mayor Bolt.

c. National Emergency Medical Services Week - May 21-27, 2023

REACT Director of Services Willis Snowden accepted the Mayor's Proclamation for "National Emergency Medical Services Week" from Mayor Bolt.

d. Health Week 2023 - May 27-June 3, 2023

Health Week partners accepted the Mayor's Proclamation for "Health Week" from Mayor Bolt.

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

City Manager Andrea Weckmueller-Behringer gave a Staff report.

A motion was made by Commissioner Flood, seconded by Vice Mayor Rutherford, to approve ratification of the Declaration of the Mayor of the City of Shawnee declaring an emergency within the City limits and such additional territory as may be described herein, authorizing the actions of the City Manager pursuant to State Laws and the Municipal Code of the City of Shawnee. Motion Carried 7-0-0.

AYE: Flood, Rutherford, Engles, Matthews, Richter, Sehorn, Bolt

NAY: None

ABSTAIN: None

7. Presentation of the Five-Year Capital Improvement Plan.

Finance Director Lindsey McNabb-Fox stated that on December 19, 2022, the City Commission approved a resolution setting forth a Capital Improvement Plan (CIP) policy. She passed out copies of the CIP and advised that the CIP and an interactive map are on the City's website. She also advised that there will be a public hearing at the June 20, 2023 City Commission meeting and the plan will be formally adopted at that time.

8. Public Hearing for the City of Shawnee Proposed Budget for Fiscal Year 2023- 2024.

Finance Director Lindsey McNabb-Fox handed out a copy of the proposed budget. She provided a Staff report of the City of Shawnee's proposed budget for Fiscal Year 2023-2024.

Mayor Bolt declared a public hearing in session to consider the Fiscal Year 2023-2024 budget. Mr. Fred Turner spoke during the public hearing. The public hearing was closed.

9. Consideration of a contract between the City of Shawnee and Freese and Nichols, Inc. for professional services regarding the Clearpond Road Culvert Replacement Project.

Director of Engineering Seth Barkhimer stated that in March 2023, a drainage structure collapsed on Clearpond Road. Staff recommends a geotechnical study and a bid package be put together for the complete replacement of the culvert and overtopping roadway. The proposed agreement is for professional services that includes (1) survey, (2) geotechnical, (3) design, (4) construction administration, and (5) record drawings with Freese and Nichols, Inc. in the amount of Ninety- Four Thousand Ten Dollars (\$94,010.00).

A motion was made by Commissioner Engles, seconded by Commissioner Sehorn, to approve a contract between the City of Shawnee and Freese and Nichols, Inc. for professional services regarding the Clearpond Road Culvert Replacement Project. Motion Carried 7-0-0.

AYE: Engles, Sehorn, Flood, Matthews, Richter, Rutherford, Bolt

NAY: None

ABSTAIN: None

10. Consideration of the following budget amendments for Fiscal Year 2022 – 2023:

- a. Fund 302 - Street Improvement Fund in the amount of \$94,010 to fund a professional services agreement for the Clearpond Road Culvert Replacement Project.

Finance Director Lindsey McNabb-Fox provided a Staff report.

A motion was made by Commissioner Matthews, seconded by Commissioner Flood, to approve the budget amendment listed in Agenda Item No. 10(a). Motion Carried 7-0-0.

AYE: Matthews, Flood, Engles, Richter, Rutherford, Sehorn, Bolt

NAY: None

ABSTAIN: None

11. Consideration and approval of an application for AmeriCorps Vista volunteers based in the Community Development Department.

Community Development Director Rian Harkins provided a Staff report.

A motion was made by Commissioner Flood, seconded by Commissioner Engles, to approve an application for AmeriCorps Vista volunteers based in the Community Development Department. Motion Carried 7-0-0.

AYE: Flood, Engles, Matthews, Richter, Rutherford, Sehorn, Bolt

NAY: None

ABSTAIN: None

12. Public hearing of a request to rezone from I-2 (Light Industrial District) and R- 1 (Single-Family Residential District) to A-1 (Rural Agricultural District) on property located at 1804 West Dewey Street. Case No. RZ06-23 | Applicant: Larry LeRay (*Deferred from April 17, 2023 City Commission Meeting.*) (*Applicant withdrew application.*)

Community Development Director Rian Harkins advised that the applicant withdrew the application prior to the Planning Commission meeting. He advised that no action is needed.

No action was taken.

13. Public hearing of a request to rezone from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District) on property located at 1320 North Harrison Avenue. Case No. RZ04-23 | Applicant: Nathan Furgeson.

Community Development Director Rian Harkins gave a Staff report. He advised that both the Planning Commission and Staff recommend approval.

Mayor Bolt declared a public hearing in session to consider a rezoning request from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District) on property located at 1320 North Harrison Avenue. No one appeared in favor or against said rezoning. The public hearing was closed.

14. Consideration of an ordinance to rezone from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District) on property located at 1320 North Harrison Avenue. Case No. RZ04-23 | Applicant: Nathan Furgeson.

A motion was made by Commissioner Matthews, seconded by Vice Mayor Rutherford, to approve an ordinance to rezone from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District) on property located at 1320 North Harrison Avenue.

Ordinance No. 2786NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: LOTS TWENTY (20), TWENTY-ONE (21), TWENTY-TWO (22), TWENTY-THREE (23), TWENTY-FOUR (24) AND TWENTY-FIVE (25), BLOCK THIRTY-SIX (36), BEVERLY HILLS ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, LESS AND EXCEPT A TRACT DESCRIBED AS BEGINNING AT THE SOUTHEAST CORNER OF LOT 25; THENCE WEST 20 FEET; THENCE N44°51"E A DISTANCE OF 28.80 FEET TO A POINT ON THE EAST LINE OF SAID LOT; THENCE SOUTH 20 FEET TO THE POINT OF BEGINNING.

Motion Carried 7-0-0.

AYE: Matthews, Rutherford, Engles, Flood, Richter, Sehorn, Bolt

NAY: None

ABSTAIN: None

15. Public hearing of a request to rezone from A-1 (Rural Agricultural District) to C-1 (Neighborhood Commercial District) on property located at 15301 Highway 102. Case No. RZ07-23 | Applicant: Greg White.

Community Development Director Rian Harkins gave a Staff report. He advised that both the Planning Commission and Staff recommend approval.

Mayor Bolt declared a public hearing in session to consider a rezoning request from A-1 (Rural Agricultural District) to C-1 (Neighborhood Commercial District) on property located at 15301 Highway 102. Mr. Brad Davison, Lakeview Church of Christ, appeared in favor of said rezoning. No one appeared against said rezoning. The public hearing was closed.

16. Consideration of an ordinance to rezone from A-1 (Rural Agricultural District) to C-1 (Neighborhood Commercial District) on property located at 15301 Highway 102. Case No. RZ07-23 | Applicant: Greg White.

A motion was made by Commissioner Engles, seconded by Commissioner Flood, to approve an ordinance to rezone from A-1 (Rural Agricultural District) to C-1 (Neighborhood Commercial District) on property located at 15301 Highway 102.

Ordinance No. 2787NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND IN THE SOUTHWEST QUARTER (SW/4) OF THE NORTHWEST QUARTER (NW/4) OF SECTION 13, TOWNSHIP 10 NORTH, RANGE 2 EAST OF THE INDIAN MERIDIAN IN POTTAWATOMIE COUNTY, OKLAHOMA. DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER (SW/C) OF SAID SOUTHWEST QUARTER (SW/4) OF THE NORTHWEST QUARTER (NW/4) OF SECTION 13; THENCE EAST 592.5 FEET, THENCE NORTH 378 FEET, THENCE WEST 607 FEET TO A POINT ON THE WEST LINE OF SAID SOUTHWEST QUARTER (SW/4) OF THE NORTHWEST QUARTER (NW/4) THENCE SOUTH 0° 45' EAST ALONG SAID WEST LINE A DISTANCE OF 378.4 FEET TO THE POINT OF BEGINNING. TRACT CONTAINS 5.2 ACRES, MORE OR LESS; THE WEST 50 FEET OF THE ABOVE-DESCRIBED PROPERTY IS RESERVED FOR HIGHWAY # 102 RIGHT-OF- WAY; ALSO A TRACT OF LAND DESCRIBED AS BEGINNING AT A POINT 378.4 FEET NORTH OF THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SECTION THIRTEEN (13), TOWNSHIP TEN (10) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN; THENCE EAST 608.76 FEET; THENCE NORTH 357.78 FEET; THENCE WEST 608.76 FEET; THENCE SOUTH 357.78 FEET TO THE POINT OF BEGINNING, CONTAINING 5.0 ACRES, MORE OR LESS, POTTAWATOMIE COUNTY, OKLAHOMA.

Motion Carried 7-0-0.

AYE: Engles, Flood, Matthews, Richter, Rutherford, Sehorn, Bolt

NAY: None

ABSTAIN: None

17. Consideration of a request for a Preliminary Plat, Shawnee Twin Lakes, Lake No. 2, of approximately 1,754.59 acres. Case No. PPL03-23 | Applicant: City of Shawnee, Oklahoma.

Community Development Director Rian Harkins advised this item is a Preliminary Plat request for the boundary of the lake area only for Shawnee Twin Lakes No. 2. He advised that both the Planning Commission and Staff recommend approval.

A motion was made by Commissioner Matthews, seconded by Commissioner Engles, to approve a Preliminary Plat, Shawnee Twin Lakes, Lake No. 2, of approximately 1,754.59 acres.

Motion Carried 7-0-0.

AYE: Matthews, Engles, Flood, Richter, Rutherford, Sehorn, Bolt

NAY: None

ABSTAIN: None

18. Consideration of a request for a Final Plat, Shawnee Twin Lakes, Lake No. 2, of approximately 1,754.59 acres. Case No. FPL03-23 | Applicant: City of Shawnee, Oklahoma.

Community Development Director Rian Harkins advised this item is a Final Plat request for the boundary of the lake area only for Shawnee Twin Lakes No. 2. He advised that both the Planning Commission and Staff recommend approval.

A motion was made by Commissioner Engles, seconded by Commissioner Flood, to approve a Final Plat, Shawnee Twin Lakes, Lake No. 2, of approximately 1,754.59 acres. Motion Carried 7-0-0.

AYE: Engles, Flood, Matthews, Richter, Rutherford, Sehorn, Bolt NAY: None
ABSTAIN: None

19. Consider Bid(s):

- a. Demolition and Clearing of 623 Kickapoo Spur "The Cinderella Hotel" (Open)

<u>BIDDER</u>		<u>AMOUNT</u>
Veit National		\$449,978.00
Rogers, Minnesota	Additional Alternate	\$221,976.00
K&M Dirt Services, LLC		\$363,000.00
Oklahoma City, Oklahoma	Additional Alternate	\$183,400.00
DT Specialized Service, Inc		\$379,900.00
Catoosa, Oklahoma	Additional Alternate	\$107,500.00
Total Demolition Services, LLC		\$424,303.00
Oklahoma City, Oklahoma	Additional Alternate	\$239,275.00
Midwest Wrecking Co. Demolition		\$294,220.00
Oklahoma City, Oklahoma	Additional Alternate	\$ 79,210.00
American Demolition		\$734,084.00
Tulsa, Oklahoma	Additional Alternate	\$128,594.00

Director of Engineering Seth Barkhimer read six (6) bids into the record. Mr. Barkhimer requested that the bid award be deferred in order for Staff to review each bid.

A motion was made by Commissioner Flood, seconded by Vice Mayor Rutherford, to defer the item to a future City Commission meeting. Motion Carried 7-0-0.

AYE: Flood, Rutherford, Engles, Matthews, Richter, Sehorn, Bolt
NAY: None
ABSTAIN: None

20. Acknowledge Monthly Sales Tax Report.

Finance Director Lindsey McNabb-Fox reported sales tax is up Two Million Nine Hundred Ninety-One Thousand Five Hundred Twenty-Two Dollars (\$2,991,522.00) or Thirteen Point Eight Percent (13.8%), over the projected budget year-to-date. She stated that use tax collections are up Two Hundred Eight Thousand Eight Hundred Eighty-Two Dollars (\$208,882.00) or Six Point Nine Percent (6.9%), above the projected budget year-to-date.

21. Administrative Report(s):

- a. 2023 Shawnee Community Survey - Andrea Weckmueller-Behringer, City Manager

City Manager Andrea Weckmueller-Behringer provided a presentation on the 2023 Shawnee Community Survey. She discussed items that included:

- ETC Institute
- Purpose and Methodology
- Major Findings
- Other Significant Findings
- Bottom Line Summary

- b. April 19, 2023 Tornado Recovery - Rachelle Erickson, Emergency Manager

Emergency Manager Rachelle Erickson provided a presentation on the April 19, 2023 Tornado Recovery. She discussed items that included:

- Tornado Event Timeline
- Initial Disaster Response
- Transition to Recovery
- Available Resources

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

There was no new business.

23. Commissioners Comments

The Mayor and Commissioners commented on the recovery effort after the April 19, 2023 and thanked Staff, volunteers, OG&E and Community Partners.

Commissioner Richter commented on the June 13, 2023 election and the seven (7) propositions.

Commissioner Sehorn commented on the sales tax.

Commissioner Flood commented on the June 13, 2023 election and the propositions. He also thanked Oklahoma Baptist University for the use of the Green Campus as a resource center after the April 19, 2023 tornado.

Commissioner Engles responded to a comment made during Citizens Participation regarding the proposed budget. She also asked everyone to shop locally.

Mayor Bolt stated that he had been meeting with other cities that have been through a similar disaster to ask what they have learned.

24. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:24 p.m.)

ED BOLT, MAYOR

ATTEST:

LISA LASYONE, CMC, CITY CLERK

DRAFT

BOARD OF CITY COMMISSIONERS PROCEEDINGS

JUNE 9, 2023 AT 1:00 PM

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Special Called Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Friday, June 9, 2023 at 1:00 PM, pursuant to notice duly posted as prescribed by law at 12:08 p.m. on the 7th day of June, 2023. Mayor Bolt presided and called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Mayor

Daniel Matthews
Commissioner Ward 1

Cami Engles
Commissioner Ward 2

Travis Flood
Commissioner Ward 3

Darren Rutherford
Commissioner Ward 4 - Vice Mayor

Mark Sehorn
Commissioner Ward 5

Absent
Commissioner Ward 6

ABSENT: Lauren Richter

CALL TO ORDER

DECLARATION OF A QUORUM

1. Ratification of the Contract Extension between the City of Shawnee and DebrisTech, LLC for debris removal monitoring services.

Assistant City Manager Danny Vise advised that the original contract entered into with DebrisTech, LLC ended on May 20, 2023 with a provision to extend the agreement in increments of thirty (30) days as needed. He advised that City Staff and DebrisTech, LLC signed a contract extension for a period of thirty (30) days, with a termination date of June 19, 2023, to provide debris removal monitoring services during the procurement process for a competitively bid debris removal monitoring contract. Staff is requesting ratification of the contract extension.

A motion was made by Commissioner Flood, seconded by Commissioner Engles, to approve ratification of the Contract Extension between the City of Shawnee and DebrisTech, LLC for debris removal monitoring services. Motion Carried 6-0-0.

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

NAY: None

ABSTAIN: None

2. Consideration of an amendment to the Contract between the City of Shawnee and DebrisTech, LLC for debris removal monitoring services.

Assistant City Manager Danny Vise advised that the original contract for debris removal monitoring services included a cap not to exceed Five Hundred Thousand Dollars (\$500,000.00). He advised that the contract has been extended, and ratified in the previous item. He explained that during the course of the debris removal, it has been apparent that the cap is insufficient and will not cover the total cost necessary to provide Federal Emergency Management Agency (FEMA) compliant monitoring services. Staff is requesting to increase the cap to One Million Dollars (\$1,000,000.00).

A motion was made by Commissioner Engles, seconded by Vice Mayor Rutherford, to approve an amendment to the Contract between the City of Shawnee and DebrisTech, LLC for debris removal monitoring services. Motion Carried 6-0-0.

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

NAY: None

ABSTAIN: None

3. Consideration of a Contract with DRC Emergency Services, LLC to provide disaster debris removal services.

Assistant City Manager Danny Vise advised that the City requested proposals from qualified firms for debris removal services and management with the intent of establishing a contract to be utilized for the continued response to the tornado event of April 19, 2023, and also for any future events that would necessitate disaster response and recovery. He advised that proposals were due June 5, 2023 and six (6) qualified responses were received. Based upon review and evaluation scores for all proposals received, Staff is requesting approval of a contract with DRC Emergency Services.

A motion was made by Commissioner Matthews, seconded by Commissioner Flood, to approve a Contract with DRC Emergency Services, LLC to provide disaster debris removal services. Motion Carried 6-0-0.

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

NAY: None

ABSTAIN: None

4. Consideration of a Task Order in accordance with the agreement between the City of Shawnee and DRC Emergency Services, LLC for disaster debris removal related to the April 19, 2023 storm event.

Assistant City Manager Danny Vise advised that the proposed Task Order is needed to provide authorization for DRC Emergency Services, LLC to complete the debris removal process related to the tornado event of April 19, 2023. The scope of the Task Order is for Two Million Dollars (\$2,000,000.00) and includes all tasks associated with the completion of debris removal and closing out the disaster management site.

A motion was made by Commissioner Flood, seconded by Vice Mayor Rutherford, to approve a Task Order in accordance with the agreement between the City of Shawnee and DRC Emergency Services, LLC for disaster debris removal related to the April 19, 2023 storm event. Motion Carried 6-0-0.

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

NAY: None

ABSTAIN: None

5. Consideration of a Contract with Del Sol Consulting, Inc. to provide disaster recovery consultant services.

Assistant City Manager Danny Vise advised that Staff requested proposals from qualified firms for consultant services related to disaster recovery with the intent of establishing a contract to be utilized for the continued response to the April 19, 2023 storm event and any future event that would necessitate disaster response and recovery. Proposals were due June 5, 2023 and two (2) qualified responses were received. Staff evaluated each response and recommends approval of a contract with Del Sol Consulting.

A motion was made by Commissioner Flood, seconded by Vice Mayor Rutherford, to approve a Contract with Del Sol Consulting, Inc. to provide disaster recovery consultant services. Motion Carried 6-0-0.

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

NAY: None

ABSTAIN: None

6. Consideration of a Contract with DebrisTech, LLC to provide disaster debris

monitoring.

Assistant City Manager Danny Vise advised that City Staff requested proposals from qualified firms for disaster debris monitoring services with the intent of establishing a contract to be utilized for the continued response to the April 19, 2023 storm event and also for any future event that would necessitate disaster response and recovery. He advised that two (2) qualified responses were received and each were evaluated. Staff is requesting approval of a contract with DebrisTech, LLC.

A motion was made by Commissioner Engles, seconded by Commissioner Matthews, to approve a Contract with DebrisTech, LLC to provide disaster debris monitoring. Motion Carried 6-0-0.

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

NAY: None

ABSTAIN: None

7. Consideration of the following budget amendments for Fiscal Year 2022 – 2023: 001 - General Fund - \$2,000,000, 302 - Street Improvement Fund - \$3,000,000, and 010 - Grant Fund - \$8,000,000.

Finance Director Lindsey McNabb-Fox advised that the proposed budget amendments are in response to the April 19, 2023 storm event and to fund disaster related emergency service contracts from the Grant Fund totaling Eight Million Dollars (\$8,000,000.00). She advised that the transfers are temporary until the City is reimbursed by FEMA.

A motion was made by Commissioner Matthews, seconded by Commissioner Sehorn, to approve budget amendments for Fiscal Year 2022 – 2023 in Fund 001 General Fund of Two Million Dollars (\$2,000,000.00), Fund 302 Street Improvement Fund of Three Million Dollars (\$3,000,000.00), and Fund 010 Grant Fund of Eight Million Dollars (\$8,000,000.00). Motion Carried 6-0-0.

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

NAY: None

ABSTAIN: None

8. Consideration of an ordinance for a temporary amendment of Chapter 7, Section 7-32, Section 109.2 regarding the requirement to pay permit fees to the City for work done on structures as a result of the April 19, 2023, severe weather event in the City of Shawnee.

Director of Engineering Seth Barkhimer advised that due to the April 19, 2023 storm event, Staff is requesting the ability to waive permit fees for residential and institutional facilities affected by the storm. The applicant will need to request a waiver and the application must be made prior to June 30, 2024.

A motion was made by Commissioner Engles, seconded by Commissioner Flood, to approve an ordinance for a temporary amendment of Chapter 7, Section 7-32, Section 109.2 regarding the requirement to pay permit fees to the City for work done on structures as a result of the April 19, 2023, severe weather event in the City of Shawnee.

Ordinance No. 2788NS was introduced.

AN ORDINANCE FOR A TEMPORARY AMENDMENT OF CHAPTER 7, SECTION 7-32, SECTION 109.2 REGARDING THE REQUIREMENT TO PAY PERMIT FEES TO THE CITY FOR WORK DONE ON STRUCTURES AS A RESULT OF THE APRIL 19, 2023, SEVERE WEATHER EVENT IN THE CITY OF SHAWNEE; AND PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL; AND DECLARING AN EMERGENCY.

Motion Carried 6-0-0.

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

NAY: None

ABSTAIN: None

Ordinance No.2788NS was adopted by the City Commission

A motion was made by Commissioner Matthews, seconded by Vice Mayor Rutherford, to approve the emergency clause relating to Ordinance No. 2788NS.
Motion Carried 6-0-0.

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

NAY: None

ABSTAIN: None

9. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (1:39 p.m.)

ED BOLT, MAYOR

ATTEST:

LISA LASYONE, CMC
CITY CLERK

SHAWNEE BOARD OF ADJUSTMENT

DATE: March 16, 2023

Regular Meeting - Minutes

The Board of Adjustment of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on March 16, 2023, at 2:30 p.m., according to notice duly posted as prescribed by law.

Chair Gordon called the meeting to order at 2:30 p.m. Community Development Director, Rian Harkins, called roll and stated a quorum was present.

The following Commissioners were present:

Present: Kelly, Austin, Gordon

Absent: Dyer, Richardson

Item 1. Approval of Minutes – Regular meeting

Consideration of approval of the minutes from the regular meeting of December 15, 2022. Chair Gordon asked for questions or corrections to the minutes.

Board Member Austin made a motion to **Approve** the minutes as presented, which Board Member Kelly seconded. Motion **passed 3-0-0**.

Aye: Kelly, Austin, Gordon

Nay: None

Abstain: None

Item 2. Case No. BOA1-23 – Public hearing and consideration of a request for a variance to the Zoning Code that requires sidewalks located at a property on the NW corner of the intersection of Garrett's Lake Rd. and N. Harrison Ave.

Chair Gordon read Agenda Item 2 and asked for a staff report. City Planner, Rachel Clyne, reviewed the information on the staff report for BO01-23 with the following information. The subject property is approximately 1.7168 acres and is located northwest of the intersection of Garrett's Lake Road and North Harrison Avenue. The property is zoned C-3 (Automotive Commercial District). The request is a variance to the Zoning Code and its Subdivision Regulations, Section 40.2.8. Sidewalks.

The applicant has applied for a building permit for a commercial structure. According to Section 40.28.8 of the Shawnee Subdivision Regulations, "Any street classified as a collector street or arterial street shall be provided with pedestrian sidewalks on each side of right-of-way (1) foot from the right-of-way line by the developer." The request asks for a variance to the requirement of building sidewalks along Garrett's Lake Road and N. Harrison Avenue.

In accordance with Oklahoma Statute 11 O.S. 44-107, Section 22-571 of the Shawnee Zoning Code (Code), the Board of Adjustment (Board) may approve variances only after determining that certain conditions exist.

- 1) The application of the code to the particular piece of property would create an unnecessary hardship;
- 2) Such conditions are peculiar to the particular piece of property involved;
- 3) Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the code or the comprehensive plan; and

- 4) The variance, if granted, would be the minimum necessary to alleviate the unnecessary hardship.

Planner Clyne noted that *financial hardship* to the applicant is not a consideration in determining a variance request.

Relating to the four conditions for granting a variance, staff's comments were:

- 1) The placement of sidewalks on the subject property creates a hardship.
- 2) The subject property has existing stormwater drainage channels on both streets. The installation of a sidewalk would require several feet of fill dirt, which would eliminate the drainage ditches.
- 3) Granting the variance would not cause substantial detriment to the public good, nor would it impair the intent and spirit of the Zoning Code and Comprehensive Plan.
- 4) Waiving the requirement of placing sidewalks along the south and east sides of the property would be the minimum necessary to alleviate the hardship if granted.

Staff recommended **Approval** by the Board of Adjustment for **BOA01-23**, a **Variance** allowing waiving the requirement for sidewalk construction of the property northwest of the intersection of Garrett's Lake Road and N. Harrison Avenue in Shawnee, Oklahoma, with the following conditions:

- Acknowledgment by the applicant that the Approval of a Variance does not negate or circumvent the other requirements of development as stated in the City Codes, which include the Zoning Code and the adopted Building Codes.
- Acknowledgment by the applicant that additional permits may be required and standard inspections will be conducted.

Staff provided the following Options to the Board of Adjustment:

- Approval of Case No. BOA01-23 to waive the requirement for the placement of sidewalks with the conditions presented by staff.
- Denial of the application for BOA01-23, thus requiring the placement of sidewalks.
- Deferral of Case No. BOA01-23 with a request for additional and specific information to a certain date.
- Approval of Case No. BOA01-23 to waive the requirement for the placement of sidewalks with the conditions presented by staff plus additional conditions.

The public hearing was opened. Justin Dill, representing the applicant, DJD Realty, was present and available for questions. Rob Morris addressed the Board with concerns about the expansion of development on the north side of Shawnee. Specifically, Mr. Morris wanted to know how waiving the sidewalks requirement would affect future requests for the same. He asked for clarification on why the drainage issue could not be solved. He continued by stating that development patterns can change. Dill returned to the lectern and advised that his company is normally happy to provide sidewalks, but at this property, the technical issue surrounding drainage is the lack of room to regrade. With no other input, the public hearing was closed.

Community Development Director, Rian Harkins, addressed the Board Members with an additional alternative for their consideration. The alternative option was to approve the case for five (5) years and then revisit the matter to see if the hardship still applies.

Following discussion amongst the BOA and staff, Board Member Kelly made a motion to Approve Case No. BOA01-23 and waive the requirement for the placement of sidewalks with the conditions presented by staff plus a limit of five (5) years, at which time the case would be revisited to determine if the hardship remained, which was seconded by Board member Austin.

The motion passed 3-0-0.
AYE: Kelly, Austin, Gordon
NAY: None
ABSTAIN: None

Item 3: Community Development Department Updates

Community Development Director, Rian Harkins, updated the Board on the Unified Development Code stating the Subdivision Regulations were under the second review, and zoning districts and Engineering Design Criteria were in the creation stage. He advised that the consultants, Freese and Nichols, Inc. will be at the Mach 20, 2023 City Commission meeting.

Director Harkins reminded the Board that the next Twin Lakes Master Plan meeting was scheduled for March 28, 2023, from 5:30 – 7:30 PM. He stated that a community survey had been mailed to random households. The information gathered from the surveys would be used to generate a five-year strategic plan. Next, Harkins mentioned that staff had attended the OKAPA conference, and a staff member had presented a training session on the fundamentals of planning. He then provided information on the mini-grants of the Love Your Block (LYB) program. Round two (2) of the program has begun and the previous year's good efforts would springboard to a broader neighborhood. Lastly, Harkins stated that several City staff and community members had attended a conference of the Institute of Quality Communities at the University of Oklahoma's Norman campus.

Item 4: Board Members' Comments

Board Member Gordon commented that she was excited about the activity in the community and was encouraged when people work together.

Item 5: Adjournment

The meeting was adjourned by the power of the Chair at 2:53 PM.


Chair/Vice-Chair

5/18/2023
Date

 CLYNE
BQA Secretary

5/18/2023
Date

**SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE
PROCEEDINGS**

MARCH 16, 2023 AT 4:00 PM

The Shawnee Beautification, Parks, and Recreation Committee of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Thursday, March 16, 2023 at 4:00 p.m., pursuant to notice duly posted as prescribed by law at 11:59 a.m. on March 14, 2023. Chairperson Payn presided and called the meeting to order. Upon roll call, the following members were in attendance.

<u>Chad Payn</u> Chairperson	
<u>Sherry Lankford</u> Vice Chairperson	<u>Sue Nelson</u> Board Member
<u>Ian Hayes</u> Board Member	<u>Absent</u> <u>Commissioner</u>
<u>Vickie Winters</u> Board Member	<u>Absent</u> Board Member
ABSENT: Travis Flood and Zach Foster	

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of the Minutes from the February 16, 2023 Shawnee Beautification, Parks, and Recreation Committee Meeting

A motion to approve minutes was made by Sherry Lankford. A 2nd was made by Ian Hayes. Motion carried 5-0.

Aye: Chad Payn, Sherry Lankford, Ian Hayes, Vickie Winters, Sue Nelson.

Nay: None

2. Consideration of the Minutes from the March 3, 2023 special meeting for the Shawnee Beautification, Parks, and Recreation Committee Meeting

Sherry Lankford pointed out an error in the minutes stating Sue Nelson was

sworn in to be on the committee not the sub-committee for the park re-opening. A motion to approve the minutes with the correction was made by Sherry Lankford.

A 2nd was made by Vickie Winters. Motion carried 5-0.

Aye: Chad Payn, Sherry Lankford, Ian Hayes, Vickie Winters, Sue Nelson.

Nay: None

3. Staff Updates

Amy talked about the Splash Hiring Event with Sue Ellen stating, overall it was very successful. It was a one-stop hiring event with a total of 27 people being hired.

4. Program Updates

Amy and Sue Ellen discussed the Spring Break Kids Camp and the activities that took place over the 2-day event. Eight kids participated and had a great time. The March Madness brackets were submitted for the challenge going on at the recreation center. We also had a seniors pool tournament with 17 participants.

5. Discussion of Kidspace Park re-opening

Sherry Lankford told the group that POGO is willing to help with both openings and they have assets to help with possibly having T-shirts made for the event. Zach Foster's church is going to cover 2 events. He is meeting with them to discuss it further. Chad Payn will contact Immanuel Baptist Church to see if they would be willing to help. Discussion was also made about advertising the re-opening.

6. Discussion of park rules for all parks

Amy let the group know that Kerri is working on a draft of rules and will have it completed for review soon. Sherry Lankford discussed her concern that the rules are for the parks in town and at the lake only. Signs concerning fishing at the lake are different than the rules for the parks.

7. Citizens Participation

(A three-minute limit per person)

(A twelve-minute limit per topic)

Jim Vanmeter wants to make sure the city keeps up with maintaining the landscaping. He stated the city wants volunteers to do the landscaping, but says the city needs to provide manpower to lead the volunteers.

Rob Morris wants to be sure that the committee and city staff get recognition for all the work put into the parks re-opening.

8. Committee Comments

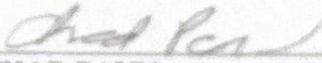
Chad wanted the group to know he is hearing a lot of good comments from the community about all the things going on at the parks.

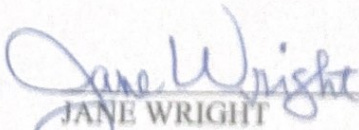
9. Adjournment

A motion was made by Ian Hayes to adjourn the meeting at 4:24. A 2nd was made by Sherry Lankford. Motion carried 5-0.

Aye: Chad Payn, Sherry Lankford, Ian Hayes, Vickie Winters, Sue Nelson.

Nay: None


CHAD PAYN
CHAIRPERSON


JANE WRIGHT
SECRETARY

SHAWNEE SENIOR CITIZENS ADVISORY BOARD PROCEEDINGS

MARCH 14, 2023 AT 9:30 AM

The Shawnee Senior Citizens Advisory Board of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Senior Recreation Center, 401 North Bell Avenue, Shawnee, Oklahoma on, Tuesday, March 14, 2023 at 9:30 AM, pursuant to notice duly posted as prescribed by law at 8:27 a.m. on March 13, 2023. Chairman Belzer presided and called the meeting to order. Upon roll call, the following members were in attendance.

John Belzer
Chairman

Ed Bolt
Mayor

Phyllis Crosswell
Board Member

Ann Dowdy
Board Member

Sally 'Sarah' Murphy
Board Member

Bill Haley
Board Member

Janice Orlauski
Board Member

Absent
Board Member

Absent
Board Member

Shirley Gregory
Board Member

ABSENT: Albert Rice and Jeanni Pruitt

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of the Minutes from the February 14, 2023 Shawnee Senior Citizens Advisory Board regular meeting.

A motion to approve was made by Ed Bolt. It was 2nd by Phyllis Crosswell. Motion carried 7-0.

Aye: John Belzer, Phyllis Crosswell, Bill Haley, Shirley Gregory, Sally Murphy, Janice Orlauski, Ed Bolt.

Nay: None

2. Staff Updates

Parks and Recreation has a new Administrative Assistant, Jane Wright, and she

is now joining committee meetings. We have 2 part-time staff members that are now engaged. As they graduate school and get married, we will be looking at hiring 2 more part-time staff members.

3. Program Updates

Amy discussed the programs and activities taking place at the Community Center. The center re-opened on March 6, 2023 with Project Heart starting the meals program back and the fitness class resumed as well. There will be other programs added at the Community Center as the staff is planning a full schedule.

4. Discussion and possible action on Pottawatomie Sales Tax Expenditure Proposal.

Amy made a request for funds from the Pottawatomie Sales Tax Expenditure to pay for a 2-year subscription to the Shawnee News Star and the Countywide and Sun. Motion to approve was made by Phyllis Crosswell. It was 2nd by Ann Dowdy. Motion carried 8-0.

Aye: John Belzer, Phyllis Crosswell, Bill Haley, Shirley Gregory, Sally Murphy, Janice Orlauski, Ed Bolt, Ann Dowdy

Nay: None

5. Discussion of Board Charter and Purpose

A copy of the charter was provided to board members in case there were any questions as to how it relates to board goals. Board members agreed they will use this to set goals in the future.

6. Citizens Participation

(A three-minute limit per person)

(A twelve-minute limit per topic)

Gary Dowdy stated the board is doing a good job and that he hears a lot of positive comments from the community on the activities going on at the Senior Recreation Center.

7. Committee Comments

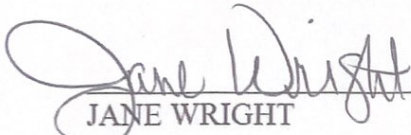
Shirley Gregory stated that the Senior Recreation Center Program in Shawnee is a great program. John Belzer reminded everyone to bring food donations for the homeless and community market. Ed Bolt talked about meeting with Dr. Green from OBU about getting students involved with the community by holding an event each semester such as a dance.

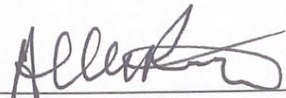
8. Adjournment

Meeting was adjourned at 9:55 A.M. A motion was made by Phyllis Crosswell. It was 2nd by Janice Orlauski. Motion carried 8-0.

Aye: John Belzer, Phyllis Crosswell, Bill Haley, Shirley Gregory, Sally Murphy, Janice Orlauski, Ed Bolt Ann Dowdy

Nay: None


JANE WRIGHT
SECRETARY


JOHN BELZER
CHAIRMAN

Albert Rice - Vice Chairman
John Belzer was absent



Entity Payment Report

05/01/2023 - 05/31/2023

Payment Date	Name	Payment Type	Receipt #	Payment Amount
5/31/2023	DAVIS HEAT & AIR	Check	2238	75.00
5/31/2023	CRG ELECTRIC	Check	2237	100.00
5/31/2023	DUVALL PLUMBING CO	IBX CC	2236	75.00
5/31/2023	ROWDY BOYS PLUMBING	IBX CC	2235	75.00
5/30/2023	EPICUREAN DELIGHT LLC	Check	2234	50.00
5/30/2023	EKLUND HEAT & AIR	Check	2233	100.00
5/30/2023	FLANCO ELECTRIC LLC	Cash	2232	100.00
5/30/2023	GNC HOLDINGS #1719	Check	2231	50.00
5/30/2023	BAKER BROTHER ELECTRIC, INC	Check	2230	75.00
5/30/2023	AIRCO SERVICE INC	Check	2229	100.00
5/30/2023	JOAN DARROW	Cash	2228	30.00
5/26/2023	RICK AUSTIN	Check	2227	15.00
5/26/2023	RICK AUSTIN	Check	2226	15.00
5/26/2023	CONNIE ENGLER	Check	2225	15.00
5/26/2023	SCOT & NANAY SHADID	Check	2224	776.00
5/26/2023	ALARM SERVICES	Check	2223	15.00
5/25/2023	JOE'S DOZER SERVICE, LLC	Cash	2217	75.00
5/25/2023	SAM VASQUEZ	Cash	2222	15.00
5/25/2023	MCGEHEE ELECTRIC	Check	2218	100.00

5/25/2023	LUMIO HX, INC	IBX CC	2219	100.00
5/25/2023	BEST DEAL REMODELING, LLC	IBX CC	2220	100.00
5/25/2023	TWO RIVERS COMPLETE SERVICES	IBX CC	2221	75.00
5/24/2023	CENTRAL LIGHTING AND ENERGY LLC	IBX CC	2213	100.00
5/24/2023	KRISTIN WOLLAM	IBX CC	2215	15.00
5/24/2023	LORA DAVIS & JAMES HUNTER	IBX CC	2214	776.00
5/23/2023	RONALD & PAULETTE COOK	Check	2212	776.00
5/23/2023	RENEE BYKERK	Cash	2210	776.00
5/23/2023	JET COMMERCIAL, LLC	IBX CC	2209	100.00
5/23/2023	FARON & CATHY KINCHELOE	IBX CC	2211	1,851.00
5/22/2023	OKIE 1 PLUMBING, LLC	Check	2208	75.00
5/22/2023	BIG B WOLF ELECTRIC LLC	Check	2207	75.00
5/22/2023	TACOS EL PATRON LLC	Check	2206	1,810.00
5/22/2023	JANICE DOERGE	Check	2205	776.00
5/22/2023	CAROLYN DIXSON	Cash	2204	15.00
5/22/2023	BLAZON DISPENSARY	Check	2203	15.00
5/19/2023	BAR H BAR BRANDING IRON	Check	2198	905.00
5/19/2023	RODGERS ELECTRIC	Cash	2201	75.00
5/19/2023	SCOTT & SONJA MALASKE	Check	2200	776.00
5/19/2023	EDWARD MOORE	Check	2199	776.00

5/19/2023	H & H PLUMBING AND UTILITIES	IBX CC	2202	75.00
5/18/2023	TIMOTHY ROBERTS ELEC / HVAC	Check	2197	100.00
5/17/2023	RICHARD ROMINE	Check	2196	15.00
5/17/2023	CINEMA CENTER 8	Check	2195	1,005.00
5/17/2023	CINEMA CENTER 8	Check	2194	50.00
5/17/2023	MYROOF SOLAR	IBX CC	2193	75.00
5/16/2023	CROWN WIRELESS CORP	Check	2192	25.00
5/16/2023	ASAP HEATING AND AIR INC	IBX CC	2191	75.00
5/15/2023	CRICKET AUTHORIZED RETAILER	Check	2190	50.00
5/15/2023	DANIEL HADERER	Check	2189	776.00
5/15/2023	DANIEL HADERER	Check	2188	776.00
5/15/2023	DANIEL HADERER	Check	2187	776.00
5/15/2023	RUSSELL HEAT & AIR LLC	Check	2186	100.00
5/15/2023	A-1 DOZER	Check	2185	75.00
5/15/2023	DERRICK CARPENTER	Check	2184	776.00
5/15/2023	CURTIS & MARTINA ROBERTS	Check	2183	776.00
5/15/2023	ROGER & HELEN LAMB	Cash	2182	776.00
5/15/2023	COUNTRYSIDE ELECTRIC	Check	2181	150.00
5/12/2023	AIRCO SERVICE	Check	2177	75.00
5/12/2023	CONDITIONING SERVICE & REPAIR LLC	Check	2176	100.00
5/12/2023	PLATINUM PLUMBING	IBX CC	2179	100.00

5/12/2023	THE CHURCH OF GOD OF THE FIRSTBORN	IBX CC	2178	50.00
5/12/2023	LANE VALIENTE INDUSTRIES INC	IBX CC	2180	100.00
5/11/2023	MACRO MORTGAGE	Cash	2174	50.00
5/11/2023	MOODY MECHANICAL INC	Check	2173	75.00
5/11/2023	BRAD'S PLUMBING	Check	2172	75.00
5/11/2023	THE GUILDED GRAYLAND	Check	2171	50.00
5/11/2023	GENESIS ELECTRICAL SERVICES	IBX CC	2175	100.00
5/10/2023	GREGORY RHODES	Check	2169	776.00
5/10/2023	RANDELL BRANSCUM	Check	2168	15.00
5/10/2023	DEREK & KARLA BAPTISTE	IBX CC	2170	776.00
5/10/2023	COFFEIT SIGN CO., INC	IBX CC	2166	75.00
5/10/2023	WHISTLER SIGN COMPANY LLC	IBX CC	2167	75.00
5/9/2023	RGB3, LLC	Check	2160	75.00
5/9/2023	VICTORY FAMILY CHURCH	IBX CC	2161	50.00
5/9/2023	CUTTERS PLUMBING LLC	IBX CC	2162	75.00
5/9/2023	EIGHTTWENTY	IBX CC	2163	75.00
5/9/2023	VIP PLUMBING OK	IBX CC	2159	75.00
5/9/2023	MULLIN PLUMBING	IBX CC	2165	100.00
5/9/2023	JOHN GRIFFITH	IBX CC	2164	776.00
5/8/2023	THE INKWELL GALLERY	Check	2158	50.00
5/8/2023	LACY ELECTRIC	Check	2157	75.00

5/8/2023	WINTCO INC	Check	2156	15.00
5/8/2023	LOWES #0005	Check	2155	15.00
5/8/2023	ALL BOLT ELECTRIC	Check	2154	75.00
5/8/2023	DELTA ELECTRICAL CONTRACTORS, INC	Check	2153	75.00
5/8/2023	JIMMY BE QUICK PLUMBING	IBX CC	2151	75.00
5/8/2023	GREEN LIGHT SOLAR	IBX CC	2152	75.00
5/5/2023	RANDALL HILL	Check	2150	776.00
5/5/2023	DUDLEY COMPANY LTD LLC	IBX CC	2148	75.00
5/5/2023	ADVANCED ELECTRICAL TECHNOLOGIES LLC	IBX CC	2149	100.00
5/4/2023	KIRK & MICHAEL LOWREY	Check	2147	776.00
5/4/2023	MICHAEL LOWREY	Check	2146	776.00
5/4/2023	NEAL'S LAWN SERVICE LANDSCAPING LLC	Cash	2145	25.00
5/4/2023	NEAL'S LAWN SERVICE LANDSCAPING LLC	Cash	2144	75.00
5/4/2023	INSIGHT ELECTRIC	IBX CC	2143	75.00
5/3/2023	SHEPP'S BBQ & BURGERS, LLC	Cash	2142	50.00
5/3/2023	VELMA CURRENS	Check	2137	15.00
5/3/2023	HARDINS FAMILY PLUMBING LLC	IBX CC	2138	75.00
5/3/2023	RUSH SERVICES OKLAHOMA, LLC	IBX CC	2139	75.00

5/3/2023	MORGAN ELECTRIC ENT, INC.	IBX CC	2140	100.00
5/3/2023	ANYTIME PLUMBING	IBX CC	2141	100.00
5/2/2023	HERITAGE TIMBER & STEEL LLC	Cash	2135	25.00
5/2/2023	ACTION AIRE COMPANY	IBX CC	2136	100.00
5/1/2023	RON & MINDEE DUFFELL	Check	2134	776.00
5/1/2023	MARK JENNINGS	Check	2132	776.00
5/1/2023	MARK JENNINGS	Check	2131	776.00
5/1/2023	HERE MECHANICAL	IBX CC	2133	100.00
5/1/2023	PREMIER MECHANICAL GROUP INC	IBX CC	2130	100.00
				28,193.00

Total Records: 108

6/6/2023



Monthly - City Clerk

05/01/2023 - 05/31/2023

Permit #	Permit Date	Permit Type	Parcel Address	Applicant Name	Description	Project Cost	Square Feet	Total Fees
20230737	5/31/2023	B - Commercial - Remodel	3306 N KICKAPOO	DEMITA WINEGARDENER	REMODEL	600,000	4,100	\$1,029.50
20230736	5/31/2023	P - Plumbing	721 S PARK	DALES PLUMBING	SEWER LINE	0	0	\$54.50
20230735	5/31/2023	M - Mechanical	601 N BROADWAY #9	SPARKS HEAT AND AIR	REPLACE CONDENSOR	0	0	\$154.50
20230734	5/31/2023	E - Electrical	15807 SLEEPY HOLLOW RD	CRG ELECTRIC LLC	RUNNING POWER FROM HOUSE TO DOCK	0	0	\$54.50
20230733	5/31/2023	E - Electrical	2105 N MINNESOTA	LARRISON ELECTRIC	GENERATOR	0	0	\$54.50
20230732	5/31/2023	P - Plumbing	2105 N MINNESOTA	LIBERY PLUMBING AND GAS	gas to generator	0	0	\$54.50
20230731	5/31/2023	B - Residential - Remodel	3610 N MARKET AVE	WHITE ROOFING	REDECK	0	0	\$29.50
20230730	5/31/2023	B - Residential - Remodel	212 W 37TH ST	WHITE ROOFING	RE DECK	0	0	\$29.50
20230729	5/30/2023	M - Mechanical	3947 N KICKAPOO ST	WILLIAM EKLUND		30,000	0	\$244.50
20230728	5/30/2023	E - Electrical	1526 N BROADWAY AVE	FLANCO ELECTRIC LLC	NEW SERVICE	0	0	\$54.50
20230727	5/30/2023	B - Accessory Structure	515 N CHAPMAN AVE	WILLIAM DAVIS	10x20	0	0	
20230726	5/30/2023	B - Swimming Pool	4614 CHURCHILL	GALAXY HOME RECREATION	POOL	0	0	\$60.00
20230725	5/30/2023	P - Plumbing	1212 E CHANDLER	STANFIELD PLUMBING	SEWER LINE REPLACEMENT	0	0	\$425.00
20230724	5/30/2023	E - Electrical	2226 N IONE AVE	JESSE LEWIS INC	TEMPORARY POLE	0	0	\$29.50
20230723	5/31/2023	O - Sign	4700 N	SUPERIOR NEON	MONUMENT	1.750	144	\$50.00

			KICKAPOO AVE	SIGNS	SIGN			
20230722	5/31/2023	O - Sign	4700 N KICKAPOO AVE	SUPERIOR NEON SIGNS	DISCOUNT TIRE	1,500	102	\$150.00
20230721	5/30/2023	O - Paving Cut and Boring	600 SHAWNEE MALL DR	ARIAS UTILITY LLC	bore	0	0	
20230720	5/26/2023	O - Land Disturbance		HERITAGE PLAINS LLC	LAND DISTURBANCE	0	0	\$54.50
20230719	5/26/2023	P - Plumbing	812 N BROADWAY	BEST DEAL REMODELING	GAS METER RESET	0	0	\$54.50
20230718	5/26/2023	P - Plumbing	916 BUCK DR	DALES PLUMBING	SEWER LINE	0	0	\$54.50
20230717	5/25/2023	F - Open Air / Tent	815 N HARRISON	MARK AND RACHEL OSWALD	TENT	0	0	\$104.50
20230716	5/25/2023	B - Residential - New	4522 RED BIRD RD	RICK LANDES	RESIDENTIAL NEW HOME	206,000	2,293	\$491.76
20230715	5/25/2023	M - Mechanical	811 W FRANKLIN	LUCKY DAY HVAC	CONDENSER REPLACE 2 TON	0	0	\$44.50
20230714	5/25/2023	E - Electrical	26 SEQUOYAH	MCGEHEE ELECTRIC	PANEL CHANGE OUT	0	0	\$54.50
20230713	5/25/2023	B - Commercial - New	505 W SARATOGA	NEAL MILETTE	NEW CONSTRUCTION / MOVE ON	0	0	
20230712	5/25/2023	O - Paving Cut and Boring	228 SHAVANO ST	TSU 1	ROAD BORE	0	0	
20230711	5/25/2023	B - Roof Redeck	4007 N CHAPMAN	WHITE ROOFING	REDECK	10,200	2,300	\$54.50
20230710	5/24/2023	O - Demolition and Moving	502 W 39TH ST	JOES DOZER SERVICE	DEMOLITION	0	0	\$50.00
20230709	5/24/2023	F - Burn	648 N CLEVELAND AVE	JIMMY GIBSON	BURN PERMIT	0	0	\$29.50
20230708	5/24/2023	P - Plumbing	14904 PATTERSON RD	REACT PLUMBING	REMODEL	0	0	\$54.50
20230707	5/24/2023	E - Electrical	19 INTERSTATE PKWY	ADVANCED ELECTRICAL TECHNOLOGIES LLC	MISCELLANEOUS	0	0	\$54.50
20230706	5/24/2023	M - Mechanical	3946 N KICKAPOO AVE STE 10	ACOCK CLIMATE CONTROL	CHANGE OUT WITH GAS LINE	0	0	\$104.50
20230705	5/24/2023	M - Mechanical	3946 N KICKAPOO AVE STE 8	ACOCK CLIMATE CONTROL	CHANGE OUT WITH GAS LINE	0	0	\$104.50
20230704	5/24/2023	M - Mechanical	3946 N KICKAPOO AVE	ACOCK CLIMATE CONTROL	CHANGE OUT WITH GAS LINE	0	0	\$104.50

			STE 6					
20230703	5/24/2023	M - Mechanical	3946 N KICKAPOO AVE STE 5	ACOCK CLIMATE CONTROL	CHANGE OUT WITH GAS LINE	0	0	\$104.50
20230702	5/24/2023	M - Mechanical	3946 N KICKAPOO AVE STE 3	ACOCK CLIMATE CONTROL	CHANGE OUT WITH GAS LINE	0	0	\$104.50
20230701	5/24/2023	M - Mechanical	3946 N KICKAPOO AVE STE 1	ACOCK CLIMATE CONTROL	CHANGE OUT WITH GAS LINE	0	0	\$104.50
20230700	5/24/2023	P - Plumbing	2238 N IONE AVE	GOFORTH PLUMBING & MECHANICAL, LLC	WATER / SEWER CONNECTIONS	0	0	\$54.50
20230699	5/24/2023	P - Plumbing	506 N BEARD AVE	M & K MECHANICAL	SEWER TAP	0	0	\$1,004.50
20230698	5/24/2023	O - Demolition and Moving	4 EMERALD CT	II RIVERS COMPLETE SERVICES	DEMOLITION	0	0	
20230697	5/24/2023	O - Demolition and Moving	2 EMERALD CT	II RIVERS COMPLETE SERVICES	DEMOLITION	0	0	
20230696	5/24/2023	E - Electrical	126 N BROADWAY	RED RIVER ELECTRIC	REMODEL	0	0	\$54.50
20230695	5/24/2023	E - Electrical	3954 N KICKAPOO AVE	BLACK STAR SERVICES	adding electric to the wall that was added	0	0	\$54.50
20230694	5/24/2023	E - Electrical	1607 N HARRISON	MARSH ELECTRIC	RESET METER	0	0	\$54.50
20230693	5/24/2023	E - Electrical	4817 N KICKAPOO	CENTRAL LIGHTING AND ENERGY LLC	BUILDING REMODEL	0	0	\$54.50
20230692	5/24/2023	E - Electrical	700 N TUCKER AVE	CNR ELECTRIC	SERVICE CHANGE OUT	0	0	\$104.50
20230691	5/23/2023	M - Mechanical	10 TAWANA	QUICK CALL ELECTRIC, INC	CHANGE OUT	0	0	\$64.50
20230690	5/23/2023	O - Demolition and Moving	1900 N KICKAPOO	MIDWEST WRECKING	DEMOLITION	0	0	
20230689	5/23/2023	P - Plumbing	3947 N KICKAPOO ST	STANFIELD PLUMBING	REPAIR - TORNADO DAMAGE	0	0	\$54.50
20230688	5/23/2023	P - Plumbing	1814 E 11TH	DALE'S PLUMBING	REPAIR	0	0	\$54.50
20230687	5/22/2023	O - Demolition and Moving	147 S OSAGE	EVERRETT HERNDON	DEMOLITION	0	0	
20230686	5/22/2023	B - Roof Redeck	202 W GEORGIA ST	WHITE'S ROOFING	RE-DECK	8,820	1,800	\$54.50
20230685	5/22/2023	P - Plumbing	1604 E MAIN	CACUTS SERVICE	REPAIR	0	0	\$54.50

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20230684	5/22/2023	O - Demolition and Moving	1929 N PARK	DREAM BUILDERS LLC	DEMOLITION	0	0	\$50.00
20230683	5/22/2023	P - Plumbing	4817 N KICKAPOO	JET COMMERCIAL, LLC	REPAIR - TORNADO DAMAGE	0	0	\$54.50
20230682	5/19/2023	O - Boat Dock	16704 CLEARPOND LN	BRANDON LOVELACE	NEW CONSTRUCTION	0	0	
20230681	5/19/2023	M - Mechanical	2615 N KICKAPOO	PREMIER MECHANICAL GROUP INC	REPLACE	0	0	\$904.50
20230680	5/19/2023	F - Burn	820 S HART AVE	RANDY WESLEY	BURN PERMIT	0	0	\$29.50
20230679	5/19/2023	E - Electrical	601 POOL LN	MYROOF SOLAR	NEW INSTALLATION	0	0	\$54.50
20230678	5/19/2023	B - Solar Panels	601 POOL LN	MYROOF SOLAR	NEW INSTALLATION	48,519	420	\$93.75
20230677	5/19/2023	B - Residential - New	216 OUTLANDER WAY	CODY LILLEY	NEW HOME	300,000	2,732	\$1,310.05
20230676	5/19/2023	B - Roof Redeck	1601 N AIRPORT RD	WHITE ROOFING	REROOF	24,933	0	\$54.50
20230675	5/19/2023	B - Storm Shelter	3906 N POTTENGER	STORM SAFE SHELTERS	REPLACE EXISTING	5,050	32	\$29.50
20230674	5/19/2023	B - Accessory Structure	314 N KICKAPOO	C & H CARPORTS, INC	NEW CONSTRUCTION	8,511	300	\$68.25
20230673	5/19/2023	E - Electrical	4004 N POTTENGER	SMALL TOWN SOLAR	NEW INSTALLATION	40,000	320	\$54.50
20230672	5/19/2023	B - Solar Panels	4004 N POTTENGER	SMALL TOWN SOLAR	NEW INSTALLATION	40,000	320	\$72.50
20230671	5/19/2023	O - Curb Cut, Driveway and Sidewalk	500 W UNIVERSITY	LINGO CONSTRUCTION	SIDEWALK CLOSURE	0	0	
20230670	5/18/2023	B - Residential - New	1010 N PENNSYLVANIA AVE	KEITH WRIGHT	NEW CONSTRUCTION	60,000	764	\$891.85
20230669	5/18/2023	B - Roof Redeck	113 MEADOWS LN	JONES ROOFING AND CONSTRUCTION	RE-DECK	24,625	0	\$54.50
20230668	5/18/2023	E - Electrical	1230 W DEWEY ST	ALL PHASE ELECTRIC INC	SERVICE UPGRADE	0	0	\$54.50
20230667	5/18/2023	B - Residential -	310 N MEAD	TIMOTHY HAYES	REPAIR - ABATEMENT	0	0	\$29.50

		Remodel			HEARING			
20230666	5/18/2023	M - Mechanical	1823 W HIGHLAND	TIMOTHY ROBERTS ELEC / HVAC	REMODEL	0	0	\$54.50
20230665	5/18/2023	E - Electrical	600 POOL PL	BOB'S ELECTRIC	REMODEL	0	0	\$54.50
20230664	5/18/2023	M - Mechanical	4409 N KICKAPOO	LUCKY DAY HVAC	REMODEL	0	0	\$54.50
20230663	5/17/2023	O - Demolition and Moving	400 W MACARTHUR ST	MIDWEST WRECKING	DEMOLITION	0	0	
20230662	5/17/2023	O - Demolition and Moving	511 S PARK	WADES SERVICES	ABATEMENT	0	0	
20230661	5/17/2023	B - Commercial - Remodel	126 N BROADWAY	RON DEGRAFFENREID	REMODEL	0	54	\$29.50
20230660	5/17/2023	E - Electrical	1204 CAMBRIDGE DR	ACTS29 SOLAR AND ELECTRIC	NEW INSTALLATION	0	0	\$54.50
20230659	5/17/2023	E - Electrical	1418 W WHEELER ST	GARYS ELECTRIC SERVICE	REBUILD SERVICE	0	0	\$54.50
20230658	5/17/2023	B - Storm Shelter	17 CROWN POINT	FLATSAFE TORNADO SHELTERS	NEW INSTALLATION	3,700	21	\$29.50
20230657	5/17/2023	B - Commercial - Remodel	3947 N KICKAPOO ST	MIDWEST COMMERCIAL CONSTRUCTION	REMODEL	725,000	7,095	\$1,778.25
20230656	5/17/2023	M - Mechanical	1400 N KENNEDY AVE	AIR COMFORT SOLUTIONS	CHANGE OUT	0	0	\$204.50
20230655	5/17/2023	P - Plumbing	427 N UNION	ALL ABOUT PLUMBING	SEWER REPAIR	0	0	\$54.50
20230654	5/17/2023	P - Plumbing	530 W FEDERAL ST	ROWDY BOYS PLUMBING	GAS PRESSURE TEST	0	0	\$54.50
20230653	5/16/2023	E - Electrical	704 W AYRE PARRKING LOT	INDUSTRIAL CONTROLS OF OKLAHOMA LLC	REPAIR PARKING LOT LIGHTS	0	0	\$54.50
20230652	5/16/2023	F - Burn	1 JOHN C BURTON DR #A	JOHN W HILL	BURN PERMIT	0	0	\$29.50
20230651	5/16/2023	F - Burn	40302 GARRETTS LAKE RD	GARRY DOCKREY	BURN PERMIT	0	0	\$29.50
20230650	5/16/2023	F - Burn	33504 LAKE RD	TERESA CORNS	BURN PERMIT	0	0	\$29.50
20230649	5/16/2023	F - Carnival / Fair	1400 E MAIN	THE KNIGHT'S AUTO CLUB	EXHIBT / TRADE SHOW	0	0	\$54.50
20230648	5/16/2023	B - Residential - Remodel	1919 W SLOVER ST	JOE THIMPSON	remodel carport and awning	7,500	528	\$116.70
20230647	5/16/2023	B -	302 S LEO AVE	JOE THOMPSON	norch / carport	7,500	528	\$116.70

		Residential - Remodel						
20230646	5/16/2023	P - Plumbing	2728 LEGACY PL	COLE PLUMBING CO	GAS LINE	0	0	\$54.50
20230645	5/16/2023	F - Burn	6100 N KICKAPOO	DACE DOCKERY	BURN PERMIT	0	0	\$29.50
20230644	5/15/2023	O - Demolition and Moving	104 W 34TH ST	A-1 DOZER	DEMOLITION	0	0	
20230643	5/15/2023	E - Electrical	304 E MACARTHUR ST	SELECT SERVICE ELECTRIC	MISCELLANEOUS	0	0	\$54.50
20230642	5/15/2023	E - Electrical	2728 LEGACY PL	ADVANCED ELECTRICAL TECHNOLOGIES LLC	NEW INSTALLATION	0	0	\$54.50
20230641	5/15/2023	P - Plumbing	2401 N MINNESOTA CIR	HUBBARD PLUMBING LLC	GAS LINE EXTENTION	0	0	\$54.50
20230640	5/15/2023	B - Commercial - Remodel	4817 N KICKAPOO	JAMES R VANNOY AND SONS CONSTRUCTION COMPANY, INC	REMODEL	0	131,134	\$29.50
20230639	5/15/2023	B - Accessory Structure	2223 WHISPERING PINE BLVD	PREFERRED SHELTERS	STORM SHELTER	0	0	\$29.50
20230638	5/15/2023	F - Fire Suppression	1900 W MACARTHUR ST	SUMMIT FIRE AND SECURITY	NEW INSTALLATION	0	0	\$104.50
20230637	5/15/2023	B - Storm Shelter	601 POOL LN	STORM SAFE SHELTERS	NEW INSTALLATION	4,300	32	\$29.50
20230636	5/12/2023	O - Demolition and Moving	2120 E MAIN	KW SERVICES LLC	DEMO	0	0	\$50.00
20230635	5/12/2023	M - Mechanical	3929 N KICKAPOO	VANDYCK MECHANICAL LLC	CHANGE OUT / REPLACE	0	0	\$614.50
20230634	5/12/2023	P - Plumbing	3929 N KICKAPOO SUITE A	VANDYCK MECHANICAL LLC	INSTALL 4 WATER/DRAIN CONNECTIONS	0	0	\$54.50
20230633	5/12/2023	P - Plumbing	311 w kirk	JIMMY B QUICK	GAS TEST	0	0	\$54.50
20230632	5/12/2023	O - Demolition and Moving	15400 ECKEL RD	BOBBY COX	DEMOLITION	0	0	\$50.00
20230631	5/12/2023	B - Solar Panels	1204 CAMBRIDGE DR	ACTS29 SOLAR AND ELECTRIC	NEW INSTALLATION	21,880	378	\$84.83
20230630	5/12/2023	B - Commercial - Remodel	5662 N KICKAPOO AVE	AMERICAN TOWER CORPORATION	REPAIR CELL TOWER	0	0	\$29.50

20230629	5/12/2023	O - Demolition and Moving	2813 N KICKAPOO	A&B CONSTRUCTION AND HAULING	DEMOLITION	0	0	\$50.00
20230628	5/12/2023	P - Plumbing	2130 N IONE AVE	BRANDON'S PLUMBING	METER RE-HANG	0	0	
20230627	5/12/2023	M - Mechanical	4500 N KICKAPOO AVE	LANE VALENTE INDSTIRES INC	CHANGE OUT	0	0	\$724.50
20230626	5/12/2023	B - Storm Shelter	1609 N UNION AVE	FIRESTORM SEPTIC & SHELTER	NEW INSTALLATION	0	0	\$29.50
20230625	5/12/2023	O - Demolition and Moving	116 PONTOTOC AVE	NEALS LAWN SERVICE	DEMOLITION	0	0	\$50.00
20230624	5/12/2023	M - Mechanical	2 RICE RD	SPARKS HEAT AND AIR INC	NEW SYSTEM	0	0	\$74.50
20230623	5/11/2023	E - Electrical	16338 PATTERSON RD	GENESIS ELETRIC SERVICES LLC	NEW SERVICE / BCW	0	0	\$104.50
20230622	5/11/2023	E - Electrical	3947 N KICKAPOO ST	ALL PHASE ELECTRIC INC	REPAIRS FROM STORM DAMAGE	0	0	\$54.50
20230621	5/11/2023	P - Plumbing	3040 N TUCKER AVE	DALES PLUMBING	WATER SERVICE	0	0	\$54.50
20230620	5/11/2023	E - Electrical	1902 N KICKAPOO #A	TIMOTHY ROBERTS ELEC / HVAC	REPAIR SERVICE	0	0	\$54.50
20230619	5/11/2023	O - Paving Cut and Boring		B&H CONSTRUCTION	STREET CUT FOR ONG	0	0	
20230618	5/11/2023	E - Electrical	2401 N MINNESOTA CIR	GENERATOR SUPERCENTER	NEW INSTALLATION	0	0	\$54.50
20230617	5/11/2023	P - Plumbing	534 N IONE AVE	COWBOYS PLUMBING	REPLACE	0	0	\$429.50
20230616	5/11/2023	P - Plumbing	2615 N KICKAPOO	BRAD'S PLUMBING	REMODEL	0	0	\$54.50
20230615	5/11/2023	P - Plumbing	520 N BEARD AVE	CACTUS SERVICE PROS	REPAIR SEWER LINE	0	0	\$54.50
20230614	5/11/2023	O - Paving Cut and Boring	24 E HIGHLAND ST	VYVE BROADBAND	ROAD BORE	0	0	
20230613	5/10/2023	B - Residential - New	1418 LEXI DR	RAUSCH COLEMAN HOMES	NEW CONSTRUCTION	160,000	1,513	\$1,051.01
20230612	5/10/2023	B - Residential - New	1420 LEXI DR	RAUSCH COLEMAN HOMES	NEW CONSTRUCTION	160,000	2,234	\$1,204.23
20230611	5/10/2023	B - Residential - New	1421 MADISON AVE	RAUSCH COLEMAN HOMES	NEW CONSTRUCTION	160,000	1,947	\$1,143.24
20230610	5/10/2023	B -	1419 MADISON	RAUSCH COLEMAN	NEW	160.000	2.234	\$1.204.23

		Residential - New	AVE	HOMES	CONSTRUCTION			
20230609	5/10/2023	B - Residential - New	1410 MADISON AVE	RAUSCH COLEMAN HOMES	NEW CONSTRUCTION	160,000	2,377	\$1,234.61
20230608	5/10/2023	F - Burn	111 ST JOHN RD	RAYMOND STOKES	BURN PERMIT	0	0	\$29.50
20230607	5/10/2023	M - Mechanical	1603 PECAN CROSSING DR	ADVENT MECHANICAL	CHANGE OUT	0	0	\$104.50
20230606	5/10/2023	E - Electrical	713 S UNION	RED RIVER ELECTRIC	SERVICE	0	0	\$54.50
20230605	5/10/2023	E - Electrical	426 N MEAD	RED RIVER ELECTRIC	SERVICE	0	0	\$79.50
20230604	5/10/2023	E - Electrical	419 N MEAD	RED RIVER ELECTRIC	SERVICE	0	0	\$54.50
20230603	5/10/2023	B - Residential - Remodel	1421 E 7TH	MACY DAVIDSON	REMODEL	0	0	
20230602	5/10/2023	M - Mechanical	2821 N PARK	ACOCK CLIMATE CONTROL	GAS LINE	0	0	\$54.50
20230601	5/10/2023	E - Electrical	520 W DEWEY ST	MARSH ELECTRIC LLC	REPAIR	0	0	
20230600	5/10/2023	B - Commercial - Remodel	4845 N KICKAPOO AVE	MIDTOWN CONSTRUCTION SERVICES	REMDEL / REPAIR	125,000	4,157	\$1,043.75
20230599	5/9/2023	O - Paving Cut and Boring	4813 DANA DR	TSU ONE	ROAD BORE	0	0	
20230598	5/9/2023	O - Paving Cut and Boring	4811 DANA DR	TSU ONE	ROAD BORE	0	0	
20230597	5/9/2023	E - Electrical	1208 TURNBERRY CIR	GARY'S ELECTRICAL SERVICE LLC	POOL & OUTDOOR KITCHEN	0	0	\$104.50
20230596	5/9/2023	B - Residential - New	3930 MAPLE GROVE AVE	SBZ PROPERTIES	NEW CONSTRUCTION	208,000	2,115	\$1,178.94
20230595	5/9/2023	F - Flammable / Combustible Tank	4850 SHAWNEE MISSION DR	PARKWAY CONSTRUCTION	LPG STORAGE TANK	0	0	\$104.50
20230594	5/9/2023	B - Commercial - New	8331 N HARRISON	CLAYTON EADS	NEW CONSTRUCTION	360,000	18,000	\$4,504.50
20230593	5/9/2023	F - Fire Suppression	2615 N KICKAPOO	AUTOMATIC FIRE CONTROL	REPLACE EXISTING	0	0	\$204.50
20230592	5/9/2023	B -	3947 N	NEEDHAM	RE-ROOF	0	0	\$54.50

		Commercial - Remodel	KICKAPOO ST	ROOFING				
20230591	5/9/2023	P - Plumbing	1005 N KICKAPOO AVE	MULLIN PLUMBING	REPLACE	0	0	\$54.50
20230590	5/9/2023	M - Mechanical	1914 CHANDLER DR	AIR COMFORT SOLUTIONS	CHANGE OUT	0	0	\$124.50
20230589	5/8/2023	B - Commercial - Remodel	2304 N AIRPORT RD	AZTEC BUILDING SYSTEMS	REPAIR	147,683	10,000	\$29.50
20230588	5/8/2023	B - Residential - Remodel	1201 N DRAPER	BURKE PROPERTIES	REMODEL	60,000	1,100	\$238.25
20230587	5/8/2023	P - Plumbing	105 E CHICAGO	VIP PLUMBING	WATER LINE	0	0	\$54.50
20230586	5/8/2023	M - Mechanical	507 POOL LN	SPARKS HEAT & AIR, INC	CHANGE OUT	0	0	\$104.50
20230585	5/8/2023	F - Burn	2020 W BENEDICT	JAMES M DUCOTE	BURN PERMIT	0	0	\$29.50
20230584	5/8/2023	P - Plumbing	1916 E WALNUT	JIMMY B QUICK PLUMBING	GAS TEST	0	0	\$54.50
20230583	5/8/2023	B - Commercial - Remodel	1723 N AIRPORT RD	BLACKWOOD DEVELOPMENT	REPAIR	35,000	234	\$63.00
20230582	5/5/2023	E - Electrical	2615 N KICKAPOO	ADVANCE ELECTIC, INC	REMODEL	0	0	\$104.50
20230581	5/5/2023	B - Storm Shelter	2696 SOMERSET DR	GROUND ZERO SHELTERS	storm shelter	3,995	8,734	\$29.50
20230580	5/5/2023	E - Electrical	3807 N HARRISON	QUICK CALL ELECTRIC INC		0	0	\$54.50
20230579	5/4/2023	P - Plumbing	702 W AYRE PARRKING LOT	ANYTIME PLUMBING	PULLING GAS OFF ROOF, REPIPE	0	0	\$54.50
20230578	5/4/2023	P - Plumbing	704 W AYRE PARRKING LOT	ANYTIME PLUMBING	pulled meter, repipe	0	0	\$54.50
20230577	5/4/2023	P - Plumbing	1823 W HIGHLAND	CS PLUMBING	REMODEL	0	0	\$54.50
20230576	5/4/2023	O - Demolition and Moving	1111 N KENNEDY AVE	NEAL'S LAWN SERVICE LLC	DEMOLITION	0	0	
20230575	5/4/2023	E - Electrical	326 S AYDELOTTE AVE	BARNETT ELECTRICAL HEATING & AIR	SERVICE UPGRADE	0	0	\$154.50
20230574	5/4/2023	O - Demolition and Moving	802 W FORD ST	DUDLEY COMPANY LTD LLC	DEMOLITION	0	0	\$50.00
20230573	5/4/2023	B - Storm Shelter	4418 LILLY VALLEY	FLAT SAFE	STORM SHELTER	0	0	\$29.50

20230572	5/4/2023	E - Electrical	1010 OVERLAND CT	INSIGHT ELECTRIC LLC	RESET METER	0	0	\$54.50
20230571	5/8/2023	O - Sign	4983 N HARRISON AVE	WHISTLER SIGN COMPANY	REPLACE EXISTING	500,000	1,200	
20230570	5/8/2023	O - Sign	4983 N HARRISON AVE	WHISTLER SIGN COMPANY	REPLACE EXISTING	100,000	1,200	\$50.00
20230569	5/8/2023	PC - Plat - Preliminary	901 W 7TH ST	HOUSING AUTHORITY OF THE CITY OF SHAWNEE	PRELIMINARY PLAT	0	0	\$227.00
20230568	5/3/2023	B - Commercial - Remodel	4151 N HARRISON AVE	JAKE CLANIN	REMODEL	150,000	2,240	\$564.50
20230567	5/3/2023	E - Electrical	1204 CAMBRIDGE DR	ADVANCED ELECTRICAL TECHNOLOGIES LLC	NEW INSTALLATION	0	0	\$54.50
20230566	5/3/2023	E - Electrical	811 E GEORGIA	ADVANCED ELECTRICAL TECHNOLOGIES LLC	NEW INSTALLATION	0	0	\$54.50
20230565	5/3/2023	P - Plumbing	4005 PINE RIDGE	STANLEY PLUMBING SERVICES LLC	GAS METER RESET	0	0	
20230564	5/3/2023	P - Plumbing	627 N PARK	DALE'S PLUMBING	REPAIR	0	0	\$54.50
20230563	5/3/2023	O - Demolition and Moving	201 W MAIN	MEIER AND SON DEMOLITION, LLC	DEMOLITION	0	0	\$50.00
20230562	5/3/2023	M - Mechanical	4030 N KICKAPOO AVE	RUSSELL HEAT & AIR LLC	CHANGE OUT	0	0	\$404.50
20230561	5/3/2023	F - Burn		POTTAWATOMIE COUNTY	BURN PERMIT	0	0	\$29.50
20230560	5/3/2023	E - Electrical	722 S BEARD AVE	RED RIVER ELECTRIC	METER INSPECTION	0	0	\$54.50
20230559	5/3/2023	E - Electrical	2500 SUTTON CT	SOLAR POWER OF OKLAHOMA	NEW INSTALLATION	0	0	\$54.50
20230558	5/3/2023	B - Solar Panels	2500 SUTTON CT	SOLAR POWER OF OKLAHOMA	NEW INSTALLATION	28,123	380	\$85.25
20230557	5/3/2023	M - Mechanical	3904 N POTTENGER AVE	A-TEAM HTG & COOLING	CHANGE OUT	0	0	\$60.00
20230556	5/3/2023	F - Burn	6331 N KICKAPOO AVE	SHERRY HASLAM	BURN PERMIT	0	0	\$29.50
20230555	5/3/2023	P - Plumbing	1204 CAMBRIDGE DR	COLE PLUMBING	NEW INSTALLATION	0	0	\$54.50
20230554	5/3/2023	P - Plumbing	811 E GEORGIA	COLE PLUMBING	NEW INSTALLATION	0	0	\$54.50
20230553	5/3/2023	O - Paving Cut and Boring	4010 N KICKAPOO	COX COMMUNICATIONS	ROAD BORE	0	0	

20230552	5/2/2023	B - Residential - Remodel	1001 E INDEPENDENCE	ROCK GENERAL CONTRACTING	REPAIR	0	0	
20230551	5/2/2023	E - Electrical	323 N AYDELOTTE	MORGAN ELECTRIC ENTERPRISES INC	BRINGING SERVICE UP TO CODE	0	0	\$54.50
20230550	5/2/2023	B - Residential - Remodel	3611 N MARKET	BIG FOOT ROOFING	REPAIR / REPLACE	5,800	352	
20230549	5/2/2023	M - Mechanical	1005 N KICKAPOO AVE	ACTION AIRE COMPANY	REPLACE 2 RTU'S	0	0	\$304.50
20230548	5/2/2023	E - Electrical	616 S MARKET AVE	WILSON ELECTRIC	FIRE DAMAGE	0	0	\$54.50
20230547	5/2/2023	P - Plumbing	1705 N KICKAPOO	CACTUS SERVICE PROS	REPAIR GAS LINE	0	0	\$54.50
20230546	5/2/2023	M - Mechanical	111 MEADOWS LN	A-TEAM HTG & COOLING	3.5 new system	0	0	\$74.50
20230545	5/2/2023	M - Mechanical	124 MEADOWS LN	ROBERTS AND SONS HVAC LLC	CHANGE OUT	0	0	\$84.50
20230544	5/1/2023	O - Paving Cut and Boring	722 E INDEPENDENCE ST	ARIAS UTILITY LLC	ROAD BORE	0	0	
20230543	5/1/2023	E - Electrical	1005 N KICKAPOO AVE	PATCO ELECTTICAL SERVICES	REWIRE	0	0	\$54.50
20230542	5/1/2023	F - Burn	16 NIX ALLEN	RICK MCELHANY	BURN PERMIT	0	0	\$29.50
20230541	5/1/2023	P - Plumbing	600 SHAWNEE MALL DR	ROTO ROOTER	GAS LINE REPAIR	0	0	\$54.50
20230540	5/1/2023	E - Electrical	9 COMANACHE	GREEN LIGHT SOLAR	NEW INSTALLATION	0	0	\$54.50
20230539	5/1/2023	B - Solar Panels	9 COMANACHE	GREEN LIGHT SOLAR	NEW INSTALLATION	44,166	204	\$47.85
20230538	5/1/2023	M - Mechanical	14904 PATTERSON RD	HERE MECHANICAL	REMODEL	0	0	\$54.50
20230537	5/1/2023	O - Curb Cut, Driveway and Sidewalk	1315 LAVAERNE AVE	RON BAXTER	DRIVEWAY / CURB CUT	0	0	\$50.00
20230536	5/1/2023	F - Burn	1001 W WOOD ST	VALERIE SAULSBERRY	BURN PERMIT	0	0	\$29.50
20230535	5/1/2023	P - Plumbing	2515 N KICKAPOO	COLE PLUMBING	MISC WORK	0	0	\$54.50
20230534	5/1/2023	P - Plumbing	10 ROBBY RD	COLE PLUMBING	GAS TEST	0	0	\$54.50
20230533	5/1/2023	E - Electrical	808 N UNION	ALL PHASE ELECTRIC	REMODEL	0	0	\$54.50
20230532	5/1/2023	P - Plumbing	1916 N UNION	DALE'S PLUMBING	REPLACE	0	0	\$54.50

			AVE					
20230531	5/1/2023	F - Burn		KEVIN KALIES	BURN PERMIT	0	0	\$29.50
20230530	5/1/2023	P - Plumbing	1310 CHARLES DR	ALL ABOUT PLUMBING	REPIPE	0	0	\$54.50
20230519	5/1/2023	O - Sign	2615 N KICKAPOO	COFFEIT SIGN CO., INC	REPLACE EXISTING	1,200	11	
20230518	5/1/2023	O - Sign	2615 N KICKAPOO	COFFEIT SIGN CO., INC	REPLACE EXISTING	3,600	39	
20230517	5/1/2023	O - Sign	2615 N KICKAPOO	COFFEIT SIGN CO., INC	NEW SIGN	2,000	27	\$50.00
20230516	5/1/2023	O - Sign	2615 N KICKAPOO	COFFEIT SIGN CO., INC	REPLACE EXISTING	1,800	22	
20230515	5/1/2023	O - Sign	2615 N KICKAPOO	COFFEIT SIGN CO., INC	NEW SIGN	2,200	26	\$50.00
20230514	5/1/2023	O - Sign	2615 N KICKAPOO	COFFEIT SIGN CO., INC	REPLACE EXISTING	1,400	16	
20230513	5/1/2023	O - Sign	2615 N KICKAPOO	COFFEIT SIGN CO., INC	NEW SIGN	1,500	87	\$50.00
								\$33,834.00

Total Records: 215

6/6/2023

Community
Development
Department



222 N Broadway
Shawnee, OK 74801
405-878-1666
cosinspections@shawneeok.org

Shawnee Twin Lakes Cabin Site Leases Summary Report – For Renewals & Transfers

Date: 6.20.2023	License No.: 5824
Type:	☐ Renewal ☒ Transfer
Commission Meeting Date:	6.20.2023
Property Address	15405 Perry Rd
Lake Site Location	Coffman Tract - Lot 2
Lease Dates	06.20.2023 - 06.19.2053
Lease Fee	\$776.00
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No
Lessee (Transfer To)	
Name(s)	Faron & Cathy Kincheloe
Address	11006 Sandalwood Dr, Woodway, TX 76712
Email	faron.kincheloe@gmail.com; ckincheloe23@gmail.com
Phone	254.495.0981 / 254.717.4409
Current Lessee (Transfer From)	
Name(s)	Jesse & Kobi Abbott
Address	15405 Perry Rd, Shawnee, OK 74801
Email	thesoonerhometeam@gmail.com
Phone	405.343.9829
Inspection Information	
Inspection Required	☒ Yes ☐ No
DEQ Report on File	☒ Yes ☐ No
Type of Septic	☒ Conventional ☐ Aerobic
Last Inspected / Pumped	5.8.2023
Miscellaneous Comments	\$1000.00 Lease Transfer \$776.00 1st Year Lease \$75.00 - Inspection Fee
Fees Collected	\$1851.00



Cabin Site Lease

PLEASE READ CAREFULLY

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

LEASE #5824 **TRACT NAME**Coffman **LOT #**2

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease was made and entered into in duplicate this date of 06/20/2023 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

FARON & CATHY KINCHELOE,
11006 SANDALWOOD DR
WOODWAY, TX 76712

PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of **\$776.00** dollars for **2023**, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

15405 PERRY RD

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

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

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

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

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

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed

an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rules or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house, or boat dock.

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

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

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

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

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

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

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

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

reason of the cancellation of the said lease aforesaid.

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

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

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

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

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

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____

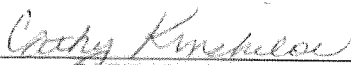
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK



PARTY OF THE SECOND PART



PARTY OF THE SECOND PART

HOUSING AUTHORITY OF THE CITY OF SHAWNEE, OKLAHOMA CONTRACT FOR THE PROVISION OF SUPPLEMENTAL POLICE SERVICES

This Contract, made and entered into this 1st day of July, 2023, by and between the Housing Authority of the City of Shawnee, Oklahoma, (hereinafter called the "Authority") and the City of Shawnee, Oklahoma, (hereinafter called the "City") is for the provision of specific police services associated with the Authority's security programs.

WHEREAS, the Authority desires to contract with the City for additional polices services to create a drug-and crime-free environment and to provide for the safety and protection of the residents in its public housing developments; and

WHEREAS, the City, by and through its police department, desires to assist in the effort by providing effective police services at all Authority locations.

NOW, THEREFORE, the Authority and the City agree as follows:

ARTICLE I Scope of Services

SECTION ONE: SERVICES PROVIDED BY THE CITY

The City agrees that the services rendered by the Assigned Personnel (police and civilian) under this Contract are in addition to baseline police services. The City agrees that it will not reduce its current level of police services to the public housing developments, particularly in the areas of community policing, patrol, criminal investigations, records, dispatch and special operations.

The manner and method of performance of services is specified in Article IV, Plan of Operations.

The duties and extent of services of the Assigned Personnel shall include, but shall not be limited to:

- A. The City, by and through its police department, will provide a minimum of one fulltime police officer(s) to perform 40 hours of specialized patrols to enforce all state and local laws and the Housing Authority Rules specified in this Contract. Sworn officer(s) shall at all times remain part of, subject to and in direct relationship with the police department's chain of command and under police department rules, regulations and standard operating procedures.
- B. The City agrees to assign police officer(s) to targeted areas during specific periods of time identified by the Authority and agreed upon by the City as high crime or high workload periods, to maintain a police patrol presence.
- C. The City agrees that the police department will employ a community policing concept and that the police department's Crime Prevention Unit (or other unit whose primary responsibility is to develop and maintain communications with residents) will assist in developing or enhancing crime prevention programs in the public housing communities.
- D. The City agrees to collect and provide workload data in public housing developments. This will include providing copies of all police reports for incidents pertaining to public housing developments.

- E. It is further agreed that to the extent necessary, the Assigned Personnel will appear as witnesses in the Authority's administrative grievance procedure, civil dispossession hearings, or other civil or court proceedings where the issue includes criminal or quasi-criminal conduct in or near public housing developments involving any resident, member or a resident's household, or any guest or guests of a resident or household member.
- F. Without limiting any of the foregoing, the City agrees that with respect to the services to be performed by any police personnel in accordance with this Contract, the appropriate police department personnel will meet with resident leadership and management representatives of the Authority on a routine basis for the purposes of reviewing the enforcement and prevention efforts and planning for future changes or modifications anticipated by this Contract. These meetings shall occur at least annually.
- G. The City agrees that a policy manual exists to regulate police officer(s)' conduct and activities; all police officer(s) have been provided a copy of the policy manual; the department has a signed receipt from each officer that he/she has received and understands the contents of the manual; and the personnel have been trained on the regulations and orders within the manual.
- H. The City agrees that it will provide the Assigned Personnel with such basic equipment as may be necessary and reasonable to allow the police officer(s) to carry out the duties anticipated under this Contract. Any additional automobiles, motor vehicles, bicycles or other equipment requested by the Authority will be furnished at the expense of and shall remain the property of the Authority. The Authority and City may mutually agree to lease equipment or vehicles.
- I. The police department will provide to officer(s) a minimum of sixteen (16) hours of training on community relations and interpersonal communication skills within a year of accepting an HA assignment.
- J. The police department shall designate a command officer as the Administrative Liaison Officer, who will work in concert with the Executive Director of the Authority or that official's designate.

The Administrative Liaison Officer will ensure that the Assigned Personnel perform the following duties:

- 1. Coordinate the dissemination and processing of police and security reports and coordinate in resolving problems or in carrying out the provisions of this Contract.
- 2. Establish and maintain an ongoing line of communication with Beat/Zone Commanders and other police personnel.
- 3. Prepare semiannual progress reports and evaluations of services requested and provided under this Contract for review by the Executive Director, the Police Chief, appropriate Deputy Chiefs and Beat/Zone Commanders and identified community representatives, and political leadership, e.g., mayor and council members.
- 4. Initiate and monitor ongoing lines of communication with resident leaders to effectively employ the community policing concept and to address in a timely manner concerns raised by community leaders.
- 5. Attend a minimum of one Resident Advisory Board meeting each year.
- 6. Coordinate security workshops and training seminars for residents and Authority staff.

7. Assist or advise the planning and implementation of other grant-funded security programs within the Authority; and
 8. Meet on a weekly basis with Authority staff to address problems and needs in Authority areas.
- K. The City will at all times provide supervision, control and direction of work activities and assignments of police personnel, including disciplinary actions. It is expressly understood that the police department shall be responsible for the compensation of the officer(s) and all employee benefits, as well as any injury to officer(s), their property, or the City's property while on the Authority's property.
- L. The Assigned Personnel shall possess and maintain CLEET Certification.

SECTION TWO: SERVICES PROVIDED BY THE AUTHORITY

- A. The Authority will provide training of residents, Authority on-site management staff and the Assigned Personnel with information on community policing and crime prevention issues associated with public housing. This may include, but not be limited to, training in the following:
1. Crime prevention and security responsibilities.
 2. Community organization/ mobilization against the causes of and precursors to crime.
 3. Drug awareness and control.
 4. Orientation and familiarization with the public housing communities for the assigned officer(s); and
 5. Orientation to the lease contract, and lease compliance enforcement procedures and policies.
- B. The Authority will provide the following in-kind accommodations, services and equipment:
1. Accommodations – The Authority will provide suitable space to be used as a satellite office at each site targeted for additional police services.
 2. Services – Each satellite office will be supplied with utilities (water, heat, electricity) and routine and extraordinary maintenance by personnel of the Housing Authority.
 3. Equipment – Each satellite office is to be supplied with any other additional equipment mutually agreed upon in connection with the performance of this Contract.
 4. Modification/Damage – The Authority will make reasonable modifications, including minor structural, electrical, and mechanical changes to the accommodations provided in order to meet the City's operational needs. Any damage to the unit or equipment provided by the Housing Authority for City employees, which the Authority determines to be above the normal wear for the item or accommodation, shall be repaired or replaced by the City at the discretion of the Authority.

- C. The Authority shall provide an annual assessment of the results achieved, as measured against the performance objectives specified in the Plan of Operations listed in Article IV of this Contract.
- D. The Authority shall reserve the right to reasonably request the police department to replace any Assigned Personnel for the following reasons:
 - 1. Neglect or non-performance of duties.
 - 2. Disorderly conduct, use of abusive or offensive language, or fighting.
 - 3. Criminal action.
 - 4. Selling, consuming, possessing or being under the influence of intoxicants, including alcohol or illegal substances, while on assignment to the Authority.
 - 5. Inadequate punctuality or attendance; or
 - 6. Substantiated complaints from public housing residents or management.

The Authority shall provide a written enumeration of the reasons for the request for replacement of the Assigned Personnel, including documentation and witnesses to the alleged behaviors.
- E. The Authority will provide the City with a Public Housing Police Report Form(s) for assigned officer(s) to complete. These forms are not to replace police reports utilized by the City.
- F. The Authority will provide the City with the applicable Authority rules and regulations for compliance with this Contract.
- G. The Authority will work with the police department to subsidize housing or rent costs for volunteer police officer(s) to reside in a public housing development selected by the Authority.

ARTICLE II

Enforcement of Rules and Regulations

- A. The City, through its police officer(s), is hereby empowered to enforce the following Authority rules and regulations:
 - 1. Unauthorized visitors in unoccupied structures of the Authority shall be removed.
 - 2. Unauthorized visitors creating disturbance or otherwise interfering with the peaceful enjoyment of lessees on Authority property shall be removed.
 - 3. Unauthorized visitors destroying, defacing, or removing Authority property shall be removed and/or criminal enforcement actions shall be taken.

With Regard to the foregoing rules and regulations, the City's police officer(s) are hereby authorized to give criminal trespass warnings to any persons found in violation of said rules or regulations, i.e., to give notice to any violators that their entry on the property or premises is forbidden, and to arrest or cause the arrest and prosecution of any violators, when appropriate.
- B. The City, through its police officer(s), is hereby empowered to enforce Authority rules or regulations.

- C. The City, through its police officer(s), is hereby empowered to enforce such additional Authority rules and regulations and perform such other duties as shall be specified in any addenda attached hereto or incorporated herein now or in the future.
- D. Nothing herein contained shall be construed as permitting or authorizing police officer(s) to use any method or to act in any manner in violation of law or of their sworn obligation as police officer(s).

ARTICLE III
Communications, Reporting and Evaluation

A. Communications

1. Access to Information

The City agrees that the Authority will have unrestricted access to all public information which in any way deals with the criminal activity in any of the Authority's communities. It is further agreed that the City police department will provide the Authority copies of such incident reports, arrest reports or other public documents which document or substantiate actual or potential criminal activity in or connected with the public housing developments. This information will be provided at no cost by the City police department on a regular basis in accordance with specific procedures that have been or will be established.

Existing procedures should be included as an Addendum to this Contract.

B. Reporting

1. Forms

The police department will require all Assigned Personnel (police officer(s)) to complete incident reports provided by the Authority at the conclusion of each week and forward the original report to the Authority's designee. This report will include, but not be limited to, data as follows:

- a. Hours worked: foot, bicycle, motorized, other
- b. Calls/requests for service
- c. Suspicious persons - name and description
- d. Vehicles abandoned/towed/stolen
- e. Drug paraphernalia confiscated/found
- f. Arrests/citations of both residents and outsiders to include age, sex, ethnicity
- g. Property recovered/stolen
- h. Counseling of residents and visitors
- i. Broken lights/sidewalks & safety issues
- j. Graffiti & vandalism
- k. Vehicle license number of suspicious persons
- l. Weapons violations/seized
- m. Workshops, seminars, and any community policing events

2. Media Coordination

The police department will relay to the Executive Director, or his designee information related to any major crime or incident that occurs on Authority property, preferably before the media is informed, or as soon as possible.

C. Evaluation

The City and the Authority agree that any evaluation shall include:

1. Hours worked by police officer(s) for:
 - a. Foot patrol
 - b. Bicycle patrol
 - c. Motorized patrol
 - d. K-9 patrol
 - e. Special operations
2. Response time to targeted communities by City-paid officer(s) and Authority-paid officer(s) by Priority I (emergency), Priority II (non-emergency), and Priority III (if utilized)
3. Comparison of crime and workload in the targeted communities for the previous 4 years and the period of the Contract
4. Arrests (to include drug violations)
5. Vehicles towed
6. Positive contacts
7. Referrals
8. Trespassers removed
9. All UCR or NIBRS Reports
10. Calls for service
11. Weapons seized
12. Property stolen/recovered
13. Community feedback
14. K-9 use log

It is further agreed that the City will provide comparable crime information for the City as a whole to facilitate the evaluation to include what proportion of activities City-wide occur on Authority property.

**ARTICLE IV
Plan of Operations**

- A. The City and the Authority shall prepare a detailed plan of operations for use in eliminating crime. The purpose of the plan is to specify the manner and method of performance by which each of the services identified is to be administered.

The plan of operations will minimally specify the following:

1. Service goals and minimum performance criteria (e.g., a definition of what is to be achieved and the expected benefits or outcomes that will be derived);
 2. Staffing levels.
 3. Responsibilities of key personnel.
 4. Organization and resources, to include personnel, equipment, in-kind support, etc.
 5. Hours of operation, to encompass schedules of major tasks and activities; and
 6. Community interface to evidence the methodology by which resident involvement will be gained and maintained during the term of this Contract.
- B. The plan of operations will be prepared for review and acceptance within thirty (30) days from the date of execution of this Contract by both parties. It is understood that the Authority may request reasonable modification to the initial plan of operations as it deems appropriate. The Authority must approve the plan for payment to begin.
- C. If during the term of the Contract either party desires to amend the scope of the plan of operations, either party may request such an amendment via written notification. The Executive Director of the Authority and/or the Chief of Police shall provide final determinations regarding the establishment of an amendment to the plan of operations.

ARTICLE V Term of Contract

The term of this Contract shall be for one (1) year(s) beginning on the date approved by both parties.

ARTICLE VI Compensation to the City

- A. All compensation to the City will be made on a cost reimbursement basis. The Authority will reimburse the City for services specified in this Contract in a total amount not to exceed Fifty-five thousand dollars and no cents (\$ 55,000.00), in the following expense categories:

Expense Category	Amount
Assigned Personnel Salaries (Reimbursement of Law Enforcement over and above the baseline of services.)	<u>\$ 55,000.00</u>
Administrative Liaison Officer Prorated Salary and Benefits	<u>\$ 0.00</u>
Communications/Other Miscellaneous Expenses/Equipment	<u>\$ 0.00</u>

- B. The Authority shall reimburse the police department monthly, upon receipt of performance of the proposed services and evidence of authorized expenditures. Total reimbursement shall not exceed \$55,000.00 for one full time officer for one year and is contingent on receiving funding.
- C. The percent of overtime authorized under this Contract for court appearances or other hearings is 0%.
- D. The City shall provide the following documentation in requesting reimbursement:
 - 1. Copies of Certified Payroll Time Reports documenting names, employee identification, hours worked in public housing developments, supervisory approval of the report, and supervisory verification of the necessity for any overtime worked.
 - 2. Copies of receipts for other allowable communications and other miscellaneous expenses shall be subject to pre-approval, and shall be accompanied, at the time of reimbursement request, by a brief explanation of the expense incurred.
- E. All requests for reimbursement are subject to the approval of the Executive Director, or that official's designee, and the Authority shall thereafter make payment of the approved amount within thirty days of receipt of the request for reimbursement.

ARTICLE VII Termination

- A. The Authority may terminate this Contract upon the provision of thirty (30) days written notice to the City. Such notice shall be delivered by Certified Mail, Return Receipt Requested to the address specified in Article VIII.
- B. The City may terminate this Contract upon the provision of thirty (30) days written notice to the Authority. Such notice shall be delivered by Certified Mail, Return Receipt Requested to the address specified in Article VIII.

ARTICLE VIII Notices

Any notices required pursuant to the terms of this Contract shall be sent by United States Certified Mail to the principal place of business of each of the parties hereto, as specified below:

Authority: Housing Authority of the City of Shawnee, OK
 601 West 7th Street
 P.O. Box 3427
 Shawnee, OK 74802-3427

City: City of Shawnee
 Shawnee Police Department
 P.O. Box 1448
 Shawnee, OK 74802-1448

ARTICLE IX Construction of Laws

This Contract is made and entered into in the City. All questions of law arising hereunder shall be construed in accordance with the laws of the State in which the City is located.

ARTICLE X
Entire Contract

The Contract shall consist of the following component parts:

- (a) This Contract.
- (b) Any subsequent addenda agreed to by both parties.

ATTEST:



Special Projects Manager
Housing Authority of the City
of Shawnee, OK



Executive Director
Housing Authority of the City
of Shawnee, OK

ATTEST:

City Clerk
City of Shawnee, OK

Mayor
City of Shawnee, OK

APPROVED AS TO FORM:

Police Chief
City of Shawnee, OK

City Manager
City of Shawnee, OK

APPROVED AS TO FORM AND LEGALITY THIS ____ DAY OF _____, 2023.

City Attorney
City of Shawnee, OK

NORTH ROCK CREEK
SCHOOL AGREEMENT

This agreement made and entered into this 1st day of July, 2023, by and between the City of Shawnee, Oklahoma, a municipal corporation, hereinafter referred to as the "City", and the Independent School District North Rock Creek of Pottawatomie County, Oklahoma, hereinafter referred to as "District", WITNESSETH:

PURPOSE: The purpose of this agreement is to provide for the increased safety and security of North Rock Creek Schools through the placement of a police officer in said school on a full-time basis.

TERM: The term of this agreement shall be from the 1st day of July, 2023 through the 30th day of June, 2024. This agreement shall be for the period of one (1) year.

ADMINISTRATION: This agreement shall be administered by the City Manager and the Chief of Police of the City with input from the District administration. These representatives shall be responsible for administering this agreement and shall have the authority to determine the duties to be performed by the officer and the resolution of disputes. The City Manager and the Chief of Police of the City shall receive from District periodic recommendations and suggestions as to needs of the District. These recommendations shall be submitted by the Superintendent of schools for the District.

DUTIES: The officer shall be a certified police officer of the City and shall perform those tasks and duties delineated in the schedule of duties as approved by the administrators.

OFFICER: District and the City shall have the right to mutually select any officer of their own choosing from those police officers of the City who volunteer for consideration for this duty and District and City shall have the right to substitute another officer should they choose to do so. The officer shall at all times remain as a police officer of City, subject to the immediate supervision of the Chief of Police or his designee.

EXCLUSIVE USE: The said officer shall be assigned on a full-time basis to District to serve as a police officer to provide increased safety and security within the buildings known as the North Rock Creek Schools. Full-time will be considered as 8 hours on site duty time. Officer shall serve the District full-time as assigned to the North Rock Creek Schools. Provided that in the event of an emergency as determined by the Chief of Police of city, the City shall have a right to reassign said officer as needed.

CONSIDERATION: In consideration for this agreement, District agrees to pay to City \$56,361.00 to cover the salary, uniform allowance and weapons allowance of the police officer. This consideration to remain unchanged unless there are changes of the actual salary or allowances paid to the officer. City shall be responsible for providing the patrol car and any other necessary equipment required by the officer for the performance of their duties.

LIABILITY: City agrees that it shall be responsible for any liability arising from the actions of the officer in the same manner and to the same extent as it has liability for the actions of any police officer. Each party shall assume and be responsible for any liability or the costs of litigation arising from actions of its own employees.

TERMINATION: This agreement shall be subject to termination upon written notification by either party upon ten (10) days notice.

WITNESS OUR HANDS the parties, by their representatives, set their hands to this Agreement on _____.

CITY OF SHAWNEE,
SHAWNEE, OKLAHOMA

(SEAL)

ANDREA WECKMUELLER-
BEHRINGER, CITY MANAGER

ATTEST:

LISA LASYONE, CMC, CITY CLERK

NORTH ROCK CREEK SCHOOLS
OF POTTAWATOMIE COUNTY,
STATE OF OKLAHOMA



Superintendent

ATTEST:



Clerk

Approved as to form and legality on _____.

JOSEPH M. VORNDRAN,
CITY ATTORNEY



RECEIVED
MAY 22 2023
CITY CLERK

May 18, 2023

RE: Interlocal Agreement

To the authorized signatory,

Enclosed is an interlocal agreement between your entity and Pottawatomie County. Please sign the enclosed agreement and return the original to my attention at the below address:

Angela Williams
Administrative Coordinator
14101 Acme Road
Shawnee, OK 74804

Should you have any questions, please contact me at (405) 273-4305 or via email at angela.williams@pottawatomiecountyoak.gov.

Sincerely,

Angela Williams

enclosure

INTERLOCAL AGREEMENT

WHEREAS, the City of Shawnee (hereinafter "City"), a municipal corporation and governmental agency within the State of Oklahoma, desires to enter into this Agreement (hereinafter "Agreement") with the Pottawatomie County Commissioners on behalf of the County of Pottawatomie, a governmental agency, (hereinafter "County"), regarding the paving/repair of street(s) and roads owned by the City (hereinafter "Streets), and in consideration of the mutual benefit of the parties and for good and valuable consideration, the parties do hereby agree as follows, to wit:

WHEREAS, the City, acting in the best interests of the community and recognizing the general community benefit from the use of the County to provide paving/repair of streets and/or roads within the City for the betterment of the City, desires to allow the County to provide paving/repair at their discretion, that serves the citizens of the County and the City.

WHEREAS, the City recognizes that it has limited funds and staff to provide these services and has determined that its available funds may be most efficiently administered by contracting for this service with the County pursuant to the Interlocal Cooperation Act, 74 O.S., section 101 *et seq.*

WHEREAS, the City recognizes that street and/or road paving and/or repair is in need and is in need of the County to provide the paving and/or repair at their discretion for the benefit of the City and for use of the County.

WHEREAS, the City shall provide the streets and/or roads and manage the streets and/or roads in accordance with the Agreement and the parties also agree that no funds or transfers in lieu of funds concerning street and/or road paving and/or repair of these streets shall accrue directly or indirectly to the benefit of any private individual.

WHEREAS, the City and County agree that the City is solely responsible for all upkeep, repairs, alterations, additions, or improvements of the streets and/or roads after repairs and will hold the County harmless from any liability from same.

WHEREAS, the City and County agree that the City shall be responsible for compliance with all local zoning ordinances and other applicable state and federal mandates regarding the street and/or road paving and/or repair and will hold the County harmless from any liability from same.

WHEREAS, the City and County agree that the City shall not allow the streets/roads to be used in any manner to further assist any plan or program of an organization that discriminates in violation of any applicable state and federal anti-discrimination laws, and shall hold the County harmless from any liability from same.

WHEREAS, the City and County agree that County shall have no financial obligations and the City shall hold the County harmless from any financial liability, express or implied, arising out of the County's providing the services.

WHEREAS, the City and County agree that the County shall secure and maintain a general liability insurance policy covering single or multiple persons injured during the County's paving and/or repair process and the County shall hold the City harmless from any liability arising from such personal injuries or claims arising from the repairs. The City shall assume liability for injuries by persons that use these designated areas after the County completes the paving/repairs.

WITNESSETH:

ARTICLE 1. Terms. This Agreement shall begin on date set forth at the end of this Agreement for street and/or road paving and/or repair in the City of Shawnee.

ARTICLE 2. State of Repair. The City agrees to maintain the streets/roads in a good state of repair, ordinary wear and tear excepted. Maintaining the street(s) and/or road(s) is solely and completely the responsibility of the City of Shawnee. The County is not assuming this responsibility and can withdraw the agreement to assist the City of Shawnee with street, road paving and/or repair at any time.

ARTICLE 3. Entire Agreement This Agreement represents the whole of the agreement between the parties and may not be altered or amended except in writing signed and executed by both parties. There are no other agreements, oral or written, precedent or contemporaneous. This Agreement shall be enforced under the laws of the State of Oklahoma.

This Agreement is entered into for good and sufficient consideration and both parties have executed the same of their own free will and for their mutual benefit and by the execution of the signatures of the duly authorized representatives of the respective parties hereto represent that the consideration is sufficient to bind them during the term of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the
15 day of May, 2023 .

CITY OF SHAWNEE, OKLAHOMA

By: _____
Mayor

Pottawatomie County Commissioners

By: M. Pl
Chairman

Commissioner

[Signature]
Commissioner

ATTEST:

CITY CLERK



ATTEST:

Alana Coon, Deputy
POTTAWATOMIE COUNTY CLERK

ATTEST:

Steve Bob Woods (ADA)
POTTAWATOMIE COUNTY
DISTRICT ATTORNEY

AGREEMENT FOR THE CITY OF SHAWNEE MUNICIPAL COURT JURISDICTION CONCERNING JUVENILES

This agreement is made pursuant to the Interlocal Cooperation Act by and between the Pottawatomie District Court serving Pottawatomie County, otherwise known as Judicial District 23 (District Court) and the Municipal Court of the City of Shawnee (Municipal Court), under authority of Title 10 of the Oklahoma Statutes (Supp. 1994), 1102E, under which Municipal Courts are authorized to assume jurisdiction of certain specified juvenile misdemeanor offenders, pursuant to agreements with the District Courts.

The express purpose of this agreement is to enable the Municipal Court to establish, develop and implement various prevention or early intervention programs for local juvenile misdemeanor offenders. By implementing such a program, the resources available to the District Court can be focused more efficiently on more serious juvenile offenders, including felony offenders and juveniles with significant histories of repeat offenses.

DURATION:

This agreement shall be in effect one year from July 1, 2023 through June 30, 2024. Thereafter, this agreement may be renewed for successive one-year periods corresponding with the City's fiscal year of July 1st to June 30th. If either party desires to terminate the agreement, the terminating party shall notify the other party in writing of its desire to terminate by May 1st of the fiscal year preceding termination.

OBLIGATIONS OF THE CITY:

1. The Municipal Court may assume jurisdiction of offenders who:
 - a) Are under eighteen (18) years of age;
 - b) Are not presently under the supervision or treatment of the Pottawatomie County District Court system and do not have charges pending there; except as to acts or omissions exclusively covered by municipal ordinance;
 - c) Have been charged for violating municipal ordinances relating to vandalism, shoplifting, trespassing, assault, battery, assault and battery, truancy, curfews, possession of non-intoxicating beverages as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, possession of alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statutes, disorderly conduct, public intoxication or any other offense listed in 10 O.S. Section 1102(E) (Supp. 1994); and
 - d) Have not been certified as an adult for any purpose pursuant to 10 O.S. Sec. 1112, to the best of the City's knowledge.
2. Upon conviction, punishment may include any one or all of the following:
 - a) A fine not to exceed the statutory maximum of the Municipal Court;

- b) Community service work in lieu of a fine, not to exceed ninety (90) hours or the product of multiplying the number of hours of community service authorized by law, whichever is greater;
 - c) Restitution;
 - d) Counseling or other community-based services; and
 - e) Court costs.
- 3. All municipal arrests and prosecution records for cases involving prosecutions under this contract shall be kept confidential and shall not be open for public inspection except by order of the District Court in conformity with the statutes or regulations adopted pursuant to 10 O.S. Sec. 620.6 1125-1125.4.
- 4. If a municipal citation is written to a juvenile meeting the criteria, the Municipal Court hearing date shall be indicated on the citation and notification of the citation shall be mailed to the parents, guardian or responsible adult relative of the juvenile. If the juvenile is arrested and meets the criteria set forth under the contract, under circumstances where the citation and release procedure would not be appropriate (e.g. intoxication), the City shall make reasonable efforts to locate the parent, guardian or responsible adult to take custody of the juvenile.
- 5. The Municipal Court shall provide to the District Court law enforcement reports and related documents for all juveniles referred to the District Court for prosecution and all juveniles who will be prosecuted for misdemeanor criminal offenses in the Municipal Court. Reports regarding juveniles who will not be prosecuted in either court shall not be forwarded to the District Court. It is expressly understood that a conviction or acquittal in Municipal Court will constitute a bar of double jeopardy against any subsequent prosecution in District Court for the same offense.
- 6. All fines and administrative fees generated as a result of prosecution of juveniles under this contract shall be placed in one or more special accounts and used solely to fund local programs which address problems of juvenile crime, including without limitation, offender counseling, early intervention, community service and teen court programs.
- 7. The City shall provide the District Court a copy of the most recent audit report of its Municipal Court operations for each year during the life of this contract or any extension thereof. It is understood, however, that this agreement does not impose any additional record keeping requirements on municipal governments or officials.
- 8. Representatives of the District Court and Municipal Court shall meet periodically to share information and evaluate the success of procedures implements to prosecute and treat juvenile offenders.

STATUS VARIOUS EMPLOYEES:

No joint employment is created by this agreement for any purpose and each party will be solely responsible for the payment of their respective expenses, including but not limited to wages, salaries and consideration paid on subcontracts.

In the event the parties need to discuss specific problems, or in the event any notice required under this contract needs to be served, the City may be contacted through Stuart and Clover, 130 North Broadway, Suite 100, Shawnee, Oklahoma, 74801, (405) 275-0700.

The District Court may be contacted through the office of the presiding juvenile Judge at the Pottawatomie County District Courthouse, 321 North Broadway, Shawnee, Oklahoma, 74801, (405) 273-4308.



JOHN CANAVAN
JUDGE OF THE DISTRICT COURT

PASSED AND APPROVED by the Mayor and Commission of the City of Shawnee, Oklahoma, on _____.

ANDREA WECKMUELLER-BEHRINGER,
CITY MANAGER

ATTEST:

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality on _____.

JOSEPH M. VORNDRAN,
CITY ATTORNEY

AGREEMENT

THIS AGREEMENT is entered into this 1st day of July, 2023 by and between the City of Shawnee, Oklahoma, a municipal corporation (hereinafter the "CITY"), and REACT Ambulance Authority, an Oklahoma Public Trust Authority (hereinafter "REACT").

WITNESSETH:

WHEREAS, REACT provides emergency response service to the citizens of the City of Shawnee; and

WHEREAS, the CITY possesses sufficient resources to provide dispatch services for REACT and has experience in being the primary respondent for dispatching emergency medical assistance; and

WHEREAS, it is the intent of the CITY and REACT to enter into a mutual cooperation agreement to arrange dispatch service for REACT to be provided by the CITY.

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

1. The CITY agrees to provide dispatch services for REACT, including both telephone and radio communications to assist REACT in providing emergency service to the citizens of Shawnee.
2. The CITY agrees to be the primary respondent in taking calls on the private emergency line for REACT.
3. The CITY agrees to provide this service in a professional manner commencing on July 1, 2023 and to continue until June 30, 2024.
4. In consideration for the dispatch services provide by the CITY, REACT agrees to pay to the CITY Thirty One Thousand Five Hundred Dollars (\$31,500.00) for the term of this Agreement, with payments to be made on a monthly basis in the amount of Two Thousand Six Hundred Twenty-Five Dollars (\$2,625.00).
5. Both parties agree that REACT is an independent contractor for purposes of this Agreement and is not an employee of the CITY. REACT shall be responsible for its own insurance, payroll taxes and salaries. Nothing in this Agreement establishes an Agency Relationship or any other legal relationship between REACT and the CITY, other than the provisions stated in this Agreement.
6. Each party agrees to assume all liability and/or costs of litigation arising from the actions of its own employees. Should any liability occur due solely to the actions of an employee of one of the parties, that party agrees to hold the other party harmless from liability and to indemnify the other party for any judgment or costs of litigation, including attorney fees.

7. This Agreement comprises all the terms agreed to by the parties and any modification, amendment or alteration of this Agreement must be in writing and executed by both parties.

8. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

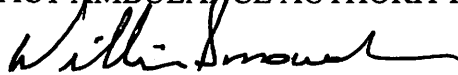
9. This Agreement shall expire June 30, 2024. This Agreement may be renewed or extended by agreement of both parties thereafter.

10. This Agreement may be terminated by either party without cause upon thirty (30) days written notice directed to the other party. For purposes of this paragraph, the notice shall be sent to either the City Manager of the City of Shawnee or the Chairman of the REACT Ambulance Authority.

11. If any provision of this Agreement is held to be invalid or unenforceable by any court or agency of the state or federal government, then said provision will be modified to reflect the parties' intentions. All remaining provisions of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on May 18, 2023.

REACT AMBULANCE AUTHORITY



Printed Name: Willis Snowden

Title: Director

ATTEST/NOTARY:

Printed Name: _____

Title: _____

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

ATTEST:

ANDREA WECKMUELLER-BEHRINGER,
CITY MANAGER

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality on _____.

JOSEPH M. VORNDRAH, CITY ATTORNEY

AGREEMENT FOR RIGHT-OF-WAY MAINTENANCE SERVICES

This contract made and entered into this 1st day of July, 2023, between the City of Shawnee, Oklahoma, hereinafter referred to as "City" and South Central Industries, Inc., 130 North Louisa, Shawnee, Oklahoma, hereinafter referred to as "Contractor".

WHEREAS, the Contractor has submitted a Proposal pursuant to a request by the City of Shawnee to furnish trash pickup on the City rights-of-way.

NOW THEREFORE, in consideration of the mutual agreements and covenants herein contained, it is understood and agreed by and between Contractor and City that:

1. The term of this contract is from July 1, 2023 to June 30, 2024.
2. The City may discontinue the contract with no penalty upon thirty (30) days written notice to the Contractor at any time.
3. The City agrees to pay and the Contractor agrees to accept in full consideration for the performance of the Contractor's obligations, the sum of \$1,995.00 (One Thousand Nine Hundred Ninety-Five Dollars) per month.
4. This contract constitutes the entire agreement and understanding between the parties hereto, and shall not be modified, altered, changed or amended in any respect unless in writing and signed by both parties hereto.
5. Contractor shall not assign this contract to another party, company, partnership or corporation without specific approval in writing from the City.
6. This Contract shall be governed by the laws of the State of Oklahoma both as to interpretation and performance.
7. The Contractor shall procure a policy of Workers' Compensation Insurance and shall procure a policy of liability insurance, the terms, limits and conditions of which shall be acceptable to the City.
8. The Contractor shall furnish transportation for its workers to and from the various Right of Way locations and transport trash to dumpsters at various locations. Cleanup location list attached to contract.
9. The City shall provide necessary supplies so the Contractor can pick up trash in accordance with the list.
10. It is agreed this agreement shall not be construed as a Joint venture agreement or partnership between the City and the Contractor, and the Contractor is not an agent or entity of the City. On the contrary, the Contractor is an independent contractor and shall be responsible for its acts and omissions.

CLEANUP LOCATIONS

• Kickapoo 1 (Both sides)	45 th to north edge of Shawnee Mall
• Kickapoo 2 (Both sides)	45 th to Hazel Dale Road (Pistol Range)
• Mission Parkway	Kickapoo to Dead End East
• Mall Drive	Kickapoo to Harrison
• Harrison (Both sides)	MacArthur to Wolverine (including Westech ¼ mile east.)
• Bryan (Both sides)	45 th to Highland (North-South)
• Highland (Both sides)	Bryan to River Bridge
• Gordon Cooper (Both sides)	Farrall to River Bridge
• Farrall (Both sides)	Leo to Pottenger (<i>No medians</i>)
• Leo Street 1 (Both sides)	Farrall North to Central Plastics
• Lake Road (Both sides)	Kennedy to River Bridge
• Lake Road (Both sides)	Hwy 102 and Lake Road
• Daley Lane (Both sides)	South off of Lake Rd East of Hwy 177 (Dirt Road)
• Kickapoo Spur (Both sides)	Kickapoo to SH-177 & Clover Leaves (<i>No median</i>)
• Independence (Both sides)	Airport Drive to EXPO Cen r
• MacArthur (Both sides)	SH-177 to Airport Drive
• Leo 2 (Both sides)	45 th to Macarthur
• Acme (Both sides)	45 th to Macarthur
• 45 th (Both sides)	Leo to Bryan (East to West)
• Union (Both sides)	45 th to ¼-mile south

IT WITNESS WHEREOF, we, the contracting parties, by our duly authorized agents, hereto affix our signatures and seals at Shawnee, Oklahoma, on _____.

CITY OF SHAWNEE, OKLAHOMA

ANDREA WECKMUELLER-BEHRINGER
CITY MANAGER

(SEAL)
ATTEST:

LISA LASYONE, CMC, CITY CLERK

SOUTH CENTRAL INDUSTRIES, INC.

ADMINISTRATOR

SECRETARY/NOTARY

Approved as to form and legality on _____.

JOSEPH M. VORNDRAN, CITY ATTORNEY

AGREEMENT FOR JUVENILE SERVICES

This Agreement made and entered into between the City of Shawnee, Oklahoma, hereinafter referred to as “City” and Youth and Family Resource Center, Inc. for juvenile services. It is the intent of this agreement that Youth and Family Resource Center, Inc. will be a provider of juvenile counseling services, assign and monitor community service-related court-ordered sentences; and provide all other services for juvenile offenders required by the City’s Municipal Court. In exchange for this service, the City will provide a portion of the fines and/or fees collected from juvenile offenders that are referred to Youth and Family Resource Center, Inc.

Youth and Family Resource Center, Inc. will:

- (1) Provide an intake evaluation and necessary or required counseling for juvenile offenders and/or members of their families;
- (2) Assign, monitor and document community services hours required of juvenile offenders by the City’s municipal court;
- (3) Provide the City with a written evaluation of each juvenile offender or members of their families at the conclusion of their court ordered sentences; and
- (4) Provide the City with copies of all records relating to the juvenile offender and/or family members, as allowed by law.

Youth and Family Resource Center, Inc. reserves the right to refuse to accept for supervision any arrested juvenile for any reason, especially those exhibiting violence at the time of their arrest or those under the influence of drugs or alcohol.

In exchange for these services, the City will:

- (1) Refer juvenile offenders and/or their families to Youth and Family Resource Center, Inc. for counseling and/or community service;
- (2) Give to Youth and Family Resource Center, Inc. each month, thirty-five percent (35%) of all fines and administrative fees, exclusive of court costs, collected from each juvenile offender that is referred to Youth and Family Resource Center, Inc. by the Court, except when the Court orders that a juvenile offender is not obligated to pay a fine or costs due to indigence; and
- (3) Share all police records, as allowed by law, with Youth and Family Resource Center, Inc. that may assist Youth and Family Resource Center, Inc. in making an accurate and proper evaluation of the juvenile.

This agreement shall go into effect on the 1st day of July, 2023 and shall expire on June 30, 2024. This agreement may be modified by either party by giving written notice at least thirty (30) days prior to the expiration date.

IN WITNESS WHEREOF, the said parties, by their representatives, set their hands to this Agreement on _____.

CITY OF SHAWNEE

(SEAL)

ANDREA WECKMUELLER-BEHRINGER,
CITY MANAGER

ATTEST:

LISA LASYONE, CMC, CITY CLERK

YOUTH AND FAMILY RESOURCE CENTER,
INC.

DocuSigned by:

Joani Webster

733FEA890E1F462...

DIRECTOR
EXECUTIVE DIRECTOR

ATTEST/NOTARY:

Name: _____
Title: _____

Approved as to form and legality on _____.

JOSEPH M. VORNDRAN, CITY ATTORNEY



POTTAWATOMIE COUNTY PUBLIC SAFETY CENTER **JAIL SERVICES AGREEMENT**

This Jail Services Agreement made and entered into this 1st day of July 2023 by and between the Board of City Commissioners on behalf of the City of Shawnee, Oklahoma ("City of Shawnee") and the Pottawatomie County Public Safety Center Trust ("PCPSCT").

WITNESSETH:

WHEREAS, the PCPSCT has a jail facility with sufficient capacity to aid the City of Shawnee, should the need occur, in housing its inmates and detainees; and

WHEREAS, Title 19 of the Oklahoma Statutes (1981), Sections 751 and 752 contemplate such agreements between cities and counties; and

WHEREAS Title 74 of the Oklahoma Statutes (1981), Section 195, requires such contracts to be executed in accordance with the inter-local Cooperation Act and that the jail facility involved shall meet certain standards; and

WHEREAS, this Agreement is consistent with the provisions of Title 74 of the Oklahoma Statutes, Sections 1001 et seq., known as the inter-local Cooperation act; and

WHEREAS, the cost of operating the Pottawatomie County Public Safety Center has increased due to the cost of labor, requiring an increase in fees paid by the City of Shawnee to the PCPSCT for the housing of inmates and detainees; and

NOW, THEREFORE, the Parties, in consideration of the premises and the mutual covenants set forth below, do hereby agree as follows:

1) **TERM/RENEWAL:**

- (a) The term of the Agreement shall commence on the date of execution, and terminate on the 30 day of June 2024.
- (b) This Agreement may be renewed upon the same or different conditions between the Parties annually. No Agreement or Renewal Agreement contemplated herein shall be effective absent its approval of the Board of City Commissioners on behalf of the City of Shawnee and the Executive Director of the PCPSCT.

2) **CHANGE(S):**

Both Parties shall agree in writing to any terms that would cause an increase in the cost of any part of this agreement. Any effort undertaken by either party without such agreement, involving legal fees, shall be at their own expense.

3) **NO SEPARATE LEGAL ENTITY:**

No separate legal entity or organization shall be deemed created by virtue hereof.

4) **PURPOSE:**

The purpose of this Agreement is to provide for the incarceration of City of Shawnee inmates and to otherwise coordinate booking and detention functions.

5) **DEFINITIONS:**

The terms 'City of Shawnee Prisoners' or 'City of Shawnee Inmates' shall be defined and refer only to those prisoners or inmates held on City of Shawnee charges and/or warrants. It shall not include prisoners or inmates booked in on non-municipal warrants, state charges, or charges for any other state, county, municipality, or other law enforcement agency.

6) **MANNER OF FINANCING:**

This Agreement shall be financed by the City Commissioners on behalf of the City of Shawnee under the applicable Statutes of the state of Oklahoma.

7) **TERMINATION/DISPOSITION OF PROPERTY:**

In the event of any termination of this agreement earlier than the 30th day of June 20 24, "compensation" as set out below (paragraph 8) shall be based on the usage to the date of termination.

8) **OTHER MATTERS:**

The purpose of this Inter-Local Cooperation agreement shall be accomplished as anticipated and set out herein.

9) **COMPENSATION:**

As compensation for the services set out below, the City of Shawnee agrees to pay the PCPSC the sum of Sixty Dollars (\$60.00) per day for each person incarcerated in said facility. Said amounts are to be paid monthly. PCPSC agrees to prepare and submit statements no later than the 15th day of each month. Provided further all payments shall be made upon the timely submission of a claim form, approved by the Board of City Commissioners of Shawnee, to Statutory and Charter requirements. The City of Shawnee agrees to pay all invoiced amounts within thirty (30) days of receipt.

The City of Shawnee will be charged one (1) day's compensation for an inmate booked into the jail at 8:00 p.m. or after and booked out before midnight (12:00 A.M.). If an inmate is booked in at 8:00 p.m. or after and remains incarcerated beyond midnight (12:00 a.m.), the first day's fee is waived.

In consideration of said payments, the PCPSC will operate and maintain the jail and shall assume responsibility for the incarceration therein consistent with applicable Statutes of the State of Oklahoma and the laws of the United States of America.

10) **SERVICES:**

In exchange for the compensation (paragraph 8), the PCPSCT agrees to provide the following services:

- (a) The PCPSCT hereby assumes all detention and incarceration functions, consistent with applicable laws, for every person delivered to their jail.
- (b) The PCPSCT shall permit the law enforcement officers of the City of Shawnee and their agents, in the pursuance of official duties, as approved by the Executive Director and the Chief of Police of the City of Shawnee, to enter the jail at any and all hours to conduct official business in the course of the investigative process.
- (c) The Executive Director of the PCPSCT shall permit and encourage the Chief of Police of the City of Shawnee and all officers to tour and/or utilize the facility for training or familiarity purposes.
- (d) The City of Shawnee through the Police Department, Municipal Court, and Municipal Prosecutor shall have full access to and rights to copies of all fingerprint records, mug shots, video/audio recording, booking records, or any other information regarding inmates at no additional charge.

(e) **Exclusions:**

- 1. PCPSCT shall NOT provide services for excess inmate property storage. PCPSCT will not be responsible for any inmate property in excess. Excess is defined as any item that can not be contained in the provided inmate tote storage system. The tote is approximately L: 21 W: 15.5 D: 8.5 inches. Any item that cannot fit into these dimensions with the lid properly secured will not be accepted. This means items such as large backpacks, bicycles, etc. will NOT be accepted and SHALL NOT be left at the facility. Any excess inmate property will be the sole responsibility of the City of Shawnee.
- 2. PCPSCT shall NOT provide services for City of Shawnee inmates in a state of mental health crisis. City of Shawnee inmates meeting the criteria for, or requiring an Emergency Detention (ED), will NOT be accepted, or if previously accepted will NOT continue to be housed at PCPSC. Upon the release of a City of Shawnee inmate in crisis, the City of Shawnee will be responsible for ALL steps in the ED process. This includes the initial assessment. Any transportation to a mental health facility for an inmate in crisis shall be the sole responsibility of the City of Shawnee.

11) **TRANSPORTATION:**

The City of Shawnee shall be responsible for all transportation of City of Shawnee inmates to and from the jail facility.

Additional Transportation Services: In the event of a medical emergency PCPSCT will provide The City of Shawnee with additional transport services at a rate of \$40 per hour per officer with a four-hour minimum required for all emergency transports. Any emergency transport that exceeds the four-hour minimum will continue to be billed at \$40 per hour per officer until the transport ends. The transport billing begins when the officer is called to complete the transport and ends once the inmate has been returned to their housing unit, or until released by the City of Shawnee. PCPSCT will only provide emergency transports for inmates who have already completed the booking process.

Additional Transport Service Exclusions:

- (a) PCPSCT will **not** provide emergency transports for intakes as they arrive at the facility or those who are found to require medical services during the initial intake process. It will be the City of Shawnee officer's responsibility to get the required medical clearance prior to acceptance.
- (b) PCPSCT will not provide emergency transports for any inmate requiring an Emergency Detention (ED). These will continue to be the responsibility of the City of Shawnee.

12) **TRANSITION:**

PCPSCT shall assume custody and control over City of Shawnee inmates as requested by the City of Shawnee, as set out below, under to this Agreement on the 1st day of July 2023

13) **MEDICAL CARE:**

The PCPSCT agrees to accept and provide for the secure custody, care, and safekeeping of City of Shawnee inmates in accordance with State and local laws, standards, policies, procedures, or court orders applicable to the operations of the facility.

PCPSC agrees to provide the City of Shawnee inmates with the same level of medical care and services provided to other inmates.

EXCLUSIONS- PCPSCT will NOT provide standard medical appointment transports. In the event of a medical emergency, the "Additional Transport Services" under section 11 of this contract apply.

In a psychiatric situation requiring medical transport PCPSC will NOT provide any ED services for the City of Shawnee.

PCPSCT and the City of Shawnee agree that in the event an arresting officer delivers an inmate to the jail and it is determined that said inmate requires immediate medical care, the City of Shawnee shall be responsible for transporting the inmate to medical care while preserving the City of Shawnee's protection from medical expenses pursuant to II O.S. 14-113.

14) **SEVERABLE LIABILITY:**

This Agreement shall not be construed as creating any agency or third-party beneficiary agreements in any form or manner whatsoever.

Both Parties assume responsibility for their personnel, and will make all deductions for Social Security, withholding taxes, contributions for employment compensation funds, and shall comply with all requirements of the Oklahoma Workers Compensation Act and the Oklahoma Governmental Tort Claims Act.

Both Parties herein shall be exclusively liable for loss resulting from torts or the torts of their employees acting within the scope of their employment subject to the limitations and expectations specified in the Governmental Tort Claims act, 51 O.S. 1990 Supp. 151-171, therefore, neither Party shall be liable for the acts or omissions of the other Party.

15) **TERMINATION:**

(a) This Agreement may be terminated by either Party for any reason, or no reason, upon thirty (30) days written notice to the other party.

(b) This agreement may be terminated by either Party for a cause upon the passage of thirty (30) days, subsequent to the mailing of notice stating the cause and the requested cure, where the cause has failed to be cured.

16) **NOTICES:**

All notices required under this agreement shall be in writing and shall be mailed to the following addresses:

If to the City of Shawnee: Board of Officials for Shawnee
16 W 9th Street
Shawnee, OK 01

Chief of Police
~~16 W 9th Street~~ 912 E Independence
Shawnee, OK 74804

If to PCPSC: Breonna Thompson, Executive Director
Pottawatomie County Public Safety Center
14209 HWY 177
Shawnee, OK 74804

17) **FISCAL LIMITATIONS:**

The obligation of the Parties to pay out funds in support of this Agreement is specifically subject to the appropriation of sufficient funds for the said purpose under the laws of the State of Oklahoma. In the event of failure to so appropriate, timely notice shall be given and this Agreement may be terminated by the other Party.

18) **NON-ASSIGNABLE:**

This Agreement shall be non-assignable, but shall be binding upon and shall adhere to the benefit of the Parties and their respective successors.

19) **SEVERABLE:**

The provisions of this Agreement shall be considered severable and, in the event any part or provisions shall be held void by a court of competent jurisdiction, the remaining parts shall then constitute the Agreement.

20) **LAWS/REGULATIONS:**

This Agreement shall be subject to the Constitution and laws of the United States and the State of Oklahoma; in particular, the provisions of Title 74 Oklahoma Statutes, Section 192 et. Seq., on minimum standards for jails shall specifically apply.

21) **MULTIPLE COUNTERPARTS:**

This Agreement shall be executed in multiple counterparts, each of which shall be deemed an original.

22) **SECURITY:**

City of Shawnee personnel shall at all times comply with all security and confidentiality regulations provided to them in effect at PCPSC's premises. Information belonging to PCPSC will be safeguarded by the City of Shawnee to the same extent as each city/county safeguards their information of like kind relating to its operation.

23) **COMPLETE AGREEMENT:**

This is the complete Agreement of the Parties regarding matters addressed herein, no oral agreements or representations shall be considered binding on the Parties.

IN WITNESS WHEREOF, the Parties have approved this agreement and authorized the signatures below as of the dates there set out.

APPROVED by the Executive Director (or Designee) of the Pottawatomie County Public Safety Center
on this 1st day of June 2023


Breonna Thompson, Executive Director

Designee/Witness

APPROVED by the Board of Officials of Shawnee, Oklahoma this _____ day of _____
20____

BOARD OF CITY OFFICIALS OF
SHAWNEE, OKLAHOMA

, Mayor

, Vice Mayor

, Commissioner

ATTEST:

, City Clerk

APPROVED as to form and legality this _____ day of _____ 20____

, Legal Counsel for City of Shawnee

April 28, 2023

Honorable Mayor and Members of the City Council
City of Shawnee
PO Box 1448
Shawnee, OK 74802-1448

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Shawnee (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Shawnee management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Shawnee contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Shawnee are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Shawnee, Oklahoma as of and for the year ended June 30, 2023. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSS:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Shawnee, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$265
- Shareholders \$180
- Senior Managers \$160
- Managers \$140
- Senior Professional Staff \$120
- Professional Staff \$80
- Clerical Staff \$50

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we will be glad to provide you with an estimated range of fees and expenses upon request. In the event we complete FY 2023 prior to the end of FY 2024, we may begin interim preparations in the spring of 2024 to facilitate a more timely issuance of FY 2024's financial statements.

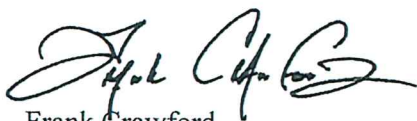
The term of this engagement is a period from July 1, 2023 through June 30, 2024. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Shawnee.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of Shawnee:

By: _____

Title: _____

Date: _____



The City of
OKLAHOMA CITY
Department of Public Works
Storm Water Quality Management



May 24, 2023

City of Shawnee
PO Box 1448
Shawnee, Ok 74802

RECEIVED

MAY 30 2023

CITY CLERK

Dear Mr. Mayor:

It's the time of year to consider renewing our Hazardous Waste Inter-Government with the City of Shawnee. The current agreement expires June 30, 2023.

Pursuant to Article 4 of the Agreement, the City of Shawnee should request renewal for the period of July 1, 2023—June 30, 2024, in the form of a letter addressed to the Oklahoma City Public Works Director, Eric J. Wenger. The request can be mailed to my attention at 3738 SW 15th St., Bldg 1, Oklahoma City, OK 73108.

Ideally, the renewal request should be received by June 15, 2023. Please let me know if you have any questions.

Sincerely,

Leanita Herndon

Leanita Herndon
Administrative Coordinator

Cc: file



June 7, 2023

Oklahoma City Public Works Director, Eric J. Wenger
Attn: Leanita Herndon
3738 SW 15th Street, Building 1
Oklahoma City, OK 73108

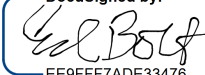
Re: Renewal of Intergovernmental Agreement for Regional Household Hazardous Waste Collection and Management Services

Dear Mr. Wenger:

Pursuant to Article 4 of the Inter-Governmental Agreement between our cities, notice is required of our intent regarding this contract. Please be advised the City of Shawnee would like to continue participation with Oklahoma City regarding hazardous waste disposal.

Thank you for your assistance in this regard. Should you have any questions, please don't hesitate to contact me.

Sincerely,

DocuSigned by:

EE9FFF7ADE33476...

Ed Bolt

Mayor

EB/ke



APPLICATION TO SERVE
Boards, Committees and Commissions

Appointment
Reappointment – Partial/First/Second Term

Name: <u>Scott D. Lee</u>	Application Date: <u>3/1/2020</u>
Address: <u>2202 North Airport Drive, Hangar 16, Shawnee, OK 74804</u>	Date of Birth: <u>1977</u>
Mailing Address: <u>2202 North Airport Drive, Hangar 16, Shawnee, OK 74804</u>	
Daytime Phone: <u>405-808-4045</u>	Fax: _____ Email: <u>rcaviation@yahoo.com</u>
Profession: <u>Business Owner/Chief Airframe and Powerplant Mechanic</u>	
Business Name: <u>Red Cloud Aviation</u>	
Business Address: <u>2202 North Airport Drive, Hangar 16, Shawnee, OK 74804</u>	
Business Phone: <u>405-808-4045</u>	Fax: _____ Email: <u>rcaviation@yahoo.com</u>

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

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

If so, please list the board/committee: N/A

How many years have you lived in Shawnee? N/A

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

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

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

My business is based at the Shawnee Regional Airport. I have made significant capital investment in that facility and have plans to continue to expand my operations at that location. The continued growth and development of the Shawnee Airport, its aviation facilities and operational capacity is important to my business profile and to my customer base.

Revised July 12, 2019

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

I am a certified aircraft mechanic, licensed pilot, and aviation business owner with experience in the military and civilian aviation operations and facilities. I also have direct relevant experience as a contracted airport manager and believe that my experience in the industry will provide value to the oversight of the Shawnee Airport.

What civic or volunteer activities (if any) are you currently involved in? Masonic Lodge- 107 Shawnee; Civil Air Patrol; Experimental Aircraft Association; Young Eagles; Aircraft Owners and Pilots Association

List education, including degree(s) earned:

Aviation Electronic Engineering; (USN) Aviation Mechanical Engineering (USN/Embry Riddle); Certified Airframe and Powerplant Mechanic with Inspection Authorization; Single/Multi/Turbine Engine Pilot

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

No, this will be the first City of Shawnee Board relevant to my interests and experience.

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
LtCol Brett Van Meter, USAF RET	Airport Board Member Seminole Municipal Airport	405-206-1041
Dr. Bruce Stafford, MD	Customer	405-517-1272
LtCol James Couch	Business Associate	405-824-9327

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature 

Date 3/3/2020

Revised July 12, 2019

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

Revised July 12, 2019

From: [Scott Lee](#)
To: [Bonnie Wilson](#)
Subject: [EXTERNAL EMAIL]Re: Confirmation of Second Term of Service
Date: Saturday, May 27, 2023 12:11:32 PM
Attachments: [image001.png](#)

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

Bonnie, thank you for reaching out, I do accept the opportunity to continue service for a second term.

Regards,
Scott

On Sat, May 27, 2023 at 11:26 AM, Bonnie Wilson
<Bonnie.Wilson@shawneeok.org> wrote:

Thank you for your service on the Airport Advisory Board.

Please confirm your acceptance of the offer to serve for a second term commencing July 1, 2023, ending June 30, 2026, by return email.

Bonnie



Bonnie A. Wilson, CM

Airport Manger

2202 Airport Drive

Shawnee, OK 74804

Main: (405) 878-1633

Direct: (405) 878-1532

Cell: (601)715-8701



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Blake White</u>	Application Date: <u>03-02-2020</u>
Address: <u>2410 Robinwood Place Shawnee, OK 74801</u>	Date of Birth: <u>08-25-1985</u>
Mailing Address: <u>2320 Airport Drive, Shawnee, OK 74804</u>	
Daytime Phone: <u>405-650-1800</u>	Fax: <u>N/A</u> Email: <u>blake@airfliteok.com</u>
Profession: <u>Vice President</u>	
Business Name: <u>Air Flite, Inc.</u>	
Business Address: <u>2320 Airport Drive, Shawnee, OK 74804</u>	
Business Phone: <u>405-275-4388</u>	Fax: <u>N/A</u> Email: <u>blake@airfliteok.com</u>

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

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

If so, please list the board/committee: N/A

How many years have you lived in Shawnee? 30 years

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

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

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

my business is located on the airport and I would like to be a part of the decision making for it.

Revised July 12, 2019

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

I have been involved with Aviation for over 20 years and
travel in and out of numerous small airports.

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

None

List education, including degree(s) earned:

Degree in Accounting for OU

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

No

Have you ever been charged and/or convicted of a felony? No
If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

N/A

Have you ever declared personal or business bankruptcy? No

If so, please explain:

N/A

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>Lori White</u>	<u>Mother</u>	<u>405-630-9199</u>
<u>Elizabeth Hankey</u>	<u>Customer</u>	<u>580-230-1213</u>
<u>Mike Goodnight</u>	<u>Business Partner</u>	<u>405-997-8405</u>

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature

[Signature]

Date

3/2/2020

Revised July 12, 2019

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

Revised July 12, 2019

From: [Blake White](#)
To: [Bonnie Wilson](#)
Subject: [EXTERNAL EMAIL]Re: Confirmation of Second Term of Service
Date: Saturday, May 27, 2023 11:40:41 AM
Attachments: [image001.png](#)

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."
I accept a second term on the Airport Advisory Board. Thank you.

Thanks,

Blake White
Vice President
Air Flite, Inc.
405-650-1600
blake@airfliteok.com
www.airfliteok.com

On May 27, 2023, at 11:26 AM, Bonnie Wilson
<Bonnie.Wilson@shawneeok.org> wrote:

Blake,

Thank you for your service on the Airport Advisory Board.

Please confirm your acceptance of the offer to serve for a second term commencing July 1, 2023, ending June 30, 2026, by return email.

Bonnie
<[image001.png](#)>

Bonnie A. Wilson, CM
Airport Manager
2202 Airport Drive
Shawnee, OK 74804

Main: (405) 878-1633
Direct: (405) 878-1532
Cell: (601)715-8701



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Amanda Johnson</u>	Application Date: <u>4/28/2020</u>
Address: <u>125 N. Market Ave., Shawnee, OK 74801</u>	Date of Birth: <u>5/25/1988</u>
Mailing Address: <u>125 N. Market Ave., Shawnee, OK 74801</u>	
Daytime Phone: <u>405.777.6505</u>	Fax: _____ Email: <u>amanda.johnson.ok@gmail.com</u>
Profession: <u>Marketing/Public Relations</u>	
Business Name: <u>First United Bank</u>	
Business Address: <u>2675 N. Harrison Ave., Shawnee, OK 74804</u>	
Business Phone: <u>405.481.8425</u>	Fax: _____ Email: <u>amanda.johnson@firstunitedbank.com</u>

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

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

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 14 years

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

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

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

I love Shawnee. I have loved watching the growth in Shawnee take place, and I have a strong passion to continue watching Shawnee grow and be better. We are strongly rooted in Shawnee, I was born here, went to OBU here and have made Shawnee my home.

Revised July 12, 2019

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

I am active throughout the community. I have seen things in our community that work or that don't work. I have seen offerings that we could have in our community that would benefit us both on a local level, and to bring in people from outside our community. I have knowledge of a lot of areas of our community, and a passion to Shawnee continue to grow.

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

I am the current President of Junior Service League of Shawnee, Vice Drive Chair for United Way of Pott. Co., Shawnee Forward Ambassador Chair, a member of the Legacy Parenting Sustain Committee and work to teach financial literacy in our community.

List education, including degree(s) earned:

Bachelor of Arts, Strategic Communications from Oklahoma Baptist University

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

No

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Paul Bass	Employer	405.227.5136
Nick Atwood	Co-Board Member	405.312.8155
Jennifer Bell	Co-Board Member	918.231.5205

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature

Shanda Johnson

Date

4/28/2020

Revised July 12, 2019

From: [Amanda Johnson](#)
To: [Rachel Clyne](#)
Cc: [Rian Harkins](#)
Subject: [EXTERNAL EMAIL]RE: Continue with Planning Commission?
Date: Tuesday, May 23, 2023 3:09:07 PM
Attachments: [image002.png](#)
[image004.png](#)

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

I would be honored to continue to serve on the Planning Commission. I am excited about the trajectory of Shawnee and all of the positive momentum we are seeing. I believe that my background in tourism, marketing, and community engagement are all positive skillsets for the momentum we are seeing. I have been honored to be a part of discussions of the UDC, Lake Advisory Committee, and others during my term on the Planning Commission and hope to continue that role in serving our community.

Thank you for the opportunity!



Amanda Johnson
Spend Life Wisely Ambassador, AVP
First United Bank & Trust

(405) 481-8425 Direct
(405) 777-6505 Cell
amanda.johnson@firstunitedbank.com
[Spend Life Wisely](#) | [Facebook](#)



From: Rachel Clyne <Rachel.Clyne@shawneeok.org>
Sent: Tuesday, May 23, 2023 2:12 PM
To: Amanda Johnson <amanda.johnson@firstunitedbank.com>
Cc: Rian Harkins <Rian.Harkins@shawneeok.org>
Subject: [EXTERNAL] Continue with Planning Commission?

Amanda –

Staff is updating all appointments for Board members whose term expires in May or June 2023. Would you like to continue volunteering for the Planning Commission? It would be your first full term.

If so, please review the attached application for any changes.

- If there are no changes and you wish to continue with the Planning Commission, please respond to this email with a brief statement of your interest.
- If there are changes, please complete the attached City Board Application and return it to me with a brief statement of your interest.

If you no longer wish to volunteer with the Planning Commission, please respond to this email with your resignation statement.

If you have questions, please call or email me.
Thank you!
Rachel Clyne

L. Rachel R. Clyne

City Planner

Community Development Dept.

16 W. 9th Street, Shawnee, OK 74801

405-878-1672

rachel.clyne@shawneeok.org





APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>John Frederick Barrett "Jack"</u>	Application Date: <u>1-3-2022</u>
Address: <u>1425 E Bradley St</u>	Date of Birth: <u>May 11, 1970</u>
Mailing Address: <u>1425 E Bradley St Shawnee, OK 74804</u>	
Daytime Phone: <u>405-802-2264</u>	Fax: _____ Email: <u>jackbarrett1425@gmail.com</u>
Profession: <u>Retired</u>	
Business Name: _____	
Business Address: _____	
Business Phone: _____ Fax: _____ Email: _____	

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

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

If so, please list the board/committee: Traffic Commission

How many years have you lived in Shawnee? 40+y

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

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

Revised March 2, 2021

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

To contribute to my community in a meaningful way.

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

Ability to work well with others, first hand knowledge of residential and commercial construction and land development

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

Governing body (Vestry) of Emmanuel Episcopal Church,

List education, including degree(s) earned:

High School Diploma, BA Criminal Justice

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

Yes, Airport Advisory Board 6 years, Traffic Commission 5 yrs

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

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

Have you ever declared personal or business bankruptcy? yes

If so, please explain:

2001: Downturn in construction industry

Please include up to three personal or professional references:

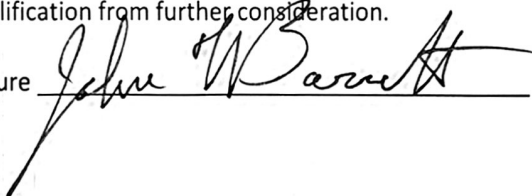
Name	Relationship	Telephone Number
Rev. Tom Dahlman	Parish Priest	918-814-3845
Travis Flood	Friend	405-765-4522
Mike Adcock	Friend	405-273-7300

PLEASE READ CAREFULLY:

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My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature



Date

1-18-22

Revised March 2, 2021

From: [John F Barrett](#)
To: [Rachel Clyne](#)
Subject: [EXTERNAL EMAIL]Re: Continue with the Planning Commission?
Date: Tuesday, May 23, 2023 3:42:41 PM

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

No changes necessary, I'd like to continue serving the city on the Planning Commission.
Thank you!

-Jack

Jack Barrett
Shawnee, OK

On May 23, 2023, at 1:14 PM, Rachel Clyne <Rachel.Clyne@shawneeok.org> wrote:

Jack --

Staff is updating all appointments for Board members whose term expires in May or June 2023.

Would you like to continue volunteering for the Planning Commission?

It would be your first full term.

If so, please review the attached application for any changes.

- If there are no changes and you wish to continue with the Planning Commission, please respond to this email with a brief statement of your interest.
- If there are changes, please complete the attached City Board Application and return it to me with a brief statement of your interest.

If you no longer wish to volunteer with the Planning Commission, please respond to this email with your resignation statement.

If you have questions, please call or email me.

Thank you!

Rachel Clyne

L. Rachel R. Clyne

City Planner

Community Development Dept.

16 W. 9th Street, Shawnee, OK 74801

405-878-1672

rachel.clyne@shawneeok.org

<image001.png>

<CityBoardApplication - Fillable.pdf>
<Barrett John 'Jack' - PC 01-2022.pdf>



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Monty Porter</u>	Application Date: <u>3/8/2022</u>
Address: <u>2 Castle Creek Place, Shawnee, 74804</u>	Date of Birth: <u>07/17/1968</u>
Mailing Address: <u>SAME</u>	
Daytime Phone: <u>4058088812</u> Fax: <u>none</u>	Email: <u>montyaporter@sbcglobal.net</u>
Profession: <u>Ecologist/Manager</u>	
Business Name: <u>Oklahoma Water Resources Board</u>	
Business Address: <u>3800 N. Classen Blvd., OKC, OK 73118</u>	
Business Phone: <u>4055308933</u> Fax: <u>none</u>	Email: <u>monty.porter@owrb.ok.gov</u>

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

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

If so, please list the board/committee: Traffic Commission

How many years have you lived in Shawnee? 21

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

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

Revised March 2, 2021

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

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?
25 years of contract review and creation experience

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

List education, including degree(s) earned:
BS Biology, MS Biology

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?
Traffic Commission--2 Years

Have you ever been charged and/or convicted of a felony? no
If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? no
If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Gerard Nsabimana	Pastor/Friend	405-519-1483
Tasha Loveless	Friend	405-962-9800
Derek Smithee	Colleague	405-388-2805

PLEASE READ CAREFULLY:

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My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Monty Porter

Date 3/8/2022

Revised March 2, 2021

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

From: [Monty Porter](#)
To: [Rachel Clyne](#)
Subject: [EXTERNAL EMAIL]Re: Continue with the Planning Commission?
Date: Thursday, May 25, 2023 4:05:39 PM
Attachments: [CityBoardApplication - Fillable.pdf](#)
[Porter.Monty - Contract Review 03-2022.pdf](#)
[image001.png](#)

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

Thanks for reaching out. I would be honored to continue serving on the Shawnee Planning Commission. I have enjoyed working with everyone (staff and commissioners) involved in performing the City's business, and consider it a blessing to have the opportunity to serve. Please, count me in for an additional term. If you need more information from, please let me know. None of my application information has changed.

Thanks again!

Monty Porter

On Tuesday, May 23, 2023 at 02:15:50 PM CDT, Rachel Clyne <rachel.clyne@shawneeok.org> wrote:

Monty --

Staff is updating all appointments for Board members whose term expires in May or June 2023. Would you like to continue volunteering for the Planning Commission?
It would be your first full term.

If so, please review the attached application for any changes.

- If there are no changes and you wish to continue with the Planning Commission, please respond to this email with a brief statement of your interest.
- If there are changes, please complete the attached City Board Application and return it to me with a brief statement of your interest.

If you no longer wish to volunteer with the Planning Commission, please respond to this email with your resignation statement.

If you have questions, please call or email me.

Thank you!

Rachel Clyne

L. Rachel R. Clyne

City Planner

Community Development Dept.

16 W. 9th Street, Shawnee, OK 74801

405-878-1672

rachel.clyne@shawneeok.org





APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Steve Reese</u>	Application Date: <u>11/1/21</u>
Address: <u>23 Cherokee Blvd, Shawnee 74801</u>	Date of Birth: <u>2/14/65</u>
Mailing Address: <u>23 Cherokee Blvd, Shawnee OK 74801</u>	
Daytime Phone: <u>(405) 585-6580</u>	Fax: _____ Email: <u>steve@soldonshawnee.com</u>
Profession: <u>Realtor</u>	
Business Name: <u>Sold on Shawnee Real Estate</u>	
Business Address: <u>23 Cherokee Blvd, Shawnee OK 74801</u>	
Business Phone: <u>(405) 585-6580</u>	Fax: _____ Email: <u>steve@soldonshawnee.com</u>

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

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

If so, please list the board/committee: Traffic Commission

How many years have you lived in Shawnee? 46

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

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

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

I sell real estate, but I really sell the community. but I really sell the community. One of the highest honors

I have in the real estate is advocating for private property rights and keeping barriers to homeownership

low. Helping shape Shawnee's future dovetails perfectly in my goals and business vision.

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

I have a passion for making Shawnee a more attractive, livable community. I have a strong background in

non-profit association management, communications, and public and government relations. Im part of a

small minority of Realtors who lobbies legislators and Members of Congress on property rights and infrastructure issues.

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

I've volunteered on several levels for Community Renewal. I'm helping on a lake advisory committee.

I volunteer heavily with Realtor associations and its political action committee.

List education, including degree(s) earned:

I left OBU in my senior year to pursue my real estate career. There were enough music teachers in my

family, and I'm more wired as an entrepreneur.

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

Last year I was appointed to the Shawnee Traffic Commission.

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Michele Freeman	client, friend	(405) 788-6929
Ed Bolt	friend, fellow volunteer	(405) 650-1439
Tiffany Nagel Monroe	pastor, friend	(405) 473-6652

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Steve Reese

Date 11/1/21

Revised March 2, 2021

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

From: [Steve Reese](#)
To: [Rachel Clyne](#)
Cc: [Rian Harkins](#)
Subject: [EXTERNAL EMAIL]Re: Continue with Planning Commission?
Date: Friday, May 26, 2023 11:53:39 AM
Attachments: [image001.png](#)

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."
I'd love to continue if you'll have me! I feel like I've had a full term already :)
No changes on the application.

Thanks
steve



Steve Reese
REALTOR® • CRS • GRI • MRP
NextHome Central Real Estate ☐
He/Him/Y'all



405-585-6580



Steve@SoldonShawnee.com



[Sold on Shawnee Blog](#)



[Search Homes on the MLS](#)



[Schedule time with Steve](#)

AS SEEN ON



On Tue, May 23, 2023 at 2:16 PM Rachel Clyne <Rachel.Clyne@shawneeok.org> wrote:

Steve –

Staff is updating all appointments for Board members whose term expires in May or June 2023.

Would you like to continue volunteering for the Planning Commission?

It would be your first full term.

If so, please review the attached application for any changes.

- If there are no changes and you wish to continue with the Planning Commission, please respond to this email with a brief statement of your interest.
- If there are changes, please complete the attached City Board Application and return it to me with a brief statement of your interest.

If you no longer wish to volunteer with the Planning Commission, please respond to this email with your resignation statement.

If you have questions, please call or email me.

Thank you!

Rachel Clyne

L. Rachel R. Clyne

City Planner

Community Development Dept.

16 W. 9th Street, Shawnee, OK 74801

405-878-1672

rachel.clyne@shawneeok.org



|



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Dana Austin</u>	Application Date: <u>1-10-2022</u>
Address: <u>4608 Kellye Green</u>	Date of Birth: <u>12-23-1965</u>
Mailing Address: <u>Same</u>	
Daytime Phone: <u>405-850-6160</u>	Fax: _____ Email: <u>dana@bhhsbenchmark.com</u>
Profession: <u>Realtor</u>	
Business Name: <u>Berkshire Hathaway Benchmark Realty</u>	
Business Address: <u>3601 N Harrison</u>	
Business Phone: <u>405-27518182</u>	Fax: _____ Email: _____

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

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

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 24 years

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

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

Why are you interested in serving on the Board/Committee/Commission selected above?
I think my real estate experience and involvement in previous developments could be beneficial to the committee.

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?
General knowledge of real estate along with involvement in my husbands developments over the last 15 years.

What civic or volunteer activities (if any) are you currently involved in?
Member of Project Safe's Auxillary board. I am also on the education committee with the Shawnee Board of Realtors.

List education, including degree(s) earned:
Bachleor of Arts - St Gregory's University

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?
No

Have you ever been charged and/or convicted of a felony? No
If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? Yes
If so, please explain:
In 1996, after a death in the family and a job loss.

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Pam O'Rorke	My Broker	405-641-8324
Shawnda Phares	Client	405-612-3690
Jay Lester	Client	405-397-5334

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Dana Questeri Date 1-10-22

Revised March 2, 2021

From: [Kacie Eck](#)
To: [Kacie Eck](#)
Subject: FW: [EXTERNAL EMAIL]Re: Continue with Board of Adjustment?
Date: Tuesday, June 13, 2023 8:23:12 AM

From: Dana Austin <dana@bhhsbenchmark.com>
Sent: Tuesday, June 6, 2023 1:41 PM
To: Rachel Clyne <Rachel.Clyne@shawneeok.org>
Subject: [EXTERNAL EMAIL]Re: Continue with Board of Adjustment?

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."
Nothing has changed in my application.

I would love the opportunity to continue with the Board of Adjustment. I am at a point where I believe it is important to give back to my community. Since I have some experience in construction along with my real estate experience, the Board of Adjustment is a good way to give back to my community. I am continuing to learn my role and the responsibilities of the Board. I believe my knowledge will continue to grow.

Thank you for the opportunity.

Dana Austin

On May 23, 2023, at 3:18 PM, Rachel Clyne <Rachel.Clyne@shawneeok.org> wrote:

Dana –

Staff is updating all appointments for Board members whose term expires in May or June 2023.

Would you like to continue volunteering for the Board of Adjustment?

It would be your first full term.

If so, please review the attached application for any changes.

- If there are no changes and you wish to continue with the BOA, please respond to this email with a brief statement of your interest.
- If there are changes, please complete the attached City Board Application and return it to me with a brief statement of your interest.

If you no longer wish to volunteer with the Board of Adjustment, please respond to this email with your resignation statement.

If you have questions, please call or email me.
Thank you!

Rachel Clyne

L. Rachel R. Clyne

City Planner

Community Development Dept.

16 W. 9th Street, Shawnee, OK 74801

405-878-1672

rachel.clyne@shawneeok.org

<image001.png>

<Austin Dana - ZBOA - 01-2022.pdf>

<CityBoardApplication - Fillable.pdf>

RECEIVED
NOV 19 2018
CITY CLERK



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Crystal Richardson</u>	Application Date: _____
Address: <u>1136 E 10th ST</u>	Date of Birth: <u>6-1-75</u>
Mailing Address: _____	
Daytime Phone: <u>405-317-6900</u>	Fax: _____ Email: <u>crystal@thedoggieaspot.com</u>
Profession: <u>Dog Trainer</u>	
Business Name: <u>The Doggie Spot</u>	
Business Address: <u>12a E Main</u>	
Business Phone: <u>405-875-8522</u>	Fax: _____ Email: _____

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or No (please circle)

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 30+ years

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

☐ Airport Advisory Board	☐ Library Board
☐ Beautification Committee	☐ Oklahoma Baptist University Trust Authority
☒ Board of Adjustment (Zoning) <u>1</u>	☒ Planning Commission <u>2</u>
☐ Civic and Cultural Development Authority	☐ Shawnee Hospital Authority
☐ Community Service Contracts Review Committee	☒ Shawnee Urban Renewal Authority <u>3</u>
☐ Housing Authority	☐ Traffic Commission
	☐ Other _____

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

New Ideas to Bring to table

Revised March 22, 2018

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

New Ideas and Have always wanted
2 Help out

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

Leader Ship

List education, including degree(s) earned:

CPDT-KA Trick Dog Inst.

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

No

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>MARCIA Koepke</u>	<u>friend</u>	<u>405-788-8157</u>
<u>Yoko Loftis</u>	<u>Friend</u>	<u>405-777-0363</u>

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature 

Date _____

Revised March 22, 2018

From: [crystal richardson](#)
To: [Rachel Clyne](#)
Subject: [EXTERNAL EMAIL]Re: Continue with Board of Adjustment?
Date: Tuesday, May 23, 2023 10:30:34 PM
Attachments: [image001.png](#)
[CityBoardApplication - Fillable.pdf](#)
[Richardson Crystal ZBOA 12-03-2018.pdf](#)

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

Crystal Hopper Richardson

On May 23, 2023, at 3:17 PM, Rachel Clyne <Rachel.Clyne@shawneeok.org> wrote:

Crystal –

Staff is updating all appointments for Board members whose term expires in May or June 2023.

Would you like to continue volunteering for the Board of Adjustment?
It would be your second full term.

If so, please review the attached application for any changes.

- If there are no changes and you wish to continue with the BOA, please respond to this email with a brief statement of your interest.
- If there are changes, please complete the attached City Board Application and return it to me with a brief statement of your interest.

If you no longer wish to volunteer with the Board of Adjustment, please respond to this email with your resignation statement.

If you have questions, please call or email me.

Thank you!
Rachel Clyne

L. Rachel R. Clyne

City Planner

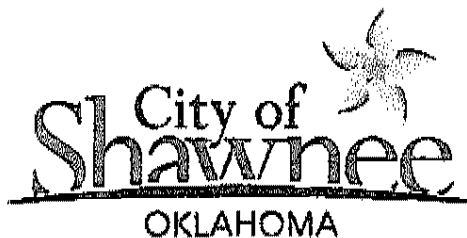
Community Development Dept.

16 W. 9th Street, Shawnee, OK 74801

405-878-1672

rachel.clyne@shawneeok.org





APPLICATION TO SERVE

Boards, Committees and Commissions

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

Name: <u>Nicki Sherman</u>	Application Date: <u>7/13/22</u>
Address: <u>210 E. Chicago Street 74804</u>	Date of Birth: <u>3/20/73</u>
Mailing Address: <u>Same</u>	
Daytime Phone: <u>(405) 590-5108</u> Fax: <u>(405) 273-5172</u>	Email: <u>ehamsmom@gmail.com</u>
Profession: <u>Nurse Practitioner</u>	
Business Name: <u>SSM Health</u>	
Business Address: <u>3315 Kethley Rd Shawnee</u>	
Business Phone: <u>(405) 273-5801</u> Fax: <u>(405) 273-5172</u>	Email: <u>Amy.Sherman@ssmhealth.com</u>

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

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

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 49

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

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

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

I am a lifelong patron of the arts. I want to help grow Shawnee's arts scene.

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

I have a Bachelor's and Masters in Piano Performance. I am very active @ Shawnee Little Theatre and am a former dance instructor in Shawnee.

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

Shawnee Little Theatre - Board of Directors, Actor, Director; Emmanuel Episcopal Church

List education, including degree(s) earned:

MSN - Vanderbilt University, BSN - Oklahoma Baptist University
MM Piano Performance - University of Oklahoma; BM - Piano Performance OBO

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

No

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Randy Kamm	Direct Supervisor - SSM	(405) 273-5201
Rebecca Fry	Shawnee Little Theatre	(405) 227-3062
Sherril Thompson	Friend	(405) 618-9944

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Heck Sherman

Date 7/13/22

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

From: [Nicki Sherman](#)
To: [Rachel Clyne](#)
Subject: [EXTERNAL EMAIL]Re: Continue with SACC?
Date: Tuesday, May 23, 2023 7:26:41 PM

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

No changes. I'll be glad to continue. Haven't had a meeting yet in my tenure!

Nicki

Sent from my iPhone

On May 23, 2023, at 2:07 PM, Rachel Clyne <Rachel.Clyne@shawneeok.org> wrote:

Nicki –

Staff is updating all appointments for Board members whose term expires in May or June 2023.

Would you like to continue volunteering for the Shawnee Arts & Culture Commission? It would be your first full term.

If so, please review the attached application for any changes.

- If there are no changes and you wish to continue with SACC, please respond to this email with a brief statement of your interest.
- If there are changes, please complete the attached City Board Application and return it to me with a brief statement of your interest.

If you no longer wish to volunteer with SACC, please respond to this email with your resignation statement.

If you have questions, please call or email me.

Thank you!

Rachel Clyne

L. Rachel R. Clyne

City Planner

Community Development Dept.

16 W. 9th Street, Shawnee, OK 74801

405-878-1672

rachel.clyne@shawneeok.org

<image001.png>

<CityBoardApplication - Fillable.pdf>
<Sherman Nicki - Arts 07-13-2022.pdf>

October 18, 2022

Re: Shawnee Arts and Culture Commission

To Whom It May Concern,

Having been a lifelong Shawnee resident working in the arts, I would like to be a part of the Shawnee Arts and Culture Commission. I want the arts to flourish in my hometown and am willing to help make that possible. I am encouraged by various art studios and other businesses making their home in Shawnee. I would like to build on the past successes of the painted horses project and other public art initiatives.

In order to promote the arts in Shawnee, we must study what works and put in the hard work to create the arts culture we want in Shawnee. I feel through my experience with other state-wide and regional arts boards that I am aware of the steps necessary and am willing to work hard to see these dreams fulfilled.

Sincerely,



Delaynna Trim



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Delaynna Trim</u>	Application Date: <u>October 18, 2022</u>
Address: <u>2524 N. Harrison St. #76</u>	Date of Birth: <u>4-4-78</u>
Mailing Address: <u>2524 N. Harrison St. #76, Shawnee, OK 74804</u>	
Daytime Phone: <u>405-990-4696</u>	Fax: _____ Email: <u>dtrim@mgmoa.org</u>
Profession: <u>Museum Curator</u>	
Business Name: <u>Mabee-Gerrer Museum of Art</u>	
Business Address: <u>1900 W. MacArthur St., Shawnee, OK 74804</u>	
Business Phone: <u>405-878-5300</u>	Fax: _____ Email: <u>dtrim@mgmoa.org</u>

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

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

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 42

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

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

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

I have worked in the arts for over 20 years and want to see the arts flourish in Shawnee. I believe my experience both in Shawnee and through statewide and regional organizations can be beneficial to this commission.

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

I have served and continue to serve on several local, state-wide (Oklahoma Museums Association) and regional (Mountain-Plains Museums Association) boards. I understand what it takes to be a good, contributing board member.

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

Oklahoma Museum Association and Mountain Plains Museums Association events and fundraisers, MGMoA events and fundraisers

List education, including degree(s) earned:

Bachelors of Arts in History from Oklahoma Baptist University, Masters in Arts in Art History from the University of Oklahoma

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

Oklahoma State Centennial Celebration City of Shawnee Planning Committee April 2006 - September 2007

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Brenda Granger	Director, Oklahoma Museums Association	405-424-7757
Dane Pollei	Director, Mabree-Gerrer Museum of Art	405-878-5622
Heidi Vaughn	Colleague and friend	405-323-9239

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature 

Date 10/18/22

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

May 30, 2023

Re: Shawnee Arts and Culture Commission

To Whom It May Concern,

I would like to continue with the Shawnee Arts and Culture Commission to help promote the arts in Shawnee. As someone who has worked in the arts sector for over twenty years, I feel strongly about the need to support the arts in all forms in order to help create a prosperous and forward-thinking community.

As a life long Shawnee resident, I want Shawnee to succeed and prosper in all realms. Shawnee has some great arts programs and initiatives that I am excited about supporting and furthering. I am excited about helping Shawnee continue on its forward trajectory as a community.

Sincerely,



Delaynna Trim



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Carmen Wolf</u>	Application Date: <u>3/22/2021</u>
Address: <u>1702 N Broadway Ave</u>	Date of Birth: <u>08/12/1968</u>
Mailing Address: <u>1702 N Broadway Ave</u>	
Daytime Phone: <u>405-434-2598</u> Fax: _____	Email: <u>carmen@powerimage.com</u>
Profession: <u>Business Owner</u>	
Business Name: <u>PowerHouse Imaging, Ltd. - SerenityStitchworks.com</u>	
Business Address: <u>20 W. Elizabeth, Shawnee, OK</u>	
Business Phone: <u>405-434-2598</u> Fax: _____	Email: <u>carmen@serenitystitchworks.com</u>

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

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

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 8 1/2 years

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

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

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

The arts have been a very important part of my life since I was a small child. It is my hope that everyone can experience art in all its forms no matter their demographic status. I believe much value can be brought to Shawnee by embracing public art and I would love to be part of that.

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

Prior to moving to Shawnee I was a business and technology consultant. I have experience in project management and working with people at all levels.

Since moving to Shawnee I have chaired and co-chaired several non-profit events and I am committed to helping Shawnee grow and improve.

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

Mabee Gerrer Museum of Art - Board member, Governance chair; Community Market - Board member, Governance chair;

Friends of the Library - Board member, Secretary

List education, including degree(s) earned:

Bachelor of Architecture; Bachelor of Science - Environmental Design; Juris Doctor (Law degree - licensed to practice in Nevada)

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

No

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

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

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Cody Deem	Friend	405-501-2627
Tonya Ricks	Colleague	405-306-0224
Katie Erickson	Friend	602-540-0406

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Carmen Wolf

Date 3-22-21

From: carmen@powerimage.com
To: [Rachel Clyne](#)
Cc: [Rian Harkins](#)
Subject: [EXTERNAL EMAIL]RE: Continue serving on SACC?
Date: Wednesday, May 24, 2023 7:46:18 AM
Attachments: [image001.png](#)

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

Good morning,

The only change I have to the application is the number of years I have lived in Shawnee, it is now 10 ½ years. Do I need to fill out a new application?

I love the arts and I want to see Shawnee continue to embrace progress and develop a thriving art community. I believe the arts is one pillar that contributes to a successful, and vibrant community.

See you at 11:30,
Carmen

From: Rachel Clyne <Rachel.Clyne@shawneeok.org>
Sent: Tuesday, May 23, 2023 2:06 PM
To: carmen@powerimage.com
Cc: [Rian Harkins <Rian.Harkins@shawneeok.org>](mailto:Rian.Harkins@shawneeok.org)
Subject: Continue serving on SACC?

Carmen –

Staff is updating all appointments for Board members whose term expires in May or June 2023. Would you like to continue volunteering for the Shawnee Arts & Culture Commission? It would be your second full term.

If so, please review the attached application for any changes.

- If there are no changes and you wish to continue with SACC, please respond to this email with a brief statement of your interest.
- If there are changes, please complete the attached City Board Application and return it to me with a brief statement of your interest.

If you no longer wish to volunteer with SACC, please respond to this email with your resignation statement.

If you have questions, please call or email me.
Thank you!
Rachel Clyne

L. Rachel R. Clyne

City Planner
Community Development Dept.
16 W. 9th Street, Shawnee, OK 74801
405-878-1672
rachel.clyne@shawneeok.org



Virus-free www.avast.com



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Brent Newsom</u>	Application Date: <u>4/23/2020</u>
Address: <u>1120 N. Louisa Ave.</u>	Date of Birth: <u>7/30/1980</u>
Mailing Address: <u>1120 N. Louisa Ave., Shawnee, OK 74801</u>	
Daytime Phone: <u>806-445-3672</u>	Fax: _____ Email: <u>banewsom@gmail.com</u>
Profession: <u>Professor</u>	
Business Name: <u>Oklahoma Baptist University</u>	
Business Address: <u>500 W. University, Shawnee, OK 74804</u>	
Business Phone: <u>405-585-4241</u>	Fax: _____ Email: <u>brent.newsom@okkbu.edu</u>

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

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

If so, please list the board/committee: Library Board

How many years have you lived in Shawnee? Nearly 8 years

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

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

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

I have served on the Library Board for the past two years and would like to continue doing so for a second term. I am a big supporter of the library and appreciate the services it brings to the Shawnee community.

Revised July 12, 2019

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

As an English professor, literacy and reading are deeply important to me. I also have collaborated with the library and the Friends of the Library for the past two years to create poetry programming for Shawnee youth during April, which is National Poetry Month.

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

Shanee Library Board, Friends of the Library, faculty sponsor of OBU's Mortar Board chapter (a national honor society that emphasizes scholarship, leadership, and service).

List education, including degree(s) earned:

B.A. in Interdisciplinary Studies, Oklahoma Baptist University; M.A. in English, Louisiana State University; Ph.D. in English, Texas Tech University.

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

Library Board, 2 years.

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

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

Have you ever declared personal or business bankruptcy? No.

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Justin Dunn	Pastor/Friend	405-765-3542
Michael Cappel	Friend	405-273-0110
Kaine Ezell	Colleague/Friend	812-617-2091

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Brian Nuss

Date 4/23/2020

Revised July 12, 2019

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
CityClerk@shawneeok.org

Revised July 12, 2019

From: [Kacie Eck](#)
To: [Kacie Eck](#)
Subject: FW: [EXTERNAL EMAIL]Renewing term of service on Shawnee Library Board
Date: Thursday, June 15, 2023 3:03:10 PM
Attachments: [image001.png](#)

From: Brent Newsom <brent.newsom@okbu.edu>
Sent: Wednesday, June 7, 2023 9:05 AM
To: Lisa Lasyone <llasyone@shawneeok.org>
Cc: Courtney Gerow <cgerow@pioneerlibrarysystem.org>
Subject: [EXTERNAL EMAIL]Renewing term of service on Shawnee Library Board

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

Good morning, Lisa:

Courtney Gerow, Shawnee Public Library branch manager, notified me that I should contact you if I am willing to serve a second full term on the Shawnee Library Board. I would like to do so, and all of the information on my initial application remains current. Please let me know if you need any action from me aside from this written notice of my willingness to renew my term.

Thank you,
Brent Newsom



Brent Newsom, PhD

Chair, Division of Language and Literature
Associate Professor of English

OBU Box 61307
500 West University Street
Shawnee, Oklahoma 74804

okbu.edu/humanities/language-literature/index.html
okbu.edu/humanities/language-literature/visiting-writer-seminars
okbu.edu/lamppost
405.585.4241 (office)



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

Date: June 20, 2023
To: Board of City Commissioners
From: Lindsey McNabb-Fox, Finance Director
Subject: Public Hearing for the City of Shawnee Five-Year Capital Improvement Plan for Fiscal Years 2024 through 2028.

Background: On December 19, 2022, the City of Shawnee Board of Commissioners approved a resolution setting forth a Capital Improvement Plan (CIP) policy. This CIP policy is specifically designed to guide long-term capital improvement planning for the City of Shawnee.

On May 15, 2023, the proposed Fiscal Year 2024 through 2028 CIP was presented to the City Board of Commissioners, and the CIP projects were made available for review on the City of Shawnee website and at City Hall.

In accordance with the City of Shawnee CIP policy, this agenda item provides the formal public hearing on the proposed CIP. Notice of date, time, and location of the public hearing was published in the Shawnee News Star on June 13, 2023.

This public hearing is an opportunity for members of the community to provide input on the proposed five-year Capital Improvement Plan.

Financial Impact: (Refer to attached FY 2024 through 2028 CIP Book)

Attachments: Shawnee OK CIP Book FY 2024-2028

Staff Recommendation: Conduct public hearing



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Shawnee Airport Authority Fund 511	146

May 11, 2023

Honorable Mayor, City Commissioners, and Fellow Residents of the City of Shawnee:

Following months of preparation and cross-departmental teamwork, I am pleased to present to you the comprehensive Fiscal Year 2024-2028 Capital Improvement Plan.

On December 19, 2022, the City of Shawnee Board of Commissioners approved a resolution setting forth a Capital Improvement Plan (CIP) policy. This CIP policy is specifically designed to guide long-term capital improvement planning for the City of Shawnee, and it was written to support the following important activities:

- Alignment with overall City goals and objectives regarding the physical and economic development of the community,
- Preservation and renewal of City assets in support of core services,
- Consistent decision-making related to capital improvements,
- Promotion of financial stability and long-term financial capacity to meet capital improvement needs, and
- Effective communication of the City's priorities to the community at large.

Putting the CIP policy into action, City staff developed a comprehensive Capital Improvement Plan that covers Fiscal Years 2024 through 2028 in detail, as well as provides an early snapshot of the subsequent five years - Fiscal Years 2029 through 2033.

All capital improvements included in the coming fiscal year have also been incorporated into the proposed Fiscal Year 2023-2024 Operating Budget. The attached CIP document provides a high-level overview of each capital project that was selected for inclusion. Additional project details can be obtained from the City's Capital Improvement Plan 2024-2028 Dashboard:

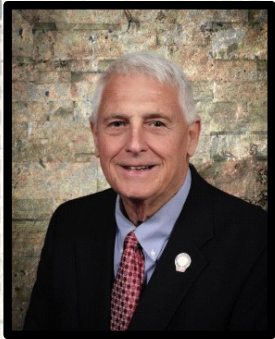
<https://cityofshawneecok.maps.arcgis.com/apps/dashboards/d1f571c818ea499093b26f41f0a8b4e7> or bit.ly/ShawneeCIP

As part of the Fiscal Year 2023-2024 Budget, the CIP makes strategic investments in the City's assets and our community's built environment. Prepared and ready, we now look forward to a successful year, full of meaningful activities and projects, and strategic renewal.

Sincerely,



Andrea Weckmueller-Behringer, AICP, GISP, RAS
City Manager



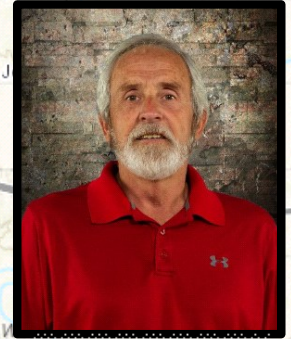
Ed Bolt
Mayor



Lauren Richter
Commissioner
Ward 6



Daniel Matthews
Commissioner
Ward 1



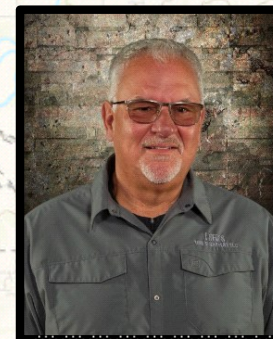
Mark Sehorn
Commissioner
Ward 5



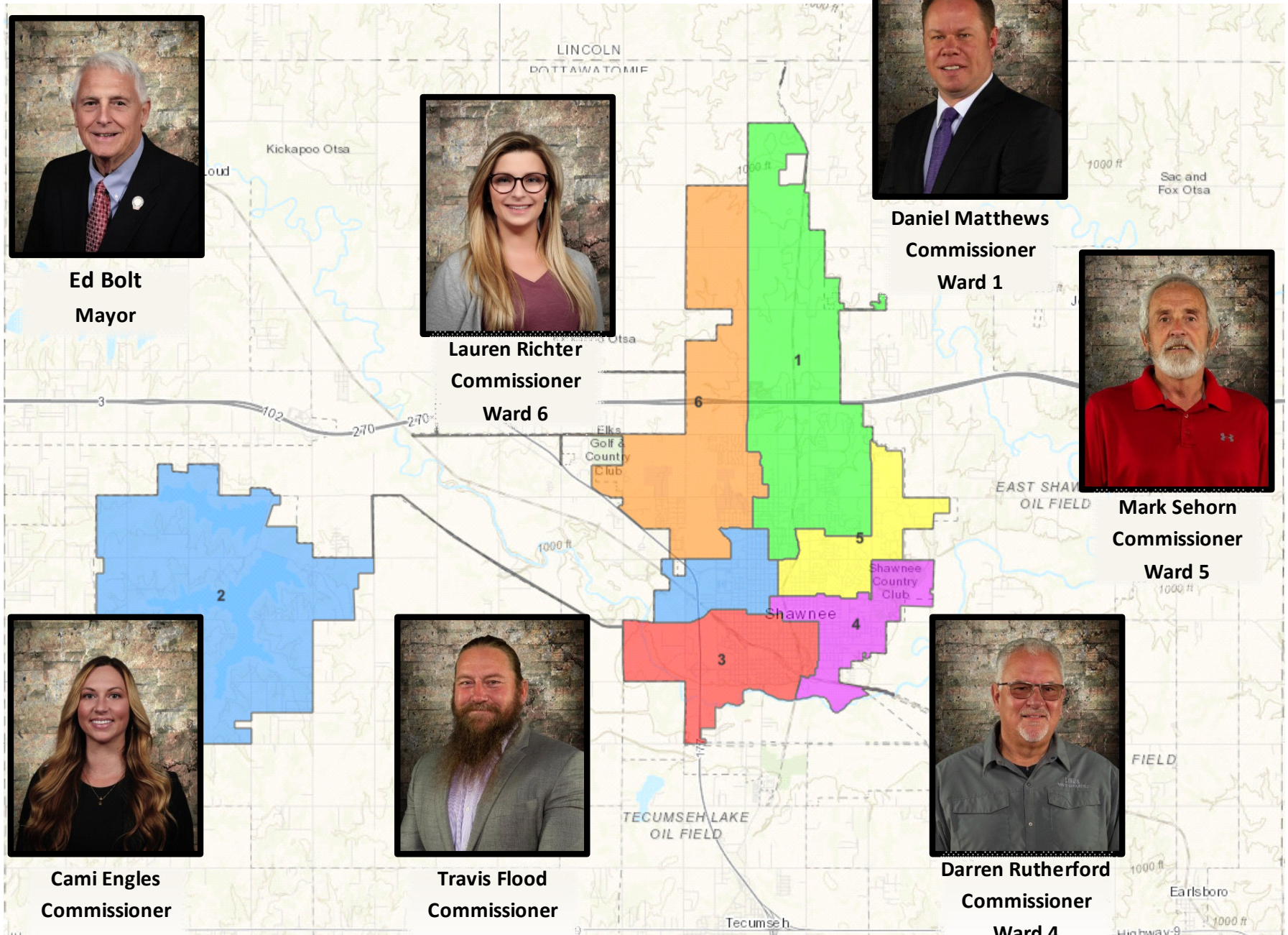
Cami Engles
Commissioner
Ward 2



Travis Flood
Commissioner
Ward 3



Darren Rutherford
Commissioner
Ward 4



City Mission & Values

Mission

Serve the community, strive for progress and support and improve the quality of life
Serve – Strive – Improve

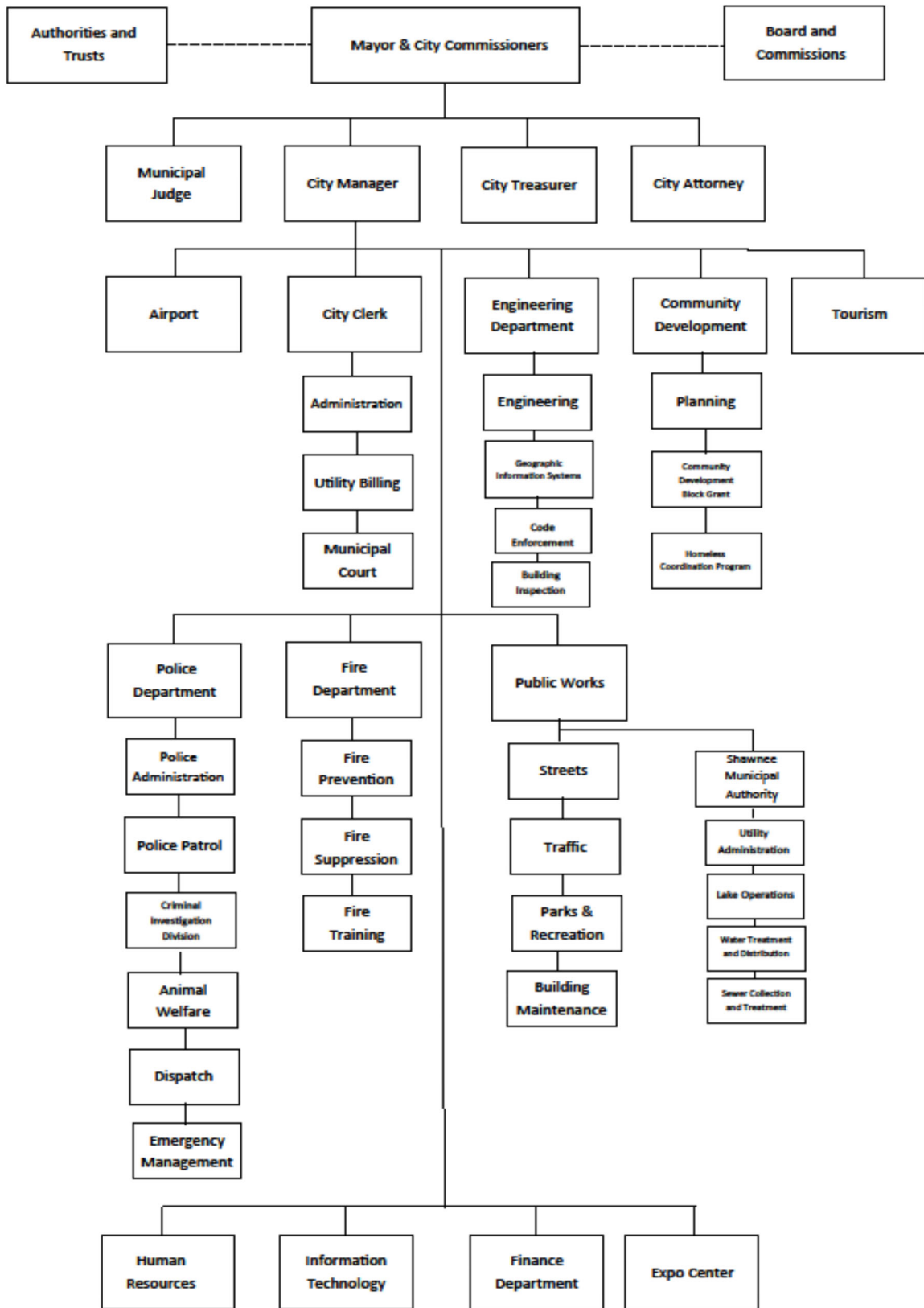
Vision

Shawnee features small town values and charm with big city amenities and is the center of commerce, education, and culture for Pottawatomie County and the surrounding area. Shawnee is a place of family and community with optimism for the future. Shawnee is on a path of continuous improvement that will result in a more prosperous, healthier, attractive, and connected community. Shawnee collaborates with all governments and organizations and strives to be a trusted and transparent partner.

Core Values

Transparency * Collaboration * Pride
Wellness * Fiscal Responsibility * Customer Service
Continual Progress * Strategic Focus * Safety

City of Shawnee Organization Chart



ABOUT SHAWNEE

General Information

The City of Shawnee is a vibrant and growing community that strives to maintain its rich history, cultural diversity, and family-oriented appeal, while continually adapting to the evolving needs of its citizens. The City strives to provide exceptional amenities to its growing population, and endeavors to embody what a great community should be – family-friendly, welcoming, informed, invested, and responsible.



Shawnee is located 35 miles east of Oklahoma City and has a population of almost 32,000. The City serves as a regional hub for the surrounding communities and is the county seat for Pottawatomie County, which has a population of approximately 72,000.

Incorporated in 1894, the City of Shawnee adopted its first Charter in 1908 to establish the basic structure of the City's organization, powers, function, and essential procedures. Since 1930, Shawnee has operated under a managerial form of government. The City Board of Commissioners passes all ordinances, appoints the City Attorney, City Judge and City Treasurer,

and also appoints a City Manager. The City Manager is responsible for overseeing the day- to-day operations of the government, implementing policy established by the City Commission, and appointing the heads of the various departments. The City Commission is purely representative in form, and its power is derived directly from the people.

History

Shawnee has a long and rich history of settlement, development, and expansion. Since its initial conception, Shawnee has frequently been a center of industrial progress that fueled its development and expansion. Along the way, many familiar and historic places in Shawnee were built. A great number of these historic buildings, thoroughfares, and features still exist as sources of pride and benchmarks for the opportunities and possibilities that Shawnee is capable of. We are building upon a legacy, not building over it.

The area surrounding Shawnee was settled after the Civil War by a number of tribes that the federal government had removed to Indian Territory. The Sac and Fox were originally deeded land in the immediate area but were soon followed by the Kickapoo, Shawnee, and Potawatomi Indians. Members of the tribes continue to reside today in and around Shawnee. It was opened to settlement in the Land Run of September 22, 1891.



West Main Street

About Shawnee (cont.)

The quarter section of land on which the original city was built was entered by Henry G. Beard, in 1892. Mr. Beard entered into an agreement with the promoters of the Choctaw, Oklahoma & Gulf Railroad Company, to build through his farm, and in consideration he gave the railway company one-half his claim of one hundred and sixty acres. The railroad was accordingly built through his farm, and the City of Shawnee began its existence as a thriving, growing, and expanding commercial center when the first train arrived.

West Main Street is an excellent example of many Main Street communities that emerged in the late 19th century as part of the westward movement. Choosing not to organize its activity around a central square, as did many towns in New England, the South, and upper-Midwest, Shawnee represents a distinctly western model of urban development. Depending on railroad lines for its economic health, Shawnee's Main Street became the focal point for commercial, manufacturing, and entertainment activity beginning in 1895. Shawnee's early economic success was developed around the railroad industry. The Santa Fe Train Depot (still extant), with its unique architecture, serves as a visible reminder of the City's dependence on the train.



Capital Improvement Plan Policy

City of Shawnee

Capital Improvement Plan Policy

1. Purpose

In order to promote consistency and continuity in decision making related to capital improvement planning and to set the general parameters within which capital spending decisions are made, the following policy is established for the City's Capital Improvement Plan (CIP). As a matter of general policy, the goals of the CIP are to:

- A. Consistently make decisions related to capital improvement aligned with overall City goals and objectives regarding the physical and economic development of the community, asset management, and the provision of public services.
- B. Promote financial stability and focus attention on the City's long-term financial capacity to meet capital needs.
- C. Effectively communicate the City's priorities and plans for undertaking capital projects to internal and external stakeholders.

2. Definitions

Capital Planning. At least every other year, the City Manager shall submit a five-year capital improvement plan (CIP) to the Mayor and Commissioners. The CIP shall seek to assure the adequate condition and sustainability of the City's infrastructure, facilities, and capital investments. The CIP should also address the City Commission's priorities as well as federal and state mandates. In addition, estimated capital needs for a further five-year period shall be included to facilitate long-term capital planning. [*Resolution 6652 – March 7, 2022*]

Capital Expenditure. A capital expenditure is the cost of new construction, renovation, acquisition or capital maintenance of City infrastructure, facilities, or other capital investments, to ensure the continuation of service, enhance operations, and promote economic development. The City will make efforts to fund capital expenditures through an increase in General Fund spending and commitment of "non-recurring" revenue sources. As a target, the City will work to budget two (2.0) to five (5.0) percent of the General Fund for capital expenditures each year. [*Resolution 6652 – March 7, 2022*]

The City of Shawnee has a separate Capital Assets Policy that further defines a Capital Asset and provides guidance for uniform control and accountability over the City's assets.

Capital Project. Notwithstanding the definition of capital expenditure or capital asset as established for capital budgeting and accounting purposes, a capital project shall be defined for the purposes for the CIP as follows:

A capital project is an outlay that results in the acquisition of, or addition to, a capital asset with an anticipated useful life of not less than five (5) years and meets the capital project threshold as defined in the next section below. This definition includes, but is not limited to, capital projects undertaken to:

- Acquire new or expand existing physical facilities or infrastructure.
- Acquire large scale renewal, improvement, or replacement of physical facilities or infrastructure that is not routine maintenance. Renewal and improvement expenditures are those that improve an asset's productivity, significantly extend its useful life, or change the character of the asset.
- Acquire major pieces of equipment, vehicles, and other capital stock, including expenditures when aggregated or consolidated into a single project.
- Procure engineering or architectural studies and services related to public improvements.
- Acquire land or make improvements to land.

Capital Project Threshold. The capitalization threshold, or minimum value of an asset at the time of acquisition, is generally established as follows:

- Infrastructure - \$50,000
- Facilities and Land - \$50,000
- Vehicles - \$20,000
- Machinery & Equipment - \$20,000

Projects meeting the above definition and threshold shall be eligible for consideration and inclusion in the bi-annually updated CIP. Any and all expenditures meeting the criteria for fixed assets as defined by the City's Capital Asset Policy shall continue to be budgeted and accounted for as capital expenditures, however, will not be eligible for inclusion in the CIP unless they meet the above definitions of a capital project and threshold. Staff questions regarding the definition of a capital project should contact the Finance Department.

Facilities. Permanent structures erected above ground, together with fixtures attached to and forming a permanent part of the building, for the purpose of sheltering persons or personal property. The cost of buildings includes all labor, materials, and professional services required to construct the building, and any other costs to put the building into its intended use.

Facility improvements. Major repairs, renovations, or additions made to a building that increase the future service potential of the building and benefit future periods. The buildings and the improvements become one and are inseparable. Examples of building improvements include major repairs, renovations, or additions such as addition of a new wing or a new air conditioning system.

Infrastructure. Long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets and that are normally stationary in nature. These include roads, sidewalks, bike paths, bridges, buildings, drainage systems, water systems, sewer systems, etc.

Land. An inexhaustible asset that has an unlimited life and therefore is not depreciated.

Land improvements. Betterments, improvements, and site preparations that ready land for its intended use. Like the land itself, these improvements are inexhaustible and therefore not depreciated. Some examples of land improvements would be excavation, filling, grading, demolition of existing buildings, and removal or relocation of other property (telephone or power lines).

Life cycle cost. The total cost of an asset over its life cycle including initial capital costs, maintenance costs, operating costs, and the asset's residual value at the end of its life.

Useful life. The period over which a capital or infrastructure asset has utility to the City in performing the function for which it was intended.

3. Capital Improvement Planning and Implementation

The CIP is a proposed schedule for the expenditure of funds to maintain, acquire, or construct necessary capital projects over the next five-year period. This plan provides the public, residents, and stakeholders transparent information on how the City plans to address significant capital needs. The Board of Commissioners adopts the City's five-year CIP on a bi-annual basis. The plan is reviewed annually and revised based on current community needs, asset conditions, available resources, and funding opportunities.

The CIP process generally precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the Board of Commissioners does not equate to a final approval of all projects contained within the plan. With approval of the CIP, the Board of Commissioners acknowledge that the projects contained in the plan represent a reasonable interpretation of the anticipated needs for the City and that projects contained in the first year of the CIP are suitable for inclusion for the current fiscal year's budget. The Board of Commissioners will adopt the CIP after at least one public hearing is held during a public meeting of the Board of Commissioners. Once adopted, implementation of the projects listed in the Capital Improvement Plan shall follow City Purchasing Policies.

The CIP may be amended by the Board of Commissioners as recommended by the City Manager and after a public hearing is held during a public meeting of the Board of Commissioners. Amendments may include any change to the CIP such as the addition of a new project, change in the priority of a project, change in the proposed commencement year, or adjustment of the estimated project costs.

4. Developing the Capital Improvement Plan

Identify Needs. The first step in capital planning is to identify needs by recognizing and categorizing the City’s capital assets and developing a capital asset life cycle for major capital assets. The capital asset life cycle includes costs to operate, maintain, administer, and renew or replace the capital asset. This will assist in identifying the need and schedule for capital asset replacement or major renewal. In addition, the City will use information such as development projections, strategic plans, comprehensive plans, facility master plans, and regional plans to assist in identifying present and future service needs that require capital infrastructure or equipment.

Determine financial impacts. When developing the multi-year capital plan, the full extent of the capital project will be considered, to include the following:

- The scope and timing of a planned project.
- Any potential revenues gained from the completed project.
- Adjusted cost projections based on anticipated inflation for projects spanning more than one year.
- A clear estimate of all major components required to implement a project, including land acquisition needs, design, construction, contingency, and post-construction costs.
- The quantification of ongoing life cycle costs associated with each project and identification of the sources of funding for those costs.

Prioritize capital requests. Capital projects will receive a higher priority based on their alignment with key factors that provide a benefit to the community. The criteria for priority consideration are listed below. Along with the criteria are either clarifying questions, marked with a C, or varying degree questions, marked with a V. Clarifying questions further define the criteria and if a project answers any of these questions with a “yes”, it will meet the stated criteria. Varying degree questions will be further prioritized based on how closely the project aligns to that criterion.

- Meets a policy goal or fulfills a strategic objective of the Board of Commissioners.
 - Does the project directly align with a strategic objective of the Board of Commissioners? – C
 - Is the project identified in a recent land use or other study? – C
 - Is the project a specific request of the Board of Commissioners? – V
 - Is the project a specific request of a neighborhood group or other local organization? – V
 - Does the project assist in reducing the annual operating budget? – V
- Is required under a state or federal mandate, law, or regulation.
 - Will the City incur a fine or penalty if this project is not complete? – V
 - What is the deadline for the City to be in compliance? – V
- Mitigates or eliminates a known health or safety hazard.
 - Is the health or safety hazard identified in a plan or study? – C

- Does the project completely eliminate or reduce the hazard? – V
- Maintains and improves the delivery of public services to a significant portion of the population.
 - Does the project significantly impact the entire city, over half the population, or a single neighborhood? – V
- Spurs economic development.
 - Does the project add to the tax base? – C
 - Does the project create employment opportunities? – C
 - Does the project stabilize or revitalize a neighborhood? – C
- Improves the quality or useful life of existing infrastructure.
 - Is the existing infrastructure significantly past its useful life? – C
 - Is the existing infrastructure beyond repair or does the cost of the repair outweigh the cost of replacement? – C
- Includes other funding sources such as state or federal grant funds.
 - Is the project funded by a federal or state grant? – C
 - Does the grant require a City match and at what percentage? – V
 - Are there other government or private entities willing to share in the project cost? – V

5. Allocating Resources to the Capital Improvement Plan

The City recognizes that an effective capital funding strategy requires consideration of a broad mix of funding mechanisms, including but not limited to pay-as-you-go, grants, and debt. The City will maintain a balanced mix of financing sources without excessive reliance on any one source.

Pay-as-You-Go Financing. Refers to the use of current financial resources to fund capital projects, including current revenues, fund balances, grants, and donations.

Pay-as-You-Use Financing. Refers to the issuance of various debt instruments to fund capital projects.

In considering which funding method to utilize for particular projects, the City shall strive to match benefit streams to cost streams as closely as possible over the anticipated useful life of the project and across constituency groups to achieve inter-generational and intra-jurisdictional equity respectively in project financing arrangements.

Regarding intergovernmental grants and private donations, the City will seek to leverage such resources whenever available, provided, those capital projects identified are consistent with capital improvement plans and City priorities, and whose operating impact have been documented in operating budget forecasts.

6. CIP Submission and Review

Departments. In order to evaluate the merits of capital project requests and to allow each project due process in evaluations, capital projects proposed shall be accompanied, at a minimum, by the following information:

- Project title, physical description, and definition of scope
- Demonstration/justification of need
- List of alternative options considered
- Risk assessment
- Project schedule
- Capital cost estimate
- Statement of impact on the operating budget
- Relationship to other planned projects
- Department's priority ranking of the project
- Recommended/anticipated funding sources

Each project shall be described such that development phases are delineated as separate stages of the project, such as land acquisition, design, and construction, and each phase may span beyond a single year.

Finance Department. The Finance Department will establish forms, instructions, deadlines, and procedures for project submittal and review.

City Management. In consultation with department heads and the Finance department, the City Manager's Office will prioritize projects and submit the Capital Improvement Plan with funding recommendations for consideration to the Board of Commissioners.

7. Progress Reporting

City staff will provide a bi-annual update to the Board of Commissioners on the implementation progress of the Capital Improvement Plan.

Capital Improvement Fund 301

The Capital Improvement Fund accounts for the purchase of capital equipment and construction of facilities, economic development, or debt service. The fund's major funding source is sales tax.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

301 - CAPITAL IMPROVEMENT FUND

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Animal Welfare Facility	\$307,800	\$0	\$0	\$0	\$0	\$0
Boy Scout Park Splash Pad Repair	\$20,000	\$0	\$0	\$0	\$0	\$0
Cascade System Replacement	\$0	\$0	\$88,000	\$0	\$0	\$0
Cemetery Office Remodel	\$55,000	\$55,000	\$0	\$0	\$0	\$0
Cemetery UTV Purchase	\$25,000	\$0	\$0	\$0	\$0	\$0
City Hall HVAC Replacement	\$0	\$175,000	\$0	\$0	\$0	\$0
City Hall Roof Replacement	\$0	\$250,000	\$0	\$0	\$0	\$0
Code Enforcement Fleet Replacement	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0
Comprehensive Plan Review and Update	\$0	\$0	\$0	\$175,000	\$0	\$0
Deadfall Removal	\$80,000	\$0	\$0	\$0	\$0	\$0
Desktop Computer Replacement	\$71,200	\$72,000	\$73,000	\$74,000	\$75,000	\$400,000
Extrication Equipment Replacement	\$0	\$72,000	\$0	\$0	\$0	\$0

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Fire Fleet Replacement - Command	\$0	\$80,000	\$0	\$0	\$0	\$0
Fire Fleet Replacement - Engine	\$0	\$0	\$900,000	\$0	\$0	\$0
Fire Fleet Replacement - Ladder	\$0	\$0	\$0	\$0	\$1,500,000	\$0
Fire Fleet Replacement - Squad	\$375,000	\$0	\$0	\$0	\$0	\$0
Housing Needs Study	\$0	\$50,000	\$50,000	\$0	\$0	\$0
Kayak Dock Area Improvements	\$220,000	\$0	\$0	\$0	\$0	\$0
Lake Patrol Boat Dock	\$100,000	\$0	\$0	\$0	\$0	\$0
Laptop Computer Replacement	\$46,000	\$47,000	\$48,000	\$49,000	\$50,000	\$250,000
Lot Re-Activation	\$25,000	\$50,000	\$100,000	\$100,000	\$100,000	\$500,000
Mower Replacement	\$0	\$20,000	\$0	\$0	\$0	\$0
Mower Replacement	\$0	\$20,000	\$0	\$0	\$0	\$0
Network File Storage Replacement and Expansion	\$0	\$30,000	\$0	\$0	\$40,000	\$100,000
Outdoor Warning Siren Addition	\$26,890	\$0	\$0	\$0	\$0	\$0
Park / Cemetery Land Purchase	\$101,500	\$0	\$0	\$0	\$0	\$0
Parks Fleet Replacement	\$60,000	\$0	\$0	\$0	\$0	\$0
Parks Fleet Replacement	\$60,000	\$0	\$0	\$0	\$0	\$0
Police Fleet Replacement	\$217,065	\$227,920	\$239,320	\$251,290	\$263,850	\$1,500,000
PPE Replacement	\$118,930	\$94,052	\$95,950	\$118,300	\$136,680	\$747,419

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
SCBA Replacement	\$118,000	\$126,000	\$135,000	\$0	\$0	\$0
Streets Equipment Building	\$180,000	\$0	\$0	\$0	\$0	\$0
Streets Equipment Purchase - Volumetric Concrete Truck	\$425,000	\$0	\$0	\$0	\$0	\$0
Streets Fleet Replacement	\$0	\$90,000	\$0	\$0	\$0	\$0
Streets Fleet Replacement	\$0	\$90,000	\$0	\$0	\$0	\$0
Streets Fleet Replacement - Tandem	\$0	\$200,000	\$0	\$0	\$0	\$0
Streets Fleet Replacement - Tandem	\$0	\$0	\$200,000	\$0	\$0	\$0
Survey of Lake #1 - Lots and Rights-of-Way	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$0
Switch Replacement	\$27,000	\$66,000	\$13,000	\$0	\$66,000	\$200,000
Tractor Replacement	\$50,000	\$0	\$0	\$0	\$0	\$0
Traffic Fleet Replacement	\$0	\$70,000	\$0	\$0	\$0	\$0
Traffic Fleet Replacement - Bucket Truck	\$0	\$0	\$150,000	\$0	\$0	\$0
Wood Chipper Purchase	\$35,000	\$0	\$0	\$0	\$0	\$0
Total	\$2,874,385	\$2,014,972	\$2,222,270	\$847,590	\$2,311,530	\$3,697,419

Total record count: 43

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Animal Welfare Facility					
Project Category	Public Safety					
Department	0640 - ANIMAL WELFARE	Ongoing Project				
Project in Ward	Not Applicable					
Project Description Construct a new animal welfare facility.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	307,800	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$307,800	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Boy Scout Park Splash Pad Repair					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Ward 4					
Project Description Repair the splash pad system components at Boy Scout Park.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$20,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$20,000	\$0	\$0	\$0	\$0	\$0

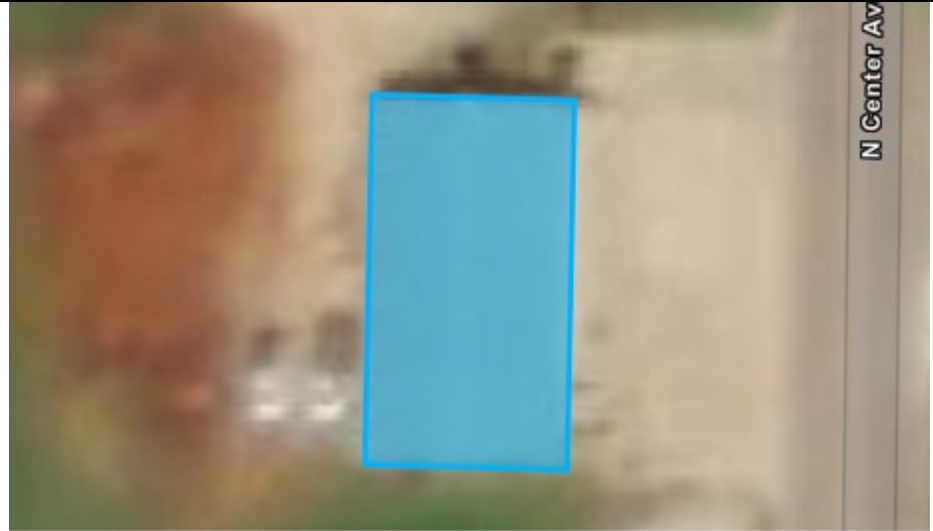
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Cascade System Replacement					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace the Three-Phase, 6000-PSI breathing air cascade system.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$88,000	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$88,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Cemetery Office Remodel					
Project Category	Parks & Rec, Public Facilities					
Department	0950 - CEMETERY	Approved Project				
Project in Ward	Ward 3					
Project Description Remodel the interior and exterior of the Fairview Cemetery office.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	55,000	55,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$55,000	\$55,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Cemetery UTV Purchase					
Project Category	Parks & Rec					
Department	0950 - CEMETERY	Approved Project				
Project in Ward	Not Applicable					
Project Description Purchase a Utility Task Vehicle (UTV) for spraying and traversing the cemetery.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	25,000	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$25,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	City Hall HVAC Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	4020 - BUILDING MAINTENANCE	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace and update the HVAC system at Shawnee City Hall.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	175,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$175,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	City Hall Roof Replacement					
Project Category	Public Facilities					
Department	4020 - BUILDING MAINTENANCE	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace the roof at Shawnee City Hall.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	250,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$250,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Code Enforcement Fleet Replacement					
Project Category	Code Enforcement					
Department	0520 - CODE ENFORCEMENT, INSPECTIONS, & PERMITTING	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace 1 high-mileage Code Enforcement truck per year, inclusive of in-cab and external equipment.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	50,000	50,000	50,000	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Comprehensive Plan Review and Update		
Project Category	Community Development		
Department	0510 - COMMUNITY DEVELOPMENT	Approved Project	
Project in Ward	Not Applicable		
Project Description Review and update the City of Shawnee Comprehensive Plan to reflect the latest growth and development trends.			

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	175,000	0	0
Total	\$0	\$0	\$0	\$175,000	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Deadfall Removal					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 3					
Project Description Remove accumulated deadfall and debris at Lake Road bridge.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	80,000	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$80,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Desktop Computer Replacement					
Project Category	IT - Equipment					
Department	0230 - INFORMATION TECHNOLOGY	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace up to 36 desktop computers per year to accommodate a 5-year replacement cycle.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$71,200	\$72,000	\$73,000	\$74,000	\$75,000	\$400,000
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$71,200	\$72,000	\$73,000	\$74,000	\$75,000	\$400,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Extrication Equipment Replacement					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace existing auto-extrication equipment.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$72,000	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$72,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Fire Fleet Replacement - Command					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace the Command vehicle.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	80,000	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$80,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Fire Fleet Replacement - Engine	
Project Category	Public Safety	
Department	0720 - FIRE SUPPRESSION	Approved Project
Project in Ward	Not Applicable	
Project Description		
Replace the Engine 3 vehicle. Currently, delivery of this type of vehicle can take up to 36-40 months.		



	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	900,000	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$900,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Fire Fleet Replacement - Ladder	
Project Category	Public Safety	
Department	0720 - FIRE SUPPRESSION	Approved Project
Project in Ward	Not Applicable	
Project Description Replace the Ladder 1 vehicle. Currently, delivery of this type of vehicle can take up to 40-48 months.		



	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	1,500,000	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$1,500,000	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Fire Fleet Replacement - Squad					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace the Squad 1 vehicle. Currently, delivery of this type of vehicle can take up to 30 months.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	375,000	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$375,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Housing Needs Study					
Project Category	Community Development					
Department	0510 - COMMUNITY DEVELOPMENT	Approved Project				
Project in Ward	Not Applicable					
Project Description Undertake a citywide housing needs study to assess Shawnee's housing market, housing stock, and housing needs. Engage the community and gather their housing experiences, preferences, priorities, and policy options for the future.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	50,000	50,000	0	0	0
Total	\$0	\$50,000	\$50,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Kayak Dock Area Improvements		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Parks & Rec, Public Facilities					
Department	0940 - PARKS	Approved Project				
Project in Ward	Ward 2					
Project Description Improve the area adjacent to the Shawnee Twin Lakes #2 kayak dock to include Americans with Disabilities Act (ADA) compliant sidewalks and parking as well as drainage.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	220,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$220,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Lake Patrol Boat Dock					
Project Category	Public Safety					
Department	0620 - POLICE PATROL	Ongoing Project				
Project in Ward	Ward 2					
Project Description Add a Police Patrol boat dock on Shawnee Twin Lake #1.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	100,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$100,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Laptop Computer Replacement	
Project Category	IT - Equipment	
Department	0230 - INFORMATION TECHNOLOGY	Approved Project
Project in Ward	Not Applicable	
Project Description Replace up to 14 laptop computers per year to accommodate a 3-year replacement cycle.		



	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$46,000	\$47,000	\$48,000	\$49,000	\$50,000	\$250,000
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$46,000	\$47,000	\$48,000	\$49,000	\$50,000	\$250,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Lot Re-Activation					
Project Category	Community Development					
Department	0510 - COMMUNITY DEVELOPMENT	Approved Project				
Project in Ward	Not Applicable					
Project Description Clear property liens on vacant land or dilapidated buildings in exchange for the acquisition and re-activation of lots.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	25,000	50,000	100,000	100,000	100,000	500,000
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$25,000	\$50,000	\$100,000	\$100,000	\$100,000	\$500,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Mower Replacement					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 5232, a 2019 Kubota zero turn mower.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$20,000	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$20,000	\$0	\$0	\$0	\$0

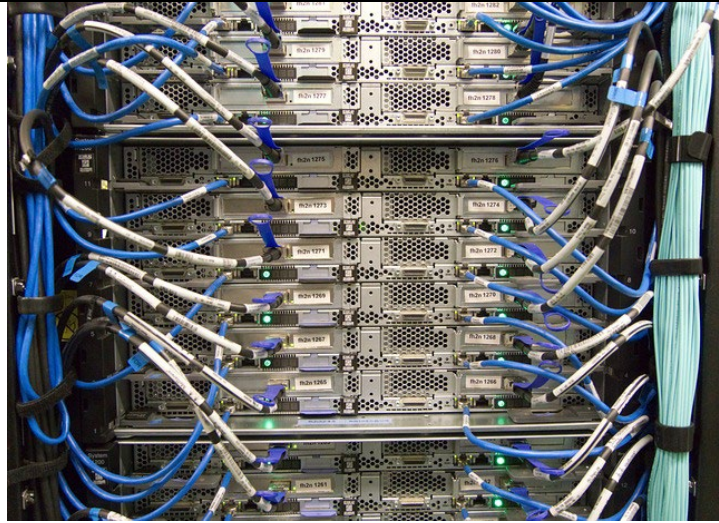
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Mower Replacement					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 5231, a 2019 Kubota zero turn mower.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$20,000	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$20,000	\$0	\$0	\$0	\$0

City of Shawnee

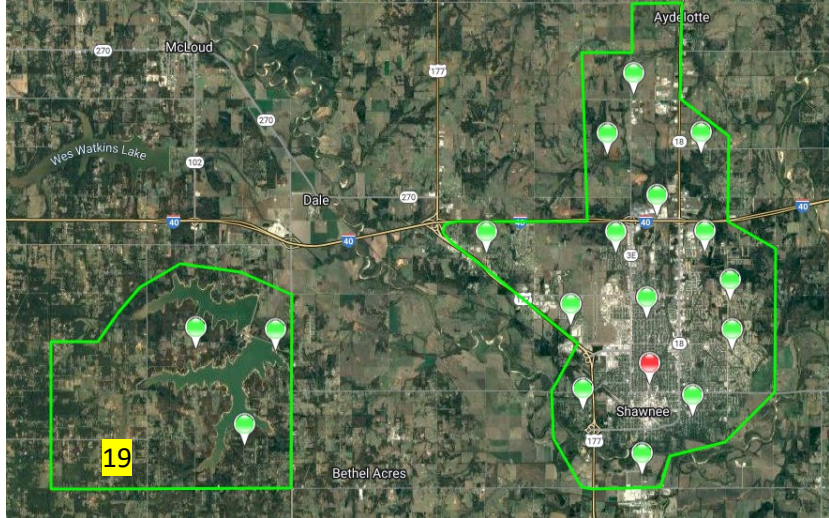
FY 2024-2028 Capital Improvement Plan

Project Title	Network File Storage Replacement and Expansion		
Project Category	IT - Equipment		
Department	0230 - INFORMATION TECHNOLOGY	Approved Project	
Project in Ward	Not Applicable		
Project Description Replace older network file storage components and add additional network file storage for the Police Department.			

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$30,000	\$0	\$0	\$40,000	\$100,000
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$30,000	\$0	\$0	\$40,000	\$100,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Outdoor Warning Siren Addition					
Project Category	Public Safety					
Department	0740 - EMERGENCY MANAGEMENT	Approved Project				
Project in Ward	Ward 2					
Project Description Add an outdoor warning siren at 16400 Walker Road to complete citywide coverage.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$26,890	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$26,890	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Park / Cemetery Land Purchase					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Ward 3					
Project Description Purchase land directly adjacent to KidSpace Park and Fairview Cemetery.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	100,000	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	1,500	0	0	0	0	0
Total	\$101,500	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Parks Fleet Replacement					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Asset #2903, a 1992 1/2-ton truck.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	60,000	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$60,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Parks Fleet Replacement					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Asset #2916, a 2000 1-ton truck.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	60,000	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$60,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Police Fleet Replacement					
Project Category	Public Safety					
Department	0620 - POLICE PATROL	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace 5 Dodge Charger police sedans per year with comparable police-rated vehicles, inclusive of in-cab and external equipment.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	217,065	227,920	239,320	251,290	263,850	1,500,000
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$217,065	\$227,920	\$239,320	\$251,290	\$263,850	\$1,500,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	PPE Replacement					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace structural and dual certification personal protective equipment (PPE) gear. Current shipping times range from 8-10 months.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$118,930	\$94,052	\$95,950	\$118,300	\$136,680	\$747,419
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$118,930	\$94,052	\$95,950	\$118,300	\$136,680	\$747,419

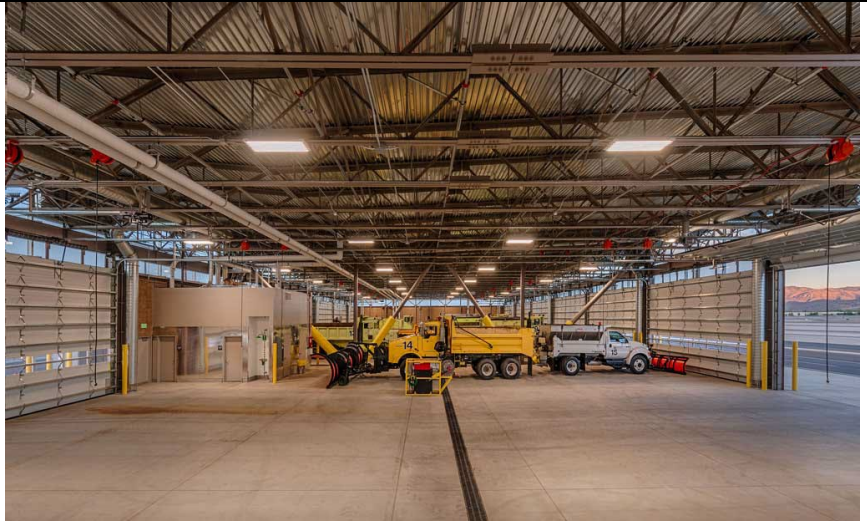
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	SCBA Replacement					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace one-third of all Self-Contained Breathing Apparatus (SCBA) per year.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$118,000	\$126,000	\$135,000	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$118,000	\$126,000	\$135,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Equipment Building					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Construct a building to consolidate the snow removal equipment and protect it from the elements. This building will be located in the vicinity of the material barns at the Public Works yard.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	150,000	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	30,000	0	0	0	0	0
Total	\$180,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Equipment Purchase - Volumetric Concrete Truck					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Purchase a volumetric concrete truck to mix variable amounts of concrete at job sites.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$425,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$425,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Fleet Replacement					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 1712, a 2001 service truck.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	90,000	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$90,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Fleet Replacement					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 2118, a 2003 vehicle.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	90,000	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$90,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Fleet Replacement - Tandem					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 1480, a 1991 tandem.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	200,000	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$200,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Fleet Replacement - Tandem					
Project Category	Streets/Traffic, Vehicle					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 1591, a 2002 tandem.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	200,000	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$200,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Survey of Lake #1 - Lots and Rights-of-Way					
Project Category	Parks & Rec, Public Facilities, Utilities, Streets/Traffic, Twin Lakes - Covers multiple categories					
Department	0810 - ENGINEERING	Approved Project				
Project in Ward	Ward 2					
Project Description Survey the lots, easements, and rights-of-way at the Shawnee Twin Lakes #1.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	80,000	80,000	80,000	80,000	80,000	0
Total	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Switch Replacement		
Project Category	IT - Equipment		
Department	0230 - INFORMATION TECHNOLOGY	Approved Project	
Project in Ward	Not Applicable		
Project Description Replace switches that are more than 10 years old to avoid failure and prolonged network outages. Current shipping times range from 6-12 months.			

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$27,000	\$66,000	\$13,000	\$0	\$66,000	\$200,000
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$27,000	\$66,000	\$13,000	\$0	\$66,000	\$200,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Tractor Replacement					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace 1981 John Deere tractor for right-of-way and lakeside maintenance.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$50,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Traffic Fleet Replacement					
Project Category	Streets/Traffic					
Department	0930 - TRAFFIC CONTROL	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace 2012 3/4-ton service truck.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	70,000	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$70,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Traffic Fleet Replacement - Bucket Truck					
Project Category	Streets/Traffic					
Department	0930 - TRAFFIC CONTROL	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace 2006 bucket truck.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	150,000	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$150,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Wood Chipper Purchase					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Purchase wood chipper to dispose of vegetation debris and tree limbs on City properties.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$35,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$35,000	\$0	\$0	\$0	\$0	\$0

Street Improvement Fund 302

The Street Improvement Fund accounts for the construction or major reconstruction of street projects, economic development or debt service. The fund's major funding source is sales tax.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

302 - STREET IMPROVEMENT FUND

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
45th Street Widening (Phase 2)	\$0	\$0	\$0	\$0	\$0	\$9,650,000
Belcher Road Bridge Rehabilitation or Replacement	\$0	\$150,000	\$325,000	\$0	\$0	\$3,000,000
Bell Street Reconstruction and Widening (Phase 1)	\$	\$760,000	\$0	\$0	\$0	\$0
Bell Street Reconstruction and Widening (Phase 2)	\$0	\$80,000	\$1,000,000	\$	\$0	\$0
Clearpond Road Culvert Replacement	\$605,000	\$0	\$0	\$0	\$0	\$0
Daley Lane, Nix Allen Road, and Terrell Road Overlay	\$0	\$0	\$0	\$0	\$400,000	\$0
Elbert Drive Overlay	\$0	\$0	\$0	\$0	\$0	\$200,000
Federal Street and Center Street Reconstruction	\$0	\$910,000	\$0	\$0	\$0	\$0
Garrett's Lake Road Reconstruction and Widening	\$0	\$0	\$0	\$0	\$0	\$7,550,000
Harrison Avenue and Farrall Street Sidewalk Project	\$0	\$0	\$0	\$0	\$0	\$1,200,000

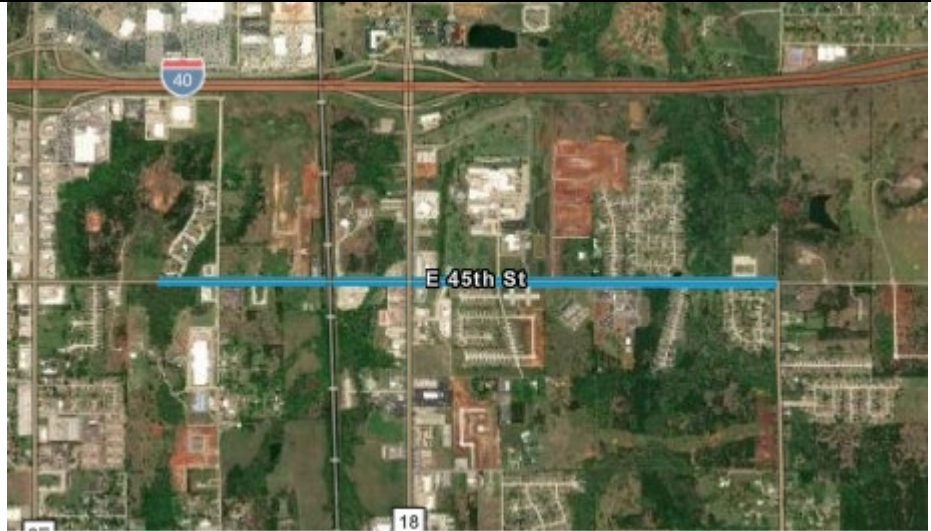
Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Homer Lane Road Bridge Rehabilitation or Replacement	\$0	\$0	\$0	\$0	\$0	\$3,450,000
Independence Street Reconstruction	\$0	\$0	\$0	\$450,000	\$0	\$0
Katie Drive Reconstruction	\$230,000	\$0	\$0	\$0	\$0	\$0
Kickapoo Avenue (North) Resurfacing and Widening	\$0	\$0	\$0	\$0	\$0	\$5,050,000
Kickapoo Spur and Pottenger Avenue Storm Sewer Replacement	\$175,000	\$0	\$0	\$0	\$0	\$0
Leo Street Reconstruction	\$0	\$0	\$50,000	\$1,000,000	\$0	\$0
Main Street Bridge Replacement	\$1,800,000	\$0	\$0	\$0	\$0	\$0
McKinley Avenue Bridge Replacement	\$0	\$0	\$0	\$0	\$0	\$2,300,000
Northridge Storm Sewer Replacement	\$100,000	\$0	\$0	\$0	\$0	\$0
Shawnee Twin Lakes - Roads Resurfacing and Widening	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Sign Machine Purchase	\$25,000	\$0	\$0	\$0	\$0	\$0
Streets Equipment Purchase - Asphalt Machine	\$150,000	\$0	\$0	\$0	\$0	\$0
Traffic Signal Control Cabinet Replacement	\$150,000	\$0	\$0	\$0	\$0	\$0

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Traffic Signal Control Communications Upgrade	\$160,000	\$0	\$0	\$0	\$0	\$0
Union Street Resurfacing and Widening	\$0	\$0	\$0	\$320,000	\$1,700,000	\$0
Wallace Street Sidewalk Project	\$0	\$160,000	\$500,000	\$0	\$0	\$0
Westech Road Overlay	\$0	\$0	\$0	\$0	\$0	\$750,000
Total	\$3,695,000	\$2,360,000	\$2,175,000	\$2,070,000	\$2,400,000	\$34,650,000

Total record count: 27

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	45th Street Widening (Phase 2)					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 1					
Project Description Reconstruct and widen 45th Street. This second phase extends from west of Union Avenue to Bryan Avenue.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	9,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	300,000
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	350,000
Total	\$0	\$0	\$0	\$0	\$0	\$9,650,000

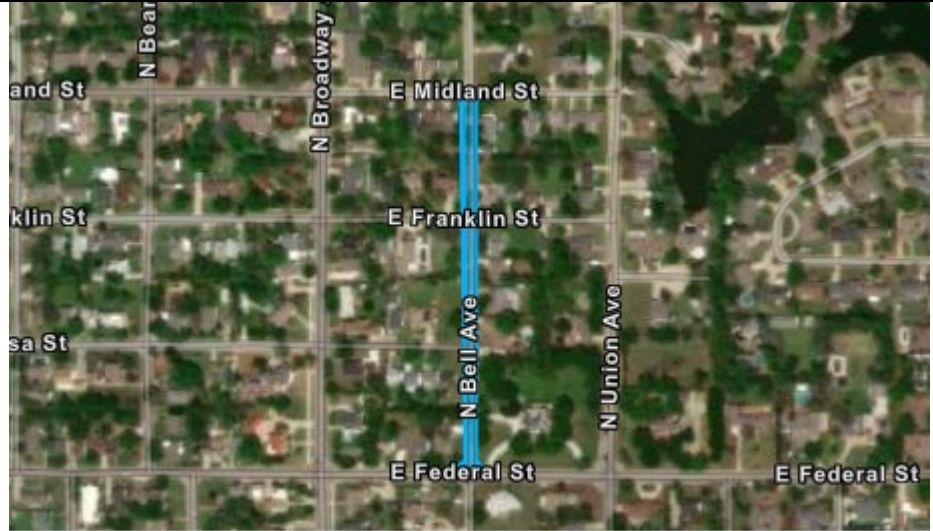
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Belcher Road Bridge Rehabilitation or Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 2					
Project Description Rehabilitate or replace the Belcher Road bridge over the Shawnee Twin Lakes #1 spillway, which was constructed in 1960 and consists of eight 40-foot steel girder spans.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	3,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	150,000	325,000	0	0	0
Total	\$0	\$150,000	\$325,000	\$0	\$0	\$3,000,000

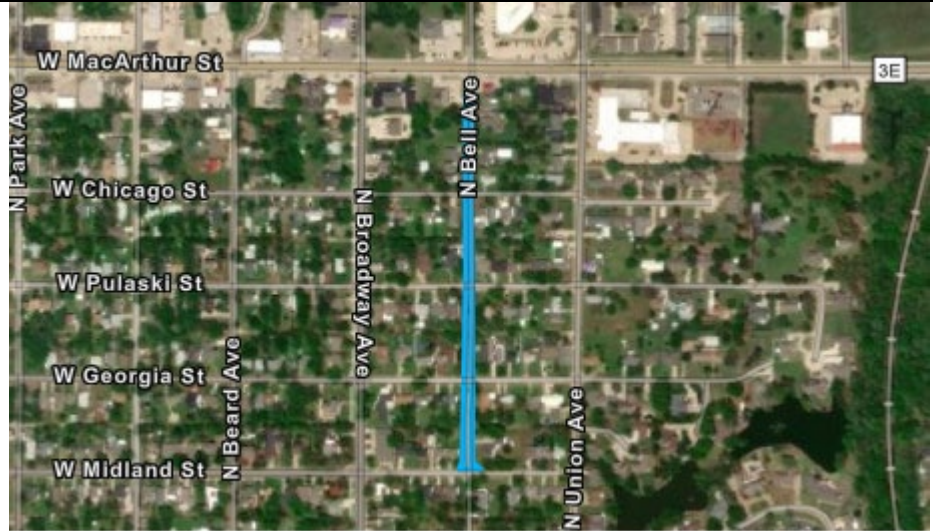
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Bell Street Reconstruction and Widening (Phase 1)		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1					
Project Description Reconstruct and widen Bell Street, from Midland Street to Federal Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure		700,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services		60,000	0	0	0	0
Total	\$	\$760,000	\$0	\$0	\$0	\$0

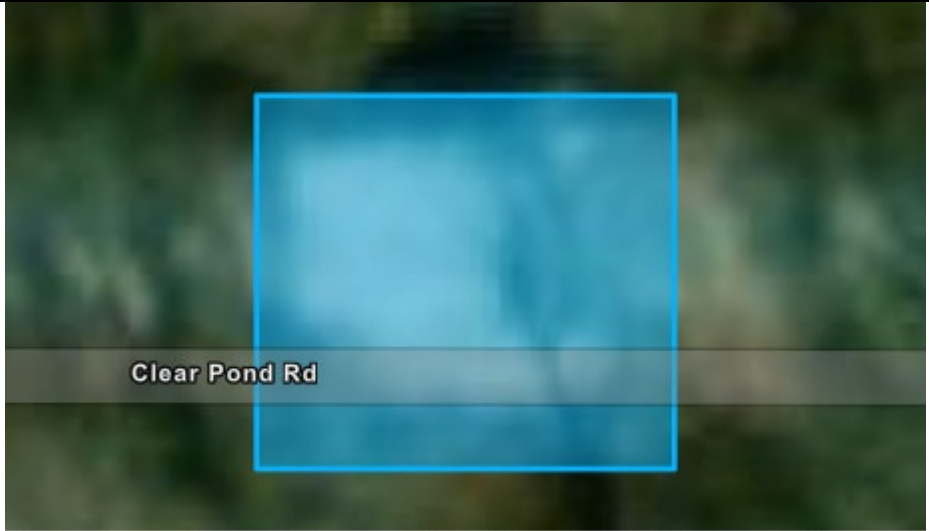
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Bell Street Reconstruction and Widening (Phase 2)					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1					
Project Description Reconstruct and widen Bell Street, from Highland Street to Midland Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	1,000,000		0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	80,000	0	0	0	0
Total	\$0	\$80,000	\$1,000,000	\$	\$0	\$0

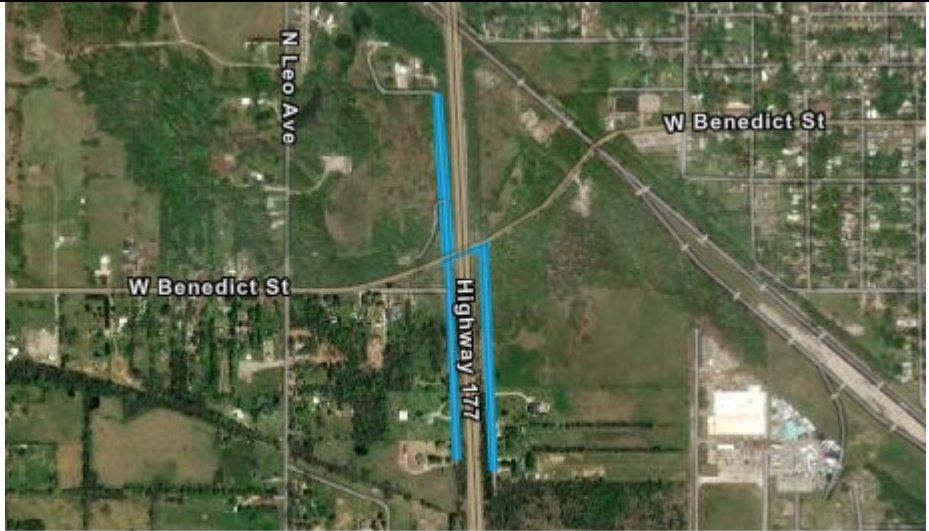
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Clearpond Road Culvert Replacement					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 2					
Project Description Replace failed culvert under Clearpond Road leading to Shawnee Twin Lakes #1. Remove the corrugated metal pipe (CMP) tinhorn, stabilize the base, and construct a reinforced concrete box (RCB) structure on a geotechnically designed base.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	500,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	105,000	0	0	0	0	0
Total	\$605,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Daley Lane, Nix Allen Road, and Terrell Road Overlay					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 2, Ward 3					
Project Description Overlay existing gravel roads with asphalt.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	400,000	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$400,000	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Elbert Drive Overlay					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 1					
Project Description Overlay existing gravel road with asphalt, from MacArthur Street to north end of roadway.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	200,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$200,000

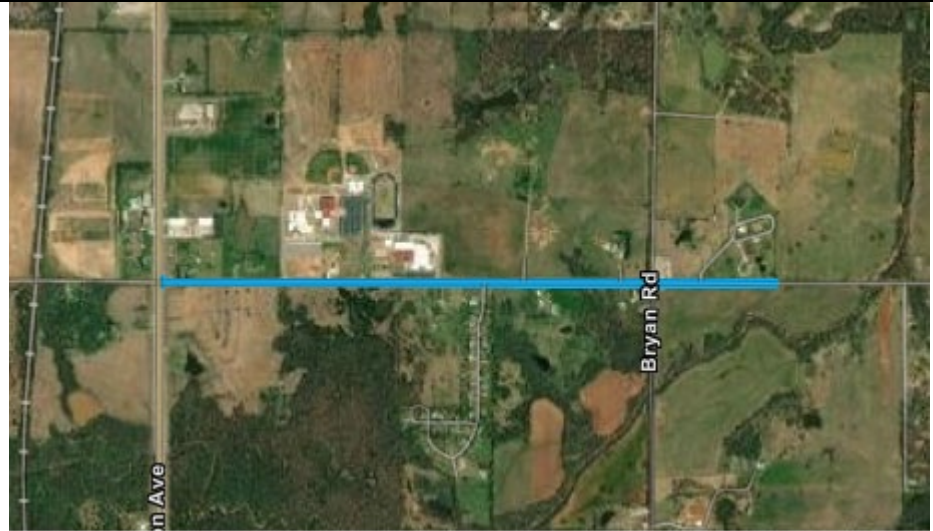
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Federal Street and Center Street Reconstruction		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1, Ward 5					
Project Description Reconstruct Federal Street and Center Street, from Harrison Avenue to Oak Hill Road.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	825,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	85,000	0	0	0	0
Total	\$0	\$910,000	\$0	\$0	\$0	\$0

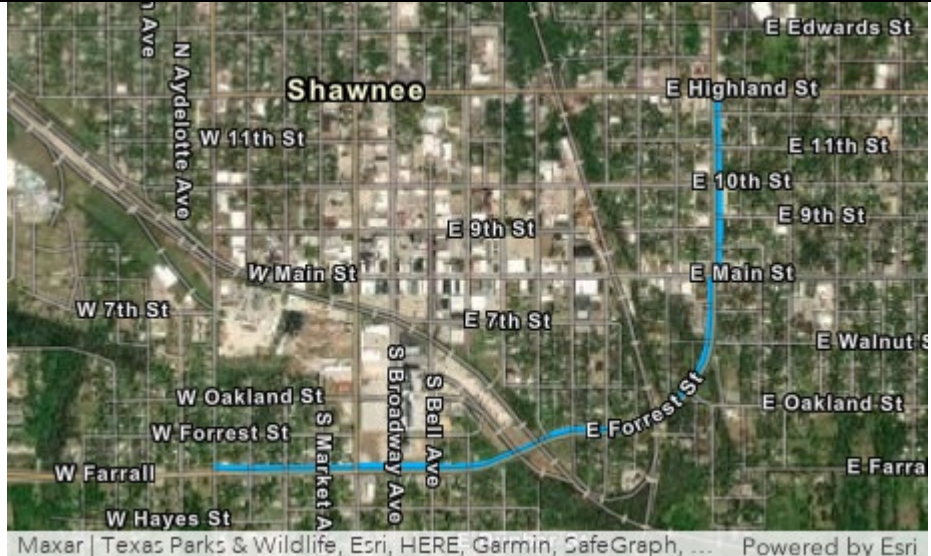
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Garrett's Lake Road Reconstruction and Widening		 Maxar Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, ... Powered by Esri			
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 1					
Project Description Reconstruct and widen Garrett's Lake Road, from Harrison Avenue east to the City limits.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	7,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	200,000
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	350,000
Total	\$0	\$0	\$0	\$0	\$0	\$7,550,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Harrison Avenue and Farrall Street Sidewalk Project					
Project Category	Streets/Traffic					
Department	0810 - ENGINEERING	Future Project				
Project in Ward	Ward 3					
Project Description Add pedestrian facilities along the Harrison and Farrall Street corridor, from the Harrison and Highland intersection to the Kickapoo and Farrall intersection.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	1,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	200,000
Total	\$0	\$0	\$0	\$0	\$0	\$1,200,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Homer Lane Road Bridge Rehabilitation or Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 2					
Project Description Rehabilitate or replace the Homer Lane Road bridge over the canal that connects Shawnee Twin Lakes #1 and #2; the bridge was constructed in 1981 and consists of 35-foot steel I-beam spans.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	3,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	450,000
Total	\$0	\$0	\$0	\$0	\$0	\$3,450,000

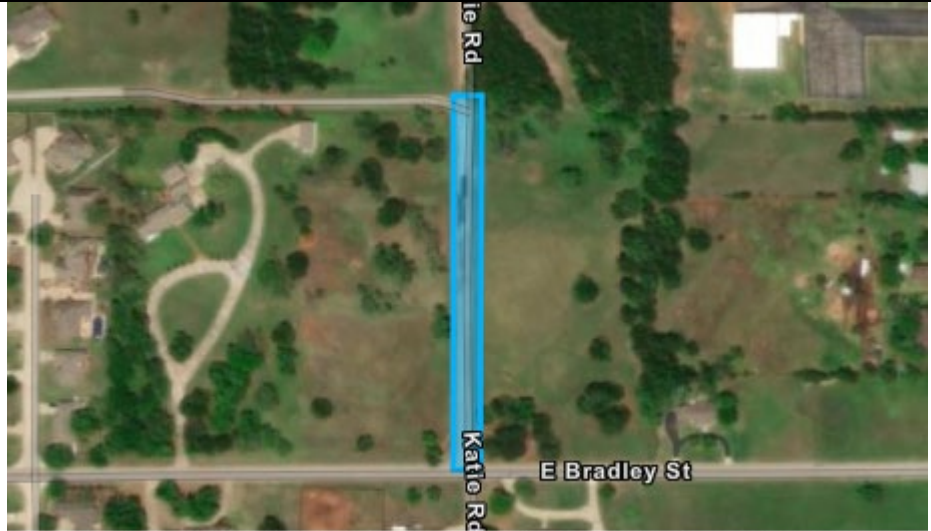
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Independence Street Reconstruction		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 5					
Project Description Reconstruct Independence Street, from east of Arapaho Drive to Bryan Avenue.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	400,000	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	50,000	0	0
Total	\$0	\$0	\$0	\$450,000	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Katie Drive Reconstruction					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1					
Project Description Reconstruct Katie Drive, from Bradley Street north to the end of public right-of-way.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	200,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	30,000	0	0	0	0	0
Total	\$230,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Kickapoo Avenue (North) Resurfacing and Widening					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 1, Ward 6					
Project Description Resurface and widen Kickapoo Street, from the Shawnee Mall to Garrett's Lake Road.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	4,500,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	150,000
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	400,000
Total	\$0	\$0	\$0	\$0	\$0	\$5,050,000

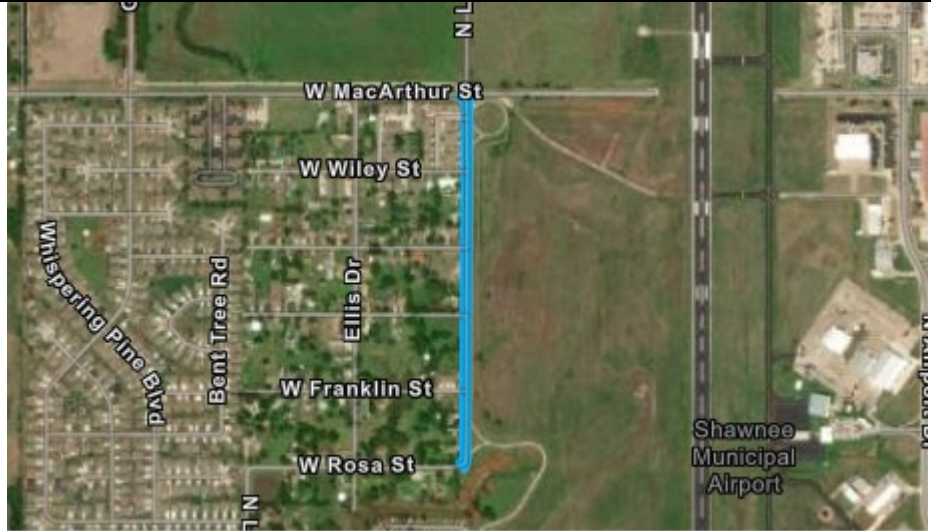
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Kickapoo Spur and Pottenger Avenue Storm Sewer Replacement					
Project Category	Stormwater					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 2					
Project Description Remove and replace the failing storm sewer system at the intersection of Kickapoo Spur and Pottenger Avenue.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	175,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$175,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Leo Street Reconstruction					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 6					
Project Description Reconstruct and widen Leo Street, from Rosa Street to MacArthur Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	1,000,000	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	50,000	0	0	0
Total	\$0	\$0	\$50,000	\$1,000,000	\$0	\$0

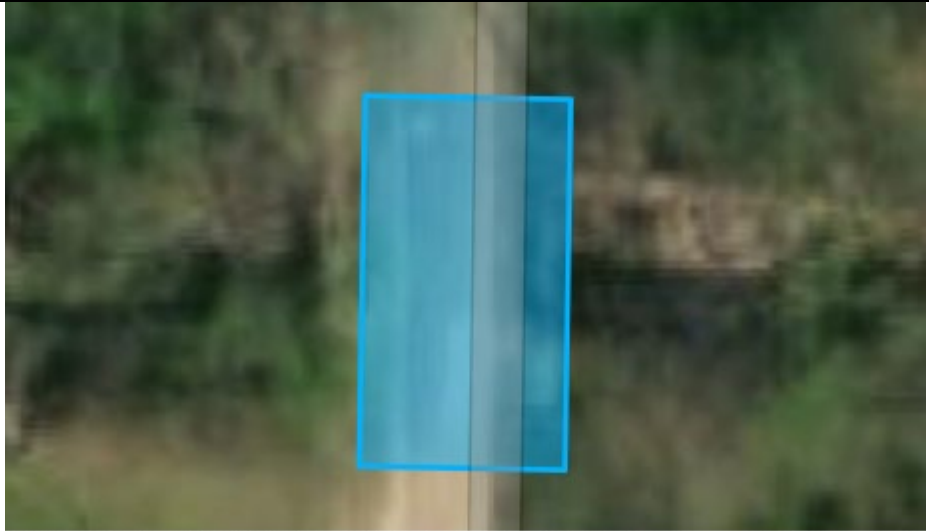
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Main Street Bridge Replacement					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Ongoing Project				
Project in Ward	Ward 3					
Project Description Remove and replace the Main Street bridge over Shawnee Creek, just west of Tucker Ave.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,800,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$1,800,000	\$0	\$0	\$0	\$0	\$0

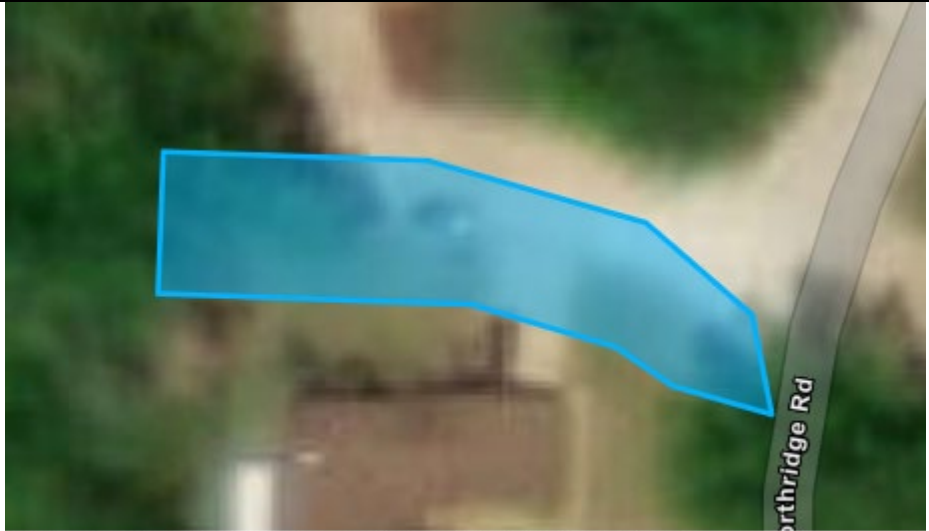
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	McKinley Avenue Bridge Replacement					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 3					
Project Description Remove and replace the McKinley Avenue bridge over Shawnee Creek, just south of Main St.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	2,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	300,000
Total	\$0	\$0	\$0	\$0	\$0	\$2,300,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Northridge Storm Sewer Replacement					
Project Category	Stormwater					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1					
Project Description Remove and replace the failing storm sewer system from Northridge Road west to the edge of Northridge Section 6.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	100,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$100,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Shawnee Twin Lakes - Roads Resurfacing and Widening					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 2					
Project Description Resurface and widen select gravel and asphalt roadways at the Shawnee Twin Lakes; surface treatments will be based on existing roadway conditions and previous treatments.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	300,000	300,000	300,000	300,000	300,000	1,500,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Sign Machine Purchase					
Project Category	Streets/Traffic					
Department	0930 - TRAFFIC CONTROL	Approved Project				
Project in Ward	Not Applicable					
Project Description Purchase a larger-capacity sign machine.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$25,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$25,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Equipment Purchase - Asphalt Machine					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Purchase an asphalt laying machine to increase in-house capacity to resurface neighborhood roadways.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$150,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$150,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Traffic Signal Control Cabinet Replacement					
Project Category	Streets/Traffic					
Department	0930 - TRAFFIC CONTROL	Approved Project				
Project in Ward	Not Applicable					
Project Description Continue traffic signal control cabinet replacement program.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$150,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$150,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Traffic Signal Control Communications Upgrade	
Project Category	Streets/Traffic	
Department	0930 - TRAFFIC CONTROL	Approved Project
Project in Ward	Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6	
Project Description Extend fiber-based communication to existing traffic signal control cabinets to replace current cellular modems, and upgrade remote viewing software at the City's Traffic Operations Center.		



	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$70,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	20,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	70,000	0	0	0	0	0
Total	\$160,000	\$0	\$0	\$0	\$0	\$0

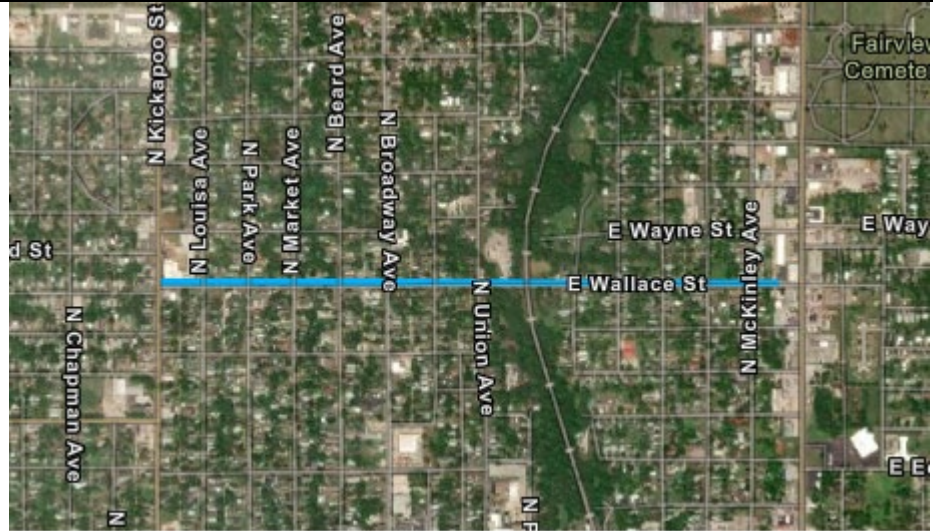
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Union Street Resurfacing and Widening					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1					
Project Description Resurface and widen Union Street, from 45th Street to 40th Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	1,700,000	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	100,000	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	220,000	0	0
Total	\$0	\$0	\$0	\$320,000	\$1,700,000	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Wallace Street Sidewalk Project					
Project Category	Streets/Traffic					
Department	0810 - ENGINEERING	Approved Project				
Project in Ward	Ward 2, Ward 4, Ward 5					
Project Description Add a pedestrian facility on the north side of Wallace Street, from Kickapoo Street to Harrison Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	500,000	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	50,000	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	110,000	0	0	0	0
Total	\$0	\$160,000	\$500,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Westtech Road Overlay					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 6					
Project Description Overlay existing gravel road with asphalt, from Kickapoo Avenue west to the City limits.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	750,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$750,000

2018 Capital Improvement Fund 303

The 2018 Capital Improvement Fund accounts for the addition half-cent sales tax that was passed in June 2018. The proceeds are to be used for capital improvements, specifically public safety, parks and public facilities and streets.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

303 - 2018 CAPITAL IMPROVEMENT FUND

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Auditorium / Senior Center Gym Floor Replacement	\$110,000	\$0	\$0	\$0	\$0	\$0
Auditorium / Senior Center Roof Replacement	\$975,000	\$0	\$0	\$0	\$0	\$0
Auditorium / Senior Center Stage Floor Repair	\$50,000	\$0	\$0	\$0	\$0	\$0
Heart of Oklahoma Expo Center Enhancements and Remodel	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0
Highland Sidewalk Project	\$1,110,000	\$0	\$0	\$0	\$0	\$0
Library HVAC Replacement #1	\$25,000	\$0	\$0	\$0	\$0	\$0
Library HVAC Replacement #2	\$25,000	\$0	\$0	\$0	\$0	\$0
Library Restroom Remodel	\$50,000	\$0	\$0	\$0	\$0	\$0
Library Roof Replacement	\$0	\$150,000	\$0	\$0	\$0	\$0
Santa Fe Depot Roof and Remodel	\$338,280	\$0	\$0	\$0	\$0	\$0
Station #3 Remodel	\$2,000,000	\$0	\$0	\$0	\$0	\$0
Woodland Veterans Park Update	\$4,400,000	\$0	\$0	\$0	\$0	\$0
Total	\$9,183,280	\$250,000	\$100,000	\$100,000	\$100,000	\$0

Total record count: 12

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Auditorium / Senior Center Gym Floor Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Parks & Rec, Public Facilities					
Department	1120 - RECREATION	Approved Project				
Project in Ward	Ward 3					
Project Description Replace the gym floor at the Auditorium / Senior Center.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	110,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$110,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Auditorium / Senior Center Roof Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	1120 - RECREATION	Approved Project				
Project in Ward	Ward 3					
Project Description Replace the roof at the Auditorium / Senior Center.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	975,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$975,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Auditorium / Senior Center Stage Floor Repair		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Parks & Rec, Public Facilities					
Department	1120 - RECREATION	Approved Project				
Project in Ward	Ward 3					
Project Description Repair the stage floor at the Auditorium / Senior Center.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	50,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

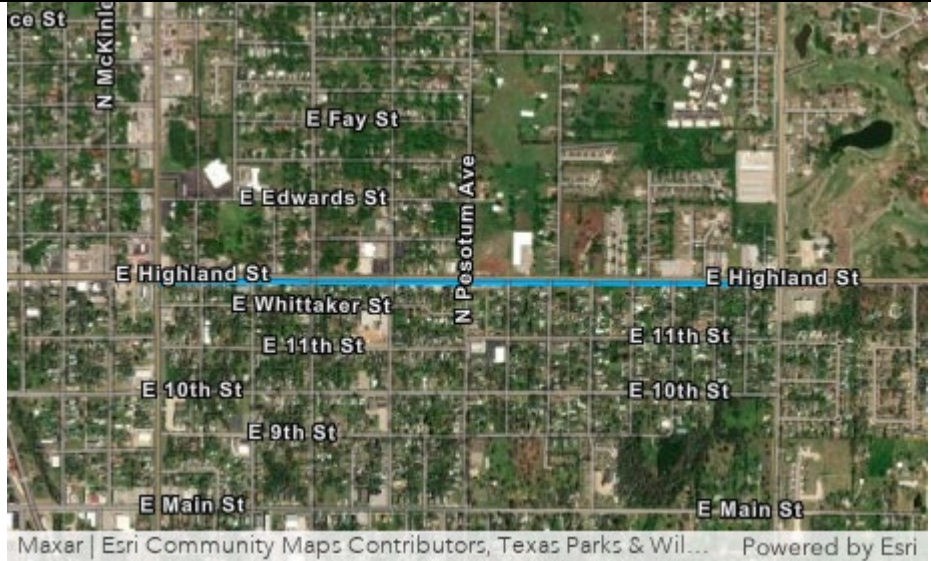
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Heart of Oklahoma Expo Center Enhancements and Remodel					
Project Category	Public Facilities					
Department	1210 - EXPO CENTER	Ongoing Project				
Project in Ward	Ward 6					
Project Description						
Continue facility updates at the Shawnee Heart of Oklahoma Expo Center.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	100,000	100,000	100,000	100,000	100,000	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0

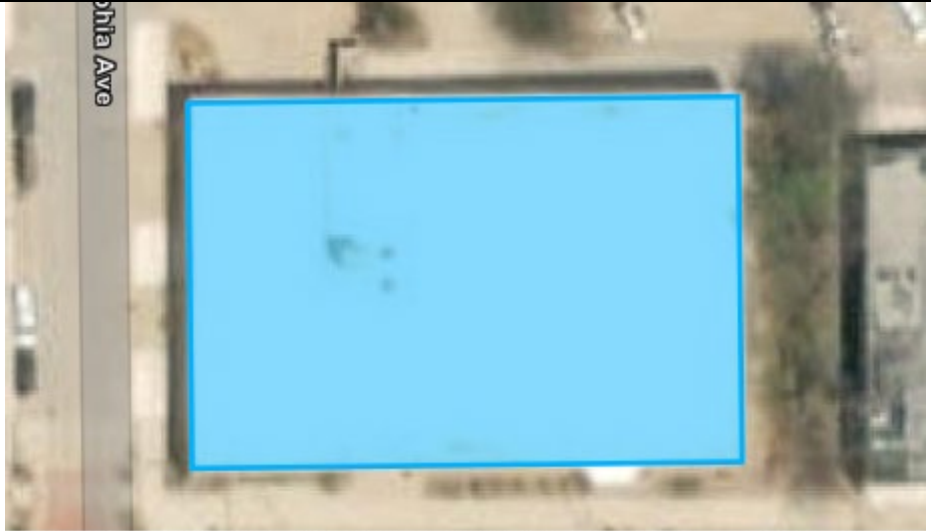
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Highland Sidewalk Project					
Project Category	Streets/Traffic					
Department	0810 - ENGINEERING	Ongoing Project				
Project in Ward	Ward 3, Ward 4					
Project Description						
Add pedestrian facility on the south side of Highland Street, from Harrison Street to Bryan Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,000,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	110,000	0	0	0	0	0
Total	\$1,110,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Library HVAC Replacement #1		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	1110 - LIBRARY	Approved Project				
Project in Ward	Ward 3					
Project Description Replace HVAC unit at the Shawnee Public Library.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	25,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$25,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Library HVAC Replacement #2		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	1110 - LIBRARY	Approved Project				
Project in Ward	Ward 3					
Project Description Replace HVAC unit at the Shawnee Public Library.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	25,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$25,000	\$0	\$0	\$0	\$0	\$0

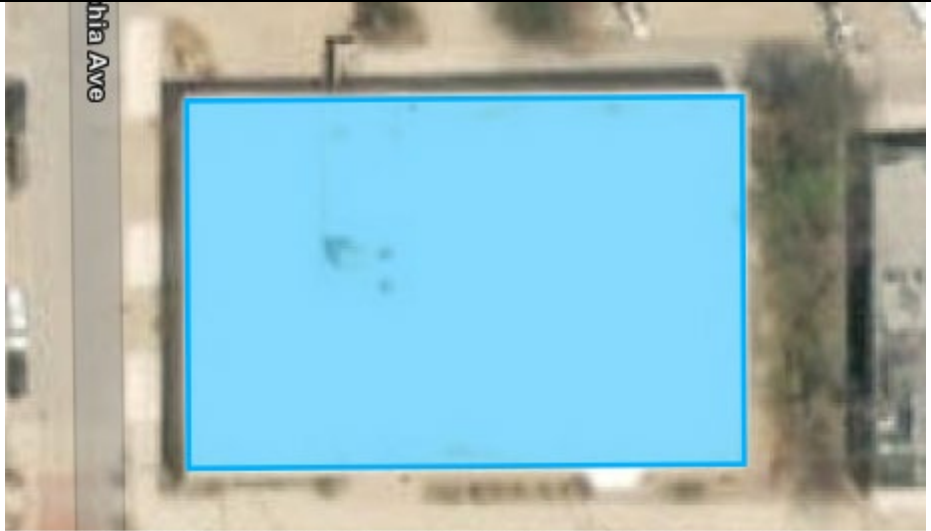
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Library Restroom Remodel		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	1110 - LIBRARY	Approved Project				
Project in Ward	Ward 3					
Project Description Remodel restrooms at the Shawnee Public Library to update and reduce vandalism.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	50,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Library Roof Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	1110 - LIBRARY	Approved Project				
Project in Ward	Ward 3					
Project Description		Replace the roof at the Shawnee Public Library.				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	150,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$150,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Santa Fe Depot Roof and Remodel					
Project Category	Public Facilities					
Department	0510 - COMMUNITY DEVELOPMENT	Ongoing Project				
Project in Ward	Ward 3					
Project Description Rehabilitate or replace the Santa Fe Depot roof and remodel the Depot's interior.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	338,280	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$338,280	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Station #3 Remodel					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Ongoing Project				
Project in Ward	Ward 1					
Project Description Remodel and upgrade Fire Station #3.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	1,800,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	200,000	0	0	0	0	0
Total	\$2,000,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Woodland Veterans Park Update					
Project Category	Parks & Rec					
Department	0940 - PARKS	Ongoing Project				
Project in Ward	Ward 3					
Project Description Update Woodland Veterans Park (WVP) to include new playgrounds, restrooms, an amphitheater, tennis and pickleball courts, arts area, food truck area, and increased parking.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	4,400,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$4,400,000	\$0	\$0	\$0	\$0	\$0

Street Improvement
Fund 302
&
2018 Capital Improvement
Fund 303

City of Shawnee

FY 2024-2028 Capital Improvement Plan

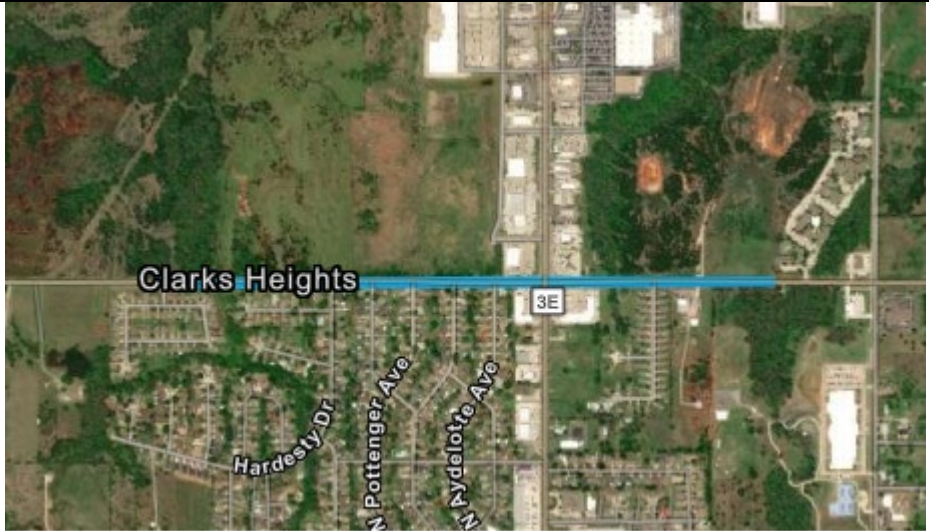
302 - STREET IMPROVEMENT FUND, 303 - 2018 CAPITAL IMPROVEMENT FUND, OTHER FUNDING

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
45th Street Widening (Phase 1)	\$580,000	\$6,210,000	\$2,550,000	\$0	\$0	\$0
Kickapoo Avenue (South) Reconstruction and Widening	\$0	\$0	\$0	\$0	\$0	\$0
Seal Coat, Overlay or Panel Replacement Project	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
Total	\$2,080,000	\$7,710,000	\$4,050,000	\$1,500,000	\$1,500,000	\$7,500,000

Total record count: 3

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	45th Street Widening (Phase 1)					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Ongoing Project				
Project in Ward	Ward 1, Ward 6					
Project Description Reconstruct and widen 45th Street. This first phase extends from Burning Wood Drive to west of Union Avenue.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	6,000,000	2,500,000	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	500,000	100,000	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	80,000	110,000	50,000	0	0	0
Total	\$580,000	\$6,210,000	\$2,550,000	\$0	\$0	\$0

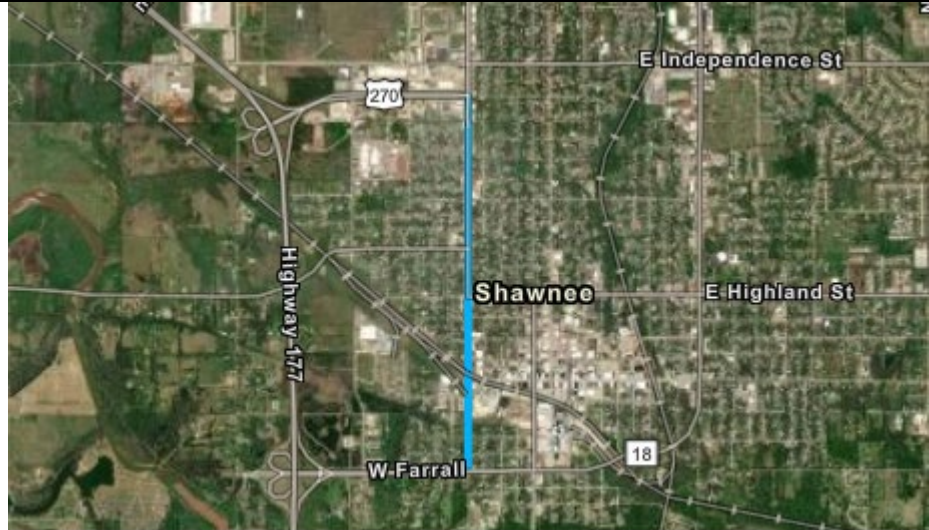
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Seal Coat, Overlay or Panel Replacement Project					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6					
Project Description Provide routine maintenance activities, including crack seals, pothole fills, pavement patches, pressure pave, overlays, panel replacements, striping and pavement markings, and curb repair.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,500,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Kickapoo Avenue (South) Reconstruction and Widening					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Ongoing Project				
Project in Ward	Not Applicable					
Project Description Reconstruct and widen Kickapoo Avenue, from the Kickapoo Spur to Farrall Street. (This is an Oklahoma Department of Transportation-sponsored project.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0

American Rescue Plan

Fund 304

Federal American Rescue Plan Act (ARPA) funds were received through a direct allocation from the U.S. Treasury, as well as through a non-competitive and a competitive grant application for State ARPA funds.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

304 - AMERICAN RESCUE PLAN FUNDS

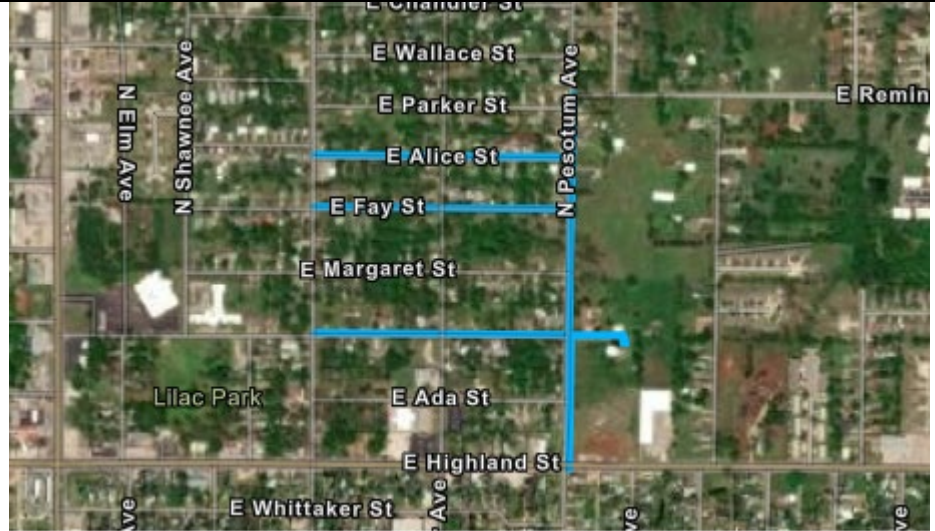
Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Edwards, Fay, Alice, and Pesotum Water Line Project (ARPA-funded)	\$1,720,000	\$600,000	\$0	\$0	\$0	\$0
Hayes Street Water Line Project (ARPA-funded)	\$30,000	\$595,000	\$0	\$0	\$0	\$0
Highland Street Water Line Project (ARPA-funded)	\$150,000	\$1,740,000	\$0	\$0	\$0	\$0
Hoffman's Addition Water Line Project (ARPA-funded)	\$1,650,000	\$1,050,000	\$0	\$0	\$0	\$0
Independence Street and Center Avenue Water Line Project (ARPA-funded)	\$2,950,000	\$0	\$0	\$0	\$0	\$0
Lowe's Water Line Loop Project (ARPA-funded)	\$520,000	\$0	\$0	\$0	\$0	\$0
Marie Drive Water Line Project (ARPA-funded)	\$295,000	\$225,000	\$0	\$0	\$0	\$0
Midland Addition Water Line Project (ARPA-funded)	\$25,000	\$435,000	\$0	\$0	\$0	\$0

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Park Street Water Line Project (ARPA-funded)	\$2,600,000	\$0	\$0	\$0	\$0	\$0
Sewer Pipe Bursting (ARPA Funded)	\$1,145,000	\$0	\$0	\$0	\$0	\$0
Thomson Heights Addition Water Line Project (ARPA-funded)	\$2,100,000	\$375,000	\$0	\$0	\$0	\$0
Total	\$13,185,000	\$5,020,000	\$0	\$0	\$0	\$0

Total record count: 11

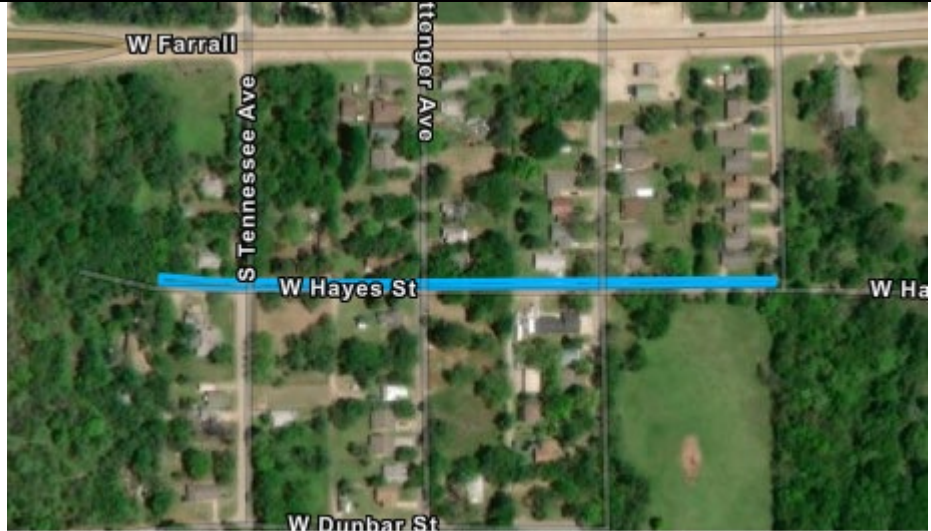
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Edwards, Fay, Alice, and Pesotum Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 4					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,500,000	600,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	220,000	0	0	0	0	0
Total	\$1,720,000	\$600,000	\$0	\$0	\$0	\$0

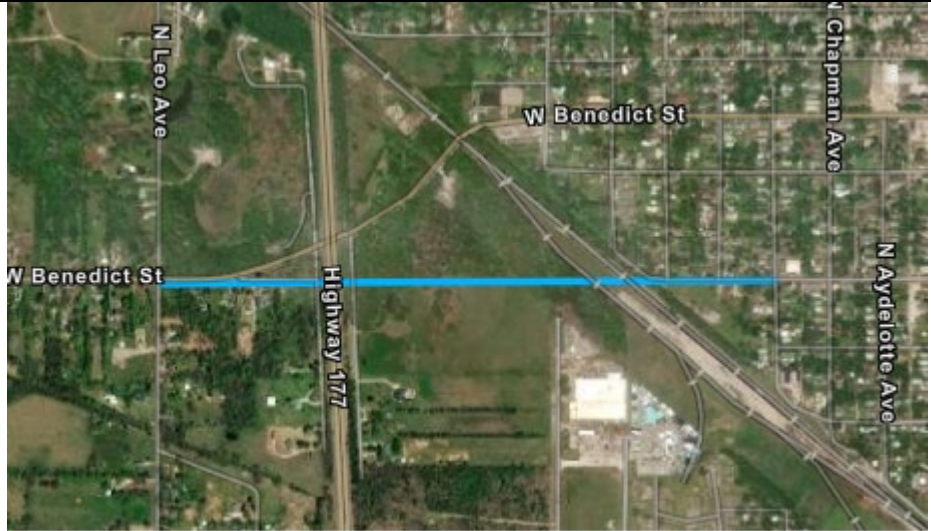
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Hayes Street Water Line Project (ARPA-funded)		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 3					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (West of Aydelotte Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	550,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	30,000	45,000	0	0	0	0
Total	\$30,000	\$595,000	\$0	\$0	\$0	\$0

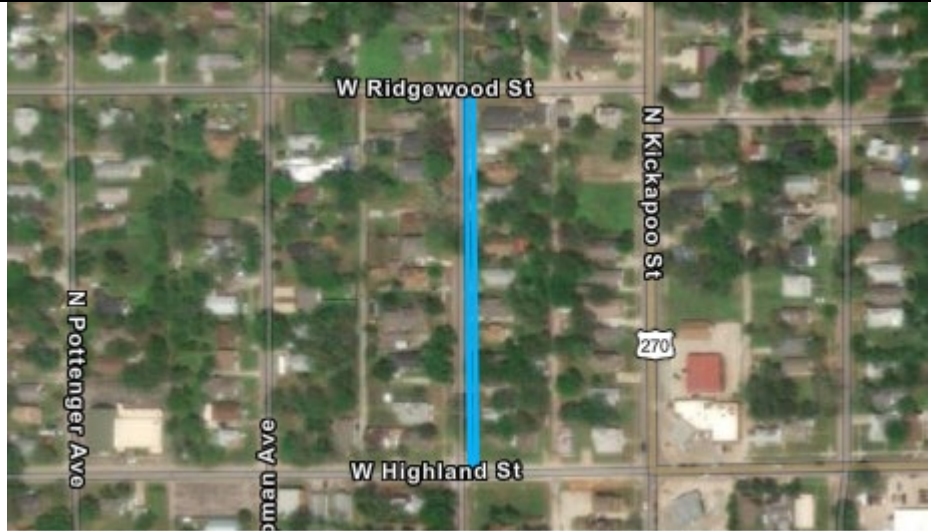
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Highland Street Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 3					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (N Pottenger Ave. to N Leo Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	1,700,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	50,000	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	100,000	40,000	0	0	0	0
Total	\$150,000	\$1,740,000	\$0	\$0	\$0	\$0

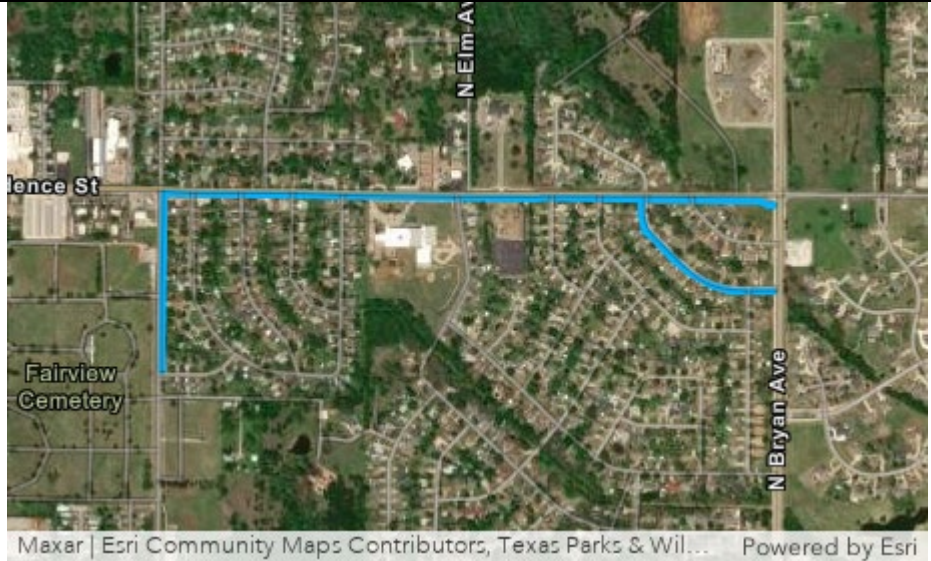
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Hoffman's Addition Water Line Project (ARPA-funded)		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 3					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Aydelotte Ave., from Ridgewood St. to Highland St.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,500,000	1,000,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	150,000	50,000	0	0	0	0
Total	\$1,650,000	\$1,050,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Independence Street and Center Avenue Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 5					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	2,800,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	150,000	0	0	0	0	0
Total	\$2,950,000	\$0	\$0	\$0	\$0	\$0

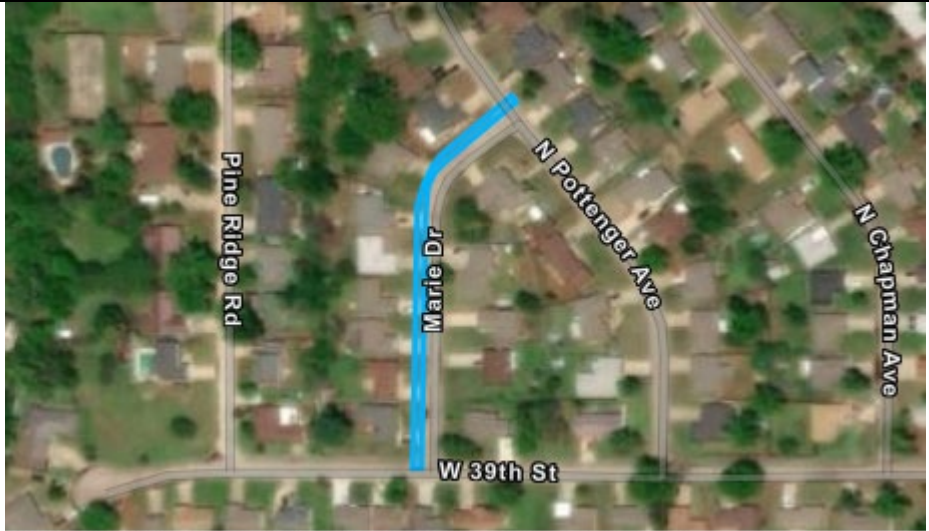
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Lowe's Water Line Loop Project (ARPA-funded)		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 1					
Project Description Replace a segment of waterline and extend the existing waterline to create a loop. The project is designed to increase availability and reliability of water in the area and eliminate repetitive main breaks caused by water hammering.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	450,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	70,000	0	0	0	0	0
Total	\$520,000	\$0	\$0	\$0	\$0	\$0

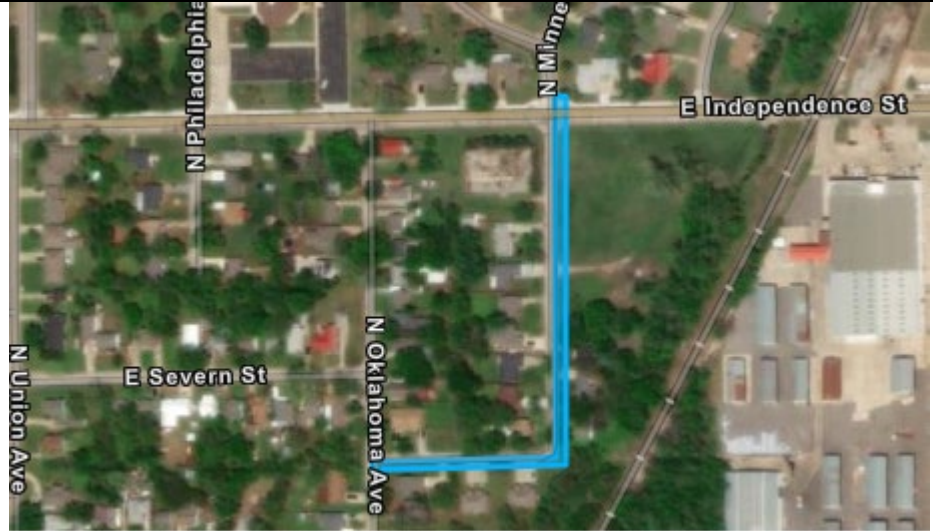
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Marie Drive Water Line Project (ARPA-funded)		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 6					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (39th St. to Pottenger Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	225,000	225,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	70,000	0	0	0	0	0
Total	\$295,000	\$225,000	\$0	\$0	\$0	\$0

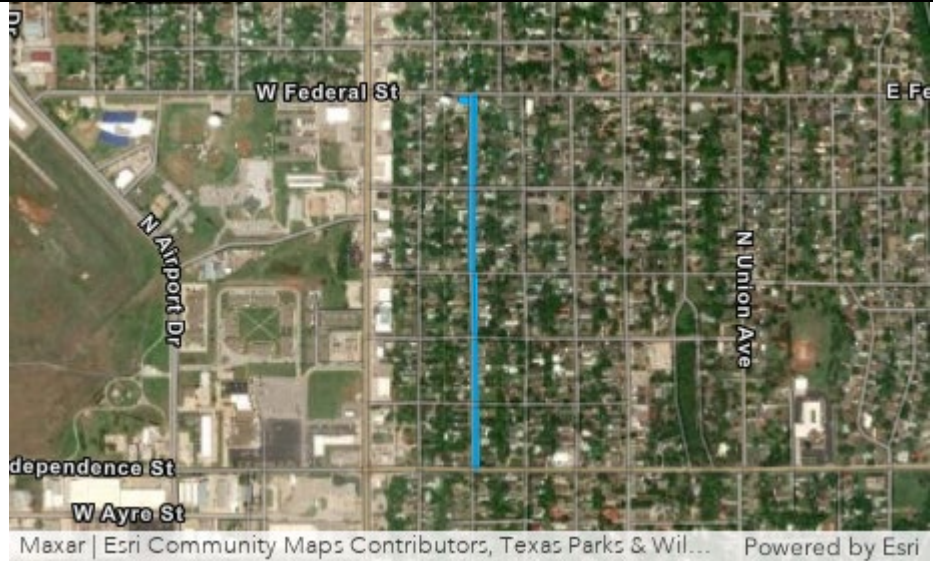
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Midland Addition Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 5					
Project Description Extend the existing waterline to create a loop. The project is designed to increase availability and reliability of water in the area.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	400,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	25,000	35,000	0	0	0	0
Total	\$25,000	\$435,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Park Street Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 2					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Federal St. to Independence St.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	2,500,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	100,000	0	0	0	0	0
Total	\$2,600,000	\$0	\$0	\$0	\$0	\$0

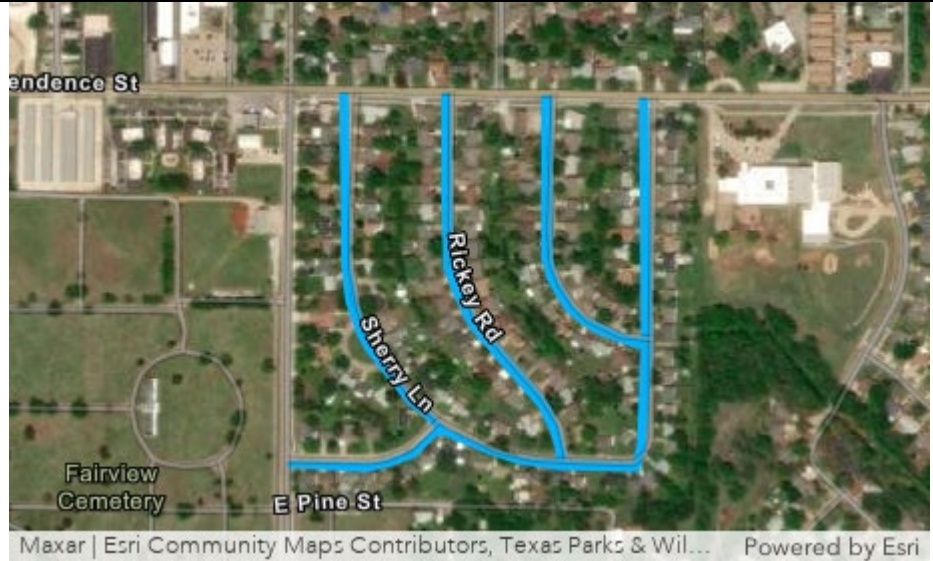
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Sewer Pipe Bursting (ARPA Funded)					
Project Category	Utilities					
Department	1070 - SEWER COLLECTION	Approved Project				
Project in Ward	Ward 1, Ward 2, Ward 3, Ward 4, Ward 6					
Project Description Replace 7,500 feet of key sewer mains identified in the City's application for State ARPA funds, using pipe bursting or trenchless sewer repair.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,100,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	45,000	0	0	0	0	0
Total	\$1,145,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Thomson Heights Addition Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 5					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	2,000,000	315,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	100,000	60,000	0	0	0	0
Total	\$2,100,000	\$375,000	\$0	\$0	\$0	\$0

Shawnee Municipal Authority

Fund 501

The Shawnee Municipal Authority Fund accounts for the construction or major reconstruction of water and sewer capital projects. The fund's major funding sources are water, sewer, and sanitation user charges.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

501 - SHAWNEE MUNICIPAL AUTHORITY

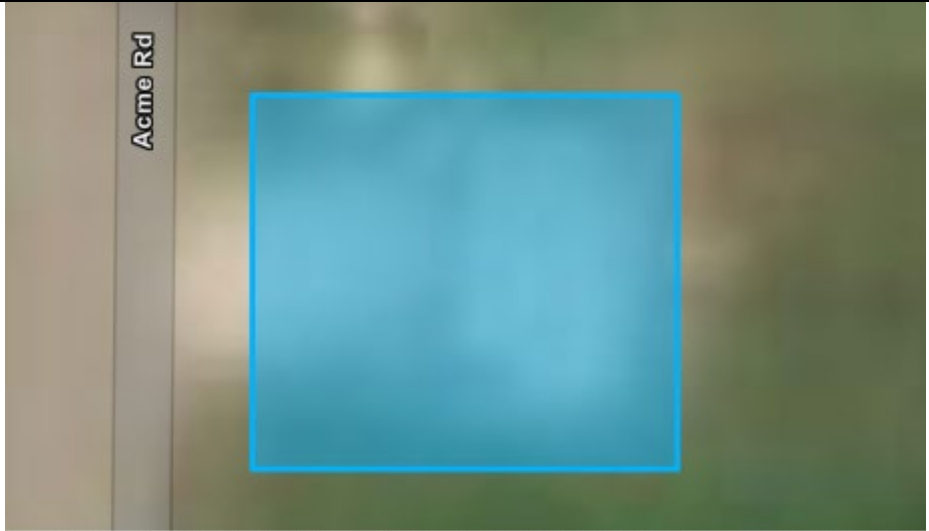
Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Acme Road Lift Station Upgrade	\$200,000	\$0	\$0	\$0	\$0	\$0
Annual Sewer Pipe Bursting	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
Broadway Avenue Water Line Project	\$0	\$0	\$0	\$0	\$0	\$875,000
Drive-through Kiosk for Utility Billing	\$0	\$57,913	\$13,077	\$13,077	\$13,077	\$65,385
Equipment Trailer Purchase	\$45,000	\$0	\$0	\$0	\$0	\$0
Georgia Street Lift Station Upgrade	\$0	\$200,000	\$0	\$0	\$	\$0
Golden Acres Water Line Loop Project	\$0	\$0	\$0	\$0	\$0	\$1,030,000
Independence Street Water Line Project	\$0	\$0	\$0	\$930,000	\$0	\$0
MacArthur Street Water Line Project	\$0	\$0	\$1,830,000	\$0	\$0	\$0
Public Works Administration Building Renovation	\$50,000	\$0	\$0	\$0	\$0	\$0
Pulaski Street Water Line Project	\$0	\$0	\$0	\$510,000	\$490,000	\$0

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Shawnee Twin Lakes Dams Rehabilitation	\$40,000	\$2,050,000	\$0	\$0	\$0	\$0
Wallace Street and Union Avenue Water Line Project	\$0	\$0	\$0	\$0	\$0	\$2,160,000
Walnut Street Water Line Project	\$0	\$0	\$0	\$460,000	\$470,000	\$0
Wastewater Treatment Plant Updates	\$35,000,000	\$25,000,000	\$15,000,000	\$0	\$0	\$0
Water Treatment Plant Update	\$4,000,000	\$0	\$0	\$0	\$0	\$0
Total	\$40,335,000	\$28,307,913	\$17,843,077	\$2,913,077	\$1,973,077	\$9,130,385

Total record count: 16

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Acme Road Lift Station Upgrade					
Project Category	Utilities					
Department	1070 - SEWER COLLECTION	Approved Project				
Project in Ward	Ward 6					
Project Description Upgrade of existing lift station east of Acme Road.						
			Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	150,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	50,000	0	0	0	0	0
Total	\$200,000	\$0	\$0	\$0	\$0	\$0

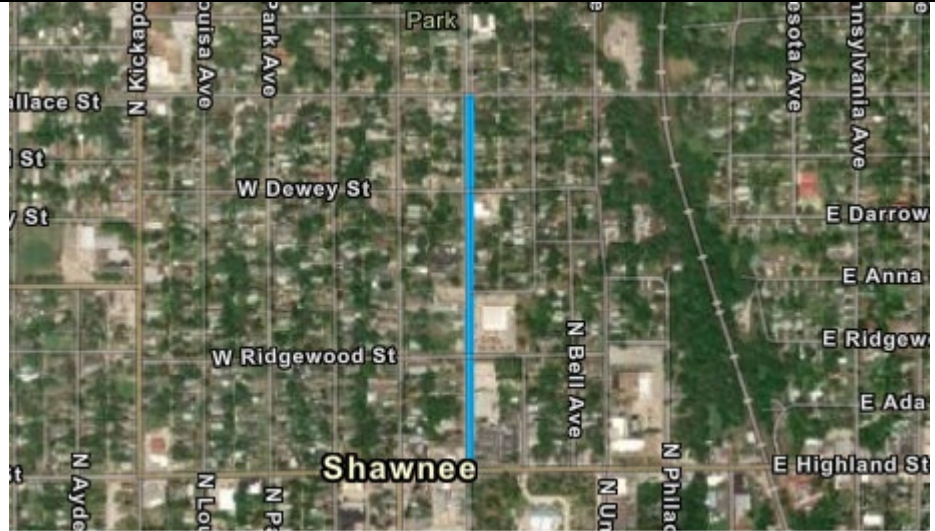
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Annual Sewer Pipe Bursting					
Project Category	Utilities					
Department	1070 - SEWER COLLECTION	Approved Project				
Project in Ward	Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6					
Project Description Replace key sewer mains identified in the City's asset management system, using pipe bursting or trenchless sewer repair.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Broadway Avenue Water Line Project					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Future Project				
Project in Ward	Ward 3, Ward 4					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Highland St. to Wallace St.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	800,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	75,000
Total	\$0	\$0	\$0	\$0	\$0	\$875,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Drive-through Kiosk for Utility Billing					
Project Category	Utilities					
Department	0310 - UTILITY BILLING	Approved Project				
Project in Ward	Not Applicable					
Project Description Install a kiosk to replace the current drive-through window at City Hall to allow customers to access their utility account, check their balance, and pay their bill anytime.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$35,836	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	9,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	13,077	13,077	13,077	13,077	65,385
Total	\$0	\$57,913	\$13,077	\$13,077	\$13,077	\$65,385

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Equipment Trailer Purchase					
Project Category	Utilities					
Department	1010 - UTILITY ADMINISTRATION	Approved Project				
Project in Ward	Not Applicable					
Project Description Purchase two new equipment trailers to more efficiently respond to utility repairs.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$45,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$45,000	\$0	\$0	\$0	\$0	\$0

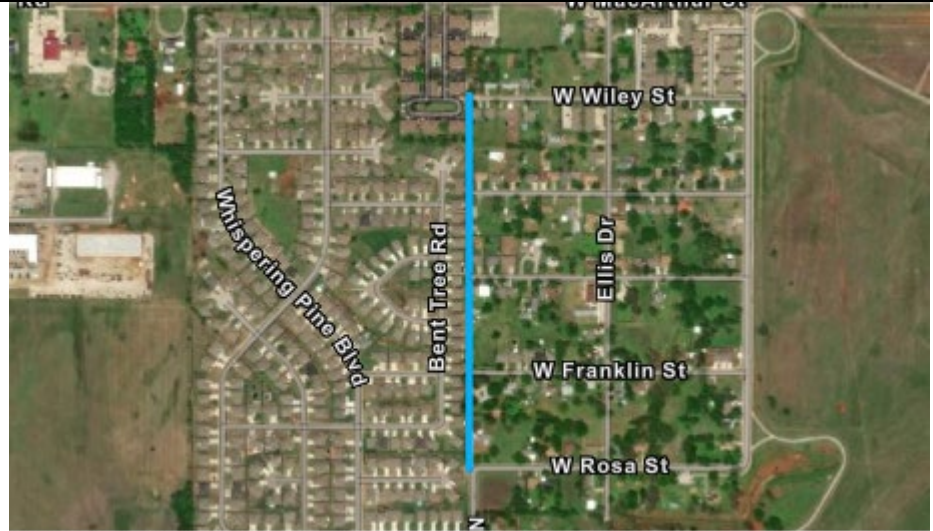
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Georgia Street Lift Station Upgrade		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Utilities					
Department	1070 - SEWER COLLECTION	Approved Project				
Project in Ward	Ward 1					
Project Description Upgrade the existing lift station west of Georgia Street to submersible pumps.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	150,000	0	0		0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	50,000	0	0	0	0
Total	\$0	\$200,000	\$0	\$0	\$	\$0

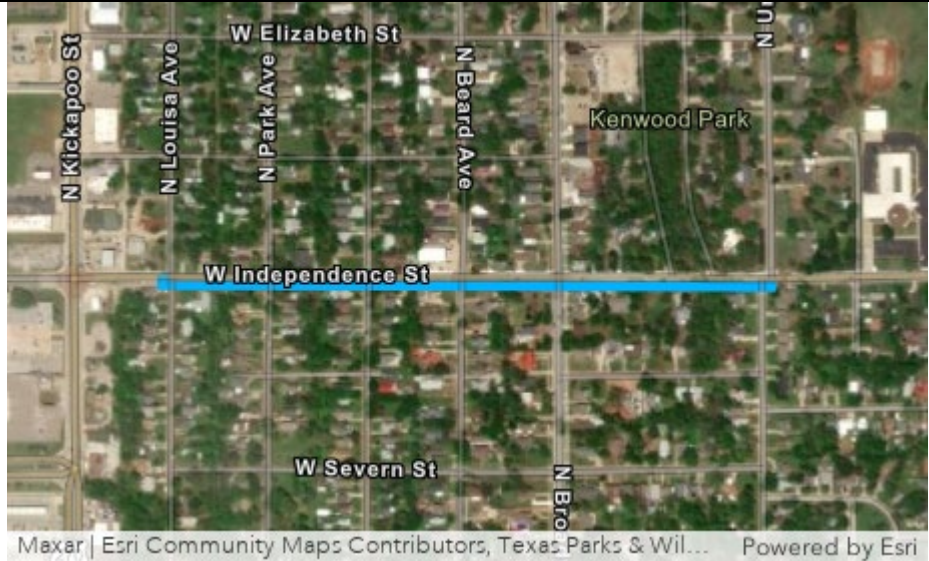
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Golden Acres Water Line Loop Project		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Future Project				
Project in Ward	Ward 6					
Project Description Connect existing dead-end segments to create a loop. The project is designed to increase availability and reliability of water in the area and eliminate repetitive maintenance activities required to flush dead-end hydrants.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	850,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	100,000
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	80,000
Total	\$0	\$0	\$0	\$0	\$0	\$1,030,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Independence Street Water Line Project					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 2					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Union Ave. to Louisa Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	850,000	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	80,000	0	0
Total	\$0	\$0	\$0	\$930,000	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	MacArthur Street Water Line Project					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 6					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Acme Rd. to Leo St.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	1,700,000	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	130,000	0	0	0
Total	\$0	\$0	\$1,830,000	\$0	\$0	\$0

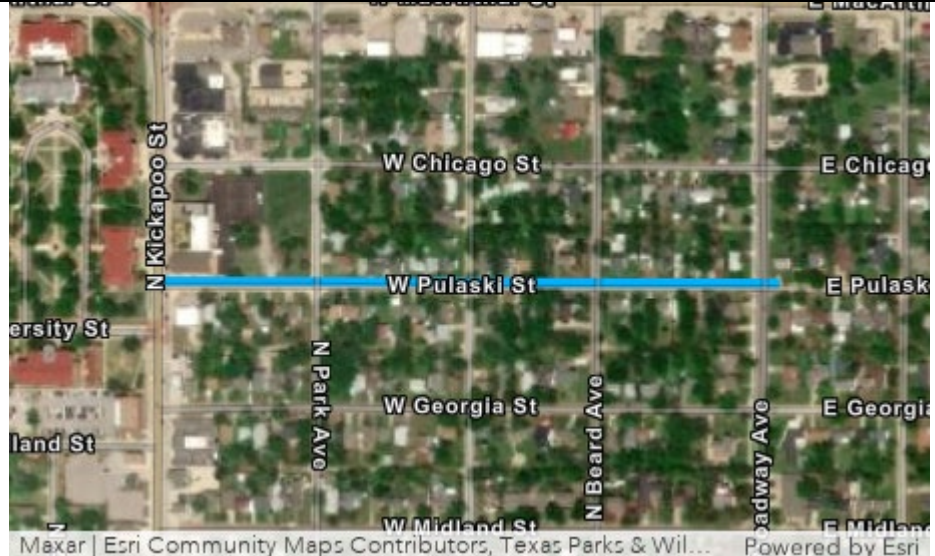
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Public Works Administration Building Renovation		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities, Utilities					
Department	1010 - UTILITY ADMINISTRATION	Approved Project				
Project in Ward	Ward 3					
Project Description Renovate the interior of the Public Works administrative building, focusing primarily on the restrooms.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	50,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

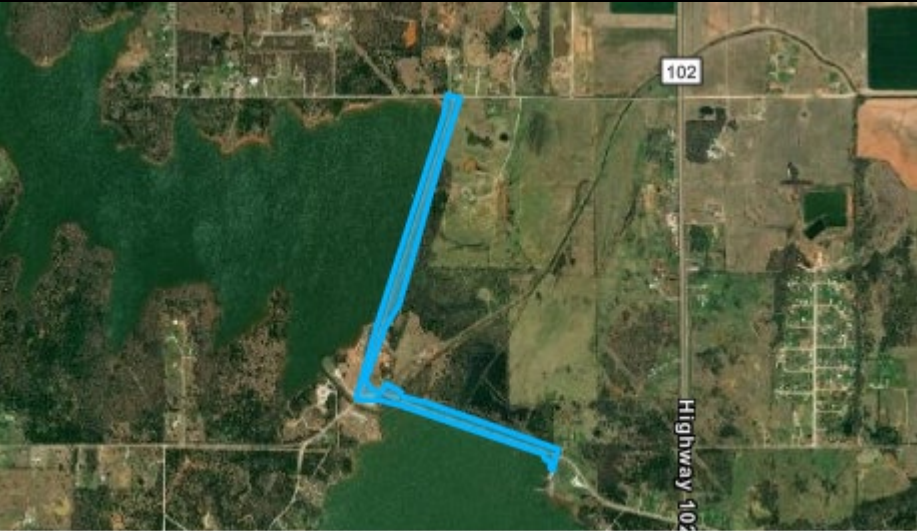
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Pulaski Street Water Line Project					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 1, Ward 6					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Broadway Ave. to Kickapoo Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	450,000	450,000	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	60,000	40,000	0
Total	\$0	\$0	\$0	\$510,000	\$490,000	\$0

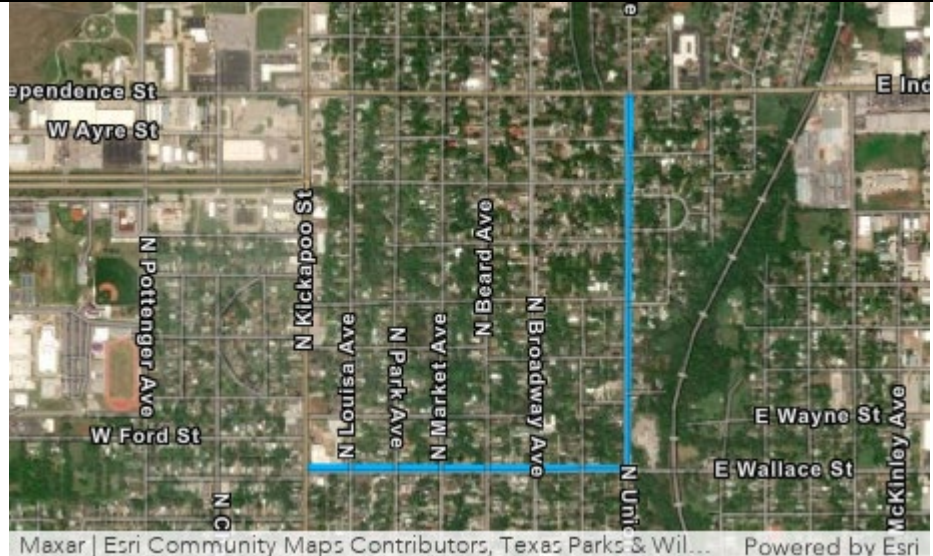
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Shawnee Twin Lakes Dams Rehabilitation		 Maxar Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, ... Powered by Esri			
Project Category	Public Safety, Utilities, Streets/Traffic, Twin Lakes - Covers multiple categories					
Department	0810 - ENGINEERING	Ongoing Project				
Project in Ward	Ward 2					
Project Description Address issues identified in annual lake dam inspections.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	2,000,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	40,000	50,000	0	0	0	0
Total	\$40,000	\$2,050,000	\$0	\$0	\$0	\$0

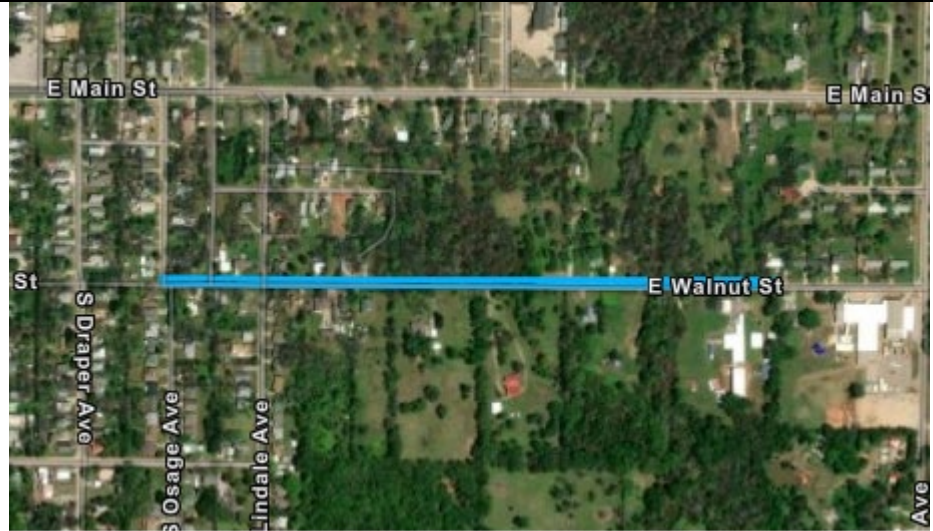
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Wallace Street and Union Avenue Water Line Project					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Future Project				
Project in Ward	Ward 2, Ward 4, Ward 5					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	2,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	160,000
Total	\$0	\$0	\$0	\$0	\$0	\$2,160,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Walnut Street Water Line Project		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 4					
Project Description Replace a segment of waterline and extend the existing waterline to create a loop. The project is designed to increase availability and reliability of water in the area. (West of Bryan Ave. to Osage Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	400,000	450,000	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	60,000	20,000	0
Total	\$0	\$0	\$0	\$460,000	\$470,000	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Wastewater Treatment Plant Updates					
Project Category	Utilities					
Department	1010 - UTILITY ADMINISTRATION	Ongoing Project				
Project in Ward	Not Applicable					
Project Description Convert the Southside Wastewater Treatment Plant into a large lift station, construct a cross-town force-main, and construct a new Northside Wastewater Treatment Plant to enhance the facility's treatment process and capacity.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	33,000,000	23,500,000	14,000,000	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	2,000,000	1,500,000	1,000,000	0	0	0
Total	\$35,000,000	\$25,000,000	\$15,000,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Water Treatment Plant Update					
Project Category	Utilities					
Department	1010 - UTILITY ADMINISTRATION	Ongoing Project				
Project in Ward	Not Applicable					
Project Description Construct a new Water Treatment Plant process building to enhance the facility's treatment process and capacity.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	3,750,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	250,000	0	0	0	0	0
Total	\$4,000,000	\$0	\$0	\$0	\$0	\$0

Shawnee Airport Authority

Fund 511

The Shawnee Airport Authority Fund accounts for the construction or major reconstruction of airport facility projects. The fund's major funding source include rental revenues and federal grants for capital projects.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

511 - SHAWNEE AIRPORT AUTHORITY

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Airport Drainage Improvement	\$968,685	\$0	\$0	\$0	\$0	\$0
Hangar 14 East Overhead Door Rehabilitation / Replacement	\$50,000	\$0	\$0	\$0	\$0	\$0
Hangar 14 West Overhead Door Rehabilitation / Replacement	\$50,000	\$0	\$0	\$0	\$0	\$0
Taxilane Reconstruction	\$161,667	\$1,307,200	\$0	\$0	\$161,667	\$0
Total	\$1,230,352	\$1,307,200	\$0	\$0	\$161,667	\$0

Total record count: 4

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Airport Drainage Improvement					
Project Category	Stormwater					
Department	0120 - AIRPORT	Ongoing Project				
Project in Ward	Ward 6					
Project Description Correct sinkholes in the airport area of operations and perform drainage improvements in the airfield areas to prevent continuous erosion and preserve the safety areas at the Shawnee Regional Airport.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	893,685	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	75,000	0	0	0	0	0
Total	\$968,685	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Hangar 14 East Overhead Door Rehabilitation / Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Shawnee Regional Airport - Hangar					
Department	0120 - AIRPORT	Approved Project				
Project in Ward	Ward 6					
Project Description Rehabilitate or replace east overhead hangar door. Two options are being considered:1. Rehabilitate electrical motors, upgrade circuitry, and replace supporting cable system.2. Replace existing motor, circuitry, and cable system.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	50,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Hangar 14 West Overhead Door Rehabilitation / Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Shawnee Regional Airport - Hangar					
Department	0120 - AIRPORT	Approved Project				
Project in Ward	Ward 6					
Project Description						
Rehabilitate or replace west overhead hangar door. Two options are being considered: 1. Rehabilitate electrical motors, upgrade circuitry, and replace supporting cable system. 2. Replace existing motor, circuitry, and cable system.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	50,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Taxilane Reconstruction					
Project Category	Shawnee Regional Airport - Aircraft Taxilanes					
Department	0120 - AIRPORT	Approved Project				
Project in Ward	Ward 6					
Project Description Reconstruct various taxilanes that grant access to existing publicly owned hangar buildings.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	1,207,200	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	161,667	100,000	0	0	161,667	0
Total	\$161,667	\$1,307,200	\$0	\$0	\$161,667	\$0



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

Date: June 20, 2023
To: Board of City Commissioners
From: Lindsey McNabb-Fox, Finance Director
Subject: Consideration of a resolution approving and adopting the City of Shawnee Five-Year Capital Improvement Plan for Fiscal Years 2024 through 2028.

Background: On May 15, 2023, the proposed Capital Improvement Plan (CIP) for Fiscal Years 2024 through 2028 was presented to the City of Shawnee Board of Commissioners.

On June 20, 2023, the proposed CIP is scheduled to be the subject of a formal public hearing.

Prepared in accordance with the City of Shawnee's CIP policy adopted on December 19, 2022, City staff is requesting that the City Commission consider the adoption of the Five-year Capital Improvement Plan for Fiscal Years 2024 through 2028 for the City of Shawnee.

Financial Impact: (Refer to attached FY 2024 through 2028 CIP Book)

Attachments: Shawnee OK CIP Book FY 2024-2028, Resolution Adopting the FY24-28 CIP Plan

Staff Recommendation: Approval of the item



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May 11, 2023

Honorable Mayor, City Commissioners, and Fellow Residents of the City of Shawnee:

Following months of preparation and cross-departmental teamwork, I am pleased to present to you the comprehensive Fiscal Year 2024-2028 Capital Improvement Plan.

On December 19, 2022, the City of Shawnee Board of Commissioners approved a resolution setting forth a Capital Improvement Plan (CIP) policy. This CIP policy is specifically designed to guide long-term capital improvement planning for the City of Shawnee, and it was written to support the following important activities:

- Alignment with overall City goals and objectives regarding the physical and economic development of the community,
- Preservation and renewal of City assets in support of core services,
- Consistent decision-making related to capital improvements,
- Promotion of financial stability and long-term financial capacity to meet capital improvement needs, and
- Effective communication of the City's priorities to the community at large.

Putting the CIP policy into action, City staff developed a comprehensive Capital Improvement Plan that covers Fiscal Years 2024 through 2028 in detail, as well as provides an early snapshot of the subsequent five years - Fiscal Years 2029 through 2033.

All capital improvements included in the coming fiscal year have also been incorporated into the proposed Fiscal Year 2023-2024 Operating Budget. The attached CIP document provides a high-level overview of each capital project that was selected for inclusion. Additional project details can be obtained from the City's Capital Improvement Plan 2024-2028 Dashboard:

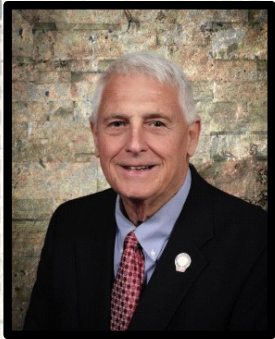
<https://cityofshawneecok.maps.arcgis.com/apps/dashboards/d1f571c818ea499093b26f41f0a8b4e7> or bit.ly/ShawneeCIP

As part of the Fiscal Year 2023-2024 Budget, the CIP makes strategic investments in the City's assets and our community's built environment. Prepared and ready, we now look forward to a successful year, full of meaningful activities and projects, and strategic renewal.

Sincerely,



Andrea Weckmueller-Behringer, AICP, GISP, RAS
City Manager



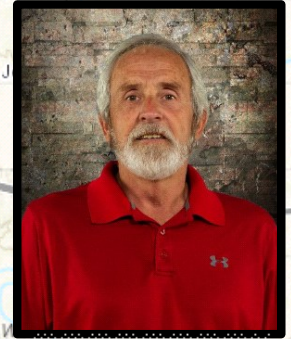
Ed Bolt
Mayor



Lauren Richter
Commissioner
Ward 6



Daniel Matthews
Commissioner
Ward 1



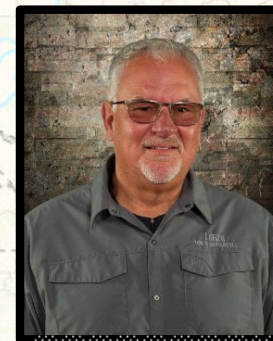
Mark Sehorn
Commissioner
Ward 5



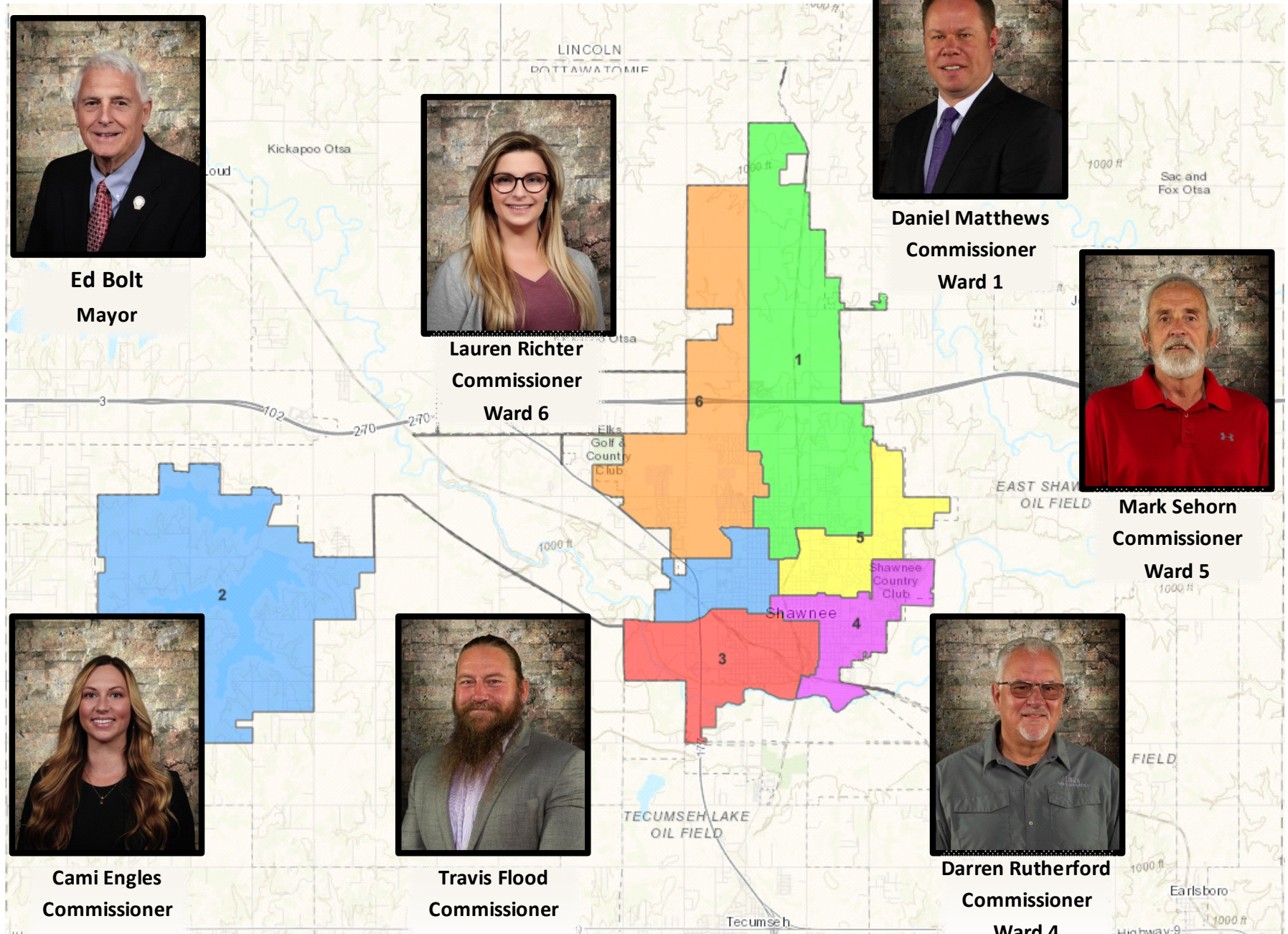
Cami Engles
Commissioner
Ward 2



Travis Flood
Commissioner
Ward 3



Darren Rutherford
Commissioner
Ward 4



City Mission & Values

Mission

Serve the community, strive for progress and support and improve the quality of life
Serve – Strive – Improve

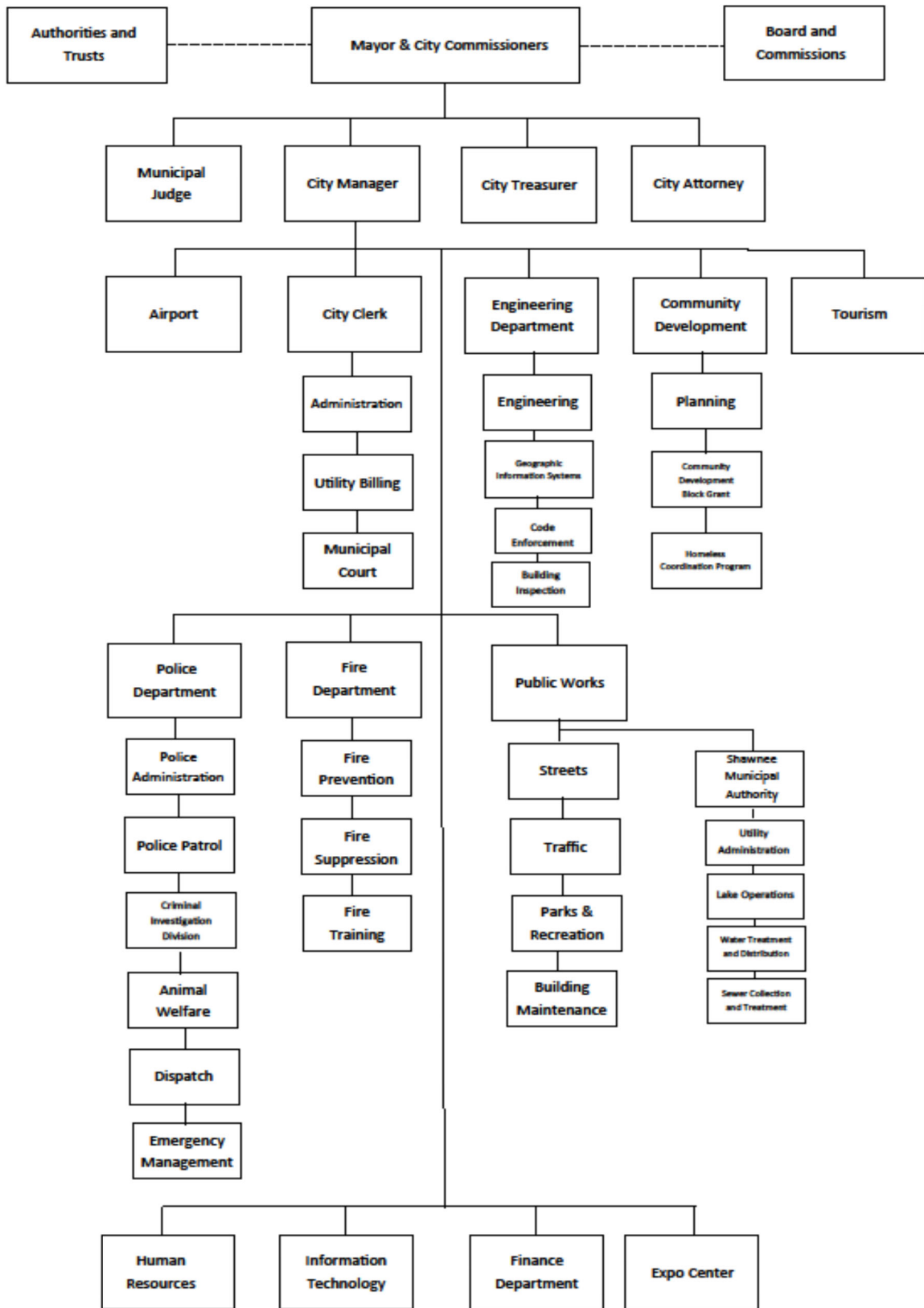
Vision

Shawnee features small town values and charm with big city amenities and is the center of commerce, education, and culture for Pottawatomie County and the surrounding area. Shawnee is a place of family and community with optimism for the future. Shawnee is on a path of continuous improvement that will result in a more prosperous, healthier, attractive, and connected community. Shawnee collaborates with all governments and organizations and strives to be a trusted and transparent partner.

Core Values

Transparency * Collaboration * Pride
Wellness * Fiscal Responsibility * Customer Service
Continual Progress * Strategic Focus * Safety

City of Shawnee Organization Chart



ABOUT SHAWNEE

General Information

The City of Shawnee is a vibrant and growing community that strives to maintain its rich history, cultural diversity, and family-oriented appeal, while continually adapting to the evolving needs of its citizens. The City strives to provide exceptional amenities to its growing population, and endeavors to embody what a great community should be – family-friendly, welcoming, informed, invested, and responsible.



Shawnee is located 35 miles east of Oklahoma City and has a population of almost 32,000. The City serves as a regional hub for the surrounding communities and is the county seat for Pottawatomie County, which has a population of approximately 72,000.

Incorporated in 1894, the City of Shawnee adopted its first Charter in 1908 to establish the basic structure of the City's organization, powers, function, and essential procedures. Since 1930, Shawnee has operated under a managerial form of government. The City Board of Commissioners passes all ordinances, appoints the City Attorney, City Judge and City Treasurer,

and also appoints a City Manager. The City Manager is responsible for overseeing the day- to-day operations of the government, implementing policy established by the City Commission, and appointing the heads of the various departments. The City Commission is purely representative in form, and its power is derived directly from the people.

History

Shawnee has a long and rich history of settlement, development, and expansion. Since its initial conception, Shawnee has frequently been a center of industrial progress that fueled its development and expansion. Along the way, many familiar and historic places in Shawnee were built. A great number of these historic buildings, thoroughfares, and features still exist as sources of pride and benchmarks for the opportunities and possibilities that Shawnee is capable of. We are building upon a legacy, not building over it.

The area surrounding Shawnee was settled after the Civil War by a number of tribes that the federal government had removed to Indian Territory. The Sac and Fox were originally deeded land in the immediate area but were soon followed by the Kickapoo, Shawnee, and Potawatomi Indians. Members of the tribes continue to reside today in and around Shawnee. It was opened to settlement in the Land Run of September 22, 1891.



West Main Street

About Shawnee (cont.)

The quarter section of land on which the original city was built was entered by Henry G. Beard, in 1892. Mr. Beard entered into an agreement with the promoters of the Choctaw, Oklahoma & Gulf Railroad Company, to build through his farm, and in consideration he gave the railway company one-half his claim of one hundred and sixty acres. The railroad was accordingly built through his farm, and the City of Shawnee began its existence as a thriving, growing, and expanding commercial center when the first train arrived.

West Main Street is an excellent example of many Main Street communities that emerged in the late 19th century as part of the westward movement. Choosing not to organize its activity around a central square, as did many towns in New England, the South, and upper-Midwest, Shawnee represents a distinctly western model of urban development. Depending on railroad lines for its economic health, Shawnee's Main Street became the focal point for commercial, manufacturing, and entertainment activity beginning in 1895. Shawnee's early economic success was developed around the railroad industry. The Santa Fe Train Depot (still extant), with its unique architecture, serves as a visible reminder of the City's dependence on the train.



Capital Improvement Plan Policy

City of Shawnee

Capital Improvement Plan Policy

1. Purpose

In order to promote consistency and continuity in decision making related to capital improvement planning and to set the general parameters within which capital spending decisions are made, the following policy is established for the City's Capital Improvement Plan (CIP). As a matter of general policy, the goals of the CIP are to:

- A. Consistently make decisions related to capital improvement aligned with overall City goals and objectives regarding the physical and economic development of the community, asset management, and the provision of public services.
- B. Promote financial stability and focus attention on the City's long-term financial capacity to meet capital needs.
- C. Effectively communicate the City's priorities and plans for undertaking capital projects to internal and external stakeholders.

2. Definitions

Capital Planning. At least every other year, the City Manager shall submit a five-year capital improvement plan (CIP) to the Mayor and Commissioners. The CIP shall seek to assure the adequate condition and sustainability of the City's infrastructure, facilities, and capital investments. The CIP should also address the City Commission's priorities as well as federal and state mandates. In addition, estimated capital needs for a further five-year period shall be included to facilitate long-term capital planning. [*Resolution 6652 – March 7, 2022*]

Capital Expenditure. A capital expenditure is the cost of new construction, renovation, acquisition or capital maintenance of City infrastructure, facilities, or other capital investments, to ensure the continuation of service, enhance operations, and promote economic development. The City will make efforts to fund capital expenditures through an increase in General Fund spending and commitment of "non-recurring" revenue sources. As a target, the City will work to budget two (2.0) to five (5.0) percent of the General Fund for capital expenditures each year. [*Resolution 6652 – March 7, 2022*]

The City of Shawnee has a separate Capital Assets Policy that further defines a Capital Asset and provides guidance for uniform control and accountability over the City's assets.

Capital Project. Notwithstanding the definition of capital expenditure or capital asset as established for capital budgeting and accounting purposes, a capital project shall be defined for the purposes for the CIP as follows:

A capital project is an outlay that results in the acquisition of, or addition to, a capital asset with an anticipated useful life of not less than five (5) years and meets the capital project threshold as defined in the next section below. This definition includes, but is not limited to, capital projects undertaken to:

- Acquire new or expand existing physical facilities or infrastructure.
- Acquire large scale renewal, improvement, or replacement of physical facilities or infrastructure that is not routine maintenance. Renewal and improvement expenditures are those that improve an asset's productivity, significantly extend its useful life, or change the character of the asset.
- Acquire major pieces of equipment, vehicles, and other capital stock, including expenditures when aggregated or consolidated into a single project.
- Procure engineering or architectural studies and services related to public improvements.
- Acquire land or make improvements to land.

Capital Project Threshold. The capitalization threshold, or minimum value of an asset at the time of acquisition, is generally established as follows:

- Infrastructure - \$50,000
- Facilities and Land - \$50,000
- Vehicles - \$20,000
- Machinery & Equipment - \$20,000

Projects meeting the above definition and threshold shall be eligible for consideration and inclusion in the bi-annually updated CIP. Any and all expenditures meeting the criteria for fixed assets as defined by the City's Capital Asset Policy shall continue to be budgeted and accounted for as capital expenditures, however, will not be eligible for inclusion in the CIP unless they meet the above definitions of a capital project and threshold. Staff questions regarding the definition of a capital project should contact the Finance Department.

Facilities. Permanent structures erected above ground, together with fixtures attached to and forming a permanent part of the building, for the purpose of sheltering persons or personal property. The cost of buildings includes all labor, materials, and professional services required to construct the building, and any other costs to put the building into its intended use.

Facility improvements. Major repairs, renovations, or additions made to a building that increase the future service potential of the building and benefit future periods. The buildings and the improvements become one and are inseparable. Examples of building improvements include major repairs, renovations, or additions such as addition of a new wing or a new air conditioning system.

Infrastructure. Long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets and that are normally stationary in nature. These include roads, sidewalks, bike paths, bridges, buildings, drainage systems, water systems, sewer systems, etc.

Land. An inexhaustible asset that has an unlimited life and therefore is not depreciated.

Land improvements. Betterments, improvements, and site preparations that ready land for its intended use. Like the land itself, these improvements are inexhaustible and therefore not depreciated. Some examples of land improvements would be excavation, filling, grading, demolition of existing buildings, and removal or relocation of other property (telephone or power lines).

Life cycle cost. The total cost of an asset over its life cycle including initial capital costs, maintenance costs, operating costs, and the asset's residual value at the end of its life.

Useful life. The period over which a capital or infrastructure asset has utility to the City in performing the function for which it was intended.

3. Capital Improvement Planning and Implementation

The CIP is a proposed schedule for the expenditure of funds to maintain, acquire, or construct necessary capital projects over the next five-year period. This plan provides the public, residents, and stakeholders transparent information on how the City plans to address significant capital needs. The Board of Commissioners adopts the City's five-year CIP on a bi-annual basis. The plan is reviewed annually and revised based on current community needs, asset conditions, available resources, and funding opportunities.

The CIP process generally precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the Board of Commissioners does not equate to a final approval of all projects contained within the plan. With approval of the CIP, the Board of Commissioners acknowledge that the projects contained in the plan represent a reasonable interpretation of the anticipated needs for the City and that projects contained in the first year of the CIP are suitable for inclusion for the current fiscal year's budget. The Board of Commissioners will adopt the CIP after at least one public hearing is held during a public meeting of the Board of Commissioners. Once adopted, implementation of the projects listed in the Capital Improvement Plan shall follow City Purchasing Policies.

The CIP may be amended by the Board of Commissioners as recommended by the City Manager and after a public hearing is held during a public meeting of the Board of Commissioners. Amendments may include any change to the CIP such as the addition of a new project, change in the priority of a project, change in the proposed commencement year, or adjustment of the estimated project costs.

4. Developing the Capital Improvement Plan

Identify Needs. The first step in capital planning is to identify needs by recognizing and categorizing the City’s capital assets and developing a capital asset life cycle for major capital assets. The capital asset life cycle includes costs to operate, maintain, administer, and renew or replace the capital asset. This will assist in identifying the need and schedule for capital asset replacement or major renewal. In addition, the City will use information such as development projections, strategic plans, comprehensive plans, facility master plans, and regional plans to assist in identifying present and future service needs that require capital infrastructure or equipment.

Determine financial impacts. When developing the multi-year capital plan, the full extent of the capital project will be considered, to include the following:

- The scope and timing of a planned project.
- Any potential revenues gained from the completed project.
- Adjusted cost projections based on anticipated inflation for projects spanning more than one year.
- A clear estimate of all major components required to implement a project, including land acquisition needs, design, construction, contingency, and post-construction costs.
- The quantification of ongoing life cycle costs associated with each project and identification of the sources of funding for those costs.

Prioritize capital requests. Capital projects will receive a higher priority based on their alignment with key factors that provide a benefit to the community. The criteria for priority consideration are listed below. Along with the criteria are either clarifying questions, marked with a C, or varying degree questions, marked with a V. Clarifying questions further define the criteria and if a project answers any of these questions with a “yes”, it will meet the stated criteria. Varying degree questions will be further prioritized based on how closely the project aligns to that criterion.

- Meets a policy goal or fulfills a strategic objective of the Board of Commissioners.
 - Does the project directly align with a strategic objective of the Board of Commissioners? – C
 - Is the project identified in a recent land use or other study? – C
 - Is the project a specific request of the Board of Commissioners? – V
 - Is the project a specific request of a neighborhood group or other local organization? – V
 - Does the project assist in reducing the annual operating budget? – V
- Is required under a state or federal mandate, law, or regulation.
 - Will the City incur a fine or penalty if this project is not complete? – V
 - What is the deadline for the City to be in compliance? – V
- Mitigates or eliminates a known health or safety hazard.
 - Is the health or safety hazard identified in a plan or study? – C

- Does the project completely eliminate or reduce the hazard? – V
- Maintains and improves the delivery of public services to a significant portion of the population.
 - Does the project significantly impact the entire city, over half the population, or a single neighborhood? – V
- Spurs economic development.
 - Does the project add to the tax base? – C
 - Does the project create employment opportunities? – C
 - Does the project stabilize or revitalize a neighborhood? – C
- Improves the quality or useful life of existing infrastructure.
 - Is the existing infrastructure significantly past its useful life? – C
 - Is the existing infrastructure beyond repair or does the cost of the repair outweigh the cost of replacement? – C
- Includes other funding sources such as state or federal grant funds.
 - Is the project funded by a federal or state grant? – C
 - Does the grant require a City match and at what percentage? – V
 - Are there other government or private entities willing to share in the project cost? – V

5. Allocating Resources to the Capital Improvement Plan

The City recognizes that an effective capital funding strategy requires consideration of a broad mix of funding mechanisms, including but not limited to pay-as-you-go, grants, and debt. The City will maintain a balanced mix of financing sources without excessive reliance on any one source.

Pay-as-You-Go Financing. Refers to the use of current financial resources to fund capital projects, including current revenues, fund balances, grants, and donations.

Pay-as-You-Use Financing. Refers to the issuance of various debt instruments to fund capital projects.

In considering which funding method to utilize for particular projects, the City shall strive to match benefit streams to cost streams as closely as possible over the anticipated useful life of the project and across constituency groups to achieve inter-generational and intra-jurisdictional equity respectively in project financing arrangements.

Regarding intergovernmental grants and private donations, the City will seek to leverage such resources whenever available, provided, those capital projects identified are consistent with capital improvement plans and City priorities, and whose operating impact have been documented in operating budget forecasts.

6. CIP Submission and Review

Departments. In order to evaluate the merits of capital project requests and to allow each project due process in evaluations, capital projects proposed shall be accompanied, at a minimum, by the following information:

- Project title, physical description, and definition of scope
- Demonstration/justification of need
- List of alternative options considered
- Risk assessment
- Project schedule
- Capital cost estimate
- Statement of impact on the operating budget
- Relationship to other planned projects
- Department's priority ranking of the project
- Recommended/anticipated funding sources

Each project shall be described such that development phases are delineated as separate stages of the project, such as land acquisition, design, and construction, and each phase may span beyond a single year.

Finance Department. The Finance Department will establish forms, instructions, deadlines, and procedures for project submittal and review.

City Management. In consultation with department heads and the Finance department, the City Manager's Office will prioritize projects and submit the Capital Improvement Plan with funding recommendations for consideration to the Board of Commissioners.

7. Progress Reporting

City staff will provide a bi-annual update to the Board of Commissioners on the implementation progress of the Capital Improvement Plan.

Capital Improvement Fund 301

The Capital Improvement Fund accounts for the purchase of capital equipment and construction of facilities, economic development, or debt service. The fund's major funding source is sales tax.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

301 - CAPITAL IMPROVEMENT FUND

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Animal Welfare Facility	\$307,800	\$0	\$0	\$0	\$0	\$0
Boy Scout Park Splash Pad Repair	\$20,000	\$0	\$0	\$0	\$0	\$0
Cascade System Replacement	\$0	\$0	\$88,000	\$0	\$0	\$0
Cemetery Office Remodel	\$55,000	\$55,000	\$0	\$0	\$0	\$0
Cemetery UTV Purchase	\$25,000	\$0	\$0	\$0	\$0	\$0
City Hall HVAC Replacement	\$0	\$175,000	\$0	\$0	\$0	\$0
City Hall Roof Replacement	\$0	\$250,000	\$0	\$0	\$0	\$0
Code Enforcement Fleet Replacement	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0
Comprehensive Plan Review and Update	\$0	\$0	\$0	\$175,000	\$0	\$0
Deadfall Removal	\$80,000	\$0	\$0	\$0	\$0	\$0
Desktop Computer Replacement	\$71,200	\$72,000	\$73,000	\$74,000	\$75,000	\$400,000
Extrication Equipment Replacement	\$0	\$72,000	\$0	\$0	\$0	\$0

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Fire Fleet Replacement - Command	\$0	\$80,000	\$0	\$0	\$0	\$0
Fire Fleet Replacement - Engine	\$0	\$0	\$900,000	\$0	\$0	\$0
Fire Fleet Replacement - Ladder	\$0	\$0	\$0	\$0	\$1,500,000	\$0
Fire Fleet Replacement - Squad	\$375,000	\$0	\$0	\$0	\$0	\$0
Housing Needs Study	\$0	\$50,000	\$50,000	\$0	\$0	\$0
Kayak Dock Area Improvements	\$220,000	\$0	\$0	\$0	\$0	\$0
Lake Patrol Boat Dock	\$100,000	\$0	\$0	\$0	\$0	\$0
Laptop Computer Replacement	\$46,000	\$47,000	\$48,000	\$49,000	\$50,000	\$250,000
Lot Re-Activation	\$25,000	\$50,000	\$100,000	\$100,000	\$100,000	\$500,000
Mower Replacement	\$0	\$20,000	\$0	\$0	\$0	\$0
Mower Replacement	\$0	\$20,000	\$0	\$0	\$0	\$0
Network File Storage Replacement and Expansion	\$0	\$30,000	\$0	\$0	\$40,000	\$100,000
Outdoor Warning Siren Addition	\$26,890	\$0	\$0	\$0	\$0	\$0
Park / Cemetery Land Purchase	\$101,500	\$0	\$0	\$0	\$0	\$0
Parks Fleet Replacement	\$60,000	\$0	\$0	\$0	\$0	\$0
Parks Fleet Replacement	\$60,000	\$0	\$0	\$0	\$0	\$0
Police Fleet Replacement	\$217,065	\$227,920	\$239,320	\$251,290	\$263,850	\$1,500,000
PPE Replacement	\$118,930	\$94,052	\$95,950	\$118,300	\$136,680	\$747,419

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
SCBA Replacement	\$118,000	\$126,000	\$135,000	\$0	\$0	\$0
Streets Equipment Building	\$180,000	\$0	\$0	\$0	\$0	\$0
Streets Equipment Purchase - Volumetric Concrete Truck	\$425,000	\$0	\$0	\$0	\$0	\$0
Streets Fleet Replacement	\$0	\$90,000	\$0	\$0	\$0	\$0
Streets Fleet Replacement	\$0	\$90,000	\$0	\$0	\$0	\$0
Streets Fleet Replacement - Tandem	\$0	\$200,000	\$0	\$0	\$0	\$0
Streets Fleet Replacement - Tandem	\$0	\$0	\$200,000	\$0	\$0	\$0
Survey of Lake #1 - Lots and Rights-of-Way	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$0
Switch Replacement	\$27,000	\$66,000	\$13,000	\$0	\$66,000	\$200,000
Tractor Replacement	\$50,000	\$0	\$0	\$0	\$0	\$0
Traffic Fleet Replacement	\$0	\$70,000	\$0	\$0	\$0	\$0
Traffic Fleet Replacement - Bucket Truck	\$0	\$0	\$150,000	\$0	\$0	\$0
Wood Chipper Purchase	\$35,000	\$0	\$0	\$0	\$0	\$0
Total	\$2,874,385	\$2,014,972	\$2,222,270	\$847,590	\$2,311,530	\$3,697,419

Total record count: 43

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Animal Welfare Facility					
Project Category	Public Safety					
Department	0640 - ANIMAL WELFARE	Ongoing Project				
Project in Ward	Not Applicable					
Project Description Construct a new animal welfare facility.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	307,800	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$307,800	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Boy Scout Park Splash Pad Repair					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Ward 4					
Project Description Repair the splash pad system components at Boy Scout Park.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$20,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$20,000	\$0	\$0	\$0	\$0	\$0

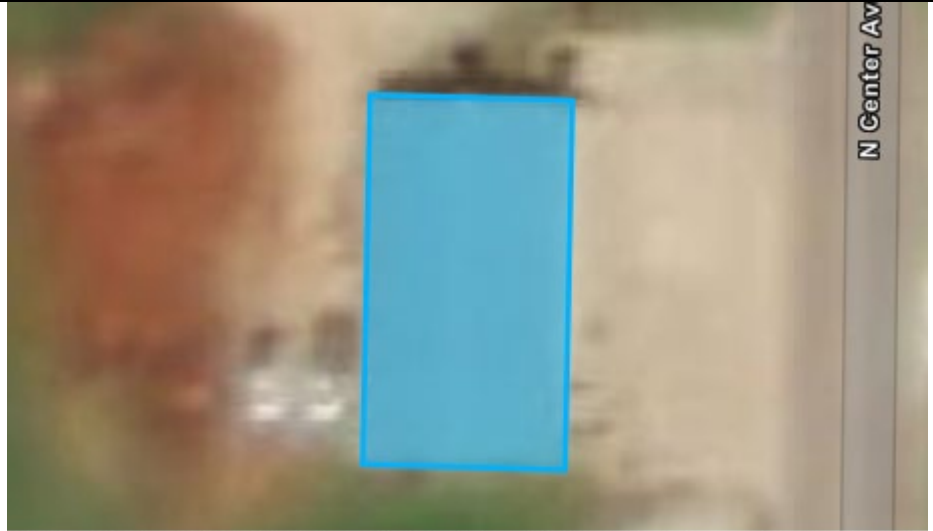
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Cascade System Replacement					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace the Three-Phase, 6000-PSI breathing air cascade system.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$88,000	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$88,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Cemetery Office Remodel					
Project Category	Parks & Rec, Public Facilities					
Department	0950 - CEMETERY	Approved Project				
Project in Ward	Ward 3					
Project Description Remodel the interior and exterior of the Fairview Cemetery office.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	55,000	55,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$55,000	\$55,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Cemetery UTV Purchase					
Project Category	Parks & Rec					
Department	0950 - CEMETERY	Approved Project				
Project in Ward	Not Applicable					
Project Description Purchase a Utility Task Vehicle (UTV) for spraying and traversing the cemetery.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	25,000	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$25,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	City Hall HVAC Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	4020 - BUILDING MAINTENANCE	Approved Project				
Project in Ward	Not Applicable					
Project Description						
Replace and update the HVAC system at Shawnee City Hall.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	175,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$175,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	City Hall Roof Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	4020 - BUILDING MAINTENANCE	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace the roof at Shawnee City Hall.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	250,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$250,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Code Enforcement Fleet Replacement					
Project Category	Code Enforcement					
Department	0520 - CODE ENFORCEMENT, INSPECTIONS, & PERMITTING	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace 1 high-mileage Code Enforcement truck per year, inclusive of in-cab and external equipment.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	50,000	50,000	50,000	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Comprehensive Plan Review and Update		
Project Category	Community Development		
Department	0510 - COMMUNITY DEVELOPMENT	Approved Project	
Project in Ward	Not Applicable		
Project Description Review and update the City of Shawnee Comprehensive Plan to reflect the latest growth and development trends.			

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	175,000	0	0
Total	\$0	\$0	\$0	\$175,000	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Deadfall Removal					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 3					
Project Description Remove accumulated deadfall and debris at Lake Road bridge.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	80,000	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$80,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Desktop Computer Replacement					
Project Category	IT - Equipment					
Department	0230 - INFORMATION TECHNOLOGY	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace up to 36 desktop computers per year to accommodate a 5-year replacement cycle.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$71,200	\$72,000	\$73,000	\$74,000	\$75,000	\$400,000
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$71,200	\$72,000	\$73,000	\$74,000	\$75,000	\$400,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Extrication Equipment Replacement					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace existing auto-extrication equipment.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$72,000	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$72,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Fire Fleet Replacement - Command					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace the Command vehicle.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	80,000	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$80,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Fire Fleet Replacement - Engine	
Project Category	Public Safety	
Department	0720 - FIRE SUPPRESSION	Approved Project
Project in Ward	Not Applicable	
Project Description		
Replace the Engine 3 vehicle. Currently, delivery of this type of vehicle can take up to 36-40 months.		



	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	900,000	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$900,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Fire Fleet Replacement - Ladder	
Project Category	Public Safety	
Department	0720 - FIRE SUPPRESSION	Approved Project
Project in Ward	Not Applicable	
Project Description Replace the Ladder 1 vehicle. Currently, delivery of this type of vehicle can take up to 40-48 months.		



	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	1,500,000	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$1,500,000	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Fire Fleet Replacement - Squad					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace the Squad 1 vehicle. Currently, delivery of this type of vehicle can take up to 30 months.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	375,000	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$375,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Housing Needs Study					
Project Category	Community Development					
Department	0510 - COMMUNITY DEVELOPMENT	Approved Project				
Project in Ward	Not Applicable					
Project Description Undertake a citywide housing needs study to assess Shawnee's housing market, housing stock, and housing needs. Engage the community and gather their housing experiences, preferences, priorities, and policy options for the future.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	50,000	50,000	0	0	0
Total	\$0	\$50,000	\$50,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Kayak Dock Area Improvements		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Parks & Rec, Public Facilities					
Department	0940 - PARKS	Approved Project				
Project in Ward	Ward 2					
Project Description Improve the area adjacent to the Shawnee Twin Lakes #2 kayak dock to include Americans with Disabilities Act (ADA) compliant sidewalks and parking as well as drainage.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	220,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$220,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Lake Patrol Boat Dock					
Project Category	Public Safety					
Department	0620 - POLICE PATROL	Ongoing Project				
Project in Ward	Ward 2					
Project Description Add a Police Patrol boat dock on Shawnee Twin Lake #1.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	100,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$100,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Laptop Computer Replacement		
Project Category	IT - Equipment		
Department	0230 - INFORMATION TECHNOLOGY	Approved Project	
Project in Ward	Not Applicable		
Project Description Replace up to 14 laptop computers per year to accommodate a 3-year replacement cycle.			

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$46,000	\$47,000	\$48,000	\$49,000	\$50,000	\$250,000
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$46,000	\$47,000	\$48,000	\$49,000	\$50,000	\$250,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Lot Re-Activation					
Project Category	Community Development					
Department	0510 - COMMUNITY DEVELOPMENT	Approved Project				
Project in Ward	Not Applicable					
Project Description Clear property liens on vacant land or dilapidated buildings in exchange for the acquisition and re-activation of lots.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	25,000	50,000	100,000	100,000	100,000	500,000
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$25,000	\$50,000	\$100,000	\$100,000	\$100,000	\$500,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Mower Replacement					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 5232, a 2019 Kubota zero turn mower.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$20,000	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$20,000	\$0	\$0	\$0	\$0

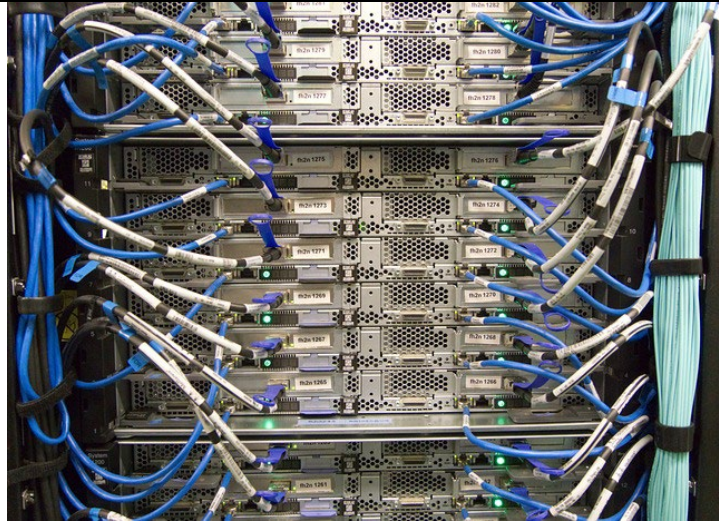
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Mower Replacement					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 5231, a 2019 Kubota zero turn mower.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$20,000	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$20,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

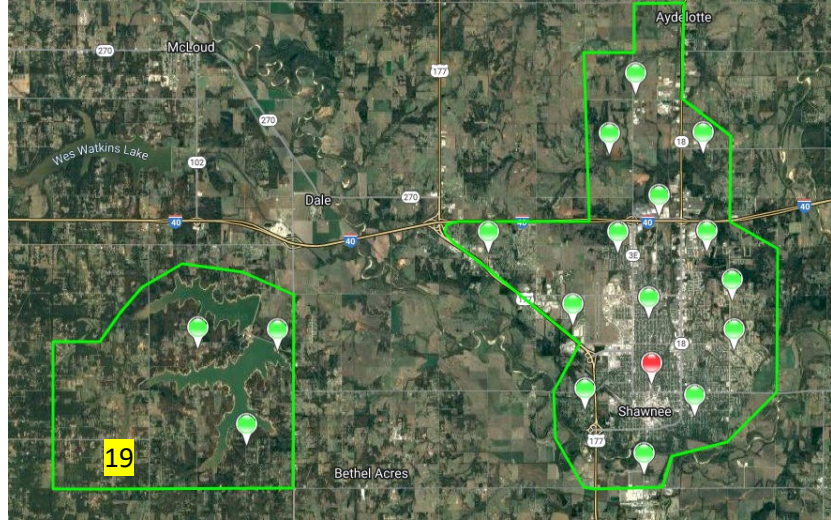
Project Title	Network File Storage Replacement and Expansion		
Project Category	IT - Equipment		
Department	0230 - INFORMATION TECHNOLOGY	Approved Project	
Project in Ward	Not Applicable		
Project Description Replace older network file storage components and add additional network file storage for the Police Department.			

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$30,000	\$0	\$0	\$40,000	\$100,000
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$30,000	\$0	\$0	\$40,000	\$100,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Outdoor Warning Siren Addition	
Project Category	Public Safety	
Department	0740 - EMERGENCY MANAGEMENT	Approved Project
Project in Ward	Ward 2	
Project Description		
Add an outdoor warning siren at 16400 Walker Road to complete citywide coverage.		



	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$26,890	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$26,890	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Park / Cemetery Land Purchase					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Ward 3					
Project Description Purchase land directly adjacent to KidSpace Park and Fairview Cemetery.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	100,000	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	1,500	0	0	0	0	0
Total	\$101,500	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Parks Fleet Replacement					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Asset #2903, a 1992 1/2-ton truck.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	60,000	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$60,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Parks Fleet Replacement					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Asset #2916, a 2000 1-ton truck.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	60,000	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$60,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Police Fleet Replacement					
Project Category	Public Safety					
Department	0620 - POLICE PATROL	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace 5 Dodge Charger police sedans per year with comparable police-rated vehicles, inclusive of in-cab and external equipment.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	217,065	227,920	239,320	251,290	263,850	1,500,000
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$217,065	\$227,920	\$239,320	\$251,290	\$263,850	\$1,500,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	PPE Replacement					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace structural and dual certification personal protective equipment (PPE) gear. Current shipping times range from 8-10 months.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$118,930	\$94,052	\$95,950	\$118,300	\$136,680	\$747,419
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$118,930	\$94,052	\$95,950	\$118,300	\$136,680	\$747,419

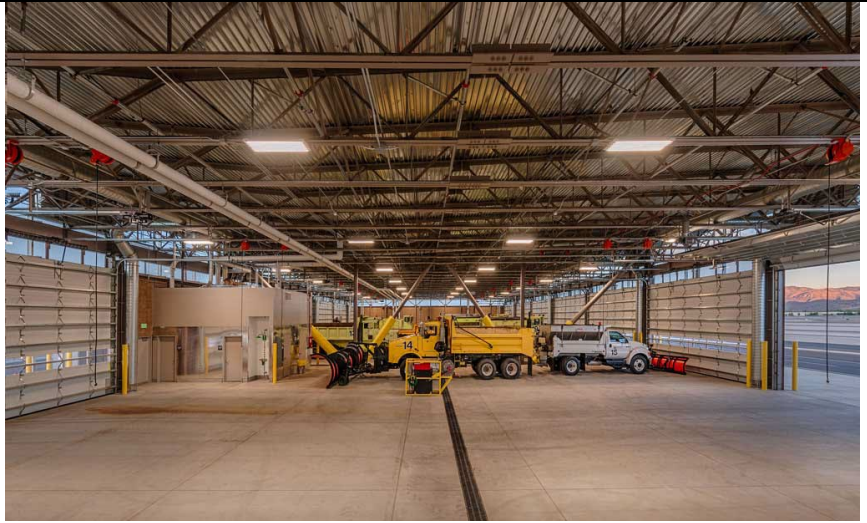
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	SCBA Replacement					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace one-third of all Self-Contained Breathing Apparatus (SCBA) per year.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$118,000	\$126,000	\$135,000	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$118,000	\$126,000	\$135,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Equipment Building					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Construct a building to consolidate the snow removal equipment and protect it from the elements. This building will be located in the vicinity of the material barns at the Public Works yard.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	150,000	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	30,000	0	0	0	0	0
Total	\$180,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Equipment Purchase - Volumetric Concrete Truck					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Purchase a volumetric concrete truck to mix variable amounts of concrete at job sites.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$425,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$425,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Fleet Replacement					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 1712, a 2001 service truck.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	90,000	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$90,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Fleet Replacement					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 2118, a 2003 vehicle.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	90,000	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$90,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Fleet Replacement - Tandem					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 1480, a 1991 tandem.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	200,000	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$200,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Fleet Replacement - Tandem					
Project Category	Streets/Traffic, Vehicle					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace Unit 1591, a 2002 tandem.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	200,000	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$200,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Survey of Lake #1 - Lots and Rights-of-Way					
Project Category	Parks & Rec, Public Facilities, Utilities, Streets/Traffic, Twin Lakes - Covers multiple categories					
Department	0810 - ENGINEERING	Approved Project				
Project in Ward	Ward 2					
Project Description						
Survey the lots, easements, and rights-of-way at the Shawnee Twin Lakes #1.						
	</					

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Switch Replacement		
Project Category	IT - Equipment		
Department	0230 - INFORMATION TECHNOLOGY	Approved Project	
Project in Ward	Not Applicable		
Project Description Replace switches that are more than 10 years old to avoid failure and prolonged network outages. Current shipping times range from 6-12 months.			

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$27,000	\$66,000	\$13,000	\$0	\$66,000	\$200,000
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$27,000	\$66,000	\$13,000	\$0	\$66,000	\$200,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Tractor Replacement					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace 1981 John Deere tractor for right-of-way and lakeside maintenance.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$50,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Traffic Fleet Replacement					
Project Category	Streets/Traffic					
Department	0930 - TRAFFIC CONTROL	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace 2012 3/4-ton service truck.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	70,000	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$70,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Traffic Fleet Replacement - Bucket Truck					
Project Category	Streets/Traffic					
Department	0930 - TRAFFIC CONTROL	Approved Project				
Project in Ward	Not Applicable					
Project Description Replace 2006 bucket truck.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	150,000	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$150,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Wood Chipper Purchase					
Project Category	Parks & Rec					
Department	0940 - PARKS	Approved Project				
Project in Ward	Not Applicable					
Project Description Purchase wood chipper to dispose of vegetation debris and tree limbs on City properties.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$35,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$35,000	\$0	\$0	\$0	\$0	\$0

Street Improvement Fund 302

The Street Improvement Fund accounts for the construction or major reconstruction of street projects, economic development or debt service. The fund's major funding source is sales tax.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

302 - STREET IMPROVEMENT FUND

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
45th Street Widening (Phase 2)	\$0	\$0	\$0	\$0	\$0	\$9,650,000
Belcher Road Bridge Rehabilitation or Replacement	\$0	\$150,000	\$325,000	\$0	\$0	\$3,000,000
Bell Street Reconstruction and Widening (Phase 1)	\$	\$760,000	\$0	\$0	\$0	\$0
Bell Street Reconstruction and Widening (Phase 2)	\$0	\$80,000	\$1,000,000	\$	\$0	\$0
Clearpond Road Culvert Replacement	\$605,000	\$0	\$0	\$0	\$0	\$0
Daley Lane, Nix Allen Road, and Terrell Road Overlay	\$0	\$0	\$0	\$0	\$400,000	\$0
Elbert Drive Overlay	\$0	\$0	\$0	\$0	\$0	\$200,000
Federal Street and Center Street Reconstruction	\$0	\$910,000	\$0	\$0	\$0	\$0
Garrett's Lake Road Reconstruction and Widening	\$0	\$0	\$0	\$0	\$0	\$7,550,000
Harrison Avenue and Farrall Street Sidewalk Project	\$0	\$0	\$0	\$0	\$0	\$1,200,000

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Homer Lane Road Bridge Rehabilitation or Replacement	\$0	\$0	\$0	\$0	\$0	\$3,450,000
Independence Street Reconstruction	\$0	\$0	\$0	\$450,000	\$0	\$0
Katie Drive Reconstruction	\$230,000	\$0	\$0	\$0	\$0	\$0
Kickapoo Avenue (North) Resurfacing and Widening	\$0	\$0	\$0	\$0	\$0	\$5,050,000
Kickapoo Spur and Pottenger Avenue Storm Sewer Replacement	\$175,000	\$0	\$0	\$0	\$0	\$0
Leo Street Reconstruction	\$0	\$0	\$50,000	\$1,000,000	\$0	\$0
Main Street Bridge Replacement	\$1,800,000	\$0	\$0	\$0	\$0	\$0
McKinley Avenue Bridge Replacement	\$0	\$0	\$0	\$0	\$0	\$2,300,000
Northridge Storm Sewer Replacement	\$100,000	\$0	\$0	\$0	\$0	\$0
Shawnee Twin Lakes - Roads Resurfacing and Widening	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Sign Machine Purchase	\$25,000	\$0	\$0	\$0	\$0	\$0
Streets Equipment Purchase - Asphalt Machine	\$150,000	\$0	\$0	\$0	\$0	\$0
Traffic Signal Control Cabinet Replacement	\$150,000	\$0	\$0	\$0	\$0	\$0

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Traffic Signal Control Communications Upgrade	\$160,000	\$0	\$0	\$0	\$0	\$0
Union Street Resurfacing and Widening	\$0	\$0	\$0	\$320,000	\$1,700,000	\$0
Wallace Street Sidewalk Project	\$0	\$160,000	\$500,000	\$0	\$0	\$0
Westech Road Overlay	\$0	\$0	\$0	\$0	\$0	\$750,000
Total	\$3,695,000	\$2,360,000	\$2,175,000	\$2,070,000	\$2,400,000	\$34,650,000

Total record count: 27

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	45th Street Widening (Phase 2)					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 1					
Project Description Reconstruct and widen 45th Street. This second phase extends from west of Union Avenue to Bryan Avenue.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	9,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	300,000
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	350,000
Total	\$0	\$0	\$0	\$0	\$0	\$9,650,000

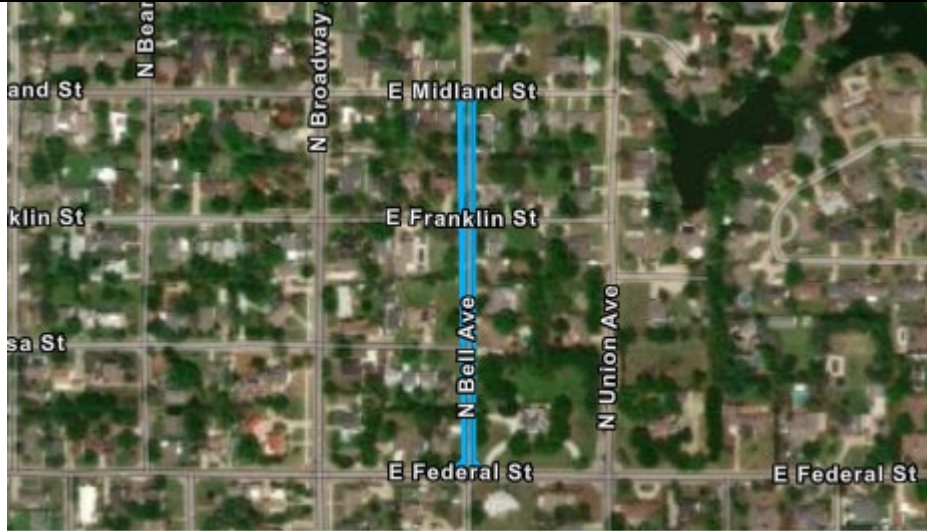
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Belcher Road Bridge Rehabilitation or Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 2					
Project Description Rehabilitate or replace the Belcher Road bridge over the Shawnee Twin Lakes #1 spillway, which was constructed in 1960 and consists of eight 40-foot steel girder spans.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	3,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	150,000	325,000	0	0	0
Total	\$0	\$150,000	\$325,000	\$0	\$0	\$3,000,000

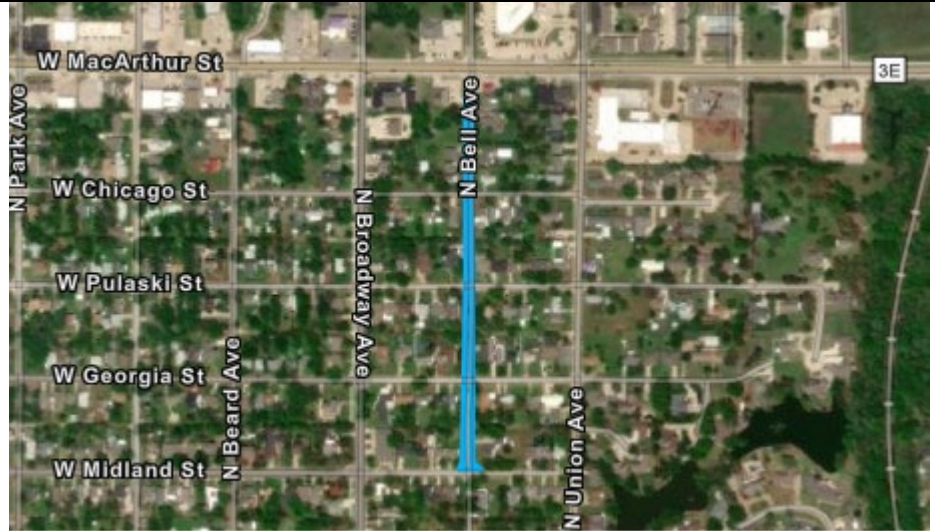
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Bell Street Reconstruction and Widening (Phase 1)					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1					
Project Description Reconstruct and widen Bell Street, from Midland Street to Federal Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure		700,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services		60,000	0	0	0	0
Total	\$	\$760,000	\$0	\$0	\$0	\$0

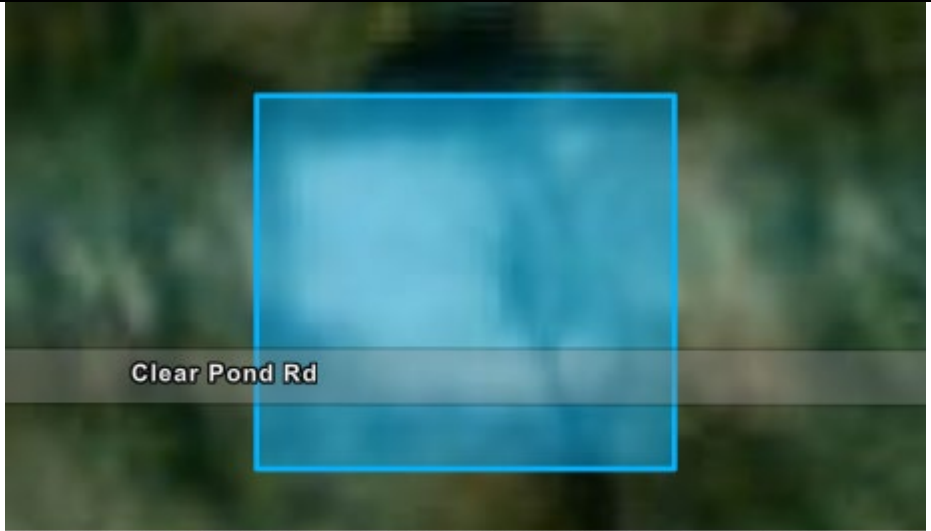
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Bell Street Reconstruction and Widening (Phase 2)		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1					
Project Description						
Reconstruct and widen Bell Street, from Highland Street to Midland Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	1,000,000		0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	80,000	0	0	0	0
Total	\$0	\$80,000	\$1,000,000	\$	\$0	\$0

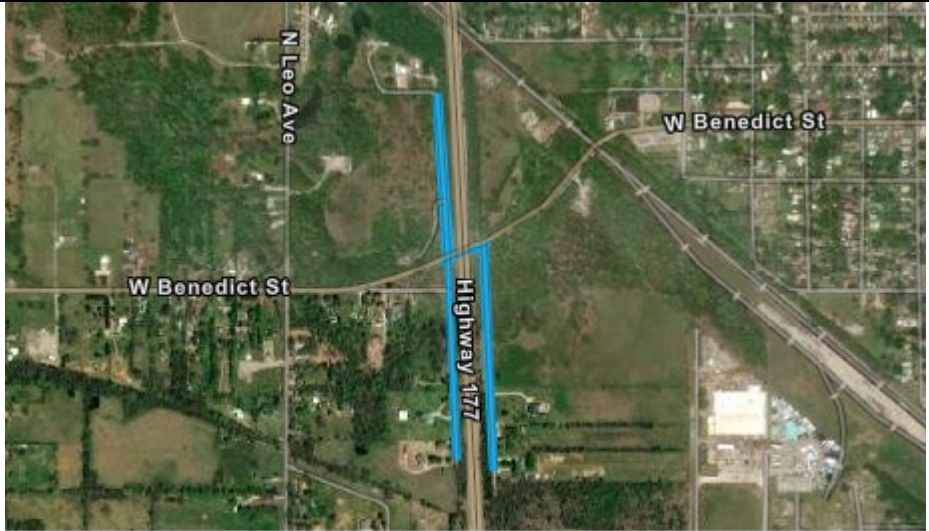
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Clearpond Road Culvert Replacement					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 2					
Project Description						
Replace failed culvert under Clearpond Road leading to Shawnee Twin Lakes #1. Remove the corrugated metal pipe (CMP) tinhorn, stabilize the base, and construct a reinforced concrete box (RCB) structure on a geotechnically designed base.						
			Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	500,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	105,000	0	0	0	0	0
Total	\$605,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Daley Lane, Nix Allen Road, and Terrell Road Overlay					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 2, Ward 3					
Project Description Overlay existing gravel roads with asphalt.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	400,000	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$400,000	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Elbert Drive Overlay					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 1					
Project Description Overlay existing gravel road with asphalt, from MacArthur Street to north end of roadway.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	200,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$200,000

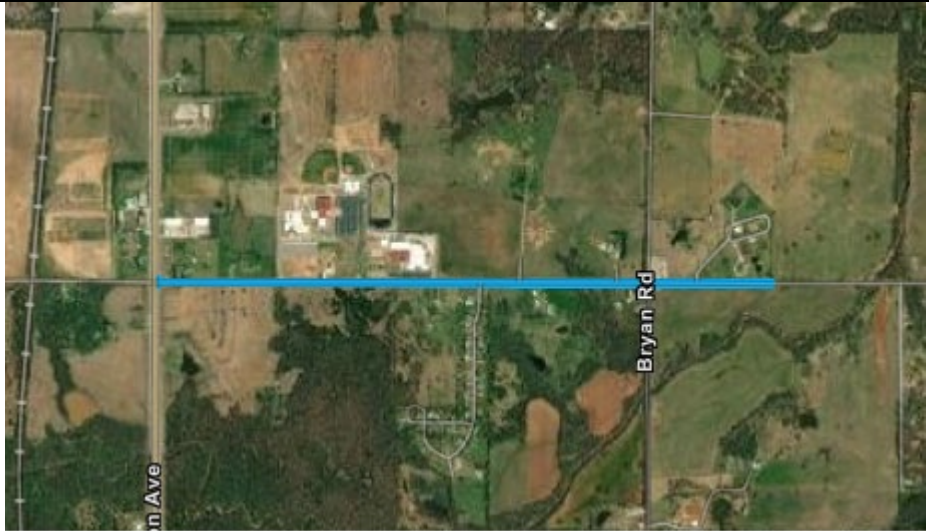
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Federal Street and Center Street Reconstruction					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1, Ward 5					
Project Description Reconstruct Federal Street and Center Street, from Harrison Avenue to Oak Hill Road.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	825,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	85,000	0	0	0	0
Total	\$0	\$910,000	\$0	\$0	\$0	\$0

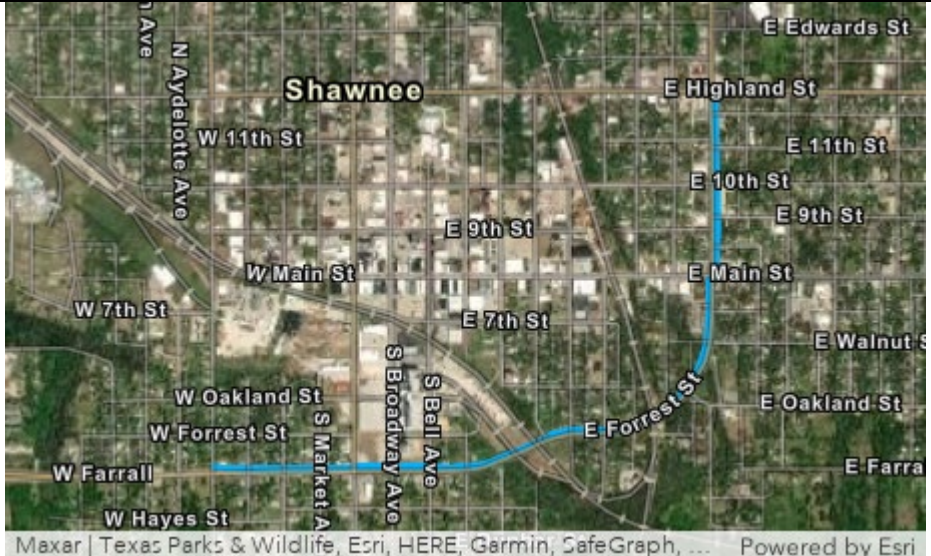
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Garrett's Lake Road Reconstruction and Widening					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 1					
Project Description Reconstruct and widen Garrett's Lake Road, from Harrison Avenue east to the City limits.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	7,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	200,000
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	350,000
Total	\$0	\$0	\$0	\$0	\$0	\$7,550,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Harrison Avenue and Farrall Street Sidewalk Project					
Project Category	Streets/Traffic					
Department	0810 - ENGINEERING	Future Project				
Project in Ward	Ward 3					
Project Description Add pedestrian facilities along the Harrison and Farrall Street corridor, from the Harrison and Highland intersection to the Kickapoo and Farrall intersection.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	1,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	200,000
Total	\$0	\$0	\$0	\$0	\$0	\$1,200,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Homer Lane Road Bridge Rehabilitation or Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 2					
Project Description						
Rehabilitate or replace the Homer Lane Road bridge over the canal that connects Shawnee Twin Lakes #1 and #2; the bridge was constructed in 1981 and consists of 35-foot steel I-beam spans.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	3,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	450,000
Total	\$0	\$0	\$0	\$0	\$0	\$3,450,000

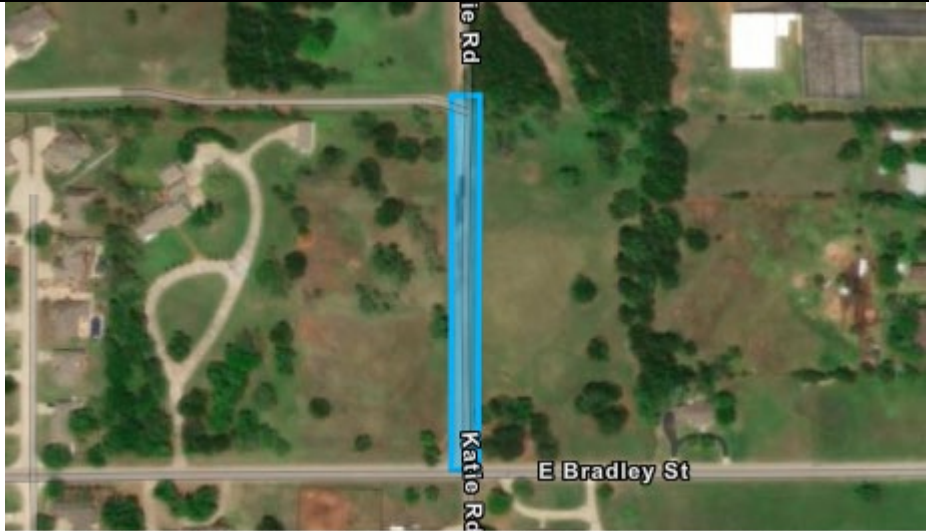
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Independence Street Reconstruction		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 5					
Project Description Reconstruct Independence Street, from east of Arapaho Drive to Bryan Avenue.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	400,000	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	50,000	0	0
Total	\$0	\$0	\$0	\$450,000	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Katie Drive Reconstruction					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1					
Project Description Reconstruct Katie Drive, from Bradley Street north to the end of public right-of-way.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	200,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	30,000	0	0	0	0	0
Total	\$230,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Kickapoo Avenue (North) Resurfacing and Widening					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 1, Ward 6					
Project Description Resurface and widen Kickapoo Street, from the Shawnee Mall to Garrett's Lake Road.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	4,500,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	150,000
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	400,000
Total	\$0	\$0	\$0	\$0	\$0	\$5,050,000

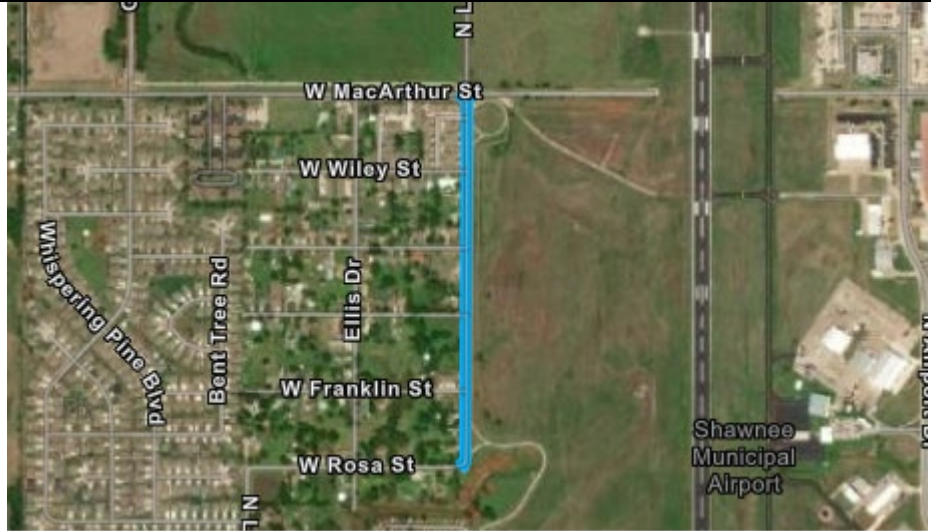
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Kickapoo Spur and Pottenger Avenue Storm Sewer Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Stormwater					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 2					
Project Description Remove and replace the failing storm sewer system at the intersection of Kickapoo Spur and Pottenger Avenue.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	175,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$175,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Leo Street Reconstruction					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 6					
Project Description Reconstruct and widen Leo Street, from Rosa Street to MacArthur Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	1,000,000	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	50,000	0	0	0
Total	\$0	\$0	\$50,000	\$1,000,000	\$0	\$0

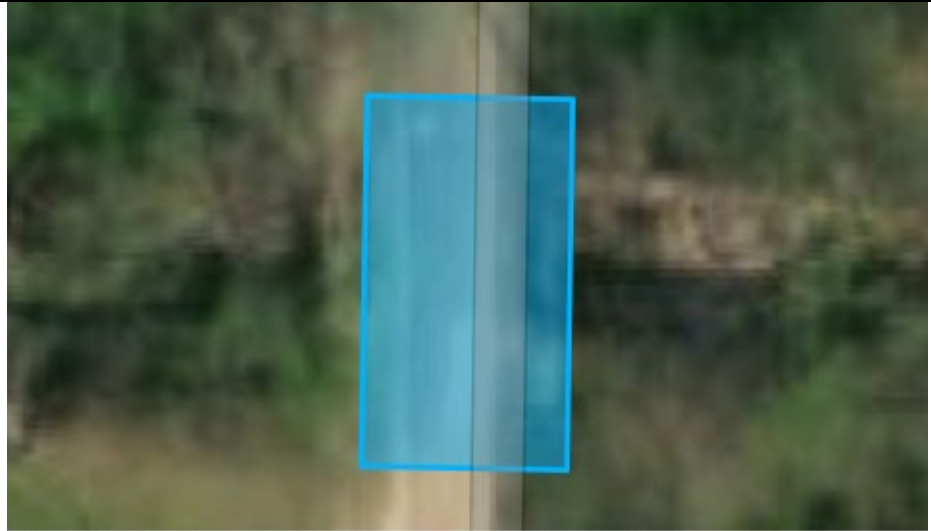
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Main Street Bridge Replacement					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Ongoing Project				
Project in Ward	Ward 3					
Project Description Remove and replace the Main Street bridge over Shawnee Creek, just west of Tucker Ave.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,800,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$1,800,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	McKinley Avenue Bridge Replacement					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 3					
Project Description Remove and replace the McKinley Avenue bridge over Shawnee Creek, just south of Main St.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	2,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	300,000
Total	\$0	\$0	\$0	\$0	\$0	\$2,300,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Northridge Storm Sewer Replacement					
Project Category	Stormwater					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1					
Project Description Remove and replace the failing storm sewer system from Northridge Road west to the edge of Northridge Section 6.						
Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	100,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$100,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Shawnee Twin Lakes - Roads Resurfacing and Widening					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 2					
Project Description Resurface and widen select gravel and asphalt roadways at the Shawnee Twin Lakes; surface treatments will be based on existing roadway conditions and previous treatments.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	300,000	300,000	300,000	300,000	300,000	1,500,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Sign Machine Purchase					
Project Category	Streets/Traffic					
Department	0930 - TRAFFIC CONTROL	Approved Project				
Project in Ward	Not Applicable					
Project Description Purchase a larger-capacity sign machine.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$25,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$25,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Streets Equipment Purchase - Asphalt Machine					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Not Applicable					
Project Description Purchase an asphalt laying machine to increase in-house capacity to resurface neighborhood roadways.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$150,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$150,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Traffic Signal Control Cabinet Replacement					
Project Category	Streets/Traffic					
Department	0930 - TRAFFIC CONTROL	Approved Project				
Project in Ward	Not Applicable					
Project Description Continue traffic signal control cabinet replacement program.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$150,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$150,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

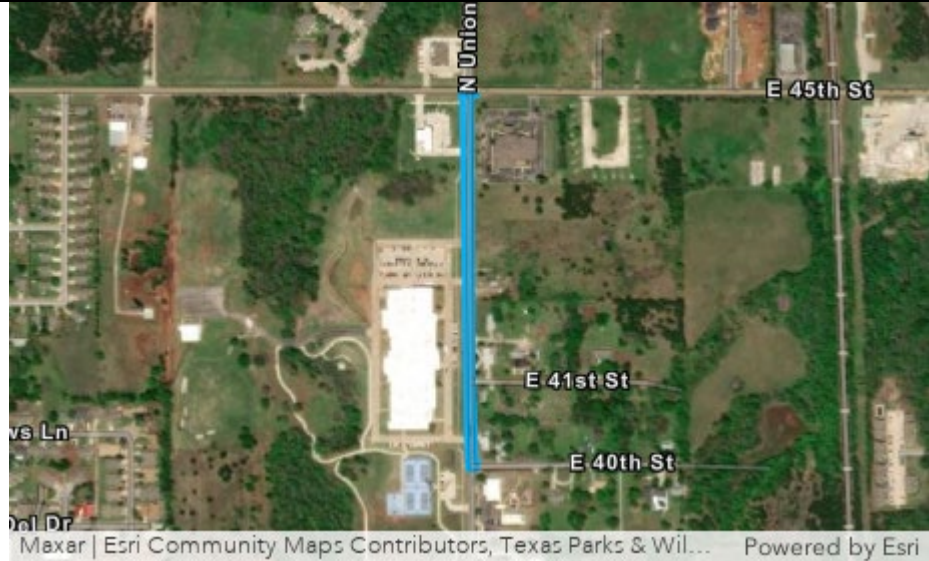
Project Title	Traffic Signal Control Communications Upgrade	
Project Category	Streets/Traffic	
Department	0930 - TRAFFIC CONTROL	Approved Project
Project in Ward	Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6	
Project Description Extend fiber-based communication to existing traffic signal control cabinets to replace current cellular modems, and upgrade remote viewing software at the City's Traffic Operations Center.		



	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$70,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	20,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	70,000	0	0	0	0	0
Total	\$160,000	\$0	\$0	\$0	\$0	\$0

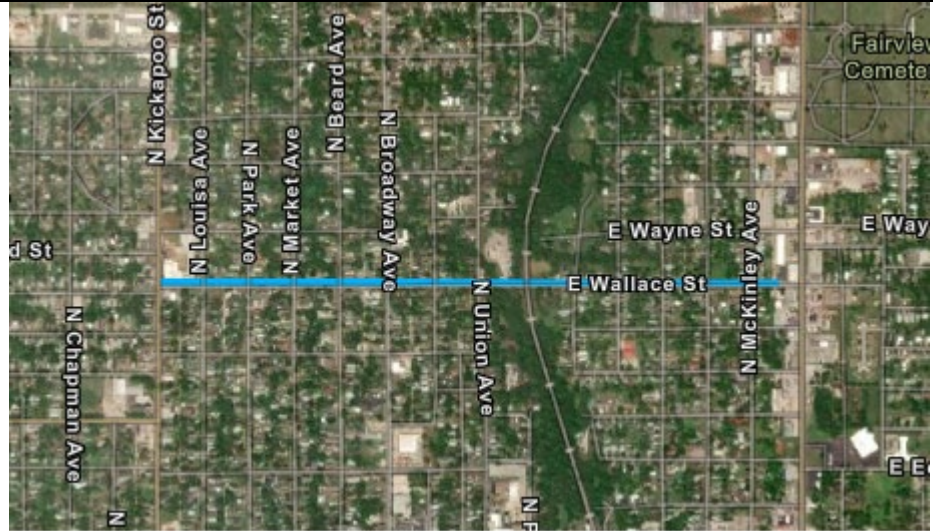
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Union Street Resurfacing and Widening					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1					
Project Description Resurface and widen Union Street, from 45th Street to 40th Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	1,700,000	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	100,000	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	220,000	0	0
Total	\$0	\$0	\$0	\$320,000	\$1,700,000	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Wallace Street Sidewalk Project					
Project Category	Streets/Traffic					
Department	0810 - ENGINEERING	Approved Project				
Project in Ward	Ward 2, Ward 4, Ward 5					
Project Description Add a pedestrian facility on the north side of Wallace Street, from Kickapoo Street to Harrison Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	500,000	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	50,000	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	110,000	0	0	0	0
Total	\$0	\$160,000	\$500,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Westtech Road Overlay					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Future Project				
Project in Ward	Ward 6					
Project Description Overlay existing gravel road with asphalt, from Kickapoo Avenue west to the City limits.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	750,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$750,000

2018 Capital Improvement Fund 303

The 2018 Capital Improvement Fund accounts for the addition half-cent sales tax that was passed in June 2018. The proceeds are to be used for capital improvements, specifically public safety, parks and public facilities and streets.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

303 - 2018 CAPITAL IMPROVEMENT FUND

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Auditorium / Senior Center Gym Floor Replacement	\$110,000	\$0	\$0	\$0	\$0	\$0
Auditorium / Senior Center Roof Replacement	\$975,000	\$0	\$0	\$0	\$0	\$0
Auditorium / Senior Center Stage Floor Repair	\$50,000	\$0	\$0	\$0	\$0	\$0
Heart of Oklahoma Expo Center Enhancements and Remodel	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0
Highland Sidewalk Project	\$1,110,000	\$0	\$0	\$0	\$0	\$0
Library HVAC Replacement #1	\$25,000	\$0	\$0	\$0	\$0	\$0
Library HVAC Replacement #2	\$25,000	\$0	\$0	\$0	\$0	\$0
Library Restroom Remodel	\$50,000	\$0	\$0	\$0	\$0	\$0
Library Roof Replacement	\$0	\$150,000	\$0	\$0	\$0	\$0
Santa Fe Depot Roof and Remodel	\$338,280	\$0	\$0	\$0	\$0	\$0
Station #3 Remodel	\$2,000,000	\$0	\$0	\$0	\$0	\$0
Woodland Veterans Park Update	\$4,400,000	\$0	\$0	\$0	\$0	\$0
Total	\$9,183,280	\$250,000	\$100,000	\$100,000	\$100,000	\$0

Total record count: 12

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Auditorium / Senior Center Gym Floor Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Parks & Rec, Public Facilities					
Department	1120 - RECREATION	Approved Project				
Project in Ward	Ward 3					
Project Description Replace the gym floor at the Auditorium / Senior Center.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	110,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$110,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Auditorium / Senior Center Roof Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	1120 - RECREATION	Approved Project				
Project in Ward	Ward 3					
Project Description Replace the roof at the Auditorium / Senior Center.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	975,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$975,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Auditorium / Senior Center Stage Floor Repair		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Parks & Rec, Public Facilities					
Department	1120 - RECREATION	Approved Project				
Project in Ward	Ward 3					
Project Description Repair the stage floor at the Auditorium / Senior Center.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	50,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

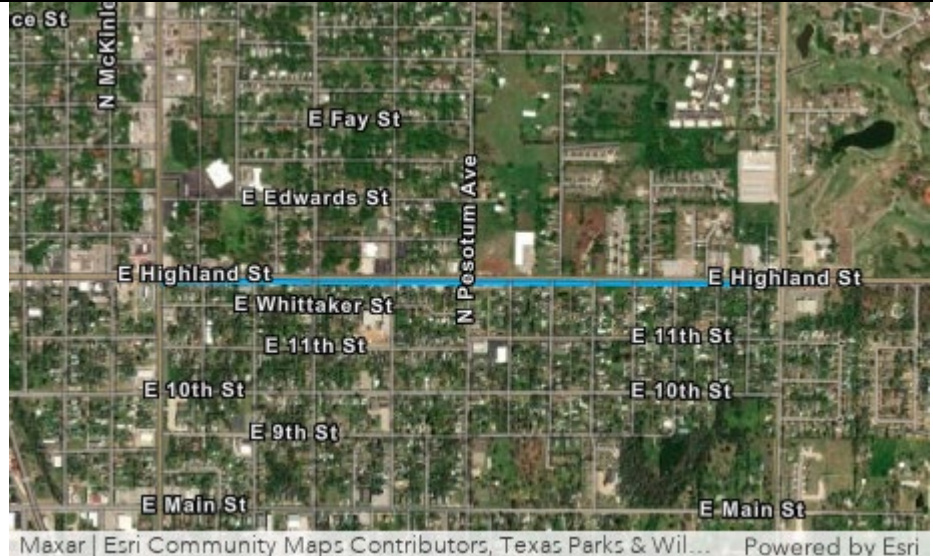
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Heart of Oklahoma Expo Center Enhancements and Remodel					
Project Category	Public Facilities					
Department	1210 - EXPO CENTER	Ongoing Project				
Project in Ward	Ward 6					
Project Description Continue facility updates at the Shawnee Heart of Oklahoma Expo Center.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	100,000	100,000	100,000	100,000	100,000	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0

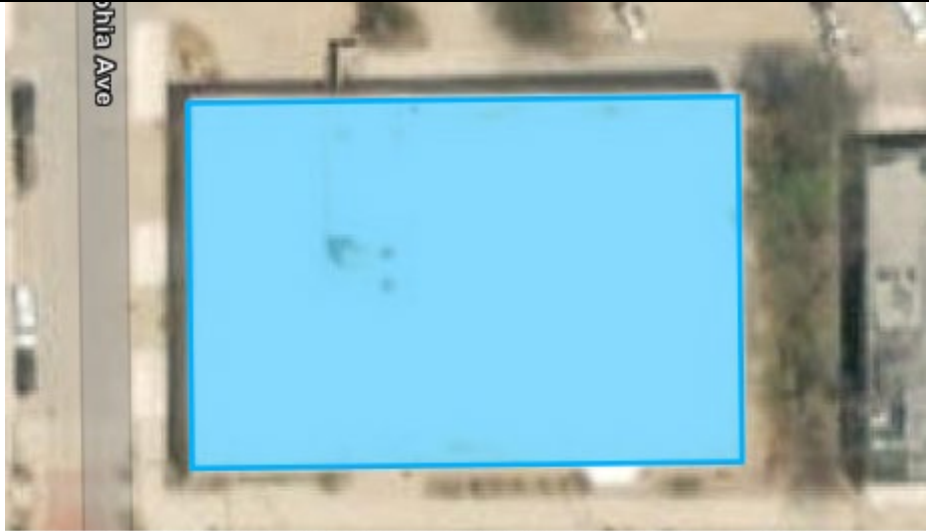
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Highland Sidewalk Project					
Project Category	Streets/Traffic					
Department	0810 - ENGINEERING	Ongoing Project				
Project in Ward	Ward 3, Ward 4					
Project Description Add pedestrian facility on the south side of Highland Street, from Harrison Street to Bryan Street.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,000,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	110,000	0	0	0	0	0
Total	\$1,110,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Library HVAC Replacement #1		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	1110 - LIBRARY	Approved Project				
Project in Ward	Ward 3					
Project Description Replace HVAC unit at the Shawnee Public Library.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	25,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$25,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Library HVAC Replacement #2					
Project Category	Public Facilities					
Department	1110 - LIBRARY	Approved Project				
Project in Ward	Ward 3					
Project Description Replace HVAC unit at the Shawnee Public Library.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	25,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$25,000	\$0	\$0	\$0	\$0	\$0

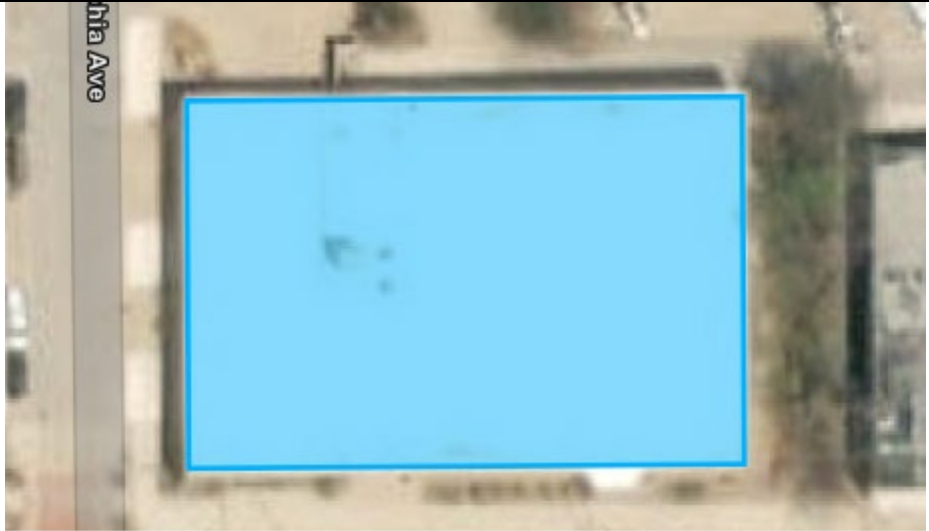
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Library Restroom Remodel		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	1110 - LIBRARY	Approved Project				
Project in Ward	Ward 3					
Project Description Remodel restrooms at the Shawnee Public Library to update and reduce vandalism.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	50,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Library Roof Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	1110 - LIBRARY	Approved Project				
Project in Ward	Ward 3					
Project Description Replace the roof at the Shawnee Public Library.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	150,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$150,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Santa Fe Depot Roof and Remodel		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities					
Department	0510 - COMMUNITY DEVELOPMENT	Ongoing Project				
Project in Ward	Ward 3					
Project Description Rehabilitate or replace the Santa Fe Depot roof and remodel the Depot's interior.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	338,280	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$338,280	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Station #3 Remodel					
Project Category	Public Safety					
Department	0720 - FIRE SUPPRESSION	Ongoing Project				
Project in Ward	Ward 1					
Project Description Remodel and upgrade Fire Station #3.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	1,800,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	200,000	0	0	0	0	0
Total	\$2,000,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Woodland Veterans Park Update					
Project Category	Parks & Rec					
Department	0940 - PARKS	Ongoing Project				
Project in Ward	Ward 3					
Project Description						
Update Woodland Veterans Park (WVP) to include new playgrounds, restrooms, an amphitheater, tennis and pickleball courts, arts area, food truck area, and increased parking.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	4,400,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$4,400,000	\$0	\$0	\$0	\$0	\$0

Street Improvement
Fund 302
&
2018 Capital Improvement
Fund 303

City of Shawnee

FY 2024-2028 Capital Improvement Plan

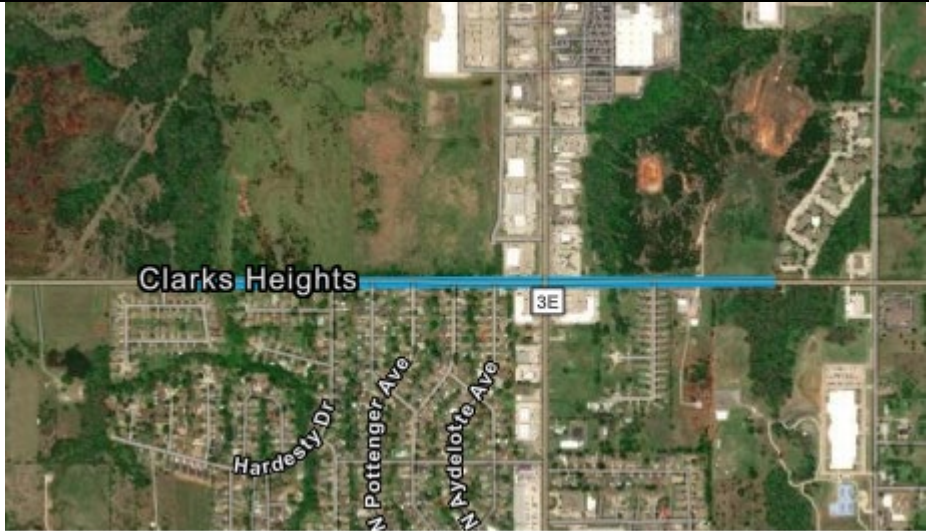
302 - STREET IMPROVEMENT FUND, 303 - 2018 CAPITAL IMPROVEMENT FUND, OTHER FUNDING

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
45th Street Widening (Phase 1)	\$580,000	\$6,210,000	\$2,550,000	\$0	\$0	\$0
Kickapoo Avenue (South) Reconstruction and Widening	\$0	\$0	\$0	\$0	\$0	\$0
Seal Coat, Overlay or Panel Replacement Project	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
Total	\$2,080,000	\$7,710,000	\$4,050,000	\$1,500,000	\$1,500,000	\$7,500,000

Total record count: 3

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	45th Street Widening (Phase 1)					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Ongoing Project				
Project in Ward	Ward 1, Ward 6					
Project Description Reconstruct and widen 45th Street. This first phase extends from Burning Wood Drive to west of Union Avenue.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	6,000,000	2,500,000	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	500,000	100,000	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	80,000	110,000	50,000	0	0	0
Total	\$580,000	\$6,210,000	\$2,550,000	\$0	\$0	\$0

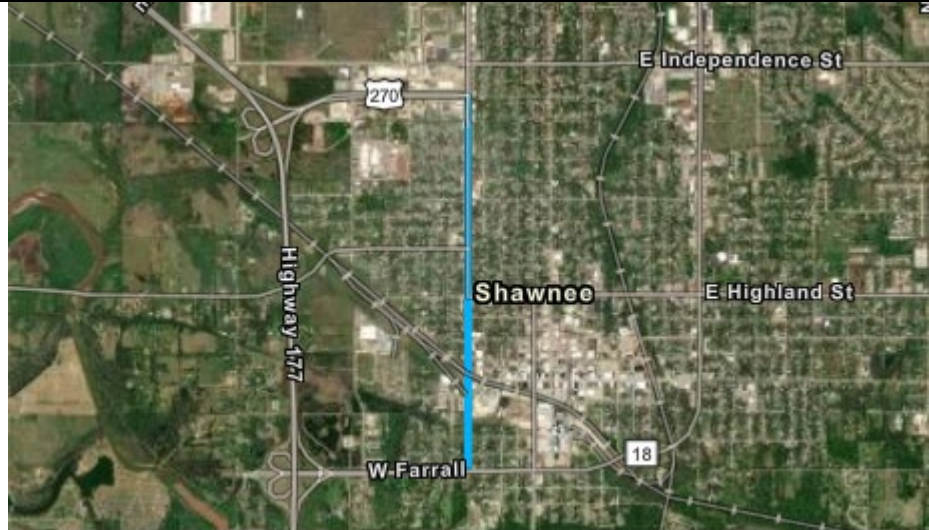
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Seal Coat, Overlay or Panel Replacement Project					
Project Category	Streets/Traffic					
Department	0920 - STREETS	Approved Project				
Project in Ward	Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6					
Project Description Provide routine maintenance activities, including crack seals, pothole fills, pavement patches, pressure pave, overlays, panel replacements, striping and pavement markings, and curb repair.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,500,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Kickapoo Avenue (South) Reconstruction and Widening		 Earthstar Geographics Texas Parks & Wildlife, Esri, HERE, Gar... Powered by Esri			
Project Category	Streets/Traffic					
Department	0920 - STREETS	Ongoing Project				
Project in Ward	Not Applicable					
Project Description Reconstruct and widen Kickapoo Avenue, from the Kickapoo Spur to Farrall Street. (This is an Oklahoma Department of Transportation-sponsored project.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$0	\$0

American Rescue Plan

Fund 304

Federal American Rescue Plan Act (ARPA) funds were received through a direct allocation from the U.S. Treasury, as well as through a non-competitive and a competitive grant application for State ARPA funds.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

304 - AMERICAN RESCUE PLAN FUNDS

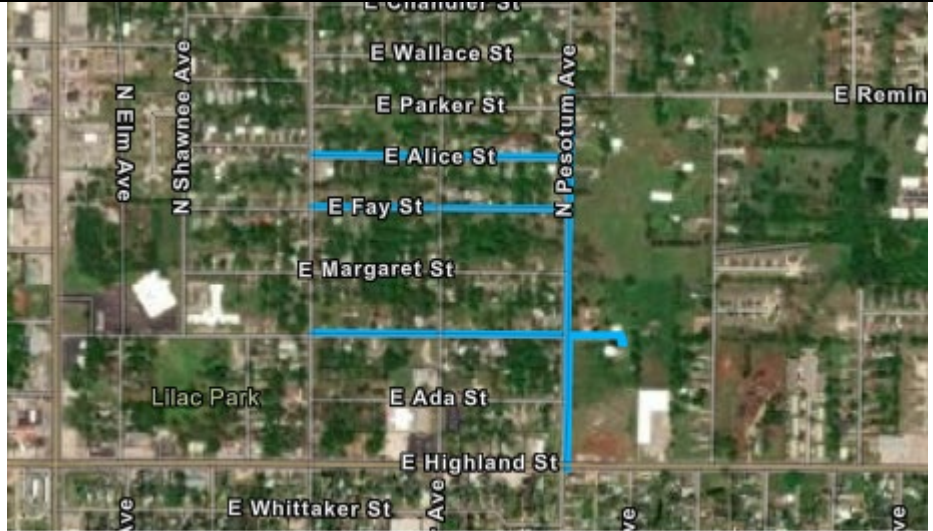
Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Edwards, Fay, Alice, and Pesotum Water Line Project (ARPA-funded)	\$1,720,000	\$600,000	\$0	\$0	\$0	\$0
Hayes Street Water Line Project (ARPA-funded)	\$30,000	\$595,000	\$0	\$0	\$0	\$0
Highland Street Water Line Project (ARPA-funded)	\$150,000	\$1,740,000	\$0	\$0	\$0	\$0
Hoffman's Addition Water Line Project (ARPA-funded)	\$1,650,000	\$1,050,000	\$0	\$0	\$0	\$0
Independence Street and Center Avenue Water Line Project (ARPA-funded)	\$2,950,000	\$0	\$0	\$0	\$0	\$0
Lowe's Water Line Loop Project (ARPA-funded)	\$520,000	\$0	\$0	\$0	\$0	\$0
Marie Drive Water Line Project (ARPA-funded)	\$295,000	\$225,000	\$0	\$0	\$0	\$0
Midland Addition Water Line Project (ARPA-funded)	\$25,000	\$435,000	\$0	\$0	\$0	\$0

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Park Street Water Line Project (ARPA-funded)	\$2,600,000	\$0	\$0	\$0	\$0	\$0
Sewer Pipe Bursting (ARPA Funded)	\$1,145,000	\$0	\$0	\$0	\$0	\$0
Thomson Heights Addition Water Line Project (ARPA-funded)	\$2,100,000	\$375,000	\$0	\$0	\$0	\$0
Total	\$13,185,000	\$5,020,000	\$0	\$0	\$0	\$0

Total record count: 11

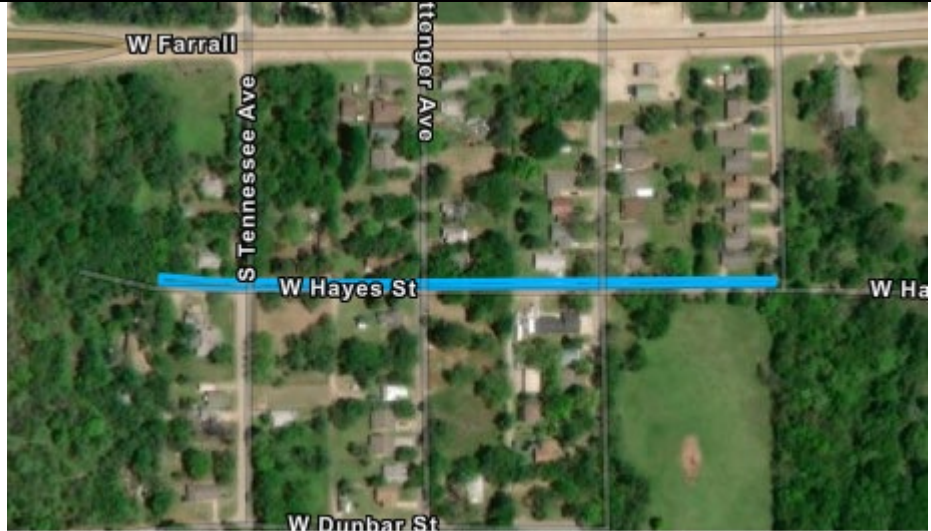
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Edwards, Fay, Alice, and Pesotum Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 4					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,500,000	600,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	220,000	0	0	0	0	0
Total	\$1,720,000	\$600,000	\$0	\$0	\$0	\$0

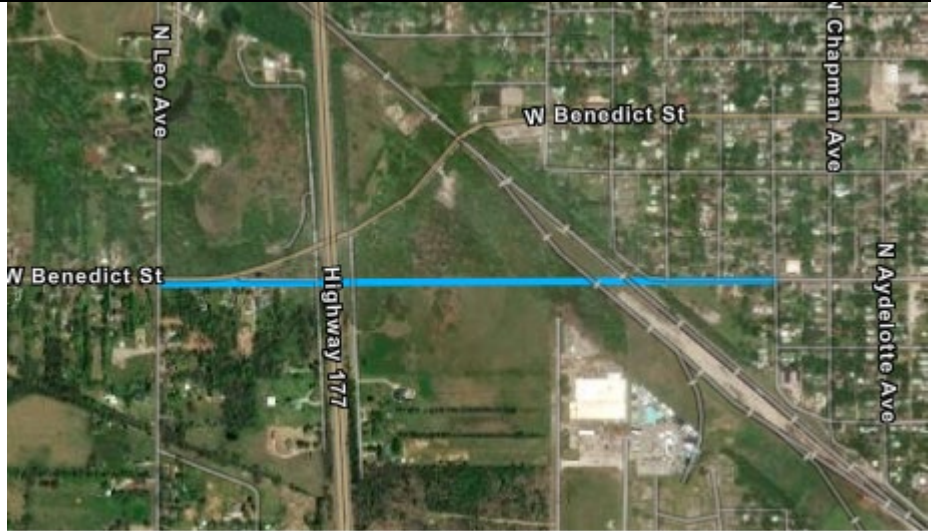
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Hayes Street Water Line Project (ARPA-funded)		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 3					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (West of Aydelotte Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	550,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	30,000	45,000	0	0	0	0
Total	\$30,000	\$595,000	\$0	\$0	\$0	\$0

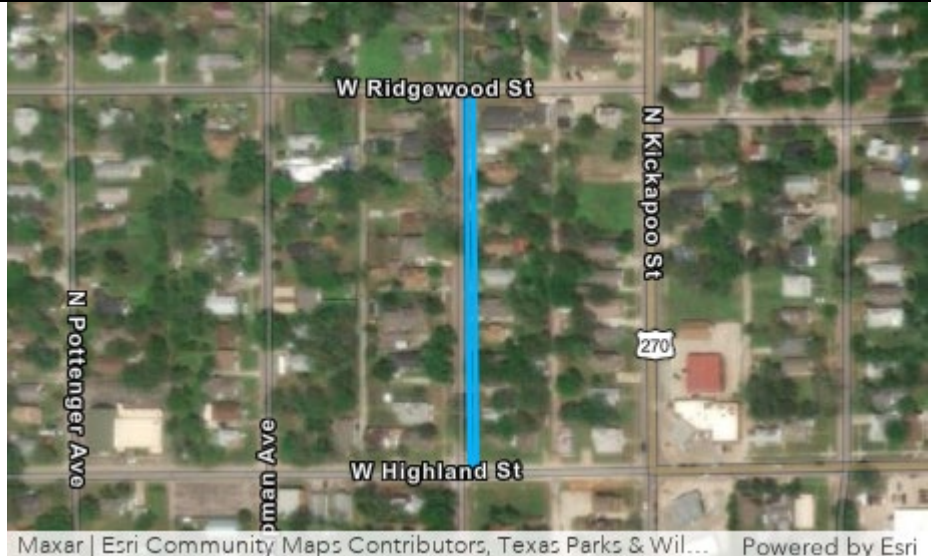
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Highland Street Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 3					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (N Pottenger Ave. to N Leo Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	1,700,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	50,000	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	100,000	40,000	0	0	0	0
Total	\$150,000	\$1,740,000	\$0	\$0	\$0	\$0

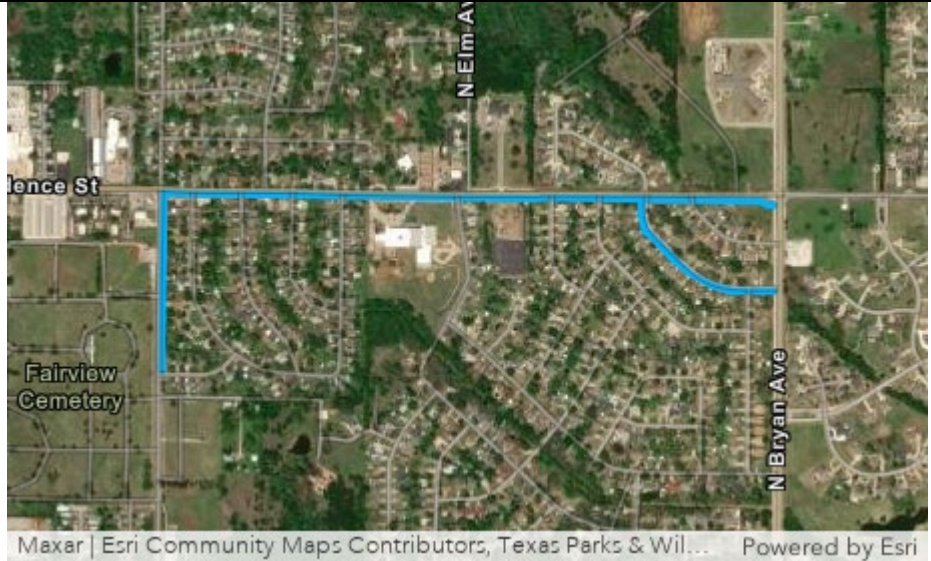
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Hoffman's Addition Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 3					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Aydelotte Ave., from Ridgewood St. to Highland St.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,500,000	1,000,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	150,000	50,000	0	0	0	0
Total	\$1,650,000	\$1,050,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Independence Street and Center Avenue Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 5					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	2,800,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	150,000	0	0	0	0	0
Total	\$2,950,000	\$0	\$0	\$0	\$0	\$0

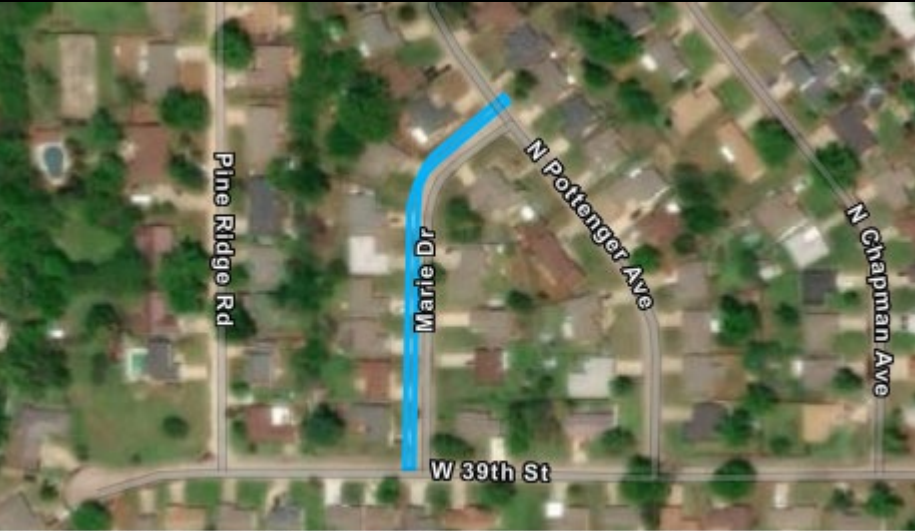
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Lowe's Water Line Loop Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 1					
Project Description Replace a segment of waterline and extend the existing waterline to create a loop. The project is designed to increase availability and reliability of water in the area and eliminate repetitive main breaks caused by water hammering.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	450,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	70,000	0	0	0	0	0
Total	\$520,000	\$0	\$0	\$0	\$0	\$0

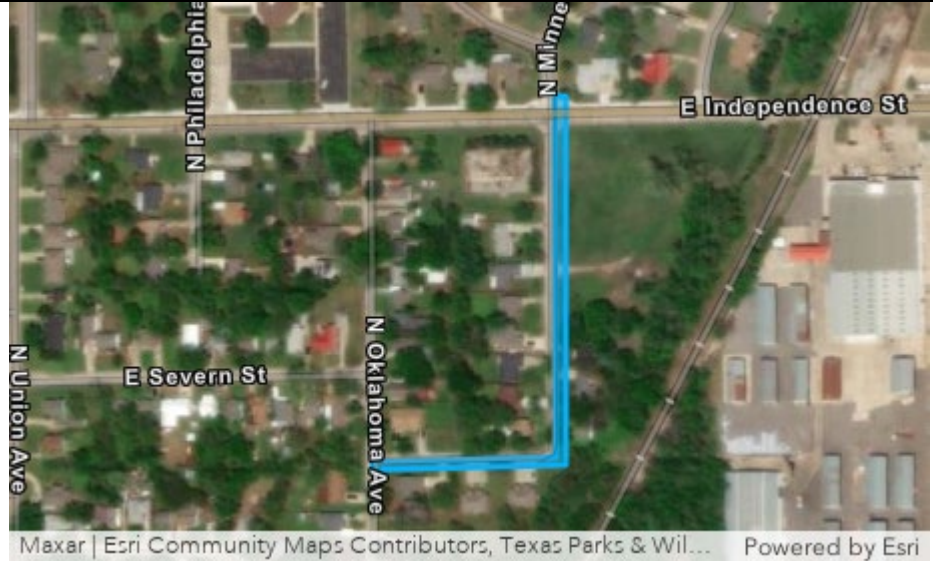
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Marie Drive Water Line Project (ARPA-funded)		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 6					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (39th St. to Pottenger Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	225,000	225,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	70,000	0	0	0	0	0
Total	\$295,000	\$225,000	\$0	\$0	\$0	\$0

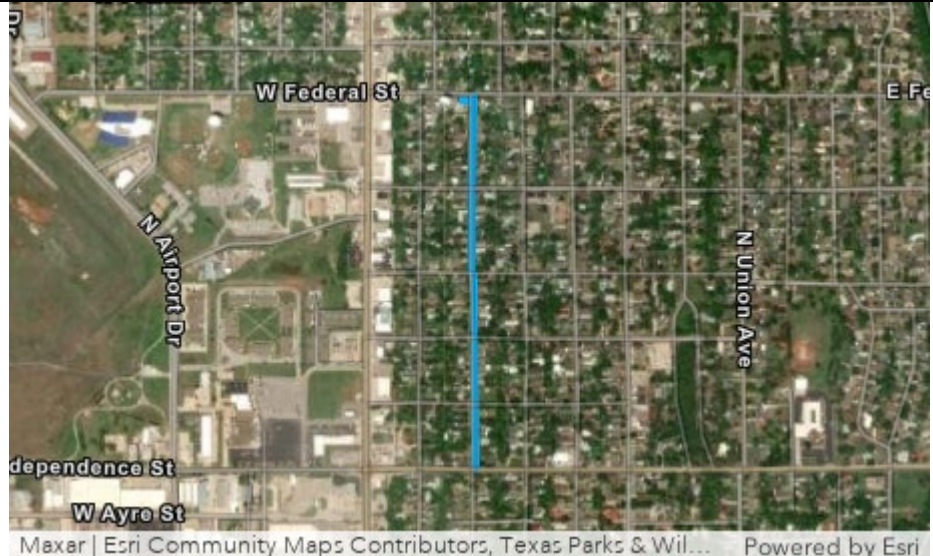
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Midland Addition Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 5					
Project Description Extend the existing waterline to create a loop. The project is designed to increase availability and reliability of water in the area.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	400,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	25,000	35,000	0	0	0	0
Total	\$25,000	\$435,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Park Street Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 2					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Federal St. to Independence St.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	2,500,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	100,000	0	0	0	0	0
Total	\$2,600,000	\$0	\$0	\$0	\$0	\$0

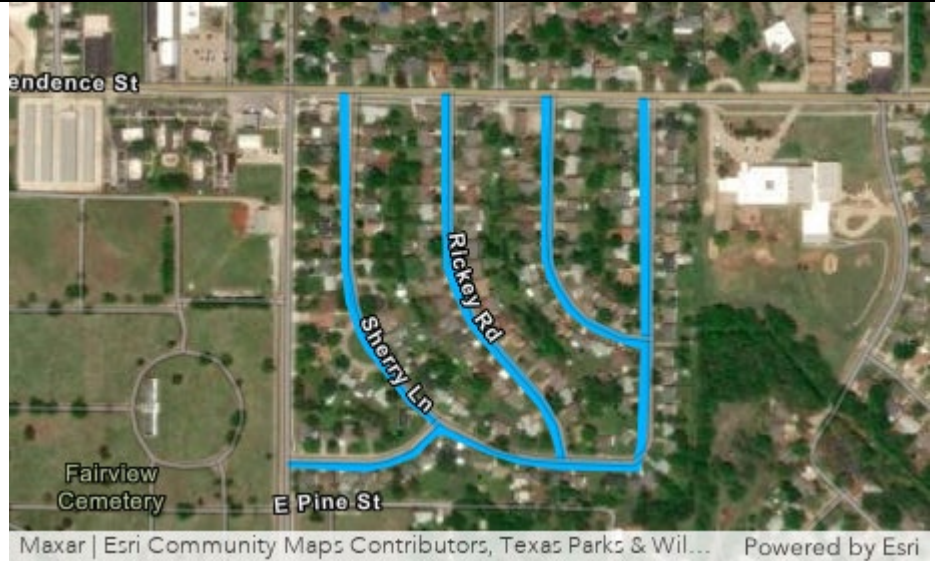
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Sewer Pipe Bursting (ARPA Funded)					
Project Category	Utilities					
Department	1070 - SEWER COLLECTION	Approved Project				
Project in Ward	Ward 1, Ward 2, Ward 3, Ward 4, Ward 6					
Project Description Replace 7,500 feet of key sewer mains identified in the City's application for State ARPA funds, using pipe bursting or trenchless sewer repair.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,100,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	45,000	0	0	0	0	0
Total	\$1,145,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Thomson Heights Addition Water Line Project (ARPA-funded)					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 5					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	2,000,000	315,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	100,000	60,000	0	0	0	0
Total	\$2,100,000	\$375,000	\$0	\$0	\$0	\$0

Shawnee Municipal Authority

Fund 501

The Shawnee Municipal Authority Fund accounts for the construction or major reconstruction of water and sewer capital projects. The fund's major funding sources are water, sewer, and sanitation user charges.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

501 - SHAWNEE MUNICIPAL AUTHORITY

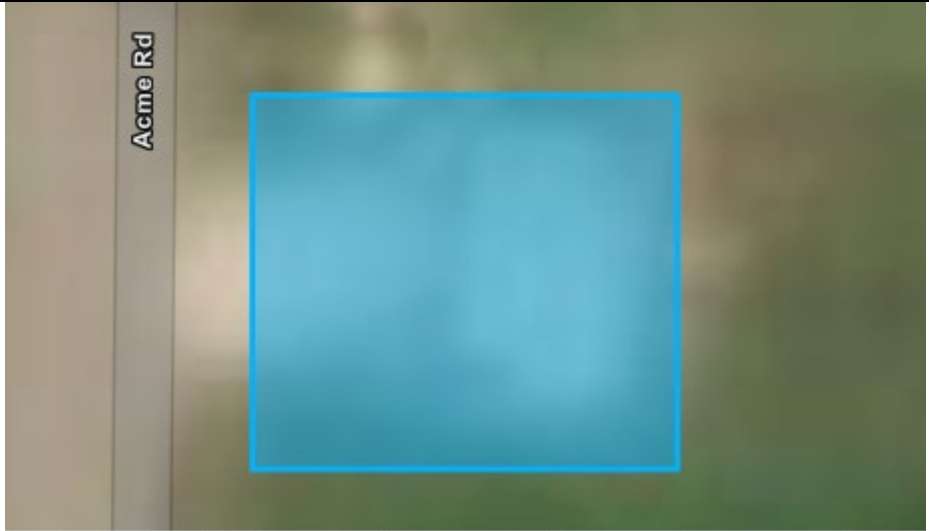
Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Acme Road Lift Station Upgrade	\$200,000	\$0	\$0	\$0	\$0	\$0
Annual Sewer Pipe Bursting	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
Broadway Avenue Water Line Project	\$0	\$0	\$0	\$0	\$0	\$875,000
Drive-through Kiosk for Utility Billing	\$0	\$57,913	\$13,077	\$13,077	\$13,077	\$65,385
Equipment Trailer Purchase	\$45,000	\$0	\$0	\$0	\$0	\$0
Georgia Street Lift Station Upgrade	\$0	\$200,000	\$0	\$0	\$	\$0
Golden Acres Water Line Loop Project	\$0	\$0	\$0	\$0	\$0	\$1,030,000
Independence Street Water Line Project	\$0	\$0	\$0	\$930,000	\$0	\$0
MacArthur Street Water Line Project	\$0	\$0	\$1,830,000	\$0	\$0	\$0
Public Works Administration Building Renovation	\$50,000	\$0	\$0	\$0	\$0	\$0
Pulaski Street Water Line Project	\$0	\$0	\$0	\$510,000	\$490,000	\$0

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Shawnee Twin Lakes Dams Rehabilitation	\$40,000	\$2,050,000	\$0	\$0	\$0	\$0
Wallace Street and Union Avenue Water Line Project	\$0	\$0	\$0	\$0	\$0	\$2,160,000
Walnut Street Water Line Project	\$0	\$0	\$0	\$460,000	\$470,000	\$0
Wastewater Treatment Plant Updates	\$35,000,000	\$25,000,000	\$15,000,000	\$0	\$0	\$0
Water Treatment Plant Update	\$4,000,000	\$0	\$0	\$0	\$0	\$0
Total	\$40,335,000	\$28,307,913	\$17,843,077	\$2,913,077	\$1,973,077	\$9,130,385

Total record count: 16

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Acme Road Lift Station Upgrade																																																																											
Project Category	Utilities																																																																											
Department	1070 - SEWER COLLECTION	Approved Project																																																																										
Project in Ward	Ward 6																																																																											
Project Description Upgrade of existing lift station east of Acme Road.																																																																												
<table><tr><td></td><td>FY 2024</td><td>FY 2025</td><td>FY 2026</td><td>FY 2027</td><td>FY 2028</td><td>FY29-33</td></tr><tr><td>Equipment</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Vehicle</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Infrastructure</td><td>150,000</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Facilities</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Facility Improvements</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Land</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Land Improvements</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Professional Services</td><td>50,000</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Total</td><td>\$200,000</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td></tr></table>								FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33	Equipment	\$0	\$0	\$0	\$0	\$0	\$0	Vehicle	0	0	0	0	0	0	Infrastructure	150,000	0	0	0	0	0	Facilities	0	0	0	0	0	0	Facility Improvements	0	0	0	0	0	0	Land	0	0	0	0	0	0	Land Improvements	0	0	0	0	0	0	Professional Services	50,000	0	0	0	0	0	Total	\$200,000	\$0	\$0	\$0	\$0	\$0
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33																																																																						
Equipment	\$0	\$0	\$0	\$0	\$0	\$0																																																																						
Vehicle	0	0	0	0	0	0																																																																						
Infrastructure	150,000	0	0	0	0	0																																																																						
Facilities	0	0	0	0	0	0																																																																						
Facility Improvements	0	0	0	0	0	0																																																																						
Land	0	0	0	0	0	0																																																																						
Land Improvements	0	0	0	0	0	0																																																																						
Professional Services	50,000	0	0	0	0	0																																																																						
Total	\$200,000	\$0	\$0	\$0	\$0	\$0																																																																						

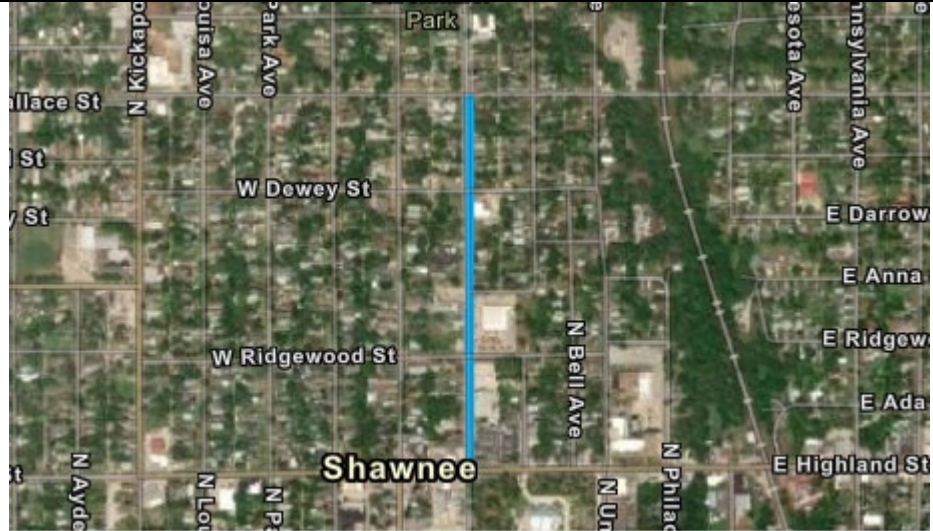
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Annual Sewer Pipe Bursting					
Project Category	Utilities					
Department	1070 - SEWER COLLECTION	Approved Project				
Project in Ward	Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6					
Project Description Replace key sewer mains identified in the City's asset management system, using pipe bursting or trenchless sewer repair.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Broadway Avenue Water Line Project					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Future Project				
Project in Ward	Ward 3, Ward 4					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Highland St. to Wallace St.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	800,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	75,000
Total	\$0	\$0	\$0	\$0	\$0	\$875,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Drive-through Kiosk for Utility Billing					
Project Category	Utilities					
Department	0310 - UTILITY BILLING	Approved Project				
Project in Ward	Not Applicable					
Project Description Install a kiosk to replace the current drive-through window at City Hall to allow customers to access their utility account, check their balance, and pay their bill anytime.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$35,836	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	9,000	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	13,077	13,077	13,077	13,077	65,385
Total	\$0	\$57,913	\$13,077	\$13,077	\$13,077	\$65,385

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Equipment Trailer Purchase	
Project Category	Utilities	
Department	1010 - UTILITY ADMINISTRATION	Approved Project
Project in Ward	Not Applicable	
Project Description Purchase two new equipment trailers to more efficiently respond to utility repairs.		



	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$45,000	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$45,000	\$0	\$0	\$0	\$0	\$0

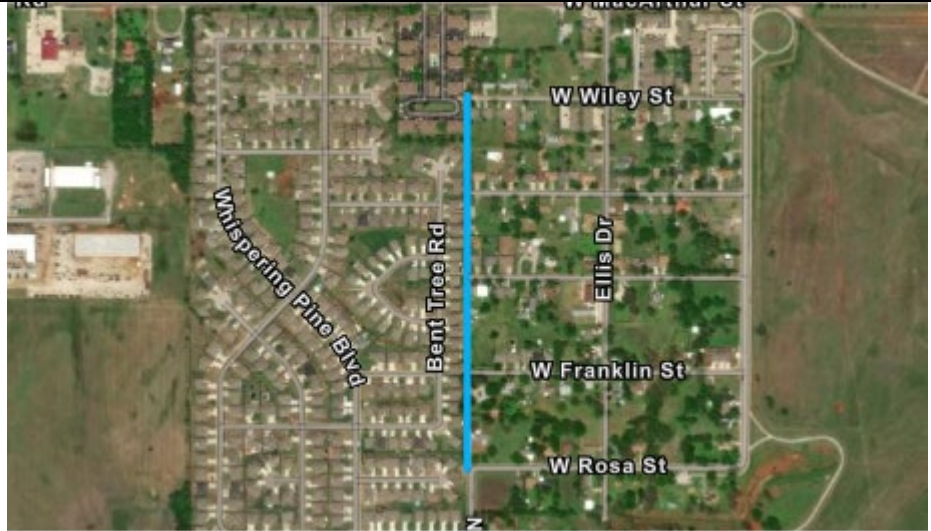
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Georgia Street Lift Station Upgrade		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Utilities					
Department	1070 - SEWER COLLECTION	Approved Project				
Project in Ward	Ward 1					
Project Description Upgrade the existing lift station west of Georgia Street to submersible pumps.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	150,000	0	0		0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	50,000	0	0	0	0
Total	\$0	\$200,000	\$0	\$0	\$	\$0

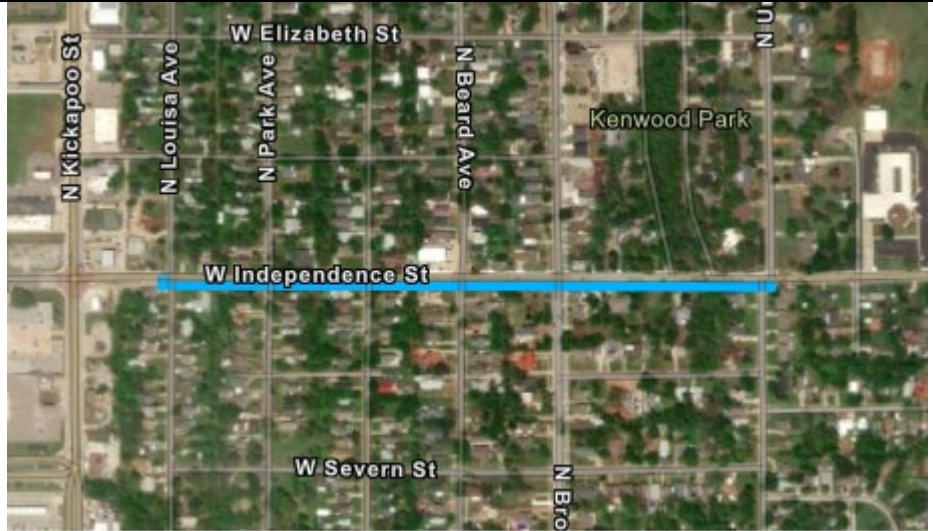
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Golden Acres Water Line Loop Project		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Future Project				
Project in Ward	Ward 6					
Project Description						
Connect existing dead-end segments to create a loop. The project is designed to increase availability and reliability of water in the area and eliminate repetitive maintenance activities required to flush dead-end hydrants.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	850,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	100,000
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	80,000
Total	\$0	\$0	\$0	\$0	\$0	\$1,030,000

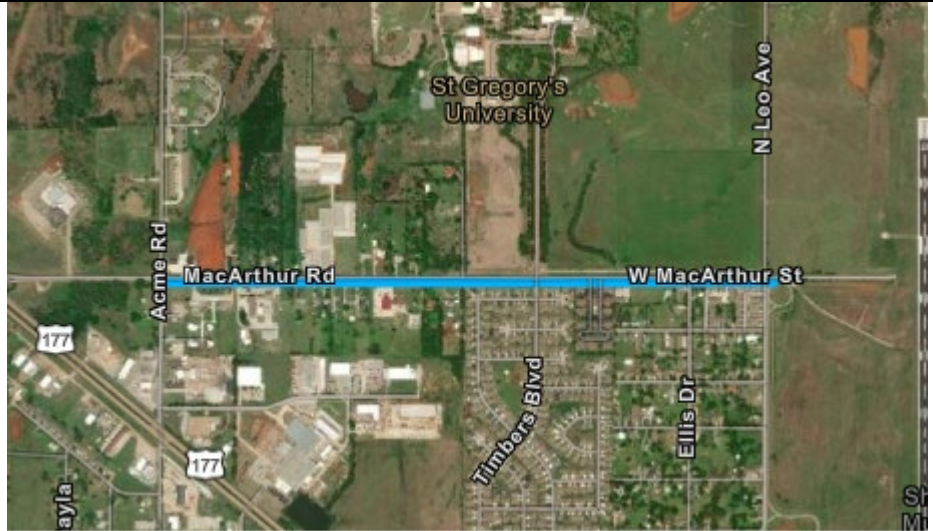
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Independence Street Water Line Project		 Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri			
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 2					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Union Ave. to Louisa Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	850,000	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	80,000	0	0
Total	\$0	\$0	\$0	\$930,000	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	MacArthur Street Water Line Project					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 6					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Acme Rd. to Leo St.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	1,700,000	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	130,000	0	0	0
Total	\$0	\$0	\$1,830,000	\$0	\$0	\$0

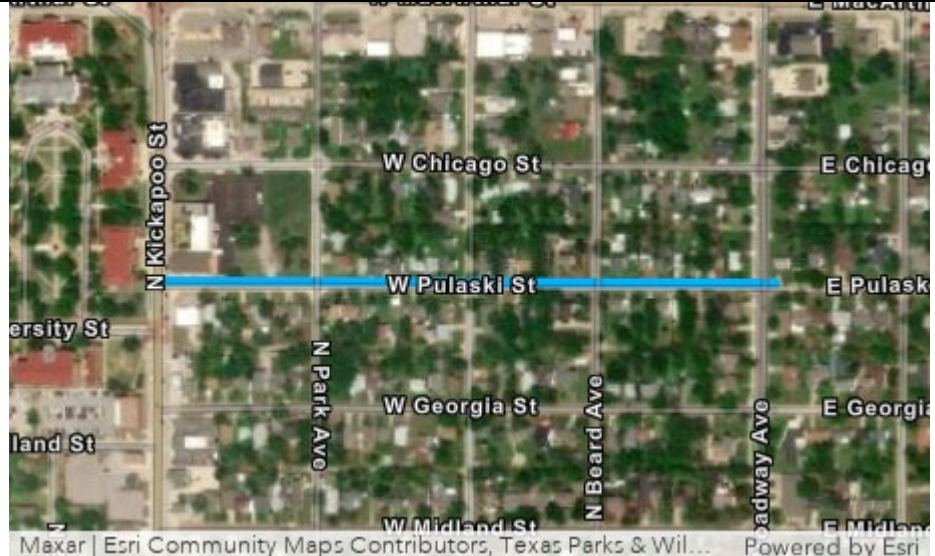
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Public Works Administration Building Renovation		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Public Facilities, Utilities					
Department	1010 - UTILITY ADMINISTRATION	Approved Project				
Project in Ward	Ward 3					
Project Description Renovate the interior of the Public Works administrative building, focusing primarily on the restrooms.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	50,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

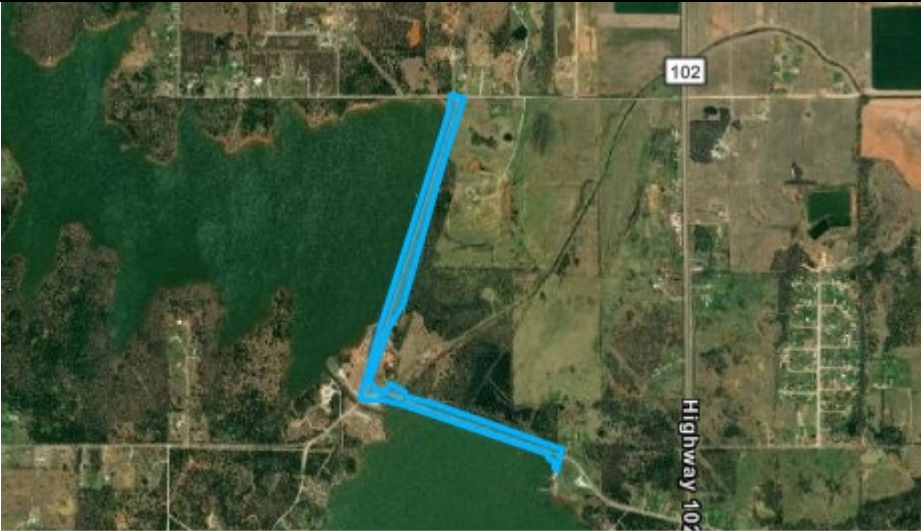
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Pulaski Street Water Line Project					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 1, Ward 6					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area. (Broadway Ave. to Kickapoo Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	450,000	450,000	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	60,000	40,000	0
Total	\$0	\$0	\$0	\$510,000	\$490,000	\$0

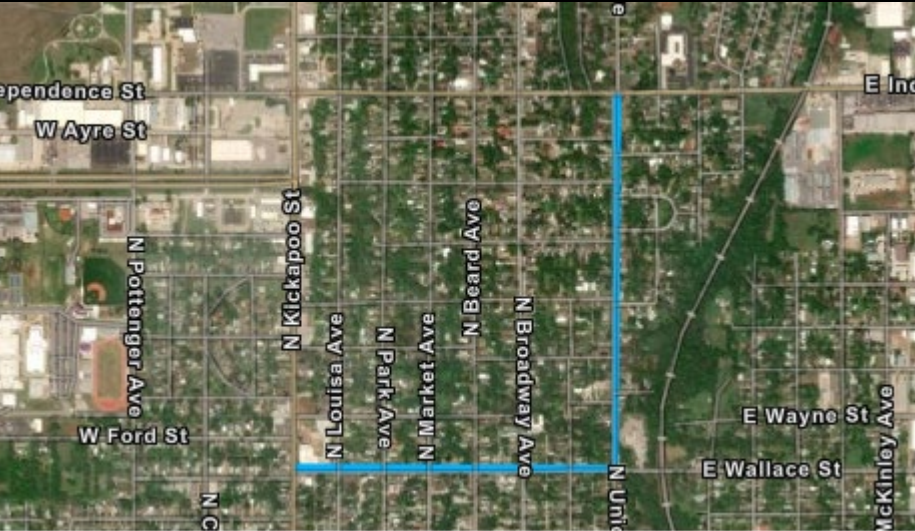
City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Shawnee Twin Lakes Dams Rehabilitation		 Maxar Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, ... Powered by Esri			
Project Category	Public Safety, Utilities, Streets/Traffic, Twin Lakes - Covers multiple categories					
Department	0810 - ENGINEERING	Ongoing Project				
Project in Ward	Ward 2					
Project Description Address issues identified in annual lake dam inspections.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	2,000,000	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	40,000	50,000	0	0	0	0
Total	\$40,000	\$2,050,000	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Wallace Street and Union Avenue Water Line Project					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Future Project				
Project in Ward	Ward 2, Ward 4, Ward 5					
Project Description Replace and upsize waterlines to increase availability and reliability of water in the area.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	2,000,000
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	160,000
Total	\$0	\$0	\$0	\$0	\$0	\$2,160,000

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Walnut Street Water Line Project					
Project Category	Utilities					
Department	1040 - WATER DISTRIBUTION	Approved Project				
Project in Ward	Ward 4					
Project Description Replace a segment of waterline and extend the existing waterline to create a loop. The project is designed to increase availability and reliability of water in the area. (West of Bryan Ave. to Osage Ave.)						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	400,000	450,000	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	60,000	20,000	0
Total	\$0	\$0	\$0	\$460,000	\$470,000	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Wastewater Treatment Plant Updates					
Project Category	Utilities					
Department	1010 - UTILITY ADMINISTRATION	Ongoing Project				
Project in Ward	Not Applicable					
Project Description Convert the Southside Wastewater Treatment Plant into a large lift station, construct a cross-town force-main, and construct a new Northside Wastewater Treatment Plant to enhance the facility's treatment process and capacity.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	33,000,000	23,500,000	14,000,000	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	2,000,000	1,500,000	1,000,000	0	0	0
Total	\$35,000,000	\$25,000,000	\$15,000,000	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Water Treatment Plant Update					
Project Category	Utilities					
Department	1010 - UTILITY ADMINISTRATION	Ongoing Project				
Project in Ward	Not Applicable					
Project Description Construct a new Water Treatment Plant process building to enhance the facility's treatment process and capacity.						
Maxar Esri Community Maps Contributors, Texas Parks & Wil... Powered by Esri						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	3,750,000	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	250,000	0	0	0	0	0
Total	\$4,000,000	\$0	\$0	\$0	\$0	\$0

Shawnee Airport Authority

Fund 511

The Shawnee Airport Authority Fund accounts for the construction or major reconstruction of airport facility projects. The fund's major funding source include rental revenues and federal grants for capital projects.

City of Shawnee

FY 2024-2028 Capital Improvement Plan

511 - SHAWNEE AIRPORT AUTHORITY

Project Title	FY2024	FY2025	FY 2026	FY 2027	FY 2028	FY29-33
Airport Drainage Improvement	\$968,685	\$0	\$0	\$0	\$0	\$0
Hangar 14 East Overhead Door Rehabilitation / Replacement	\$50,000	\$0	\$0	\$0	\$0	\$0
Hangar 14 West Overhead Door Rehabilitation / Replacement	\$50,000	\$0	\$0	\$0	\$0	\$0
Taxilane Reconstruction	\$161,667	\$1,307,200	\$0	\$0	\$161,667	\$0
Total	\$1,230,352	\$1,307,200	\$0	\$0	\$161,667	\$0

Total record count: 4

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Airport Drainage Improvement					
Project Category	Stormwater					
Department	0120 - AIRPORT	Ongoing Project				
Project in Ward	Ward 6					
Project Description Correct sinkholes in the airport area of operations and perform drainage improvements in the airfield areas to prevent continuous erosion and preserve the safety areas at the Shawnee Regional Airport.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	893,685	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	75,000	0	0	0	0	0
Total	\$968,685	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Hangar 14 East Overhead Door Rehabilitation / Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Shawnee Regional Airport - Hangar					
Department	0120 - AIRPORT	Approved Project				
Project in Ward	Ward 6					
Project Description						
Rehabilitate or replace east overhead hangar door. Two options are being considered:1. Rehabilitate electrical motors, upgrade circuitry, and replace supporting cable system.2. Replace existing motor, circuitry, and cable system.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	50,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Hangar 14 West Overhead Door Rehabilitation / Replacement		 Maxar, Microsoft Esri Community Maps Contributors, Texas P... Powered by Esri			
Project Category	Shawnee Regional Airport - Hangar					
Department	0120 - AIRPORT	Approved Project				
Project in Ward	Ward 6					
Project Description Rehabilitate or replace west overhead hangar door. Two options are being considered: 1. Rehabilitate electrical motors, upgrade circuitry, and replace supporting cable system. 2. Replace existing motor, circuitry, and cable system.						
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	50,000	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0

City of Shawnee

FY 2024-2028 Capital Improvement Plan

Project Title	Taxilane Reconstruction		
Project Category	Shawnee Regional Airport - Aircraft Taxilanes		
Department	0120 - AIRPORT	Approved Project	
Project in Ward	Ward 6		
Project Description			
Reconstruct various taxilanes that grant access to existing publicly owned hangar buildings.			

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY29-33
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	0	0	0	0	0	0
Infrastructure	0	1,207,200	0	0	0	0
Facilities	0	0	0	0	0	0
Facility Improvements	0	0	0	0	0	0
Land	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Professional Services	161,667	100,000	0	0	161,667	0
Total	\$161,667	\$1,307,200	\$0	\$0	\$161,667	\$0

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ADOPTING THE FISCAL YEARS 2024-2028 CAPITAL IMPROVEMENT PLAN.

WHEREAS, the City Commission approved the Capital Improvement Plan Policy on December 19, 2022; and

WHEREAS, the Policy requires that a Capital Improvement Plan be prepared and presented to the City Commission of the City of Shawnee, Oklahoma, and that a public hearing be held thereon prior to the adoption of said plan; and

WHEREAS, the plan for the fiscal years July 1, 2023 through June 30, 2028, has heretofore been presented to the City Commission and due deliberation had thereon, and a public hearing having been held as required, and all comments and objections have been considered; and a public hearing was held June 20, 2023 at City Hall Commission Chambers at 16th West 9th Street, Shawnee, Oklahoma.; and

WHEREAS, the following is a summary of the anticipated project costs by year, to wit:

Fund	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total 5-Year CIP
301 - CAPITAL IMPROVEMENT FUND	2,874,385	2,014,972	2,222,270	847,590	2,311,530	10,270,747
302 - STREET IMPROVEMENT FUND	3,695,000	2,360,000	2,175,000	2,070,000	2,400,000	12,700,000
302 - STREET IMPROVEMENT FUND & 303 - 2018 CAPITAL IMPROVEMENT	2,080,000	7,710,000	4,050,000	1,500,000	1,500,000	16,840,000
303 - 2018 CAPITAL IMPROVEMENT FUND	9,183,280	250,000	100,000	100,000	100,000	9,733,280
304 - AMERICAN RESCUE PLAN FUND	13,185,000	5,020,000	-	-	-	18,205,000
501 - SHAWNEE MUNICIPAL AUTHORITY	40,335,000	28,307,913	17,843,077	2,913,077	1,973,077	91,372,144
511 - SHAWNEE AIRPORT AUTHORITY	1,230,352	1,307,200	-	-	161,667	2,699,219
Total	72,583,017	46,970,085	26,390,347	7,430,667	8,446,274	161,820,390

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

THAT the Capital Improvement Plan for the City of Shawnee, Oklahoma, now before the said City Commission for consideration, as herein above summarized, is hereby adopted as the plan for the said City of Shawnee, Oklahoma, for the period of July 1, 2023 through June 30, 2028.

Passed and approved this 20th day of June, 2023

CITY OF SHAWNEE, OKLAHOMA
A MUNICIPAL CORPORATION

ED BOLT, MAYOR

SEAL
ATTEST:

LISA LASYONE, CMC, CITY CLERK

DRAFT



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

Date: June 20, 2023
To: Board of City Commissioners
From: Andrea Weckmueller-Behringer, City Manager
Subject: Annual review of Public Safety Fee.

Background: At the June 6, 2022, meeting of the City of Shawnee Board of Commissioners, and in response to an overview of the staffing needs for the Shawnee Fire Department, the City Commission adopted Ordinance Nos. 2762NS and 2763NS that put in place a monthly Public Safety Fee charge of \$1.65 per utility account. With approximately 11,700 active utility accounts, the fee provides an estimated \$231,660 per year, which allowed for the hiring of three additional firefighters.

Ordinance Nos. 2762NS and 2763NS also stipulate that the Public Safety Fee be reviewed and evaluated annually by the City Commission.

In light of the extraordinary demands the April 19, 2023, tornado continues to have on the proposed Fiscal Year 2023-2024 City of Shawnee budget, City staff recommends that the Public Safety Fee on utility accounts is continued throughout the next fiscal year until a potential alternative long-term funding source can be secured.

Financial Impact: Estimated revenue of \$231,660 for Fiscal Year 2023

Attachments: Ordinance No. 2762NS, Ordinance No. 2763NS

Staff Recommendation: Approval of the item

ORDINANCE NO 2762NS

AN ORDINANCE AMENDING PORTIONS OF THE SHAWNEE MUNICIPAL CODE, CHAPTER 26 "UTILITIES," BY ADDING AND ADOPTING A PUBLIC SAFETY FEE; AND PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a proposal has been presented to the City Commission of the City of Shawnee, Oklahoma to amend Chapter 26 of the Shawnee Municipal Code of Ordinances of the City of Shawnee, Oklahoma so as to create, implement, and impose a public safety fee upon utility customers;

WHEREAS, the City Commission has determined that such modification and amendment is necessary and in the best interest of the citizens of the City of Shawnee to provide more efficient administration of city departments; and

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

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

Section 1. [adoption of Public Safety Fee] Amends City Code Chapter 26 "Utilities", Article III "Water", Division 2 "Service Connections", "Subdivision III "Meters", by creating Section 26-174 [formerly "Reserved"], which shall impose and set a monthly fee for Public Safety through the adoption of the following language:

Section 26-174 – Public Safety Fee.

Each account shall be charged a monthly fee relating to Public Safety. The amount to be charged for the Public Safety Fee shall be in an amount as described in the City Fee Schedule adopted and updated from time to time by resolution of the City Commission. The Public Safety Fee collected shall be deposited in the General Fund and all monies collected shall be used for Public Safety purposes. The fee shall be reviewed and evaluated annually by the City Commission.

Section 2: Repealer. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

Section 3: Codification and Fee Schedule Update. This Ordinance, and its Appendix, shall be codified in the Shawnee Municipal Code, and update the City Fee Schedule, and the codifier is authorized to set out the ordinance as appropriate.

Section 4: Severability. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

Section 5: Effective Date. This ordinance shall take effect and be in full force and effect after its passage on August 1, 2022.

PASSED AND APPROVED this 20th day of June, 2022.

ATTEST:
(SEAL)



Lisa Laszore
LISA LASZYONE, CMC, CITY CLERK

[Signature]
ED BOLT, MAYOR

Approved as to form and legality this 20th day of June, 2022.



JOSEPH M. VORNDRAN
CITY ATTORNEY

ORDINANCE NO. 2763NS

AN ORDINANCE AMENDING PORTIONS OF THE SHAWNEE MUNICIPAL CODE, CHAPTER 23 "SOLID WASTE," BY ADDING AND ADOPTING A PUBLIC SAFETY FEE; AND PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a proposal has been presented to the City Commission of the City of Shawnee, Oklahoma to amend Chapter 23 of the Shawnee Municipal Code of Ordinances of the City of Shawnee, Oklahoma so as to create, implement, and impose a public safety fee upon sanitation only customers;

WHEREAS, the City Commission has determined that such modification and amendment is necessary and in the best interest of the citizens of the City of Shawnee to provide more efficient administration of city departments; and

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

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

Section 1. *[adoption of Public Safety Fee]* Amends City Code Chapter 23 "Solid Waste", Article II "Collection and Removal", Section 23-38 "Charges", by creating Section 23-38(g), which shall impose and set a monthly fee for Public Safety through the adoption of the following language:

Section 23-38(g) – Public Safety Fee.

Each account which is only charged for the collection and removal of garbage or rubbish and that does not include water service (as described in Section 23-38(e))("Sanitation Only Account") shall be charged a monthly fee relating to Public Safety. The amount to be charged for the Public Safety Fee shall be in an amount as described in the City Fee Schedule adopted and updated from time to time by resolution of the City Commission. The Public Safety Fee collected shall be deposited in the General Fund and all monies collected shall be used for Public Safety purposes. The fee shall be reviewed and evaluated annually by the City Commission.

Section 2: Repealer. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

Section 3: Severability. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

Section 4: Codification and Fee Schedule Update. This Ordinance, and its Appendix, shall be codified in the Shawnee Municipal Code, and update the City Fee Schedule, and the codifier is authorized to set out the ordinance as appropriate.

Section 5: Effective Date. This ordinance shall take effect and be in full force and effect after its passage on August 1, 2022.

PASSED AND APPROVED this 20th day of June, 2022.

(SEAL)
ATTEST:

Lisa Laszore
LISA LASZYONE, CMC, CITY CLERK



Ed Bolt
ED BOLT, MAYOR

Approved as to form and legality this 20th day of June, 2022.



JOSEPH M. VORNDRAN
CITY ATTORNEY



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

Date: June 20, 2023
To: Board of City Commissioners
From: Lindsey McNabb-Fox, Finance Director
Subject: Consideration of a resolution adopting the Fiscal Year 2023-2024 Budget for the City of Shawnee, Oklahoma for the period of July 1, 2023 through June 30, 2024.

Background: On April 17, 2023, the proposed Fiscal Year 2023-2024 Budget was presented to the City of Shawnee Board of Commissioners.

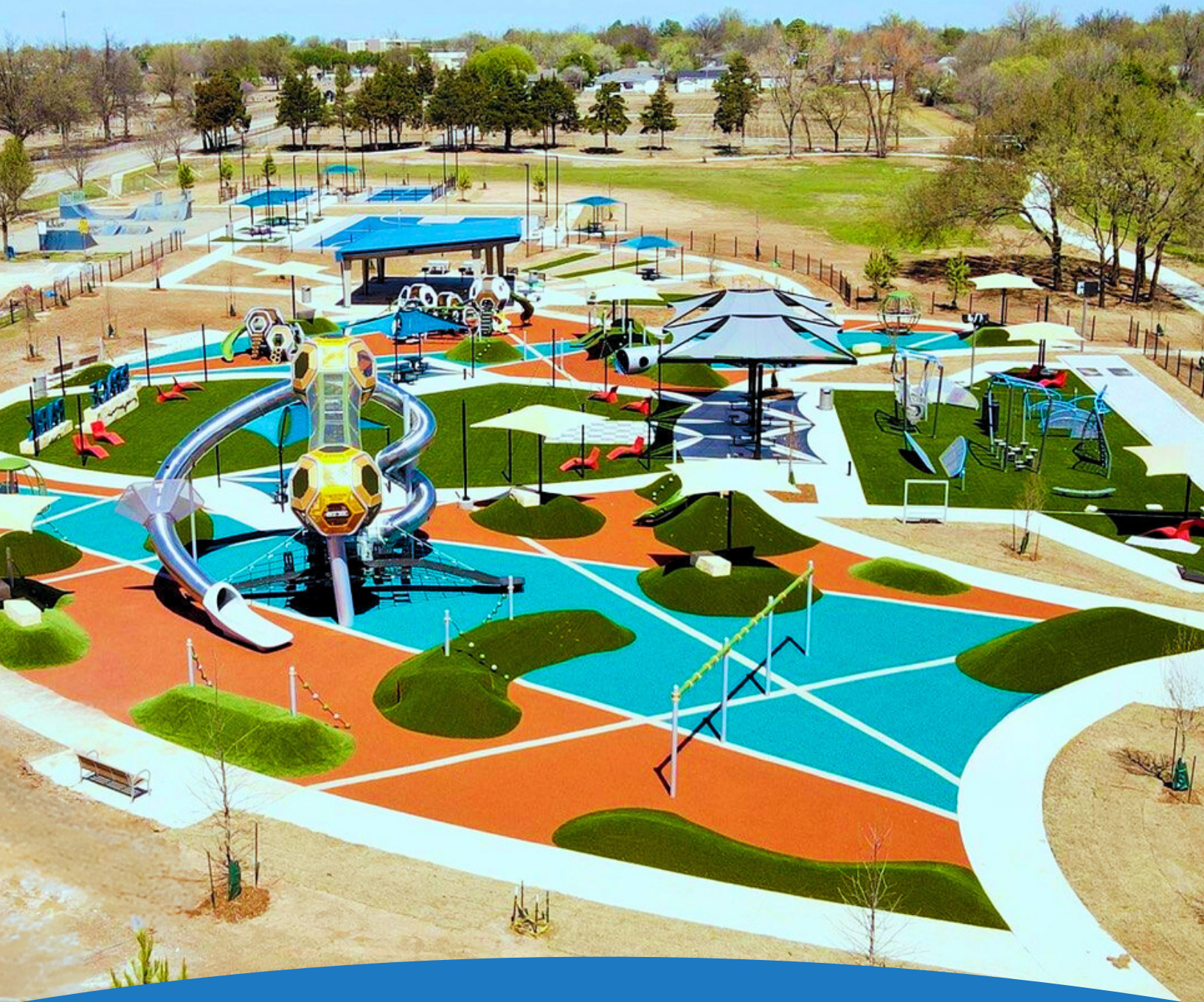
On May 15, 2023, following the April 19, 2023 tornado, the revised Fiscal Year 2023-2024 Budget proposal was made available for review on the City of Shawnee website; it was also presented to the City Commission and was the subject of a formal public hearing.

Prepared in accordance with the City of Shawnee's Municipal Code, Section 2-96, and in compliance with the Oklahoma Municipal Budget Act, Title 11 of the Oklahoma Statutes, Section 17-201 et seq., City staff is requesting that the City Commission consider the approval of a resolution to adopt the Fiscal Year 2023-2024 Budget for the City of Shawnee, finding all things requisite and necessary have been done in the preparation and presentation of the budget.

Financial Impact: See attached public hearing notice

Attachments: Budget Book FY 2024, Revised Public Hearing Notice, Resolution

Staff Recommendation: Approval of resolution



Fiscal Year 2024 Proposed Budget

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April 13, 2023

Honorable Mayor, City Commissioners, and Fellow Residents of the City of Shawnee:

The City of Shawnee’s annual budget is our largest and most significant policy document, and its development is one of the most important and challenging responsibilities of the City Manager. Following months of preparation and cross-departmental teamwork, I am pleased to present to you the recommended Fiscal Year 2023-2024 Budget. The process leading up to its creation invited honest conversations about the critical functions we perform, the identification and closure of existing gaps, the areas of desired improvement, and the financial groundwork for future growth. This budget demonstrates our City’s commitment to high-level community priorities and shared values.

In accordance with the City’s Municipal Code, Section 2-96, and in compliance with Title 11 of the Oklahoma Statutes, Chapter 1, Section 17, the City of Shawnee operates under an annual budget. Spanning July 1, 2023, through June 30, 2024, the City’s budget has been prepared using best practices and techniques recommended by the Governmental Accounting Standards Board (GASB). The budget is adopted at the fund level and is prepared by fund and department. In general, appropriations lapse at the end of the fiscal year, although appropriations for capital projects may be excepted and carried forward. Within the best practices and regulatory framework as well as the financial policies adopted by the City Commission, the Fiscal Year 2023-2024 Budget again demonstrates the City’s progress towards attaining financial resiliency, securing sustainable City growth, and enhancing the community’s quality of life.

The City of Shawnee encompasses a general government component as well as two public trusts, specifically the Shawnee Municipal Authority and the Shawnee Airport Authority. The general government supports administration, code enforcement, community development, engineering, financial management, municipal court, parks and recreation, public safety, streets and traffic, and tourism. The Shawnee Airport Authority oversees capital improvements, maintenance, and operation of the Shawnee Regional Airport. Last but not least, the Shawnee Municipal Authority is comprised of administration, wastewater collection, two wastewater treatment plants, water distribution, and one water treatment plant.

The Fiscal Year 2023-2024 Budget continues the path set by the three preceding years. General Fund revenues were again estimated conservatively and represent a nine (9) percent increase over the Fiscal Year 2022-2023 Original Budget. This growth stems from the average in actual tax receipts for the most recent three years. Revenue projections for other funds are also based on the analysis of historical data.

It is of particular importance to note that the Fiscal Year 2023-2024 Budget was developed in close collaboration with each City department as well as guided by the “Budgeting and Financial Planning Policies”, which were adopted by the City Commission on March 7, 2022. These policies specifically set the following framework:

- The City will not borrow from any external source to fund ongoing operations.

- Excess Fund Balances should not be used to support ongoing operations but may be budgeted to fund one-time expenditures.
- Each City fund should include a Contingency Reserve of no less than two (2.0) percent of the fund's budgeted operating expenditures.
- Specifically, the General Fund must maintain Operating Reserves at the beginning of each fiscal year in the amount of no less than fourteen (14.0) percent and no more than twenty (20.0) percent of the total General Fund budget. Other funds that also support personnel or operating expenditures must maintain operating reserves at a target level of five (5.0) to twenty (20.0) percent of the total budgeted expenditures.

Maintaining the required operating reserves and contingency reserves, has resulted in a conservative position budget which is accompanied by multiple high priority capital improvements:

- The five (5) full- and part-time airport employees encumber 28.6 percent of the Shawnee Airport Authority's operating budget. With a total of fifty-two (52) positions, employee costs account for 21.2 percent of the Shawnee Municipal Authority's operating budget. In support of critical general government activities, four new positions are proposed for a total of two-hundred-forty-five (245) full- and part-time employees, which encumber 72.4 percent of the General Fund operating budget; these new positions include an Assistant Engineer, a Residential Building Inspector, a Special Events and Volunteer Supervisor, and an Animal Welfare Officer. A total of four (4) positions are in various other funds for a total of three hundred six (306) full- and part-time positions across all funds.

Four additional new position requests from various departments had been received. These requests are on hold until further operating funds can be secured.

- Accounting for a combined total of over \$100 million, the majority of top priority capital requests from each one of the general government City departments as well as the Shawnee Airport Authority and Shawnee Municipal Authority have been accommodated within the Fiscal Year 2023-2024 Budget, including the following planned improvements, most of which have already begun*:
 - Wastewater treatment plant updates* (continue through 2024-2025)
 - Water treatment plan update*
 - Water and wastewater line replacements* (ARPA-funded; continue through 2024-2025)
 - Woodland Veterans Park reconstruction*
 - Roadway panel replacements and overlays (continue into FY 2024-2025)
 - Kickapoo Avenue widening*
 - Main Street Bridge replacement*
 - Highland Street sidewalk*
 - Twin Lakes dam repair*
 - 45th Street Phase 1 design and right-of-way*
 - New animal shelter*



- Boat dock for Shawnee Twin Lakes patrol*
- Airport improvements
- Public safety gear replacements
- Replacement vehicles for fire, police, and public works
- Information Technology upgrades and routine equipment replacement
- Additional major equipment replacement

Noteworthy is the fact that, as part of the new Capital Improvement Plan process instituted City-wide, additional capital needs have already been identified and prioritized for implementation in subsequent years.

- Lastly, the Fiscal Year 2023-2024 Budget also includes the continuation of consultant service agreements which had begun in previous years:
 - Unified Development Code (final phase and close-out)
 - Phase 2 of the Twin Lakes Survey

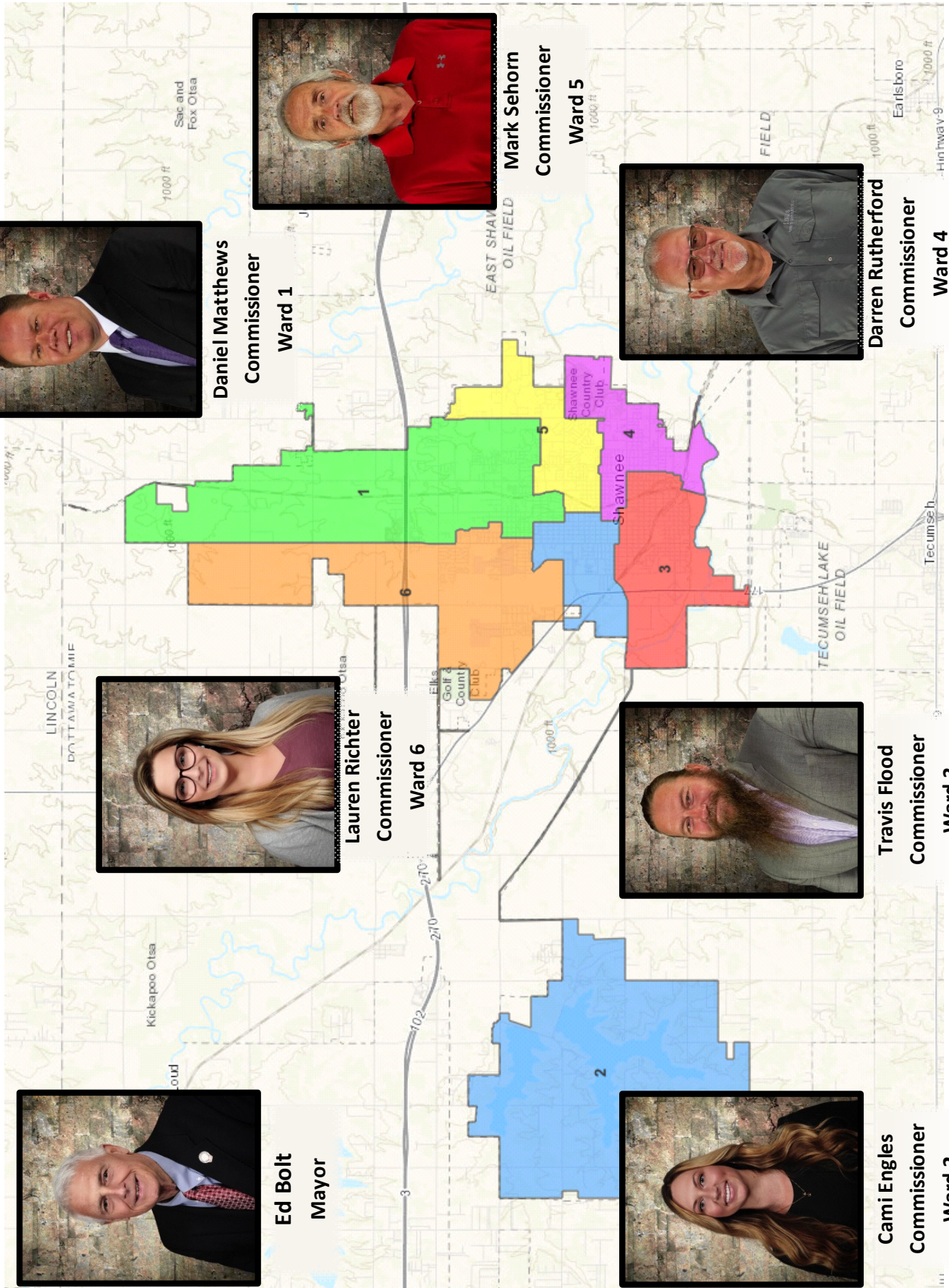
In closing, I would like to thank the departments and department directors for their work on this year's budget. Shawnee continues to have a solid foundation, which is due in large part to a common understanding of our financial policies all through the organization. All departments came together under the guidance of Ms. Lindsey McNabb-Fox, the City's Finance Director, and made choices that were difficult, as they put the good of the organization over the interests of specific departments.

As a result, this Fiscal Year 2023-2024 Budget makes strategic investments in our future, maintains services to follow the community's growth, and anticipates financial uncertainties. Prepared and ready, we now look forward to a successful year, full of meaningful activities and projects, and strategic renewal.

Sincerely,



Andrea Weckmueller-Behringer, AICP, GISP, RAS
City Manager



City Mission & Values

Mission

Serve the community, strive for progress and support and improve the quality of life.
Serve – Strive – Improve

Vision

Shawnee features small town values and charm with big city amenities and is the center of commerce, education, and culture for Pottawatomie County and the surrounding area. Shawnee is a place of family and community with optimism for the future. Shawnee is on a path of continuous improvement that will result in a more prosperous, healthier, attractive, and connected community. Shawnee collaborates with all governments and organizations and strives to be a trusted and transparent partner.

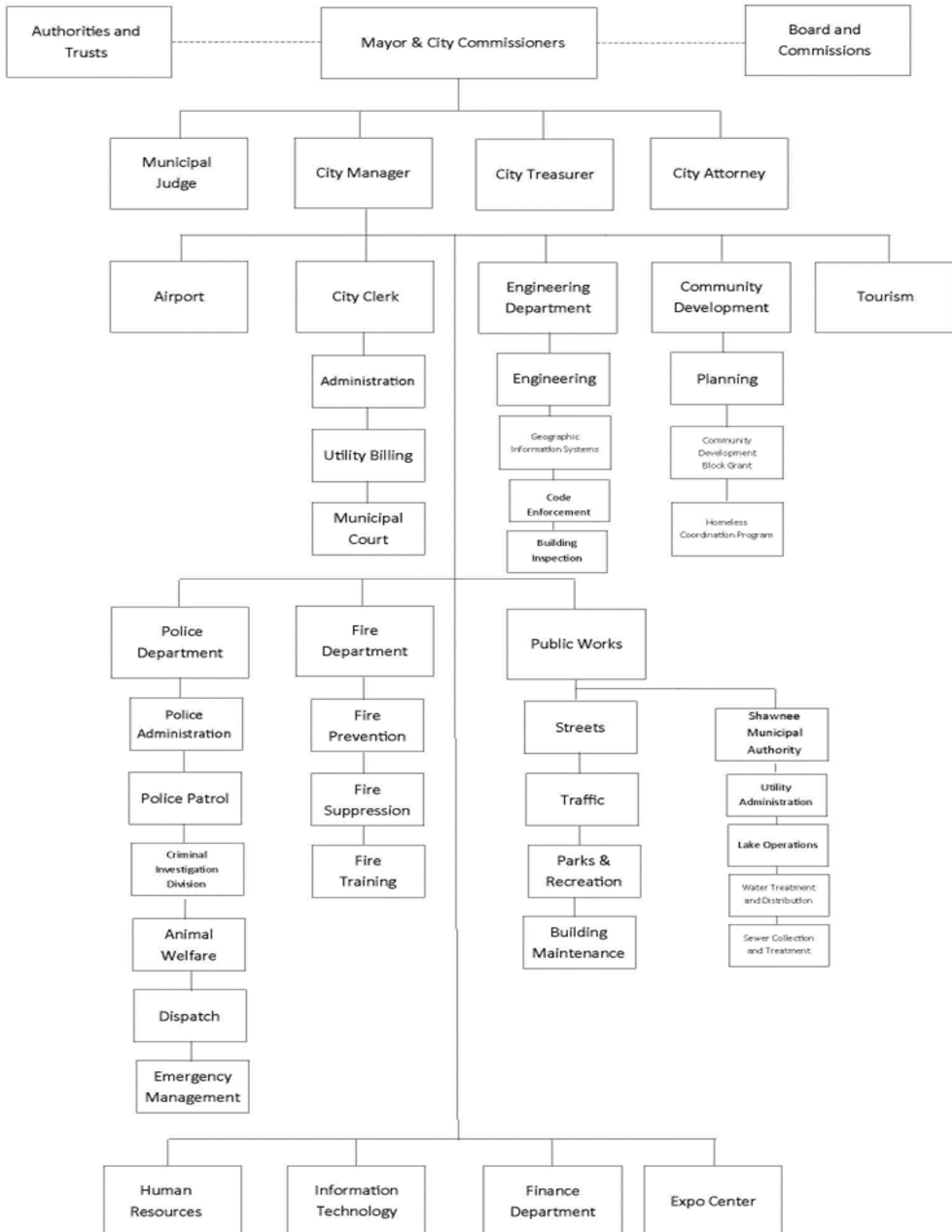
Core Values

Transparency * Collaboration * Pride
Wellness * Fiscal Responsibility * Customer Service
Continual Progress * Strategic Focus * Safety

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Organizational Chart

City of Shawnee Organization Chart



About Shawnee

General Information

The City of Shawnee is a vibrant and growing community that strives to maintain its rich history, cultural diversity, and family-oriented appeal, while continually adapting to the evolving needs of its citizens. The City strives to provide exceptional amenities to its growing population, and endeavors to embody what a great community should be – family-friendly, welcoming, informed, invested, and responsible.



Shawnee is located 35 miles east of Oklahoma City and has a population of almost 32,000. The City serves as a regional hub for the surrounding communities and is the county seat for Pottawatomie County, which has a population of approximately 72,000.

Incorporated in 1894, the City of Shawnee adopted its first Charter in 1908 to establish the basic structure of the City's organization, powers, function, and essential procedures. Since 1930, Shawnee has operated under a managerial form of government. The City Board of Commissioners passes all ordinances, appoints the City Attorney, City Judge and City Treasurer, and also appoints a City Manager. The City Manager is responsible for overseeing the day-to-day operations of the government, implementing policy established by the City Commission, and appointing the heads of the various departments. The City Commission is purely representative in form, and its power is derived directly from the people.

History

Shawnee has a long and rich history of settlement, development, and expansion. Since its initial conception, Shawnee has frequently been a center of industrial progress that fueled its development and expansion. Along the way, many familiar and historic places in Shawnee were built. A great number of these historic buildings, thoroughfares, and features still exist as sources of pride and benchmarks for the opportunities and possibilities that Shawnee is capable of. We are building upon a legacy, not building over it.

The area surrounding Shawnee was settled after the Civil War by a number of tribes that the federal government had removed to Indian



About Shawnee

Territory. The Sac and Fox were originally deeded land in the immediate area but were soon followed by the Kickapoo, Shawnee, and Potawatomi Indians. Members of the tribes continue to reside today in and around Shawnee. It was opened to settlement in the Land Run of September 22, 1891. The quarter section of land on which the original city was built was entered by Henry G. Beard, in 1892. Mr. Beard entered into an agreement with the promoters of the Choctaw, Oklahoma & Gulf Railroad Company, to build through his farm, and in consideration he gave the railway company one-half his claim of one hundred and sixty acres. The railroad was accordingly built through his farm, and the City of Shawnee began its existence as a thriving, growing, and expanding commercial center when the first train arrived.

West Main Street is an excellent example of many Main Street communities that emerged in the late 19th century as part of the westward movement. Choosing not to organize its activity around a central square, as did many towns in New England, the South, and upper-Midwest, Shawnee represents a distinctly western model of urban development. Depending on railroad lines for its economic health, Shawnee's Main Street became the focal point for commercial, manufacturing, and entertainment activity beginning in 1895. Shawnee's early economic success was developed around the railroad industry. The Santa Fe Train Depot (still extant), with its unique architecture, serves as a visible reminder of the City's dependence on the train.



Budget Calendar

02/01/2023 Department Heads begin formulating budget requests

02/28/2023 Budget Proposals Due - Operating & Capital Improvements

3/1-31/2023 Departments meet with Finance & City Manager's Office

04/01/2023 Finalize Budget

04/17/2023 Introduce Proposed Budget to City Commission

05/15/2023 Budget Public Hearing

Presentation of the 5-year Capital Improvement Project Plan

06/20/2023 Budget Adoption

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Fund Descriptions

General Fund	The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The most significant operating revenue is sales tax.
Grant Fund	The Grant Fund is responsible for recording and expending certain grants received by the City.
Street & Alley Fund	The Street & Alley Fund covers the operation of traffic lights for the City of Shawnee streets and thoroughfares through dedicated taxes.
E-911 Fund	The E-911 Fund assists in maintaining the operations of the City's 911 emergency services through dedicated taxes.
Economic Development Fund	The Economic Development Fund provides for the City of Shawnee's economic development activities through a dedicated sales tax. This includes contracts for economic development.
Spay/Neuter Fund	The Spay and Neuter Fund provides for the spaying and neutering of animals in the care of Animal Welfare.
Hotel/Motel Surcharge Fund	The Hotel/Motel Fund accounts for the collection of the City's hotel/motel surcharge, used to encourage, promote and foster tourism.
Police Sales Tax Fund	The Police Sales Tax Fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for police officers.
Fire Sales Tax Fund	The Fire Sales Tax Fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for firefighters.
Tax Incremental Finance Fund	The Tax Increment Financing Fund receives property tax collected in the downtown Tax Increment Financing District to be used for the revitalization of downtown Shawnee.
CDBG Grants	The CDBG Grant Funds account for federal funds received by the City and expenditures related to the operation of this program with a focus on home rehabilitation.
Capital Improvement Fund	The Capital Improvement Fund accounts for the purchase of capital equipment and construction of facilities, economic development, or debt service. The funds major funding source is sales tax.
Street Improvement Fund	The Street Improvement Fund accounts for the construction or major reconstruction of street projects, economic development or debt service. The funds major funding source is sales tax.
2018 Capital Improvement Fund	The 2018 Capital Improvement Fund accounts for a 10-year half-cent sales tax that was passed in June 2018. The proceeds are to be used for capital improvements, specifically public safety, parks and public facilities and streets.
American Rescue Plan Fund	The American Rescue Plan Fund consists of federal funds received under the federal American Rescue Plan passed in 2021.

Fund Descriptions

2023 Capital Improvement Fund	The 2023 Capital Improvement Fund accounts for the additional half-cent sales tax that was passed in January 2023 to be used for infrastructure projects. It specifically serves as collateral for the loans received from the Oklahoma Water Resources Board which funded the Wastewater Treatment Plant update.
Aquatic Fund	The Aquatic Fund is the main operating fund for the City pool and is funded through pool fees and a General Fund subsidy.
Workers' Compensation Self-Insurance Fund	The Workers' Compensation Self-Insurance Fund accounts for workers' compensation insurance services provided to other departments on a cost reimbursement basis.
Library Fund	The Library Fund accounts for the maintenance of the City library. The main funding source is a General Fund transfer.
Cemetery Perpetual Care Fund	The Cemetery Perpetual Care Fund accounts for the continuing care and maintenance as well as future capital investments of the City-owned cemetery funded with fees restricted by external sources.
Sister Cities Fund	The Sister Cities Fund accounts for the activities carried out under the Sister Cities program with Nikaho, Japan.
Shawnee Municipal Authority	The Shawnee Municipal Authority accounts for the City's water, sewer, and sanitation operations. The major funding source is user charges.
Water System Capital Improvement Fund	This fund is to account for the water system capital projects.
Wastewater System Capital Improvement Fund	This fund is to account for the wastewater system capital projects.
Meter Maintenance Fund	This fund receives revenue from a fee collected on utility bills and accounts for debt service and the maintenance of meters.
Shawnee Airport Authority	The Shawnee Airport Authority fund provides for the operation of the City of Shawnee Municipal Airport. The main revenue sources include rental revenues, fuel sales and federal grants for capital projects.

Fund Matrix

	Governmental	Enterprise	Major	Nonmajor
General Fund	X		X	
Grant Fund	X			X
Street & Alley Fund	X			X
E-911 Fund	X			X
Economic Development Fund	X			X
Spay/Neuter Fund	X			X
Hotel/Motel Surcharge Fund	X			X
Police Sales Tax Fund	X			X
Fire Sales Tax Fund	X			X
Tax Incremental Finance Fund	X			X
CDBG Grants	X			X
Capital Improvement Fund	X		X	
Street Improvement Fund	X		X	
2018 Capital Improvement Fund	X		X	
American Rescue Plan Fund	X		X	
2023 Capital Improvement Fund	X		X	
Aquatic Fund	X			X
Workers' Compensation Self-Insurance Fund	X			X
Library Fund	X			X
Cemetery Perpetual Care Fund	X			X
Sister Cities Fund	X			X
Shawnee Municipal Authority		X	X	
Water System Capital Improvement Fund		X		X
Wastewater System Capital Improvement Fund		X		X
Meter Maintenance Fund		X		X
Shawnee Airport Authority		X	X	

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Notice of Public Hearing																															
City of Shawnee, Oklahoma																															
Shawnee Municipal Authority																															
Shawnee Airport Authority																															
Proposed Budget Summary*																															
Fiscal Year 2023-2024																															
		001	010	101	102	104	105	106	107	108	112	190	191	301	302	303	304	306	350	501	502	503	504	511	601	701	702	709			
	Description	General Fund	Grant Fund	Street & Alley Fund	E 911 Fund	Economic Development Fund	Spay/Neuter Fund	Hotel/Motel Surcharge Fund	Police Sales Tax Fund	Fire Sales Tax Fund	Tax Increment Fund	COBG Grant Fund	COBG-ODOC Fund	Capital Improvement Fund	Street Improvement Fund	2018 Capital Improvement Fund	American Rescue Plan Fund	2023 Capital Improvement Fund	Aquatic Center Fund	Shawnee Municipal Authority	Water System Capital Imprv Fund	Wastewater Capital Imprv Fund	Meter Maintenance Fund	Shawnee Airport Authority	Workers Compensation Self-Insurance Fund**	Library Fund	Cemetery Perpetual Care Fund	Sider Cities Fund	Total		
ESTIMATED REVENUES & BUDGETARY FUND BALANCE	1 Beginning Budgetary Fund Balance	6,163,342	26,000	-	360,661	193,739	-	543,042	-	-	670,000	-	-	2,756,094	4,538,704	14,561,529	7,238,086	350,000	-	4,731,564	-	-	-	355,872	-	-	183,173	42,500	42,682,315		
	2 Taxes	20,470,390	-	283,900	280,000	367,212	-	474,500	459,131	459,131	120,000	628,557	164,872	2,845,889	3,213,101	3,672,115	11,000,000	3,672,115	-	-	-	-	935,001	-	-	-	-	-	36,317,463		
	3 Intergovernmental	444,000	285,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,763,430		
	4 Licenses and Permits	482,000	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	522,025		
	5 Fines and Penalties	475,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	475,000		
	6 Gifts and Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	7 Charge for Services	238,234	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	127,000	15,409,315	-	850,000	-	-	-	-	-	16,624,549		
	8 Rental Revenues	49,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500	-	-	14,000	-	-	-	-	523,961	-	-	-	587,061		
	9 Interest Income	85,600	-	-	-	-	-	-	-	-	-	-	-	-	2,000	2,500	-	-	-	-	-	-	-	-	-	-	-	-	91,600		
	10 Other Revenues	322,000	-	6,360	-	-	2,200	-	-	-	-	-	13,200	-	-	-	-	-	-	-	45,000	4,000,000	75,000,000	346,250	-	-	4,000	-	80,019,010		
	11 Transfers In	5,479,262	-	187,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,163,458	208,448	4,772,115	910,000	1,240,000	-	230,230	724,484	85,000	-	14,988,997		
TOTAL		34,219,928	318,500	479,260	630,661	525,951	2,200	1,017,542	459,131	459,131	790,000	841,757	164,872	5,603,983	7,666,805	18,225,144	18,238,086	5,185,573	394,448	25,221,038	4,910,000	76,240,000	850,000	2,381,314	724,484	85,000	187,173	42,500	206,062,470		
APPROPRIATIONS:	1 Administration	1,593,350	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,988	-	-	-	1,591,338		
	2 Accounting	717,156	-	-	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	-	-	-	-	-	-	2,978	-	-	-	722,134		
	3 Information Systems	595,740	-	-	-	-	-	-	-	-	-	-	-	221,700	-	-	-	-	-	-	-	-	-	-	1,985	-	-	-	819,425		
	4 City Clerk	415,955	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,489	-	-	-	417,344		
	5 Municipal Court	488,228	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,986	-	-	-	490,213		
	6 Utility Billing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	627,788	-	-	-	-	-	-	-	833,201		
	7 Human Resources	476,833	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,489	-	-	-	478,322		
	8 Community Development	414,829	29,000	-	-	-	-	-	-	-	-	-	628,430	164,872	25,000	-	338,280	-	-	-	-	-	-	-	8,182	-	-	-	1,808,593		
	9 Police Department and Emergency Management	11,397,219	275,500	-	276,000	-	2,200	-	-	-	-	-	-	-	748,861	-	2,000,000	-	-	-	-	-	-	-	442,371	-	-	-	13,140,152		
	10 Fire Department	6,757,402	-	-	-	-	-	-	-	-	-	-	-	-	722,362	-	-	-	-	-	-	-	-	-	166,636	-	-	-	9,646,400		
	11 Engineering	438,736	-	-	-	-	-	-	-	-	-	-	-	-	68,000	-	-	-	-	-	-	-	-	-	1,489	-	-	-	529,227		
	12 Code Enforcement	1,001,373	-	-	-	-	-	-	-	-	-	-	-	-	70,000	-	-	-	-	-	-	-	-	-	3,475	-	-	-	1,074,846		
	13 Public Works	1,462,512	-	470,000	-	-	-	-	-	-	-	-	-	-	535,000	2,842,000	3,580,000	13,185,000	-	9,289,576	-	-	-	-	-	43,526	-	-	112,531,614		
	14 Parks, Culture and Recreation	1,691,786	16,000	-	-	-	-	-	-	-	-	-	-	-	713,500	-	1,262,500	-	377,448	-	-	-	-	-	-	-	-	-	-	4,190,577	
	15 Expo Center	529,946	-	-	-	-	-	-	-	-	-	-	-	-	23,000	-	100,000	-	-	-	-	-	-	-	-	-	-	-	-	1,028,946	
	16 Building Maintenance	338,594	-	-	-	-	-	-	465,274	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	993	-	-	-	372,677	
	17 Tourism	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	465,267	
	18 Economic Development	-	-	-	-	295,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	295,000	
	19 Sider Cities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42,500	
	20 Airport	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,055,086	
	21 Contingency Reserve	598,000	-	8,900	-	-	-	-	9,400	-	-	-	-	-	-	-	-	-	-	-	415,000	-	-	-	42,000	1,985	-	-	-	-	1,081,450
	22 Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,667,747	-	-	-	-	-	1,660	-	-	6,689,552	
	23 Transfers Out	686,946	-	-	-	-	-	-	-	459,131	459,131	-	-	-	500,000	600,000	-	-	-	3,672,115	-	7,873,458	-	-	-	-	-	-	-	-	14,280,763
TOTAL		30,007,510	318,500	479,900	276,000	295,000	2,200	474,674	459,131	459,131	-	628,430	164,872	3,929,886	3,442,000	10,419,348	13,185,000	3,672,115	395,948	21,243,569	4,906,000	76,239,000	431,793	2,095,111	724,484	83,576	-	42,500	174,584,680		
ENDING BUDGETARY FUND BALANCE RESERVE		4,211,418	-	360	354,661	230,951	-	542,868	-	-	790,000	13,327	-	1,874,117	4,423,805	7,885,795	5,053,086	1,513,458	8,500	3,977,470	4,000	1,000	418,207	266,203	-	1,424	187,173	-	31,487,811		
	Percent of Ending Fund Balance/Annual Expenses	14.03%	0.00%	0.08%	128.50%	78.29%	0.00%	114.37%	0.00%	0.00%	N/A	1.61%	0.00%	42.60%	128.52%	74.92%	38.32%	41.21%	2.20%	18.72%	0.08%	0.00%	96.85%	13.66%	0.00%	1.70%	N/A	0.00%	18.04%		
	Impact to Fund Balance - (Gain/Loss)	(1,951,924)	(29,000)	360	4,000	72,212	-	(174)	-	-	-	(120,000)	(13,327)	-	(1,081,977)	(114,899)	(6,745,734)	(2,185,000)	1,163,458	(8,500)	(754,114)	4,000	1,000	(418,207)	(63,689)	-	(1,424)	4,000	(42,500)	(11,164,504)	

This Summary documents the preliminary budgeted estimates of Revenues and Appropriations for the funds of the City of Shawnee, Oklahoma, including its Authorities, for the budget period July 1, 2023 through June 30, 2024, as identified on May 3, 2023.

* Not included in the summary are funds with no activity: 103 - Oil & Gas Revenue, 113 - Drug Forfeiture, 192 - ESG ODOC Fund, 201 - Debt Service, 706 - Gifts and Contributions

** The Workers Compensation Self Insurance Fund - 601, reflects "Transfers In" from other funds. The associated expense in other funds is reflected within the division where the payroll occurs, and is therefore not shown in the general "Transfers Out" expenditure line.

For a downloadable PDF, visit <http://www.ShawneeOK.org>

A public hearing will be held on the Preliminary Budget Summary of Revenues and Appropriations in the City Commission Chamber at City Hall, 16 West 9th Street, Shawnee, Oklahoma, at 6:00 p.m. on May 15, 2023.

Andrea Weckmueller-Behringer, City Manager

(Seal)

Attest:

s/s Lisa Lasoyne, City Clerk

GENERAL FUND

General Fund Summary

Fund Description

The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The most significant operating revenue is sales tax.

General Fund Divisions

City Manager	Engineering
City Attorney	Streets
Expo Operation	Traffic Control
Finance	Parks
Information Technology	Cemetery
Municipal Court	Recreation
City Clerk	Building Maintenance
Community Development	Transfers Out
Code Enforcement	
Police Administration	
Police Patrol	
Criminal Investigations Division	
Animal Welfare	
Dispatch	
Emergency Management	
Fire Administration	
Fire Suppression	
Fire Training	

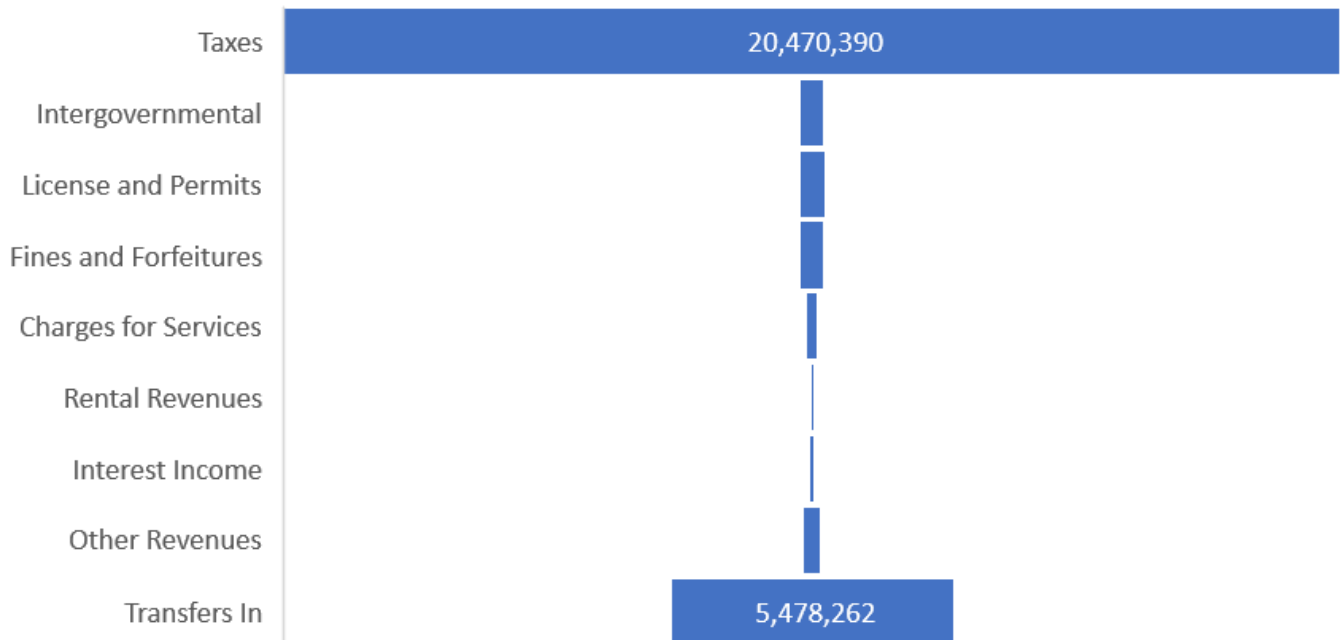
General Fund Summary

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Beginning Fund Balance	7,004,830	4,669,203	5,226,998	6,163,342	
Revenues					
Taxes	20,065,996	18,697,723	19,841,178	20,470,390	3.2%
Intergovernmental	531,592	537,000	537,000	444,000	-17.3%
License and Permits	485,237	403,000	403,000	492,000	22.1%
Fines and Forfeitures	499,481	420,000	420,000	476,000	13.3%
Charges for Services	14,234	8,234	201,284	238,234	18.4%
Rental Revenues	57,675	55,200	55,200	49,100	-11.1%
Interest Income	15,607	9,700	9,700	85,600	782.5%
Other Revenues	357,199	113,000	113,000	322,000	185.0%
Transfers In	3,524,164	5,205,908	7,205,908	5,478,262	-24.0%
Total General Fund Revenues	32,556,016	30,118,968	34,013,268	34,218,928	0.6%
Expenditures					
Administration	910,906	1,504,843	1,644,118	2,185,350	32.9%
Accounting	585,021	794,438	794,438	717,156	-9.7%
Information Systems	537,068	586,577	580,577	595,740	2.6%
City Clerk	325,142	361,023	368,523	415,855	12.8%
Municipal Court	375,554	432,964	432,964	488,228	12.8%
Human Resources	369,512	407,852	542,352	476,833	-12.1%
Engineering	363,101	318,671	325,926	438,738	34.6%
Code Enforcement	337,322	913,551	916,151	1,001,373	9.3%
Community Development	556,737	722,198	798,848	414,829	-48.1%
Police Department and Emergency Management	9,539,391	9,431,873	9,567,069	11,397,219	19.1%
Fire Department	6,009,907	6,455,949	6,705,860	6,757,402	0.8%
Public Works	1,147,866	1,283,135	1,296,305	1,462,512	12.8%
Parks, Culture and Recreation	1,366,264	1,547,589	1,572,769	1,691,786	7.6%
Expo Center	803,503	696,500	1,221,500	928,948	-24.0%
Building Maintenance	279,213	257,898	283,858	338,594	19.3%
Transfers Out	988,594	723,500	798,670	696,948	-12.7%
Total Expenditures	24,495,100	26,438,560	27,849,926	30,007,510	7.7%
Ending Budgetary Fund Balance Reserves	8,060,915	3,680,409	6,163,342	4,211,418	
Percent of Ending Fund Balance/Annual Expenditures*	32.91%	13.92%	22.13%	14.03%	
*Policy on Operating Reserves in the General Fund is 14-20%					

General Fund Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Taxes	20,065,996	18,697,723	19,841,178	20,470,390	3.2%
Intergovernmental	531,592	537,000	537,000	444,000	-17.3%
License and Permits	485,237	403,000	403,000	492,000	22.1%
Fines and Forfeitures	499,481	420,000	420,000	476,000	13.3%
Charges for Services	14,234	8,234	201,284	238,234	18.4%
Rental Revenues	57,675	55,200	55,200	49,100	-11.1%
Interest Income	15,607	9,700	9,700	85,600	782.5%
Other Revenues	357,199	113,000	113,000	322,000	185.0%
Transfers In	3,524,164	5,205,908	7,205,908	5,478,262	-24.0%
Total General Fund Revenues	25,551,186	25,449,765	28,786,270	28,055,586	-2.5%

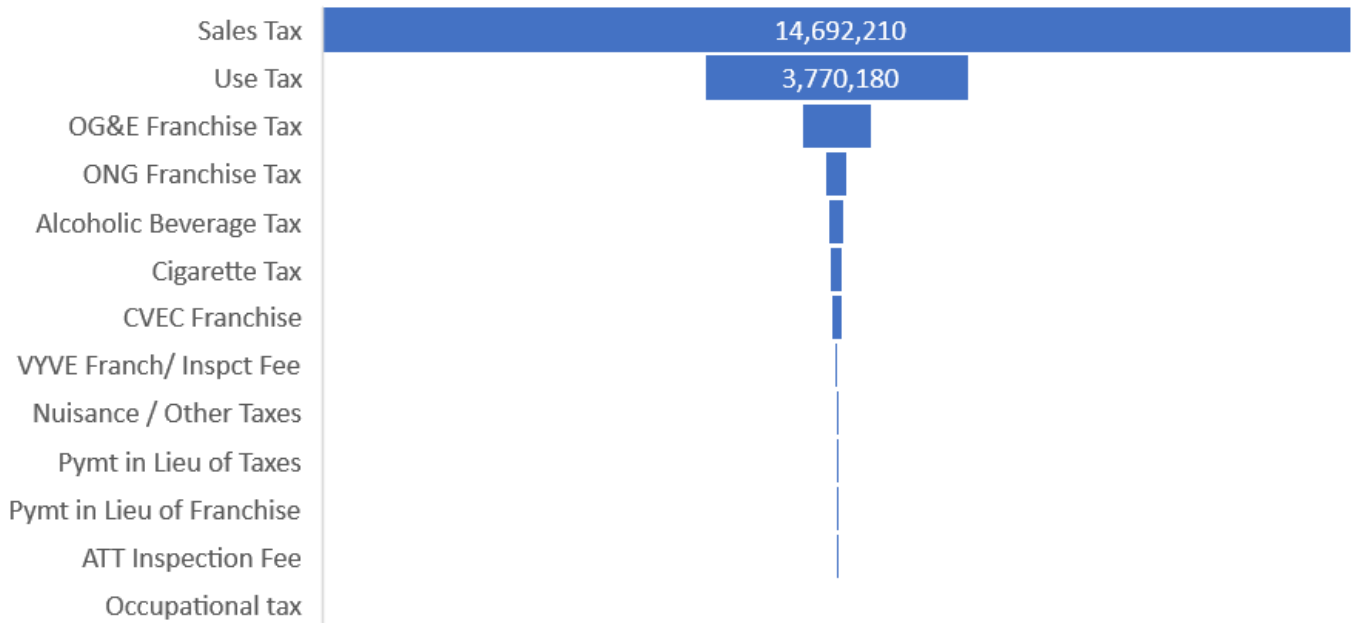
FY 2023-2024 Proposed Budget



Tax Revenue Breakdown

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Sales Tax	14,632,421	13,534,545	14,678,000	14,692,210	0.1%
Use Tax	3,243,592	3,320,179	3,320,179	3,770,180	13.6%
OG&E Franchise Tax	1,021,530	925,000	925,000	1,000,000	8.1%
ONG Franchise Tax	447,106	310,000	310,000	310,000	0.0%
Alcoholic Beverage Tax	218,569	200,000	200,000	215,000	7.5%
Cigarette Tax	189,405	150,000	150,000	180,000	20.0%
CVEC Franchise	156,111	130,000	130,000	160,000	23.1%
VYVE Franch/ Inspct Fee	48,810	50,000	50,000	50,000	0.0%
Nuisance / Other Taxes	42,471	35,000	35,000	35,000	0.0%
Pymt in Lieu of Taxes	28,178	27,000	27,000	27,000	0.0%
Pymt in Lieu of Franchise	20,147	16,000	16,000	16,000	0.0%
ATT Inspection Fee	17,655	-	-	15,000	0.0%
Occupational tax	-	-	-	-	0.0%
Total General Fund Revenues	20,065,996	18,697,723	19,841,178	20,470,390	3.2%

FY 2023-2024 Proposed Budget



General Fund Expenditure Summary

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Administration	910,906	1,504,843	1,644,118	2,185,350	32.9%
Accounting	585,021	794,438	794,438	717,156	-9.7%
Information Systems	537,068	586,577	580,577	595,740	2.6%
City Clerk	325,142	361,023	368,523	415,855	12.8%
Municipal Court	375,554	432,964	432,964	488,228	12.8%
Human Resources	369,512	407,852	542,352	476,833	-12.1%
Engineering	363,101	318,671	325,926	438,738	34.6%
Code Enforcement	337,322	913,551	916,151	1,001,373	9.3%
Community Development	556,737	722,198	798,848	414,829	-48.1%
Police Department and Emergency Management	9,539,391	9,431,873	9,567,069	11,397,219	19.1%
Fire Department	6,009,907	6,455,949	6,705,860	6,757,402	0.8%
Public Works	1,147,866	1,283,135	1,296,305	1,462,512	12.8%
Parks, Culture and Recreation	1,366,264	1,547,589	1,572,769	1,691,786	7.6%
Expo Center	803,503	696,500	1,221,500	928,948	-24.0%
Building Maintenance	279,213	257,898	283,858	338,594	19.3%
Transfers Out	988,594	723,500	798,670	696,948	-12.7%
Total Expenditures	24,495,100	26,438,560	27,849,926	30,007,510	7.7%



GENERAL FUND DEPARTMENT EXPENDITURES

Administration Department

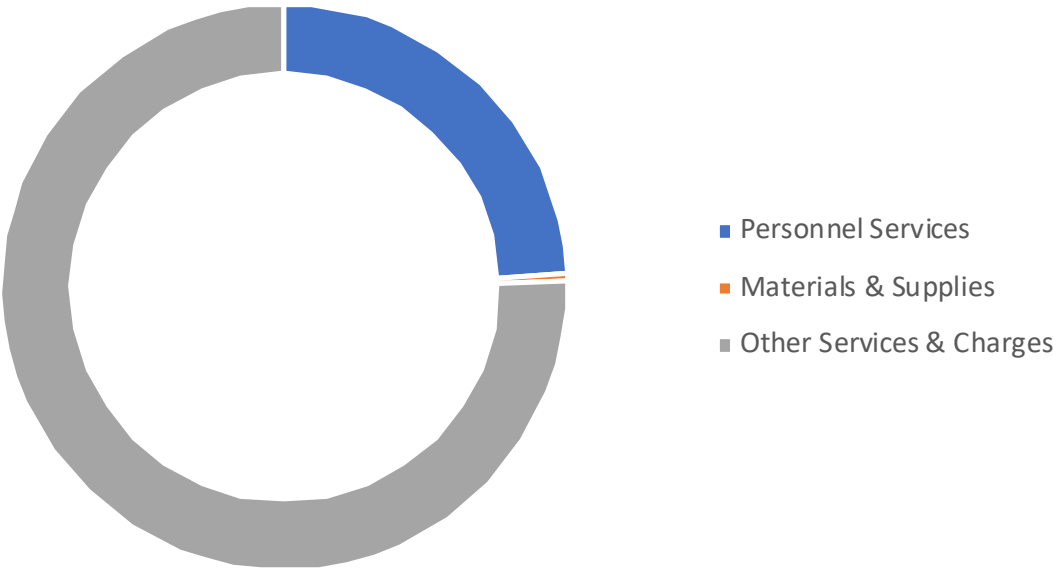
The Administration Department is made up of the City Manager and City Attorney division.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	405,547	377,181	513,906	530,736	3.3%
Materials & Supplies	2,704	6,100	16,100	7,900	-50.9%
Other Services & Charges	502,655	1,121,562	1,114,112	1,646,714	47.8%
Total	910,906	1,504,843	1,644,118	2,185,350	32.9%

Position Count FY 2024 = 4

FY 2023-2024 Proposed Budget



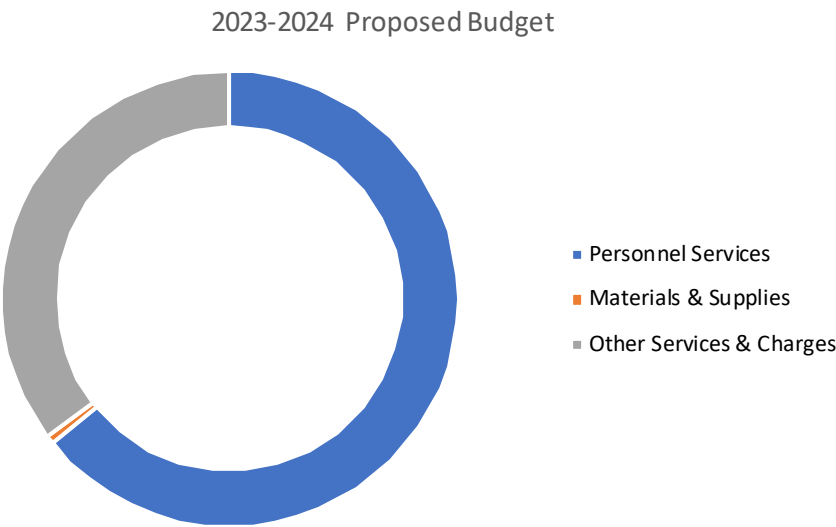
Accounting Department

The Finance Department handles all the financial accountability for the City of Shawnee. Key functions include accounting for expenditures, assets and liabilities and preparing and administering the annual budget. Finance also monitors the annual capital budgeting process and works with auditors in preparing and presenting the annual audit.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	352,853	523,438	509,438	445,656	-12.5%
Materials & Supplies	3,757	3,500	4,500	3,500	-22.2%
Other Services & Charges	228,411	267,500	280,500	268,000	-4.5%
Total	585,021	794,438	794,438	717,156	-9.7%

Position Count FY 2024 = 6



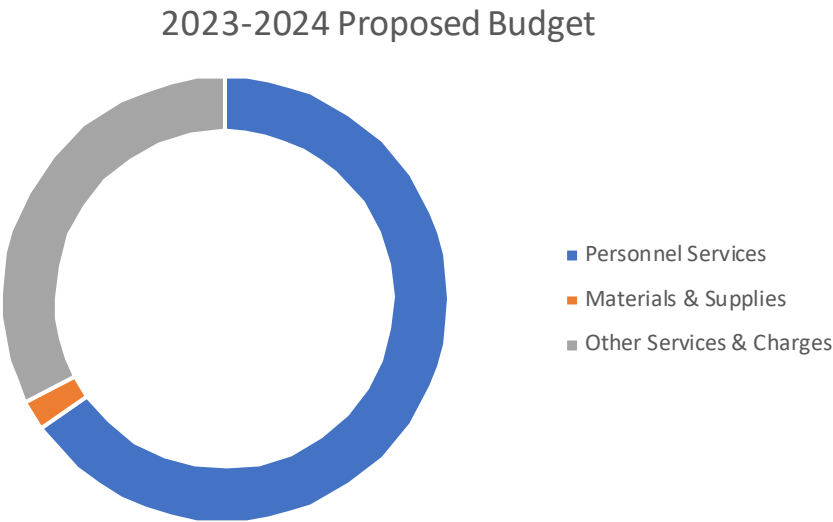
Information System Department

The Information Technology division oversees the operation, maintenance, deployment, and utilization of all City of Shawnee computers, technical and peripheral equipment, software, web sites, embedded systems, and many other aspects of technology use within the City.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	339,146	386,319	386,319	388,970	0.7%
Materials & Supplies	9,310	13,600	13,600	12,600	-7.4%
Other Services & Charges	188,612	186,658	180,658	194,170	7.5%
Total	537,068	586,577	580,577	595,740	2.6%

Position Count FY 2024 = 4



General Fund

City Clerk Department

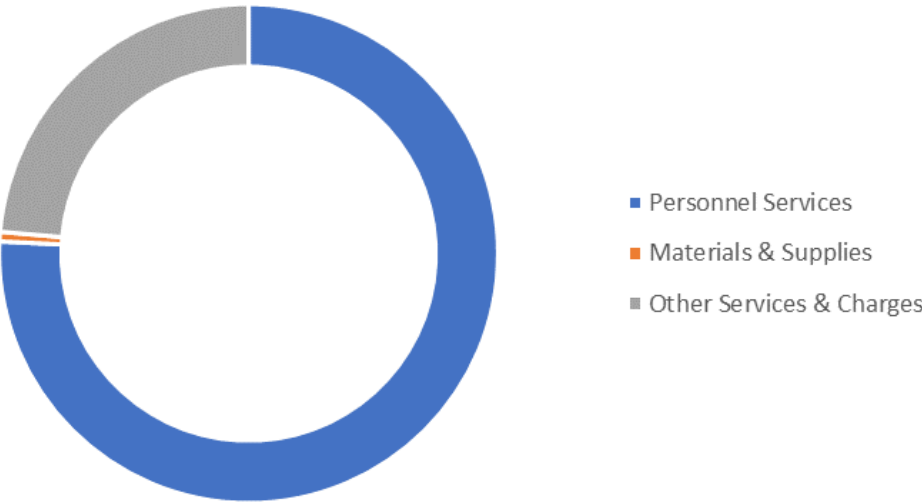
The City Clerk is appointed by the City Manager, is the official custodian of City Records, serves as Clerk to the Board of Commissioners, prepares the agendas and minutes for the Board of Commissioners, Shawnee Airport Authority and Shawnee Municipal Authority, attends all Board of Commissioners meetings and keeps a record of all the proceedings, signs and attests all ordinances or other acts of the Commission.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	281,638	293,687	290,687	315,123	8.4%
Materials & Supplies	2,262	2,000	2,000	2,600	30.0%
Other Services & Charges	41,242	65,336	75,836	98,132	29.4%
Total	325,142	361,023	368,523	415,855	12.8%

Position Count FY 2024 = 3

2023-2024 Proposed Budget



Municipal Court Department

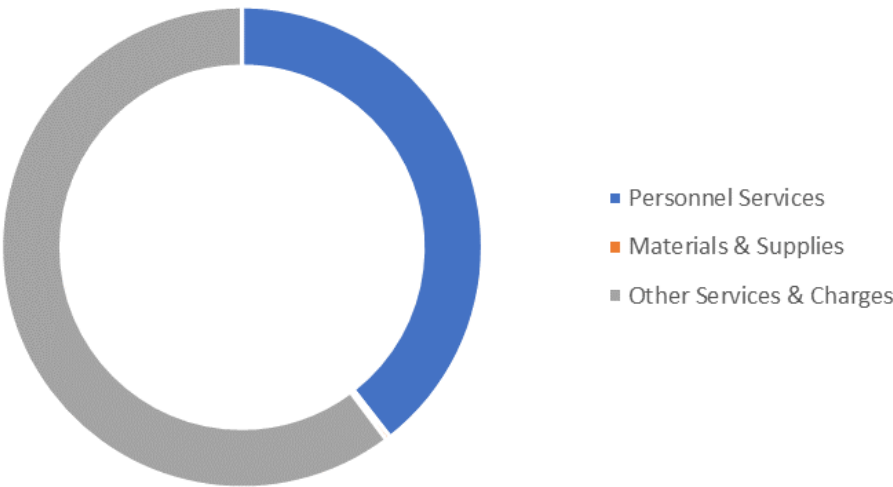
The Municipal Court hears cases regarding the violation of municipal code, collects fines and fees, and works with the community to offer community service for offenders.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	206,509	165,254	165,254	192,618	16.6%
Materials & Supplies	497	1,500	1,500	1,500	0.0%
Other Services & Charges	168,548	266,210	266,210	294,110	10.5%
Total	375,554	432,964	432,964	488,228	12.8%

Position Count FY 2024 = 4

2023-2024 Proposed Budget



Human Resources Department

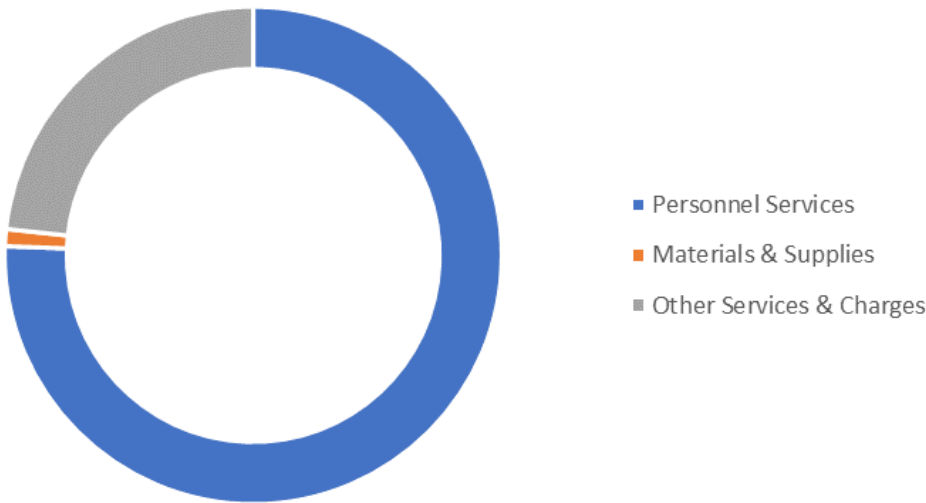
Human Resources handles recruitment and staffing, organizational and employee development, compensation and benefits, human resource management, labor relations, and equal employment opportunities.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	295,832	282,681	422,211	360,470	-14.6%
Materials & Supplies	1,150	17,150	14,420	5,260	-63.5%
Other Services & Charges	72,529	108,021	105,721	111,103	5.1%
Total	369,512	407,852	542,352	476,833	-12.1%

Position Count FY 2024 = 3

2023-2024 Proposed Budget



Engineering Department

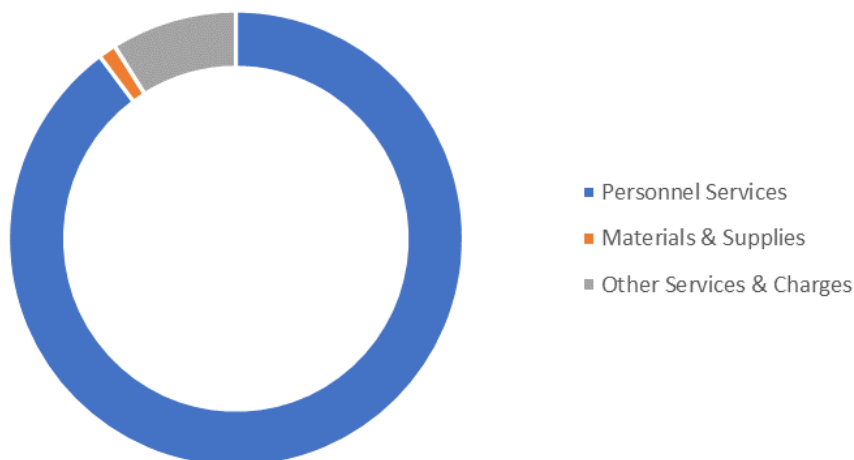
Engineering provides administration and technical review of public and private improvements within the City. The department oversees, plans, and carries out City-initiated infrastructure projects, while ensuring private development is done in accordance with adopted standards, codes, and practices. The key function of the department is to ensure public well-being by identifying safety and functional deficiencies in proposed, and existing infrastructure. Using that information, Engineering helps create corrective solutions.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	267,714	256,181	256,181	393,968	53.8%
Materials & Supplies	3,147	5,100	5,580	5,500	-1.4%
Other Services & Charges	92,239	57,390	64,165	39,270	-38.8%
Total	363,101	318,671	325,926	438,738	34.6%

Position Count FY 2024 = 4

2023-2024 Proposed Budget



Code Enforcement Department

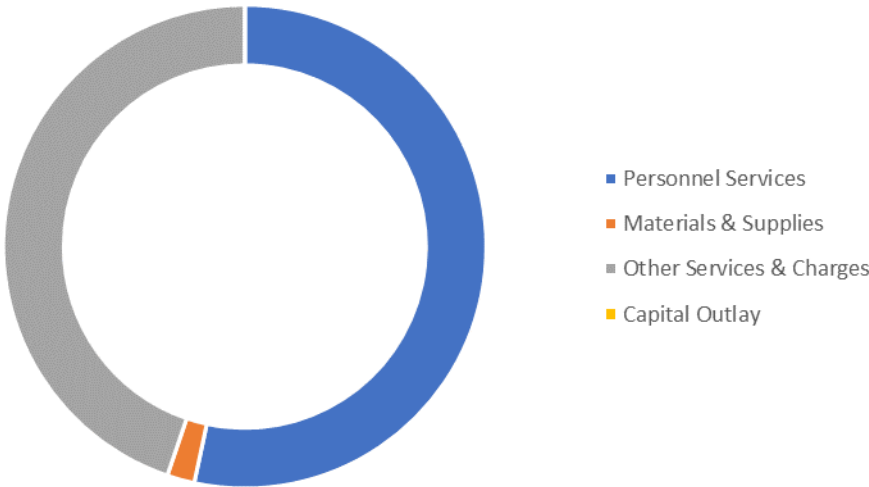
Code Enforcement administers and enforces all building codes and ordinances adopted by the City. This includes field inspections, plan checking and public information as related to new construction and the responsibility of issuing permits and ensuring safe buildings.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	195,511	445,401	448,001	534,423	19.3%
Materials & Supplies	3,433	15,900	15,900	18,400	15.7%
Other Services & Charges	138,128	452,250	452,250	448,550	-0.8%
Total	337,072	913,551	916,151	1,001,373	9.3%

Position Count FY 2024 = 8

2023-2024 Proposed Budget



Police and Emergency Management Department

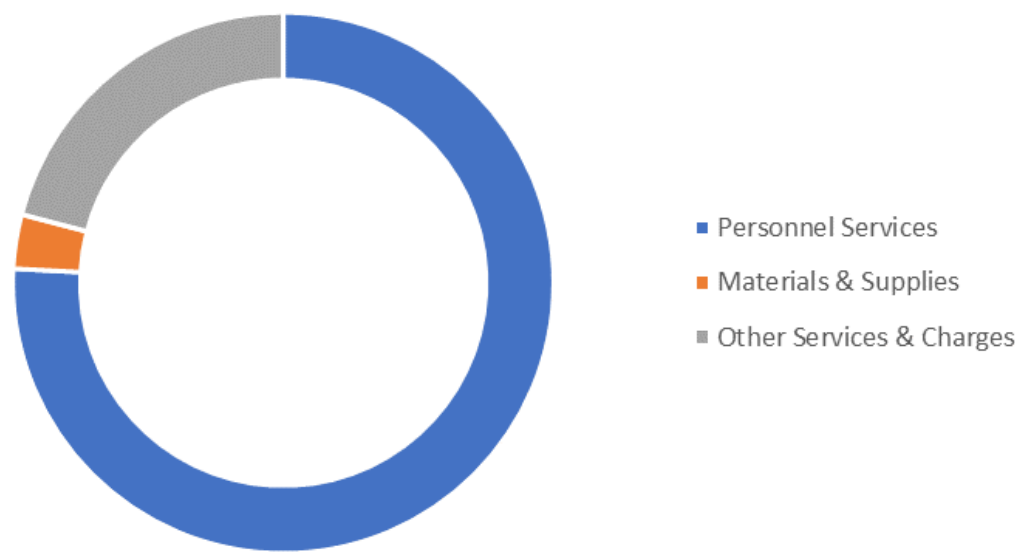
This department is responsible for the police administration, police patrol, criminal investigations, animal welfare, dispatch and emergency management.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	8,423,076	8,350,144	8,350,144	8,643,589	3.5%
Materials & Supplies	389,763	306,000	341,210	368,936	8.1%
Other Services & Charges	726,552	775,729	861,579	2,384,695	176.8%
Total	9,539,391	9,431,873	9,552,933	11,397,219	19.3%

Position Count FY 2024 = 95.5

2023-2024 Proposed Budget



Community Development Department

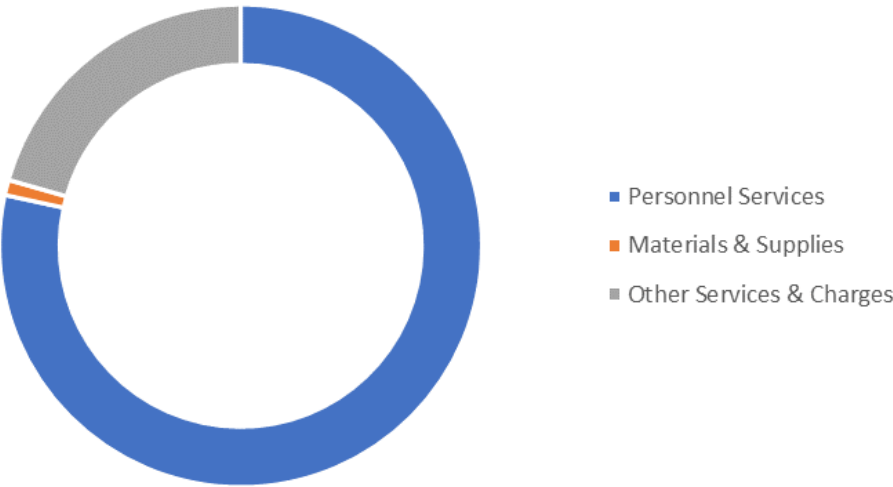
The mission of the Community Development division is to work toward creating a high quality of life within the community. This consists of processing applications for land development, including environmental assessment, architectural and landscaping review and commercial sign requests.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	361,288	327,058	357,058	325,164	-8.9%
Materials & Supplies	10,572	3,940	46,590	4,240	-90.9%
Other Services & Charges	184,876	391,200	395,200	85,425	-78.4%
Total	556,737	722,198	798,848	414,829	-48.1%

Position Count FY 2024 = 3

2023-2024 Proposed Budget



General Fund

Fire Department

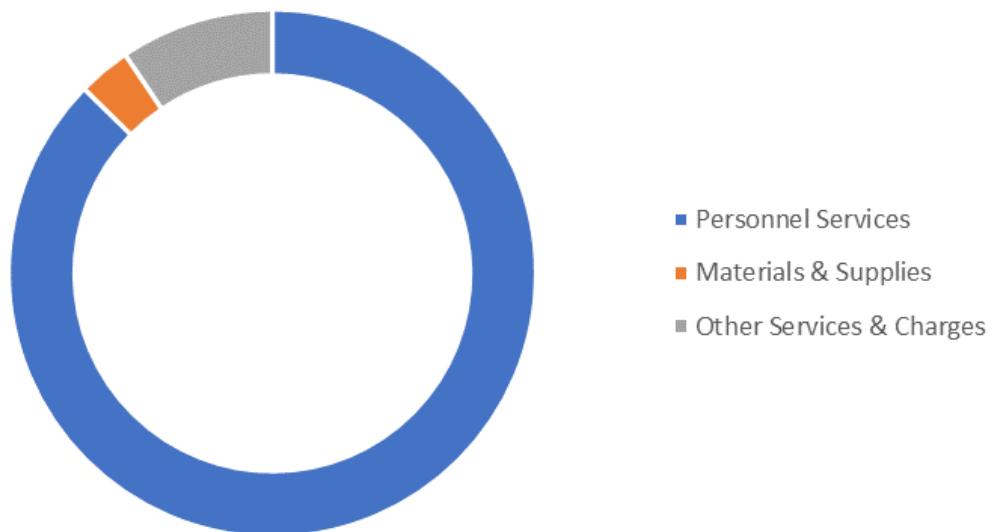
The Fire department consists of Fire administration, Fire suppression and Fire training.

Expenditure Summary by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Personnel Services	5,414,106	5,686,980	5,870,912	5,902,138	0.5%
Materials & Supplies	156,438	191,701	215,580	218,201	1.2%
Other Services & Charges	439,363	577,268	619,368	637,063	2.9%
Total	6,009,907	6,455,949	6,705,860	6,757,402	0.8%

Position Count FY 2024 = 58

2023-2024 Proposed Budget



Public Works Department

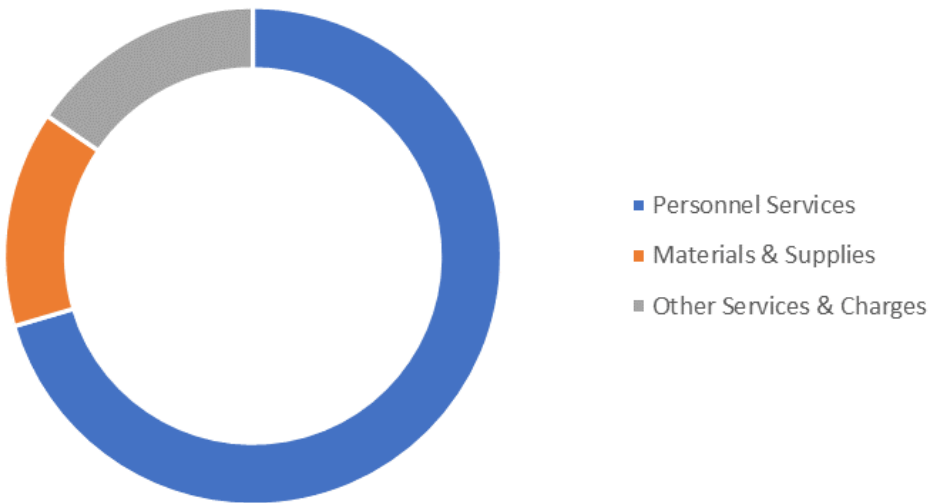
The Public Works department in the General Fund is responsible for streets and traffic control.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	793,072	904,763	906,453	1,030,340	13.7%
Materials & Supplies	176,906	171,700	180,180	205,800	14.2%
Other Services & Charges	177,888	206,672	209,672	226,372	8.0%
Total	1,147,866	1,283,135	1,296,305	1,462,512	12.8%

Position Count FY 2024 = 17

2023-2024 Proposed Budget



General Fund

Parks, Culture and Recreation Department

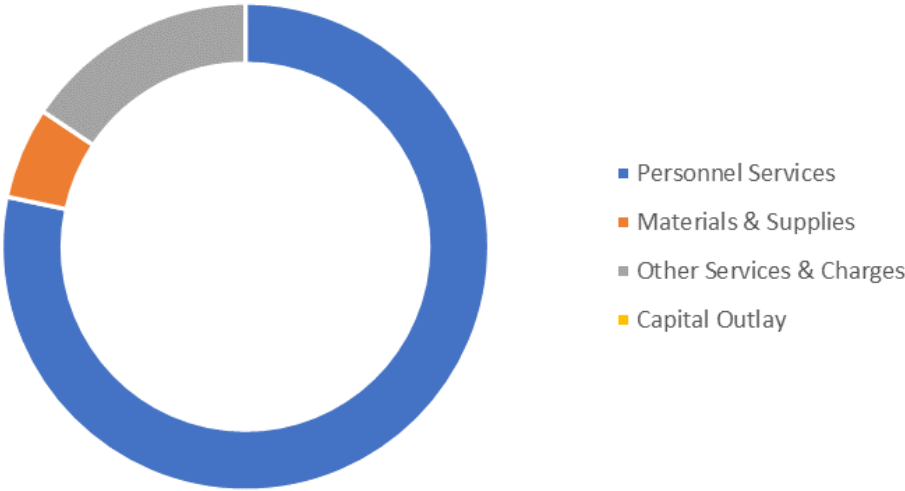
The parks, culture and recreation department is responsible for the parks, recreating and cemetery within the City.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	872,078	995,576	1,012,396	1,324,523	30.8%
Materials & Supplies	92,870	100,550	108,910	102,950	-5.5%
Other Services & Charges	259,316	271,463	271,463	264,313	-2.6%
Capital Outlay	142,000	180,000	180,000	-	-100.0%
Total	1,366,264	1,547,589	1,572,769	1,691,786	7.6%

Position Count FY 2024 = 17

2023-2024 Proposed Budget



General Fund

Expo Center

The Expo Center division provides for the operation of the Heart of Oklahoma Expo Center through the funding of the City contract with OVG360, the management company for the Expo Center.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Other Services & Charges	803,503	696,500	1,221,500	928,948	-24.0%
Total	803,503	696,500	1,221,500	928,948	-24.0%

Position Count FY 2024 = 0

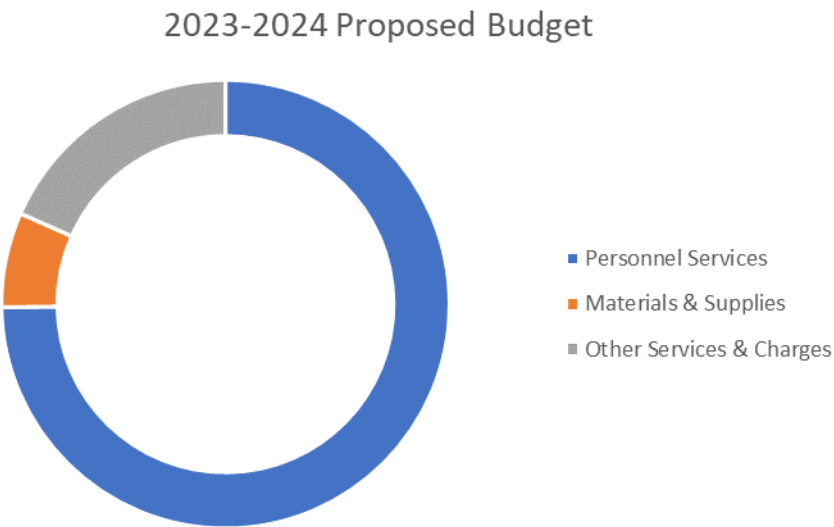
Building Maintenance Department

Building Maintenance is responsible for maintaining City facilities including City Hall. This includes minor repairs and remodels.

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	155,686	134,808	134,808	253,204	87.8%
Materials & Supplies	18,999	23,175	42,675	23,175	-45.7%
Other Services & Charges	104,527	99,915	106,375	62,215	-41.5%
Total	279,213	257,898	283,858	338,594	19.3%

Position Count FY 2024 = 5



General Fund

Transfers Out

The Transfers division allows for funds to be legally transferred for appropriate usage and best allocation of resources.

Expenditure Summary by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Transfers Out	727,797	723,500	798,670	696,948	-12.7%
Other Services & Charges	260,797	-	-	-	0.0%
Total	988,594	723,500	798,670	696,948	-12.7%

Position Count FY 2024 = 0

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GRANT FUND

Grant Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	\$29,000
Revenues	-	-	-	\$289,500
Expenditures	-	-	-	\$318,500
Ending Fund Balance	-	-	-	-



Grant Fund

The Grant Fund is responsible for recording and expending certain grants received by the City.

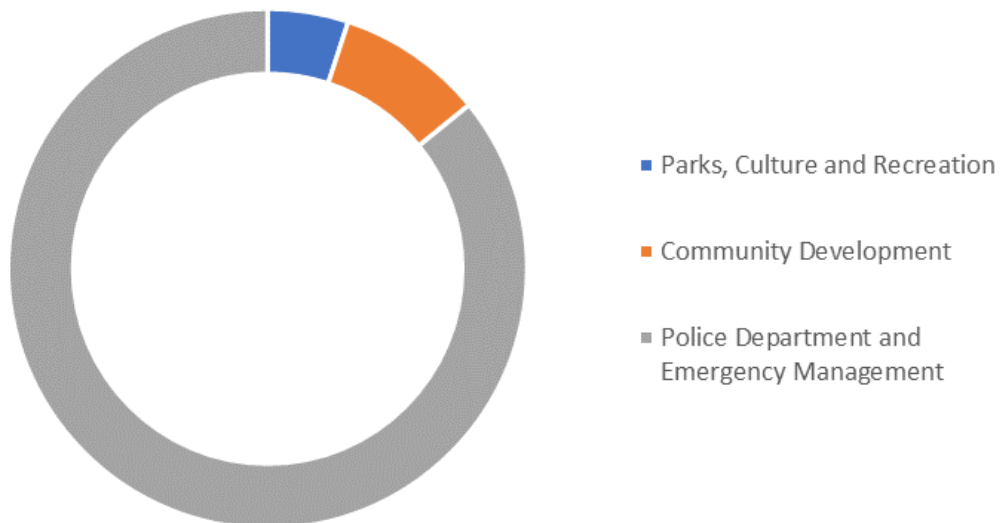
Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Intergovernmental	-	-	-	289,500	0.0%
Total	-	-	-	289,500	0.0%

Expenditure Summary by Department

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Parks, Culture and Recreation	-	-	-	16,000	0.0%
Community Development	-	-	-	29,000	0.0%
Police Department and Emergency Management	-	-	-	273,500	0.0%
Total	-	-	-	318,500	0.0%

2023-2024 Proposed Budget



STREET & ALLEY FUND

Street & Alley Fund

Fund Balances

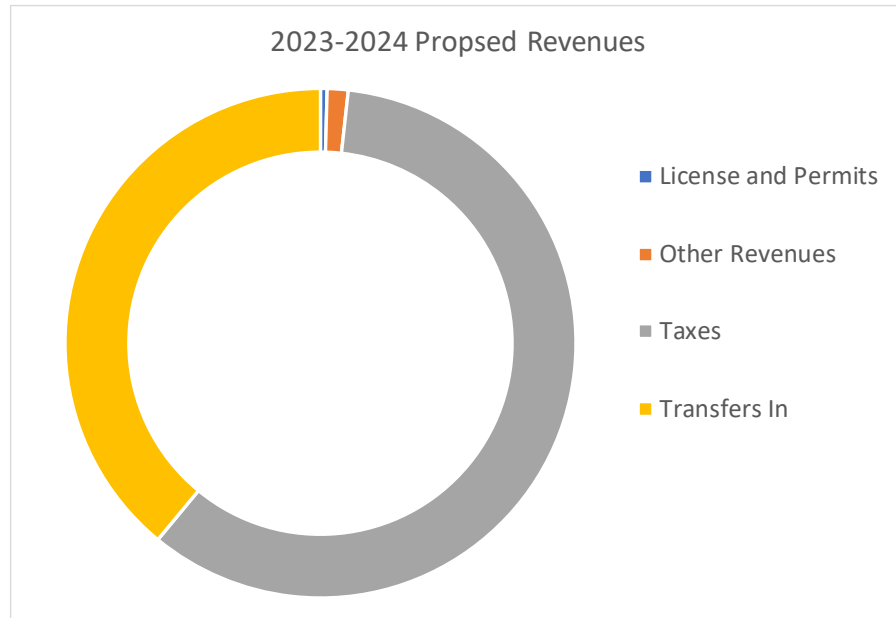
	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	\$472,591	\$454,260	\$454,260	\$479,260
Expenditures	\$472,338	\$453,900	\$453,900	\$478,900
Ending Fund Balance	\$254	\$360	\$360	\$360

Street & Alley Fund

The Street & Alley Fund covers the operation of traffic lights for the City of Shawnee streets and thoroughfares through dedicated taxes.

Revenues

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
License and Permits	-	2,000	2,000	2,000	0.0%
Other Revenues	6,360	6,360	6,360	6,360	0.0%
Taxes	304,591	283,900	283,900	283,900	0.0%
Transfers In	161,640	162,000	162,000	187,000	15.4%
Total	472,591	454,260	454,260	479,260	5.5%



Expenditure Summary by Department

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Public Works	472,338	453,900	453,900	478,900	5.5%
Total	472,338	453,900	453,900	478,900	5.5%

E-911 Fund

E-911 Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	\$283,683	\$150,000	\$350,500	\$350,651
Revenues	\$287,036	\$280,000	\$280,000	\$280,000
Expenditures	253,100	\$279,849	\$279,849	\$276,000
Ending Fund Balance	\$272,619	\$150,151	\$350,651	\$354,651

E-911 Fund

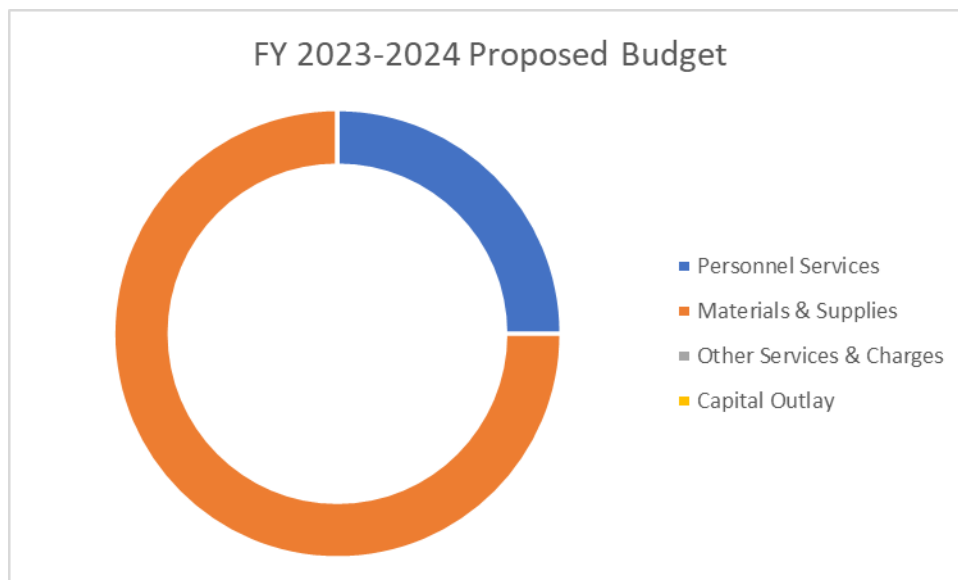
The E-911 Fund assists in maintaining the operations of the City's 911 emergency services through dedicated taxes.

Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Taxes	287,036	280,000	280,000	280,000	0.0%
Total	287,036	280,000	280,000	280,000	0.0%

Expenditure Summary by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Personnel Services	32,586	70,018	48,027	69,013	43.7%
Materials & Supplies	3,466	4,000	4,000	-	-100.0%
Other Services & Charges	217,048	205,831	219,772	206,987	-5.8%
Capital Outlay	-	-	8,050	-	-100.0%
Total	253,100	279,849	279,849	276,000	-1.4%



Economic Development Fund

Economic Development Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	\$126,902	\$100,000	\$115,375	\$158,739
Revenues	\$365,811	\$338,364	\$338,364	\$367,212
Expenditures	\$307,496	\$295,000	\$295,000	\$295,000
Ending Fund Balance	\$185,217	\$143,364	\$158,739	\$230,951

Economic Development Fund

The Economic Development Fund provides for the City of Shawnee's economic development activities through a dedicated sales tax. This includes contracts for economic development .

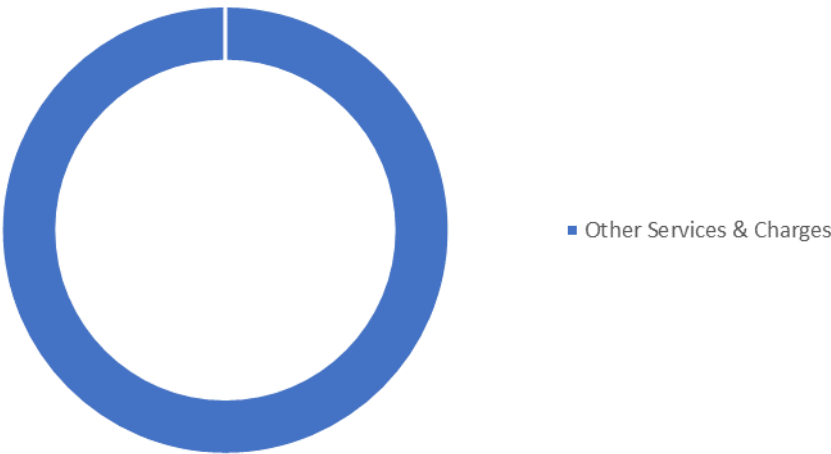
Revenues

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Taxes	365,811	338,364	338,364	367,212	8.5%
Total	365,811	338,364	338,364	367,212	8.5%

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Other Services & Charges	307,496	295,000	295,000	295,000	0.0%
Total	307,496	295,000	295,000	295,000	0.0%

2023-2024 Proposed Budget



Spay/Neuter Fund

Spay/Neuter Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	\$2,825	\$2,200	\$2,200	\$2,200
Expenditures	\$4,577	\$2,200	\$2,200	\$2,200
Ending Fund Balance	(\$1,752)	-	-	-

Spay/Neuter Fund

The Spay and Neuter Fund provides for the spaying and neutering of animals in the care of Animal Welfare.

Revenues

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Other Revenues	2,825	2,200	2,200	2,200	0.0%
Total	2,825	2,200	2,200	2,200	0.0%

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Other Services & Charges	4,577	2,200	2,200	2,200	0.0%
Total	4,577	2,200	2,200	2,200	0.0%

Hotel/Motel Surcharge Fund

Hotel/Motel Surcharge Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	\$461,940	\$400,000	\$693,574	\$543,042
Revenues	\$602,858	\$475,000	\$475,000	\$474,500
Expenditures	\$433,354	\$625,532	\$625,532	\$474,674
Ending Fund Balance	\$661,444	\$249,468	\$543,042	\$542,868

Hotel/Motel Surcharge Fund

The Hotel/Motel Fund accounts for the collection of the City’s hotel/motel surcharge, used to encourage, promote and foster tourism.

Revenues

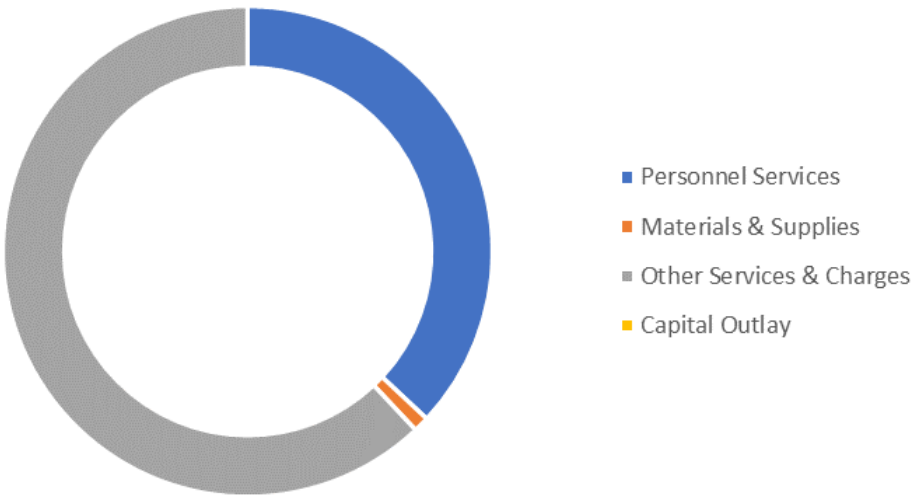
	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Taxes	602,858	475,000	475,000	474,500	-0.1%
Total	602,858	475,000	475,000	474,500	-0.1%

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	180,795	169,487	169,487	175,389	3.5%
Materials & Supplies	1,956	4,860	32,860	4,860	-85.2%
Other Services & Charges	243,257	421,185	418,870	294,425	-29.7%
Capital Outlay	7,346	30,000	4,315	-	-100.0%
Total	433,354	625,532	625,532	474,674	-24.1%

Position count FY 2024 = 2

FY 2023-2024 Proposed Budget



Police Sales Tax Fund

Police Sales Tax Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	\$457,263	\$422,954	\$422,954	\$459,131
Expenditures	\$457,471	\$422,954	\$422,954	\$459,131
Ending Fund Balance	(\$208)	-	-	-

Police Sales Tax Fund

The Police Sales Tax Fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for police officers.

Revenues

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Taxes	457,263	422,954	422,954	459,131	8.6%
Total	457,263	422,954	422,954	459,131	8.6%

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Transfers Out	457,471	422,954	422,954	459,131	8.6%
Total	457,471	422,954	422,954	459,131	8.6%

Fire Sales Tax Fund

Fire Sales Tax Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	\$457,263	\$422,954	\$422,954	\$459,131
Expenditures	\$457,471	\$422,954	\$422,954	\$459,131
Ending Fund Balance	(\$208)	-	-	-

Fire Sales Tax Fund

The Fire Sales Tax Fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for firefighters.

Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Taxes	457,263	422,954	422,954	459,131	8.6%
Total	457,263	422,954	422,954	459,131	8.6%

Expenditure Summary by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Transfers Out	457,471	422,954	422,954	459,131	8.6%
Total	457,471	422,954	422,954	459,131	8.6%

Tax Increment Financing Fund

Tax Increment Financing Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	\$449,063	\$650,000	\$550,000	\$670,000
Revenues	\$200,937	\$120,000	\$120,000	\$120,000
Expenditures	-	-	-	-
Ending Fund Balance	\$650,000	\$770,000	\$670,000	\$790,000

Tax Increment Financing Fund

The Tax Increment Financing Fund receives property tax collected in the downtown Tax Increment Financing District to be used for the revitalization of downtown Shawnee.

Revenues

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Taxes	200,937	120,000	120,000	120,000	0.0%
Total	200,937	120,000	120,000	120,000	0.0%

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Total	-	-	-	-	0.0%

CDBG Grant Fund

CDBG Grant Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	\$173,500	\$763,263	\$1,125,137	\$841,757
Expenditures	\$154,809	\$563,786	\$925,660	\$828,430
Ending Fund Balance	\$18,692	\$199,477	\$199,477	\$13,327

CDBG Grant Fund

The CDBG Grant Fund account for federal funds received by the City and expenditures related to the operation of this program with a focus on home rehabilitation.

Revenues

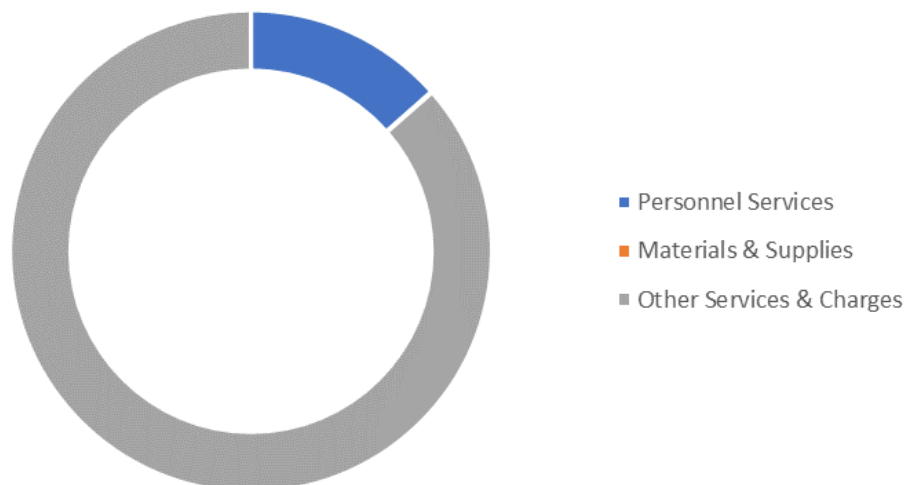
	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Intergovernmental	139,106	750,063	1,111,937	828,557	-25.5%
Other Revenues	34,394	13,200	13,200	13,200	0.0%
Total	173,500	763,263	1,125,137	841,757	-25.2%

Expenditure Summary by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Personnel Services	66,295	94,789	94,789	111,702	17.8%
Materials & Supplies	87	500	500	500	0.0%
Other Services & Charges	88,427	468,497	830,371	716,228	-13.7%
Total	154,809	563,786	925,660	828,430	-10.5%

Position Count FY 2024 = 1

FY 2023-2024 Proposed Budget



CDBG-CV-ODOC Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	-	\$1,112,013	\$1,112,013	\$164,872
Expenditures	\$44,665	\$1,112,013	\$1,112,013	\$164,872
Ending Fund Balance	(\$44,665)	-	-	-

CDBG-CV-ODOC

The CDBG-CV2 - ODOC Grant Fund account for federal funds received by the City and expenditures related to the operation of this program with a focus on mortgage and utility assistance.

Revenues

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Intergovernmental	-	1,112,013	1,112,013	164,872	-85.2%
Total	-	1,112,013	1,112,013	164,872	-85.2%

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	4,494	62,944	62,944	-	-100.0%
Materials & Supplies	137	-	-	-	0.0%
Other Services & Charges	40,035	1,049,069	1,049,069	164,872	-84.3%
Total	44,665	1,112,013	1,112,013	164,872	-85.2%

Capital Improvement Fund

Capital Improvement Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	\$1,171,702	\$719,907	\$3,809,516	\$2,756,094
Revenues	\$4,005,497	\$3,344,225	\$6,593,012	\$2,847,889
Expenditures	\$1,566,507	\$2,623,349	\$3,836,918	\$3,929,866
Ending Fund Balance	\$2,438,990	\$720,877	\$2,756,094	\$1,674,117

Capital Improvement Fund

The Capital Improvement Fund accounts for the purchase of capital equipment and construction of facilities, economic development, or debt service. The fund’s major funding source is sales tax.

Revenues

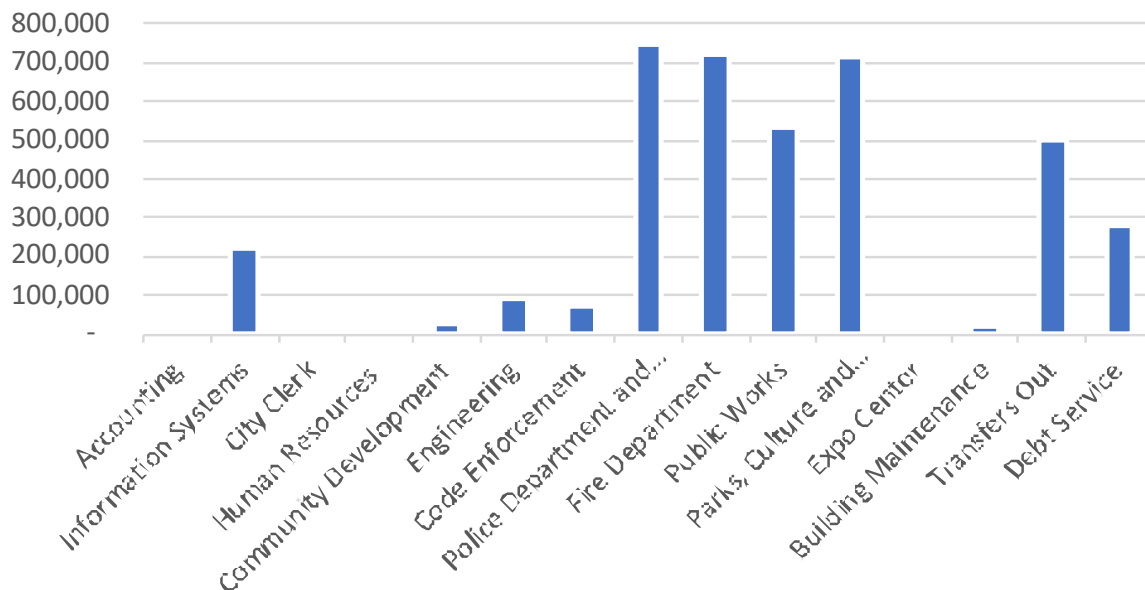
	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Interest Income	(1,237)	2,000	2,000	2,000	0.0%
Taxes	2,835,032	2,622,318	2,781,496	2,845,889	2.3%
Total	2,833,795	2,624,318	2,783,496	2,847,889	2.3%

Capital Improvement Fund

Expenditure Summary by Department

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Accounting	-	2,000	2,000	2,000	0.0%
Information Systems	72,159	308,800	308,800	221,700	-28.2%
City Clerk	-	44,767	44,767	-	-100.0%
Human Resources	-	-	-	-	0.0%
Community Development	-	50,000	50,000	25,000	-50.0%
Engineering	-	117,250	117,250	89,000	-24.1%
Code Enforcement	2,116	6,000	6,000	70,000	1066.7%
Police Department and Emergency Management	101,900	630,801	804,125	748,861	-6.9%
Fire Department	51,342	216,732	329,420	722,362	119.3%
Public Works	34,004	75,000	192,113	535,000	178.5%
Parks, Culture and Recreation	118,723	117,000	927,444	713,500	-23.1%
Expo Center	41,818	-	-	-	0.0%
Building Maintenance	20,958	-	-	23,000	0.0%
Transfers Out	572,700	500,000	500,000	500,000	0.0%
Debt Service	550,787	550,999	550,999	279,443	-49.3%
Total	1,566,507	2,619,349	3,832,918	3,929,866	2.5%

FY 2023-2024 Proposed Budget



Street Improvement Fund

Street Improvement Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	\$2,833,057	\$4,931,167	\$3,936,638	\$4,538,704
Revenues	\$3,200,830	\$3,763,182	\$3,939,532	\$3,327,101
Expenditures	\$1,101,720	\$3,329,816	\$3,337,466	\$3,442,000
Ending Fund Balance	\$4,931,167	\$9,127,714	\$4,538,704	\$4,423,805

Street Improvement Fund

The Street Improvement Fund accounts for the construction or major reconstruction of street projects, economic development or debt service. The fund's major funding source is sales tax.

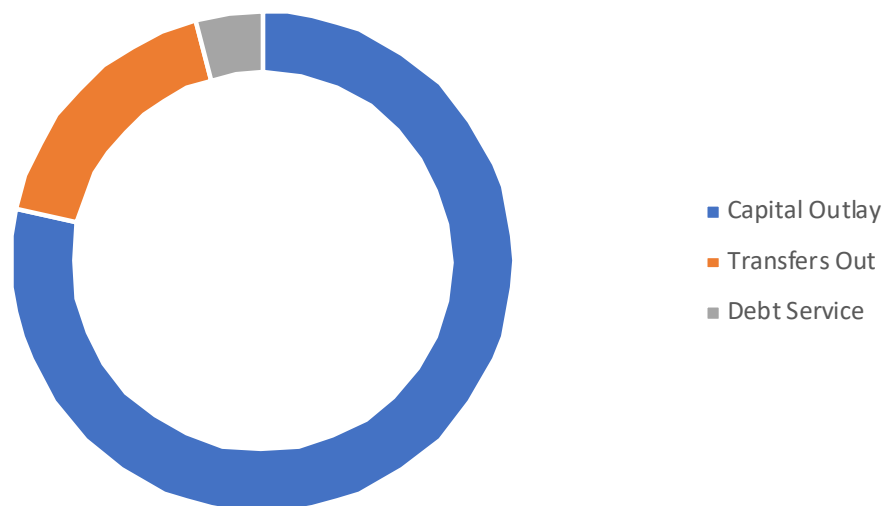
Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Interest Income	(12)	2,500	2,500	2,500	0.0%
Intergovernmental	-	800,000	800,000	111,500	-86.1%
Taxes	3,200,842	2,960,682	3,137,032	3,213,101	2.4%
Total	3,200,830	3,763,182	3,939,532	3,327,101	-15.5%

Expenditure Summary by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Capital Outlay	472,770	2,582,816	2,590,466	2,695,000	4.0%
Transfers Out	500,000	600,000	600,000	600,000	0.0%
Debt Service	129,950	147,000	147,000	147,000	0.0%
Total	1,102,720	3,329,816	3,337,466	3,442,000	3.1%

FY 2023-2024 Proposed Budget



2018 Capital Improvement Fund

2018 Capital Improvement Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	\$9,221,397	-	\$13,995,980	\$14,551,529
Revenues	\$3,662,577	\$22,385,136	\$23,555,136	\$3,673,615
Expenditures	\$264,158	\$21,784,087	\$22,999,587	\$10,419,349
Ending Fund Balance	\$16,282,393	\$22,986,186	\$14,551,529	\$7,805,795

2018 Capital Improvement Fund

The 2018 Capital Improvement Fund accounts for a 10-year half-cent sales tax that was passed in June 2018. The proceeds are to be used for capital improvements, specifically public safety, parks and public facilities and streets.

Revenues

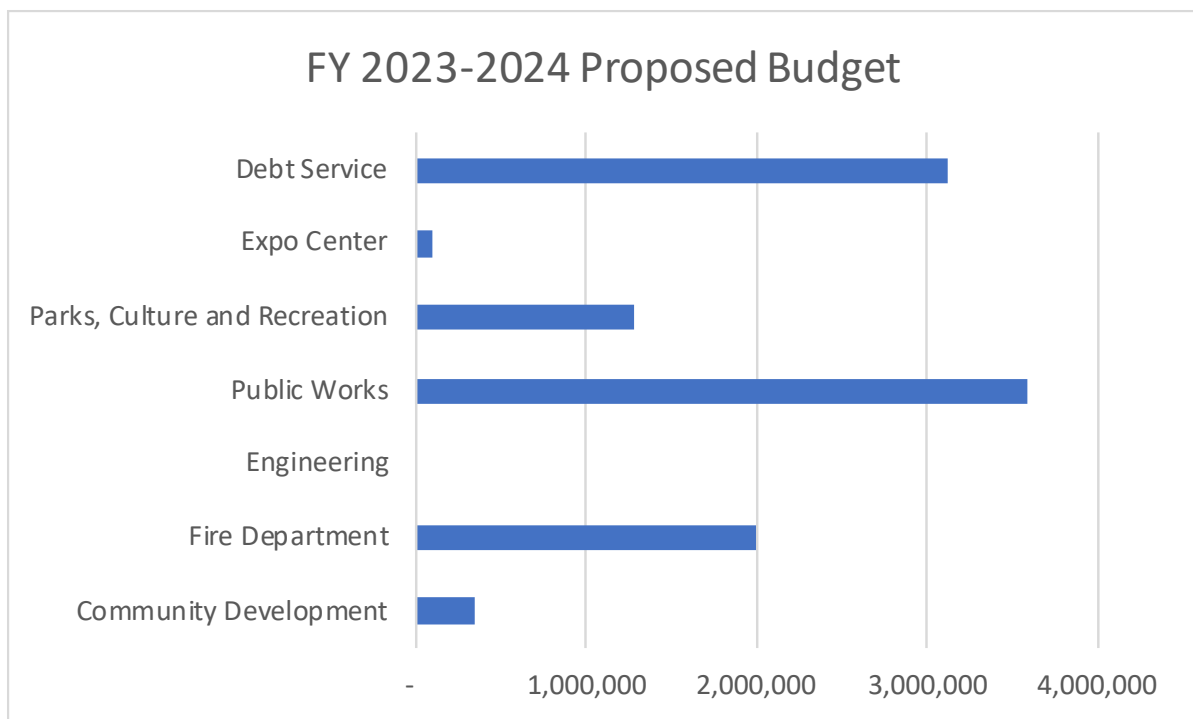
	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Interest Income	4,216	1,500	1,500	1,500	0.0%
Other Revenues	256	19,000,000	19,970,000	-	-100.0%
Taxes	3,658,105	3,383,636	3,583,636	3,672,115	2.5%
Total	3,662,577	22,385,136	23,555,136	3,673,615	-84.4%



2018 Capital Improvement Fund

Expenditure Summary by Department

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Community Development	-	365,280	365,280	338,280	-7.4%
Fire Department	-	2,758,348	2,803,848	2,000,000	-28.7%
Engineering	-	3,380,000	3,380,000	-	-100.0%
Public Works	126,594	3,113,000	3,113,000	3,580,000	15.0%
Parks, Culture and Recreation	-	8,044,000	9,214,000	1,282,500	-86.1%
Expo Center	137,564	1,000,000	1,000,000	100,000	-90.0%
Debt Service	-	3,123,459	3,123,459	3,118,569	-0.2%
Total	264,158	21,784,087	22,999,587	10,419,349	-54.7%



American Rescue Plan Fund

American Rescue Plan Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	\$3,138,085	\$7,238,085
Revenues	-	\$4,100,000	\$4,100,000	\$11,000,000
Expenditures	\$3,500	\$3,115,250	\$3,115,250	\$13,185,000
Ending Fund Balance	(\$3,500)	\$984,750	\$7,238,085	\$5,053,085

American Rescue Plan Fund

The American Rescue Plan Fund accounts for federal funds received under the American Rescue Plan Act passed in 2021.

Revenues

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Intergovernmental	-	4,100,000	4,100,000	11,000,000	168.3%
Total	-	4,100,000	4,100,000	11,000,000	168.3%

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Capital Outlay	3,500	3,115,250	3,115,250	13,185,000	323.2%
Total	3,500	3,115,250	3,115,250	13,185,000	323.2%

2023 Capital Improvement Fund

2023 Capital Improvement Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	\$350,000
Revenues	-	-	-	\$4,835,573
Expenditures	-	-	-	\$3,672,115
Ending Fund Balance	-	-	-	\$1,513,458

2023 Capital Improvement Fund

The 2023 Capital Improvement Fund accounts for the additional half-cent sales tax that was passed in January 2023 to be used for infrastructure projects. It specifically serves as collateral for the loans received from the Oklahoma Water Resources Board which funded the Wastewater Treatment Plant update.

Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Taxes	-	-	-	3,672,115	0.0%
Transfers In	-	-	-	1,163,458	0.0%
Total	-	-	-	4,835,573	0.0%

Expenditure Summary by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Transfers Out	-	-	-	3,672,115	0.0%
Total	-	-	-	3,672,115	0.0%

Aquatic Center Fund

Aquatic Center Fund

Fund Balances

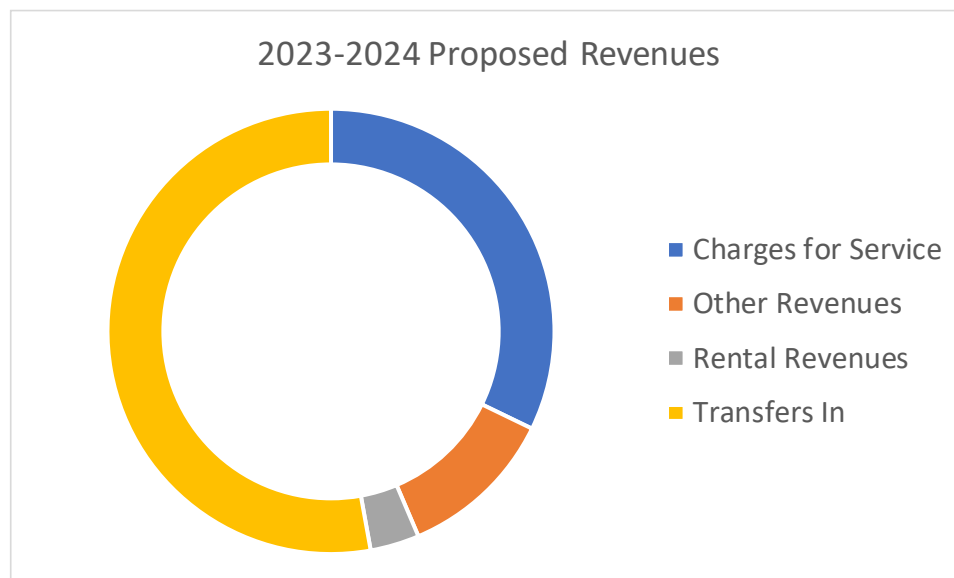
	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	\$453,482	\$437,500	\$512,670	\$394,448
Expenditures	\$387,280	\$437,369	\$512,539	\$385,948
Ending Fund Balance	\$66,202	\$131	\$131	\$8,500

Aquatic Center Fund

The Aquatic Fund is the main operating fund for the City pool and is funded through pool fees and a General Fund subsidy.

Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Charges for Service	151,286	127,000	127,000	127,000	0.0%
Other Revenues	63,913	45,000	45,000	45,000	0.0%
Rental Revenues	23,710	14,000	14,000	14,000	0.0%
Transfers In	214,573	251,500	326,670	208,448	-36.2%
Total	453,482	437,500	512,670	394,448	-23.1%



Expenditure Summary by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Personnel Services	263,499	298,952	354,122	215,631	-39.1%
Materials & Supplies	66,167	85,200	84,100	94,600	12.5%
Capital Outlay	4,290	-	-	-	0.0%
Other Services & Charges	53,324	53,216	74,316	75,716	1.9%
Total	387,280	437,369	512,539	385,948	-24.7%

Position Count FY 2024 = 1



Workers' Comp Self-Insurance Fund

Workers' Comp Self-Insurance Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	\$382,369	\$673,026	\$673,026	\$724,484
Expenditures	\$377,613	\$673,025	\$673,025	\$724,484
Ending Fund Balance	\$4,756	-	-	-

Workers' Comp Self-Insurance Fund

The Workers' Compensation Self-Insurance Fund accounts for workers' compensation insurance services provided to other departments on a cost reimbursement basis.

Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Transfers In	382,369	673,026	673,026	724,484	7.6%
Total	382,369	673,026	673,026	724,484	7.6%

Expenditure Summary by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Other Services & Charges	26,388	673,025	673,025	724,484	7.6%
Total	26,388	673,025	673,025	724,484	7.6%

Library Fund

Library Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	\$118,787	\$85,000	\$85,000	\$85,000
Expenditures	\$122,293	\$84,136	\$84,136	\$83,576
Ending Fund Balance	(\$3,506)	\$864	\$864	\$1,424

Library Fund

The Library Fund accounts for the maintenance of the City library. The main funding source is a General Fund transfer.

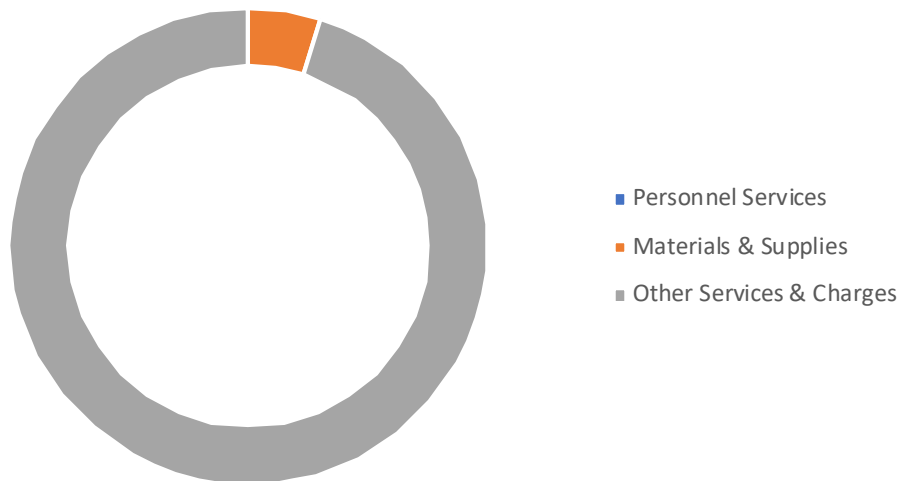
Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Transfers In	118,787	85,000	85,000	85,000	0.0%
Total	118,787	85,000	85,000	85,000	0.0%

Expenditure Summary by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Personnel Services	33,184	-	-	-	0.0%
Materials & Supplies	5,422	4,100	4,100	4,100	0.0%
Other Services & Charges	83,686	80,036	80,036	79,476	-0.7%
Total	122,293	84,136	84,136	83,576	-0.7%

FY 2023-2024 Proposed Budget



Cemetery Perpetual Care Fund

Cemetery Perpetual Care Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	\$98,610	\$130,000	\$179,173	\$188,173
Revenues	\$4,528	\$4,000	\$4,000	\$4,000
Expenditures	-	-	-	-
Ending Fund Balance	\$103,138	\$134,000	\$183,173	\$187,173

Cemetery Perpetual Care Fund

The Cemetery Perpetual Care Fund accounts for the continuing care and maintenance as well as future capital investments of the City owned cemetery funded with fees restricted by external sources.

Revenues

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Other Revenues	4,528	4,000	4,000	4,000	0.0%
Total	4,528	4,000	4,000	4,000	0.0%

Sister Cities Fund

Sister Cities Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	\$42,500
Revenues	\$0	\$42,500	\$42,500	\$0
Expenditures	\$0	\$42,500	\$42,500	\$42,500
Ending Fund Balance	(\$3,506)	\$0	\$0	\$0

Sister Cities Fund

The Sister Cities Fund accounts for the activities carried out under the Sister Cities program with Nikaho, Japan.

Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Other Revenues	-	-	-	-	0.0%
Total	-	-	-	-	0.0%

Expenditure Summary by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Personnel Services	-	-	-	-	0.0%
Materials & Supplies	-	-	-	-	0.0%
Other Services & Charges	-	42,500	42,500	42,500	0.0%
Total	-	42,500	42,500	42,500	0.0%

Shawnee Municipal Authority

Shawnee Municipal Authority Operating Fund

Shawnee Municipal Authority Operating

Fund Balances

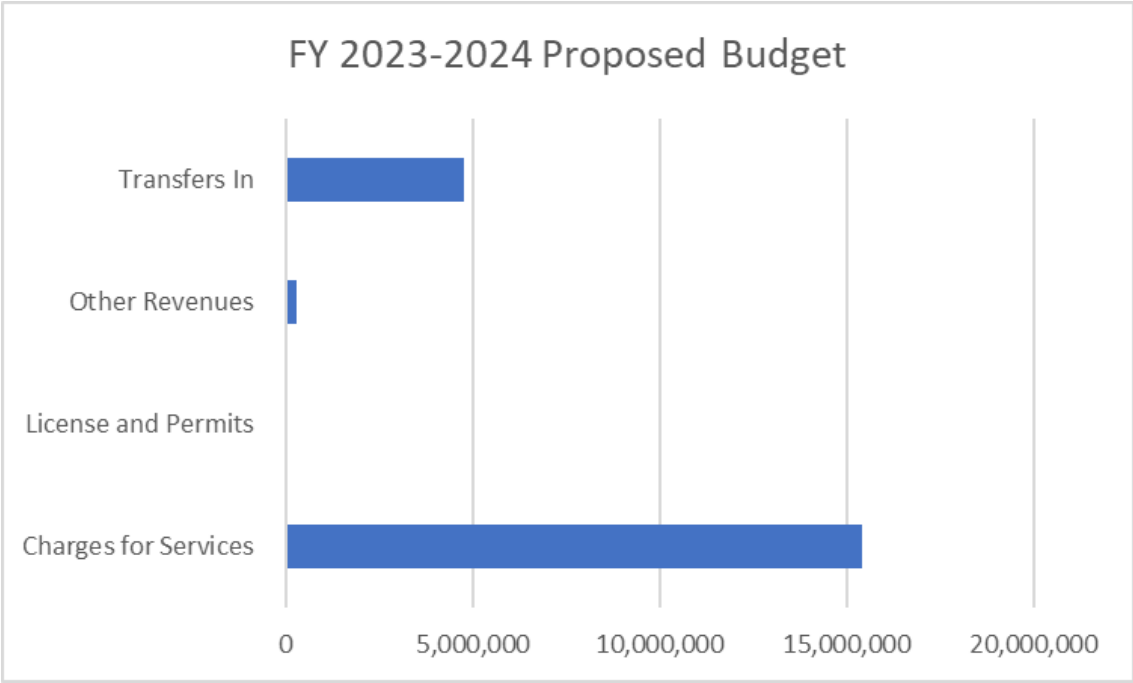
	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	\$685,279	\$2,859,721	\$6,912,990	\$4,731,584
Revenues	\$23,317,409	\$38,832,017	\$121,961,896	\$20,489,455
Expenditures	\$14,089,698	\$36,819,599	\$124,143,302	\$21,243,569
Ending Fund Balance	\$9,912,990	\$2,872,139	\$4,731,584	\$3,977,470

Shawnee Municipal Authority Operating

The Shawnee Municipal Authority accounts for the City's water, sewer, and sanitation operations. The major funding source is user charges.

Revenues

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Charges for Services	15,281,997	15,423,992	16,005,116	15,409,315	-3.7%
License and Permits	42,698	28,025	28,025	28,025	0.0%
Other Revenues	6,878,227	20,280,000	104,828,755	280,000	-99.7%
Transfers In	1,114,487	1,100,000	1,100,000	4,772,115	333.8%
Total	23,317,409	36,832,017	121,961,896	20,489,455	-83.2%



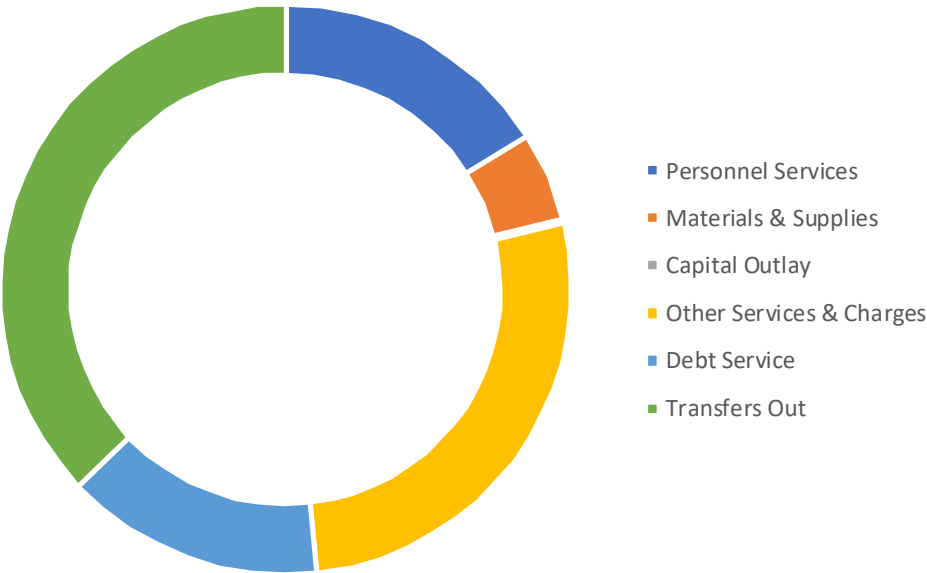
Shawnee Municipal Authority Operating

Expenditure Summary by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	2,777,398	2,983,952	3,087,141	3,390,826	9.8%
Materials & Supplies	823,866	978,200	984,121	1,075,950	9.3%
Capital Outlay	382,766	1,314,000	105,261,445	40,000	-100.0%
Other Services & Charges	4,946,850	25,005,197	5,089,271	5,734,588	12.7%
Debt Service	2,563,179	2,178,250	3,168,275	3,128,747	-1.2%
Transfers Out	2,595,638	4,360,000	6,553,050	7,873,458	20.1%
Total	14,089,698	36,819,599	124,143,302	21,243,569	-82.9%

Position Count FY 2024 = 52

FY 2023-2024 Proposed Budget



Water System Capital Projects Fund

Water System Capital Projects Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	-	-	-	\$4,910,000
Expenditures	-	-	-	\$4,906,000
Ending Fund Balance	-	-	-	\$4,000

Water System Capital Projects Fund

This fund accounts for the water infrastructure projects.

Revenues

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Other Revenues	-	-	-	4,000,000	0.0%
Transfer In	-	-	-	910,000	0.0%
Total	-	-	-	4,910,000	0.0%

Expense Breakdown by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Capital Outlay	-	-	-	4,906,000	0.0%
Total	-	-	-	4,906,000	0.0%

Wastewater System Capital Projects Fund

Wastewater System Capital Projects Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	-	-	-	\$76,240,000
Expenditures	-	-	-	\$76,239,000
Ending Fund Balance	-	-	-	\$1,000

Wastewater System Capital Projects Fund

This fund accounts for the wastewater infrastructure projects.

Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Other Revenues	-	-	-	75,000,000	0.0%
Transfer In	-	-	-	1,240,000	0.0%
Total	-	-	-	76,240,000	0.0%

Expense Breakdown by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Capital Outlay	-	-	-	76,239,000	0.0%
Total	-	-	-	76,239,000	0.0%

Meter Maintenance Fund

Meter Maintenance Fund

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	-	-	-	-
Revenues	-	-	-	\$850,000
Expenditures	-	-	-	\$431,793
Ending Fund Balance	-	-	-	\$418,207

Meter Maintenance Fund

This fund charges a fee to maintain meters in the ground and account for debt service.

Revenues

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Charges for Service	-	-	-	850,000	0.0%
Total	-	-	-	850,000	0.0%

Expense Breakdown by Account Type

	2021-2022 Actual	2022-2023 Original Budget	2022-2023 Amended Budget	2023-2024 Proposed Budget	Amended FY23 vs Proposed FY24
Debt Service	-	-	-	431,793	0.0%
Total	-	-	-	431,793	0.0%

Shawnee Airport Authority

Shawnee Airport Authority

Fund Balances

	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Original Budget	Amended Budget	Proposed Budget
Beginning Fund Balance	\$305,220	\$331,606	\$446,950	\$355,872
Revenues	\$814,190	\$957,290	\$971,790	\$2,025,442
Expenditures	\$672,461	\$1,048,368	\$1,062,868	\$2,095,111
Ending Fund Balance	\$446,950	\$240,528	\$355,872	\$286,203

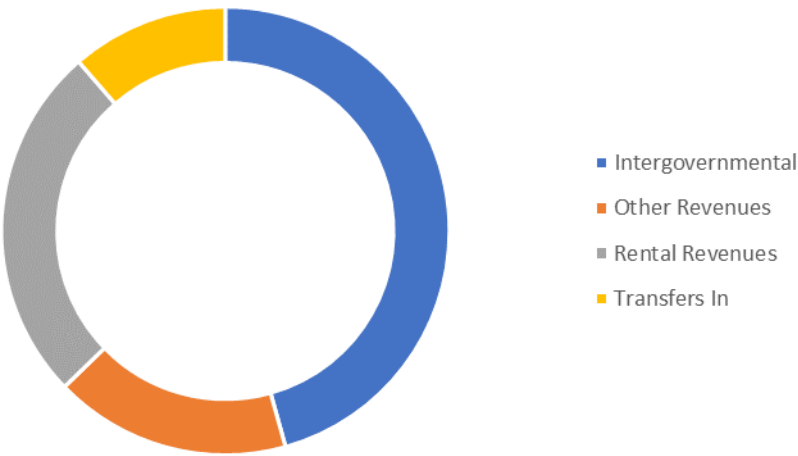
Shawnee Airport Authority

The Shawnee Airport Authority fund provides for the operation of the City of Shawnee Municipal Airport. The main revenue sources include rental revenues and federal grants for capital projects.

Revenues

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Intergovernmental	-	90,000	97,000	925,001	853.6%
Other Revenues	336,309	346,250	353,750	346,250	-2.1%
Rental Revenues	305,526	296,040	296,040	523,961	77.0%
Transfers In	172,355	225,000	225,000	230,230	2.3%
Total	814,191	957,290	971,790	2,025,442	108.4%

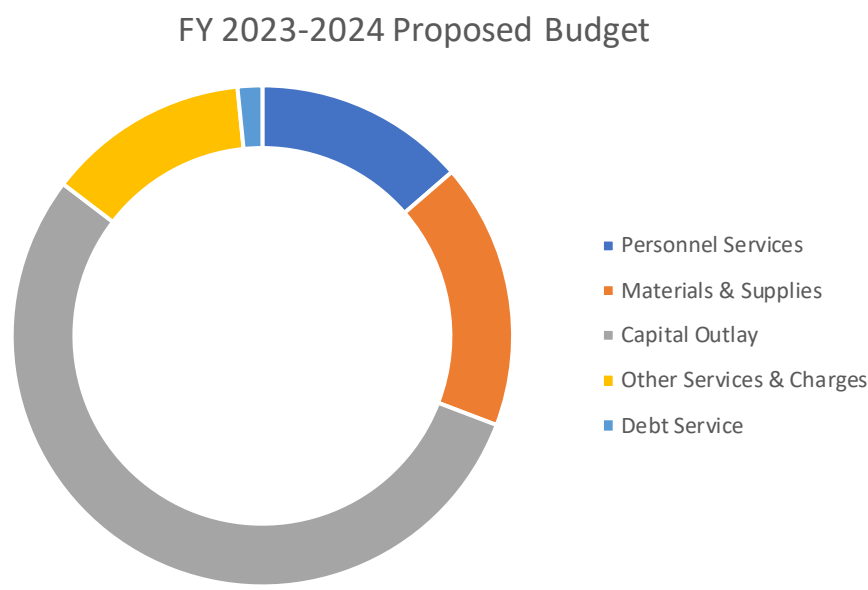
2023-2024 Proposed Budget



Expense Breakdown by Account Type

	2021-2022	2022-2023	2022-2023	2023-2024	Amended FY23 vs
	Actual	Original Budget	Amended Budget	Proposed Budget	Proposed FY24
Personnel Services	236,917	269,954	269,954	285,790	5.9%
Materials & Supplies	257,380	360,200	360,200	359,400	-0.2%
Capital Outlay	27,049	138,600	138,600	1,143,485	725.0%
Other Services & Charges	113,765	246,237	260,737	273,060	4.7%
Debt Service	37,350	33,376	33,376	33,376	0.0%
Total	672,461	1,048,368	1,062,868	2,095,111	97.1%

Position Count FY 2024 = 4



Personnel

Full-time Equivalent Employees

General Fund	FY 2022	FY 2023	FY 2024
City Manager	4.5	3	4
Accounting	6	6	6
Information Systems	4	4	4
Municipal Court	3	3.5	4
City Clerk	3	3	3
Human Resources	3	3	3
Planning	3	4	3
Code Enforcement	5	7	8
Police Administration	7	6	6.5
Police Patrol	58	61	63
Criminal Investigations Division	12	11	11
Animal Control	3	3	4
Dispatch	14	12.5	13
Fire Admin	5	5	5
Fire Suppression	49	48	50
Fire Training	2	1	2
Emergency Management	1	1	1
Engineering	2.5	3	4
Streets	12	14	14
Traffic Control	3	3	3
Parks	11.5	14	14
Cemetery	5	4	3
Community Center	1.5	0	0
Senior Center	1.5	0	0
Library	1	0	0
Municipal Auditorium	1.5	1	6.5
Building Maintenance	3	3	5
General Fund Total	225	224	240
Hotel/Motel			
Tourism	2	2	2
Hotel/Motel Total	2	2	2
CDBG Grants			
CDBG	1	1	1
CDBG Grants Total	1	1	1
Aquatic Center			
Pool	2	2	1
Aquatic Center Total	2	2	1



Full-time Equivalent Employees

Shawnee Municipal Authority	FY 2022	FY 2023	FY 2024
Utility Billing	4	4	4
Utility Administration	4	4	4
Water Production	8	8	8
Water Distribution	7	10	13
North Sewer Treatment Plant	6	6	6
South Sewer Treatment Plant	7	7	7
Sewer Collection	7	10	10
Total SMA	43	49	52
Shawnee Airport Authority			
Airport	3	3.5	4
Total SAA	3	3.5	4
Total Full Time Equivalent Employees	276	281.5	300

Capital Improvement Plan Policy

City of Shawnee

Capital Improvement Plan Policy

1. Purpose

In order to promote consistency and continuity in decision making related to capital improvement planning and to set the general parameters within which capital spending decisions are made, the following policy is established for the City's Capital Improvement Plan (CIP). As a matter of general policy, the goals of the CIP are to:

- A. Consistently make decisions related to capital improvement aligned with overall City goals and objectives regarding the physical and economic development of the community, asset management, and the provision of public services.
- B. Promote financial stability and focus attention on the City's long-term financial capacity to meet capital needs.
- C. Effectively communicate the City's priorities and plans for undertaking capital projects to internal and external stakeholders.

2. Definitions

Capital Planning. At least every other year, the City Manager shall submit a five-year capital improvement plan (CIP) to the Mayor and Commissioners. The CIP shall seek to assure the adequate condition and sustainability of the City's infrastructure, facilities, and capital investments. The CIP should also address the City Commission's priorities as well as federal and state mandates. In addition, estimated capital needs for a further five-year period shall be included to facilitate long-term capital planning. [*Resolution 6652 – March 7, 2022*]

Capital Expenditure. A capital expenditure is the cost of new construction, renovation, acquisition or capital maintenance of City infrastructure, facilities, or other capital investments, to ensure the continuation of service, enhance operations, and promote economic development. The City will make efforts to fund capital expenditures through an increase in General Fund spending and commitment of "non-recurring" revenue sources. As a target, the City will work to budget two (2.0) to five (5.0) percent of the General Fund for capital expenditures each year. [*Resolution 6652 – March 7, 2022*]

The City of Shawnee has a separate Capital Assets Policy that further defines a Capital Asset and provides guidance for uniform control and accountability over the City's assets.

Capital Project. Notwithstanding the definition of capital expenditure or capital asset as established for capital budgeting and accounting purposes, a capital project shall be defined for the purposes for the CIP as follows:

A capital project is an outlay that results in the acquisition of, or addition to, a capital asset with an anticipated useful life of not less than five (5) years **and** meets the capital project threshold as defined in the next section below. This definition includes, but is not limited to, capital projects undertaken to:

- Acquire new or expand existing physical facilities or infrastructure.
- Acquire large scale renewal, improvement, or replacement of physical facilities or infrastructure that is not routine maintenance. Renewal and improvement expenditures are those that improve an asset's productivity, significantly extend its useful life, or change the character of the asset.
- Acquire major pieces of equipment, vehicles, and other capital stock, including expenditures when aggregated or consolidated into a single project.
- Procure engineering or architectural studies and services related to public improvements.
- Acquire land or make improvements to land.

Capital Project Threshold. The capitalization threshold, or minimum value of an asset at the time of acquisition, is generally established as follows:

- Infrastructure - \$50,000
- Facilities and Land - \$50,000
- Vehicles - \$20,000
- Machinery & Equipment - \$20,000

Projects meeting the above definition and threshold shall be eligible for consideration and inclusion in the bi-annually updated CIP. Any and all expenditures meeting the criteria for fixed assets as defined by the City's Capital Asset Policy shall continue to be budgeted and accounted for as capital expenditures, however, will not be eligible for inclusion in the CIP unless they meet the above definitions of a capital project and threshold. Staff questions regarding the definition of a capital project should contact the Finance Department.

Facilities. Permanent structures erected above ground, together with fixtures attached to and forming a permanent part of the building, for the purpose of sheltering persons or personal property. The cost of buildings includes all labor, materials, and professional services required to construct the building, and any other costs to put the building into its intended use.

Facility improvements. Major repairs, renovations, or additions made to a building that increase the future service potential of the building and benefit future periods. The buildings and the improvements become one and are inseparable. Examples of building improvements include major repairs, renovations, or additions such as addition of a new wing or a new air conditioning system.

Infrastructure. Long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets and that are normally stationary in nature. These include roads, sidewalks, bike paths, bridges, buildings, drainage systems, water systems, sewer systems, etc.

Land. An inexhaustible asset that has an unlimited life and therefore is not depreciated.

Land improvements. Betterments, improvements, and site preparations that ready land for its intended use. Like the land itself, these improvements are inexhaustible and therefore not depreciated. Some examples of land improvements would be excavation, filling, grading, demolition of existing buildings, and removal or relocation of other property (telephone or power lines).

Life cycle cost. The total cost of an asset over its life cycle including initial capital costs, maintenance costs, operating costs, and the asset's residual value at the end of its life.

Useful life. The period over which a capital or infrastructure asset has utility to the City in performing the function for which it was intended.

3. Capital Improvement Planning and Implementation

The CIP is a proposed schedule for the expenditure of funds to maintain, acquire, or construct necessary capital projects over the next five-year period. This plan provides the public, residents, and stakeholders transparent information on how the City plans to address significant capital needs. The Board of Commissioners adopts the City's five-year CIP on a bi-annual basis. The plan is reviewed annually and revised based on current community needs, asset conditions, available resources, and funding opportunities.

The CIP process generally precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the Board of Commissioners does not equate to a final approval of all projects contained within the plan. With approval of the CIP, the Board of Commissioners acknowledge that the projects contained in the plan represent a reasonable interpretation of the anticipated needs for the City and that projects contained in the first year of the CIP are suitable for inclusion for the current fiscal year's budget. The Board of Commissioners will adopt the CIP after at least one public hearing is held during a public meeting of the Board of Commissioners. Once adopted, implementation of the projects listed in the Capital Improvement Plan shall follow City Purchasing Policies.

The CIP may be amended by the Board of Commissioners as recommended by the City Manager and after a public hearing is held during a public meeting of the Board of Commissioners. Amendments may include any change to the CIP such as the addition of a new project, change in the priority of a project, change in the proposed commencement year, or adjustment of the estimated project costs.

4. Developing the Capital Improvement Plan

Identify Needs. The first step in capital planning is to identify needs by recognizing and categorizing the City's capital assets and developing a capital asset life cycle for major capital assets. The capital asset life cycle includes costs to operate, maintain, administer, and renew or replace the capital asset. This will assist in identifying the need and schedule for capital asset replacement or major renewal. In addition, the City will use information such as development projections, strategic plans, comprehensive plans, facility master plans, and regional plans to assist in identifying present and future service needs that require capital infrastructure or equipment.

Determine financial impacts. When developing the multi-year capital plan, the full extent of the capital project will be considered, to include the following:

- The scope and timing of a planned project.
- Any potential revenues gained from the completed project.
- Adjusted cost projections based on anticipated inflation for projects spanning more than one year.
- A clear estimate of all major components required to implement a project, including land acquisition needs, design, construction, contingency, and post-construction costs.
- The quantification of ongoing life cycle costs associated with each project and identification of the sources of funding for those costs.

Prioritize capital requests. Capital projects will receive a higher priority based on their alignment with key factors that provide a benefit to the community. The criteria for priority consideration are listed below. Along with the criteria are either clarifying questions, marked with a C, or varying degree questions, marked with a V. Clarifying questions further define the criteria and if a project answers any of these questions with a “yes”, it will meet the stated criteria. Varying degree questions will be further prioritized based on how closely the project aligns to that criterion.

- Meets a policy goal or fulfills a strategic objective of the Board of Commissioners.
 - Does the project directly align with a strategic objective of the Board of Commissioners? – C
 - Is the project identified in a recent land use or other study? – C
 - Is the project a specific request of the Board of Commissioners? – V
 - Is the project a specific request of a neighborhood group or other local organization? – V
 - Does the project assist in reducing the annual operating budget? – V
- Is required under a state or federal mandate, law, or regulation.
 - Will the City incur a fine or penalty if this project is not complete? – V
 - What is the deadline for the City to be in compliance? – V
- Mitigates or eliminates a known health or safety hazard.
 - Is the health or safety hazard identified in a plan or study? – C

- Does the project completely eliminate or reduce the hazard? – V
- Maintains and improves the delivery of public services to a significant portion of the population.
 - Does the project significantly impact the entire city, over half the population, or a single neighborhood? – V
- Spurs economic development.
 - Does the project add to the tax base? – C
 - Does the project create employment opportunities? – C
 - Does the project stabilize or revitalize a neighborhood? – C
- Improves the quality or useful life of existing infrastructure.
 - Is the existing infrastructure significantly past its useful life? – C
 - Is the existing infrastructure beyond repair or does the cost of the repair outweigh the cost of replacement? – C
- Includes other funding sources such as state or federal grant funds.
 - Is the project funded by a federal or state grant? – C
 - Does the grant require a City match and at what percentage? – V
 - Are there other government or private entities willing to share in the project cost? – V

5. Allocating Resources to the Capital Improvement Plan

The City recognizes that an effective capital funding strategy requires consideration of a broad mix of funding mechanisms, including but not limited to pay-as-you-go, grants, and debt. The City will maintain a balanced mix of financing sources without excessive reliance on any one source.

Pay-as-You-Go Financing. Refers to the use of current financial resources to fund capital projects, including current revenues, fund balances, grants, and donations.

Pay-as-You-Use Financing. Refers to the issuance of various debt instruments to fund capital projects.

In considering which funding method to utilize for particular projects, the City shall strive to match benefit streams to cost streams as closely as possible over the anticipated useful life of the project and across constituency groups to achieve inter-generational and intra-jurisdictional equity respectively in project financing arrangements.

Regarding intergovernmental grants and private donations, the City will seek to leverage such resources whenever available, provided, those capital projects identified are consistent with capital improvement plans and City priorities, and whose operating impact have been documented in operating budget forecasts.

6. CIP Submission and Review

Departments. In order to evaluate the merits of capital project requests and to allow each project due process in evaluations, capital projects proposed shall be accompanied, at a minimum, by the following information:

- Project title, physical description, and definition of scope
- Demonstration/justification of need
- List of alternative options considered
- Risk assessment
- Project schedule
- Capital cost estimate
- Statement of impact on the operating budget
- Relationship to other planned projects
- Department's priority ranking of the project
- Recommended/anticipated funding sources

Each project shall be described such that development phases are delineated as separate stages of the project, such as land acquisition, design, and construction, and each phase may span beyond a single year.

Finance Department. The Finance Department will establish forms, instructions, deadlines, and procedures for project submittal and review.

City Management. In consultation with department heads and the Finance department, the City Manager's Office will prioritize projects and submit the Capital Improvement Plan with funding recommendations for consideration to the Board of Commissioners.

7. Progress Reporting

City staff will provide a bi-annual update to the Board of Commissioners on the implementation progress of the Capital Improvement Plan.

Budgeting and Financial Plan Policy

City of Shawnee

Budgeting and Financial Planning Policies

- 1. Municipal Budget Act.** With the adoption of Resolution 4855, the City of Shawnee began using and complying with the Municipal Budget Act (Title 11, Oklahoma Statutes, Sections 17-201 through 17-218) for its budget process on April 21, 1980. The City will continue to follow the provisions and requirements of the Municipal Budget Act in its annual budgeting process.
- 2. Balanced Budget.** Under Title 11, OS, Section 17-206, the budget of expenditures for a fund may not exceed the estimated revenues, including budgeted fund balance, for the fund.
- 3. Scope of Budget.** The annual budget shall estimate revenues and make appropriations for spending on all funds estimated to be available to the City during the fiscal year.
- 4. Borrowing for Operations.** The City will not borrow from any external source to fund ongoing operations.
- 5. Fund Balance.** Fund Balance should not be budgeted as revenue to support ongoing operations in the annual budget. Fund Balance may be budgeted to fund one-time expenditures such as capital projects. Fund balance may be drawn upon for cash flow needs and may be used as revenue if other revenue sources in total fall short of the estimate used in the adopted budget.
- 6. Reserves.** To provide cash flow, to meet unexpected needs, and to minimize the disruption caused by decreases in revenues over the course of a fiscal year, City operating funds should maintain two types of reserves: contingency and operating reserve.
 - a. Contingency Reserve.** Each City fund should include an appropriation adequate to fund a Contingency Reserve of a targeted amount of two (2.0) percent of the fund's budgeted expenditures. As needs arise, appropriations may be transferred from the Contingency Reserve account within legal and procedural limitations on transfers. The Municipal Budget Act specifies that no more than ten (10.0) percent of the total budget may be budgeted for miscellaneous purposes. This account is considered a miscellaneous purpose under the Municipal Budget Act because, when initially budgeted, it is unknown for what the Contingency Reserve will be used.
 - b. Operating Reserve.** Operating Reserve is the fund balance carried forward into the next fiscal year that is not budgeted. Each city fund will maintain an Operating Reserve, although the requirements for Operating Reserve differ depending on the type of fund.

General Fund: The General Fund shall maintain operating reserves at the beginning of each fiscal year in the amount of no less than fourteen (14.0) percent and no more than twenty (20.0) percent of the total General Fund budget for that fiscal year. This equates to maintaining approximately two months of expenditures in operating reserves. The Govern-

ment Finance Officers Association (GFOA) recommends a minimum of two months' worth of expenditures be maintained in Operating Reserve. General Fund operating reserves should be counter cyclical; reserve requirements are higher when the financial condition of the City is better so that operating reserves may be drawn down should the financial condition worsen. If the operating reserve falls outside of the above stated range, the City Manager will recommend appropriate action to address the situation. Should Operating Reserve fall below the minimum level, it will be the goal of the City to restore the Operating Reserve back to the minimum level within two years. Should the Operating Reserve exceed the recommended maximum level, the City Manager may recommend it be used to fund one-time expenditures, such as capital projects.

- i. **Other Funds:** Any fund that supports personnel or other ongoing operating expenditures shall maintain operating reserves at a target level of five (5.0) to twenty (20.0) percent of the total budgeted expenditures of the fund for the ensuing fiscal year. For the purposes of this section, "budgeted expenditures" means total budgeted expenditures and budgeted transfers to other funds for the ensuing fiscal year.
 - c. **Reporting requirements:** The City Manager shall notify the Mayor and Commissioners of reserve and contingency levels for all funds in the proposed budget. The City Treasurer shall include levels and any drawdowns for the General Fund, Shawnee Municipal Authority Fund, and the Shawnee Airport Authority Fund in the monthly financial report to the Commission.
- 7. Performance-based Budget.** The City Manager shall develop and present a budget that includes meaningful measures of the performance of City government in meeting its various service demands. In allocating funds, the City Manager shall take into account the validity of the measures and the ability of departments to meet the expected level of performance in the proposed budget.
- 8. Annual Budget Book.** In addition to the annual budget adopted by the City Commission, the City shall make available an Annual Budget Book on the City's website. This book shall include such additional information as may be useful to residents, including information on programs, performance and staffing levels.
- 9. Appropriations for Fiscal Year.**
- a. **Level of control.** The annual budget shall be filed with the State Auditor and Inspector as required by Title 11, OS, Section 17-209, to the level of specificity required by Title 11, OS, Section 17-213. The annual budget shall make appropriations specific to the fund, department, and general character of expenditure. Funds may be encumbered in accordance with Title 62, OS, Section 310.2 and the City Charter and Code, provided that the unexpended and unencumbered balance of the appropriation as a whole is not exceeded.
 - b. **Transfers.** The Oklahoma Municipal Budget Act (Title 11, OS, Section 17- 201 et. seq) provides for certain transfers of unexpended and unencumbered appropriations by the chief executive officer or designee as authorized by the governing body. In order to streamline the process and decrease delays in processing, the following procedure is put in place:

- i. The City Manager may authorize transfers of any unexpended and unencumbered appropriation, or any portion thereof, from one account class (categories of budget as described in the Municipal Budget Act) to another within the same department, or from one department to another within the same fund, except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimum required.
 - ii. The City Manager may designate the Assistant City Manager to authorize transfers.
 - iii. The Finance Director may authorize transfers between account classes within any department within the same fund.
 - iv. The City Treasurer will include all transfer-based adjustments to the budget which were made in the prior month, in the monthly financial reports to the Commission.
- c. **Lapsed appropriations.** The fiscal year ends on June 30th. State law, under Title 62, OS, Section 310.4, provides a 90-day period from June 30th to September 30th where claims for payment for goods or services ordered in the previous fiscal year can be made against appropriations from the prior fiscal year. After that time, no further claims can be made against prior year appropriations.

10. Budget Amendments. The annual budget shall be amended in accordance with Title 11, OS, Section 17-216.

- a. The governing body may amend the budget to make supplemental appropriations to any fund up to the amount of additional revenues which are available for current expenditures for the fund, due to:
 - i. Revenues received or to be received from sources not anticipated in the budget for that year;
 - ii. Revenues received or to be received from anticipated sources but in excess of the budget estimates therefor; or
 - iii. Unexpended and unencumbered fund balances on hand at the end of the preceding fiscal year which had not been anticipated or appropriated in the budget.
 - iv. Any appropriation authorizing the creation of an indebtedness shall be governed by the applicable provisions of Article 10 of the Oklahoma Constitution.
- b. If at any time during the budget year it appears probable that revenues available will be insufficient to meet the amount appropriated, or that due to unforeseen emergencies there is temporarily

insufficient money in a particular fund to meet the requirements of appropriation for the fund, then the governing body shall take action as it deems necessary. For that purpose, it may amend the budget to reduce one or more appropriations, it may amend the budget to appropriate fund balance operating reserves, or it may amend the budget to transfer money from one fund to another fund, but no appropriation for debt service may be reduced and no appropriation may be reduced by more than the amount of the unencumbered and unexpended balance thereof. No transfer shall be made from the debt service fund to any other fund, except as may be permitted by the terms of the bond issue or applicable law.

c. As provided in this section, a budget amendment authorizing supplemental appropriations or a decrease in the total appropriation of funds shall be adopted at a meeting of the governing body and filed with the municipal clerk and the State Auditor and Inspector.

Any amendment to the budget of any fund to recognize and appropriate fund balance shall state the reason for the amendment and the estimated impact upon reserve levels.

11. Long-Term Planning. The City Manager shall, at least every other year, prepare and transmit to the Mayor and Commissioners a forecast of City revenues and expenditures for the ensuing five years, and the major financial policy issues likely to be addressed in that five-year period.

12. Decentralization. The City Manager shall make every effort to involve departments in the preparation of the proposed budget and to give managers maximum legal flexibility in encumbering and expending funds once the budget is adopted. See e.g., Title 62, OS, Section 310.2.

13. Capital Expenditure. A capital expenditure is the cost of new construction, renovation, acquisition or capital maintenance of City infrastructure, facilities, or other capital investments, to ensure the continuation of service, enhance operations, and promote economic development. The City will make efforts to fund capital expenditures through an increase in General Fund spending and commitment of “non-recurring” revenue sources. As a target, the City will work to budget two (2.0) to five (5.0) percent of the General Fund for capital expenditures each year.

14. Capital Planning. At least every other year, the City Manager shall submit a five-year capital improvement plan (CIP) to the Mayor and Commissioners. The CIP shall seek to assure the adequate condition and sustainability of the City’s infrastructure, facilities, and capital investments. The CIP should also address the City Commission’s priorities as well as federal and state mandates. In addition, estimated capital needs for a further five-year period shall be included to facilitate long-term capital planning.

15. Interest and Investment Income. Interest and investment income earned by each fund shall be deposited in the same fund. All interest and investment income shall have the same purpose as that of the fund.

16. Revenues. The City must be sensitive to the balance between the need for services and the City's ability to continually support those services.

a. **Mix of Revenues.** The City should strive to maintain a diversified mix of revenues in order to balance the sources of revenue amongst taxpayers and to provide ongoing stability and predictability. The City will strive to keep a total revenue mix that encourages growth and keeps Shawnee economically competitive and a city of choice for people to live in and do business.

b. **Charges for Services.** As much as is reasonably possible, City services that provide direct benefit should be supported by fees and charges in order to provide maximum flexibility in use of general City taxes so as to meet the cost of services of broader public benefit. Fees should recover full costs, including all direct costs, capital costs, department overhead, and Citywide overhead. Departments that impose fees or service charges should prepare and periodically update cost-of-service studies for such services.

17. Personnel Costs. The primary operational expense of a municipality is personnel. The Annual Budget shall include a summary of the number of employees both by fund and by department.

The City Manager shall implement reasonable financial control measures to limit the risk of personnel costs exceeding the allocations provided in the adopted budget.

Glossary

Glossary

Definitions in quotes are taken directly from the Municipal Budget Act.

1. **Account** - An entity for recording specific revenues or expenditures, or for grouping related or similar classes of revenues and expenditures and recording them within a fund or department.
2. **Account class** - A category of expenditures used in the budget and based on the Municipal Budget Act. Specifically, Personal Services, Other Services and Charges, Materials and Supplies, Capital Outlay, Debt Service and Transfers.
3. **Appropriated fund balance** - Any fund balance appropriated for a fund for the budget year.
4. **Appropriation** - An authorization to expend or encumber revenues and fund balance of a fund.
5. **Budget** - A plan of financial operations for a fiscal year, including an estimate of proposed expenditures for given purposes and the proposed means for financing them.
6. **Budget summary** - A tabular listing of revenues by source and expenditures by fund and by department within each fund for the budget year.
7. **Budget year** - The fiscal year for which a budget is prepared or being prepared.
8. **Capital project** - A project to acquire, develop, improve, or maintain City infrastructure, facilities, and/or capital assets (long-term investments held for a period of more than one year).
9. **Chief executive officer** - The mayor of an aldermanic city or a strong-mayor-council city, the mayor of a town, or the city manager or chief administrative officer as it may be defined by applicable law, charter, or ordinance.
10. **Current year** - The year in which the budget is prepared and adopted, or the fiscal year immediately preceding the budget year.
11. **Contingency** - A specific account that is budgeted that is for unanticipated expenditures.

12. **Deficit** - The excess of a fund's current liabilities and encumbrances over its current financial assets as reflected by its books of account.
13. **Department** - A functional unit within a fund which carries on a specific activity, such as a fire department or a police department within a general fund.
14. **Estimated revenue** - The amount of revenues estimated to be received during the budget year in each fund for which a budget is prepared.
15. **Fiscal year** - The annual period for reporting fiscal operations which begins and ends on dates as the Legislature provides or as provided by law.
16. **Fund** - An independent fiscal and accounting entity with a self-balancing set of accounts to record cash and other financial resources, together with all liabilities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives.
17. **Fund balance** - The excess of a fund's current financial assets over its current liabilities and encumbrances, as reflected by its books of account.
18. **Governing body** - The city council of a city, the board of trustees of a town, or the legislative body of a municipality as it may be defined by applicable law or charter provision.
19. **Immediate prior fiscal year** - The year preceding the current year.
20. **Operating reserve** - That portion of the fund balance which has not been appropriated in a budget year.
21. **Municipality** - Any incorporated city or town.



Notice of Public Hearing
City of Shawnee, Oklahoma
Shawnee Municipal Authority
Shawnee Airport Authority
REVISEDProposed Budget Summary*
Fiscal Year 2023-2024

	001	010	101	102	104	105	106	107	108	112	190	191	301	302	303	304	306	350	501	502	503	504	511	601	701	702	709	
Description	General Fund	Grant Fund	Street & Alley Fund	E 911 Fund	Economic Development Fund	Spay/ Neuter Fund	Hotel/Motel Surcharge Fund	Police Sales Tax Fund	Fire Sales Tax Fund	Tax Increment Fund	CDBG Grant Fund	CDBG-CV- ODOC Fund	Capital Improvement Fund	Street Improvement Fund	2018 Capital Improvement Fund	American Rescue Plan Fund	2023 Capital Improvement Fund	Aquatic Center Fund	Shawnee Municipal Authority	Water System Capital Imprv Fund	Wastewater Capital Imprv Fund	Meter Maintenance Fund	Shawnee Airport Authority	Workers Compensation Self-Insurance Fund**	Library Fund	Cemetery Perpetual Care Fund	Sister Cities Fund	Total
ESTIMATED REVENUES & BUDGETARY FUND BALANCE																												
1 Beginning Budgetary Fund Balance	4,163,342	29,000	-	350,651	158,739	-	543,042	-	-	670,000	-	-	2,756,094	1,538,704	14,551,529	7,238,085	350,000	-	1,731,584	-	-	-	355,872	-	-	183,173	42,500	34,662,315
2 Taxes	20,470,390	-	283,900	280,000	367,212	-	474,500	459,131	459,131	120,000	-	-	2,845,889	3,213,101	3,672,115	-	3,672,115	-	-	-	-	-	-	-	-	-	-	36,317,483
3 Intergovernmental	444,000	289,500	-	-	-	-	-	-	-	-	828,557	164,872	-	111,500	-	11,000,000	-	-	-	-	-	-	925,001	-	-	-	-	13,763,430
4 License and Permits	492,000	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,025	-	-	-	-	-	-	-	-	522,025
5 Fines and Forfeitures	476,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	476,000
6 Gifts and Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7 Charges for Services	238,234	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	127,000	15,409,315	-	-	850,000	-	-	-	-	-	16,624,549
8 Rental Revenues	49,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000	-	-	-	-	523,961	-	-	-	-	587,061
9 Interest Income	85,600	-	-	-	-	-	-	-	-	-	-	-	2,000	2,500	1,500	-	-	-	-	-	-	-	-	-	-	-	-	91,600
10 Other Revenues	322,000	-	6,360	-	-	2,200	-	-	-	-	13,200	-	-	-	-	-	-	45,000	280,000	4,000,000	75,000,000	-	346,250	-	-	4,000	-	80,019,010
11 Transfers In	5,478,262	-	187,000	-	-	-	-	-	-	-	-	-	-	-	-	-	1,163,458	208,448	4,772,115	910,000	1,240,000	-	230,230	724,484	85,000	-	-	14,998,997
TOTAL	32,218,928	318,500	479,260	630,651	525,951	2,200	1,017,542	459,131	459,131	790,000	841,757	164,872	5,603,983	4,865,805	18,225,144	18,238,085	5,185,573	394,448	22,221,039	4,910,000	76,240,000	850,000	2,381,314	724,484	85,000	187,173	42,500	198,062,470
APPROPRIATIONS :																												
1 Administration	1,589,350	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,988	-	-	-	1,591,338
2 Accounting	717,156	-	-	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	-	-	-	-	-	-	2,978	-	-	-	722,134
3 Information Systems	595,740	-	-	-	-	-	-	-	-	-	-	-	221,700	-	-	-	-	-	-	-	-	-	-	1,985	-	-	-	819,425
4 City Clerk	415,855	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,489	-	-	-	-	417,344
5 Municipal Court	488,228	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,985	-	-	-	-	490,213
6 Utility Billing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	827,788	-	-	-	5,413	-	-	-	-	833,201
7 Human Resources	476,833	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,489	-	-	-	-	478,322
8 Community Development	414,829	29,000	-	-	-	-	-	-	-	-	828,430	164,872	25,000	-	338,280	-	-	-	-	-	-	-	-	8,182	-	-	-	1,808,593
9 Police Department and Emergency Management	11,397,219	273,500	-	276,000	-	2,200	-	-	-	-	-	-	748,861	-	-	-	-	-	-	-	-	-	-	442,371	-	-	-	13,140,152
10 Fire Department	6,757,402	-	-	-	-	-	-	-	-	-	-	-	722,362	-	2,000,000	-	-	-	-	-	-	-	-	166,636	-	-	-	9,646,400
11 Engineering	438,738	-	-	-	-	-	-	-	-	-	-	-	89,000	-	-	-	-	-	-	-	-	-	-	1,489	-	-	-	529,227
12 Code Enforcement	1,001,373	-	-	-	-	-	-	-	-	-	-	-	70,000	-	-	-	-	-	-	-	-	-	-	3,475	-	-	-	1,074,848
13 Public Works	1,462,512	-	470,000	-	-	-	-	-	-	-	-	-	535,000	2,842,000	3,580,000	13,185,000	-	-	9,268,576	4,906,000	76,239,000	-	-	43,526	-	-	112,531,614	
14 Parks, Culture and Recreation	1,691,786	16,000	-	-	-	-	-	-	-	-	-	-	713,500	-	1,282,500	-	-	377,448	-	-	-	-	-	27,417	81,926	-	-	4,190,577
15 Expo Center	928,948	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	-	-	-	-	-	-	-	-	-	-	-	-	1,028,948
16 Building Maintenance	338,594	-	-	-	-	-	-	-	-	-	-	-	23,000	-	-	-	-	-	-	-	-	-	-	11,083	-	-	-	372,677
17 Tourism	-	-	-	-	-	-	465,274	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	993	-	-	-	466,267
18 Economic Development	-	-	-	-	295,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	295,000
19 Sister Cities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42,500	42,500
20 Airport	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,053,111	1,985	-	-	-	2,055,096
21 Contingency Reserve	596,000	-	8,900	-	-	-	9,400	-	-	-	-	-	-	-	-	-	-	8,500	415,000	-	-	-	42,000	-	1,650	-	-	1,081,450
22 Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	279,443	-	3,118,569	-	-	-	2,858,747	-	-	431,793	-	-	-	-	-	6,688,552
23 Transfers Out	696,948	-	-	-	-	-	-	459,131	459,131	-	-	-	500,000	600,000	-	-	3,672,115	-	7,873,458	-	-	-	-	-	-	-	-	14,260,783
TOTAL	30,007,510	318,500	478,900	276,000	295,000	2,200	474,674	459,131	459,131	-	828,430	164,872	3,929,866	3,442,000	10,419,349	13,185,000	3,672,115	385,948	21,243,569	4,906,000	76,239,000	431,793	2,095,111	724,484	83,576	-	42,500	174,564,660
ENDING BUDGETARY FUND BALANCE RESERVE	2,211,418	-	360	354,651	230,951	-	542,868	-	-	790,000	13,327	-	1,674,117	1,423,805	7,805,795	5,053,085	1,513,458	8,500	977,470	4,000	1,000	418,207	286,203	-	1,424	187,173	-	23,497,811
Percent of Ending Fund Balance/Annual Expenses	7.37%	0.00%	0.08%	128.50%	78.29%	0.00%	114.37%	0.00%	0.00%	N/A	1.61%	0.00%	42.60%	41.37%	74.92%	38.32%	41.21%	2.20%	4.60%	0.08%	0.00%	96.85%	13.66%	0.00%	1.70%	N/A	0.00%	13.46%
Impact to Fund Balance - Gain/(Loss)	(1,951,924)	(29,000)	360	4,000	72,212	-	(174)	-	-	120,000	13,327	-	(1,081,977)	(114,899)	(6,745,734)	(2,185,000)	1,163,458	8,500	(754,114)	4,000	1,000	418,207	(69,669)	-	1,424	4,000	(42,500)	(11,164,504)

This Summary documents the preliminary budgeted estimates of Revenues and Appropriations for the funds of the City of Shawnee, Oklahoma, including its Authorities, for the budget period July 1, 2023 through June 30, 2024, as identified on May 3, 2023.

* Not included in the summary are funds with no activity: 103 - Oil & Gas Revenue, 113 - Drug Forfeiture, 192 - ESG ODOC Fund, 201 - Debt Service, 706 - Gifts and Contributions

** The Workers Compensation Self-Insurance Fund - 601, reflects "Transfers In" from other funds. The associated expense in other funds is reflected within the division where the payroll occurs, and is therefore not shown in the general "Transfers Out" expenditure line.

*** After the Public Hearing was held on May 15, 2023, revisions were made to the Beginning Fund Balances in the General Fund (\$2 mil), Street Improvement Fund (\$3 mil) and the Shawnee Municipal Authority Fund (\$3 mil).

For a downloadable PDF, visit <http://www.ShawneeOK.org>

A public hearing will be held on the Preliminary Budget Summary of Revenues and Appropriations in the City Commission Chamber at City Hall, 16 West 9th Street, Shawnee, Oklahoma, at 6:00 p.m. on May 15, 2023.

Andrea Weckmueller-Behringer, City Manager

(Seal)

Attest:

s/s Lisa Lasyone, City Clerk

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ADOPTING THE FISCAL YEAR 2023-2024 BUDGET FOR THE CITY OF SHAWNEE, OKLAHOMA FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024.

WHEREAS, the Charter of the City of Shawnee, Oklahoma, and statutes of the State of Oklahoma, require that an annual budget be prepared and presented to the City Commission of the City of Shawnee, Oklahoma, prior to the beginning of the fiscal year of said City, and that a public hearing be held thereon prior to the adoption of said budget; and

WHEREAS, the budget for the fiscal year July 1, 2023 through June 30, 2024, has heretofore been presented to the City Commission and due deliberation had thereon, and a public hearing having been held as required by Charter and/or statute, and all comments and objections have been considered; and a public hearing was held May 15, 2023 at City Hall Commission Chambers at 16th West 9th Street, Shawnee, Oklahoma.; and

WHEREAS, the following is a summary of the anticipated sources of revenue, and of the amounts appropriated, to wit:

001	GENERAL FUND	30,007,510
010	GRANT FUND	318,500
101	STREET & ALLEY FUND	478,900
102	E-911 FUND	276,000
104	ECONOMIC DEVELOPMENT FUND	295,000
105	SPAY/NEUTER FUND	2,200
106	HOTEL/MOTEL SURCHARGE FUND	474,674
107	POLICE SALES TAX FUND	459,131
108	FIRE SALES TAX FUND	459,131
191	CDBG GRANTS	828,430
192	CDBG-CV - ODOC	164,872
301	CAPITAL IMPROVEMENT FUND	3,929,866
302	STREET IMPROVEMENT FUND	3,442,000
303	2018 CAPITAL IMPROVEMENT FUND	10,419,349
304	AMERICAN RESCUE PLAN FUNDS	13,185,000
306	2023 CAPITAL IMPROVEMENT FUND	3,672,115
350	AQUATIC CENTER	385,948
601	WORK COMP SELF-INSUR FUND	724,484
701	LIBRARY FUND	83,576
709	SISTER CITIES FUND	42,500

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

THAT the budget for the City of Shawnee, Oklahoma, now before the said City Commission for consideration, as herein above summarized, a complete copy of which is on file

with the City Clerk, be, and the same is hereby adopted as the budget for the said City of Shawnee, Oklahoma, for the period of July 1, 2023 through June 30, 2024.

Passed and approved this 20th day of June, 2023

CITY OF SHAWNEE, OKLAHOMA
A MUNICIPAL CORPORATION

ED BOLT, MAYOR

SEAL
ATTEST:

LISA LASYONE, CMC, CITY CLERK



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

Date: June 20, 2023
To: Board of City Commissioners
From: Kacie Eck, Senior Deputy City Clerk
Subject: Consideration of an Agreement with Community Renewal of Pottawatomie County for Fiscal Year 2023-2024.

Background: In Fiscal Year 2022-2023, the City of Shawnee contracted with Community Renewal of Pottawatomie County (CRPC) to provide community events, including Downtown Block Parties, Monsters on Main, and the Downtown Christmas Parade.

CRPC has submitted a funding proposal to the City of Shawnee, which was reviewed by the Community Service Review Committee (CSCRC) at its public meeting on June 5, 2023. For Fiscal Year 2023-2024, CRPC has requested \$65,000, which equals the level of funding that had been approved for the current year.

In line with City staff's guidance, the CSCRC approved a recommendation to the City Commission to keep funding steady at \$65,000 for Fiscal Year 2023-2024.

Financial Impact: \$65,000 for Fiscal Year 2023-2024, budgeted in the General Fund, City Manager, Community Service Contracts, 001-0110-53300

Attachments: Community Renewal Packet, Community Renewal Contract

Staff Recommendation: Approval of the item



1000 N. Kickapoo
Shawnee, OK 74801
(405) 273-1035
brandon@communityrenewal.org

RECEIVED
MAR 31 2023
CITY CLERK

March 22, 2023

Dear Ms. Weckmueller-Behringer, et al.

I am writing in behalf of Community Renewal of Pottawatomie County (CRPC), an Oklahoma registered 501(c)3 not-for-profit corporation, its staff, and its board of directors to express our sincere interest in seeking to renew our contract with the City of Shawnee, OK, with no changes to language or funding level, to host several long standing community events in Shawnee; most notably, the Downtown Christmas Parade and Monsters on Main. In an era of isolation and polarization, these events are more important than ever before in our collective effort to renew and deepen a culture of care for our community.

Community Renewal of Pottawatomie County was founded in 2016 as a neighboring movement connecting neighbors together through intentional relationships by way of the Neighbor to Neighbor Network. Today this network connects over 4500 neighbors and 160 trained block leaders to care for their neighbors with intention, period. In addition, through local strategic partnerships, CRPC has built two Friendship Houses in underserved neighborhoods where trained staff members live with their families as they work to rebuild trust among neighbors. The majority of our mission is carried out through 11 We Care. Campuses at area schools. Close to 2,000 local elementary, middle, and high school students learn the social and emotional skills necessary to build healthy relationships as a foundation to pursuing lives of character and purpose.

CRPC has three core beliefs which drive our strategy for renewal. 1. Communities are built on a

foundation of relationships. 2. Communities move at the speed of relationships. 3. Relationships move at the speed of trust. If our community is to thrive for generations to come, we must intentionally strengthen our relational foundation by re-building healthy bonds of trust among neighbors, classmates and co-workers from diverse ethnicities, economic statuses, religious beliefs and political persuasions. The Downtown Christmas Parade, Monsters on Main, downtown block parties, and the like are the very kinds of community events which provide opportunities for these sorts of diverse interactions to occur.

The downtown community events we host are not offered by other organizations. Therefore, no duplication of services will occur. They are also free to the public and therefore not likely to ever be self-sustaining.

Under our existing contract we have hosted three downtown block parties on 7-14, 8-18, and 9-22. These are held on third Thursdays and have averaged a few hundred people in attendance. We book live music, feature downtown vendors and offer activities for kiddos. In addition we have food trucks and drinks available for purchase from local vendors. We also hosted Monsters on Main (formerly known as Boo on Bell) which had dozens of vendors and about 10,000 attendees. The Downtown Christmas Parade featured over 100 local floats and approximately 20,000-25,000 attendees. This spring we will have two more block parties on Bell St. One on 4-20 and the other on 5-18. Our final event will be to assist the Dunbar Heights Association with the annual Juneteenth Celebration.

CRPC has spent 7 years building a reputation as a trustworthy, committed partner in every corner of our community. We possess the capacity in both leadership and expertise to successfully host these events with excellence and financial accountability. Thank you for considering us again for this critically important partnership. If you have any questions, please reach out by email or text.

Sincerely,



Brandon Dyer
Executive Director
Community Renewal of Pottawatomie County
brandon@communityrenewal.org
405-273-1035 - office

COMMUNITY RENEWAL - Proposed Budget for City of Shawnee Downtown Events Contract FY '23/'24

PERSONNEL			
Events Coordinator- (CR staff point person facilitating all planning committees, contracts with vendors/suppliers, communication/promotion and financial accountability.)			
	0.25		
<i>subtotal Personnel</i>	<i>.25 FTE</i>		\$ 11,750

BENEFITSFRINGE			
Employer's portion of FICA, worker's compensation, health insurance, and retirement			
	25.03%	\$	2,941
<i>subtotal Benefits</i>	<i>% personnel cost</i>	\$	2,941

EVENTS			
Downtown Christmas Parade			
		\$	20,000
Boo on Bell			
		\$	15,000
Third event (perhaps assisting Dunbar w/ Juneteenth)			
		\$	5,000
Downtown Block Parties (5-6)			
		\$	10,309
<i>subtotal Supplies</i>		\$	50,309

TOTAL PROGRAM COST			
			\$ 65,000

SUMMARY		
Personnel	\$	11,750
Benefits	\$	2,941
Events	\$	50,309
subtotal Direct	\$	65,000
GRAND TOTAL	\$	65,000

Community Renewal of Pottawatomie County
City of Shawnee Events Contract Expenses Billed to Contract
June 2022 - February 2023

Expenditures

Personnel Costs		
Payroll Expense	\$ 7,833.33	Events Coordinator .25FTE
Fringe/Benefits	\$ 1,960.68	25.03% of Payroll Expense
Total Personnel Costs	\$ 9,794.01	
506-00 Marketing		
506-01 Advertising Expense	\$ 650.00	Advertisements for Events
Total 506-00 Marketing	\$ 650.00	
507-00 Professional Fees		
507-01 Legal Expense	\$ 385.00	ABLE permits, etc.
Total 507-00 Professional Fees	\$ 385.00	
510-00 Program Operations		
510-04 Program Supplies	\$ 8,763.54	Supplies for Events
510-05 Program Activity Expense	\$ 27,225.79	Fireworks, Band fees, Candy for Monsters, etc.
510-06 Postage/Printing Expense	\$ 983.00	Signage Expenses
510-10 Program Food Expense	\$ 214.51	Food Expenses
Total 510-00 Program Operations	\$ 37,186.84	
600-00 Facilities		
600-01 Insurance	\$ 2,448.00	Auto Insurance for Truck and Trailer, Insurance for Large Events
Total 600-00 Facilities	\$ 2,448.00	
610-00 Auto Expenses		
610-02 Auto Fuel/Maint	\$ 2,740.13	Tires, Oil Changes, Fuel, Trailer Maintenance
Total 610-00 Auto Expenses	\$ 2,740.13	
Total Expenditures	\$ 53,203.98	

Projected Expenses for Remainder of Contract	Amount	Notes
Juneteenth	\$ 5,000.00	
Block Parties	\$ 1,899.00	
Payroll	\$ 3,916.67	Events Coordinator .25FTE
Fringe	\$ 980.34	25.03% of Payroll Expense
Projected Expenses at End of Contract	\$ 65,000.00	

Community Renewal of Pottawatomie County
City of Shawnee Events Profit + Loss with Projections
June 2022 - February 2023

Revenue	Amount	Notes
401-00 Restricted Donations		
401-02 Corporate Restricted Donations	\$ 65,000.00	City of Shawnee Contract Dollars
Total 401-00 Restricted Donations	\$ 65,000.00	
404-00 Fundraising Income		
404-01 Event Sponsorships	\$ 18,800.00	Event Sponsorship Fees (Bluepeak, Vyve, etc.)
404-02 Event Contributions	\$ 1,575.00	Booth Sales, Parade Entries, etc.
Total 404-00 Fundraising Income	\$ 20,375.00	
Total Revenue	\$ 85,375.00	
Expenditures		
Personnel Costs		
Payroll	\$ 19,171.47	.5FTE for Events Coordinator, Plus hourly staff help
Benefits/Fringe	\$ 4,798.62	25.03% of payroll cost
Total Personnel Costs	\$ 23,970.09	
506-00 Marketing		
506-01 Advertising Expense	\$ 650.00	Advertisements for Events
Total 506-00 Marketing	\$ 650.00	
507-00 Professional Fees		
507-01 Legal Expense	\$ 385.00	ABEL Permits, Etc.
Total 507-00 Professional Fees	\$ 385.00	
510-00 Program Operations		
510-04 Program Curriculum/Class Supplies	\$ 8,763.54	Supplies for Events
510-05 Program Activity Expense	\$ 27,225.79	Fireworks, Band fees, Candy for Monsters, Etc.
510-06 Postage/Printing Expense	\$ 983.00	Signage Expenses
510-10 Program Food Expense	\$ 214.51	Food Expenses
Total 510-00 Program Operations	\$ 37,186.84	
610-00 Auto Expenses		
610-01 Vehicle Purchase	\$ 28,000.00	Purchase of Truck and Stage Trailer
610-02 Auto Fuel/Maint	\$ 2,740.13	Auto Insurance for Truck & Trailer, Large Event Insurance
Total 610-00 Auto Expenses	\$ 30,740.13	
Total Expenditures	\$ 92,932.06	
Net Revenue	\$ (7,557.06)	

Projected Expenses for Remainder of Contract	Amount	Notes
Juneteenth	\$ 5,000.00	
Block Parties	\$ 9,068.02	
Payroll	\$ 8,660.25	Events Coordinator .5FTE, Plus hourly staff help
Fringe	\$ 2,167.66	25.03% of payroll cost
Trailer Maintenance	\$ 1,500.00	
Trailer Wrap	\$ 1,000.00	
Projected Expenses at End of Contract	\$ 120,327.99	
Projected Net Revenue	\$ (34,952.99)	

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 26 2016

COMMUNITY RENEWAL OF POTTAWATOMIE
COUNTY INC
3903 N HARRISON
SHAWNEE, OK 74804

Employer Identification Number:
47-5359151
DLN:
17053348339035
Contact Person:
RACHEL M LEIFHEIT ID# 31617
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
October 14, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

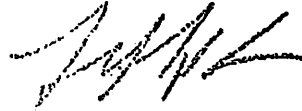
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

COMMUNITY RENEWAL OF POTTAWATOMIE

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey I. Cooper', with a stylized, sweeping flourish at the end.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Letter 947

OFFICE OF THE SECRETARY OF STATE



**NOT FOR PROFIT CERTIFICATE OF
RENEWAL, REVIVAL, EXTENSION &
RESTORATION**

WHEREAS, the Certificate of Renewal, Revival, Extension & Restoration of
**COMMUNITY RENEWAL OF POTTAWATOMIE COUNTY,
INC.**

*has been filed in the office of the Secretary of State as provided by the laws of the
State of Oklahoma.*

*NOW THEREFORE, I, the undersigned, Secretary of State of the State of
Oklahoma, by virtue of the powers vested in me by law, do hereby issue this
certificate evidencing such filing.*

*IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be
affixed the Great Seal of the State of Oklahoma.*



*Filed in the city of Oklahoma City this
9th day of February, 2023.*

Brian T. Blanton

Secretary of State

**AGREEMENT BETWEEN THE CITY OF SHAWNEE and
COMMUNITY RENEWAL OF POTTAWATOMIE COUNTY**

This Agreement is effective 1st day of July, 2023, by and between the City of Shawnee, Oklahoma, a municipal corporation, (CITY), and Community Renewal of Pottawatomie County, (CRPC).

WITNESSETH

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

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

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

1. CRPC agrees to provide and furnish such goods and services, to wit: the development of family-oriented events providing a safe and entertaining community atmosphere. Those events shall include, but not be limited to, Boo on Bell Street and the Downtown Christmas Parade.
2. CRPC agrees to provide and furnish such goods and services to commence on 1st day of July, 2023, and to continue until the 30th day of June, 2024.
3. The CITY agrees to fund CRPC's events as follows:
 - a. The CITY will pay to CRPC Sixty-Five Thousand Dollars (\$65,000.00) for the purposes specified in Paragraph 1, herein, during the period specified in Paragraph 2, herein.
 - b. CRPC will provide quarterly reports to the Finance Director of the CITY, documenting all expenditures of the funds referenced in paragraph 3a herein.
4. CRPC agrees to furnish to the CITY financial statements and audit documents as per CITY Resolution No. 6559 (March 19, 2018), at Section VII(B)(e), as such information is reasonably necessary to substantiate the expenditures of the amount referenced in Paragraph 3a, herein, for the purposes identified in Paragraph 1, herein.
5. CRPC and CITY acknowledge and agree that mutual cooperation is necessary for the success of this contractual arrangement. To that end, CRPC agrees to meet and consult with the City Manager's office concerning all events and activities that CRPC will sponsor at least sixty (60) days prior to the date of said event or activity and complete the event permitting process.
6. The CITY acknowledges that it cannot bind future commissions to a financial decision beyond the present fiscal year.
7. CRPC shall submit a request for renewal to the City Clerk's Office no later than March 29, 2024. As a part of this request, CRPC shall submit a summary of services rendered pursuant to this Agreement in the prior year.
8. This agreement may be terminated by either party upon thirty (30) days written notice prior to the end of the contract period.

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

COMMUNITY RENEWAL OF
POTTAWATOMIE COUNTY

BRANDON DYER
EXECUTIVE DIRECTOR

ATTEST:

SECRETARY/NOTARY

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

THE CITY OF SHAWNEE, OKLAHOMA
A municipal corporation

ANDREA WECKMUELLER-BEHRINGER
CITY MANAGER

ATTEST:

LISA LASYONE, CMC, CITY CLERK

APPROVED as to form and legality on _____.

JOSEPH M. VORNDRAN
CITY ATTORNEY



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

Date: June 20, 2023
To: Board of City Commissioners
From: Kacie Eck, Senior Deputy City Clerk
Subject: Consideration of an Agreement with Central Oklahoma Community Action Agency / Central Oklahoma Transit System for Fiscal Year 2023-2024.

Background: The City of Shawnee has long partnered with the Central Oklahoma Community Action Agency (COCAA) and their transportation division, Central Oklahoma Transit System (COTS) to provide public transportation services for the citizens of Shawnee.

COCAA has submitted a funding proposal to the City of Shawnee, which was reviewed by the Community Service Contract Review Committee (CSCRC) at its public meeting on June 5, 2023. For Fiscal Year 2023-2024, COCAA has requested \$90,000, which is a \$10,000 increase compared to the \$80,000 funding level that had been approved for the current year.

In line with City staff's guidance, the CSCRC approved a recommendation to the City Commission to keep funding steady at \$80,000 for Fiscal Year 2023-2024.

Financial Impact: \$80,000 for Fiscal Year 2023-2024, budgeted in the General Fund, City Manager, Community Service Contracts, 001-0110-53300

Attachments: COCAA/COTS Packet, COCCA/COTS Contract

Staff Recommendation: Approval of the item



Central Oklahoma Community Action Agency

Serving Cleveland, Lincoln, Logan, Payne,
Pottawatomie and Seminole Counties

RECEIVED

MAR 28 2023

CITY CLERK

March 24, 2023

Administration
405.275.6060

Central
Oklahoma
Transit
System (COTS)
405.273.3000

Ms. Kacie Eck
City of Shawnee
P.O. Box 1448
Shawnee, Ok 74802-1448

Dear Ms. Eck:

Rx for OK
1.800.256.5940

Central Oklahoma Community Action Agency (COCAA) is a 501(c)3 non-profit organization that has been in operation since 1968. It operates the Central Oklahoma Transit System (COTS) which has operated since 1998. COCAA is requesting continued financial support from the City of Shawnee for the COTS program and is vital in maintaining and growing transportation services to the City and the region.

Community Resource
Development Offices

COCAA's administrative office, COTS, and our other Pottawatomie county services are located in the Shawnee downtown area. COCAA currently employs 28 staff members, of which 13 are staff for the COTS program.

Cleveland
405.701.2170
405.434.6100

COTS operates ten mini vans and one micro-bus for on-demand transportation pickups in Pottawatomie and Seminole Counties. Hours of operation are 7am to 8pm Monday through Friday, and Saturday 8am till 5pm. There are a couple of other transportation systems in Shawnee. However, they do not offer the same services. Executive Cab is not ADA compliant. All COTS vehicles are ADA compliant. Citizen Potawatomi Nation Transit does not transport dialysis patients. COTS program transports for dialysis and other medical appointments. COTS hours also are different than the other two services.

Lincoln
405.695.1630

Logan
405.466.8249

COTS transports clients in the Shawnee city limits to areas in the Shawnee city limits for \$4.00 one way. If they are low-income seniors or veterans who qualify may schedule a ride for a discounted rate at \$2.00 one way. Outside the city limits, the cost will vary depending on where they start and where they are being transported, based on mileage. Rides must be scheduled at least 48 hours in advance.

Payne
405.624.2533

Pottawatomie
405.275.6060

For the 2022 year, COTS ran 190,520 revenue miles and provided 14,208 passenger trips. Revenue miles were up 34%. 11,129, or 78%, of these passenger trips were City of Shawnee residents. COTS is still dealing with the COVID pandemic. COTS still continues to provide PPE equipment such as gloves and sanitizing equipment. COTS continues to use sanitizing sprays to spray vehicles as well as office areas on a regular basis.

Seminole
405.382.1800

Volunteers
Impacting
People
(VIP)
405.275.7910

Over the last couple of years, COTS has been short staffed due to COVID and other medical issues. However, in order to assist so that COTS still has available drivers, COTS hired two part-time drivers to either fill-in when staff were out or to provide an additional vehicle to provide transportation.

The following is a breakdown of City of Shawnee rides for the last two years. There are some changes in the categories. The Medical/SoonerRide category was updated so it could be separated out into the two categories. COVID-19 category was added in 2020. It continues to be used during the pandemic. The COVID-19 category shows trips where the drivers provided assistance in picking up and delivering pre-purchased orders for homebound individuals or those high-risk categories that didn't get out of their homes during the pandemic. COTS also provides free transportation to those wanting to receive the vaccine.

Types of Rides	2021 (Annual numbers)	2022 (Annual numbers)
Education	224	126
Employment	2,447	1,829
Other/Nutrition	357	332
Recreation	195	531
Shopping	316	624
Medical	3,152	2,559
SoonerRide	3,599	4,926
COVID – 19	221	202
Total	10,511	11,129

COTS looks forward to providing leadership in coordinating efforts to expand transportation services for the City of Shawnee through work with partnerships including the City of Shawnee, other transit systems, and other funders. The City's financial support is vital to growing the program. The City's funding is just a part of the COTS annual budget. Other funding sources that assist with the annual budget includes Community Services Block Grant, ODOT 5311 grant, ODOT 5339 grants, State Revolving Funds, ModivCare, and revenue received from the fares collected. Local funds help with the matching dollars required for federal funds.

A new partner for COTS transportation is SSM Health. COTS received a community grant through SSM Health to assist low-income people within the City of Shawnee with their transportation needs. The grant allows low-income individuals to apply to COTS to receive a 10-ride punch card to assist them with transportation needs if they meet eligibility guidelines. The COTS program is excited about this new partnership and to see how it is able to help the City of Shawnee area.

During the time of the COVID-19 pandemic, COTS is considered an essential service to continue to serve the City of Shawnee residents so they can receive medical treatments, including dialysis. COTS staff is still working hard to provide vital services to its Shawnee residents.

In the request for proposal, it request any proposed changes to existing contract language or funding levels. COCAA doesn't have any contract language changes.

COCAA would like to request the continued support of the COTS program in the amount of \$90,000. This funding would be used for the following:

Drivers' salaries and fringe	\$50,500
Fuel	\$20,000
Vehicle insurance	\$10,000
Vehicle maintenance and repair	<u>\$ 9,500</u>
Total	\$90,000

This budget includes one full-time driver and one part-time driver. The budget includes a \$10,000 increase over last year's contract. This increase will assist with vehicle maintenance and repairs and the increases in insurance. With new vehicles increasing in price over 30% over the last year, the need to maintain current vehicles for a longer period is crucial to this transportation program. COTS has hired two part-time drivers to work as back-up drivers for the full-time staff when they are out on leave or illness or to add additional trips. These part-time drivers complete all the necessary FTA required safety trainings as all of our full-time drivers must complete to be able to driver for our agency.

Over the last year, COTS has been able to receive one 10-passenger micro-bus under the 5339b grant. COTS also receive one mini-van and is waiting on another 10-passenger micro-bus through the 5310 grant.

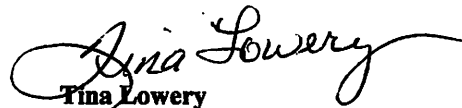
The request for proposal requests a copy of COCAA's audit. The audit for 3/31/2021 is included with this proposal. The audit for 3/31/2022 has been completed. However, it has not been presented and approved by the COCAA board of directors.

Central Oklahoma Community Action Agency appreciates the City's continuing support of the Central Oklahoma Transit System. If you have any questions or need anything further, please feel free to contact us.

Respectfully,



**Barbara Loudermilk
Executive Director**



**Tina Lowery
COTS Director**

Enclosures

Central Oklahoma Community Action Agency, Inc.
Shawnee, Oklahoma

***REPORT ON AUDIT OF FINANCIAL STATEMENTS
AND SUPPLEMENTAL INFORMATION***

For the Year Ended March 31, 2021

SAUNDERS & ASSOCIATES, PLLC
Certified Public Accountants

*630 East 17th Street
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CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Central Oklahoma Community Action Agency, Inc.

We have audited the accompanying financial statements of Central Oklahoma Community Action Agency, Inc. (a nonprofit organization), which comprise the statement of financial position as of March 31, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. 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 *Governmental 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 involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Central Oklahoma Community Action Agency, Inc.'s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Central Oklahoma Community Action Agency, Inc.'s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Central Oklahoma Community Action Agency, Inc. as of March 31, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), is presented for purposes of additional analysis and is not a required part of the financial statements. In addition, the accompanying supplemental information, as listed in the preceding table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 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.

Other Reporting Required By Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 27, 2021 on our consideration of Central Oklahoma Community Action Agency, Inc.'s internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely 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 the effectiveness of Central Oklahoma Community Action Agency, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Central Oklahoma Community Action Agency, Inc.'s internal control over financial reporting and compliance.

Saunders & Associates PLLC

SAUNDERS & ASSOCIATES, PLLC
Certified Public Accountants
Ada, Oklahoma

December 27, 2021

FINANCIAL STATEMENTS

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF FINANCIAL POSITION

March 31, 2021

Assets

Cash and Cash Equivalents	\$ 144,669
Accounts Receivable	419,237
Prepaid Expenses and Other Assets	12,959
Property and Equipment, Net	590,296
Total Assets	<u>\$ 1,167,161</u>

Liabilities

Accounts Payable	\$ 52,409
Accrued Expenses	98,666
Deferred Revenue	400
Note Payable	39,339
Total Liabilities	<u>190,814</u>

Net Assets

Without Donor Restrictions	300,885
With Donor Restrictions	675,462
Total Net Assets	<u>976,347</u>

TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,167,161</u>
----------------------------------	---------------------

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF ACTIVITIES

For the Year Ended March 31, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUES			
Federal Grants	\$ 0	\$ 1,468,759	\$ 1,468,759
State Grants	0	101,657	101,657
Local Grants	71,400	104,053	175,453
Donations	0	0	0
Program Revenue	26,570	332,656	359,226
Rental Revenue	15,100	9,651	24,751
United Way Allocation	0	10,348	10,348
In-Kind Revenues	0	20,136	20,136
Matching Revenue	0	0	0
Insure Oklahoma Revenue	0	26,060	26,060
Other Revenue	0	(113)	(113)
Net Assets Released From Restrictions	1,867,685	(1,867,685)	0
Total Revenues	1,980,755	205,522	2,186,277
EXPENSES			
Program Expenses	1,396,353	0	1,396,353
Supporting Services -			
General and Administrative	632,287	0	632,287
Fundraising Expenses	0	0	0
Total Expenses	2,028,640	0	2,028,640
Changes in Net Assets	(47,885)	205,522	157,637
Net Assets, Beginning of Year	348,770	469,940	818,710
NET ASSETS, END OF YEAR	\$ 300,885	\$ 675,462	\$ 976,347

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended March 31, 2021

EXPENSES	Program Expenses	Supporting Services		Total Expenses
		General and Administrative	Fundraising Expenses	
Salaries	\$ 589,808	\$ 331,767	\$ 0	\$ 921,575
Fringe Benefits	173,048	97,340	0	270,388
Contracted Expenses	34,731	19,535	0	54,266
Administration	0	0	0	0
Client Assistance	280,852	0	0	280,852
Training	5,559	0	0	5,559
Maintenance and Repairs	29,066	3,230	0	32,296
Rent and Storage	31,810	59,076	0	90,886
Utilities	2,344	1,318	0	3,662
Travel	57,385	19,128	0	76,513
Supplies	25,322	10,852	0	36,174
In-Kind Expense	20,136	0	0	20,136
Interest	15,876	0	0	15,876
Depreciation	28,406	12,173	0	40,579
Other Expense	30,343	13,225	0	43,568
Pass-Through Grant	23,947	0	0	23,947
Insurance	20,872	20,872	0	41,744
Advertising	0	7,178	0	7,178
Telephone	0	36,593	0	36,593
Direct Expense	26,848	0	0	26,848
TOTAL EXPENSES	\$ 1,396,353	\$ 632,287	\$ 0	\$ 2,028,640

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF CASH FLOWS

For the Year Ended March 31, 2021

CASH FLOWS FROM OPERATING ACTIVITIES

Cash Provided (Used) by Operating Activities:

Change in Net Assets	\$ 157,637
Adjustments to Reconcile Change in Net Assets to	
Net Cash Provided (Used) by Operating Activities:	
Depreciation	40,579
Gain on Sale of Assets	0
Changes in:	
Accounts Receivable	(197,383)
Prepaid Expenses	(5,011)
Deferred Revenue	0
Accrued Expenses	50,614
Accounts Payable	<u>27,922</u>
Net Cash Provided (Used) by Operating Activities	<u>74,358</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of Equipment	(27,951)
Proceeds from Sale of Property	<u>0</u>
Net Cash Provided (Used) by Investing Activities	<u>(27,951)</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Note Received	0
Principle Payment on Notes Payable	<u>(4,835)</u>
Net Cash Provided (Used) by Financing Activities	<u>(4,835)</u>

Net Increase (Decrease) in Cash	41,572
Cash and Cash Equivalents, Beginning of Year	<u>103,097</u>
CASH AND EQUIVALENTS, END OF YEAR	<u>\$ 144,669</u>

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of the significant accounting policies applied in the preparation of the accompanying financial statements is as follows:

Background – Central Oklahoma Community Action Agency, Inc. (COCAA), originally organized as Action, Incorporated is a nonprofit corporation established under the laws of the State of Oklahoma. COCAA was established to assist in developing, executing, and coordinating plans and programs authorized under the Economic Opportunity Act of 1964, and its subsequent amendments and other federal, state, and local laws and programs to alleviate poverty. The programs supported by COCAA include homeless shelters, food closets, transitional housing, transportation services, community centers, health clinics, and other services to promote self-sufficiency in low-income persons. These services are funded by various federal and state grants, as well as local government and private entity contracts, private grants, donations, and fees from those persons served. COCAA provides services in Pottawatomie, Cleveland, Logan, Payne, Seminole, and Lincoln Counties.

Basis of Accounting – The financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles in the United States of America.

Financial Statement Presentation – The Organization is required to report information regarding its financial position and activities based on the existence or absence of donor-imposed restrictions as follows:

Net Assets Without Donor Restrictions – Net assets that are not subject to donor imposed restrictions.

Board Designated Net Assets – Net assets without donor restrictions subject to self-imposed limits by action of the governing board. Board designated net assets may be earmarked for future programs, investment, contingencies, purchase or construction of fixed assets or other uses. COCAA currently has no board designated net assets.

Net Assets With Donor Imposed Restrictions – Net assets subject to donor-imposed stipulations that can be met either by actions of the Organization or the passage of time. Contributions with donor-imposed restrictions that are met in the same period as the contribution are accounted for as unrestricted contributions.

Estimates – The preparation of financial statements in conformity with the cash receipts and disbursements method of accounting requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents – The Organization defines cash and cash equivalents to be all cash and certificates of deposit with original maturities of three months or less. Cash equivalents of \$144,669 as of March 31, 2021 were invested with a major local financial institution.

Land, Building, and Equipment – Fixed assets with a historical cost when purchased or fair market value when donated of \$500 or more are capitalized. Depreciation on fixed assets is computed on the following estimated useful lives of the assets:

Buildings	20 years
Furniture	10 years
Computer equipment	5 years
Office equipment	5 – 10 years

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Advertising Expenses – Advertising costs are expensed as incurred. The Organization incurred advertising expenses of \$7,178 for the year ended March 31, 2021.

Allocated Expenses – Expenses by function have been allocated among program and supporting services classifications on the basis of time records on a reasonable basis which has been consistently applied. The expenses allocated are:

<u>Allocation Basis</u>	<u>Type of Cost</u>
Time Studies	Administrative Staff
Total Revenues	Auditing Services, Directors and Officers Liability Insurance, Dishonesty Bond
Square Footage	Space Costs, Utilities, Telephone

Concentrations of Credit Risk – Financial instruments, which potentially subject the Organization to concentrations of credit risk consist primarily of cash and cash equivalents, short-term investments and grants receivable. The Organization places its cash and certificates of deposit with high quality financial institutions. The Organization's management believes that credit risk has been reduced to an acceptable level and that the likelihood of material loss is low.

Subsequent Events – Management of COCAA has evaluated subsequent events through December 27, 2021, which is the date the financial statements were available to be issued.

Income Taxes and Uncertain Tax Positions – The Central Oklahoma Community Action Agency, Inc. (COCAA) qualifies as an organization exempt from income taxes under Section 501(c)(3) of the *Internal Revenue Code* and is subject to a tax on income from any unrelated business, as defined by Section 509(a)(1). COCAA currently has no unrelated business income. Accordingly, no provision for income taxes has been recorded.

COCAA has adopted the recognition requirements for uncertain income tax positions as required by generally accepted accounting principles. Income tax benefits are recognized for income tax positions taken or expected to be taken in a tax return only when it is determined that the income tax position will more-likely-than-not be sustained upon examinations by taxing authorities. COCAA has analyzed tax positions taken for filing with the Internal Revenue Service and the Oklahoma Tax Commission and that income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse effect on the financial condition, results of operations, or cash flows. Accordingly, COCAA has not recorded any reserves, or related accruals for interest and penalties for uncertain income tax positions. Additionally, COCAA is subject to routine audits by taxing authorities for as far back as the previous three filing periods. There are currently no audits for any tax periods in progress.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2021

NOTE 2: LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects COCAA's financial assets as of the statement of financial position date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions or board mandated restriction within one year of the statement of financial position date. Donor-restricted resources are available to support general expenditures to the extent that restrictions on those resources will be met by conducting the normal activities of COCAA's programs in the coming year.

Financial assets at year end	\$ 563,906
Less those unavailable for general expenditures within one year	
Contractual or Donor Imposed Restrictions	<u>0</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 563,906</u>

NOTE 3: CASH AND INVESTMENTS

Deposits with banks and financial institutions are carried at monetary value. The table presented below is designed to disclose the level of custody credit risk assumed by the Organization based upon how its deposits were insured or secured with collateral at March 31, 2021. The categories of credit risk are defined as follows:

Category 1 – Insured by FDIC or collateralized by securities held by the Organization or by its agent in its name.

Category 2 – Uninsured but collateralized with securities held by the pledging financial institution's trust department or agent in the Organization's name.

Category 3 – Deposits which are not collateralized or insured.

A summary of the deposits at March 31, 2021 consisted of the followings:

<u>Type of Deposits</u>	<u>March 31, 2021</u>				
	<u>Balance</u>	<u>Custody (Category 1)</u>	<u>Credit Risk (Category 2)</u>	<u>Uninsured (Category 3)</u>	<u>Carrying Value</u>
Demand Deposits	<u>\$ 202,334</u>	<u>\$ 202,334</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

NOTE 4: ACCOUNTS RECEIVABLE

Accounts receivable, consisting of advances to sub-grantees and local project service contracts are carried at monetary value. The Organization did not recognize any allowance for uncollectible amounts at March 31, 2021.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2021

NOTE 5: FIXED ASSETS

A summary of changes in fixed assets for the year ended March 31, 2021, is as follows:

	<u>03/31/20</u>	<u>Additions</u>	<u>Dispositions</u>	<u>03/31/21</u>
Land	\$ 133,160	\$ 0	\$ 0	\$ 133,160
Buildings	686,417	0	0	686,417
Furniture and Equipment	25,676	27,951	0	53,627
Vehicles	<u>260,672</u>	<u>0</u>	<u>0</u>	<u>260,672</u>
Total	1,105,925	27,951	0	1,133,876
Accumulated Depreciation	(503,001)	(40,579)	0	(543,580)
Fixed Assets, Net	<u>\$ 602,924</u>	<u>\$ (12,628)</u>	<u>\$ 0</u>	<u>\$ 590,296</u>

Current year depreciation totaled \$40,579 and was charged to the Central Oklahoma Transit System Fund 500 and the General Fund 990.

NOTE 6: RETIREMENT PLAN

COCAA has a defined contribution 401(k) pension plan covering substantially all of its employees. Employees are vested after one year of service and contributions are matched to employee contributions with a cap at 5%. The contributions during 2021 were \$26,559.

NOTE 7: RELATED PARTY TRANSACTIONS

COCAA provided services to individuals who were related to management or the governing body. Services provided to the related persons included medical care, financial counseling, housing assistance, food, life skills training, weatherization assistance, energy efficiency education, tax preparation, utility assistance, transportation and rent/mortgage assistance. The Board of Directors approves all such transactions.

NOTE 8: ECONOMIC DEPENDENCY

COCAA receives a significant portion of its revenue from funds provided through federal and state grants. The grant amounts are appropriated each year by the federal and state agencies. If significant budget cuts are made at the federal and/or state level, the amount of the funds the organization receives could be reduced significantly and have an adverse impact on its operations.

NOTE 9: NOTE PAYABLE

A loan dated January 6, 2021 was obtained to purchase a building for renovation. A COCAA CD was used as collateral for the note. The entire note is considered current. The note was for \$45,000 with an interest rate of 3.7% and a balance of \$39,339 as of March 31, 2021.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2021

NOTE 10: LEASES

COCAA leases certain property with terms of 12 months or less. The leases are classified as short term operating leases with subsequent year obligations totaling approximately \$93,022 for the year ended March 31, 2021. Rental expense for leased property for the ended March 31, 2021 was \$93,022.

NOTE 11: CONTINGENT LIABILITIES

In the normal course of operations, the Organization participates in a number of federal and state assisted grant programs. These programs are subject to audit by the grantors or their representatives. Such audits could lead to requests for reimbursement to the grantor agency for expenditures disallowed under the terms of the grant. Presently, the Organization has no such requests pending, and in the opinion of management, any such amounts would not be considered material.

NOTE 12: RISKS AND UNCERTAINTIES

In early March 2021, the COVID-19 virus was declared a global pandemic, and it unfortunately continues to spread rapidly. Business continuity, including supply chains and consumer demand across a broad range of industries and countries, could be severely impacted for months or more, as governments and their citizens take significant and unprecedented measures to mitigate the consequences of the pandemic. Management is carefully monitoring the situation and evaluating its options during this time. No adjustments have been made to these financial statements as a result of this uncertainty.

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

Board of Directors
Central Oklahoma Community Action Agency, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Central Oklahoma Community Action Agency, Inc. (a non-profit organization), which comprise the statement of financial position as of March 31, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 27, 2021.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of This Report

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

Saunders & Associates PLLC

SAUNDERS & ASSOCIATES, PLLC
Certified Public Accountants
Ada, Oklahoma

December 27, 2021

Saunders & Associates, PLLC

Certified Public Accountants

630 East 17th Street * P. O. Box 1406 * Ada, Oklahoma 74820 * (580) 332-8548 * FAX: (580) 332-2272
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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Central Oklahoma Community Action Agency, Inc.

Report on Compliance for Each Major Program

We have audited Central Oklahoma Community Action Agency, Inc.'s compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of Central Oklahoma Community Action Agency, Inc.'s major federal programs for the year ended March 31, 2021. Central Oklahoma Community Action Agency, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

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

Auditor's Responsibility

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

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Central Oklahoma Community Action Agency, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, Central Oklahoma Community Action Agency, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2021.

Report on Internal Control Over Compliance

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

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

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

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

Saunders & Associates PLLC

SAUNDERS & ASSOCIATES, PLLC
Certified Public Accountants
Ada, Oklahoma

December 27, 2021

SUPPLEMENTAL INFORMATION

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

March 31, 2021

Federal Grantor Pass-Through Grantor/Program Title	Fund No.	CFDA No.	Pass - Through Entity Identifying Number	Grantor No.	Expenditures
Federal Programs:					
U. S. Department of Health and Human Services:					
<u>Oklahoma Department of Commerce:</u>			94776655		
Community Services Block Grant	900	93.569		18007 CSBG CR 20 \$	4,850
Community Services Block Grant	904	93.569		17604 CSBG 19 & 18043 20	5,644
Community Services Block Grant	362	93.569		18099 CSBG 20	28,409
Community Services Block Grant	362	93.569		17690 CSBG 19	18,799
Community Services Block Grant	361	93.569		17479 CSBG 19	610
Community Services Block Grant	360	93.569		17736 CSBG 19	10,909
Community Services Block Grant	905	93.569		17495 CSBG 19	6,057
Community Services Block Grant	909	93.569		17788 CSBG 20	14,396
Community Services Block Grant	911	93.569		17872 CSBG 20	134,282
Community Services Block Grant	915	93.569		17434CSBG 19	349,141
Community Services Block Grant	916	93.569		17774 CSBG 20	274,722
Total Oklahoma Department of Commerce					<u>847,819</u>
U. S. Department of Transportation					
<u>Oklahoma Department of Transportation:</u>			N/A		
Section 5311 Transportation	500	20.509		FTA5311-TP-20(380)	129,223
Section 5311 Transportation	501	20.509		FTA5311-CARE(402)	
		COVID-19			<u>354,438</u>
Total Oklahoma Department Transportation					<u>483,661</u>
U. S. Department of Homeland Security					
Emergency Food and Shelter Program	401	97.024		N/A	54,916
Emergency Food and Shelter Program	402	97.024		CARES	<u>15,914</u>
Total Department of Homeland Security					<u>70,830</u>
U. S. Department of Housing and Urban Development					
<u>Oklahoma Department of Commerce:</u>			94776655		
Emergency Solutions Grant Program	650	14.231		17667 ESG19	20,136
Emergency Solutions Grant Program	650	14.231		17902 ESGCR	<u>47,967</u>
Total Department of Housing and Urban Development					<u>68,103</u>
TOTAL FEDERAL AWARDS					<u>\$ 1,470,413</u>

* See accompanying notes to this schedule.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

March 31, 2021

NOTE 1: BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards include the federal grant activity of Central Oklahoma Community Action Agency, Inc., (COCAA) under programs of the of the federal government for the year ended March 31, 2021. The information in this schedule is in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the schedule presents only a portion of the operations of COCAA, it is not intended to, and does not present the financial position, changes in net position, or cash flows of COCAA.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in *Uniform Guidance*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3: INDIRECT COST

The Organization has elected not to use the 10 percent *de minimis* indirect cost rate as allowed under the *Uniform Guidance*.

NOTE 4: RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Amounts reported in the accompanying schedules may not agree with the amounts reported in the related financial reports filed with the grantor agencies because of accruals made in the schedule which will be included in future reports filed with those agencies.

NOTE 5: CONTINGENT LIABILITIES

The organization participates in a number of federally assisted programs. These programs are audited in accordance with *Government Auditing Standards* and the *Single Audit Act Amendments of 1996*, if applicable, in accordance with the required levels of Federal Financial Assistance. Audits of prior years have not resulted in any significant disallowed costs; however, grantor agencies may provide for further examinations.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITHOUT DONOR RESTRICTIONS

March 31, 2021

	PPP Loan	Payroll 100	Local 310	Rent Income 705	Housing 710	General 990	Without Donor Restrictions Total
<u>Assets</u>							
Cash and Cash Equivalents	\$ 27,459	\$ (485,489)	\$ 9,807	\$ 4,767	\$ 5,892	\$ 14,463	\$ (423,101)
Accounts Receivable	0	0	0	0	0	0	0
Due From Other Funds	0	0	30,728	3,446	104,077	0	138,251
Prepaid Expenses and Other Assets	0	0	0	18	216	2,725	2,959
Property and Equipment, Net	0	0	1,439	0	(1,776)	469,668	469,331
TOTAL ASSETS	\$ 27,459	\$ (485,489)	\$ 41,974	\$ 8,231	\$ 108,409	\$ 486,856	\$ 187,440
<u>Liabilities</u>							
Accounts Payable	\$ 0	\$ 462	\$ (13)	\$ 162	\$ 39	\$ 1,245	\$ 1,895
Accrued Expenses	27,459	(486,025)	0	0	200	32,757	(425,609)
Due to Other Funds	0	152,689	0	0	0	157,060	309,749
Note Payable	0	0	0	0	0	520	520
Total Liabilities	27,459	(332,874)	(13)	162	239	191,582	(113,445)
<u>Net Assets</u>							
Without Donor Restrictions	0	(152,615)	41,987	8,069	108,170	295,274	300,885
With Donor Restrictions	0	0	0	0	0	0	0
Total Net Assets	0	(152,615)	41,987	8,069	108,170	295,274	300,885
TOTAL LIABILITIES AND NET ASSETS	\$ 27,459	\$ (485,489)	\$ 41,974	\$ 8,231	\$ 108,409	\$ 486,856	\$ 187,440

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	CSBG 360	CSBG 361	CSBG 362	CDBG 380	CDBG 381
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 67	\$ (409)	\$ 8,743	\$ 0	\$ (840)
Accounts Receivable	0	0	6,158	355	2,000
Due From Other Funds	0	297	0	0	0
Prepaid Expenses and Other Assets	0	0	0	0	0
Property and Equipment, Net	0	0	0	0	0
Total Assets	<u>\$ 67</u>	<u>\$ (112)</u>	<u>\$ 14,901</u>	<u>\$ 355</u>	<u>\$ 1,160</u>
<u>LIABILITIES</u>					
Accounts Payable	\$ 0	\$ (112)	\$ 620	\$ 0	\$ 1,160
Accrued Expenses	0	0	7,974	0	0
Due to Other Funds	67	0	4,779	355	0
Deferred Revenue	0	0	0	0	0
Note Payable	0	0	0	0	0
Total Liabilities	<u>67</u>	<u>(112)</u>	<u>13,373</u>	<u>355</u>	<u>1,160</u>
<u>NET ASSETS</u>					
Without Donor Restrictions	0	0	0	0	0
With Donor Restrictions	<u>0</u>	<u>0</u>	<u>1,528</u>	<u>0</u>	<u>0</u>
Total Net Assets	<u>0</u>	<u>0</u>	<u>1,528</u>	<u>0</u>	<u>0</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 67</u>	<u>\$ (112)</u>	<u>\$ 14,901</u>	<u>\$ 355</u>	<u>\$ 1,160</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	Fundraiser Shawnee United 385	United Way 390	Healty Steps 395	Parents as Teachers 396	Emergency Food & Shelter 401
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 1,311	\$ 1,327	\$ 18,040	\$ 13,996	\$ (22,948)
Accounts Receivable	0	0	75,000	0	0
Due From Other Funds	8,417	0	8,863	0	16,493
Prepaid Expenses and Other Assets	0	0	380	0	0
Property and Equipment, Net	0	0	0	0	0
Total Assets	<u>\$ 9,728</u>	<u>\$ 1,327</u>	<u>\$ 102,283</u>	<u>\$ 13,996</u>	<u>\$ (6,455)</u>
<u>LIABILITIES</u>					
Accounts Payable	\$ 0	\$ 0	\$ (77)	\$ 0	\$ (500)
Accrued Expenses	0	0	25,629	0	0
Due to Other Funds	0	0	0	97	0
Deferred Revenue	0	0	0	0	0
Note Payable	0	0	0	0	0
Total Liabilities	<u>0</u>	<u>0</u>	<u>25,552</u>	<u>97</u>	<u>(500)</u>
<u>NET ASSETS</u>					
Without Donor Restrictions	0	0	0	0	0
With Donor Restrictions	<u>9,728</u>	<u>1,327</u>	<u>76,731</u>	<u>13,899</u>	<u>(5,955)</u>
Total Net Assets	<u>9,728</u>	<u>1,327</u>	<u>76,731</u>	<u>13,899</u>	<u>(5,955)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 9,728</u>	<u>\$ 1,327</u>	<u>\$ 102,283</u>	<u>\$ 13,996</u>	<u>\$ (6,455)</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	Emergency Food & Shelter 402	Elite Repeat 410	Meals on Wheels 420	Shoes That Fit 430	Social Services 440
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 31,058	\$ 0	\$ 9,989	\$ 7,565	\$ 798
Accounts Receivable	0	0	0	0	0
Due From Other Funds	0	2,144	0	6,355	0
Prepaid Expenses and Other Assets	0	0	0	0	0
Property and Equipment, Net	0	0	0	0	0
Total Assets	<u>\$ 31,058</u>	<u>\$ 2,144</u>	<u>\$ 9,989</u>	<u>\$ 13,920</u>	<u>\$ 798</u>
<u>LIABILITIES</u>					
Accounts Payable	\$ (24)	\$ 0	\$ 535	\$ 0	\$ 0
Accrued Expenses	0	0	3,683	0	0
Due to Other Funds	0	0	590	0	798
Deferred Revenue	0	0	0	0	0
Note Payable	0	0	0	0	0
Total Liabilities	<u>(24)</u>	<u>0</u>	<u>4,808</u>	<u>0</u>	<u>798</u>
<u>NET ASSETS</u>					
Without Donor Restrictions	0	0	0	0	0
With Donor Restrictions	<u>31,082</u>	<u>2,144</u>	<u>5,181</u>	<u>13,920</u>	<u>0</u>
Total Net Assets	<u>31,082</u>	<u>2,144</u>	<u>5,181</u>	<u>13,920</u>	<u>0</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 31,058</u>	<u>\$ 2,144</u>	<u>\$ 9,989</u>	<u>\$ 13,920</u>	<u>\$ 798</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	Discretionary MOW 450	Wegener Foundation 455	RX 19 CAA 491	COTS 500	Cares COTS 501
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 676	\$ 0	\$ 18,731	\$ 171,787	\$ 129,237
Accounts Receivable	0	0	9,961	81,415	65,497
Due From Other Funds	0	2,753	0	0	0
Prepaid Expenses and Other Assets	0	0	0	2,948	0
Property and Equipment, Net	0	0	0	59,187	0
Total Assets	<u>\$ 676</u>	<u>\$ 2,753</u>	<u>\$ 28,692</u>	<u>\$ 315,337</u>	<u>\$ 194,734</u>
<u>LIABILITIES</u>					
Accounts Payable	\$ 0	\$ 0	\$ 0	\$ 8,561	\$ 0
Accrued Expenses	0	0	19,928	27,371	180,334
Due to Other Funds	1,343	0	8,764	118,933	14,400
Deferred Revenue	0	0	0	0	0
Note Payable	0	0	0	0	0
Total Liabilities	<u>1,343</u>	<u>0</u>	<u>28,692</u>	<u>154,865</u>	<u>194,734</u>
<u>NET ASSETS</u>					
Without Donor Restrictions	0	0	0	0	0
With Donor Restrictions	(667)	2,753	0	160,472	0
Total Net Assets	<u>(667)</u>	<u>2,753</u>	<u>0</u>	<u>160,472</u>	<u>0</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 676</u>	<u>\$ 2,753</u>	<u>\$ 28,692</u>	<u>\$ 315,337</u>	<u>\$ 194,734</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	HUD Building 610	Emergency Solutions 650	Emergency Solutions 651	Trafficking 675
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ (5,385)	\$ 7,154	\$ (15,945)	\$ (210)
Accounts Receivable	0	0	25,844	0
Due From Other Funds	0	0	0	0
Prepaid Expenses and Other Assets	0	0	0	0
Property and Equipment, Net	45,000	0	0	0
Total Assets	<u>\$ 39,615</u>	<u>\$ 7,154</u>	<u>\$ 9,899</u>	<u>\$ (210)</u>
<u>LIABILITIES</u>				
Accounts Payable	\$ 0	\$ 0	\$ 2,762	\$ 0
Accrued Expenses	0	3,738	7,137	0
Due to Other Funds	933	3,416	0	0
Deferred Revenue	0	0	0	0
Note Payable	38,819	0	0	0
Total Liabilities	<u>39,752</u>	<u>7,154</u>	<u>9,899</u>	<u>0</u>
<u>NET ASSETS</u>				
Without Donor Restrictions	0	0	0	0
With Donor Restrictions	<u>(137)</u>	<u>0</u>	<u>0</u>	<u>(210)</u>
Total Net Assets	<u>(137)</u>	<u>0</u>	<u>0</u>	<u>(210)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 39,615</u>	<u>\$ 7,154</u>	<u>\$ 9,899</u>	<u>\$ (210)</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	House 1425 Duplexes 700	VIP 850	VITA 890	CSBG Discretionary 901	CSBG 19 & 20 904
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 7,788	\$ 1,717	\$ (322)	\$ 351	\$ 0
Accounts Receivable	0	0	0	0	0
Due From Other Funds	24,832	0	0	0	0
Prepaid Expenses and Other Assets	307	35	0	0	0
Property and Equipment, Net	0	0	0	0	0
Total Assets	<u>\$ 32,927</u>	<u>\$ 1,752</u>	<u>\$ (322)</u>	<u>\$ 351</u>	<u>\$ 0</u>
<u>LIABILITIES</u>					
Accounts Payable	\$ (116)	\$ 174	\$ 0	\$ 0	\$ 0
Accrued Expenses	0	0	0	0	0
Due to Other Funds	0	35	0	351	0
Deferred Revenue	400	0	0	0	0
Note Payable	0	0	0	0	0
Total Liabilities	<u>284</u>	<u>209</u>	<u>0</u>	<u>351</u>	<u>0</u>
<u>NET ASSETS</u>					
Without Donor Restrictions	0	0	0	0	0
With Donor Restrictions	<u>32,643</u>	<u>1,543</u>	<u>(322)</u>	<u>0</u>	<u>0</u>
Total Net Assets	<u>32,643</u>	<u>1,543</u>	<u>(322)</u>	<u>0</u>	<u>0</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 32,927</u>	<u>\$ 1,752</u>	<u>\$ (322)</u>	<u>\$ 351</u>	<u>\$ 0</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	CSBG 905	CSBG 19 911	CSBG 19 914	CSBG 19 915	CSBG 20 916
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 6,400	\$ (18,364)	\$ 286	\$ 145,940	\$ 2,877
Accounts Receivable	75	64,630	400	0	81,820
Due From Other Funds	0	0	0	0	0
Prepaid Expenses and Other Assets	0	0	0	903	5,411
Property and Equipment, Net	0	0	0	0	0
Total Assets	<u>\$ 6,475</u>	<u>\$ 46,266</u>	<u>\$ 686</u>	<u>\$ 146,843</u>	<u>\$ 90,108</u>
<u>LIABILITIES</u>					
Accounts Payable	\$ 0	\$ 23,838	\$ (64)	\$ (6,411)	\$ 17,507
Accrued Expenses	4,420	22,428	(100)	90,580	86,908
Due to Other Funds	2,055	0	580	62,674	0
Deferred Revenue	0	0	0	0	0
Note Payable	0	0	0	0	0
Total Liabilities	<u>6,475</u>	<u>46,266</u>	<u>416</u>	<u>146,843</u>	<u>104,415</u>
<u>NET ASSETS</u>					
Without Donor Restrictions	0	0	0	0	0
With Donor Restrictions	0	0	270	0	(14,307)
Total Net Assets	<u>0</u>	<u>0</u>	<u>270</u>	<u>0</u>	<u>(14,307)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 6,475</u>	<u>\$ 46,266</u>	<u>\$ 686</u>	<u>\$ 146,843</u>	<u>\$ 90,108</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	SAFCAA 20 952	SAFCAA 20 953	Avedis Discretionary 960	Total With Donor Restrictions Fund
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 44	\$ 18,112	\$ 28,199	\$ 567,770
Accounts Receivable	1,722	4,360	0	419,237
Due From Other Funds	2,575	0	322,795	395,524
Prepaid Expenses and Other Assets	0	0	16	10,000
Property and Equipment, Net	0	0	16,778	120,965
Total Assets	<u>\$ 4,341</u>	<u>\$ 22,472</u>	<u>\$ 367,788</u>	<u>\$ 1,513,496</u>
<u>LIABILITIES</u>				
Accounts Payable	\$ 4,341	\$ (2,575)	\$ 895	\$ 50,514
Accrued Expenses	0	21,191	23,054	524,275
Due to Other Funds	0	3,856	0	224,026
Deferred Revenue	0	0	0	400
Note Payable	0	0	0	38,819
Total Liabilities	<u>4,341</u>	<u>22,472</u>	<u>23,949</u>	<u>838,034</u>
<u>NET ASSETS</u>				
Without Donor Restrictions	0	0	0	0
With Donor Restrictions	<u>0</u>	<u>0</u>	<u>343,839</u>	<u>675,462</u>
Total Net Assets	<u>0</u>	<u>0</u>	<u>343,839</u>	<u>675,462</u>
				0
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 4,341</u>	<u>\$ 22,472</u>	<u>\$ 367,788</u>	<u>\$ 1,513,496</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITHOUT DONOR RESTRICTIONS

March 31, 2021

	Payroll 100	Local 310	Rent Income 705	Housing 710
<u>Revenues and Gains</u>				
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 0
State Grants	0	0	0	0
Local Grants	0	0	0	0
Donations	0	0	0	0
Program Revenue	0	15,413	0	0
Rental Revenue	0	0	9,600	5,500
United Way Allocation	0	0	0	0
In-Kind Revenue	0	0	0	0
Matching Revenue	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0
Other Revenue	0	0	0	0
Total Revenue and Gains	<u>0</u>	<u>15,413</u>	<u>9,600</u>	<u>5,500</u>
<u>Expenses and Losses</u>				
Salaries	0	0	0	0
Fringe Benefits	0	0	0	0
Contract Expenses	0	0	102	58
Administration	0	0	0	0
Client Assistance	0	8,304	0	0
Training	0	0	0	0
Repair and Maintenance	0	0	236	571
Rent and Storage	0	0	4,803	0
Utilities	0	0	62	0
Travel	0	0	0	0
Supplies	0	0	33	0
Direct Expenses	0	0	0	0
Interest	0	0	0	0
Depreciation	0	0	0	2,460
Other Expenses	0	0	10	0
Pass-Through Grants	0	0	0	0
Insurance Expense	0	0	157	1,248
Advertising Expense	0	0	0	0
Telephone	0	0	1,116	0
In-Kind	0	0	0	0
Total Expenses and Losses	<u>0</u>	<u>8,304</u>	<u>6,519</u>	<u>4,337</u>
Change in Net Assets	0	7,109	3,081	1,163
Net Assets, Beginning of Year	<u>(152,615)</u>	<u>34,878</u>	<u>4,988</u>	<u>107,007</u>
Net Assets, End of Year	\$ <u>(152,615)</u>	\$ <u>41,987</u>	\$ <u>8,069</u>	\$ <u>108,170</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITHOUT DONOR RESTRICTIONS

March 31, 2021

	PPP Loan 910	General 990	Without Donor Restrictions Total
<u>Revenues and Gains</u>			
Federal Grants	\$ 0	\$ 0	\$ 0
State Grants	0	0	0
Local Grants	71,400	0	71,400
Donations	0	0	0
Program Revenue	0	11,157	26,570
Rental Revenue	0	0	15,100
United Way Allocation	0	0	0
In-Kind Revenue	0	0	0
Matching Revenue	0	0	0
Insure Oklahoma Revenue	0	0	0
Other Revenue	0	0	0
Total Revenue and Gains	<u>71,400</u>	<u>11,157</u>	<u>113,070</u>
<u>Expenses and Losses</u>			
Salaries	49,228	30,821	80,049
Fringe Benefits	12,933	8,909	21,842
Contract Expenses	0	0	160
Administration	0	0	0
Client Assistance	0	3,625	11,929
Training	0	0	0
Repair and Maintenance	0	39	846
Rent and Storage	8,724	0	13,527
Utilities	239	(265)	36
Travel	0	0	0
Supplies	0	35	68
Direct Expenses	0	0	0
Interest	0	160	160
Depreciation	0	17,602	20,062
Other Expenses	0	8,982	8,992
Pass-Through Grants	0	0	0
Insurance Expense	0	0	1,405
Advertising Expense	0	0	0
Telephone	276	487	1,879
In-Kind	0	0	0
Total Expenses and Losses	<u>71,400</u>	<u>70,395</u>	<u>160,955</u>
Change in Net Assets	0	(59,238)	(47,885)
Net Assets, Beginning of Year	<u>0</u>	<u>354,512</u>	<u>348,770</u>
Net Assets, End of Year	<u>\$ 0</u>	<u>\$ 295,274</u>	<u>\$ 300,885</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	CSBG 360	CSBG 361	CSBG 362	CDBG 380	CDBG 381	Fundraiser Shawnee United 385
Revenues and Gains						
Federal Grants	\$ 0	\$ 313	\$ 47,208	\$ 0	\$ 0	\$ 0
State Grants	0	0	0	0	0	0
Local Grants	0	0	0	89	39,714	0
Donations	0	0	0	0	0	0
Program Revenue	0	0	0	0	0	0
Rental Revenue	0	0	0	0	0	0
United Way Allocation	0	0	0	0	0	0
In-Kind Revenue	0	0	0	0	0	0
Matching Revenue	0	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0
Total Revenue and Gains	0	313	47,208	89	39,714	0
Expenses and Losses						
Salaries	0	152	12,522	0	0	0
Fringe Benefits	0	0	3,651	0	0	0
Contract Expenses	0	161	182	0	0	0
Administration	0	0	0	0	0	0
Client Assistance	0	297	30,379	89	39,714	0
Training	0	0	0	0	0	0
Repair and Maintenance	0	0	0	0	0	0
Rent and Storage	0	0	0	0	0	0
Utilities	0	0	0	0	0	0
Travel	0	0	452	0	0	0
Supplies	0	0	22	0	0	0
Direct Expenses	0	0	0	0	0	0
Interest	0	0	0	0	0	0
Depreciation	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
Pass-Through Grants	0	0	0	0	0	0
Insurance Expense	0	0	0	0	0	10
Advertising Expense	0	0	0	0	0	0
Telephone	0	0	0	0	0	0
In-Kind	0	0	0	0	0	0
Total Expenses and Losses	0	610	47,208	89	39,714	10
Change in Net Assets	0	(297)	0	0	0	(10)
Net Assets, Beginning of Year	0	297	1,528	0	0	9,738
Net Assets, End of Year	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,528</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 9,728</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	United Way 390	Healty Steps 395	Parents as Teachers 396	Emergency Food & Shelter 401	Emergency Food & Shelter 402
<u>Revenues and Gains</u>					
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 29,192	\$ 46,996
State Grants	0	0	0	0	0
Local Grants	0	0	0	0	0
Donations	0	0	0	0	0
Program Revenue	0	125,000	0	0	0
Rental Revenue	0	0	0	0	0
United Way Allocation	2,181	0	0	0	0
In-Kind Revenue	0	0	0	0	0
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	0
Other Revenue	0	0	0	(118)	0
Total Revenue and Gains	<u>2,181</u>	<u>125,000</u>	<u>0</u>	<u>29,074</u>	<u>46,996</u>
<u>Expenses and Losses</u>					
Salaries	0	46,993	(6,746)	0	0
Fringe Benfits	0	10,608	(977)	0	0
Contract Expenses	0	1,032	(5,230)	0	0
Administration	0	0	0	0	0
Client Assistance	1,841	0	0	54,916	15,914
Training	0	0	0	0	0
Repair and Maintenance	0	900	0	0	0
Rent and Storage	0	0	0	0	0
Utilities	0	0	0	0	0
Travel	0	0	(34)	0	0
Supplies	0	0	0	0	0
Direct Expenses	0	0	0	0	0
Interest	0	0	0	0	0
Depreciation	0	0	0	0	0
Other Expenses	0	168	(912)	0	0
Pass-Through Grants	0	0	0	0	0
Insurance Expense	0	1,628	0	0	0
Advertising Expense	0	0	0	0	0
Telephone	0	0	0	0	0
In-Kind	0	0	0	0	0
Total Expenses and Losses	<u>1,841</u>	<u>61,329</u>	<u>(13,899)</u>	<u>54,916</u>	<u>15,914</u>
Change in Net Assets	340	63,671	13,899	(25,842)	31,082
Net Assets, Beginning of Year	<u>987</u>	<u>13,060</u>	<u>0</u>	<u>19,887</u>	<u>0</u>
Net Assets, End of Year	<u>\$ 1,327</u>	<u>\$ 76,731</u>	<u>\$ 13,899</u>	<u>\$ (5,955)</u>	<u>\$ 31,082</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	Elite Repeat 410	Meals on Wheels 420	Shoes That Fit 430	Shoes That Fit 435	Social & Voluntary Services 440
Revenues and Gains					
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 10,909	\$ 0
State Grants	0	0	0	0	0
Local Grants	0	0	0	0	0
Donations	0	0	0	0	0
Program Revenue	0	22,376	2,950	0	0
Rental Revenue	0	0	0	0	0
United Way Allocation	0	8,167	0	0	0
In-Kind Revenue	0	0	0	0	0
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	0
Other Revenue	0	0	0	0	0
Total Revenue and Gains	0	30,543	2,950	10,909	0
Expenses and Losses					
Salaries	0	5,570	0	0	0
Fringe Benefits	0	1,020	0	0	0
Contract Expenses	0	0	72	0	0
Administration	0	0	0	0	0
Client Assistance	0	0	78	10,020	0
Training	0	0	0	0	0
Repair and Maintenance	0	100	0	0	0
Rent and Storage	0	0	0	0	0
Utilities	0	0	0	0	0
Travel	0	4,681	263	0	0
Supplies	0	0	186	889	0
Direct Expenses	0	13,399	0	0	0
Interest	0	0	0	0	0
Depreciation	0	0	0	0	0
Other Expenses	0	240	0	0	0
Pass-Through Grants	0	0	0	0	0
Insurance Expense	0	0	0	0	0
Advertising Expense	0	0	0	0	0
Telephone	0	352	0	0	0
In-Kind	0	0	0	0	0
Total Expenses and Losses	0	25,362	599	10,909	0
Change in Net Assets	0	5,181	2,351	0	0
Net Assets, Beginning of Year	2,144	0	11,569	0	0
Net Assets, End of Year	<u>\$ 2,144</u>	<u>\$ 5,181</u>	<u>\$ 13,920</u>	<u>\$ 0</u>	<u>\$ 0</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	Discretionary MOW 450	Wegener Foundation 455	RX 19 CAA OK 491	COTS 500	Cares COTS 501
<u>Revenues and Gains</u>					
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 129,223	354,438
State Grants	0	0	38,593	0	0
Local Grants	0	0	0	64,250	0
Donations	0	0	0	0	0
Program Revenue	0	0	0	107,435	0
Rental Revenue	0	0	0	0	0
United Way Allocation	0	0	0	0	0
In-Kind Revenue	0	0	0	0	0
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	26,060	0
Other Revenue	5	0	0	0	0
Total Revenue and Gains	<u>5</u>	<u>0</u>	<u>38,593</u>	<u>326,968</u>	<u>354,438</u>
<u>Expenses and Losses</u>					
Salaries	0	0	28,263	44,886	246,549
Fringe Benefits	0	0	9,230	25,013	86,831
Contract Expenses	0	0	0	12,015	0
Administration	0	0	0	0	0
Client Assistance	0	0	0	0	0
Training	0	0	0	1,890	0
Repair and Maintenance	0	0	0	7,098	0
Rent and Storage	0	0	0	9,022	752
Utilities	0	0	0	127	0
Travel	0	0	0	39,396	10,275
Supplies	0	0	0	1,398	2,912
Direct Expenses	0	0	0	0	0
Interest	0	0	0	0	0
Depreciation	0	0	0	20,517	0
Other Expenses	0	0	1,100	11,870	5,438
Pass-Through Grants	0	0	0	0	0
Insurance Expense	0	0	0	29,369	0
Advertising Expense	0	0	0	2,065	55
Telephone	0	0	0	8,089	1,626
In-Kind	0	0	0	0	0
Total Expenses and Losses	<u>0</u>	<u>0</u>	<u>38,593</u>	<u>212,755</u>	<u>354,438</u>
Change in Net Assets	5	0	0	114,213	0
Net Assets, Beginning of Year	<u>(672)</u>	<u>2,753</u>	<u>0</u>	<u>46,259</u>	<u>0</u>
Net Assets, End of Year	<u>\$ (667)</u>	<u>\$ 2,753</u>	<u>\$ 0</u>	<u>\$ 160,472</u>	<u>0</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	HUD \$ Building 610	Emergency Solutions 650	Emergency Solutions 651	Trafficking 675	House 1425 Duplexes 700
<u>Revenues and Gains</u>					
Federal Grants	\$ 0	\$ 20,136	\$ 47,967	\$ 0	\$ 0
State Grants	0	0	0	0	0
Local Grants	0	0	0	0	0
Donations	0	0	0	0	0
Program Revenue	0	0	0	380	0
Rental Revenue	0	0	0	0	9,651
United Way Allocation	0	0	0	0	0
In-Kind Revenue	0	20,136	0	0	0
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	0
Other Revenue	0	0	0	0	0
Total Revenue and Gains	0	40,272	47,967	380	9,651
<u>Expenses and Losses</u>					
Salaries	0	5,241	12,536	0	0
Fringe Benfits	0	1,745	3,618	0	0
Contract Expenses	0	1,260	0	0	124
Administration	0	0	0	0	0
Client Assistance	0	11,890	30,819	1,010	0
Training	0	0	0	0	0
Repair and Maintenance	0	0	0	0	2,166
Rent and Storage	0	0	0	0	0
Utilities	0	0	0	0	0
Travel	0	0	0	0	0
Supplies	0	0	994	0	34
Direct Expenses	0	0	0	0	0
Interest	137	0	0	0	0
Depreciation	0	0	0	0	0
Other Expenses	0	0	0	0	0
Pass-Through Grants	0	0	0	0	0
Insurance Expense	0	0	0	0	2,157
Advertising Expense	0	0	0	0	0
Telephone	0	0	0	0	0
In-Kind	0	20,136	0	0	0
Total Expenses and Losses	137	40,272	47,967	1,010	4,481
Change in Net Assets	(137)	0	0	(630)	5,170
Net Assets, Beginning of Year	0	0	0	420	27,473
Net Assets, End of Year	\$ (137)	\$ 0	\$ 0	\$ (210)	\$ 32,643

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	VIP 850	VITA 890	CSBG Capital 900	CSBG Discretionary 901	CSBG 19 & 20 904
Revenues and Gains					
Federal Grants	\$ 0	\$ 0	\$ 4,850	\$ 0	\$ 5,644
State Grants	0	0	0	0	0
Local Grants	0	0	0	0	0
Donations	0	0	0	0	0
Program Revenue	3,625	0	0	0	0
Rental Revenue	0	0	0	0	0
United Way Allocation	0	0	0	0	0
In-Kind Revenue	0	0	0	0	0
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	0
Other Revenue	0	0	0	0	0
Total Revenue and Gains	<u>3,625</u>	<u>0</u>	<u>4,850</u>	<u>0</u>	<u>5,644</u>
Expenses and Losses					
Salaries	0	0	0	0	0
Fringe Benefits	0	0	0	0	0
Contract Expenses	0	0	0	0	0
Administration	0	0	0	0	0
Client Assistance	0	0	0	0	0
Training	0	0	0	0	0
Repair and Maintenance	389	0	4,850	0	0
Rent and Storage	0	235	0	0	5,644
Utilities	0	0	0	0	0
Travel	1,207	0	0	0	0
Supplies	252	0	0	0	0
Direct Expenses	0	0	0	0	0
Interest	0	0	0	0	0
Depreciation	0	0	0	0	0
Other Expenses	0	0	0	0	0
Pass-Through Grants	0	0	0	0	0
Insurance Expense	234	0	0	0	0
Advertising Expense	0	0	0	0	0
Telephone	0	87	0	0	0
In-Kind	0	0	0	0	0
Total Expenses and Losses	<u>2,082</u>	<u>322</u>	<u>4,850</u>	<u>0</u>	<u>5,644</u>
Change in Net Assets	1,543	(322)	0	0	0
Net Assets, Beginning of Year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Assets, End of Year	<u>\$ 1,543</u>	<u>\$ (322)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	CSBG 905	CSBG '20 909	CSBG '19 911	CSBG '19 914	CSBG '19 915
<u>Revenues and Gains</u>					
Federal Grants	\$ 6,057	\$ 14,396	\$ 134,282	\$ 0	\$ 356,733
State Grants	0	0	0	0	0
Local Grants	0	0	0	0	0
Donations	0	0	0	0	0
Program Revenue	0	0	0	0	0
Rental Revenue	0	0	0	0	0
United Way Allocation	0	0	0	0	0
In-Kind Revenue	0	0	0	0	0
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	0
Other Revenue	0	0	0	0	0
Total Revenue and Gains	<u>6,057</u>	<u>14,396</u>	<u>134,282</u>	<u>0</u>	<u>356,733</u>
<u>Expenses and Losses</u>					
Salaries	4,176	0	45,381	0	169,150
Fringe Benefits	828	0	11,550	0	45,953
Contract Expenses	0	0	3,050	0	22,631
Administration	0	0	0	0	0
Client Assistance	0	0	71,956	0	0
Training	0	0	0	0	0
Repair and Maintenance	0	0	0	0	7,045
Rent and Storage	0	0	0	0	27,323
Utilities	0	0	0	0	1,631
Travel	20	0	0	0	11,346
Supplies	1,033	0	1,463	0	23,595
Direct Expenses	0	156	0	0	14,477
Interest	0	14,162	0	0	540
Depreciation	0	0	0	0	0
Other Expenses	0	0	812	0	5,020
Pass-Through Grants	0	78	0	0	0
Insurance Expense	0	0	0	0	4,103
Advertising Expense	0	0	70	0	4,795
Telephone	0	0	0	0	11,532
In-Kind	0	0	0	0	0
Total Expenses and Losses	<u>6,057</u>	<u>14,396</u>	<u>134,282</u>	<u>0</u>	<u>349,141</u>
Change in Net Assets	0	0	0	0	7,592
Net Assets, Beginning of Year	<u>0</u>	<u>0</u>	<u>0</u>	<u>270</u>	<u>(7,592)</u>
Net Assets, End of Year	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 270</u>	<u>\$ 0</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2021

	CSBG '20 916	SAFCAA 20 952	SAFCAA 20 953	Avedis Discretionary 960	Total With Donor Restrictions Fund
Revenues and Gains					
Federal Grants	\$ 260,415	\$ 0	\$ 0	\$ 0	\$ 1,468,759
State Grants	0	24,748	38,316	0	101,657
Local Grants	0	0	0	0	104,053
Donations	0	0	0	0	0
Program Revenue	0	0	0	70,890	332,656
Rental Revenue	0	0	0	0	9,651
United Way Allocation	0	0	0	0	10,348
In-Kind Revenue	0	0	0	0	20,136
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	26,060
Other Revenue	0	0	0	0	(113)
Total Revenue and Gains	<u>260,415</u>	<u>24,748</u>	<u>38,316</u>	<u>70,890</u>	<u>2,073,207</u>
Expenses and Losses					
Salaries	145,800	801	32,889	47,231	841,394
Fringe Benefits	32,940	0	5,427	11,109	248,546
Contract Expenses	17,089	0	0	1,720	54,106
Administration	0	0	0	0	0
Client Assistance	0	0	0	0	268,923
Training	338	0	0	2,101	4,329
Repair and Maintenance	8,027	0	0	875	31,450
Rent and Storage	33,275	0	0	1,108	77,359
Utilities	1,851	0	0	17	3,626
Travel	6,637	0	0	0	74,243
Supplies	1,316	0	0	1,012	35,106
Direct Expenses	2,316	0	0	0	30,348
Interest	877	0	0	0	15,716
Depreciation	0	0	0	0	20,517
Other Expenses	9,253	0	0	2,641	35,630
Pass-Through Grants	0	23,947	0	0	24,025
Insurance Expense	2,663	0	0	175	40,339
Advertising Expense	193	0	0	0	7,178
Telephone	12,147	0	0	881	34,714
In-Kind	0	0	0	0	20,136
Total Expenses and Losses	<u>274,722</u>	<u>24,748</u>	<u>38,316</u>	<u>68,870</u>	<u>1,867,685</u>
Change in Net Assets	(14,307)	0	0	2,020	205,522
Net Assets, Beginning of Year	<u>0</u>	<u>0</u>	<u>0</u>	<u>341,819</u>	<u>469,940</u>
Net Assets, End of Year	<u>\$ (14,307)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 343,839</u>	<u>\$ 675,462</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATUS OF PRIOR AUDIT FINDINGS

March 31, 2021

Section II – Financial Statement Findings and Questioned Costs

2020-001 RECORD RECEIVABLE WHEN REALIZABLE AND EARNED, NOT WHEN CASH IS RECEIVED

Condition: The organization received two cash payments in fiscal year 2021 that pertained to 2020 activity. Although these transactions were earned in 2020, the Organization incorrectly recorded the revenue in 2021 when payments were received.

Current Status: This finding can be cleared.

Section III – Federal Awards Findings and Questioned Costs:

Note reported.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended March 31, 2021

Section I – Summary of Auditor's Results

Financial Statements:

Type of Auditor's Report Issued: Unmodified

Internal Control Over Financial Reporting:

Material Weakness(es) identified? ☐ Yes ☒ No

Significant deficiencies identified? ☐ Yes ☒ None Reported

Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards:

Internal Control Over Major Programs:

Material weakness(es) identified? ☐ Yes ☒ No

Significant deficiencies identified? ☐ Yes ☒ None Reported

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

Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance? ☐ Yes
☒ No

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

Auditee qualified as low-risk auditee? ☒ Yes ☐ No

Identification of Major Programs:

CFDA #
20.509
93.569

PROGRAM TITLE
Formula Grants for Rural Areas
Community Services Block Grant

Section II – Financial Statement Findings and Questioned Costs:

None reported.

Section III – Federal Awards Findings and Questioned Costs:

None reported

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

This Agreement is entered into this 1st day of July, 2023 by and between the City of Shawnee, Oklahoma, hereinafter the "CITY", and CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC., (operating as Central Oklahoma Transit System) hereinafter "COTS".

WITNESSETH

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

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

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

1. COTS shall provide to the CITY transportation services for its workforce and citizens in general in the City of Shawnee, Oklahoma, to commence on the 1st day of July, 2023, and to continue until the 30th day of June, 2024. Hours of this service shall be from 7:00 a.m. until 8:00 p.m. Monday through Friday, and Saturday 8:00 a.m. until 5:00 p.m. (except holidays).
2. In exchange for the provision of such transportation services, the CITY shall pay to COTS Eighty Thousand Dollars (\$80,000.00) in installments as follows: Six Thousand Six Hundred Sixty-Six Dollars and Sixty-Seven Cents (\$6,666.67) the first of each month, July 2023 through June 2024. This money is to come from the City's General Fund. Each payment is to be made after COTS submits the reports and invoices set forth in paragraph three (3) of this Agreement. The City Finance Director shall review quarterly the documents provided and ascertain compliance with the requirements of paragraph three. Failure to submit the required reports with the invoices will result in withholding of payment on the invoice pending the receiving of said reports by the City. The City reserves the right to determine if the reports received contain sufficient information for the City to be kept current on the financial status of COTS.
3. COTS shall provide to the CITY all invoices and other documents required by the CITY in connection with its payment procedures. COTS further agrees to provide to the CITY a monthly report of COTS' expenditures, income, and riders. Such reports shall be provided by COTS to the CITY by the 10th day each month during the term of this Agreement. COTS acknowledges and understands that it must segregate and account for the funds received from the CITY. COTS agrees to furnish the City with its annual audit or an agreed upon procedures engagement conducted by a Certified Public Accountant (CPA). COTS further agrees to furnish monthly reports to the CITY containing its revenues, expenditures, assets, liabilities, grants, and activities.

4. COTS agrees to furnish to the CITY copies of all minutes of COTS meetings.
5. COTS further agrees that in the case of a national or state emergency, or if a municipal emergency is declared by the City Manager, COTS will allow the CITY to use vehicles and employees for necessary transportation, including but not limited to, transporting residents during an evacuation, assisting mass care facilities with transportation and transporting volunteers and responders to their designated work locations.
6. COTS hereby indemnifies the CITY and agrees to hold the CITY harmless from and against any loss, damage or claim arising from the operation of COTS and for any insurance premiums owed by COTS and for any tax liability now or later determined to be due and owing by COTS. Upon receipt of notice of a suit or proceeding filed against the CITY or COTS, COTS shall give the CITY written notice of such suit or proceeding within ten (10) days of receipt of such notice and shall cooperate with the CITY in its defense of any such suit or proceeding. COTS further agrees to at all times have insurance coverage reasonably covering the activities contemplated in this Agreement with a minimum coverage limit of One Million Dollars (\$1,000,000.00).
7. COTS shall submit a request for renewal to the City Clerk's Office no later than March 29, 2024. As a part of this request, COTS shall submit a clean, unqualified audit of its financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year.
8. This Agreement may be terminated by either party without cause upon sixty (60) days written notice directed to the other party.

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

WITNESS our hands on _____.

CENTRAL OKLAHOMA COMMUNITY
ACTION AGENCY, INC., (CENTRAL
OKLAHOMA TRANSIT SYSTEM)

EXECUTIVE DIRECTOR

ATTEST:

SECRETARY/NOTARY

APPROVED by the Mayor and the City Commissioners of the City of Shawnee on _____.

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

ANDREA WECKMUELLER-BEHRINGER
CITY MANAGER

ATTEST:

LISA LASYONE, CMC, CITY CLERK

APPROVED as to form and legality on _____.

JOSEPH M. VORNDRAN
CITY ATTORNEY



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

Date: June 20, 2023
To: Board of City Commissioners
From: Andrea Weckmueller-Behringer, City Manager
Subject: Consideration of an Agreement with Shawnee Forward for Fiscal Year 2023-2024.

Background: The City of Shawnee has contracted with Shawnee Forward in previous years to provide important economic development services to the community, including the promotion of growth and expansion of existing businesses as well as the recruitment of new industries and businesses to Shawnee to diversify the local economy.

Shawnee Forward has submitted a funding proposal to the City of Shawnee, which was reviewed by the Community Service Contract Review Committee (CSCRC) at its public meeting on June 5, 2023. For Fiscal Year 2023-2024, Shawnee Forward has requested \$295,000, which equals the level of funding that had been approved for the current year.

In line with City staff's guidance, the CSCRC approved a recommendation to the City Commission to keep funding steady at \$295,000 for Fiscal Year 2023-2024.

Financial Impact: \$295,000 for Fiscal Year 2023-2024, budgeted in the General Fund, City Manager, Community Service Contracts, 001-0110-53300

Attachments: Shawnee Forward Packet, Shawnee Forward Contract

Staff Recommendation: Approval of the item

RECEIVED

MAR 30 2023

CITY CLERK

Cover Letter

This is Shawnee Forward's application submission for our 2023-2024 Fiscal Year contract for Economic Development Services with the City of Shawnee. As previously agreed upon, the 2023-24 contract itself is being completed by the City of Shawnee and can be attached to this application once completed.

Similarly, the 2023-2024 Fiscal Year operating budget for Shawnee Forward has not yet been approved by the Board of Directors. This budget will be partially based on the contract for Economic Development Services with the City of Shawnee. Shawnee Forward expects the financial request to mirror the previously approved amount of \$295,000 which will inform the upcoming budget.

Signed,



Walter Baker

2023 City Contract Application For Economic Development Services

**Applicant:
SHAWNEE FORWARD,
a 501(c) (6)**

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- A. Shawnee Forward Staff**
- B. Shawnee Forward 2021-2022 Audit**
- C. Shawnee Forward Marketing Examples**

The Shawnee Forward Organization

THE SHAWNEE FORWARD ORGANIZATION:

Shawnee Forward is the organization resulting from the 2018 merger of the Shawnee Economic Development Foundation and the Greater Shawnee Area Chamber of Commerce. Each of those organizations had been in existence in the community for over 50 years. The merged organization creates efficiency in services by eliminating redundancies and establishes an avenue for operational sustainability and revenue streams to amplify economic development investments made by the units of local government (City of Shawnee, Pottawatomie County, etc), the private sector and others.

Shawnee Forward is governed by a 15-member Board of Directors. The Board is made up of a dedicated, diverse group of leaders with community growth and operational excellence top of mind. Currently serving on the board are:

1. Paul Bass, President, First United Bank
2. Casey Bell, Board Chairman, President & Regional Executive, BancFirst
3. Dr. Jim Collard, Economic Development and Planning Director & Chief of Police, Citizen Potawatomi Nation
4. Robert Davenport, Director of Athletics, Oklahoma Baptist University
5. Cami Engles, City-Appointee, City Commissioner Ward 2, Owner, Theopolis
6. Tina Hanna, Board Secretary, Executive Director, South Central Industries
7. Gary Highley, Chief Executive Officer, Canadian Valley Electric Cooperative
8. Bryan Lucas, President, Georg Fischer
9. Jeff Madison, Owner/Operator, Chick-fil-A Shawnee
10. Angi Mohr, Board Chair-elect, President of SSM Health Shawnee
11. Josh Trimble, Bethany Children's Hospital
12. Steve Wallace, Board Treasurer, President, Vision Bank
13. Sarah Weeks, Business & Career Services Director, Gordon Cooper Technology Center
14. Vacant
15. Vacant

Shawnee Forward employs three full-time employees, a Board Advisor, and a multitude of volunteers and ambassadors working to support the Program of Work for Shawnee Forward. For more information on each of the staff, reference Appendix A.

Shawnee Forward has focused on four areas to expand the sales tax base of the City and Pottawatomie County. The work is carried out by the staff and informed by business leaders.

- | | |
|--------------------|--------------------------|
| 1. Business Growth | 3. Workforce |
| 2. Quality of Life | 4. Advocacy for the City |

Below you will see both how we upheld our duties and responsibilities of the 2022 contract and how we plan to use the economic development funds for 2023.

Review of Work in 2022

REVIEW OF WORK IN 2022

Below are highlights from key services to be provided by Shawnee Forward per our current contract with the City of Shawnee.

I. INDUSTRIAL AND OTHER RECRUITMENT

- **Targeted Opportunities Program Grant (won)**

- Type: Grant (Industrial site analysis)
- Benefit: \$24,000 for assessment of industrial site to improve industrial marketing

Shawnee Forward applied for the Targeted Opportunities Program grant from the Oklahoma Department of Commerce. This was a reimbursable grant for the contracting of a site consultant who could review an industrial site, determine its highest-and-best-use, and make recommendations for its marketing. For this grant, Shawnee Forward submitted its 40 acres along Wolverine Road and was named as a recipient. After careful analysis of the site, including an in-person tour and a detailed response to questions on the site, the consultants presented their findings to stakeholders within the community. Not only did this process enable Shawnee Forward to sharpen its RFI responses, but the information and insights provided on the site were helpful towards eventually winning Project Colony.

- **PACE (won)**

- Type: Incentive
- Benefit: Additional incentive offering in Pottawatomie County

During conversations with colleagues, Shawnee Forward became aware of a growing clean energy incentive that enables low-interest, long-term loans for energy-efficient improvements and construction. After meeting with the State-designated Commercial Property Assessed Clean Energy (C-PACE) administrator with Indian Nations Council of Government, we decided to bring this item before the County Commission for approval. After several meetings and discussions, the County approved joining the Oklahoma C-PACE program and the use of the incentive in Pottawatomie County. While no project has yet applied for this incentive, several developers and businesses have reviewed this incentive, and we believe this could be a valuable inducement for a future project.

- **Investors (won)**

- Type: Residential
- Benefits: \$842k investment including \$340k in renovations
 - Estimated Sales Tax: \$5k

A property management firm sought assistance in convincing investors on the purchase and renovation of eight homes for use as rental properties. Shawnee Forward staff met with a representative of the property management firm and the investors and spoke about major projects and initiatives in Shawnee. The property management firm informed Shawnee Forward that the investors were pleased with what they had learned and seen within the community and that the project would advance. After completion of the project, the figures for purchase and renovation were shared, and the fiscal impact has been estimated internally, see Return on Investment for more information on the formula utilized.

- **Emily (ongoing)**

- Type: Medical
- Benefits: 60 FTE's

Shawnee Forward has been working with Valir PACE, an adult daycare center in Oklahoma City, for a Shawnee location since 2020. This location along Kennedy and Independence has been

purchased and was rezoned last year. Valir PACE is working through their State permitting requirements and is projecting to open in the third quarter of 2023. Valir has already begun hiring for the Shawnee location and is looking forward to becoming a part of the community.

- **TDK (ongoing)**

- Type: Industrial
- Benefits: Capital investment and jobs

When TDK announced in 2021 that they were closing, Shawnee Forward immediately began working with our partners at Gordon Cooper Technology Center and the Central Oklahoma Workforce and Innovation Board Worked to find employment for former employees. With this stage completed and those who wanted a job able to find one, the focus has been to fill the properties TDK has left behind with new businesses. To this end, staff maintains regular communication with remaining TDK management overseeing the sale of equipment and property, the two remaining buildings are marketed on the Shawnee Forward website, Shawnee Forward has shared the building flyers with potential buyers, and worked closely with an out-of-state. Project ENT was a small, out-of-state manufacturer with an innovative product who was interested in the, "main," or, "south," TDK building and its remaining equipment. To assist their attempt at purchasing the building, they were sent lending and other contacts as needed, their business plan was reviewed with changes recommended, and the State ran an incentive analysis to determine the potential benefits from locating in Oklahoma. Unfortunately, ENT could not put the capital stack together before the equipment was auctioned, and the equipment cost to buy it new was too expensive to proceed.

- **Dodge House (Lost)**

- Type: Hospitality
- Benefits: \$12M capital investment, hotel/motel tax, and (indirectly) sales tax

One of the community needs recognized by Shawnee Forward and local leadership has been additional hotel and hospitality space. Our primary lead was a broker for a major hotel chain. During the initial meeting and subsequent emails, it was confirmed that an additional hotel could be supported with existing demand, and we shared multiple sites and data to advance this conversation. Additionally, Shawnee Forward facilitated a meeting with a local broker and property owner to discuss specific properties and financing options. The broker was interested and had conversations with developers, but COVID and the increase in building costs have backlogged hotel construction to a degree that has made developers leery of initiating new projects currently.

- **Spoonman (lost)**

- Type: Industrial
- Benefits: \$80M in capital investment and 420 employees

Project Spoonman was a food production company which shortlisted Shawnee for a site visit in October 2022. Shawnee was one of only eight sites selected for an initial site visit out of more than 150 communities who submitted properties. Shawnee Forward facilitated their tour of the site and community and heard good things about the quality of the site submitted as well as Gordon Cooper Technology Center and other areas of the community visited or seen. After this visit, staff was informed that our site was still in the running for this project but that they would like to interview local manufacturers and staffing agencies for their experience with the local labor market. We contacted these individuals and helped schedule the meetings which were described positively by local companies. Shawnee remained in the running until Project Colony was won and took the site off the market.

- **MI PUD/Devonian/Goliath/PLC (lost)**

- Type: Multifamily (same developer)
- Benefits: Capital investment and additional housing

Shawnee Forward worked closely with an out-of-state multifamily developer who was interested in developing in Shawnee. This developer used tax credit applications to help fund investments, so time was always of the essence and sensitive to application deadlines. At each step along the way, Shawnee Forward facilitated conversations with city staff and property ownership as well as provided the developer himself with information. These constituted a large number of meetings and introductions across four separate, sometimes simultaneous conversations. The last project, Devonian, would have included 96 units and represented a \$24M investment. This project missed its initial tax credit application deadline, but the developer expressed interest in working with the buyer to maintain the contract until the next round of applications.

Unfortunately, the corporate office of the development firm decided to scale back operations in the region, so the project was abandoned.

- **Sudsy (lost)**

- Type: Industrial
- Benefits: \$7.5M capital investment and 100 jobs

Last summer, Shawnee Forward facilitated a site visit for a chemical manufacturer interested in the site immediately behind Bison Metals. This included communicating with the property owners, making sure City staff would be available for questions, and requesting a representative from AOK given that rail was a key factor in their decision-making process. This impressed the company who shared that we were the only site thus far that had our rail-partner on-site for the visit. Additional information on the community and site was relayed afterwards and initial indications were positive. Unfortunately, the current and marketed use of an adjacent property gave the project liability concerns which they were unable to overcome.

- **Incubator (on hold)**

- Type: Entrepreneurial
- Benefits: New businesses

Last year, Shawnee Forward created an entrepreneurial committee to examine existing entrepreneurial resources in the community and determine where the gaps were and how to fill them. This committee included representatives from the entrepreneurial community including entrepreneurs themselves, our local coordinator, an educator, and others. After several meetings, including multiple tours of existing incubators, the committee determined that an incubator in Shawnee was needed to provide space and training to those looking to start a business. Additionally, it was decided that the upstairs of Shawnee Forward's office would be the location of the new Redbud Office Park. From here, policy documents were drafted with two later receiving approval from the Shawnee Forward Board of Directors. Simultaneously, conversations were had with community members about potentially volunteering their time and expertise to aid future entrepreneurs in areas they may not have prior experience in such as accounting, marketing, and business law. Discussions began with a sponsor of the incubator who agreed to help support the first three years of the incubator financially with the first annual payment. We also reached out to the State to inquire about having the incubator certified. After a couple of conversations, it was decided to begin work on the application which has been drafted but not submitted. During the drafting of the application, a Redbud Office Park LLC was created for it as well, so the incubator itself would have the lease of its tenants. While the application for certification was being drafted, conversations were had with an architectural firm for a floor plan and future redesigns of said floor plan to better accommodate an upstairs incubator. A layout was shared with staff and conversations had begun with staff, the architecture firm, and a local construction company on how to carry out this

redesign before the project was closed indefinitely.

- **Rail Improvements (update)**

- Type: Industrial/funding requests
- Benefits: New opportunities for existing and future businesses

Shawnee has one rail-line that connects it to the Oklahoma City Metropolitan area and the national railroad transportation system at-large. This line is owned by Union Pacific but is operated by the Arkansas-Oklahoma Railroad company (AOK). The line is in need of \$25M in investment to upgrade bridges and ties to Class I load-bearing limits. This upgrade would enable larger rail shipments to existing businesses, serve as a greater inducement for companies who require rail-service to locate in Shawnee, replace any declining bridges or ties, and potentially act as a catalyst for future investment in rail service to the east of Shawnee. To this end, Shawnee Forward has worked closely with the AOK railroad to review and/or submit requests for several sources of funding including through the American Rescue Plan Act (ARPA), Congressional Discretionary Spending (CDS), and Consolidated Rail Infrastructure and Safety Improvements (CRISI). So far, the ARPA request is pending review by the state, the CDS request was supported by the Senator's office but did not advance into the omnibus package, and possible use of the CRISI grant is still being evaluated for a submission later this year.

- **Race (update)**

- Type: Industrial
- Benefits: \$1.5M capital investment and 10 jobs

Project Race represents a potential distribution facility in the racing fuel industry. This company has considered a facility in Shawnee along the rail-line and Shawnee Forward has worked with AOK and the company since January of 2021. Currently, the project is on-hold until performance at their other locations increases to require an additional location.

II. ASSISTING RESIDENT INDUSTRY TO MAINTAIN AND EXPAND

- **Colony (Won)**

- Type: Industrial
- Benefits: \$20M in capital investment and 375 jobs
 - Lightcast economic modeling estimates another 138 jobs locally will be created and/or preserved and responsible for over \$29M in total earnings
 - Internal estimate of \$336k in sales tax from consumer spending
 - Estimated sales tax of \$310k from investment
 - Estimated total sales tax generated: \$542k

Throughout the last year, Shawnee Forward has worked regularly to assist this expansion. This included facilitating meetings with the Department of Commerce for incentive discussions, connecting the company to a consultant to locate further incentives, providing them with property options, and inviting their representatives to TOPS meetings, so they could better understand the site and local market. This has led to the project making an offer on a property which is now under contract to sell.

- **Oldcastle Building Envelope (ongoing)**

- Type: Industrial (facility closure)
- Benefits: Preserving 75 jobs

In December, Oldcastle Building Envelope (OBE) filed a WARN notice that they were closing their Shawnee facility and shifting production to other locations. OBE at that time employed 75 people, the majority of which were to be laid-off. Shawnee Forward immediately began working

with Gordon Cooper and COWIB to prepare a hiring event and encouraged their human resources team to work with us on a, "Rapid Response," session to ensure employees who could not quickly find other jobs would know their benefits options. For the hiring event, multiple companies across the industry spectrum were invited including:

- Education
- Local & Tribal Government
- And Manufacturing

Additionally, Shawnee Forward has inquired about the future of the building to assist with potential marketing. The facility has been stripped of equipment to be ready for sale and Shawnee Forward will be ready to help fill in the building with new business.

- **Round 2/Shell II (ongoing)**

- Type: Industrial
- Benefits: Potential capital investment and new jobs

Project Round II is our work with the current ownership of the, "shell building," on industrial drive. They have expressed an interest in leasing the 50k sq ft building and asked our input on the local market and processes. Additionally, ownership is considering purchasing an additional property, one which we have shared the online listing for. Shortly after this meeting, a local manufacturer reached out to us with interest in expanding their operations and has considered the shell building as a potential location. With this information, Shawnee Forward connected these two to begin discussions.

- **Bison Metals Technologies (update)**

- Type: Industrial
- Benefits: Preserving and expanding jobs

As the economic development organization for the community and an investor in the real estate group which purchased the property after Wolverine Tubing shut down, Shawnee Forward has taken an active role in assisting their success including

- Maintaining regular contact on their needs and issues
- Sharing information on potential incentives

Looking forward, Bison Metals is projecting strong years ahead, as the growth in the electric car market will fuel a need for more copper in the power industry.

- **Indaco Metals (update)**

- Type: Industrial
- Benefits: \$3M investment

In 2021, Shawnee Forward helped Indaco Metals secure a combined \$250,000 in incentive funding from the State and County for new equipment and an additional facility. This equipment will reduce their reliance on foreign imports while the new facility will grow their production. The equipment was purchased and delivered that year while the facility has been under construction and finished-out for over a year and has been recently completed.

- **Childcare (update)**

- Type: Workforce
- Benefits: Enable more people to work

Greater access to childcare is a consistent need cited by employers across Shawnee with one business in particular expressing an interest in helping to support a new childcare facility. With this in mind, Shawnee Forward has been responsive to efforts to expand childcare. When a home-based childcare provider, Project Dottie, reached out for assistance in finding a space for an expanded operation, sites were quickly sent and follow-up calls made. Additionally, contacts for City staff were sent once she had a specific location in-mind and wanted to begin examining

potential zoning and code issues in advance. A specific ARPA funding stream of \$360M for expanding existing service was emailed to Shawnee childcare providers after we were notified of it although we are not aware of any applicants. Most recently, staff has begun attending Central Oklahoma Workforce and Innovation Board-led sessions on childcare to learn more about what other communities and stakeholders are seeing and what perhaps could be done at a more global level.

- **Public Transit (update)**

- Type: Workforce
- Benefits: Enable more people to work

Lack of reliable transportation is an issue that hinders many from finding or maintaining employment. One Human Resources manager in Shawnee shared at a Manufacturers Coalition meeting that two of the four people they had interviewed that week did not have a vehicle. While Shawnee has two on-demand transit providers, they have seen demand for their service grow and stretch their capacities. Additionally, utilizing an on-demand service requires knowing transportation will be needed at a specific place and time, something that cannot always be predicted.

Shawnee leadership, including Shawnee Forward, has worked towards establishing a fixed-route bus service. On the funding side, Shawnee Forward applied for ARPA funds (currently pending) and CDS funds (did not advance). Additionally, Shawnee Forward maintained contact with the Oklahoma Department of Transportation to ensure any and all changes to relevant funding or policy are known and can be taken advantage of, such as the rule change on how long a system must be established before it can receive state funding. Multiple meetings were held with community stakeholders representing nonprofits, government, lending institutions, etc. A marketing material was developed as well, see Development and/or deployment of marketing materials. Shawnee Forward researched potential softwares and the entities that could be partnered with to work towards developing a route map. Next steps are to continue working with our partners to expand COTS' current service to include a fixed-route.

- **Manufacturers Coalition (update)**

- Type: Meeting
- Benefits: Greater engagement of manufacturing sector to understand and solve their issues

In 2021, Shawnee Forward restarted the Manufacturers Coalition as an opportunity to regularly bring together local manufacturers in a safe, open meeting format to discuss issues they are facing, achievements they have earned, updates on relevant initiatives or incentives, etc. This has grown so that from a size of eight in January 2022, the most recent coalition meeting in January 2023 saw twenty-two people at the table. While no major projects have yet come from these meetings, they are a great and efficient method to maintain contact with manufacturers and regularly hear their needs.

III. DEVELOPMENT AND/OR DEPLOYMENT OF MARKETING MATERIALS

- **Unified Development Code (ongoing)**

- Type: Marketing
- Benefits: Increased awareness of code evaluations

The City contracted with Freese & Nichols for a Unified Development Code (UDC) in 2022. This is a streamlining and updating of the Planning & Zoning, Sign, and Subdivision Codes to aid in and encourage future development. Recognizing the significance of this planning by the City, Shawnee Forward has touted the value of the Unified Development Code through our

eNewsletter, Monday Memo, many in-person meetings, and sharing invites and information about the input sessions to builders and other relevant parties. Additionally, once the Diagnostic Report was published, we shared this initial set of recommendations to builders and developers in our network, so they could learn what the City intended to do to ease their code compliance burden.

- **Site Materials (ongoing)**

- Type: Marketing
- Benefits: Promotes our sites

Submitting a site for a project requires site documents such as a flier and/or utility map to be sent. These site-specific materials enable the company or site selector to have a visual representation of the site as well as pertinent information about the property. This information might include acreage, location, topography, etc and is important to decision-making for locations. For some properties, especially those not owned by Shawnee Forward, the broker or property owner has created their own materials. However, between Airtable, Canva, Google, and other resources, Shawnee Forward is capable of producing these materials internally and has for seven different projects since our previous contract.

- **Transportation Flyer (completed)-see Appendix A**

- Type: Marketing
- Benefits: Information for more hiring and greater employee retention

As Shawnee Forward has worked to increase public transit in Shawnee, we have frequently sought to discuss this effort with those in the community who would be most impacted. During a Manufacturers Coalition meeting, several attendees requested a document on existing on-demand transit services to share with employees who might not be aware of these services. This resulted in the creation of a flier with contact information on both the Central Oklahoma Transit System (COTS) and the Citizen Potawatomi Nation Transit system which was shared with manufacturers for recruitment.

- **Entrepreneurial Flyer (ongoing)**

- Type: Marketing
- Benefits: Information to aid entrepreneurs

Shawnee Forward was requested by the City to create a short document for potential entrepreneurs interested in starting a business locally. This document was drafted from several sources of information including the City of Shawnee, the Oklahoma Department of Commerce, and the Small Business and Entrepreneurship Coordinator at Gordon Cooper. This sheet has gone through several rounds of review to prepare it for distribution digitally and physically, and we hope to use this information to aid entrepreneurs once final approval is received.

- **Monday Memo (ongoing) - see Appendix A**

- Type: Marketing
- Benefits: Positive messaging about Shawnee to residents and external network

Every Monday, Shawnee Forward sends a short, economic development-focused write-up to members and contacts about pressing economic development news, incentives, municipal and state projects, etc. This tradition can be traced back to the Shawnee Economic Development Foundation in years past and has grown to an average readership of 1,200 that includes local leaders as well as Mayors, City Managers, State employees, and others across Oklahoma.

STATE AND FEDERAL INSTALLATIONS

- **Military (ongoing)**

- Type: Government Installation
- Benefits: \$22M capital investment, 10 FTE's, and over 300 recruits in Shawnee during training weekends

The National Guard Readiness Training Center has been a major Shawnee Forward project since 2011. The project spent much of 2022 being reviewed by the FAA for jurisdiction and the exact process of how the Shawnee Airport parcel can be transferred to a non-aeronautical use. The regional office deemed that it had no jurisdiction over this shift and freed the City and Airport to begin working on lease documentation which was approved by the City in October and has since been signed by both parties. Simultaneous to this has been the tracking of the City's grant application to the County for \$33,600 for an engineering study needed for FAA's review. Shawnee Forward notified City staff when the Purchase Order went on the County agenda for cancellation at the end of the County's Fiscal Year and has continued to act to ensure that the City receives their approved funding. Currently, the National Guard is performing an Environmental Review study estimated to take 12 months.

INDUSTRIAL TEAM VISITS AND PERSONNEL (INTERNAL AND EXTERNAL) TRAINING

- **MidAmerica Tour (completed)**

- Type: Visit
- Benefits: Learn industrial park best practices

MidAmerica Industrial Park is a nationally-renowned industrial park with Business Facilities Magazine placing them fourth best in the nation in their most recent ranking. Four Shawnee Forward staff and board members visited MidAmerica in Pryor, Oklahoma to learn more about the park and its operations. Here we discussed their relationship with school districts to ensure the talent pipeline is healthy, their extensive utility investments which both enable businesses to locate there as well as financially support the park without outside, and received input from them on industrial development in Shawnee. MidAmerica did not begin as a nationally recognized industrial park, and it is possible for Shawnee to develop a quality park with investments in land, infrastructure, and our workforce and talent pipeline.

- **Site Selector Events (ongoing)**

- Type: Event
- Benefits: Network with State employees, colleagues, and site selectors

During the past year, Shawnee Forward participated in site selector events hosted by Oklahoma Southeast and Select Oklahoma. Events like these are an opportunity to network with our peers in other communities for best practices, state employees for intel on future programs and incentives, and site selectors who may not be familiar with Shawnee but could have a project that fits Shawnee. Attendance and registration figures from these events suggest a total of over 50 site selectors and related fields attended these events, many of them unfamiliar with Shawnee and Shawnee Forward until staff was able to get in-front of them to talk about the community.

- **2022 ED Summit (completed)**

- Type: Event
- Benefits: Educate public on economic development and showcase the City of Shawnee

The presence of the International Economic Development Council (IEDC) Annual Meeting in Oklahoma City last year spurred a desire in Shawnee Forward to host a local economic development conference or summit. We saw this as an opportunity to showcase economic development to the community as well as provide a platform for the City to give a State of the City and talk about its major initiatives moving forward. This summit was attended by over 100

people and included sessions on utilities, healthcare, city government, tribal impacts, and other important topics in local development.

- **International Economic Development Council Annual Conference and Coursework (completed)**

- Type: Event and Training
- Benefit: Continuing education

The International Economic Development Council (IEDC) is the leading professional organization for economic development practitioners. Shawnee Forward has interacted with IEDC in multiple ways, primarily through coursework and the Annual Conference. The 2022 Annual Conference was held in Oklahoma City and Shawnee Forward sent several representatives, including staff and board members, to learn more about economic development as it is practiced today. This conference lived up to the organization's name with developers from Canada, Brazil, Finland, and other countries among the attendees and an impressive array of sessions. Session topics included property redevelopment, neighborhood revitalization, data gathering, the history of the MAPS project, and other insightful areas. Additionally, there was a great deal of networking available, including the contact at MidAmerica Industrial Park which we later toured. In addition to the conference, Shawnee Forward staff attended six economic development courses over entrepreneurial development, business retention and expansion, strategic planning, and other key areas within economic development.

- **Leadership Shawnee (annual)**

- Type: Training
- Benefit: Train next generation of local leaders

Leadership Shawnee is an annual leadership program facilitated by Shawnee Forward that is designed to inform and empower the next and/or younger generation of leaders in our community. This program takes several months to complete and has strict course and public meeting attendance requirements. Those who wish to graduate from Leadership Shawnee cannot miss more than one course and must attend Shawnee Forward, City of Shawnee, and Pottawatomie County meetings. Regular courses include topics such as manufacturing, government, healthcare, criminal justice, and other key fields within Shawnee. This exercise in shared learning is an efficient way to immerse program members in facets of Shawnee that they may not have experienced before and network with people that they may work with for years to come. Shawnee Forward will begin soliciting organizations to sponsor employees for the upcoming year.

- **Walkability Luncheon (completed)**

- Type: Meeting (Commercial and residential real estate)
- Benefits: Continuing dialogue on look and feel of community

To further the conversation of increased walkability in Shawnee and support organizations leading this initiative, Shawnee Forward agreed to sponsor and coordinate a Walkability Luncheon. Homebuilders, brokers, and other relevant stakeholders were invited to attend and learn more about the topic and its importance from national authority on the subject, Mark Fenton. This was a well-attended event with broad enthusiasm and consensus among attendees from multiple industries and walks of life.

RECRUITMENT AND ATTRACTION OF RETAILERS

- **Deserve (won)**

- Type: Retail

- Benefit: Estimated \$170k in annual sales tax based on conservative performance estimate of a Mathis (\$4.25M)

Shawnee Forward was approached in the summer of 2020 for market information on Shawnee which was promptly sent. This information was shared in the hopes that the mall space of the recently announced closure of JC Penney could be filled quickly. This hope was answered in the form of a Mathis location, complete with Mathis mattresses and Ashley brand furniture. Shawnee Forward maintained regular communication with Mall to ensure smooth entry into the local market which happened on Labor Day weekend 2022.

- **Marketplace Phase II (Won)**

- Type: Retail
- Benefits: Estimated \$80k in annual sales tax based on projections by Burlington (\$2M)

Shawnee Forward has been active in assisting Shawnee Marketplace since its inception with market information and assisting with their original incentive application to the City. As Phase II came onto the horizon, staff even attended a preliminary conceptual meeting with the developer in 2021. As the project progressed, Burlington (Project Tony I) became interested in a location in Shawnee, possibly Marketplace, and Shawnee Forward grew its relationship with this broker to ensure interest in the our market was maintained. Eventually, an agreement was reached for Burlington to enter Shawnee Marketplace and ground was broken soon afterwards. Burlington will be joined by Five Below, Maurices, and three additional small-box tenants. Shawnee Forward has directed Marketplace staff on where an additional incentive application must be submitted and staff looks forward to continuing assistance as the development progresses.

- **Scooters (Won)**

- Type: Eatery
- Benefits: Estimated sales tax of \$25k based on average performance of a Scooters location (\$637k)

Shawnee Forward has been in touch with the local Scooters franchise since 2020 when representatives of the project reached out for help in locating a property. After selecting a property and opening the next year, Scooters' location was so successful that they quickly selected another location in Shawnee for expansion. This 2nd location opened in February and is a prime example of initial work with a company leading to additional growth as an immediate effect.

- **Tony II (won)**

- Type: Eatery
- Benefits: Projected annual sales of \$1.9M and \$1M in capital investment
 - Estimated sales tax from sales: \$76k
 - Estimated sales tax from construction: \$15k
 - Estimated total sales tax: \$91,000

In 2021, Shawnee Forward began working with the Mall on attracting a new eatery (Dutch Bros) to the pad site by the Garage. This included providing information to the broker and bringing a grant request before the County. With construction costs rising, there was a concern that closing might be impeded. While this request was not accepted, the project was still able to close last summer and open after the New Year.

- **Gravy (ongoing)**

- Type: Commercial
- Benefits: New or expanded business and filling vacant buildings

A local broker reached out to Shawnee Forward and let us know that a property owner with multiple sites in Shawnee wished to divest of properties here, as he prepared for retirement. The broker requested some parcel and zoning information on these properties and later a meeting with the City Planner to discuss a possible lot split. Shawnee Forward has added these properties to our list of marketable sites. Not only are they on our website, but they have been shared directly with several brokers, including an in-person tour with the hotel broker from Project Dodge House. Currently, the properties have prospects in the automotive repair field, and Shawnee Forward continues to help fill as many listed properties as possible.

- **Harry (ongoing)**
 - Type: Eatery
 - Benefits: Sales tax

A broker reached out to Shawnee Forward on behalf of a fast-food client interested in a parcel along a major thoroughfare. Multiple property options in-line with specified needs have been shared across several conversations, and the broker is currently in talks to place his client in one.

- **HCB (ongoing)**
 - Type: Eatery
 - Benefits: \$500-600k in taxable sales

A local fast-food chain interested in a Shawnee location reached out for potential properties. Multiple sites have been shared, and the eatery is looking to move quickly.

- **Darden (ongoing)**
 - Type: Eatery
 - Benefits: \$5.1M in capital investment, 60 FTE's, and \$5.2M in annual sales

A consultant contracted by a restaurant group reached out looking for more information on Shawnee as a potential location. They are considering Shawnee for one of several major restaurant chains that they own. The consultant inquired about the general market, sites that are not publicly listed, and what incentives might be available and where. This information was shared, and they are continuing to evaluate the market.

GRANTS

- **Congressional Discretionary Spending Requests (lost)**
 - Type: Funding requests
 - Benefits: Rail improvements and increased public transit

As Shawnee Forward continued searching for additional funding opportunities, we became aware of an opportunity for funds through Senator Inhofe's office. Congressional Discretionary Spending (CDS/earmarks) are funds that congresspeople can designate to a specific project through the budgeting process. Given that Shawnee had not received funding previously and that this would be Senator Inhofe's last term, Shawnee Forward felt confident in submitting asks. We had virtual meetings with the Senator's staff as well as City Staff and spoke to our stakeholders for their input on asks that we had made together for ARPA dollars. Afterwards, Shawnee Forward submitted a \$6.3M ask for funds necessary to a fixed-route bus service and \$23.6M for rail improvements. The former did not advance while the latter received more attention. Inhofe's office contacted us about the rail request and asked if a \$5M request was amenable to us since that was the maximum amount they felt comfortable advancing. We agreed and the ask of \$5M was officially signed-off by Senator Inhofe and his office. Shawnee Forward maintained regular communication with the Senator's Office as well as AOK, but was unfortunately informed it did not advance into the Omnibus.

- **State ARPA (ongoing)**

- Type: Funding requests
- Benefits: Rail improvements, increased public transit, and facility upgrades for OBU, St Gregory's Abbey, and the Mabree-Gerrer Museum

The unprecedented crisis that was COVID resulted in a forceful fiscal response from the Federal Government, including \$1.87 Billion in American Recovery Protection Act funds awarded to the State of Oklahoma. With these funds available, Shawnee Forward and our stakeholders came together and chose two large projects to submit for: rail improvements and a fixed-route bus service. \$4.523M was requested for the fixed-route bus service and \$20M for rail improvements. Later, OBU reached out for assistance with their request for funds to upgrade the facilities at OBU, St Gregory's Abbey, and the Mabree-Gerrer Museum. We provided input on their application and connected them with a professional grant writer. This ask for \$33.8M, as well as both Shawnee Forward asks are still pending.

- **TOPS (won)**

- See Industry and other recruitment

- **County ARPA (lost)**

- Type: Funding request
- Benefits: OBU facility upgrades

As part of ARPA, Pottawatomie County received a direct allocation of over \$14.1M for which they requested applications for review. Shawnee Forward assisted OBU with an ask for almost \$816k for facility upgrades and maintained communication with the County Board of Commissioners for the request. After review, the County's attorney for ARPA funds recommended other projects, and the funds were not granted.

- **Pottawatomie County Grant Applications**

- Dutch Bros (not awarded)
 - Type: Funding request
 - Benefits: Aid construction for incoming eatery

Shawnee Forward was approached by representatives of the new incoming Dutch Bros Coffee for assistance in applying for incentives. The project was concerned that rising construction costs would threaten the project and Shawnee Forward assisted in a request for \$225k. Given the presence of other coffee shops in the community, the Oversight Committee was not willing to grant to an outside competitor and rejected it.

- **Outstanding Pottawatomie County Grant Applications and Awards (update)**

- City of Shawnee (ongoing)

In 2021, the City of Shawnee was approved a grant of \$33,600 by the Pottawatomie County Economic Development Oversight Committee for an engineering study required by Project Military. The City of Shawnee has submitted documentation and the County is reviewing

- Indaco Metals (ongoing)

For their \$3M investment in a new facility and piece of equipment, the County agreed to a grant of \$100,000. This is nearly complete and afterwards Indaco Metals can apply for their reimbursement.

- **Other applications (won)**

- South Central Industries
 - Type: Funding request
 - Benefits: \$4.5M in tax credits towards housing construction

- Estimated sales tax: \$69k

Shawnee Forward provided initial assistance for South Central Industries in applying for Low-Income Housing Tax Credits (LIHTC). The request for \$4.5M in tax credits for a 20-unit housing development downtown was approved in 2022 and will be a major benefit to the continued growth of one of our local businesses.

2022 Return on Investment

2022 Return on Investment

- Shawnee Forward Annual Contract: \$295,000
- Total Sales Tax created from successful projects: \$1,086,000
- Recurring Annual Sales Tax created: \$687,000
- Shawnee Forward ROI: 269%

Our ability to amplify the return on investment with as lean a staff as possible in 2022 - 2023 shows the organization's strength and focus. From an investment of just under \$300,000, Shawnee Forward has been able to leverage projects successfully of much greater value.

Below, you will see the math used to determine the figures above. We have used conservative metrics and estimates to evaluate our impact. While Shawnee Forward is rarely the ONLY factor driving economic development projects, we are actively a part of many of them and those that have been brought to completion or to Shawnee have been calculated using the formulas below.

Formulas:

- *For sales tax impact of jobs added, (new income created (as derived by Lightcast))*percentage of income spent on taxable goods(0.29)* City Sales Tax (0.04))*
 - *The percentage of income spent on taxable goods is calculated from the Bureau of Labor Statistics' Consumer Expenditures in 2021 table*
- *For construction sales tax impact, spending* (proportion of sector going to sales tax found in study (0.031)*ratio of City Sales Tax Rate to Sales Tax Rate in study (0.875))*0.5 (potential leakage)*
 - *The study in question is a 2017 University of Auburn at Montgomery titled, "Economic Impact of the Commercial Construction Industry on the Economy of the State of Alabama"*

Our goal of each project is to expand the economic base of the City and Pottawatomie County by seeking diversification of opportunities and to encourage and assist resident industry to maintain and expand employment opportunities.

While economic development work can be a glacially-paced endeavor, (and difficult to measure in short 12 month increments) there have been some successes in the past year with several new businesses coming to Shawnee, among other projects.

With the help of a few articles, databases, and other sources that are referenced, we have gauged the fiscal impact of successful projects with sales tax as the primary measurement. In total, over \$1,000,000 in sales tax is estimated to have been added by recent projects or will be added once their full effects can be felt with nearly \$700,000 being annual and not a one-time value-add such as in construction.

2022-2023 Budget

%Chamber	Chamber Dollars	% Economic Development	ED Dollars		FY23 Proposed	Expenses Tied to Income	FY22 Actual as 4-30-22	FY22 Budget
Ordinary Income/Expense								
		Income						
			City of Shawnee					
				Contract Income	295,000			295,000
				PR Contract				12,500
SUBTOTALS			\$295,000					
			Total City of Shawnee		295,000		233,750	307,500
				Fundraising Income (by event)		Fundraising Expenses (by event)		
90.00%	\$2,700	10.00%	\$300	Miscellaneous	3,000	1,000		
	\$0		\$0	Sponsorships(by event)				
90.00%	\$49,500	10.00%	\$5,500	Tasty Affair	55,000	7,000		
20.00%	\$2,750	80.00%	\$11,000	Leadership Shawnee Attendees	13,750	8,000		
20.00%	\$2,880	80.00%	\$11,520	Leadership Shawnee Sponsorships	14,400	1,200		
20.00%	\$600	80.00%	\$2,400	Leadership Shawnee Alumni Sponsorships	3,000	500		
50.00%	\$3,000	50.00%	\$3,000	Bike & Brew Series	6,000	1,500		
50.00%	\$3,000	50.00%	\$3,000	Juneteenth Pickleball	6,000	1,500		
10.00%	\$500	90.00%	\$4,500	Corridor Clean Up	5,000	1,000		
75.00%	\$18,750	25.00%	\$6,250	LOL - Golf	25,000	12,000		
75.00%	\$15,000	25.00%	\$5,000	Clay Shoot	20,000	9,000		
90.00%	\$2,700	10.00%	\$300	Shop Small / Shop Local	3,000	500		
90.00%	\$5,400	10.00%	\$600	Email/eNewsletter	6,000	500		
1.00%	\$10	99.00%	\$990	Monday Memo	1,000			
50.00%	\$1,250	50.00%	\$1,250	Lunch/Learn (s) Meals	2,500	3,000		
50.00%	\$1,500	50.00%	\$1,500	Lunch/Learn(s) Content	3,000	1,000		
90.00%	\$1,080	10.00%	\$120	Lobby Sponsorship	1,200	300		
99.00%	\$6,930	1.00%	\$70	Draft Night / Roast	7,000	2,500		
1.00%	\$120	99.00%	\$11,880	Economic Development Summit	12,000	2,500		
1.00%	\$30	99.00%	\$2,970	Manufacturers Coalition	3,000	600		
99.00%	\$4,950	1.00%	\$50	Marketing Services	5,000	1,000		
	\$0		\$0	Accrued Fundraising YTD				
100.00%	\$0		\$0	Accrued Discounts YTD		25,000		
SUBTOTALS	\$122,650		\$72,200					
			Total Fundraising Income		194,850	79,600	113,655	135,800
			Membership Income					
10000.00%	\$0	0%	\$0	Discounts				(6,500)
10000.00%	-\$8,500	0%	\$0	Drop Memberships	(8,500)			(6,500)
100.00%	\$180,000	0%	\$0	Membership Dues	180,000	5,000		180,000
100.00%	\$0	0%	\$0	Membership Discounts				
100.00%	\$3,000	0%	\$0	Ambassadors	3,000	1,000		
90.00%	\$1,350	10%	\$150	Young Professionals	1,500	750		

%Chamber	Chamber Dollars	% Economic Development	ED Dollars		FY23 Proposed	Expenses Tied to Income	FY22 Actual as 4-30-22	FY22 Budget
10.00%	\$238	90%	\$2,138	Leadership Shawnee Alumni Memberships (accrue or not?)	2,375	2,000		
100.00%	\$0	0%	\$0	Chamber Dues/ Fees / Travel		2,200		
SUBTOTALS	\$176,088		\$2,288					
				Total Membership Income	178,375	10,950	127,950	167,000
				General Income				
50.00%	\$1,500	50%	\$1,500	Retail Store	3,000	2,000		
50.00%	\$0	50%	\$0	Incubator Services				
	\$0	100%	\$0	STRE Income				
0.00%	\$0	100%	\$30,000	Rental Income 231 N. Bell and 131 N. Bell	30,000			51,552
SUBTOTALS	\$1,500		\$31,500					
				Total General Income	33,000	2,000		51,552
				TOTAL ORDINARY INCOME	701,225	92,550		661,422
Income Breakdown	\$300,238		\$400,988					
				Administrative Excellence Expenses				
				Contract Services				
50.00%	\$8,750	50%	\$8,750	Accounting Fees	17,500		19,100	26,000
50.00%	\$500	50%	\$500	Legal Fees	1,000			2,000
	\$0		\$0	Outside Contract Services				-
	\$0	100%	\$5,000	Foundation Expenses	5,000			
SUBTOTALS	\$9,250		\$14,250					
				Total Contract Service Expenses	23,500			28,000
				Fundraising Expenses (Quality of Life/Business Networking)				
80.00%	\$63,680	20%	\$15,920	Total Event Expenses	79,600			
90.00%	\$2,700	10%	\$300	Credit Card/ Online Processing Fees	3,000			
	\$0		\$0	Food & Beverage				
	\$0		\$0	Rental				
	\$0		\$0	Supplies				
	\$0		\$0	Vendor's				
SUBTOTALS	\$66,380		\$16,220					
				Total Fundraising Expenses	82,600		19,687	26,250
				Marketing / Membership Expenses				
50.00%	\$1,250	50%	\$1,250	Advertising	2,500			

%Chamber	Chamber Dollars	% Economic Development	ED Dollars		FY23 Proposed	Expenses Tied to Income	FY22 Actual as 4-30-22	FY22 Budget
	\$0	100%	\$20,000	Economic Developmentt Marketing Packages)	20,000			
	\$0	100%	\$0	Economic Development Memberships/Associations/ Events				
	\$0	100%	\$1,250	ICSC	1,250			
	\$0	100%	\$1,400	OK SE	1,400			
	\$0	100%	\$1,000	Lt Governor TurkeyHunt	1,000			
	\$0	100%	\$2,100	Select OK	2,100			
	\$0	100%	\$1,200	Trade Shows	1,200			
	\$0	100%	\$0	GOKC Partnership				
50.00%	\$6,000	50%	\$6,000	Technology - Hardware & Software	12,000			
50.00%	\$1,250	50%	\$1,250	Website Update / App design	2,500			
90.00%	\$3,600	10%	\$400	Bank Charges/ 3rd party rev fees	4,000			
	\$0	100%	\$500	Books, Subscriptions, Reference	500			-
50.00%	\$300	50%	\$300	Office Equipment Repair & Maintenance	600			
50.00%	\$1,658	50%	\$1,658	Insurance (BOD and Liability)	3,315			
50.00%	\$200	50%	\$200	Interest Expense	400			
25.00%	\$3,000	75%	\$9,000	Organizational networking: Meals/Entertainment/Travel	12,000			
50.00%	\$1,000	50%	\$1,000	Postage, Mailing Service	2,000			
50.00%	\$1,500	50%	\$1,500	Printing and Copying	3,000			
50.00%	\$750	50%	\$750	Annual Meeting	1,500			
50.00%	\$750	50%	\$750	Supplies	1,500			
50.00%	\$2,100	50%	\$2,100	Telephone, Telecommunications	4,200			
50.00%	\$600	50%	\$600	Training/Education	1,200			
25.00%	\$300	75%	\$900	Mileage Reimbursement	1,200			
25.00%	\$10,403	5%	\$548	Membership Expenses	10,950			
	\$51,958		\$55,108					
				Marketing/Membership	90,315		50,500	60,600
				Personnel				
	\$0		\$0	CPE				
	\$0		\$0	EE Benefits				
25.00%	\$300	75%	\$900	EE Meals & Entertainment	1,200			
	\$0		\$0					
	\$0		\$0	Payroll Taxes				
100.00%	\$3,000	0%	\$0	Commissions	3,000			
	\$0		\$0	Retirement				
25.00%	\$115,161	75%	\$345,482	Salaries. (Total employer costs)	\$460,643			

%Chamber	Chamber Dollars	% Economic Development	ED Dollars		FY23 Proposed	Expenses Tied to Income	FY22 Actual as 4-30-22	FY22 Budget
	\$0		\$0	Health and Tech - Additional Wages				
25.00%	\$300	75%	\$900	WC Insurance	1,200			
SUBTOTALS	\$118,761		\$347,282					
				Total Personnel	466,043		410,142	493,931
				Facility Expenses				
25.00%	\$1,750	75%	\$5,250	Bldg Maintenance & mowing	7,000			
25.00%	\$750	75%	\$2,250	Cleaning	3,000			
25.00%	\$3,685	75%	\$11,054	Property Insurance	14,738			
50.00%	\$582	50%	\$582	Trash services	1,164			
50.00%	\$7,000	50%	\$7,000	Utilities	14,000			
	\$0	100%	\$7,000	131 Expenses & Insurances	7,000			
SUBTOTALS	\$13,767		\$33,136					
				Total Facilities	46,902		45,198	52,300
				Total Expense	709,360	92,550	565,737	661,081
Net Ordinary Income					(8,135)			341
City Request for Funds Increase					29,000			
NOI if Fully funded by City					20,865			
Shawnee Forward Chamber Income	\$300,238	Shawnee Forward ED Income	\$105,988					
		City/ ED Income	\$295,000					
Chamber Expenses	\$260,115	Economic Development Expenses	\$465,995					
NET	\$40,123		-\$65,008					
Reports Needed:								
Income and Expense by Fundraising Event (including accrued)								
Income and Expense by Chamber v ED Income (Including accrued)								
Income and Expense by Membership (Chamber) Including Accrued								
Incentives Funding / Expenses								
Incentive Funding								
Opening Balance					-			
Income								
City of Shawnee					\$102,000			
STRE					\$3,000	\$3,000		
Other								
Income Total:					\$105,000			
Expenses								
Expense Total					\$0			

%Chamber	Chamber Dollars	% Economic Development	ED Dollars		FY23 Proposed	Expenses Tied to Income	FY22 Actual as 4-30-22	FY22 Budget
Capital Expenses Budget								
		Opening Balance			\$44,383			
		Income						
			Projected Savings/Overage		\$10,000			
		Expenses						
			231 N. Bell					
				Parking Overhang	-\$7,000			
				Incubator Investment				
			131 N. Bell					
				Post tenant cleanup	-\$10,000			
				Water heater replacement	-\$15,000			
				New tenant Preparation				
		Total Expenses			-\$32,000			
		Balance			\$12,383			

Proposed 2023 Contract

Response to Self-Sufficiency

Sustainability

Typically, economic development programs operate through a dedicated economic development sales tax, the allocation of the Use Tax or a dedicated Hotel / Motel tax, or similar to the current Shawnee program, providing services under contract through a municipality or county government.

For Example:

Ponca City Development Authority: <https://www.goponca.com/>
Receives \$2,267,848 annually from the City of Ponca City

Bartlesville Development Authority: <http://www.bdaok.org/>
Receives \$900,000 annually from the City of Ponca City

Enid Regional Development Alliance: <https://growenid.com/>
Receives \$800,000 annually from the City of Enid

At this time, with the exception of the Mid America Industrial Park, which is a self-sustaining public trust, we are unaware of any other economic development programs in Oklahoma that are self-sustaining or self-funded. This will likely remain scarce, as economic development is a public endeavor that cannot thrive in the private sector by its nature.

The underlying purpose and main objective of an economic development program is to enhance and assist in growing the economy and revenue streams of the local unit which they serve. We are committed to being an exceptional service provider to the CITY, our business community, and the citizenry.

Similar organizations in the community

There are no similar organizations in the community. Other organizations are a part of the local economic development ecosystem, but Shawnee Forward is the only organization actively pursuing projects to increase the City of Shawnee sales tax base and County ad valorem tax base.

Appendix

Appendix A: Shawnee Forward Staff

Shawnee Forward Staff

Shawnee Forward has a staff of industry trained professionals to accomplish this work and they all live, work and play in our community.

The Economic Development Lead: Walter Baker

As the Economic Development Lead here at Shawnee Forward, he works to improve our economy through marketing to prospective new businesses, aiding existing industries in expansions and other needs, applying for grant funding, and connecting entrepreneurs to the necessary resources. Walter has been in this role for 17 months.

The Marketing and Events Director: Jessica Nickerson

Jessica handles all of the external marketing for the organization, including assistance with RFI submissions, as well as event planning and IT services. Her marketing skills serve the business community with marketing and event assistance as well. Jessica has served in this role for eight months.

The Account Executive: Fhionna Shaughnessy

Serves as the face of the organization to our membership base and leads the ambassador program that promotes shopping locally and community business growth. Fhionna has served in her role for two years.

Appendix B: Shawnee Forward 2021-2022 Audit

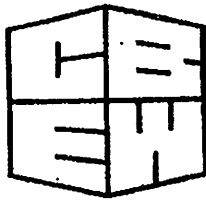
SHAWNEE FORWARD, INC.

BASIC FINANCIAL STATEMENTS
June 30, 2022 and 2021

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

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INDEPENDENT AUDITOR'S REPORT

August 8, 2022

To the Board of Directors of
Shawnee Forward, Inc.
Shawnee, Oklahoma

Opinion

We have audited the accompanying financial statements of Shawnee Forward, Inc., (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Shawnee Forward, Inc., as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Shawnee Forward, Inc., and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Shawnee Forward, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Shawnee Forward, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Shawnee Forward, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

CBEW Professional Group, LLP

CBEW Professional Group, LLP
Certified Public Accountants

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

STATEMENT OF FINANCIAL POSITION
June 30, 2022 and 2021

ASSETS

	June 30, 2022	June 30, 2021
Current assets		
Cash and cash equivalents (Note 1)	\$ 233,982	\$ 394,250
Accounts receivable	18,320	85,829
Pledges receivable, current portion	-	8,125
Prepaid insurance	19,466	7,087
Total current assets	<u>271,748</u>	<u>495,291</u>
Fixed assets (Notes 1 and 3):		
Land	46,626	46,626
Buildings and improvements	319,960	258,360
Construction in progress	-	13,396
Office furniture and equipment	35,429	84,423
Total fixed assets	<u>402,016</u>	<u>402,805</u>
Less accumulated depreciation	(219,109)	(250,842)
Total capital assets, net	<u>182,906</u>	<u>151,963</u>
Other assets		
Shawnee Tubing Real Estate LLC investment	100,000	100,000
Total other assets	<u>100,000</u>	<u>100,000</u>
Total assets	<u>\$ 554,654</u>	<u>\$ 747,254</u>

LIABILITIES AND NET ASSETS

Current liabilities		
Accounts payable	\$ 3,937	\$ 20,675
Accrued payroll and payroll liabilities	12,266	4,306
Accrued compensated absences	3,982	9,423
Accrued interest payable	-	6,020
Deferred revenue	111,593	76,692
SBA Paycheck Protection Program Loan	-	68,607
Current portion of long-term debt	10,380	195,357
Total current liabilities	<u>142,158</u>	<u>381,080</u>
Long-term liabilities		
Notes payable	31,037	234,625
Less current portion	(10,380)	(195,357)
Total long-term liabilities	<u>20,657</u>	<u>39,268</u>
Net assets:		
Net assets without donor restrictions	391,839	318,781
Net assets with donor restrictions	-	8,125
Total net assets	<u>391,839</u>	<u>326,906</u>
Total liabilities and net assets	<u>\$ 554,654</u>	<u>\$ 747,254</u>

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues:			
Contributions	\$ -	\$ -	\$ -
Contract - City of Shawnee	307,496	-	307,496
Fundraising income	151,191	-	151,191
SBA Paycheck Protection Program Forgiveness	68,607	-	68,607
Interest income	46	-	46
Membership dues and events	115,706	-	115,706
Miscellaneous income	2,573	-	2,573
Rental income	55,175	-	55,175
Gain (loss) on sale of assets	(77)	-	(77)
Net assets released from restriction:	8,125	(8,125)	-
Total revenues	<u>708,842</u>	<u>(8,125)</u>	<u>700,717</u>
Expenses:			
Program services	281,976	-	281,976
Management and general	242,206	-	242,206
Fundraising	111,602	-	111,602
Total expenses	<u>635,784</u>	<u>-</u>	<u>635,784</u>
Increase (decrease) in net assets	73,058	(8,125)	64,933
Net assets - beginning of year	<u>318,781</u>	<u>8,125</u>	<u>326,906</u>
Net assets - end of year	<u>\$ 391,839</u>	<u>\$ -</u>	<u>\$ 391,839</u>

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues:			
Contributions	\$ 10,746	\$ -	\$ 10,746
Contract - City of Shawnee	269,896	-	269,896
Fundraising income	104,835	-	104,835
Government grants	183,000	-	183,000
Interest income	258	-	258
Membership dues and events	135,400	-	135,400
Miscellaneous income	-	-	-
Rental income	88,306	-	88,306
Gain (loss) on sale of assets	(399,958)	-	(399,958)
Net assets released from restriction:	113,364	(113,364)	-
Total revenues	505,847	(113,364)	392,483
Expenses:			
Program services	618,226	-	618,226
Management and general	160,697	-	160,697
Fundraising	72,313	-	72,313
Total expenses	851,236	-	851,236
Increase (decrease) in net assets	(345,389)	(113,364)	(458,753)
Net assets - beginning of year	664,170	121,489	785,659
Net assets - end of year	\$ 318,781	\$ 8,125	\$ 785,659

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2022

	Program Services	Management and General	Fund Raising	Total
Advertising	\$ 250	\$ 2,550	\$ -	\$ 2,800
Bank charges	11	3,491	-	3,502
Depreciation	14,553	2,631	-	17,184
Development (staff and board)	4,562	3,153	-	7,715
Dues, memberships and subscriptions	1,613	5,538	-	7,151
Fundraising	-	-	45,109	45,109
Insurance	9,887	1,787	-	11,674
Interest expense	-	639	-	639
Payroll taxes	15,769	10,743	5,041	31,553
Postage and printing	280	2,623	-	2,903
Professional services	11,250	20,359	-	31,609
Rental expense	-	18,328	-	18,328
Repairs and maintenance	9,922	1,942	-	11,864
Salaries and benefits	192,231	130,969	61,452	384,652
Shell building expense	2,939	-	-	2,939
Supplies	792	4,423	-	5,215
Telecommunications and technology	150	13,792	-	13,942
Travel	5,553	17,030	-	22,583
Utilities	12,214	2,208	-	14,422
Total	\$ 281,976	\$ 242,206	\$ 111,602	\$ 635,784

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2021

	Program Services	Management and General	Fund Raising	Total
Advertising	\$ 626	\$ 1,661	\$ -	\$ 2,287
Bad debt	19,814	-	-	19,814
Bank charges	-	3,778	3	3,781
Depreciation	11,608	2,098	-	13,706
Dues, memberships and subscriptions	7,880	6,164	-	14,044
Fundraising	-	-	35,236	35,236
Insurance	3,105	5,444	-	8,549
Interest expense	-	822	-	822
Payroll taxes	22,918	3,503	2,505	28,926
Postage and printing	112	1,192	-	1,304
Professional services	96	29,698	-	29,794
Rental expense	-	36,589	-	36,589
Repairs and maintenance	3,712	904	-	4,616
Salaries and benefits	316,265	48,339	34,572	399,176
Shell building expense	38,256	-	-	38,256
Special projects - small business grants	183,000	-	-	183,000
Supplies	1,919	6,024	-	7,943
Travel	1,908	5,402	-	7,310
Telecommunications and technology	542	7,911	-	8,453
Utilities	6,465	1,168	-	7,633
Total	\$ 618,226	\$ 160,697	\$ 72,313	\$ 851,239

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE FORWARD, INC.
Shwane, Oklahoma

STATEMENT OF CASH FLOWS
For the Years Ended June 30, 2022 and 2021

	June 30, 2022	June 30, 2021
Cash flows from operating activities:		
Increase (decrease) in net assets	\$ 64,933	\$ (458,753)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	17,184	13,706
(Gain) loss on disposal of assets	77	-
(Increase)/decrease in pledges receivable, net	8,125	113,364
(Increase)/decrease in accounts receivable	67,509	(55,457)
(Increase)/decrease in prepaid expenses	(12,379)	4,927
(Decrease)/increase in accounts payable	(16,738)	17,225
(Decrease)/increase in accrued payroll & payroll taxes	7,960	(15,782)
(Decrease)/increase in accrued compensated absences	(5,441)	2,302
(Decrease)/increase in accrued interest payable	(6,020)	(9,933)
(Decrease)/increase in deferred revenue	34,901	19,323
(Decrease)/increase in security deposit payable	-	(2,600)
Net cash provided by operating activities	<u>160,111</u>	<u>(371,678)</u>
Cash flows from investing activities:		
Net (purchase) redemption of investments	-	20,210
Sale (purchase) of fixed assets	(48,204)	1,400,205
Net cash provided by investing activities	<u>(48,204)</u>	<u>1,420,415</u>
Cash flows from financing activities:		
Proceeds (payment) on debt	(272,195)	(976,423)
Net cash used in financing activities	<u>(272,195)</u>	<u>(976,423)</u>
Net increase (decrease) in cash	(160,288)	72,314
Cash and cash equivalents at beginning of year	<u>394,250</u>	<u>321,936</u>
Cash and cash equivalents at end of year	<u>\$ 233,962</u>	<u>\$ 394,250</u>
Supplemental Cash Flow Information		
Interest paid	\$ 2,711	\$ 28,928
Income taxes paid	-	-

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2022 and 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Nature of Activities

Shawnee Forward, Inc. (the Corporation), is a non-stock, non-profit business association that promotes a regional vision. The organizations that came together to form this Corporation included the Greater Shawnee Area Chamber of Commerce, Inc., and the Shawnee Economic Development Foundation. This new Corporation has a common vision to serve the interests of the greater Shawnee area. To the extent consistent with the above general purposes, the specific purposes for this Corporation also include: (a) To generate jobs and investment; (b) To develop and maintain a greater Shawnee, Oklahoma area program to assist existing businesses and entrepreneurs; (c) To attract new businesses in order to improve the economic well-being of area residents; (d) To cultivate talent and leadership; (e) To promote and develop the resources of the Greater Shawnee, Oklahoma area and of its component municipalities; and (f) To enhance the quality of life concerns that has an impact on economic growth and development in the area.

B. Basis of Presentation

The financial statements of the Corporation are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Corporation and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets that are not subject to donor-imposed stipulations.

Net Assets With Donor Restrictions – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Corporation and/or the passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed; when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

C. Deposits and Investments

All bank deposits are held at various financial institutions and are carried at cost. The Corporation's cash deposits are covered by Federal Depository Insurance (FDIC). For purposes of statements of cash flows, the Corporation considers cash and all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

D. Property and Equipment

Property and equipment are recorded at cost if purchased or at acquisition value if donated and are depreciated using the straight-line method over the estimated useful lives of the respective assets. Ordinary repairs and maintenance are expenses in the period in which they occurred. The Board is currently working on establishing a capitalization policy.

E. Fair Value of Financial Instruments

The Corporation's financial instruments include cash and cash equivalents, investments, pledges receivable, and accounts payable. The Corporation's estimate of the fair value of all financial instruments does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying statement of financial condition. The carrying amount of these financial instruments approximates fair value because of the short maturity of these instruments.

The Corporation's investments are composed entirely of Certificates of deposit with an initial maturity in excess of three months and are measured at Level 1.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2022 and 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Income Taxes

The Corporation is a not-for-profit organization that is exempt from federal and state income taxes as described in Section 501(c)(6) of the Internal Revenue Code. While contributions to the Corporation are not qualified charitable deductions, they may be deductible as trade or business expenses if ordinary and necessary in the conduct of the contributor's business. The Corporation is not a private foundation within the meaning of Section 509(a) of the Internal Revenue Code. As a result, no provision for current or deferred income tax liability is recognized in the Corporation's books and records. Federal and state income tax statutes dictate that tax returns filed in any of the previous three reporting periods remain open to examination. Currently, the Corporation has no open examination with either the Internal Revenue Service or state taxing authorities.

G. Compensated Absences

It is the Corporation's policy to permit full-time employees to accumulate earned but unused vacation time. Full-time employees are granted vacation and sick leave benefits in varying amounts to specified maximums depending on tenure. Sick leave may be accumulated from year-to-year, not to exceed 30 days. However, any unused sick leave will not be paid out at any time. At termination, either voluntary or involuntary, an employee will be paid for the balance of earned and accrued vacation at the current base rate of pay. Employees can carry forward, for 6 months, 40 hours of vacation to the next year.

H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. Significant estimates in these financial statements include the allocation of expenses on a functional basis.

I. Advertising Costs

Advertising costs are charged to operations in the period incurred.

J. Contributions and Promises to Give

Contributions are recognized when the donor makes a promise to give to the Corporation that is, in substance, unconditional. Shawnee Forward reports gifts of cash or other assets as restricted support if they are received with donor stipulations that limit the use of the donated asset. When a donor restriction expires, that is, when a stipulated time restriction ends or the purpose of the restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restriction. Donor contributions whose restrictions are met in the same reporting period are treated as net assets without donor restrictions.

K. Support and Revenue

The major sources of support for Shawnee Forward's general operations are dues and contract income from the City of Shawnee. Membership dues are recognized as revenue as billed in the applicable membership period. Membership dues are net assets without donor restrictions available for use for administration, programs and projects of the Corporation. Contract support is recognized as revenue in the applicable year that funds are received. Shawnee Forward also receives rental income, which is recognized in the year that it is earned.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2022 and 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

K. Support and Revenue (Continued)

In May 2014, the Financial Accounting Standards Board issued Accounting Standards Update 2014-09 Revenue from Contracts with Customers. The FASB issued ASU 2016-10 "Revenue from Contracts with Customers (Topic 606): Identifying Performance Obligations and Licensing" in April 2016, ASU 2016-11, and ASU 2016-12, "Revenue from Contracts with Customers (Topic 606): Narrow-Scope Improvements and Practical Expedients" in May 2016. These new standards supersede existing revenue recognition guidance and most industry-specific guidance. The core principle of the guidance is that an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services.

In June 2018, the Financial Accounting Standards Board issued Accounting Standards Update 2018-08, Not-for-profit Entities (Topic 958). This amendment is intended to clarify the scope and accounting guidance for contributions received and contributions made and eliminate diversity in practice in evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) or as exchange (reciprocal) transactions. Distinguishing between contributions and exchange transactions determines which guidance is applied. For contributions, an entity should follow clarified guidance in Topic 958, whereas for exchange transactions, an entity should adopt the guidance in Topic 606. For the years ended June 30, 2022 and 2021, the Corporation had one contract within the scope of Topic 606. The adoption of this guidance had no material impact to previously reported assets, liabilities or net assets on January 1, 2019. In applying the five-step model contained in the new guidance, management has concluded that no changes are necessary to conform to this new standard.

The Corporation considers membership dues to be exchange transactions based on the value of benefits provided. The Corporation recognizes membership dues over the membership period. Adoption of the guidance in Topic 606 did not impact the timing revenue recognition on membership dues.

The following table provides information about significant changes in deferred revenue for the years ended June 30, 2022 and 2021:

	2022	2021
Deferred membership revenue, beginning of year	\$ 76,892	\$ 57,369
Memberships paid during the year	150,607	154,723
Membership revenue recognized	<u>(115,706)</u>	<u>(135,400)</u>
Deferred membership revenue, end of year	<u>\$ 111,593</u>	<u>\$ 76,692</u>

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2022 and 2021

2. PLEDGES RECEIVABLE

The Corporation accounts for pledges for units of participation in accordance with FASB ASC 958-310-50, *Accounting for Contributions Received and Contributions Made*.

Unconditional promises to give in more than 1 year are reflected at the present value of estimated future cash flows using the discount rate of 0.25%, per Federal Reserve. Net pledges receivable and maturities at June 30, 2022 and 2021, respectively, were as follows:

	2022	2021
Gross amounts of pledges receivable	\$ -	\$ 8,125
Less present value discount	-	-
Net pledges receivable	<u>\$ -</u>	<u>\$ 8,125</u>
Amount due in:		
1 year or less	\$ -	\$ 8,125
2 to 5 years	-	-
Over 5 years	-	-
Net pledges receivable	<u>\$ -</u>	<u>\$ 8,125</u>

3. PROPERTY AND EQUIPMENT

The following is a summary of changes in property and equipment.

	Balance June 30, 2021	Additions/ Transfers	Deletions	Balance June 30, 2022
Land	\$ 46,626	\$ -	\$ -	\$ 46,626
Buildings & improvements	258,360	61,600	-	319,960
Construction in progress	13,396	-	13,396	-
Furniture, fixtures and equipment	84,423	-	48,994	35,429
Total	402,805	61,600	62,390	402,015
Less accumulated depreciation	250,842	17,184	48,917	219,109
Net	<u>\$ 151,963</u>	<u>\$ 44,416</u>	<u>\$ 13,473</u>	<u>\$ 182,906</u>

	Balance June 30, 2020	Additions/ Transfers	Deletions	Balance June 30, 2021
Land	\$ 46,626	\$ -	\$ -	\$ 46,626
Shell Building - investment	1,427,508	-	1,427,508	-
Buildings & improvements	243,453	14,907	-	258,360
Construction in progress	-	13,396	-	13,396
Furniture, fixtures and equipment	84,423	-	-	84,423
Total	1,802,010	28,303	1,427,508	402,805
Less accumulated depreciation	237,136	13,706	-	250,842
Net	<u>\$ 1,564,874</u>	<u>\$ 14,597</u>	<u>\$ 1,427,508</u>	<u>\$ 151,963</u>

Depreciation expense for 2022 and 2021 was \$17,184 and \$13,706, respectively.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2022 and 2021

4. SHAWNEE TUBING REAL ESTATE LLC INVESTMENT

In April 2017, Shawnee Economic Development Foundation invested \$100,000 for 5 units at Shawnee Tubing Real Estate, LLC. Those unit shares were transferred to Shawnee Forward when the Foundation merged with the Chamber to create the new Corporation. Several businesses and organizations in the Shawnee area became investors in this company to help keep jobs and the business operating in the local area. Financials are provided to the unit holders on a regular basis. Currently, Shawnee Forward should recover its initial investment, plus their share of distributable profits.

5. NOTES PAYABLE

On February 17, 2016, Shawnee Economic Development Foundation (now the Corporation) issued a construction loan payable to BancFirst, in the amount of \$1,300,000, for the construction of a building. The construction of the building has been completed and \$1,220,331 has been drawn down on the note. Principal payments were not due until February 2021, and the note is secured by business assets. The note was set to mature on August 17, 2025, with interest being at 5% on the note. Accrued interest payments are due semi-annually. During the year, the business assets that secured the loan was sold and proceeds were used to pay the note. The remaining balance on the loan was paid July 2021 and the loan was closed.

On March 7, 2016, Greater Shawnee Area Chamber of Commerce (now the Corporation) entered into a note payable with Shawnee Industrial Authority in the amount of \$100,000 with an interest rate of 1.5%, for the purchase of a heat and air unit. The note is set to mature on March 7, 2026.

Note Payable:	Balance 6/30/2021	Additions	Reductions	Balance 6/30/2022	Current Portion
BancFirst- Construction	\$ 185,254	\$ -	\$ (185,254)	\$ -	\$ -
Shawnee Industrial Authority	49,371	-	(18,334)	31,037	10,380
Total	<u>\$ 234,625</u>	<u>\$ -</u>	<u>\$ (203,588)</u>	<u>\$ 31,037</u>	<u>\$ 10,380</u>

The debt requirements to maturity, including principal and interest for long-term debt are as follows:

Maturities June 30,	Principal	Interest	Total Due
2023	\$ 10,380	\$ 395	\$ 10,775
2024	10,537	238	10,775
2025	10,120	655	10,775
Total	<u>\$ 31,037</u>	<u>\$ 1,288</u>	<u>\$ 32,325</u>

6. SBA PAYCHECK PROTECTION PROGRAM LOAN

On February 4, 2021, the Corporation applied and was approved for a \$68,607 loan under the Paycheck Protection Program created as part of the relief efforts related to COVID-19 and administered by the Small Business Administration. The loan accrues interest at 1%, but payments are not required to begin for ten months after the funding of the loan. The Corporation is eligible for loan forgiveness of up to 100% of the loan, upon meeting certain requirements. The loan is uncollateralized and is fully guaranteed by the Federal government. On July 16, 2021, the Corporation received a notice from the bank that the loan qualified for full forgiveness and is recorded as revenue.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2022 and 2021

7. RISK MANAGEMENT

The Corporation is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Corporation continues to carry commercial insurance for these risks, including general liability, property damage, and public officials' liability.

8. RENTAL INCOME

The Corporation entered into a lease agreement with Central Oklahoma Community Action Agency (COCAA) to lease the first and second floors of the Corporation's building for COCAA operations, located at 131 N. Bell. The lease agreement is an annual contract and lease payments are \$4,296.25 per month.

The Corporation also entered into various month-to-month lease agreements to lease suites within building that the Corporation operates in at 231 N. Bell. These monthly leases vary from \$300 to \$320 per month.

The following is the activity for the rental properties during the year:

	131 N. Bell	231 N. Bell	Total
Rental Income	\$ 51,555	\$ 3,620	\$ 55,175
Insurance	(6,808)	-	(6,808)
Repairs & Maintenance	(571)	-	(571)
Telephone	-	-	-
Utilities	(10,949)	-	(10,949)
Total	<u>\$ 33,227</u>	<u>\$ 3,620</u>	<u>\$ 36,847</u>

9. RELATED-PARTY TRANSACTIONS

The Corporation has entered into an annual contract with the City of Shawnee to perform certain economic development services. Under the terms of the contract, the City agreed to pay the Corporation in 2022 and 2021, \$295,000 and \$257,400, respectively, for such services. Annual evaluations of program results are made, and continuation or extension of the contract is subject to mutual approval by the City and the Corporation.

In January 2021, the Corporation entered into a one-year contract with the City of Shawnee to perform public relation services. Under the terms of this contract, the City agreed to pay the Corporation \$25,000 a year, to be paid in monthly installments. In 2022 and 2021, the Corporation recognized \$12,500 and \$12,500, respectively, for these services.

10. FUNCTIONAL EXPENSES

Per requirement of FASB ASU 2016-14, Shawnee Forward, Inc., adopted a methodology policy for allocation of functional expenses. The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include occupancy, depreciation, and amortization, which are allocated on a square footage basis, as well as salaries and wages, benefits, payroll taxes, professional services, office expenses, information technology, interest, insurance, and other which are allocated on the basis of estimates of time and specific use.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2022 and 2021

11. LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet, comprise of the following:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 233,962	\$ 394,250
Investments	-	-
Accounts receivable	18,320	85,829
Pledges receivable	-	8,125
Financial assets, at year-end	<u>252,282</u>	<u>488,204</u>
Net assets with restrictions	-	(8,125)
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 252,282</u>	<u>\$ 480,079</u>

In 2022, Shawnee Forward, Inc., had \$252,282 of financial assets available at year end and available within 1 year of the balance sheet date to meet cash needs for general expenditures. In 2021, Shawnee Forward, Inc., had \$488,204 of financial assets available at year end. Of that amount, \$8,125 are pledges receivable that are recorded as net assets with restrictions until the pledge is received. At year end, the Corporation had \$480,079 of financial assets available within 1 year of the balance sheet date to meet cash needs for general expenditures.

Shawnee Forward, Inc. is primarily supported through contributions, fundraising (special event), contract with City of Shawnee, membership dues, and other revenues. The Corporation manages its liquidity by developing and adopting an annual operating budget that provides sufficient funds for general expenditures in meeting its liabilities and other obligations as they come due. As part of the Corporation's liquidity management, cash balances in excess of daily requirements are invested in interest-bearing accounts.

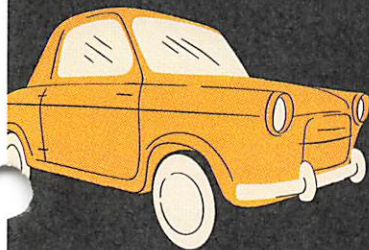
12. NEW ACCOUNTING PRONOUNCEMENTS

In February 2016, the FASB issued ASU No. 2016-02, Leases (Topic 842), which requires lessees to recognize leases on the balance sheet and disclose key information about leasing arrangements. The new standard establishes a right-of-use (ROU) model that requires a lessee to recognize a ROU asset and lease liability on the statement of financial position for most leases with a term longer than 12 months. Leases will be classified as finance or operating, with classification affecting the pattern and classification of the expense recognition in the statement of activities. The effective date for this standard has been delayed to annual reporting periods beginning after December 15, 2021.

13. SUBSEQUENT EVENTS

Management has evaluated subsequent events and transactions through the date of the audit report, which is the date the financial statements were available to be issued. Management continues to evaluate the impact of the COVID-19 pandemic on the industry and has concluded that while it is reasonably possible that the virus could have a negative effect on the Corporation's financial position and results of its operations, the specific impact is not readily determinable as of the date of these financial statements. The financial statements do not include any adjustments that might result from the outcome of this uncertainty.

Appendix C: Shawnee Forward Marketing Examples



DO YOU NEED A RIDE TO WORK?

CPN ON DEMAND SERVICE

FREE SERVICE

- You must schedule in advance of the ride.
- Same-day rides may be available, riders would need to be flexible on pick-up/drop-off times.
- **Pro Tip:** When you get your work schedule, call and schedule all of the rides you need.



dsmith@potawatomi.org



800-880-9880



405-878-4831

CENTRAL OKLAHOMA TRANSIT SYSTEM

- Rides must be booked 48 hours in advance.
- \$4 per ride in Shawnee and Seminole city limits.
- Rides outside the city limits are based on mileage.
- COTS coupon books are available in all COTS offices. Books are \$40 and contain tickets for 10 one-way rides. The tickets can be used in Shawnee and Seminole city limits.



cocaa.org/cots



405-275-6060

[View this email in your browser](#)

MONDAY MEMO

Here's what's happening in Shawnee.



Leveraging All Available Resources

Good Afternoon! I hope everyone reading this had minimal property damage after last night's storm. During these hard times, we know the citizens of Shawnee shine in helping their neighbors. Remember to lend a helping hand to those around you. Special thanks to our utility companies who are working around the clock to restore power.

You may have missed exciting news that came out of last week's City Commission meeting. The City secured additional funding for replacement of the Main St Bridge. The City of Shawnee applied for and was awarded \$750,000 in Public-Private Partnership (P3) funds for replacement of the Main St Bridge last year. This [incentive](#) assists with local infrastructural improvements that will aid the general economic competitiveness of the region. P3 is available year-round for local governments to apply and any communities

Since the P3 incentive is not exclusive of other assistance, the City of Shawnee also sought after funding from the Oklahoma Department of Transportation (ODOT). ODOT has offered \$1,000,000 through their Bridge Formula Funding program, and the City Commission approved the project agreement at their regular meeting on Tuesday, February 21st. With this additional award, the City has secured \$1,750,000 of funding for a project estimated to cost \$1,800,000.

This is great work by the City of Shawnee! On a project estimated to cost \$1.8 million, the City could pay as little as \$50 thousand, or approximately 2.8%. I know the City of Shawnee will continue to search for funding opportunities such as these, and I encourage all communities and businesses out there to inquire about and pursue as many potential funding sources as they can.

Be In The Know!

Buildings UP

Through the Department of Energy's new program, [Buildings UP](#), more than \$22 million in cash prizes and technical assistance is being offered to teams across America with winning ideas to accelerate widespread, equitable energy efficiency and building electrification upgrades.

Applications are due by July 18th

Apply Now: \$300,000 Award to Help U.S. Firms to Export

The U.S. Department of Commerce is inviting U.S. nonprofits, including business associations and state and local chambers of commerce, to apply to receive up to \$300,000 in matched [Market Development Cooperator Program \(MDCP\)](#) awards.

Applications are due May 1. Learn more about eligibility [here](#).

MBDA Capital Readiness Program Grant Competition

The U.S. Department of Commerce's Minority Business Development Agency (MBDA) is seeking proposals for its \$93.5 million [Capital Readiness Program](#) grant competition to help

Applications are due on Feb. 28 via grants.gov.

Member Spotlight

Check out Dexter Company located in Shawnee, OK!

Founded in 1960, Dexter, headquartered in Elkhart, Indiana, employs over 3,800 people in the U.S. and Canada and operates 18 manufacturing facilities and over 30 company-owned distribution locations. More specifically, Dexter's Shawnee, OK location employs over 100 people focusing on manufacturing axles, brakes, suspensions, and other trailer components serving the utility trailer, horse and livestock, RV, and agricultural market. Dexter is a world leader in developing and producing safe, reliable trailer components for the markets we serve—all thanks to our exceptional team of employees!



Click here to join our CREW62 team: <https://www.dexteraxle.com/Careers/>

KNOW SOMEONE INTERESTED IN THE ECONOMIC DEVELOPMENT ACTIVITIES IN SHAWNEE?

- LIKE and FOLLOW Shawnee Forward on Facebook - <https://www.facebook.com/ShawneeForward>
- Join the Shawnee Forward LinkedIn Group - <https://www.linkedin.com/groups/13966599/>
- Shawnee Forward Resources
 - [Property Listings](#)
 - [Shawnee Job Board](#)
 - [COWIB Job Board](#)
 - [Gordon Cooper Technology Center](#)

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This concludes our response to the list of questions and documents listed in the City of Shawnee Resolution No. 6559. If there are other items that you require or something we have overlooked, please contact us at your earliest convenience, so we can address those items.

CONTRACT FOR ECONOMIC DEVELOPMENT SERVICES BETWEEN THE CITY OF SHAWNEE AND SHAWNEE FORWARD

This Contract made and entered into this 1st day of July, 2023, is between the City of Shawnee, Oklahoma, a Municipal Corporation (hereinafter "City"), and Shawnee Forward, Inc., an Oklahoma Not For Profit Corporation and 501(c)(6) business organization (hereinafter, "Shawnee Forward") (together, "Parties").

WITNESSETH:

WHEREAS, local economic development is a legally recognized public and municipal purpose; and

WHEREAS, the City wishes to contract with Shawnee Forward to promote economic development in the City of Shawnee, Oklahoma; and

WHEREAS, the City deems this Contract and the services to be performed hereunder to be a unique professional services contract; and

WHEREAS, the desired economic vitality outcomes for the City include an increase in retail sales tax revenues; the attraction, development, retention, and expansion of businesses and industries; and the creation of quality jobs for the purpose of increasing the economic prosperity of the community and its citizens; and

WHEREAS, Shawnee Forward is a private, independent, non-profit organization comprised of private members, with a mission to assure the economic growth of the City of Shawnee.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions herein stated, and in consideration of the mutual benefits that accrue to each of the parties hereto, the City and Shawnee Forward do hereby agree as follows:

1. **Engagement of Shawnee Forward.** The City hereby engages Shawnee Forward to perform certain economic development services for the benefit of the City of Shawnee. Shawnee Forward accepts such engagement pursuant to the terms and conditions set forth herein.
2. **Services Provided by Shawnee Forward.** Shawnee Forward shall during the term of this Contract develop and implement programs designed to accomplish the following:
 - a. ***Economic Development Plan.*** Develop a comprehensive 5- to 10-year economic development plan, inclusive of measurable benchmarks, whose goals and mission statement focus on:
 - Increase in sales tax revenues for the City;
 - Attraction and development of new businesses and industries;
 - Retention and expansion of existing businesses and industries; and
 - Creation of new jobs, with an emphasis on high-paying employment opportunities.

- b. **Marketing.** Implement a comprehensive and aggressive marketing program to attract new businesses to the City. Develop necessary marketing materials, including:
 - “Shawnee at a Glance” marketing brochure;
 - “Starting Your Business” guide;
 - “Growing Your Business” resource clearinghouse; and
 - Special promotional materials specific to outreach events.
 - c. **Primary Contact.** Serve as the first point of contact for economic development services and collaborate with City staff as may be necessary in order to provide timely responses to inquiries from potential new businesses.
 - d. **Site Visit Facilitation.** Encourage, prepare for, and lead industrial and trade team visits, including state sponsored and international trade team visits.
 - e. **Local Support.** Support existing Shawnee area businesses in their effort to maintain a competitive market position, secure ongoing operations and employment levels, and facilitate growth and expansion opportunities.
 - f. **Small Business Support.** Offer access to resources and resource providers to assist small businesses and local entrepreneurs.
 - g. **Retail Attraction.** Attract and recruit new retail businesses to increase the sales tax base and improve the quality of life for Shawnee residents.
 - h. **Shop Local.** Promote a “Shop Local” initiative to retain and grow Shawnee retail sales and tax revenues.
 - i. **Regional and Statewide Engagement.** Participate in professional trade shows as well as regional and statewide cooperative marketing programs that provide access to business intelligence databases and recruitment opportunities.
 - j. **Economic Prosperity Tracking.** Monitor and track changes in economic prosperity indicators, including:
 - Sales and use tax collection;
 - Number of jobs in the City and immediately surrounding areas;
 - Number of new jobs added and lost;
 - Mean hourly wage of jobs created;
 - Growth in assessed property values; and
 - Median household income.
3. **Effective Date.** This Contract shall take effect on July 1, 2023, and shall remain in effect until June 30, 2024.

4. **Compensation.** The City will pay Shawnee Forward the annual sum of Two Hundred Ninety-Five Thousand Dollars (\$295,000.00) payable monthly in Twenty-Four Thousand Five Hundred Eighty-Three Dollars and Thirty-Three Cents (\$24,583.33) installments.
5. **Records and Reporting.** Shawnee Forward shall provide written reports describing economic development activities as well as any other information reasonably requested by the City Manager including but not limited to annual audits of Shawnee Forward and other financial records relating to the Compensation outlined herein. Shawnee Forward shall also provide an quarterly report in an appearance before the City Commission; the report will include activities in the previous quarter and plans for the upcoming quarter.
6. **Employees.** Shawnee Forward agrees to provide qualified and competent personnel to carry out the work program set out by Shawnee Forward.
7. **Independent Contractor Status.** Shawnee Forward is a separate, legal entity subject to direction and control by its Board of Directors. All employees carrying out tasks pursuant to this Contract are employees of Shawnee Forward and shall not be considered employees of the City under any circumstances. Any volunteers utilized by Shawnee Forward shall likewise be considered under the exclusive direction of Shawnee Forward and not employees or agents of the City under any circumstances. In this connection, should any liability arise under the Worker's Compensation Act of the State of Oklahoma due to injury of any employee of Shawnee Forward, the same shall be considered the sole and exclusive liability of Shawnee Forward.
8. **Termination.** At any point, with or without cause, either Party may terminate this Agreement by providing thirty (30) days' written notice of termination to the other Party. In the event of termination, all rights and privileges provided for herein shall cease upon the expiration of the thirty (30) day timeframe provided for within the written termination notice.
9. **Non-Discrimination.** Shawnee Forward shall manage its operations in accordance with federal and state anti-discrimination laws and shall not discriminate against any employee, applicant for employment, or party seeking the services of Shawnee Forward because of race, creed, color, national origin, gender, ancestry, disability.
10. **Compliance with Laws.** Shawnee Forward shall conduct its business under the terms of this Contract in such a manner that it does not violate federal, state, or local laws or regulations applicable to the conduct of economic development organizations.
11. **Assignment.** Neither party shall assign this Contract or any rights, responsibilities, or interests without the prior written approval of the other party.
12. **Indemnification and Hold Harmless.** Shawnee Forward shall defend and hold harmless the City and any and all officers, agents, and employees of the City, against all damages, including but not limited to, any loss, liability, expense, suit, or claim for injury to persons or damages to property arising out of the activities of Shawnee Forward, its employees, and agents under or in connection with this Contract.

13. **Change in Status.** Shawnee Forward shall immediately report to the City any change in its legal or corporate status.
14. **Waiver.** The waiver by any part of any breach of any term, condition, or covenant herein contained shall not be deemed a waiver of any subsequent breach of the same, or any other term, condition, or covenant.
15. **Breach or Default.** If either Party to this Contract fails, refuses, or neglects to abide by its duties and responsibilities hereunder, the other Party may give notice of such breach. The breaching Party shall be notified, in writing, of its alleged breach and shall be given thirty (30) days (unless such time is extended by the non-breaching party) to cure the breach. If the breach is due to violation of law or embezzlement of funds by Shawnee Forward, the Contract shall terminate immediately. If the breach is not remedied, the other party may terminate the Contract.
16. **Notices.** Any notice required or permitted under this Contract shall be deemed sufficiently given or served if hand-delivered or mailed by certified mail, return receipt requested, and directed to the respective parties as follows:
- City of Shawnee:**
Attn: City Manager
16 W 9th Street
Shawnee, Oklahoma 74801
- Shawnee Forward, Inc.:**
Attn: CEO
231 N Bell Avenue
Shawnee, Oklahoma 74801
17. **Governing Law; Submission to Jurisdiction.** Notwithstanding any provision to the contrary, the law of the State of Oklahoma shall govern the construction and enforcement of this Contract. The parties do hereby submit to the personal jurisdiction of, and waive any objection to venue in, Pottawatomie County, Oklahoma State District Court for the resolution of any dispute arising out of this Contract. Prior to the initiation of a district court action, the Parties agree to participate in good faith mediation to attempt to settle any disputes that may arise.
18. **Full and Complete Agreement.** This Contract shall constitute a full and complete understanding between the parties with respect to the subject matter set forth herein. No prior or future representation, inducement, agreement, promise, or undertaking, alteration, amendment, deletion, or other such revision of or to this Contract shall have any force or effect unless the same is in writing and validly executed by both parties hereto.
19. **Severability.** Should any provision herein be determined to be illegal, invalid, void, or unenforceable by a court of competent jurisdiction, the balance of the Contract shall be deemed operative, to the extent possible.

20. **Construction.** Captions and other headings contained in this contract are for reference and identification purposes only and do not alter, modify, amend, limit, or restrict the contractual obligations of the parties.
21. **Identity Theft Prevention.** Shawnee Forward agrees to familiarize itself with 16 CFR §681, Identity Theft Rules and 24 Okla. Stat. §161 et seq., the Security Breach Notification Act. Shawnee Forward agrees to meet or exceed the guidelines set out in those laws, including, but not limited to, its policies and procedures regarding training of personnel, use of any personal information obtained, and reporting of “Red Flag” events.
22. **Governmental Tort Claims Act.** By entering into this Contract, the City of Shawnee and its employees, as defined by the Governmental Tort Claims Act, 51 Okla. Stat. §151 et seq., do not waive sovereign immunity, any defenses, or any limitations of liability as may be provided for by law. No provision of this Contract modifies and/or waives any provision of the Oklahoma Government Tort Claims Act.

WITNESS our hands on _____.

SHAWNEE FORWARD

CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY/NOTARY

APPROVED by the Mayor and the City Commissioners of the City of Shawnee on _____.

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

ANDREA WECKMUELLER-BEHRINGER,
CITY MANAGER

ATTEST:

LISA LASYONE, CMC, CITY CLERK

APPROVED as to form and legality on _____.

JOE VORNDRAN, ATTORNEY AT LAW



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

Date: June 20, 2023
To: Board of City Commissioners
From: Andrea Weckmueller-Behringer, City Manager
Subject: Consideration of a resolution decommissioning the Contract Review Committee for the City of Shawnee.

Background: Originally approved on May 3, 1993, the Community Service Contract Guidelines established procedures for determining eligibility for City of Shawnee financial assistance for community service programs.

Formalized via resolution adopted on March 19, 2018, the Contract Review Committee has been tasked with the review of potential community service contracts, whereby the City of Shawnee would be paying a not-for-profit third-party entity to provide a direct community governmental or quasi-governmental service.

Since its inception, the Community Service Contract Review Committee has faithfully discharged its duties to the City of Shawnee. Notwithstanding, the number of community service contracts has decreased over time to such a level that routine renewals could easily be reviewed and negotiated by City staff. Once appropriately vetted, potential community service contracts could be brought directly to the City Commission for their review and approval during a regularly scheduled Board of City Commissioners meeting, thus eliminating the need to invoke the time and attention of the Community Service Contract Review Committee.

Financial Impact: None

Attachments: Contract Review Guideline Adoption (1993), Contract Review Resolution #6559 (2018), Resolution

Staff Recommendation: Approval of the item, based on the recommendation rendered by the Community Service Contract Review Committee on June 5, 2023

BOARD OF CITY COMMISSIONERS PROCEEDINGS

MAY 3, 1993 AT 7:30 P. M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, May 3, 1993 at 7:30 p.m., pursuant to notice duly posted as prescribed by law. Vice Mayor Barnard presided and called the meeting to order. Upon roll call, the following members were in attendance:

Dr. Robert J. Barnard
Commissioner Ward 1-Vice Mayor

Ronald A. Gillham, Sr.
Commissioner Ward 2

Carl E. Young
Commissioner Ward 3

Chris Harden
Commissioner Ward 4

Arnold Davis
Commissioner Ward 5

Dick Miller
Commissioner Ward 6

ABSENT: Pierre F. Taron
Mayor

INVOCATION

Reverend Lester Patterson
Cooper Memorial Baptist Church

FLAG SALUTE

Vice Mayor Barnard

AGENDA ITEM NO. 1:

Commission appointment of a
Vice Mayor (per Article III,
Section 6 of City Charter).

Vice Mayor Barnard called for nominations for the office of Vice Mayor.

Motion by Commissioner Harden, seconded by Commissioner Davis, that Vice Mayor Barnard be reappointed to the position of Vice Mayor for one year, with said term to expire the first Commission

Motion by Commissioner Gillham, seconded by Commissioner Davis, that the Title and Sections 1 and 2, be approved. Motion carried.

AYE: Gillham, Davis, Miller, Barnard, Young, Harden

NAY: None

Motion by Commissioner Young, seconded by Commissioner Gillham, that Section 3, the emergency clause, be approved. Motion carried.

AYE: Young, Gillham, Harden, Davis, Miller, Barnard

NAY: None

Thereupon Vice Mayor Barnard declared Ordinance No. 1639NS duly passed and adopted.

AGENDA ITEM NO. 6:

Consider adopting Community Service Contract guidelines.

The Commission next reviewed the Community Service Contract guidelines.

Vice Mayor Barnard explained that the Review Committee for Community Service Contracts chaired by Commissioner Harden had the task of establishing guidelines and regulation procedures for determining eligibility for financial assistance from the City of Shawnee for community service programs.

Motion by Commissioner Davis, seconded by Commissioner Young, that the Community Service Contract guidelines be approved. Motion carried.

AYE: Davis, Young, Harden, Miller, Barnard, Gillham

NAY: None

AGENDA ITEM NO. 7:

Consider Bids.

- a. Fire Department Breathing Air System (Deferred from 4/19/93 meeting)

Motion by Commissioner Miller, seconded by Commissioner

INFORMATION REQUESTED FOR DETERMINATION OF ELIGIBILITY FOR
CONTRACTING FOR SERVICES WITH THE CITY OF SHAWNEE

I. DEFINITIONS OF ELIGIBILITY - PROGRAMS FOR MUNICIPAL
FUNDING

A. A CITY OR TOWN MAY SPEND ITS MONEY FOR GOODS OR SERVICES WHICH AID THE MUNICIPALITY, EITHER AS A GOVERNMENT OR AS A CORPORATION. THIS INCLUDES ANY PROJECT OR PROGRAM WHICH IS OPERATED BY OR ON BEHALF OF THE CITY. THESE EXPENDITURES MUST BE FOR A PUBLIC PURPOSE.

B. A PUBLIC PURPOSE IS (1) AFFECTED WITH A PUBLIC INTEREST AND (2) PERFORMED BY THE PUBLIC BODY IN THE EXERCISE OF ITS GOVERNMENTAL FUNCTIONS.

C. A FUNCTION OF THE GOVERNMENTAL BODY IS NOT TO BE CONFUSED WITH A BENEFIT TO THE COMMUNITY. MERE BENEFIT TO THE COMMUNITY AND/OR A WHOLESOME PURPOSE ARE NOT ENOUGH. MUNICIPAL FUNDS CANNOT BE USED AS DONATIONS OR SUBSIDIES TO PRIVATE ENTITIES.

D. A MUNICIPALITY CANNOT SPEND PUBLIC FUNDS FOR A PURPOSE THAT THE CITY HAS NO POWER TO PERFORM. IT MUST BE A MUNICIPAL GOVERNMENT FUNCTION. THE CITY MUST HAVE CONTROL OF THE FUNDED PROGRAM/FUNCTION. WHEN THE CITY HAS THE POWER TO PERFORM THE FUNCTION AND THE REQUISITE CONTROL, THEN IT CAN CONTRACT FOR THE SERVICE. IF THE CITY CONTRACTS-OUT THE SERVICE, IT MUST PROVIDE FOR ACCOUNTABILITY FROM THE CONTRACTOR AND INTERNAL CONTRACT ADMINISTRATION.

II. INFORMATION REQUIRED TO DETERMINE ELIGIBILITY.

A. HOW DOES THE PROGRAM COMPLY WITH THE ABOVE REQUIREMENT THAT THE SERVICE BE ONE THAT WOULD BE NORMALLY OFFERED BY THE MUNICIPALITY?

B. HOW DOES THE OBJECTIVE OF THE PROGRAM SERVE THE COMMUNITY AND SPECIFICALLY THE MUNICIPALITY IN PROVIDING SERVICES FOR THE CITIZENS?

C. GIVE A DESCRIPTION OF THE PROGRAM INCLUDING LOCATION OF THE FACILITY, NUMBER OF EMPLOYEES, LENGTH OF TIME OF SERVICE.

D. ARE THE SERVICES OFFERED BY OTHER AGENCIES OR ORGANIZATIONS IN SHAWNEE?

E. PROVIDE A FINANCIAL STATEMENT OF ALL THE ORGANIZATION'S RESOURCES. (GRANTS, DONATIONS, ETC.)

F. INDICATE THE AMOUNT OF FUNDS REQUESTED AND SPECIFICALLY STATE HOW THE FUNDS WILL BE EXPENDED.

PRESENTED TO CITY COMMISSION

Date 5-3-93

Action Approved

G. ARE THE FUNDS REQUESTED FROM THE CITY MATCHING OTHER REVENUE FROM LOCAL, STATE OR FEDERAL ORGANIZATIONS?

H. IF THIS IS A REQUEST FOR A RENEWAL OF AN EXISTING CONTRACT PROVIDE LAST YEAR'S ACCOMPLISHMENTS, NUMBER OF PERSONS SERVED AND THE OVERALL PROGRAM FOR THE COMMUNITY.

I. WHEN WILL THE PROGRAM BE SELF-SUFFICIENT AND NO LONGER DEPENDENT UPON FUNDS FROM THE MUNICIPALITY?

J. IF THE PROGRAM HAS BEEN FUNDED PROVIDE CURRENT CONTRACT AND ANY AMENDMENTS REQUESTED.

K. IS THERE A CHARGE TO THE PUBLIC FOR SERVICES RENDERED? IF SO, HOW MUCH?

APPLICANTS MUST COMPLETE THESE QUESTIONS TO BE CONSIDERED FOR ASSISTANCE.

100 m Cap

99.1

RESOLUTION NO. 6559

A RESOLUTION ESTABLISHING THE CONTRACT REVIEW COMMITTEE FOR THE CITY OF SHAWNEE; SETTING FORTH VARIOUS PROVISIONS AND OFFICIAL DUTIES.

WHEREAS, on May 3, 1993 the Shawnee City Commission adopted Community Service Contract guidelines; and

WHEREAS, said guidelines were never adopted by resolution or ordinance by the Shawnee City Commission; and

WHEREAS, the Contract Review Committee has faithfully discharged its duties from 1993 to the present day; and

WHEREAS, there is a desire to formalize the Committee structure and official duties through the passage of a resolution.

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

SECTION I. CREATION

- A. There is hereby established a Contract Review Committee that shall review all community service contracts, whereby the City is paying a third-party to provide a direct community governmental or quasi-governmental service. Examples include services related to transportation, senior citizens and various community programs, economic development, promotion of tourism, and similar activities that are budgeted for on an annual basis. Contracts of this nature are only made with nonprofit entities including 501(c)(3) and 501(c)(6) entities.
- B. A community service contract does not include contracts that are made with for-profit enterprises for goods and services or for public construction projects.

SECTION II. POWERS AND DUTIES

- A. The Contract Review Committee shall make a recommendation on each contract to the Shawnee City Commission for final consideration.
- B. The Contract Review Committee shall have the general authority to review contracts and related documents and discuss administrative, financial, and operational matters with current or prospective community service contract holders.

SECTION III. COMPOSITION

- A. The Contract Review Committee shall consist of five members. These members shall include a minimum of two, but no more than three, members of the City Commission including the Mayor, along with a minimum of two, but no more than three, members of the general public that reside in Shawnee city limits. The Mayor shall chair the meeting.
- B. Members are nominated by the Mayor and confirmed by the City Commission.

- C. City of Shawnee staff members including the City Manager, City Attorney, City Clerk or their designees may serve the Contract Review Committee in an advisory and non-voting capacity.

SECTION IV. TERMS OF OFFICE

- A. Members of the Shawnee City Commission that serve on the Contract Review Committee may serve as long as they are in office.
- B. Citizen members of the Contract Review Committee may serve up to two consecutive three-year terms, not including partial terms.

SECTION V: MEETINGS

- A. Meetings of the Contract Review Committee are open public meetings and shall be posted as such in accordance with the Oklahoma Open Meeting Act.
- B. The Contract Review Committee meets intermittently and typically meets up to two times during the budget preparation cycle in April and/or May, but may meet more regularly as needed. The Mayor or City Manager is authorized to call a meeting as necessary.
- C. A quorum of three members is required to conduct business.

SECTION VI. ELIGIBILITY FOR FUNDING

- A. The City may spend funds for goods or services which aid the municipality and the citizens who reside within Shawnee corporate limits. This includes contracting for such goods or services which are provided to the public by or on behalf of the City. Such expenditures must support a public purpose.
- B. A public purpose is affected with a public interest and performed by the public body in the exercise of its governmental functions.
- C. A function of the governmental body is not to be confused with a general benefit to the community. Mere benefit to the community is not enough. Municipal funds cannot be used as donations or subsidies to private entities.
- D. The City cannot spend public funds for a purpose that the City has no power to perform. It must be a municipal government function. When the City has the power to perform the function and the requisite control, then it can contract for the service as an alternative.

SECTION VII. REVIEW PROCESS

- A. The City Clerk shall have the power to establish an application process and administrative protocol related to submittal requirements and submittal timeframes by those organizations seeking funding for the first time or those seeking contract renewal.
- B. Those seeking funding should address in letter form the following details:
 - a. Specify how the program complies with the requirements set forth in Section I.
 - b. Specify how the objective of the program serves the community and specifically the municipality in providing services for the citizens.
 - c. Provide details regarding the specific program such as, but not limited to: location of facility, number of employees, services provided, organization structure and history, length of service in this capacity, etc.
 - d. Are the services offered by other agencies or organizations in Shawnee?

- e. Provide financial statements and audit documents if available and note other major donors and sources of non-City funding and if the City funding is used as match for State, Federal or other donors.
- f. If currently under contract with the City, submit any proposed changes to existing contract language or funding levels.
- g. The ability of the program to become self-sufficient over time.
- h. Information regarding fees/charges paid by the public to utilize services provided.
- i. For renewal requests, a copy of the organization's annual report or list of accomplishments from the previous year detailing how City funds were utilized.
- j. Indicate the amount of funds requested and specifically how the funds will be expended.
- k. Some or all of the above requirements can be waived by the Contract Review Committee for contracts being renewed, without substantive changes to contract language or funding levels where sufficient detail has been presented previously by the community service contract holder.



PASSED AND APPROVED THIS 19 DAY OF March, 2018


RICHARD FINLEY, MAYOR

ATTEST:


PHYLLIS LOFTIS, CMC, CITY CLERK

(SEAL)

RESOLUTION NO. ____

A RESOLUTION DECOMMISSIONING THE CONTRACT REVIEW COMMITTEE FOR THE CITY OF SHAWNEE.

WHEREAS, on March 19, 2018, the Shawnee City Commission established the Contract Review Committee for the City of Shawnee by Resolution No. 6559; and

WHEREAS, the Contract Review Committee has served the City well in its duties to review all community service contracts; and

WHEREAS, the Mayor and City Commission have determined that the mission of the Contract Review Committee has been accomplished, and any further community service contracts can be addressed by City Staff and the Mayor and City Commission.

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

Section 1. The Contract Review Committee for the City of Shawnee is hereby decommissioned effective with the adoption of this Resolution.

PASSED AND APPROVED this ____ day of June, 2023.

ED BOLT, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, CMC, CITY CLERK



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

Date: June 20, 2023
To: Board of City Commissioners
From: Andrea Weckmueller-Behringer, City Manager
Subject: Consideration of an Amendment to a Grant Agreement between the City of Shawnee, the Shawnee Civic & Cultural Development Authority, and the Avedis Foundation.

Background: On February 6, 2017, the City of Shawnee and the Shawnee Civic & Cultural Development Authority entered into a tri-party grant agreement with the Avedis Foundation. The grant agreement provided funding from the Avedis Foundation to greatly enhance the Heart of Oklahoma Expo - Conference Center. In exchange, the agreement offered the Avedis Foundation free use of the Expo facility for a period of ten (10) years with up to four (4) events every year.

In light of the COVID-19 related closure of this indoor Expo facility, the Avedis Foundation has expressed an interest in extending the utilization period by two (2) additional years.

The Board of Trustees for the Shawnee Civic & Cultural Development Authority approved this agreement on June 15, 2023 at their regular scheduled meeting.

Financial Impact: No additional impact

Attachments: Agreement Amendment

Staff Recommendation: Approval of the item

**Avedis Foundation
Grant Agreement Amendment**

Due to the COVID-19 global pandemic in 2020 and 2021, the Avedis Foundation was unable to hold events at the EXPO Center. To account for these two years, the Avedis Foundation is requesting to amend the conditions of the Grant Agreement as signed on February 6, 2017, by extending the ability to select its food caterer and free use of the facility by two (2) years. ("Grantee"), By signing below, on behalf of the **City of Shawnee and Shawnee Civic and Cultural Development Authority**, the authorized agents and legal representatives of Grantee, do hereby agree to the revisions of Section (5) c & d of the terms and conditions. Please see revisions below:

(5) Additional requirements:

- c. In consideration of the grant award, the Shawnee Civic and Cultural Development Authority ("EXPO Board") does hereby agree that for a period of ~~ten (10)~~ twelve (12) years, it will allow the Avedis Foundation to select its food caterer for up to four (4) events of its choosing per year, without paying a fee to the exclusive tenant/caterer under contract by the Expo. It is understood that in general, the Avedis Foundation shall make a reasonable attempt to utilize the caterer contracted by the EXPO and that if reasonable accommodations cannot be made in the view of Avedis, an outside caterer may be utilized.
- d. In consideration of the grant award, the EXPO Board does hereby agree that for a period of ~~ten (10)~~ twelve (12) years it will provide free use of the EXPO facility (standard space rental fee) for up to four (4) Avedis-sponsored events per year, provided that direct staff, material and food costs shall be paid by Avedis.

Organization's Name: City of Shawnee

Signature: _____
Name (printed): _____
Title: _____
Date: _____

Organization's Name: Shawnee Civic and Cultural Development Authority

Signature: _____
Name (printed): RANDY GILBERT
Title: CHAIRMAN
Date: JUNE 15, 2023

The foregoing instrument was acknowledged before me, this _____ day of _____, 2023.

by _____ My commission expires: _____

Signature of Notary: _____



AVEDIS FOUNDATION EXPO PROPOSAL

SUMMARY

The City of Shawnee and Pottawatomie County desire to partner with the Avedis Foundation to dramatically improve the EXPO Conference Center to allow for the hosting of major community events in a dynamic and professional setting. The City already contributes in excess of \$550,000 annually for EXPO operations and recently spent approximately \$2.0 million on parking and RV Park upgrades. We are also exploring an increase in the hotel/motel tax, which could result in an additional \$200,000 annual allocation to the EXPO (subject to voter and City Commission approval).

PROPOSED IMPROVEMENTS

Proposed improvements to the first floor of the EXPO Conference Center are as follows:

IMPROVEMENT	ESTIMATE
Complete carpet and tile replacement	\$150,000
Replace sound and audiovisual system	\$50,000
Décor and interior signage	\$40,000
Paint (and removal of wall carpet panels)	\$45,000
Furniture and replacement of chairs	\$75,000
New portable stage, dance floor, related lighting	\$65,000
HVAC replacement	\$175,000
LED lighting upgrades and ceiling tile replacement	\$150,000
Kitchen upgrades	\$50,000
Contingency – 10%	\$80,000
TOTAL	\$880,000

FUNDING PROPOSAL

The City desires funding from the Avedis Foundation in the amount of one-half of the proposed improvements, or up to \$440,000 depending on final project costs. In exchange, the City (subject to EXPO Board approval) would provide naming rights to the Avedis Foundation if so desired and provide free facility rental to the Avedis Foundation and other community partners of the Foundation's choosing as so stipulated in the grant award and signed contract. The City will also partner with Pottawatomie County as the EXPO Trust is comprised of City and County representatives and the facility serves the

regional population and is the site of the County Fair. Pottawatomie County has agreed to provide \$220,000 in matching funding.

**AVEDIS FOUNDATION
GRANT AGREEMENT**

("Grantee"), By signing below, on behalf of the City of Shawnee and Shawnee Civic and Cultural Development Authority, the authorized agents and legal representatives of Grantee, do hereby accept the grant from Avedis Foundation in the amount of **\$440,000.00** for the Expo Conference Center Remodel and agree to comply with the following terms and conditions:

- (1) The grant will be used by Grantee solely for the purpose of the approved grant request. Any request for substantive changes in the use of the grant monies must be submitted to Avedis Foundation and approved in writing prior to any such use.
- (2) Any monies not used for the stated purposes of the grant will be returned promptly to Avedis Foundation.
- (3) The funds will be used within one (1) year as approved by the Avedis Foundation. Any portion of the grant unexpended by this date shall be returned to the Avedis Foundation, unless otherwise agreed upon by both parties.
- (4) Spending and progress reports will be required on the funded projects. The Grantee hereby agrees to respond promptly to requests from Avedis Foundation for reports detailing the use of the granted funds. Further, Avedis Foundation representatives shall have reasonable access during business hours to files, records, accounts and personnel that are associated with this grant, for the purpose of conducting financial reviews, verifications or program evaluations as may be deemed necessary by Avedis Foundation.
- (5) Additional requirements:
 - a. Grantee will obtain a minimum of 2 bids on each project.
 - b. Grantee will obtain prior approval from Avedis Foundation for any proposed publicity concerning the grant.
 - c. In consideration of the grant award, the Shawnee Civic and Cultural Development Authority ("EXPO Board") does hereby agree that for a period of ten (10) years, it will allow the Avedis Foundation to select its food caterer for up to four (4) events of its choosing per year, without paying a fee to the exclusive tenant/caterer under contract by the EXPO. It is understood that in general, the Avedis Foundation shall make a reasonable attempt to utilize the caterer contracted by the EXPO and that if reasonable accommodations cannot be made in the view of Avedis, an outside caterer may be utilized.
 - d. In consideration of the grant award, the EXPO Board does hereby agree that for a period of ten (10) years it will provide free use of the EXPO facility (standard space rental fee) for up to four (4) Avedis-sponsored events per year, provided that direct staff, material and food costs shall be paid for by Avedis.
 - e. In consideration of the grant award, the City of Shawnee and the EXPO Board hereby agrees to provide naming rights to the Avedis Foundation as

specifically set forth herein. It is understood that the entire conference facility on the first floor of the EXPO will be named the "Avedis Event Center." It is further understood that the City will cause appropriate and prominent interior signage to be installed noting the official name and honoring Avedis for their contribution.

I further certify that our 501(c)(3) status with the Internal Revenue Service, as reflected in our grant application, remains in full force and effect and that we are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code. Grantee shall immediately give written notice to the Avedis Foundation if, prior to receipt of all or any portion of the grant, said organization ceases to be exempt from federal income taxes under the provisions of Section 501(c)(3) of the Internal Revenue Code or becomes a private foundation under Section 509(a) of the Code.

I understand that any grant dollars received can affect the IRS public support test as calculated on Schedule A, Part IV-A of Form 990, and that failure of the public support test may cause a publically supported charity to be reclassified as a Private Foundation by the IRS.

Avedis Foundation reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds, if it, in Avedis Foundation's sole discretion, such action is necessary: (1) because Grantee has not fully complied with the terms and conditions of this grant; (2) to protect the purpose and objectives of the grant or any other charitable activities of Avedis Foundation; or (3) to comply with any law or regulation applicable to the Grantee, to Avedis Foundation, or the grant.

Organization's Name: City of Shawnee

Signature: [Signature]
Name (printed) JUSTIN ERICKSON
Title: CITY MANAGER
Date: 2/6/17

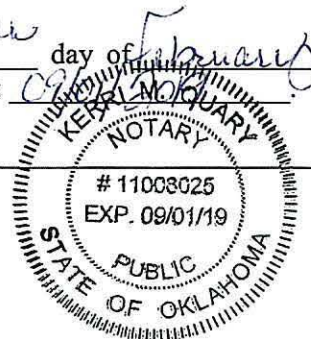
Shawnee Civic and Cultural Development Authority

Signature: [Signature]
Name (printed) Randy Gilbert
Title: Chairman
Date: 2/6/17



The foregoing instrument was acknowledged before me, this 6th day of February, 2017, by Randy Gilbert. My commission expires: 09/01/19

Signature of Notary: [Signature]





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

Date: June 20, 2023
To: Board of City Commissioners
From: Danny Vise, Assistant City Manager
Subject: Consideration of a task order in accordance with the agreement between the City of Shawnee and Del Sol Consulting for consulting services related to the April 19, 2023 storm event.

Background: At the June 9, 2023 Special Call Board of Commissioners Meeting, City Commissioners approved a consulting agreement with Del Sol Consulting to provide consulting services related to disaster recovery from the April 19, 2023 storm event. This contract requires the issuance of task orders that include a scope of services in order to engage with the consultant.

The task order includes a not to exceed provision of \$500,000 and provides that the consultant will perform the following services through December 9, 2023:

- Consulting for all FEMA categories
- Consulting for all insurance claims related to the storm event
- Program and Project Management for all State and/or Federally funded projects
- Construction Management for all State and/or Federally funded projects
- Consulting for direct administrative tasks related to the storm event

Staff have reviewed the task order agreement and recommend approval.

Financial Impact: \$500,000; Grant Fund, Emergency Management, Other Contractual Services - 010-5-0740-53390

Attachments: Del Sol Task Order 1 6_2023

Staff Recommendation: Approval of the item

Attachment A SCOPE OF SERVICES

1. Services:

Contractor will serve as:

The Owners Representative, Disaster Recovery Consultant, Program Manager, Direct Administrative Consultant, Project Manager, and Construction Manager for City of Shawnee. The role will be a liaison between all State and Federal Agencies, Architects, Engineers, and Contractors for all disaster related activities stemming from all current active and future declared disasters.

2. Deliverables:

Contractor will deliver the following (Attach additional sheet, if necessary):

1. Consulting for all FEMA Categories
2. Consulting for all insurance claims related to the disaster.
3. Program/Project Management for all State and/or Federally funded projects
4. Construction Management for all State and/or Federally funded projects.
5. Consulting for all Direct Administrative tasks

Attachment B
TASK ORDER NO. 1

TASK ORDER TO
CONSULTING SERVICES

Project No. _____
Effective Date: _____

Del Sol Consulting, Inc. ("CONSULTANT") agrees to perform for City of Shawnee ("CLIENT") the contracted Services described below for the Project identified below. The contracted Services shall be performed in accordance with the provisions of the Consulting Services Agreement ("Agreement") dated June 9, 2023 between CONSULTANT and the CLIENT.

1. Project:

City of Shawnee

2. Contracted Services (reference and attach scope of work, if applicable):

See Scope of Services attached.

3. Compensation:

Compensation for the proper performance of the contracted Services under this Task Order shall not exceed five hundred thousand dollars (\$500,000) and can only be spent once a Notice to Proceed is issued. Rates shall be at those listed on the Rate Sheet form submitted by Consultant in RFP Submittal.

4. Start Date:

June 9, 2023

5. Time of Performance (attach schedule if applicable):

Services shall be performed as necessary until December 9, 2023.

6. Special Terms and Conditions:

7. Key Personnel:

Kelli Redmond, Charburn Richardson, Michael Dorris, Blythe Dorris, Melissa Barclay, Joanna Ragas, Brandi Masson, Claire Kelly, Thad Thomas, Jake Springer, Amy Krohn, Cary Bock and Jason Guy, other personnel that would be deemed necessary and a local Engineer to be determined

CONSULTANT and CLIENT have executed this Task Order and CONSULTANT is directed to proceed with the contracted Services set out in this Task Order.

CLIENT

CONSULTANT

Signature

Signature

Name (Printed or Typed)

Blythe D. Dorris

Name (Printed or Typed)

Title

President

Title

Date

Date



Public Works Department
111 S. Kickapoo St.
Shawnee, OK 74801
ShawneeOK.org

Date: June 20, 2023
To: Board of City Commissioners
From: Brad Schmidt, Public Works Director
Subject: Declaration that an emergency exists pursuant to 61 O.S. § 130 and authorization for an emergency installation of traffic signal equipment on Kickapoo Avenue at the following intersections: Kickapoo and Interstate Parkway, Kickapoo and 45th, Kickapoo and Federal, and Kickapoo Spur and Kennedy, related to the April 19, 2023 storm event.

Background: The severe storm event that occurred on April 19, 2023, caused extensive damage to traffic signal equipment at multiple intersections. In the immediate aftermath of the storm, temporary traffic control measures were put in place to resume traffic flow at the following intersections:

1. Kickapoo Ave. and Interstate Parkway
2. Kickapoo Ave. and 45th St.
3. Kickapoo Ave. and Federal St.
4. Kickapoo Spur and Kennedy Ave.

The needed permanent repairs at these intersections have lengthy lead times, with material delivery projections ranging from 6-8 months, which significantly delays the ability to properly restore the critical function these signals provide. Furthermore, in the time since the storm event, traffic incidents have increased by 26% along Kickapoo Ave.

Staff has determined that the installation of temporary signal equipment is necessary to improve traffic flow, reduce congestion, and lower crash rates; quotes have been requested from multiple providers but only two responses were received.

In light of the delay in materials, rising congestion, and increasing crashes, staff requests emergency approval for the temporary signal equipment installation at the select intersections.

Financial Impact: \$187,500

Attachments: Shawnee Various Locations Temp Span Wire, Shawnee Tornado Quote

Staff Recommendation: Approval of item



SIGNALTEK

P.O. Box 14788
Oklahoma City, OK 73113
(405) 524-1341

To: City of Shawnee	Contact: Ron Stacy
Address: P.O. Box 1448 Shawnee, OK 74802-1448	Phone: (405) 214-4244
	Fax:
Project Name: Shawnee, Various Locations, Temp Span Wire	Bid Number:
Project Location: Various Locations, Shawnee, OK	Bid Date: 5/24/2023

The following is a quotation for the above subject project.

Line #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Section 01 - Kickapoo & Interstate Pkwy					
01001	(SP)TRAFFIC SIGNAL SPAN WIRE EQUIPMENT	1.00	LS	\$88,000.00	\$88,000.00
Total Price for above Section 01 - Kickapoo & Interstate Pkwy Items:					\$88,000.00
Section 02 - Kickapoo & 45th					
02001	(SP)TRAFFIC SIGNAL SPAN WIRE EQUIPMENT	1.00	LS	\$24,500.00	\$24,500.00
Total Price for above Section 02 - Kickapoo & 45th Items:					\$24,500.00
Section 03 - Kickapoo & Federal					
03001	(SP)TRAFFIC SIGNAL SPAN WIRE EQUIPMENT	1.00	LS	\$34,000.00	\$34,000.00
Total Price for above Section 03 - Kickapoo & Federal Items:					\$34,000.00
Section 04 - Kickapoo Spur & Kennedy					
04001	(SP)TRAFFIC SIGNAL SPAN WIRE EQUIPMENT	1.00	LS	\$41,000.00	\$41,000.00
Total Price for above Section 04 - Kickapoo Spur & Kennedy Items:					\$41,000.00

Total Bid Price: \$187,500.00

Notes:

- All work will be done in accordance with City of Shawnee and ODOT standards.
- Traffic Signal Span Wire Equipment to remain the property of TLS upon project completion.

Payment Terms:

Terms for Payment are NET 30 days from date of our invoice.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: SignalTek Authorized Signature: _____ Estimator: Lawson Miracle 405-423-0623 estimating@tlsokc.com
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MIDSTATE TRAFFIC CONTROL, INC.
12501 N SANTA FE AVE
OKLAHOMA CITY, OK 73114
PH: 405.751.6227 FX: 405.751.8338

PROJECT - SHAWNEE SIGNALS
BID DATE: 6/9/2023
LOCATION: VARIOUS

ITEM	KICKAPOO & 45TH	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	SIGNAL POLE & ARM	EA	1	40,000.00	40,000.00
2	3 SECTION SIGNAL HEAD	EA	3	1,500.00	4,500.00
3	BACKPLATE 3 SECTION	EA	3	650.00	1,950.00
4	MAST ARM SIGN	EA	1	2,000.00	2,000.00
5	SIGNAL FOOTING NW CORNER	EA	1	30,000.00	30,000.00
					78,450.00

ITEM	KICKAPOO & PLAZA	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	BACKPLATE 5 SECTION	EA	1	850.00	850.00
2	PED POLE DECORATIVE	EA	1	10,000.00	10,000.00
3	PED HEAD	EA	1	1,500.00	1,500.00
4	LUMINAIRE REPAIR	EA	1	8,500.00	8,500.00
5	POWER ISSUE IN CABINET	EA	1	40,000.00	40,000.00
					60,850.00

ITEM	KICKAPOO & COMMERCIAL	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	SIGNAL POLE & ARM	EA	2	40,000.00	80,000.00
2	VISORS	EA	3	200.00	600.00
3	BACKPLATE 5 SECTION	EA	2	850.00	1,700.00
4	PED HEAD	EA	1	1,500.00	1,500.00
					83,800.00

ITEM	KICKAPOO & I-40 SOUTHSIDE	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	SIGNAL POLE & ARM	EA	1	28,500.00	28,500.00
2	JUNCTION CABINET	EA	3	25,000.00	75,000.00
3	CONTROLLER CABINET	EA	2	50,000.00	100,000.00
4	SIGNAL POLE FOOTING	EA	1	30,000.00	30,000.00
					233,500.00

ITEM	KICKAPOO & I-40 NORTHSIDE	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	SIGNAL POLE & ARM	EA	2	28,500.00	57,000.00
2	3 SECTION SIGNAL HEAD	EA	3	1,500.00	4,500.00
3	5 SECTION SIGNAL HEAD	EA	3	2,500.00	7,500.00
4	BACKPLATE 5 SECTION	EA	3	850.00	2,550.00
5	BACKPLATE 3 SECTION	EA	3	650.00	1,950.00
6	SIGNAL POLE FOOTING	EA	2	30,000.00	60,000.00
					133,500.00

ITEM	KICKAPOO & MCARTHER	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	4 SECTION SIGNAL HEAD	EA	2	2,000.00	4,000.00
2	BACKPLATE 4 SECTION	EA	2	750.00	1,500.00
3	5 SECTION SIGNAL HEAD	EA	1	2,500.00	2,500.00
4	BACKPLATE 5 SECTION	EA	1	850.00	850.00

5	LUMINAIRE REPAIR	EA	1	10,000.00	10,000.00
6	POLE TOPPERS	EA	3	8,000.00	24,000.00
					42,850.00

ITEM	KICKAPOO & UNIVERSITY	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	LUMINAIRE REPAIR	EA	1	5,000.00	5,000.00
2	PED HEAD	EA	1	1,500.00	1,500.00
					6,500.00

ITEM	KICKAPOO & FEDERAL	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	POLE TOPPERS	EA	2	10,000.00	20,000.00
2	SIGNAL POLE & ARM DECORATIVE	EA	1	75,000.00	75,000.00
3	PED HEAD	EA	2	1,500.00	3,000.00
4	CAMERA	EA	1	15,000.00	15,000.00
5	CONTROLLER CABINET	EA	1	40,000.00	40,000.00
					153,000.00

ITEM	KICKAPOO & INDEPENDENCE	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	POLE TOPPERS	EA	1	10,000.00	10,000.00
2	LUMINAIRE REPAIR	EA	1	10,000.00	10,000.00
3	3 SECTION SIGNAL HEAD	EA	3	1,500.00	4,500.00
	BACKPLATE 3 SECTION	EA	3	650.00	1,950.00
4	CAMERA	EA	2	15,000.00	30,000.00
5	BIRDIE	EA	1	1,500.00	1,500.00
6	4 SECTION SIGNAL HEAD	EA	1	2,000.00	2,000.00
	BACKPLATE 4 SECTION	EA	1	750.00	750.00
7	PED HEAD	EA	1	1,500.00	1,500.00
					62,200.00

ITEM	KICKAPOO & KICKAPOO SPUR	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	5 SECTION SIGNAL HEAD	EA	1	2,500.00	2,500.00
2	BACKPLATE 5 SECTION	EA	1	850.00	850.00
3	LUMINAIRE REPAIR	EA	1	10,000.00	10,000.00
					13,350.00

ITEM	KICKAPOO & BENNIDICT	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	3 SECTION SIGNAL HEAD	EA	1	1,500.00	1,500.00
2	BACKPLATE 3 SECTION	EA	1	650.00	650.00
3	RED LED	EA	1	250.00	250.00
					2,400.00

ITEM	KICKAPOO SPUR & POTTENGER	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	3 SECTION SIGNAL HEAD	EA	6	1,500.00	9,000.00
	BACKPLATE 3 SECTION	EA	6	650.00	3,900.00
					12,900.00

ITEM	KICKAPOO SPUR & KENNEDY	UNIT	BID	UNIT	BID
			QTY	PRICE	
1	3 SECTION SIGNAL HEAD	EA	5	1,500.00	7,500.00
2	BACKPLATE 3 SECTION	EA	5	650.00	3,250.00
3	POLE ARM ONLY	EA	2	15,000.00	30,000.00
4	REPAIR STREE LIGHT POLE	EA	1	12,000.00	12,000.00
					52,750.00

BID UNIT

ITEM	POTTENGER & INDEPENDENCE	UNIT	QTY	PRICE	BID
1	SIGNAL POLE & ARM	EA	1	28,500.00	28,500.00
2	BACKPLATE 5 SECTION	EA	2	850.00	1,700.00
3	BACKPLATE 3 SECTION	EA	2	650.00	1,300.00
4	3 SECTION SIGNAL HEAD	EA	1	1,500.00	1,500.00
5	5 SECTION SIGNAL HEAD	EA	1	2,500.00	2,500.00
6	CAMERA	EA	2	15,000.00	30,000.00
					65,500.00

		BID		UNIT	
ITEM	MCARTHER & RALEY	UNIT	QTY	PRICE	BID
1	BACKPLATE 3 SECTION	EA	3	650.00	1,950.00

		BID		UNIT	
ITEM	MCARTHER & MIDBLOCK	UNIT	QTY	PRICE	BID
1	VISORS	EA	4	200.00	800.00
2	BACKPLATE 3 SECTION	EA	2	650.00	1,300.00
					2,100.00

		BID		UNIT	
ITEM	MCARTHER & UNION	UNIT	QTY	PRICE	BID
1	VISORS	EA	1	200.00	200.00

		BID		UNIT	
ITEM	SPAN WIRE SIGNAL	UNIT	QTY	PRICE	BID
1	SPAN WIRE SIGNAL (PER INTERSECTION)	EA	1	275,000.00	275,000.00

NOTES:

- 1 PRICES QUOTED DO NOT INCLUDE BONDING. IF BONDING IS REQUIRED, PLEASE ADD \$5.60/1,000 OF TOTAL AMOUNT BID.
- 2 PROPERTY AND CASUALTY INSURANCE INCLUDED IN THIS QUOTE ARE BASED ON THE REQUIREMENTS DEFINED BY ODOT SPECIAL PROVISION 107-14(a-b)99. **"ALL"** ADDITIONAL REQUIREMENTS INCLUDING WAIVERS OF SUBROGATION AND ADDITIONAL INSURED ENDORSEMENTS WILL BE PROVIDED **"ONLY"** AT ADDITIONAL CHARGES TO THE CONTRACTOR.
- 3 PRICES ARE QUOTED PURSUANT TO THE TERMS AND CONDITIONS OF THE STANDARD AGC SUBCONTRACT AGREEMENT. ADDITIONAL TERMS AND CONDITIONS WILL BE SUBJECT TO NEGOTIATION.
- 4 PRICES ARE QUOTED WITH THE CONDITION THAT IF AN AGREEMENT IS ENTERED INTO, RETAINAGE WILL BE HELD AT THE SAME RATE AS THAT OF THE PRIME CONTRACTOR.
- 5 DUE TO THE VOLATILITY OF MATERIAL PRICES, WE MUST BE NOTIFIED OF ACCEPTANCE OF OUR QUOTE WITHIN 30 DAYS OR THE PRICES QUOTED WILL BE SUBJECT TO CHANGE.



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

Date: June 20, 2023
To: Board of City Commissioners
From: Rian Harkins, Community Development Director
Subject: Discussion, consideration, and possible action to convey real estate owned by the City of Shawnee by entering into, signing, and acknowledging a certain proposed Warranty Deed, between the City of Shawnee, as Grantor, and Shawnee Bridges Out of Poverty, Oklahoma, as Grantee, specifically regarding the following property: A tract of land and improvements within the City of Shawnee, Pottawatomie County, Oklahoma described as follows: 3703 through 3721 North Beard and 3801 through 3809 North Beard (Vista Heights Block 1 Lots 1 through 24, Block 2 Lots 1 through 33, and Block 3 Lots 1 through 33), and containing 9 acres, more or less; and authorizing the City Manager to sign, execute, and enter into said Deed on behalf of the City.

Background: Shawnee Bridges Out of Poverty (Bridges) is a community non-profit that works to address issues relating to poverty at the household level in the community. As part of their mission, they work with individuals and families to overcome each of the contributing factors that lead to and keep people in poverty. To further help mitigate these factors, Shawnee Bridges Out of Poverty is working on a transitional housing project designed to provide more of a holistic approach within a single site.

To that end, the organization has undertaken fundraising and other efforts to make this project a reality. Part of the due diligence included the site selection process, in which the organization reached out to the City of Shawnee for assistance with locating a parcel of land that is at least 4 acres in size. After careful review and research, the City initiated discussion with Shawnee Bridges Out of Poverty to transfer a parcel that is approximately 9 acres in size. Originally intended for a city park, the parcel is no longer needed for this purpose.

To transfer property from the City to another organization, an ordinance must be passed transferring title of the property from the City to the new owner. This action item addresses that requirement.

Financial Impact: None

Attachments: COS.Shawnee Bridges Special Limited Warranty Deed

Staff Recommendation: Approval of the item

SPECIAL LIMITED-WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS:

That the **City of Shawnee, Oklahoma**, party of the first part, in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey unto **Shawnee Bridges Out of Poverty, Inc.**, an Oklahoma Not for Profit Corporation, 1700 N. Kickapoo, Shawnee, OK 74804, party of the second part, the real property and premises located in Pottawatomie County, Oklahoma, as are fully described as follows, to-wit:

Lots (1) through Twenty-four (24), Block One (1), Vista Heights Addition to the City of Shawnee, Oklahoma, and

Lots One (1) through Thirty-three (33) inclusive, Block Two (2), Vista Heights Addition to the City of Shawnee, Oklahoma, and

Lots One (1) through Thirty-three (33), inclusive, Block Three (3), Vista Heights Addition to the City of Shawnee,

together with all the improvements thereon and appurtenances thereunto belong, subject to rights-of-ways, easements, building and use restrictions and covenants of record, and thereunto belonging, and warrants the title, subject to the limitations set out below, to the same.

To have and to hold said described real property and premises unto the said party of the second part, and to their successors and assigns, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature made by Grantor, but not otherwise, except for the certain matters listed on Exhibit "A" attached hereto and including those matters listed on Exhibit "B" attached hereto and made a part hereof, which matters continue in full force and effect.

Except for the limited warranty of title set forth in this Special Warranty Deed, Grantor specifically disclaims any warranty, guaranty or representation, oral or written, express or implied of, as to, or concerning (a) the nature, condition or state of repair of the above described property, or any portion thereof, (b) any visible or hidden defects in material, workmanship or capacity of the above described property, or any portion thereof, (c) the square footage, expenses, operation or any other matter or thing affecting or relating to the above described property, (d) the habitability, merchantability or fitness of the above described property, or any portion thereof, for a particular purpose, (e) the existence or nonexistence of any Environmental Conditions (herein defined) or Hazardous Materials (herein defined) with respect to the above described property or any facilities or operations thereon, or (f) the compliance of the above described property or any activity or operation conducted by any person or entity on or off the above described property with Environmental Laws (herein defined).

As used in this Special Warranty Deed, the term “Environment” shall mean soil, surface, waters, ground waters, land, stream sediments, surface or subsurface strata, ambient air, and any environmental medium; the term “Environmental Condition” shall mean any condition with respect to the Environment on or off the above described property, whether or not yet discovered, which could or does result in any damage, loss, cost, expense, claim, demand, order or liability to or against Grantor or Grantee by any third party (including, without limitation, any governmental entity), including, without limitation, any condition resulting from the operation of the above described property and/or the operation of any business within the above described property and/or the operation of the business of any other property owner or operator in the vicinity of the above described property and/or any activity or operation formerly conducted by any person or entity on or off the above described property; the term “Hazardous Material” shall mean any pollutant, toxic substance, hazardous waste, hazardous material, hazardous substance or oil as defined in or pursuant to the Resource Conservation and Recovery Act, as amended, the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, the Federal Clean Water Act, as amended, the Federal Clean Air Act, as amended, or any other federal, state, or local Environmental Law, regulation, ordinance, rule or bylaw, whether existing as of the date hereof or previously enforced; and the term “Environmental Law” shall mean any environmental or health and safety related law, regulation, rule, ordinance or bylaw at the federal, state, or local level, whether existing as of the date hereof or previously enforced. Grantee represents, warrants, acknowledges and agrees that Grantee has inspected the above described property to his satisfaction and all leases, contracts and other information relating to the above described property referenced in the preceding paragraph; and such other information as Grantee may have obtained from sources other than Grantor, that Grantee is satisfied with the physical condition of the above described property and all other aspects thereof, and that except for the limited warranty of title set forth in this Special Warranty Deed and the limited warranty and covenant set forth in the preceding paragraph, Grantee accepts the above described property **“AS IS,” “WHERE IS”, AND “WITH ALL FAULTS.”**

IN WITNESS THEREOF, Grantor and Grantee have executed this Special Warranty Deed to effective as of this ____ day of _____, 2023.

The City of Shawnee, Oklahoma
An Oklahoma Municipality

By: _____
Andrea Weckmueller-Behringer
City Manager

STATE OF OKLAHOMA)
) SS:
COUNTY OF POTTAWATOMIE)

Before me, in and for said County and State, on this ____ day of _____, 2023, personally appeared The City of Shawnee, Oklahoma, by and through its City Manager, Andrea Weckmueller-Behringer, to me known to be the identical person who executed the within and foregoing instrument, and acknowledged to me that she executed the same on behalf of the City of Shawnee, Oklahoma, as her free and voluntary act and deed for the uses and purposes therein set forth.

NOTARY PUBLIC
Commission No. _____
Commission Expires: _____

EXHIBIT "A"
Exceptions to Warranty of Title

Exceptions to marketable title, as defined by the Oklahoma Title Examination Standards and Oklahoma Statutes, existing prior to Grantor obtaining title to the above described property.

Real and personal property ad valorem taxes for 2022 and subsequent years.

Outstanding interests of record in the oil, gas, coal, metallic ores and other minerals in, under and that may be produced from the real estate described on this document, together with all rights, privileges and immunities relating thereto.

Easements, rights-of-way, restrictions, covenants, plats, building set-back lines and other matters of record and not of record.

EXHIBIT “B”
Covenants, Conditions, and Restrictions

Seller imposes the following Covenants, Conditions, and Restrictions which shall be covenants and restrictions that will attach to the Property and will be Covenants, Conditions, and Restrictions that run with the title to the Property:

Buyer shall only use the Property as widely program housing which is affordable community housing and is managed by a not for profit corporation or charitable organization as defined by 18 OKLA. Stat. § 18-851. Buyer shall not convey the Property to any other entity, or third party without the express approval of the Seller.

Subsequent to closing, Buyer shall duly pay and discharge, or cause to be paid or discharged, all taxes, assessments, and other governmental charges imposed upon the Property, as well as all claims for labor, materials, or supplies which if unpaid, might by law become a lien or charge upon the Property.

Buyer, its agents, officers, directors or assigns shall not use the Property for any commercial or business purposes unless it relates to the operation of affordable community housing under a Shawnee Bridges Out of Poverty, Inc., an Oklahoma Not For Profit Corporation type of project housing.

Buyer, and its successors in interest shall at all times subsequent to the execution of this agreement maintain its 501 (C) non-profit status in the operation of the community housing project.

Buyer, or its successors and assigns agrees and stipulates that if it breaches or violates any of the foregoing conditions and covenants the title to said Property shall ipso facto and immediately revert to and vest in the Seller, or its successors or assigns, or in any corporation to which it may grant reversion, and it, or its successors or assigns, shall be entitled to immediate possession thereof, but said reversion shall not affect any mortgage or liens which in good faith at that time may be existing upon said property or any improvements thereon.

Agreed Hereto by: Shawnee Bridges Out of Poverty, Inc
 An Oklahoma Not for Profit Corporation

By: _____
Printed Name: _____
Title: _____



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

Date: June 20, 2023
To: Board of City Commissioners
From: Rian Harkins, Community Development Director
Subject: Public hearing and review of a proposed text amendment to Section 22-295 of the Zoning Code regarding Traditional Neighborhood (TN) infill standards.

Background: The item was originally scheduled to be on this agenda. However, because the Planning Commission did not hear the item at their June 2023 meeting due to a lack of quorum, this item will need to be deferred.

Financial Impact: None

Attachments:

Staff Recommendation: Defer the item to the July 17, 2023 City Commission meeting



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

Date: June 20, 2023
To: Board of City Commissioners
From: Rian Harkins, Community Development Director
Subject: Public hearing of a request for a Conditional Use Permit (CUP) for a brewery/taproom at the property located at 313 East Main Street.
Case No. CUP01-23 | Applicant: Vortex Alley Brewing, LLC.

Background: This item is a request for a Conditional Use Permit (CUP) at 313 East Main Street. However, the item could not be heard by the Planning Commission due to a lack of quorum. Because of this, the item will need to be deferred in order to first be heard by the Planning Commission.

Financial Impact: None

Attachments:

Staff Recommendation: Deferral of the item to the July 17, 2023 City Commission meeting



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

Date: June 20, 2023
To: Board of City Commissioners
From: Andrea Weckmueller-Behringer, City Manager
Subject: Discussion and consideration of rescheduling the remaining 2023 Regularly Scheduled Meetings for the Board of City Commissioners, the Board of Trustees of the Shawnee Airport Authority, and the Board of Trustees of the Shawnee Municipal Authority.

Background: Recent discussions have been held regarding the time of the regularly scheduled meetings of the Board of City Commissioners, the Board of Trustees of the Shawnee Airport Authority, and the Board of Trustees of the Shawnee Municipal Authority. Several City Commissioners have requested that City staff look at potential options related to amending the start time of future meetings.

Staff completed a survey of the twenty largest cities in Oklahoma and found the start time of the respective regular city council or city commission meetings below:

- 8:30 am - Oklahoma City
- 2:00 pm - Lawton
- 5:00 pm - Tulsa
- 5:15 pm - Duncan
- 5:30 pm - Edmond, Stillwater, Muskogee, Bartlesville, Ponca City
- 6:00 pm - Midwest City, Owasso (once a month), **Shawnee**, Bixby, Jenks
- 6:30 pm - Norman, Broken Arrow, Moore, Enid, Owasso (twice a month)
- 7:00 pm - Ardmore, Yukon

Financial Impact: None

Attachments:

Staff Recommendation: Discussion of the item



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

Date: June 20, 2023
To: Board of City Commissioners
From: Seth Barkhimer, Director of Engineering, Kevin Moore, Chief Building Official
Subject: Consideration of an appeal of an Administrative Order regarding property located at 528 North Cleveland Avenue.

Background: The residential structure at 528 N Cleveland Avenue was brought to a Public Nuisance Administrative Hearing on May 12, 2022. At the hearing, the owner agreed to get a remodel permit within 48 hours of the hearing date, to bring the structure up to the current code, and to complete the project within 180 days. Additionally, staff requested that the property be cleared of all junk, trash, and debris.

Following that hearing, the owner did not immediately apply for a remodel permit, and the item was placed on the June 2, 2022 City Commission meeting. A remodel permit was issued following that meeting, which subsequently expired on December 6, 2022; no inspections were ever requested or performed.

With little to no progress made on the property, 528 N Cleveland Avenue was brought back to a Public Nuisance Administrative Hearing on June 1, 2023. The structure and property are not being maintained, and the owner failed to comply with the previous order.

Having fully complied with the prescribed public nuisance abatement process, it is staff's recommendation to proceed with demolition and to remove all junk, trash, and debris.

Financial Impact: Unknown at this time

Attachments: 528 N Cleveland Appeal, 528 N Cleveland Photos

Staff Recommendation: Denial of the appeal



Matching the Right People With the Right Jobs.

Betty Scott
405-255-5948

6-2-23

To the Comm.

I would like a hearing set on my
home at 528 N. Cleveland Shawnee

I no longer need to live in my
home with I love. I would
like to refort the porch
and finish clearing back yard and
use to keep my lises collection
in the house is not in the
shape he is claming very stinky
house. Sorry I don't spell. well
will keep locked up with my
stuf inside and yard kept.
This man causes me stress
that I don't deserve

Thank you

RECEIVED

JUN 02 2023

CITY CLERK

Betty Scott





04/12/2022 08















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

Date: June 20, 2023
To: Board of City Commissioners
From: Seth Barkhimer, Director of Engineering
Subject: Demolition and Clearing of 623 Kickapoo Spur "The Cinderella Hotel" (Award)

Background: In January 2023, the City of Shawnee held a Public Nuisance Administrative Hearing regarding 623 Kickapoo Spur, also known as "The Cinderella Motel." The property had fallen into disrepair and had most recently suffered a structure fire in December 2022, which further increased the risk to public safety. Over the past several years, the property had garnered public concerns regarding safety and diminished property values nearby and, since May 2020, had also been the subject of at least 97 emergency service calls related to this address.

As ordered in the administrative hearing, staff prepared a bid package, and bids were opened at the May City Commission meeting. Six bids were received with the Base Bid ranging from \$294,220.00 (low) to \$734,084.00 (high).

The low bidder is Midwest Wrecking, located in Oklahoma City. Midwest Wrecking is a reputable demolition contractor with sufficient experience to handle the project. Staff recommends awarding the Demolition and Clearing of 623 Kickapoo Spur base bid to Midwest Wrecking in the amount of \$294,220.00.

Financial Impact: \$294,220, funded by Other Contractual Services, 001-5-0520-53390

Attachments: Notice to Bidders, Bid Documents , Attachment A - Demolition Plan Sheet, Planholder's List-Cinderella Demolition, Cinderella Hotel Bid Tab

Staff Recommendation: Award of the bid

Publish in the Shawnee News Star on Dates: April, 24, 2023, May, 1, 2023, and May, 8, 2023

NOTICE TO BIDDERS:

SEALED PROPOSALS must be hand delivered to the City of Shawnee (City Clerk's Office) at 16 W. 9th St., Shawnee, OK 74801-6812, AND WILL NOT BE ACCEPTED AFTER 4:00 p.m. ON MONDAY, MAY 15, 2023. The scheduled bid opening date is MONDAY, MAY 15, 2023. Proposals will be publicly read aloud at the Board Meeting held at 6:00 p.m., Central Time at the City of Shawnee at 16 W. 9th St., Shawnee, OK, for the work listed below.

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
"The Cinderella Hotel"

Each separate proposal shall be accompanied by a Certified or Cashier's Check or Bid Bond equal to 5% of the bid made payable to the order of the City of Shawnee, as a proposal guaranty. Proposal checks will be held or returned by the City.

Bid Specifications, forms of proposal, and contracts may be examined at, and acquired from

Shawnee City Hall Annex
222 N Broadway
Shawnee, OK 74802
COsinspections@shawneeok.org
405-878-1666

Hardcopy Documents	\$ 25.00
Digital Documents by email	\$ Free after registration as a plan holder;

No refunds will be made on the above cost. The cost of the bidding document will be borne by prospective bidder. Bidder must be on the City's official plan holder's list in order to receive addendums and submit a bid.

Upon award of contract to a successful bidder, the contract will be completely and correctly executed by the contractor and returned to the City within ten (10) working days from the date of award. The City will have thirty (30) working days from the date of award to complete its execution of the contract.

The City of Shawnee hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business programs will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion or national origin in consideration for an award.

The City of Shawnee reserves the right to reject any and all proposals.

The City of Shawnee will accept questions prior to May 9, 2023, at 4:00 PM. Any question responses will be made available to all plan holders.

By: 
City Manager

Contractor_____

PROPOSALS MUST BE RECEIVED BY MONDAY,
May 15, 2023 AT 4:00 P.M.

CONTRACT BID DOCUMENTS

CITY OF SHAWNEE

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
“The Cinderella Hotel”

BID OPENING:
MONDAY, MAY 15, 2023 AT 6:00 P.M.

16 West 9th Street
Shawnee, OK 74801-6812
Telephone: (405) 878-1760

PREPARED BY:

City of Shawnee
Engineering Department

CITY OF SHAWNEE
16 West 9th Street SHAWNEE, OK 74801-6812

STAPLE BID BOND TO BACK OF PROPOSAL

BIDS WILL BE OPENED AT THE CITY COMMISSION MEETING AT 6:00 P.M. ON
MONDAY, MAY 15, 2023 AT CITY HALL, SHAWNEE

BIDS WILL BE RECEIVED UNTIL THE 4:00 P.M. ON MONDAY MAY 15, 2023 AT
THE LOCATION STATED IN THE NOTICE TO CONTRACTORS

CITY: SHAWNEE
COUNTY: POTTAWATOMIE
DESCRIPTION: DEMOLITION
LOCATION: 623 KICKAPOO SPUR

AMOUNT OF CONTRACT GUARANTEE: FIVE PERCENT (5%) OF THE BID.

NOTE: PROPOSAL SHOULD BE FILLED OUT WITH PEN AND INK. UNIT PRICES MUST BE SHOWN IN
NUMERALS FOR EACH ITEM LISTED IN THIS PROPOSAL.

NOTICE: ***ENCLOSE YOUR COMPLETED, PRINTED SCHEDULE OF BID ITEMS IN THE
SEALED ENVELOPE WITH YOUR BID DOCUMENT.

SIGN: CONTRACTOR'S PERFORMANCE RECORD
BUSINESS RELATIONSHIP AFFIDAVIT
NON-COLLUSION BIDDING CERTIFICATION
STATUS VERIFICATION SYSTEM AFFIDAVIT

ALL PAPERS BOUND WITH OR STAPLED TO THIS PROPOSAL FORM ARE NECESSARY
PARTS THEROF AND MUST NOT BE DETACHED.

THIS PROPOSAL ISSUED TO:

BID RIGGING IS A SERIOUS CRIME. IF YOU HAVE ANY INFORMATION CONCERNING COLLUSIVE
BIDDING, EVEN A REQUEST TO SUBMIT A COMPLIMENTARY BID, PLEASE CALL THE OKLAHOMA
ATTORNEY GENERAL'S OFFICE AT TELE. NO 405-521-3921.

CITY OF SHAWNEE

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DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
“The Cinderella Hotel”

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CONTRACTOR PERFORMANCE RECORD

BUSINESS RELATIONSHIPS AFFIDAVIT

NON-COLLUSION BIDDING CERTIFICATION

STATUS VERIFICATION SYSTEM AFFIDAVIT

CONTRACT

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AUTHORIZATION FOR WAIVER & DISCLOSURE OF TAX INFORMATION

CHANGE ORDERS OR ADDENDA

PERFORMANCE BOND

STATUTORY AND PAYMENT BOND

Publish in the Shawnee News Star on Dates: April, 25, 2023, May, 2, 2023, and May, 9, 2023

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DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
"The Cinderella Hotel"

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Hardcopy Documents	\$ 25.00
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No refunds will be made on the above cost. The cost of the bidding document will be borne by prospective bidder. Bidder must be on the City's official plan holder's list in order to receive addendums and submit a bid.

Upon award of contract to a successful bidder, the contract will be completely and correctly executed by the contractor and returned to the City within ten (10) working days from the date of award. The City will have thirty (30) working days from the date of award to complete its execution of the contract.

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By: _____
City Manager

CITY OF SHAWNEE
CONTRACT REQUIREMENTS

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
“The Cinderella Hotel”

RATES FOR LIQUIDATED DAMAGES FOR THIS PROJECT WILL BE \$500.00 PER CALENDAR DAY.

CONTRACT TIME ALLOTTED FOR THIS PROJECT IS 60 CALENDAR DAYS.

DISADVANTAGE BUSINESS ENTERPRISES: REQUIRED PARTICIPATION IS 0.00 %.

BIDS WILL BE CONSIDERED NON-RESPONSIVE AND MAY NOT BE READ IF ANY OF
THE FOLLOWING THINGS ARE DONE:

- (A) Any unit price is left blank.
- (B) Any change in the unit price or the total amount that is not acknowledged by initials of the person signing the bid adjacent to each such change or alteration.
- (C) Proposal not signed in black or blue ink by the individual in a sole proprietorship, one or more members of a partnership or a duly authorized officer of a corporation.
- (D) Proposals containing any omission.
- (E) Alterations of Proposal. Additions to the Proposal. All papers bound with or attached to proposal forms are necessary parts thereof and must not be detached.
- (F) Conditions not called for.
- (G) Conditional or alternate bids unless called for.
- (H) A clause in which the bidder reserves the right to accept or reject a Contract awarded to him.
- (I) Incomplete bids.
- (J) More than one proposal from an individual, firm, partnership, joint venture or corporation whether under the same or different name.

UNBALANCED BIDS: The City will not allow any unbalancing of unit bid prices. In this regard, the unit price bid per item shall not be less than the invoice price to the Contractor. If, in their sole opinion, the City deems the bid to be unbalanced, they reserve the right to reject such a bid.

ADDENDA TO THE CONTRACT: Any addendum form is part of this contract. The original contract documents remain in full force and effect, except as modified by addenda which shall take precedence over any contrary or conflicting provisions in the prior documents.

Each addendum must be acknowledged by signing the Receipt of Transmission sheet of the addendum. Return as instructed on the addendum transmittal form prior to submittal of your bid.

DETAILED BID FORM

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR "The Cinderella Hotel"

Detailed bids shown below shall reflect all related project costs including, but not limited to, equipment, materials, labor, overhead and profit for demolition and removal of associated materials. Contractor is responsible for verifying quantities.

BASE BID

<u>Pay Item</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Item</u>	<u>Unit Price</u>	<u>Item Total</u>
1.	1	LSUM	Mobilization (SP)		
				Dollars	\$ _____ \$ _____
(Dollars per unit written)					
2.	1	LSUM	Asbestos & Environmental Remediation		
				Dollars	\$ _____ \$ _____
(Dollars per unit written)					
3.	1	LSUM	Building Demolition & Debris Removal		
				Dollars	\$ _____ \$ _____
(Dollars per unit written)					

BASE BID SUBTOTAL (Sum of Items 1-3)

_____ Dollars \$ _____
(Dollars per unit written)

ADD ALTERNATE

4.	1	LSUM	Slab, Footing, Paving & Associated Structural removal		
				Dollars	\$ _____ \$ _____
(Dollars per unit written)					
5.	1	LSUM	Grading, Excavation & Backfill		
				Dollars	\$ _____ \$ _____
6.	1	LSUM	Erosion Control & Permanent Stabilization		
				Dollars	\$ _____ \$ _____

ADD ALTERNATE BID SUBTOTAL (Sum of Items 4-6)

_____ Dollars \$ _____
(Dollars per unit written)

BID TOTAL (Sum of BASE BID and ADD ALTERNATE)

_____ Dollars \$ _____

CITY OF SHAWNEE
CONTRACTOR'S PERFORMANCE RECORD

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
"The Cinderella Hotel"

Submitted by _____,
A Corporation
A Co-partnership
An Individual

Principal Office

(Address & Phone)

The Signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

1. What projects has your organization now under way?

Value of Work Completed	Value of Work to Be Completed	Class of Work	Being Performed for Whom

2. What equipment do you propose to use on this contract?

Qty	Item	Description, Size, Capacity, Etc.	Year of Service	Present Location

CITY OF SHAWNEE
CONTRACTORS PERFORMANCE RECORD (CONT.)

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
“The Cinderella Hotel”

The Contractor is aware that:

“The City will not allow the Contractor to sublet, sell, assign, or otherwise dispose of the Contract, or any portion thereof, or any of the Contractor’s rights, title, or interests therein without the written or electronic consent of the City Manager or their authorized representative. The Contractor shall perform at least 50 percent of the Contract amount, based on the Contract unit prices, using its own organization, unless the Contract allows a greater percentage.”

Dated, this _____ day of _____, 20____

By (Print): _____

Signature: _____

Title of Person Signing _____

Name of Organization _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public _____

My Commission Expires _____

CITY OF SHAWNEE
BUSINESS RELATIONSHIPS AFFIDAVIT

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
“The Cinderella Hotel”

STATE OF OKLAHOMA)
)SS
COUNTY OF _____)

_____, of lawful age, being duly sworn, on oath says that he or she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, or other business relationship presently in effect, of which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect of which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

(Signature of Affiant)

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public _____

My Commission Expires _____

CITY OF SHAWNEE
NON-COLLUSION BIDDING CERTIFICATION

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
"The Cinderella Hotel"

STATE OF OKLAHOMA)
) SS
COUNTY _____)

A. For purposes of competitive bids, I certify:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party to the following:
 - a. Any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
 - b. Any collusion with any City official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract; and
 - c. Any discussions between bidders and any City official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, that neither the Contractors nor anyone subject to the Contractor's direction or control has paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the City of Shawnee any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Certified this _____ day of _____, 20__.

(Signature)

(Print Name)

(Position in the Company)

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR “The Cinderella Hotel”

Page 790 of 849

CONTRACT

THIS CONTRACT AND AGREEMENT made and entered into this _____, 2023, between the City of Shawnee, (hereinafter called the "City"), and _____ acting as an independent contractor (hereinafter called the "Contractor").

WITNESSETH, That for and in consideration of the payment to be made as hereafter set forth, the Contractor hereby agrees to furnish all tools, equipment, materials, and labor to demolish and complete:

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR "The Cinderella Hotel"

as shown on the Attachment A Exhibit and bid by said Contractor, for the respective estimated quantities (the "Proposal"); each of which is made a part hereof as though copied in full herein; and with the Special Provisions attached hereto; and to the entire satisfaction of the City of Shawnee.

It is agreed and understood between the parties hereto that the Contractor agrees to accept and the City agrees to pay for the work at the price stipulated in the Proposal, such payment to be in lawful money of the United States and the payment shall be made at the time and in the manner set forth in the Specifications.

The City's cost of this project is estimated to be: _____

The Contractor agrees, for the consideration above expressed, to begin work on the date designated by the Engineer. Time is of the essence of this Contract. The Contract time and rates of liquidated damages applicable to this Contract are set forth in contract provisions which are part of this Contract.

It is further agreed that the Contractor shall execute and file good and sufficient performance, defect, and statutory bond with the City of Shawnee as required by law, and that said contractor shall comply with the Oklahoma Workmen's Compensation Law and shall file a Certificate of Workman's Compensation Insurance, then he shall file with the City of Shawnee a copy of the order authorizing him to carry his own insurance.

In Witness Whereof, the Mayor, City of Shawnee, or his authorized designee, pursuant to an award of contract made by or under the direction of the City of Shawnee and pursuant to City vested in him by the City of Shawnee, has hereunto subscribed his name, and the said Contractor has properly executed the same.

Signed, sealed and delivered at Shawnee, Oklahoma, the day and year first set forth.

Approved as to form:

By: _____
Mayor – City of Shawnee Date

By: _____
An Individual – A Member of the Firm – Vice-President Date

Secretary of Corporation

ACKNOWLEDGEMENT

STATE OF OKLAHOMA }
 }SS.
COUNTY OF _____}

This instrument was acknowledged before me on _____, _____

Notary Public

(SEAL)

My commission expires: _____

CITY OF SHAWNEE
CONTRACT AFFIDAVIT

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
"The Cinderella Hotel"
CITY OF SHAWNEE

STATE OF OKLAHOMA)
) SS
COUNTY _____)

_____, of lawful age, being first duly sworn, on oath says:

1. (s)he is the duly authorized agent of _____, the contractor under the contract which is attached to this statement, for the purpose of certifying the facts pertaining to the giving of things of value to government personnel in order to procure said contract;
2. (s) he is fully aware of the facts and circumstances surrounding the making of the contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the procurement of said contract; and
3. neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Shawnee any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

(Signature of Affiant)

(Name & Title)

Subscribed and sworn to before this _____ day of _____, 20____.

Notary Public _____

My Commission expires: _____

CITY OF SHAWNEE
AUTHORIZATION FOR WAIVER AND DISCLOSURE OF TAX INFORMATION

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
"The Cinderella Hotel"

Pursuant to Title 68 O.S. 1990 Supp., 205 (c)(17), the undersigned contractor hereby gives the Oklahoma Tax Commission expressed permission to provide the City of Shawnee information to determine that the undersigned is in compliance with all applicable tax laws. The Tax Commission is authorized to provide the City of Shawnee a statement reflecting the status of contractor's payment history and any delinquency as it relates to sales, use, franchise, withholding, income and motor fuel taxes.

It is understood that any information provided by the Tax Commission is subject to audit and does not include any reports not yet due or not received as of the date of the Oklahoma Tax Commission signature.

Answer the following questions:

1. Do you have employees subject to income tax withholding? Yes___No___
2. Did you bring material from out of state into Oklahoma? Yes___No___
3. Period of the contract: From_____To_____
4. Have you held previous contracts with the City of Shawnee? Yes___No___
5. FEI Number: _____

The FEI number shall be furnished when the contract documents are signed.

Name of Contractor

Authorized Signature

Street Address

SEAL

City, State, Zip Code

For Official Use Only

Contractor is in Compliance? Yes___No___

OTC Signature

Date

CITY OF SHAWNEE

CHANGE ORDERS OR ADDENDA

DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
“The Cinderella Hotel”

If this contract is governed by the Oklahoma Public Competitive Bidding Act of 1974, then Section 121 of that Act addresses statutory limitations on change orders and addenda. Specifically, 61 O.S. §121 states as follows:

- A. Change orders or addenda to public construction contracts of One Million Dollars (\$1,000,000.00) or less shall not exceed a fifteen percent (15%) cumulative increase in the original contract amount.
- B. Change orders or addenda to public construction contracts of over One Million Dollars (\$1,000,000.00) shall not exceed the greater of One Hundred Fifty Thousand Dollars (\$150,000.00) or a ten percent (10%) cumulative increase in the original contract amount.
- C. Change orders or cumulative change orders which exceed the limits of subsection A or B of this section shall require a readvertising for bids on the incomplete portions of the contract.
- D. All change orders shall be formally approved by the governing body of the awarding public agency and the reasons for approval recorded in the permanent records of the governing body. The governing body of a municipality or technology center may delegate approval of change orders up to Forty Thousand Dollars (\$40,000.00) or ten percent (10%) of any contract, whichever is less, to the chief administrative officer of the municipality or technology center or their designee, with any approved change orders reported to the governing body at the next regularly scheduled meeting.
- E. All change orders for shall contain a unit price and total for each of the following items:
 - 1. All materials with cost per item;
 - 2. Itemization of all labor with number of hours per operation and cost per hour;
 - 3. Itemization of all equipment with the type of equipment, number of each type, cost per hour for each type, and number of hours of actual operation for each type;
 - 4. Itemization of insurance cost, bond cost, social security, taxes, workers' compensation, employee fringe benefits and overhead cost; and
 - 5. Profit for the contractor.
- F. If a construction contract contains unit pricing, and the change order pertains to the unit price, the change order will not be subject to subsection A or B of this section.
- G. When the unit price change does not exceed Ten Thousand Dollars (\$10,000.00), the unit price change order computation may be based on an acceptable unit price basis in lieu of cost itemization as required in paragraphs 1, 2, 3, 4 and 5 of subsection H of this section.
- H. Alternates or add items bid with the original bid and contained in the awarded contract as options of the awarding public agency shall not be construed as change orders under the provisions of the Public Competitive Bidding Act of 1974.

PERFORMANCE BOND

BOND NO.

KNOW ALL MEN BY THESE PRESENTS:

That _____, whose principal or home office mailing address and telephone number are:
Street/P. O. Box _____ City, State, Zip
Code _____
Telephone (____) _____ as Principal, and
_____ corporation organized in the State of _____, and authorized to transact a commercial surety business in the State of Oklahoma, whose principal or home office mailing address is
Street/P. O. Box _____, City, State, Zip Code _____,
as Surety, are held and firmly bound unto the City of Shawnee, in the penal sum of not less than _____ (\$ _____) in lawful money of the United States of America, said sum being equal to the estimated contract price, for the payment of which well and truly to be made, we bind ourselves and each of us, our heirs, executors, administrators, trustees, successors and assigns, jointly and severally by these presents.

DATED this _____ day of _____, 20____.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, said Principal entered into a written Contract with the City of Shawnee dated _____, 20____, for the construction or performance of:

PROJECT: DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
"The Cinderella Hotel"

COUNTY: POTTAWATOMIE

DESCRIPTION: Demolition and Clearing of 623 Kickapoo Spur

(hereinafter the "Project") all in compliance with the Project plans, specifications and related documents, including all amendments or changes thereto, which documents are on file in the principal office of the City of Shawnee and are incorporated herein by reference.

NOW, THEREFORE, if the Principal shall properly and promptly complete the construction Project according to all the contract documents, including all subsequent amendments, changes, addenda, time extensions, alterations and supplemental agreements thereto, then this obligation shall become null and void, otherwise to remain in full force and effect.

In the event the Principal is declared by the City of Shawnee to be in default and the Principal's right to proceed with the Project work is terminated by the City of Shawnee or by a court of competent jurisdiction, the Surety shall have the duty to assume and complete all the Contract work and material requirements, including all the amendments, changes, addenda, time extensions, alterations and supplemental agreements thereto. In the event the Surety fully performs its obligations hereunder the City of Shawnee acknowledges that by law the Surety is subrogated to all the Principal's rights arising out of the Contract, including all

deferred payments, retained percentage and credits due and owing to the Principal at the time of default and termination or to thereafter become due and owing under the contract documents. The City of Shawnee may at its option offset against the contract earnings any indebtedness or liability which the Principal might have to the City of Shawnee arising out of the bonded Project including but not limited to liquidated damages, site rental, progressive estimate overpayments and the like. After the Surety has been made whole, the City of Shawnee may offset against any remaining contract earnings any indebtedness or liability of the Principal arising out of other contracts and dealings.

No quantity overruns, changes in the work, or alterations in or amendments to the contract work or documents, whether accomplished by change order, addenda or supplemental agreement, and no deviations in the plan or mode or procedure specified in the Contract shall have the effect of releasing the Surety from all or any part of its obligations hereunder.

IN WITNESS WHEREOF, the Principal has caused this document to be executed in its name by a duly authorized officer, agent or representative, and the Surety has caused this document to be executed in its name by an authorized attorney-in-fact or corporate officer, effective as of the day and year first above written.

THE COMMISSION ON THIS BOND IS BEING PAID TO: _____
_____.

ATTEST: (Corporation)
[SEAL]

Secretary of the Corporation

PRINCIPAL

By: _____
Individual Proprietor/
Partner/Authorized Officer

SURETY

By: _____
Authorized Attorney-in-Fact or
an Authorized Officer of Surety

SUBSCRIBED by the Principal's representative before me, a Notary Public, on this _____ day of _____, 20____.

Notary Public in and for the
State of _____

My Commission Expires:

[SEAL]

STATUTORY PAYMENT BOND

BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS:

That _____, whose principal or home office mailing address and telephone number are:

Street/P. O. Box _____

City, State, Zip Code _____

Telephone (_____) _____, as Principal, and

_____ a corporation organized in the State of _____, and authorized to transact a commercial surety business in the State of Oklahoma, whose principal or home office mailing address is

Street/P. O. Box _____

City, State, Zip Code _____

as Surety, are held and firmly bound unto the State of Oklahoma and the City of Shawnee, in the penal sum of not less than _____

_____ (\$ _____) in lawful money of the United States of America, said sum being equal to the estimated contract price, for the payment of which well and truly to be made, we bind ourselves and each of us, our heirs, executors, administrators, trustees, successors and assigns, jointly and severally by these presents.

DATED this _____ day of _____, 20____.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, said Principal entered into a written Contract with the City of Shawnee dated _____, 20____, for the construction or performance of:

PROJECT: DEMOLITION AND CLEARING OF 623 KICKAPOO SPUR
"The Cinderella Hotel"

COUNTY: POTTAWATOMIE

DESCRIPTION: Demolition and Clearing of 623 Kickapoo Spur

(hereinafter the "Project") all in compliance with the Project plans, specifications and related contract documents, including all amendments or changes thereto, which documents are on file in the principal office of the City of Shawnee and are incorporated herein by reference.

NOW, THEREFORE, if the Principal shall (1) pay all Project indebtednesses incurred by said Principal and his/her/its subcontractors and materialmen for all labor, material, rental of machinery or equipment and repair of and parts for equipment as are used and consumed in the performance of the contract; and (2) pay all (a) state and local taxes accruing as a result of the contract, (b) liquidated damages and site rental as may be provided for in the contract documents, and (c) any indebtedness of the Principal to the City

of Shawnee arising out of overpayments of progressive estimates, then this obligation shall be null and void, otherwise to remain in full force and effect.

The intent of the Principal and Surety is that this Statutory Payment Bond, including the benefits or coverages provided herein, all notice requirements and all suit limitations, shall be construed, governed and controlled by Title 61, Oklahoma Statutes, Sections 1 and 2, as those statutes exist on the effective date of the Contract, even though the language of this bond may be more or less restrictive than required by statute.

For value received the Surety agrees that no quantity overruns, changes in the work, or alterations in or amendments to the contract work or documents, whether accomplished by change order, addenda or supplemental agreement, and no deviations in the plan or mode or procedure specified in the Contract shall have the effect of releasing the Surety from all or any part of its obligations hereunder.

IN WITNESS WHEREOF, the Principal has caused this document to be executed in its name by a duly authorized officer, agent or representative, and the Surety has caused this document to be executed in its name by an authorized attorney-in-fact or corporate officer, effective as of the day and year first above written.

THE COMMISSION ON THIS BOND IS BEING PAID TO: _____
_____.

ATTEST: (Corporation)
[SEAL]

Secretary of the Corporation

PRINCIPAL

By: _____
Individual/Proprietor/Partner/Authorized Officer

SURETY

By: _____
Authorized Attorney-in-Fact or an Authorized
Officer of Surety

SUBSCRIBED before me, a Notary Public, by the Principal's representative on this ____ day of _____, 20__

Notary Public in and for the
State of _____

My Commission Expires:

[SEAL]



Base Bid

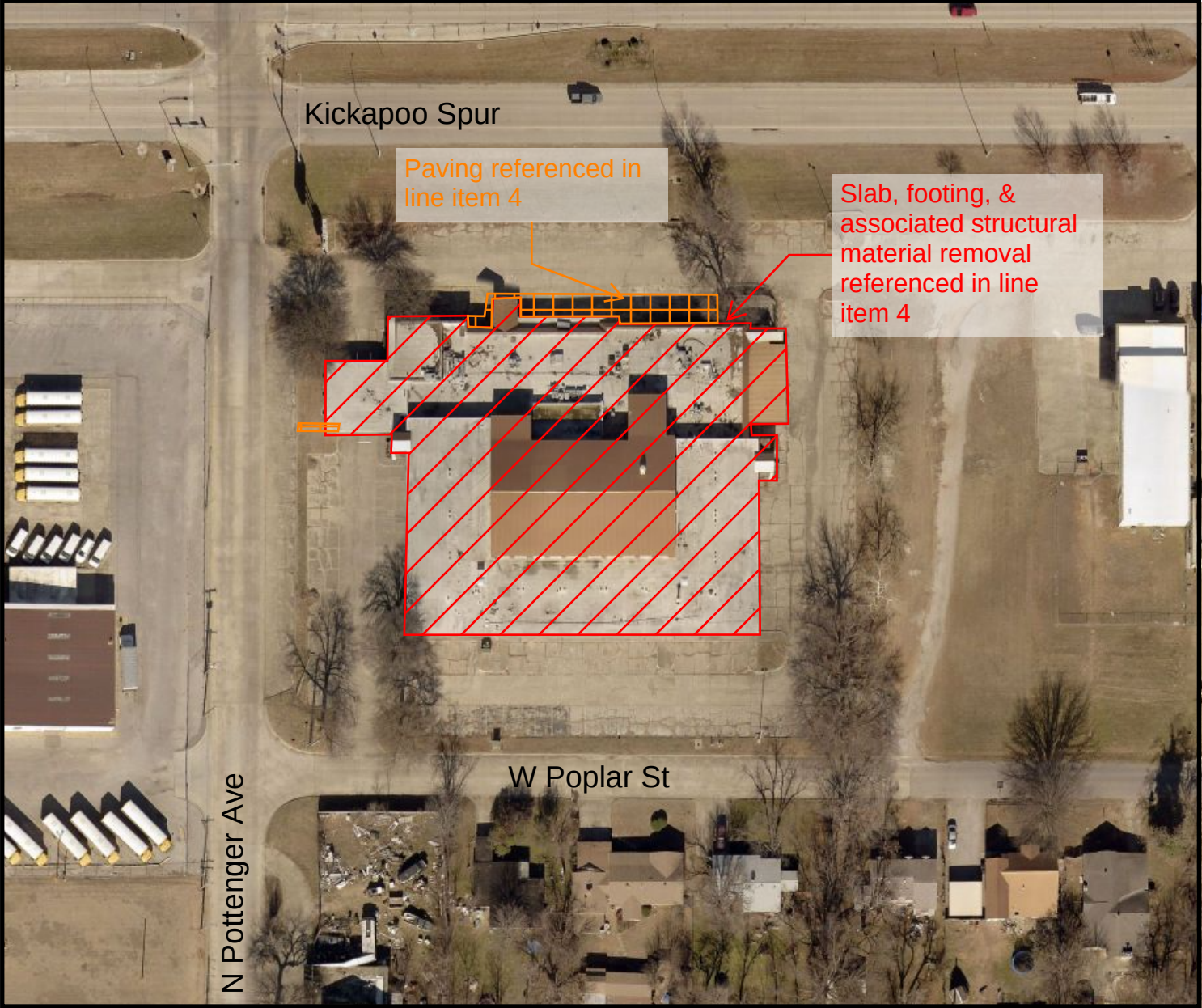
ITEM	QUANTITY	UNIT	ITEM	PAY ITEM NOTE
1	1	LSUM	MOBILIZATION	
2	1	LSUM	ASBESTOS & ENVIRONMENTAL REMEDIATION	d
3	1	LSUM	BUILDING DEMOLITION & DEBRIS REMOVAL	a, b, c, h, & i

PAY ITEM NOTES:

- a. Removal of pylon sign to be included in item.
- b. Waste disposal shall be taken to an approved solid waste disposal site.
- c. All dead trees, shrubs, brush will be removed where required and trimmings removed.
- d. Environmental report included in bidder's packet.
- e. Slab, footings, paving and wall removal shall include any structural material and shall be removed, to the extent possible. Walls shall be broken down 3' below ground level and these areas will be backfilled. Water shall be pumped out prior to backfilling.
- f. The site must be made level to a mowable condition with proper drainage. No low area will be approved. Fill where required.
- g. Seeding or Solid slab sod.
- h. This item does not include the concrete slab or footing, but includes capping utilities at grade level.
- i. This item includes the capping of existing utility stubs.

GENERAL NOTES:

- 1. All costs in connection with the work, including furnishing of all materials, supplies and appurtenances, providing all demolition equipment and tools, and performing all necessary labor to fully complete the work, shall be included in the unit price named in the bid proposal.
- 2. Payment will be made when all demolition, site clearance, debris removal, utility capping, final grading and clean up of the entire site is completed, inspected and approved.
- 3. The contractor shall comply with the codes and ordinances of the City of Shawnee and all applicable laws of the State of Oklahoma. Demolition permits will be required, but no permit fees will be assessed.
- 4. During demolition or clearance, streets and alleys open to traffic will be kept clear of debris, dirt, trash etc.
- 5. Any items required for demolition per the intent of this bid, but not included shall be considered incidental and included within the bid price of the provided items.



Alternate 1

ITEM	QUANTITY	UNIT	ITEM	PAY ITEM NOTE
4	1	LSUM	SLAB, FOOTING, PAVING & ASSOCIATED STRUCTURAL REMOVAL	e
5	1	LSUM	GRADING, EXCAVATION & BACKFILL	f
6	1	LSUM	EROSION CONTROL & PERMANENT STABILIZATION	g

Demolition and Clearing of 623 Kickapoo Spur
"The Cinderella Hotel"

Attachment 'A' Exhibit



OKLAHOMA

April 24, 2023

Plan Holder's List			
CITY OF SHAWNEE - Cinderella Hotel Demolition			
	Name of Company	Contact Info (Phone and Email)	Representative Name
1	American Demolition	918.241.1100 americandemoestimates@gmail.com	Bud Sorrels
2	Midwest Wrecking Co	405.478.8833 bryanh@midwestwreckingco.com	Bryan Harris
3	Backlund Demolition	251.370.2995 morrisbye@yahoo.com	Morris Bye
4	Veir National	903.809.1555 chester.grace@veirnational.com	Chester Grace
5	AHI Asbestos Handlers Inc	918.836.5585 john@asbestoshandlers.com	John Malloy
6	Five Star Demolition	918.682.3013 madisonfivestar@yahoo.com	Tiffany Farris
7	Veit Usa	763.204.6162 / 612.946.0858 josh.barzowaki@veitusa.com	Joshn Barzowski
8	Tec-An Inc	405.681.7076 don@tec-an.com	Don Nist
9	Total Demolition Services, LLC	405.562.2994 terry@totaldemoservice.com	Terry Branstetter
10	K & M Dirt Service	405.664.8533 duane@kmwrecking.org	Duane Allen
11	Arbor Transport	405.308.5651 arbortransport@gmail.com	Kenneth Pittenger

Demolition and clearing of 623 Kickapoo Spur "The Cinderella Hotel"

CITY OF SHAWNEE OKLAHOMA

DATE: 05.16.2023

				1		2		3		4		5		6	
BASE BID PAY ITEMS				MIDWEST WRECKING		K&M WRECKING		DT SPECIALIZED SERVICES		TOTAL DEMOLITION		VEIT NATIONAL		AMERICAN DEMOLITION	
ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	Mobilization (SP)	LSUM	1	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 20,000.00	\$ 20,000.00	\$ 2,500.00	\$ 2,500.00	\$ 6,500.00	\$ 6,500.00	\$ 1,600.00	\$ 1,600.00
2	Asbestos & Environmental Remediation	LSUM	1	\$ 74,500.00	\$ 74,500.00	\$ -	\$ -	\$ 138,000.00	\$ 138,000.00	\$ 234,600.00	\$ 234,600.00	\$ -	\$ -	\$ 207,600.00	\$ 207,600.00
3	Building Demolition & Debris Removal	LSUM	1	\$ 218,220.00	\$ 218,220.00	\$ 360,500.00	\$ 360,500.00	\$ 218,900.00	\$ 218,900.00	\$ 187,203.00	\$ 187,203.00	\$ 443,478.00	\$ 443,478.00	\$ 524,884.00	\$ 524,884.00
TOTAL BASE BID ITEMS				294,220.00		\$ 363,000.00		\$ 376,900.00		\$ 424,303.00		\$ 449,978.00		\$ 734,084.00	
4	Slab, Footing, Paving & Associated Structural removal	LSUM	1	\$ 48,210.00	\$ 48,210.00	\$ 61,400.00	\$ 61,400.00	\$ 81,000.00	\$ 81,000.00	\$ 123,335.00	\$ 123,335.00	\$ 161,830.00	\$ 161,830.00	\$ 115,194.00	\$ 115,194.00
5	Grading, Excavation & Backfill	LSUM	1	\$ 6,500.00	\$ 6,500.00	\$ 89,900.00	\$ 89,900.00	\$ 15,500.00	\$ 15,500.00	\$ 63,187.00	\$ 63,187.00	\$ 27,125.00	\$ 27,125.00	\$ 6,400.00	\$ 6,400.00
6	Erosion Control & Permanent Stabilization	LSUM	1	\$ 24,500.00	\$ 24,500.00	\$ 32,100.00	\$ 32,100.00	\$ 11,000.00	\$ 11,000.00	\$ 52,753.00	\$ 52,753.00	\$ 33,021.00	\$ 33,021.00	\$ 7,000.00	\$ 7,000.00
TOTAL ADD ALTERNATE BID ITEMS				79,210.00		\$ 183,400.00		\$ 107,500.00		\$ 239,275.00		\$ 221,976.00		\$ 128,594.00	
TOTAL BASE BID + ADD ALTERNATE BID ITEMS				373,430.00		\$ 546,400.00		\$ 484,400.00		\$ 663,578.00		\$ 671,954.00		\$ 862,678.00	



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

Date: June 20, 2023
To: Board of City Commissioners
From: Lindsey McNabb-Fox, Finance Director
Subject: General Fund - 001 - to fund the demolition of the Cinderella Hotel and other year-end operational needs.

Background: Cinderella Hotel Demolition

A previous item on the agenda awarded a contract for the demolition of the Cinderella Hotel. This amendment authorizes the funds for the contract. The amount for appropriation is as follows:

- \$294,220 – General Fund – Other Contractual Services – Code Enforcement

The additional appropriation will be funded by various revenues projected to exceed budget estimates in the General Fund.

Various repairs needed due to the 04/19/23 storm event

Due to the 04/19/23 storm event, various emergency repairs were needed to City-owned property as well as to various traffic signals throughout the City. Until an amendment could be made, a transfer from City Manager Contingency was made. This amendment replenishes the Contingency account and funds the temporary repairs to traffic signals. The amount for appropriation is as follows:

- \$187,500 – General Fund – Repairs & Maintenance Other – Streets
- \$99,000 – General Fund – Contingency – City Manager

The additional appropriation will be funded by Insurance Recovery proceeds for lost revenue and other various revenues exceeding budget estimates in the General Fund.

Various operational needs in the General Fund

As we near the end of the fiscal year, the budget needs to be adjusted in various line items. All of these adjustments are supported by revenues exceeding budget estimates in Sales Tax, Use Tax, OG&E Franchise Tax, ONG Franchise Tax, Insurance Recovery, and transfers from the Police Sales Tax fund and Fire Sales Tax Fund.

- \$206,000 in Contracted Salaries for temporary employees in Animal Welfare, Streets and Parks Departments.
- \$10,600 in a Transfer to the Aquatic Center Fund for year-end operational needs.
- \$7,500 in Election costs for the June 13 City Charter Election.
- \$60,200 in Repairs and Maintenance at the Expo Center.

- \$5,000 in Capital Outlay for the repairs to a tornado siren damaged in an auto accident.
- \$90,000 in Transfer to Street & Alley Fund for the cost of Electricity for Traffic signals exceeding the budget estimates.

Financial Impact: See budget amendment

Attachments: 06-20-2023 - 001 - General Fund

Staff Recommendation: Approval of the item

City of Shawnee
2022-2023 Budget Amendment
General Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	40010			Sales Tax	15,077,999.61	150,584.00	15,228,583.61
001	40020			Use Tax	3,450,178.50	100,000.00	3,550,178.50
001	40140			OG&E Franchise Tax	925,000.00	192,600.00	1,117,600.00
001	40130			ONG Franchise Tax	310,000.00	155,000.00	465,000.00
001	48040			Insurance Recovery	-	255,000.00	255,000.00
001	49430			Transfer from Police Sales Tax Fund	422,954.00	53,418.00	476,372.00
001	49440			Transfer from Fire Sales Tax Fund	422,954.00	53,418.00	476,372.00
							-
				Total	20,609,086.11	960,020.00	21,569,106.11

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	5-0640-51070			Contracted Salaries	-	51,000.00	51,000.00
001	5-0920-51070			Contracted Salaries	-	80,000.00	80,000.00
001	5-0940-51070			Contracted Salaries	-	75,000.00	75,000.00
001	5-0520-53390			Other Contractual Services	400,000.00	294,220.00	694,220.00
001	5-5030-56030			Transfer to Aquatic Center Fund	326,670.00	10,600.00	337,270.00
001	5-0330-53080			Elections	12,500.00	7,500.00	20,000.00
001	5-0930-53090			Repair & Maint - Other	68,424.00	187,500.00	255,924.00
001	5-0110-53990			Contingency	352,659.00	99,000.00	451,659.00
001	5-1210-53780			Repair & Maint - Other	2,550.00	60,200.00	62,750.00
001	5-0740-54500			Capital Outlay - Equipment	-	5,000.00	5,000.00
001	5-5030-56020			Transfer to Street & Alley Fund	162,000.00	90,000.00	252,000.00
					-	-	-
					1,324,803.00	960,020.00	2,284,823.00

Approved by the City Commission this

Explanation of Budget Amendment:

- To fund contracted salaries for temporary employees in Animal Welfare, Streets and Parks Departments with various revenues exceeding budget estimates.
- To fund the contract for demolition of the Cinderella Hotel with various revenues exceeding budget estimates.
- To fund a transfer to the Aquatic Center Fund for year-end operational needs with various revenues exceeding budget estimates.
- To fund the election costs for the June 13 City Charter election with various revenues exceeding budget estimates.
- To fund the temporary repairs to traffic lights due to the 4/19 storm event with Insurance Recovery proceeds for lost revenue.
- To fund Repairs & Maintenance at the Expo Center with various revenues exceeding budget estimates.
- To replenish City Manager Contingency due to transfers for needed repairs after the tornado event with Insurance Recovery proceeds for lost revenue.
- To fund the repair to a tornado siren cabinet with Insurance Recovery revenue.
- To fund the transfer to the Street & Alley Fund for the cost of Electricity for Traffic signals exceeding the budget estimates.

Approved:

Mayor _____

Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



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

Date: June 20, 2023
To: Board of City Commissioners
From: Lindsey McNabb-Fox, Finance Director
Subject: Aquatic Center Fund - 350 - to fund year-end operations at Shawnee Splash.

Background: To finish out the fiscal year, there are a few line items needing additional authority for the operations at Shawnee Splash. The amount for appropriation is as follows:

- \$8,600 – Chemicals – Pool
- \$2,000 – Food & Kitchen Supplies – Pool

The additional appropriation will be funded by a transfer from the General Fund.

Financial Impact: See budget amendment

Attachments: 06-20-2023 - 350 - Shawnee Splash

Staff Recommendation: Approval of the item

City of Shawnee
2022-2023 Budget Amendment
Aquatic Center Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
							-
350	49010			Transfer from General fund	326,670.00	10,600.00	337,270.00
				Total	326,670.00	10,600.00	337,270.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
350	5-0960-52150			Chemicals	30,000.00	8,600.00	38,600.00
350	5-0960-52030			Food & Kitchen Supplies	35,600.00	2,000.00	37,600.00
							-
							-
							-
							-
							-
					-	-	-
					65,600.00	10,600.00	76,200.00

Approved by the City Commission this

Explanation of Budget Amendment:

To fund year-end operational needs at Shawnee
 Splash funded by a transfer from the General Fund.

Approved:

Mayor _____
 Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



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

Date: June 20, 2023
To: Board of City Commissioners
From: Lindsey McNabb-Fox, Finance Director
Subject: Street & Alley Fund - 101 - to fund an increase in the cost of electricity for traffic signals.

Background: This fund allows for the expenditure of electricity for traffic signals throughout the City. The account line item needs additional budget authority for the remainder of the fiscal year. The amount for appropriation is as follows:

- \$90,000 – Electricity – Streets

The additional appropriation will be funded by a transfer from the General Fund.

Financial Impact: See budget amendment

Attachments: 06-20-2023 - 101 - Street & Alley Fund

Staff Recommendation: Approval of the item

City of Shawnee
2022-2023 Budget Amendment
Street & Alley Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
101	49010			Transfer from General Fund	162,000.00	90,000.00	252,000.00
				Total	-	90,000.00	90,000.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
101	5-0920-53210			Electricity	445,000.00	90,000.00	535,000.00
							-
							-
							-
							-
							-
							-
					-	-	-
					445,000.00	90,000.00	535,000.00

Approved by the City Commission this _____

Explanation of Budget Amendment:

To fund an increase in the cost of electricity for traffic signals with a transfer from the General Fund.

Approved:

Mayor _____
 Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



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

Date: June 20, 2023
To: Board of City Commissioners
From: Lindsey McNabb-Fox, Finance Director
Subject: E-911 Fund - 102 - to fund contractual services for temporary employees in Dispatch.

Background: This fund supplements the General Fund in supporting Dispatch services. The budget needs additional authority in the Contracted Salaries for temporary employees for the remainder of the fiscal year. The amount for appropriation is as follows:

- \$15,000 – Contracted Salaries – Dispatch

The additional appropriation will be funded by E-911 Tax exceeding budget estimates.

Financial Impact: See budget amendment

Attachments: 06-20-2023 - 102 - E-911 Fund

Staff Recommendation: Approval of the item

City of Shawnee
2022-2023 Budget Amendment
E-911 Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
					-	-	-
					-	-	-
102	40120			E-911 Tax	280,000.00	15,000.00	295,000.00
				Total	-	15,000.00	15,000.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
102	5-0660-51070			Contracted Salaries	32,644.00	15,000.00	47,644.00
							-
							-
							-
							-
							-
							-
					-	-	-
					32,644.00	15,000.00	47,644.00

Approved by the City Commission this _____

Explanation of Budget Amendment:

To fund contracted salaries for temporary employees in Dispatch with 911 taxes exceeding budget estimates.

Approved:

Mayor _____
 Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



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

Date: June 20, 2023
To: Board of City Commissioners
From: Lindsey McNabb-Fox, Finance Director
Subject: Police Sales Tax Fund - 107 - to fund the year-end transfer to the General Fund.

Background: The Police Sales Tax Fund is funded by a dedicated Sales Tax in support of the Police Department. The City uses these funds as a transfer to the General Fund where the operational expenses for this department are expensed. This amendment authorizes an additional transfer due to revenues exceeding budget estimates. The amount for appropriation is as follows:

- \$53,418 – Police Sales Tax Fund – Transfer to General Fund

The additional appropriation will be funded by Sales Tax exceeding budget estimates in the Police Sales Tax Fund.

Financial Impact: See budget amendment

Attachments: 06-20-2023 - 107 - Police Sales Tax Fund

Staff Recommendation: Approval of the item

City of Shawnee
2022-2023 Budget Amendment
Police Sales Tax Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
					-	-	-
					-	-	-
107	40010			Sales Tax	422,954.00	53,418.00	476,372.00
				Total	-	53,418.00	53,418.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
107	5-5030-56010			Transfer to General Fund	422,954.00	53,418.00	476,372.00
							-
							-
							-
							-
							-
					-	-	-
					422,954.00	53,418.00	476,372.00

Approved by the City Commission this

Explanation of Budget Amendment:

To fund an increase to the transfer to General fund with Sales Tax revenues exceeding budget estimates.

Approved:

Mayor _____

Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



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

Date: June 20, 2023
To: Board of City Commissioners
From: Lindsey McNabb-Fox, Finance Director
Subject: Fire Sales Tax Fund - 108 - to fund the year-end transfer to the General Fund.

Background: The Fire Sales Tax Fund is funded by a dedicated Sales Tax in support of the Fire Department. The City uses these funds as a transfer to the General Fund where the operational expenses for this department are expensed. This amendment authorizes an additional transfer due to revenues exceeding budget estimates. The amount for appropriation is as follows:

- \$53,418 – Fire Sales Tax Fund – Transfer to General Fund

The additional appropriation will be funded by Sales Tax exceeding budget estimates in the Fire Sales Tax Fund.

Financial Impact: See budget amendment

Attachments: 06-20-2023 - 108 - Fire Sales Tax Fund

Staff Recommendation: Approval of the item

City of Shawnee
2022-2023 Budget Amendment
Fire Sales Tax Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
					-	-	-
					-	-	-
108	40010			Sales Tax	422,954.00	53,418.00	476,372.00
				Total	-	53,418.00	53,418.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
108	5-5030-56010			Transfer to General Fund	422,954.00	53,418.00	476,372.00
							-
							-
							-
							-
							-
					-	-	-
					422,954.00	53,418.00	476,372.00

Approved by the City Commission this

Explanation of Budget Amendment:

To fund an increase to the transfer to General fund with Sales Tax revenues exceeding budget estimates.

Approved:

Mayor _____
 Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



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

Date: June 20, 2023
To: City Commission
From: Lindsey McNabb-Fox, Finance Director
Subject: June 2023 Sales and Use Tax Deposit

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

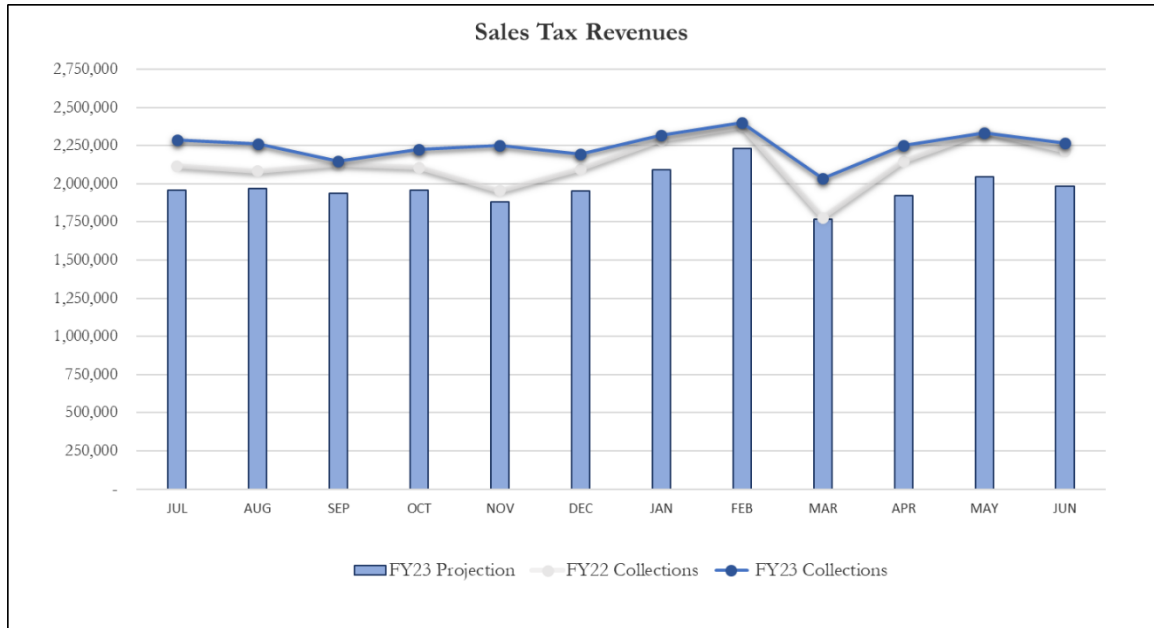
- Sales Tax Collection Allocated by Fund - The June sales tax deposit was \$2,268,766.58 including interest of \$2,238.20, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,134,383.29
2018 Capital Improvements Fund	283,595.83
Capital Improvements Fund	219,786.76
Street Improvements Fund	248,146.34
Economic Development Fund	28,359.59
Police Sales Tax Fund	35,449.47
Fire Sales Tax Fund	35,449.47
2023 Capital Improvements Fund	<u>283,595.82</u>
Total Sales Taxes Collected	<u>\$ 2,268,766.58</u>

(**This is the first month of recording the new 2023 Half-cent Sales Tax**)

- Finance Department Report - Sales and use tax collections totaled \$2,599,529.93 for June 2023. Sales tax projections are based on an average of the most recent three years of sales tax history. For the year, sales tax collections are up \$3,274,990 or 13.8%, over the projected budget year-to-date. Use tax collections are up \$244,998 or 7.4%, above the projected budget year-to-date.

○ Fiscal Year 2023 Sales Tax Collections and Performance:

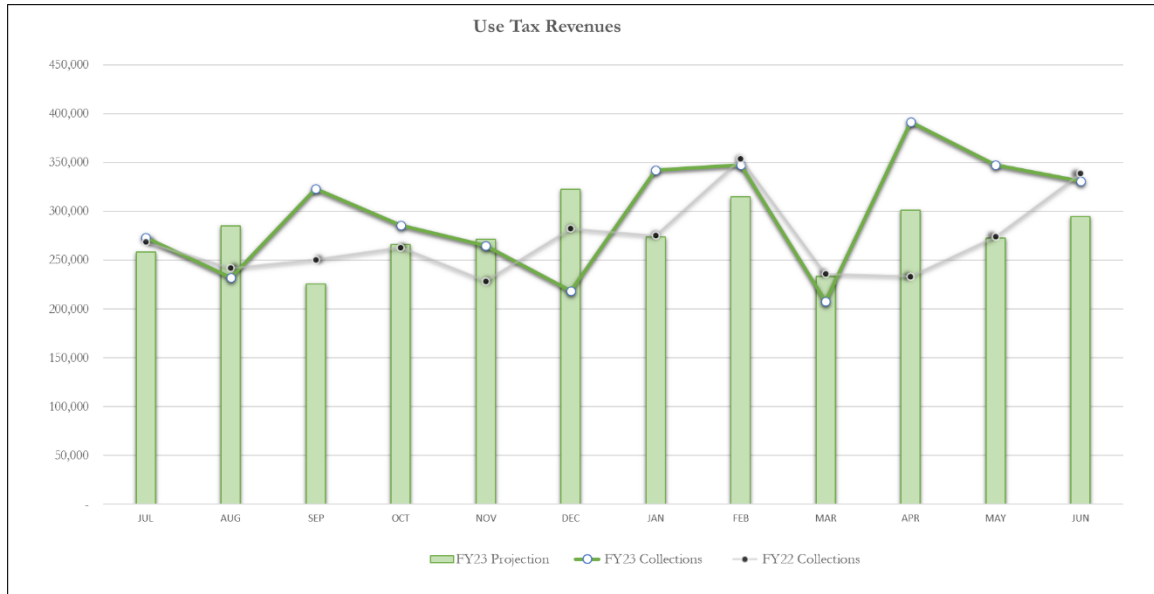


	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts - June 2023	\$ 1,985,298	\$ 2,268,767	\$ 283,468	14.28%
Sales Tax Receipts (year-to-date):	\$ 23,685,452	\$ 26,960,442	\$ 3,274,990	13.83%

	June 2022	June 2023	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 2,214,723	\$ 2,268,767	\$ 54,043	2.44%

	Year To Date FY 2022	Year To Date FY 2023	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 25,618,390	\$ 26,960,442	\$ 1,342,052	5.24%

○ Fiscal Year 2023 Use Tax Collections and Performance:



	Projected Budget	Actual	Amount Variance	Percentage Variance
Use Tax Receipts (June 2023):	\$ 294,647	\$ 330,763	\$ 36,117	12.26%
Use Tax Receipts (year-to-date):	\$ 3,320,179	\$ 3,565,177	\$ 244,998	7.38%

	June 2022	June 2023	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 338,815	\$ 330,763	\$ (8,052)	-2.38%

	Year To Date FY 2022	Year To Date FY 2023	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 3,245,188	\$ 3,565,177	\$ 319,989	9.86%

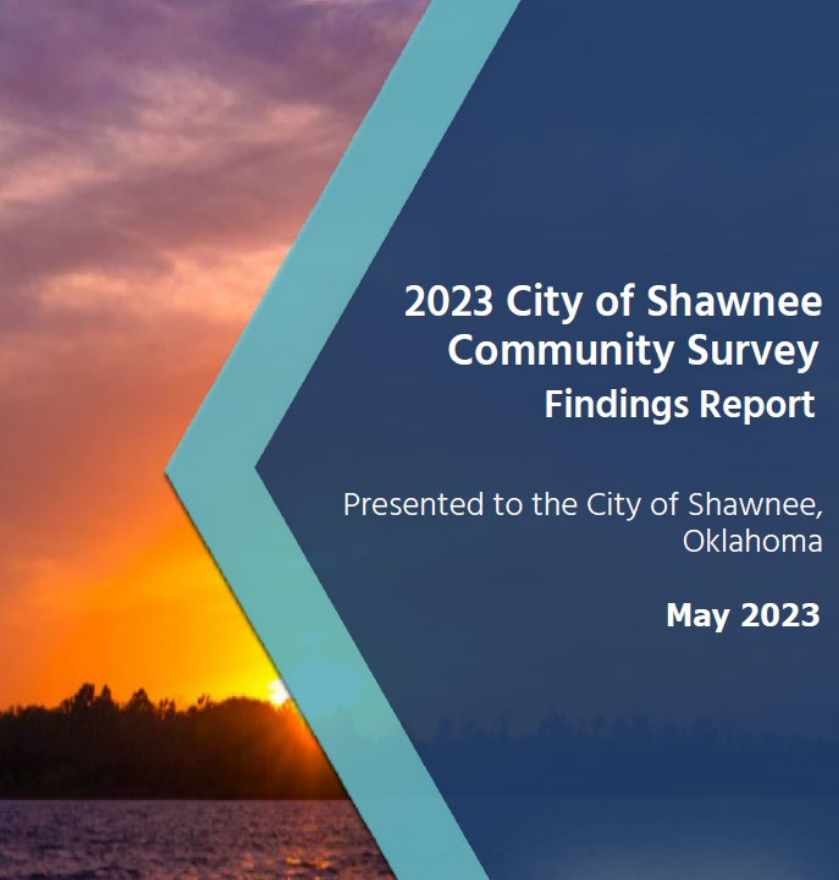
- Fiscal Year 2023 – General Fund Sales & Use Tax – Above Projections:

General Fund Projections (year-to-date)

Sales Tax Above/(Below) Projections:	\$	1,709,368
Use Tax Above/(Below) Projections:	\$	244,998

Appropriated:

Aquatic Supervisor	\$	(55,170)
Part-time Rec Aide		(16,820)
Retiree Health Insurance		(134,500)
PIO Officer - salary & supplies		(119,787)
Election costs & education materials		(11,500)
Annual increase for CM & ACM		(26,938)
Security services at Shawnee Splash		(20,000)
Other Misc Items - 10.17.22		(10,450)
Vehicle Repair & Maint		(80,850)
Fuel, Oil & Lubricants		(103,890)
Fire Dept Operational Review		(38,550)
Expo Center		(525,000)
Emergency Mgmt Contracts		(530,000)
Total Appropriated	\$	(1,673,455)
Total Unappropriated:	\$	280,911



2023 City of Shawnee Community Survey Findings Report

Presented to the City of Shawnee,
Oklahoma

May 2023



Capital Improvement Plan
Fiscal Years 2024 - 2028

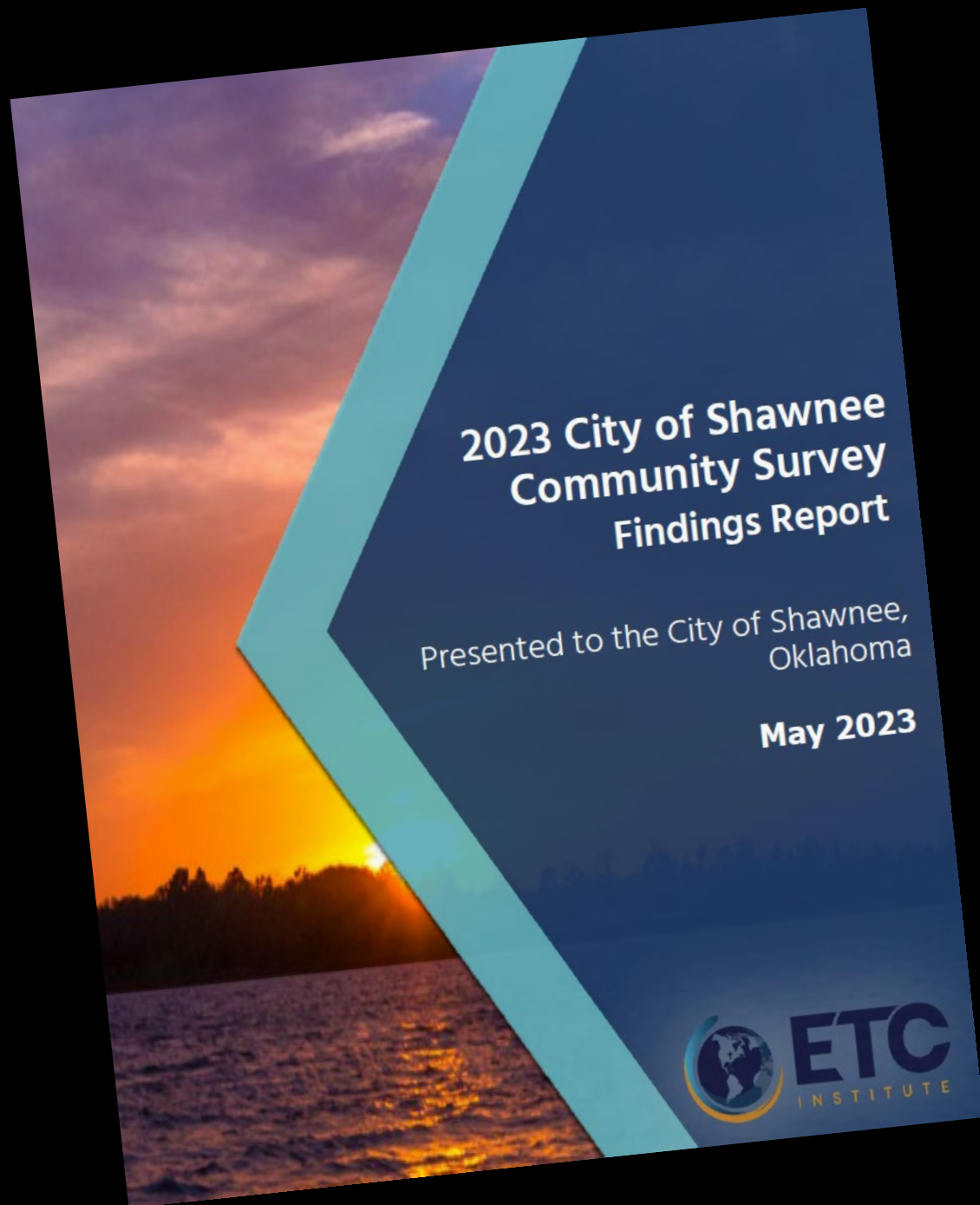


Goals for 2023-2028 Strategic Plan

June 20, 2023

Andrea Weckmueller-Behringer, City Manager

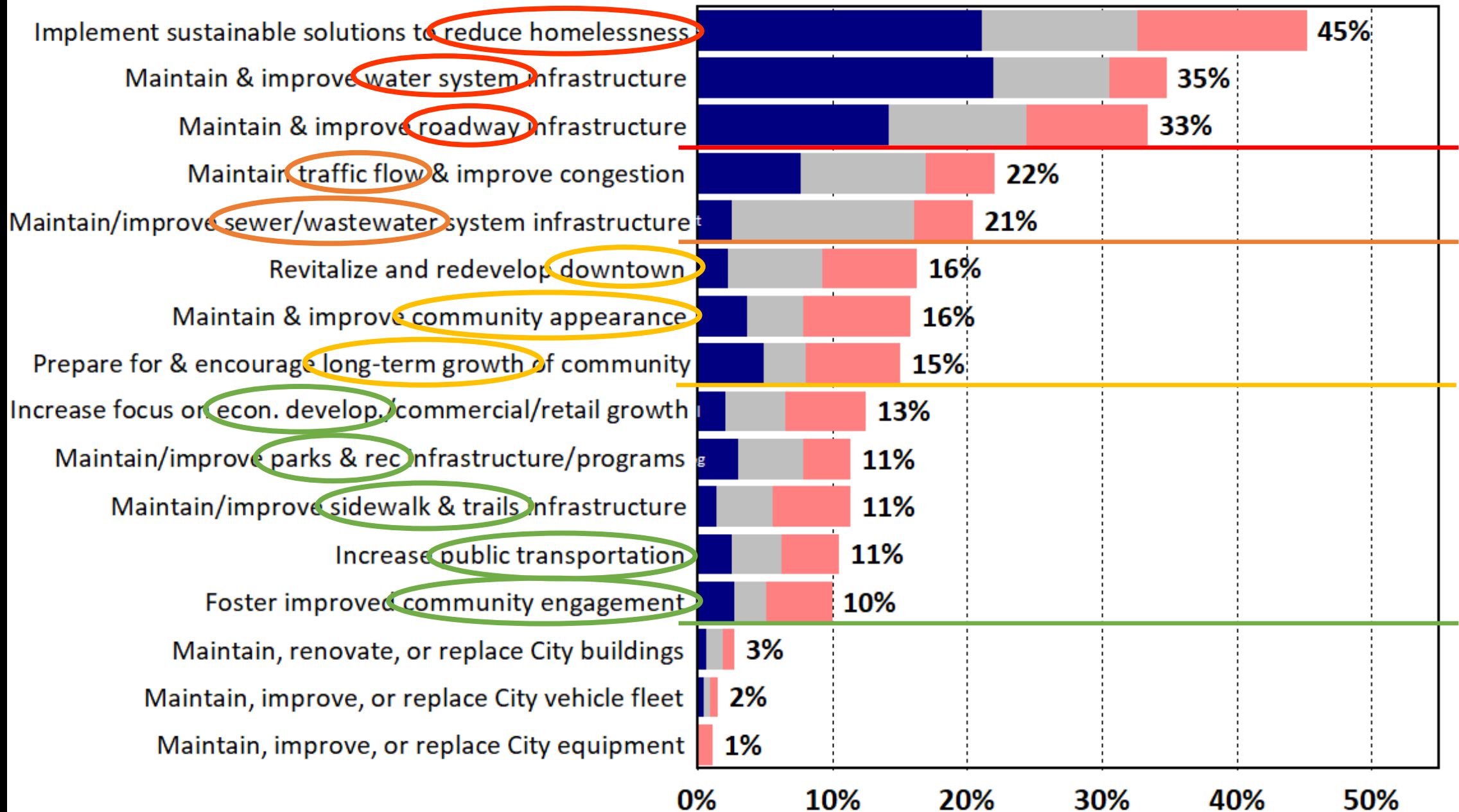




Going from
the 2023 Community
Survey...

Through the
Visioning Retreat...

To the 5-Year
Strategic Plan



Q39. Important City Projects & Initiatives

■ 1st Choice ■ 2nd Choice ■ 3rd Choice

Major Categories of City Services

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<u>Very High Priority (IS >.20)</u>						
Maintenance of city streets and sidewalks	65%	1	19%	10	0.5273	1
Flow of traffic and congestion management	40%	2	29%	9	0.2827	2
Quality of water and sewer services	34%	3	38%	6	0.2133	3
Enforcement of local codes and ordinances	30%	5	30%	8	0.2102	4

Streets & Traffic
Water & Sewer

Code Enforcement

Streets and Traffic

Category of Service	Important %	Rank	Satisfaction %	Rank	Rating	I-S Rating Rank
<u>Very High Priority (IS >.20)</u>						
Enforcing clean-up of junk/debris on private property	60%	1	18%	6	0.4863	1
Removal or demolition of dilapidated structures	54%	2	18%	7	0.4390	2
Enforcing mowing/cutting of weeds/grass on private property	36%	3	23%	4	0.2773	3
Enforcing exterior maintenance of residential property	26%	4	21%	5	0.2065	4

Code Enforcement

Category of Service	Important %	Important Rank	Satisfaction %	Rank	Importance-Satisfaction Rating	I-S Rating Rank
<u>Very High Priority (IS >.20)</u>						
Enforcing clean-up of junk/debris on private property	60%	1	18%	6	0.4863	1
Removal or demolition of dilapidated structures	54%	2	18%	7	0.4390	2
Enforcing mowing/cutting of weeds/grass on private property	36%	3	23%	4	0.2773	3
Enforcing exterior maintenance of residential property	26%	4	21%	5	0.2065	4

Parks & Recreation

Public Safety

Category of Service	Important %	Rank	Satisfaction %	Rank	Rating	I-S Rating Rank
<u>Very High Priority (IS >.20)</u>						
Condition of major streets in Shawnee	43%	1	28%	8	0.3063	1
<u>Very High Priority (IS >.20)</u>						
Quality of facilities at Shawnee parks	44%	1	46%	3	0.2395	1
Number of walking/biking trails in Shawnee	30%	3	32%	12	0.2031	2

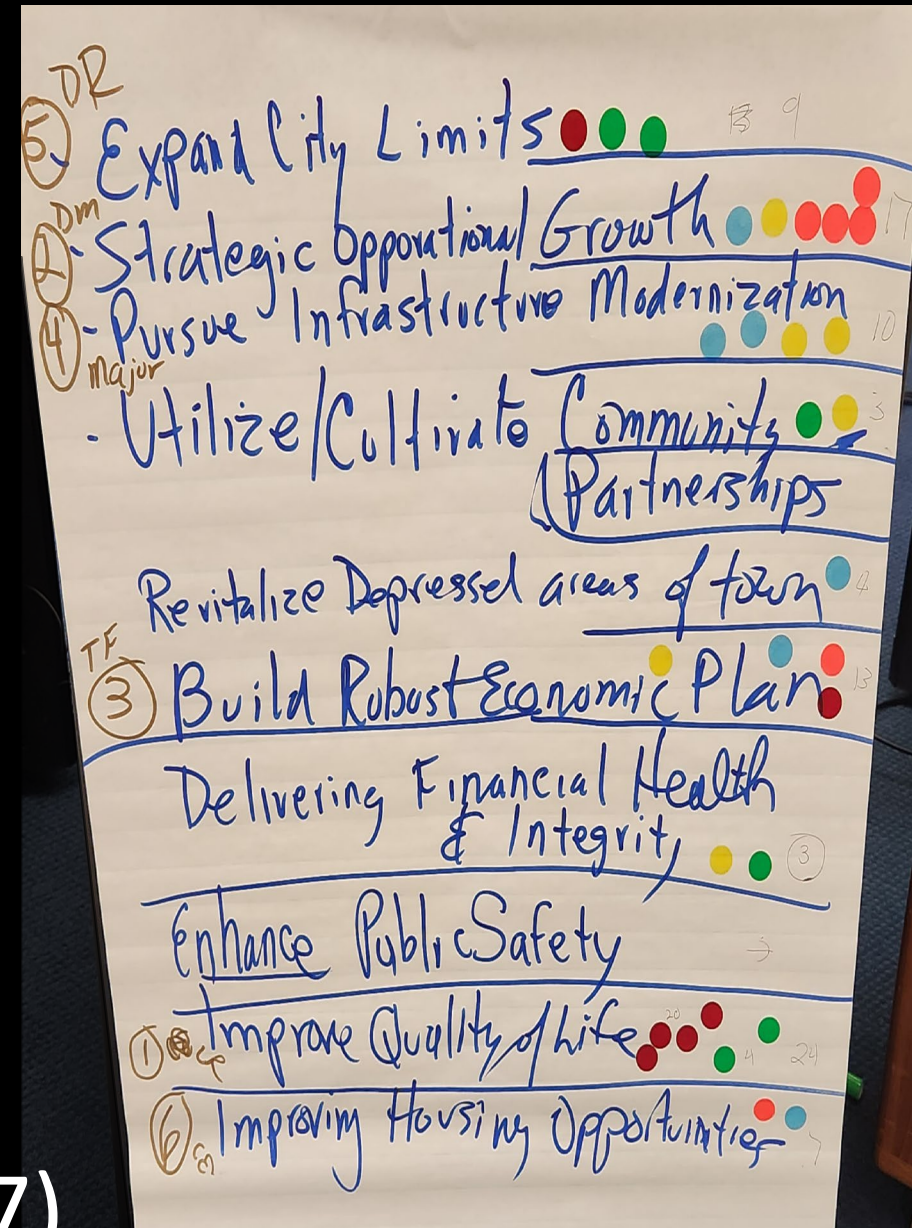
Police & Recreation

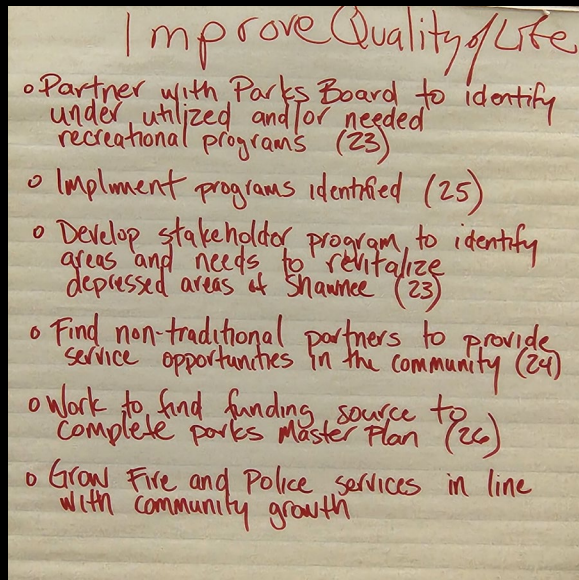
Major Take-Aways from the Community Survey

- Highest Priorities for Additional Effort and Investment
 - Reduce **homelessness**
 - Improve maintenance/condition of **streets** and sidewalks (I-S Rating **0.53** and 0.30)
 - Manage **traffic congestion** (IS **0.28**)
 - Improve quality of **water and sewer** systems (IS **0.21**)
 - Enforce **local codes** and *improve community appearance* (IS **0.21**)
 - Remove junk and debris (IS 0.48)
 - Remove dilapidated structures (IS 0.43)
 - Enforce grass/weeds & exterior maintenance (IS 0.28/0.21)
 - Increase **crime prevention** efforts and quality of police services (IS 0.25/**0.14**)
 - Improve quality of Shawnee **parks** (IS 0.24/**0.15**)
 - Increase number of **walking and biking** opportunities (IS 0.20)
 - Revitalize **downtown** and prepare for **long-term growth**

Major Goals/Pillars

- Improved Quality of Life (24 pts)
- Strategic Operational Growth (17)
- Robust Economic Development Plan (13)
- Modernized Infrastructure (10)
- Intentional City Growth (9)
- Improved Housing Opportunities (7)





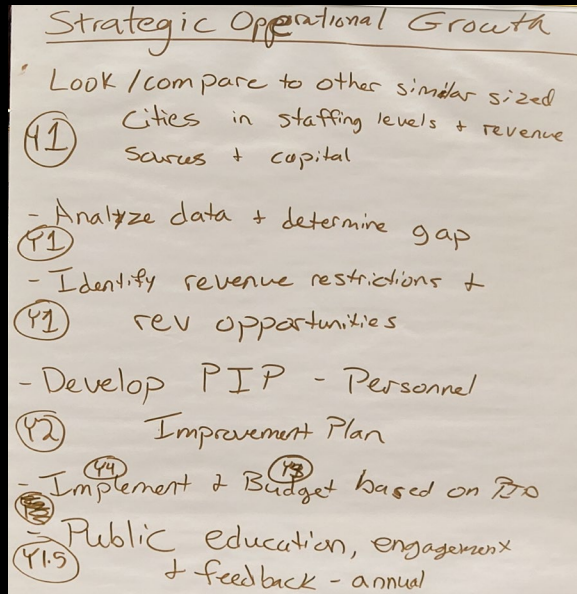
“Create and support a welcoming, attractive, safe, and engaging community that has small town charm & big city amenities.”

Improved Quality of Life (Appealing to live and work here)

- Recreation & Parks
- Revitalization & Beautification
- Collaboration & Volunteering
- Public Safety & Fire/Police growth
- Roadways & Traffic congestion
- Service & Retail Diversification

Quality of Life - Relationship to Community Survey

- Highest Priorities for Additional Effort and Investment
 - *Reduce homelessness*
 - Improve maintenance/condition of **streets** and sidewalks (I-S Rating **0.53** and 0.30)
 - Manage **traffic congestion** (IS **0.28**)
 - Improve quality of **water and sewer** systems (IS **0.21**)
 - Enforce **local codes** and *improve community appearance* (IS **0.21**)
 - Increase **crime prevention** efforts and quality of police services (IS 0.25/**0.14**)
 - Improve quality of Shawnee **parks** (IS 0.24/**0.15**)
 - Increase number of **walking and biking opportunities** (IS 0.20)
 - *Revitalize downtown and prepare for long-term growth*



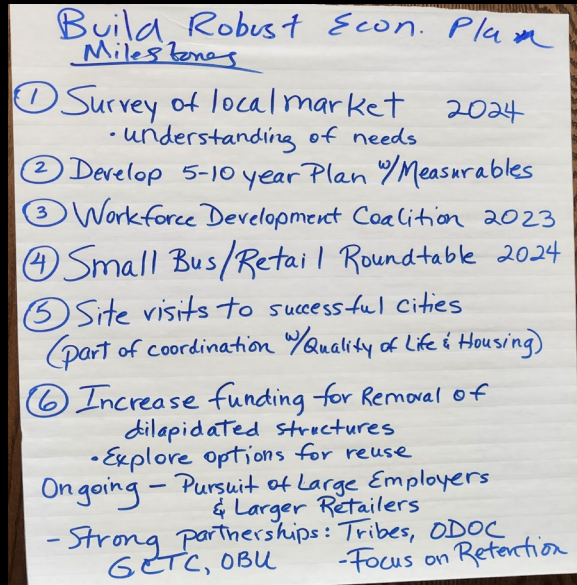
“Ensure effective staffing with a high level of responsive City services that are fiscally responsible, proactive, and technologically advanced.”

Strategic Operational Growth

- Peer Cities Set-up
- SWOT & Gap Analysis
- \$\$ Restrictions & Opportunities
- Revenue Generation
- Personnel Staffing Plan (PSP) to Retain / Develop / Grow Staff
- Advertise Achievements

Operations - Relationship to Community Survey

- Highest Priorities for Additional Effort and Investment
 - *Reduce homelessness*
 - Improve maintenance/condition of **streets** and sidewalks (I-S Rating **0.53** and 0.30)
 - Manage **traffic congestion** (IS 0.28)
 - Improve quality of **water and sewer** systems (IS 0.21)
 - Enforce **local codes** and *improve community appearance* (IS 0.21)
 - Increase **crime prevention** efforts and quality of police services (IS 0.25/0.14)
 - Improve quality of Shawnee **parks** (IS 0.24/0.15)
 - Increase number of **walking and biking opportunities** (IS 0.20)
 - *Revitalize downtown and prepare for long-term growth*



“Pursue economic opportunities, attract and retain businesses, create jobs, and generate revenues to foster community prosperity.”

Robust Economic Development Plan

- Local Market Needs
- Successful Peers / Site Visits
- Multi-year Plan with Benchmarks
- Site Certification & Incentives
- Coalitions & Roundtables
- Regular Updates on Activities
- “Shop Local” Campaigns

Economic - Relationship to Community Survey

- Highest Priorities for Additional Effort and **Investment**
 - *Reduce homelessness*
 - Improve maintenance/condition of **streets** and sidewalks (I-S Rating **0.53** and 0.30)
 - Manage **traffic congestion** (IS **0.28**)
 - Improve quality of **water and sewer** systems (IS **0.21**)
 - Enforce **local codes** and *improve community appearance* (IS **0.21**)
 - Increase **crime prevention** efforts and quality of police services (IS 0.25/**0.14**)
 - Improve quality of Shawnee **parks** (IS 0.24/**0.15**)
 - Increase number of **walking and biking opportunities** (IS 0.20)
 - *Revitalize downtown and prepare for long-term growth*

Pursue Infrastructure
Modernization

- Adopt a Fully comprehensive CIP
(Prior to FY 24)
- Eliminate structurally deficient bridges
(update annually)
- Signal & Safety Optimization of
arterial corridors.
(Annual report)
- Reduce water loss in the existing distribution
system. (Annual report)
- Reduce I/I in the sewer collection system
(Annual report)

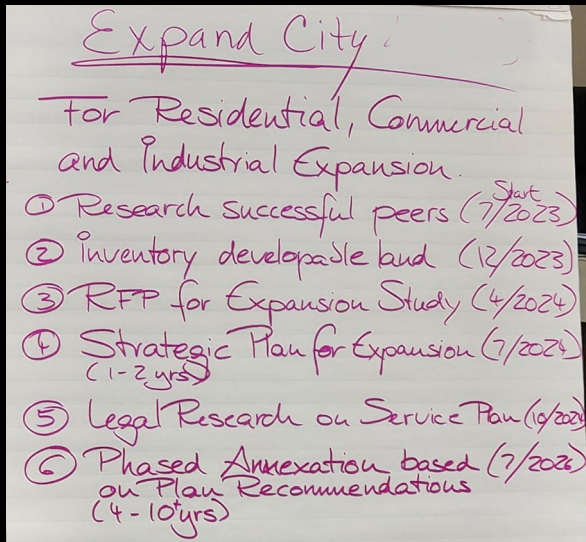
“Manage and improve capital infrastructure to provide high quality and sustainable utilities, transportation, parks, and public facilities.”

Modernized Infrastructure

- Capital Improvement Plan (CIP) Adoption / Implementation / Reporting / Long-term Funding
- Bridges & Roadways
- Traffic Flow & Safety
- Water Loss & Distribution System
- Sanitary Sewers & Storm Water

Modernize - Relationship to Community Survey

- Highest Priorities for Additional Effort and Investment
 - *Reduce homelessness*
 - Improve maintenance/condition of **streets** and sidewalks (I-S Rating **0.53** and 0.30)
 - Manage **traffic congestion** (IS **0.28**)
 - Improve quality of **water and sewer** systems (IS **0.21**)
 - Enforce **local codes** and *improve community appearance* (IS **0.21**)
 - Increase **crime prevention** efforts and quality of police services (IS 0.25/**0.14**)
 - Improve quality of Shawnee **parks** (IS 0.24/**0.15**)
 - Increase number of **walking and biking opportunities** (IS 0.20)
 - *Revitalize downtown and prepare for long-term growth*



“Encourage and support smart planning to identify and implement deliberate and sustainable growth opportunities.”

Intentional City Growth (For residents & commerce)

- Successful Peers
- Developable Land
- RFP for Expansion Study
- Expansion Plan for Growth
- Service Planning Requirements
- Phased Implementation

Growth - Relationship to Community Survey

- Highest Priorities for Additional Effort and Investment
 - *Reduce homelessness*
 - Improve maintenance/condition of **streets** and sidewalks (I-S Rating **0.53** and 0.30)
 - Manage **traffic congestion** (IS **0.28**)
 - Improve quality of **water and sewer** systems (IS **0.21**)
 - Enforce **local codes** and *improve community appearance* (IS **0.21**)
 - Increase **crime prevention** efforts and quality of police services (IS 0.25/**0.14**)
 - Improve quality of Shawnee **parks** (IS 0.24/**0.15**)
 - Increase number of **walking and biking opportunities** (IS 0.20)
 - *Revitalize downtown and prepare for long-term growth*

Improving Housing Opp's

- Codes allowing for modernization
 - y1 - Infill, multifamily
 - y1 Working on rezoning for homeless solutions
- y2 Districts of conservation
 - Planning & programming neighborhood conservation district
- y2 Lien clearance options with strict guidelines / working w/ county to forgive for build
- y3 Thinking long-term development instead of concentrating all low-income
- y3 Matching Grants for Downtown housing options
- y3 Incentivizing builders to include % of lower income

“Promote and support a variety of housing options to meet the needs of a diverse workforce and community.”

Improved Housing Opportunities

- Lien Clearance & Lot Reactivation
- Neighborhood Revitalization
- Multi-family / Infill / Mixed-Income / Downtown Housing
- Homeless Mitigation through Emergency Shelter & Transitional Housing

Housing - Relationship to Community Survey

- Highest Priorities for Additional Effort and Investment
 - *Reduce homelessness*
 - Improve maintenance/condition of **streets** and sidewalks (I-S Rating **0.53** and 0.30)
 - Manage **traffic congestion** (IS **0.28**)
 - Improve quality of **water and sewer** systems (IS **0.21**)
 - Enforce **local codes** and *improve community appearance* (IS **0.21**)
 - Increase **crime prevention** efforts and quality of police services (IS 0.25/**0.14**)
 - Improve quality of Shawnee **parks** (IS 0.24/**0.15**)
 - Increase number of **walking and biking opportunities** (IS 0.20)
 - *Revitalize downtown and prepare for long-term growth*

What Mission and Values guide us?

Mission

Provide high quality service to support and build a vibrant community together.

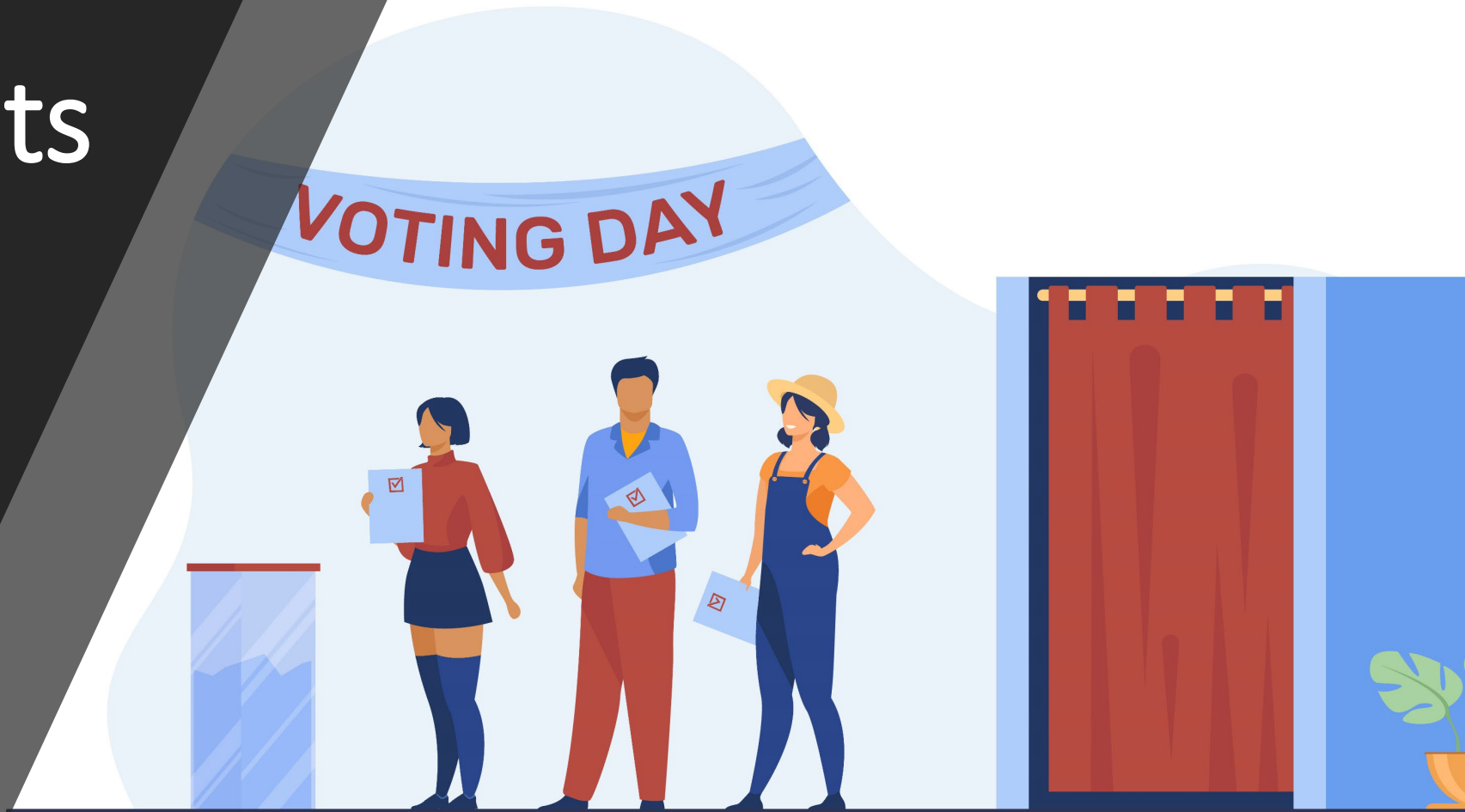
Core Values

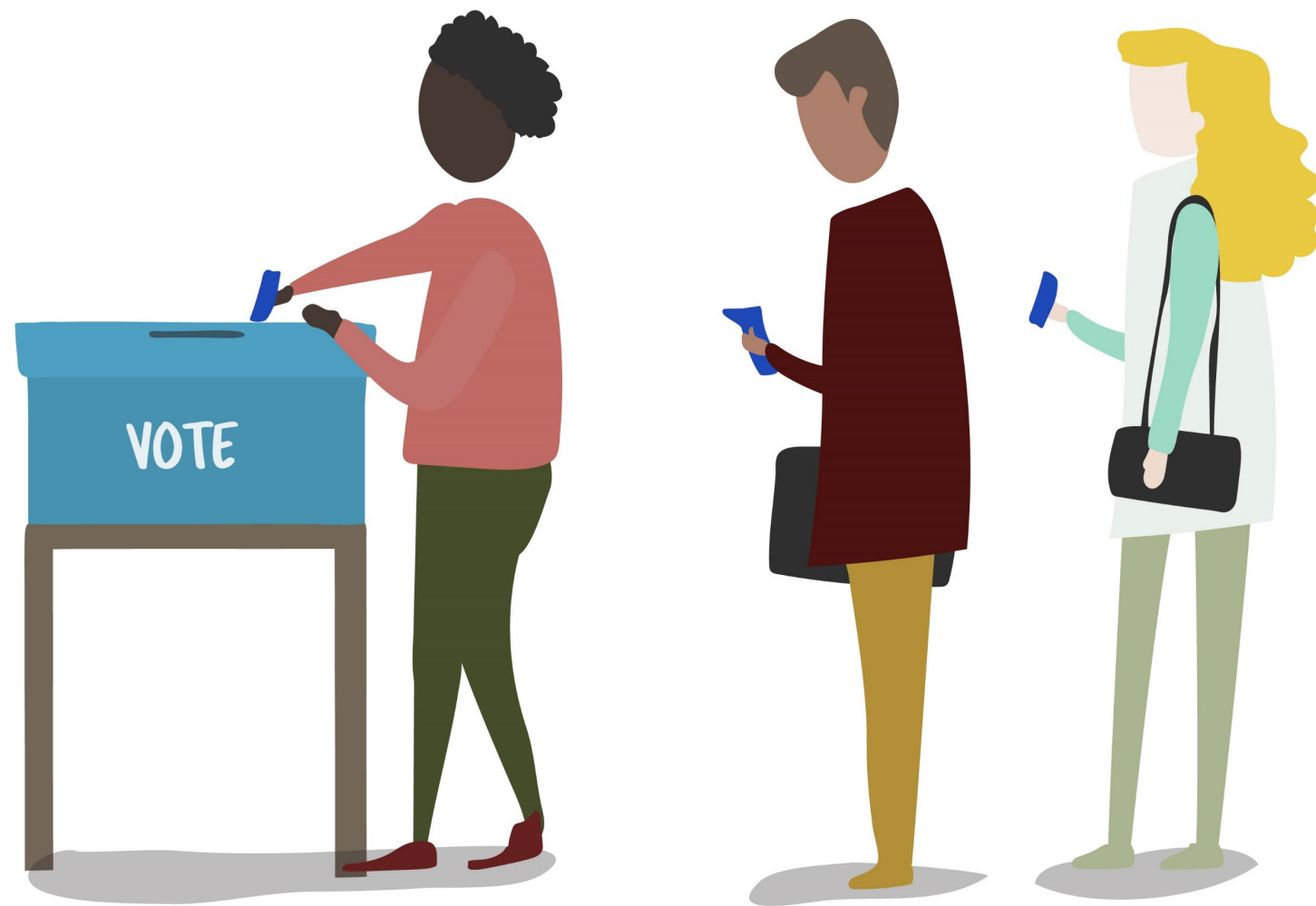
Accountable + Collaborative + Innovative +
Performance-driven + Professional + Respectful
+ Transparent + Trustworthy

Questions & Answers



2023 City Charter Election Results





Proposition 1

Ward Specific Voting

For the Proposition:
1056

Against the Proposition:
206

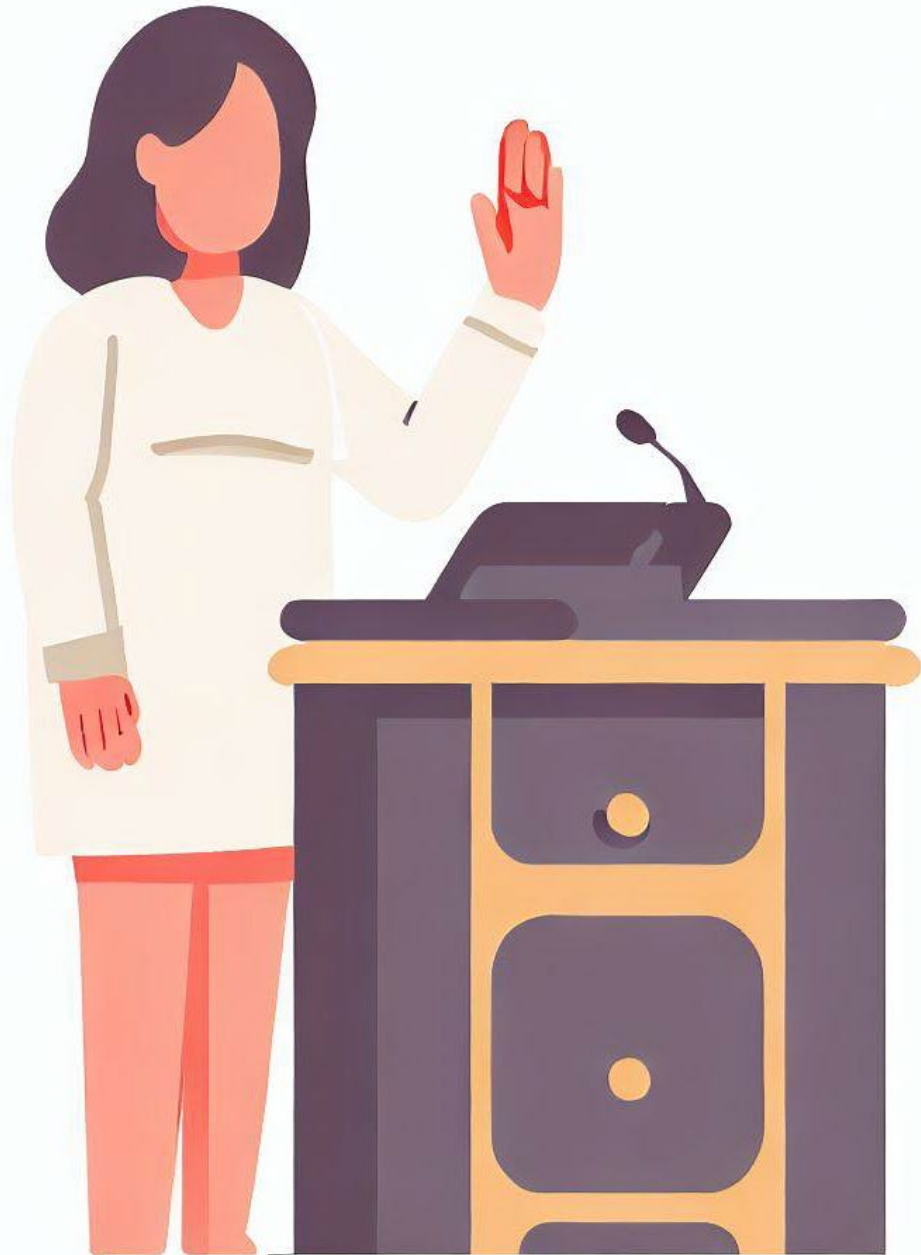
Proposition 2

Competitive Bidding

For the Proposition:
1060

Against the Proposition:
197





Proposition 3

Swear-In Dates

For the Proposition:
1029

Against the Proposition:
227

Proposition 4

Qualification of Employees

For the Proposition:
805

Against the Proposition:
439





Proposition 5

Conflict of Interest

For the Proposition:
938

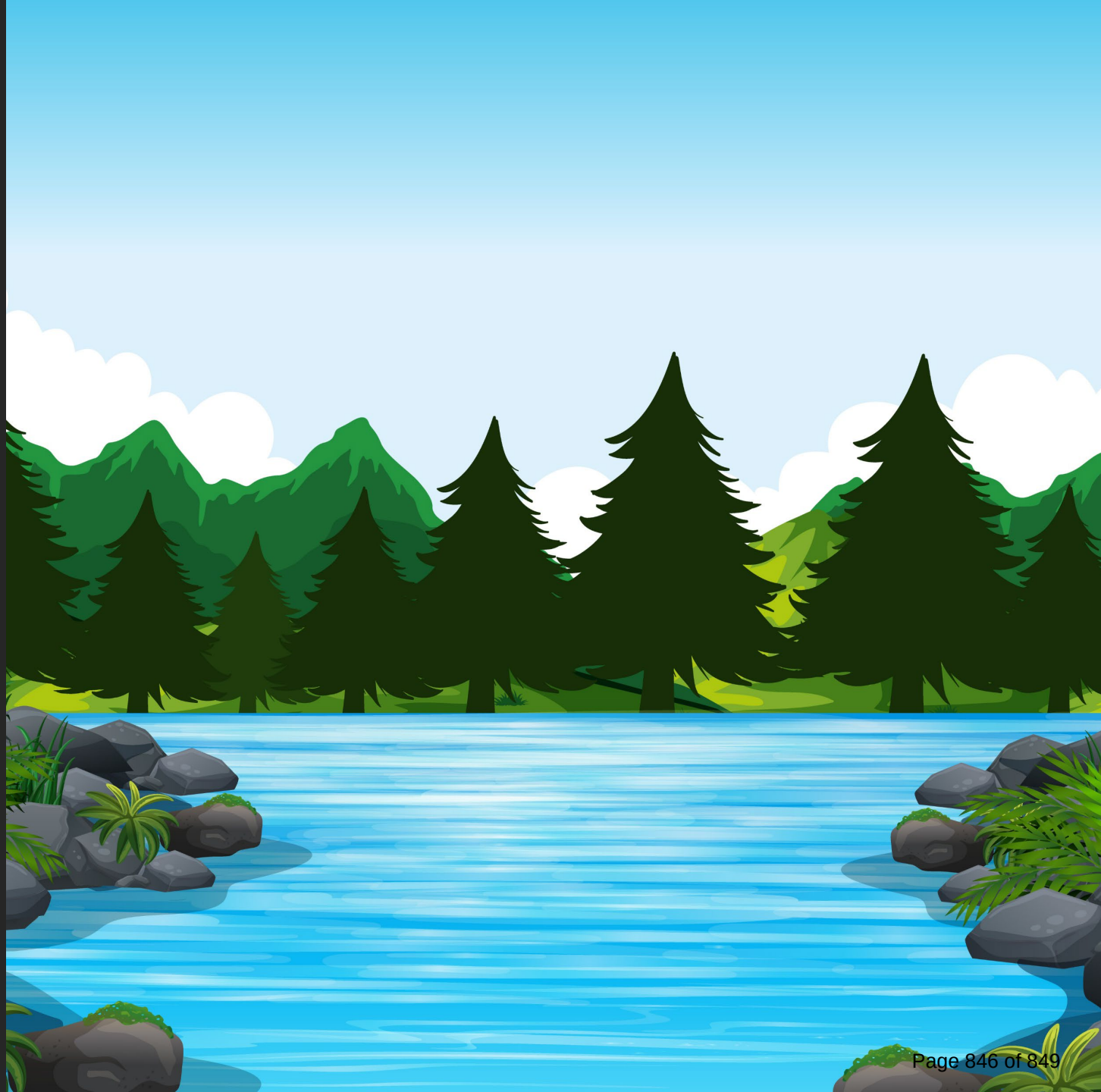
Against the Proposition:
313

Proposition 6

Twin Lakes Regulation

For the Proposition:
679

Against the Proposition:
564





Proposition 7

Cemetery Perpetual Care

For the Proposition:
1019
Against the Proposition: 229

Next Steps

- Staff is gathering necessary information and documents to send to the Governor's Office
- Charter amendments will then go to the Governor's Office for signature

City Commission Questions

