

AGENDA
BOARD OF CITY COMMISSIONERS
SEPTEMBER 16, 2024 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)

Citizens may provide comment relevant to City business. Per Oklahoma State Statute 25 O.S. § 311(B)(1), the City Commission may only consider, deliberate, or render decisions on those items of City business that were included in the agenda. For other citizen comments, the City Commission may refer the matter to the City Manager for administrative consideration, or to schedule the matter for Commission consideration at a later date.

2. Consider approval of the Minutes from the August 14, 2024, Special Call meeting and the August 19, 2024, regular meeting.

RECESS CITY COMMISSION MEETING TO CONVENE SHAWNEE
AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY
RECONVENE CITY COMMISSION MEETING

3. Consider a Resolution expressing appreciation to Cami Engles as Commissioner of Ward Two of the City of Shawnee.
4. Consider a Resolution expressing appreciation to Ed Bolt as Commissioner of Ward One and Mayor of the City of Shawnee.

5. Presentation of Resolutions of Appreciation to Commissioner Cami Engles and Mayor Ed Bolt.
6. Swearing in of Mayor Eric Stephens and Ward Two Commissioner Greta Madson.
7. Presentation of Certificates of Election to Mayor Eric Stephens and Ward Two Commissioner Greta Madson.

RECESS FOR OUTGOING AND INCOMING COMMISSIONERS

RECONVENE

8. Commission Appointment of a Vice Mayor (Per Article III, Section 6 of the City Charter).
9. Consider approval of Consent Agenda:
 - a. Acknowledge the following minutes and reports:
 - Planning Commission Minutes from the August 7, 2024, regular meeting.
 - Shawnee Beautification, Parks, and Recreation Committee Minutes from the June 20, 2024, regular meeting.
 - Shawnee Senior Citizens Advisory Board Minutes from the February 13, 2024, regular meeting.
 - Board of Adjustment Minutes from the June 20, 2024, and July 18, 2024, regular meetings.
 - License Payment Report for August 2024.
 - Project Payment Report for August 2024.
 - b. Lake Lease Transfer:
 - Magnino A Lot 1, 17000 Magnino Rd
From: Jennifer Massey
To: Kyle and Brea Haustveit
 - c. Authorize a Right-Of-Way Easement to be given to Canadian Valley Electric Cooperative, Inc., to serve an existing City Lake Lot Lease at

Shawnee Twin Lakes.

- d. Authorize a Right-of-Way Easement to be given to Oklahoma Gas and Electric Company, to serve property located in the Northwest Quarter of Section 7, Township 11 North, Range 4 East of the Indian Meridian, Pottawatomie County, Oklahoma.
- e. Authorize an Amendment to the Owner's Representative task order for Independence Water Line (C-23-02), Thompson Heights Water Line (C-23-05) and Sewer Pipe Bursting (C-23-08) with Freese and Nichols Inc.
- f. Approve grant application process for the Edward Byrnes Memorial Grant in the sum of \$14,347.00 for the Shawnee Police Department, to be shared with the Pottawatomie County Sheriff's Office.
- g. Acknowledge the resignation of Chantal Dubois from the Shawnee Beautification, Parks, and Recreation Committee.

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

11. Mayor's Proclamation(s)

- a. "Patriot Day and National Day of Service and Remembrance", September 11, 2024
- b. "National POW/MIA Recognition Day", September 20, 2024
- c. "National Diaper Awareness Week", September 23 – 29, 2024

12. Swearing in of Kimberly Smith as City Treasurer.

13. Presentation of the Fiscal Year 2022-2023 Annual Comprehensive Financial Report and Single Audit Report.

14. Consideration of a Task Order in accordance with the Agreement between the City of Shawnee and Del Sol Consulting, Inc. for services related to the April 19, 2023, Storm event.

15. Consideration of an agreement with Safe Events for Families for the production and management of Shawnee's Christmas Parade of Lights.

16. Public Hearing for a request to rezone property located at 1303 West Farrall

Street from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District). (Case No. RZ02-24) *(Deferred from June 17, 2024, City Commission Meeting.)*

17. Consideration of an ordinance to rezone property located at 1303 West Farrall Street from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District). Case No. RZ02-24 | Applicant: Kaye Steele
18. Public Hearing for a request for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit located at 1303 West Farrall Street. (Case No. CUP02-24) *(Deferred from June 17, 2024, City Commission Meeting.)*
19. Consideration of a Conditional Use Permit (CUP) for an Accessory Dwelling Unit located at 1303 West Farrall Street. Case No. CUP02-24 | Applicant: Kaye Steele
20. Public Hearing to adopt an Official Zoning Map. Case No. TXT02-24 | Applicant: City of Shawnee
21. Consideration of an ordinance amending Chapter 22 of the Municipal Code of the City of Shawnee, Pottawatomie County, Oklahoma, more specifically adopting a new official zoning map to accompany Chapter 22, Article X. Case No. TXT02-24 | Applicant: City of Shawnee
22. Consideration of the following budget amendments for Fiscal Year 2024 – 2025:
 - a. Grant Fund - Fund 010 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.
 - b. Capital Improvement Fund - Fund 301 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.
 - c. 2018 Capital Improvement Fund - Fund 303 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.
 - d. Insurance Recovery Fund - Fund 603 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or

rendered in FY24-25.

23. Acknowledge Monthly Sales Tax and Budget Reports.

24. Administrative Report(s):

- a. Engineering Design Manual and Standard Construction Detail Update - Seth Barkhimer, Director of Engineering

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

26. Commissioners Comments

27. Adjournment

Respectfully submitted,



Lisa Lasyone, MMC, 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)

DRAFT

BOARD OF CITY COMMISSIONERS PROCEEDINGS

AUGUST 14, 2024 AT 3:30 PM

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Special Call Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Wednesday, August 14, 2024 at 3:30 PM, pursuant to notice duly posted as prescribed by law on Monday, August 12, 2024, at 1:00 PM. 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 - Vice Mayor

Absent
Commissioner Ward 2

Chris Odneal
Commissioner Ward 3

Absent
Commissioner Ward 4

Mark Sehorn
Commissioner Ward 5

Lauren Richter
Commissioner Ward 6

ABSENT: Cami Engles, Ashley Fichtner

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the Shawnee Civic & Cultural Development Authority.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Sehorn, to approve an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the Shawnee Civic & Cultural Development Authority. Motion carried 5-0-0.

AYE: Matthews, Sehorn, Richter, Odneal, Bolt
NAY: None
ABSTAIN: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 3:35 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 4:54 P.M. WITH ALL MEMBERS PRESENT.

2. Consider matters discussed in executive session in accordance with 25 O.S. §307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the Shawnee Civic & Cultural Development Authority.

A motion was made by Commissioner Richter, seconded by Vice Mayor Matthews, to adopt Resolution No. 6746 authorizing the City of Shawnee to execute the Mediation Agreement between the City of Shawnee, Pottawatomie County, and the Shawnee Civic and Cultural Development Authority.

Resolution No. 6746 was introduced.

A RESOLUTION AUTHORIZING THE CITY OF SHAWNEE TO EXECUTE THE MEDIATION AGREEMENT BETWEEN THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, AND THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY.

Motion Carried 5-0-0.

AYE: Richter, Matthews, Odneal, Bolt, Sehorn
NAY: None
ABSTAIN: None

3. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (4:56 p.m.)

ED BOLT, MAYOR

ATTEST:

LISA LASYONE, MMC
CITY CLERK

DRAFT

BOARD OF CITY COMMISSIONERS PROCEEDINGS

AUGUST 19, 2024 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, August 19, 2024 at 6:00 PM, pursuant to notice duly posted as prescribed by law Thursday, August 15, 2024, at 5:40 PM. 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 - Vice Mayor

Absent
Commissioner Ward 2

Absent
Commissioner Ward 3

Ashley Fichtner
Commissioner Ward 4

Absent
Commissioner Ward 5

Lauren Richter
Commissioner Ward 6

ABSENT: Cami Engles, Chris Odneal, Mark Sehorn

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)

Citizens may provide comment relevant to City business. Per Oklahoma State Statute 25 O.S. § 311(B)(1), the City Commission may only consider, deliberate, or render decisions on those items of City business that were included in the agenda. For other citizen comments, the City Commission may refer the matter to the City Manager for administrative consideration, or to schedule the matter for Commission consideration at a later date.

Mr. Michael Affentranger, Mr. Rob Speight, Ms. Cyndi Berger, Mr. Rob Morris, Mr. Rick Young, and Ms. Kathy Laster spoke during Citizens Participation.

2. Consider approval of Consent Agenda:

a. Minutes from the July 15, 2024, regular meeting.

b. Acknowledge the following minutes and reports:

- Planning Commission Minutes from the July 3, 2024, regular meeting.
- Shawnee Urban Renewal Authority Minutes from November 7, 2023 and May 7, 2024 regular meetings and June 13, 2024 special call meeting.
- License Payment Report for July 2024.
- Project Payment Report for July 2024.

c. Mayor Appointments:

Shawnee Beautification, Parks, and Recreation Committee

Chantal Dubois 1st Partial Term Expires: May 1, 2025

Replaces Zach Foster - Resigned

Shawnee Senior Citizens Advisory Board

Norma Neely 1st Full Term Expires: July 1, 2027

Replaces Phyllis Crosswell - Term Expired

Pete Carrels 1st Full Term Expires: July 1, 2027

Replaces Bill Haley - Term Expired

- d. Acknowledge receipt of the Pioneer Library System Budget for July 1, 2024 through June 30, 2025.
- e. Approve renewal of an agreement between the City of Shawnee and the AARP for participation in the Senior Community Service Employment Program offered by the AARP Foundation.
- f. Approve Change Order No. 1 for Park Street Waterline Project.
- g. Acceptance of Right-of-way utility easement agreement for property within the Amended Final Plat of Domino Plaza Addition Section 2.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Richter, to approve Consent Agenda Item Nos. 2(a-g). Motion carried 4-0-0.

AYE: Matthews, Richter, Bolt, Fichtner

NAY: None

ABSTAIN: None

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

Animal Control Officer Theresa Touchet introduced Starsky, an approximately five to seven (5 to 7) year old dog.

4. Mayor's Proclamation(s)

a. National Breast Feeding Month, August 2024

Ms. Brooke Ewing with The Coalition of Oklahoma Breastfeeding Advocates accepted the Mayor's Proclamation for "National Breast Feeding Month" from Mayor Bolt.

b. National Suicide Prevention Month, September 2024

The Mayor read the Mayor's Proclamation for "National Suicide Prevention Month".

5. Shawnee Forward Presentation.

Shawnee Forward President and CEO Crystal Romanyszyn gave a presentation. She discussed topics that included:

- Pathways to Professions
- About Pathways to Professions
- Skilled Workforce is in High Demand
- Expose: Elementary School Program
- Explore: Middle School Program
- Experience: High School Program
- Community Partners

6. Consideration and approval of the City Manager's hiring of Kimberly Smith as the City's Finance Director and her appointment as City Treasurer.

City Manager Andrea Weckmueller-Behringer provided a Staff report.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve the City Manager's hiring of Kimberly Smith as the City's Finance Director and her appointment as City Treasurer. Motion carried 4-0-0.

AYE: Matthews, Fichtner, Richter, Bolt

NAY: None

ABSTAIN: None

7. Consideration of an agreement with Elevation Land Surveying to provide Professional Survey Services at Shawnee Twin Lake No. 1.

Director of Engineering Seth Barkhimer stated that in 2021, the City Commission approved a contract with Elevation Land Surveying for the overall plat and boundary of Lake 1. With Lake No. 1's external boundary now established, City staff is requesting to continue the process of replatting portions of the Lake No. 1 plat into lots and blocks; in addition, rights-of-way, access easements, and utility easements will also be established and dedicated as part of the plat. The proposed contract is in the amount of Seventy-Seven Thousand Five Hundred Dollars (\$77,500.00) and the scope includes:

- Research and determine existing lease boundaries within Bodkin, Mosler, Magnino, and Skipper areas.
- Collect topographic elevation data along the lakeside of each lot in order to locate the lakeside lot line/lease boundary.
- Set a survey monument at all newly surveyed lot corners.
- Complete any access or utility easements and rights-of-way as needed within the above referenced lease areas at the County Clerk's office.
- Prepare a replat of the Final Plat of Shawnee Twin Lakes - Lake No. 1.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Richter, to approve an agreement with Elevation Land Surveying to provide Professional Survey Services at Shawnee Twin Lake No. 1. Motion carried 4-0-0.

AYE: Matthews, Richter, Bolt, Fichtner

NAY: None

ABSTAIN: None

8. Consideration of the purchase of one (1) service truck, with utility bed, utilizing the state bid process.

Public Works Director Brad Schmidt stated in compliance with the City's Capital Improvement Plan (CIP), the Streets Division of the Public Works Department is scheduled to receive a replacement for its service truck. The amount of the new truck, under state contract pricing, is Ninety-Eight Thousand Nine Hundred Forty-One Dollars (\$98,941.00).

A motion was made by Commissioner Richter, seconded by Vice Mayor Matthews, to approve the purchase of one (1) service truck, with utility bed, utilizing the state bid process. Motion carried 4-0-0.

AYE: Richter, Matthews, Bolt, Fichtner

NAY: None

ABSTAIN: None

9. Consideration of the purchase one (1) tandem with a dump body, utilizing the state bid process.

Public Works Director Brad Schmidt stated in compliance with the City's Capital Improvement Plan (CIP), the Streets Division of the Public Works Department is scheduled to receive a replacement for its tandem truck. The

amount of the new truck, under state contract pricing, is Two Hundred Sixty-Three Thousand Thirty-Four Dollars and Twenty-Seven Cents (\$263,034.27).

A motion was made by Vice Mayor Matthews, seconded by Commissioner Richter, to approve the purchase one (1) tandem with a dump body, utilizing the state bid process. Motion carried 4-0-0.

AYE: Matthew, Richter, Bolt, Fichtner

NAY: None

ABSTAIN: None

10. Consideration of a resolution declaring certain items surplus and no longer needed for City purposes; describing said items; and authorizing disposal of said item at the City's discretion.

Fire Chief Tony Wittmann provided a Staff report.

A motion was made by Vice Mayor Matthews, seconded by Mayor Bolt, to approve a resolution declaring certain items surplus and no longer needed for City purposes; describing said items; and authorizing disposal of said item at the City's discretion.

Resolution No. 6747 was introduced.

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

Motion carried 4-0-0.

AYE: Matthews, Bolt, Fichtner, Richter

NAY: None

ABSTAIN: None

11. Consideration of a resolution declaring it to be a matter of necessity to acquire a utility easement for the purpose of construction of a public water main, known as the Lowe's Water Line Project, Project No. 24-0810-07, and authorizing the City Manager or designee to acquire said easement by either purchasing or by way of eminent domain.

Director of Engineering Seth Barkhimer stated that the design for the water

system improvements behind Lowe's is complete, Oklahoma Department of Environmental Quality (ODEQ) permits have been acquired, and the City must now acquire the necessary easements from private landowners to proceed to construction. The proposed resolution declares this project a matter of public necessity and authorizes Staff to pursue necessary easements.

A motion was made by Commissioner Richter, seconded by Mayor Bolt, to approve a resolution declaring it to be a matter of necessity to acquire a utility easement for the purpose of construction of a public water main, known as the Lowe's Water Line Project, Project No. 24-0810-07, and authorizing the City Manager or designee to acquire said easement by either purchasing or by way of eminent domain.

Resolution No. 6748 was introduced.

A RESOLUTION DECLARING IT TO BE A MATTER OF PUBLIC NECESSITY TO ACQUIRE A UTILITY EASEMENT FOR THE PURPOSE OF CONSTRUCTION OF A PUBLIC WATER MAIN, KNOWN AS THE LOWE'S WATER LINE PROJECT, PROJECT NO. 24-0810-07, AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO ACQUIRE SAID EASEMENT BY EITHER PURCHASING OR BY WAY OF EMINENT DOMAIN.

Motion carried 4-0-0.

AYE: Richter, Bolt, Fichtner, Matthews

NAY: None

ABSTAIN: None

12. Consideration of a resolution of the City of Shawnee, Oklahoma, casting a vote for Greg Buckley to fill an open position of the Board of Trustees of the Oklahoma Municipal Retirement Fund (OkMRF), representing the entire membership (At-Large) for a Five-Year Term, beginning October 1, 2024, through October 1, 2029.

Human Resources Director Jennifer Greenland provided a Staff report.

A motion was made by Commissioner Richter, seconded by Vice Mayor Matthews, to approve a resolution of the City of Shawnee, Oklahoma, casting a vote for Greg Buckley to fill an open position of the Board of Trustees of the Oklahoma Municipal Retirement Fund (OkMRF), representing the entire membership (At-Large) for a Five-Year Term, beginning October 1, 2024, through October 1, 2029.

Resolution No. 6749 was introduced.

A RESOLUTION OF CITY OF SHAWNEE CASTING A VOTE FOR TRUSTEE OF THE OKLAHOMA MUNICIPAL RETIREMENT FUND (OkMRF) TO FILL THE EXPIRING TERM OF AT-LARGE TRUSTEE REPRESENTING THE ENTIRE MEMBERSHIP.

Motion carried 4-0-0.

AYE: Richter, Matthews, Bolt, Fichtner

NAY: None

ABSTAIN: None

13. Consideration of a request to transfer available HOME matching funds from the City of Shawnee to South Central Industries, Inc.

Community Development Director Rian Harkins stated that the HOME Investment Partnerships Program (HOME) provides formula grants to states and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities, including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to eligible households. Applications for HOME funds require a match from the participating jurisdiction, equivalent to twenty-five percent (25%) of the grant amount. Shawnee has been listed as a participating jurisdiction in the program by the Oklahoma Housing Finance Agency (OHFA). As part of the upcoming September 2024 application cycle, South Central Industries (SCI) has requested to utilize a portion of what is known as a "banked match" of Four Hundred Eighty-Three Thousand Seven Hundred Twenty-Five Dollars and Seventy-Seven Cents (\$483,725.77) that the City of Shawnee currently has for this grant program. Staff recommends approval of the request and authorization of the City Manager to execute related documents.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Richter, to approve a request to transfer available HOME matching funds from the City of Shawnee to South Central Industries, Inc. Motion carried 4-0-0.

AYE: Matthews, Richter, Bolt, Fichtner

NAY: None

ABSTAIN: None

14. Public Hearing regarding an amendment to Chapter 22 of the Municipal Code of the City of Shawnee, Pottawatomie County, Oklahoma, more specifically adopting a new Unified Development Code to said Zoning Ordinance contained within Chapter 22, Article X.

Case No.: TXT01-24 | Applicant: City of Shawnee, Oklahoma

Community Development Director Rian Harkins stated that over the last two and one-half (2 1/2) years, Staff has been working on creating a new Unified Development Code (UDC). The purpose of the new code is to:

1. To help increase the housing stock in the community. Shawnee needs to increase the amount and types of housing, so it is affordable for all residents.
2. To promote economic vitality. Shawnee needs to continue to draw new businesses while retaining the existing retail and manufacturing
3. To increase connectivity across the city for cars, bikes, and pedestrians.
4. To provide clarity for both property owners and developers.
5. To create ways that manage resources better, including taxpayer dollars.

Mayor Bolt declared a public hearing in session regarding an amendment to Chapter 22 of the Municipal Code of the City of Shawnee, Pottawatomie County, Oklahoma, more specifically adopting a new Unified Development Code to said Zoning Ordinance contained within Chapter 22, Article X. Ms. Cyndi Berger spoke during the public hearing. The public hearing was closed.

15. Consideration of an ordinance amending Chapter 22 of the Municipal Code of the City of Shawnee, Pottawatomie County, Oklahoma, more specifically adopting a new Unified Development Code to said Zoning Ordinance contained within Chapter 22, Article X.

Case No.: TXT01-24 | Applicant: City of Shawnee, Oklahoma

Community Development Director Rian Harkins stated that Planning Commission and Staff recommends approval. Discussion was held between the Commission and Staff.

A motion was made by Vice Mayor Matthews, seconded by Mayor Bolt, to approve an ordinance amending Chapter 22 of the Municipal Code of the City of Shawnee, Pottawatomie County, Oklahoma, more specifically adopting a new Unified Development Code to said Zoning Ordinance contained within Chapter 22, Article X.

Ordinance No. 2806NS was introduced.

AN ORDINANCE AMENDING CHAPTER 22 OF THE MUNICIPAL CODE OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, MORE SPECIFICALLY ADOPTING A NEW UNIFIED DEVELOPMENT CODE TO SAID ZONING ORDINANCE CONTAINED WITHIN CHAPTER 22, ARTICLE X.

Motion carried 4-0-0.

AYE: Matthews, Bolt, Fichtner, Richter

NAY: None

ABSTAIN: None

Ordinance No. 2806NS was adopted by the City Commission.

16. Consideration of a request to donate properties to Rose Rock Habitat for Humanity, specifically located at 1227 E Margaret, 546 N Kickapoo, and 606 S Kickapoo.

Community Development Director Rian Harkins stated that Rose Rock Habitat for Humanity (Habitat) contacted City Staff as part of their efforts to further assist individuals and families within the community to help secure suitable properties for new projects. Habitat has asked the City, via the Shawnee Urban Renewal Authority (SURA), for the transfer of three (3) residential properties that would be used in their next round of construction. The properties are located at 1227 E Margaret, 546 N Kickapoo, and 606 S Kickapoo. Staff requests approval of this item, subject to the listed covenants, conditions, and restrictions.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve a request to donate properties to Rose Rock Habitat for Humanity, specifically located at 1227 E Margaret, 546 N Kickapoo, and 606 S Kickapoo. Motion carried 4-0-0.

AYE: Matthews, Fichtner, Richter, Bolt

NAY: None

ABSTAIN: None

17. Consideration of the following budget amendments for Fiscal Year 2024 – 2025:

- a. General Fund - Fund 001 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.
- b. Grant Fund - Fund 010 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.
- c. Capital Improvement Fund - Fund 301 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.
- d. Street Improvement Fund - Fund 302 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.
- e. 2018 Capital Improvement Fund - Fund 303 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.
- f. American Rescue Plan Fund - Fund 304 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.
- g. Insurance Recovery Fund - Fund 603 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.

Assistant Finance Director Courtney Conrad provided a Staff report for each of

the proposed budget amendments.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Fichtner, to approve the budget amendments listed in Agenda Item Nos. 17(a-g). Motion carried 4-0-0.

AYE: Matthews, Fichtner, Richter, Bolt

NAY: None

ABSTAIN: None

18. Acknowledge Monthly Sales Tax and Budget Reports.

Assistant Finance Director Courtney Conrad reported sales tax collections are up Sixty-Five Thousand Two Hundred Ninety-Seven Dollars (\$65,297.00) or One Point Two Five Percent (1.25%), over the projected budget year-to-date. She stated that use tax collections are down approximately Fifty-Two Thousand Ninety-Three Dollars (\$52,093.00) or Six Point Six Percent (6.6%), below the projected budget year-to-date.

19. Administrative Report(s):

- a. Bi-Annual Progress Report for the Capital Improvement Plan FY2024-2028
- Mark Simpson, Assistant City Manager

Assistant City Manager Mark Simpson provided a presentation on the Bi-Annual Progress Report for the Capital Improvement Plan (CIP) FY2024-2028. Topics discussed included:

- Capital Plan Policy Recap
- Capital Planning
- FY24-28 CIP Plan Status
- Completed Projects
- CIP Plan Next Steps

20. 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.

21. Commissioners Comments

Commissioner Richter reminded everyone to go vote next Tuesday.

Vice Mayor Matthews commented on the Unified Development Code (UDC), and sales tax collections. He also requested the City Manager review the information Mr. Rob Speight discussed during Citizens Participation.

Mayor Bolt commented on UDC and announced that the Cops-N-Kids event and the Rocket Man Run were both this Saturday.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR
TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE
MUNICIPAL AUTHORITY (7:45 p.m.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE
CHAIR (7:50 p.m.)

22. Consider an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the ACLU.

A motion was made by Commissioner Richter, seconded by Vice Mayor Matthews, to approve an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the ACLU. Motion carried 4-0-0.

AYE: Richter, Matthews, Bolt, Fichtner

NAY: None

ABSTAIN: None

23. Consider an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending

investigation, litigation, or proceeding in the public interest, specifically regarding ongoing opioid litigation.

A motion was made by Commissioner Richter, seconded by Vice Mayor Matthews, to approve an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding ongoing opioid litigation. Motion carried 4-0-0.

AYE: Richter, Matthews, Bolt, Fichtner

NAY: None

ABSTAIN: None

24. Consider an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the Shawnee Civic & Cultural Development Authority.

A motion was made by Commissioner Richter, seconded by Vice Mayor Matthews, to approve an executive session in accordance with 25 O.S. § 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the Shawnee Civic & Cultural Development Authority. Motion carried 4-0-0.

AYE: Richter, Matthews, Bolt, Fichtner

NAY: None

ABSTAIN: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 7:53 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 9:32 P.M.
WITH ALL MEMBERS PRESENT.

25. Consider matters discussed in executive session in accordance with 25 O.S. §307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the ACLU.

No action was taken.

26. Consider matters discussed in executive session in accordance with 25 O.S. §307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding ongoing opioid litigation.

A motion was made by Commissioner Richter, seconded by Commissioner Fichtner, to follow the advice of counsel and amend the City's complaint to include Indivior, Inc., Aurolife Pharma, LLC, and Alvogen, Inc., and to decline to include any pharmacy benefit managers identified by the PEC. Motion carried 4-0-0.

AYE: Richter, Fichtner, Matthews, Bolt

NAY: None

ABSTAIN: None

27. Consider matters discussed in executive session in accordance with 25 O.S. §307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the Shawnee Civic & Cultural Development Authority.

Vice Mayor Matthews said that he would like to offer some brief comments that provide what clarity can be provided at this time prior to any action that would be considered by the commission. He was asked to serve as a mediation

representative on behalf of the City for mediation between the City, the County, and the Shawnee Civic and Cultural Authority (SCCDA). The first meeting took place in the Summer of 2022 and mediation has been open since then. He stated while there have not been a lot of meetings, the respective teams have been working on what would be acceptable pathways forward for all parties.

An in-person mediation was held on July 30, 2024, wherein an agreement in principle was reached between all parties on what they believed were terms they could support to their respective bodies. Another meeting was held on August 12, 2024, in which attorneys presented a draft agreement of the previously agreed-to framework.

Vice Mayor Matthews stated that the details of the mediation agreement will be public when mediation closes. At this point, those details cannot be released because all three parties have not passed and agreed to them and to release the details of the agreement before each party passes them would be illegal.

Vice Mayor Matthews shared several guiding principles that in his opinion were met by the agreement, namely healthy growth of the Expo, healthy regional growth, positioning the Expo to be an agricultural first event center, positioning the City and County to work together, and protecting events that have become synonymous with Shawnee and Pottawatomie County, namely, the International Finals Youth Rodeo (IFYR), the Pottawatomie County Junior Livestock Show, and the Pottawatomie County Free Fair.

No action was taken.

28. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (9:40 p.m.)

ED BOLT, MAYOR

ATTEST:

LISA LASYONE, MMC
CITY CLERK

RESOLUTION NO. _____

A RESOLUTION EXPRESSING APPRECIATION FOR THE OUTSTANDING SERVICE OF CAMI ENGLAS AS COMMISSIONER OF WARD TWO OF THE CITY OF SHAWNEE, OKLAHOMA; PROVIDING THAT SAID RESOLUTION BE SPREAD UPON THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND PROVIDING THAT A COPY HEREOF BE PRESENTED TO THE SAID CAMI ENGLAS.

WHEREAS, Cami Engles served the City of Shawnee as Commissioner of Ward Two from October 4, 2021 through September 16, 2024; and

WHEREAS, the said Cami Engles has demonstrated to be a person of upright character, a good citizen, a friend to many and a worthy representative of the City of Shawnee; and

WHEREAS, the said Cami Engles has helped make many important decisions affecting thousands of lives in this community by taking a positive approach to the many projects set forth before her; lending her mature judgment and experience to those decisions, all the while maintaining a level of unsurpassed integrity; and

WHEREAS, she has been instrumental in the accomplishments of the City that include economic and cultural development, public safety, on-going street improvement programs, and beautification of the community; and

WHEREAS, it is both fitting and proper for this governing body to officially recognize the said Cami Engles for her dedicated performance of the duties and responsibilities as a member of the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA, that they hereby express their sincere appreciation and gratitude to Cami Engles for her distinguished service to the City of Shawnee.

BE IT FURTHER RESOLVED that this Resolution be spread upon the official records of the City of Shawnee, Oklahoma, and that a copy hereof be presented to Cami Engles with the desire that she shall continue to contribute her talents and energy to the betterment of the City, and that she shall enjoy much happiness, good health and good fortune in the years to come.

PASSED AND APPROVED this 16th day of September, 2024.

ED BOLT, MAYOR

ATTEST:
(SEAL)

LISA LASYONE, MMC, CITY CLERK

RESOLUTION NO. _____

A RESOLUTION EXPRESSING APPRECIATION FOR THE OUTSTANDING SERVICE OF ED BOLT AS COMMISSIONER OF WARD ONE AND MAYOR OF THE CITY OF SHAWNEE, OKLAHOMA; PROVIDING THAT SAID RESOLUTION BE SPREAD UPON THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND PROVIDING THAT A COPY HEREOF BE PRESENTED TO THE SAID ED BOLT.

WHEREAS, Ed Bolt served the City of Shawnee as Commissioner of Ward One from July 16, 2018 through July 6, 2020; and

WHEREAS, Ed Bolt served the City of Shawnee as Mayor from July 6, 2020 through September 16, 2024; and

WHEREAS, the said Ed Bolt has demonstrated to be a person of upright character, a good citizen, a friend to many and a worthy representative of the City of Shawnee; and

WHEREAS, the said Ed Bolt has helped make many important decisions affecting thousands of lives in this community by taking a positive approach to the many projects set forth before him; lending his mature judgment and experience to those decisions, all the while maintaining a level of unsurpassed integrity; and

WHEREAS, he has been instrumental in the accomplishments of the City that includes economic and cultural development, public safety, on-going street improvement programs, and beautification of the community; and

WHEREAS, it is both fitting and proper for this governing body to officially recognize the said Ed Bolt for his dedicated performance of the duties and responsibilities as a member of the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA, that they hereby express their sincere appreciation and gratitude to Ed Bolt for his distinguished service to the City of Shawnee.

BE IT FURTHER RESOLVED that this Resolution be spread upon the official records of the City of Shawnee, Oklahoma, and that a copy hereof be presented to Ed Bolt with the desire that he shall continue to contribute his talents and energy to the betterment of the City, and that he shall enjoy much happiness, good health and good fortune in the years to come.

PASSED AND APPROVED this 16th day of September, 2024.

DANIEL MATTHEWS, VICE MAYOR

ATTEST:
(SEAL)

LISA LASYONE, MMC, CITY CLERK

COUNTY ELECTION BOARD STATE OF OKLAHOMA

POTTAWATOMIE COUNTY

CERTIFICATE OF ELECTION

Pursuant to the Constitution and Statutes of the State of Oklahoma,
the County Election Board certifies that

ERIC STEPHENS

Is elected to the office of

MAYOR - CITY OF SHAWNEE

In testimony whereof, the County Election Board of Pottawatomie County of Oklahoma has caused this Certificate of Election to be issued by the Secretary of the Pottawatomie County Election Board and its official seal to be hereunto affixed on the 3 day of September 2024.



Patricia Carter

Secretary, Pottawatomie County Election Board

COUNTY ELECTION BOARD STATE OF OKLAHOMA

POTTAWATOMIE COUNTY

CERTIFICATE OF ELECTION

Pursuant to the Constitution and Statutes of the State of Oklahoma,
the County Election Board certifies that

GRETA MADSON

Is elected to the office of

WARD 2 - CITY OF SHAWNEE

In testimony whereof, the County Election Board of Pottawatomie County of Oklahoma has caused this Certificate of Election to be issued by the Secretary of the Pottawatomie County Election Board and its official seal to be hereunto affixed on the 3 day of September 2024.



Patricia Carter

Secretary, Pottawatomie County Election Board

PLANNING COMMISSION MINUTES

DATE: August 7, 2024

MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on August 7, 2024, at 1:30 p.m., according to notice duly posted as prescribed by law.

Chair Barrett called the meeting to order at **1:30 p.m.** Community Development Director Rian Harkins called Roll and stated a quorum was present.

The following Commissioners were present:

Present: Johnson, Porter, Hayes, Barrett, Reese, Alexander

Absent: Hembree

Item 1. Consideration of approval of the minutes from the regular meeting on July 3, 2024. Chair Barrett asked for questions or corrections to the minutes.

Commissioner Resse made a motion to **Approve** the minutes as presented, which Commissioner Johnson seconded. Motion **passed 6-0-0.**

Aye: Hayes, Johnson, Barrett, Reese, Porter, Alexander

Nay: None

Abstain: None

Item 2. Public hearing and consideration of a request to adopt the new Unified Development Code Case No. TXT01-24 **Applicant: City of Shawnee**

Background

Over the last 2.5 years the City of Shawnee has been working on creating a new Unified Development Code. The new code is one of many implementation steps identified in the 2019 New Horizons Comprehensive Plan. The purpose of the new code is to:

- 1) To help increase the housing stock in the community. Shawnee needs to increase the amount and types of housing, so it is affordable for all residents.
- 2) To promote economic vitality. Shawnee needs to continue to draw new businesses while retaining the existing retail and manufacturing
- 3) To increase connectivity across the city for cars, bikes, and pedestrians.
- 4) To provide clarity for both property owners and developers.
- 5) To create ways that manage resources better, including taxpayer dollars.

Discussion

City Staff, working with a consultant, has formulated a proposed Unified Development Code, in that the zoning and subdivision regulations are no longer separate documents but one complete ordinance. The project began with focus groups of stakeholders and users sharing thoughts regarding the current development regulations and issues they present the community.

The consultant (Freese and Nichols) maintained review/progress calls with staff at least twice monthly, with progress updates provided after the initial diagnostic report, as various sections reached draft form, and as we neared the point of having a final draft. Staff worked with the consultant to provide additional input sessions over the last two months. Feedback up to this point has been positive overall, with only minor suggestions provided.

Major differences in the proposed Unified Development Code include:

- Creating a separate Twin lakes zoning district that incorporates the recommendations of the Twin Lakes Master Plan.

- Consolidation of the Residential Estate and Agricultural districts into a single Transitional Agricultural district to address ongoing development issues on the urban fringe.
- Consolidation of the three industrial districts into two zoning districts.
- Consolidation of the commercial districts into three from the previous five districts.
- Merging the sign ordinance into this new development code.
- Creating the opportunity for additional housing in residential zoning districts by increasing the number permitted uses in each of the residential districts, including accessory dwelling units, tiny homes, and other dwelling types.
- Creating the opportunity for additional housing in residential zoning districts by decreasing the minimum lot size in the R-1 Residential Zoning District from 6,000 square feet to zero.
- Establishing a Mixed-Use zoning district to allow for additional flexibility between residential and commercial areas.

The public link for the draft code can be found at:

<https://freese.mysocialpinpoint.com/shawneudc/documents>

Staff completed the required public hearing notifications for this application, with a notice of public hearing was published in The County Democrat weekly newspaper as this is similar to an amendment to the current zoning ordinance.

Findings and Facts:

- The proposed development code is in compliance with the comprehensive plan.
- Proper notification for a public hearing was served.
- The proposed code serves to address issues impacting the community in a number of areas.

Options:

- Recommending Approval of Case No. TXT01-24 as requested by the applicant.
- Recommending Approval of Case No. TXT01-24 as requested by the applicant with additional conditions noted by the Planning Commission.
- Recommending Denial of the application for TXT01-24.
- Recommending Deferral Case No. TXT01-24 with a request for additional and specific information to a certain date.

This item will be heard at the City Commission meeting on Monday, August 19, 2024, at 6:00 pm.

Chair Barrett opened the public hearing, the applicant was available for questions, after which the public hearing was closed after no additional comment.

Recommendation: Based on the Findings and Facts, staff recommends that the Planning Commission recommend to the City Commission **APPROVAL** of **TXT01-24**.

Commissioner Reese made a motion to recommend the **APPROVAL** of Case No. TXT01-24, which Commissioner Johnson seconded.

Motion **passed 6-0-0**.

Aye: Reese, Johnson, Barrett, Porter, Hayes, Alexander

Nay: None

Abstain: None

It was noted the application would be on the agenda of the City Commission at its regular meeting on August 19, 2024.

Item 3. Community Development Update

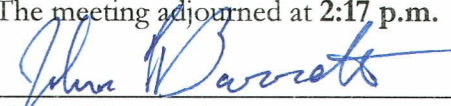
Community Development Director Harkins advised the Planning Commission that a search for one vacant staff position is still underway. CDBG housing rehabilitation projects continue. Staff will be looking at additional feedback and project opportunities using CDBG funds, and that input can be sent to city staff for discussion as part of the Annual Action Plan. Director Harkins also spoke of the upcoming Quad State Planning Conference held this coming October in Arkansas, and then introduced Petya Stefanoff as the newest member of the department staff.

Item 6. Planning Commissioners' Comments

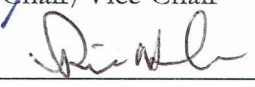
Commissioners expressed excitement for the progress on the Unified Development Code and expressed excitement for the ongoing and upcoming projects.

Item 7. Adjournment

The meeting adjourned at 2:17 p.m.



Chair/Vice-Chair



Community Development Director

4 September 2024
Date

4 September 2024
Date

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

JUNE 20, 2024 AT 4:00 PM

The 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, June 20, 2024 at 4:00 P.M., pursuant to notice duly posted as prescribed by law at 11:45 A.M. on June 18, 2024. Chairperson Payn presided and called the meeting to order. Upon roll call, the following members were in attendance.

Chad Payn
Chairperson

Absent
Vice Chairperson

Absent
Committee Member

Kerri Keck
Committee Member

Sue Nelson
Committee Member

Vickie Winters
Committee Member

Absent
Commissioner/Committee Member

ABSENT: Sherry Lankford, Zach Foster, and
Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the April 18, 2024 regular meeting.

A motion to approve the April 18, 2024 minutes was made by Kerri Keck. A 2nd was made by Vickie Winters. Motion carried 4-0.

Aye: Chad Payn, Sue Nelson, Vickie Winters, and Kerri Keck.

Nay: None

2. Staff Reports

1. Splash is open, and we have had 90 youth participants in the Stay at Splash program.

2. Health Week was a great success.

3. Tech Tuesday is ongoing with a youth volunteer helping seniors learn how to navigate devices such as phones, tablets, and laptops.

4. Cemetery office outside updates are ongoing.

5. Park mowing is going well, and the crews are working hard to keep up the mowing standard.

6. The use of the outside pickleball courts is growing.

3. Consideration of funding for park restroom locking system.

Kerri Keck had a citizen ask her about putting locking mechanisms on the bathroom doors at Woodland and KidSpace parks so they could be used when staff is not available to unlock the doors. Possibilities were brainstormed, and different mechanisms were discussed. After discussion, the board and staff agreed that the current bathroom setup was most feasible at this time. Board mentioned possibly looking into this in the future.

4. Discussion of staff project planning and goals.

Kerri Keck informed the committee of Pottawatomie County money that is available to help with things for updating different parks. An application would need to be completed and submitted. Chad asked staff what projects they would like to see completed over the next 5 years. Kerri Foster offered to hold a workshop on ways to assist the parks and recreation department.

5. Discussion of Parks and Recreation rules and ordinances.

Discussion was held to see what rules and ordinances the committee need to work on. Kerri Foster informed the committee the lake parks do have some discrepancies, and she could make some recommendations at the end of the summer as to what needs to be updated for those areas.

6. Discussion of Retreet project.

Chad let the committee know the Retreet organization is a group that would like to plant new trees for residents throughout the city. Once this has been approved and work is started, he would like to have the committee volunteer to help with this project. Further discussion will be held when more information is available.

7. Consideration of committee goals.

Discussion of a fall volunteer day for the committee to work on weeding flowerbeds and have a fall planting day. More discussion will be had to confirm a date or multiple dates for times, possibly in October and or November.

8. Citizens Participation

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

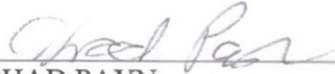
Mr. Crawford and Mr. Lutomski spoke during citizens participation.

9. Committee Comments

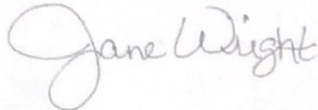
Kerri Keck let the concerned citizens know there cannot be any volunteers at Lions Club ballpark due to safety reasons with the debris that was left from the tornado. She suggested the safety fence be checked weekly until all the debris is removed and possibly get better fencing put up.

10. Adjournment

A motion to adjourn was made at 4:59 P.M. by Kerri Keck. A 2nd was made by Vickie Winters.


CHAD PAYN
CHAIRPERSON

ATTEST:



JANE WRIGHT
SECRETARY

SHAWNEE SENIOR CITIZENS ADVISORY BOARD PROCEEDINGS

FEBRUARY 13, 2024 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, February 13, 2024, pursuant to notice duly posted as prescribed by law at 3:30 p.m. on February 8, 2024. Board Member Belzer presided and called the meeting to order. Upon roll call, the following members were in attendance.

Absent

Chairperson

Absent

Vice Chairperson

Pamela Pensoneau

Board Member

Ann Dowdy

Board Member

Absent

Board Member

Gary Dowdy

Board Member

Absent

Board Member

Sally Murphy

Board Member

Ed Bolt

Mayor/ Board Member

John Belzer

Board Member

ABSENT: Barry Fogerty, Bill Haley, Albert Rice, and Phyllis Crosswell

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of Approval of the Minutes from the December 12, 2023 Regular Meeting.

A motion to approve the December 12, 2023 minutes was made by Gary Dowdy. A 2nd was made by Ed Bolt. Motion carried 6-0

Aye: John Belzer, Ann Dowdy, Gary Dowdy, Sally Murphy, Ed Bolt, and Pamela Pensoneau.

Nay: None

2. Pottawatomie County Sales Tax for Seniors Report

The board was informed of the monthly expenses being paid with county sales

tax money and the one-time purchases that were made using the county sales tax money. As of December 31, 2023 there is a balance of \$25,526.85 in the account for the year 2023.

3. Title III Grant Report on Senior Fitness Classes

Discussed the Title III Grant money is being used to supplement county money to pay for the fitness instructor. This grant has been slowly decreasing, so it has been suggested to start taking a \$1.00 donation when attending fitness classes. It is not a required fee to attend a class, just a donation. This donation would help pay the instructor and purchase items needed for the senior fitness program.

4. Staff Reports

1. The Recreation Center will be getting a new roof. Work will be starting on February 26th and is anticipated to last 8-to-10 weeks.

2. POGO is currently conducting a county-wide survey on the community, and we are handing out those surveys here, so we should probably wait until around May to conduct the Recreation Center survey.

3. We have made a digital copy of all the veteran photos we have here at the Recreation Center and will be giving a copy to the veteran's committee for them to possibly display at the new museum. We may also do a digital display here.

4. Offering a new nutrition class as well as a book club and a dementia support group.

5. Started Play in the Park, which is where a staff member or Recreation Aide goes to the park and interacts with kids and parents to create a positive presence in our park.

5. Citizens Participation

(A three-minute limit per person)

(A twelve-minute limit per topic)

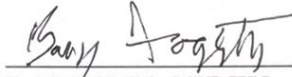
We had no citizens participation at this meeting.

6. Board Comments

Mayor Bolt let the board know we are receiving an award for KidSpace Park. He is not sure what the award is, but he and Kerri Foster will be going to Tulsa on March 9th to accept the award. He will have more information on the award at our next meeting.

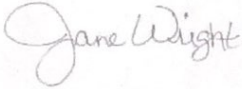
7. Adjournment

A motion to adjourn was made by Ed Bolt at 10:25 a.m. A 2nd was made by Gary Dowdy.



BARRY FOGERTY
CHAIRPERSON

ATTEST:



JANE WRIGHT
SECRETARY

SHAWNEE BOARD OF ADJUSTMENT

DATE: June 20, 2024

Regular meeting

The Board of Adjustment of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on June 20, 2024, at 2:30 PM, according to notice duly posted as prescribed by law.

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

The following Commissioners were present:

Present: Austin, Dyer, Gordon, Kelly

Absent: Richardson

Item 1: Approval of Minutes – Regular meeting

Consideration of the minutes from the regular meeting of May 16, 2024. Chair Gordon asked for questions or corrections to the minutes.

Board Member Kelly made a motion to **Approve** the minutes as presented, which Board Member Austin seconded. Motion **passed 4-0-0**.

Aye: Austin, Dyer, Gordon, Kelly

Nay: None

Abstain: None

Item 2: Case No. BOA07-24 Public hearing and consideration of a request for a variance to allow a self storage facility in excess of the 30% maximum site coverage at the property located at 914 N Harrison Avenue. Applicant: Robert Woodmore (Craig Brackeen, Attorney)

Chair Gordon read Agenda Item 3 and asked for a staff report. Community Development Director Rian Harkins reviewed the information on the staff report for BOA07-24 with the following information:

The subject property is located at 1231 N. Beard Avenue and is zoned C-3 (Highway Commercial District.) The request is a variance to the Zoning Code, **Sec. 22-333. – Dimensional Standards.**, which discusses the density and dimensional standards such as minimum lot size, street frontage, maximum lot coverage, and yard setbacks. **Table 22-333. Density and Dimensional Standards by Zone** indicate in C-3 zoning that the maximum building coverage is thirty percent (30%) of the site. This variance request is to allow for up to 47.25% of the parcel to be built upon.

The property sits on the NW corner of Harrison and Darrow Street. The subject property is a corner lot with other commercial properties to the north, east, and south. Residential parcels abut the subject property to the west.

The applicant has been looking to develop this site for some time, as illustrated from their numerous meeting with staff at the pre-application stage of development. In those meetings, staff had outlined concerns about the locations of storage builds, vehicular turns on the site (especially for emergency vehicles), and the maximum coverage allowed per the zoning code.

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.

Note 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 are:

- 1) The application of the code to the subject property DOES NOT creates a hardship since the allowed maximum lot coverage is not just limited to the subject property.
 - a. The subject property is similar to many corner lots in the community, including those within the C-3 zoning district.
 - b. The applicant notes that their hardship is that this is their livelihood. Siad business type can be conducted in other locations with similar zoning.
 - c. The applicant's attorney notes that Shawnee is the applicant's hometown. This is similar to a financial hardship, and cannot be a consideration under state statute.
- 2) The subject property is located at an intersection and may be a smaller parcel, but is no different than other parcels of land with the C-3 zoning classification. There are no unique features that make this property peculiar (and thus work to create a hardship).
- 3) Granting the variance would not align with the intent and spirit of the Zoning Code and Comprehensive Plan.
- 4) Allowing the variance would only be the amount of coverage desired by the applicant to meet his desired cash flow for the subject property.

Section 22-572 of the Code indicates that the *burden of truth* is on the applicant seeking a variance to explain what hardship exists and how granting the variance is necessary to relieve the hardship. In granting a variance, the Board may make appropriate conditions or safeguards and may require a bond or other guarantee necessary to enforce compliance with the conditions and safeguards.

Staff completed the required public hearing notifications for this application. All property owners within 300' from the perimeter of the subject property were mailed a public hearing notification letter. A public hearing notice was published in The County Democrat weekly newspaper.

Recommendation

Staff recommends **Denial** by the Board of Adjustment for **BOA07-24**, a **Variance** to allow a self storage facility in excess of the 30% maximum site coverage at the property located at 914 N Harrison Avenue:

Options:

- Approval of Case No. BOA07-24 allow a self storage facility in excess of the 30% maximum site coverage at the property located at 914 N Harrison Avenue.
- Denial of the application for BOA07-24, thus preventing the placement of a self storage facility in excess of the 30% maximum lot coverage.
- Deferral of Case No. BOA07-24 with a request for additional and specific information to a certain date.
- Approval of Case No. BOA07-24 with conditions determined by the Board of Adjustment.

The public hearing was opened. The applicant was present and available for questions, he then asked for a deferral of 30 days so his attorney could be present.

Following discussion amongst the BOA and staff, Board Member Austin made a motion to Defer Case No. BOA07-24 until the July 18, 2024 regular meeting, which Board Member Dyer seconded.

The motion passed **3-1-0**.

AYE: Austin, Dyer, Kelly

NAY: Gordon

ABSTAIN: None

Item 3: Community Development Department Updates

Community Development Director Rian Harkins advised updated the Board on the Unified Development Code, stating that the consultant and staff had completed public engagement sessions as well as highlighting some differences in the proposed code.. The goal was to provide clarification for the public by indicating the difference between the current and updated versions.

Item 5: Board Members' Comments

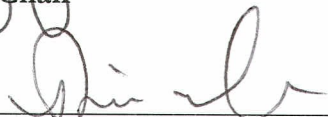
Members made various comments about the community’s progress, and thanked staff for their efforts.

Item 6: Adjournment

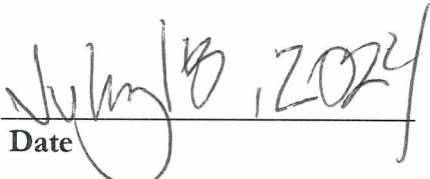
The meeting was adjourned by the power of the Chair at 2:54 PM.



Chair/Vice-Chair



Secretary/City Planner



Date



Date

SHAWNEE BOARD OF ADJUSTMENT

DATE: July 18, 2024

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 July 18, 2024, at 2:30 PM, according to notice duly posted as prescribed by law.

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

The following Commissioners were present:

Present: Nickerson, Dyer, Gordon, Kelly

Absent: Austin

Item 1: Approval of Minutes – Regular meeting

Consideration of the minutes from the regular meeting of June 20, 2024. Chair Gordon asked for questions or corrections to the minutes.

Board Member Dyer made a motion to **Approve** the minutes as presented, which Board Member Kelly seconded. Motion **passed 4-0-0**.

Aye: Dyer, Gordon, Kelly, Nickerson

Nay: None

Abstain: None

Item 2: Case No. BOA07-24 Public hearing and consideration of a request for a variance to allow a self storage facility in excess of the 30% maximum site coverage at the property located at 914 N Harrison Avenue. Applicant: Robert Woodmore (Craig Brackeen, Attorney)

The subject property is located at 1231 N. Beard Avenue and is zoned C-3 (Highway Commercial District.) The request is a variance to the Zoning Code, **Sec. 22-333. – Dimensional Standards.**, which discusses the density and dimensional standards such as minimum lot size, street frontage, maximum lot coverage, and yard setbacks. **Table 22-333. Density and Dimensional Standards by Zone** indicate in C-3 zoning that the maximum building coverage is thirty percent (30%) of the site. This variance request is to allow for up to 47.25% of the parcel to be built upon.

The property sits on the NW corner of Harrison and Darrow Street. The subject property is a corner lot with other commercial properties to the north, east, and south. Residential parcels abut the subject property to the west.

The applicant has been looking to develop this site for some time, as illustrated from their numerous meeting with staff at the pre-application stage of development. In those meetings, staff had outlined concerns about the locations of storage builds, vehicular turns on the site (especially for emergency vehicles), and the maximum coverage allowed per the zoning code.

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.

Note 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 are:

- 1) The application of the code to the subject property DOES NOT create a hardship since the allowed maximum lot coverage is not just limited to the subject property.
 - a. The subject property is similar to many corner lots in the community, including those within the C-3 zoning district.
 - b. The applicant notes that their hardship is that this is their livelihood. Siad business type can be conducted in other locations with similar zoning.
 - c. The applicant's attorney notes that Shawnee is the applicant's hometown. This is similar to a financial hardship, and cannot be a consideration under state statute.
- 2) The subject property is located at an intersection and may be a smaller parcel, but is no different than other parcels of land with the C-3 zoning classification. There are no unique features that make this property peculiar (and thus work to create a hardship).
- 3) Granting the variance would not align with the intent and spirit of the Zoning Code and Comprehensive Plan.
- 4) Allowing the variance would only be the amount of coverage desired by the applicant to meet his desired cash flow for the subject property.

Section 22-572 of the Code indicates that the *burden of truth* is on the applicant seeking a variance to explain what hardship exists and how granting the variance is necessary to relieve the hardship. In granting a variance, the Board may make appropriate conditions or safeguards and may require a bond or other guarantee necessary to enforce compliance with the conditions and safeguards.

Staff completed the required public hearing notifications for this application. All property owners within 300' from the perimeter of the subject property were mailed a public hearing notification letter. A public hearing notice was published in The County Democrat weekly newspaper.

This item was originally heard at the June 20, 2024 Board of Adjustment meeting, and was deferred at the request of the applicant to the July 18, 2024 meeting. At the July 18, 2024 meeting the attorney for the applicant noted there was a site plan proposed that did not exceed approximately 37 percent of the lot coverage, at which time the Board voted to defer the item to this meeting so that staff could review the revised site plan. In addition, the attorney for the applicant stated that, in their view, 1) the 30% limit on site coverage effectively did not allow for self storage as a use in the C-3 district, and 2) Others have been able to do this across the community, for whatever reason, and now the City should now choose to enforce code on one property owner only. Finally, the attorney for the applicant asked if staff or the Board would consider a variance for 36% maximum lot coverage per their revised site plan. The attorney for the applicant also provided data from other self-storage facilities in the community. Member Dyer asked if staff had shared the 30% coverage limit with the applicant in the pre-submittal meetings, with Director Harkins sharing they had. Member Dyer also asked if the new code would raise the percentage allowed, Director Harkins stated he would verify that information.

Following discussion amongst the BOA and staff, Board Member Dyer made a motion to Defer Case No. BOA07-24 until the August 15, 2024 regular meeting, which Board Member Nickerson seconded.

The motion passed **4-0-0**.

AYE: Gordon, Dyer, Kelly, Nickerson

NAY: None

ABSTAIN: None

Item 3: Community Development Department Updates

Community Development Director Rian Harkins advised updated the Board on the Unified Development Code, stating that the consultant and staff had completed public engagement sessions as well as highlighting some differences in the proposed code. The new code is going forward for adoption in August 2024.

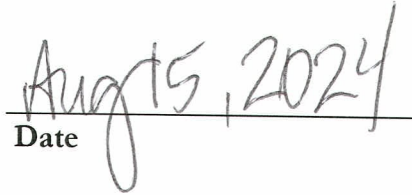
Item 5: Board Members' Comments

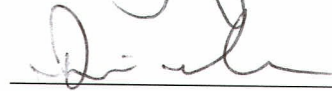
Members made various comments about the community's progress, and thanked staff for their efforts.

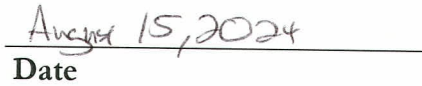
Item 6: Adjournment

The meeting was adjourned by the power of the Chair at 2:58 PM.


Chair/Vice-Chair


Date


Secretary/City Planner


Date



Entity Payment Report

08/01/2024 - 08/31/2024

Payment Date	Name	Payment Type	Receipt #	Payment Amount
8/30/2024	JOHN & JASON HAYS	Check	3644	792.00
8/29/2024	SALZER PLUMBING & MORE	IBX CC	3643	75.00
8/28/2024	THE DM REVOCABLE TRUST DATED MARCH 3, 2020	Check	3642	792.00
8/28/2024	TERESA & CODY ROE	Check	3641	792.00
8/27/2024	ROB & SONS CANNABIS COMPANY	Cash	3639	4,500.00
8/27/2024	\$ - L & B CUSTOMS AND RESTORATION	Cash	3637	50.00
8/27/2024	FROYO5 LLC	Check	3635	50.00
8/27/2024	HEAD START TELECOM dba DART PHONE	IBX CC	3636	50.00
8/27/2024	PAMS ITALIAN ICE	IBX CC	3638	50.00
8/27/2024	ROGERS MECHANICAL CONTRACTORS, LLC	IBX CC	3640	75.00
8/26/2024	TRESSA MARBACH	Check	3634	15.00
8/26/2024	RUSSELL ADAMS	Check	3633	792.00
8/26/2024	LUMBERJACK WOOD FIRED PIZZA LLC	IBX CC	3632	50.00
8/23/2024	PANDA EXPRESS #2481	Check	3631	15.00
8/23/2024	NAMAH, LLC	Cash	3630	50.00

8/23/2024	JOHN BARRETT	Check	3629	792.00
8/22/2024	MEGAN LINCOLN & JODI AYERS	Check	3628	792.00
8/22/2024	360 REFRIGERATION, LLC	IBX CC	3626	75.00
8/22/2024	AIR CONDITIONING SERVICE INC	IBX CC	3627	75.00
8/21/2024	BENNY M GRAHAM	Check	3624	15.00
8/21/2024	WALLS ELECTRIC	IBX CC	3625	100.00
8/20/2024	MCM ELECTRICAL LLC	Cash	3622	100.00
8/20/2024	FREEDOM FOREVER OKLAHOMA, LLC	Check	3620	100.00
8/20/2024	AMY PERKINS & MANDY VICKERY	Cash	3619	792.00
8/20/2024	ERIC'S PLUMBING LLC	IBX CC	3621	75.00
8/20/2024	CLARITY TELECOM, LLC dba BLUEPEAK FIBER	IBX CC	3623	50.00
8/19/2024	JACKSON ELECTRICAL CONSTRUCTION	Check	3615	75.00
8/19/2024	SPIRIT HALLOWEEN	IBX CC	3616	50.00
8/19/2024	KINDRED ARTS COLLECTIVE, LLC	IBX CC	3618	50.00
8/19/2024	ACTION PLUMBING SVC, LLC	IBX CC	3617	75.00
8/16/2024	MODERN TRIBAL NATIONS	Cash	3614	6.00
8/16/2024	AAA LANDSCAPE INC	Check	3613	75.00
8/16/2024	WINWIN FARM LLC	Cash	3612	1,500.00
8/16/2024	WINWIN FARM LLC	Cash	3611	1,500.00
8/16/2024	KICKAPOO RED BALL LIQUOR	Check	3610	905.00

8/15/2024	ROSS DRESS FOR LESS #1059	Check	3609	15.00
8/15/2024	ADAM BALKEMA	Check	3607	792.00
8/15/2024	JAMES CRAWFORD ELECTRIC LLC	IBX CC	3606	100.00
8/15/2024	SHIREY ELECTRIC LLC	IBX CC	3608	100.00
8/14/2024	PAULA BARNETT & KENNETH SMITH	Check	3604	792.00
8/14/2024	LUCY & FRED'S UNLIMITED PLUMBING	Cash	3603	100.00
8/14/2024	J&S HEAT AND AIR	IBX CC	3605	100.00
8/13/2024	ROB & SONS CANNABIS COMPANY	Check	3602	4,500.00
8/13/2024	ROB & SONS CANNABIS COMPANY	Check	3601	4,500.00
8/13/2024	HYSENAJ ITALIAN FOOD INC ROMA ITALIAN RESTAURANT	Cash	3600	50.00
8/13/2024	LINE ELECTRIC & LIGHTING, LLC	Check	3598	75.00
8/13/2024	CUSTOM PLUMBING BY CHRIS	IBX CC	3597	75.00
8/13/2024	DART PHONE	IBX CC	3599	50.00
8/12/2024	ROBERT MURPHY	Check	3595	792.00
8/12/2024	SHAWNEE PHO	Cash	3594	50.00
8/12/2024	AKERS ELECTRIC LLC	IBX CC	3596	100.00
8/12/2024	LAHOMA GALLAGHER	IBX CC	3593	792.00
8/9/2024	COWBOYS PLUMBING	Check	3592	75.00
8/9/2024	BRIAN BURTON	Check	3590	792.00
8/9/2024	FUSSELL APPLIANCES SHAWNEE	Cash	3588	50.00

8/9/2024	RASOL ENERGY	IBX CC	3591	75.00
8/9/2024	KRISTI PETERSON	IBX CC	3589	792.00
8/8/2024	LINCOLN LIQUEFIED GAS CO	Check	3587	75.00
8/8/2024	BROADWAY LIQUOR STORE	Check	3583	905.00
8/8/2024	YNOT GROUP LLC	IBX CC	3586	3,000.00
8/8/2024	PRESSLEY PLUMBING LLC	IBX CC	3584	100.00
8/8/2024	INACTIVE - YNOT GROUP LLC	IBX CC	3585	1,500.00
8/7/2024	DERRICK CARPENTER	Check	3580	792.00
8/7/2024	DERRICK CARPENTER	Check	3579	792.00
8/7/2024	IMAGINE DISPENSARY	Cash	3578	1,500.00
8/7/2024	IMAGINE DISPENSARY	Cash	3577	1,500.00
8/7/2024	DERRICK & JESSICA CARPENTER	Check	3576	792.00
8/7/2024	ROBINSON MECHANICAL LLC	IBX CC	3581	75.00
8/7/2024	PCX DISTRIBUTORS LLC	IBX CC	3582	50.00
8/6/2024	KONA ICE OF SHAWNEE	Check	3572	50.00
8/6/2024	PHOENIX ASIAN DINER	Check	3571	450.00
8/6/2024	GROVE ELECTRICAL SOLUTIONS LLC	IBX CC	3574	75.00
8/6/2024	DART PHONE	IBX CC	3573	50.00
8/6/2024	SOVEREIGN ELECTRIC, INC	IBX CC	3575	75.00
8/6/2024	\$ - WEST SHORE HOME LLC	IBX CC	3570	100.00
8/5/2024	ALDI (TEXAS) LLC dba ALDI'S	Check	3569	450.00

	STORE #7			
8/5/2024	FULL SPEED ELECTRIC	IBX CC	3567	75.00
8/5/2024	OKLAHOMA ROOTS LLC	IBX CC	3568	50.00
8/2/2024	JOHN & PHYLLIS INDA	Check	3566	792.00
8/1/2024	ZION SERVICES, LLC	Check	3563	75.00
8/1/2024	QUICK CALL ELECTRIC, INC	Check	3562	75.00
8/1/2024	QUICK CALL ELECTRIC, INC	Check	3561	75.00
8/1/2024	\$ - OGLE MECHANICAL, INC	Check	3559	100.00
8/1/2024	PETSMART#2428	Check	3557	15.00
8/1/2024	WHITE LOTUS GAMING LLC	IBX CC	3560	50.00
8/1/2024	JDM ELECTRICAL SERVICES LLC	IBX CC	3558	75.00
8/1/2024	IN AND OUT PLUMBING LLC	IBX CC	3564	75.00
8/1/2024	TRI-SEC PLUMBING	IBX CC	3565	100.00
				44,005.00

Total Records: 88

9/3/2024



Monthly - City Clerk

08/01/2024 - 08/31/2024

Permit #	Permit Date	Permit Type	Parcel Address	Applicant Name	Description	Project Cost	Square Feet	Total Fees
20241272	8/22/2024	B - Accessory Structure	1010 N MINNESOTA AVE	BACKYARD PRODUCTS	MOVE ON	4,308	80	
20241257	8/19/2024	B - Accessory Structure	1607 SIR JAKE	SAM PETTY	MOVE ON	6,000	120	
20241249	8/15/2024	B - Accessory Structure	1606 E HIGHLAND	NEAL RAMIREZ	ADD ON	3,100	800	\$174.50
20241205	8/5/2024	B - Accessory Structure		GOLDNER MARINE GROUP	PD BOAT DOCK	0	0	
20241303	8/29/2024	B - Carport	3402 N OKLAHOMA	TEXWIN CARPORTS		12,614	720	\$157.50
20241286	8/26/2024	B - Carport	1209 CHARLES DR	PHYLLIS RAINS	WORK WITHOUT PERMIT	0	0	
20241211	8/6/2024	B - Carport	1203 ADELINE DR	INFINITY CARPORTS INC	CARPORT	3,243	315	\$71.44
20241290	8/27/2024	B - Commercial - Remodel	1001 E MACARTHUR	DENNIS JONES	REMODEL	250,000	4,000	\$1,004.50
20241288	8/27/2024	B - Commercial - Remodel	196 SHAWNEE MALL DR	TBD	REMODEL	70,000	300	\$79.50
20241203	8/5/2024	B - Commercial - Remodel	208 W MAIN ST	SIMON OTT	FACADE REPAIR	0	0	\$29.50
20241198	8/5/2024	B - Commercial - Remodel	2001 N HARRISON AVE	SHELLBACK GENERAL CONTRACTING	REMODEL	500,000	7,200	\$1,804.50
20241194	8/1/2024	B - Commercial - Remodel	1049 VISION BLVD STE 100	DEMPSEY TEMPLETON	REMODEL	0	1,080	\$274.50
20241206	8/5/2024	B - Flood Plain		GOLDNER MARINE GROUP	PD BOAT DOCK	0	0	
20241296	8/28/2024	B -	6211	GREG BROWN	NEW	325.000	2.670	\$1.296.88

		Residential - New	BUCKHORN TRL	HOMES	CONSTRUCTION			
20241255	8/19/2024	B - Residential - New	1412 CLAIRE CT	RAUSCH COLEMAN HOMES	NEW HOME	190,000	2,377	\$1,234.61
20241233	8/13/2024	B - Residential - New	2101 ROLLING HILLS CT	BRUCE JOHNSON CONSTRUCTION	NEW CONSTRUCTION	156,692	1,590	\$1,092.38
20241232	8/13/2024	B - Residential - New	2103 ROLLING HILLS CT	BRUCE JOHNSON CONSTRUCTION	NEW CONSTRUCTION	156,692	1,590	\$1,092.38
20241231	8/13/2024	B - Residential - New	2106 ROLLING HILLS CT	BRUCE JOHNSON CONSTRUCTION	NEW CONSTRUCTION	156,692	1,590	\$1,092.38
20241230	8/13/2024	B - Residential - New	2104 ROLLING HILLS CT	BRUCE JOHNSON CONSTRUCTION	NEW CONSTRUCTION	156,692	1,590	\$1,092.38
20241229	8/13/2024	B - Residential - New	2102 ROLLING HILLS CT	BRUCE JOHNSON CONSTRUCTION	NEW CONSTRUCTION	156,692	1,590	\$1,092.38
20241221	8/8/2024	B - Residential - New	6202 HIDEAWAY RD	ARRINTON HOMES	NEW CONSTRUCTION	288,000	2,903	\$1,346.39
20241295	8/27/2024	B - Residential - Remodel	17 RED OAK RD	JENCO CONSTRUCTION CO	REMODEL	164,157	1,467	\$316.24
20241280	8/26/2024	B - Residential - Remodel	3 EMERALD CT	BURT ALBERS	REMODEL	1,000	946	\$4.50
20241279	8/26/2024	B - Residential - Remodel	1 EMERALD CT	BURT ALBERS	REMODEL	1,000	1,054	\$4.50
20241278	8/26/2024	B - Residential - Remodel	213 W 34TH ST	LG CONTRACTING & BUILDING LLC	REMODEL	15,978	0	
20241204	8/5/2024	B - Residential - Remodel	27 W CHICAGO	LARRY SLOVER	REMODEL	15,000	1,200	\$259.50
20241200	8/5/2024	B - Residential - Remodel	1619 E 10TH ST	LG CONTRACTING & BUILDING LLC	REMODEL	0	0	
20241199	8/5/2024	B - Roof Redeck	124 E KIRK	NFL EXTERIORS LLC	REDECK	0	0	\$54.50
20241213	8/7/2024	B - Solar Panels	502 E WALLACE	RASOL ENERGY	SOLAR PANEL	0	140	\$34.34
20241294	8/27/2024	B - Storm Shelter	1908 TWISTED OAK CT	FLAT SAFE TORNADO SHELTERS	NEW INSTALLATION	3,700	18	\$29.50

20241285	8/26/2024	B - Storm Shelter	8 BINGHAM CT	FIRESTORM SEPTICS AND SHELTERS	NEW INSTALLATION	4,300	48	
20241266	8/21/2024	B - Storm Shelter	34 ARAPAHO	STORM SAFE SHELTERS	STORM SHELTER	3,800	0	\$29.50
20241254	8/19/2024	B - Storm Shelter	1701 N CENTER	FIRESTORM SEPTICS AND SHELTERS	NEW INSTALLATION	7,000	63	\$29.50
20241201	8/5/2024	B - Storm Shelter	2103 N LEO AVE	OZ SAFEROOMS TECH	STORM SHELTER	0	0	\$29.50
20241265	8/21/2024	B - Swimming Pool	1100 MUIRFIELD DR	TRIBAL CUSTOM POOLS	POOL PERMIT	64,000	200	\$64.50
20241253	8/19/2024	B - Swimming Pool	1905 COBBLESTONE DR	HYDROSCPAES LLC	POOL PERMIT	63,298	154	\$64.50
20241299	8/29/2024	E - Electrical	718 N PENNSYLVANIA	ABOVE ALL ELECTRICAL SOLUTIONS, LLC	NEW SERVICE	0	0	\$54.50
20241287	8/26/2024	E - Electrical	1601 1/2 B N HARRISON AVE	MARSH ELECTRIC	RESET METER	0	0	\$54.50
20241283	8/26/2024	E - Electrical	3306 N KICKAPOO SUITE 200	MCM ELECTRIC	NEW SERVICE	0	0	\$104.50
20241275	8/23/2024	E - Electrical	3 EMERALD CT	FULL SPEED ELECTRIC	REPAIR	0	0	\$54.50
20241274	8/23/2024	E - Electrical	1 EMERALD CT	FULL SPEED ELECTRIC	REPAIR	0	0	\$54.50
20241273	8/22/2024	E - Electrical	913 W FRANKLIN	SELECT SERVICE ELECTRIC	OVERHEAD SERVICE REPAIR	0	0	\$54.50
20241271	8/22/2024	E - Electrical	9 E MAIN ST	CASEY ELECTRIC	MISCELLANEOUS	0	0	\$54.50
20241270	8/22/2024	E - Electrical	1204 N MARKET	YARDY ELECTRIC	UPGRADE SERVICE	0	0	\$54.50
20241262	8/20/2024	E - Electrical	2218 ELLIS DR	BOB'S ELECTRIC	WIRING	0	0	\$54.50
20241258	8/19/2024	E - Electrical	1049 VISION BLVD STE 100	ALL PHASE ELECTRIC, INC	BCW	0	0	\$54.50
20241250	8/15/2024	E - Electrical	3308 N HARRISON AVE	SHIREY ELECTRIC, LLC	NEW 200 AMP SERVICE	0	0	\$104.50
20241248	8/15/2024	E - Electrical	33700 POST OFFICE NECK	SHAWNEE ELECTRIC	100AMP SERVICE TO RV	0	0	\$54.50
20241247	8/15/2024	E - Electrical	704 S BELL	SKIPPER AND SONS ELECTRIC INC	100 AMP SERVICE REBUILD, and revise branch	0	0	\$54.50

					wiring			
20241242	8/14/2024	E - Electrical	44 CHICKASAW	SHOCK ELECTRICAL CONTRACTORS INC	METER RESET	0	0	\$54.50
20241241	8/14/2024	E - Electrical	1204 MUIRFIELD DR	JAMES CRAWFORD ELECTRIC	POOL BONDING	0	0	\$54.50
20241239	8/14/2024	E - Electrical	2006 N DOROTHY	PATRIOT POWER SERVICES LLC	REPLACE EXISTING	0	0	\$54.50
20241238	8/13/2024	E - Electrical	1001 N KENNEDY - JIM THORPE STADIUM	GENERAL LIGHTING AND SIGN	SIGN PERMIT	0	0	\$54.50
20241237	8/13/2024	E - Electrical	1215 SHERRY LN	LINE ELECTRIC & LIGHTING LLC	UPDATE SERVICES	0	0	\$54.50
20241228	8/12/2024	E - Electrical	36005 OLD HWY 270	WILSON ELECTRIC	NEW HOME	0	0	\$54.50
20241223	8/8/2024	E - Electrical	25 DEL RANCHO LN	C FORD ELECTRIC LLC	SWIMMING POOL BOND	0	0	\$54.50
20241215	8/7/2024	E - Electrical	604 S POTTENGER AVE	YARDY ELECTRIC	REWIRE HOUSE FOR REMODEL	0	0	\$54.50
20241214	8/7/2024	E - Electrical	502 E WALLACE	RASOL ENERGY	SOLAR PANEL	0	0	\$54.50
20241202	8/5/2024	E - Electrical	321 S MINNESOTA	FULL SPEED ELECTRIC	RESET METER	0	0	\$54.50
20241197	8/2/2024	E - Electrical	3325 N HARRISON	SHAWVER AND SON	NEW SERVICE 200-400AMP	0	0	\$104.50
20241304	8/30/2024	F - Burn	16408 PATTERSON RD	ANTHONY NUNN	BURN PERMIT	0	0	\$29.50
20241298	8/29/2024	F - Burn	99 INTERSTATE PARKWAY	BILL CRUMB	BURN PERMIT	0	0	\$29.50
20241284	8/26/2024	F - Burn	3520 N BRYAN	KATHERINE WALTERS	BURN PERMIT	0	0	\$29.50
20241267	8/22/2024	F - Burn	16618 STEVENS RD	LINDA AGEE	BURN PERMIT	0	0	\$29.50
20241227	8/12/2024	F - Burn	33904 LAKE RD	BOBBY HOLMES	BURN PERMIT	0	0	\$29.50
20241210	8/5/2024	F - Burn	2 DEL RANCHO LN	ANTHONY HEFLEY	BURN PERMIT	0	0	\$29.50
20241293	8/27/2024	F - Carnival / Fair	1700 W INDEPENDENCE ST	POTT CO FREE FAIR	CARNIVAL / FAIR	0	0	\$50.00
20241277	8/23/2024	F - Fire Suppression	2601 OVAL DR	FIRE SAFETY SYSTEMS	NEW INSTALLATION	0	47,422	\$1,052.94
20241234	8/13/2024	F - Open Air	1010 E	BOOK OF ACTS	TENT REVIVAL	0	2.827	\$104.50

		/ Tent	INDEPENDENCE ST	SHURCH OF POTOSI - KELLY DIERKER				
20241289	8/27/2024	M - Mechanical	1415 N LOUISA	LOVES HVAC	CHANGE OUT	0	0	\$64.50
20241269	8/22/2024	M - Mechanical	506 E WALLACE ST	360 REFRIGERATION LLC	CHANGE OUT	0	0	\$54.50
20241264	8/21/2024	M - Mechanical	1421 E 45	SPARKS HEAT & AIR, INC	CHANGE OUT	0	0	\$84.50
20241261	8/20/2024	M - Mechanical	717 N BROADWAY	MBR CONSTRUCTION & ELECTRIC	NEW INSTALLATION	0	0	\$104.50
20241260	8/19/2024	M - Mechanical	2005 E BRADLEY	AIRCO SERVICE	CHANGE OUT	0	0	\$184.50
20241246	8/15/2024	M - Mechanical	622 W AYRE #A	AMERICAN AC & HTG	CHANGE OUT	0	0	\$204.50
20241245	8/14/2024	M - Mechanical	628 S PHILADELPHIA	J&S HEAT AND AIR	3 TON NEW SYSTEM	0	0	\$64.50
20241243	8/14/2024	M - Mechanical	1306 BERKSHIRE PL	AIRCO SERVICE	CHANGE OUT	0	0	\$84.50
20241235	8/13/2024	M - Mechanical	17232 MAGNINO RD	A-BETTER HEATING AND AIR CONDITIONING	3 TON NEW SYSTEM	0	0	\$64.50
20241224	8/9/2024	M - Mechanical	1809 N UNION AVE	ADVENT HEAT AND AIR	4 TON NEW SYSTEM	0	0	\$84.50
20241220	8/8/2024	M - Mechanical	39 SEQUOYAH	LOVES HVAC	CHANGE OUT	0	0	\$84.50
20241212	8/6/2024	M - Mechanical	1510 N PARK	ROBINSON MECHANICAL LLC	CHANGE OUT	0	0	\$64.50
20241209	8/5/2024	M - Mechanical	1835 W WILEY	LUCKY DAY HVAC	NEW SYSTEM 3 TON	0	0	\$64.50
20241208	8/5/2024	M - Mechanical	701 N HARRISON	SPARKS HEATING AND AIR	5 TON PACKAGE UNIT	0	0	\$104.50
20241190	8/1/2024	M - Mechanical	3325 N HARRISON	OGLE MECHANICAL, INC	CHANGE OUT / UPGRADE	0	0	\$124.50
20241300	8/29/2024	O - Curb Cut, Driveway and Sidewalk	4732 N KICKAPOO	HUDSON TRENCHING	SIDEWALK PERMIT	0	0	
20241252	8/16/2024	O - Curb Cut, Driveway	618 KICKAPOO SPUR	RICHARD GOBER CONSTRUCTION	REPLACE EXISTING	0	0	\$50.00

		and Sidewalk						
20241281	8/26/2024	O - Demolition and Moving	910 N HOBSON	WADE SERVICES	DEMOLITION	0	0	
20241218	8/7/2024	O - Demolition and Moving	1035 W DEWEY ST	WADES SERVICES	DEMOLITION	0	0	
20241251	8/16/2024	O - Paving Cut and Boring		NPL CONSTRUCTION	ROAD BORE	0	0	
20241225	8/12/2024	O - Paving Cut and Boring	102 E HIGHLAND	DOBSON FIBER	BORE	0	0	
20241192	8/1/2024	O - Paving Cut and Boring	1405 LEXI DR	TEXAS STATE UTILITIES	BORE	0	0	
20241191	8/1/2024	O - Paving Cut and Boring	1403 LEXI DR	TEXAS STATE UTILITIES	BORE	0	0	\$60.00
20241282	8/26/2024	O - Sign	1630 N KICKAPOO AVE	METRO SIGN	FRONT ENTRANCE	4,500	26	
20241268	8/22/2024	O - Sign	421 N BEARD	SIGN FACTORY	REPLACE EXISTING	0	0	\$50.00
20241240	8/14/2024	O - Sign	1830 N BEARD AVE	SIGN WORKS	NEW INSTALLATION	700	32	\$50.00
20241236	8/13/2024	O - Sign	1001 N KENNEDY - JIM THORPE STADIUM	GENERAL LIGHTING AND SIGN	SIGN PERMIT	0	0	\$50.00
20241222	8/8/2024	O - Sign	1510 N KICKAPOO SUITE 7&8&9	YEARWOOD DESIGN WORKS	CHANNEL LED LETTERS	6,800	15	\$50.00
20241217	8/7/2024	O - Sign	10 W MAIN ST	SIGNS AND WONDERS LLC	SIGN PERMIT	0	0	\$50.00
20241189	8/1/2024	O - Sign	4901 N KICKAPOO #1024	SPIRIT HALLOWEEN	TEMPORARY PYLON	0	0	\$50.00
20241302	8/29/2024	P - Plumbing	3602 N UNION AVE	ROWDY BOYS PLUMBING	PRESSURE TEST	0	0	\$54.50
20241301	8/29/2024	P - Plumbing	2218 N POTTENGER AVE	ADVENT PLUMBING	REPLACE EXISTING	0	0	\$54.50
20241297	8/28/2024	P - Plumbing	218 E BANNOCK	WEST SHORE HOME LLC	REPLACE	0	0	\$54.50
20241276	8/23/2024	P - Plumbing	2131 N BONITA	DALE'S PLUMBING	NEW INSTALLATION	0	0	
20241263	8/21/2024	P - Plumbing	1014	HARDIN'S	PRESSURE TEST	0	0	\$54.50

			JEFFERSON PL	FAMILY PLUMBING				
20241259	8/19/2024	P - Plumbing	6 RICE RD	WEST SHORE HOME LLC	MISCELLANEOUS	0	0	\$54.50
20241256	8/19/2024	P - Plumbing	3 ROBBY RD	JW PLUMBING	1 WATER HEATER CHANGE OUT	0	0	\$54.50
20241244	8/14/2024	P - Plumbing	628 S PHILADELPHIA	LUCY & FRED'S UNLIMITED PLUMBING	REMODEL	0	0	\$54.50
20241226	8/12/2024	P - Plumbing	4832 MARKETPLACE BOULEVARD SUITE 100	H & H PLUMBING & UTILITIES, INC	MISCELLANEOUS	0	0	\$54.50
20241219	8/8/2024	P - Plumbing	1337 E ADA	PIPED OUT PLUMBING	GAS LINE EXTENSION	0	0	\$54.50
20241207	8/5/2024	P - Plumbing	326 S AYDELOTTE AVE	ADVENT PLUMBING LLC	REPLACE EXISTING	0	0	\$429.50
20241196	8/1/2024	P - Plumbing	801 N LEO LOT 51	LINNS PLUMBING LLC	NEW SERVICE	0	0	\$54.50
20241195	8/1/2024	P - Plumbing	801 N LEO LOT 5	LINNS PLUMBING LLC	NEW SERVICE	0	0	\$54.50
20241193	8/1/2024	P - Plumbing	3325 N HARRISON	IN AND OUT PLUMBING	BATHROOM ADDITION	0	0	\$54.50
20241216	8/7/2024	P - Septic	35 PAM DR	FIRESTORM SEPTICS AND SHELTERS	NEW INSTALLATION	0	0	\$25.00
20241291	8/27/2024	PC - Plat - Final	N UNION & E 45TH	ROYAL LAND PROPERTIES, LLC	PRELIMINARY PLAT	0	0	\$252.00
20241292	8/27/2024	PC - Zoning Change	1339 E HIGHLAND ST	GERONA FOWLER	REZONE	0	0	\$280.00
								\$20,186.74

Total Records: 116

9/3/2024

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: 09.3.2024	License No.: 6538
Type:	☐ Renewal ☒ Transfer
Commission Meeting Date:	09/16/2024
Property Address	17000 Magnino Rd
Lake Site Location	Magnino A, Lot 1
Lease Dates	09/16/2024 - 09/16/2054
Lease Fee	
Inspection Fee	\$75.00 Applicable: ☒ Yes ☐ No
Lessee (Transfer To)	
Name(s)	Kyle & Brea Haustveit
Address	6591 N Midwest Blvd Edmond, OK 73034
Email	klh08@hotmail.com
Phone	701.641.8913 / 701.578.5761
Current Lessee (Transfer From)	
Name(s)	Jennifer Massey
Address	17000 Magnino Rd Shawnee OK 74801
Email	phil4.13icandoall@gmail.com
Phone	405.964.3306 / 405.517.9064
Inspection Information	
Inspection Required	☒ Yes ☐ No
DEQ Report on File	☒ Yes ☐ No
Type of Septic	☒ Conventional ☐ Aerobic
Last Inspected / Pumped	05/22/2018
Miscellaneous Comments	Transfer Fee - \$1000.00 Inspection Fee - \$75.00 2024 Lease Fee - \$792.00
Fees Collected	\$867.00 - ck5652 / \$500.00 - ck5651 / \$500.00 - ck3996



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 # 6538 **TRACT NAME** Magnino A **LOT #** 1

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease was made and entered into in duplicate this date of 09/16/2024 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

KYLE AND BREA HAUSTVEIT,
6591 N MIDWEST BLVD
EDMOND OK 73034

PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of **\$792.00** dollars for **2024**, 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:

17000 MAGNINO 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.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by

reason of the cancellation of the said lease aforesaid.

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

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division 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

Kyle Hans 7-9-2024
PARTY OF THE SECOND PART

Brea Hunt 9-9-2024
PARTY OF THE SECOND PART

CANADIAN VALLEY ELECTRIC COOPERATIVE
RIGHT-OF-WAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned grantor(s), **City of Shawnee**,

do hereby grant unto the Canadian Valley Electric Cooperative, Inc., a cooperative corporation, whose address is 11277 N Hwy 99, Seminole, Oklahoma 74868, and to its successors or assigns, the right to enter upon the lands of the undersigned, situated in the county of Pottawatomie, State of Oklahoma, and more particularly described as follows:

In the SW/4 of the SW/4 of

Section 23, Township 10 North, Range 02 East, containing n/a acres, more or less:

(*Right-of-Way to be 15 feet on each side of the proposed pole line and/or underground line center (total of 30 feet) and 35 feet from pole line center for each anchor location) beginning at a point approximately 1,242 feet North and 516 feet East of the SW corner of the SW/4 of said section and continuing Easterly approximately 233 feet,

and to construct, operate, upgrade, and maintain on the above described lands and in or upon all streets, roads, or highways abutting said lands, an overhead or underground electric or telecommunication transmission or distribution line or system and to cut and trim trees and shrubbery to the extent necessary to keep them clear of said electric line or facilities and to cut down from time to time all dead, weak, leaning, or dangerous trees that are tall enough to strike the wires in falling and the right to maintain, operate, upgrade, and repair electric wires and facilities for the distribution of electric energy and the right of ingress and egress over grantor(s) lands adjacent to the right-of-way for the purposes set forth herein.

The undersigned covenant that they are owners of the above-described lands and that the said lands are free and clear of encumbrances and liens of whatsoever character except those held by the following persons:

IN WITNESS WHEREOF, the undersigned have set their hands and seals this _____ day of _____, 20 ____.

Witness

(Signature of Representative)

REPRESENTATIVE CAPACITY

STATE OF OKLAHOMA)

COUNTY OF _____)

This instrument was acknowledged before me on this _____ day of _____, 20 ____

by _____ as _____

(Printed Name of Representative)

(Printed)(Title of Signer)

for **City of Shawnee**.

My Commission expires: _____
(SEAL)

Notary Public / Commission # _____

FORM MUST BE NOTARIZED

CVEC USE ONLY
W.O. #58015

RETURN ORIGINAL TO: CVEC, 11277 N Hwy 99, Seminole, OK 74868

AFTER RECORDING RETURN TO:
OGE ELECTRIC SERVICES
ATTN: SHAWN DAVIS
RIGHT-OF-WAY AGENT
PO BOX 742
Meeker, OK 74855

Work Order #7720176

EASEMENT

KNOW ALL MEN BY THESE PRESENTS: THAT **City of Shawnee**, Grantor, in consideration of the sum of Ten or more dollars in hand paid, the receipt of which is hereby acknowledged, and other good and valuable consideration, does hereby grant and warrant unto **OKLAHOMA GAS AND ELECTRIC COMPANY**, an Oklahoma corporation, Grantee, its successors and assigns, the right, privilege and authority to enter upon and install, erect, construct, operate, maintain, and reconstruct underground and/or above ground a system of poles, anchors, guy wires, conduits, wires, cables, vaults, junction boxes, switches, fuses, transformers, service connection boxes and other fixtures for the transmission and distribution of electrical current and communication messages, including the right of ingress and egress to and from said system across adjoining lands of Grantor, together with the authority to cut down, control the growth of, or trim and keep trimmed any trees that may in the judgment of the Grantee interfere with or endanger said line or its maintenance and operation.

The real property covered by this easement is situated in **Pottawatomie** County, State of Oklahoma, and is described as follows:

An Easement in the Northwest Quarter (NW1/4) of Section (7), Township (11) North, Range (4) East of the Indian Meridian, Pottawatomie County, Oklahoma. said easement being Sixteen (16) feet in width, Eight (8.00) feet each side of a centerline as described in Said easement being further described and shown on EXHIBIT "A", attached hereto and hereby made part of this easement.

Grantor further covenants agrees that no building or other structure shall ever be erected nor shall any excavation or other removal of soil, so as to change the grade of terrain, be accomplished by Grantor, its heirs or assigns, within the above described easement area unless the written consent of the Grantee is first obtained. Grantor further acknowledges the requirements of 63 Oklahoma Statutes (2011) Section 142.1, et. seq. (One-call statute).

Grantor hereby consents to permit Grantee to trim and keep trimmed any trees and foliage on Grantor's property immediately adjacent to the easement granted herein and Grantee shall have the right to enter upon Grantor's property for this purpose.

The rights and privileges above granted to continue so long as same are used or needed for the transmission and distribution of electric current or communication messages; but should the Grantee remove its property from the premises and abandon the right of way herein granted, then the rights granted in this easement shall terminate.

Signed and delivered this _____ day of _____, 2024

City of Shawnee

Mayor: Eric Stephens _____

City Clerk: Lisa Lasyone _____

Attorney: Joe Vorndran _____

ACKNOWLEDGMENT

STATE OF OKLAHOMA, COUNTY OF _____ SS;
Before me, the undersigned, a Notary Public, in and for said County and State, on this _____ day of _____, 2024,
personally appeared **Eric Stephens** to me known to be the identical person who subscribed the name of the maker thereof to the foregoing
instrument as its **Mayor** and acknowledged to me that he executed the same as his free and voluntary act and deed of such **City**, for the uses and
purposes therein set forth.

My Commission Expires: _____

Commission # _____

Notary Public

EXHIBIT "A"

OG&E EASEMENT

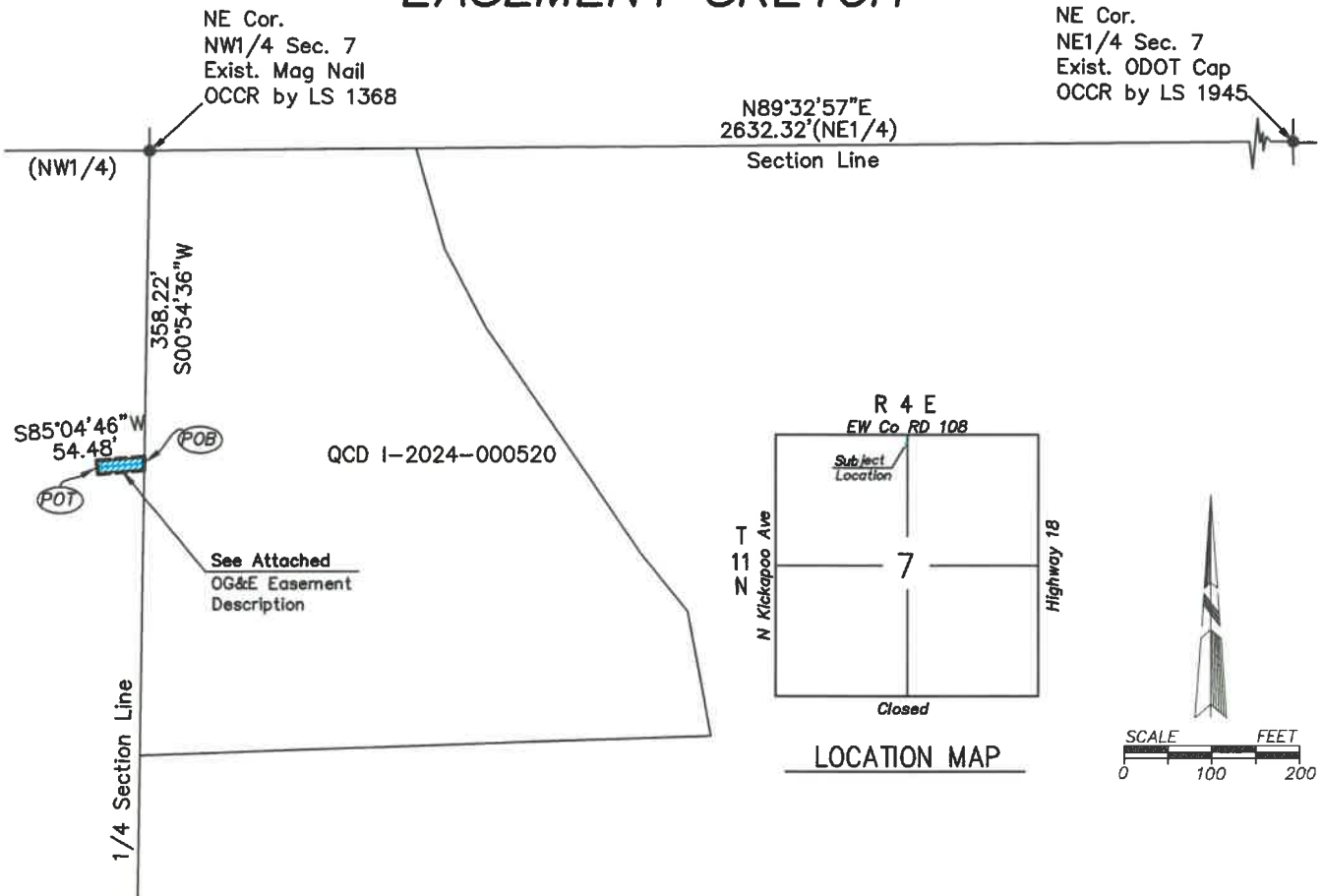
An Easement in the Northwest Quarter (NW1/4) of Section Seven (7), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma, **written by Timothy G. Pollard, PLS 1474, on September 04, 2024, using a deed bearing of N89°32'57"E between existing monuments on the North Line of the NE1/4 as a Basis of Bearing** and as shown on attached **Easement Sketch**, said easement further described as being Sixteen (16) feet in width, Eight (8.00) feet each side of a centerline described as:

COMMENCING at the Northeast corner of said NW1/4;

Thence S00°54'36"W, for a distance of 358.22 feet to the **POINT OF BEGINNING**;

Thence S85°04'46"W, on said centerline, for a distance of 54.48 feet to the **POINT OF TERMINATION**.

EXHIBIT "B" EASEMENT SKETCH



Note: Bearings Are Based On An Deed Bearing Of S89°32'57"E Between Existing Monuments On The North Line Of The NE1/4 Section 7, T11N, R4E, I.M. Pottawatomie County, Oklahoma.

(●) - Indicates Existing 1/2" Iron Pin Or Monument as Noted.

(OCCR) - Indicates Oklahoma Certified Corner Record On File With The Oklahoma Department Of Libraries Archives Division.

I, Timothy G. Pollard, a Professional Land Surveyor, hereby certify that the attached drawing is a true and accurate representation of the attached easement description and is subject to all notes and qualifying statements.



Timothy G. Pollard

Timothy G. Pollard, PLS 1474
Dated: Sept 04, 2024

OKLAHOMA GAS AND ELECTRIC COMPANY

POLLARD & WHITED SURVEYING INC. 2514 TEE DRIVE, NORMAN, OKLAHOMA 73069 CA#2380 EXP 06-30-25 405-366-0001	OG&E EASEMENT SKETCH WO# 7720176 NW1/4 SECTION 7, T11N, R4E, I.M. POTTAWATOMIE COUNTY, OKLAHOMA	REVISIONS:
DRAWN BY: J. THOMAS DATE: Sept 04, 2024 APPROVED BY: D. MEEKS DATE: Sept 04, 2024	FILE #: 7-11N4E.ASC DATE: Sept 04, 2024 DRWG #: 7-11N4E.DWG DATE: Sept 04, 2024	SCALE: 1" = 200' SHEET 1 OF 1



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

Date: September 16, 2024
To: Board of City Commissioners
From: Seth Barkhimer, Director of Engineering
Subject: Authorize an Amendment to the Owner's Representative task order for Independence Water Line (C-23-02), Thompson Heights Water Line (C-23-05) and Sewer Pipe Bursting (C-23-08) with Freese and Nichols Inc.

Background: Freese and Nichols Inc. (FNI) is serving as the City of Shawnee's owner representative and inspection staff during the construction of three critical infrastructure projects: the Independence Water Line Project (C-23-02), the Thompson Heights Water Line Project (C-23-05), and the Sewer Pipe Bursting Project (C-23-08). The original task order for these projects was valued at \$162,842.00 and covered a period of 26 weeks, commencing in December 2023.

As the projects near completion, it has become evident that they have extended beyond their originally anticipated timelines. To ensure continued oversight and quality control, a supplemental agreement with FNI for additional inspection services is necessary. This proposed amendment will add an estimated \$57,450 to the task order, extending the inspection period by approximately 10 weeks.

Financial Impact: This amendment is for \$57,450.00; funded from accounts - 304-5-1040-54200 & 304-5-1070-54200

Attachments: PSA - Task Authorization 3 Amendment 1, FNI_Inspection_Task_Order

Staff Recommendation: Approval of the amendment



MASTER PROFESSIONAL SERVICES AGREEMENT
TASK AUTHORIZATION #3, AMENDMENT #1

City of Shawnee / Shawnee Municipal Authority

FNI Project:

SWN23849

16 W. 9th St.

Client Contract:

Shawnee, OK 74801

Date:

September 4, 2024

Project Name:

Shawnee Waterline Independence (ARP-23-0026-G)/Thompson Heights (ARP-23-0188-G)/Sewer Pipe Bursting (ARP-23-0092-G)

Description of Services:

Provide full-time resident inspector as outlined in the Master Services Agreement Task Authorization #3 to for an additional 10 weeks from August 12, 2024 to October 18, 2024.

Deliverables:

Daily Construction Reports Approved Pay Applications

Schedule:

August 12, 2024 – October 18th, 2024

Compensation Type:

Not to Exceed

Current Contract Amount:

\$162,842.00

Amount of this Amendment:

\$57,450.00

Revised Total Amount Authorized:

\$220,292.00

The services described above shall proceed upon execution of this Task Authorization. All other provisions, terms, and conditions of the Master Professional Services Agreement which are not expressly amended shall remain in full force and effect.

**CITY OF SHAWNEE / SHAWNEE MUNICIPAL
AUTHORITY**

FREESE AND NICHOLS, INC.

By: _____

By: Paul D. Green

Name: _____

Name: Paul D. Green

Title: _____

Title: Principal/Vice President

Date: _____

Date: 09/04/2024



MASTER PROFESSIONAL SERVICES AGREEMENT

TASK AUTHORIZATION #3

City of Shawnee / Shawnee Municipal Authority

FNI Project: _____

16 W. 9th St.

Client Contract: _____

Shawnee, OK 74801

Date: 10/03/2023

Project Name:

Shawnee Waterline Independence (ARP-23-0026-G)/Thompson Heights (ARP-23-0188-G)/Sewer Pipe Bursting (ARP-23-0092-G)

Description of Services:

Freese and Nichols will provide a full-time, knowledgeable, resident inspector for an estimated time of eight hours/day (including drive-time), five days/week for 26 weeks (plus 4 partial weeks at 25-hour weeks as needed). The inspector will be in place to ensure sound engineering principles and building practices for the **City of Shawnee**. The inspector will report on the progress of the project and confirm correct usage of materials referencing approved project plans and specifications, assure joint fusing is completed properly, and approve pay applications. The inspector will help resolve landowner issues during the project. The inspector will follow the ORF-151 Daily Construction Report (provided by **OWRB**), as well as standard **Freese and Nichols** inspection procedures.

The inspector will be present for all necessary testing to confirm that the procedure and results abide by the current American Water Works Association, American Association of State Highway and Transportation Officials, American Society of Testing and Materials, and the Oklahoma Department of Transportation published procedures, or similar criteria.

Deliverables:

Daily Construction Reports Approved Pay Applications

Schedule:

October 2023 – May 2024

Compensation Type:

Not to Exceed

Amount Authorized:

\$162,842.00

The services described above shall proceed upon execution of this Task Authorization. All other provisions, terms, and conditions of the Master Professional Services Agreement which are not expressly amended shall remain in full force and effect.

CITY OF SHAWNEE / SHAWNEE MUNICIPAL
AUTHORITY

By:

DocuSigned by:
Andrea Weckmüller-Behringer

Name: Andrea Weckmüller-Behringer

Title: City Manager

Date: 10/17/2023

FREESE AND NICHOLS, INC.

By:

Paul D. Green

Name: Paul D. Green

Title: Principal/Vice President

Date: 10/03/2023

COMPENSATION

<u>Position</u>	<u>Hourly Rate</u>
Construction Representative	\$115
Construction Manager	\$233
Senior Group Manager	\$285
Senior Advisor	\$267
Administrative	\$86

RATES FOR IN-HOUSE SERVICES AND EQUIPMENT:

<u>Mileage</u>	<u>Bulk Printing and Reproduction</u>		<u>Equipment</u>		
Standard IRS Rates		<u>B&W</u>	<u>Color</u>	Valve Crew Vehicle (hour)	\$75
	Small Format (per copy)	\$0.10	\$0.25	Pressure Data Logger (each)	\$100
	Large Format (per sq. ft.)			Water Quality Meter (per day)	\$100
<u>Technology Charge</u>	Bond	\$0.25	\$0.75	Microscope (each)	\$150
\$8.50 per hour	Glossy / Mylar	\$0.75	\$1.25	Pressure Recorder (per day)	\$200
	Vinyl / Adhesive	\$1.50	\$2.00	Ultrasonic Thickness Gauge (per day)	\$275
				Coating Inspection Kit (per day)	\$275
	Mounting (per sq. ft.)	\$2.00		Flushing / Cfactor (each)	\$500
	Binding (per binding)	\$0.25		Backpack Electrofisher (each)	\$1,000
					<u>Survey Grade</u> <u>Standard</u>
				Drone (per day)	\$200 \$100
				GPS (per day)	\$150 \$50

OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.15. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office. For other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members, these services will be billed at a cost times a multiplier of 1.15. For Resident Representative services performed by non-FNI employees and CAD services performed In-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

DESIGNATED REPRESENTATIVES: FNI and Client designate the following representatives:

Client's Designated Representative – Seth Barkhimer, P.E.

Phone: (405)-878-1506

Email: seth.barkhimer@shawneeok.org

Client's Accounting Representative – Lindsey McNabb-Fox

Phone: (405)-878-1650

Email: lindsey.fox@shawneeok.org

FNI's Designated Representative – Paul D. Green, P.E.

Phone: (405) 252-5936

Email: paul.green@freese.com

FNI's Accounting Representative – Stephanie Kirchstein

Phone: (817) 614-2360

Email: stephanie.kirchstein@freese.com



Police Department
912 E. Independence St.
Shawnee, OK 74801
ShawneeOK.org

Date: September 16, 2024
To: Board of City Commissioners
From: Mason Wilson, Police Chief
Subject: Approve grant application process for the Edward Byrnes Memorial Grant in the sum of \$14,347.00 for the Shawnee Police Department, to be shared with the Pottawatomie County Sheriff's Office.

Background: The City of Shawnee Police Department is requesting approval to submit an application for the 2024 Edward Byrnes Memorial Grant.

The City of Shawnee is eligible for \$14,347.00 in grant funding, which is to be shared between the Shawnee Police Department and the Pottawatomie County Sheriff's Office.

The Shawnee Police Department is specifically seeking this grant for the purchase of surveillance equipment.

Financial Impact: If awarded, the Shawnee Police Department will receive \$10,042.90 and the Pottawatomie County Sheriff's Office will receive \$4,304.10

Attachments:

Staff Recommendation: Approval of the item

From: [Kacie Eck](#)
To: [Kacie Eck](#)
Subject: FW: [EXTERNAL EMAIL]Re: Shawnee Beautification, Parks, and Recreation Committee
Date: Thursday, September 12, 2024 2:36:23 PM

From: Shutterpix Photography - Wedding / Family / Boudoir Photographer
Sent: Thursday, September 12, 2024 1:18 PM
To: Jane Wright
Subject: [EXTERNAL EMAIL]Re: Shawnee Beautification, Parks, and Recreation Committee

"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."

Hello Jane,

I was looking forward to serving on Shawnee Parks and Recreation, unfortunately I was also asked to be on Windmill Ridge's HOA committee and you both meet on the same day each month. As much as I would love to beautify Shawnee and be involved, I am torn. As a photographer, I would love to see more beautiful backdrops available to the community. There is a wooden bridge near my house that must only be for an occasional mower to cross because it has already turned into an eye sore. The small creeks and overgrown vegetation ruin the visual lines of many of the roads that our passerbys visit and see. I would love to see a city wide clean up every season for the community to take part in some of these areas. I would also like to see more gardens planted and artist murals lining the downtown area. Their unique ability to practice their talents and beautify our city is a great way to start. I will be sad that I can't take part in your committee, but it is only fair that I give you the chance to find someone that takes on the responsibility. If you should change the day, I would take pleasure in returning to the board and commit to helping Shawnee and its future.

Thank you for accepting my application. Please reach out if anything changes.

Thank you!

Chantal Dubois

Owner & Photographer
OK, TX, CO + Destination Photographer
(361) 816-8034
chani@shutterpixphotography.com
www.shutterpixphotography.com

Leave a Review | [TX](#) | [OK](#) |



Proclamation

“Patriot Day and National Day of Service and Remembrance”

Whereas, by a joint resolution approved on December 18, 2001, Congress has designated September 11 of each year as “Patriot Day.” Approved April 21, 2009, Congress has also requested the annual observance of September 11 as a “National Day of Service and Remembrance;” and

Whereas, on September 11, we honor the brave Americans who exhibited extraordinary strength and courage following the attacks on our Nation and its citizens, and recognize the sacrifices they made during our nation’s darkest hour; and

Whereas, in the moments, days, and years after the attacks on September 11, heroes were forged. Servicemembers, first responders, and civilians from across the U.S. risked their own lives to save the lives of others. Through this catastrophe, these audacious Americans defined unity, bravery, and true selflessness; and

Whereas, we reserve this day each year to show our gratitude to the noble patriots who served our country to bring terrorists to justice and prevent further attacks on our nation; and

Whereas, the City of Shawnee and VFW Post 1317 vow to never forget the high cost these patriots have paid, and the events of 9/11 that will forever be burned into our hearts and minds. We invite you all to take a moment to remember the losses we have suffered as a community and as a Nation. We can attribute our safety and freedom to these outstanding Americans, and we encourage the citizens of Shawnee to show your appreciation to these patriots, by volunteering to serve those who have served.

Now, therefore I, Eric Stephens, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim the 11th day of September 2024, to be

“Patriot Day and National Day of Service and Remembrance, 2024”

In the City of Shawnee, Oklahoma
Dated this 16th day of September, 2024

Eric Stephens, Mayor

Lisa Lasyone, MMC, City Clerk



Proclamation

“National POW/MIA Recognition Day”

Whereas, National Prisoner of War (POW) / Missing in Action (MIA) Recognition Day was established in 1979 and is commemorated annually on the third Friday of September; and

Whereas, POW/MIA Recognition Day is an opportunity to honor and recognize these brave service members, and the families, friends, and veterans who were held captive and have returned, the ones who are awaiting recovery and identification, as well as the ones who remain unaccounted for from our Nation's past wars and conflicts; and

Whereas, the Veterans of Foreign Wars (VFW) is committed to advocating for the fullest possible accounting, support for the families, and preserving the legacy of the service members lost in the line of duty and the ones who remain missing; and

Whereas, the VFW takes great pride in its efforts to ensure that these heroes are remembered and honored through various programs and initiatives; and

Whereas, through legislative advocacy, the VFW has helped create policies and initiatives aimed at addressing the challenges faced by those working to account for POWs and MIAs. They have consistently pushed for increased funding, resources, and cooperation between the U.S. government and foreign nations to expedite the identification process.; and

Whereas, the City of Shawnee and VFW Post 1317 would like to encourage our community to reflect on the sacrifices made by these heroes and their families, we must also recognize the enduring role played by the VFW. Their dedication ensures that the issue of MIA/POW servicemembers remains in the public consciousness, and their advocacy brings us closer to providing closure to those who have waited for answers for far too long.

Now, therefore I, Eric Stephens, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim the 20th day of September 2024, to be

“National POW/MIA Recognition Day, 2024”

In the City of Shawnee, Oklahoma
Dated this 16th day of September, 2024

Eric Stephens, Mayor

Lisa Lasyone, MMC, City Clerk



Proclamation

“National Diaper Need Awareness Week”

Whereas, diaper need, the condition of not being able to afford a sufficient supply of clean diapers to keep babies and toddlers clean, dry, and healthy, can adversely affect the health and well-being of children and their families; and

Whereas, national surveys and research studies report that nearly one in two families struggles with diaper need, and 48 percent of families delay changing a diaper to extend the available supply; and

Whereas, a daily or weekly supply of diapers is generally an eligibility requirement for babies and toddlers to participate in childcare programs and quality early-education programs that enable children to thrive and parents to work; however, many parents struggling with diaper need report missing an average of five days of work each month due to an insufficient supply of diapers; and

Whereas, without enough diapers, babies and toddlers risk infections and health problems that may require medical attention resulting in medical costs, and parents may be prevented from accessing childcare needed to go to work or school, thereby destabilizing the family’s economic prospects and well-being; and

Whereas, the people of Shawnee recognize that diaper need is a public health issue, and addressing diaper need can lead to economic opportunity for the state’s families and communities and improved health for children, thus ensuring all children and families have access to the basic necessities required to thrive and reach their full potential; and

Whereas, Shawnee is proud to be home to trusted community-based organizations including Legacy Parenting Center that recognize the importance of diapers related to health and economic stability for families and thus distribute diapers to families through various channels.

Now, therefore I, Eric Stephens, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim the week of September 23rd through September 29th, 2024, to be

“National Diaper Need Awareness Week”

in the City of Shawnee. The City of Shawnee thanks Legacy Parenting Center, their staff, volunteers, and donors, and encourages the community to donate generously to Legacy Parenting Center and support those organizations that collect and distribute diapers to families struggling with diaper need, so that all of Shawnee’s children and families can thrive and reach their full potential.

In the City of Shawnee, Oklahoma
Dated this 16th day of September, 2024

Eric Stephens, Mayor

Lisa Lasyone, MMC, City Clerk



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

Date: September 16, 2024
To: Board of City Commissioners
From: Andrea Weckmueller-Behringer, City Manager
Subject: Presentation of the Fiscal Year 2022-2023 Annual Comprehensive Financial Report and Single Audit Report.

Background: On September 11, 2024, Arledge & Associates issued an Independent Auditor's Report to accompany the City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2023. Concurrently, Arledge & Associates issued a Single Audit Report for the fiscal year ended June 30, 2023, related to federal assistance programs.

The audit reports contain the following audit opinions:

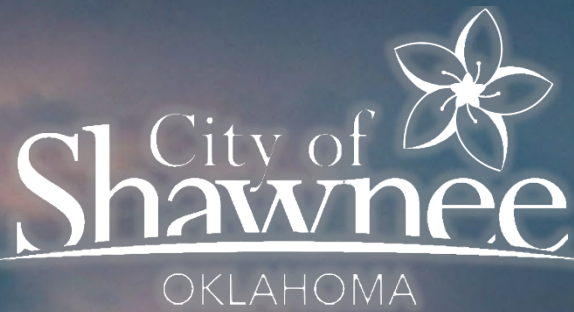
- Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2023.
 - Unmodified Opinion – Financial statements are presented fairly, in all material respects, and conform with Generally Accepted Accounting Principles (GAAP).
- Single Audit Report for the fiscal year ended June 30, 2023.
 - Unmodified Opinion – For its Major Federal Programs, the City has complied, in all material respects, with the compliance requirements of the Uniform Guidance.

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

Financial Impact: None

Attachments: Shawnee 2023 FINAL, POST AUDIT COMMUNICATION LETTER - FY2023 FINAL

Staff Recommendation: Non-Action Item



Annual Comprehensive Financial Report

For the Fiscal Year that ended June 30, 2023

CITY OF SHAWNEE, OKLAHOMA

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

**For the Fiscal Year Ended
June 30, 2023**

Prepared by:
Department of Finance

Lindsey McNabb-Fox
Finance Director

THIS PAGE INTENTIONALLY LEFT BLANK

Introduction Section:

Letter of Transmittal.....	1-3
List of Principal Officials	5
City Governmental Organization Chart.....	6
Certificate of Achievement for Excellence in Financial Reporting.....	7

Financial Section:

Independent Auditor’s Report.....	9-11
Management’s Discussion and Analysis.....	13-22

Basic Financial Statements:

Statement of Net Position	24
Statement of Activities	25
Balance Sheet - Governmental Funds	26
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	27
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds	28
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	29
Statement of Net Position - Proprietary Funds	30
Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds	31
Statement of Cash Flows - Proprietary Funds	32
Notes to the Basic Financial Statements.....	33-77

Required Supplementary Information:

General Fund Schedule of Revenues, Expenditures, and Changes in Fund Balance – (Budgetary Basis) Budget and Actual	79
Notes to Required Supplementary Information on Budgetary Accounting and Control.....	80-81
Schedules of Required Supplementary Information – Oklahoma Police Pension & Retirement System.....	82-83
Schedules of Required Supplementary Information – Oklahoma Fire Pension & Retirement System.....	84-85
Schedules of Required Supplementary Information – Oklahoma Municipal Retirement Fund.....	86-87
Schedule of Changes in Total OPEB Liability and Related Ratios.....	88

Other Supplementary Information:

General Fund Combining Schedules:

Combining Balance Sheet - General Fund Accounts	90
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances - General Fund Accounts	91
Budget and Actual General Fund Accounts.....	92-94

Nonmajor Governmental Funds:

Combining Balance Sheet - Nonmajor Governmental Funds	95-96
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Nonmajor Governmental Funds	97-98
Budget and Actual Nonmajor Governmental Funds.....	99-106
Budget and Actual Major Capital Project Funds.....	107-111

Statistical Section:

Net Position by Component.....	115
Changes in Net Position.....	116-117
Fund Balances, Governmental Funds.....	118-119

CITY OF SHAWNEE, OKLAHOMA
TABLE OF CONTENTS
JUNE 30, 2023

Tax Revenues by Source.....	121
Sales & Use Tax Rates of Direct and Overlapping Governments.....	122
Sales Tax Collected by SIC Code.....	123
Water & Sewer Rates.....	124
Water Utility User Categories.....	125
Construction Permits.....	126
Ratios of Outstanding Debt by Type.....	128
Debt Coverage.....	129
Demographic and Economic Statistics.....	131
Ethnic Demographic Statistics.....	132
Principal Employers.....	133
Full-time Equivalent City Government Employees by Function/Program.....	134
Operating Asset Statistics by Function/Program.....	135
Operating Indicators by Function/Program.....	136

THIS PAGE INTENTIONALLY LEFT BLANK

INTRODUCTION SECTION



September 11, 2024

To the Citizens of Shawnee, Honorable Mayor and Members of the Shawnee City Commission:

In accordance with State Statutes and the Charter of the City of Shawnee, Oklahoma ("City"), we are pleased to present the 2022-2023 Annual Comprehensive Financial Report (ACFR) to the Mayor and City Commission and the people of Shawnee. The ACFR provides a formal report on the status of the City's financial position and results of operations for the past fiscal year ended June 30, 2023. The report has been prepared in accordance with the requirements of the Governmental Accounting Standards Board (GASB). We believe the data, as presented, is accurate in all material respects; that it is presented in a manner designed to fairly set forth the financial position and the financial activity of the City's various funds; and that all disclosures necessary to enable the reader to gain maximum understanding of the City's financial affairs have been included.

Management assumed full responsibility for the completeness and reliability of the information presented in this report. To provide a reasonable basis for making these representations, the City has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft, or misuse, and to compile sufficiently reliable information for the preparation of the City's financial statements in conformity with Generally Accepted Accounting Principles (GAAP). Because the cost of internal controls should not outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reliable assurance that the financials will be free from material misstatement. To the best of our knowledge and beliefs, this financial report is complete and accurate in all material respects.

The City's financial statements have been audited by Arledge & Associates, P.C., certified public accountants. The independent audit was conducted to provide reasonable assurance that the financial statements are free from material misstatement. The independent auditor has issued an unmodified ("clean") opinion on the City's financial statements for the year ended June 30, 2023. The independent auditor's report is presented as the first component of the financial section of the ACFR.

Management's Discussion and Analysis required by GASB includes summarized financial information about the City, an analysis of the past year's operations of general government and major enterprise activities, and an overview of the City's current and future economic picture as well as its major initiatives and financial accomplishments for the year.

The Financial Section includes the City's independent auditor's report expressing an opinion as to the accuracy and fairness of the financial statements, and the accompanying footnotes to the financial statements. The combined and individual fund financial statements present financial data of each separate fund of the City. The footnotes provide certain other information summarized in the financial statements. The notes are an integral part of the financial statements and provide additional information which is essential to an accurate understanding of the City's financial condition.

GOVERNMENTAL STRUCTURE

The City of Shawnee operates as a Council-Manager form of government as defined by Oklahoma State Statutes. The governing body of the City consists of a mayor, who shall be elected from the City

at large; and six (6) commissioners from prescribed wards. The City Commission also serves as trustees of the Shawnee Municipal Authority and Shawnee Airport Authority. The City Commission appoints the City Manager, who is the chief executive officer of the City, the City Treasurer, who is the chief financial officer of the City, the Municipal Court Judge, and the City Attorney.

PROFILE OF THE CITY

The City of Shawnee is in Pottawatomie County approximately 40 miles east of Oklahoma City, Oklahoma. The City was incorporated in 1894 and encompasses 41 square miles. The City is a full-service municipality provides many municipal services for the health and well-being of its citizens, including public safety, encompassing fire, police, and emergency management, water, sewer and sanitation services, street construction and maintenance, parks, lake and recreational facilities, planning, community development, code enforcement, and general administration.

The City Commission is required by State Statutes to adopt a budget no later than seven days prior to the first day of the fiscal year (July 1). The annual budget serves as the foundation for the City's financial planning and control. The budget is prepared by fund, by department. Supplemental appropriations require City Commission approval and must be filed with the Office of the State Auditor and Inspector. The City maintains an encumbrance accounting system as one technique of accomplishing budgetary control. For financial reporting purposes, all funds, agencies, boards, commissions, and authorities for which the City Commission has financial accountability are included in this report. Financial accountability is determined by several different factors including fiscal dependence, ability to impose will upon the entity's governing body, provision of specific financial burdens or benefits, and separate legal entities. After careful evaluation of these factors, the City has included in this financial report the Shawnee Municipal Authority, Shawnee Airport Authority, all funds of the City, and the Shawnee Civic and Cultural Development Authority which is a discretely presented component unit of the City.

LONG-TERM FINANCIAL PLANNING AND MAJOR INITIATIVES

In 2022, the City Commission adopted a new Budgeting and Financial Policy which states that the General Fund shall maintain operating reserves in the General Fund of between 14-20% of budgeted expenditures. All other funds that support personnel and other ongoing expenditures have a reserves target level of 5-20%. Impacted by the April 19, 2023, tornado event, the estimated operating reserves as of June 30, 2023, used for budgetary purposes, were 7.4% for the General Fund, 4.6% for the Shawnee Municipal Authority, and 13.6% for the Shawnee Airport Authority.

In June 2018, Shawnee citizens voted to enact a half-cent sales tax for capital improvements related to parks and facilities, roadways, and public safety to enhance the City's core services and quality of life. The tax will be collected until September 2028 and, based on the latest projections, is expected to generate approximately \$34 million for the projects. In FY 2023, significant projects utilizing this dedicated half-cent sales tax included the pre-order of a fire engine, reconstruction of the Kidspace Park and construction of sidewalks along the streets of Independence, Kickapoo and MacArthur.

The Shawnee Municipal Authority continued the implementation of its capital improvements, including repair and replacement of segments of its water delivery and wastewater collection systems, as well as the continued construction of the new water treatment plant and the wastewater treatment plant project.

ECONOMIC CONDITION AND OUTLOOK

The City's top priority is to provide the highest level of public services possible. Like other Oklahoma municipalities, long-term municipal finance is a concern as the principal revenue source is sales taxes which can fluctuate based on the state of the economy and consumer spending. For FY 2023,

approximately 63% of the General Fund revenues were provided by sales and use tax. The City depends significantly on sales and use tax to fund all general government operations. A broad analysis of the current and future expenditure needs of the City must be considered when appropriating revenues to maintain and build operating reserves in the event of economic fluctuations that could impact sales tax.

In FY 2023, overall economic conditions remained stable. During FY 2023, the City saw an increase in sales tax collections of approximately 5% from prior year, and use tax collections increase of approximately 10% from prior year. Budgeting conservatively, the original FY 2024 sales tax projection was based on an average of historical collections over the last three years, which the City is expected to exceed by over 5%.

The City's FY 2024 budget estimates for General Fund revenues are approximately \$32.2 million. Additionally, the Shawnee Municipal Authority utility revenues are projected at approximately \$103.3 million. The City Commission approves annually appropriated budgets for the combined General Fund accounts, special revenue funds, proprietary funds, and debt service fund. The budgets are approved for each fund by department and expenditure category. For additional information, please see the notes to the financial statements.

AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting to the City for its Comprehensive Annual Financial Report for the fiscal year ended June 30, 2022. To be awarded the Certificate of Achievement, the City must publish an easily readable and efficiently organized Annual Comprehensive Financial Report. This report must satisfy both GAAP and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current Annual Comprehensive Financial Report continues to meet the Certificate of Achievement program requirements, and we are submitting it to the GFOA to determine eligibility for the current report. The preparation of the Annual Comprehensive Financial Report was made possible by the staff dedication of the Finance Department. Management applauds the Mayor, City Commissioners, and the department directors for their cooperation and outstanding assistance in matters pertaining to the financial affairs of the City.

Respectfully submitted,


Andrea Weckmueller-Behringer
City Manager


Lindsey McNabb-Fox
Finance Director

THIS PAGE INTENTIONALLY LEFT BLANK

City of Shawnee, Oklahoma

List of Principal Officials

June 30, 2024

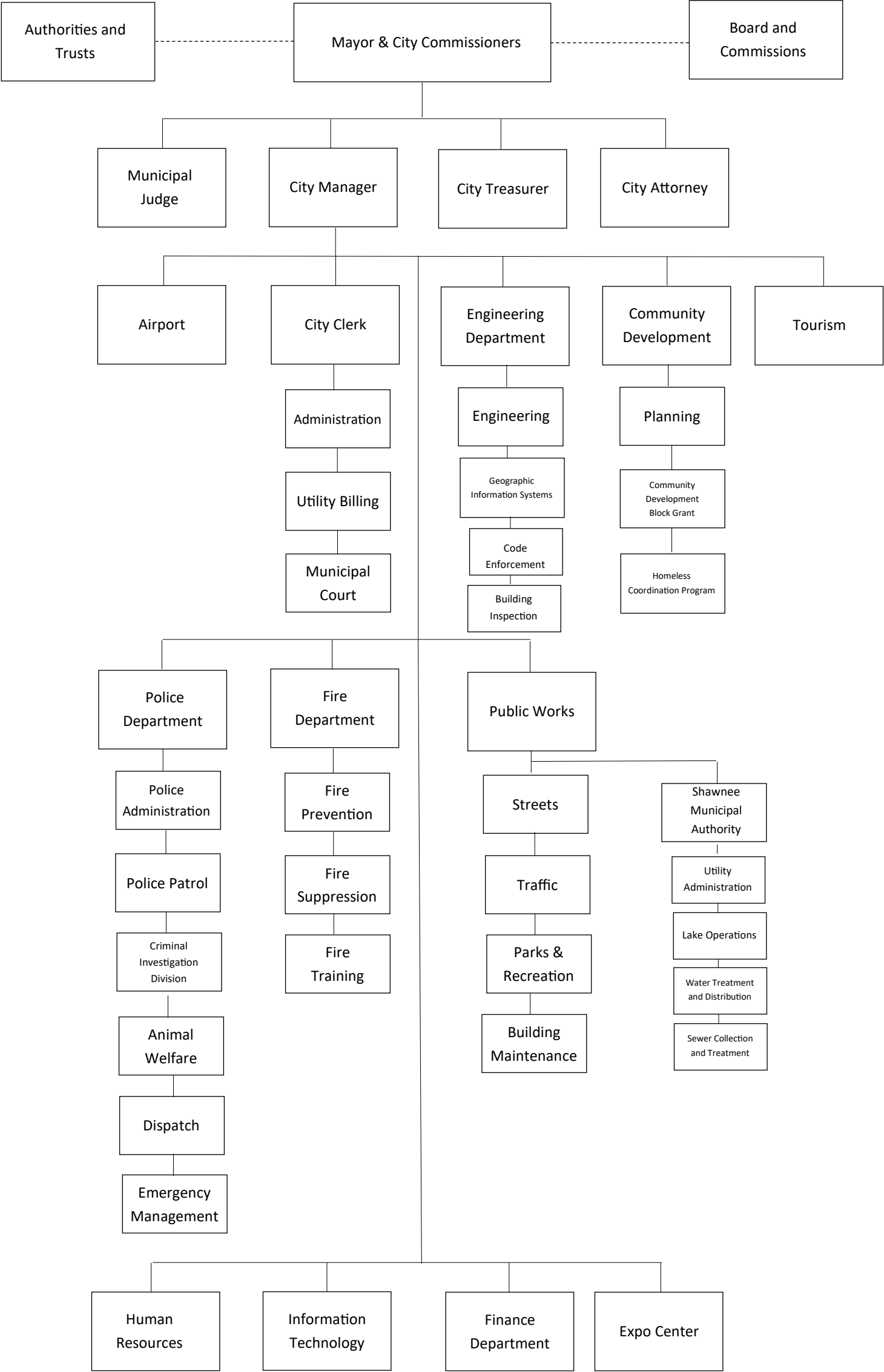
Mayor and City Commission

Ed Bolt	Mayor
Daniel Matthews	Commissioner
Cami Engles	Commissioner
Darren Rutherford	Commissioner
Lauren Richter	Commissioner
Mark Sehorn	Commissioner
Yannah Fraizer	Commissioner

Administration

Andrea Weckmueller-Behringer	City Manager
Lindsay McNabb-Fox	Finance Director/Treasurer
Lisa Lasyone	City Clerk
Mason Wilson	Police Chief
Tony Wittmann	Fire Chief
Jennifer Greenland	Human Resource Director
Rian Harkins	Community Development Director
Seth Barkhimer	Director of Engineering
Brad Schmidt	Public Works Director
Bonnie Wilson	Airport Manager
Stacy Cramer-Moore	Tourism Director

City of Shawnee Organization Chart





Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Shawnee
Oklahoma**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2022

Christopher P. Morill

Executive Director/CEO

THIS PAGE INTENTIONALLY LEFT BLANK

FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

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

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Shawnee, Oklahoma (the "City") as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As discussed in Note II.D.5 to the financial statements, in 2023, the City adopted new accounting guidance, Governmental Accounting Standards Board (GASB) Statement No. 96, Subscription-Based Information Technology Arrangements. Our opinion is not modified with respect to this matter.

Emphasis of Matter

As discussed in Note II.D.5 to the financial statements, the City has recorded a prior period adjustment to the financials relating to the adoption in new accounting guidance referred to in the Change in Accounting Principle paragraph. Our opinion is not modified with respect to this matter.

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 the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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 opinions. 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 and *Government 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 the City'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 the City'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.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and the pension plan and other post-employment benefits funding schedules, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual nonmajor fund financial statements and the budget and actual comparison are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

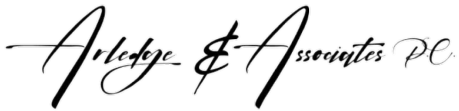
Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 11, 2024, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 the City'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 City's internal control over financial reporting and compliance.



Oklahoma City, Oklahoma
September 11, 2024

THIS PAGE INTENTIONALLY LEFT BLANK

As Management of the City of Shawnee, we offer readers this narrative overview and analysis of the financial activities of the City of Shawnee for the fiscal year ended June 30, 2023. We encourage readers to use this information in conjunction with the City's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The City's total net position increased by \$7,617,306 or 7.1% from the prior year and the assets and deferred outflows of the City continued to exceed its liabilities and deferred inflows at June 30, 2023, by \$114.4 million (net position).
- Of the \$114.4 million in total net position, \$105.7 million is the net investment in capital assets. Another \$19.8 million is restricted for capital projects, debt service, economic development, public safety, and other. The remaining unrestricted net position for governmental activities is a deficit of approximately \$9.4 million, while unrestricted net position of the business-type activities is a deficit \$1.7 million. The deficit, in large part, is caused by GASB Statements 68 and 71 related to employer pension accounting and GASB Statement 75 related to other post-employment benefits.
- At June 30, 2023, the City's governmental funds reported total combined ending fund balances of \$38.8 million. Of this amount, \$27.4 million is restricted by outside sources and enabling legislation, leaving \$11.4 million as unassigned fund balance.
- At June 30, 2023, enterprise funds reported \$44.1 million of total net position. \$45.8 million is the net investment in capital assets, and \$0.1 million is restricted for debt service, leaving \$1.7 million in unrestricted deficit net position.

OVERVIEW OF THE FINANCIAL STATEMENTS

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

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

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

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

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

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

- **Governmental activities** - Most of the City's basic services are reported here, including the public safety, street improvements, community planning and development, civic and cultural activities, and economic development. Sales and use taxes, franchise fees, fines, and state and federal grants finance most of these activities. The Shawnee Urban Renewal Authority is included within the financial statements as a part of Other Governmental Funds within a grouping of Special Revenue Funds titled CDBG & Home Grant Funds. All of the activity of the Shawnee Urban Renewal Authority is in the CDBG & Home Grant Funds and the Shawnee Urban Renewal Authority (a blended component unit) does not have any of its own assets or liabilities.
- **Business-type activities** - The City charges a fee to customers to help cover all or most of the cost of certain services it provides. The City's water, sewer, sanitation, and airport services are reported here. The Shawnee Municipal Authority and the Shawnee Airport Authority are enterprise funds and are blended component units of the City.
- **Discretely presented component unit** - This component unit, the Shawnee Civic and Cultural Development Authority, accounts for activities of the City's reporting entity that do not meet the criteria for blending.

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

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

Governmental funds - Most of the City's basic services are reported in governmental funds, which focus on near-term inflows and outflows of spendable resources, as well as spendable resources

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

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

- *Enterprise funds* are one type of proprietary funds and are used to report the same functions presented as business-type activities in the government-wide financial statements. The City has two enterprise funds -- the Shawnee Municipal Authority and the Shawnee Airport Authority -- to account for its water, sewer, sanitation, and airport operations. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.
- *Internal service funds* are another type of proprietary fund used to account for services provided to other departments on a cost reimbursement basis. The City has one internal service fund – the Self-Insured Workers’ Compensation Fund -- to account for its workers’ compensation costs. The revenues and expenditures reported in this internal service fund are included with governmental activities at the government-wide level of reporting.

Notes to the Financial Statements

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

Other Information

The City has included other information (OI), on pages 1-3, the letter of transmittal and the 10-year statistical tables beginning on page 116. The Required Supplementary Information (RSI) section, starting on page 81, reports the General Fund Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – and the related Notes to the Required Supplementary Information on Budgetary Accounting and Control for the fiscal year ended June 30, 2023. Also reported here is actuarial information related to the City’s defined benefit pension plan, the City’s Other Postemployment Benefits (OPEB) and the city’s cost sharing pension plans schedules.

Other Supplementary Information (SI) is provided on pages 92-113. Other Supplementary Information contains combining schedules on the general fund and combining statements and schedules of other governmental funds.

THE CITY AS A WHOLE

For the year ended June 30, 2023, net position for the governmental activities and business-type activities increased \$7,617,306. The results indicate the City’s financial condition improved over the prior year.

MANAGEMENT'S DISCUSSION & ANALYSIS
CITY OF SHAWNEE, OKLAHOMA
JUNE 30, 2023

Following is a summary of net position for the City of Shawnee as of June 30, 2023 and June 30, 2022:

TABLE 1
NET POSITION (In Thousands)

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>	
Current assets	\$ 52,258	\$ 60,338	-13%	\$ 6,711	\$ 8,255	-19%	\$ 58,969	\$ 68,593	-14%
Capital assets, net	64,752	58,083	11%	99,671	60,660	64%	164,423	118,743	38%
Total assets	<u>117,010</u>	<u>118,421</u>	-1%	<u>106,382</u>	<u>68,915</u>	54%	<u>223,392</u>	<u>187,336</u>	19%
Deferred outflows	<u>10,559</u>	<u>5,958</u>	77%	<u>1,793</u>	<u>449</u>	299%	<u>12,352</u>	<u>6,407</u>	93%
Current liabilities	11,432	13,442	-15%	7,422	5,397	38%	18,854	18,839	0%
Non-current liabilities	42,855	32,321	33%	55,947	16,405	241%	98,802	48,726	103%
Total liabilities	<u>54,287</u>	<u>45,763</u>	19%	<u>63,369</u>	<u>21,802</u>	191%	<u>117,656</u>	<u>67,565</u>	74%
Deferred inflows	<u>3,028</u>	<u>16,848</u>	-82%	<u>655</u>	<u>2,543</u>	-74%	<u>3,683</u>	<u>19,391</u>	-81%
Net position									
Net investment capital assets	59,963	58,645	2%	45,759	42,971	6%	105,722	101,616	4%
Restricted	19,692	16,602	19%	131	2,090	-94%	19,823	18,692	6%
Unrestricted (deficit)	(9,401)	(13,479)	-30%	(1,739)	(42)	4040%	(11,140)	(13,521)	-18%
Total net position	<u>\$ 70,254</u>	<u>\$ 61,768</u>	14%	<u>\$ 44,151</u>	<u>\$ 45,019</u>	-2%	<u>\$ 114,405</u>	<u>\$ 106,787</u>	7%

As shown in Table 1 above, the largest portion of the City's net position reflects its investment in capital assets, less any related debt used to acquire those assets that is still outstanding. This year the net investment in capital assets amounted to \$105.7 million. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Another portion of the City's net position, \$19.8 million, represents resources that are subject to restrictions on how they may be used. The remaining balance of unrestricted net position, may be used to meet the government's ongoing obligations to citizens and creditors. The total remaining unrestricted net position is a deficit amount, with the governmental unrestricted net position having a deficit balance of \$9.4 million, a 30% decrease in the size of the deficit of the prior year, primarily due to a decrease in deferred inflows. The business-type activities has negative unrestricted net position of \$1.7 million, a 4,040% increase in the size of the deficit of the prior year, primarily due to an increase in non-current liabilities.

Changes in Net Position:

Table 2 summarizes the City's changes in net position for fiscal year 2023 compared to fiscal year 2022.

MANAGEMENT'S DISCUSSION & ANALYSIS
CITY OF SHAWNEE, OKLAHOMA
JUNE 30, 2023

TABLE 2
CHANGES IN NET POSITION (In Thousands)

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>	
Revenues									
Charges for service	\$ 1,660	\$ 1,427	16%	\$ 16,596	\$ 16,196	2%	\$ 18,256	\$ 17,623	4%
Operating grants and contributions	4,258	3,540	20%	7	-	100%	4,265	3,540	20%
Capital grants and contributions	2,329	85	2640%	1,103	909	21%	3,432	994	245%
Taxes	34,403	31,979	8%	-	-	-	34,403	31,979	8%
Intergovernmental revenue	1,195	424	182%	-	-	-	1,195	424	182%
Investment income	1,050	22	4673%	28	26	8%	1,078	48	2146%
Miscellaneous	681	402	69%	98	120	-18%	779	522	49%
Total revenues	<u>45,576</u>	<u>37,879</u>	20%	<u>17,832</u>	<u>17,251</u>	3%	<u>63,408</u>	<u>55,130</u>	15%
Expenses									
General government	9,921	4,126	140%	-	-	-	9,921	4,126	140%
Public safety	19,425	15,209	28%	-	-	-	19,425	15,209	28%
Streets	6,584	5,666	16%	-	-	-	6,584	5,666	16%
Culture and recreation	2,507	2,156	16%	-	-	-	2,507	2,156	16%
Community development	37	96	-61%	-	-	-	37	96	-61%
Economic development	2,749	2,013	37%	-	-	-	2,749	2,013	37%
Interest	343	431	-20%	-	-	-	343	431	-20%
Water	-	-	-	6,464	4,421	46%	6,464	4,421	46%
Wastewater	-	-	-	3,173	3,266	-3%	3,173	3,266	-3%
Sanitation	-	-	-	3,205	3,582	-11%	3,205	3,582	-11%
Airport	-	-	-	1,312	1,194	10%	1,312	1,194	10%
Lake	-	-	-	70	152	-54%	70	152	-54%
Total expenses	<u>41,566</u>	<u>29,697</u>	40%	<u>14,224</u>	<u>12,615</u>	13%	<u>55,790</u>	<u>42,312</u>	32%
Excess (deficiency) before transfers	4,010	8,182	-51%	3,608	4,636	-22%	7,618	12,818	-41%
Transfers	<u>4,476</u>	<u>1,199</u>	273%	<u>(4,476)</u>	<u>(1,199)</u>	-273%	<u>-</u>	<u>-</u>	-
Change in net position	<u>8,486</u>	<u>9,381</u>	-10%	<u>(868)</u>	<u>3,437</u>	125%	<u>7,618</u>	<u>12,818</u>	-41%
Beginning net position	<u>61,768</u>	<u>52,387</u>	18%	<u>45,019</u>	<u>41,582</u>	8%	<u>106,787</u>	<u>93,969</u>	14%
Ending net position	<u>\$ 70,254</u>	<u>\$ 61,768</u>	14%	<u>\$ 44,151</u>	<u>\$ 45,019</u>	-2%	<u>\$ 114,405</u>	<u>\$ 106,787</u>	7%

Governmental Activities

The City's governmental activities (as shown in Table 2 above) increased net position by \$8.5 million, representing a 10% decrease in the change in net position of the prior year. The current year decrease in the change is due primarily to an increase in general government expenses.

Fiscal year 2022-2023 tax revenues totaled \$34.4 million compared to \$32.0 million in fiscal year 2021-2022.

Capital grants and contributions increased 2,640% from the prior year, as the City received a donation from Avedis and grants from ODOT and OWRB during the fiscal year.

Business-type Activities

Operational net revenues of the business-type activities showed a decrease in the change in net position of the prior year. Utility revenue collections remained consistent, while expenses showed a slight increase. The vast majority of the decrease in the current year change in net position is related to a significant increase in transfers to other activities.

Tables 3 and 4 summarize the total cost of providing services from governmental activities and business-type activities for fiscal years 2023 and 2022.

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

	Total Expense of Services		% Inc. (Dec.)	Net Revenue (Expense) of Services		% Inc. (Dec.)
	<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>	
General government	\$ 9,921	\$ 4,126	140%	\$ (7,305)	\$ (1,954)	274%
Public safety	19,425	15,209	28%	(16,824)	(13,217)	27%
Streets	6,584	5,666	16%	(5,518)	(5,326)	4%
Culture, parks and recreation	2,507	2,156	16%	(2,174)	(1,851)	17%
Community development	37	96	-61%	696	103	576%
Economic development	2,749	2,013	37%	(1,852)	(1,969)	-6%
Interest on long-term debt	343	431	-20%	(343)	(431)	-20%
Total	<u>\$ 41,566</u>	<u>\$ 29,697</u>	40%	<u>\$ (33,320)</u>	<u>\$ (24,645)</u>	35%

Total costs of services provided by governmental activities totaled \$41.6 million and \$29.7 million for fiscal years 2023 and 2022, respectively.

Total costs of services provided by business-type activities totaled \$14.2 million for fiscal year 2023 and \$12.6 million for fiscal year 2022.

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

	Total Expense of Services		% Inc. Dec.	Net Revenue (Expense) of Services		% Inc. Dec.
	<u>2023</u>	<u>2022</u>		<u>2023</u>	<u>2022</u>	
Water	\$ 6,464	\$ 4,421	46%	\$ 1,993	\$ 4,156	-52%
Wastewater	3,173	3,266	-3%	2,153	1,566	37%
Sanitation	3,205	3,582	-11%	(50)	(599)	-92%
Airport	1,312	1,194	10%	(580)	(522)	11%
Lake	70	152	-54%	(34)	(110)	-69%
Total	<u>\$ 14,224</u>	<u>\$ 12,615</u>	13%	<u>\$ 3,482</u>	<u>\$ 4,491</u>	-22%

A FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As the City completed its 2023 fiscal year, the governmental funds reported a combined fund balance of \$38.8 million. The enterprise funds reported combined net position of \$44.1 million. The fund balance constraints and net position restrictions are listed below:

Governmental Funds:

Fund Balance:

Restricted	<u>\$27,400,887</u>
------------	---------------------

Proprietary Funds:

Net Position Restrictions:

Debt service	<u>\$130,752</u>
--------------	------------------

Other Fund Highlights Include:

- For the year ended June 30, 2023, the General Fund's total fund balance increased by \$235,903. This increase is primarily the result of an increase in sales tax.
- General fund fire department total expenditures include \$1,352,676, while police department total expenditures include \$542,402, for pension payments made on behalf of the City by the State. The total amount of \$1,895,078 of the on-behalf payments has been included as both revenue and expenditures of the City for the year ended June 30, 2023.
- The Street Improvement Fund's total fund balance decreased by \$1.1 million due to an increase in transfers to other funds.
- The Capital Improvement Fund's total fund balance increased by \$1.0 million related to increases in sales taxes and miscellaneous revenue.
- The 2018 Capital Improvement Fund is used to account for the proceeds of a \$10 million Sales Tax Revenue Note and a \$16.9 million Sales Tax Revenue Note. The fund ended the year with \$13.0 million in fund balance after \$9.0 million in capital outlay expenditures during the fiscal year.
- The Shawnee Municipal Authority reported a net income of \$3,182,615 before contributed capital, transfers in, and transfers out.

General Fund Budgetary Highlights

Fiscal year 2023 General Fund revenues of \$24.4 million were \$1.4 million above budgeted revenues. Revenues were above budget due mostly to licenses and permits, investment earnings, and miscellaneous revenues coming in above budget.

Fiscal year 2023 General Fund expenditures were 8.1% below budgeted expenditures due to the city implementing conservative measures.

CAPITAL ASSETS & DEBT ADMINISTRATION

Capital Assets

At the end of June 30, 2023, the City had \$164.4 million invested in capital assets including land, buildings, machinery and equipment, park facilities, water, sewer and stormwater systems, roads and bridges, net of accumulated depreciation. This represents a net increase of \$45.5 million from last year.

Below are details regarding the change in the City's capital assets for the year ending June 30, 2023.¹

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

	<u>Governmental</u> <u>Activities</u>		<u>Business-Type</u> <u>Activities</u>		<u>Total</u>	
	Restated				Restated	
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>
Land	\$ 3,638	\$ 3,638	\$ 1,482	\$ 1,482	5,120	\$ 5,120
Buildings	13,065	13,573	4,499	4,754	17,564	18,327
Machinery, furniture and equipment	6,799	7,113	1,396	1,442	8,195	8,555
Lease machinery, furniture and equipment	83	125	518	448	601	573
Subscription asset	41	82	94	141	135	223
Infrastructure	32,515	32,898	22,654	24,761	55,169	57,659
Water rights	-	-	12,968	12,968	12,968	12,968
Construction in progress	8,611	736	56,060	14,805	64,671	15,541
Totals	<u>\$ 64,752</u>	<u>\$ 58,165</u>	<u>\$ 99,671</u>	<u>\$ 60,801</u>	<u>\$ 164,423</u>	<u>\$ 118,966</u>

This year's more significant capital asset additions include various water, wastewater and street improvement projects as well as upgrades to various city buildings. The most significant additions were related to street improvements, exposition center roof, purchase of equipment, water treatment plant and the wastewater project.

Debt Administration

At year-end, the City had \$76.3 million in long-term debt outstanding, which represents a \$32.2 million increase from the prior year. The overall increase is due to the payment of scheduled principal payments on debt outstanding, offset by new debt issues and implementation of the GASB 96 subscriptions standard. The City issued \$39.4 million in new notes payable during the fiscal year. These debts are further detailed below as follows:²

¹ For more detailed information on capital asset activity please refer to page 47-49 Note II.D. Capital Assets

² For more detailed information on long-term debt activity please refer to page 49-55, Note II.E. Long-Term Debt

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

	Governmental Activities		Business-Type Activities		Total	
		Restated		Restated		Restated
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>
Accrued absences	\$ 2,503	\$ 2,410	\$ 224	\$ 223	\$ 2,727	\$ 2,633
Notes payable	16,926	20,146	53,304	17,668	70,230	37,814
Claims and judgments payable	2,651	2,907	529	453	3,180	3,360
Subscription obligations	41	82	78	141	119	223
Lease liability	83	124	-	-	83	124
Totals	<u>\$ 22,204</u>	<u>\$ 25,669</u>	<u>\$ 54,135</u>	<u>\$ 18,485</u>	<u>\$ 76,339</u>	<u>\$ 44,154</u>

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

On April 19, 2023, Shawnee was hit by an EF-2 Tornado that devastated neighborhoods and businesses alike. The path of the tornado tracked down Kickapoo Street, the busiest corridor in the city, impacting more than half of our sales tax base. Many businesses did not reopen and several homes were not rebuilt, greatly impacting our sales tax collections at the end of FY-2023 and continuing into FY-2024. Due to the impact of the tornado, revenues were projected conservatively for the FY-2024 budget.

During FY-2023, sales taxes, the primary revenue source of the general government, increased by approximately 5% from FY-2022. Likewise, use taxes also had an increase of approximately 10% over FY-2022. The FY-2023 General Fund budget is a 7.7% increase from the FY-2023 budget.

Total FY-2024 General Fund revenues are estimated at \$32.2 million, including \$5.4 million in transfers from other funds. As noted above, sales tax and use tax collections, representing approximately 62% percent of the total General Fund revenues, are continuing the trend of running above budgeted projections as of June 2024.

Total FY-2024 Shawnee Municipal Authority utility revenues are projected at \$103.3 million with approximately \$79 million budgeted for water and wastewater treatment plant upgrades and related engineering services. The water treatment plant project was complete in October 2023 and the Wastewater Treatment Plant project is projected to finish sometime in early 2026.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Finance Director's Office at 16 W 9th, Shawnee, Oklahoma or phone at (405) 878-1610.

BASIC FINANCIAL STATEMENTS

City of Shawnee, Oklahoma
Statement of Net Position
June 30, 2023

				<u>Component Unit</u>
	<u>Governmental</u>	<u>Business-type</u>		<u>Civic & Cultural</u>
	<u>Activities</u>	<u>Activities</u>	<u>Total</u>	<u>Development</u>
				<u>Authority</u>
ASSETS				
Cash and cash equivalents	\$ 43,151,084	\$ 5,921,979	\$ 49,073,063	\$ 162,722
Investments	508,370	137,027	645,397	-
Interest receivable	4,662	-	4,662	-
Accounts receivable, net of allowance	619,441	1,950,503	2,569,944	-
Notes receivable, net of allowance	278,811	-	278,811	-
Internal balances	1,334,554	(1,334,554)	-	-
Due from other governmental agencies	5,319,817	8,280	5,328,097	-
Inventories	-	27,734	27,734	-
Prepaid items	563	-	563	-
Net pension asset	1,040,991	-	1,040,991	-
Capital assets:				
Land, construction in progress, and water rights	12,249,110	70,510,117	82,759,227	-
Other capital assets, net of depreciation	52,502,907	29,160,748	81,663,655	3,313,812
Total Assets	<u>117,010,310</u>	<u>106,381,834</u>	<u>223,392,144</u>	<u>3,476,534</u>
DEFERRED OUTFLOW OF RESOURCES				
Deferred amounts on refunding	-	-	-	-
Deferred amounts related to pensions	9,126,301	1,324,581	10,450,882	-
Deferred amounts related to OPEB	1,432,906	467,931	1,900,837	-
Total deferred outflow of resources	<u>10,559,207</u>	<u>1,792,512</u>	<u>12,351,719</u>	<u>-</u>
LIABILITIES				
Accounts payable and accrued expenses	5,615,488	5,751,227	11,366,715	18,000
Accrued interest payable	26,547	215,828	242,375	-
Due to depositors	-	1,454,475	1,454,475	-
Due to bondholders	10,457	-	10,457	-
Unearned revenue	5,779,866	-	5,779,866	-
Long-term liabilities				
Due within one year	4,262,088	2,598,180	6,860,268	-
Due in more than one year	38,593,208	53,348,463	91,941,671	-
Total liabilities	<u>54,287,654</u>	<u>63,368,173</u>	<u>117,655,827</u>	<u>18,000</u>
DEFERRED INFLOW OF RESOURCES				
Deferred amounts related to pensions	870,521	-	870,521	-
Deferred amounts related to OPEB	2,157,641	655,148	2,812,789	-
Total deferred inflow of resources	<u>3,028,162</u>	<u>655,148</u>	<u>3,683,310</u>	<u>-</u>
NET POSITION				
Net investment in capital assets	59,962,708	45,759,433	105,722,141	3,313,812
Restricted for:				
Debt service	329,975	130,752	460,727	-
Public safety	477,945	-	477,945	-
Capital projects	15,497,858	-	15,497,858	-
Economic development	2,118,534	-	2,118,534	-
Pension asset	847,482	-	847,482	-
Other	420,155	-	420,155	-
Unrestricted (deficit)	(9,400,956)	(1,739,160)	(11,140,116)	144,722
Total net position	<u>\$ 70,253,701</u>	<u>\$ 44,151,025</u>	<u>\$ 114,404,726</u>	<u>\$ 3,458,534</u>

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

City of Shawnee, Oklahoma
Statement of Activities
Year Ended June 30, 2023

		<u>Program Revenue</u>		<u>Net (Expense) Revenue and Changes in Net Position</u>				<u>Component Unit</u>
<u>Functions/Programs</u>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>	<u>Civic & Cultural Development Authority</u>
Primary government								
Governmental Activities								
General government	\$ 9,920,640	\$ 601,503	\$ 424,524	\$ 1,589,404	\$ (7,305,209)	\$ -	\$ (7,305,209)	\$ -
Public safety	19,425,113	711,966	1,889,780	-	(16,823,367)	-	(16,823,367)	-
Streets	6,584,350	40,501	286,363	739,346	(5,518,140)	-	(5,518,140)	-
Culture and recreation	2,506,864	247,522	85,529	-	(2,173,813)	-	(2,173,813)	-
Community development	37,337	21,637	711,765	-	696,065	-	696,065	-
Economic development	2,749,017	36,705	860,490	-	(1,851,822)	-	(1,851,822)	-
Interest on long-term debt	343,322	-	-	-	(343,322)	-	(343,322)	-
Total governmental activities	41,566,643	1,659,834	4,258,451	2,328,750	(33,319,608)	-	(33,319,608)	-
Business-type activities:								
Water	6,463,778	8,449,326	7,150	-	-	1,992,698	1,992,698	-
Wastewater	3,173,072	4,335,645	-	990,025	-	2,152,598	2,152,598	-
Sanitation	3,205,472	3,155,831	-	-	-	(49,641)	(49,641)	-
Airport	1,311,963	619,224	-	113,169	-	(579,570)	(579,570)	-
Lake	69,953	35,935	-	-	-	(34,018)	(34,018)	-
Line Maintenance	-	-	-	-	-	-	-	-
Meter Operations	-	-	-	-	-	-	-	-
Total business-type activities	14,224,238	16,595,961	7,150	1,103,194	-	3,482,067	3,482,067	-
Total primary government	\$ 55,790,881	\$ 18,255,795	\$ 4,265,601	\$ 3,431,944	(33,319,608)	3,482,067	(29,837,541)	-
Component Unit								
Civic & Cultural Development	\$ 821,247	\$ 693,130	\$ 12,457	\$ -	-	-	-	(115,660)
General revenues:								
Taxes:								
Sales and use taxes					31,258,292	-	31,258,292	-
Franchise taxes and public service taxes					1,970,660	-	1,970,660	-
Hotel/motel taxes					547,323	-	547,323	-
Property tax					279,087	-	279,087	-
Other					347,275	-	347,275	-
Intergovernmental revenue not restricted to specific programs					1,195,233	-	1,195,233	-
Unrestricted investment earnings					1,050,009	28,230	1,078,239	226
Miscellaneous					680,925	97,813	778,738	-
Transfers					4,476,262	(4,476,262)	-	-
Total general revenues and transfers					41,805,066	(4,350,219)	37,454,847	226
Change in net position					8,485,458	(868,152)	7,617,306	(115,434)
Net position - beginning					61,768,243	45,019,177	106,787,420	3,573,968
Net position - ending					\$ 70,253,701	\$ 44,151,025	\$ 114,404,726	\$ 3,458,534

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

City of Shawnee, Oklahoma
Balance Sheet – Governmental Funds
June 30, 2023

	General Fund	American Rescue Plan Fund	Capital Improvement Fund	Street Improvement Fund	2018 Capital Improvement Fund	Grant Fund	Other Governmental Funds	Total Governmental Funds
ASSETS								
Cash and cash equivalents	\$ 7,161,114	\$ 7,534,416	\$ 3,429,672	\$ 2,118,850	\$ 13,549,339	\$ 5,809,114	\$ 3,243,967	\$ 42,846,472
Investments	480	-	422,802	85,088	-	-	-	508,370
Interest receivable	2,657	-	513	606	653	-	233	4,662
Receivable from other governments	45,550	417,561	-	102,379	-	-	129,517	695,007
Due from other funds	1,896,226	-	65,000	3,968,793	-	-	8,866	5,938,885
Taxes receivable, net	2,833,856	-	449,211	507,172	579,625	-	300,674	4,670,538
Court fines receivable, net	228,514	-	-	-	-	-	-	228,514
Other receivables	247,294	-	-	-	-	7,120	369,596	624,010
Prepaid items	503	-	-	-	-	-	60	563
Total assets	<u>\$ 12,416,194</u>	<u>\$ 7,951,977</u>	<u>\$ 4,367,198</u>	<u>\$ 6,782,888</u>	<u>\$ 14,129,617</u>	<u>\$ 5,816,234</u>	<u>\$ 4,052,913</u>	<u>\$ 55,517,021</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES								
Liabilities:								
Accounts payable	\$ 1,026,603	\$ 227,072	\$ 245,364	\$ 211,079	\$ 615,701	\$ 2,350,840	\$ 163,508	\$ 4,840,167
Accrued payroll payable	417,022	-	-	-	-	1,892	-	418,914
Due to other funds	2,642,412	-	1,604,878	-	470,813	-	339,372	5,057,475
Due to bondholders	9,411	-	-	-	-	-	-	9,411
Unearned revenue	162,500	5,756,116	-	-	-	-	278,811	6,197,427
Total liabilities	<u>4,257,948</u>	<u>5,983,188</u>	<u>1,850,242</u>	<u>211,079</u>	<u>1,086,514</u>	<u>2,352,732</u>	<u>781,691</u>	<u>16,523,394</u>
DEFERRED INFLOWS OF RESOURCES								
Unavailable revenue	<u>169,931</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>169,931</u>
Fund balances:								
Restricted	-	1,968,789	2,516,956	6,571,809	13,043,103	-	3,300,230	27,400,887
Assigned	1,951,924	-	-	-	-	-	-	1,951,924
Unassigned (deficit)	6,036,391	-	-	-	-	3,463,502	(29,008)	9,470,885
Total fund balances	<u>7,988,315</u>	<u>1,968,789</u>	<u>2,516,956</u>	<u>6,571,809</u>	<u>13,043,103</u>	<u>3,463,502</u>	<u>3,271,222</u>	<u>38,823,696</u>
Total liabilities, deferred inflows, and fund balances	<u>\$ 12,416,194</u>	<u>\$ 7,951,977</u>	<u>\$ 4,367,198</u>	<u>\$ 6,782,888</u>	<u>\$ 14,129,617</u>	<u>\$ 5,816,234</u>	<u>\$ 4,052,913</u>	<u>\$ 55,517,021</u>

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

City of Shawnee, Oklahoma
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
June 30, 2023

Total fund balance, governmental funds	\$	38,823,696
--	----	------------

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Position.		64,752,017
---	--	------------

Certain long-term assets are not available to pay for current fund liabilities and, therefore, are deferred in the funds.		587,492
---	--	---------

Deferred outflows and the net pension asset are not available to pay current period expenditures and therefore are not reported in these fund financial statements, but are reported in the governmental activities of the Statement of Net Position.

Net pension asset		1,040,991
Pension related deferred outflows		9,126,301
OPEB related deferred outflows		1,432,906

Some liabilities are not due and payable in the current period, and along with deferred inflows, are not included in the fund financial statement, but are included in the governmental activities of the Statement of Net Position:

Interest payable		(26,547)
Retainage payable		(355,670)
Pension related deferred inflows		(870,521)
OPEB related deferred inflows		(2,157,641)
Total OPEB liability		(3,809,273)
Net pension liability		(16,842,047)
Accrued compensated absences		(2,503,232)
Note payable		(16,925,364)
Lease obligations payable		(83,147)
SBITA obligations payable		(40,944)

Internal service funds are used by management to charge costs of certain activities that benefit multiple funds, such as self-insurance, to individual funds. The assets and liabilities of the internal service funds are reported in governmental activities:

Internal service fund net position		(1,895,316)
------------------------------------	--	-------------

Net Position of Governmental Activities in the Statement of Net Position	\$	70,253,701
--	----	------------

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

City of Shawnee, Oklahoma
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds
Year Ended June 30, 2023

	General Fund	American Rescue Plan Fund	Capital Improvement Fund	Street Improvement Fund	2018 Capital Improvement Fund	Grant Fund	Other Governmental Funds	Total Governmental Funds
REVENUES								
Taxes	\$ 21,246,536	\$ -	\$ 3,022,268	\$ 3,412,238	\$ 3,899,700	\$ -	\$ 3,058,327	\$ 34,639,069
Intergovernmental	2,608,263	793,844	-	1,136,010	-	71,086	1,630,505	6,239,708
Licenses and permits	772,743	-	-	-	-	-	-	772,743
Charges for services	284,344	-	-	-	-	-	4,138	288,482
Fees and fines	439,398	-	-	-	-	-	9,426	448,824
Investment earnings	231,950	252,125	27,873	6,017	530,546	-	1,498	1,050,009
Miscellaneous	895,592	-	766,833	23,485	179	-	160,448	1,846,537
Total revenues	<u>26,478,826</u>	<u>1,045,969</u>	<u>3,816,974</u>	<u>4,577,750</u>	<u>4,430,425</u>	<u>71,086</u>	<u>4,864,342</u>	<u>45,285,372</u>
EXPENDITURES								
Current:								
General government	4,412,297	-	-	-	-	4,512,561	956,904	9,881,762
Engineering	321,833	-	-	-	-	-	-	321,833
Equipment and building maintenance	298,907	-	-	-	-	-	-	298,907
Police	9,292,825	-	-	-	-	95,023	-	9,387,848
Fire	7,833,436	-	-	-	-	-	1,727	7,835,163
Municipal court	407,350	-	-	-	-	-	-	407,350
Emergency management	800,314	-	-	-	-	-	-	800,314
Streets	1,460,633	-	-	-	-	-	545,705	2,006,338
Parks and recreation	1,402,431	-	-	-	-	-	-	1,402,431
Culture and recreation	209,727	-	-	-	-	-	-	209,727
E911	635,319	-	-	-	-	-	241,662	876,981
Cemetery	255,603	-	-	-	-	-	97	255,700
Library	90,689	-	-	-	-	-	-	90,689
Economic development	1,136,559	-	-	-	-	-	1,503,207	2,639,766
Capital Outlay	22,140	1,211,405	1,647,521	2,255,070	9,016,692	-	48,732	14,201,560
Debt Service:								
Principal	41,104	-	628,166	127,441	2,790,000	-	-	3,586,711
Interest and other charges	-	-	21,744	12,116	329,459	-	-	363,319
Total expenditures	<u>28,621,167</u>	<u>1,211,405</u>	<u>2,297,431</u>	<u>2,394,627</u>	<u>12,136,151</u>	<u>4,607,584</u>	<u>3,298,034</u>	<u>54,566,399</u>
Excess (deficiency) of revenues over expenditures	<u>(2,142,341)</u>	<u>(165,436)</u>	<u>1,519,543</u>	<u>2,183,123</u>	<u>(7,705,726)</u>	<u>(4,536,498)</u>	<u>1,566,308</u>	<u>(9,281,027)</u>
OTHER FINANCING SOURCES (USES)								
Issuance of long-term debt	-	-	-	298,914	-	-	-	298,914
Transfers in	4,855,244	-	-	-	-	8,000,000	252,000	13,107,244
Transfers out	(2,477,000)	-	(500,000)	(3,600,000)	-	-	(995,244)	(7,572,244)
Total other financing sources and uses	<u>2,378,244</u>	<u>-</u>	<u>(500,000)</u>	<u>(3,301,086)</u>	<u>-</u>	<u>8,000,000</u>	<u>(743,244)</u>	<u>5,833,914</u>
Net change in fund balances	235,903	(165,436)	1,019,543	(1,117,963)	(7,705,726)	3,463,502	823,064	(3,447,113)
Fund balances - beginning	7,752,412	2,134,225	1,497,413	7,689,772	20,748,829	-	2,448,158	42,270,809
Fund balances - ending	<u>\$ 7,988,315</u>	<u>\$ 1,968,789</u>	<u>\$ 2,516,956</u>	<u>\$ 6,571,809</u>	<u>\$ 13,043,103</u>	<u>\$ 3,463,502</u>	<u>\$ 3,271,222</u>	<u>\$ 38,823,696</u>

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

City of Shawnee, Oklahoma
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of
Governmental Funds to the Statement of Activities
Year Ended June 30, 2023

Net change in fund balances - total governmental funds: \$ (3,447,113)

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period.

Capital asset purchases capitalized	11,993,963
Depreciation expense	(5,751,479)
Book value of disposed capital assets	(37,995)
Capital assets donated	8,346
Capital assets transferred from business type activities	18,206

In the Statement of Activities, the net cost of pension benefits earned is calculated and reported as pension expense. The fund financial statements report pension contributions as pension expenditures. This amount represents the difference between pension contributions and calculated pension expense. 1,512,881

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:

Change in unavailable revenue	447,475
-------------------------------	---------

Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position:

Change in accrued compensated absences	(92,961)
Change in total OPEB liability	262,554
Principal paid on long-term debt	3,519,725
Proceeds from issuance of debt	(298,914)
Lease obligation principal payments	40,925
SBITA obligation principal payments	41,104

Some expenses reported in the statement of activities do not require the use of current financial resources and these are not reported as expenditures in governmental funds:

Change in accrued interest payable	4,954
------------------------------------	-------

Internal service fund activity is reported as a proprietary fund in fund financial statements, but certain net revenues are reported in governmental activities on the Statement of Activities:

Total change in net position of governmental activities - proprietary funds	263,787
---	---------

Change in net position of governmental activities	\$ 8,485,458
---	--------------

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

City of Shawnee, Oklahoma
Statement of Net Position – Proprietary Funds
June 30, 2023

	Enterprise Funds				
	Shawnee Municipal Authority	Shawnee Airport Authority	Total	Internal Service Fund	
ASSETS					
Current assets:					
Cash and cash equivalents	\$ 3,854,314	\$ 695,018	\$ 4,549,332	\$ 304,612	
Investments	137,027	-	137,027	-	
Restricted:					
Cash and cash equivalents	1,372,647	-	1,372,647	-	
Due from other funds	953,897	-	953,897	453,144	
Accounts receivable, net	1,936,777	11,554	1,948,331	-	
Receivables from other governments	-	8,280	8,280	-	
Assessments receivable	2,114	-	2,114	-	
Other receivables	58	-	58	-	
Inventories	-	27,734	27,734	-	
Total current assets	<u>8,256,834</u>	<u>742,586</u>	<u>8,999,420</u>	<u>757,756</u>	
Non-current assets:					
Restricted:					
Capital assets:					
Land, construction in progress, and water rights	69,959,756	550,361	70,510,117	-	
Other capital assets, net of accumulated depreciation	<u>24,850,317</u>	<u>4,310,431</u>	<u>29,160,748</u>	<u>-</u>	
Total non-current assets	<u>94,810,073</u>	<u>4,860,792</u>	<u>99,670,865</u>	<u>-</u>	
Total assets	<u>103,066,907</u>	<u>5,603,378</u>	<u>108,670,285</u>	<u>757,756</u>	
DEFERRED OUTFLOW OF RESOURCES					
Deferred amounts related to pensions	1,324,581	-	1,324,581	-	
Deferred amounts related to OPEB	<u>467,931</u>	<u>-</u>	<u>467,931</u>	<u>-</u>	
Total deferred outflows of resources	<u>1,792,512</u>	<u>-</u>	<u>1,792,512</u>	<u>-</u>	
LIABILITIES					
Current liabilities:					
Accounts payable and accrued liabilities	4,772,572	26,512	4,799,084	1,783	
Salaries payable	943,485	8,658	952,143	-	
Accrued interest payable	215,828	-	215,828	-	
Due to other funds	1,536,560	751,891	2,288,451	-	
Deposits	223,170	5,518	228,688	-	
Deposits subject to refund	245,157	-	245,157	-	
Compensated absences	40,637	4,107	44,744	-	
Lease obligations	218,554	23,667	242,221	-	
Subscription obligations	78,047	-	78,047	-	
Claims and judgments	-	-	-	365,554	
Notes payable	<u>2,233,168</u>	<u>-</u>	<u>2,233,168</u>	<u>-</u>	
Total current liabilities	<u>10,507,178</u>	<u>820,353</u>	<u>11,327,531</u>	<u>367,337</u>	
Non-current liabilities:					
Compensated absences, net of current portion	162,545	16,426	178,971	-	
Lease obligations	212,268	74,523	286,791	-	
Deposits subject to refund	980,630	-	980,630	-	
Claims and judgments, net of current portion	-	-	-	2,285,735	
Net pension liability	947,355	-	947,355	-	
Total OPEB liability	864,141	-	864,141	-	
Notes payable, net of current portion	<u>51,071,205</u>	<u>-</u>	<u>51,071,205</u>	<u>-</u>	
Total non-current liabilities	<u>54,238,144</u>	<u>90,949</u>	<u>54,329,093</u>	<u>2,285,735</u>	
Total liabilities	<u>64,745,322</u>	<u>911,302</u>	<u>65,656,624</u>	<u>2,653,072</u>	
DEFERRED INFLOW OF RESOURCES					
Deferred amounts related to OPEB	655,148	-	655,148	-	
Total deferred inflows of resources	<u>655,148</u>	<u>-</u>	<u>655,148</u>	<u>-</u>	
NET POSITION					
Net investment in capital assets	40,996,829	4,762,604	45,759,433	-	
Restricted for debt service	130,752	-	130,752	-	
Unrestricted (deficit)	<u>(1,668,632)</u>	<u>(70,528)</u>	<u>(1,739,160)</u>	<u>(1,895,316)</u>	
Total net position	<u>\$ 39,458,949</u>	<u>\$ 4,692,076</u>	<u>\$ 44,151,025</u>	<u>\$ (1,895,316)</u>	

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

City of Shawnee, Oklahoma
Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds
Year Ended June 30, 2023

	Shawnee Municipal Authority	Shawnee Airport Authority	Total	Internal Service Fund
REVENUES				
Water	\$ 8,161,236	\$ -	\$ 8,161,236	\$ -
Sewer	4,165,015	-	4,165,015	-
Sanitation	3,042,800	-	3,042,800	-
Rents and royalties	-	322,545	322,545	-
Fuel Sales	-	296,150	296,150	-
Lake	35,935	-	35,935	-
Charges for services				452,809
Miscellaneous	571,751	529	572,280	-
Total operating revenues	<u>15,976,737</u>	<u>619,224</u>	<u>16,595,961</u>	<u>452,809</u>
OPERATING EXPENSES				
General government	781,684	-	781,684	-
Lake	34,212	-	34,212	-
Water	4,690,373	-	4,690,373	-
Wastewater	1,467,474	-	1,467,474	-
Sanitation	1,488,539	-	1,488,539	-
Airport	-	820,290	820,290	-
Claims expense	-	-	-	190,790
Depreciation and amortization	2,794,829	472,387	3,267,216	-
Total operating expenses	<u>11,257,111</u>	<u>1,292,677</u>	<u>12,549,788</u>	<u>190,790</u>
Operating income (loss)	<u>4,719,626</u>	<u>(673,453)</u>	<u>4,046,173</u>	<u>262,019</u>
NON-OPERATING REVENUES (EXPENSES)				
Interest and investment revenue	28,230	-	28,230	-
Miscellaneous revenue	82,773	15,040	97,813	1,768
Gain (loss) on capital asset disposal	-	(16,857)	(16,857)	-
Grants and contributions	7,150	-	7,150	-
Interest expense and fiscal agent charges	(1,655,164)	(2,429)	(1,657,593)	-
Total non-operating revenue (expenses)	<u>(1,537,011)</u>	<u>(4,246)</u>	<u>(1,541,257)</u>	<u>1,768</u>
Net income (loss) before contributions and transfers	<u>3,182,615</u>	<u>(677,699)</u>	<u>2,504,916</u>	<u>263,787</u>
Capital grants and contributions	990,025	113,169	1,103,194	-
Capital contributions from governmental activities	1,076,944	-	1,076,944	-
Transfers in	1,100,000	225,000	1,325,000	-
Transfers out	(6,878,206)	-	(6,878,206)	-
Change in net position	<u>(528,622)</u>	<u>(339,530)</u>	<u>(868,152)</u>	<u>263,787</u>
Total net position - beginning	39,987,571	5,031,606	45,019,177	(2,159,103)
Total net position - ending	<u>\$ 39,458,949</u>	<u>\$ 4,692,076</u>	<u>\$ 44,151,025</u>	<u>\$ (1,895,316)</u>

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

City of Shawnee, Oklahoma
Statement of Cash Flows – Proprietary Funds
Year Ended June 30, 2023

	Enterprise Funds			
	Shawnee Municipal Authority	Shawnee Airport Authority	Total	Internal Service Funds
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$ 16,064,387	\$ 629,759	\$ 16,694,146	\$ 454,577
Payments to employees	(2,339,598)	(262,513)	(2,602,111)	-
Payments to suppliers	(2,223,000)	(535,118)	(2,758,118)	-
Claims and judgments paid	-	-	-	(452,581)
Receipts of customer meter deposits	250,080	-	250,080	-
Refunds of customer meter deposits	(213,630)	-	(213,630)	-
Net cash provided by (used in) operating activities	11,538,239	(167,872)	11,370,367	1,996
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Transfers from other funds	1,100,000	225,000	1,325,000	-
Transfers to other funds	(6,878,206)	-	(6,878,206)	-
Net cash provided by (used in) noncapital financing activities	(5,778,206)	225,000	(5,553,206)	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Purchase of capital assets	(40,768,058)	(138,186)	(40,906,244)	-
Purchase of subscriptions	(140,729)	-	(140,729)	-
Purchase of intangible equipment	(171,326)	-	(171,326)	-
Proceeds of capital grants	2,074,119	113,169	2,187,288	-
Capital contributions	(1,076,944)	-	(1,076,944)	-
Proceeds from debt	39,104,360	-	39,104,360	-
Principal paid on debt	(3,467,621)	98,190	(3,369,431)	-
Interest and fiscal agent fees paid on debt	(1,570,176)	(2,429)	(1,572,605)	-
Net cash provided by (used in) capital and related financing activities	(6,016,375)	70,744	(5,945,631)	-
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchase of investments	1,332,450	-	1,332,450	-
Interest and dividends	28,230	-	28,230	-
Net cash provided by (used in) investing activities	1,360,680	-	1,360,680	-
Net increase in cash and cash equivalents	1,104,338	127,872	1,232,210	1,996
Balances - beginning of year	4,122,623	567,146	4,689,769	302,616
Balances - end of year	\$ 5,226,961	\$ 695,018	\$ 5,921,979	\$ 304,612
Reconciliation to Statement of Net Position:				
Cash and cash equivalents	\$ 3,854,314	\$ 695,018	\$ 4,549,332	\$ 304,612
Restricted cash and cash equivalents - current	1,372,647	-	1,372,647	-
Total cash and cash equivalents, end of year	\$ 5,226,961	\$ 695,018	\$ 5,921,979	\$ 304,612
Reconciliation of operating income (loss) to net cash provided (used in) by operating activities:				
Operating income (loss)	\$ 4,719,626	\$ (673,453)	\$ 4,046,173	\$ 262,019
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation expense	2,548,667	472,387	3,021,054	-
Amortization expense	246,162	-	246,162	-
Miscellaneous revenue	82,773	15,040	97,813	1,768
Change in assets, liabilities and deferrals:				
Due from other governments	-	(4,790)	(4,790)	-
Accounts receivable	2,531	(4,505)	(1,974)	-
Other receivable	(58)	-	(58)	-
Inventory	-	14,738	14,738	-
Deferred inflows related to pension	(1,863,394)	-	(1,863,394)	-
Net pension asset	1,436,569	-	1,436,569	-
Deferred outflows related to OPEB	(191,756)	-	(191,756)	-
Accounts payable	3,699,586	10,719	3,710,305	(6,323)
Accrued payroll payable	849,675	591	850,266	-
Lease obligations	(22,367)	-	(22,367)	-
Deposits subject to refund	38,854	-	38,854	-
Claims and judgments liability	-	-	-	(255,468)
Net pension liability	947,355	-	947,355	-
Total OPEB liability	166,550	-	166,550	-
Subscription obligations	78,047	-	78,047	-
Accrued compensated absences	(746)	1,401	655	-
Deferred inflows related to OPEB	(24,857)	-	(24,857)	-
Deferred outflows related to pension	(1,174,978)	-	(1,174,978)	-
Net cash provided by (used in) operating activities	\$ 11,538,239	\$ (167,872)	\$ 11,370,367	\$ 1,996
Noncash activities:				
Principal forgiven on capital debt	\$ 990,025	\$ -	\$ 990,025	\$ -
Fair value of intangible lease assets	171,326	121,537	292,863	-
Assets contributed by governmental activities	1,076,944	-	1,076,944	-
	\$ 2,238,295	\$ 121,537	\$ 2,359,832	\$ -

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

I. Organization

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

II. Summary of significant accounting policies

A. Reporting entity

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

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

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

The Shawnee Urban Renewal Authority (SURA) is included within the financial statements as a part of Other Governmental Funds within a grouping of Special Revenue Funds titled CDBG & Home Grant Funds. The SURA provides services that exclusively benefit the City of Shawnee. All of the activity of the Shawnee Urban Renewal Authority is in the CDBG & Home Grant Funds and the Shawnee Urban Renewal Authority does not have any of its own assets or liabilities and management of the city has operational responsibility of authority. Any issuance of debt would require a two-thirds approval of the City Commission.

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

Discretely presented component unit. Shawnee Civic & Cultural Development Authority (SCCDA) was created January 5, 1976, to acquire by lease and to operate, regulate and administer all physical properties, real or personal which shall be of public use or of civic and/or cultural benefit or incident to carry out an authority or proper function of the City of Shawnee, the beneficiary of the SCCDA. The governing body consists of seven members; the City Manager of the City of Shawnee, four (4) citizens representing the general public to be selected by the Governing Board of the Beneficiary, and two (2) residents of Pottawatomie County appointed by the Commissioners of Pottawatomie County and approved by the SCCDA Trustees. The SCCDA does not have the same

Board nor does it provide services exclusively to the City of Shawnee. However, any issuance of debt requires a two-thirds approval of the City Commission. The management of the primary government has operational responsibility for the component unit. If the SCCDA was not included in the financial statements of the City of Shawnee, the accompanying financial statements would be misleading and incomplete.

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

The SCCDA has adopted a December 31 year-end to better represent its business cycle. Accordingly, the financial information contained in these financial statements for the SCCDA is as of December 31, 2022 and for the year then ended.

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

Shawnee Industrial Authority	(405) 273-7490
Shawnee Economic Development	(405) 273-7490

B. Government-wide and fund financial statements

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

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

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

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

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial

statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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

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

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

The City reports the following fund types:

General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally or administratively restricted to expenditures for certain purposes.

Capital Project Funds are used to account for resources restricted or the acquisition or construction of specific capital projects for items.

Proprietary funds include both enterprise funds and internal service funds. Enterprise funds are used to account for business-type activities provided to the general public. Internal service funds are used to account for business-like activities provided and charged to other funds or entities within the reporting entity. Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Non-operating revenues of the proprietary funds include such items as investment earnings, interest expense and subsidies.

The funds of the financial reporting entity are described below:

The City reports the following major governmental funds:

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

- American Rescue Plan Fund accounts for the proceeds received from the federal governments American Rescue Plan. The funds major funding source is grant revenue.
- The Street Improvement Fund accounts for the construction or major reconstruction of street projects, economic development or debt service. The funds major funding source is sales tax.
- The Capital Improvement Fund accounts for the purchase of capital equipment and construction of facilities, economic development, or debt service. The funds major funding source is sales tax.
- The 2018 Capital Improvement Fund accounts for the addition half-cent sales tax that was passed in June 2018. The proceeds are to be used for capital improvements, specifically public safety, parks and public facilities and streets.
- The Grant Fund accounts for grant revenue and expenses.

The City reports the following major proprietary funds:

- The Shawnee Municipal Authority accounts for the City's water, sewer, and sanitation operations. The funds major funding source is user charges.
- The Shawnee Airport Authority accounts for the City's airport operations. The funds major funding source is user charges.

The City also reports the following proprietary fund:

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

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

- The Street and Alley Fund accounts for the operation and maintenance of local streets and thoroughfares through dedicated taxes.
- The E-911 Fund accounts for the operations and maintenance of the City's 911 emergency services through dedicated taxes.
- The Economic Development Fund accounts for the promotion of economic development through dedicated taxes.
- The Hotel/Motel Fund accounts for the collection of the City's hotel/motel surcharge, used to encourage, promote and foster tourism.
- The Police Sales Tax Fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for police officers.
- The Fire Sales Tax Fund accounts for the 1/16 cent of a one-cent dedicated sales tax revenue for firefighters.

- The CDBG & HOME Grant Funds account for federal funds received by the City and expenditures related to the operation of these grants.
- The Cemetery Care Fund accounts for the continuing care and maintenance as well as future capital investments of the City owned cemetery funded with fees restricted by external sources.
- The Gifts & Contributions Fund accounts for monies donated for various park projects, economic development, civic events, police, and fire donations.
- The Tax Increment Finance Fund accounts for ad valorem taxes paid to the City on properties located in the Shawnee Downtown Revitalization Area and Increment District to be used for economic development projects within that District.
- The Drug Forfeiture Fund accounts for funds received from Pottawatomie County drug enforcement activities to help fund City drug-related law enforcement efforts.
- The HUD Fund accounts for the pass through grant from ODOC for mortgage/rental assistance, utility assistance, nutrition assistance, and mental health support.
- The Emergency Shelter Fund accounts for a pass through grant from HUD via ODOC for homeless assistance-emergency shelter, street outreach, and rapid re-housing.

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

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

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

D. Assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position/fund balance

1. Deposits and investments

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

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

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

2. Receivable and payable

In the government-wide financial statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivable balances for the governmental activities include sales and use taxes, franchise taxes, grants and court fines. Business-type activities report utilities as its major receivable.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as sales tax, franchise tax, grant, and other similar intergovernmental revenues since they are usually both measurable and available. Non-exchange transactions collectible but not available are deferred in the fund financial statements in accordance with modified accrual, but not deferred in the government-wide financial statements in accordance with the accrual basis. Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. Proprietary fund receivables consist of all revenues earned at year-end and not yet received. Utility accounts receivable and interest earnings comprise the majority of proprietary fund receivables. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable.

3. Restricted assets

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

4. Inventories and Prepaids

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

Prepaids are payments to vendors that benefit future reporting periods and are reported on the consumption basis.

5. *SBITAs*

Implementation of New Accounting Guidance – On June 15, 2022, the Governmental Accounting Standards Board (GASB) issued Statement No. 96, “Subscription-Based Information Technology Arrangements” (SBITAs), which establishes accounting and financial reporting standards for subscription-based information technology arrangements. The new standard established a subscription-based asset and related liability on the statement of financial position for all applicable information technology arrangements. The accounting standard went into effect for reporting periods beginning after June 15, 2022. This City has implemented and adopted GASB Statement No. 96. See Note 3 relating to the adoption of the new SBITA standard.

Implementation of GASB Statement No. 96 resulted in a restatement of \$82,048 and \$140,729 of both capital assets and long term obligations in governmental activities and business-type activities, respectively.

6. *Capital Assets*

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Subscription based information technology arrangements are valued at the present value of future payments plus capitalizable implementation costs. SBITA assets are amortized over the shorter of useful life or the term of the associated contract. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

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

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

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

7. *Compensated absences*

It is the City’s policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements. Full-time employees with at least one year of service earn vacation of ten to twenty days per year depending on years of service completed. A maximum of ten to thirty days may be carried over from one benefit year into another, depending on years of service completed.

Sick leave may be accumulated up to a maximum of 120 days. Accumulated sick leave is paid to employees only upon retirement at a rate of one day's pay for every three day's accumulated sick leave, up to a maximum of 40 days. A liability for these amounts is reported in governmental funds when they have matured as a result of employee resignations and retirements. The General Fund, the Hotel/Motel Fund and the CDBG Grant Fund are used to liquidate compensated absences in the governmental activities.

8. Long-term obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statements of Net Position. Bond premiums and discounts are unearned and amortized over the life of the bonds using the straight line method. Bonds payable are reported net of bond premium or discount.

9. Deferred Outflow/Inflows of Resources:

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and will not be recognized as an outflow of resources (expenses/expenditure) until then. The government reports the following deferred outflows. Deferred amounts on refunding reported in the government-wide statement of net position and the proprietary fund statement of net position. A deferred amount on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the new debt or the remaining life of the refunded debt. The city also reports deferred outflows related to pension and OPEB contributions subsequent to the measurement date, the change in proportion, and the difference between expected and actual plan experience.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and will not be recognized as in inflow of resources (revenues) until that time. The government reports deferred inflows related to pension accounting and OPEB accounting for the net difference between projected and actual earnings on pension plan investments, the change in proportion, changes in assumptions, and deferred differences between expected and actual plan experience.

10. Fund equity

Government-Wide and Proprietary Fund Financial Statements:

Net Position is displayed in three components:

- a. *Net investment in capital assets* - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds,

mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.

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

c. *Unrestricted Net Position* - All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

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

Governmental Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned. These classifications are defined as:

a. Nonspendable – includes amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact.

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

c. Committed – included amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the city’s highest level of decision-making authority. The City’s highest level of decision-making authority is made by ordinance which must be approved or rescinded by a vote of the City Council.

d. Assigned – includes amounts that are constrained by the city’s intent to be used for specific purposes but are neither restricted nor committed. Assignments of fund balance may be made by city council action, motion or resolution, or by management decision when the city council has authorize management (city manager) to make the decision. Assignments for transfers and interest income for governmental funds are made through budgetary process.

e. Unassigned – represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance.

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

E. REVENUES, EXPENDITURES AND EXPENSES

Sales Tax

The City levies a three and a half cent sales tax on taxable sales within the city. The sales tax is collected by the Oklahoma Tax Commission and remitted to the City in the month following receipt by the Tax Commission. One and one-half cent is legally restricted by the voters. Sales tax is recorded as follows:

- Two-cents recorded in the General Fund for operations
- .3875 recorded in the Capital Improvement Fund restricted by ordinance for capital improvements, economic development or debt service
- .4375 recorded in the Street Improvement Fund and restricted by ordinance for capital improvements, economic development or debt service
- .0500 recorded in the Economic Development Fund and restricted by ordinance for capital improvements, economic development or debt service
- .0625 recorded in the Police Sales Tax Fund and restricted for police operations
- .0625 recorded in the Fire Sales Tax Fund and restricted for fire operations
- .5000 recorded in the 2018 Capital Improvement Fund and restricted for capital improvements or debt service

Property Tax

Under State statutes, municipalities are limited in their ability to levy a property tax. Such tax may only be levied to repay principal and interest on general obligation bonded debt approved by voters and any court-assessed judgments. For the year ended June 30, 2023, the City did not levy a tax.

Program Revenues

In the Statement of Activities, revenues that are derived directly from each activity or from parties outside the City's taxpayers are reported as program revenues. The City has the following program revenues in each activity:

General government	Licenses and permits and state operating and capital grants
Public safety	Fines and forfeitures, court cost and fees, fire protection fees, animal control fees, and operating and capital grants
Streets	Permits, motor fuel and commercial vehicle revenue, capital and operating grants
Culture and recreation	Lake permits, park and recreation fees, state operating and capital grants
Community development	Zoning charges and Community Development Block Grants
Economic development	Rental fees and grants

Pledge of Future Revenues

Sales Tax Pledge - The City has pledged seven-eighths of one penny (or .875%) of future sales tax revenues to repay the \$3,565,000 Series 2016 Sales Tax Revenue Note. Proceeds from the notes provided financing for capital assets. The notes are payable from pledged sales tax revenues. The note is payable through fiscal year 2024. The total principal and interest payable for the remainder of the life of this note is \$280,884. Pledged sales taxes received in the current year were \$6,734,834. Debt service payments of \$549,499 for the current fiscal year were 8% of pledged sales taxes.

Sales Tax Pledge - The City levied a new sales tax beginning October 1, 2018 of one-half percent (.50%). The City has pledged the future sales tax revenues to repay the \$10,000,000 and \$16,875,000 Series 2018 Sales Tax Revenue Note and the 2020 Sales Tax Revenue Notes, respectively. Proceeds from the notes provided financing for capital improvements. The notes are payable from pledged sales tax revenues through fiscal year 2029. The total principal and interest payable for the remainder of the life of the note is \$17,141,924. Pledged sales taxes received in the current year were \$3,848,477. Debt service payments of \$3,119,459 for the current fiscal year were 81% of pledged sales taxes.

Utility Revenues Pledge - The City has also pledged future gross water and wastewater revenues to repay \$1,485,000 of the 2010A OWRB Note Payable, \$12,070,000 of the 2013 OWRB Note Payable, \$5,410,000 of the 2016 Municipal Authority Revenue Note, \$5,380,000 of the 2019 OWRB Note Payable, \$37,920,000 of the 2019A OWRB Note Payable, \$13,500,000 of the 2021 OWRB Note Payable, and \$17,460,000 of the 2021 OWRB Note Payable. Proceeds from the notes provided financing for utility system capital assets. The notes are payable through fiscal year 2031, 2023, 2031, 2031, 2052, 2053, and 2053, respectively. The total principal and interest payable for the remainder of the life of these notes is \$143,910,627. The notes are payable from the above-mentioned utility revenues. The debt service payments on the notes this year were \$2,865,921 which was 23% of pledged utility revenues of \$12,326,251.

Expenditures and Expenses

In the government-wide financial statements, expenses, including depreciation of capital assets, are reported by function or activity. In the governmental fund financial statements, expenditures are reported by class as current (further reported by function), capital outlay and debt service. In the proprietary fund financial statements, expenses are reported by object or activity.

F. INTERNAL AND INTERFUND BALANCES AND ACTIVITIES

In the process of aggregating the financial information for the government-wide statement of net position and statement of activities, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

Fund Financial Statements:

Interfund activity, if any, within and among the governmental and proprietary fund categories is reported as follows in the fund financial statements:

1. Interfund loans - amounts provided with a requirement for repayment are reported as interfund receivables and payables.

2. Interfund services - sales or purchases of goods and services between funds are reported as revenues and expenditures/expenses.
3. Interfund reimbursements - repayments from funds responsible for certain expenditures/expenses to the funds that initially paid for them are not reported as reimbursements but as adjustments to expenditures/expenses in the respective funds.
4. Interfund transfers - flow of assets from one fund to another where repayment is not expected are reported as transfers in and out.

Government-Wide Financial Statements:

Interfund activity, if any, are eliminated or reclassified in the government-wide financial statements as follows:

1. *Internal balances* – amounts reported in the fund financial statements as interfund receivable and payables are eliminated in the governmental and business-type activities columns of the statement of net position, except for the net residual amounts due between governmental and business-type activities, which are reported as Internal Balances.
2. *Internal activities* - amounts reported in the fund financial statements as interfund transfers are eliminated in the government-wide statement of activities except for the net amount of transfers between governmental and business-type activities, which are reported as Transfers - Internal Activities. The effect of interfund services between funds is not eliminated in the statement of activities.
3. *Primary government and component unit activity and balances* - resource flows between the primary government and the discretely presented component units are reported as if they were external transactions and are classified separately from internal balances and activities within the primary government.

G. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

III. Detailed Notes On All Funds

A. Deposits and investments – The City held the following deposits/investments at June 30, 2023:

PRIMARY GOVERNMENT:

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

Schedule of Deposits and Investments by Type

Type	Fair Value	Credit Rating	Maturities in Years		
			On Demand	Less Than One	1 - 5
Demand accounts	\$ 33,955,585	n/a	\$ 33,955,585	\$ -	\$ -
Time deposits	1,685,712	n/a	-	-	1,685,712
Money market mutual fund	14,072,082	AAAm	-	14,072,082	-
Sub-total	49,713,379		<u>\$ 33,955,585</u>	<u>\$ 14,072,082</u>	<u>\$ 1,685,712</u>
Cash on hand	5,081				
Total Investments and Deposits	<u>\$ 49,718,460</u>				
Reconciliation to Statement of Net Position:					
Cash and cash equivalents	\$ 49,073,063				
Investments	645,397				
	<u>\$ 49,718,460</u>				

GASB Statement No. 72, *Fair Value Measurement and Application*, established a fair value hierarchy for investments. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City has the following recurring fair value measurements as of June 30, 2023: Money Market Mutual Funds of \$14,072,082 are valued using quoted market prices (Level 1 input).

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of bank failure, the City's deposits may not be returned to it. The City requires that all deposits be collateralized by either FDIC insurance or pledged collateral. At June 30, 2023 the City was not exposed to custodial credit risk as defined above.

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

- The portfolio, as a whole, shall have an average maturity of not more than two (2) years, unless specifically otherwise designated by the Treasurer.
- Banker's acceptances shall not exceed one hundred (180) days to maturity.

The City complied with this policy in all material respects.

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

those items and those restrictions specified in the investment policy of the City of Shawnee, Oklahoma. The City complied with this policy in all material respects.

Concentration of Credit Risk. Exposure to concentration of credit risk is considered to exist when investments in any one issuer represent a significant percent of total investments of the City (any over 5% are disclosed). Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools and other pooled investments are excluded from this consideration.

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

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

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

The City complied with this policy in all material respects.

COMPONENT UNIT:

The SCCDA was not exposed to custodial credit risk at December 31, 2023. The \$162,722 of cash and cash equivalents was invested in cash deposits and interest-bearing certificate of deposit fully insured by Federal Depository Insurance (FDIC) or direct obligations of the U.S. government. The SCCDA does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. There is no limit placed on the amount it may invest in any one issuer and is exposed to concentration of credit risk by being 100% invested in money market funds.

B. Receivables

Receivables as of June 30, 2023, including the applicable allowances for uncollectible accounts are as follows:

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

	Accounts Receivable	Less: Allowance for Uncollectible Accounts	Net Accounts Receivable
Governmental Activities:			
Taxes	\$ 4,726,552	\$ -	\$ 4,726,552
Due from other governments	758,666	-	758,666
Court fines	2,285,139	(2,056,625)	228,514
Other	504,337	-	504,337
Total Governmental Activities	<u>\$ 8,274,694</u>	<u>\$ (2,056,625)</u>	<u>\$ 6,218,069</u>
Reconciliation to Statement of Net Position:			
Accounts receivable, net			\$ 619,441
Due from other governmental agencies			5,319,817
Notes receivable, net			278,811
Total			<u>\$ 6,218,069</u>
Business-Type Activities:			
Utilities	<u>\$ 3,859,481</u>	<u>\$ (1,908,978)</u>	<u>\$ 1,950,503</u>

Opioid Settlement Funds

In June 2022, drug manufacturer distributors reached a \$308 billion-dollar nationwide settlement related to opioid lawsuit(s). These funds will be disbursed to each litigating party over an 18-year period according to an allocation agreement reached with all participating states.

Oklahoma's Memorandum of Agreement (MOA) between the state and local governments for the settlement funds allocates the funds as follows:

- 25% of Net Opioid Funds to Litigating Political Subdivisions
 - 10% of allocation to establish an appeal fund
- 75% to the State of Oklahoma

The City as a litigating party received \$87,572 as part of this settlement in fiscal year 2023. Per the terms of the MOA, the City created a special revenue fund, the Opioid Settlement Fund, to account for these funds. All funds are to be used for opioid abatement and remediation activities. Funds are restricted until expended. No funds have been expended as of June 30, 2023.

Additional settlement amounts are not listed that the City could be a litigating party; these amounts could not be estimated at this time.

C. Restricted assets

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

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

<u>Type of Restricted Assets</u>	<u>Current</u>	<u>Noncurrent</u>	<u>Total</u>
	<u>Cash and Cash Equivalents</u>	<u>Investments</u>	
Due to Depositors	\$ 1,225,787	\$ -	\$ 1,225,787
Trustee Accounts:			
OWRB 2010 Debt Service Account	36,795	-	36,795
SMA 2016 Debt Service Account	110,065	-	110,065
Total Restricted Assets	<u>\$ 1,372,647</u>	<u>\$ -</u>	<u>\$ 1,372,647</u>

D. Capital Assets

The following is a summary of changes in capital assets during fiscal year 2023 for the primary government:

PRIMARY GOVERNMENT:

	<u>Restated Balance at July 1, 2022</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance at June 30, 2023</u>
<i>Governmental activities:</i>				
Capital assets not being depreciated:				
Land	\$ 3,638,460	\$ -	\$ -	\$ 3,638,460
Construction in progress	735,684	8,016,336	141,370	8,610,650
Total capital assets not being depreciated	<u>4,374,144</u>	<u>8,016,336</u>	<u>141,370</u>	<u>12,249,110</u>
Depreciable assets:				
Buildings	27,059,784	326,649	164,782	27,221,651
Machinery, furniture and equipment	22,747,538	1,120,248	232,845	23,634,941
Infrastructure	74,593,694	3,069,214	-	77,662,908
Total depreciable assets	<u>124,401,016</u>	<u>4,516,111</u>	<u>397,627</u>	<u>128,519,500</u>
Less accumulated depreciation:				
Buildings	13,486,791	813,974	144,534	14,156,231
Machinery, furniture and equipment	15,633,911	1,417,529	215,100	16,836,340
Infrastructure	41,696,154	3,452,194	-	45,148,348
Total accumulated depreciation	<u>70,816,856</u>	<u>5,683,697</u>	<u>359,634</u>	<u>76,140,919</u>
Lease assets:				
Machinery, furniture and equipment	166,606	-	-	166,606
Less accumulated amortization for:				
Machinery, furniture and equipment	41,652	41,652	-	83,304
Subscription assets:				
Subscription assets	82,048	-	-	82,048
Less accumulated amortization for:				
Subscription asset	-	41,024	-	41,024
Other capital, lease, and subscription assets, net	<u>53,791,162</u>	<u>(1,250,262)</u>	<u>37,993</u>	<u>52,502,907</u>
Governmental activities capital assets, net	<u>\$ 58,165,306</u>	<u>\$ 6,766,074</u>	<u>\$ 179,363</u>	<u>\$ 64,752,017</u>

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

	Restated Balance at July 1, 2022	Additions	Disposals	Balance at June 30, 2023
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 1,481,715	\$ -	\$ -	\$ 1,481,715
Water rights	12,967,959	-	-	12,967,959
Construction in progress	14,805,306	41,255,137	-	56,060,443
Total capital assets not being depreciated	29,254,980	41,255,137	-	70,510,117
Other capital assets:				
Buildings	17,383,264	218,162	-	17,601,426
Machinery, furniture and equipment	8,854,988	295,408	115,185	9,035,211
Utility property	69,604,144	111,150	-	69,715,294
Total other capital assets at historical cost	95,842,396	624,720	115,185	96,351,931
Less accumulated depreciation for:				
Buildings	12,629,284	472,899	-	13,102,183
Machinery, furniture and equipment	7,412,722	306,546	80,122	7,639,146
Utility property	44,843,766	2,217,302	-	47,061,068
Total accumulated depreciation	64,885,772	2,996,747	80,122	67,802,397
Lease assets:				
Machinery, furniture and equipment	492,302	292,863	-	785,165
Less accumulated amortization for:				
Machinery, furniture and equipment	44,211	223,559	-	267,770
Subscription assets:				
Subscription assets	140,729	-	-	140,729
Less accumulated amortization for:				
Subscription asset	-	46,910	-	46,910
Other capital, lease, and subscription assets, net	31,545,444	(2,349,633)	35,063	29,160,748
Business-type activities capital assets, net	\$ 60,800,424	\$ 38,905,504	\$ 35,063	\$ 99,670,865

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

Governmental Activities:

Depreciation:

General government	\$ 82,348
Culture and recreation	782,302
Community development	33,718
Public safety	1,121,496
Public works	3,663,833
	<u>5,683,697</u>

Amortization:

Amortization on leased assets:	
Machinery, furniture and equipment	41,652
Amortization on subscription assets:	
Subscription assets	41,024
	<u>\$ 5,766,373</u>

Business-Type Activities:

Depreciation:

Water	\$ 1,462,256
Wastewater	1,094,902
Sanitation	154,711
Administration	309
Lake	35,741
Airport	472,387
	<u>3,220,306</u>

Amortization:

Amortization on subscription assets:	
Subscription assets	46,910
	<u>\$ 3,267,216</u>

COMPONENT UNIT:

	Balance, January 1, 2022	Increases	Decreases	Balance, December 31, 2023
Shawnee Civic and Cultural Development Authority:				
Capital assets, being depreciated:				
Buildings and improvements	\$ 9,647,755	\$ -	\$ -	\$ 9,647,755
Equipment	2,494,528	-	-	2,494,528
Total capital assets, being depreciated	12,142,283	-	-	12,142,283
Less accumulated depreciation	(8,582,194)	(246,277)	-	(8,828,471)
Governmental activities capital assets, net	\$ 3,560,089	\$ (246,277)	\$ -	\$ 3,313,812

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

E. Long-term debt

Long-term liabilities of the City of Shawnee as of June 30, 2023, are summarized as follows:

Governmental activities

Notes payable (direct placements/direct borrowings) :

\$3,565,000 2016 Sales Tax Revenue Note, to a financial institution, dated December 21, 2016, payable semi-annually each June and December, interest at 2.140%, through December 1, 2023. The Shawnee Municipal Authority collects funding from the capital improvement fund in the form of sales tax transferred to liquidate this liability. \$ 275,000

\$10,000,000 2018 Sales Tax Revenue Note, to a financial institution, dated December 12, 2018, payable semi-annually each June and December, interest at 2.90%, through December 12, 2028. The Shawnee Municipal Authority collects funding from the capital improvement fund in the form of sales tax transferred to liquidate this liability. 4,695,000

\$16,875,000 2020 Sales Tax Revenue Note, to a financial institution, dated September 1, 2020 payable semi-annually each June and December, interest at 1.35%, through December 12, 2028. The Shawnee Municipal Authority collects funding from the capital improvement fund in the form of sales tax transferred to liquidate this liability. 11,555,000

\$298,800 street sweeper note payable, to a financial institution, dated January 27, 2021 payable quarterly each January, April, July and October, interest at 4.00%, through October 27, 2024. 132,801

\$298,914 street sweeper note payable, to a Welch State Bank, dated February 21, 2023 payable in monthly installments with an annual interest at 4.41% through February 21, 2026. 267,563

Total notes payable		\$ 16,925,364
Current portion		\$ 3,312,356
Noncurrent portion		13,613,008
Total notes payable		\$ 16,925,364

Accrued compensated absences. The general fund has typically been used to liquidate this liability. \$ 2,503,232

Current portion		\$ 500,646
Noncurrent portion		2,002,586
		\$ 2,503,232

Claims and judgments payable. The general fund has typically been used to liquidate this liability. \$ 2,651,289

Current portion		\$ 365,554
Noncurrent portion		2,285,735
		\$ 2,651,289

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

Lease obligations. The general fund has typically been used to liquidate this liability.

	\$ 83,147
Current portion	\$ 42,588
Noncurrent portion	40,559
	<u>\$ 83,147</u>

Subscription obligations. The City has entered into subscription-based information technology arrangements involving software related to budgeting and planning for a term of 3 years. The general fund has typically been used to liquidate this liability.

	\$ 40,944
Current portion	\$ 40,944
Noncurrent portion	-
	<u>\$ 40,944</u>

Business-type activities

Notes payable (direct placements/direct borrowings) :

\$5,410,000 2016 Municipal Authority Revenue Note, dated June 8, 2016, payable in semiannual installments of \$150,000 to \$215,000, interest at 2.35%, final maturity April 2031. The Shawnee Municipal Authority typically has been used to liquidate this liability.

\$ 3,145,000

\$1,485,000 2010A Promissory Note to Oklahoma Water Resources Board, dated October 14, 2010, payable in semiannual installments of approximately \$39,489, including principal and interest at 2.76%. The Shawnee Municipal Authority typically pays this liability.

562,501

\$5,380,000 2019 Promissory Note to Oklahoma Water Resources Board, dated May 28, 2019, payable in semiannual installments of approximately \$179,000, Interest from 3.895% to 2.35% through April 2031. The note is secured with pledged revenues from the Shawnee Municipal Authority.

3,243,506

\$37,920,000 2019A Promissory Note to Oklahoma Water Resources Board, dated September 19, 2019, payable in semiannual installments of approximately \$172,000 to \$2,078,000, Interest of 1.58% through September 2051. The note is secured with pledged revenues from the Shawnee Municipal Authority. The SMA has drawn \$574,300 of the note as of June 30.

20,257,419

\$13,500,000 2021 Promissory Note to Oklahoma Water Resources Board, dated June 24, 2021, payable in semiannual installments of approximately \$198,000 to \$253,000, interest of 1.65% through March 2053. The note is secured with pledged revenues from the Shawnee Municipal Authority. The SMA has drawn \$208,000 of the note as of June 30.

12,022,500

\$17,460,00 2021 Promissory Note to Oklahoma Water Resources Board, dated May 28, 2021, payable in semiannual installments of approximately \$291,000, interest of 1.98% through March 2053. The note is secured with pledged revenues from the Shawnee Municipal Authority. The SMA has drawn \$6,303,078 of the note as of June 30.

14,073,447

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

\$65,635,000 2022 Promissory Note to Oklahoma Water Resources Board, dated 8/31/2022, payable in semiannual installments of approximately \$100,000 to \$1,621,000 with interest of 2.69% through September 2055. The note is secured with pledged revenues from the Shawnee Municipal Authority. The SMA has drawn \$990,025 of the note as of June 30.

Total notes payable	-	\$ 53,304,373
---------------------	---	---------------

Current portion	2,233,168	
Noncurrent portion	51,071,205	
Total notes payable		\$ 53,304,373

Accrued compensated absences. The Shawnee Municipal and Airport Authorities have typically been used to liquidate this liability.	223,715	\$ 223,715
Current portion	44,744	
Noncurrent portion	178,971	
		\$ 223,715

Lease obligations. The Shawnee Municipal and Airport Authorities have typically been used to liquidate this liability.	529,012	\$ 529,012
Current portion	242,221	
Noncurrent portion	286,791	
		\$ 529,012

Subscription obligations. The City has entered into subscription-based information technology arrangements involving software related to managed cloud services for a term of 3 years. The Shawnee Municipal Authority has typically been used to liquidate this liability.	78,047	\$ 78,047
Current portion	78,047	
Noncurrent portion	-	
		\$ 78,047

The 2013, 2016, 2018, and 2021 Sales Tax Revenue Notes are secured by pledged sales tax and contain the following remedies in the event of default: 1) suit for specific performance of any or all covenants of the Authority contained in the Note Indentures, the sales tax agreements or the notes; 2) deposit the sales tax revenue directly with the bank; 3) acceleration of the payment of principal and interest; or 4) file suit to enforce or enjoin action or inaction of parties under provisions of the agreement.

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

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

Long-term liability transactions for the year ended June 30, 2023 and changes therein were as follows:

<u>Type of Debt</u>	<u>Restated Balance July 1, 2022</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 2023</u>	<u>Due Within One Year</u>
Governmental Activities:					
Notes payable (direct placements/direct borrowings)	\$ 20,146,175	\$ 298,914	\$ 3,519,725	\$ 16,925,364	\$ 3,312,356
Claims and judgments	2,906,757	190,791	446,259	2,651,289	365,554
Lease obligations	124,072	-	40,925	83,147	42,588
Accrued compensated absences	2,410,271	2,092,291	1,999,330	2,503,232	500,646
Subscription obligations	82,048	-	41,104	40,944	40,944
Total Governmental Activities	<u>\$ 25,669,323</u>	<u>\$ 2,581,996</u>	<u>\$ 6,047,343</u>	<u>\$ 22,203,976</u>	<u>\$ 4,262,088</u>
		Add: Total OPEB liability		3,809,273	
		Add: Net Pension liability		16,842,047	
				<u>\$ 42,855,296</u>	
Business-Type Activities:					
Notes payable (direct placements/direct borrowings)	\$ 17,667,635	\$ 39,104,360	\$ 3,467,622	\$ 53,304,373	\$ 2,233,168
Lease liability	453,189	292,861	217,038	529,012	242,221
Accrued compensated absences	223,060	211,006	210,351	223,715	44,744
Subscription obligations	140,729	-	62,682	78,047	78,047
Total Business-Type Activities	<u>\$ 18,484,613</u>	<u>\$ 39,608,227</u>	<u>\$ 3,957,693</u>	<u>\$ 54,135,147</u>	<u>\$ 2,598,180</u>
		Add: Total OPEB liability		864,141	
		Add: Net Pension liability		947,355	
				<u>\$ 55,946,643</u>	
Total Long-Term Debt	<u>\$ 44,153,936</u>	<u>\$ 42,190,223</u>	<u>\$ 10,005,036</u>	<u>\$ 98,801,939</u>	<u>\$ 6,860,268</u>

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

Fiscal Year Ending June 30	Governmental Activities					
	Notes Payable (direct placements/direct borrowings)		Lease Obligations		Subscription Obligations	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	\$ 3,312,356	\$ 296,192	\$ 42,588	\$ 2,544	\$ 40,944	\$ 161
2025	3,018,131	237,440	40,559	814	-	-
2026	3,009,877	177,853	-	-	-	-
2027	2,995,000	123,612	-	-	-	-
2028	3,045,000	69,371	-	-	-	-
2029	1,545,000	13,994	-	-	-	-
	<u>\$ 16,925,364</u>	<u>\$ 918,462</u>	<u>\$ 83,147</u>	<u>\$ 3,358</u>	<u>\$ 40,944</u>	<u>\$ 161</u>

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

Fiscal Year Ending June 30	Business-Type Activities					
	Notes Payable (direct placements/direct borrowings)		Lease Obligations		Subscription Obligations	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	\$ 2,233,168	\$ 1,857,776	\$ 242,221	\$ 18,790	\$ 78,047	\$ 453
2025	2,256,748	1,783,618	212,899	7,745	-	-
2026	2,378,202	1,736,458	48,446	1,566	-	-
2027	2,499,736	1,688,721	25,446	334	-	-
2028	3,819,184	1,640,436	-	-	-	-
2029-2033	20,128,503	23,137,421	-	-	-	-
2034-2038	21,971,571	19,387,810	-	-	-	-
2039-2043	24,182,223	15,119,122	-	-	-	-
2044-2048	26,855,488	10,299,197	-	-	-	-
2049-2053	26,731,677	4,930,322	-	-	-	-
2054-2056	7,885,000	642,238	-	-	-	-
Amount to be drawn	(87,637,127)	-	-	-	-	-
	<u>\$ 53,304,373</u>	<u>\$ 82,223,119</u>	<u>\$ 529,012</u>	<u>\$ 28,435</u>	<u>\$ 78,047</u>	<u>\$ 453</u>

Water Agreement

The Shawnee Municipal Authority (SMA) entered into an agreement with the Pottawatomie County Development Authority (PCDA) for the development of the North Deer Creek Reservoir Project (Reservoir) in which the PCDA issued bonds totaling \$18,180,000 for the construction of the Reservoir. SMA issued its Utility Revenue Note, Series 1990B in the amount of \$18,180,000 to the PCDA. (These notes were defeased during the 1993 fiscal year with the issuance of the SMA Utility Revenue Note, Series 1993A in the amount of \$21,165,000.) During the 2003 fiscal year, the 1993 notes were defeased in the amount of \$18,850,000. During fiscal 2013 the SMA issued the 2013A OWRB Note payable to refund the outstanding notes.

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

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

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

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

F. Interfund receivables, payables, and transfers

The composition of interfund balances as of June 30, 2023 is as follows:

Due To	Due From						Total Due To
	General Fund	Major -CIF Fund	Major -Street Fund	Nonmajor Governmental Funds	Enterprise Funds	Internal Service Fund	
General Fund	\$ -	\$ -	\$ 1,518,165	\$ -	\$ 953,897	\$ 170,350	\$ 2,642,412
2018 Capital Improvement Fund	470,813	-	-	-	-	-	470,813
Capital Improvement Fund	-	-	1,600,855	4,023	-	-	1,604,878
Street Improvement Fund	-	-	-	4,843	-	-	4,843
Nonmajor Governmental Funds	171,647	-	162,882	-	-	-	334,529
Enterprise Funds	1,253,766	65,000	686,891	-	-	282,794	2,288,451
Total Due From	<u>\$ 1,896,226</u>	<u>\$ 65,000</u>	<u>\$ 3,968,793</u>	<u>\$ 8,866</u>	<u>\$ 953,897</u>	<u>\$ 453,144</u>	<u>\$ 7,345,926</u>

Interfund transactions are used for varying reasons including, but not limited to, offset negative pooled cash and posting corrections. Interfund transactions between funds and the reason for those transactions are as follows:

Receivable Fund	Payable Fund	Amount	Nature of Interfund Balance
Worker's Comp Fund	General Fund	\$ 170,350	Self insurance funding
Worker's Comp Fund	SPWA	282,794	Self insurance funding
General Fund	SMA	1,253,766	Negative pooled cash
General Fund	2018 Capital Improvement Fund	470,813	Negative pooled cash
General Fund	Street & Alley Fund	170	Posting correction
CDBG Home Grants Fund	Street Improvement Fund	16,361	Posting correction
Street Improvement Fund	CDBG Home Grants Fund	4,843	Posting correction
General Fund	CDBG Home Grants	132,137	Posting correction
General Fund	Emergency Shelter	39,340	Negative pooled cash
SMA	General	953,897	Posting correction
Gifts and Contributions	Capital Improvement	4,023	Posting correction
Street Improvement Fund	Capital Improvement	1,600,855	Negative pooled cash
Street Improvement Fund	CDBG Home Grants	146,521	Negative pooled cash
Street Improvement Fund	Shawnee Airport Authority	686,891	Negative pooled cash
Street Improvement Fund	General	1,518,165	Negative pooled cash
Capital Improvement Fund	Shawnee Airport Authority	65,000	Federal grant match on future projects
		<u>\$ 7,345,926</u>	

Reconciliation to Fund Financial Statements:

	Due From	Due to	Net Interfund Balances
Governmental Funds	\$ 5,938,885	\$ 5,057,475	\$ 881,410
Proprietary Funds	953,897	2,288,451	(1,334,554)
Internal Service Funds	453,144	-	453,144
	<u>\$ 7,345,926</u>	<u>\$ 7,345,926</u>	<u>\$ -</u>

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

Transfers for the year ended June 30, 2023, consisted of the following:

Transfers Out	Transfers In						Total Transfer Out
	General Fund	Major -CIF Fund	Major -Street Fund	Grant Fund	Nonmajor Governmental Funds	Enterprise Funds	
General Fund	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 252,000	\$ 225,000	\$ 2,477,000
Street Improvement Fund	-	-	-	3,000,000	-	600,000	3,600,000
Capital Improvement Fund	-	-	-	-	-	500,000	500,000
Nonmajor Governmental Funds	995,244	-	-	-	-	-	995,244
Enterprise Funds	3,860,000	-	-	3,000,000	-	-	6,860,000
Total Transfer In	\$ 4,855,244	\$ -	\$ -	\$ 8,000,000	\$ 252,000	\$ 1,325,000	\$ 14,432,244

Transfers are used for varying reasons including but not limited to operational subsidies, capital funding, and debt service. Transfers between funds and the reason for those transfers are as follows:

Transfer From	Transfer To	Amount	Purpose of Transfer
SMA	General	\$ 3,860,000	Operating subsidy
Police Tax Fund	General	476,372	Restricted sales tax transfer
Fire Tax Fund	General	476,372	Restricted sales tax transfer
General	Grant	2,000,000	Operating transfer
Street Improvement Fund	Grant	3,000,000	Operating transfer
SMA	Grant	3,000,000	Operating transfer
General	Street and Alley	252,000	Budgeted transfer
Economic Development	Sister Cities Fund	42,500	Interfund transfer
Capital Improvement	SMA	500,000	Budgeted transfer
Street Improvement Fund	SMA	600,000	Budgeted transfer
General	SAA	225,000	Operating subsidy
Total		\$ 14,432,244	

Reconciliation to Fund Financial Statements:

	Transfers In	Transfers Out	Net Transfers
Governmental Funds	\$ 13,107,244	\$ (7,572,244)	\$ 5,535,000
Proprietary Funds	1,325,000	(6,878,206)	(5,553,206)
	\$ 14,432,244	\$ (14,450,450)	\$ (18,206)

Reconciliation to Statement of Activities:

Net transfers	\$ 5,535,000
Transfer of capital assets to governmental activities	18,206
Transfer of capital assets from governmental activities	(1,076,944)
Transfers - internal activity	\$ 4,476,262

G. Net Position/Fund Equity

Government-Wide and Proprietary Fund Financial Statements

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

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

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

Fund	Restricted By	Amount
Governmental Activities:		
Tax Increment Financing Fund	Enabling legislation	\$ 930,279
Pension Asset	Enabling legislation	847,482
		<u>1,777,761</u>
Cemetery Fund	Statutory requirements	188,606
E911 Fund	Statutory requirements	317,262
Drug Forfeiture Fund	Statutory requirements	15,591
		<u>521,459</u>
CDBG Fund	External sources	301,129
Gifts and Contributions	External sources	143,977
Police Sales Tax Fund	External sources	72,546
Fire Sales Tax Fund	External sources	72,546
Hotel/Motel Fund	External sources	605,000
Economic Development Fund	External sources	282,126
Street Improvement Fund	External sources	6,571,809
2018 Capital Improvement Fund	External sources	369,381
Capital Improvement Fund	External sources	2,516,956
2023 Capital Improvement Fund	External sources	283,596
Debt Service Fund	External sources	329,975
American Rescue Plan Fund	External sources	5,756,116
Opiod Settlement Fund		87,572
		<u>17,392,729</u>
Total Governmental Restricted		<u>\$ 19,691,949</u>

Reconciliation to Statement of Net Position:

Restricted for:

Debt Service	\$ 329,975
Public Safety	477,945
Capital Projects	15,497,858
Economic Development	2,118,534
Pension Asset	847,482
Other	420,155
Total Governmental Restricted	<u>\$ 19,691,949</u>

Business Type Activities:

Debt Service Reserves	Enabling legislation	<u>\$ 130,752</u>
-----------------------	----------------------	-------------------

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

Governmental Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned.

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

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

	General Fund	American Rescue Plan Fund	Street Improvement Fund	Capital Improvement Fund	2018 Capital Improvement Fund	Grant Fund	Other Governmental Funds	Total
Fund Balance:								
Restricted for:								
Street improvements	\$ -	\$ -	\$ 6,571,809	\$ -	\$ -	\$ -	\$ -	\$ 6,571,809
Fire operations	-	-	-	-	-	-	72,546	72,546
Police operations	-	-	-	-	-	-	389,808	389,808
Debt service	-	-	-	-	-	-	930,279	930,279
Capital improvements	-	1,968,789	-	2,516,956	13,043,103	-	283,596	17,812,444
Culture and rec programs	-	-	-	-	-	-	143,977	143,977
Cemetery improvements	-	-	-	-	-	-	188,606	188,606
Police - drug programs	-	-	-	-	-	-	103,163	103,163
Economic development	-	-	-	-	-	-	1,188,255	1,188,255
Sub-total restricted	-	1,968,789	6,571,809	2,516,956	13,043,103	-	3,300,230	27,400,887
Assigned for:								
Subsequent year's budget	1,951,924	-	-	-	-	-	-	1,951,924
Sub-total assigned	1,951,924	-	-	-	-	-	-	1,951,924
Unassigned (deficit)	6,036,391	-	-	-	-	3,463,502	(29,008)	9,470,885
TOTAL FUND BALANCE	\$ 7,988,315	\$ 1,968,789	\$ 6,571,809	\$ 2,516,956	\$ 13,043,103	\$ 3,463,502	\$ 3,271,222	\$ 38,823,696

H. Postemployment Healthcare Plan

Plan Description. The City sponsors Medical, Rx, Dental, Vision and Life insurance to qualifying retirees and their dependents under the age of 65 (for health benefits) and for life insurance that elect to make required premium benefit payments on a monthly basis. Coverage is provided through fully-insured arrangements that collectively operate as a substantive single-employer defined benefit plan. A substantive plan is one in which the plan terms are understood by the employer and the plan members. This understanding is based on communications between the employer and plan member and the historical pattern of practice with regard to the sharing of benefit costs. Qualifying retirees are those employees who are eligible for immediate disability or retirement benefits under the Oklahoma Police Pension and Retirement System, Oklahoma Firefighter's Pension and Retirement System, or the Oklahoma Municipal Retirement Fund Employee Retirement System of Shawnee, Oklahoma. Retirees may continue coverage with the City by paying the carrier premium rate. Authority to establish and amend benefit provisions rests with the City Commission. Benefits are paid from general operating assets of the City. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023

Benefits provided - The plan covers all current retirees of the City who elected postretirement medical, RX, dental, vision or life insurance coverage through the City's plan, and future retirees of the City's fully insured plans. In accordance with administrative policy, the benefit levels are the same as those afforded to active employees; this creates an implicit rate subsidy. The retiree retains coverage with the City, by making an election upon retirement.

The amount of benefit payments during fiscal year June 30, 2023 were \$409,000.

Employees Covered by Benefit Terms

Active Employees	251
Inactive or beneficiaries receiving benefits	<u>110</u>
Total	<u>361</u>

Total OPEB Liability – The total OPEB liability was determined based on an alternative measurement method valuation performed as of June 30, 2023, which is also the measurement date.

Actuarial Assumptions- The total OPEB liability was determined based on an actuarial valuation prepared as of June 30, 2023, using the following actuarial assumptions:

- Actuarial Cost Method - Entry Age
- Discount Rate – 2.6% based on the 20 year municipal bond yield
- Retirement Age – Civilians - 55 with 10 years of service, Police and Fire 20 years of service
- Medical Trend Rates

<u>Year</u>	<u>Rate</u>
2024	6.25%
2025	6.00%
2026	5.75%
2027	5.50%
2028	5.25%
2029	5.00%
2030	4.75%
2031	4.50%
2032+	4.50%

Changes in Total OPEB Liability –

Balances at Beginning of Year	<u>\$ 4,607,772</u>
Changes for the Year:	
Service cost	191,847
Interest expense	179,210
Difference between expected and actual experience	111,265
Change in assumptions	(7,680)
Benefit Payments	<u>(409,000)</u>
Net Changes	<u>65,642</u>
Balances End of Year	<u><u>\$ 4,673,414</u></u>

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023

OPEB Liabilities, OPEB Expense, and Deferred Outflows or Resources and Deferred Inflows of Resources Related to OPEB - For the year ended June 30, 2023, the City recognized OPEB expense of \$156,383. At June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 211,010	\$ 1,320,991
Changes of assumptions	1,223,338	1,016,041
Change in porportion	402,234	402,236
City benefit payments during the measurement date	64,255	73,521
Total	<u>\$ 1,900,837</u>	<u>\$ 2,812,789</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in expense as follows:

Year Ended June 30:

2024	\$ (214,674)
2025	(214,674)
2026	(209,159)
2027	(159,607)
2028	(202,509)
Thereafter	88,671
	<u>\$ (911,952)</u>

Sensitivity of the City's total OPEB liability to changes in the discount rate- The following presents the City's total OPEB liability, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.0 percent) or 1-percentage-point higher (4.0 percent) than the current discount rate:

	1% Decrease (3.0%)	Current Discount Rate (4.0%)	1% Increase (5.0%)
Employers' total OPEB liability	5,202,215	4,673,414	4,219,172

Sensitivity of the City's total OPEB liability to changes in the healthcare cost trend rates - The following presents the City's total OPEB liability, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.09 percent decreasing to 3.87 percent) or 1-percentage-point higher (7.09 percent decreasing to 5.87 percent) than the current healthcare cost trend rates:

	1% Decrease (5.09% decreasing to 3.87%)	Current Discount Rate (6.09% decreasing to 4.87%)	1% Increase (7.09% decreasing to 5.87%)
Employers' total OPEB liability	\$ 4,321,352	\$ 4,673,414	\$ 5,096,188

IV. Other Information

A. Risk management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The City has insurance for the major risks such as property and general liability, and is self-insured for workers' compensation and unemployment, with applicable excess loss coverage for workers' compensation. A third party worker's compensation administrator is used to evaluate claims and estimate the City's liability for outstanding claims not assumed by the issuer. The City is self-insured up to \$750,000 per occurrence and \$1,000,000 in the aggregate, and has obtained overlying insurance coverage for claims in excess of these amounts. Commercial insurance is used to cover general liability claims and the risk of loss to buildings and mobile equipment. Judgments against the City may be paid by a property tax assessment over a three-year period. Claims have not exceeded coverage in the past three years.

Claims Liability Analysis

The claims liabilities related to the above noted risk of loss that is retained is determined in accordance with Generally Accepted Accounting Principles, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. For the internal service self-insurance workers' compensation fund, changes in the claims liability for the City from July 1, 2021 to June 30, 2023, are as follows:

CLAIMS LIABILITY ANALYSIS

Claims liability, June 30, 2021	\$ 2,906,757
Claims and changes in estimates	394,324
Claims payments	<u>(394,324)</u>
Claims liability, June 30, 2022	\$ 2,906,757
Claims and changes in estimates	190,791
Claims payments	<u>(446,259)</u>
Claims liability, June 30, 2023	<u><u>\$ 2,651,289</u></u>

B. Commitments and contingent liabilities

Grant Program Involvement

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

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023

Litigation

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

Asset Retirement Obligations

The City has incurred certain asset retirement obligations related to the operation of its wastewater utility system. The estimated liability of the legally required closure costs for the wastewater utility system cannot be reasonably estimated as of June 30, 2023, since the specific legally required costs of retirement have not yet been identified. The City anticipates identifying those specific legally required costs, if any, and obtaining an estimate of those costs in a subsequent fiscal year.

Construction Commitments

The City/SMA had the following construction commitments at June 30, 2023:

Fund/Project	Balance Remaining at June 30, 2023
Marie Drive Waterline Replacement	\$ 68,300
45th Street Transportation Project	95,345
Kickapoo Street Sidewalk	97,941
Main Street Bridge Project	18,839
Kidspace	60,684
Woodland Veterans Park	1,483,947
Storm Water Project-Airport	9,200
Water System Improvements-Park Street	52,658
Santa Fe Depot	12,774
Waterline Replacement -Alice, Fay, Edwards & Pesotum Street	117,789
Water System Improvements - Independence	91,660
Sanitary Sewer Pipe Bursting	16,900
Waterline Improvements-Thompson Heights Addition	93,250
Highland Street Sidewalk	892,057
Water Treatment Plant Expansion	680,195
Wastewater Treatment System Improvements	75,150,779
Clearpond Culvert Replacement	94,010

C. Tax Abatements

The City enters into sales tax rebate agreements with local businesses as allowed in the Oklahoma State Constitution, Article 10, Section 14. Under this law, the City may establish economic development programs and provide sales tax increments for development as part of its economic development plan.

The sales tax rebate program allows a developer to receive rebated sales tax in varying amounts. To be eligible for this program, the project area should be occupied by occupants operating a retail store of a requisite quality which are new businesses. The sales tax rebate period varies with each agreement.

Due to confidentiality laws in Oklahoma statutes Title 68, Section 1354.11, the amounts of sales taxes rebated will not be disclosed. The following businesses had rebate agreements with the City as of June 30, 2023:

A fuel station entered into a sales tax rebate agreement on November 22, 2016, for a convenience store project. The sales tax rebate is for 1.5% of taxable sales on the second building constructed in the project up to a maximum of \$785,000 in sales tax. This sales tax rebate period is for seven years. The developer is also eligible for a sales tax rebate on construction materials purchased within city limits in conjunction with the construction of the Service Station (building 1). Rebated sales tax in fiscal year 2023 was \$33,527.

A new sales tax rebate agreement was approved on March 20, 2023, with Brady's Properties for the construction of a retail development designated as Shawnee Marketplace Phase 2. The proposed agreement would provide for a partial rebate of sales taxes generated exclusively by the proposed Burlington and Five Below stores. The sales tax rebate would encompass two percent (2%) of taxable sales for four (4) years and then 1.5% for an additional four (4) years, with a cap of \$780,613. The term of the rebate agreement would be set for no more than eight (8) years commencing thirty (30) days after the first reported sales by either store. This agreement would terminate when the sales tax rebate has been paid in full or at the end of the eight (8) year period, whichever would occur first. No sales tax was rebated in fiscal year 2023.

D. Employee retirement systems and pensions plans

The City of Shawnee participates in the Oklahoma State Police Pension and Retirement System and the Oklahoma State Firefighters' Pension and Retirement System, both of which are cost-sharing multiple-employer defined benefit pension plans administered by the State of Oklahoma. Additionally, for other City employees not covered by the other plans, the City of Shawnee maintains the Oklahoma Municipal Retirement Fund, an agent multiple employer defined benefit pension plan. For the year ended June 30, 2023 the following amounts were reported for each pension plan:

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023

	Governmental	Business Type	Total
Deferred Outflows:			
Police Pension	\$ 2,167,756	\$ -	\$ 2,167,756
Fire Pension	5,050,588	-	5,050,588
OMRF	1,907,957	1,324,581	3,232,538
Total	<u>\$ 9,126,301</u>	<u>\$ 1,324,581</u>	<u>\$ 10,450,882</u>
Deferred Inflows:			
Police Pension	\$ 193,510	\$ -	\$ 193,510
Fire Pension	677,011	-	677,011
Total	<u>\$ 870,521</u>	<u>\$ -</u>	<u>\$ 870,521</u>
Net Pension Asset:			
Police Pension	\$ 1,040,991	\$ -	\$ 1,040,991
Total	<u>\$ 1,040,991</u>	<u>\$ -</u>	<u>\$ 1,040,991</u>
Net Pension Liability:			
Fire Pension	\$ 15,477,456	\$ -	\$ 15,477,456
OMRF	1,364,591	947,355	2,311,946
Total	<u>\$ 16,842,047</u>	<u>\$ 947,355</u>	<u>\$ 17,789,402</u>
Pension Expense (Benefit):			
Police Pension	\$ 236,767	\$ -	\$ 236,767
Fire Pension	2,161,870	-	2,161,870
OMRF	(819,806)	(569,143)	(1,388,949)
Total	<u>\$ 1,578,831</u>	<u>\$ (569,143)</u>	<u>\$ 1,009,688</u>

The General Fund, Police Sales Tax Fund, and Fire Sales Tax Fund are used to liquidate pension liabilities of the Governmental Activities.

Oklahoma State Police Pension and Retirement System (OPPRS)

Plan description - The City of Shawnee, as the employer, participates in the Oklahoma Police Pension and Retirement Plan—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Police Pension and Retirement System (OPPRS). Title 11 of the Oklahoma State Statutes, through the Oklahoma Legislature, grants the authority to establish and amend the benefit terms to the OPPRS. OPPRS issues a publicly available financial report that can be obtained at www.ok.gov/OPPRS

Benefits provided - OPPRS provides retirement, disability, and death benefits to members of the plan. The normal retirement date under the Plan is the date upon which the participant completes 20 years of credited service, regardless of age. Participants become vested upon completing 10 years of credited service as a contributing participant of the Plan. No vesting occurs prior to completing 10 years of credited service. Participants' contributions are refundable, without interest, upon termination prior to normal retirement. Participants who have completed 10 years of credited service may elect a vested benefit in lieu of having their accumulated contributions refunded. If the vested benefit is elected, the participant is entitled to a monthly retirement benefit commencing on the date the participant reaches 50 years of age or the date the participant would have had 20 years of credited service had employment continued uninterrupted, whichever is later. Monthly retirement benefits are calculated at 2.5% of the final average salary (defined as the average paid base salary of the officer over the highest 30 consecutive months of the last 60 months of credited service) multiplied by the years of credited service, with a maximum of 30 years of credited service considered.

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023

Monthly benefits for participants due to permanent disability incurred in the line of duty are 2.5% of the participants' final average salary multiplied by 20 years. This disability benefit is reduced by stated percentages for partial disability based on the percentage of impairment. After 10 years of credited service, participants who retire due to disability incurred from any cause are eligible for a monthly benefit based on 2.5% of their final average salary multiplied by the years of service. This disability benefit is also reduced by stated percentages for partial disability based on the percentage of impairment. Effective July 1, 1998, once a disability benefit is granted to a participant, that participant is no longer allowed to apply for an increase in the dollar amount of the benefit at a subsequent date.

Survivor's benefits are payable in full to the participant's beneficiary upon the death of a retired participant. The beneficiary of any active participant killed in the line of duty is entitled to a pension benefit.

Contributions - The contributions requirements of the Plan are at an established rate determine by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 8% percent of their annual pay. Participating cities are required to contribute 13% of the employees' annual pay. Contributions to the pension plan from the City were \$595,155. The State of Oklahoma also made on-behalf contributions to OPPRS in the amount of \$542,402 during the calendar year and this is reported as both a revenue and an expenditure in the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance. In the government-wide Statement of Activities, revenue is recognized for the state's on-behalf contributions on an accrual basis of \$517,275. These on-behalf payments did not meet the criteria of a special funding situation.

Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2023, the City reported a net pension asset of \$1,040,991 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2022, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of July 1, 2022. The City's proportion of the net pension asset was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2022. Based upon this information, the City's proportion was 1.2981%.

For the year ended June 30, 2023, the City recognized pension expense of \$236,768. At June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 510,618	\$ 113,391
Changes of assumptions	36,242	-
Net difference between projected and actual earnings on pension plan investments	1,015,796	-
Changes in proportion and differences between City contributions and proportionate share of contributions	7,907	68,179
City contributions during measurement date	2,038	11,940
City contributions subsequent to the measurement date	595,155	-
Total	<u>\$ 2,167,756</u>	<u>\$ 193,510</u>

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023

The \$595,155 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of or an addition to the net pension liability (asset) in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2024	\$	312,778
2025		71,887
2026		(293,339)
2027		1,231,908
2028		55,857
	<u>\$</u>	<u>1,379,091</u>

Actuarial Assumptions-The total pension liability was determined by an actuarial valuation as of July 1, 2022, using the following actuarial assumptions, applied to all prior periods included in the measurement:

Inflation: 2.75%

Salary increases: 3.5% to 12% average, including inflation

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

Cost-of-living adjustments: Police officers eligible to receive increased benefits according to repealed Section 50-120 of Title 11 of the Oklahoma Statutes pursuant to a court order receive an adjustment of 1/3 to 1/2 of the increase or decrease of any adjustment to the base salary of a regular police officer, based on an increase in base salary of 3.5% (wage inflation).

Mortality rates: Active employees (pre-retirement) RP-2000 Blue Collar Healthy Combined table with age set back 4 years with fully generational improvement using Scale AA.

Active employees (post-retirement) and nondisabled pensioners: RP-2000 Blue Collar Healthy Combined table with fully generational improvement using scale AA.

Disabled pensioners: RP-2000 Blue Collar Healthy Combined table with age set forward 4 years.

The actuarial assumptions, used in the July 1, 2022 valuation, were based on the results of an actuarial experience study for the period July 1, 2012, to June 30, 2017.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2022, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	3.34%
Domestic equity	4.69%
International equity	8.34%
Real estate	7.64%
Private Equity	9.66%
Commodities	0.00%

The current allocation policy is that approximately 60% of assets in equity instruments, including public equity, long-short hedge, venture capital, and private equity strategies; approximately 25% of assets in fixed income to include investment grade bonds, high yield and non-dollar denominated bonds, convertible bonds, and low volatility hedge fund strategies; and 15% of assets in real assets to include real estate, commodities, and other strategies.

Discount Rate-The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Projected cash flows also assume the State of Oklahoma will continue contributing 14% of the insurance premium, as established by statute. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate-The following presents the net pension liability (asset) of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	<u>1% Decrease (6.5%)</u>	<u>Current Discount Rate (7.5%)</u>	<u>1% Increase (8.5%)</u>
Employers' net pension liability (asset)	\$ 3,016,000	\$ (1,040,991)	\$ (4,470,192)

Pension plan fiduciary net position - Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the OPPRS, which can be located at www.ok.gov/OPPRS.

Oklahoma State Firefighters' Pension and Retirement System (OFPRS)

Plan description - The City of Shawnee, as the employer, participates in the Firefighters Pension & retirement—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Firefighters Pension & Retirement System (FPRS). Title 11 of the Oklahoma State Statutes grants the authority to establish and amend the benefit terms to the FPRS. FPRS issues a publicly available financial report that can be obtained at www.ok.gov/fprs.

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

Normal Retirement:

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

All firefighters are eligible for immediate disability benefits. For paid firefighters, the disability in-the-line-of-duty benefit for firefighters with less than 20 years of service is equal to 50% of final average monthly compensation, based on the most recent 30 months of service. For firefighters with over 20 years of service, a disability in the line of duty is calculated based on 2.5% of final average monthly compensation, based on the most recent 30 months, per year of service, with a maximum of 30 years of service. For disabilities not in the line of duty, the benefit is limited to only those with less than 20 years of service and is 50% of final average monthly compensation, based on the most recent 60-month salary as opposed to 30 months. For volunteer firefighters, the not-in-the-line-of-duty disability is also limited to only those with less than 20 years of service and is \$7.53 per year of service. For volunteer firefighters, the in-the-line-of-duty pension is \$150.60 with less than 20 years of service or \$7.53 per year of service, with a maximum of 30 years.

A \$5,000 lump sum death benefit is payable to the qualified spouse or designated recipient upon the participant's death. The \$5,000 death benefit does not apply to members electing the vested benefit.

Contributions - The contributions requirements of the Plan are at an established rate determine by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 9% percent of their annual pay. Participating cities are required to contribute 14% of the employees' annual pay. Contributions to the pension plan from the City were \$602,588. The State of Oklahoma also made

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023

on-behalf contributions to FPRS in the amount of \$1,352,676 which is reported as both a revenue and an expenditure in the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance. In the government-wide Statement of Activities, revenue is recognized for the state's on-behalf contributions on an accrual basis of \$1,212,434. These on-behalf payments did not meet the criteria of a special funding situation.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2023, the City reported a liability of \$15,477,456 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2022. The City's proportion of the net pension liability was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2022. Based upon this information, the City's proportion was 1.11835%.

For the year ended June 30, 2023, the City recognized pension expense of \$2,161,870. At June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,986,888	\$ 78,134
Changes of assumptions	-	98,681
Net difference between projected and actual earnings on pension plan investments	1,798,647	-
Changes in proportion and differences between City contributions and proportionate share of contributions	637,390	494,349
City Contributions during the measurement period	25,075	5,847
City contributions subsequent to the measurement date	602,588	-
Total	<u>\$ 5,050,588</u>	<u>\$ 677,011</u>

The \$602,588 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2024	\$ 897,961
2025	792,762
2026	347,673
2027	1,732,593
	<u>\$ 3,770,989</u>

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023

Actuarial Assumptions—The total pension liability was determined by an actuarial valuation as of July 1, 2022, using the following actuarial assumptions, applied to all prior periods included in the measurement:

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

Mortality rates were based on the following:

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

The actuarial assumptions used in the July 1, 2022, valuation were based on the results of an actuarial experience study for the period July 1, 2013, to June 30, 2018.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2022, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	20%	3.62%
Domestic equity	47%	5.66%
International equity	15%	8.34%
Real estate	10%	7.64%
Other assets	8%	5.08%

Discount Rate—The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Projected cash flows also assume the State of Oklahoma will continue contributing 36% of the insurance premium, as established by statute. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate—The following presents the net pension liability of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employers' net pension liability	\$ 19,943,895	\$ 15,477,456	\$ 11,741,497

Pension plan fiduciary net position - Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the FPRS; which can be located at www.ok.gov/fprs.

Oklahoma Municipal Retirement Fund (OkMRF) Employee Retirement System of Shawnee, Oklahoma

Plan Description – The City contributes to an agent multiple employer defined benefit retirement plan, the Oklahoma Municipal Retirement Fund Employee Retirement System of Shawnee, Oklahoma (the Plan), which covers employees not covered by other plans, hired prior to July 1, 2013. The Plan operates as a trust maintained by the Oklahoma Municipal Retirement Fund (OkMRF). The OkMRF board of trustees retains BankOne as custodian to hold the Plan's assets which are invested by various professional managers. OkMRF issues separate plan financial statements which may be obtained by contacting the Oklahoma Municipal Retirement Fund, 100 N., Broadway, Oklahoma City, OK 73102 or from their website: www.okmrf.org/reports.html. Benefits are established or amended by the City Council in accordance with O.S. Title 11, Section 48-101-102.

Summary of Significant Accounting Policies – For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City's plan and additions to/deduction from the City's fiduciary net position have been determined on the same basis as they are reported by OkMRF. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value based on published market prices. Detailed information about the OkMRF plans' fiduciary net position is available in the separately issued OkMRF financial report.

Eligibility Factors and Benefit Provisions - All regular, full-time City employees not covered by other plans are required to participate in the Plan. Benefits vest after seven years of service. Employees, who retire at age 65 with completion of seven years of service, are entitled to an annual retirement benefit, payable monthly in an amount equal to 2.625% of final average compensation multiplied by the number of years of credited service. Final average compensation is defined as the average of the five highest consecutive annual salaries out of the last ten calendar years of service.

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

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

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

The plan was frozen on September 1, 2013. All participants who elected to cease participation in the Plan by making a one-time election to participate in the City of Shawnee Defined Contribution Plan ceased accrual of Service for purposes of calculating pension benefits under the Plan. Any such Plan participant who was an active participant prior to July 1, 2013, may continue to earn years of service for vesting purposes and satisfying modified Rule of 80 after August 31, 2013, under this Plan but will not continue to earn years of service for calculating pension benefits under the Plan. Plan participants who elected to cease participation in the plan by making a one-time election to participate in the City of Shawnee Defined Contribution Plan will have their benefit calculation for average monthly compensation by using compensation through August 31, 2013. New hires beginning on July 1, 2013, participate in a Defined Contribution Plan.

Contribution Requirements – The City Commission has the authority to set and amend contribution rates by ordinance for the OkMRF defined benefit plan in accordance with O.S. Title 11, Section 48-102. The contribution rates for the current fiscal year have been made in accordance with an actuarially determined rate. For the year ended June 30, 2023, employees were required to contribute 4.25% of annual compensation while the City contributed 24.01%, the actuarially required contribution rate. Contributions to the Plan for the year ended June 30, 2023, for employees and employer were \$44,179 and \$249,582, respectively. For the year ended June 30, 2023, the City's covered payroll was \$1,039,499. Covered payroll refers to all compensation paid by the City of Shawnee to active employees covered by the Plan on which contributions are based.

Actuarial Assumptions

Date of Last Actuarial Valuation	July 1, 2022
Actuarial Cost Method	Entry age normal
Rate of return on investments and Discount Rate	7.25% compounded annually
Projected salary increases	Varies between 7.472% and 4% based upon age
Post Retirement Cost-of-Living Increase	None
Inflation rate	2.75% per annum
Percentage of married employees	100%
Mortality rates – before and after retirement	UP 1994, with projected mortality improvement
Spouse age difference	3 years (female spouses younger)
Turnover	Select and ultimate rates. Ultimate rates are age-related as shown: Additional rates per thousand are added during the first 5 years: Year 1: 225 Year 2: 140 Year 3: 100 Year 4: 70 Year 5: 40
Date of last experience study	September 2012 for fiscal years 2007 through 2011

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023

Discount Rate – The discount rate used to value benefits was the long-term expected rate of return on plan investments, 7.50% since the plan’s net fiduciary position is projected to be sufficient to make projected benefit payments.

The City has adopted a funding method that is designed to fund all benefits payable to participants over the course of their working careers. Any differences between actual and expected experience are funded over a fixed period to ensure all funds necessary to pay benefits have been contributed to the trust before those benefits are payable. Thus, the sufficiency of pension plan assets was made without a separate projection of cash flows.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation (2.75%). Best estimates of arithmetic real rates of return for each major asset class included in the pension plan’s target asset allocation as of July 1, 2022 are summarized in the following table:

	<u>Target Allocation</u>	<u>Real Return</u>	<u>Weighted Return</u>
Large cap stocks S&P 500	25%	5.80%	1.45%
Small/mid cap stocks Russell 2500	10%	6.40%	0.64%
Long/short equity MSCI ACWI	10%	5.00%	0.50%
International stocks MSCI EAFE	20%	6.20%	1.24%
Fixed income bonds Barclay's Capital Aggregate	30%	2.30%	0.69%
Real estate NCREIF	5%	4.60%	0.23%
Cash equivalents 3 month Treasury	0%	0.00%	0.00%
TOTAL	<u>100%</u>		
Average Real Return			4.75%
Inflation			<u>2.75%</u>
Long-term expected return			<u>7.50%</u>

Changes in Net Pension Liability (Asset) – The total pension liability was determined based on an actuarial valuation performed as of July 1, 2022 which is also the measurement date. There were no changes in assumptions or changes in benefit terms that affected measurement of the total pension liability. There were also no changes between the measurement date of July 1, 2022 and the City’s report ending date of June 30, 2023, that would have had a significant impact on the net pension liability (asset). The following table reports the components of changes in net pension liability (asset):

**NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023**

SCHEDULE OF CHANGES IN NET PENSION LIABILITY

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances Beginning of Year	<u>\$ 39,893,502</u>	<u>\$ 43,613,806</u>	<u>\$ (3,720,304)</u>
Changes for the Year:			
Service cost	136,477	-	136,477
Interest expense	2,890,451	-	2,890,451
Experience losses	76,617	-	76,617
Changes of assumptions	(1,899,606)	-	(1,899,606)
Contributions--City	-	387,415	(387,415)
Contributions--members	-	44,269	(44,269)
Net investment income	-	(5,184,942)	5,184,942
Benefits paid	(2,758,170)	(2,758,170)	-
Plan administrative expenses	-	(75,053)	75,053
Net Changes	<u>(1,554,231)</u>	<u>(7,586,481)</u>	<u>6,032,250</u>
Balances End of Year	<u>\$ 38,339,271</u>	<u>\$ 36,027,325</u>	<u>\$ 2,311,946</u>

Sensitivity of the net pension liability (asset) to changes in the discount rate - The following presents the net pension liability (asset) of the City, calculated using the discount rate of 7.50 percent, as well as what the City's net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50 percent) or 1-percentage-point higher (8.50 percent) than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net Pension Liability (Asset)	\$ 6,370,187	\$ 2,311,946	\$ (1,112,066)

The City reported (\$1,388,949) in pension expense (benefit) of the year ended June 30, 2023. At June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	Deferred Outflows of Resources
Net difference between projected and actual earnings on pension plan investments	\$ 2,982,956
City contributions subsequent to the measurement date	249,582
Total	<u>\$ 3,232,538</u>

NOTES TO FINANCIAL STATEMENTS
CITY OF SHAWNEE, OKLAHOMA
YEAR ENDED JUNE 30, 2023

The \$249,582 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Any amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2023	\$	554,259
2024		500,856
2025		254,332
2026		1,673,509
	\$	<u>2,982,956</u>

Oklahoma Municipal Retirement Fund Defined Contribution Plan (the Plan, original plan prior to July 1, 2013 as amended)

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

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

Funding Policy – Benefits depend solely on amounts contributed to the Plan plus investment earnings. Employees are eligible to participate upon employment, and must make a mandatory minimum pre-tax contribution of 4.25%. Employees are allowed to contribute in excess of the 4.25%; however, these contributions are not pre-tax. Beginning July 1, 2013, by City ordinance, the City, as the employer, is required to make variable contributions to the Plan, based on employee's years of service. Employer contributions for employees hired prior to July 1, 2013 were as follows: zero to five years of service 5%, five to ten years of service 10%, and ten or more years of service 15%. Employer contributions for employees hired after July 1, 2013 were as follows: zero to five years of service 3%, five to ten years of service 6%, and ten or more years of service 9%. The employee is fully vested after 7 years of service. City contributions for, and interest forfeited by, employees who leave employment prior to fully vesting are allocated back to remaining eligible participants. The authority to establish and amend the provisions of the Plan rests with the City Commission. Contributions to the Plan for the year ended June 30, 2023, for employees who were hired prior to July 1, 2013 employee and employer were \$40,144 and \$138,827, respectively on covered wages of \$944,581. Contributions for employees hired after July 1, 2013 employee and employer were \$217,527 and \$188,173, respectively on covered wages of \$5,118,288.

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

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

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

Funding Policy – Benefits depend solely on amounts contributed to the DH Plan plus investment earnings. Employees are eligible to participate upon employment, and must make a mandatory minimum pre-tax contribution of 3.75% with the police and fire chief contributing 8%. Employees are allowed to contribute in excess of the 8%; however, these contributions are not pre-tax. By City ordinance, the City, as the employer, is required to make at least 5% contributions to the DH Plan and could be higher, based on availability of funds. The employee is fully vested upon employment. The authority to establish and amend the provisions of the DH Plan rests with the City Commission. Contributions to the DH Plan for the year ended June 30, 2023, for employees and employer were \$63,774 and \$70,204, on covered wages of \$1,404,073.

Oklahoma Municipal Retirement Fund Defined Contribution Special Incentive Plan

Effective July 1, 2013, the City has also provided a defined contribution plan and trust known as the City of Shawnee Special Incentive Plan (the Plan) in the form of The Oklahoma Municipal Retirement Fund Master Defined Contribution Plan (OMRF). The Plan is administered by JP Morgan Chase Bank of Oklahoma City, Oklahoma. The Plan is available to any employee in the position of Department Head or City Manager on July 1, 2013 except those participating in the state of Oklahoma fire or police program, or any person in the position of Fire Chief or Police Chief and who is covered under another retirement program. Separate audited GAAP – basis financial statements are not available.

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

Funding Policy – Benefits depend solely on amounts contributed to the Plan plus investment earnings. Employees do not contribute to the plan. By City ordinance, the City, as the employer, is required to make a \$5,000 contribution for each of the five plan years during the period beginning July 1, 2013 and ending June 30, 2018, provided that the employee will be entitled to the employer contribution only if he or she was employed on the last day of the applicable plan year in the same or higher position as he/she had on the effective date of the plan. The employee is fully vested upon five years of service beginning on July 1, 2013, service prior to July 1, 2013 will not be counted. The authority to establish and amend the provisions of the Plan rests with the City Commission. Contributions to the Plan for the year ended June 30, 2023, totaling \$-0-.

City of Shawnee 457 Deferred Compensation Plan (DC Plan)

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

Funding Policy – In FY23, DC Plan participants could contribute up to a maximum \$22,500 of eligible compensation. The City contributed \$7,851 to the DC Plan as employer contributions for the City Manager.

REQUIRED SUPPLEMENTARY INFORMATION

**CITY OF SHAWNEE, OKLAHOMA
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
(BUDGETARY BASIS) BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

	<u>Budgeted Amounts</u>		<u>Actual Amounts, Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Taxes	\$ 18,697,723	\$ 20,969,362	\$ 21,246,536	\$ 277,174
Licenses and permits	403,000	403,000	772,743	369,743
Intergovernmental	537,000	537,000	713,185	176,185
Charges for services	63,434	256,484	52,900	(203,584)
Fees and fines	420,000	420,000	438,122	18,122
Investment earnings	9,700	9,700	231,950	222,250
Miscellaneous	113,000	368,000	895,097	527,097
Total revenues	<u>20,243,857</u>	<u>22,963,546</u>	<u>24,350,533</u>	<u>1,386,987</u>
EXPENDITURES				
Departmental:				
<i>General Government:</i>				
City manager	1,254,843	1,393,829	813,107	580,722
City attorney	250,000	250,000	238,712	11,288
Human resources	407,852	542,352	518,283	24,069
City clerk	361,023	376,023	334,819	41,204
Finance	794,438	794,438	714,562	79,876
Municipal court	432,964	432,964	407,350	25,614
Information Technology	586,577	580,577	571,674	8,903
Planning and zoning	1,635,749	2,009,219	1,262,184	747,035
Engineering	318,671	325,926	321,833	4,093
Building maintenance	257,898	283,858	300,025	(16,167)
<i>Total General Government</i>	<u>6,300,015</u>	<u>6,989,186</u>	<u>5,482,549</u>	<u>1,506,637</u>
<i>Public Safety:</i>				
Police administration	669,178	673,618	625,591	48,027
Police Patrol	6,253,746	6,378,382	6,915,771	(537,389)
Disptach	756,072	756,072	635,319	120,753
Criminal investigations	1,210,839	1,215,809	931,904	283,905
Animal Welfare	228,333	279,793	274,963	4,830
Fire suppression	5,465,449	5,709,709	5,410,949	298,760
Fire prevention	750,149	755,799	795,049	(39,250)
Emergency Management	313,705	849,395	808,000	41,395
Fire Training	240,351	240,351	274,762	(34,411)
<i>Total Public Safety</i>	<u>15,887,822</u>	<u>16,858,928</u>	<u>16,672,308</u>	<u>186,620</u>
<i>Street:</i>				
Street	1,010,769	1,123,554	1,122,416	1,138
Traffic control	272,366	536,990	338,217	198,773
<i>Total Street</i>	<u>1,283,135</u>	<u>1,660,544</u>	<u>1,460,633</u>	<u>199,911</u>
<i>Culture and Recreation:</i>				
Recreation	76,751	178,734	208,669	(29,935)
Expo Center	696,500	1,284,250	1,136,559	147,691
Senior citizens	70,113	-	-	-
Community center	15,050	-	-	-
Cemetery	282,355	279,355	255,603	23,752
Parks	1,103,320	1,189,680	921,347	268,333
<i>Total Culture and Recreation</i>	<u>2,244,089</u>	<u>2,932,019</u>	<u>2,522,178</u>	<u>409,841</u>
Total Expenditures	<u>25,715,061</u>	<u>28,440,677</u>	<u>26,137,668</u>	<u>2,303,009</u>
Excess (deficiency) of revenues over expenditures	<u>(5,471,204)</u>	<u>(5,477,131)</u>	<u>(1,787,135)</u>	<u>3,689,996</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	5,205,908	7,312,744	4,812,744	(2,500,000)
Transfers out	<u>(723,500)</u>	<u>(2,899,270)</u>	<u>(2,899,270)</u>	<u>-</u>
Total other financing sources and uses	<u>4,482,408</u>	<u>4,413,474</u>	<u>1,913,474</u>	<u>(2,500,000)</u>
Net change in fund balances	(988,796)	(1,063,657)	126,339	1,189,996
Fund balances - beginning	7,615,257	7,615,257	7,615,257	-
Fund balances - ending	<u>\$ 6,626,461</u>	<u>\$ 6,551,600</u>	<u>\$ 7,741,596</u>	<u>\$ 1,189,996</u>

**CITY OF SHAWNEE, OKLAHOMA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON BUDGETARY ACCOUNTING AND CONTROL
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

BUDGETARY ACCOUNTING AND CONTROL

Budget Law

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

- a. Prior to June 1, the City Manager submits to the City Commission a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them.
- b. Public hearings are conducted at regular Commission meetings to obtain taxpayer comments. Public hearings are held no later than 15 days prior to the beginning of the budget year.
- c. Subsequent to the public hearings but no later than seven days prior to July 1, the budget is legally enacted through the passage of a resolution by the City Commission.
- d. Subsequent to City Commission enactment, the adopted budget is filed with the office of the State Auditor and Inspector.

All funds with revenues and/or expenditures/expenses as defined by State law are required to have annual budgets under this section of state law, except funds of public trusts or authorities. The legal level of control at which expenditures may not legally exceed appropriations is the department level within a fund. The budget had no departments over the legal limit.

CITY OF SHAWNEE, OKLAHOMA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON BUDGETARY ACCOUNTING AND CONTROL
FOR THE FISCAL YEAR ENDED JUNE 30, 2023
(Continued)

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

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

Budgetary Accounting

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

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

	General Fund
Total revenue - budgetary basis	\$ 29,163,277
Total expenses - budgetary basis	(29,036,938)
Change in fund balance - budgetary basis	126,339
Add change in fund balance of accounts combined for reporting purposes:	
Spay and Neuter account	(918)
Aquatic center	73,671
Library account	(5,689)
Sister Cities	42,500
Change in fund balance - GAAP basis	<u>\$ 235,903</u>

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

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2023**

Schedules of Required Supplementary Information

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

	2015	2016	2017	2018	2019	2020	2021	2022	2023
City's proportion of the net pension liability (asset)	1.0829%	1.1417%	1.1244%	1.1495%	1.1880%	1.1515%	1.1431%	1.2346%	1.2981%
City's proportionate share of the net pension liability (asset)	\$ (364,603)	\$ 46,554	\$ 1,721,954	\$ 88,416	\$ (566,064)	\$ (73,514)	\$ 1,312,791	\$ (5,922,451)	\$ (1,040,991)
City's covered payroll	\$ 3,199,606	\$ 2,709,674	\$ 3,407,053	\$ 3,546,599	\$ 3,632,653	\$ 3,739,551	\$ 3,788,454	\$ 4,101,068	\$ 4,594,763
City's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	11.40%	1.72%	50.54%	2.49%	-15.58%	-1.97%	34.65%	-144.41%	-22.66%
Plan fiduciary net position as a percentage of the total pension liability	101.53%	99.82%	93.50%	99.68%	101.89%	100.24%	95.80%	117.07%	102.74%

Notes to Schedule:

* Only nine fiscal years are presented because 10-year data is not yet available.

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2023**

**Schedule of City Contributions
Oklahoma Police Pension & Retirement System
Last Ten Fiscal Years***

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Statutorily required contribution	\$ 414,687	\$ 442,917	\$ 461,058	\$ 472,245	\$ 486,142	\$ 492,499	\$ 533,139	\$ 597,319	\$ 595,155
Contributions in relation to the statutorily required contribution	<u>414,687</u>	<u>446,667</u>	<u>461,015</u>	<u>472,245</u>	<u>487,579</u>	<u>498,047</u>	<u>536,359</u>	<u>600,390</u>	<u>595,155</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ (3,750)</u>	<u>\$ 43</u>	<u>\$ -</u>	<u>\$ (1,437)</u>	<u>\$ (5,548)</u>	<u>\$ (3,220)</u>	<u>\$ (3,071)</u>	<u>\$ -</u>
City's covered payroll	\$ 2,709,674	\$ 3,407,053	\$ 3,546,599	\$ 3,632,653	\$ 3,739,551	\$ 3,788,454	\$ 4,101,068	\$ 4,594,763	\$ 4,568,130
Contributions as a percentage of covered payroll	15.30%	13.11%	13.00%	13.00%	13.04%	13.15%	13.08%	13.07%	13.03%

Notes to Schedule:

* Only nine fiscal years are presented because 10-year data is not yet available.

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2023**

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

	2015	2016	2017	2018	2019	2020	2021	2022	2023
City's proportion of the net pension liability	1.121621%	1.148883%	1.178677%	1.229817%	1.222407%	1.154816%	1.156144%	1.102527%	1.183532%
City's proportionate share of the net pension liability	\$ 11,534,169	\$ 12,194,345	\$ 14,400,062	\$ 15,467,706	\$ 13,759,987	\$ 12,202,550	\$ 14,242,697	\$ 7,260,873	\$ 15,477,456
City's covered payroll	\$ 3,140,982	\$ 3,080,579	\$ 3,431,628	\$ 3,371,624	\$ 3,602,848	\$ 3,569,554	\$ 3,620,909	\$ 3,632,574	\$ 3,953,281
City's proportionate share of the net pension liability as a percentage of its covered payroll	367%	396%	420%	459%	382%	342%	393%	200%	392%
Plan fiduciary net position as a percentage of the total pension liability	68.12%	68.27%	64.87%	66.61%	70.73%	72.85%	69.98%	84.24%	69.49%

Notes to Schedule:

* Only nine fiscal years are presented because 10-year data is not yet available.
The amounts present for each fiscal year were determined as of 6/30

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2023**

**Schedule of City Contributions
Oklahoma Fire Pension & Retirement System
Last Ten Fiscal Years***

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Statutorily required contribution	\$ 439,463	\$ 480,428	\$ 472,027	\$ 504,398	\$ 499,737	\$ 506,928	\$ 508,560	\$ 553,459	\$ 602,594
Contributions in relation to the statutorily required contribution	<u>439,463</u>	<u>480,428</u>	<u>472,027</u>	<u>505,981</u>	<u>499,737</u>	<u>506,928</u>	<u>508,323</u>	<u>569,591</u>	<u>602,588</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,583)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 237</u>	<u>\$ (16,132)</u>	<u>\$ 6</u>
City's covered payroll	\$ 3,080,579	\$ 3,431,628	\$ 3,371,624	\$ 3,602,848	\$ 3,569,554	\$ 3,620,909	\$ 3,632,574	\$ 3,953,281	\$ 4,343,067
Contributions as a percentage of covered payroll	14.27%	14.00%	14.00%	14.04%	14.00%	14.00%	13.99%	14.41%	13.87%

Notes to Schedule:

* Only nine fiscal years are presented because 10-year data is not yet available.

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2023**

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

Schedule of Changes in Net Pension Liability and Related Ratios

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total pension liability									
Service cost	\$ 527,985	\$ 477,546	\$ 479,520	\$ 423,579	\$ 380,092	\$ 347,372	\$ 153,804	\$ 137,760	\$ 136,477
Interest	2,818,812	2,733,100	2,781,930	2,820,530	2,845,818	2,831,260	2,995,438	2,911,076	2,890,451
Changes of benefit terms	(1,902,290)	39,435	-	-	-	-	-	-	-
Differences between expected and actual experience	-	(543,326)	(704,232)	98,897	(708,559)	956,055	(1,590,368)	(614,553)	76,617
Changes of assumptions	-	-	-	424,835	-	873,450	-	-	(1,899,606)
Benefit payments, including refunds of member contributions	(2,057,807)	(1,985,814)	(2,171,033)	(1,942,998)	(2,501,051)	(2,929,614)	(2,704,493)	(2,662,141)	(2,758,170)
Net change in total pension liability	(613,300)	720,941	386,185	1,824,843	16,300	2,078,523	(1,145,619)	(227,858)	(1,554,231)
Total pension liability - beginning	36,853,488	36,240,187	36,961,128	37,347,313	39,172,156	39,188,456	41,266,979	40,121,360	39,893,502
Total pension liability - ending (a)	<u>\$ 36,240,188</u>	<u>\$ 36,961,128</u>	<u>\$ 37,347,313</u>	<u>\$ 39,172,156</u>	<u>\$ 39,188,456</u>	<u>\$ 41,266,979</u>	<u>\$ 40,121,360</u>	<u>\$ 39,893,502</u>	<u>\$ 38,339,271</u>
Plan fiduciary net position									
Contributions - employer	\$ 842,919	\$ 714,030	\$ 591,793	\$ 510,788	\$ 462,235	\$ 318,345	\$ 196,900	\$ 422,370	\$ 387,415
Contributions - member	139,787	167,474	150,337	141,609	130,099	87,108	54,704	50,433	44,269
Net investment income	5,094,596	974,198	280,077	4,119,111	2,656,445	2,440,556	1,465,500	9,724,029	(5,184,942)
Benefit payments, including refunds of member contributions	(2,057,807)	(1,985,814)	(2,171,033)	(1,942,998)	(2,501,051)	(2,929,614)	(2,704,493)	(2,662,141)	(2,758,170)
Administrative expense	(131,982)	(72,769)	(68,578)	(72,412)	(74,158)	(77,471)	(76,617)	(73,869)	(75,053)
Other	-	-	-	-	-	-	-	-	-
Net change in plan fiduciary net position	3,887,513	(202,881)	(1,217,404)	2,756,098	673,570	(161,076)	(1,064,006)	7,460,822	(7,586,481)
Plan fiduciary net position - beginning	31,481,172	35,368,684	35,165,803	33,948,399	36,704,496	37,378,066	37,216,990	36,152,984	43,613,806
Plan fiduciary net position - ending (b)	<u>\$ 35,368,685</u>	<u>\$ 35,165,803</u>	<u>\$ 33,948,399</u>	<u>\$ 36,704,497</u>	<u>\$ 37,378,066</u>	<u>\$ 37,216,990</u>	<u>\$ 36,152,984</u>	<u>\$ 43,613,806</u>	<u>\$ 36,027,325</u>
Net pension liability (asset) - ending (a) - (b)	<u>\$ 871,503</u>	<u>\$ 1,795,325</u>	<u>\$ 3,398,914</u>	<u>\$ 2,467,659</u>	<u>\$ 1,810,390</u>	<u>\$ 4,049,989</u>	<u>\$ 3,968,376</u>	<u>\$ (3,720,304)</u>	<u>\$ 2,311,946</u>
Plan fiduciary net position as a percentage of the total pension liability	97.60%	95.14%	90.90%	93.70%	95.38%	90.19%	90.11%	109.33%	93.97%
Covered payroll	\$ 3,765,863	\$ 3,723,501	\$ 3,323,837	\$ 3,144,344	\$ 2,898,608	\$ 1,381,807	\$ 1,173,220	\$ 1,128,818	\$ 966,319
Net pension liability as a percentage of covered payroll	23.14%	48.22%	102.26%	78.48%	62.46%	293.09%	338.25%	-329.58%	239.25%

Notes to Schedule:

* Only nine fiscal years are presented because 10-year data is not yet available.

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
ON PENSION PLAN FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2023**

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

Schedule of Employer Contributions

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Actuarially determined contribution	\$ 688,665	\$ 617,158	\$ 532,419	\$ 462,235	\$ 278,433	\$ 196,552	\$ 447,635	\$ 387,023	\$ 249,582
Contributions in relation to the actuarially determined contribution	688,665	617,158	532,419	462,235	289,727	197,259	415,345	387,431	249,582
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (11,294)</u>	<u>\$ (707)</u>	<u>\$ 32,290</u>	<u>\$ (408)</u>	<u>\$ -</u>
Covered payroll	\$ 3,800,578	\$ 3,677,301	\$ 3,461,242	\$ 3,061,160	\$ 1,886,400	\$ 1,287,177	\$ 1,204,291	\$ 1,041,225	\$ 1,039,499
Contributions as a percentage of covered payroll	18.12%	16.78%	15.38%	15.10%	15.36%	15.32%	34.49%	37.21%	24.01%

Notes to Schedule:

- Only nine fiscal years are presented because 10-year data is not yet available.
- Latest Valuation Date: July 1, 2022
- Actuarially determined contribution rate is calculated as of July 1, 2022
July 2022 through June 2023 contributions were at a rate of 24.01%.
- Methods and assumptions used to determine contribution rates:
Actuarial cost method - Entry age normal
Amortization method - Level percent of payroll, closed
Remaining amortization period - 26 years
Asset valuation method - Actuarial
Smoothing period - 4 years
Recognition method - Non-asymptotic
Corridor - 70% - 130%
Salary increases - 4.00% to 7.42% (varies by attained age)
Investment rate of return - 7.25%

**CITY OF SHAWNEE, OKLAHOMA
REQUIRED SUPPLEMENTARY INFORMATION
OTHER POST EMPLOYMENT BENEFITS
JUNE 30, 2023**

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Total OPEB Liability						
Service cost	\$ 256,280	\$ 256,280	\$ 235,954	\$ 286,205	\$ 248,240	\$ 191,847
Interest	163,195	145,051	199,040	137,964	117,669	179,210
Difference between expected and actual experience	-	-	(19,915)	(2,012,531)	30,446	111,265
Changes in assumptions	(300,133)	105,976	425,305	361,406	(1,215,286)	(7,680)
Changes om benefit terms	-	-	1,569,912	-	-	-
Other changes	-	-	125,891	(508,384)	679,620	-
Benefit Payments	(190,000)	(190,000)	(332,000)	(190,000)	(417,000)	(409,000)
Net change in total OPEB liability	(70,658)	317,307	2,204,187	(1,925,340)	(556,311)	65,642
Balances at Beginning of Year	<u>4,638,587</u>	<u>4,567,929</u>	<u>4,885,236</u>	<u>7,089,423</u>	<u>5,164,083</u>	<u>4,607,772</u>
Balances End of Year	<u>\$ 4,567,929</u>	<u>\$ 4,885,236</u>	<u>\$ 7,089,423</u>	<u>\$ 5,164,083</u>	<u>\$ 4,607,772</u>	<u>\$ 4,673,414</u>
Covered employee payroll	\$ 13,471,000	\$ 14,434,000	\$ 13,938,784	\$ 13,938,784	\$ 13,964,843	\$ 13,964,843
Total OPEB liability as a percentage of covered employee payroll	33.90%	33.85%	50.86%	37.05%	33.00%	33.47%

Notes to Schedule:

Only six fiscal years are presented because 10-year data is not yet available.
No assets are accumulated in a qualifying trust for the OPEB plan.

SUPPLEMENTARY INFORMATION

City of Shawnee, Oklahoma
Combining Balance Sheet – General Fund Accounts
June 30, 2023

	General Fund	Revolving Oil & Gas	Spay and Neuter	Aquatic Center	Library	Sister Cities	Total General Fund
ASSETS							
Cash and cash equivalents	\$ 6,891,323	\$ -	\$ 8,097	\$ 214,514	\$ 4,359	\$ 42,821	\$ 7,161,114
Investments	480	-	-	-	-	-	480
Interest receivable	2,657	-	-	-	-	-	2,657
Receivable from other governments	45,550	-	-	-	-	-	45,550
Due from other funds	1,896,226	-	-	-	-	-	1,896,226
Taxes receivable, net	2,833,856	-	-	-	-	-	2,833,856
Court fines receivable, net	228,514	-	-	-	-	-	228,514
Other receivables	204,794	42,250	-	250	-	-	247,294
Prepaid items	503	-	-	-	-	-	503
Total assets	<u>12,103,903</u>	<u>42,250</u>	<u>8,097</u>	<u>214,764</u>	<u>4,359</u>	<u>42,821</u>	<u>12,416,194</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES							
Liabilities:							
Accounts payable	961,031	-	-	60,991	4,581	-	1,026,603
Accrued payroll payable	417,022	-	-	-	-	-	417,022
Due to other funds	2,642,412	-	-	-	-	-	2,642,412
Due to bondholders	9,411	-	-	-	-	-	9,411
Unearned revenue	162,500	-	-	-	-	-	162,500
Total liabilities	<u>4,192,376</u>	<u>-</u>	<u>-</u>	<u>60,991</u>	<u>4,581</u>	<u>-</u>	<u>4,257,948</u>
DEFERRED INFLOWS OF RESOURCES							
Unavailable revenue	<u>169,931</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>169,931</u>
Fund balances:							
Assigned	1,951,924	-	-	-	-	-	1,951,924
Unassigned (deficit)	5,789,672	42,250	8,097	153,773	(222)	42,821	6,036,391
Total fund balances	<u>7,741,596</u>	<u>42,250</u>	<u>8,097</u>	<u>153,773</u>	<u>(222)</u>	<u>42,821</u>	<u>7,988,315</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 12,103,903</u>	<u>\$ 42,250</u>	<u>\$ 8,097</u>	<u>\$ 214,764</u>	<u>\$ 4,359</u>	<u>\$ 42,821</u>	<u>\$ 12,416,194</u>

City of Shawnee, Oklahoma
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances – General Fund Accounts
Year Ended June 30, 2023

	General Fund	Revolving Oil & Gas	Spay and Neuter	Aquatic Center	Library	Sister Cities	Total General Fund
REVENUES							
Taxes	\$ 21,246,536	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,246,536
Intergovernmental	2,608,263	-	-	-	-	-	2,608,263
Licenses and permits	772,743	-	-	-	-	-	772,743
Charges for services	52,900	-	-	231,444	-	-	284,344
Fees and fines	438,122	-	1,276	-	-	-	439,398
Investment earnings	231,950	-	-	-	-	-	231,950
Miscellaneous	895,097	-	-	495	-	-	895,592
Total revenues	<u>26,245,611</u>	<u>-</u>	<u>1,276</u>	<u>231,939</u>	<u>-</u>	<u>-</u>	<u>26,478,826</u>
EXPENDITURES							
Current:							
General government	4,412,297	-	-	-	-	-	4,412,297
Engineering	321,833	-	-	-	-	-	321,833
Equipment and building maintenance	298,907	-	-	-	-	-	298,907
Police	9,290,631	-	2,194	-	-	-	9,292,825
Fire	7,833,436	-	-	-	-	-	7,833,436
Municipal court	407,350	-	-	-	-	-	407,350
Emergency management	800,314	-	-	-	-	-	800,314
Streets	1,460,633	-	-	-	-	-	1,460,633
Parks and recreation	906,893	-	-	495,538	-	-	1,402,431
Culture and recreation	209,727	-	-	-	-	-	209,727
E911	635,319	-	-	-	-	-	635,319
Cemetery	255,603	-	-	-	-	-	255,603
Library	-	-	-	-	90,689	-	90,689
Economic development	1,136,559	-	-	-	-	-	1,136,559
Capital Outlay	22,140	-	-	-	-	-	22,140
Debt Service:							
Principal	41,104	-	-	-	-	-	41,104
Total expenditures	<u>28,032,746</u>	<u>-</u>	<u>2,194</u>	<u>495,538</u>	<u>90,689</u>	<u>-</u>	<u>28,621,167</u>
Excess (deficiency) of revenues over expenditures	<u>(1,787,135)</u>	<u>-</u>	<u>(918)</u>	<u>(263,599)</u>	<u>(90,689)</u>	<u>-</u>	<u>(2,142,341)</u>
OTHER FINANCING SOURCES (USES)							
Transfers in - interaccount	-	-	-	337,270	85,000	-	422,270
Transfers out - interaccount	(422,270)	-	-	-	-	-	(422,270)
Transfers in	4,812,744	-	-	-	-	42,500	4,855,244
Transfers out	(2,477,000)	-	-	-	-	-	(2,477,000)
Total other financing sources and uses	<u>1,913,474</u>	<u>-</u>	<u>-</u>	<u>337,270</u>	<u>85,000</u>	<u>42,500</u>	<u>2,378,244</u>
Net change in fund balances	126,339	-	(918)	73,671	(5,689)	42,500	235,903
Fund balances - beginning	7,615,257	42,250	9,015	80,102	5,467	321	7,752,412
Fund balances - ending	<u>\$ 7,741,596</u>	<u>\$ 42,250</u>	<u>\$ 8,097</u>	<u>\$ 153,773</u>	<u>\$ (222)</u>	<u>\$ 42,821</u>	<u>\$ 7,988,315</u>

City of Shawnee, Oklahoma
Budget versus Actual – General Fund Accounts
Year Ended June 30, 2023

	Revolving Oil & Gas Account				Spay and Neuter Account			
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive
	Original	Final			Original	Final		
REVENUES								
Fees and fines	\$ -	\$ -	\$ -	\$ -	\$ 2,200	\$ 2,200	\$ 1,276	\$ (924)
Total revenues	-	-	-	-	2,200	2,200	1,276	(924)
EXPENDITURES								
Departmental:								
Animal Control	-	-	-	-	2,200	2,200	2,194	6
Total Expenditures	-	-	-	-	2,200	2,200	2,194	6
Excess (deficiency) of revenues over expenditures	-	-	-	-	-	-	(918)	(918)
Net change in fund balances	-	-	-	-	-	-	(918)	(918)
Fund balances - beginning	42,250	42,250	42,250	-	9,015	9,015	9,015	-
Fund balances - ending	<u>\$ 42,250</u>	<u>\$ 42,250</u>	<u>\$ 42,250</u>	<u>\$ -</u>	<u>\$ 9,015</u>	<u>\$ 9,015</u>	<u>\$ 8,097</u>	<u>\$ (918)</u>

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – General Fund Accounts
Year Ended June 30, 2023

	Library Account				Aquatic Center Account			
	<u>Budgeted Amounts</u>		<u>Actual Amounts, Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>	<u>Budgeted Amounts</u>		<u>Actual Amounts, Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>			<u>Original</u>	<u>Final</u>		
REVENUES								
Charges for services	\$ -	\$ -	\$ -	\$ -	\$ 127,000	\$ 127,000	\$ 231,444	\$ 104,444
Miscellaneous	-	-	-	-	59,000	59,000	495	(58,505)
Total revenues	-	-	-	-	186,000	186,000	231,939	45,939
EXPENDITURES								
Departmental:								
Library	84,136	84,136	90,689	(6,553)	-	-	-	-
Parks and Recreation	-	-	-	-	437,369	523,139	495,538	27,601
Total Expenditures	84,136	84,136	90,689	(6,553)	437,369	523,139	495,538	27,601
Excess (deficiency) of revenues over expenditures	(84,136)	(84,136)	(90,689)	(6,553)	(251,369)	(337,139)	(263,599)	73,540
OTHER FINANCING SOURCES (USES)								
Transfers in	85,000	85,000	85,000	-	251,500	337,270	337,270	-
Total other financing sources and uses	85,000	85,000	85,000	-	251,500	337,270	337,270	-
Net change in fund balances	864	864	(5,689)	(6,553)	131	131	73,671	73,540
Fund balances - beginning	5,467	5,467	5,467	-	80,102	80,102	80,102	-
Fund balances - ending	\$ 6,331	\$ 6,331	\$ (222)	\$ (6,553)	\$ 80,233	\$ 80,233	\$ 153,773	\$ 73,540

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – General Fund Accounts
Year Ended June 30, 2023

	<u>Sister Cities Account</u>			<u>Variance with</u>
			<u>Actual Amounts,</u>	<u>Final Budget -</u>
	<u>Budgeted Amounts</u>		<u>Budgetary Basis</u>	<u>Positive</u>
	<u>Original</u>	<u>Final</u>		<u>(Negative)</u>
REVENUES				
Licenses and permits	\$ -	\$ -	\$ -	\$ -
Total revenues	-	-	-	-
EXPENDITURES				
Departmental:				
Parks and Recreation	42,500	42,500	-	42,500
Total Expenditures	42,500	42,500	-	42,500
Excess (deficiency) of revenues over expenditures	(42,500)	(42,500)	-	42,500
OTHER FINANCING SOURCES (USES)				
Transfers in	42,500	42,500	42,500	-
Total other financing sources and uses	42,500	42,500	42,500	-
Net change in fund balances	-	-	42,500	42,500
Fund balances - beginning	321	321	321	-
Fund balances - ending	\$ 321	\$ 321	\$ 42,821	\$ 42,500

City of Shawnee, Oklahoma
Combining Balance Sheet – Nonmajor Governmental Funds
June 30, 2023

	Street and Alley Fund	E-911 Fund	Economic Development Fund	Hotel/Motel Fund	Police Sales Tax Fund	Fire Sales Tax Fund	CDBG/Home Grants Funds
ASSETS							
Cash and cash equivalents	\$ -	\$ 325,694	\$ 224,116	\$ 623,826	\$ -	\$ -	\$ 403,531
Interest receivable	-	-	47	-	93	93	-
Receivable from other governments	-	-	-	-	-	-	-
Due from other funds	-	-	-	-	-	-	4,843
Taxes receivable, net	-	24,144	57,963	59,034	72,453	72,453	-
Other receivables	30,153	-	-	-	-	-	339,443
Prepaid items	-	-	-	-	-	-	60
Total assets	<u>30,153</u>	<u>349,838</u>	<u>282,126</u>	<u>682,860</u>	<u>72,546</u>	<u>72,546</u>	<u>747,877</u>
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable and accrued liabilities	46,460	32,576	-	77,860	-	-	212
Due to other funds	170	-	-	-	-	-	167,725
Unearned revenue	-	-	-	-	-	-	278,811
Total liabilities	<u>46,630</u>	<u>32,576</u>	<u>-</u>	<u>77,860</u>	<u>-</u>	<u>-</u>	<u>446,748</u>
Fund balances:							
Restricted	-	317,262	282,126	605,000	72,546	72,546	301,129
Unassigned (deficit)	(16,477)	-	-	-	-	-	-
Total fund balances	<u>(16,477)</u>	<u>317,262</u>	<u>282,126</u>	<u>605,000</u>	<u>72,546</u>	<u>72,546</u>	<u>301,129</u>
Total liabilities and fund balances	<u>\$ 30,153</u>	<u>\$ 349,838</u>	<u>\$ 282,126</u>	<u>\$ 682,860</u>	<u>\$ 72,546</u>	<u>\$ 72,546</u>	<u>\$ 747,877</u>

(continued)

City of Shawnee, Oklahoma
Combining Balance Sheet – Nonmajor Governmental Funds
June 30, 2023

	Cemetery Care Fund	HUD	Gifts and Contribution Fund	Emergency Shelter	Tax Increment Financing Fund	Drug Forfeiture Fund	2023 Capital Improvement Fund	Opioid Settlement Fund	Total Other Governmental Funds
ASSETS									
Cash and cash equivalents	\$ 188,606	\$ 2,380	\$ 139,954	\$ 33,449	\$ 915,652	\$ 15,591	\$ 283,596	\$ 87,572	\$ 3,243,967
Interest receivable	-	-	-	-	-	-	-	-	233
Receivable from other governments	-	129,517	-	-	-	-	-	-	129,517
Due from other funds	-	-	4,023	-	-	-	-	-	8,866
Taxes receivable, net	-	-	-	-	14,627	-	-	-	300,674
Other receivables	-	-	-	-	-	-	-	-	369,596
Prepaid items	-	-	-	-	-	-	-	-	60
Total assets	<u>188,606</u>	<u>131,897</u>	<u>143,977</u>	<u>33,449</u>	<u>930,279</u>	<u>15,591</u>	<u>283,596</u>	<u>87,572</u>	<u>4,052,913</u>
LIABILITIES AND FUND BALANCES									
Liabilities:									
Accounts payable and accrued liabilities	-	4,021	-	2,379	-	-	-	-	163,508
Due to other funds	-	132,137	-	39,340	-	-	-	-	339,372
Unearned revenue	-	-	-	-	-	-	-	-	278,811
Total liabilities	<u>-</u>	<u>136,158</u>	<u>-</u>	<u>41,719</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>781,691</u>
Fund balances:									
Restricted	188,606	-	143,977	-	930,279	15,591	283,596	87,572	3,300,230
Unassigned (deficit)	-	(4,261)	-	(8,270)	-	-	-	-	(29,008)
Total fund balances	<u>188,606</u>	<u>(4,261)</u>	<u>143,977</u>	<u>(8,270)</u>	<u>930,279</u>	<u>15,591</u>	<u>283,596</u>	<u>87,572</u>	<u>3,271,222</u>
Total liabilities and fund balances	<u>\$ 188,606</u>	<u>\$ 131,897</u>	<u>\$ 143,977</u>	<u>\$ 33,449</u>	<u>\$ 930,279</u>	<u>\$ 15,591</u>	<u>\$ 283,596</u>	<u>\$ 87,572</u>	<u>\$ 4,052,913</u>

City of Shawnee, Oklahoma
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental
Funds
Year Ended June 30, 2023

	Street and Alley Fund	E-911 Fund	Economic Development Fund	Hotel/Motel Fund	Police Sales Tax Fund	Fire Sales Tax Fund	CDBG/Home Grants Funds
REVENUES							
Taxes	\$ 286,363	\$ 297,344	\$ 389,970	\$ 547,323	\$ 487,462	\$ 487,462	\$ -
Fees and fines	-	-	-	-	-	-	-
Intergovernmental	-	33,018	-	-	-	-	661,765
Charges for services	-	-	-	-	-	-	-
Investment earnings	-	-	326	36	428	428	-
Miscellaneous	6,359	-	-	3,956	-	-	21,637
Total revenues	<u>292,722</u>	<u>330,362</u>	<u>390,296</u>	<u>551,315</u>	<u>487,890</u>	<u>487,890</u>	<u>683,402</u>
EXPENDITURES							
Current:							
General government	-	-	-	-	-	-	-
Fire	-	-	-	-	-	-	-
Streets	545,705	-	-	-	-	-	-
E-911	-	241,662	-	-	-	-	-
Cemetery	-	-	-	-	-	-	-
Economic development	-	-	254,774	566,270	-	-	682,163
Capital Outlay	-	44,417	-	4,315	-	-	-
Total Expenditures	<u>545,705</u>	<u>286,079</u>	<u>254,774</u>	<u>570,585</u>	<u>-</u>	<u>-</u>	<u>682,163</u>
Excess (deficiency) of revenues over expenditures	<u>(252,983)</u>	<u>44,283</u>	<u>135,522</u>	<u>(19,270)</u>	<u>487,890</u>	<u>487,890</u>	<u>1,239</u>
OTHER FINANCING SOURCES (USES)							
Transfers in	252,000	-	-	-	-	-	-
Transfers out	-	-	(42,500)	-	(476,372)	(476,372)	-
Total other financing sources and uses	<u>252,000</u>	<u>-</u>	<u>(42,500)</u>	<u>-</u>	<u>(476,372)</u>	<u>(476,372)</u>	<u>-</u>
Net change in fund balances	(983)	44,283	93,022	(19,270)	11,518	11,518	1,239
Fund balances - beginning	(15,494)	272,979	189,104	624,270	61,028	61,028	299,890
Fund balances - ending	<u>\$ (16,477)</u>	<u>\$ 317,262</u>	<u>\$ 282,126</u>	<u>\$ 605,000</u>	<u>\$ 72,546</u>	<u>\$ 72,546</u>	<u>\$ 301,129</u>

(continued)

City of Shawnee, Oklahoma
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental
Funds
Year Ended June 30, 2023

	Cemetery Care Fund	HUD	Gifts and Contribution Fund	Emergency Shelter	Tax Increment Financing Fund	Drug Forfeiture Fund	2023 Capital Improvement Fund	Opioid Settlement Fund	Total Other Governmental Funds
REVENUES									
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 279,087	\$ -	\$ 283,316	\$ -	\$ 3,058,327
Fees and fines	-	-	-	-	-	9,426	-	-	9,426
Intergovernmental	-	823,516	-	112,206	-	-	-	-	1,630,505
Charges for services	4,138	-	-	-	-	-	-	-	4,138
Investment earnings	-	-	-	-	-	-	280	-	1,498
Miscellaneous	3,694	-	37,079	151	-	-	-	87,572	160,448
Total revenues	<u>7,832</u>	<u>823,516</u>	<u>37,079</u>	<u>112,357</u>	<u>279,087</u>	<u>9,426</u>	<u>283,596</u>	<u>87,572</u>	<u>4,864,342</u>
EXPENDITURES									
Current:									
General government	-	828,165	-	115,725	13,014	-	-	-	956,904
Fire	-	-	1,727	-	-	-	-	-	1,727
Streets	-	-	-	-	-	-	-	-	545,705
Animal Control/E911	-	-	-	-	-	-	-	-	241,662
Cemetery	97	-	-	-	-	-	-	-	97
Economic development	-	-	-	-	-	-	-	-	1,503,207
Capital Outlay	-	-	-	-	-	-	-	-	48,732
Total Expenditures	<u>97</u>	<u>828,165</u>	<u>1,727</u>	<u>115,725</u>	<u>13,014</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,298,034</u>
Excess (deficiency) of revenues over expenditures	<u>7,735</u>	<u>(4,649)</u>	<u>35,352</u>	<u>(3,368)</u>	<u>266,073</u>	<u>9,426</u>	<u>283,596</u>	<u>87,572</u>	<u>1,566,308</u>
OTHER FINANCING SOURCES (USES)									
Transfers in	-	-	-	-	-	-	-	-	252,000
Transfers out	-	-	-	-	-	-	-	-	(995,244)
Total other financing sources and uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(743,244)</u>
Net change in fund balances	7,735	(4,649)	35,352	(3,368)	266,073	9,426	283,596	87,572	823,064
Fund balances - beginning	180,871	388	108,625	(4,902)	664,206	6,165	-	-	2,448,158
Fund balances - ending	<u>\$ 188,606</u>	<u>\$ (4,261)</u>	<u>\$ 143,977</u>	<u>\$ (8,270)</u>	<u>\$ 930,279</u>	<u>\$ 15,591</u>	<u>\$ 283,596</u>	<u>\$ 87,572</u>	<u>\$ 3,271,222</u>

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2023

	Street And Alley Fund				E-911 Fund			
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final			Original	Final		
REVENUES								
Taxes	\$ 283,900	\$ 283,900	\$ 286,363	\$ 2,463	\$ 280,000	\$ 295,000	\$ 297,344	\$ 2,344
Licenses and permits	2,000	2,000	-	(2,000)	-	-	-	-
Intergovernmental	-	-	-	-	-	-	33,018	33,018
Miscellaneous	6,360	6,360	6,359	(1)	-	-	-	-
Total revenues	292,260	292,260	292,722	462	280,000	295,000	330,362	35,362
EXPENDITURES								
Departmental:								
Streets	453,900	543,900	545,705	(1,805)	-	-	-	-
Animal Control/911	-	-	-	-	279,849	286,799	241,662	45,137
Capial outlay	-	-	-	-	-	8,050	44,417	(36,367)
Total Expenditures	453,900	543,900	545,705	(1,805)	279,849	294,849	286,079	8,770
Excess (deficiency) of revenues over expenditures	(161,640)	(251,640)	(252,983)	(1,343)	151	151	44,283	44,132
OTHER FINANCING SOURCES (USES)								
Transfers in	162,000	252,000	252,000	-	-	-	-	-
Total other financing sources and uses	162,000	252,000	252,000	-	-	-	-	-
Net change in fund balances	360	360	(983)	(1,343)	151	151	44,283	44,132
Fund balances - beginning	(15,494)	(15,494)	(15,494)	-	272,979	272,979	272,979	-
Fund balances - ending	\$ (15,134)	\$ (15,134)	\$ (16,477)	\$ (1,343)	\$ 273,130	\$ 273,130	\$ 317,262	\$ 44,132

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2023

	Economic Development Fund				Hotel/Motel Fund			
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final			Original	Final		
REVENUES								
Taxes	\$ 338,364	\$ 338,364	\$ 389,970	\$ 51,606	\$ 475,000	\$ 475,000	\$ 547,323	\$ 72,323
Investment earnings	-	-	326	326	-	-	36	36
Miscellaneous	-	-	-	-	-	-	3,956	3,956
Total revenues	338,364	338,364	390,296	51,932	475,000	475,000	551,315	76,315
EXPENDITURES								
Departmental:								
Economic Development	295,000	295,000	254,774	40,226	595,532	621,217	566,270	54,947
Capital outaly	-	-	-	-	30,000	4,315	4,315	-
Total Expenditures	295,000	295,000	254,774	40,226	625,532	625,532	570,585	54,947
Excess (deficiency) of revenues over expenditures	43,364	43,364	135,522	92,158	(150,532)	(150,532)	(19,270)	131,262
OTHER FINANCING SOURCES (USES)								
Transfers out	(42,500)	(42,500)	(42,500)	-	-	-	-	-
Total other financing sources and uses	(42,500)	(42,500)	(42,500)	-	-	-	-	-
Net change in fund balances	864	864	93,022	92,158	(150,532)	(150,532)	(19,270)	131,262
Fund balances - beginning	189,104	189,104	189,104	-	624,270	624,270	624,270	-
Fund balances - ending	\$ 189,968	\$ 189,968	\$ 282,126	\$ 92,158	\$ 473,738	\$ 473,738	\$ 605,000	\$ 131,262

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2023

	Police Sales Tax Fund				Fire Sales Tax Fund			
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final			Original	Final		
REVENUES								
Taxes	\$ 422,954	\$ 476,372	\$ 487,462	\$ 11,090	\$ 422,954	\$ 476,372	\$ 487,462	\$ 11,090
Investment earnings	-	-	428	428	-	-	428	428
Total revenues	422,954	476,372	487,890	11,518	422,954	476,372	487,890	11,518
EXPENDITURES								
Departmental:								
Capital outlay	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues over expenditures	422,954	476,372	487,890	11,518	422,954	476,372	487,890	11,518
OTHER FINANCING SOURCES (USES)								
Transfers out	(422,954)	(476,372)	(476,372)	-	(422,954)	(476,372)	(476,372)	-
Total other financing sources and uses	(422,954)	(476,372)	(476,372)	-	(422,954)	(476,372)	(476,372)	-
Net change in fund balances	-	-	11,518	11,518	-	-	11,518	11,518
Fund balances - beginning	61,028	61,028	61,028	-	61,028	61,028	61,028	-
Fund balances - ending	\$ 61,028	\$ 61,028	\$ 72,546	\$ 11,518	\$ 61,028	\$ 61,028	\$ 72,546	\$ 11,518

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2023

	CDBG/Home Grants Fund				Cemetery Care Fund			
	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with Final</u>	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with Final</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Budget - Positive</u>	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Budget - Positive</u>
				<u>(Negative)</u>				<u>(Negative)</u>
REVENUES								
Intergovernmental	\$ 750,063	\$ 1,111,937	\$ 661,765	\$ (450,172)	\$ -	\$ -	\$ -	\$ -
Charges for services	-	-	-	-	4,000	4,000	4,138	138
Miscellaneous	13,200	13,200	21,637	8,437	-	-	3,694	3,694
Total revenues	763,263	1,125,137	683,402	(441,735)	4,000	4,000	7,832	3,832
EXPENDITURES								
Departmental:								
Economic Development	563,786	925,660	682,163	243,497	-	-	-	-
Cemetery	-	-	-	-	-	-	97	(97)
Total Expenditures	563,786	925,660	682,163	243,497	-	-	97	(97)
Excess (deficiency) of revenues over expenditures	199,477	199,477	1,239	(198,238)	4,000	4,000	7,735	3,735
Net change in fund balances	199,477	199,477	1,239	(198,238)	4,000	4,000	7,735	3,735
Fund balances - beginning	299,890	299,890	299,890	-	180,871	180,871	180,871	-
Fund balances - ending	\$ 499,367	\$ 499,367	\$ 301,129	\$ (198,238)	\$ 184,871	\$ 184,871	\$ 188,606	\$ 3,735

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2023

	Gifts and Contribution Fund				Tax Increment Financing Fund			
	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with Final</u>	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with Final</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Budget - Positive</u> <u>(Negative)</u>	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Budget - Positive</u> <u>(Negative)</u>
REVENUES								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000	\$ 279,087	\$ 159,087
Miscellaneous	-	-	37,079	37,079	-	-	-	-
Total revenues	-	-	37,079	37,079	120,000	120,000	279,087	159,087
EXPENDITURES								
Departmental:								
General Government	-	-	-	-	-	-	13,014	(13,014)
Public Safety	-	2,000	1,727	273	-	-	-	-
Capital outlay	-	-	-	-	41,600	41,600	-	41,600
Total Expenditures	-	2,000	1,727	273	41,600	41,600	13,014	28,586
Excess (deficiency) of revenues over expenditures	-	(2,000)	35,352	37,352	78,400	78,400	266,073	187,673
Net change in fund balances	-	(2,000)	35,352	37,352	78,400	78,400	266,073	187,673
Fund balances - beginning	108,625	108,625	108,625	-	664,206	664,206	664,206	-
Fund balances - ending	<u>\$ 108,625</u>	<u>\$ 106,625</u>	<u>\$ 143,977</u>	<u>\$ 37,352</u>	<u>\$ 742,606</u>	<u>\$ 742,606</u>	<u>\$ 930,279</u>	<u>\$ 187,673</u>

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2023

	Drug Forfeiture Fund				HUD			
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final			Original	Final		
REVENUES								
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ 1,112,013	\$ 1,112,013	\$ 823,516	\$ (288,497)
Fees and fines	-	-	9,426	9,426	-	-	-	-
Total revenues	-	-	9,426	9,426	1,112,013	1,112,013	823,516	(288,497)
EXPENDITURES								
Departmental:								
General government	-	-	-	-	1,112,013	1,112,013	828,165	283,848
Total Expenditures	-	-	-	-	1,112,013	1,112,013	828,165	283,848
Excess (deficiency) of revenues over expenditures	-	-	9,426	9,426	-	-	(4,649)	(4,649)
Net change in fund balances	-	-	9,426	9,426	-	-	(4,649)	(4,649)
Fund balances - beginning	6,165	6,165	6,165	-	388	388	388	-
Fund balances - ending	\$ 6,165	\$ 6,165	\$ 15,591	\$ 9,426	\$ 388	\$ 388	\$ (4,261)	\$ (4,649)

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2023

	Emergency Shelter				2023 Capital Improvement Fund			
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final			Original	Final		
REVENUES								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283,316	\$ 283,316
Intergovernmental	70,000	120,000	112,206	(7,794)	-	-	-	-
Investment earnings	-	-	-	-	-	-	280	280
Miscellaneous	-	-	151	151	-	-	-	-
Total revenues	70,000	120,000	112,357	(7,643)	-	-	283,596	283,596
EXPENDITURES								
Departmental:								
General government	70,000	120,000	115,725	4,275	-	-	-	-
Total Expenditures	70,000	120,000	115,725	4,275	-	-	-	-
Total Expenditures	70,000	120,000	115,725	4,275	-	-	-	-
Excess (deficiency) of revenues over expenditures	-	-	(3,368)	(3,368)	-	-	283,596	283,596
Net change in fund balances	-	-	(3,368)	(3,368)	-	-	283,596	283,596
Fund balances - beginning	(4,902)	(4,902)	(4,902)	-	-	-	-	-
Fund balances - ending	\$ (4,902)	\$ (4,902)	\$ (8,270)	\$ (3,368)	\$ -	\$ -	\$ 283,596	\$ 283,596

(continued)

City of Shawnee, Oklahoma
Budget versus Actual – Nonmajor Funds
Year Ended June 30, 2023

	Opioid Settlement Fund		
	Budgeted Amounts		Variance with Final
	<u>Original</u>	<u>Final</u>	<u>Budget - Positive</u>
			<u>(Negative)</u>
REVENUES			
Miscellaneous	\$ -	\$ -	\$ 87,572
Total revenues	-	-	87,572
EXPENDITURES			
Departmental:			
General government	-	-	-
<i>Total Expenditures</i>	-	-	-
Total Expenditures	-	-	-
Excess (deficiency) of revenues over expenditures	-	-	87,572
Net change in fund balances	-	-	87,572
Fund balances - beginning	-	-	-
Fund balances - ending	\$ -	\$ -	\$ 87,572

City of Shawnee, Oklahoma
Budget versus Actual – Major Capital Project Fund – Street Improvement
Year Ended June 30, 2023

	Street Improvement Fund			<u>Variance with Final</u>
	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Budget - Positive</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>(Negative)</u>
REVENUES				
Taxes	\$ 2,960,682	\$ 3,231,042	\$ 3,412,238	\$ 181,196
Intergovernmental	800,000	800,000	1,136,010	336,010
Investment earnings	2,500	2,500	6,017	3,517
Miscellaneous	-	-	23,485	23,485
Total revenues	<u>3,763,182</u>	<u>4,033,542</u>	<u>4,577,750</u>	<u>544,208</u>
EXPENDITURES				
Departmental:				
Streets	<u>2,729,816</u>	<u>3,007,826</u>	<u>2,394,627</u>	<u>613,199</u>
Total Streets	<u>2,729,816</u>	<u>3,007,826</u>	<u>2,394,627</u>	<u>613,199</u>
Total Expenditures	<u>2,729,816</u>	<u>3,007,826</u>	<u>2,394,627</u>	<u>613,199</u>
Excess (deficiency) of revenues over expenditures	<u>1,033,366</u>	<u>1,025,716</u>	<u>2,183,123</u>	<u>1,157,407</u>
OTHER FINANCING SOURCES (USES)				
Issuance of long-term debt	-	-	298,914	298,914
Transfers out	<u>(600,000)</u>	<u>(3,600,000)</u>	<u>(3,600,000)</u>	<u>-</u>
Total other financing sources and uses	<u>(600,000)</u>	<u>(3,600,000)</u>	<u>(3,301,086)</u>	<u>298,914</u>
Net change in fund balances	433,366	(2,574,284)	(1,117,963)	1,456,321
Fund balances - beginning	<u>7,689,772</u>	<u>7,689,772</u>	<u>7,689,772</u>	<u>-</u>
Fund balances - ending	<u>\$ 8,123,138</u>	<u>\$ 5,115,488</u>	<u>\$ 6,571,809</u>	<u>\$ 1,456,321</u>

City of Shawnee, Oklahoma
Budget versus Actual – Major Capital Project Fund – Capital Improvement Fund
Year Ended June 30, 2023

	Capital Improvement Fund			
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Taxes	\$ 2,622,318	\$ 2,781,496	\$ 3,022,268	\$ 240,772
Investment earnings	2,000	2,000	27,873	25,873
Miscellaneous	-	-	766,833	766,833
Total revenues	2,624,318	2,783,496	3,816,974	1,033,478
EXPENDITURES				
Departmental:				
Finance	2,000	2,000	-	2,000
Information Technology	308,800	-	-	-
Capital outlay	1,570,350	2,720,106	1,647,521	1,072,585
Debt service	550,999	614,812	649,910	(35,099)
Total Expenditures	2,432,149	3,336,918	2,297,431	1,039,487
Total Expenditures	2,432,149	3,336,918	2,297,431	1,039,487
Excess (deficiency) of revenues over expenditures	192,169	(553,422)	1,519,543	2,072,965
OTHER FINANCING SOURCES (USES)				
Transfers out	(500,000)	(500,000)	(500,000)	-
Total other financing sources and uses	(500,000)	(500,000)	(500,000)	-
Net change in fund balances	(307,831)	(1,053,422)	1,019,543	2,072,965
Fund balances - beginning	1,497,413	1,497,413	1,497,413	-
Fund balances - ending	\$ 1,189,582	\$ 443,991	\$ 2,516,956	\$ 2,072,965

City of Shawnee, Oklahoma
Budget versus Actual – Major Capital Project Fund – 2018 Capital Improvement Fund
Year Ended June 30, 2023

2018 Capital Improvement Fund				
	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Taxes	\$ 3,383,636	\$ 3,583,636	\$ 3,899,700	\$ 316,064
Investment earnings	1,500	1,500	530,546	529,046
Miscellaneous	19,000,000	19,970,000	179	(19,969,821)
Total revenues	22,385,136	23,555,136	4,430,425	(19,124,711)
EXPENDITURES				
Departmental:				
Park and Recreation	164,000	164,000	-	164,000
Capital outlay	18,496,628	19,712,128	9,016,692	10,695,436
Debt service	3,123,459	3,123,459	3,119,459	4,000
Total Expenditures	21,784,087	22,999,587	12,136,151	10,863,436
Total Expenditures	21,784,087	22,999,587	12,136,151	10,863,436
Excess (deficiency) of revenues over expenditures	601,049	555,549	(7,705,726)	(8,261,275)
Net change in fund balances	601,049	555,549	(7,705,726)	(8,261,275)
Fund balances - beginning	20,748,829	20,748,829	20,748,829	-
Fund balances - ending	\$ 21,349,878	\$ 21,304,378	\$ 13,043,103	\$ (8,261,275)

City of Shawnee, Oklahoma
Budget versus Actual – Major Capital Project Fund – American Rescue Plan Fund
Year Ended June 30, 2023

	<u>American Rescue Plan Fund</u>			
	<u>Budgeted Amounts</u>		<u>Actual Amounts,</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary Basis</u>	<u>Final Budget -</u>
				<u>Positive (Negative)</u>
REVENUES				
Intergovernmental	\$ 4,100,000	\$ 4,100,000	\$ 793,844	\$ (3,306,156)
Investment earnings	-	-	252,125	252,125
Total revenues	<u>4,100,000</u>	<u>4,100,000</u>	<u>1,045,969</u>	<u>(3,054,031)</u>
EXPENDITURES				
Departmental:				
Capital outlay	<u>3,115,250</u>	<u>3,115,250</u>	<u>1,211,405</u>	<u>1,903,845</u>
Total Expenditures	<u>3,115,250</u>	<u>3,115,250</u>	<u>1,211,405</u>	<u>1,903,845</u>
Total Expenditures	<u>3,115,250</u>	<u>3,115,250</u>	<u>1,211,405</u>	<u>1,903,845</u>
Excess (deficiency) of revenues over expenditures	<u>984,750</u>	<u>984,750</u>	<u>(165,436)</u>	<u>(1,150,186)</u>
Net change in fund balances	984,750	984,750	(165,436)	(1,150,186)
Fund balances - beginning	2,134,225	2,134,225	2,134,225	-
Fund balances - ending	<u>\$ 3,118,975</u>	<u>\$ 3,118,975</u>	<u>\$ 1,968,789</u>	<u>\$ (1,150,186)</u>

City of Shawnee, Oklahoma
Budget versus Actual – Major Capital Project Fund – American Rescue Plan Fund
Year Ended June 30, 2023

	Grant Fund			
	Budgeted Amounts		Actual Amounts,	Variance with
	Original	Final	Budgetary Basis	Final Budget -
				Positive (Negative)
REVENUES				
Intergovernmental	\$ -	\$ 195,424	\$ 71,086	\$ (124,338)
Total revenues	-	195,424	71,086	(124,338)
EXPENDITURES				
Departmental:				
General government	-	8,000,000	4,512,561	3,487,439
Police		195,424	95,023	100,401
Total Expenditures	-	8,195,424	4,607,584	3,587,840
Total Expenditures	-	8,195,424	4,607,584	3,587,840
Excess (deficiency) of revenues over expenditures	-	(8,000,000)	(4,536,498)	3,463,502
OTHER FINANCING SOURCES (USES)				
Transfers in	-	8,000,000	8,000,000	-
Total other financing sources and uses	-	8,000,000	8,000,000	-
Net change in fund balances	-	-	3,463,502	3,463,502
Fund balances - beginning	-	-	-	-
Fund balances - ending	\$ -	\$ -	\$ 3,463,502	\$ 3,463,502

THIS PAGE INTENTIONALLY LEFT BLANK

STATISTICAL SECTION

STATISTICAL SECTION

This part of the City of Shawnee's *Annual Comprehensive Financial Report* presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the city's overall financial health

Such statistical information includes:

FINANCIAL TRENDS – These schedules contain trend information to help the reader understand how the city's financial performance and well-being have changed over time

REVENUE CAPACITY – These schedules contain information to help the reader assess the city's most significant local revenue sources, gas and sales tax revenues.

DEBT CAPACITY – These schedules present information to help the reader assess the affordability of the city's current levels of outstanding debt and the city's ability to issue additional debt in the future.

DEMOGRAPHIC AND ECONOMIC INFORMATION – These schedules offer demographic and economic indicators to help the reader understand the environment within which the city's financial activities take place

OPERATING INFORMATION – These schedules contain service and infrastructure data to help the reader understand how the information in the city's financial report relates to the services the city provides and the activities it performs.

FINANCIAL TRENDS

**CITY OF SHAWNEE, OKLAHOMA
NET POSITION BY COMPONENT
LAST TEN FISCAL YEARS**

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Description										
Governmental Activities:										
Net investment in capital assets	\$ 59,962,708	\$ 58,644,805	\$ 53,866,950	\$ 49,478,555	\$ 50,230,949	\$ 46,204,941	\$ 50,130,815	\$ 42,924,896	\$ 41,393,436	\$ 38,706,710
Restricted for (by):										
Capital Projects	15,497,858	13,585,795	7,814,617	9,394,885	7,625,200	5,489,701	8,289,801	8,813,042	8,036,373	7,580,368
Debt Service	329,975	542,157	500,961	258,764	415,847	207,587	379,861	112,213	74,769	140,460
Economic Development	2,118,534	1,775,226	1,404,766	885,198	546,262	444,008	852,575	644,796	969,384	946,696
Public Safety	477,945	401,200	356,665	406,328	227,327	158,093	192,686	137,251	156,884	656,521
Pension Asset	847,482	-	-	-	-	-	-	-	-	-
Other purposes	420,155	297,969	311,140	286,545	267,069	269,945	257,040	275,019	271,109	267,367
Unrestricted	(9,400,956)	(13,478,909)	(15,479,999)	(19,518,310)	(21,030,693)	(19,637,686)	(20,566,194)	(17,360,205)	(15,740,961)	(16,816,708)
Total Governmental Activities Net Position	70,253,701	61,768,243	48,775,100	41,191,965	38,281,961	33,136,589	39,536,584	35,547,012	35,160,994	31,481,414
Business-type Activities:										
Net investment in capital assets	45,759,433	42,971,590	40,092,683	40,068,042	40,904,699	41,647,640	42,194,834	40,438,633	40,268,422	38,355,889
Restricted for:										
Debt Service	130,752	2,089,763	2,379,196	2,329,383	2,343,067	2,563,339	2,470,269	2,578,084	2,611,396	2,533,205
Unrestricted	(1,739,160)	(42,176)	(890,155)	(2,081,721)	(999,491)	(2,504,186)	(2,709,448)	(1,172,742)	(597,374)	1,209,339
Total Business-type Activities Net Position	44,151,025	45,019,177	41,581,724	40,315,704	42,248,275	41,706,793	41,955,655	41,843,975	42,282,444	42,098,433
Primary Government:										
Net investment in capital assets	105,722,141	101,616,395	93,959,633	89,546,597	91,135,648	87,852,581	92,325,649	83,363,529	81,661,858	77,062,599
Restricted for:										
Capital Projects	15,497,858	13,585,795	7,814,617	9,394,885	7,625,200	5,489,701	8,289,801	8,813,042	8,036,373	7,580,368
Debt Service	460,727	2,631,920	2,880,157	2,588,147	2,758,914	2,770,926	2,850,130	2,690,297	2,686,165	2,673,665
Economic Development	2,118,534	1,775,226	1,404,766	885,198	546,262	444,008	852,575	644,796	969,384	946,696
Public Safety	477,945	401,200	356,665	406,328	227,327	158,093	192,686	137,251	156,884	656,521
Pension Asset	847,482	-	-	-	-	-	-	-	-	-
Other purposes	420,155	297,969	311,140	286,545	267,069	269,945	257,040	275,019	271,109	267,367
Unrestricted	(11,140,116)	(13,521,085)	(16,370,154)	(21,600,031)	(22,030,184)	(22,141,872)	(23,275,642)	(18,532,947)	(16,338,335)	(15,607,369)
Total Primary Government Net Position	\$ 114,404,726	\$ 106,787,420	\$ 90,356,824	\$ 81,507,669	\$ 80,530,236	\$ 74,843,382	\$ 81,492,239	\$ 77,390,987	\$ 77,443,438	\$ 73,579,847

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

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Expenses										
<i>Governmental Activities:</i>										
General Government	\$9,920,640	\$4,125,300	\$4,375,584	\$5,141,777	\$4,330,793	\$3,911,602	\$4,463,197	\$4,508,182	\$3,456,722	\$2,988,475
Public Safety	19,425,113	15,209,123	18,764,114	18,139,108	15,758,461	18,346,950	17,191,910	15,415,142	14,474,658	13,751,434
Streets	6,584,350	5,666,302	5,511,233	5,188,779	3,814,430	4,596,100	4,271,930	4,407,895	3,233,282	3,469,889
Culture and Recreations	2,506,864	2,155,669	2,292,685	2,442,207	1,965,351	2,346,402	2,229,120	2,482,246	1,658,533	1,348,343
Community Development	37,337	95,999	375,677	557,841	560,022	849,031	552,420	601,559	613,123	702,356
Economic Development	2,749,017	2,012,963	1,594,503	1,576,372	1,304,607	1,545,652	1,285,974	1,348,482	1,235,834	1,287,972
Interest on long-term debt	343,322	431,157	401,373	298,082	415,794	127,734	120,009	-	-	-
Total governmental activities expenses	\$41,566,643	\$29,696,513	\$33,315,169	\$33,344,166	\$28,149,458	\$31,723,471	\$30,114,560	\$28,763,506	\$24,672,152	\$23,548,469
<i>Business-type activities:</i>										
Water operations	6,463,778	4,421,243	3,576,520	4,215,635	4,468,752	5,591,766	5,792,312	5,903,556	5,307,131	5,829,372
Wastewater operations	3,173,072	3,265,604	3,471,685	4,551,583	3,555,364	4,014,009	3,732,123	3,486,831	3,003,781	2,724,937
Sanitation operations	3,205,472	3,582,033	2,732,373	2,325,193	1,564,494	1,716,769	1,651,800	1,618,679	1,520,472	2,018,186
Administration	-	-	679,885	827,968	665,967	834,889	672,199	634,203	561,772	529,636
Airport	1,311,963	1,193,787	1,290,656	1,287,795	1,261,117	1,416,774	1,357,326	1,670,545	1,462,400	1,521,292
Lake	69,953	152,299	138,721	113,265	136,066	191,970	152,926	145,205	111,992	473,574
Total business-type activities expenses	14,224,238	12,614,966	11,889,840	13,321,439	11,651,760	13,766,177	13,358,686	13,459,019	11,967,548	13,096,997
Total primary government expenses	55,790,881	42,311,479	45,205,009	46,665,605	39,801,218	45,489,648	43,473,246	42,222,525	36,639,700	36,645,466
Program Revenues										
<i>Governmental Activities:</i>										
Charges for Services										
General Government	601,503	518,038	407,462	255,275	308,368	272,116	278,887	250,162	177,550	163,616
Public Safety	711,966	505,512	582,869	466,983	602,059	486,743	635,624	820,025	810,266	743,581
Streets	40,501	35,482	71,066	29,435	26,848	39,240	42,223	24,076	36,360	37,373
Culture and Recreations	247,522	250,748	293,654	273,893	351,033	301,536	310,277	236,330	42,010	43,338
Community Development	21,637	74,494	47,531	57,383	16,245	38,501	103,249	91,740	99,121	96,825
Economic Development	36,705	42,384	35,303	28,836	37,067	34,266	35,273	25,321	26,167	27,367
Operating Grants and Contributions	4,258,451	3,539,764	3,242,833	5,348,846	3,132,343	2,802,355	2,914,491	3,000,696	2,884,772	3,801,276
Capital Grants and Contributions	2,328,750	84,850	2,322,958	143,000	142,558	1,109,955	5,326,598	743,035	1,039,321	860,593
Total governmental activities program revenues	8,247,035	5,051,272	7,003,676	6,603,651	4,616,521	5,084,712	9,646,622	5,191,385	5,115,567	5,773,969
<i>Business-type Activities:</i>										
Water operations	8,449,326	8,241,018	8,197,495	7,617,507	7,020,949	6,783,572	6,770,307	6,790,882	6,726,479	7,047,846
Wastewater operations	4,335,645	4,296,313	4,073,904	3,808,289	3,721,186	3,773,089	3,762,947	3,821,499	3,889,446	3,952,233
Sanitation operations	3,155,831	2,982,682	2,783,660	2,385,452	2,286,832	2,264,895	2,251,610	2,230,252	2,187,365	1,926,114
Airport	619,224	634,855	427,390	469,298	571,367	504,412	559,345	560,835	498,744	583,745
Lake	35,935	42,698	35,671	33,463	27,280	96,997	85,443	166,069	138,350	92,583
Operating Grants and Contributions	7,150	-	1,908	6,411	-	4,300	-	5,300	6,600	7,124
Capital Grants and Contributions	1,103,194	908,734	774,281	13,764	550,701	74,277	1,618,038	794,229	71,041	396,650
Total business-type activities program revenues	17,706,305	17,106,300	16,294,309	14,334,184	14,178,315	13,501,542	15,047,690	14,369,066	13,518,025	14,006,295
Total primary government program revenues	25,953,340	22,157,572	23,297,985	20,937,835	18,794,836	18,586,254	24,694,312	19,560,451	18,633,592	19,780,264

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

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Net (Expenses) Revenues										
<i>Governmental Activities</i>	(\$33,319,608)	(\$24,645,241)	(\$26,311,493)	(\$26,740,515)	(\$23,532,937)	(\$26,638,759)	(\$20,467,938)	(\$23,572,121)	(\$19,556,585)	(\$17,774,500)
<i>Business-type Activities</i>	3,482,067	4,491,334	4,404,469	1,012,745	2,526,555	(264,635)	1,689,004	910,047	1,550,477	909,298
Total Primary Government Net (Expenses)	(29,837,541)	(20,153,907)	(21,907,024)	(25,727,770)	(21,006,382)	(26,903,394)	(18,778,934)	(22,662,074)	(18,006,108)	(16,865,202)
General Revenues and Other Changes in Net Position										
<i>Governmental Activities:</i>										
Taxes:										
Sales and Use taxes	31,258,292	29,110,218	26,994,070	24,545,249	22,541,481	19,549,624	19,660,405	19,530,708	18,622,852	18,346,711
Franchise and public service taxes	1,970,660	1,725,216	1,457,288	1,422,490	1,482,916	1,703,963	1,553,935	1,543,454	1,698,127	1,626,635
Hotel/motel taxes	547,323	603,589	497,012	415,242	478,427	423,584	490,032	496,772	505,637	578,275
Property taxes	279,087	203,331	171,902	74,767	59,335	51,133	49,131	74,882	56,623	54,312
Other	347,275	336,892	334,458	-	973	25,055	54,317	27,323	26,830	23,687
Intergovernmental revenue	1,195,233	423,905	438,423	781,373	713,237	648,963	704,601	587,146	600,384	580,595
Investment Income	1,050,009	22,089	15,765	172,138	73,603	63,854	52,960	65,921	52,749	55,541
Miscellaneous	680,925	401,122	562,170	195,688	298,421	15,435	160,315	244,153	179,409	351,461
Transfers - Internal Activity	4,476,262	1,199,411	3,423,540	3,184,029	3,029,916	(273,186)	1,731,814	1,387,780	1,493,554	1,023,788
Total Governmental Activities	41,805,066	34,025,773	33,894,628	30,790,976	28,678,309	22,208,425	24,457,510	23,958,139	23,236,165	22,641,005
<i>Business-type Activities:</i>										
Investment Income	28,230	25,919	66,395	66,826	74,354	73,172	55,508	36,055	56,418	57,785
Miscellaneous	97,813	119,611	218,696	171,887	970,489	43,972	98,982	3,209	70,670	591,569
Transfers - Internal Activity	(4,476,262)	(1,199,411)	(3,423,540)	(3,184,029)	(3,029,916)	273,186	(1,731,814)	(1,387,780)	(1,493,554)	(1,023,788)
Total Business-type Activities	(4,350,219)	(1,053,881)	(3,138,449)	(2,945,316)	(1,985,073)	390,330	(1,577,324)	(1,348,516)	(1,366,466)	(374,434)
Total Primary Government	37,454,847	32,971,892	30,756,179	27,845,660	26,693,236	22,598,755	22,880,186	22,609,623	21,869,699	22,266,571
Change in Net Position										
<i>Governmental Activities</i>	8,485,458	9,380,532	7,583,135	4,050,461	5,145,372	(4,430,334)	3,989,572	386,018	3,679,580	4,866,505
<i>Business-type Activities</i>	(868,152)	3,437,453	1,266,020	(1,932,571)	541,482	125,695	111,680	(438,469)	184,011	534,864
Total Primary Government	\$7,617,306	\$12,817,985	\$8,849,155	\$2,117,890	\$5,686,854	(\$4,304,639)	\$4,101,252	(\$52,451)	\$3,863,591	\$5,401,369

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

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
General Fund:										
Nonspendable	\$ -	\$ 109,440	\$ 179,275	\$ 117,985	\$ 154,869	\$ 143,073	\$ 118,542	\$ 106,313	\$ 182,557	\$ 1,500
Restricted	-	8,473	22,877	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	338,351	326,388	337,128	305,382
Unreserved/Unassigned	7,988,315	7,634,499	6,867,115	941,490	(243,054)	(1,303,688)	2,321,252	4,767,436	5,758,830	6,472,218
Total General Fund	7,988,315	7,752,412	7,069,267	1,059,475	(88,185)	(1,160,615)	2,778,145	5,200,137	6,278,515	6,779,100
Other Governmental Funds:										
Nonspendable	-	-	-	-	-	10,586	20,479	48,976	38,367	-
Restricted	27,400,887	34,538,793	34,222,491	18,731,907	17,604,861	7,970,237	11,008,113	9,982,211	9,555,742	12,604,440
Assigned	-	-	-	-	-	-	-	-	-	-
Unreserved/Unassigned	3,434,494	(20,396)	(14,651)	-	(393,223)	(94,737)	(153,388)	(1,723,280)	(140,605)	(3,004)
Total Other Governmental Funds	30,835,381	34,518,397	34,207,840	18,731,907	17,211,638	7,886,086	10,875,204	8,307,907	9,453,504	12,601,436
Total Governmental Funds	\$38,823,696	\$42,270,809	\$41,277,107	\$19,791,382	\$17,123,453	\$6,725,471	\$13,653,349	\$13,508,044	\$15,732,019	\$19,380,536

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

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Revenues:										
Taxes	\$34,639,069	\$32,234,532	\$29,757,326	\$27,112,510	\$25,217,144	\$22,315,774	\$22,384,463	\$22,190,229	\$21,453,412	\$21,160,794
Intergovernmental	6,239,708	3,478,911	7,087,895	2,655,059	2,806,329	3,576,360	3,512,796	3,190,305	3,799,115	2,699,312
Charges for services	288,482	485,238	652,625	608,344	283,027	233,014	551,788	456,508	189,682	169,761
Fines and forfeitures	448,824	294,068	553,996	398,662	704,527	563,851	653,067	783,726	268,603	225,719
Licenses and permits	772,743	432,621	358,431	229,050	537,397	509,854	255,978	214,645	685,403	655,468
Investment income	1,050,009	22,089	15,765	172,138	73,603	63,854	52,960	65,921	52,749	55,541
Miscellaneous	1,846,537	1,345,580	931,769	431,838	522,065	341,420	1,095,304	1,049,941	495,235	5,449,644
Total Revenues	45,285,372	38,293,039	39,357,807	31,607,601	30,144,092	27,604,127	28,506,356	27,951,275	26,944,199	30,416,239
Expenditures:										
Current:										
General Government	9,881,762	4,291,687	3,943,141	3,486,052	4,231,072	3,927,125	3,701,806	3,647,130	2,981,912	3,080,038
Engineering	321,833	370,505	216,897	282,428	394,315	488,407	472,231	443,180	384,817	415,147
Equipment and building maint.	298,907	478,996	455,598	352,395	428,006	484,007	489,256	505,625	459,714	438,176
Police	9,387,848	9,351,132	7,738,775	7,189,184	7,283,142	7,280,113	6,963,276	6,558,413	6,412,075	5,952,358
Fire	7,835,163	7,195,734	6,522,865	6,720,874	6,567,034	7,122,466	6,942,221	6,439,770	5,787,238	5,337,455
Municipal court	407,350	379,256	346,800	343,789	400,392	586,920	586,583	576,918	538,902	536,695
Emergency management	800,314	279,003	218,916	418,762	468,604	426,293	354,018	345,722	317,177	329,579
Streets	2,006,338	1,673,402	1,565,384	1,476,496	1,538,432	1,733,962	1,681,767	1,643,213	1,604,637	1,492,117
Parks and recreation	1,402,431	1,205,673	1,504,429	1,520,019	1,157,034	1,321,448	1,211,469	1,066,234	940,805	713,761
Culture and recreation	209,727	172,780	117,355	122,743	161,105	153,209	147,024	185,034	161,930	157,673
Animal control/E911	876,981	855,243	1,082,690	1,034,565	985,767	1,175,956	1,144,745	1,161,238	1,046,961	923,145
Cemetery	255,700	242,341	435,970	196,829	201,044	233,876	217,845	209,430	194,928	190,676
Library	90,689	125,463	100,753	90,657	91,294	101,563	88,960	86,566	95,372	88,424
Economic development	2,639,766	2,008,089	1,487,693	1,739,440	1,647,107	1,915,243	1,644,197	1,593,967	1,740,676	1,779,650
Capital outlay	14,201,560	6,657,827	8,937,247	4,321,501	4,459,483	5,962,579	6,839,201	6,049,430	8,457,080	6,662,187
Debt service:										
Principal retirement	3,586,711	3,414,006	3,103,888	2,985,285	2,574,631	1,206,383	1,048,789	620,844	925,193	389,365
Interest and fiscal charges	363,319	427,535	392,221	314,402	245,687	139,269	124,477	430,316	21,212	53,703
Total Expenditures	54,566,399	39,128,672	38,170,622	32,595,421	32,834,149	34,258,819	33,657,865	31,563,030	32,070,629	28,540,149
Excess of revenues over(under) expenditures	(9,281,027)	(835,633)	1,187,185	(987,820)	(2,690,057)	(6,654,692)	(5,151,509)	(3,611,755)	(5,126,430)	1,876,090
Other Financing Sources (Uses):										
Transfers in	13,107,244	4,069,901	6,006,786	4,330,041	5,303,579	4,435,888	3,037,868	3,701,191	3,170,107	2,928,664
Transfers out	(7,572,244)	(2,802,787)	(2,583,246)	(1,146,012)	(2,215,540)	(4,709,074)	(1,306,054)	(2,313,411)	(1,692,194)	(1,904,876)
Insurance of long-term debt	298,914	562,221	16,875,000	-	10,000,000	-	3,565,000	-	-	2,065,746
Total Other Financing Sources (Uses)	5,833,914	1,829,335	20,298,540	3,184,029	13,088,039	(273,186)	5,296,814	1,387,780	1,477,913	3,089,534
Net change in fund balances	(\$3,447,113)	993,702	\$21,485,725	\$2,196,209	\$10,397,982	(\$6,927,878)	\$145,305	(\$2,223,975)	(\$3,648,517)	\$4,965,624
Debt Service as a Percentage of Non-Capital Expenditures	8.52%	12.43%	11.67%	11.46%	9.85%	4.64%	4.33%	3.97%	3.97%	2.01%

(1) This schedule reports using the modified accrual basis of accounting.

REVENUE CAPACITY

**CITY OF SHAWNEE, OKLAHOMA
TAX REVENUES BY SOURCE
LAST TEN FISCAL YEARS**

Fiscal Year	Property Tax (2)	Sales Tax	Use Tax	Hotel/ Motel Tax	Alcoholic Beverage Tax	Franchise Taxes	Cigarette Tax	Other Taxes	Totals
2023	\$ 279,087	\$ 27,581,217	\$ 3,677,075	\$ 547,323	\$ 218,923	\$ 1,970,660	\$ 182,466	\$ 347,275	\$ 34,804,026
2022	203,331	25,867,080	3,243,138	603,589	220,012	1,725,216	203,893	387,089	32,453,348
2021	171,902	24,334,925	2,659,145	497,012	215,071	1,457,288	223,352	403,715	29,962,410
2020	74,767	22,194,482	2,350,767	415,242	196,385	1,422,490	204,260	380,728	27,239,121
2019	60,424	20,356,811	1,772,979	481,194	161,993	1,483,257	173,971	602,704	25,093,333
2018	51,133	18,156,475	1,456,101	468,365	125,082	1,703,962	213,534	529,072	22,703,724
2017	49,131	18,131,600	1,528,805	490,032	123,110	1,553,935	220,827	360,664	22,458,104
2016	74,882	17,950,304	1,580,404	496,772	116,715	1,543,454	213,753	27,323	22,003,607
2015	46,623	17,312,309	1,310,543	506,637	118,209	1,698,127	203,841	26,830	21,223,119
2014	-	17,203,546	1,143,165	578,275	115,514	1,626,635	102,356	45,133	20,814,624

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

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
SALES TAX RATES										
General Fund	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%	2.0000%
Capital Improvement Fund	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%	0.3875%
Street Improvement Fund	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%	0.4375%
Parks/Public Safety/Street Improvement Fund	0.5000%	0.5000%	0.5000%	0.5000%	0.5000%	0.5000%	0.0000%	0.0000%	0.0000%	0.0000%
2023 Capital Improvement Fund	0.5000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
Economic Development Fund	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%	0.0500%
Police Sales Tax Fund	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%
Fire Sales Tax Fund	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%	0.0625%
Debt Service										
City of Shawnee Total (1)	4.0000%	3.5000%	3.5000%	3.5000%	3.5000%	3.5000%	3.0000%	3.0000%	3.0000%	3.0000%
Pottawatomie County (3)	1.4995%	1.4995%	1.4995%	1.4995%	1.4995%	1.4995%	1.4995%	1.0000%	1.0000%	1.0000%
State of Oklahoma (3)	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%	4.5000%
Total	9.9995%	9.4995%	9.4995%	9.4995%	9.4995%	9.4995%	8.9995%	8.5000%	8.5000%	8.5000%
Use Tax Rates (3)	4.0000%	3.5000%	3.5000%	3.5000%	3.5000%	3.5000%	3.0000%	3.0000%	3.0000%	3.0000%

(1) The source for City sales tax rate is the City Code.

(2) City sales tax increases must be approved by voters.

(3) The source for other sales tax rates is the State of Oklahoma Tax Commission. The Pottawatomie County 1.4495% sales tax rate

CITY OF SHAWNEE, OKLAHOMA
Sales Taxes Collected by Category
Last Ten Fiscal Years

Group	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Agriculture, Forestry, Fishing and Hunting	\$ 163	\$ 4,606	\$ 17,990	\$ 17,604	\$ 823	\$ 508	\$ -	\$ -	\$ 71	\$ -
Mining, Quarrying, and Oil and Gas Extraction	98	112	110	3,912	10,693	389	-	-	840	-
Utilities	1,466,074	1,216,674	1,032,759	1,010,076	998,673	990,298	905,722	880,010	1,007,967	1,044,037
Construction	45,738	26,310	7,598	30,716	5,323	4,505	12,252	7,416	16,440	22,958
Manufacturing	348,544	310,104	288,177	366,652	241,579	313,305	397,362	268,594	342,461	210,527
Wholesale Trade	2,026,049	1,918,229	1,680,064	1,430,054	1,410,140	1,172,023	1,164,915	1,057,215	1,095,325	1,110,617
Retail Trade	16,466,099	15,635,564	15,230,050	13,780,076	12,761,944	11,010,658	11,074,640	11,091,922	10,477,678	10,683,826
Transportation and Warehousing	44,986	38,990	34,231	20,135	22,182	19,858	20,326	13,013	16,389	19,849
Information	599,134	619,067	579,373	557,209	659,093	623,525	659,099	719,841	700,499	641,849
Finance and Insurance	52,565	42,319	47,656	62,383	86,828	64,977	47,983	45,282	45,516	56,526
Real Estate and Rental and Leasing	384,386	290,300	299,975	286,894	236,620	272,369	270,509	221,888	222,174	196,723
Professional, Scientific, and Technical Services	44,454	40,626	37,879	29,176	35,789	30,473	41,226	42,697	33,472	53,242
Administrative and Support and Waste Management and Remediation Services	34,600	13,148	13,540	10,681	11,460	8,534	6,652	8,497	8,600	-
Educational Services	9,186	8,021	2,234	5,965	7,160	5,479	8,461	7,270	7,460	7,515
Health Care and Social Assistance	42,941	140,477	23,837	76,931	30,203	26,392	30,647	28,965	28,003	31,223
Arts, Entertainment, and Recreation	274,450	270,566	247,047	241,370	200,191	87,114	76,510	67,929	64,420	71,776
Accommodation and Food Services	5,080,833	4,899,262	4,455,812	3,915,062	3,734,655	3,256,976	3,159,022	3,097,518	3,021,167	2,950,196
Other Services (except Public Administration)	358,646	334,042	366,510	233,172	175,369	158,579	163,531	158,162	161,421	161,892
Public Administration	17,925	11,453	16,875	6,202	2,248	4,905	-	-	-	-
Unclassified	183,383	87,698	68,776	89,849	76,090	65,611	176,403	343,101	162,624	384,102
	\$27,480,254	\$25,907,568	\$ 24,450,493	\$ 22,174,119	\$ 20,707,063	\$ 18,116,478	\$ 18,215,260	\$ 18,059,320	\$ 17,412,527	\$ 17,646,858
Total Sales Taxes	\$27,480,254	\$25,907,568	\$ 24,450,493	\$ 22,174,119	\$ 20,707,063	\$ 18,116,478	\$ 18,215,260	\$ 18,059,320	\$ 17,412,527	\$ 17,646,858
Percent Change	6.07%	5.96%	10.27%	7.08%	14.30%	-0.54%	0.86%	3.71%	-1.33%	3.70%

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

CITY OF SHAWNEE, OKLAHOMA
Water and Sewer Rates
Last Ten Fiscal Years

Fiscal Year Ended June 30	Water Rate Per Gallons In City Limits					Sewer Rate in City Limits	
	0 - 1,000	1,001 - 4,000	4,001 - 1,000,000	1,000,001 - 2,000,000	More than 2,000,000	Monthly Base Rate	More than 1,000
2023	\$ 24.94	\$ 4.69	\$ 4.80	\$ 4.94	\$ 5.05	\$ 16.26	\$ 3.60
2022	\$ 23.42	\$ 4.40	\$ 4.51	\$ 4.64	\$ 4.74	\$ 15.27	\$ 3.38
2021	\$ 22.74	\$ 4.27	\$ 4.38	\$ 4.50	\$ 4.60	\$ 14.83	\$ 3.28
2020	\$ 22.25	\$ 4.18	\$ 4.29	\$ 4.40	\$ 4.50	\$ 14.51	\$ 3.21
2019	\$ 22.25	\$ 4.18	\$ 4.29	\$ 4.40	\$ 4.50	\$ 14.51	\$ 3.21
2018	\$ 20.70	\$ 3.89	\$ 3.99	\$ 4.09	\$ 4.19	\$ 13.50	\$ 2.90
2017	\$ 20.70	\$ 3.89	\$ 3.99	\$ 4.09	\$ 4.19	\$ 13.50	\$ 2.90
2016	\$ 20.70	\$ 3.89	\$ 3.99	\$ 4.09	\$ 4.19	\$ 13.50	\$ 2.90
2015	\$ 20.70	\$ 3.89	\$ 3.99	\$ 4.09	\$ 4.19	\$ 13.50	\$ 2.90
2014	\$ 20.70	\$ 3.89	\$ 3.99	\$ 4.09	\$ 4.19	\$ 13.50	\$ 2.90
Fiscal Year Ended June 30	Water Rate Per Gallons Outside City Limits					Sewer Rate Outside City Limits	
	0 - 1,000	1,001 - 4,000	4,001 - 1,000,000	1,000,001 - 2,000,000	More than 2,000,000	Monthly Base Rate	More than 1,000
2023	\$ 28.99	\$ 7.04	\$ 7.22	\$ 7.40	\$ 7.58	\$ 24.41	\$ 5.24
2022	\$ 27.22	\$ 6.61	\$ 6.78	\$ 6.95	\$ 7.12	\$ 22.92	\$ 4.92
2021	\$ 26.43	\$ 6.42	\$ 6.58	\$ 6.75	\$ 6.91	\$ 22.25	\$ 4.78
2020	\$ 25.86	\$ 6.28	\$ 6.44	\$ 6.60	\$ 6.76	\$ 21.77	\$ 4.68
2019	\$ 25.86	\$ 6.28	\$ 6.44	\$ 6.60	\$ 6.76	\$ 21.77	\$ 4.68
2018	\$ 24.06	\$ 5.84	\$ 5.99	\$ 6.14	\$ 6.29	\$ 20.25	\$ 4.35
2017	\$ 24.06	\$ 5.84	\$ 5.99	\$ 6.14	\$ 6.29	\$ 20.25	\$ 4.35
2016	\$ 24.06	\$ 5.84	\$ 5.99	\$ 6.14	\$ 6.29	\$ 20.25	\$ 4.35
2015	\$ 24.06	\$ 5.84	\$ 5.99	\$ 6.14	\$ 6.29	\$ 20.25	\$ 4.35
2014	\$ 24.06	\$ 5.84	\$ 5.99	\$ 6.14	\$ 6.29	\$ 20.25	\$ 4.35

FY23 Rates per adopted fee schedule as of March 20, 2023.
FY22 Rates per adopted fee schedule as of May 1, 2022
FY21 Rates per adopted fee schedule as of August 1, 2020.
FY19 Rates per adopted fee schedule as of March 1, 2019.
FY13 Rates per City Ordinance #2484 dated August 12, 2012.
All utility rates from City Ordinance.

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

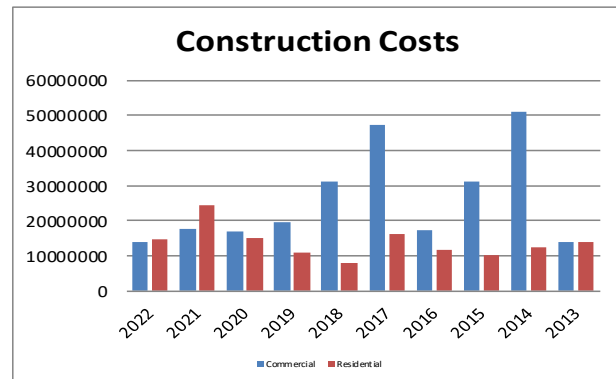
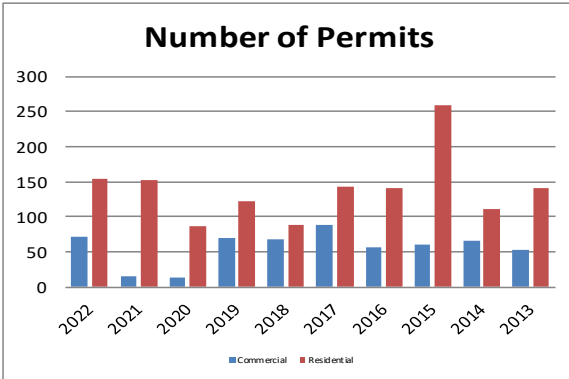
	2023		2022		2021		2020		2019	
	Consumption Gallons	Sales	Consumption Gallons	Sales	Consumption Gallons	Sales	Consumption Gallons	Sales	Consumption Gallons	Sales
Type of Customer										
Residential										
Builder	1,889,300	18,750	2,070,500	16,154	2,168,100	\$ 17,732	1,133,100	\$ 12,985	621,700	\$ 13,953
Residential	567,258,000	4,871,549	544,942,900	4,661,469	598,842,400	4,822,950	500,626,700	4,328,105	496,634,600	4,085,514
Residential Sprinkler	6,317,000	41,326	5,413,900	37,633	5,703,700	40,003	4,365,300	33,407	4,441,900	32,016
Commercial										
Commercial	393,930,300	2,153,546	397,191,200	2,116,526	432,460,305	2,264,627	374,679,961	1,971,134	450,698,281	2,182,531
Commercial Sprinkler	23,827,900	143,652	19,379,800	119,038	18,102,300	117,443	15,567,200	103,984	16,578,800	99,208
Schools	10,203,200	55,297	7,433,000	41,338	6,578,600	37,607	9,865,000	39,228	8,677,200	43,479
Schools Sprinkler	9,981,600	48,176	8,904,800	42,209	8,759,400	41,176	4,765,300	23,199	4,012,600	18,796
G Rate	17,853,600	86,102	15,896,000	75,072	18,041,000	83,754	6,680,800	32,892	3,380,300	16,797
Government	103,022,800	-	124,959,800	-	305,485,400	-	44,485,100	-	59,946,400	-
Total	<u>1,134,283,700</u>	<u>\$ 7,418,398</u>	<u>1,126,191,900</u>	<u>\$ 7,109,439</u>	<u>1,396,141,205</u>	<u>\$ 7,425,292</u>	<u>962,168,461</u>	<u>\$ 6,544,934</u>	<u>1,044,991,781</u>	<u>\$ 6,492,294</u>
Average Rate per Thousand		6.540%		6.313%		5.318%		6.802%		6.213%

	2018		2017		2016		2015		2014	
	Consumption Gallons	Sales	Consumption Gallons	Sales	Consumption Gallons	Sales	Consumption Gallons	Sales	Consumption Gallons	Sales
Type of Customer										
Residential										
Builder	1,682,700	\$ 17,896	1,372,500	\$ 14,974	1,265,000	\$ 11,382	1,080,200	\$ 13,263	2,590,300	\$ 10,045
Residential	527,524,200	4,114,993	502,400,600	3,951,276	525,824,300	4,103,796	525,751,600	4,097,304	1,151,352,700	4,195,903
Residential Sprinkler	7,273,000	42,982	7,059,100	39,040	7,065,170	42,559	5,790,000	37,778	16,547,400	53,118
Commercial										
Commercial	420,378,713	2,010,921	415,199,350	1,972,588	461,629,130	2,162,858	444,395,900	2,097,682	1,169,695,000	1,502,194
Commercial Sprinkler	21,337,600	114,036	19,621,900	104,362	19,388,100	105,416	17,564,800	96,270	39,439,200	102,223
Schools	6,958,100	35,208	7,980,000	39,040	7,840,100	38,950	8,401,400	41,197	18,495,400	44,364
Schools Sprinkler	7,076,800	30,730	5,639,000	24,892	7,801,200	33,708	6,667,300	29,199	16,947,600	40,610
G Rate	3,227,600	15,643	1,619,500	8,616	2,305,500	11,550				1,875,814
Government	29,644,400	-	1,024,415,200	-	23,315,500	-	2,048,100	10,528	7,414,000	11,303
Total	<u>1,025,103,113</u>	<u>\$ 6,382,408</u>	<u>1,985,307,150</u>	<u>\$ 6,154,788</u>	<u>1,056,434,000</u>	<u>\$ 6,510,219</u>	<u>1,011,699,300</u>	<u>\$ 6,423,221</u>	<u>2,422,481,600</u>	<u>\$ 7,835,574</u>
Average Rate per Thousand		6.226%		3.100%		6.162%		6.349%		3.235%

Information from City of Shawnee Utility Billing Department.

2016 was the first year of the city's new aquatic facility causing an increase in government usage.

CITY OF SHAWNEE, OKLAHOMA
Construction Permits
Last Ten Fiscal Years



Commercial Construction (1)		
Year	Commercial Number of Permits	Commercial Construction Cost
2023	126	\$ 107,156,799
2022	72	\$ 14,064,982
2021	16	\$ 17,500,600
2020	14	\$ 16,931,776
2019	69	\$ 19,479,350
2018	68	\$ 31,090,857
2017	89	\$ 47,119,560
2016	57	\$ 17,215,614
2015	60	\$ 31,339,602
2014	66	\$ 51,016,380

Residential Construction (1)		
Residential Number of Permits	Residential Construction Cost	Average Cost
229	\$25,232,829	\$110,187
154	\$14,771,025	\$95,916
153	\$24,535,306	\$160,361
87	\$15,078,940	\$173,321
123	\$10,842,456	\$88,150
88	\$7,947,514	\$90,313
143	\$16,147,446	\$112,919
140	\$11,764,316	\$84,031
259	\$10,236,707	\$39,524
111	\$12,289,904	\$110,720

(1) The source of this information is the City of Shawnee Permits Department.

DEBT CAPACITY

CITY OF SHAWNEE, OKLAHOMA
RATIOS OF OUTSTANDING DEBT BY TYPE
Last Ten Fiscal Years

GOVERNMENTAL ACTIVITIES				BUSINESS-TYPE ACTIVITIES					
FISCAL YEAR	GENERAL OBLIGATION BONDS		NOTE PAYABLE	NOTE PAYABLE	BOND PREMIUM	TOTAL PRIMARY GOVERNMENT	PERCENTAGE OF PERSONAL INCOME	PER CAPITA	
2023	\$	-	\$ 16,925,364	\$ 53,304,373	\$ -	70,229,737	1.20%	2,208.27	
2022		-	20,146,175	17,667,635	43,695	37,857,505	1.97%	1,198.93	
2021		-	23,115,000	13,457,456	174,779	36,747,235	1.98%	1,171.15	
2020		-	9,339,678	12,816,059	305,863	22,461,600	3.06%	714.52	
2019		-	12,324,963	10,415,637	436,947	23,177,547	2.90%	737.34	
2018		-	4,899,594	11,775,580	568,030	17,243,204	3.77%	551.15	
2017		-	6,105,977	13,239,477	699,114	20,044,568	3.29%	641.34	
2016		-	3,589,766	15,364,719	830,199	19,784,684	3.16%	638.73	
2015		-	4,481,184	17,717,966	961,283	23,160,433	2.57%	710.28	
2014		-	5,406,377	20,074,847	1,092,367	26,573,591	2.26%	822.64	

Notes: Details regarding the city's outstanding debt can be found in the notes to the financial statements.
See the Demographic Statistic for personal income and population data.

CITY OF SHAWNEE, OKLAHOMA
DEBT COVERAGE
Last Ten Fiscal Years

Fiscal Year				Net Revenue Available for Debt Service	Bond Indenture Requirement		
	Gross Revenue	Direct Operating Expenses (1)			Maximum Annual Debt Service	Calculated Coverage	Required Coverage
2023	\$ 12,926,232	\$ 6,157,847		6,768,385	\$ 4,016,786	1.69	1.25
2022	12,069,912	5,760,192		6,309,720	3,529,861	1.79	1.25
2021	11,015,711	5,445,293		5,570,418	2,372,627	2.35	1.25
2020	10,288,520	6,703,504		3,585,016	2,420,560	1.48	1.25
2019	10,742,135	4,639,697		6,102,438	1,888,569	3.23	1.25
2018	10,135,614	5,975,433		4,160,181	1,891,489	2.20	1.25
2017	10,085,537	5,909,641		4,175,896	2,578,213	1.62	1.25
2016	10,159,914	5,696,784		4,463,130	817,474	5.46	1.25
2015	10,141,490	4,891,570		5,249,920	1,257,658	4.17	1.25
2014	10,760,193	5,958,355		4,801,838	1,312,789	3.66	1.25

(1) Direct operating expenses exclude amortization, depreciation and bad debt expenses.

DEMOGRAPHIC AND ECONOMIC INFORMATION

CITY OF SHAWNEE, OKLAHOMA
DEMOGRAPHIC AND ECONOMIC STATISTICS
Last Ten Fiscal Years

Year	Population (3)	Personal Income	Per Capita Personal Income (1)	Unemployment Rate (2)
2023	31,803	845,228,331 \$	26,577	2.7
2022	31,576	747,025,008	23,658	3.1
2021	31,377	726,001,026	23,138	3.7
2020	31,436	687,065,216	21,856	7.1
2019	31,434	673,190,544	21,416	3.8
2018	31,232	650,343,936	20,823	4.4
2017	31,465	663,093,410	21,074	4.4
2016	31,286	658,977,018	21,063	5.0
2015	31,254	625,173,762	20,003	4.8
2014	30,975	596,113,875	19,245	4.8

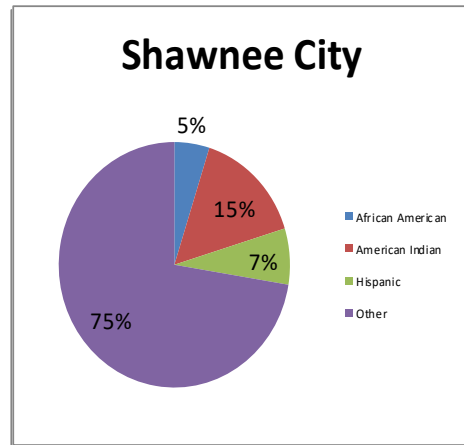
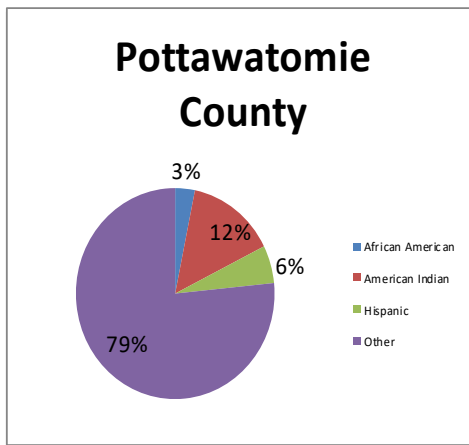
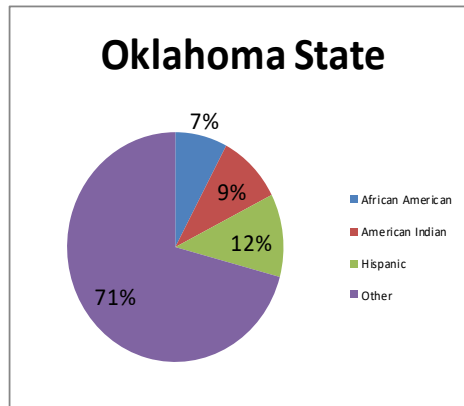
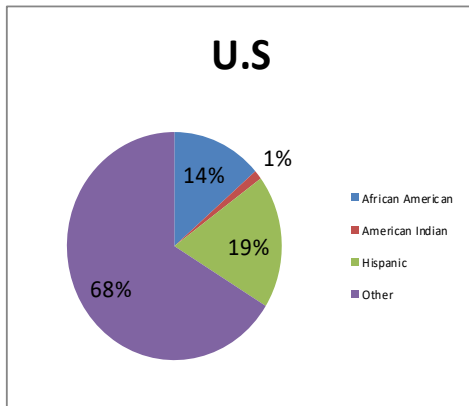
(1) Information obtained from the U.S. Census Bureau and the Oklahoma Department of Commerce.

(2) Information obtained from the Oklahoma Employment Security Commission, for the Oklahoma City metropolitan area

CITY OF SHAWNEE, OKLAHOMA

Ethnic Demographic Statistics

	Comparative Ethnic Percentage Population			
	U.S	Oklahoma State	Pottawatomie County	Shawnee City
African American	13.60%	7.80%	3.20%	4.90%
American Indian	1.30%	9.70%	14.40%	15.30%
Hispanic	18.90%	11.70%	5.80%	7.40%
Other	66.20%	70.80%	76.60%	72.40%
	100.00%	100.00%	100.00%	100.00%



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

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

	2023			2013		
	Employees	RANK	% of Total Employment	Employees	RANK	% of Total Employment
Citizens Potawatomi Nation*	2,350	1	37.98%	2,200	1	36.78%
SSM Health (St Anthony)	670	2	10.83%	497	3	8.31%
Georg Fischer	630	3	10.18%	414	5	6.92%
Shawnee Public Schools	529	4	8.55%	490	4	8.19%
Walmart	350	5	5.66%	400	6	6.69%
Oklahoma Baptist**	717	6	11.59%	352	7	5.89%
City of Shawnee	300	7	4.85%	-	-	-
Danfoss (formerly Eaton Corporation)	209	8	3.38%	352	8	5.89%
Exxon Mobil (Jindal Films)	163	9	2.63%	350	9	5.85%
Shawnee Milling	270	10	4.36%	-	-	-
Wolverine Tube	-	-	-	600	2	10.03%
Absentee Shawnee	-	-	-	326	10	5.45%
	<u>6,188</u>		<u>100.00%</u>	<u>5,981</u>		<u>100.00%</u>

Source: Shawnee Forward

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

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

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

CITY OF SHAWNEE, OKLAHOMA
Full-Time Equivalent City Government Employees by Function / Program
Last Ten Fiscal Years
Full-Time Equivalent Employees as of June 30,

FUNCTION / PROGRAM	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
General Government:										
Management Services	14.0	13.0	11.5	9.5	8.0	10.5	10.0	9.0	11.0	10.0
Finance	6.0	5.0	6.0	5.5	4.5	7.0	6.5	7.0	9.0	7.0
Planning	3.0	2.0	8.0	7.0	8.0	8.0	9.0	9.0	8.0	9.0
Other	10.0	9.5	8.0	6.5	18.5	10.5	10.5	11.0	13.0	13.0
Police:										
Officers	79.0	77.0	72.0	72.0	63.0	66.0	61.0	58.0	61.0	60.0
Civilians	16.5	15.5	19.5	21.5	19.0	22.0	24.0	27.0	25.0	27.0
Fire:										
Firefighters and Officers	56.0	51.0	52.0	50.0	51.0	54.0	53.0	54.0	53.0	54.0
Civilians	1.0	1.0	3.0	3.0	3.0	3.5	3.0	3.0	3.0	3.0
Other Public Works:										
Engineering	3.0	3.0	3.0	1.0	4.0	4.0	4.0	4.0	3.0	3.0
Other	36.0	34.0	28.0	29.0	22.0	26.0	24.0	26.0	24.0	26.0
Redevelopment	1.0	2.0	1.0	1.5	3.0	2.0	1.5	2.0	1.5	1.5
Parks and Recreation	20.5	31.0	38.0	38.5	73.0	52.5	59.0	43.0	37.5	21.0
Water	25.0	25.0	21.0	21.5	22.5	35.0	40.5	40.0	40.0	40.5
Wastewater	23.0	16.0	19.0	18.0	17.0	26.0	26.0	27.0	23.0	19.5
Total	<u>294.0</u>	<u>285.0</u>	<u>290.0</u>	<u>284.5</u>	<u>316.5</u>	<u>327.0</u>	<u>332.0</u>	<u>320.0</u>	<u>312.0</u>	<u>294.5</u>

Source: City of Shawnee Human Resources Department

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

FUNCTION / PROGRAM	2023	2022	2021	2020	2019	2018	2017	2016	2015
Police:									
Stations	1	1	1	1	1	1	1	1	1
Zone Offices	1	1	1	1	1	1	2	2	2
Patrol Units	74	74	70	38	37	57	71	71	69
Gun Range	1	1	1	1	1	1	1	1	1
Fire:									
Stations	3	3	3	3	3	3	4	4	3
Engines/vehicles	20	20	20	22	18	18	18	18	18
Other Public Works:									
Streets (miles)	225	225	225	225	225	225	191	191	191
Highway Interstate (miles)	20	20	3	3	3	3	2.5	2.5	2.5
Traffic Signals	43	39	43	43	43	44	49	49	48
Culture and Recreation									
Acerage	137	137	137	137	137	137	137.36	137.36	137.36
Playgrounds	35	33	33	33	33	33	33	33	33
Baseball/Softball Diamonds	9	9	9	9	9	9	9	9	9
Community Centers	2	2	2	1	1	1	1	1	1
Municipal Pool	1	1	1	1	1	1	1	1	1
Splash Pads	2	2	2	2	2	2	2	2	2
Park and Recreation Reservations	8025	284	95	101	156	222	380	380	380
Municipal Airport									
Terminals	1	1	1	1	1	1	1	1	1
Feet of runway	5,997	5,997	6,000	6,000	6,000	6,000	6,000	6,000	6,000
T-Hangers	10	28	28	28	28	28	28	28	28
Box Hangers	6	7	7	7	7	6	4	4	4
Vehicles	4	4	4	4	5	5	3	3	3
Aircraft Tug	2	2	2	2	2	2	1	1	0
Weatherstation	1	1	1	1	1	1	1	1	1
Water:									
Water Mains (miles)	285	285	285	285	285	218	218	218	217
Fire Hydrants	1,708	1,708	1,550	1,550	1,550	1,404	1,374	1,374	1,415
Storage Capacity (thousands of gallons)	3,500	3,500	3.5m	3.5m	3.5m	2.5m	2.5m	2.5m	2.5m
Water Towers	5	5	4	4	4	4	3	3	3
Wastewater:									
Sanitary Sewers (miles)	186	186	200	200	200	220	220	220	200
Treatment Capacity (thousands of gallons)	6,000	6,000	1.3m	1.3m	1.3m	6m	6m	6m	6m
Manholes *	3,617	3,617	2,810	2,810	2,810	3,575	3,526	3,526	-
Plants	2	2	2	2	2	2	2	2	2

Information from City of Shawnee departments.

CITY OF SHAWNEE, OKLAHOMA
Operating Indicators
Last Ten Fiscal Years

FUNCTION / PROGRAM	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Aiport- **										
Takeoffs	2,555	4,591	1,443	1,000	9,182	3,120	9,445	8,640	8,456	-
Fuel Sales	41,172	68,279	56,668	49,395	70,170	56,802	74,923	73,378	51,141	-
Police:										
Physical Arrests	2,052	2,728	1,514	1,127	1,645	2,188	1,062	2,118	2,255	2,067
Total Parking and Traffic Citations	5,000	5,764	4,689	2,337	4,946	3,819	2,884	4,832	5,302	5,566
Fire:										
Emergency Responses	6,293	5,956	5,889	5,138	5,665	5,494	5,587	5,368	5,265	4,637
Fires Extinguished	382	363	305	291	156	271	288	256	214	301
Inspections	489	243	144	418	142	159	133	224	333	297
Culture and Recreation										
Attendance-Pool	29,981	31,417	22,196	19,102	28,899	32,445	41,242	34,904	28,588	-
Park and Recreation Reservations	8,025	284	95	101	156	222	268	240	380	392
Community Development										
Building Permits	355	226	169	101	192	199	232	197	319	177
Building Inspections	4,240	3,404	3,820	2,160	1,536	2,332	3,675	3,321	2,834	2,460
Streets:										
Street Resurfacing (Lane Blocks)	2	1	10	-	-	-	142	195	187	98
Potholes Repaired	646	1,512	1,209	830	950	1,000	3,900	3,900	2,925	3,900
Economic Development: ***										
Home loans	16	16	19	19	18	19	54	55	-	-
New loans	-	-	-	1	-	-	6	11	-	-
First time homebuyers	-	-	1	1	-	-	1	2	-	-
Water:										
New Connections	4	13	-	-	-	-	164	835	738	60
Water Main Breaks	62	80	136	59	75	84	69	107	70	117
Average Daily Consumption (thousands of gallons)	4,500	3,000	3.80	3.60	3.00	2.81	3	4,590	3,609	3,914
Peak Daily Consumption (thousands of gallons)	6,500	5,000	7.7	4.3	3.5	5,280	4,400	4,962	5,502	5,881
Wastewater:										
Average Daily Sewer Treament (thousands of gallons)*	2,280	2,160	3.6	3.4	3.77	3.69	4.04	3.39	2.24	2.819
Sanitation: ***										
Large polycarts	11,783	11,529	11,543	11,412	11,365	11,266	9,518	11,018	-	-
Small polycarts	820	765	760	712	650	607	592	536	-	-
Recycle bins	10,556	10,537	10,407	10,444	10,413	10,395	10,357	10,194	-	-

* MGD Million gallons per day

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

*** Began tracking information in 2016

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

September 11, 2024

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

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Shawnee, Oklahoma (the “City”) for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 30, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. As described in Note 5 to the financial statements, the City implemented accounting policies related to subscription-based information technology arrangements, by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 96 in 2023. We noted no transactions entered into by We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City’s financial statements were:

1. Management’s estimates of the allowance for uncollectible accounts receivable are based on past due balances and historical collections experience.
2. The liabilities for self-insured health and worker’s compensation claims are based on historical information and actuarial reports.
3. Pension assets, deferred outflows, liabilities, and deferred inflows, which are based on actuarial reports and the City’s contributions towards the plans.
4. The liability for Other Post-Employment Benefits which is based on an actuarial report.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements were:

The disclosure of the retirement plans, other post-employment benefits, related-party transactions, and risk management that, in management’s judgement, are material to the users of the financial statements as described in the noted financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No uncorrected misstatements were noted during our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 11, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. The City has employed Crawford & Associates, P.C. as consultants for the City and for assistance in drafting the City's financial statements. To our knowledge there were no consultations with Crawford & Associates, P.C., or other accountants which could affect our opinions on the City's financial statements.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Emphasis of Matter

We draw attention to Note 5 in the accompanying financial statements, which describes a prior period adjustment pertaining to the implantation of GASB No. 96, subscription-based information technology arrangements.

Other Matters

We applied certain limited procedures to management's discussion and analysis, budgetary comparison information, and the pension plan and other post-employment benefits funding schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information as listed in the table of contents, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.



Restriction on Use

This information is intended solely for the information and use of members of the City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Arledge & Associates PC.

Arledge & Associates, P.C.





Emergency Management Department
912 E. Independence St.
Shawnee, OK 74801
ShawneeOK.org

Date: September 16, 2024
To: Board of City Commissioners
From: Rachelle Erickson, Emergency Management Director
Subject: Consideration of a Task Order in accordance with the Agreement between the City of Shawnee and Del Sol Consulting, Inc. for services related to the April 19, 2023, Storm event.

Background: At the June 9, 2023, Special Call Commission meeting, the City of Shawnee Board of Commissioners approved a consulting agreement with Del Sol Consulting to provide consulting services related to disaster recovery from the April 19, 2023, storm event. The agreement requires the issuance of task orders that include a scope of services in order to engage with the consultant.

This will be the forth task order under this agreement. It includes a not-to-exceed (NTE) provision of \$500,000 and provides that the consultant will perform the following services through June of 2025:

- 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

City staff has reviewed the task order agreement and recommends that the City Commission authorize the City Manager to execute the Task Order.

Financial Impact: \$659,342; Grant Fund, Emergency Management, Other Contractual Services - 010-5-0740-53390

Attachments: ShawneeTO4.08.08.2024

Staff Recommendation: Approval of the Task Order

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. 3

TASK ORDER TO
CONSULTING SERVICES

Project No. _____
Effective Date: August 1, 2024

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 six-hundred fifty nine thousand three hundred and forty two dollars (\$659,342) and can only be spent once a Notice to Proceed is issued. Rates shall be at those listed on the projected budget submitted by Consultant and attached hereto.

4. Start Date:

August 1, 2024

5. Time of Performance (attach schedule if applicable):

Services shall be performed as necessary until June 30, 2025.

6. Special Terms and Conditions:

7. Key Personnel:

Matthew Barclay, Charburn Richardson, Frank Saxton, Michael Dorris, Joanna Ragas, Brandi Masson, Courtney Landry, Melissa Barclay, Amy Krohn, Chantal Shirley, and other personnel that would be deemed necessary.

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

**Attachment C
CHANGE ORDER**

Contract No. _____
Change Order No. _____
Effective Date. _____

In accordance with Article 22 of the Consulting Services Agreement dated _____ ("Agreement") between the City of Shawnee ("CLIENT") and Del Sol Consulting, Inc. ("CONSULTANT"), this Change Order modifies the Contract as follows:

1. Change in Contracted Services:

2. Change in Time of Performance (attach schedule if appropriate):

3. Change in CONSULTANT's Compensation:

All other terms and conditions remain unchanged.

CLIENT

CONSULTANT

Signature

Signature

Name (Printed or Typed)

Name (Printed or Typed)

Date

Date



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

Date: September 16, 2024
To: Board of City Commissioners
From: Andrea Weckmueller-Behringer, City Manager
Subject: Consideration of an agreement with Safe Events for Families for the production and management of Shawnee's Christmas Parade of Lights.

Background: Safe Events for Families (SEFF) has submitted a proposed agreement to provide event management services to produce, coordinate, and manage all aspects of the City's desired "Parade of Lights" and related annual Christmas festivities, which have historically included one of Oklahoma's largest nighttime parades.

The vision for this event is to accomplish the following:

- Create a positive sense of community and well-being with our citizens.
- Generate an opportunity for commerce within the City of Shawnee.
- Introduce guests to Shawnee with a high-quality, well-run family-oriented outing.

The event is proposed to take place on Friday, December 13, 2024. While the event has historically been on Main Street, although alternative locations or routes may be proposed.

Financial Impact: \$50,000; General Fund, CMO, Other Contractual Services, 001-5-0110-53390-000

Attachments: AGREEMENT COS AND SEFF 2024

Staff Recommendation: Approval of the item

AGREEMENT BETWEEN THE CITY OF SHAWNEE AND
SAFE EVENTS FOR FAMILIES

This Agreement is effective immediately upon Commission approval, by and between the City of Shawnee, Oklahoma, a municipal corporation hereinafter the "CITY", and Safe Events for Families hereinafter called "SEFF".

WITNESSETH

WHEREAS, the CITY is in need of certain goods and services; and

WHEREAS, SEFF 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. SEFF 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, the Shawnee Christmas Parade of Lights.
2. SEFF agrees to provide and furnish such goods and services to commence on the date of Commission approval in accordance with the attached scope of work, hereby incorporated into the agreement as Exhibit A.
3. The CITY agrees to fund SEFF's events as follows:
 - a. The CITY will pay to SEFF up to Fifty Thousand Dollars (\$50,000.00) in the form of reimbursements for eligible expenditures.
 - b. The CITY will require SEFF to provide invoices to the City of Shawnee Finance Director showing proof of eligible expenses under this agreement before reimbursement by the CITY.
4. SEFF and CITY acknowledge and agree that mutual cooperation is necessary for the success of this contractual arrangement. To that end, SEFF agrees to meet and consult with the CITY concerning all events and activities that SEFF will sponsor at least sixty (60) days prior to the date of said event or activity and complete the event permitting process.
5. The CITY acknowledges that it cannot bind future City Commissions to a financial decision beyond the present fiscal year. However, the CITY has expressed an interest in considering five (5) annual renewal options to SEFF.
6. SEFF shall submit a request for renewal to the City Clerk's Office no later than March 31, 2025. As a part of this request, SEFF shall submit financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year.
7. SEFF agrees to allow the City Manager, or their designee, the right of inspection of pertinent financial documentation which supports or evidences a reimbursement request made by SEFF to the CITY in furtherance of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

WITNESS our hands on _____.

SAFE EVENTS FOR FAMILIES

ATTEST:

PRESIDENT

SECRETARY/NOTARY

APPROVED by the Mayor and City Commissioners of the City of Shawnee this ____ day of September, 2024.

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

ATTEST:

ANDREA WECKMUELLER-BEHRINGER,
CITY MANAGER

LISA LASYONE, MMC, CITY CLERK

APPROVED as to form and legality on _____.

JOSEPH M. VORNDRAN, CITY ATTORNEY

EXHIBIT A

Scope of Work

SEFF will be expected to provide all services necessary and appropriate staff and/or volunteers to manage and execute the production and logistics for this event on behalf of the City. SEFF will be expected to be, among other needed skills: organized; detail-oriented; flexible; an effective verbal and written communicator; calm under pressure; and a negotiator in the best interest of the City and our community members. For the Christmas Parade, SEFF will be expected to support:

- **Event Development:** SEFF will be responsible for developing an implementation plan, inclusive of a detailed budget.
- **Layout:** SEFF shall work cooperatively with City staff (i.e. Fire Marshal, Parks & Recreation, Streets Division, Tourism) to determine an appropriate layout for the event, including potential vendor set up, use of public facilities, and possible temporary structures.
- **Timelines:** Prior to the event, SEFF shall work with City staff to develop and document the process for the following activities and their associated timelines:
 - Pre-Event stakeholder engagement
 - Event Setup
 - Event Run-of-Show
 - Event Cleanup
- **Communication:** SEFF shall facilitate routine meetings with City staff to review and provide updates on the progress of required items, review of event timeline(s), and discussion to resolve any issues impeding progress. SEFF shall also communicate updates at meaningful intervals with affected downtown businesses and strategic partners.
- **Logistics:** SEFF shall outline a means of outreach to downtown businesses regarding potential street closures and use of the public right-of-way. SEFF shall also develop a detailed layout and parade route, which serves as the basis for coordinating with City staff for the safe and efficient set-up, inclusive of potential closures of roads. The layout and necessary Special Event Permit must be submitted to the City no less than 60 days prior to the event. Furthermore, 60 days prior to the event, SEFF shall have available an Event Entry Application. SEFF shall be responsible for the distribution and collection of these applications, and implementation of a fee schedule as well as a means of collecting fees. SEFF must also submit the required insurance certification and potential road closure notification no less than 30 days prior to the scheduled event.
- **Marketing & Promotion:** SEFF shall develop marketing materials and ensure information regarding the event is updated online and in print materials. SEFF shall be responsible for issuing print materials and setting up online materials, following best practices. The target for completion of these materials is no less than 30 days, ideally 60 days, prior to the event.
- **Sponsorship:** SEFF shall search, develop, and manage potential event sponsors.
- **Participants:** SEFF shall manage the event's volunteers, participants, and vendors.
- **Event Setup and On-Site:** SEFF shall be on-site during setup for the event and provide a timeline of vendor/participating entity arrivals and their contact information. SEFF shall also manage entertainment, related activities, food and beverages, excessive trash, and potential recycling during the event.
- **Post Event and Clean-up:** SEFF shall manage and coordinate the cleanup. SEFF shall also send, as well as share with the City, follow-up surveys and communications to vendors/participating entities regarding their potential interest for next year's event.



Community Development Department
16 W 9th Street
Shawnee, OK 74801
shawneeok.org

Date: September 16, 2024
To: Board of City Commissioners
From: Rian Harkins, Community Development Director
Subject: Public Hearing for a request to rezone property located at 1303 West Farrall Street from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District). (Case No. RZ02-24) *(Deferred from June 17, 2024, City Commission Meeting.)*

Background: The subject property is located at 1303 W. Farrall Street and contains approximately 38 acres. The request is to rezone the property from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District). This property was rezoned from Agricultural zoning to C-3 in the summer of 2022 (RZ09-22). This rezoning is the first step to bring the property into compliance with the provisions of the Short Term Rental ordinance. An application for a Conditional Use Permit (CUP02-24) to allow one (1) Accessory Dwelling Unit (ADU) on the property is being concurrently processed with this rezoning request.

Discussion:

The subject property is zoned C-3 (Highway Commercial District). The properties surrounding the subject property to the east, south, and west are zoned A-1 (Rural Agricultural District). To the north, across W. Farrall Street, the land is zoned I-2 (Light Industrial District). To the northeast and further east is land zoned R-3 (Multifamily Residential District).

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Mixed Use land use designation. R-3 is an appropriate zoning district for this land use designation. The request is in conformance with the 2040 Comprehensive Plan.

Referencing the City of Shawnee Zoning Code (Code) DIVISION 15. - Amendments; Procedures. Section 22-645. – Planning commission recommendation required. This section gives authority to the Planning Commission to make changes (amendments) to the official Zoning Map. "...be amended, supplemented, changed, modified, or repealed by ordinance, but no change shall be made until the planning commission, after notice and public hearing, files with the city commission a report and recommendation on the proposed change."

Staff completed the required public hearing notifications for this application. All property owners within 300' from the perimeter of the subject property were mailed a public hearing notification letter. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper. A sign providing details and contact information was placed on the subject property.

This item was deferred from the June 17, 2024, City Commission agenda to this date to allow for the

completion of the land auction process. No offers were received for the subject property, and the item is now on the agenda again because of the previous action taken by the City Commission.

Findings and Facts:

- The subject property is near R-3 zoning on W. Farrall Street and N. Kennedy Avenue.
- The request is in conformance with the Comprehensive Plan Future Land Use Map (FLUM).
- Notification for a public hearing was served.

Options:

- Approval of Case No. RZ02-24 to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District) as requested by the applicant.
- Denial of the application for RZ02-24 to rezone the subject property.
- Deferral of Case No. RZ02-24 with a request for additional and specific information to a certain date.
- Rezoning to a lower density zoning district.

At the June 5, 2024, Planning Commission meeting, the applicant stated they 1) Had placed the property up for auction; 2) Had removed the existing Short Term Rental structures; and 3) Were unsure what any potential buyer's interest would be in the property. With this in mind, the Planning Commission deferred the item to their September 4, 2024, regular meeting. At that meeting, the Planning Commission voted to recommend approval of the rezoning request on a vote of 6-0.

Financial Impact: None

Attachments: RZ02-24 PC to CC Record of Action, STAFF RZ02-24 1303 W Farrall, 1303 W. Farrall rezoning app, RZ02-24 Notice to PUBLISH 1303 W Farrall, RZ02-24 OWNERS Letter 1303 W. Farrall

Staff Recommendation: Approval of RZ02-24 to rezone the subject property from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District)

RECORD OF ACTION

DATE: September 9, 2024

TO: Mayor and Board of City Commissioners -- City of Shawnee, OK

FROM: Rian Harkins, Community Development Director

SUBJECT: Record of Action by Planning Commission

=====

CASE NO: RZ02-24

REQUEST: Conditional Use Permit for one Accessory Dwelling Unit for a Short Term Rental

Applicant: Kaye Steele

Subject Property Address: 1303 West Farrall Street

Legal Description: The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, LESS AND EXCEPT that portion of subject property taken for highway purposes as shown by Report of Commissioners recorded in Book 187, Page 686 and by Report of Commissioners recorded in Book 220, Page 692 and by Report of Commissioners recorded in Book 229, Page 66 and by Journal Entry recorded in Book 258, Page 457, records of the County Clerk of Pottawatomie County.

Current Zoning: C-3 Highway Commercial **Requested Zoning:** R-3 Multi-Family Residential

Staff Recommendation: Approval

=====

Planning Commission Meeting Date: September 4, 2024

PC Recommendation: Approval

Conditions: none

Vote: 6 -- 0 -- 0

Members Present: 6

Members:	Motion	2 nd	Aye	Nay	Abstain	Comments
ALEXANDER			X			
PORTER	X		X			
JOHNSON			X			
REESE		X	X			
HAYES			X			
BARRETT(CHAIR)			X			
HEMBREE						



Planning Commission Meeting – 6.5.2024 – City of Shawnee, Oklahoma

Staff Report | RZ02-24 | C-3 to R-3 | 1303 W. Farrall Street

Date: May 7, 2024

To: Shawnee Planning Commission

From: Rian Harkins, Community Development Director

Subject: **Staff Report** - Public hearing and consideration of a request to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District).
Case No. RZ02-24 | Applicant: Kaye Steele

Background

The subject property is located at 1303 W. Farrall Street and contains approximately 38 acres. The request is to rezone the property from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District). This property was rezoned from Agricultural zoning to C-3 in the summer of 2022 (RZ09-22). This rezoning is the first step to bring the property into compliance. An application for a Conditional Use Permit (CUP02-24) to allow one (1) Accessory Dwelling Unit (ADU) on the property is being concurrently processed.

Discussion

The subject property is zoned C-3 (Highway Commercial District). The properties surrounding the subject property to the east, south, and west are zoned A-1 (Rural Agricultural District). To the north, across W. Farrall Street, the land is zoned I-2 (Light Industrial District). To the northeast and further east is land zoned R-3 (Multifamily Residential District).

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Mixed Use land use designation. R-3 is an appropriate zoning district for this land use designation. The request is in conformance with the 2040 Comprehensive Plan.

Referencing the City of Shawnee Zoning Code (Code) DIVISION 15. - Amendments; Procedures. Section 22-645. – Planning commission recommendation required. This section gives authority to the Planning Commission to make changes (amendments) to the official Zoning Map. *"...be amended, supplemented, changed, modified, or repealed by ordinance, but no change shall be made until the planning commission, after notice and public hearing, files with the city commission a report and recommendation on the proposed change."*

Staff completed the required public hearing notifications for this application. All property owners within 300' from the perimeter of the subject property were mailed a public hearing notification letter. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper. A sign providing details and contact information was placed on the subject property.

Findings and Facts:

- The subject property is near R-3 zoning on W. Farrall Street and N. Kennedy Avenue.
- The request is in conformance with the Comprehensive Plan Future Land Use Map (FLUM).
- Notification for a public hearing was served.

Options:

- Recommending Approval of Case No. RZ02-24 to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District) as requested by the applicant.
- Recommending Denial of the application for RZ02-24 to rezone the subject property.
- Recommending Deferral Case No. RZ02-24 with a request for additional and specific information to a certain date.

Recommendation: Based on the Findings and Facts, staff recommends that the Planning Commission recommend to the City Commission **APPROVAL** of **RZ02-24** to rezone the subject property from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District).

This rezoning application will be heard at the City Commission meeting on Monday, June 17, 2024, at 6:00 pm.

PLANNING COMMISSION APPLICATION



City of Shawnee
Community Development
Department

16 W. 9th Street
Shawnee, OK 74801
(405) 878-1672
www.ShawneeOK.org

For Office Use Only

Case Number: _____

Project Number: _____

Date Filed: _____

Planning Commission Secretary

REQUEST:

____ Rezoning
____ Conditional Use Permit

☒ Rezoning w/Conditional Use Permit
____ Planned Unit Development

PROPERTY LOCATION (STREET ADDRESS): 1303 W. Farrall

LEGAL DESCRIPTION: SE 1/4 of the SW 1/4 of Section 24, Township 10 North, Range 3 East of the 1st M.

PROPERTY OWNER(S): Mr & Lizzie's Home Rentals, LLC - Kaye Steele, owner

PROPERTY APPLICANT: Kaye Steele

APPLICANT'S ADDRESS: 1250 Troon Circle

CITY: Shawnee **STATE:** OK **ZIP:** 74801

EMAIL ADDRESS: kayesteele7533@gmail.com

TELEPHONE NUMBER: (405) 630-7533 **CONTACT NUMBER:** (405) 630-7533

DIMENSIONS OF PROPERTY: **AREA:** 38.4555 acres **WIDTH:** .2422 miles

LENGTH: .2471 miles **FRONTAGE:** .2422 miles

CURRENT ZONING: Commercial **CURRENT USE:** R-3

PROPOSED ZONING: R-3 **PROPOSED USE:** Short term rentals and primary residence

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

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

Kaye Steele
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

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

RECEIPT NO. _____

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

NOTIFICATION SIGN \$ 50.00

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

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

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

1303 W. Farrall
Shawnee OK 74801

Legal Description: SE/4 of the SW/4 of Section 24, Township 10 North, Range 3 East of
the I.M.

QUIT CLAIM DEED
(INDIVIDUAL FORM)

Know All Men by These Presents:

This Indenture, Made this 30th day of January 2019, between KAYE STEELE HARROD FAMILY TRUST, of the first part, and MRZ LIZZIES HOME RENTALS, LLC, of the second part, **Witnesseth**, that said party of the first part, in consideration of the sum of Ten Dollars (\$10.00) to them in hand paid, the receipt of which is hereby acknowledged, do hereby quitclaim, grant, bargain, sell and convey unto the said parties of the second part all their right, title, interest, estate, and every claim and demand, both at law and in equity, in and to all the following described property situate in Pottawatomie County, State of Oklahoma, to-wit:

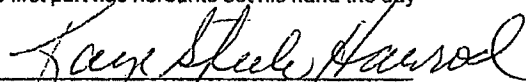


SEE ATTACHED LEGALS

together with all and singular the hereditaments and appurtenances thereunto belonging.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, and to their heirs and assigns, forever, so that neither the said parties of the first part or any person in their name and behalf, shall or will hereafter claim or demand any right or title to the said premises or any part thereof; but they and everyone of them shall by these presents be excluded and forever barred.

IN WITNESS WHEREOF, the said party of the first part has hereunto set his hand the day and year first above written.


KAYE STEELE HARROD, TRUSTEE OF
THE KAYE STEELE HARROD FAMILY TRUST

STATE OF OKLAHOMA)
COUNTY OF POTTAWATOMIE)

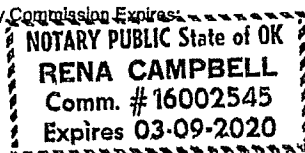
SS:

INDIVIDUAL ACKNOWLEDGMENT
Oklahoma Form

Before me, the undersigned, a Notary Public in and for said County and State on this ____ day of January 2019, personally appeared Kay Steele Harrod, Trustee of The Kaye Steele Harrod Family Trust, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that she executed the same as her free and voluntary act and deed for the uses and purposes therein set forth.

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

My Commission Expires:




Notary Public

1303 W Farfall
Shawnee, OK 74801

2019 LEGAL DESCRIPTION OF
KAYE STEELE HARROD FAMILY TRUST HOMES

RPID	OWNER NAME	MULTI	SUBDIVISION	LEGAL
36828	HARROD KAYE STEELE	5801 EARL	NORTH ROCK CREEK ESTATES #2	10-R NORTH ROCK CREEK BLOCK: 003 LOT:014
9931	STEELE KAYE HARROD	1303 FARRALL	RURAL(NO ADDITION)	93-SR SE SW
15549	HARROD DORIS KAYE STEELE	215 10TH	AP SHAWNEE	AP BLK 17 BEG ME/CL BLOCK: 017 LOT:029
15551	STEELE KAYE HARROD FAMILY	229 PARK	AP SHAWNEE	AP BLK 17 W1/2 LOTS BLOCK:017 LOT:031
15554	STEELE KAYE HARROD FAMILY	218 PARK	AP SHAWNEE	AP BLK 18 LOTS 6 THR BLOCK:018 LOT:006
16949	HARROD KAYE STEELE	1619 BEARD	BROADWAY HEIGHTS	BROADWAY HGTS. BLK 5 BLOCK:002 LOT:012
18160	HARROD KAYE STEELE FAMILY	1201 MARKET	DEER PARK	DEER PARK BLK 1 W1/2 BLOCK:001 LOT:006
50390	HARROD KAYE STEELE FAMILY TRUS	820 PARK	ESTES ORCHARD	ESTES ORCHARD BLK 1 BLOCK:001 LOT:007
18872	HARROD KAYE STEELE FAMILY	810 PARK	ESTES ORCHARD	ESTES ORCHARD BLK 1 BLOCK:001 LOT:009
19653	HARROD KAYE STEELE FAMILY TRUS	515 WOOD	HILLCREST 1ST	HILLCREST 1ST BLK 2 BLOCK:002 LOT:012
20516	HARROD KAYE STEELE	901 JEFFERSON	JEFFERSON TERRACE	JEFFERSON TERRACE BL BLOCK:006 LOT:077
20788	KARROD KAYE STEELE	1 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:001
20789	HARROD KAYE STEELE	3 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:002
20790	HARROD KAYE STEELE FAMILY	5 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:003



SMITH BROTHERS

ABSTRACT

} SS

SPECIAL CERTIFICATE

State of Oklahoma
County of Pottawatomie

118 N. Broadway Avenue
Shawnee, OK 74801
Phone: (405)273-9820 Fax: (405)273-9813

IN RE: The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less highway.

The undersigned a duly bonded and qualified abstract company within and for Pottawatomie County, Oklahoma, hereby certifies that the current year's tax rolls in the office of the Pottawatomie County Treasurer shows the names and addresses of the owners of the property abutting and within 300 feet in any direction of the before described real estate as follows, to-wit:

1)

Name and Address:

Michael Barksdale and Cathy Barksdale
502 S. Leo
Shawnee, OK 74801

Legal Description:

The Southwest Quarter of the Southwest Quarter (SW/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less and except highways and street.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-001-00

2)

Name and Address:

Michael Barksdale and Cathy Barksdale
502 S. Leo
Shawnee, OK 74801

Legal Description:

Government Lot One (1) (NW NW) on the left bank of the North Ford of the Canadian River, all in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma., less and except the North 426 feet of the West 1185 feet thereof.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-014-00

3)

Name and Address:

City of Shawnee
P.O. Box 1448
Shawnee, OK 74802

Legal Description:

The North 426 feet of the West 1185 feet of Government Lot One (1) (NW NW) on the left bank of the North Ford of the Canadian River, all in of Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-007-00

4)

Name and Address:

Ronald Glen Sipes, Jr.
P.O. Box 39
Tecumseh, OK 74873

Legal Description:

Government Lot Two (2) (NE NW) and Government Lot Five (5) (NW NE) on the left bank of the North Ford of the Canadian River, all in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma., less and except a tract of land described as beginning at the Northeast corner of Lot 2; thence West 196 feet; thence S04°15'00"E a distance of 1013 feet; thence S84°45'00"E a distance of 468 feet; thence N02°11'00"W a distance of 1030.50 feet; thence West 299 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-016-00

5)

Name and Address:

Robin Puckett
900 S Hart
Shawnee, OK 74801

Legal Description:

A tract of land in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, described as: Beginning at the Northeast corner of Lot 2 (NE NW); thence West 196 feet; thence S04°15'00"E a distance of 1013 feet; thence S84°45'00"E a distance of 468 feet; thence N02°11'00"W a distance of 1030.50 feet; thence West 299 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-005-00

6)

Name and Address:

Trident Holding Co Partners
2525 Ridgewood Drive
Moore, OK 73160

Legal Description:

The Northeast Quarter of the Southwest Quarter (NE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less and except a TRACT IN SW/4 BEGINNING AT NW/C SW THEN N894003E A DISTANCE OF 1475.23 FT AS POB THEN N894003E A DISTANCE OF 1175.82 FT THEN S002622W A DISTANCE OF 1224.07 FT THEN S892751W A DISTANCE OF 431.72 FT THEN N003209W A DISTANCE OF 30 FT THEN NWRLY ON A NON-TANGENT CURVE R HAVING A RADIUS 442.96 [CHORD BEARING N691738W CHORD DISTANCE 329.1] A DISTANCE 321.05 THEN N480249W A DISTANCE OF 131.97 FT THEN NWRLY ON A CURVE R HAVING A RADIUS 1015.9 [CHORD BEARING N234547W CHORD DISTANCE 863.03] A DISTANCE 864.31 THEN N003451E A DISTANCE OF 196.81 FT TO POB.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-014-00

7)

Name and Address:

James R. Wesley and Kelly Wesley
820 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land beginning 2028.95 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 611.05 feet; thence West 178.5 feet; thence North 611.05 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-023-00

8)

Name and Address:

Terrie A. Guffey and Anthony S. Guffey
615 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land beginning 1906.5 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the

Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 122 feet; thence West 178.5 feet; thence North 122 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-022-00

9)

Name and Address:

Terrie A. Guffey, Anthony S. Guffey, and Season Taylor
615 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land Commencing at the (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence S00°02'00"W along the West line of said SE/4 for a distance of 1811.35 feet to the Point of Beginning; thence S89°59'00"E for a distance of 178.50 feet; thence S00°02'00"W for a distance of 95.60 feet; thence N89°58'00"W for a distance of 178.50 feet to the West line of said SE/4; thence N00°20'00"E along the West line for a distance of 95.60 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-026-00

10)

Name and Address:

Johnny Keith Branscum
620 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land Commencing at the (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence S00°02'00"W along the West line of said SE/4 for a distance of 1589.70 feet to the Point of Beginning; thence S89°59'00"E for a distance of 178.50 feet; thence S00°02'00"W for a distance of 221.65 feet; thence N89°58'00"W for a distance of 178.50 feet to the West line of said SE/4; thence N00°20'00"E along the West line for a distance of 221.65 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-026-01

11)

Name and Address:

J and W Rentals, LLC
801 S. Hart
Shawnee, OK 74801
AND

1300 S 13th Street
Tecumseh, OK 74873

Legal Description:

A tract of land beginning 198.5 feet East and 2074.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 153 feet; thence West 221 feet; thence North 153 feet to the Point of Beginning, together with a 20 feet easement for ingress and egress lying on the West side of referenced property.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-031-00

12)

Name and Address:

Brent W. McCutcheon and Sherri L. McCutcheon
1300 S 13th Street
Tecumseh, OK 74873

Legal Description:

A tract of land beginning 198.5 feet East and 1981.40 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 93 feet; thence West 221 feet; thence North 93 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-025-01

13)

Name and Address:

Marvin Jon Vernon and Sharon Denise Vernon
624 N Beard Ave
Shawnee, OK 74801

Legal Description:

A tract of land beginning 198.5 feet East and 1794.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 327.5 feet; thence South 433 feet; thence West 327.5 feet; thence North 433 feet to the Point of Beginning, LESS AND EXCEPT a tract of land beginning 198.5 feet East and 1981.40 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 93 feet; thence West 221 feet; thence North 93 feet to the Point of Beginning, AND LESS AND EXCEPT a tract of land beginning 198.5 feet East and 2074.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 153 feet; thence

West 221 feet; thence North 153 feet to the Point of Beginning, together with a 20 feet easement for ingress and egress lying on the West side of referenced property.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-025-00

14)

Name and Address:

Terrie A. Guffey, Anthony S. Taylor, and Season Taylor
615 S Hart Ave
Shawnee, OK 74801

Legal Description:

A tract of land commencing 198.5 feet East and 1624.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 175 feet to the Point of Beginning; thence South 173 feet; thence East 152 feet; thence North 173 feet; thence West 152 feet to the Point of Beginning. AND A tract of land beginning 198.5 feet East and 1697.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 175 feet; thence South 100 feet; thence West 175 feet; thence North 100 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-029-00

15)

Name and Address:

Hart Street Full Gospel Church
618 S Hart Ave
Shawnee, OK 74801

Legal Description:

A tract of land beginning 198.5 feet East and 1547.9 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 327.5 feet; thence South 76.5 feet; thence West 327.5 feet; thence North 76.5 feet to the Point of Beginning, LESS AND EXCEPT a tract described as beginning 198.5 feet East and 220.6 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 31.7 feet; thence South 74.3 feet; thence West 31.7 feet; thence North 74.3 feet to the Point of Beginning

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-021-00

16)

Name and Address:

Elizabeth Cook Jackson aka Lizzie Cook
C/O: J.C. Winterringer
P.O. Box 1809
Shawnee, OK 74802

Legal Description:

A tract of land beginning at a point 379.5 feet South of the Northwest Corner of the Southeast Quarter (NW/4 SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 1220.2 feet; thence West 178.5 feet; thence North 1220.2 feet to the Point of Beginning, less highway.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-037-00

Unassessed Highways:

State of Oklahoma, Department of Transportation
200 NE 21st Street
Oklahoma City, Oklahoma, 73105

IN WITNESS WHEREOF, We have hereunto set our hand and seal at office in the City of Shawnee, Oklahoma, this 29th day of February, 2024, at 07:00 AM.

ATTEST:

Mary A. Sharp

Mary Sharp, Title Researcher
Abstractor License No.: 4007

SB 3072404134

1303 W. Farrall
Shawnee OK 74801

Legal Description: SE/4 of the SW/4 of Section 24, Township
10 North, Range 3 East of the I.M.

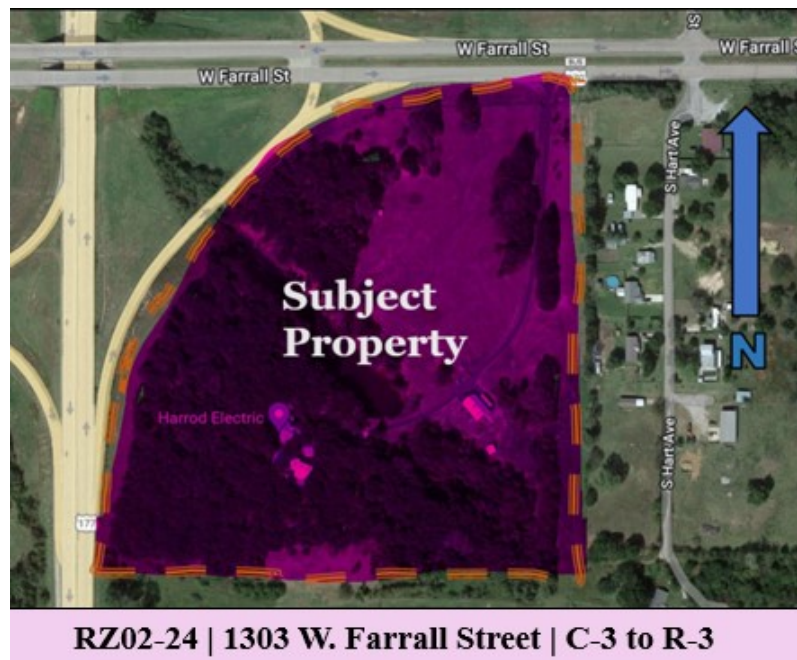
Publish May 10, 2024

NOTICE OF PUBLIC HEARING
Rezoning Request (RZ02-24)

It is hereby noticed that the City of Shawnee Planning Commission will hold a public hearing on June 5, 2024, at 1:30 p.m. in the Commission Chambers at City Hall, 16 W. 9th St, Shawnee, OK. The City of Shawnee City Commission will hold a public hearing on June 17, 2024, at 6:00 p.m. in the Commission Chambers at City Hall. The Planning Commission and City Commission will consider a rezoning request (**RZ02-24**) to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District) and a request for a Conditional Use Permit (CUP) to allow an Accessory Dwelling Unit (ADU) at property addressed as 1303 W. Farrall Street and described as:

The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, LESS AND EXCEPT that portion of subject property taken for highway purposes as shown by Report of Commissioners recorded in Book 187, Page 686 and by Report of Commissioners recorded in Book 220, Page 692 and by Report of Commissioners recorded in Book 229, Page 66 and by Journal Entry recorded in Book 258, Page 457, records of the County Clerk of Pottawatomie County, Oklahoma.

Public hearings will be held at the above times and dates. All residents and parties in interest shall have an opportunity to be heard regarding the request above.





PUBLIC HEARING

For more information

Community Development Department
Shawnee City Hall
16 W. 9th Street
Shawnee, OK 74801
405-878-1672

Planning Commission

June 5, 2024

City Hall at 16 W. 9th Street, Commission Chambers
1:30 PM

City Commission

June 17, 2024

City Hall at 16 W. 9th Street, Commission Chambers
6:00 PM



RZ02-24 | 1303 W. Farrall Street | C-3 to R-3

Project Information

Request: Request to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District) and a Conditional Use Permit (CUP) for an Accessory Dwelling Unit (ADU).

Applicant: Kaye Steele

Location: 1303 W. Farrall Street



Frequently Asked Questions

What is a Rezoning?

A Rezoning is a request to change the zoning of a property to a different zoning district. The zoning of a property determines many of the allowed uses available for development.

What is a Conditional Use Permit (CUP)?

A Conditional Use Permit (CUP) is a request for a particular use that has been classified in the Zoning Code as requiring a CUP. These uses require a thorough review because some uses could more intensely affect the area in which it is located.

Why did I receive a letter?

You own property within 300 feet of the subject property.

How do I comment on the request?

Try to attend the public hearing if you are able. Staff will also accept written comments for those who cannot attend.

What if I have questions?

Call the Community Development Dept. at 405-878-1672 or email the City Planner at rachel.clyne@shawneeok.org.

What if I cannot attend the hearing?

Staff will accept written comments. You may also have a neighbor or friend attend the hearing to represent your interests at the meeting.

How will this request affect me?

Every property is different. Contact the Community Development Department for more information if you have concerns about any impact on you.

I am not in favor of the request, what do I do?

Attend the meetings or provide written comments if you cannot attend. Property owners within 300 feet of the subject property may also prepare a protest petition. Staff can supply information about the protest petition requirements.

Legal Description: RZ02-24

The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, LESS AND EXCEPT that portion of subject property taken for highway purposes as shown by Report of Commissioners recorded in Book 187, Page 686 and by Report of Commissioners recorded in Book 220, Page 692 and by Report of Commissioners recorded in Book 229, Page 66 and by Journal Entry recorded in Book 258, Page 457, records of the County Clerk of Pottawatomie County.

±38 acres

ORDINANCE NO. _____

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS SOUTHEAST QUARTER (SE/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-FOUR (24), TOWNSHIP TEN (10) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA.

FROM ZONING CLASSIFICATION C-3 (HIGHWAY COMMERCIAL DISTRICT) TO R-3 (MULTIFAMILY RESIDENTIAL DISTRICT), AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma, on the 4th day of September 2024, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification C-3 (Highway Commercial District) to R-3 (Multifamily Residential District).

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

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

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, LESS AND EXCEPT that portion of subject property taken for highway purposes as shown by Report of Commissioners recorded in Book 187, Page 686 and by Report of Commissioners recorded in Book 220, Page 692 and by Report of Commissioners recorded in Book 229, Page 66 and by Journal Entry recorded in Book 258, Page 457, records of the County Clerk of Pottawatomie County, FROM ZONING CLASSIFICATION C-3 (HIGHWAY COMMERCIAL DISTRICT) TO R-3 (MULTIFAMILY RESIDENTIAL DISTRICT), AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this _____ day of _____, 2024.

(SEAL)
ATTEST:

ERIC STEPHENS, MAYOR

LISA LASYONE, MMC, CITY CLERK

Approved as to form and legality this ____ day of _____, 2024.

JOSEPH M. VORNDRAN,
CITY ATTORNEY



Community Development Department
16 West 9th Street
Shawnee, OK 74801
shawneeok.org

Date: September 16, 2024
To: Board of City Commissioners
From: Rian Harkins, Community Development Director
Subject: Public Hearing for a request for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit located at 1303 West Farrall Street. (Case No. CUP02-24) *(Deferred from June 17, 2024, City Commission Meeting.)*

Background: The subject property is located at 1303 W. Farrall Street and contains approximately 38 acres. This Conditional Use Permit (CUP) application is being concurrently processed with a request to rezone the property from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District). The rezoning application (RZ02-24) is the first step to bring the property into compliance with the provisions of the Short Term Rental ordinance. A Conditional Use Permit (CUP) is required to allow one (1) Accessory Dwelling Unit (ADU) on the property.

Discussion:

Referencing the City of Shawnee Zoning Code (Code) DIVISION 14. – Administration. Section 22-605. – Conditional Use Permit. "The uses designated under the various districts herein as "conditional uses" are so classified because they could more intensely dominate the area in which they are located...." The conditional uses shall be reviewed and authorized or rejected with or without special conditions placed on the project."

In the Code, Section 22-291. Table 22-291. Permitted uses in Residential Zoning Districts. The table indicates that in zoning district R-3, the use of an "Accessory Dwelling Unit (ADU) to a single-family residential" (use) is permitted subject to acquiring a Conditional Use Permit (CUP).

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Mixed Use land use designation. C-3 and R-3 are appropriate zoning districts for this land use designation. The request is in conformance with the 2040 Comprehensive Plan.

Staff completed the required public hearing notifications for this application. All property owners within 300' from the perimeter of the subject property were mailed a public hearing notification letter. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper. A sign providing details and contact information was placed on the subject property.

This item was originally heard at the June 5, 2024, Planning Commission meeting and was deferred 90 days so the applicant could determine appropriate next steps once the land auction process had been completed. After no offers were received for the subject property, the item is now placed back on the agenda for consideration.

Findings and Facts:

- The subject property is concurrently applying to rezone to R-3 (Multifamily Residential District).
- Proper notification for a public hearing was served.
- The application was reviewed, and conditions are recommended.
- Regulations for ADU's per Section 22-297.8 of the Zoning Code are required conditions

Based on the review of the application and the listed Findings, staff recommends that the Planning Commission recommend to the City Commission APPROVAL of CUP02-24 to locate one (1) Accessory Dwelling Unit (ADU) at 1303 W. Farrall Street with the following conditions:

- Acknowledgment by the applicant that the Approval of a Conditional Use Permit (CUP) 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 and Fire Codes.
- Acknowledgment by the applicant that additional permits may be required, and standard inspections will be conducted.
- Adherence to Section 22-297.8 of the Shawnee Zoning as follows:
 - (8) Accessory dwelling units (ADUs). Accessory dwelling units are designed to allow for a secondary residence which is attached to the main structure or over a current detached garage. The intent of this regulation is to allow additional options for homeowners in relation to allowing family members or renters housing while still maintaining a neighborhood feel. In addition to a conditional use permit, accessory dwelling units must also meet the following criteria:
 - a. The property owner must reside in either the principal structure or the ADU.
 - b. Only one ADU is allowed per lot in conjunction with a single-family house. ADU's are not allowed in conjunction with duplexes, triplexes or multifamily dwelling units.
 - c. An instrument shall be recorded with the register's office covenanting that the structure is being established as an accessory dwelling unit and may only be used under the conditions expressed herein.
 - d. The ADU may only be located in the established rear yard.
 - e. The living space of the ADU shall not exceed 900 square feet.
 - f. The footprint of a single story detached accessory dwelling shall not exceed 50 percent of the first floor area of the principal structure.
 - g. The footprint of a two-story detached accessory dwelling shall not exceed 40 percent of the first floor of the principal structure.
 - h. ADU's with a second story dwelling unit shall enclose the stairs that are interior to the structure.
 - i. The ADU shall be of similar style, design and material color and used for the principal structure and shall use similar architectural characteristics, including roof form and pitch, to the existing principal structure.
 - j. A home occupation shall not be based out of the ADU.
 - k. The ADU must provide, at minimum, one off-street parking space.
 - l. A separate driveway providing exclusive access to the ADU from a road shall not be allowed unless problematic, lot-specific circumstances exist which requires approval from the director.

m. The lot area shall be larger than 10,000 square feet.

Options:

- Approval of Case No. CUP02-24 to allow for one Accessory Dwelling Unit as requested by the applicant.
- Denial of the application for CUP02-24.
- Deferral Case No. CUP02-24 with a request for additional and specific information to a certain date.

At the June 5, 2024, Planning Commission meeting, the applicant stated they 1) Had placed the property up for auction; 2) Had removed the existing Short Term Rental structures; and 3) Were unsure what any potential buyer's interest would be in the property. With this in mind, the Planning Commission deferred the item to their September 4, 2024, regular meeting. During their September 4, 2024, regular meeting, the Planning Commission voted 5-1 to deny the Conditional Use Permit request for one (1) Accessory Dwelling Unit to use as a Short Term Rental.

Financial Impact: None

Attachments: CUP02-24 PC to CC Record of Action, STAFF CUP02-24 1303 W Farrall, 1303 W. Farrall rezoning app, CUP02-24 Notice to PUBLISH 1303 W Farrall, CUP02-24 OWNERS Letter 1303 W. Farrall

Staff Recommendation: Staff recommends approval of the Conditional Use Permit

RECORD OF ACTION

DATE: September 9, 2024

TO: Mayor and Board of City Commissioners -- City of Shawnee, OK

FROM: Rian Harkins, Community Development Director

SUBJECT: Record of Action by Planning Commission

=====

CASE NO: CUP02-24

REQUEST: Conditional Use Permit for one Accessory Dwelling Unit for a Short Term Rental

Applicant: Kaye Steele

Subject Property Address: 1303 West Farrall Street

Legal Description: The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, LESS AND EXCEPT that portion of subject property taken for highway purposes as shown by Report of Commissioners recorded in Book 187, Page 686 and by Report of Commissioners recorded in Book 220, Page 692 and by Report of Commissioners recorded in Book 229, Page 66 and by Journal Entry recorded in Book 258, Page 457, records of the County Clerk of Pottawatomie County.

Current Zoning: C-3 Highway Commercial **Requested Zoning:** R-3 (Concurrently)

Staff Recommendation: Approval

=====

Planning Commission Meeting Date: September 4, 2024

PC Recommendation: Denial of the CUP

Conditions: none

Vote: 5 -- 1 -- 0

Members Present: 6

Members:	Motion	2 nd	Aye	Nay	Abstain	Comments
ALEXANDER			X			
PORTER	X		X			
JOHNSON			X			
REESE		X	X			
HAYES			X			
BARRETT(CHAIR)				X		
HEMBREE						



Planning Commission Meeting – 9.4.2024 – City of Shawnee, Oklahoma

Staff Report | CUP02-24 | 1303 W. Farrall Street

Date: August 27, 2024

To: Shawnee Planning Commission

From: Rian Harkins, Community Development Director

Subject: **Staff Report** - Public hearing and consideration of a request for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit (ADU).
Case No. CUP02-24 | Applicant: Kaye Steele

Background

The subject property is located at 1303 W. Farrall Street and contains approximately 38 acres. This Conditional Use Permit (CUP) application is being concurrently processed with a request to rezone the property from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District). The rezoning application (RZ02-24) is the first step to bring the property into compliance. A Conditional Use Permit (CUP) is required to allow one (1) Accessory Dwelling Unit (ADU) on the property.

Discussion

Referencing the City of Shawnee Zoning Code (Code) DIVISION 14. – Administration. Section 22-605. – Conditional Use Permit. "The uses designated under the various districts herein as "conditional uses" are so classified because they could more intensely dominate the area in which they are located...." The conditional uses shall be reviewed and authorized or rejected with or without special conditions placed on the project."

In the Code, Section 22-291. Table 22-291. Permitted uses in Residential Zoning Districts. The table indicates that in zoning district R-3, the use of an "Accessory Dwelling Unit (ADU) to a single-family residential" (use) is permitted subject to acquiring a Conditional Use Permit (CUP).

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Mixed Use land use designation. C-3 and R-3 are appropriate zoning districts for this land use designation. The request is in conformance with the 2040 Comprehensive Plan.

Staff completed the required public hearing notifications for this application. All property owners within 300' from the perimeter of the subject property were mailed a public hearing notification letter. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper. A sign providing details and contact information was placed on the subject property.

This item was originally heard at the June 5, 2024 Planning Commission meeting and was deferred 90 days so the applicant could determine appropriate next steps once the land auction process had been completed. After no offers were received for the subject property, the item is now placed back on the agenda for consideration.

Findings and Facts:

- The subject property is concurrently applying to rezone to R-3 (Multifamily Residential District).
- Proper notification for a public hearing was served.
- The application was reviewed, and conditions are recommended.
- Regulations for ADUs per Section 22-297.8 of the Zoning Code are required conditions

Staff Recommendation:

Based on the review of the application and the listed Findings, staff recommends that the Planning Commission recommend to the City Commission APPROVAL of CUP02-24 to locate one (1) Accessory Dwelling Unit (ADU) at 1303 W. Farrall Street with the following conditions:

- Acknowledgment by the applicant that the Approval of a Conditional Use Permit (CUP) 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 and Fire Codes.
- Acknowledgment by the applicant that additional permits may be required and standard inspections will be conducted.
- Adherence to Section 22-297.8 of the Shawnee Zoning as follows:

(8) Accessory dwelling units (ADUs). Accessory dwelling units are designed to allow for a secondary residence which is attached to the main structure or over a current detached garage. The intent of this regulation is to allow additional options for homeowners in relation to allowing family members or renters housing while still maintaining a neighborhood feel. In addition to a conditional use permit, accessory dwelling units must also meet the following criteria:

- a. The property owner must reside in either the principal structure or the ADU.
- b. Only one ADU is allowed per lot in conjunction with a single-family house. ADUs are not allowed in conjunction with duplexes, triplexes or multifamily dwelling units.
- c. An instrument shall be recorded with the register's office covenanting that the structure is being established as an accessory dwelling unit and may only be used under the conditions expressed herein.
- d. The ADU may only be located in the established rear yard.
- e. The living space of the ADU shall not exceed 900 square feet.
- f. The footprint of a single story detached accessory dwelling shall not exceed 50 percent of the first floor area of the principal structure.
- g. The footprint of a two-story detached accessory dwelling shall not exceed 40 percent of the first floor of the principal structure.
- h. ADUs with a second story dwelling unit shall enclose the stairs interior to the structure.
- i. The ADU shall be of similar style, design and material color and used for the principal structure and shall use similar architectural characteristics, including roof form and pitch, to the existing principal structure.
- j. A home occupation shall not be based out of the ADU.
- k. The ADU must provide, at minimum, one off-street parking space.
- l. A separate driveway providing exclusive access to the ADU from a road shall not be allowed unless problematic, lot-specific circumstances exist which requires approval from the director.
- m. The lot area shall be larger than 10,000 square feet.

Options:

- Recommending Approval of Case No. CUP02-24 to allow for one Accessory Dwelling Unit as requested by the applicant.
- Recommending Denial of the application for CUP02-24.
- Recommending Deferral Case No. CUP02-24 with a request for additional and specific information to a certain date.

This CUP application will be heard at the City Commission meeting on Monday, September 16, 2024, at 6:00 pm.

PLANNING COMMISSION APPLICATION



City of Shawnee Community Development Department

16 W. 9th Street
Shawnee, OK 74801
(405) 878-1672
www.ShawneeOK.org

For Office Use Only

Case Number: _____

Project Number: _____

Date Filed: _____

Planning Commission Secretary

REQUEST:

____ Rezoning
____ Conditional Use Permit

☒ Rezoning w/Conditional Use Permit
____ Planned Unit Development

PROPERTY LOCATION (STREET ADDRESS): 1303 W. Farrall

LEGAL DESCRIPTION: SE 1/4 of the SW 1/4 of Section 24, Township 10 North, Range 3 East of the 1st M.

PROPERTY OWNER(S): Mr & Lizzie's Home Rentals, LLC - Kaye Steele, owner

PROPERTY APPLICANT: Kaye Steele

APPLICANT'S ADDRESS: 1250 Troon Circle

CITY: Shawnee STATE: OK ZIP: 74801

EMAIL ADDRESS: kayesteele7533@gmail.com

TELEPHONE NUMBER: (405) 630-7533 CONTACT NUMBER: (405) 630-7533

DIMENSIONS OF PROPERTY: AREA: 38.4555 acres WIDTH: .2422 miles

LENGTH: .2471 miles FRONTAGE: .2422 miles

CURRENT ZONING: Commercial CURRENT USE: R-3

PROPOSED ZONING: R-3 PROPOSED USE: Short term rentals and primary residence

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

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

Kaye Steele
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

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

RECEIPT NO. _____

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

NOTIFICATION SIGN \$ 50.00

PLANNING COMMISSION ACTION: _____ DATE: _____

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

1303 W. Farrall
Shawnee OK 74801

Legal Description: SE/4 of the SW/4 of Section 24, Township 10 North, Range 3 East of
the I.M.

QUIT CLAIM DEED
(INDIVIDUAL FORM)

Know All Men by These Presents:

This Indenture, Made this 30th day of January 2019, between KAYE STEELE HARROD FAMILY TRUST, of the first part, and MRZ LIZZIES HOME RENTALS, LLC, of the second part, **Witnesseth**, that said party of the first part, in consideration of the sum of Ten Dollars (\$10.00) to them in hand paid, the receipt of which is hereby acknowledged, do hereby quitclaim, grant, bargain, sell and convey unto the said parties of the second part all their right, title, interest, estate, and every claim and demand, both at law and in equity, in and to all the following described property situate in Pottawatomie County, State of Oklahoma, to-wit:

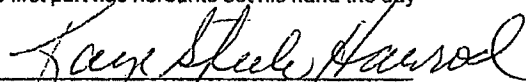


SEE ATTACHED LEGALS

together with all and singular the hereditaments and appurtenances thereunto belonging.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, and to their heirs and assigns, forever, so that neither the said parties of the first part or any person in their name and behalf, shall or will hereafter claim or demand any right or title to the said premises or any part thereof; but they and everyone of them shall by these presents be excluded and forever barred.

IN WITNESS WHEREOF, the said party of the first part has hereunto set his hand the day and year first above written.


KAYE STEELE HARROD, TRUSTEE OF
THE KAYE STEELE HARROD FAMILY TRUST

STATE OF OKLAHOMA)
COUNTY OF POTTAWATOMIE)

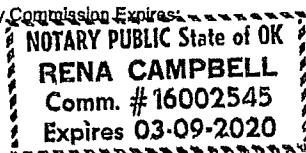
SS:

INDIVIDUAL ACKNOWLEDGMENT
Oklahoma Form

Before me, the undersigned, a Notary Public in and for said County and State on this ____ day of January 2019, personally appeared Kay Steele Harrod, Trustee of The Kaye Steele Harrod Family Trust, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that she executed the same as her free and voluntary act and deed for the uses and purposes therein set forth.

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

My Commission Expires:




Notary Public

1303 W Farfall
Shawnee, OK 74801

2019 LEGAL DESCRIPTION OF
KAYE STEELE HARROD FAMILY TRUST HOMES

RPID	OWNER NAME	MULTI	SUBDIVISION	LEGAL
36828	HARROD KAYE STEELE	5801 EARL	NORTH ROCK CREEK ESTATES #2	10-R NORTH ROCK CREEK BLOCK: 003 LOT:014
9931	STEELE KAYE HARROD	1303 FARRALL	RURAL(NO ADDITION)	93-SR SE SW
15549	HARROD DORIS KAYE STEELE	215 10TH	AP SHAWNEE	AP BLK 17 BEG ME/CL BLOCK: 017 LOT:029
15551	STEELE KAYE HARROD FAMILY	229 PARK	AP SHAWNEE	AP BLK 17 W1/2 LOTS BLOCK:017 LOT:031
15554	STEELE KAYE HARROD FAMILY	218 PARK	AP SHAWNEE	AP BLK 18 LOTS 6 THR BLOCK:018 LOT:006
16949	HARROD KAYE STEELE	1619 BEARD	BROADWAY HEIGHTS	BROADWAY HGTS. BLK 5 BLOCK:002 LOT:012
18160	HARROD KAYE STEELE FAMILY	1201 MARKET	DEER PARK	DEER PARK BLK 1 W1/2 BLOCK:001 LOT:006
50390	HARROD KAYE STEELE FAMILY TRUS	820 PARK	ESTES ORCHARD	ESTES ORCHARD BLK 1 BLOCK:001 LOT:007
18872	HARROD KAYE STEELE FAMILY	810 PARK	ESTES ORCHARD	ESTES ORCHARD BLK 1 BLOCK:001 LOT:009
19653	HARROD KAYE STEELE FAMILY TRUS	515 WOOD	HILLCREST 1ST	HILLCREST 1ST BLK 2 BLOCK:002 LOT:012
20516	HARROD KAYE STEELE	901 JEFFERSON	JEFFERSON TERRACE	JEFFERSON TERRACE BL BLOCK:006 LOT:077
20788	KARROD KAYE STEELE	1 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:001
20789	HARROD KAYE STEELE	3 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:002
20790	HARROD KAYE STEELE FAMILY	5 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:003



SMITH BROTHERS

ABSTRACT

} SS

SPECIAL CERTIFICATE

State of Oklahoma
County of Pottawatomie

118 N. Broadway Avenue
Shawnee, OK 74801
Phone: (405)273-9820 Fax: (405)273-9813

IN RE: The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less highway.

The undersigned a duly bonded and qualified abstract company within and for Pottawatomie County, Oklahoma, hereby certifies that the current year's tax rolls in the office of the Pottawatomie County Treasurer shows the names and addresses of the owners of the property abutting and within 300 feet in any direction of the before described real estate as follows, to-wit:

1)

Name and Address:

Michael Barksdale and Cathy Barksdale
502 S. Leo
Shawnee, OK 74801

Legal Description:

The Southwest Quarter of the Southwest Quarter (SW/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less and except highways and street.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-001-00

2)

Name and Address:

Michael Barksdale and Cathy Barksdale
502 S. Leo
Shawnee, OK 74801

Legal Description:

Government Lot One (1) (NW NW) on the left bank of the North Ford of the Canadian River, all in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma., less and except the North 426 feet of the West 1185 feet thereof.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-014-00

3)

Name and Address:

City of Shawnee
P.O. Box 1448
Shawnee, OK 74802

Legal Description:

The North 426 feet of the West 1185 feet of Government Lot One (1) (NW NW) on the left bank of the North Ford of the Canadian River, all in of Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-007-00

4)

Name and Address:

Ronald Glen Sipes, Jr.
P.O. Box 39
Tecumseh, OK 74873

Legal Description:

Government Lot Two (2) (NE NW) and Government Lot Five (5) (NW NE) on the left bank of the North Ford of the Canadian River, all in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma., less and except a tract of land described as beginning at the Northeast corner of Lot 2; thence West 196 feet; thence S04°15'00"E a distance of 1013 feet; thence S84°45'00"E a distance of 468 feet; thence N02°11'00"W a distance of 1030.50 feet; thence West 299 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-016-00

5)

Name and Address:

Robin Puckett
900 S Hart
Shawnee, OK 74801

Legal Description:

A tract of land in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, described as: Beginning at the Northeast corner of Lot 2 (NE NW); thence West 196 feet; thence S04°15'00"E a distance of 1013 feet; thence S84°45'00"E a distance of 468 feet; thence N02°11'00"W a distance of 1030.50 feet; thence West 299 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-005-00

6)

Name and Address:

Trident Holding Co Partners
2525 Ridgewood Drive
Moore, OK 73160

Legal Description:

The Northeast Quarter of the Southwest Quarter (NE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less and except a TRACT IN SW/4 BEGINNING AT NW/C SW THEN N894003E A DISTANCE OF 1475.23 FT AS POB THEN N894003E A DISTANCE OF 1175.82 FT THEN S002622W A DISTANCE OF 1224.07 FT THEN S892751W A DISTANCE OF 431.72 FT THEN N003209W A DISTANCE OF 30 FT THEN NWRLY ON A NON-TANGENT CURVE R HAVING A RADIUS 442.96 [CHORD BEARING N691738W CHORD DISTANCE 329.1] A DISTANCE 321.05 THEN N480249W A DISTANCE OF 131.97 FT THEN NWRLY ON A CURVE R HAVING A RADIUS 1015.9 [CHORD BEARING N234547W CHORD DISTANCE 863.03] A DISTANCE 864.31 THEN N003451E A DISTANCE OF 196.81 FT TO POB.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-014-00

7)

Name and Address:

James R. Wesley and Kelly Wesley
820 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land beginning 2028.95 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 611.05 feet; thence West 178.5 feet; thence North 611.05 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-023-00

8)

Name and Address:

Terrie A. Guffey and Anthony S. Guffey
615 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land beginning 1906.5 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the

Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 122 feet; thence West 178.5 feet; thence North 122 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-022-00

9)

Name and Address:

Terrie A. Guffey, Anthony S. Guffey, and Season Taylor
615 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land Commencing at the (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence S00°02'00"W along the West line of said SE/4 for a distance of 1811.35 feet to the Point of Beginning; thence S89°59'00"E for a distance of 178.50 feet; thence S00°02'00"W for a distance of 95.60 feet; thence N89°58'00"W for a distance of 178.50 feet to the West line of said SE/4; thence N00°20'00"E along the West line for a distance of 95.60 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-026-00

10)

Name and Address:

Johnny Keith Branscum
620 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land Commencing at the (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence S00°02'00"W along the West line of said SE/4 for a distance of 1589.70 feet to the Point of Beginning; thence S89°59'00"E for a distance of 178.50 feet; thence S00°02'00"W for a distance of 221.65 feet; thence N89°58'00"W for a distance of 178.50 feet to the West line of said SE/4; thence N00°20'00"E along the West line for a distance of 221.65 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-026-01

11)

Name and Address:

J and W Rentals, LLC
801 S. Hart
Shawnee, OK 74801
AND

1300 S 13th Street
Tecumseh, OK 74873

Legal Description:

A tract of land beginning 198.5 feet East and 2074.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 153 feet; thence West 221 feet; thence North 153 feet to the Point of Beginning, together with a 20 feet easement for ingress and egress lying on the West side of referenced property.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-031-00

12)

Name and Address:

Brent W. McCutcheon and Sherri L. McCutcheon
1300 S 13th Street
Tecumseh, OK 74873

Legal Description:

A tract of land beginning 198.5 feet East and 1981.40 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 93 feet; thence West 221 feet; thence North 93 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-025-01

13)

Name and Address:

Marvin Jon Vernon and Sharon Denise Vernon
624 N Beard Ave
Shawnee, OK 74801

Legal Description:

A tract of land beginning 198.5 feet East and 1794.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 327.5 feet; thence South 433 feet; thence West 327.5 feet; thence North 433 feet to the Point of Beginning, LESS AND EXCEPT a tract of land beginning 198.5 feet East and 1981.40 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 93 feet; thence West 221 feet; thence North 93 feet to the Point of Beginning, AND LESS AND EXCEPT a tract of land beginning 198.5 feet East and 2074.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 153 feet; thence

West 221 feet; thence North 153 feet to the Point of Beginning, together with a 20 feet easement for ingress and egress lying on the West side of referenced property.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-025-00

14)

Name and Address:

Terrie A. Guffey, Anthony S. Taylor, and Season Taylor
615 S Hart Ave
Shawnee, OK 74801

Legal Description:

A tract of land commencing 198.5 feet East and 1624.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 175 feet to the Point of Beginning; thence South 173 feet; thence East 152 feet; thence North 173 feet; thence West 152 feet to the Point of Beginning. AND A tract of land beginning 198.5 feet East and 1697.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 175 feet; thence South 100 feet; thence West 175 feet; thence North 100 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-029-00

15)

Name and Address:

Hart Street Full Gospel Church
618 S Hart Ave
Shawnee, OK 74801

Legal Description:

A tract of land beginning 198.5 feet East and 1547.9 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 327.5 feet; thence South 76.5 feet; thence West 327.5 feet; thence North 76.5 feet to the Point of Beginning, LESS AND EXCEPT a tract described as beginning 198.5 feet East and 220.6 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 31.7 feet; thence South 74.3 feet; thence West 31.7 feet; thence North 74.3 feet to the Point of Beginning

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-021-00

16)

Name and Address:

Elizabeth Cook Jackson aka Lizzie Cook
C/O: J.C. Winterringer
P.O. Box 1809
Shawnee, OK 74802

Legal Description:

A tract of land beginning at a point 379.5 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 1220.2 feet; thence West 178.5 feet; thence North 1220.2 feet to the Point of Beginning, less highway.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-037-00

Unassessed Highways:

State of Oklahoma, Department of Transportation
200 NE 21st Street
Oklahoma City, Oklahoma, 73105

IN WITNESS WHEREOF, We have hereunto set our hand and seal at office in the City of Shawnee, Oklahoma, this 29th day of February, 2024, at 07:00 AM.

ATTEST:

Mary A. Sharp

Mary Sharp, Title Researcher
Abstractor License No.: 4007

SB 3072404134

1303 W. Farrall
Shawnee OK 74801

Legal Description: SE/4 of the SW/4 of Section 24, Township
10 North, Range 3 East of the I.M.

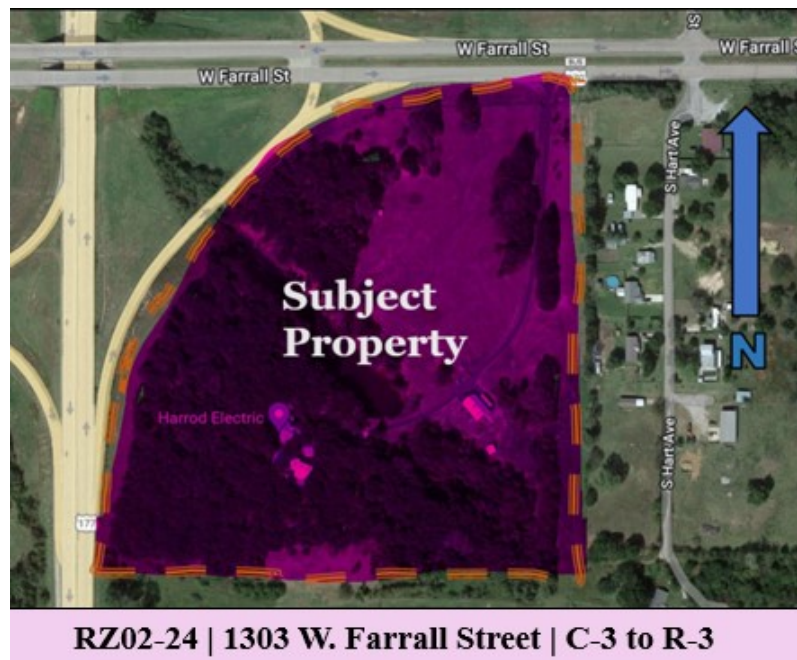
Publish May 10, 2024

NOTICE OF PUBLIC HEARING
Rezoning Request (RZ02-24)

It is hereby noticed that the City of Shawnee Planning Commission will hold a public hearing on September 4, 2024, at 1:30 p.m. in the Commission Chambers at City Hall, 16 W. 9th St, Shawnee, OK. The City of Shawnee City Commission will hold a public hearing on September 16, 2024, at 6:00 p.m. in the Commission Chambers at City Hall. The Planning Commission and City Commission will consider a rezoning request (**RZ02-24**) to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District) and a request for a Conditional Use Permit (CUP) to allow an Accessory Dwelling Unit (ADU) at property addressed as 1303 W. Farrall Street and described as:

The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, LESS AND EXCEPT that portion of subject property taken for highway purposes as shown by Report of Commissioners recorded in Book 187, Page 686 and by Report of Commissioners recorded in Book 220, Page 692 and by Report of Commissioners recorded in Book 229, Page 66 and by Journal Entry recorded in Book 258, Page 457, records of the County Clerk of Pottawatomie County, Oklahoma.

Public hearings will be held at the above times and dates. All residents and parties in interest shall have an opportunity to be heard regarding the request above.





PUBLIC HEARING

For more information

Community Development Department
Shawnee City Hall
16 W. 9th Street
Shawnee, OK 74801
405-878-1672

Planning Commission

September 4, 2024

(deferred from June 5, 2024)

City Hall at 16 W. 9th Street, Commission Chambers
1:30 PM

City Commission

September 16, 2024

(deferred from June 17, 2024)

City Hall at 16 W. 9th Street, Commission Chambers
6:00 PM



RZ02-24 | 1303 W. Farrall Street | C-3 to R-3

CUP 02-24

Project Information

Request: Request to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District) and a Conditional Use Permit (CUP) for an Accessory Dwelling Unit (ADU).

Applicant: Kaye Steele

Location: 1303 W. Farrall Street



Frequently Asked Questions

What is a Rezoning?

A Rezoning is a request to change the zoning of a property to a different zoning district. The zoning of a property determines many of the allowed uses available for development.

What is a Conditional Use Permit (CUP)?

A Conditional Use Permit (CUP) is a request for a particular use that has been classified in the Zoning Code as requiring a CUP. These uses require a thorough review because some uses could more intensely affect the area in which it is located.

Why did I receive a letter?

You own property within 300 feet of the subject property.

How do I comment on the request?

Try to attend the public hearing if you are able. Staff will also accept written comments for those who cannot attend.

What if I have questions?

Call the Community Development Dept. at 405-878-1672 or email the City Planner at rachel.clyne@shawneeok.org.

What if I cannot attend the hearing?

Staff will accept written comments. You may also have a neighbor or friend attend the hearing to represent your interests at the meeting.

How will this request affect me?

Every property is different. Contact the Community Development Department for more information if you have concerns about any impact on you.

I am not in favor of the request, what do I do?

Attend the meetings or provide written comments if you cannot attend. Property owners within 300 feet of the subject property may also prepare a protest petition. Staff can supply information about the protest petition requirements.

Legal Description: RZ02-24

The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, LESS AND EXCEPT that portion of subject property taken for highway purposes as shown by Report of Commissioners recorded in Book 187, Page 686 and by Report of Commissioners recorded in Book 220, Page 692 and by Report of Commissioners recorded in Book 229, Page 66 and by Journal Entry recorded in Book 258, Page 457, records of the County Clerk of Pottawatomie County.

±38 acres



Conditional Use Permit (CUP)

ADDRESS: 1303 West Farrall., Shawnee, OK

CASE NUMBER: CUP02-24

USE APPROVED: One Accessory Dwelling Unit for a Short Term Rental

CONDITIONS OF APPROVAL:

- Acknowledgment by the applicant that the Approval of a Conditional Use Permit (CUP) 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 and Fire Codes.
- Acknowledgment by the applicant that additional permits may be required, and standard inspections will be conducted.
- Adherence to Section 22-297.8 of the Shawnee Zoning as follows:

(8) Accessory dwelling units (ADUs). Accessory dwelling units are designed to allow for a secondary residence which is attached to the main structure or over a current detached garage. The intent of this regulation is to allow additional options for homeowners in relation to allowing family members or renters housing while still maintaining a neighborhood feel. In addition to a conditional use permit, accessory dwelling units must also meet the following criteria:

- a. The property owner must reside in either the principal structure or the ADU.
- b. Only one ADU is allowed per lot in conjunction with a single-family house. ADUs are not allowed in conjunction with duplexes, triplexes or multifamily dwelling units.
- c. An instrument shall be recorded with the register's office covenanting that the structure is being established as an accessory dwelling unit and may only be used under the conditions expressed herein.
- d. The ADU may only be located in the established rear yard.
- e. The living space of the ADU shall not exceed 900 square feet.
- f. The footprint of a single story detached accessory dwelling shall not exceed 50 percent of the first floor area of the principal structure.
- g. The footprint of a two-story detached accessory dwelling shall not exceed 40 percent of the first floor of the principal structure.
- h. ADUs with a second story dwelling unit shall enclose the stairs interior to the structure.
- i. The ADU shall be of similar style, design and material color and used for the principal structure and shall use similar architectural characteristics, including roof form and pitch, to the existing principal structure.
- j. A home occupation shall not be based out of the ADU.
- k. The ADU must provide, at minimum, one off-street parking space.
- l. A separate driveway providing exclusive access to the ADU from a road shall not be allowed unless problematic, lot-specific circumstances exist which requires approval from the director.
- m. The lot area shall be larger than 10,000 square feet

UPON DUE NOTICE OF THIS PUBLIC HEARING AND CONSIDERATION OF COMMENTS AND RECOMMENDATIONS OF ALL INTERESTED PARTIES, THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA, DOES HEREBY AUTHORIZE THE CONDITIONAL USE OF THE LAND OR BUILDINGS TO OCCUR ON THE SUBJECT PROPERTY ACCORDING TO THE INFORMATION CONTAINED IN THE APPLICATION AND ILLUSTRATED ON THE SITE PLAN. THE USE PERMIT IS GRANTED WITH THE ABOVE- STATED CONDITIONS ON THIS _____ DAY OF _____, 20____.

ERIC STEPHENS, MAYOR
SHAWNEE CITY COMMISSION

(SEAL)

ATTEST:

LISA LASYONE, CITY CLERK



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

Date: September 16, 2024
To: Board of City Commissioners
From: Rian Harkins, Community Development Director
Subject: Public Hearing to adopt an Official Zoning Map. Case No. TXT02-24 | Applicant: City of Shawnee

Background: Over the last 2.5 years, the City of Shawnee has been working on creating a new Unified Development Code. The new code is one of many implementation steps identified in the 2040 New Horizons Comprehensive Plan, which was developed in 2019. A new Unified Development Code was adopted by the City in August 2024. At this time, city staff seeks to formally adopt a new official zoning map to work in conjunction with the newly adopted development code.

Discussion:

City staff, working with a consultant, has completed the Unified Development Code, in which the zoning and subdivision regulations are no longer separate documents but one complete ordinance. The project began with focus groups of stakeholders and users sharing thoughts regarding the current development regulations and issues they present to the community.

Aside from the text, the code also correlates to a zoning map, which is used by both City staff and the community to help administer the Unified Development Code.

Staff completed the required public hearing notifications for this item; as this is similar to an amendment to the current zoning ordinance, a notice of public hearing was published in The County Democrat weekly newspaper.

Findings and Facts:

- The proposed zoning map conforms to the newly adopted development code is in compliance with the comprehensive plan.
- Proper notification for a public hearing was served.

The Planning Commission reviewed this item at their September 4, 2024, regular meeting, and recommended approval (with amendments to better clarify the Downtown Zoning District) to the City Commission on a vote of 6-0.

Options:

- Approval of Case No. TXT02-24 as requested by the applicant.

- Approval of Case No. TXT02-24 as requested by the applicant with additional conditions noted by the Planning Commission.
- Denial of the application for TXT02-24.
- Deferral Case No. TXT02-24 with a request for additional and specific information to a certain date.

Financial Impact: None

Attachments: TXT02-24 PC to CC Record of Action, Zoning Map September 2024, STAFF TXT02-24 NEW Zoning Map, PUBLISH TXT Proposed DRAFT New Zoning Map

Staff Recommendation: Approval of the item

RECORD OF ACTION

DATE: September 9, 2024

TO: Mayor and Board of City Commissioners -- City of Shawnee, OK

FROM: Rian Harkins, Community Development Director

SUBJECT: Record of Action by Planning Commission

=====

CASE NO: TXT 02-24

REQUEST: Adoption of the Official Zoning Map

Applicant: City of Shawnee

Subject Property Address: N/A

Legal Description: N/A

Current Zoning: N/A **Requested Zoning:** N/A

Staff Recommendation: Approval

=====

Planning Commission Meeting Date: September 4, 2024

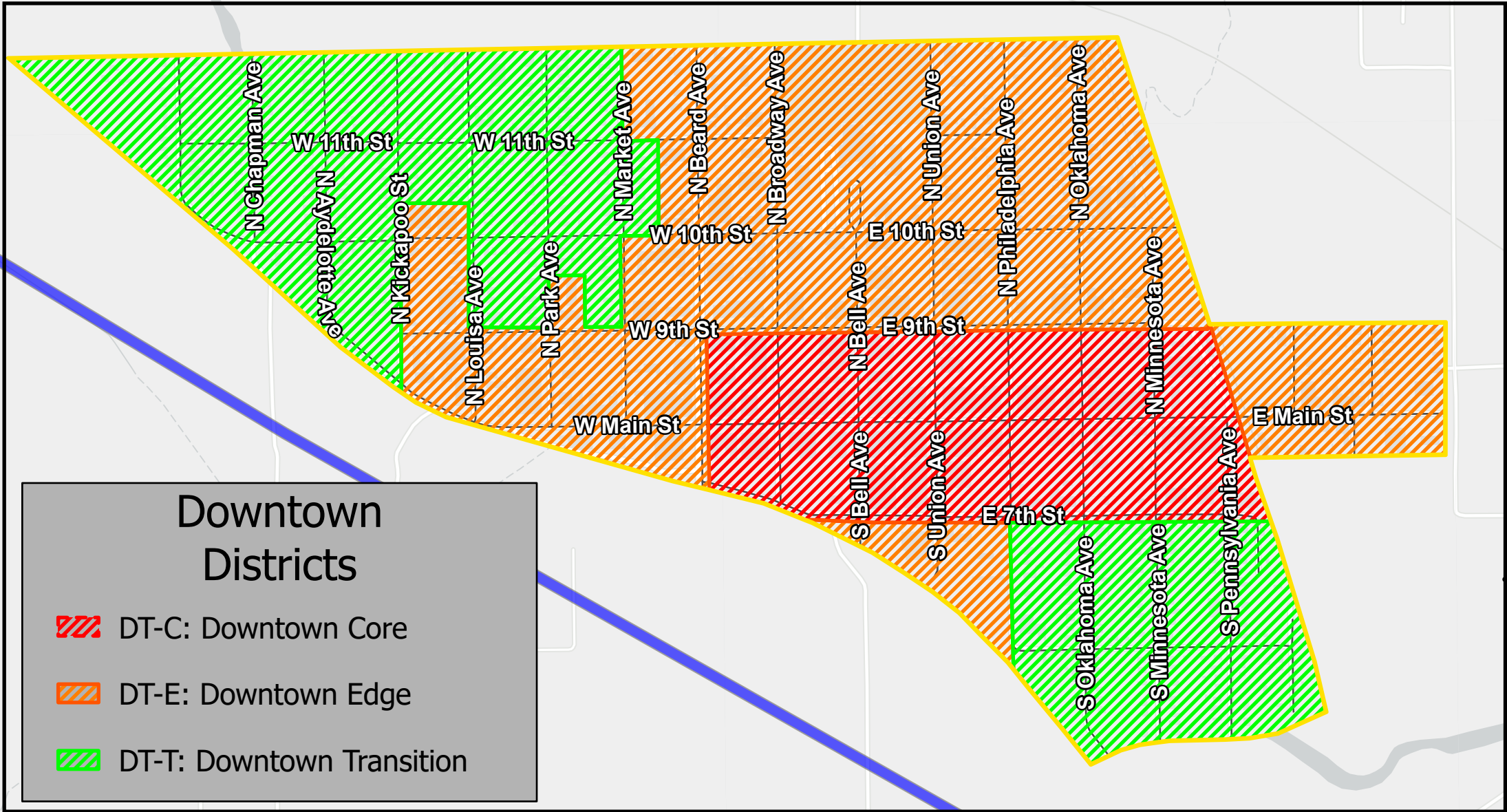
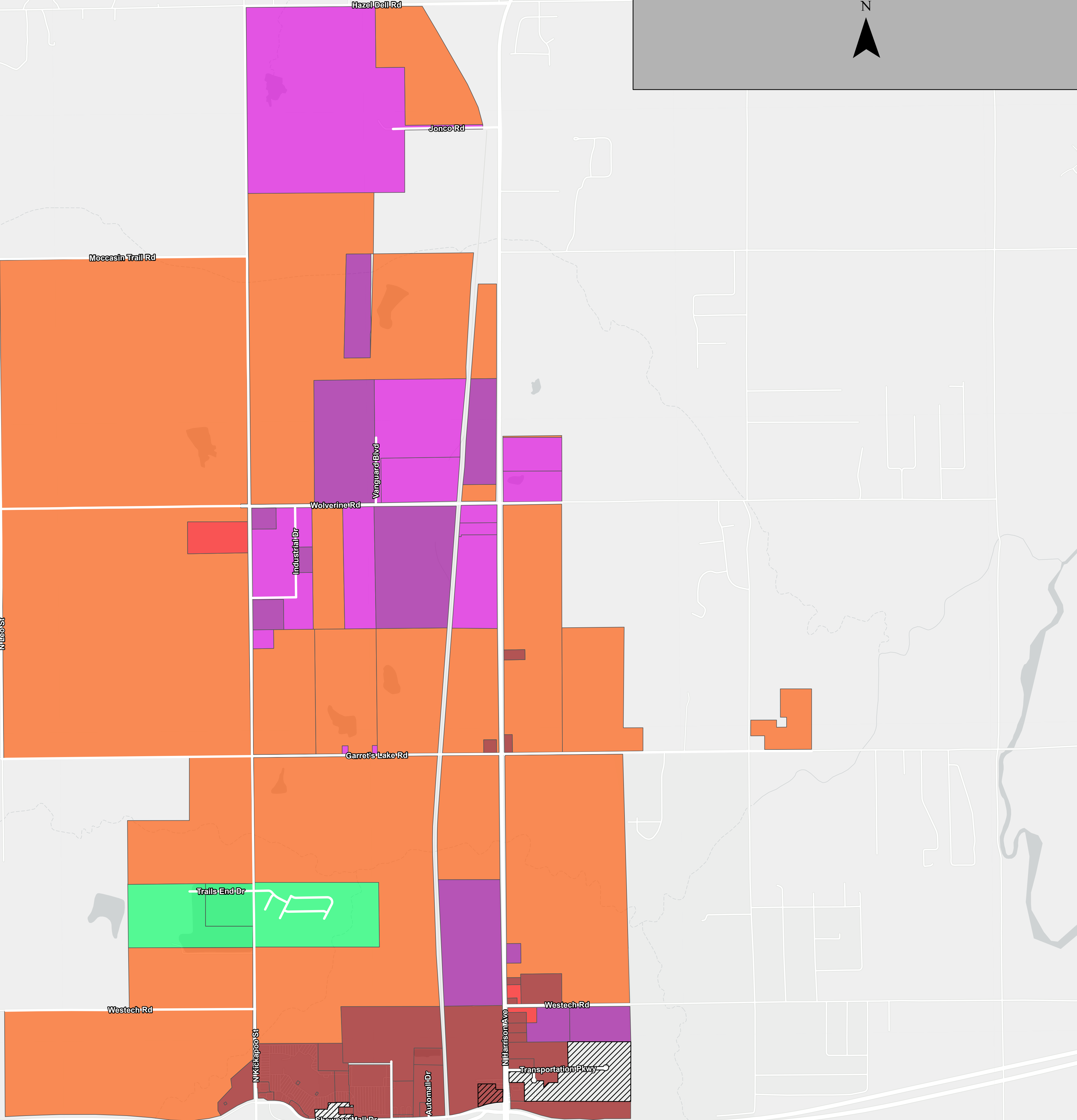
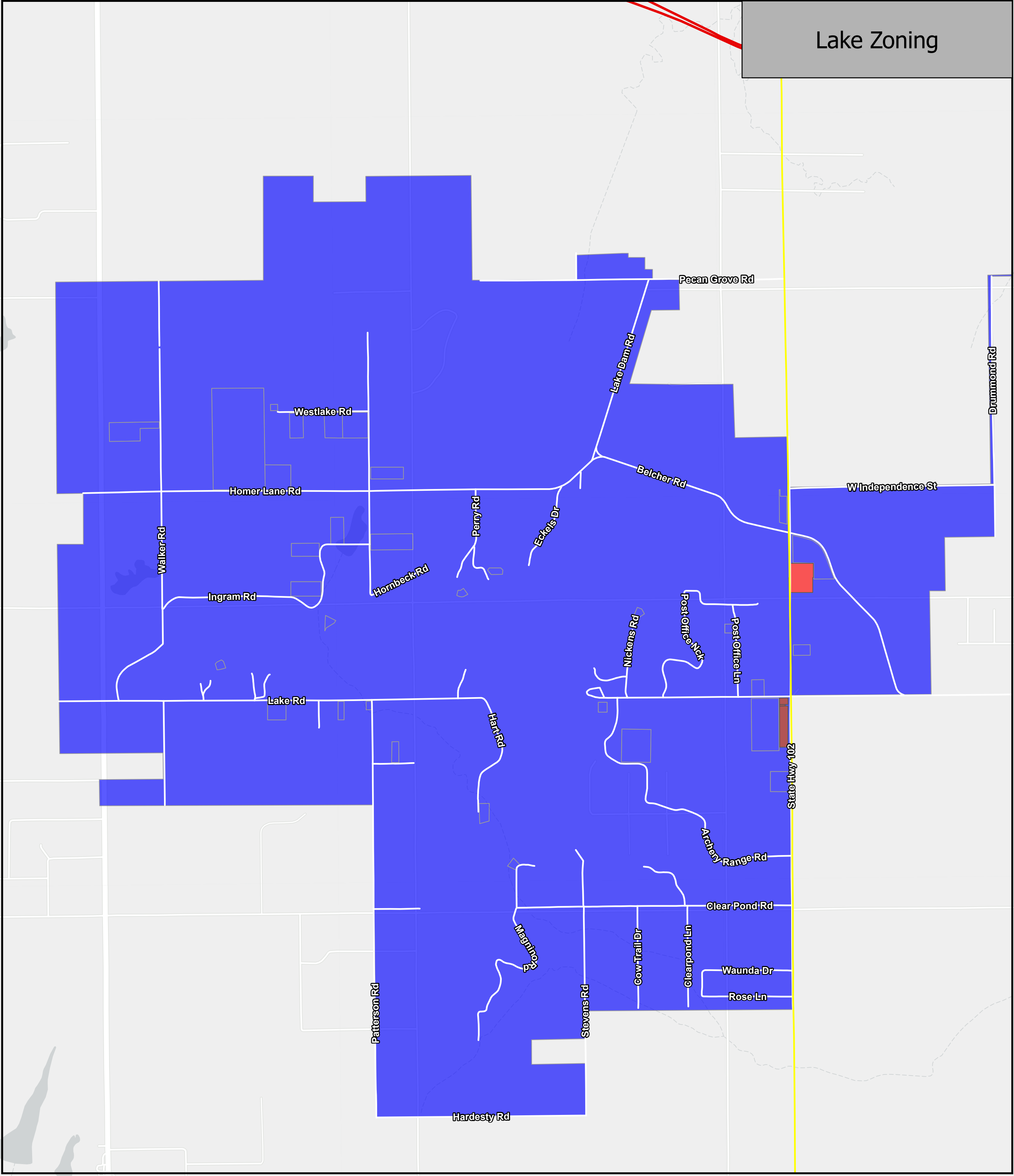
PC Recommendation: Approval

Conditions: none

Vote: 6 -- 0 -- 0

Members Present: 6

Members:	Motion	2 nd	Aye	Nay	Abstain	Comments
ALEXANDER			X			
PORTER			X			
JOHNSON	X		X			
REESE		X	X			
HAYES			X			
BARRETT(CHAIR)			X			
HEMBREE						



Adopted UDC Zones

- TA - Transitional Agriculture
- TL - Twin Lakes
- R-1 - Low Density Residential
- R-2 - Medium Density Residential
- R-3 - High Density Residential
- C-1 - Local Commercial
- C-2 - Regional Commercial
- DT - Downtown
- MU - Mixed Use
- I-1 - Light Industrial
- I-2 - Heavy Industrial
- PUD - Planned Unit Development



Planning Commission Meeting – 9.4.2024 – City of Shawnee, Oklahoma

Staff Report | TXT02-24

Date: August 27, 2024

To: Shawnee Planning Commission

From: Rian Harkins, Community Development Director

Subject: **Staff Report** - Public hearing and consideration of a request to adopt an Official Zoning Map
Case No. TXT02-24

Background

Over the last 2.5 years the City of Shawnee has been working on creating a new Unified Development Code. The new code is one of many implementation steps identified in the 2019 New Horizons Comprehensive Plan. New Unified Development Code was adopted by the City in August of 2024. At this time, city staff seeks to formally adopt a new official zoning map to work in conjunction with the newly adopted development code.

Discussion

City Staff, working with a consultant, has completed the Unified Development Code, in that the zoning and subdivision regulations are no longer separate documents but one complete ordinance. The project began with focus groups of stakeholders and users sharing thoughts regarding the current development regulations and issues they present the community.

Aside from the text, the code also correlates to a zoning map, which is used by staff and the community to help administer the unified development code.

Staff completed the required public hearing notifications for this application, with a notice of public hearing was published in The County Democrat weekly newspaper as this is similar to an amendment to the current zoning ordinance.

Findings and Facts:

- The proposed zoning map conforms to the newly adopted development code is in compliance with the comprehensive plan.
- Proper notification for a public hearing was served.

Staff Recommendation:

Based on the review of the application and the listed Findings, staff recommends that the Planning Commission recommend to the City Commission APPROVAL of TXT02-24.

Options:

- Recommending Approval of Case No. TXT02-24 as requested by the applicant.
- Recommending Approval of Case No. TXT02-24 as requested by the applicant with additional conditions noted by the Planning Commission.
- Recommending Denial of the application for TXT02-24.
- Recommending Deferral Case No. TXT02-24 with a request for additional and specific information to a certain date.

This item will be heard at the City Commission meeting on Monday, September 16, 2024, at 6:00 pm.

It is hereby noticed that the City of Shawnee Planning Commission will review a proposed amendment to Chapter 22, Article X of the municipal code to adopt a new zoning map on September 4, 2024, at 1:30 p.m. in the Commission Chambers at City Hall, 16 W. 9th St, Shawnee, OK. The City of Shawnee City Commission will review that text amendment on September 16, 2024, at 6:00 p.m. in the Commission Chambers at City Hall.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 22, ARTICLE X OF THE MUNICIPAL CODE OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, MORE SPECIFICALLY ADOPTING A NEW ZONING MAP TO ALIGN WITH SAID ZONING ORDINANCE CONTAINED WITHIN CHAPTER 22, ARTICLE VII.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 16th day of September 2024, to revise the entirety of the zoning map.

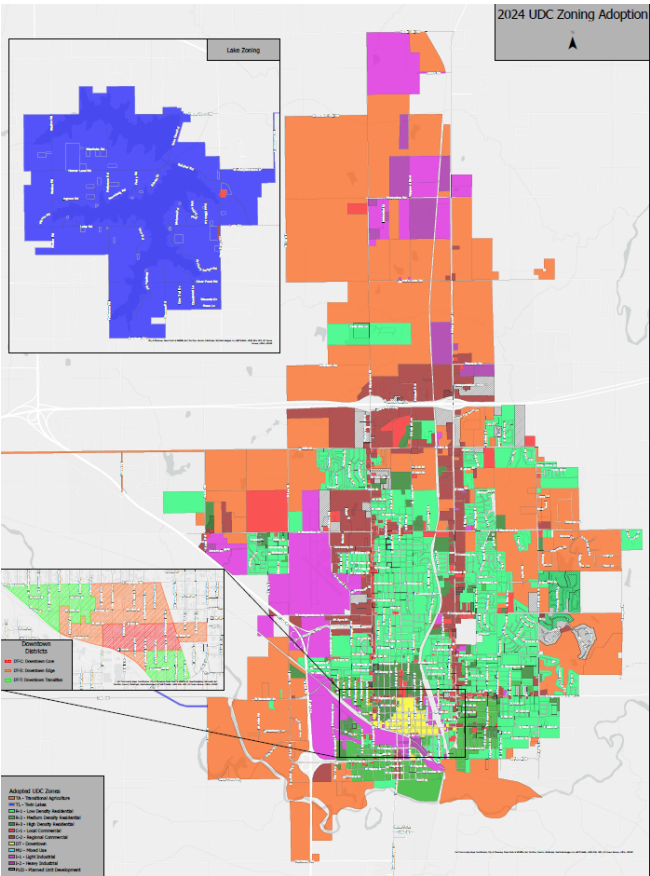
WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said amendment pursuant to notice as required by law and has submitted its final report and recommendation regarding said amendment to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said amendment to be adopted

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

THE PROPOSED ZONING MAP IS ADOPTED AS AN AMENDMENT TO CHAPTER 22, ARTICLE X.

Said draft of the proposed code and zoning map is available on the City of Shawnee Community Development Department website for this project:
https://www.shawneeok.org/government/departments/planning/unified_development_code.php



ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 22, OF THE MUNICIPAL CODE OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, MORE SPECIFICALLY ADOPTING A NEW OFFICIAL ZONING MAP TO ACCOMPANY CHAPTER 22, ARTICLE X.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 16th day of September 2024, to revise the official zoning map.

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

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said amendment to be adopted

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

SECTION 1: That the Official Zoning Map for Chapter 22, Article X of the Municipal Code be adopted as shown in Exhibit A:

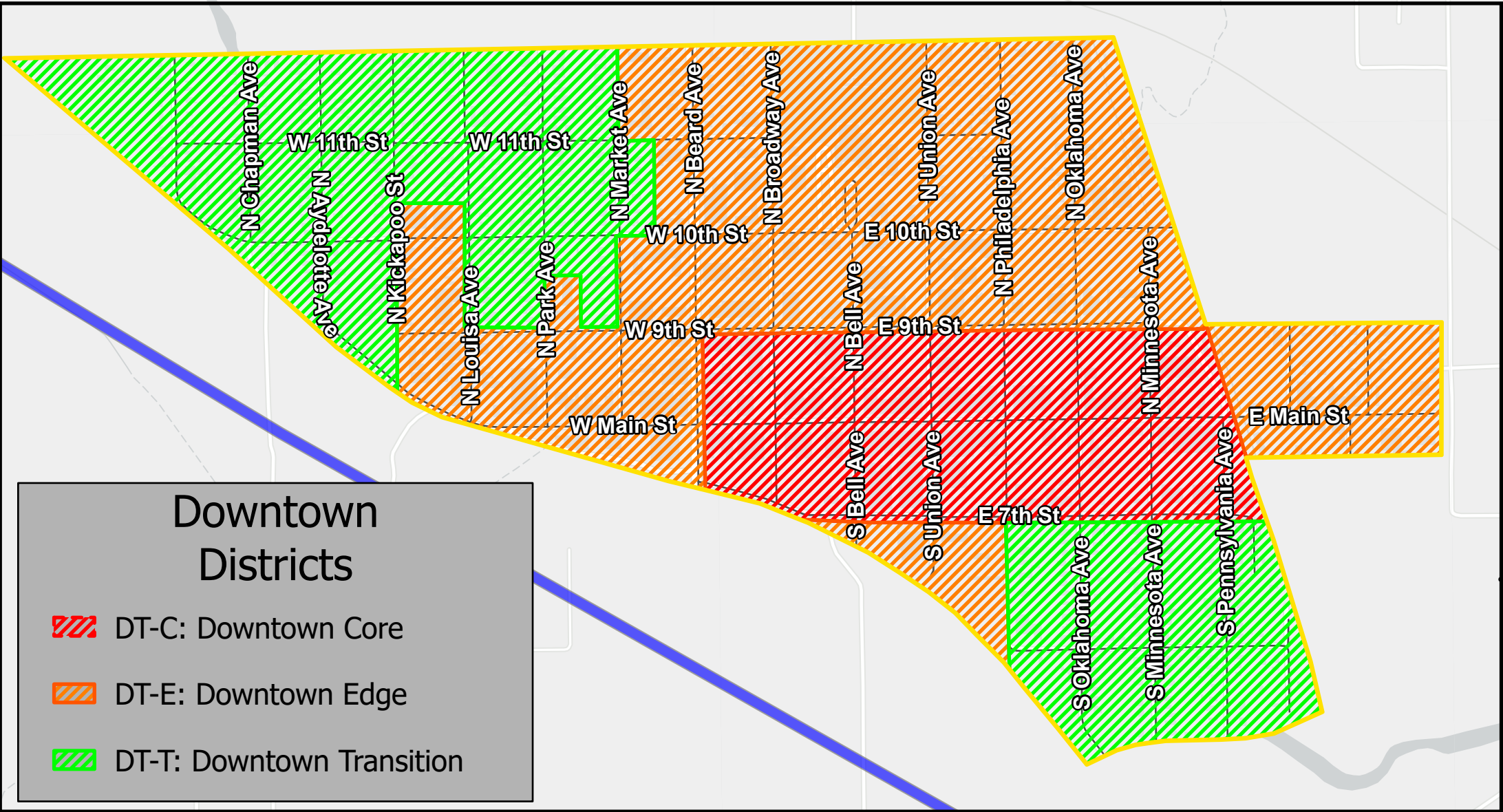
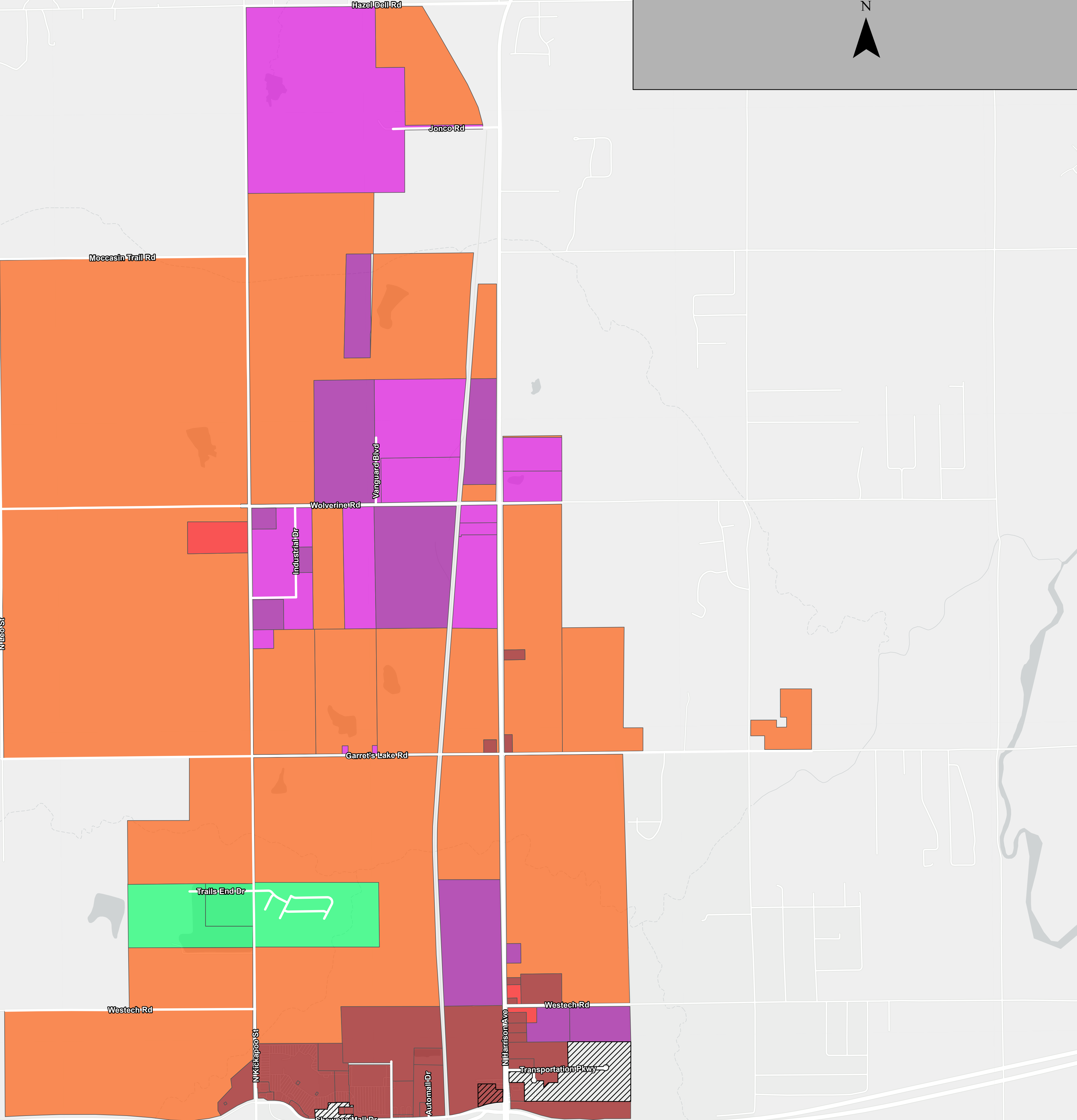
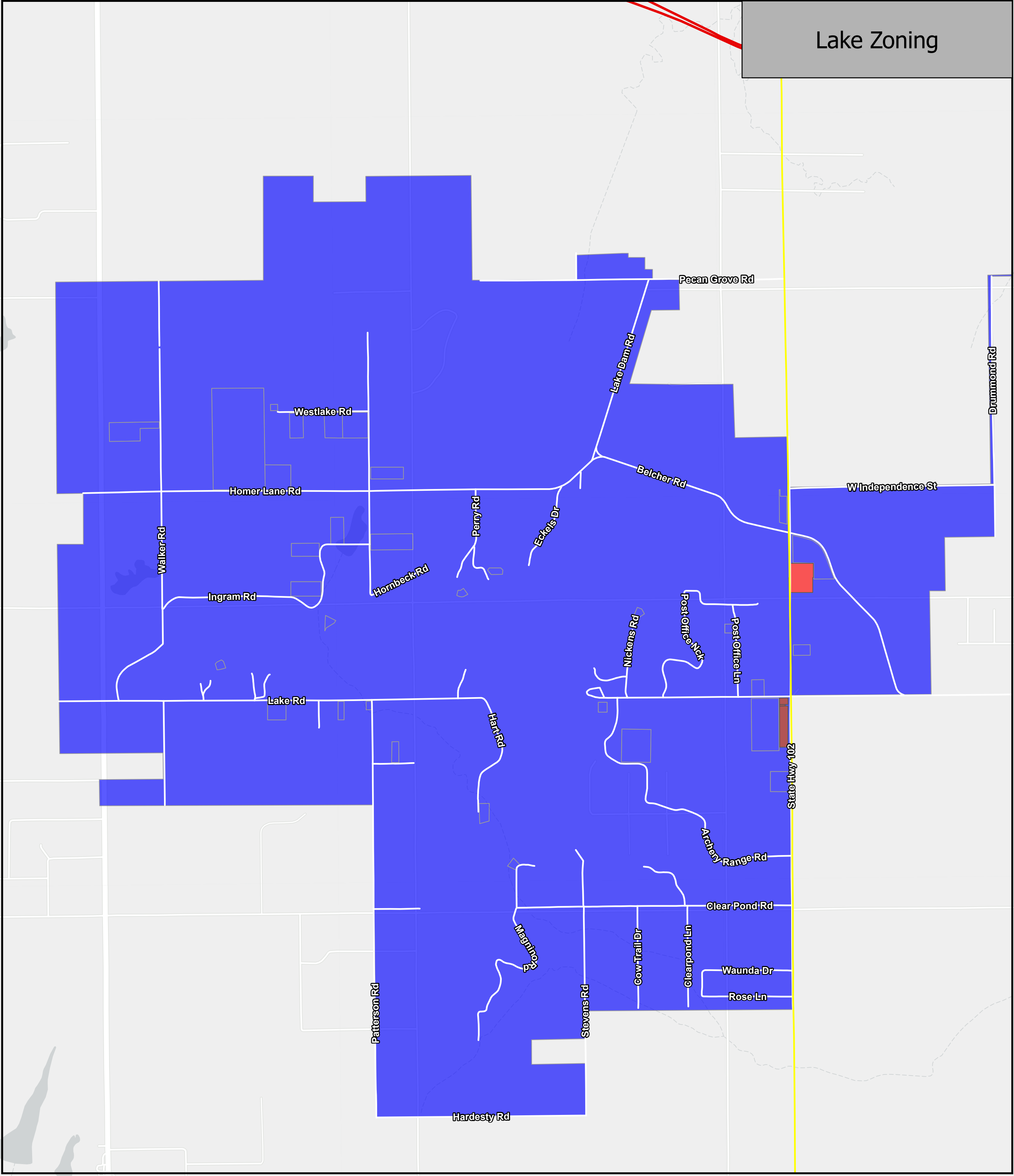
PASSED AND APPROVED this ____ day of _____, 2024.

(SEAL)
ATTEST: _____
ERIC STEPHENS, MAYOR

LISA LASYONE, MMC, CITY CLERK

Approved as to form and legality this ____ day of _____, 2024.

JOSEPH M. VORNDRAN,
CITY ATTORNEY



- Adopted UDC Zones**
- TA - Transitional Agriculture
 - TL - Twin Lakes
 - R-1 - Low Density Residential
 - R-2 - Medium Density Residential
 - R-3 - High Density Residential
 - C-1 - Local Commercial
 - C-2 - Regional Commercial
 - DT - Downtown
 - MU - Mixed Use
 - I-1 - Light Industrial
 - I-2 - Heavy Industrial
 - PUD - Planned Unit Development



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

Date: September 16, 2024
To: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Grant Fund - Fund 010 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.

Background: This fiscal year 2024-2025 budget amendment is to appropriate fund balance related to encumbrances for prior fiscal year goods and services that were not received by June 30, 2024. These items are expected to be received in the current fiscal year and require associated budget appropriation.

Financial Impact: See budget amendment

Attachments: Budget Amendment 010

Staff Recommendation: Approval of the item

City of Shawnee
2024-2025 Budget Amendment
Grant 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
							-
				Total	-	-	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
010	5-1210-54200			Capital Outlay-Bldgs & Imprv	-	25,144.66	25,144.66
							-
							-
							-
							-
					-	-	-
					-	25,144.66	25,144.66

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate fund balance for FY24 Encumbrances for which goods or services will be received or rendered in FY25.

Approved:

Mayor _____

Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



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

Date: September 16, 2024
To: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Capital Improvement Fund - Fund 301 - to appropriate fund balance for FY23-24
Encumbrances for which goods or services will be received or rendered in FY24-25.

Background: This fiscal year 2024-2025 budget amendment is to appropriate fund balance related to encumbrances for prior fiscal year goods and services that were not received by June 30, 2024. These items are expected to be received in the current fiscal year and require associated budget appropriation.

Financial Impact: See budget amendment

Attachments: Budget Amendment 301

Staff Recommendation: Approval of the item

City of Shawnee
2024-2025 Budget Amendment
Capital Improvement 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
				Total	-	-	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
301	5-0730-54500			Capital Outlay-Equipment	23,500.00	3,700.00	27,200.00
							-
							-
							-
					-	-	-
					23,500.00	3,700.00	27,200.00

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate fund balance for FY24 Encumbrances for which goods or services will be received or rendered in FY25.

Approved:

Mayor _____
Attest:

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



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

Date: September 16, 2024
To: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: 2018 Capital Improvement Fund - Fund 303 - to appropriate fund balance for FY23-24 Encumbrances for which goods or services will be received or rendered in FY24-25.

Background: This fiscal year 2024-2025 budget amendment is to appropriate fund balance related to encumbrances for prior fiscal year goods and services that were not received by June 30, 2024. These items are expected to be received in the current fiscal year and require associated budget appropriation.

Financial Impact: See budget amendment

Attachments: Budget Amendment 303

Staff Recommendation: Approval of the item

City of Shawnee
2024-2025 Budget Amendment
2018 Capital Improvement 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
							-
				Total	-	-	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
303	5-0920-54200			Capital Outlay - Buildings & Improvements	1,012,000.00	2,066,919.45	3,078,919.45
							-
							-
							-
							-
					1,012,000.00	2,066,919.45	3,078,919.45

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate fund balance for FY24 Encumbrances for which goods or services will be received or rendered in FY25.

Approved:

Mayor _____
Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



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

Date: September 16, 2024
To: Board of City Commissioners
From: Kimberly Smith, Finance Director
Subject: Insurance Recovery Fund - Fund 603 - to appropriate fund balance for FY23-24
Encumbrances for which goods or services will be received or rendered in FY24-25.

Background: This fiscal year 2024-2025 budget amendment is to appropriate fund balance related to encumbrances for prior fiscal year goods and services that were not received by June 30, 2024. These items are expected to be received in the current fiscal year and require associated budget appropriation.

Financial Impact: See budget amendment

Attachments: Budget Amendment 603

Staff Recommendation: Approval of the item

City of Shawnee
2024-2025 Budget Amendment
Insurance Recovery 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
				Total	-	-	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
603	5-1210-54200			Capital Outlay - Buildings & Improvements	626,671.00	22,595.34	649,266.34
					-	-	-
					-	-	-
					-	-	-
					626,671.00	22,595.34	649,266.34

Approved by the City Commission this

Explanation of Budget Amendment:

To appropriate fund balance for FY24 Encumbrances for which goods or services will be received or rendered in FY25.

Approved:

Mayor _____
Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



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

Date: September 16, 2024
To: City Commission
From: Kimberly Smith, Finance Director
Subject: September 2024 Sales and Use Tax Deposit

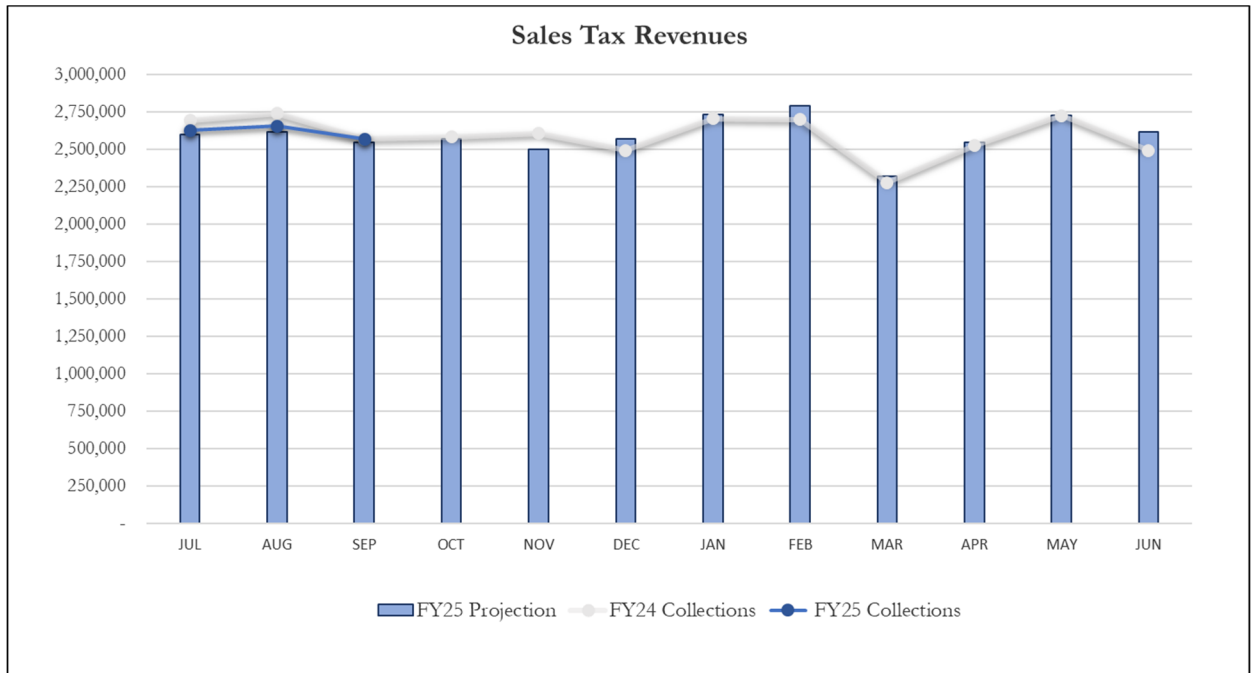
Background: The Oklahoma Tax Commission (the “OTC”) collects and enforces collection of sales and use taxes, including special earmarked taxes such as alcohol and tobacco, for the entities responsible for remitting taxes to the City of Shawnee. Entities with monthly tax liabilities exceeding \$2,500 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 September consists of August estimates and July final reported collections. Any taxes collected for months prior to July will include accrued late penalties and interest.

- Sales Tax Collection Allocated by Fund - The September sales tax deposit was \$2,566,716.41 including interest of \$4,200.06, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,283,358.21
2018 Capital Improvements Fund	320,839.55
Capital Improvements Fund	248,650.65
Street Improvements Fund	280,734.61
Economic Development Fund	32,083.96
Police Sales Tax Fund	40,104.94
Fire Sales Tax Fund	40,104.94
2023 Capital Improvements Fund	320,839.55
Total Sales Taxes Collected	<u>\$ 2,566,716.41</u>

- Finance Department Report - Sales and use tax collections totaled \$2,862,943.74 for September 2024. 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 \$88,148 or 1.14%, over the projected budget year-to-date, across 8 funds. Use tax collections are down \$123,762 or 10.7%, below the projected budget year-to-date.

○ Fiscal Year 2025 Sales Tax Collections and Performance:

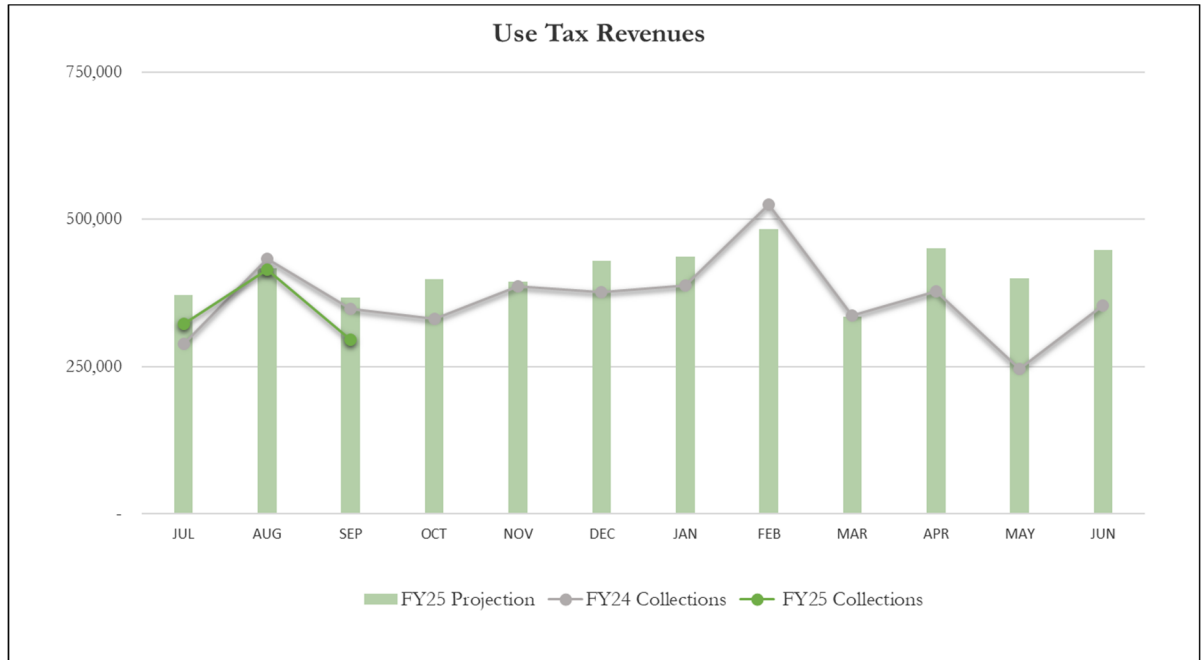


	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts - September 2024	\$ 2,543,866	\$ 2,566,716	\$ 22,851	0.90%
Sales Tax Receipts (year-to-date):	\$ 7,758,746	\$ 7,846,894	\$ 88,148	1.14%

	September 2023	September 2024	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 2,567,320	\$ 2,566,716	\$ (603)	-0.02%

	Year To Date FY 2024	Year To Date FY 2025	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 7,998,247	\$ 7,846,894	\$ (151,353)	-1.89%

○ Fiscal Year 2025 Use Tax Collections and Performance:



	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts - September 2024	\$ 367,897	\$ 296,227	\$ (71,669)	-19.48%
Sales Tax Receipts (year-to-date):	\$ 1,156,201	\$ 1,032,439	\$ (123,762)	-10.70%

	September 2023	September 2024	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 348,413	\$ 296,227	\$ (52,185)	-14.98%

	Year To Date FY 2024	Year To Date FY 2025	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 1,069,104	\$ 1,032,439	\$ (36,665)	-3.43%

○ Fiscal Year 2025 – General Fund Sales & Use Tax – Above Projections:

General Fund Projections (year-to-date)

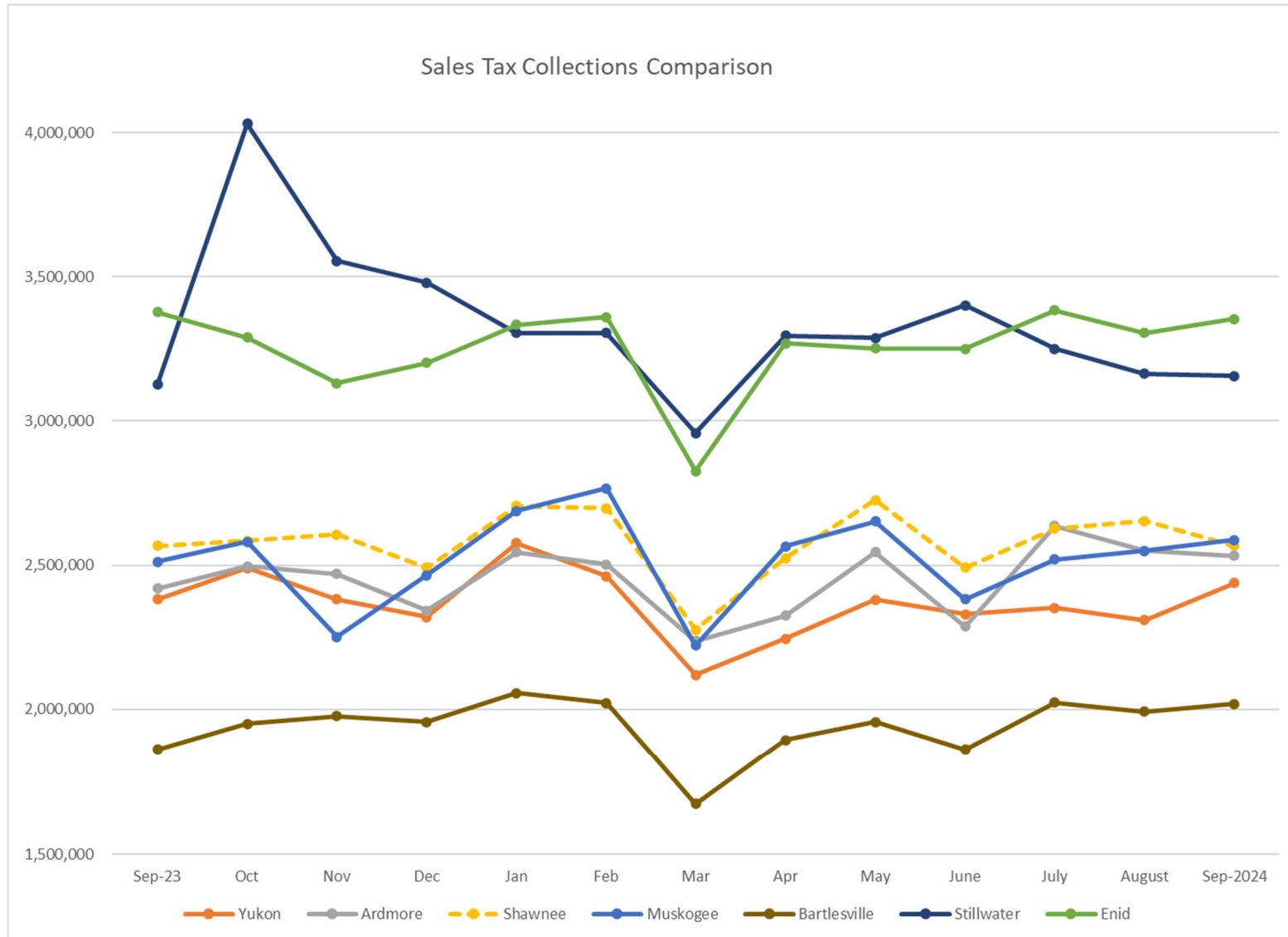
Sales Tax Above/(Below) Projections: \$ 44,074

Use Tax Above/(Below) Projections: \$ (123,762)

Appropriated:

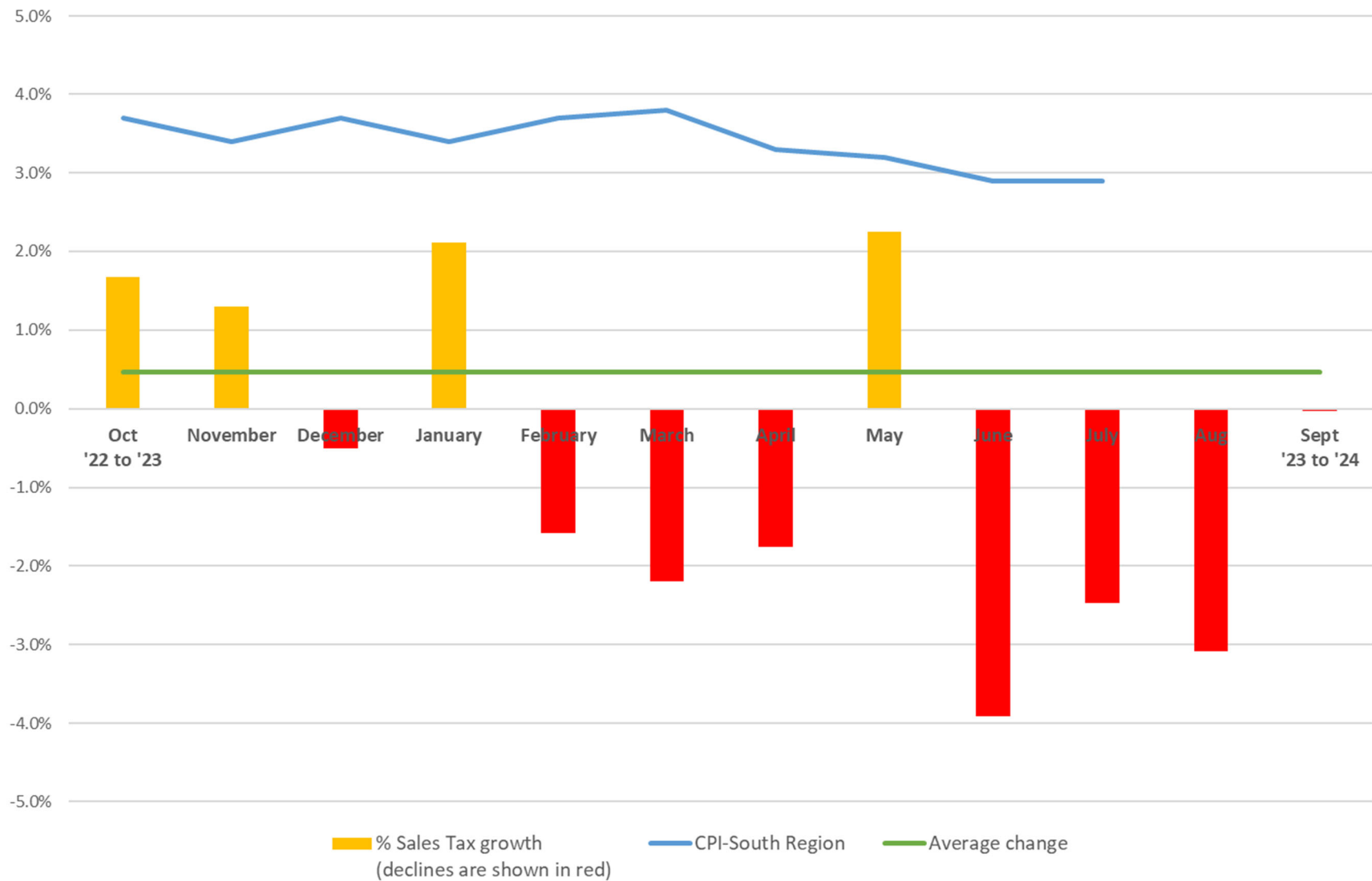
Total Appropriated \$ -

Total Unappropriated: \$ (79,688)



	Yukon	Ardmore	Shawnee	Muskogee	Bartlesville	Stillwater	Enid
Population	23,630	24,725	31,377	36,878	37,290	48,394	51,308
City Tax Rate	4.00%	3.75%	4.00%	4.00%	3.40%	3.63%	4.25%
State Rank by Total Collections (Prior Year)	14	13	15	12	16	11	10

Year over Year Sales Tax Growth by Month



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

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

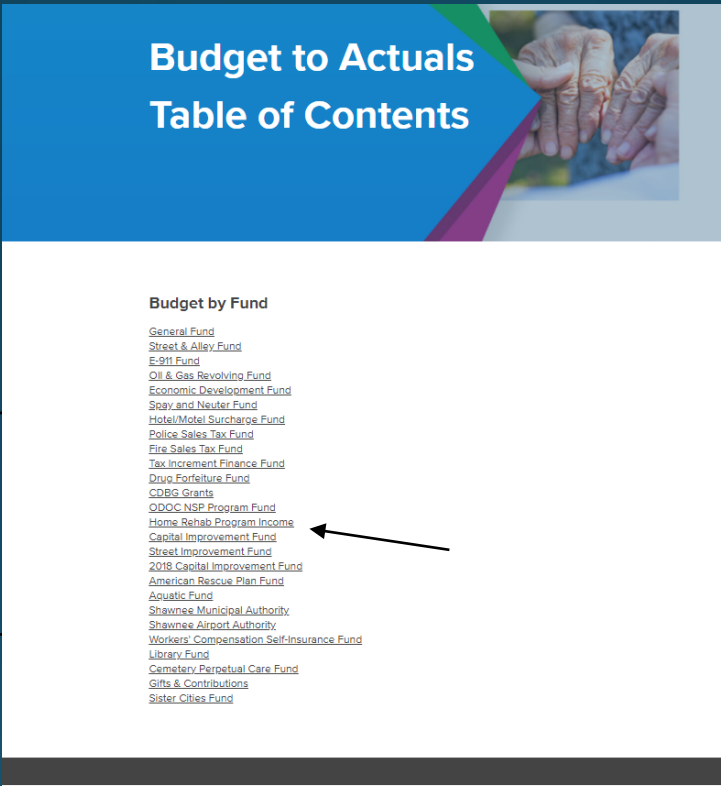
Please Note: *OpenGov works best with Google Chrome.*

Table of Contents

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

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

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

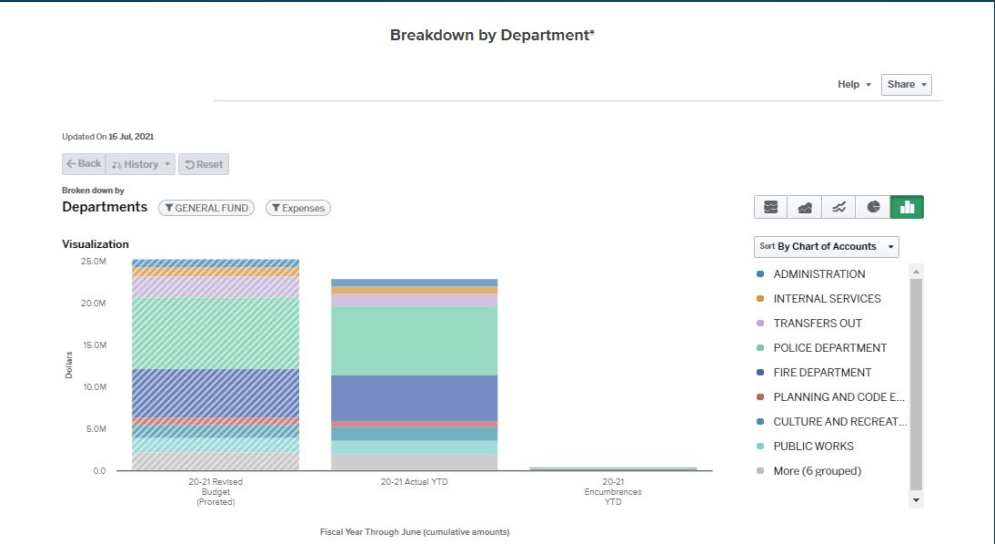


OpenGov comes with many features. The next two pages outline some of the basics of clicking through an OpenGov budget to actuals page.

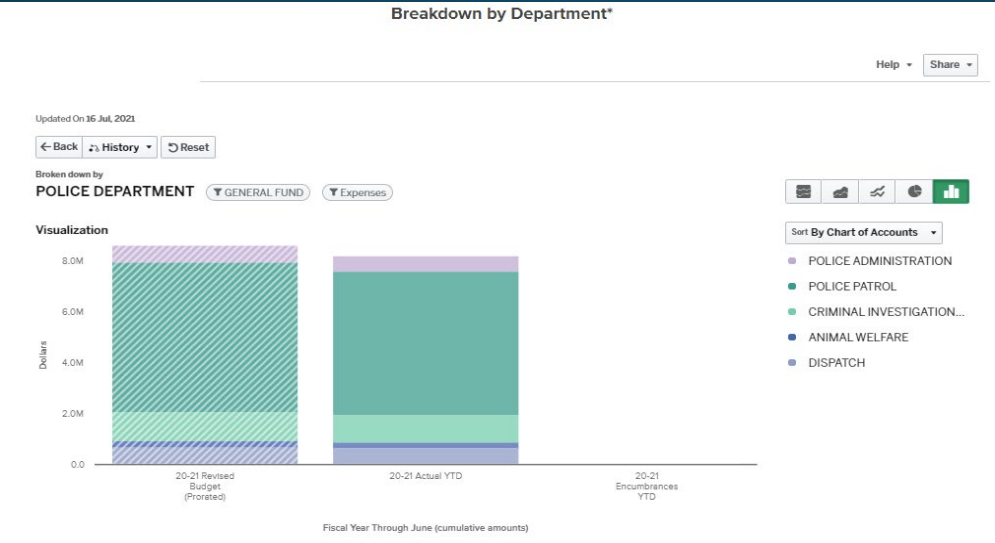
Drill-Down Capabilities

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

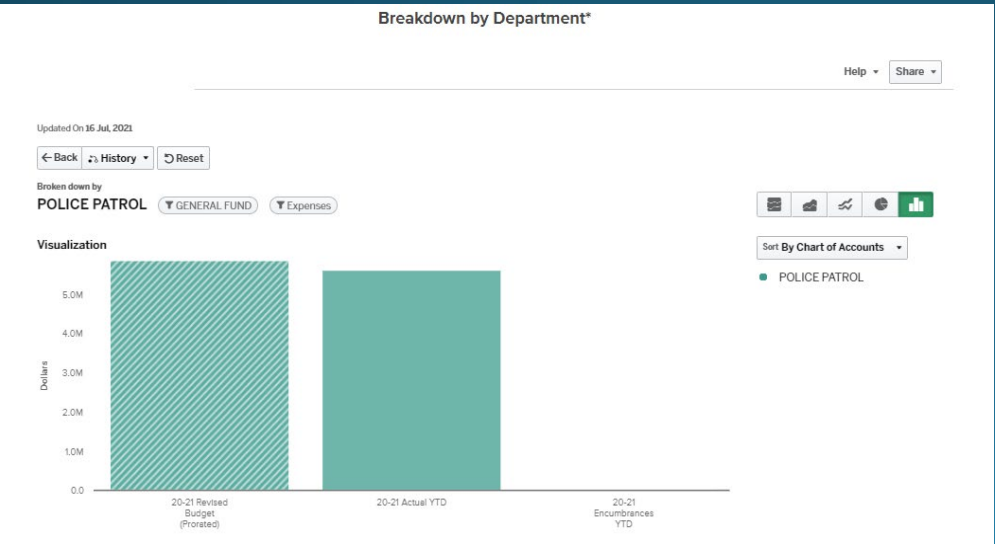
Initial View



Department Level

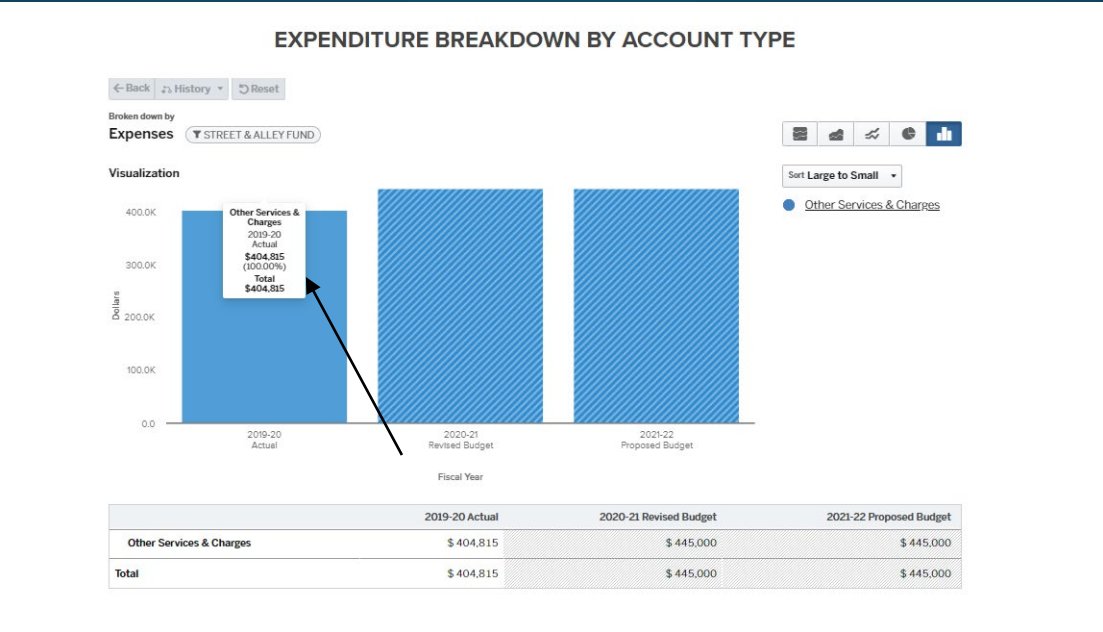


Division Level



Hovering to View Numbers

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

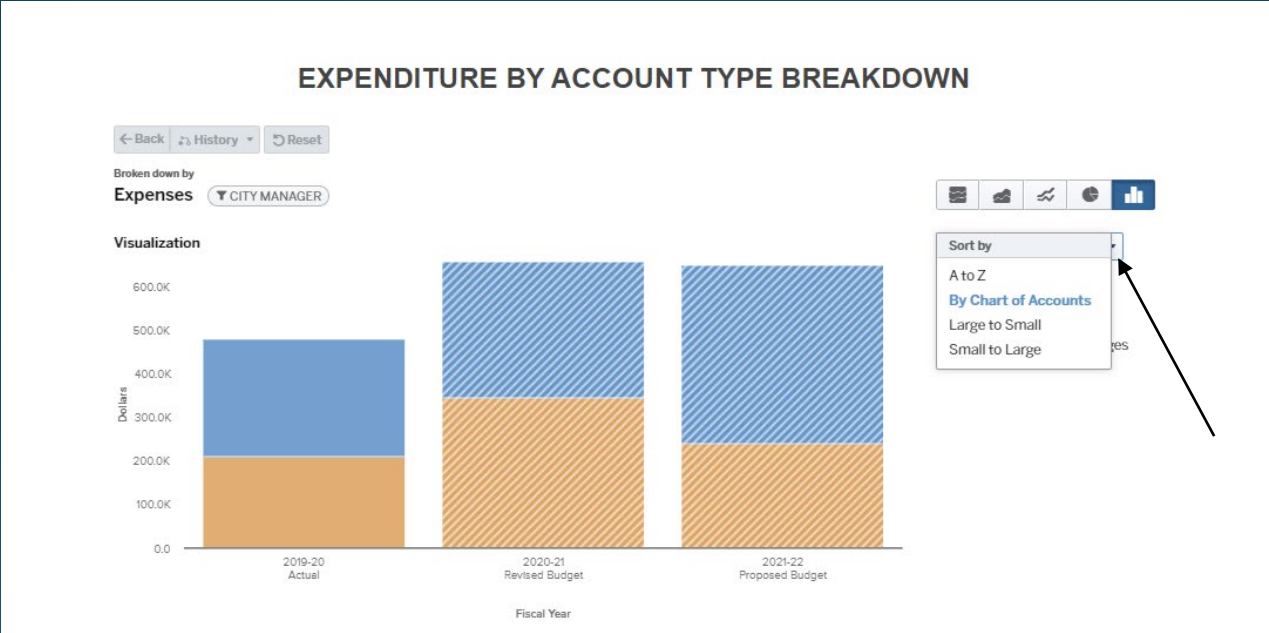


Sorting

Graphs may be sorted four ways:

- A to Z
- Chart of Accounts
- Smallest to Largest
- Largest to Smallest

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



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



Engineering Design Manual & Construction Detail Update

Seth Barkhimer, PE, Director of Engineering - September 16, 2024



paving, by cement, blacktop or gravel, or otherwise improving of any street, he shall execute and deliver to the city a bond in an amount as described in the city fee schedule. The bond shall be conditioned upon the faithful performance of his duties, that he shall save the city harmless from any liabilities that may arise in the use of any of the streets or alleys where such work is performed and that he shall in all respects comply with all city ordinances, rules and regulations relating to the use of streets.

(b) *Liability insurance.* Before any person shall engage in work of any kind in the city constituting the paving, by cement, blacktop or gravel, or otherwise improving of any street, the person doing such work shall file with the city clerk an insurance policy for an indemnity fund as follows:

- (1) The insurance policy shall be issued by a company licensed and authorized to do business in the state and shall provide public liability insurance coverage for each operation required in the conduct of such work. The insurance policy coverage, for injury or death of any one person, for the injury or death of any number of persons in any one accident and for property damage in any one accident growing out of the work, shall be in an amount as described in the city fee schedule.
- (2) The policy cannot be cancelled until ten days' notice of cancellation is given to the city clerk, and the policy shall carry an endorsement of actual notice to the city of any changes therein.
- (3) The insurance policy shall be approved by the city manager or designee and endorsed thereon. The insurance policy shall be approved as to form by the city attorney.
- (4) The insurance policy shall be made for the use and benefit and protection of the city and for the use and benefit and protection of any person who may suffer injury either to his person or property because of an accident or omission or negligence of any person, his agents or servants engaged in such work. If the policy is approved by the city manager or designee, it shall remain in force and effect during the life of the policy.

(c) *Manner of doing work.* Any work of any kind in the city constituting the paving, by cement, blacktop or gravel, or any other improving of streets shall be done under the supervision and according to specifications of the city engineer and shall be inspected and approved by the city engineer.

(Code 1986, §§ 23-2—23-4; Code 2002, § 24-2)

SECTION 2. That Article III of Chapter 14 of the Code of the City of Shawnee, Oklahoma is hereby amended to read as follows:

ARTICLE II. FLOOD DAMAGE PREVENTION DIVISION I. GENERALLY

Sec. 14-26. Title.

This article shall be known as the Flood Damage Prevention Ordinance of the City of Shawnee, Oklahoma.
(Code 1986, § 20-31)

Sec. 14-27. Definitions.

Unless specifically defined in this section, words or phrases used in this article shall be interpreted to give them the meaning they have in common usage and to give this article its most reasonable application. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory Structure means a structure which is on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Examples of accessory structures include but not limited to garages and storage sheds.

Area of special flood hazard means the land in the floodplain within the City of Shawnee subject to a one-percent or greater chance of flooding in any given year.

Base flood means the flood having a one-percent chance of being equalled or exceeded in any given year.

Base flood elevation means the elevation in feet above mean sea level of the base flood or 1% chance flood.

Basement means any area of the building having its floor subgrade (below ground level) on all sides.

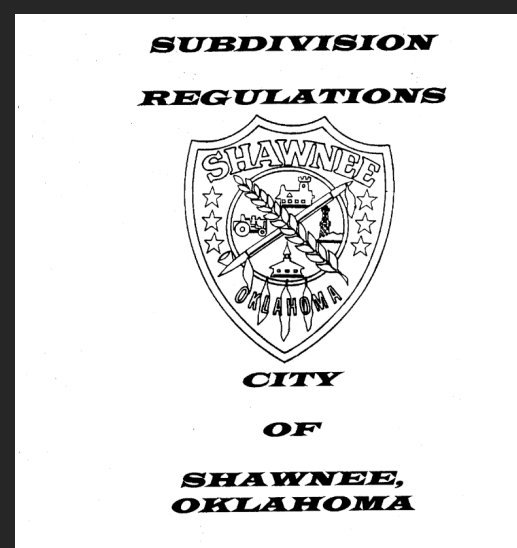
BFE means base flood elevation.

Critical feature means an integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

Development means any manmade change in improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Development Permit means a permit issued by the City of Shawnee Floodplain Administrator which authorizes development in a special flood hazard area in accordance with this Ordinance.

Elevated building means a non-basement building built for a building in zones



SECTION 1. ALLOWING PRIMARY DRAINAGE CHANNELS TO BE LEFT IN THEIR NATURAL STATE UNDER CERTAIN CONDITIONS; SETTING DETENTION REQUIREMENTS; SETTING THE METHOD FOR CALCULATING STREAM FLOW AND RUNOFF; SETTING EASEMENT FOR SECONDARY DRAINAGE CHANNELS; SETTING REQUIREMENTS FOR IMPROVING OPEN CHANNELS; SETTING FLOW VELOCITIES IN CHANNELS; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

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

SECTION 1. AMENDATORY. That Section 60.12.1 of the City of Shawnee Subdivision Regulations is hereby amended to read as follows:

Section 60.12.1. Responsibility for Improvements.

It is intended by this section that the improvements of primary drainage (NFIP FloodPlain Designation) and major river channels shall be the long range responsibility of the Developer and the Community as a whole since the developer and the whole community are benefited materially. The Developer of land or improvements within an area containing a primary drainage channel shall design, plan and carry out his developments in a manner that will not interfere with or restrict the natural flow of water or materially change the condition of runoff within the calculated area below the one-hundred year maximum flood elevation. Increased runoff and changes in Primary Drainage areas shall be the responsibility of the developer and shall be made in accordance with the provisions of this section. Primary drainage channels can be left in their natural condition, providing that the entire 100 year floodplain is reserved from development and the center line of the channel bottom is no closer than 100 feet from platted lot lines. Primary drainage channels altered, realigned, graded or changed in any way from its natural state by the Developer of land, shall at a minimum have an improved channel bottom (width) of sufficient capacity to carry 3% of the calculated 100-year stormwater flows or six (6) feet in width, whichever is greater. The remaining section of the channel shall have such capacity to discharge the entire 100 year flows plus one (1) foot of free board. Sodding or other methods of erosion control, as required by the City Engineer, shall be installed adjacent to the improved channel bottom on slopes not to exceed 3 to 1. The improvement of secondary drainage channels shall be the responsibility of the Developer, since the primary benefit is to the area served by the secondary channel and not to the community as a whole.

SECTION 2. AMENDATORY: Section 60.12.1.1 of the City of Shawnee

Engineering Design Manual

Purpose

The purpose of the Engineering Design Manual (EDM) is to protect health, safety and welfare by establishing standard engineering practices and minimum engineering criteria for the City of Shawnee, Oklahoma.

EDM (cont.)

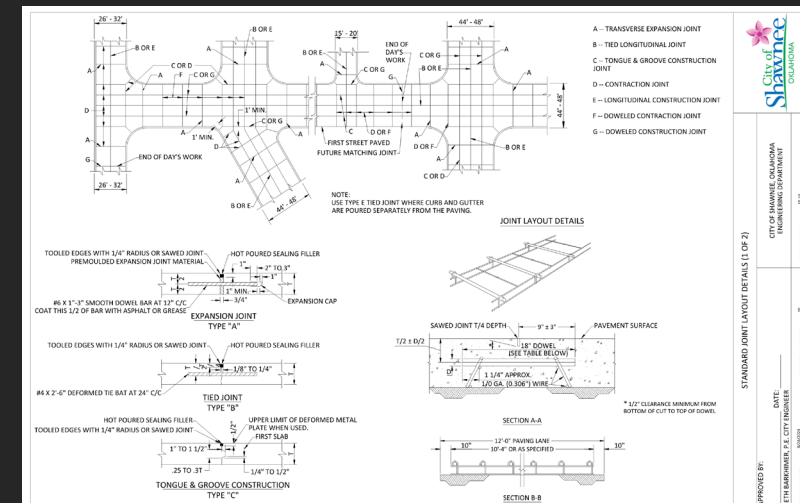
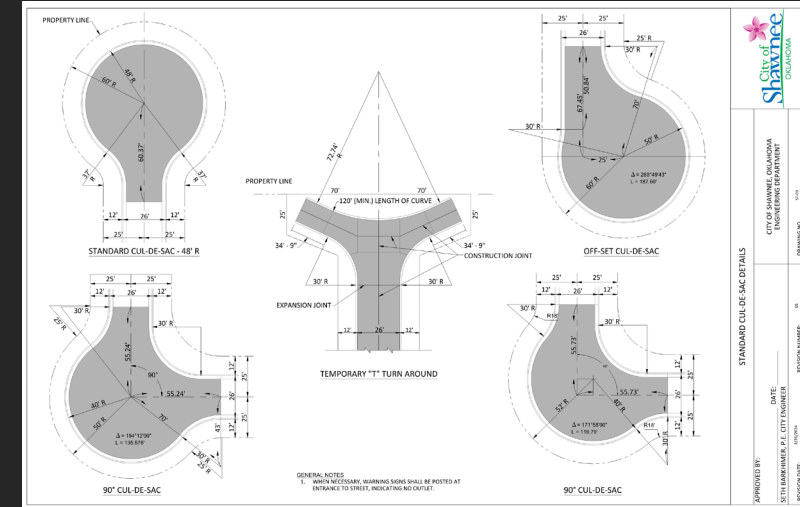
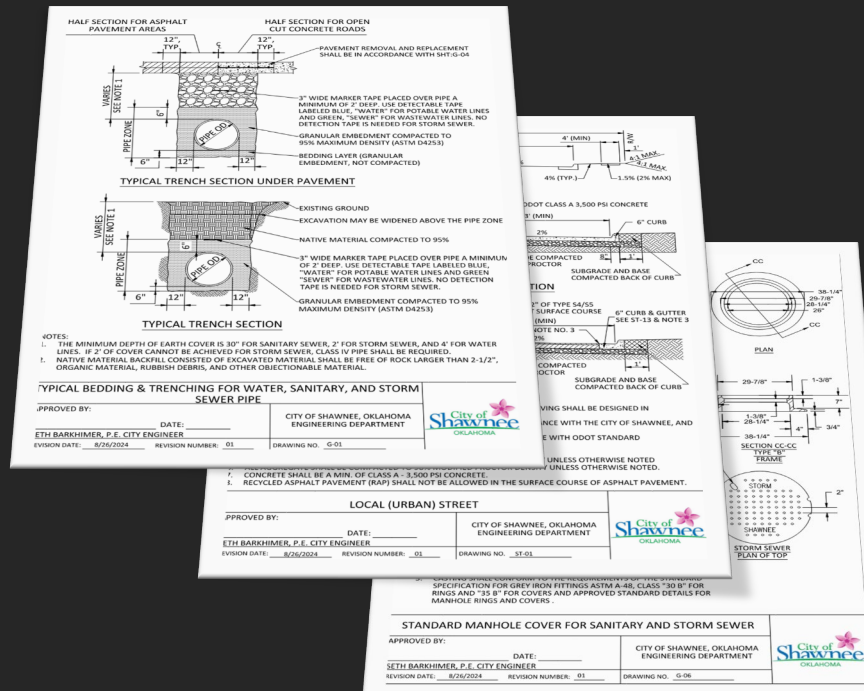
Content

- General Process and Submittal Requirements
- Street Design Requirements
- Stormwater Design Requirements
- Water and Wastewater Design Requirements

TABLE OF CONTENTS

SECTION 1	INTRODUCTION.....	1-1
SECTION 2	DEFINITIONS	2-1
SECTION 3	GENERAL DESIGN REQUIREMENTS	3-1
3.1	TITLE.....	3-1
3.2	PURPOSE	3-1
3.3	INTERPRETATION	3-1
3.4	ENFORCEMENT	3-2
3.5	AMENDMENT	3-2
3.6	VARIANCE REQUESTS	3-2
3.7	APPLICABILITY	3-3
3.8	ACCESSIBILITY STANDARDS AND REQUIREMENTS.....	3-3
3.9	SUBMITTAL REQUIREMENTS FOR CONSTRUCTION PLANS	3-3
3.10	EASEMENTS.....	3-4
3.11	SUBSURFACE UTILITY ENGINEERING	3-6
3.12	SURVEY REQUIREMENTS	3-7
SECTION 4	STREET DESIGN REQUIREMENTS	4-1
4.1	GENERAL	4-1
4.2	STREET LAYOUT.....	4-2
4.3	FUNCTIONAL CLASSIFICATION	4-2
4.4	STREET DESIGN CRITERIA	4-3
4.5	TRAFFIC CONTROL	4-8
4.6	PEDESTRIAN FACILITIES	4-9
4.7	MEDIAN OPENINGS	4-13
4.8	STREET AND ROADWAY LIGHTING	4-14
4.9	TRAFFIC STUDIES	4-15
4.10	GATED ACCESS POINTS	4-24
SECTION 5	PAVEMENT AND SUBGRADE DESIGN REQUIREMENTS.....	5-1
5.1	GENERAL	5-1
5.2	PAVEMENT DESIGN.....	5-2
SECTION 6	STORMWATER DESIGN REQUIREMENTS.....	6-1
6.1	GENERAL	6-1
6.2	FLOODPLAIN DEVELOPMENT CRITERIA	6-6
6.3	RUNOFF CALCULATION METHODS	6-8
6.4	STREET FLOW	6-15
6.5	INLET DESIGN	6-16
6.6	STORM DRAIN DESIGN	6-18
6.7	OPEN CHANNELS.....	6-20
6.8	BRIDGE AND CULVERT HYDRAULIC DESIGN	6-24
6.9	DETENTION BASIN DESIGN	6-26
6.10	SITE EROSION CONTROL	6-29
SECTION 7	WATER AND WASTEWATER DESIGN REQUIREMENTS.....	7-1
7.1	GENERAL	7-1
7.2	WATER SYSTEM DESIGN CRITERIA	7-3
7.3	WASTEWATER DESIGN CRITERIA.....	7-7

Standard Construction Details



Review and Inspection Fees

Current Fees

- \$0

Single Family Subdivision - Heritage Plains	Commercial Development - Marketplace II
Engineering Plan Review: \$0 Construction Inspection: \$0	Engineering Plan Review: \$0 Construction Inspection: \$0

Note:

- This excludes Building Permit fees and Community Development fees (i.e., platting, rezoning, or other land use related processes)

Review and Inspection Fees (cont.)

Peer City Fees

Plan Review:
City of Tulsa: \$800 administrative + \$350*per page of reviewed plans
City of Jenks: \$300 administrative + \$100*per page of reviewed plans
City Bixby: \$50 per sheet

Combined Plan Review & Inspection

City of Stillwater:
\$15*LF of Improvement

Construction Inspection:

OKC Construction Inspection:

Cost	Percentage
\$0-\$2,000	6.9%
\$2,001-\$5,000	6.3%
\$10,001-\$25,000	5.5%
\$25,0001-\$50,000	4.1%
Over \$50,000	3.5%

Tulsa Construction Inspection:

\$350 per day of construction + applicable ODEQ fees

Single Family Subdivision - Heritage Plains	Commercial Development - Market Place II
Bixby Engineering Plan Review: \$2,600 Stillwater Total: \$172,367.10 OKC Inspection: \$66,421.78	Bixby Engineering Plan Review: \$1,150 Stillwater Total: \$26,245.80 OKC Inspection: \$20,353.97

Note:

- This excludes Building Permit fees and Community Development fees (i.e., platting, rezoning, or other land use related processes)

Review and Inspection Fees (cont.)

Potential City of Shawnee Fees

- Plan Review Fee
 - \$50 per sheet
- Construction Inspection Fee
 - Variable %

Estimated Construction Cost	Fee (%)
Up to \$2,000	6.0
\$2,001-\$5,000	5.5
\$5,001-\$10,000	5.0
\$10,001-\$25,000	4.5
\$25,001-\$50,000	4.0
Over \$50,000	3.5

Single Family Subdivision - Heritage Plains	Commercial Development - Market Place II
Bixby Engineering Plan Review: \$2,600 Stillwater Total: \$172,367.10 OKC Inspection: \$66,421.78 Potential Shawnee Total: \$69,021.78	Bixby Engineering Plan Review: \$1,150 Stillwater Total: \$26,245.80 OKC Inspection: \$20,353.97 Potential Shawnee Total: \$22,653.97

Note:

- This excludes Building Permit fees and Community Development fees (i.e., platting, rezoning, or other land use related processes)

City Commission Questions?



Thank you!



Engineering Design Manual



ACKNOWLEDGEMENTS

CITY COMMISSION

Eric Stephens
Daniel Matthews

Chris Odneal
Ashley Fichtner
Mark Sehorn
Lauren Richter

Mayor
Commissioner - Ward 1
Commissioner - Ward 2
Commissioner - Ward 3
Commissioner - Ward 4
Commissioner - Ward 5
Commissioner - Ward 6

CITY LEADERSHIP

Andrea Weckmueller-Behringer

City Manager

CITY STAFF

Seth Barkhimer, P.E., CFM
Brad Schmidt
Rian Harkins, AICP

Director of Engineering
Public Works Director
Community Development Director

RECORD OF REVISIONS

The following are the effective date(s) of the City of Shawnee Engineering Design Manual and all its amendments:

Edition Number	Description	Recorded by City Clerk	Effective Date
001	Original document		

TABLE OF CONTENTS

SECTION 1	INTRODUCTION	1-1
SECTION 2	DEFINITIONS.....	2-1
SECTION 3	GENERAL DESIGN REQUIREMENTS	3-1
3.1	TITLE.....	3-1
3.2	PURPOSE	3-1
3.3	INTERPRETATION	3-1
3.4	ENFORCEMENT.....	3-2
3.5	AMENDMENT	3-2
3.6	VARIANCE REQUESTS.....	3-2
3.7	APPLICABILITY	3-3
3.8	ACCESSIBILITY STANDARDS AND REQUIREMENTS.....	3-3
3.9	SUBMITTAL REQUIREMENTS FOR CONSTRUCTION PLANS	3-3
3.10	EASEMENTS.....	3-4
3.11	SUBSURFACE UTILITY ENGINEERING	3-6
3.12	SURVEY REQUIREMENTS	3-7
SECTION 4	STREET DESIGN REQUIREMENTS.....	4-1
4.1	GENERAL	4-1
4.2	STREET LAYOUT.....	4-2
4.3	FUNCTIONAL CLASSIFICATION.....	4-2
4.4	STREET DESIGN CRITERIA	4-3
4.5	TRAFFIC CONTROL	4-8
4.6	PEDESTRIAN FACILITIES	4-9
4.7	MEDIAN OPENINGS	4-13
4.8	STREET AND ROADWAY LIGHTING	4-14
4.9	TRAFFIC STUDIES	4-15
4.10	GATED ACCESS POINTS	4-24
SECTION 5	PAVEMENT AND SUBGRADE DESIGN REQUIREMENTS.....	5-1
5.1	GENERAL	5-1
5.2	PAVEMENT DESIGN.....	5-2
SECTION 6	STORMWATER DESIGN REQUIREMENTS.....	6-1
6.1	GENERAL	6-1
6.2	FLOODPLAIN DEVELOPMENT CRITERIA	6-6
6.3	RUNOFF CALCULATION METHODS.....	6-8
6.4	STREET FLOW	6-15
6.5	INLET DESIGN	6-16
6.6	STORM DRAIN DESIGN	6-18
6.7	OPEN CHANNELS	6-20
6.8	BRIDGE AND CULVERT HYDRAULIC DESIGN	6-24
6.9	DETENTION BASIN DESIGN	6-26
6.10	SITE EROSION CONTROL.....	6-29
SECTION 7	WATER AND WASTEWATER DESIGN REQUIREMENTS.....	7-1
7.1	GENERAL	7-1
7.2	WATER SYSTEM DESIGN CRITERIA.....	7-3
7.3	WASTEWATER DESIGN CRITERIA.....	7-7

SECTION 1 INTRODUCTION

The Engineering Design Manual, together with the City of Shawnee's Standard Construction Details, regulate both public improvements and private work, which will be inspected and accepted by the City. All work within the public right-of-way is governed by this design guidance. These resources are intended to provide for coordinated development with adequate facilities to serve and protect the users. The minimum standards established in this manual apply to all new developments that are not constrained by existing improvements. Design engineers are encouraged to exceed these criteria whenever possible to provide designs that enhance the community in the future. Infill development in an urban area is often constrained when new improvements must align with existing infrastructure. To the extent deemed possible by the City Engineer, infill developments shall be completed in accordance with this Engineering Design Manual. However, the City Engineer may allow modification of these requirements when necessary to allow private and public construction that is compatible with surrounding in-place improvements. These design criteria and standard construction details shall also be used in conjunction with the City's Unified Development Code to guide site development work on private property.

SECTION 2 DEFINITIONS

Agricultural Stormwater Runoff shall mean any stormwater runoff from orchards, cultivated crops, pastures, range lands, and other non-point source agricultural activities, but not discharges from concentrated animal feeding operations as defined in 40 CFR Section 122.23 or discharges from concentrated aquatic animal production facilities as defined in 40 CFR Section 122.24 and any addition or amendment thereto.

Best Management Practice (BMP) shall mean the best available practices or devices used singly or in combination to eliminate or reduce pollution impacting public infrastructure.

Bridge shall mean a construction with abutments and superstructures, which are typically concrete, steel, or other materials. Since the superstructures are generally not an integral structural part of the abutments, and are therefore free to move, the hydraulic criteria for bridges is different than for culverts. Bridges shall also include multi-barrel culvert structures with a span length of greater than 20 feet meeting national standards. Bridges are also usually constructed with earth or rock inverts, whereas culverts are typically the same material throughout the waterway opening.

Collector Sewer shall mean sewer pipelines with a nominal diameter of 12-inches or less and may have sewer service taps.

Commercial shall mean property devoted in whole or in part to commerce, that is, the exchange and buying and selling of commodities or services. The term shall include, by way of example but not of limitation, the following business: amusement establishments, animal clinics or hospitals, automobile service stations, new or used automobile dealerships, automobile car washes, automobile and vehicular repair shops, banking establishments, beauty and barber shops, bowling alleys, bus terminals and repair shops, camera shops, dental offices or clinics, day care centers, department stores, drug stores, funeral homes, furniture stores, gift shops, grocery stores, hardware stores, hotels, jewelry stores, laboratories, laundries and dry cleaning establishments, liquor stores, medical offices and clinics, motels, movie theaters, offices buildings, paint stores or shops, parking lots, produce markets, or professional offices, radio stations, repair establishments, retail stores, restaurants and similar establishments serving prepared food and beverages, rooming houses, shopping centers, stationary stores, television stations and production facilities, and theaters.

Confidential Information shall mean a document or information regarding or describing a process, product or information which has been determined by the City to be confidential or has been declared by a court of competent jurisdiction to be exempt from disclosure to third parties under the Oklahoma Open Records Act and any amendment or supplement thereto.

Construction Activity shall mean, but not be limited, to clearing, grading, excavation, paving, building, and other ground disturbance activities associated with the construction of public assets. Construction does not include routine maintenance performed by public agencies, or their agents to maintain original line grade, hydraulic capacity, or original purpose of facility.

Culvert shall mean a closed conduit for the passage of water under an embankment, such as a road, railroad, or driveway. Culverts are most commonly used to relieve roadside drainage ditches and to convey stormwater beneath roadways at natural stream and creek crossings.

Detention Pond shall mean the flood-control features that temporarily hold water before gradually releasing flow to a river or stream, often referred to as "Dry Ponds". Most of the year, these structures do not contain water and only collect water during and immediately following a precipitation event. The temporary storage provided by these structures reduce peak runoff rates experienced during a precipitation event.

Discharge shall mean to cause or allow to release, spill, drain, dump, throw, empty, emit, blow or pour any pollutants into public infrastructure.

Earth Change is defined as excavation, grading, regrading, landfilling, berming or diking of land. Erosion and Sediment Control Plan shall mean a written plan, including drawings or other graphic representations, for the control of soil erosion and sedimentation resulting from a land disturbing activity.

Flood Fringe shall mean the area between the floodway boundary and limit of the 100-year floodplain. The Flood Fringe encompasses the portion of the floodplain that could be completely obstructed without increasing the water surface elevation of a 100-year flood event more than 1-foot at any point.

Floodplain Area shall mean the area defined by the 1% chance of a regulatory flood event. Floodway shall mean the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Full Urbanization shall mean the total anticipated development within the project boundaries. Hazardous Substance shall mean any substance listed in Table 302.4 of 40 CFR Part 302 and any amendment or addition thereto.

Hazardous Waste shall mean any substance identified or listed as a hazardous waste by the EPA pursuant to 40 CFR Part 261.

Illicit Discharge shall mean any discharge to public infrastructure not composed entirely of stormwater, except discharges authorized under an OPDES or NPDES permit (other than the OPDES permit for discharges from public infrastructure) and discharges resulting from firefighting activities.

Illicit Connection shall mean any drain or conveyance, either surface or subsurface which allows an illicit discharge to enter public infrastructure.

Industrial shall mean a business engaged in manufacturing or productive enterprise or a related service business. This term shall include, by way of example but not of limitation, the following: salvage yards, wrecker services, apparel and fabric finishers, blast furnace, boiler works, cold storage plants, contractors plants and storage facilities, foundries, furniture and household good manufacturing, forge plants, greenhouses, junk yards, manufacturing plants, metal fabricating shops, ore reduction facilities, planning mills, rock crushers, rolling mills, saw mills, smelting operations, stockyards, stone mills or quarries, textile production, utility transmission or storage facilities, warehousing, and wholesaling facilities.

Industrial Activity shall mean any activity which is directly related to manufacturing, processing, or raw materials storage areas at an industrial facility. The term includes, but is not limited to, industrial plant yards; immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the industrial

facility; sites where material handling activities are performed; refuse sites; sites used for the applications or disposal of process wastewaters; sites used for the storage and maintenance of material handling equipment; sites used for residual treatment, storage or disposal; shipping and receiving areas; manufacturing buildings; storage areas (including tank farms) for raw materials, and immediate and finished products.

Industrial Facility or Industry shall mean a premise(s) whose function is classified in the latest edition of Standard Industrial Classification Manual, (United States Office of Management and Budget).

Industrial Stormwater Discharge Permit shall mean a permit regulating regular discharges from facilities who may control any conveyance which is used for collecting and conveying stormwater, and which is directly related to material storage, fueling, handling, and processing areas at an industrial plant.

Industrial Waste shall mean any airborne particulates, waterborne liquid or solid substance that results from any process of industrial, manufacturing, mining, production, trade, or business activities, including concrete washout.

Institutional shall mean an established organization, especially of a charitable or public character. This term shall include, by way of example but not of limitation, the following: churches, community buildings, colleges, day care facilities, dormitories, drug or alcohol rehabilitation facilities, fire halls, fraternal organizations, golf courses and driving ranges, government buildings, hospitals, libraries, kindergartens or preschools, nursing homes, mortuaries, schools, social agencies, synagogues, parks, and playgrounds.

Interceptor Sewers shall mean sewer pipelines with a nominal diameter greater than 12-inch and may not have sewer services taps.

Manufactured Systems shall mean commercial products that typically aim at providing stormwater treatment in space-limited applications.

Material Handling Activities shall mean the storage, loading and unloading, transportation or conveyance of any raw material, immediate product, finished product, by-product or waste product.

Monitoring shall mean the performance of stormwater flow measurements, stormwater sampling, sample analysis, and like procedures necessary to determine compliance with stormwater discharge activity.

Motor Vehicle Fluid shall mean any vehicle crankcase oil, antifreeze, transmission fluid, brake fluid, differential lubricant, gasoline, diesel fuel, gasoline/alcohol blend, and any other fluid used in, or from within, a motor vehicle.

Multi-family Residential shall mean an apartment building or other residential structure built for three or more family units, mobile home parks with three or more units or lots under common ownership, and condominiums of three or more units.

National Pollutant Discharge Elimination System (NPDES) Permit shall mean a permit issued by EPA (or by the State under authority delegated pursuant to 33 U.S.C. § 1342 (b)) that

authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

Non-point Source shall mean any source of any discharge of a pollutant that is not a "point source."

"Notice of Intent" (NOI) shall mean a written notice by a discharger or potential discharger to the Director of Engineering, or his designee, that the person wishes his discharge to be authorized under a general permit authorized by State law or regulation.

"Notice of Termination" (NOT) shall mean a written notice by a discharger to the Director of the Department of Engineering, or his designee, that the project permitted has 70 percent re-vegetation of all bare areas and all soil disturbing activities are concluded, allowing the termination of the permit issued under this section, or the discharger is no longer the operator of the facility and another has assumed the responsibility and filed a NOI.

Person shall mean any individual, partnership, co-partnership, firm, Company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity or their legal representatives, agents or assigns.

Pipe Depth or Depth of Cover shall mean the difference between the finished grade elevation and the top of the pipe.

Point Source shall mean any discernible, confined and discrete conveyance including, but not limited, to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged.

Pollutant shall mean any dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, wrecked or discharged equipment, rock, sand, cellar dirt, soil, sediment, building materials, industrial or agricultural waste.

Pollution shall mean the presence in or introduction into the environment of a substance or thing that has harmful or poisonous effects.

Pollution Prevention Plan shall mean a written site-specific plan to eliminate or reduce and control the pollution of stormwater through designed facilities, sedimentation ponds, natural or constructed wetlands, and Best Management Practices.

Premises shall mean any plot or tract of property, regardless of size or plat, owned or used by any person.

Release shall mean any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into public infrastructure, Waters of the State, or the Waters of the United States.

Retention Pond shall mean the flood-control features that maintain a volume of water year-round. Retention ponds are often referred to as "Wet Ponds". The amount of water within these ponds fluctuates based on the amount of precipitation and runoff that an area experiences.

SIC Code shall mean Standard Industrial Classification Code of Executive Office of the President of the United States, Office of Management and Budget.

Significant Spills shall mean the inclusion of but not limited to releases of oil or hazardous substances in excess of reportable quantities under section 311 of the Clean Water Act (see 40 CFR 110.10 and CFR 117.21) or section 102 of CERCLA (see 40 CFR 302.4) and any amendment or addition thereto.

Solid Waste shall mean any garbage, rubbish, refuse, municipal solid waste, sludge from a waste treatment plant, water supply treatment plant, or air pollution control facility, and other discarded material, including solid, liquid, semi-solid, or contained gaseous material resulting from industrial, municipal, commercial, mining, agricultural operations, community and institutional activities, including metal shavings, plastic pellets, paint chips, carpet fibers, wood chips, sawdust, grass clippings and leaves.

Spills shall mean any release that, in the opinion of the Director of Engineering or their Designee, negatively impacts the quality of water within or discharges from the City's municipal separate storm sewer system or causes damaging or deleterious effects to the City's municipal separate storm sewer system including all structures or appurtenances, and/or the waters to the storm sewers.

State shall mean the State of Oklahoma.

Stormwater shall mean any flow occurring during or following any form of natural precipitation and resulting therefrom.

Stormwater Control Measures or SCM shall mean stormwater runoff treatment systems. SCMs are also commonly known as best management practices (BMPs). These are engineered facilities designed to reduce and/or treat stormwater runoff, which mitigate the effects of increased stormwater runoff peak rate, volume, and velocity due to urbanization.

Stormwater Discharge Associated with Industrial Activity shall mean stormwater from areas of industrial activity or areas where industrial activity has taken place in the past and significant materials remain and are exposed to stormwater.

Stormwater Management shall mean the collection, conveyance, storage, treatment and disposal of stormwater runoff in a manner to meet the objectives of this article and its terms, including, but not limited to measures that control the increased volume and rate of stormwater runoff and water quality impacts caused by man-made changes to the land.

Stormwater Management Program or SMP shall mean the set of drawings and other documents that comprise all of the information and specifications for the programs, drainage systems, structures, SCMs, concepts, and techniques for the control of stormwater and which is incorporated as part of the NPDES permit for the City, and as part of this article.

Streets shall mean earthwork, subgrade, base course(s), wearing surface, concrete curb and gutters, proper backfill, and proper drainage structures, including storm sewers, stormwater control measures (SCMs) and inlets that work as a system to support the design traffic loading over the prescribed design life.

Toxic Pollutant shall mean any pollutant or combination of pollutants listed as toxic in 40 CFR Part 401 promulgated by the Administrator of the Environmental Protection Agency under the provisions of 33 U.S.C. § 1317 and any amendment or addition thereto.

Uncontaminated shall mean not containing a harmful quantity of any substance.

User shall mean any source of direct or indirect discharge to the City of Shawnee Municipal Separate Storm Sewer.

Water of the State (or water) shall mean any groundwater, percolating or otherwise, lakes, bays, ponds, impounding reservoirs, springs, rivers, streams, creeks, estuaries, marshes, inlets, canals, inside the territorial limits of the State, and all other bodies of surface water, natural or artificial, navigable or non-navigable, and including the beds and banks of all water courses and bodies of surface water, that are wholly or partially inside or bordering the State or inside the jurisdiction of the State.

Waters of the United States shall mean all waters which are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce including all waters which are subject to the ebb and flow of the tide; all interstate waters, including interstate wetlands; all other waters the use, degradation, or destruction of which would affect interstate or foreign commerce; all impoundments of waters otherwise defined as Waters of the United States under this definition; all tributaries of waters identified in this definition; all wetlands adjacent to waters identified in this definition; and any waters within the Federal definition of "Waters of the United States" at 40 CFR § 122.2; but not including any waste treatment systems, treatment ponds, or lagoons designed to meet the requirements of the Federal Clean Water Act.

Water Quality Volume (WQV) shall mean the minimum volume of stormwater runoff from the contributing drainage area to the control for treatment.

SECTION 3 GENERAL DESIGN REQUIREMENTS

3.1 Title

These standards are hereby adopted as the “Engineering Design Manual,” Sections 1 – 7 and Appendices, which shall be in full force and effect from and after the effective date of adoption of the Engineering Design Manual.

3.2 Purpose

The purpose of the Engineering Design Manual is to protect the health, safety, and welfare of the public by establishing standard engineering practices and minimum engineering criteria for the City of Shawnee (City), Oklahoma.

3.3 Interpretation

3.3.A The principles, standards, and requirements established herein shall be minimum requirements for the design of both public and municipal capital projects within the City. The Design Professional of Record (Design Professional) is expected to meet all City, State, and Federal ordinances and regulations set by the right-of-way or easement owner. Where other City, State, Federal, or other jurisdiction regulations are more restrictive than the Engineering Design Manual, such other ordinances or regulations shall govern.

3.3.B The City has adopted various ordinances, master plans, policies, and documents, which address requirements not explicitly included in the Engineering Design Manual, including, but not limited to, those listed below. The Design Professional is responsible for requesting, understanding, and complying with the City’s various ordinances, master plans, and Capital Improvements Program (CIP).

1. Comprehensive Plan
2. Technical Specifications, General Notes, Standard Details, and Approved Materials Lists, as applicable.
3. Addressing Standards (GIS)
4. Master Plans
 - a. Water Distribution System Master Plan
 - b. Wastewater Collection System Master Plan
5. Flood Damage Prevention Ordinance (Chapter 14 of the City of Shawnee Municipal Code of Ordinances)
6. Buildings and Building Regulations (Chapter 7 of the City of Shawnee Municipal Code of Ordinances)

7. Unified Development Code as Amended
8. International Fire Code as adopted by the City

3.4 Enforcement

The City's Engineering Design Manual is issued by the Engineering Department. The Engineering Department is hereby authorized to enforce the provisions of the Engineering Design Manual. The standards and any updates will be available on the City's website.

The Engineering Design Manual shall be in full force and effect immediately upon being filed with the City Clerk. Projects will be required to comply with all requirements. The Engineering Design Manual includes the various design criteria which are considered minimum requirements for the design of adequate public facilities within the City. The Design Professional shall bear the sole responsibility for meeting the Engineering Standard of Care for all aspects of the design and providing a design that is required by the site-specific conditions and intended use of the facilities, while at a minimum meeting the City's design and construction requirements.

3.5 Amendment

3.5.A The City may amend the Engineering Design Manual at any time without advanced notice. In order to ensure that the Design Professional has the City's latest design standards, he/she is directed to the City's website to acquire the City's most current Engineering Design Manual. The Engineering Design Manual will include a Record of Revisions to identify any revisions.

3.5.B A formal request to modify current design criteria or add new design criteria may be submitted in writing to the Director of Engineering for consideration.

3.6 Variance Requests

3.6.A A formal request to vary from the Engineering Design Manual may be submitted in writing to the Director of Engineering for consideration. An Engineer who wishes to request a variance regarding the design of public facilities may do so as long as the request, if granted:

1. Is not detrimental to the public welfare;
2. Does not adversely impact the public facility in question;
3. Is supported by a signed and sealed engineering analysis performed by a Professional Engineer licensed in the State of Oklahoma; and,
4. Is not based solely on financial interests.

3.6.B All deviations from the requirements included in the Engineering Design Manual must be approved by the Director of Engineering prior to implementation. A

grant of an alternative material, design, or method of construction shall not affect nor relieve the Design Professional of the obligation and responsibility of such material, design, or method of construction for the intended purposes.

- 3.6.C In the event that specific circumstances dictate requirements not already included in the Engineering Design Manual, it shall be the responsibility of the Design Professional to provide the additional information in writing for review as deemed necessary by the Director of Engineering.

3.7 Applicability

The Design Professional shall be responsible for the applicability of the information contained in the Engineering Design Manual to the design of his/her project. The Design Professional shall also be responsible for the applicability and accuracy of the information furnished in his/her design. Acceptance by the City of the study or plans for construction shall not be construed to relieve the Design Professional of any responsibility.

3.8 Accessibility Standards and Requirements

All plans and specifications for construction shall be in accordance with the Americans with Disabilities Act (ADA), and Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) regulations. In the event that the accessibility standards conflict with each other, the more restrictive standards shall govern.

3.9 Submittal Requirements for Construction Plans

- 3.9.A All new construction, reconstruction, modifications, alterations, and improvements shall be designed in accordance with the City's Engineering Design Manual.
- 3.9.B Specific submittal requirements for construction plans can be found within the Civil Engineering Plan Review Development Checklist. It is the responsibility of the Design Professional to ensure that all construction plans submitted for review adhere to the current version of the Civil Engineering Plan Review Development Checklist. The City reserves the right to specify additional requirements as necessary to facilitate the review.
- 3.9.C Any projects requiring permits from agencies other than the City (including, but not limited to, ODOT, ODEQ, or Railroad Commissions) shall submit the required permit documents to the City for initial review. Authorization to submit permit requests to the agencies is contingent upon the City's approval of the initial review. The City may elect to lead coordination and/or submittal of permit requests to the agencies.
- 3.9.D A listing of required fees for applicable permits for City review of construction plans and inspections is available on the City's website.

- 3.9.E If, as the result of a development submittal or action, the City is required to make a payment to another public or private agency, such payment shall be assigned to the Applicant. Payment may be made directly by the Applicant to the other agency or may be made by the Applicant to the City and then passed through the City.

3.10 Easements

3.10.A General – Easements and ROW required for construction of a proposed project and dedicated to the public or to the City must be approved and accepted prior to the approval of final design drawings. All on-site easements required for the purposes of development must be dedicated by plat unless otherwise approved by the Director of Engineering.

3.10.B Requirements for Easements and ROW dedicated to the City:

1. Easements and ROW shall be either a part of the dedication on the plat of a subdivision or dedicated by separate instrument.
2. Easements and ROW not dedicated on a plat shall be dedicated to the City on standard forms provided by the City for that purpose or on forms approved by the City Attorney. Approved document forms and instructions can be found on the City's website.
3. Owner shall also furnish the City with a metes and bounds description and map, signed and sealed by an Oklahoma Registered Professional Land Surveyor, showing the Easement or ROW, location and current ownership information.
4. All Easement and Deed documents must be approved by the City prior to procuring any signatures. Owner shall be responsible for procuring signatures and delivering the fully executed original document to the City for filing. Owner shall ensure that all documents have been properly signed and any required notarizations have occurred.
5. Owner shall be responsible for all filing fees required for the recordation of executed documents at the Pottawatomie County Deed Records office. Owner shall provide the City with a check made out to the Pottawatomie County Clerk for the amount of the calculated filing fees.
6. After recordation, a copy of the filed document will be forwarded to the Owner.

3.10.C The process for acquiring an easement by separate instrument is as follows:

1. Submit a metes and bounds description, a drawing of the easement sealed, signed and dated by a licensed surveyor, and ownership information to the Engineering Department.
2. Prepare the easement documents based on the City's template documents.

3. After fee is paid to City, the easement documents will be sent to the individual or entity requesting the easement to obtain all necessary signatures (other than City's).
 4. The individual or entity requesting the easement shall pay any document preparation and filing fees required by the City.
 5. The individual or entity shall return all signed documents to the City for filing with the County.
 6. City will send a copy of the filed easement to the person requesting the easement and the easement grantor, if needed.
- 3.10.D Abandonment of ROW and Easements – ROW abandonment requires City Commission approval.
- 3.10.E License Agreements – The City may allow permitting of certain improvements within easements with the execution of a License Agreement, which is in addition to a building permit. The agreement states that the City is not responsible for the maintenance or reconstruction of any improvements located in the easement or ROW and that the Owner must remove the improvement at the request of the City. Forms and instructions are available from the Engineering Department.
- 3.10.F License Agreements are processed by the Engineering Department. The following items shall require a License Agreement:
1. Driveways/flatwork;
 2. Brick or stone fences;
 3. Retaining walls (less than 15 inches in height that support a structure or greater than 15 inches);
 4. Private storm systems/area drains;
 5. Swimming pools decks;
 6. Wood decks, gazebos, and patios (covered/uncovered);
 7. Sidewalk areas leased for development use; and,
 8. Buildings and other permanent improvements.
- 3.10.G No improvements shall be allowed within a public easement except for those specified by a filed plat or separate instrument easement. The Director of Engineering may approve simple paving, utility crossings, landscaping, and other improvements that do not unreasonably impede access to the easement via the approval of a Development Permit. The Director of Engineering may

approve other more significant encroachments with the execution of a License Agreement.

3.10.H Slopes in public easements shall not exceed 4:1 running slope and 6:1 cross slope for maintenance access, except as stated otherwise by this manual. Easements located within natural areas shall not be required to comply with this paragraph except that access routes shall be provided periodically in accordance with Section 4.8 "Open Channels". The Director of Engineering may determine the need for additional access routes and/or lesser slopes at locations of critical infrastructure.

3.11 Subsurface Utility Engineering

3.11.A Subsurface Utility Engineering (SUE) shall be required for all projects. All existing utilities shall be located and marked prior to initiation of survey for design.

3.11.B SUE Provider Requirements – SUE shall be conducted by well-trained, experienced, and capable individuals using state-of-the-art designating equipment, vacuum excavation, or comparable nondestructive locating equipment as well as surveying, data recording equipment, and software systems, as necessary.

3.11.C Quality Level Attributes – Utility Quality Level (QL) attributes are described in the current edition of Standard Guidelines for Collection and Depiction of Existing Subsurface Utility Data, CI/ASCE 38-02 by American Society of Civil Engineers (ASCE). Accordingly, QL C and QL D shall be conducted for all projects. QL A and QL B shall be conducted in areas with congested utilities, areas where utility information is sparse, where a specific utility of high importance is being crossed (i.e., gas line), or as required by the Director of Engineering. QL A and B shall be conducted for all projects if borings will be taken or if an open cut is needed to install utilities. The requirements for the four SUE QLs are as follows:

1. Quality Level D – Information derived from existing records or oral recollections.
2. Quality Level C – Information obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to Quality Level D.
3. Quality Level B – Information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities. This work shall be performed to obtain horizontal location of subsurface utilities.
4. Quality Level A – Precise horizontal and vertical location of utilities obtained by the actual exposure and subsequent measurement of subsurface utilities, usually at a

specific point. This work shall be performed to obtain precise horizontal and vertical locations of subsurface utilities.

3.11.D Additional SUE field work shall be required as conditions change from initial SUE field exploration.

3.12 Survey Requirements

3.12.A The principals, standards, and requirements provided herein shall be minimum standards for projects involving survey and shall comply with the Oklahoma minimum Standards for the Practice of Land Surveying as adopted by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.-

1. All surveys shall be tied horizontally to the Oklahoma State Plane Coordinate System, NAD83/2011, Oklahoma South Zone and vertically to NAVD88.
2. All distances, coordinates, and elevations shall be shown in U.S. Survey Feet.

3.12.B Property Corners - Property corner monuments shall be placed at every property corner and set in accordance with the Oklahoma Minimum Standards for Practice of Land Surveying and shall be placed at all:

1. Lot and block corners (wherever a lot line bearing changes);
2. Intersection points of alley and block lines;
3. Curve and tangent points along block, lot, and ROW lines within the subdivision; and,
4. ROW dedications.

3.12.C Control Points - A minimum of two control points shall be established for horizontal and vertical purposes in the project vicinity and the three-dimensional coordinates shall be noted on the survey. Benchmarks - A minimum of one benchmark shall be established in the project vicinity. The location and elevation shall be noted on the survey. Capital Improvements Project Monuments – Found existing ROW monuments, survey markers, or property corners, and proposed monuments shall be shown on the construction drawings and located by station and offset, right or left from the control line, base line or center line, or by northing and easting.

3.12.D If new construction will damage, destroy, or alter existing survey markers, monuments, or property corners, they must be re-set prior to final acceptance.

3.12.E Electronic Submittal Requirements – The City requires the submittal of CAD files for all plats within the City of Shawnee. The Design Professional must

provide Grid Coordinates (State Plane). The electronic files shall include the following:

1. Control points and benchmarks:
2. Property corners:
3. Parcel boundaries; and,
4. ROW and easement dedications.

DRAFT

SECTION 4 STREET DESIGN REQUIREMENTS

4.1 General

This section presents the basic criteria to be used in the design of streets in the City of Shawnee. The design controls described in this section should be used in the design of all roadways and shall be in conformity with the City's Comprehensive Plan. At a minimum, all street designs shall meet the guidelines in AASHTO's current edition of A Policy on Geometric Design of Highways and Streets.

4.1.A A Maintenance Bond or Irrevocable Letter of Credit shall be posted in an amount based on a percent of the determined amount of construction costs for a period, following completion and acceptance of all improvements, defined as follows:

1. Privately financed projects: 100% for one-year plus 15% for the succeeding four-year period.
2. Publicly financed projects: 100% for one-year plus 15% for the succeeding four-year period.
3. Should repairs on the either privately or publicly financed projects be necessary during the maintenance bond period, the repairs made shall also be bonded for an additional one-year period from the date of completion and acceptance of the repair work by the City.

4.1.B When invasive subsurface investigatory methods, such as "pot holing" operations, are performed to locate existing utilities under an existing street, the following will be required:

1. Boring and Paving permit
2. The maximum size of a drilled "pothole" shall be 6 inches in diameter.
3. The operations will be performed in locations out of wheel paths.
4. A traffic control plan shall be submitted and approved by the City Engineer or their designee, prior to beginning work. Traffic control plans shall comply with City of Shawnee Standards and the most current version of the Manual on Uniform Traffic Control Devices (MUTCD).
5. Holes will be backfilled with 6 inches of sand immediately above the utility and 3500 psi concrete to the street surface. These repairs must be completed within 24 hours.

4.1.C Variances and exceptions to the criteria defined herein will be at the discretion of the City Engineer or their designee. Variance or exception requests shall be made to the City Engineer for consideration and determination prior to completion of related design work or execution of work in the field.

4.2 Street Layout

4.2.A Integration of Existing Streets

1. All streets shall be properly integrated with the existing and proposed system of thoroughfares and dedicated rights-of-way as established on the Comprehensive Plan and shall provide for the integration of future streets.

4.3 Functional Classification

The components of the City's street system are divided into six major functional classifications with corresponding right-of-way widths as shown in the Street Design Criteria.

4.3.A Freeway

A freeway is a full access control, high speed roadway with grade separated interchanges. Freeways are of regional significance and the interchanges may have a significant impact on land use due to their desirability as locations for commerce and industry. Freeways are generally controlled by the State of Oklahoma with variable width right-of-way dimensions.

4.3.B Principal Arterial

A major arterial is a street type that provides for longer, direct trips on relatively straight paths that often connect to freeways. This street type is generally controlled by the State of Oklahoma, or the City.

4.3.C Minor Arterial

A minor arterial is a street type typically found between major arterials that provides continuous paths to intermediate destinations and alternate routes for longer trips. This street type is generally controlled by the City.

4.3.D Non-industrial Collector

A non-industrial collector is a street type typically found between minor arterials that provide frequent interconnections between neighborhoods. Non-industrial collectors allow local trips that mostly avoid the arterial network. This street type is generally controlled by the City.

4.3.E Industrial Collector

An industrial collector is a collector street that primarily accommodates large vehicular traffic. This street type is generally controlled by the City.

4.3.F Local Street

A local street is a street type interconnected within neighborhoods that adjoin other neighborhoods. These streets discourage through-traffic and are generally controlled by the City.

4.4 Street Design Criteria

4.4.A Generally

Table 4.1: Design Standards for Shawnee City Streets

Element	Freeway	Principal Arterial	Minor Arterial	Non-Industrial/Industrial Collector	Local
<i>Outlying Area Design Speed (mph)</i>	50-75	30-70	40-70	30-60	25-50
<i>Urbanized Area Design Speed (mph)</i>	50-70	30-60	30-50	30-50	25-30
<i>Minimum Centerline Radius (feet)</i>	500	400	300	100	100
<i>Outlying Area Maximum Grade</i>	5%	6%	6%	8%	15%
<i>Urbanized Area Maximum Grade</i>	5%	9%	9%	11%	15%
<i>General Minimum Grade</i>	-	0.50%	0.50%	0.50%	0.50%
<i>Stopping Sight Distance (feet)</i>	600/475	350	200	200	200
<i>Number of Traffic Lanes</i>	4 (min.)	4 (min.)	4	2	2
<i>Total Minimum Street Width (feet)</i>	-	50 (min.)	50 (min.)	32	26
<i>Right-of-Way Width (feet)</i>	Variable	120 (min.)	100 (min.)	60 (min.)	50 (min.)
<i>Access Control</i>	Full	Planned	Planned	-	-
<i>Structural Design Load</i>	HS-20	HS-20	HS-20	HS-20	HS-20
<i>Vertical Clearance (feet)</i>	16.5	15.5	15.5	15.5	15.5
<i>Surface Type</i>	High	High	High	High	High
<i>Sidewalk (min. width / location)**</i>	5 ft / both sides	5 ft / both sides	5 ft / both sides	5 ft / both sides	4 ft / both sides
Key	R = Required NR = Not Required ft = Feet ** = Sidewalks located at the back of curb shall have an additional 1' of width.				

4.4.B Intersections

1. Intersection Design

- a. All streets shall intersect one another at right angles (90°). Intersections that cannot be at right angles require review and approval by the City Engineer or their designee.

- b. Grades at collector/arterial intersections and 50 foot back of radius points shall not exceed 3% unless greater slopes are deemed necessary and approved by the City Engineer or their designee.
- c. No more than two (2) streets shall intersect at any one point unless specifically approved by the City Engineer or their designee.
- d. Street offset intersections with centerlines less than one hundred fifty (150) feet apart shall be avoided. The Planning Commission shall require that streets be connected in such a manner that facilitates a smooth flow of traffic and minimize traffic hazards.

2. Intersection Curb Radius

- a. Minimum curb radius for street intersections shall be (30) feet.
- b. Alley intersections and abrupt changes in alignment within a block shall have the corners rounded to permit safe vehicular movement in accordance with standard engineering practice.

3. Sight Distance and Visibility

- a. The intersection sight distance provisions contained in 'A Policy on Geometric Design of Highways and Streets' published by the American Association of State Highway and Transportation Officials (the AASHTO Green Book) are adopted as the presumptive standard applicable to all intersections within the City. However, the City Engineer or their designee may, where consistent with public safety, specify greater or lesser intersection sight distances. No landscaping, fence, utility equipment, wall, or other structure shall be constructed or maintained in the area identified as the sight triangle, nor shall any parking be allowed within the area of the sight triangle unless a sight distance study designates the desired item not to conflict with required visibility. Sight distance variance shall only be granted at the City Engineer or his designee's discretion.
- b. To maintain the minimum sight distance, restrictions on height of embankment, locations of buildings, and screening fences may be necessary. Landscaping in the sight distance triangle shall be low-growing and shall not be higher than 3 feet, or lower as needed to satisfy the calculated required sight distance, above the level of the intersecting street pavements. Tree overhang shall be trimmed to a line at least 8 foot above the level of the intersections.

4.4.C Access Management

1. Mutual Access Easement

- a. Properties along arterials and frontage roads are required to provide a minimum 24-foot mutual access easement across the property to adjacent properties with appropriate intersection flares. Mutual access easement may be required for other roadway sections and developments based on area and

site circulation patterns. Larger tracts of land along the Oklahoma Department of Transportation (ODOT) frontage shall be divided in a manner to provide access to all tracts by means of a dedicated ROW or mutual access easement in order to not landlock any property that would meet ODOT or City driveway spacing requirements, whichever is more stringent.

2. Minimum Access Points

- a. Direct access to arterial roadways must be avoided wherever possible. For instance, if the development is adjacent to a minor roadway or interior development road, primary access should be to the minor roadway. Direct arterial access shall only be allowed after review and approval by the City Engineer or their designee.
- b. Whenever possible, cross access with an adjoining property must be sought. If the City Engineer or their designee is satisfied that sufficient attempts to secure cross access have been made and that cross access is not possible, and access cannot be provided via another street, driveway access to the arterial may be granted if the minimum corner clearance is met. However, this access will be limited to right turns in and out.
- c. Adequate sight distances will be required at every driveway connecting to an arterial, consistent with Intersection Sight Distance as defined in Section 4.4.B3: Sight Distance and Visibility. Any movement for which adequate sight distance is not available will not be permitted.
- d. Each lot will be permitted to have one access driveway, either on the parcel or through cross access. Where side streets abut the parcel, the access will be provided from the side street. Additional driveways may be needed and provided under the following conditions:
 - 1) If the daily traffic volume using the driveway exceeds 2,000 vehicles per day.
 - 2) If traffic using one driveway exceeds the capacity of a single-stop controlled intersection during one peak street traffic hour or the peak site traffic hour.
 - 3) If an approved traffic analysis shows that traffic conditions warrant additional driveways.
 - 4) In all cases, minimum spacing and clearances shall be provided.
 - 5) Driveways must satisfy the following minimum spacing requirements:

Posted Speed	Small Generator	Medium Generator	Large Generator
	0 to 100 peak hour trips	101 to 200 peak hour trips	201 or more peak hour trips
<= 40 mph	220 feet	330 feet	550 feet
>40 mph	330 feet	440 feet	660 feet

- 6) The corner clearance for driveways adjacent to public road intersections, as measured from the edge of pavement of the intersecting roadway to the centerline of the driveway, shall meet the following criteria:

Speeds < 40 mph		Speeds >= 40 mph	
Signal Control	Stop Control	Signal Control	Stop Control
175 feet	100 feet	350 feet	200 feet

Table 4.2: Subdivision Access

Number of Lots within a Subdivision/ Area	Minimum Number of Access Points	Access to?
≤ 20	1	An existing public or private street that complies with the adopted design standards for collector or local streets or an equivalent as approved by the City Engineer
21 to 100	2	Directly to an arterial street, or indirectly through an existing subdivision
101 to 200	2	Directly to an arterial or collector street, or indirectly through an existing subdivision
> 200	3	Directly to an arterial street, or indirectly through an existing subdivision

4.4.D Driveways

1. All driveways shall be constructed of Portland cement concrete (3500 psi min.) and be a minimum of 6 inches thick. All commercial driveways shall be concrete and may be thicker than 6 inches if required by the City Engineer or as indicated by the site-generated traffic and vehicle classification using said drive.
2. Driveway Widths
 - a. All driveways and approaches within residential zoning districts shall maintain on the entire length of the driveway, a minimum width of ten (10) feet, a minimum curb radius of five (5) feet.
 - b. All non-residential driveway approaches shall maintain a minimum curbradius of fifteen (15) feet.
3. Driveway Grades
 - a. The maximum difference between the downward cross slope of the street (usually 2.0% or less) and the upward slope of the driveway approach shall not exceed 12.0% as noted below. Special conditions outside of the below criteria must have approval from the City Engineer.

Driveway Grades				
Element	Driveway Type	Functional Classification		
		Arterial	Collector	Local
Recommended Grades	Residential	Desirable: 0-10% Maximum: 10%		
	Commercial/Industrial	Desirable: 0-5% Maximum: 8%		
Change in Grade without Vertical Curve	All	8% or Less	9% or Less	12% or Less

4. Throat Length

- To determine the necessary throat length for all development driveways (minimum total storage) the sum of all driveway throat length shall equal the number of vehicles expected to accumulate in the driveways during an average peak period.
- Traffic volumes should be assigned to the applicable driveways and the highest lane volume should be accommodated.
- In the absence of adequate traffic volume and trip generation data, the minimum throat length from Manual.
- Table 4.3** shall be used. Manual.
- Table 4.3** was derived from the Second Edition of the Transportation Research Board's Access Management Manual.

Table 4.3: Minimum Throat Length

Driveway Throat Length at Signalized Access Drives	
Number of Egress Lanes	Minimum Throat Length (ft)
2	75
3	200
4	300

4.4.E Alleys

- Alleys platted in residential or nonresidential developments shall be private and will not be maintained by the City.
- Alleys may be provided in nonresidential districts. The Planning Commission may waive this requirement where other definite and assured provision is made for service access, such as adequate off-street loading, unloading and parking facilities consistent with and adequate for the uses proposed.

3. Alley right-of-way serving nonresidential development shall not be less than thirty (30) feet in width, and if provided, shall be paved in accordance with City standards and specifications.
4. Placing utilities under paved alleys shall be avoided in nonresidential developments that contain utility lines.
5. Alleys are not required in residential developments, but when provided, shall be paved in accordance with City standards and specifications.
6. Alley intersections and sharp changes in alignment shall be avoided, but where necessary, corners shall be designed and constructed in such a manner to permit safe and convenient vehicular movement.
7. When alley intersections are unavoidable, as in "T", "L" or "H" alley configurations, a sight triangle at each intersection corner shall be provided. Corner lines shall be cut with a chord to provide a sight triangle with legs of ten (10) feet from the point of intersection along both alley right-of-way lines. The sight triangle shall be included in the alley easement.
8. Dead-end alleys shall be avoided, but where unavoidable, shall be provided with adequate turnaround facilities at the dead-end, as determined by the most recently adopted International Fire Code.

4.5 Traffic Control

4.5.A These devices allow design flexibility and offer applicants the choice of treatment that works best for streets in a development subject to the City's review and approval. Refer to the *NACTO Urban Street Design Guide* for more specific design guidance. Defined street traffic calming devices include:

1. Chicane

Curb extensions that alternate from one side of the street to the other, forming S-shaped curves.

2. Speed Table

Flat-topped speed humps often constructed with brick or other textured materials on the flat section.

3. Speed Cushion

Speed humps or speed tables that include wheel cutouts to allow larger vehicles and emergency response units to pass unaffected.

4. Pedestrian Crosswalks

A ten-foot wide painted strip on street pavement that connects one sidewalk to another sidewalk, which provides circulation, or access to schools, playgrounds, shopping centers, transportation, or other community facilities.

5. Pinchpoint

Curb extensions on both sides of the street that reduce pavement width.

6. Traffic Circle

Raised islands, placed in intersections, around which traffic circulates.

7. Street Plantings

Trees and shrubs placed along the street to narrow a motorist's visual field.

8. On-street parking

Street parking spaces that reduces street width, slows traffic, and provides a buffer between traveling motorists and pedestrians.

9. Bollards

A vertical device that provides a physical barrier between different uses.

10. Raised Intersection Platform

Flat raised areas covering entire intersections, with ramps on all approaches and often with brick or other textured material on the flat section.

11. Temporary Traffic Calming Device

An unspecified device used in special circumstances upon approval by the City Engineer as a temporary solution. It could be in any form or shape as the devices listed above and must conform to the norms and specifications listed in the specification book. Temporary traffic calming devices are easy to install, remove, and use a rubber type material that can withstand the natural elements and the constant strain caused by motor vehicles. This device is strictly for temporary use and is the responsibility of the applicant to maintain it until a decision is made to install a permanent traffic calming device.

4.6 Pedestrian Facilities

4.6.A Pedestrian Design Guidelines include the current edition of the following:

1. AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, Current Edition
2. Americans with Disabilities Act (ADA) Standards;
3. Public Right-of-Way Accessibility Guidelines (PROWAG); and,

4. Manual on Uniform Traffic Control Devices (MUTCD).

4.6.B Sidewalks

1. A plan for a system of sidewalks shall be prepared that will provide every lot within a residential or commercial subdivision, or portion thereof, with a reasonably close sidewalk connection with all of the community facilities and commercial enterprises located within or adjacent to the subdivision, and in a manner that will provide convenient pedestrian circulation throughout the neighborhood or area in which the subdivision is located. Sidewalks shall be constructed to connect with existing or future proposed sidewalks in areas adjacent to the subdivision where such sidewalks are needed for pedestrian circulation. Sidewalks shall be constructed in the subdivision in accordance with UDC requirements and as approved by the Planning Commission and in accordance with the specifications governing sidewalk construction. 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 Planning Commission and City Commission will have the option to review each plat on its own merit as to whether sidewalks will be required.
2. All sidewalks, pedestrian signalization, or other pedestrian related infrastructure shall be designed to comply with the most current version of the ADA Standards for Accessible Design and by reference, the Public Rights of Way Accessibility Guidelines (PROWAG), for best practice. All sidewalk layouts and designs must be reviewed and approved by the City Engineer or their designee.
3. Sidewalk widths shall be 4 feet minimum for local streets and 5 feet for arterial and collector streets. When sidewalk is at the back of curb an additional 1 foot of width shall be added for all roadway classifications. Sidewalks parallel to arterial roads that are designated bike paths shall be 8-10 feet wide. Sidewalks shall be required on both sides of local, collector, and arterial streets.
4. All sidewalks shall be constructed of Portland cement concrete (3500 psi min.).
5. Sidewalks shall include pedestrian bridges when crossing creeks, flumes, and streams, where applicable.
6. The finished thickness of sidewalks shall not be less than 4 inches. Sidewalks across driveways shall not be less than 6 inches. Immediately after finishing operations, curing shall be accomplished by either wetted earth, cotton mats, wet burlap bags, membrane curing compounds, or other methods accepted by the City Engineer.
7. Plans for sidewalks or trails, within right-of-way, with a decorative or "special" finish shall be submitted to the City Engineer for approval.
8. In general for residential streets, sidewalks shall be constructed within the dedicated right-of-way at a distance no less than 1 foot from the abutting property

lines. At intersections sidewalks shall be constructed no less than 3 feet from the outside curb line of the street pavement. With approval from the City Engineer sidewalks may be constructed where it crosses the driveway approach adjacent to the street to allow more space for parking between the garage and the sidewalk.

9. Sidewalks shall be designed such that they meet future street sections.
10. Sidewalks must provide access for the safe and convenient movement throughout the corridor, maintaining a consistent "accessible path".
11. Construction of wheelchair ramps shall be in accordance with the City's Standard Specifications and Construction Drawings and compliant with the most current version of the ADA Standards for Accessible Design and by reference, the Public Rights of Way Accessibility Guidelines (PROWAG) for best practice.
12. To accommodate wheelchair passing space, sidewalks less than 5 feet wide shall have at least 5 foot by 5 foot passing spaces located at intervals not to exceed 200 feet. Driveway crossing may be utilized as the 5-foot by 5-foot passing spaces as appropriate, provided that the cross-slope of the driveway on each side of the sidewalk does not exceed 2%.
13. Transverse crack control joints shall be placed at intervals not to exceed 5 feet, unless otherwise approved by the City Engineer for specialty designs. Joints shall be tooled or sawed to a depth of 1 inch. Expansion joints shall be placed at curbs, driveways, or abutting structures. Where sidewalks intersect drainage flumes, the sidewalks shall be designed to span the flume.
14. Detectable warnings shall be required on the end of curb ramps at roadways and major drives or as required by current ADA standards. The detectable warnings shall consist of raised truncated domes with a nominal diameter 0.9-1.4 inches, a nominal height of 0.2 inches and a nominal center-to-center spacing of 1.6-2.4 inches, shall be the full width of the ramp walking surface, 24 inches in length from the end of ramp and shall contrast visually with adjoining surfaces, either light-on-dark, or dark-on-light. The specifications listed here-in shall meet current ADA standards if said standards are revised in the future.
15. The material used to provide contrast should contrast by at least 70%. The City Engineer shall approve the detectable warning material and method of installation or request a pre-approved style of detectable surface to maintain consistency.
16. Meandering or undulating sidewalk shall remain in conformance with current ADA standards and should be designed as follows:
 - a. Meandering Sidewalk: Sidewalks shall be constructed to be generally parallel to the curb of the roadway or the adjacent property line.

- b. If a meandering sidewalk is constructed, it shall be constructed such that a continual travel path parallel to the curb or the property line is maintained unless deviation is required to avoid an existing obstacle.

4.6.C Crosswalks

1. Crosswalks shall pass through intersection prior to median nose.
2. Raised crosswalks will be considered by the City on a case-by-case basis.
3. Enhanced pedestrian devices at crosswalks shall be provided for roundabouts within 1,500 feet of an elementary school or a middle school, a park, a senior center, or where the City deems necessary to provide for the enhanced safety of pedestrians at a crosswalk. A list of associated devices can be found in the FHWA's Guide for Improving Safety at Uncontrolled Crossing Locations, July 2018 or as amended.

4.6.D Barrier Free Ramps

1. Accessible ramps for sidewalk crossings at intersections of all streets and thoroughfares and at all driveways shall conform to the Pedestrian Design Guidelines and shall be constructed in a manner to be easily and safely negotiated by the physically disabled. Accessible ramp details shall be subject to approval by the Director of Engineering.

4.6.E Pedestrian Handrails

1. Pedestrian handrail of a height not less than 42 inches shall be required when any of the following conditions are located within 2 feet of an existing or planned public sidewalk, or as directed by the Director of Engineering:
 - a. Slopes between 1V:3H and 1V:2H, with a drop of 6 ft or greater;
 - b. Slopes of between 1V:3H and 1V:2H, adjacent to a parallel body of water or other substantial obstacle;
 - c. Slopes of between 1V:2H and 1V:1H, with a drop of 4 ft or greater
 - d. Slopes of 1V:1H or steeper, with a drop of 1 ft or greater.
2. Pedestrian handrails are a long-term maintenance liability and may be considered a roadside hazard and/or a general aesthetic nuisance. To minimize these impacts, the conditions that invoke the requirement for a pedestrian handrail shall first be reviewed for alteration to remove the hazard. If no alteration is feasible, then a pedestrian handrail shall be constructed.
3. Exemptions to this requirement may be considered by the Director of Engineering when:
 - a. The depth of a body of water is less than 1 foot;

- b. The sidewalk provides recreational access to a body of water;
- c. The handrail would irreversibly spoil the natural landscape; or,
- d. Alternative means of protection are approved.

4.7 Median Openings

4.7.A General

1. Median openings play a critical role in the operation and safety of divided roadways. They also provide important points of access to adjoining property. Each median opening should be evaluated based on roadway flow and capacity.
2. Median openings on divided thoroughfares shall be provided at dedicated street intersections and at private drives only where they conform to the City's spacing requirements. All median openings shall be accompanied by a left-turn lane for the driveway or street. The design of median openings and left-turn lanes shall accommodate potential future left-turn lanes that might serve undeveloped land.
3. Median openings and left-turn lanes (including median pavers and traffic control devices) constructed to serve private drives and new roadways shall be paved to City standards, inspected by City inspectors, and paid for by property owners served by the median opening. Median noses shall be constructed monolithic with the street per the City of Shawnee Standard Details. Where the median width is 6 feet or less in width the full median shall be paved with stamped concrete.
4. All median openings on State highways are subject to review and approval by ODOT and shall be designed in accordance with the ODOT Roadway Design Manual at a minimum.

4.7.B Median Spacing Requirements

1. Minimum median opening spacing requirements is 525 feet (nose to nose) Unless otherwise approved by the City Engineer or their designee.
2. Median openings shall be a minimum of 20 feet wider than the width of the driveway which they are serving with a minimum median opening width of 60 feet.
3. Median openings shall accommodate all turning paths and crosswalks and may be greater than 60 feet where necessary to accommodate turning paths and crosswalks subject to approval by the City Engineer or their designee.
4. All median openings shall be centered on the driveway.
5. Median openings occurring at the boundary of municipalities shall seek joint concurrence for median opening spacing requirements.

4.7.C Cross-Slope/Grade Breaks

1. The maximum longitudinal grade break (algebraic difference) for unsignalized non-city street median openings is 4%. During design of divided thoroughfares, spot elevations shall be provided along the median at 100-foot intervals in order to ensure that the addition of future travel lanes, left turn lanes, and median openings can be constructed without exceeding the 4% maximum grade break.

4.7.D Directional Median Openings

1. In locations where full median openings are not permitted, the use of a one-way left turn lane may be appropriate. This would permit vehicles to turn left from the major thoroughfare into the driveway but would not permit vehicles exiting the driveway to pass through the opening.
2. Such an opening would only be permitted where the opening plus required storage and transition can be provided without affecting any other opening or intersection.
3. A minimum spacing of 10 feet shall be required between adjacent and opposite one-way left turn lanes.

4.8 Street and Roadway Lighting

4.8.A General

1. Raised street medians provide lighting for vehicular movement. This lighting shall:
 - a. Use light fixtures that directs 100% of light downwards;
 - b. Use one light pole attached with either one or two lamps;
 - c. Limit light pole heights to a 20-foot maximum; and
 - d. Space light poles between 150 feet to 350 feet.
2. All new subdivisions (excluding replats of tracts where the standards below have been previously met) shall include street lighting.
3. The applicant shall present a plan to install street lighting in conformance with the standards below to the City Engineer for approval prior to final plat submittal in conformance to the following standards below.
 - a. Arterial streets = 27,000 Lumens approximately every 300 feet of street length.
 - b. All other streets = 16,000 Lumens approximately every 300 feet of street length.
4. Standards
 - a. Street lights shall follow the spacing requirements established in Table V.3 of the Unified Development Code (UDC) in an alternating pattern.
 - b. All street lights shall have a minimum 20 foot mounting height.
 - c. All street lights shall use light fixtures that directs 100% of light downwards.

- d. All street light poles shall be at least 3 feet from the street curb.
- e. Street lights shall be installed at all street intersections, at the end of cul-de-sacs, and at intermittent spacing necessary as established in Table V.5 of the UDC, to produce a minimum of 0.6 maintained foot candles for arterial and collector streets and 0.4 maintained foot candles for local streets with a uniformity ratio not exceeding 3 to 1.

4.9 Traffic Studies

4.9.A Introduction

1. The City of Shawnee seeks to ensure that new development does not create a traffic burden on existing surrounding development, or place dangerous strain on roadway capacity. Traffic Studies are required to ensure approved development does not impose these burdens and provides the City with information to guide infrastructure investment and accommodate future development.

4.9.B Traffic Study Characteristics

1. Requirement Authority
 - a. A Traffic Study is required for all developments. The type of study will be determined at the Pre-Study Scope Determination Meeting. The applicant/developer must submit Form A—Initial Traffic Study Screening Evaluation prior to scheduling a Pre-Study Scope Determination Meeting with the city. At this meeting, the City of Shawnee review staff will determine the type of study to be prepared. The City of Shawnee review staff will also consult with the developer and/or the consultant preparing the study to discuss any potential issues and concerns with the project and develop an agreement about the scope of work for the study.
2. Elements to Address
 - a. Trip Generation - Trip generation will be provided by the applicant/developer utilizing the current edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual or the ITE TripGen Web-Based App located at <https://www.itetripgen.org/>. The type of Traffic Study required will be based on the trip generation thresholds and other reasons below.

Table 4.4: Trip Generation Threshold for Traffic Studies

Traffic Study Type	Threshold
Traffic Impact Memo	Up to 100 peak hour trips
Traffic Impact Analysis (TIA)	Over 100 new peak hour trips

Other reasons that a Traffic Impact Analysis may be required include, but are not limited to:

- An application is submitted to rezone a parcel(s) or change the use of a parcel(s) to allow a more intensive trip generating use.
- The project is located at or near a signalized intersection with traffic movement(s) operating worse than Level of Service D.
- The project will provide a through connection that links collector roadways and/or roadways of higher classification.
- The street segment serving the project does not meet current City of Shawnee minimum street standards and/or does not conform to acceptable geometric configurations as defined by the City of Shawnee and/or the Oklahoma Department of Transportation.
- The project is located near a location identified by the City of Shawnee as a high crash/accident location.
- The City of Shawnee review staff has specific concerns regarding site access and/or safety issues.

The discretion to require a traffic study relates specifically to the traffic in and out of the proposed development, the traffic load on the arterial, and current and planned configuration of the arterial.

An applicant shall not avoid the intent of this requirement by submitting piecemeal applications or approval requests for subdivision plats, preliminary or site development plans, or building permits.

b. The applicant shall bring to the Pre-Study Scope Determination Meeting:

- 1) A complete description of the development. This shall include a site map that details land uses, building footprints, the number of units/unit size, access points, internal roadways (if any), streets, proposed sidewalks and bicycle facilities, and the location and number of proposed parking spaces (if applicable). The best available documentation will be sufficient to use during the Pre-Study Scope Determination Meeting. Finalized documents should be submitted, when available, for inclusion in the project file.
- 2) If the development is to be phased, the size, location, and timing of each phase.

c. The applicant shall also be prepared to respond to the following questions:

- 1) What is the relationship of the development to surrounding land uses i.e. interconnectivity with surrounding neighborhoods, pedestrian and bicycle facilities, accessibility to schools and public facilities, etc.?
- 2) Does the design provide facilities for bicycles and pedestrians who need to gain access to, pass by, or pass through the development?

- 3) Is there any other information or material that will facilitate the preparation and accuracy of the traffic study?
- d. Typical information that the City should be expected to provide includes, but may not be limited to, the following:
 - 1) Traffic signal timing
 - 2) Approval of anticipated growth rates
3. The applicant's traffic study preparer will include a complete and accurate analysis of the issues identified at the Pre-Study Scope Determination Meeting. Meeting notes will be prepared by the applicant/developer and distributed to all participants and any others identified specifically at the meeting. Once all comments from participants have been addressed, final minutes will be distributed to all.

4.9.C Traffic Study Preparer Qualifications

The individual completing and/or supervising the preparation of a Traffic Study shall be a registered Professional Engineer (P.E.) in good standing with the State of Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors. Any elements of the Traffic Study that involve roadway or traffic signal design work shall be prepared or supervised by a registered P.E. with specific training in traffic or transportation engineering. Specific Professional Traffic Operations Engineer (PTOE) certification is desired but not required. Each Traffic Study and/or report submitted to the City of Shawnee for final review will be sealed by the engineer overseeing the completion of the study(s) and/or document(s).

4.9.D Traffic Impact Memo

1. When the trip generation thresholds or other reasons for a Traffic Impact Analysis are not met, a Traffic Impact Memo will be required. This memo should identify the trip generation potential on an average weekday, during the AM peak hour, and during the PM peak hour. In addition, the memo should address the appropriateness of all connections to the public street system. Other items may be added to the requirements of the memo on a case-by-case basis as determined by the City Engineer or their designee. Once the need for a Traffic Impact Memo has been determined, the applicant shall provide additional information, identified in Table 4.5, to the City of Shawnee review staff.

4.9.E Traffic Impact Analysis

1. A Traffic Impact Analysis (TIA) evaluates the impacts at site access points and appropriate nearby intersections. Table 4.5 illustrates that the TIA will provide a more robust and in-depth analysis of the impacts of site-generated traffic on the transportation network than the analysis provided in a Traffic Impact Memo.
2. The TIA parameters will include an analysis of the project's access points, an analysis of all roadways serving the project, an analysis of all intersections up to

the first collector roadway or the first roadway of higher functional classification, and the intersections of these roadways with arterial roadways. Intersections and roadways away from the proposed site could be in more than one direction. This includes those intersections that the City of Shawnee review staff feels are necessary to provide for an adequate review of the proposed project's impact. The City of Shawnee review staff, in consultation with the applicant/developer, will determine the TIA study boundaries and the scope of work for the study during the Pre-Study Scope Determination Meeting.

3. Application Process

- a. The completed Traffic Study is to be submitted for review by City of Shawnee review staff with the application to the Planning Commission. This will allow adequate time for City of Shawnee review staff to complete a thorough review of the submitted study and to work through any differences that might exist between the City of Shawnee review staff and the applicant.

4.9.F Traffic Study Requirements

Table 4.5: Traffic Study Requirements

Task	Traffic Impact Memo	Traffic Impact Analysis
Pre-Study Scope Determination	√	√
Impact Analysis:		
Study area and road summary	√	√
Site plan that includes: adjacent land uses, driveways, and roadways (existing and dedicated)	√	√
Project description to include planned land uses, internal circulation for all modes, site access, etc.	√	√
Details of other projects (both approved and permitted) in study area		√
Existing conditions analysis (LOS) at site access locations		√
Existing conditions at nearby intersections		√
Background traffic growth		√
Existing conditions + Background traffic (future without project)		√
Trip generation for specific uses	√	√
Trip distribution analysis		√

Task	Traffic Impact Memo	Traffic Impact Analysis
Future + project conditions analysis at site access locations		√
Future + project conditions analysis for nearby intersections		√
Mitigation identification and evaluation		×
Comparison of trip generation associated with uses allowed, requested vs. current permitted uses		×
Sight distance evaluation	×	√
Opposing driveway locations	√	√
Site Issues:		
Evaluate number, location, and spacing of access points	√	√
Access design, queue lengths, etc.		√
Site circulation		√
Other Analyses:		
Accident/Crash History		×
Signal coordination analysis		×
Signal warrant analysis		×
Turn lane warrant analysis	×	√
Consistency with City roadway standards		√
Segment/Link Analysis		×
Key: √ = required; × = may be appropriate on a case-by-case basis		

Note: LOS = Level of Service as determined by techniques outlined in the *Highway Capacity Manual*.

Adapted from *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*. Tri-County Regional Planning Commission, 1994.

4.9.G Traffic Analysis Software

1. The software used will be based on the Transportation Research Board's Highway Capacity Manual (HCM) and utilize the HCM's formulae in order to conduct capacity analysis for all transportation system scenarios. The software used must be able to analyze intersection operations including signal timing and phasing

analysis, pedestrian calls, queue lengths, and analysis of street segments. The use of multiple software packages is permissible.

2. Software packages such as, Vissim, Passer, Transyt 7-F, HCS, Vistro and Synchro, among others, that perform simulation of traffic dynamics including simulations of transit and heavy vehicle operations, as well as provide graphic descriptions of intersection and link operations are not required but may be utilized. However, data from one of these software packages must be reported in HCM format and meet the basic criteria for exporting data as specified in this document.
3. Specialized software for transit operations analysis, turning templates, geometric analysis, intersection control evaluations, and noise mitigation analysis may be used separately from the traffic operations analysis software discussed in 4.9.G.1 and 4.9.G.2. The use of these types of software packages for analysis of elements included within a Traffic Study submitted to the City of Shawnee must receive prior approval from the City of Shawnee review staff.

4.9.H Forms:

FORM A—INITIAL TRAFFIC STUDY SCREENING EVALUATION

City of Shawnee Traffic Study Screening

Submit this form to the City of Shawnee review staff in advance of requesting a Pre-Study Scope Determination Meeting. Its purpose is to help determine the need for a Traffic Study, and if so, the type of study to be conducted. The City of Shawnee review staff will notify the applicant if a Pre-Study Scope Determination needs to be scheduled.

Date Submitted:		Codes or Planning Case No.:	
City of Shawnee Review Staff Contact Information:		Phone:	
		E-Mail:	
Project Name and Location (specific):			
Nearest Major Cross Streets and Functional Classification:			
Applicant or Project Developer:		Phone:	
Traffic Study Preparer:		Phone:	
Has a study been prepared for this location within the past 5-years?	☐ Yes	Date:	<u>Title/Case No.:</u>
	☐ No		

Include the Following Materials with this Form (Unless this is a Rezoning)
 Two sets of site plans showing all existing and proposed structures, parking and loading areas,
 Driveways, sidewalks and bicycle paths/lanes, and on/off site circulation.

Screening Thresholds	Traffic Impact Memo (Up to 100/pkhr)	Traffic Impact Analysis (Over 100/pkhr)	
-----------------------------	---	--	--

Please Complete Prior to meeting

Trip Generation Calculation

	Zoning District (List Each District) Use Additional Sheet if Necessary	Land Use (List Each Use) Use Additional Sheet if Necessary	Project Size (Square Feet or Dwelling Units)	Peak Hour Trips		Daily Trips
				AM	PM	
Existing						
Total						
Proposed						
Total						
Net Increase/Decrease (+ or -) Above/Below Existing Trips						

City of Shawnee Review Staff Comments:

Recommended Traffic Study Type (circle one)	None (Issue Form B)	Traffic Impact Memo	Traffic Impact Analysis
--	----------------------------	----------------------------	--------------------------------

Evaluated By: _____ Phone: _____

Signature: _____ Date: _____

FORM B—REQUEST FOR REVIEW/COMMENTS OF TRAFFIC STUDY

City of Shawnee Traffic Study Review

A traffic study has been prepared. The City of Shawnee review staff is requested to provide a review of the attached study for the proposed project. The agreed upon study scope is also attached for verification.

Date Submitted:	Codes or Planning Case No.:	
City of Shawnee Review Staff Contact Information:		Phone: _____
		E-Mail: _____
Project Name and Location (specific): _____		
Nearest Major Cross Streets: _____		
Project Developer or Property Owner: _____		
Traffic Study Preparer: _____		
Address: _____		
Phone: _____		
Phone: _____		
E-Mail: _____		
Description of Project:		
The following materials are included with this Request for Review ☐ Pre-Study Scope Determination Notes (Project Scope) ☐ Completed Development Review Application (if not yet completed, provide an approximate date when applications are anticipated to be submitted) ☐ Traffic Study (studies should be sealed by a P.E.) ☐ Site plan ☐ Background information (i.e. existing conditions, adjacent land uses, recent development Activity, planned/programmed improvements, etc.)		
Request Sent by:		Phone:
Signature: _____		Date: _____
Received by:		Phone:
Signature: _____		Date: _____
☐ Recommended for Approval: ☐ Recommended for Approval with Conditions: ☐ Additional Information/Revision Needed: ☐ Recommended Denial:	Comments:	

City of Shawnee Reviewer (Signature) _____

FORM C—FINDING OF NO SIGNIFICANT IMPACT

City of Shawnee Traffic Study Screening

Date Issued:		Codes or Planning Case No.:	
City of Shawnee Review Staff Contact Information:		Phone:	
		E-Mail:	
Project Name and Location (specific): _____			
Nearest Major Cross Streets: _____			
Applicant or Property Developer:		Phone:	
Traffic Study Preparer:		Phone:	
Description of Project:			
The City of Shawnee review staff has reviewed the Initial Traffic Study Evaluation of this project and has found that the traffic impacts will likely not significantly impact the transportation system. A traffic study will not be required.			
City of Shawnee Review Staff Comments:			

Evaluated by:

City of Shawnee Reviewer (Print)

Phone:

Signature:

Date:

Title:

- ☐ **Original**
- ☐ **Interdepartmental Copy**
- ☐ **Departmental Copy**
- ☐ **Applicant Copy**
- ☐ **File Copy**

This form will be returned to you by the City of Shawnee review staff if no traffic study is required. Additional comments, if necessary, will be provided at the earliest possible date, but not later than fifteen (15) business days after receipt of this request.

4.10 Gated Access Points**4.10.A Gate Specifications**

1. The type of controlled access or security gate for a controlled access subdivision must comply with the following requirements for gate installation:
 - a. Single Opening
 - 1) Minimum twenty (20) foot clearance width from curb face to curb face for one way traffic.
 - 2) Minimum twenty-four (24) foot clearance width from curb face to curb face for two (2)-way traffic.
 - 3) Minimum sixty (60) foot gate setback from curb line to gate face.
 - 4) Drives shall be arranged to provide the ability for a vehicle to turn around without backing into the street.
 - b. Dual Openings
 - 1) Minimum fourteen (14) foot clearance width from curb face to curb face on both sides of a median.
 - 2) Minimum forty-five (45) foot obstruction setback from curb line to first obstruction.
 - 3) Minimum sixty (60) foot gate setback from curb line to gate face.
 - 4) Drives shall be arranged to provide the ability for a vehicle to turn around without backing into the street.
 - c. All gates shall have "Knox" hardware or other hardware approved by the Fire Marshal's Office.
 - d. All gates will remain in the open position (unassisted) until gate device is reset.
 - e. Automatic gates shall have a battery backup.

4.10.B Private Street Easements

1. A private street easement shall be at least fifty (50) feet in width for curb and gutter streets and sixty (60) feet in width for streets without curb and gutter.

SECTION 5 PAVEMENT AND SUBGRADE DESIGN REQUIREMENTS**5.1 General**

- 5.1.A Pavement design life shall be 30 years.
- 5.1.B The City's minimum pavement and subgrade thicknesses and dimensions are shown in the City's Standard Details. In no case shall the pavement and subgrade be less than the minimums.
- 5.1.C All roadways and alleys shall have a geotechnical investigation and pavement and subgrade design performed. Results of the geotechnical investigations, engineering analyses, and recommendations shall be presented in a Geotechnical Report for Roadways ("Report"). The Report and any subsequent re-evaluations and/or supplemental reports shall be signed and sealed by a Licensed Professional Engineer in the State of Oklahoma trained and qualified to provide geotechnical engineering analysis and pavement and subgrade design recommendations.
- 5.1.D The geotechnical investigation shall include a subsurface exploration with adequate sample location coverage that is developed by the geotechnical engineer of record for the project. The field investigation shall include test borings, test pits, geophysical soundings, field testing, or other industry-accepted methods to evaluate the subsurface conditions, as appropriate to meet the needs of the project. Test borings shall extend at least 5 feet below the proposed top of pavement.
- 5.1.E City review of the Report will be conducted as a means to verify if the pavement and subgrade design has been performed in general conformance to the City's requirements and shall not be considered a detailed technical review of the pavement and subgrade design for adequacy, accuracy, or completeness. The Geotechnical Engineer performing the pavement and subgrade design shall remain responsible for the technical adequacy, accuracy, and completeness of the pavement and subgrade design and shall not be relieved of any responsibility as a result of the City's review.
- 5.1.F The information and recommendations contained in the Report and any subsequent re-evaluation and/or supplement reports shall be accepted by the City Engineer or their designee in writing prior to the start of construction.
- 5.1.G Fire lane paving shall meet the minimum thickness requirements for a Commercial Alley shown in the Standard Details.
- 5.1.H The design engineer shall prepare a site-specific jointing plan for any roundabout. This includes, but is not necessarily limited to, expansion and contraction/sawed joints.

5.2 Pavement Design

5.2.A Geotechnical Investigation Report

1. The geotechnical investigation shall include a subsurface exploration with adequate sample location coverage that is developed by the geotechnical engineer-of-record for the project. The field investigation shall include test borings, test pits, geophysical soundings, field testing, or other industry accepted methods to evaluate the subsurface conditions, as appropriate to meet the needs of the project. Test borings shall extend at least 5 feet below the proposed top of pavement.
2. Laboratory testing shall be included to characterize the soil properties and classification for each major strata and any substrata that could influence pavement performance. This shall include testing to characterize moisture, density, plasticity, and grain size. Strength and modulus determination testing shall also be performed.
3. The results of the geotechnical investigation shall be summarized in a geotechnical report. A copy of the geotechnical report shall be provided to the City Engineer.
4. The report(s) shall provide the recommended pavement thickness and supporting thickness calculation documentation, including the process used to determine the Equivalent Single Axle Load (ESAL) for each load case.

5.2.B Pavement Design

1. Pavement design shall follow the American Association of State Highway and Transportation Officials (AASHTO) Guide for Design of Pavement Structures, latest edition. Computations shall be performed on an up-to-date version of the computer software program Pavement Analysis Software, developed by the American Concrete Pavement Association. A professional engineer registered in the State of Oklahoma shall prepare and sign the pavement design report.

5.2.C Design Parameters to be Addressed

1. Traffic Volumes
2. Truck Traffic Volumes
3. Design Period
4. Reliability Factor
5. Drainage Coefficient
6. Geotechnical Data
7. Material Coefficients

5.2.D Construction Materials Quality Control Inspection and Testing

1. All street construction projects shall include quality control inspection and testing of materials used for the construction of the subgrade, curb and gutter, and pavement. Private developers are responsible for conducting required testing and inspections. The City will provide a list of approved testing labs.
2. The construction materials quality control inspection and testing requirements/frequency shall be in accordance with the latest edition of the ODOT Site Manager Sampling Frequency Report. In cases where the requirements are in dispute, the City Engineer shall make the final determination of the requirements.
3. Construction materials testing will be performed by an AASHTO accredited testing laboratory. Test results will be stamped and sealed by a Professional Engineer and provided to the City prior to project acceptance. The construction materials quality control program for streets shall include:
 - a. Moisture-density relationship (Proctor curve).
 - b. Atterberg limits.
 - c. Particle size gradation/percent passing No. 200 sieve.
 - d. In place nuclear density determination with moisture.
 - e. Concrete strength testing of samples.
 - f. Slump and entrained air determination.
 - g. Inspection and verification of reinforcing steel.
 - h. Inspection/documentation of concrete placement.
 - i. Inspection/documentation of subgrade stabilization and density.
 - j. Verification testing of asphalt materials and placement.
4. All moisture-density relationship tests shall be based on a five (5) point curve and include at least one index test to document the plasticity (if appropriate) and the percent passing the No. 200 sieve size (for subgrade materials without significant material above the No. 4 sieve) or a particle size gradation curve (for gravelly subgrade soil or granular paving layers).

SECTION 6 STORMWATER DESIGN REQUIREMENTS

6.1 General

Prior to authorization of any building permit by the Building Official, the City Engineer shall review and approve all such plans and calculations as she/he may require of a developer under the terms of this manual, and the City Engineer shall have final authority of engineering interpretations of all required storm events and flood elevations necessary to determine compliance with this section.

6.1.A Purpose

1. The purpose of these criteria and processes are to provide standards for responsible engineering design of site development/improvement projects such that the site being developed, as well as adjacent and downstream properties and infrastructure, are protected from new or aggravated stormwater runoff impacts resulting from site development/improvement projects.

6.1.B Drainage Design Computations

1. Computations and results of analyses to support all drainage designs shall be submitted to the City Engineer for review as part of the Final Drainage Plan. Computer programs and spreadsheets used to perform computations shall be limited to those referenced in this manual. All computations submitted shall be certified by an engineer experienced in municipal stormwater drainage design and licensed in the State of Oklahoma in accordance with the requirements set forth by the Oklahoma State Board of Licensure for Professional Engineers for Land Surveyors. Stormwater runoff computations used for design shall be based on fully developed watershed conditions as calculated based on Section 6.3.B. There may be instances in which existing or interim conditions represent the most critical condition, and these should also be reasonably considered in the design. The goal of every design should be the protection of life and property for all reasonably foreseeable conditions (this requires the exercise of prudent engineering judgment based on experience and training).

6.1.C Maintenance of Drainage Facilities

Drainage facilities that have been dedicated to and accepted by the City are maintained by the City. Private drainage facilities are typically maintained by the property owner on which the facility is located. Some private drainage facilities are owned and/or maintained by a Homeowner's Association. In such cases, this shall be noted on the plat. Most natural creeks and floodplain areas are not owned and maintained by the City. Rather, they are owned and maintained by the property owner(s) on which the creek or floodplain area is located. The existence of a drainage or floodplain easement does not change ownership or maintenance responsibility.

6.1.D Drainage Plan Requirements

As part of the platting process, storm drainage plans shall be prepared. These plans shall coordinate the functions of drainage facilities for both off-site and on-site drainage flows constructed as a part of a site development project. The goal of these facilities is to provide the level of stormwater service to public and private property reflected in **Table 6.1**.

Table 6.1: Flood Protection Requirements

Facility	Storm Frequency	Level of Service	Freeboard Reference Point
Enclosed Pipe (non-sump areas)	10-year	1 foot freeboard	HGL compared to Gutter Elevation
Enclosed Pipe (sump areas)	50-year	HGL at gutter flowline	NA
Arterials and Collectors	100-year	• Outside lanes inundated to 0.4' • Inside lanes open • All flow contained within ROW	NA
Neighborhood Streets	100-year	• Inundation < 0.5' • All flow contained within ROW	NA
Roadside Ditches	10-year	Top of ditch	NA
Channels and Creek Improvements	100-year	1 foot freeboard	Top of Channel or Creek and/or Based on Direction from the Floodplain Administrator
Culverts	100-year	1 foot freeboard	Top of Curb on street above culvert or edge of pavement where there is no curb
Bridges	100-year	1 foot freeboard	Low Chord of Bridge

Facility	Storm Frequency	Level of Service	Freeboard Reference Point
Detention/retention	100-year	1 foot freeboard	Top of berm
Residential Structures	100-year	1 foot freeboard	Water Surface Elevation to lowest finished floor elevation
Non-residential and accessory structures	100-year	1 foot freeboard or equivalent floodproofing	Water Surface Elevation to lowest finished floor elevation

1. Storm drainage plans shall include:
 - a. Present site conditions:
 - 1) Existing site topography extending a minimum of 50 feet past property limits with contour lines (1' maximum interval) shall be provided. In some cases, 0.5' intervals may be necessary.
 - b. Existing features:
 - 1) Easements and rights-of-way (ROW).
 - 2) All utilities.
 - 3) Drainage ways with 1% chance floodplain and floodway limits.
 - 4) Buildings, fences, retaining walls, and other physical features.
 - 5) Spot elevations at perimeter lot lines.
 - 6) Storm drainage structures and off-site drainage.
 - 7) All existing above ground features.
 - c. Proposed site conditions:
 - 1) Drainage flow arrows.
 - 2) Proposed topography at a maximum of one (1) foot contour intervals.
 - d. Proposed improvements:
 - 1) Sidewalks, bike paths, and other public improvements.
 - 2) Storm drainage structures and off-site drainage.
 - 3) Creek alteration and channel plan.
 - 4) Detention and Retention facility plans.
 - 5) Top of curb elevation at each 100-foot station.

- 6) Retaining walls that are 3 feet high or higher.
 - 7) Pad and proposed finished floor elevations.
 - 8) All Americans with Disabilities Act (ADA) site features.
 - 9) Any other significant improvements/site features that are not otherwise listed above.
- e. City of Shawnee standard construction details shall be used. When the City does not have a detail for an element of the drainage system being designed, Oklahoma Department of Transportation (ODOT) details, or another detail proposed by the design engineer, may be used if approved by the City Engineer.
 - f. All drainage areas (existing/interim/proposed) shall be clearly marked on the drainage area plan sheet, showing acreage, runoff and off-site pickup points.
 - g. A Sediment and Erosion Control Plan for both pre- and post- construction meeting the requirements of **Section 6.10** shall be prepared and submitted for review and approval by the City Engineer.

6.1.E Drainage Easements

All proposed stormwater facilities that are outside of City ROW or existing easements, shall be provided with a drainage easement. The following are the minimum requirements for the easements:

1. When a subdivision is traversed by a watercourse, drainageway, channel, or stream, there shall be provided a drainage easement or ROW conforming substantially to the lines of such watercourse. Wherever possible, it is desirable that the drainage be maintained by an open channel.
2. In cases where stormwater runoff is conveyed via an underground pipe system not located in the street ROW, drainage easements shall be dedicated and depicted on both the Preliminary and Final plat documents.
3. Drainage easements shall extend from the road to a natural watercourse or to other drainage facilities which the applicant's engineer has demonstrated have the capacity to receive the runoff without creating or aggravating flooding or erosion.
4. When a proposed drainage system carries water across private land outside the subdivision, appropriate drainage rights must be secured by the owner of the property being subdivided and indicated on the plat.
5. Storm drains:
 - a. Drainage easements shall have a minimum width of fifteen (15) feet. Additional easement width shall be provided based on depth and diameter of utilities. The minimum easement width for stormwater mains deeper than ten (10) feet to the bottom of pipe, shall be equal to two point five (2.5) times the depth of the

line plus the width of the line, rounded up to the nearest five (5) feet. For example, for a forty-eight (48) inch stormwater main thirteen (13) feet deep, the stormwater easement would be $(2.5 \times 13 \text{ feet}) + 4 \text{ feet} = 36.5 \text{ feet}$, rounded up to the nearest 5 feet = 40 feet. Larger easement widths may be required by the City Engineer.

- b. Single stormwater mains shall be located in the center of the easements. For two (2) or more parallel utility mains less than ten (10) feet deep in an easement, maintain the centerline of the utility a minimum of seven point five (7.5) feet from the edge of the easement. For mains greater than ten (10) feet deep, the easement width shall be two point five (2.5) times the depth.

6. Channels/creeks/streams

Easement width shall accommodate the spread of the flow from the 100-year event plus one (1) foot of freeboard and an additional ten (10) feet for maintenance access.

6.1.F General Lot Grading and Drainage Requirements

In addition to new construction, substantial improvements to existing structures within the 100-year flood plain will be subject to all regulations and requirements of these regulations.

1. New construction or substantial improvements of residential or non-residential structures (including prefabricated homes) and accessory building shall have the lowest floor (including basements) elevated to one (1) foot above the level of the one hundred (100) year frequency flood. Non-residential structures and accessory buildings may meet this requirement by flood proofing the structures, including utility and sanitary facilities, up to one (1) foot above the level of the 100-year frequency flood.
2. Lot-to-lot flow: Grading and drainage from a site development project shall not negatively impact surrounding properties. In single family residential, duplex, or mobile home development, site grading shall be carried out in such a manner that surface water from each dwelling lot will flow directly to a storm sewer, improved channel, sodded swale, or paved street without crossing more than four (4) adjacent lots. Once runoff is conveyed to a public right-of-way or drainage or floodplain easement, it may not be directed back onto private property outside of a drainage or floodplain easement.
3. Lots shall be graded to drain surface water away from the foundation walls. The grade shall fall a minimum of six (6) inches within the first ten (10) feet. Where lot lines, walls, slopes, or other physical barriers prohibit six (6) inches of fall within the first ten (10) feet, drains or swales shall be constructed to ensure drainage flows away from the structure. Impervious surfaces within ten (10) feet of the building foundation shall be sloped a minimum of two (2) percent away from the building. All earthen drainage swales draining areas less than one cumulative acre

shall have a two (2) percent minimum slope. Side yards and backyards that shall have a one (1) percent minimum slope. All paved drainage swales shall have a one half (0.5) percent minimum slope.

4. Street flow capacity: Surface water collected in streets shall be delivered to storm drains at satisfactory intervals to achieve the levels of flood protection stipulated in **Table 6.1**. The drainage area allowed for surface flow in streets at point of diversion shall not exceed twenty (20) acres, regardless of flow.
5. Fill, grading measures, and building floodproofing measures shall be approved by the City Engineer. The minimum standard shall apply as set forth in the requirements of the FEMA National Flood Insurance Program in effect at the time of the development or by the standards set forth in this manual for properties not in a FEMA Special Flood Hazard Area (SFHA).
6. The City of Shawnee reserves the right to require off-site improvements to preclude any backup of tail water inundating any areas outside of the dedicated drainage easements or impacting structures as a result of the 100-year flood.

6.2 Floodplain Development Criteria

6.2.A General

The following provisions apply only to lands designated as "Flood Prone Areas". Special review and control measures shall be required to assure protection from flooding as set forth in this section. A "Flood Prone Area" for the purpose of this section shall include: any land designated with a SFHA category on a FEMA Flood Insurance Rate Map (FIRM); areas outside the FEMA SFHA where hydrologic & hydraulic modeling has been conducted and demonstrates private property or hazardous road flooding and areas outside of the SFHA that have historically experienced chronic flooding.

1. All development within the floodplain requires review and approval by the City Engineer.
2. Portions of the 100-year floodplain, based on fully developed watershed conditions, may be reclaimed provided that the work fully complies with all provisions of Chapter 14 of the City of Shawnee Code of Ordinances and;
 - a. Flows are not concentrated on an adjacent property owner, unless the impacted property owners agree in writing to receive the concentrated flows;
 - b. Acceptable velocities are maintained (see **Section 6.7.A2**);
 - c. Channel stability in the reach being reclaimed is not adversely impacted and,
 - d. In any stream with a contributing watershed of two hundred (200) acres or more at the point of development, an equivalent volume of valley storage must be provided in the same reach as the proposed development.

3. Velocities throughout the channel must be analyzed for both the fully developed 5-year and fully developed 100-year events to ensure that any new fill and grading is protected per the requirements of **Section 6.7.A2**.

6.2.B Building Permitting

1. No permit shall be issued for new development or for the start of new construction or for expansion or additional construction to existing structures for any residential or non-residential structure or accessory building, including prefabricated or mobile homes unless the application for permit is submitted accompanied by the following information for review:
 - a. Plans drawn to scale showing the nature, location, dimensions, and elevation of the lot, existing or proposed structures, fill, storage of materials, floodproofing measures, and the relationship of the above to any channel traversing or adjacent to the property being developed.
 - b. A typical valley cross-section showing any channel or conveyance path, elevation of land areas adjoining each side of the channel or conveyance path, cross-sectional areas to be occupied by the proposed development and high-water information.
 - c. Plans (surface view) showing elevations and contours of the ground; pertinent structures, fill or storage elevations, size, location, and spatial arrangement of all proposed and existing structures on the site; location and elevations of streets, water supply, sanitary facilities; photographs showing existing land uses and vegetation upstream and downstream, soil types, and other pertinent information.
 - d. A profile showing the slope of the bottom of the channel or conveyance path. This profile shall cover a minimum of 300 feet upstream and downstream from the property limits unless additional information is requested by the City Engineer.
 - e. Specifications for building construction and materials, flood-proofing, filling, dredging, grading, channel improvement, storage of materials, water supply, and sanitary facilities.
 - f. Copies of all other permits required by State or Federal law, including Section 404 of the Federal water Pollution Control Act Amendments of 1972, 33.U.S.Code. 1334.

6.2.C Floodway Requirements

"Floodway" shall be defined as: The channel of a river or other water course and portions of the adjoining flood plain that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

1. When floodway data is provided on the FIRM, the following control measures will apply to that portion of the floodway outside of the dedicated channel as required by the regulation.
 - a. Fill or encroachments are prohibited within the designated floodway that would impact its ability to carry and discharge waters resulting from the 100-year flood with no rise in base flood elevations.
 - b. No structure, improvement or development, temporary or permanent, shall be constructed in the floodway, nor shall any obstruction, fill or storage of goods, materials or equipment be permitted within the floodway.
 - c. Existing non-conforming uses in the floodway shall not be expanded but may be modified, altered or required to incorporate flood-proofing measures provided such measures do not raise the level of the 100-year flood.
2. Floodway realignment
 - a. All Floodway realignments shall be planned, designed, and constructed in accordance with FEMA and United States Army Corps of Engineers (USACE) regulations, and any pertinent creek specific master plans. Floodway realignments that impact only the submitting landowner may be approved by the City Engineer while realignments that will impact more than one property owner will require formal assent from impacted property owners. If a floodway realignment request has been approved, the developer or the developer's consulting engineer shall submit all necessary data to the City and FEMA and shall be responsible for all fees required to obtain a Conditional Letter of Map Revision (CLOMR) from FEMA.
 - b. Floodway realignment requests must be approved by FEMA (by obtaining a CLOMR) and the City Engineer prior to approval of the Record Plat. A CLOMR must be obtained from FEMA prior to issuance of a Floodplain Development Permit. Due to the typical review period required by FEMA, the developer is encouraged to submit floodway revision requests to the City as soon as possible to avoid delays in obtaining approval of the Floodplain Development Permit.

6.3 Runoff Calculation Methods

6.3.A Design Frequencies

Total rainfall is provided for calculation of flows using programs such as HEC-1, HEC- HMS, or WinTR-55. Rainfall intensities are provided for calculation of flow using the rational or modified rational methods. Annual average rainfall for the City is also provided for using the current USGS regression equations as in the National Stream Stats (NSS) methods.

Total rainfall is calculated from the current NOAA Atlas rainfall planning metrics and presented in rainfall total depths varying in inches over a given duration and

frequency as well as in the rainfall intensity in inches per hour varying over a given duration and frequency.

6.3.B Runoff Calculations Methods

There are many methods for calculating runoff for design of components of a storm drainage system. Methods acceptable to the City depend on the type of design analysis and include the Rational Method, Modified Rational Method for stormwater detention, Soil Conservation Service (SCS) Method, and USGS Regression Equation Methods used within StreamStats. See **Table 6.2** for the applicability of the various methods. Peak flow calculations are used for sizing drainage conveyance systems. Total volume of flow is used in sizing detention facilities for storage quantity requirements.

Table 6.2: Applicability of Runoff Calculation Methods

	Applicable Use		Use with Minimum Basin Area (Acres)	Use with Maximum Basin Area (Acres)
	Peak Flow	Total Volume		
Rational Method	Yes	No	0	200
SCS Method	Yes	Yes	200	2000
USGS Regression Equations*	Yes	No	200	None
Modified Rational	No	Yes	0	20

***NOTE:** Limit use of regression equations to runoff from offsite areas where 30% or less of the drainage area is developed.

Any drainage basin analyzed to calculate flow rates for any frequency storm shall be considered fully urbanized to produce urbanized flow rates for design purposes. All drainage calculations or flood studies shall consider fully urbanized runoff conditions and urbanized flow rates.

1. Rational Method

Runoff from surface drainage areas may be determined by the Rational Method formula:

$$Q = CIA$$

Where,

- Q = Flow in cubic feet per second
- A = Surface area to be drained in acres, determined by field topographic surveys or based on City of Shawnee most current contours
- C = Area runoff coefficient, fraction of runoff, and may vary between fifty (50) percent and ninety-five (95) percent expressed as a dimensionless decimal fraction, that appears as surface runoff from the contributing drainage area. The C factors for the fully urbanized condition shall be as set forth in **Table 6.3**. Existing conditions C factors shall be based on the engineer's judgment, subject to the City Engineer's agreement, of the actual level of imperviousness of the upstream areas contributing flow to the site being developed.
- I = Rainfall intensity based on the rainfall rate in inches per hour

Table 6.3: Runoff Coefficients, "C" Factors

Development Type	Runoff Coefficients
Detached single-family dwelling	0.70
Acreage Residential 2.5+ acres	0.60
Townhouse	0.75
Duplex	0.75
Tri-plex/Quad-Plex	0.80
Multifamily Dwelling (Apartments)/Includes Group Living	0.85
Office uses	0.90
Shopping Centers and retail uses	0.95
Industrial uses	0.95

One of the basic assumptions underlying the Rational Method is that runoff is a function of the average rainfall rate during the time required for water to flow from the most hydraulically remote part of the drainage area to the point under consideration. The other significant assumption is that intensity of rainfall is constant over the entire basin during this time.

2. Time of Concentration

Time of concentration consists of overland flow time, T_o , plus the time of travel, T_f , in the storm sewer, paved gutter, roadside drainage ditch, or drainage channel. The latter portion, T_f , of the time of concentration can be estimated from the hydraulic properties (velocity) of the storm sewer, gutter, swale, ditch, or channel. Overland flow time, on the other hand, will vary with surface slope, surface cover and distance of surface flow.

The time of concentration can be calculated using the following equation:

$$T_c = T_o + T_f$$

Where,

T_c = Time of concentration (minutes)

T_o = Initial or overland flow time (minutes)

T_f = Travel time in the ditch, channel, gutter, storm sewer, etc. (minutes)

NOTE: Minimum time of concentration, T_c , shall be five (5) minutes.

The overland flow time, T_o , can be calculated using the following equation:

$$T_o = \frac{KL^{0.37}}{S^{0.2}}$$

Where,

K = Retardance factor (see **Table 6.4**)

L = Length of the overland flow in feet

S = Slope of the ground (ft/ft)

NOTE: The maximum overland flow length shall be 1,000 feet.

Table 6.4: Retardance "K" factor for Type of Cover

Type of Cover	"K" Factor
Dense Grass	1.13
Average Grass	1.000
Poor Grass	0.942
Bare Soil	0.604
Acreage Residential 0.5 to 2.0 acres	0.633

Acreage Residential 2.0 to 5.0 acres	0.756
Residential / Duplex / Quad-Plex	0.511
Commercial / Apartment Complex	0.445
Industrial/Pavement	0.372

The total time of concentration shall be the combination of overland flow time with the remaining flow path travel time, T_f , which is calculated using the hydraulic properties (velocity) of the swale, ditch, or channel. The calculated velocity shall be based on Manning's equation. The following equation is used for calculating the travel time forward:

$$T_f = \left(\frac{FPL}{V} \right) / T$$

Where,

FPL= Flow Path Length in feet

V= Velocity in feet per second

T= Sixty (60) seconds

Rainfall intensities for the Rational Method are calculated using the following method. The intensity, i , is the average rainfall rate in inches per hour for the period of maximum rainfall of a given frequency having duration equal to the time of concentration. For a given time of concentration, T_c , and a given design storm frequency, the rainfall intensity, i , can be obtained using the following equation:

$$i = \frac{B}{(T_c + D)^E}$$

Where,

i = Rainfall Intensity in inches per hour

T_c = Time of Concentration in minutes

B, D, E = Parameters defined in **Table 6.5** for various storm frequencies.

Table 6.5: Rainfall Intensity Parameters

Return Period	Parameters for the IDF Equations		
	B	D	E
2-Year	53	10	0.82
5-Year	64	12	0.79
10-Year	74	12	0.79
25-Year	93	15	0.79
50-Year	104	15	0.79
100-Year	108	15	0.77
500-Year	130	15	0.75

**Source: Drainage Design Manual, ODOT, November 2014*

3. SCS Unit Hydrograph Method

The Soil Conservation Service (SCS) method is considered acceptable for certain analyses and for determining variable values for input to other software such as HEC-HMS. The NRCS program WinTR-55 or the U.S. Army Corps of Engineers computer programs HEC-HMS are acceptable ways of utilizing the SCS methodology.

4. United States Geological Survey (USGS) Regression Equations

The USGS regression equations are used in the StreamStats methods for stormwater runoff calculations. StreamStats produces projections of non-urbanized flow. The non-urbanized flows generated with regression equations are to be adjusted by applying appropriate Basin Urbanization Factors as described in USGS Scientific Investigations Report 2019-5143, "Methods for Estimating the Magnitude and Frequency of Peak Streamflows for Unregulated Streams in Oklahoma Developed by Using Streamflow Data Through 2017".

5. Modified Rational Method

The modified rational method (MRM) is an extension of the rational method to produce simple runoff hydrographs. The MRM is often called the rational hydrograph method. Application of the MRM produces a runoff hydrograph and runoff volume in contrast to application of the rational method, which produces only the peak design discharge (Q_p).

6.3.C Hydraulic Calculation Methods

Manning's method shall be used for the hydraulic evaluation of drainage ditches and storm sewers. For drainage ditch structures draining up to 20-acres, Manning's equation for uniform flow can be used.

1. Manning's Equation

The size of closed storm sewers, open channels, culverts, and bridges shall be determined by using Manning's Equation which may be modified for use with runoff determined by the Rational Formula to:

$$Q = \frac{1.486}{n} A R^{2/3} S^{1/2}$$

Where:

Q = discharge (cfs)

A = cross sectional area of water in conduit (ft²)

R = hydraulic radius of water in conduit (R = water flow area/wetted perimeter)

S = mean slope of the flowline gradient in feet of vertical rise per foot of horizontal distance

N = Manning's roughness coefficient. The typical values of Manning's roughness coefficients for capacity calculations are provided in the **Table 6.6**.

Table 6.6: Manning's Roughness Coefficients

Material	Coefficient
RCP & RCB	0.013
HP	0.013
HDPE	0.013
CMP*	0.024
Concrete Lined Channel	0.013
Grass Lined Channel	0.035
Concrete Curb & Gutter	0.013
Asphalt Pavement	0.016
Rip-Rap	n = 0.0395(d50) d50=nominal stone diameter in feet

***NOTE: CMP only permitted for privately maintained facilities on private property**

In addition to Manning's equation, use of the other design methods may be required to adequately size storm water facilities. The design of storm sewer systems shall achieve the levels of flood protection stipulated in **Table 6.1**.

2. Backwater Profile Using HEC-RAS or HEC-2

The USACE programs HEC-RAS River Analysis System or HEC-2 Water Surface Profiles Program shall be used to analyze all open channels with drainage areas larger than twenty (20) acres. Normal depth shall be used as the boundary condition if a beginning water surface elevation is not known. If a previous study is

available downstream of the existing location, the boundary conditions should be based on the known water surface elevation of the approved study.

3. Use of Other Commercially Available Packages

Use of other software such as EPA-SWMM, XP-SWMM, PC-SWMM, AutoCAD Storm and Sanitary Analysis, or any other similar commercially available package is permitted if a justification for the value of parameters is provided by the engineering consultant.

6.4 Street Flow

When the drainage in the street exceeds allowable limits, a storm sewer system is required to convey the stormwater runoff. Use of streets for conveyance of stormwater runoff shall be within the following limitations:

6.4.A Street Flow Limitations

1. Drainage area allowed for surface flow in streets at point of diversion shall not exceed twenty (20) acres, regardless of flow
2. The street shall be designed for fully urbanized runoff conditions as determined by current zoning for the area. It is the responsibility of the Engineer to verify use of the most updated zoning map for the area. The current zoning map can be found on the Shawnee website.
3. The 100-year fully urbanized flow shall be contained within the ROW.
4. For arterial and collector streets, the depth of street flow is limited to inundation of the outside lane (typically 0.4 feet) during a 100-year frequency rainstorm under fully urbanized conditions. The inside lanes must be free of excess runoff.
5. For residential streets, the depth of street flow is limited to one half (0.50) foot during a 100-year frequency rainstorm under fully urbanized conditions.
6. Where sump collection systems are used, an overflow route shall be established in the event of complete blockage of the sump.
7. Street capacities are calculated based on the area and wetted perimeter of the roadway cross-section when considering the street width and crown of the roadway. The minimum capacity for any stretch of roadway is based on the minimum slope of the roadway section. A minimum longitudinal slope of 0.50 percent shall be maintained at every location along a proposed street or as otherwise approved by the City Engineer.

6.4.B Street Flow Calculations

1. The roadway capacity may be calculated using the Manning equation with curb heights, pavement widths, and crown heights based on the standard paving section used

$$Q = \frac{0.56}{n} S_x^{1.67} S^{0.5} T^{2.67}$$

Where,

Q= discharge (cfs)

S_x= paving cross slope from gutter to crown shall be two (2) percent

S= mean longitudinal slope of paving shall be 0.50 percent minimum

T= width of flow (ft)

n= Manning's roughness coefficient for paved sections= 0.013 minimum

6.5 Inlet Design

6.5.A Inlet Design Considerations

1. Inlets must be designed for fully urbanized conditions as determined by current zoning for the area and sized and spaced to achieve the street flood protection levels set forth in **Section 6.4.A** and **Table 6.1**.
2. Curb inlet grates are required to drain the very low flow that usually cannot enter curb hoods. Grates shall be located at the lowest point of the sump or the downstream end of a curb inlet.
3. At least one curb inlet shall be located at a sump location unless the location is being served with a flume with a curb opening.
4. If a street/roadway is designed to drain towards a "T" intersection and the intersecting street is flowing at seventy (70) percent or greater street capacity, then inlets must be placed before the intersection to drain all of the upstream street discharge. If a street is designed to drain towards a "T" intersection, additional finished floor and driveway location restrictions are imposed to protect against driveways acting as a channel that may drain storm water runoff towards a garage causing flooding. A driveway edge for a lot along a T-intersection shall have a minimum offset of twenty (20) feet from the center line of the intersecting street.
5. Curb inlets located at sumps shall be designed to intercept a minimum of the peak discharge from the 50-year design event with an overflow structure designed to intercept the difference between the inlet capacity and the 100-year by-pass from all other upstream inlet locations. If there is no overflow structure, the curb inlets at sumps, and the storm drain system they serve, must be designed to carry the 100-year storm and the 100-year by-pass from all other upstream inlet locations.
6. The curb cut width for a flume opening or the entrance width of an overflow flume shall not exceed fifteen (15) feet. The minimum flume width shall be four (4) feet.

6.5.B Location and Spacing of Inlets:

1. Inlets shall be located at all low points in the gutter grade, on side streets at intersections where runoff would flow onto an arterial street or highway, and upgrade of bridges to prevent runoff from flowing onto the bridge deck. Inlets are also required when the allowable depth of flow in the gutter is exceeded.
2. Inlets at intersections shall be located in such a manner that no part of the inlet will encroach upon the curb return. Inlets on a continuous grade in the interior of a block should be placed upstream of a nearby driveway, if possible. The flowline and top of curb elevations shall be shown on all inlets.
3. The first inlet shall be located no more than four- hundred (400) feet from the high point in the street profile or at the point where the outside lane would be inundated, whichever is less.
4. The spacing between inlets shall be such that depths of flow and widths of spread requirements are not violated.

6.5.C Interception and Bypass:

1. Attempting to intercept all the flow on a street at every inlet leads to a costly storm sewer system. It is more cost effective to allow some portion of the runoff to bypass an inlet and intercept the runoff at the next inlet. Another cost-effective method is to design as many of the inlets as possible to be sump inlets.
2. The type of inlet to be used and the percentage of flow to be intercepted at a particular location to achieve the required level of flood protection is left to the evaluation and calculations of the designer. The objective is to minimize the cost of the storm sewer system while satisfying all of the design criteria.
3. On-grade inlets are required to capture seventy (70) percent of the local flow, allowing no more than thirty (30) percent bypass.
4. Hydraulic design of inlets shall be in accordance with **Section 6.5.D**.
5. When inlets are placed in a sump, emergency overflow shall be provided as described in **Section 6.5.A5**

6.5.D Hydraulic Evaluation of Inlets

1. The calculation of inlet capacities shall be completed using either a commercially available software program approved by the City Engineer (see Section 6.3.C3), generally accepted formulas appropriate to the particular situation, or, for inlet configurations including grates, the methodology set forth by the inlet manufacturer when available.
2. When a grate is used in conjunction with a curb opening directly behind the grate, only the hydraulic capacity of the grate shall be used to estimate the flow that is

intercepted, since the curb inlet portion is reserved to serve as overflow when the grate is blocked.

- The clogging factors in **Table 6.7** shall be used to adjust the calculated maximum inlet capture capacity to account for blockages.

Table 6.7: Inlet Clogging Factors

Inlet Type	Inlet Location	Clogging Factor
Curb opening only	Continuous grade	0.8
Curb opening only	Sump	0.8
Combination curb and grate	Continuous grade	1.0
Inlet Type	Inlet Location	Clogging Factor
Combination curb and grate	Sump	0.7
Median	Sump*	0.8
Grate only**	Continuous grade	0.6
Grate only**	Sump	0.5

Notes:

**Because of the grading required around a median inlet, the inlet only operates in a sump condition during design flows.*

***Inlets with grates only are not permitted but are included in the table for evaluation of existing conditions.*

6.6 Storm Drain Design

6.6.A Calculations and Design

The capacity calculations for a closed storm sewer shall be performed using **Section 6.6.A**. In addition to Manning's equation, the use of other design methods may be required to adequately size stormwater facilities.

Design of storm sewer systems shall maintain the hydraulic grade line (HGL) below any gutter elevation and any manhole top lid/rim elevation to eliminate flooding inlets or system overflow along the design reach limit consistent with the flood protection requirements stipulated in **Table 6.1**. If the storm sewer system is discharging to a detention pond, creek or channel, the Q_{100} water surface elevation (WSEL) from the downstream drainage infrastructure shall be used as the tailwater elevation for the HGL analysis. However, if the storm sewer system is connecting

to an existing storm sewer system, water surface elevation at the full flow condition of the downstream storm sewer pipe shall be used as the tailwater elevation for the HGL analysis.

6.6.B Minimum Sizing and Other Design Standards

A closed storm sewer system shall be sized for fully urbanized flow conditions. A closed storm sewer shall meet the requirements of and be compliant with the Engineering Design Manual regardless of the capacity of the downstream storm sewer. A closed storm sewer within public ROW shall not be less than eighteen (18) inches in diameter. A closed storm sewer crossing a public street shall utilize Reinforced Concrete Pipe (RCP) with “O” rings or a Reinforced Concrete Box (RCB). If a minimum of 2’ of cover between the road sub-grade and the top of pipe can be achieved, High-Performance Polypropylene (HP) pipe may be used for road crossings, if installed in accordance with manufacturer’s recommendations and ASTM D2321 (adjusted for local conditions as approved by the City Engineer). A closed storm sewer within a public drainage easement, next to curbs, and between houses shall either be RCP with “O” rings, RCB, or HP pipe with watertight (WT) gaskets. All joints on RCP, RCB, and HP shall be wrapped with a continuous filter fabric strip overlapping two (2) feet on each side of the pipe joint to ensure proper protection. Corrugated Metal Pipe (CMP) shall not be used in publicly funded improvements or for any improvements to be dedicated to the City. CMP may be used in rural private improvements or developments. High-Density Polyethylene Pipe (HDPE) shall only be allowed in private improvements or developments.

A closed storm sewer shall be constructed with a minimum soil cover of two (2) feet from the top of the finished grade to the top of the pipe. Any variation from this minimum depth must be pre-approved by the City Engineer. If two (2) foot of soil cover cannot be achieved, Class IV pipe shall be required. A closed storm sewer shall be constructed with crushed rock backfill under the public street and under paving within the public drainage easement. A closed storm sewer shall have a minimum flow velocity of 2.5 fps and a maximum velocity based on the type of material as shown in **Table 6.8** below.

Table 6.8: Minimum Manning’s “n” Value and Maximum Velocities for Sewer Materials

Material	Maximum Velocity (fps)	Minimum “n” value
Concrete	15	0.013
CMP*	12	0.024
HP	14	0.013
HDPE*	14	0.013

***NOTE: CMP and HDPE only permitted on private property for privately maintained facilities**

6.6.C Horizontal and Vertical Alignments

The diameter of the pipe shall not decrease proceeding down gradient within the closed storm sewer system. At points where pipe diameters change, the pipe soffit elevations shall match, and flow line elevations shall drop through the manhole or junction box. A diversion of flow is not allowed (i.e., the discharge point and all inlets of a closed storm sewer system shall be within the same watershed). Unless there is a difficulty providing the depth of cover, it is desirable to use closed storm sewer conduit with a circular cross-section. A closed storm sewer shall not be located under paving parallel to the centerline of the roadway unless specifically approved by the City Engineer. All closed storm sewers must be extended to the property limits of the improved development.

When tying two storm sewer reaches together, the soffits of the upstream pipe and the downstream pipe shall match.

6.6.D Manhole, Inlets, and Junction Boxes

A manhole or junction box shall be required for any change in direction, pipe size or slope of any storm sewer in the City of Shawnee. Separation for all manholes and junction boxes for RCP less than or equal to sixty (60) inch diameter or RCB less than or equal to five (5) feet in height, shall be a maximum of three hundred seventy-five (375) feet. A structurally designed and adequately sized concrete junction box with a minimum six (6) inch space between the outside of the pipes and inside wall shall be used for connecting three or more pipes of eighteen (18) inches or larger. A radius junction box shall be used to obtain a horizontal direction change for pipes larger than thirty (30) inches. The minimum length of a storm sewer pipe between structures shall be five (5) feet.

6.6.E Outfall Condition and Grade to Drain Requirements

Pipe/Culvert Outfall shall be lowered to the flow line of receiving creek or shall tie into the existing low point at the property line. If these conditions cannot be met, the developer shall obtain a grade to drain easement from the adjacent property owner(s) of sufficient length and width to ensure the proper function of the storm sewer system. A three (3) foot cut-off wall is required at all pipe/culvert outfalls. If the discharge velocities are higher than the existing downstream natural soil shear stresses and velocities shown in **Table 6**, permanent structural and/or non-structural erosion controls shall be required consistent with **Section 6.7.B.3**. A temporary easement from the adjoining property owners shall be obtained by the developer if necessary. The 100-year WSEL at the storm sewer outfall must be shown on plans. The 100-year WSEL in the receiving stream shall be used as the beginning elevation of any storm system HGL calculation.

6.7 Open Channels

6.7.A Design Parameters

Fully urbanized conditions shall be used for calculation of flows. However, the minimum composite runoff coefficient shall meet the requirements of **Table 6.3**. The appropriate method as discussed in prior chapters of this document shall be used for calculation of design flows.

1. Hydraulics of Open Channels

Presented in this section are the basic equations and computational procedures for uniform, gradually varied and rapidly varied flow. These flow conditions may be encountered in any open channel hydraulic analysis. HEC-RAS or HEC-2 computer programs shall be used to perform hydraulic analysis on open channels with drainage areas greater than ten (10) acres. Other methods of channel calculations may be used. However, any calculation method must account for the effects of any downstream culverts, permanent obstructions, or backwater effects. HEC-RAS is a hydraulic simulation model developed by the USACE and is the successor to HEC-2. Hydraulic behavior of open channels is dependent on the type of flow in the channel.

Open channel design, construction, and performance will be dictated by the flow regime present at the project site, which will be dependent on the drainage area, slope, and channel conditions upstream and downstream of the reach where channel modifications are proposed. The considerations and standards are outlined in the following sub-sections.

2. Natural Channels

The City encourages the use of natural channels when possible. Natural channels are channels closely following historic alignments and without changes to the historic condition. A natural channel definition is voided if any realignment of the channel is proposed. Construction of a new earthen channel does not comply with the definition of a natural channel. A natural channel shall be included in the platted "Common Area" and the maintenance of the common area shall be the responsibility of the Homeowner's/Property Owner's Association. The 100-year floodplain based on fully urbanized conditions shall be included in the private drainage easement or platted "Common Area". Also note that developers are responsible for acquisition of all state and federal regulatory agency permits and approvals.

3. Design and Construction Standards

All design and construction details for channel designs shall include one (1) foot of freeboard from 100-year water surface elevations as calculated.

a. Grass Channel

- 1) All improved grass channels shall be privately maintained regardless of size or contributing drainage basin. The side slopes of improved grass channels shall not exceed 3:1 (H:V).

- 2) The analyses of all open channels shall use approved methods of flow calculations such as HEC-RAS or HEC-2.
 - 3) Additional erosion protection measures may be required as described in other sections or adopted policies.
- b. Concrete Channel
- 1) Concrete channels may be used to provide conveyance for publicly maintained secondary channels with over forty (40) acres of drainage area.
 - 2) The analyses of all open channels shall use approved methods of flow calculations such as HEC-RAS or HEC-2. The maximum velocity shall be limited to fifteen (15) fps. If the maximum limits are exceeded, drop structures or energy dissipators shall be considered to reduce the impacts of the excessive velocities.
- c. Rip-Rap Channel
- 1) Rip-rap channels may be used to alleviate the possibility of erosion for channels not required to be concrete lined. All open channels shall use approved methods of flow calculations capacity analysis shall be performed using HEC-RAS or HEC-2.
 - 2) The side slope of the rip-rap channel shall not exceed a 2:1 (H:V).
 - 3) The Manning “n” value shall be computed by the following equation:

$$n = 0.0395(d_{50})^{1/6}$$

Where,

d_{50} = nominal rip-rap stone diameter in feet

Example: $n = 0.042$ for 18-inch rip-rap.

The minimum stone diameter shall be twelve (12) inch.

6.7.B Flow Conditions

1. Fully urbanized conditions shall be used for calculation of flows. However, the minimum composite runoff coefficient shall meet the requirements of **Table 6.3**. The appropriate method as discussed in prior chapters of this document shall be used for calculation of design flows.
2. Roughness Coefficients and Allowable Velocities
 - a. Where possible, channels shall be designed to have sufficient gradient to provide velocities that will be self-cleaning and not cause erosion. No changes shall be made to a channel that will cause the velocity to exceed the values listed in **Table 69**. These values are listed as maximums under normal conditions.

- b. Refer to **Table 6** for appropriate Manning's n values. Manning's n values shall assume the unmaintained condition.
 - c. The City Engineer reserves the right to require safety fencing or other protective measures.
 - d. Unlined channels with bends shall be designed to minimize erosion at the bends, and erosion protection shall be designed based on the velocity along the outside of the channel bend.
3. Energy Dissipators – Appropriate energy dissipating or grade control structures may be used to control erosion due to high velocities at pipe and channel system outfalls, and they shall be designed in accordance with accepted design practice such as outlined by the NRCS, the USACE, the Bureau of Land Reclamation, or the Oklahoma Department of Transportation (ODOT). The design of energy dissipators shall be based on a geotechnical investigation of the site. Maximum velocities shall be checked for both the 5-year and 100-year frequency storm events for both tributary and receiving water with protection provided for the most critical combination(s).
 4. Side Slopes – Improved or constructed channels shall have side slopes no steeper than 4H:1V for unlined channels and no steeper than 2H:1V for lined channels.
 5. Channel Geometry – Improved channels, lined or unlined, shall normally have a trapezoidal cross section. The channel section should have adequate flow area to handle uncertainties in runoff estimates, seasonal changes in channel roughness coefficients, channel obstructions, and silt accumulation.
 6. Rock Riprap – Rock and grouted riprap may be used. Rock riprap gradation depends on site characteristics, velocities, and flow depth. One of the following methods shall be used for determining a nominal rock riprap size and gradation: USACE 1110-2- 1601, or FHWA HEC-11.

Table 6.9: Roughness Coefficients and Allowable Velocities for Channels

Channel Description	Manning's n	Maximum Permissible Channel Velocity (feet per second)
NATURAL STREAMS		
Floodplain – Pasture		
Short grass	0.030	6.0
Tall grass	0.035	6.0
Floodplain – Cultivated Areas		
No crop	0.030	6.0
Mature row crops	0.035	6.0
Mature field crops	0.040	6.0
Floodplain – Uncleared		

Channel Description	Manning's n	Maximum Permissible Channel Velocity (feet per second)
Heavy weeds scattered brush	0.050	6.0
Wooded	0.120	6.0
LINED CHANNELS		
Concrete	0.013	15.0
Grouted Riprap	0.030	*
Rock Riprap	0.040	*
Stone Masonry	0.032	10.0
Asphalt	0.016	15.0
Gabion	0.030	12.0

**NOTE: Maximum permissible velocities for grouted and rock riprap based on gradation and depth.*

6.8 Bridge and Culvert Hydraulic Design

All flow of water across continuous streets or alleys shall be through culverts or bridges.

6.8.A Applicable Design Criteria

1. Bridges and culverts must be designed such that the 100-year WSEL shall be one (1) foot below the low chord of a bridge or one (1) foot below the top of the curb above a culvert at the upstream end of the culvert, whichever applies. When replacing an existing bridge, the design should achieve the maximum freeboard possible between the 100-year WSEL and the low chord of the bridge (up to 1 foot) without creating a rise in downstream WSELs.
2. Driveway pipes shall be designed to convey at least the 25-year design flow based on urbanized flow and zoning requirements and shall not create a flow restriction that results in runoff from the 100-year storm event exceeding the street flooding limits set forth in **Table 6.1**.

6.8.B Design Parameters

1. Culverts shall meet the same design requirements as set forth for closed storm drain pipe systems in **Section 6.6.B**.
2. Bridges and culverts shall follow the alignment and grade of the natural channel whenever possible. The minimum slope of culverts shall equal 0.5% unless the site condition or slope of natural channel requires use of a flatter slope and the approval of City Engineer is attained. In cases where the barrel cannot be aligned with the channel flow line, additional alignment or transition protection against erosion shall be provided as approved by the City Engineer.

6.8.C Culvert Outlet Protection

Culvert outlet protection must extend downstream to a point where non-erosive channel velocities are established in accordance with **Table 6**. The outlet protection should be placed sufficiently high on the adjacent banks to provide protection from wave wash under design flow conditions and be provided with sufficient cutoff (scour) protection at the downstream edge based on local scour calculations and downstream channel stability investigation.

6.8.D Culvert Hydraulics

The hydraulic design of culverts shall be based upon design guidelines set forth by ODOT, the U.S. Department of Transportation, or other suitable method as approved by the City Engineer. **Table 6** contains the culvert entrance loss coefficients (K_e) to use. Culvert calculations shall be provided to the City for review. Calculations shall include, but are not limited to, headwall, tailwater, and flowline elevations, lowest adjacent grade and structure elevations, inlet and outlet control calculations, and velocity calculations.

Table 6.10: Culvert Entrance Loss Coefficients

Type of Culvert	K_e
Reinforced Concrete Pipe	
Projecting from fill, socket end (groove end)	0.2
Projecting from fill, square cut end	0.5
Headwall or headwall with wingwalls	
Socket end of pipe (groove end)	0.2
Square edge	0.5
Rounded edge (radius $\geq 0.0833D$)	0.2
Mitered to conform to fill slope	0.7
Beveled edges, 33.7° or 45° bevels	0.2
Side or slope tapered inlet	0.2
Arch-Pipe:	
Projecting from fill (no headwall)	0.9
Headwall or headwall with wingwalls, square edge	0.5
Mitered to conform to fill slope, paved or unpaved slope	0.7
Beveled edges, 33.7° or 45° bevels	0.2
Side or slope tapered inlet	0.2
Reinforced Concrete Box:	
Headwall parallel to embankment (no wingwalls)	
Square-edged on three sides	0.5
Rounded on three sides to radius of 1/12 barrel dimension or beveled edges on 3 sides	0.2
Wingwalls at 30°-70° to barrel	
Square-edged at crown	0.4

Type of Culvert	K_e
Crown edge rounded to radius of 1/12 barrel dimension, or beveled top edge	0.2
Wingwall at 10°-25° to barrel, square-edged at crown	0.5
Wingwalls parallel (extension of sides), square-edged at crown	0.7
Side or slope-tapered inlet	0.2

6.9 Detention Basin Design

6.9.A Site Assessment for Detention Requirement

On-site stormwater detention, in the form of a detention pond, is required for all development in the City of Shawnee, unless the development meets one of the exemptions below:

1. Residential developments less than 5 acres, unless the City Engineer determines that drainage conditions in the area indicate that any increase in runoff would aggravate an existing offsite flood risk.
2. When it has been determined by the City Engineer that the runoff from the development will not adversely impact nor raise WSELs to properties adjacent to or downstream from the development. In these cases, the City may accept a fee-in-lieu-of requiring onsite detention facilities.

6.9.B Design Flow or Runoff Calculations

1. Historic Condition

The determination of the historic (i.e. pre-developed) runoff rate determines the maximum rate of all combined developed pond outflow and un-detained site release. Unless granted a waiver by the City Engineer, the developer shall install detention facilities maintaining a discharge rate not to exceed the historical runoff rate prior to development. The historic runoff rate is determined by evaluating the contributing drainage area(s) as undeveloped in accordance with current City standards. Listed below are a few notable exceptions that will be considered:

- a. If an offsite upstream drainage area discharges onto the property considered for development, then the entire offsite area shall be evaluated in the current existing conditions at the time of the proposed development.
- b. If a previously developed hard surface exists on the development site, and was properly permitted, then the existing hard surface area shall be evaluated as fully developed.

2. "To Pond" Drainage Areas

The drainage areas draining into the storage facility are considered "to pond" areas. The "proposed conditions" will be the condition of a subject development

after construction is completed based on the approved site plan. The hydrologic calculations must consider all the proposed buildings, parking areas, roads, and other hard surfaces.

3. "Bypass" Drainage Areas

Catchment areas that discharge from the property without flowing through the proposed detention pond outlet are considered bypass areas. The hydrologic calculations from bypass areas must consider and model all additional hard surfaces like the proposed conditions stated in the previous section. The total discharge from the proposed development must consider the combined effect of the pond discharge together with the un-detained "bypass" flow.

6.9.C Design Details or Pond Configuration

1. General Details

Storm water detention is defined as the temporary storage of storm water runoff in a basin in which the outflow is controlled in order to reduce or eliminate flooding or other adverse effects downstream. The detention pond is analyzed as the area and volume of the development set apart for the temporary storage of storm water. All proposed detention ponds shall be located outside of existing public easements, ROW, and neighboring properties. When a detention pond is designed for a platted area or multi-owner property, the limits of the entire detention pond facility will be contained in a private drainage easement. The detention pond will include all outlet structures, emergency spillways, and riprap (or other erosion protection). Proposed detention pond areas shall not be used to store, hold, or contain building structures or materials either permanently or temporarily. An exception to this would be recreational amenities such as playground equipment or benches that can be demonstrated not to interfere with the functionality of the pond. Parking areas may be used as detention storage if the water surface elevation generated from a 100-year event is less than or equal to eight (8) inches at the outlet, the inundation is contained within the parking lot, and building freeboard requirements are met. Calculations shall be provided for the storm durations that produce the highest water surface elevation in the pond and the maximum site/pond discharge for the designed pond and outlet configuration.

All pond areas shall have maximum side slopes of three (3) vertical to one (1) horizontal (3:1) unless paved with concrete. If unpaved embankments or cuts exceed the maximum slope, then a retaining structure shall be provided. A paved trickle channel shall be provided for unpaved ponding areas. The trickle channel must be designed to extend along the longest portion of the pond area. A concrete trickle channel is required for all dry ponds. The trickle channel shall be constructed of concrete, a minimum of three (3) feet wide with a minimum slope of 0.5%. On each side of the trickle channel shall be a minimum of one (1) inch height of established grass in accordance with City details.

All detention pond facilities, except parking lot storage ponds, must be designed to allow for one (1) foot of freeboard. Freeboard is described as the vertical distance between the top of the pond enclosure and the maximum water surface.

All pond surface cover must be composed of one or all of the following:

- a. Solid slab grass sod
- b. Concrete
- c. Asphalt

Any other materials will require approval from the City Engineer prior to application.

The designed detention pond size will be demonstrated by stage versus storage data. This data shall be graphical or tabulated data showing the storage area at a given stage elevation in the pond.

6.9.D Configuration

The outlet control structure allows detained storm water to be discharged from a detention pond at a controlled rate. Outlet control structures shall be designed as simply as possible to require little or no attention and/or maintenance for proper operation. No mechanical means such as pumping will be allowed as an outlet control structure.

All outlet control structures shall be configured and designed to maintain a discharge rate not to exceed the maximum allowable outflow, Q_o , described in the previous sections for all the following storm events:

- 50% event (2-year storm, Q_2)
- 20% event (5-year storm, Q_5)
- 10% event (10-year storm, Q_{10})
- 4% event (25-year storm, Q_{25})
- 2% event (50-year storm, Q_{50})
- 1% event (100-year storm, Q_{100})

Outlet control structures shall consist of hydraulic components such as weirs, culverts, standpipes, or any combination thereof, used in either a series or parallel configuration.

An overflow spillway will be included and provided as part of any proposed detention facility. This overflow spillway shall be constructed of concrete unless the City Engineer approves the use of any earthen emergency overflow. The concrete spillway may be an extension of the outlet control structure or a separate structure altogether. The concrete overflow structure shall function with all other discharge elements fully blocked without exceeding the allowable historic discharge rate from the pond/site. The minimum finished floor elevations for

structures adjacent to the pond shall be set a minimum of one (1) foot above the calculated 100-year water surface elevation in the pond with all primary outlet elements blocked.

Rating curve data for the designed outlet control structure will be provided. This shall be graphical or tabulated data showing the outflow discharge at a given stage elevation in the pond. This data will be used and compared to the hydraulics of the outlet control structure shown in the plan sheets to verify the accuracy.

If the design of the detention area and associated outlet result in the concentration of flow onto an adjacent property owner compared to pre-development conditions, formal agreement to receive the concentrated flows must be obtained from all impacted adjacent property owners as well as obtaining a private drainage easement along the flow path of the concentrated discharge from the detention area.

6.9.E Underground Detention

Unless written permission is granted from the City Engineer, all detention facilities shall be surface ponds. Underground detention will only be considered if the designer can adequately demonstrate that the proposed development introduces site restraints such that a surface pond is impractical. If approved, the designer must show construction details for underground storage facilities that meet the following criteria:

1. Composed of a pre-manufactured and designed stormwater detention facility such as ADS StormTech or the equivalent.
2. All connections from underground detention facilities to public storm sewer system must be RCP or HP.
3. Outflow must be able to drain directly into an existing storm facility without mechanical assistance.
4. Storage area must have an access point for maintenance by the property owner or their designee
5. Must show no permanent habitable areas to be proposed on the surface above the detention area.

6.10 Site Erosion Control

Site development projects in the City of Shawnee must fully comply with all provisions of the Oklahoma Department of Environmental Quality, Oklahoma Pollution Discharge Elimination System Permit OKR10 for site erosion control. Developers, their engineers, and their construction contractors should familiarize themselves with and fully adhere to the planning, notification, documentation, best management practice installation and maintenance, and reporting requirements of OKR10.

SECTION 7 WATER AND WASTEWATER DESIGN REQUIREMENTS

7.1 General

7.1.A General

1. The minimum design criteria for construction shall follow the most current edition of Title 252: Oklahoma Administrative Code, Chapter 626, Public Water Supply Construction Standards and 656 (Water Pollution Control Facility Construction Standards) Oklahoma Department of Environmental Quality (ODEQ)

7.1.B Separation of Utilities

1. All separation distances shall meet the requirements of ODEQ 252:626 and shall be the following:
 - a. Horizontal Separation (Outside Diameter to Outside Diameter):
 - 10-feet shall be maintained between any existing and proposed sanitary sewer lines
 - 5-feet from any existing or proposed storm sewer, raw water line, petroleum product line, natural gas line, and any other buried utility.
 - Locate water lines at least 15-feet from all parts of septic tanks and absorption fields, or other sewage treatment and disposal systems.
 - b. Vertical Separation (Outside Diameter to Outside Diameter):
 - Measure the separation distance from edge to edge.
 - Maintain a 2-foot vertical separation between water lines and any existing or proposed storm sewers, raw water lines, petroleum product lines, natural gas lines, and other buried utility lines.
 - Lay water lines crossing sewer lines to provide a minimum vertical distance of 2-feet between the water main and the sewer line. Arrange the piping so that joints in a pipe will be equidistant from the water main. Where a water main crosses under a sewer, provide adequate structural support for the sewer to prevent damage to the water main.
 - c. Special Conditions:
 - When it is impossible to obtain proper horizontal and vertical separation as stipulated above, design and construct the other line equal to water pipe, and pressure test it to assure water tightness of joints adjacent to the water line prior to backfilling, or provide concrete encasement of new line.

7.1.C State Highway Alignment Criteria

1. The placement of utilities within State Right-of-Way shall meet the minimum requirements of the State of Oklahoma Department of Transportation Utility Crossing.

7.1.D Trenchless Design

1. All trenchless methods for pipe installation shall be measured by the linear foot of pipe installed, complete in place. Such measurement will be made between the ends of the pipe along the central axis as installed.
2. All piping shall be installed with a continuous, insulated TW, THW, THWN or HMWPE insulated copper, 10 gauge or thicker wire for pipeline location purposes by means of an electronic line tracer. The wire shall be installed along the entire length of pipe. The insulation color shall match the color of the pipe being installed. Sections of wire shall be spliced together using approved splice caps and waterproof seals. Twisting the wires together is not acceptable.
3. Unless otherwise specified all trenchless design and construction underneath City Rights-of-Way shall meet the following criteria at a minimum:
 - a. AREMA (Manual for Railway Engineering)
 - b. AASHTO (Standard Specifications for Highway Bridges)
 - c. ASCE MOP 106 (Manual of Practice for Horizontal Auger Boring Projects)
 - d. PRCI (Pipeline Research Council Institute for HDD)
4. All trenchless installations crossing City, State, or Federal City Rights-of-Way shall be provided with casing pipe. Size, material, and thickness of casing pipe shall meet the minimum standard criteria set forth by AREMA. Any variance to the standard must be shown by way of structural casing pipe calculations approved by the City Engineer.
5. Casing pipe shall be steel pipe unless otherwise approved by the City Engineer.
6. All Casing pipe under City Right-of-Way or Pavement shall have a coating with a minimum of 10 mills of fusion bonded epoxy under coat with 20 mills of an abrasion resistant overcoat.
7. Any trenchless crossings of existing utilities shall meet the minimum spacing requirements of ODEQ Title 252, Chapter 626 (Public Water Supply Construction Standards) & 656 (Water Pollution Control Facility Construction Standards).

7.1.E Crossings

1. Any existing utility crossings shall meet ODEQ Title 252, Chapter 626 (Public Water Supply Construction Standards) & 656 (Water Pollution Control Facility Construction Standards).

2. Any existing City Right-of-Way crossings shall meet the following minimum criteria:
 - a. 5-feet below pavement
 - b. 4-feet below ditch line
 - c. Extend 5-feet past edge of right-of-way to edge-of-right way for all trenchless crossings of City, State or Federal roadways.

7.2 Water System Design Criteria

7.2.A General

1. Construction shall meet all ODEQ requirements indicated in Title 252, Chapter 626 (Public Water Supply Construction Standards) & 656 (Water Pollution Control Facility Construction Standards).

7.2.B Water Services

1. All water service connections shall have a minimum Internal Diameter (ID) of 3/4 inch in diameter. All water service connections shall be HDPE and shall be installed in a meter box with concrete blocks. Meter shall be installed inside the meter box 8 to 12 inches below grade.
2. Generally, all water meters shall be installed one (1) foot within the ROW/Easement line.
3. Service connections to the building shall be installed by a licensed professional plumber after the meter. The Service connection is the property owners responsibility from the meter to the structure.

7.2.C Water Demand and Supply

1. Water Demand and Supply at a minimum must meet the requirements of ODEQ.

7.2.D Water Distribution Mains

1. The minimum inside diameter size of all lines shall be in accordance with ODEQ, 6-inch diameter.
2. Water Distribution Mains shall be sized to meet or exceed the ODEQ the pressure requirements (252:626):
 - a. Design the distribution system to provide a minimum of 25 psi throughout the distribution system under normal operating conditions including peak demand and fire flows where fire protection is provided.

7.2.E Depth of Cover

1. The pipe shall be laid at an elevation that will provide, after completion, a minimum depth of cover over the top of pipe of 4-feet below the surface.

7.2.F Pipe Material and Fittings

1. Unless otherwise specified, all pipes and fittings shall adhere to AWWA Standards in as referenced here:
 - a. AWWA C110 Standard for Ductile Iron and Gray Iron Fittings
 - b. AWWA C111 Standard for Rubber Gasket Joints for Ductile Iron Pipe and Fittings
 - c. AWWA C150 Standard for Thickness Design of Ductile Iron Pipe
 - d. AWWA C151 Standard for Ductile Iron Pipe
 - e. AWWA C153 Standard for Ductile-Iron Compact Fittings for Water Service
 - f. AWWA C600 Standard for Installation of Ductile Iron Water Mains and Appurtenances
 - g. AWWA C606 Grooved and Shouldered Joints
 - h. AWWA M11 Standard for Steel Pipe Design
 - i. AWWA M55 Standard for HDPE Design
 - j. AWWA C906 Polyethylene (PE) pressure pipe and fittings, 4 in through 64 in, for water distribution.
 - k. AWWA C900 Polyvinyl Chloride (PVC) pressure pipe and fabricated fittings, 4in through 60 in
2. Allowable Carrier Pipe Material shall be the following, unless otherwise approved by the City Engineer:
 - a. PVC or HDPE
 - b. Pipe shall be specified to DIPS.

7.2.G Pipe Embedment, Excavation, and Backfill

1. All embedment material shall be 1-1/2-inch Type A Aggregate Base embedment or sand embedment placed and compacted in 6-inch lifts to 95 percent of Standard Proctor Density or Relative Density as determined by ASTM D4253 to 6-inches above top of pipe.
2. Trench width shall be pipe outside diameter plus 12-inches both sides of the pipe.
3. Bedding of pipe shall be granular embedment, not compacted.
4. Backfill material underneath pavement areas shall be Aggregate Base Coarse compacted to 95 percent Standard Proctor Density (ASTM D698).

5. Backfill material not underneath pavement areas shall be native material compacted to 95 percent.

7.2.H Dead End Mains

1. Minimize dead ends by looping mains whenever practical. Where dead end mains occur, provide an approved flushing hydrant for flushing purposes. The hydrant shall be located such that the finished water is discharged on the ground and not directly connected to any sanitary or storm sewer, do not connect flushing devices directly to any sewer. A fire hydrant is an approved and preferred flushing device.
2. In the situation of a dead-end line, domestic service cannot be pulled off a 6-inch internal diameter line, must be a minimum of 8-inches internal diameter or within a closed looped system

7.2.I Fire Hydrants

1. Acceptable Manufacturers and Models include:
 - a. American Darling B-84-B
 - b. Or an approved variance by City Engineer
2. Fire Hydrants shall have a pressure rating of 250 psig or greater.
3. All fire hydrants components must conform to NSF 61.
4. Type of Shutoff: Compression type with the flow.
 - a. Valve action shall provide positive shutoff at minimum closing torque.
 - b. Wedge action closing gates shall not be permitted.
5. Inlet Connection: Mechanical joint unless otherwise specified. Inlet connection shall be for a 6-inch cast iron pipe with minimum net valve opening of 5-1/4 inches unless otherwise specified.
6. Delivery Classification: Number and size of pumper and hose nozzles shall be two 2.5-inch hose nozzle connections and one 4.5-inch pumper nozzle connection.
7. Bury Length: Ground to bottom of connection pipe shall be 4-feet. Steamer nozzle elevation shall be 18-24" from grade to center of connection.
8. Drain Valve and Outlet: Hydrants shall be equipped with two drain holes and provided with an automatic and positively operating, non-corroding drain or dip valve so as to drain the hydrant completely when the main valve is shut.
9. Direction to Open: Counterclockwise. The number of turns to open shall be in accordance with AWWA C502, Section 4.6.5.2.
10. Breakable Type Hydrants: Breakable Or Sleeve Type Couplings: The barrel of the hydrant between the elbow and the top cap shall be made in two parts connected

by a swivel flange or breakable flange which shall permit facing of the nozzles in any desired direction in increments of 45 degrees or less. The complete hydrant shall be of such design that when the hydrant barrel is broken through traffic collision or otherwise, it may be replaced without disturbing the bottom of the hydrant.

11. The materials used for gaskets between the upper and lower barrels and the base and nozzle section shall be compounded to conform to ASTM D2000.
12. Provision shall be made in the design of the stem to disconnect the stem from the hydrant parts above the standpipe break point in the event of traffic accidents. If breakable or sleeve type couplings are used, they shall have sufficient torsional strength so that a torsional failure of the stem shall occur at some point other than at the

7.2.J Gate Valves

1. Acceptable Manufacturers:

- a. American Flow Control.
- b. M&H.
- c. Mueller.
- d. Clow.
- e. U.S. Pipe.
- f. Kennedy Valve.
- g. Or approved Equal by City Engineer

2. General

- a. Gate valves 6-inches through 36-inches shall be resilient wedge type with non-rising stem in strict accordance with AWWA C509/C515. Valves 16-inches and larger shall be provided with gearing to reduce the maximum required opening and closing torque to 80 ft-lb.
- b. Gate valves smaller than 6-inches shall be bronze, non-rising stem with wedge disc and screwed ends for 300 psi working pressure.
- c. Gate valves 30-inches and larger shall be equipped with non-rising stem and with spur-gears in enclosed oil or grease lubricated gear cases. Gear boxes shall be factory lubricated. Flanges shall conform to ANSI, Class 125 or 250.
- d. Gate for double disc valves shall be ductile iron with bronze mounted wedges and seats. Gate for resilient seated valves shall be ductile iron with rubber-seat compound bonded to the valve gate.
- e. Manual Operators: Operators shall turn counterclockwise to open the valve. Exposed valves shall have handwheel operators unless otherwise designated.

A directional arrow and the word "open" shall be cast on the handwheel. Valves for buried service shall have a 2-inch square nut operator and shall be installed with extension stems where required to extend operating nut to within 12-inches of the finished grade. Provide a cast iron valve box to enclose the operating stem. Valve box shall be three-piece extension type equal to Mueller No. 10380 or Clow F2450.

- f. Stem and Seal: The non-rising stem shall be bronze or stainless steel with inside screw. Shaft seal shall employ O-rings or V-type packing.
- g. Bell Ends: Where designated, valves shall be mechanical joint or rubber gasketed push on joints in accordance with the applicable requirements of AWWA C111/A21.11.

7.2.K Connections to Existing Water Mains

- 1. Connections to existing pipe shall be sequenced such that the new pipe shall be laid first, then connection to the existing pipe from the new pipe shall be made. Old pipe shall then be cut, plugged, and grouted after connection to existing pipe is made and the new line is fully operational. Downtime for connecting new pipe to existing pipe shall be minimized and coordinated with City.

7.2.L Flushing and Disinfection

- 1. Disinfection chemicals shall comply with AWWA B300 or AWWA B301 and AWWA C651, AWWA C652 or AWWA C653. Disinfection chemicals shall comply with NSF/ANSI Standard 60.
- 2. New Water Mains
 - a. New water mains shall be thoroughly disinfected in accordance with AWWA C651
 - b. New water mains shall complete a hydrostatic test of the line prior to disinfection. 4 Hour minimum test at 1.5 times the pressure class of the pipe per AWWA M55. All testing requirements to meet AWWA M55.
 - c. New Water Mains must flushed with a minimum quantity of water exceeding the capacity of the line to ensure that clean water has traversed the entire length of the pipe. If a failed test occurs, all flushings will be run through a city requested meter, and any additional water will be metered and charged to the contractor accordingly.
 - d. For Bacteriological Testing; System shall be tested in accordance with AWWA C651-14 Sec. 5.1 Obtain safe bacteriological samples on two consecutive days before placing the water line into service.

7.3 Wastewater Design Criteria

7.3.A General

1. The minimum design criteria for construction shall follow the most current edition of Title 252: Oklahoma Administrative Code, Chapter 656, Water Pollution Control Facility Construction Standards, Oklahoma Department of Environmental Quality (ODEQ).

7.3.B Sewer Services

1. Design and construct sewers with hydraulic slopes sufficient for obtaining a velocity of 2 feet per second (fps) or greater, base the design on Manning's formula using an "n" value of 0.013. Gravity sewers shall not be smaller than 8-inch diameter.
2. All sewer services shall have backflow preventers installed. The back flow preventer shall be installed outside of the easement/ROW line.

7.3.C Design Flow

1. The depth of flow and the slope of the conduit affects the velocity of a liquid flowing under gravity conditions. The minimum slopes for different sizes of pipe shall meet the required flow velocity per ODEQ 252 656-5-2.
2. Under the following conditions, and with DEQ approval, a smaller pipe diameter than required per ODEQ 252 656-5-2 above may be approved (but not less than 8 inches) if:
 - a. The available ground slope or an obstruction dictates a different pipe diameter to meet the slope/velocity criteria.
 - b. A smaller diameter pipe (but not smaller than 8-inch) will provide better hydraulic flow characteristics than the larger pipe (i.e., greater depth of flow, higher velocity, etc.). The applicant must furnish computations and compare the hydraulic conditions in the pipe at average, high and low flow conditions. Computations shall show capacity in the pipe at projected peak flow conditions.

7.3.D Manhole Sizes and Construction

1. Precast Reinforced Concrete Manholes
 - a. The standard internal diameter of a manhole shall be 4-feet. Non-standard internal diameters of five 5-feet, 6-feet, and 7-feet may be constructed when specified or called for on the plans.
 - b. Manholes shall be constructed pursuant to ASTM C-478. The minimum wall thickness shall be as specified in the following table or not less than 1/12 of the internal diameter of the largest cone or riser section or 5-inches, whichever is greater.

Table 7.1: Minimum Wall Thickness by Manhole Diameter

Manhole Internal Diameter (feet)	Minimum Wall Thickness (inches)
4	5
5	5
6	6
7	7
8	8

2. Manholes shall be installed at the end of each line; at all changes in grade, size, or alignment; at all intersections; and at distances not greater than 400-feet. Cleanouts shall not be substituted for manholes nor installed at the end of laterals longer than 250-feet. Lampholes are not permitted within the City.
3. Drop manhole. A drop pipe is required for all sewer lines entering a manhole at an elevation of 24-inches or more above the manhole invert. Where the difference in elevation between the incoming sewer and the manhole invert is less than 24-inches, the invert shall be filleted to prevent solids deposition. For drop pipes constructed outside the manhole, the entire outside drop connection shall be encased in concrete. Interior Drop pipes are not allowed.
4. Use Watertight covers on manholes that may become submerged.
5. Perform leakage test per ASTM C1244/C1244M-20
6. Inverts: Construct invert channels to provide a smooth waterway with no disruption of flow at the connection between the pipe and manhole. The channel depth at the point where a pipe connects to the manhole wall, for pipes 24 inches in diameter and smaller, must be a minimum of 3/4 of the diameter of the pipe, with the top of the channel being a smooth transition between the inlet and outlet pipe connections. For manholes connecting to larger pipe diameters, the channel depth must be equal to the full pipe diameter. Changes in flow direction must be constructed using smooth, long radius sweeps. Inlet and outlet pipe grades must be carried through the centerline of the manhole with a minimum slope of 2.5 percent between the inlet and outlet pipe inverts or 0.10 feet, whichever is greater. Where wastewater lines enter the manhole above the outlet flowline, the invert must be filleted to the flowline of the manhole.
7. Inlet and outlet pipes. Join inlet and outlet pipes to the manhole with a gasket or other flexible watertight connection that allows for differential settlement of the pipe and manhole wall.
8. Bases. Manhole bases shall be at least 8-inches thick, with a diameter 8-inches more than the largest outside diameter of the manhole. Construct with leakproof joints between the base and manhole.

9. Manhole top shall extend 1 foot above the 100-year elevation. Any manholes in the floodplain shall be watertight, no masonry.

7.3.E Pipe Material

1. Unless otherwise specified, all pipes and fittings shall adhere to AWWA Standards in as referenced here:
 - a. AWWA C104 Standard for Cement Mortar Lining for Ductile Iron Pipe and Fittings
 - b. AWWA C105 Standard for Polyethylene Encasement for Ductile Iron Piping
 - c. AWWA C110 Standard for Ductile Iron and Gray Iron Fittings
 - d. AWWA C111 Standard for Rubber Gasket Joints for Ductile Iron Pipe and Fittings
 - e. AWWA C150 Standard for Thickness Design of Ductile Iron Pipe
 - f. AWWA C151 Standard for Ductile Iron Pipe
 - g. AWWA C153 Standard for Ductile-Iron Compact Fittings for Water Service
 - h. AWWA C600 Standard for Installation of Ductile Iron Water Mains and Appurtenances
 - i. AWWA C606 Grooved and Shouldered Joints
 - j. AWWA M55 Standard for HDPE Design
 - k. AWWA C906 Polyethylene (PE) pressure pipe and fittings, 4 in through 64 in, for water distribution.
 - l. ASTM D2729 Standard Specification of Polyvinyl Chloride (PVC) Sewer Pipe and Fittings.
2. Allowable Carrier Pipe Material shall be the following, unless otherwise approved by the City Engineer:
 - a. PVC or HDPE
 - b. Pipe shall be specified to DIPS.
 - c. HDPE pipe shall be installed and specified with no internal beads.

7.3.F Pipe Embedment, Excavation, and Backfill

1. All embedment material shall be 1-1/2-inch Type A Aggregate Base placed and compacted in 6-inch lifts to 95 percent of Standard Proctor Density or Relative Density as determined by ASTM D4253 to 6 inches above top of pipe.
2. Trench width shall be pipe outside diameter plus 12-inches both sides of the pipe.
3. Bedding of pipe shall be granular embedment, not compacted.

4. Backfill material underneath pavement areas shall be Aggregate Base Coarse compacted to 95 percent Standard Proctor Density (ASTM D698).
5. Backfill material not underneath pavement areas shall be native material compacted to 95 percent.

7.3.G Cleanouts

1. Cleanouts shall not be substituted for manholes nor installed at the end of laterals longer than 250-feet. Lampholes are not permitted within the City. Cleanouts shall be flushed with the ground and designed to prevent damage from vehicular traffic.

7.3.H Wastewater Construction Standards

1. Lay sewers in straight alignment with uniform grade between manholes. Protect all pipe from traffic load damage.
2. Install metal tracer wire on all piping.
3. Trench.
 - a. The width of the trench shall be ample to allow the pipe to be laid and joined properly and to allow the backfill to be placed and compacted as needed.
 - b. Excavation of trenches shall meet the requirements of Occupational Safety and Health Administration (OSHA) CFR 1926.651
 - c. Provide a minimum clearance of 4-inches between all pipe and any large stones, ledge rock, or boulders.
4. Separation
 - a. Sanitary sewers located in the street right-of-way shall be located on opposite sides of the streets from potable water lines and shall comply with the following:
 - b. Horizontal separation. Sanitary sewers shall be at least:
 - 50-feet from petroleum product tanks unless constructed of ductile iron pipe which shall be no closer than 10-feet (joint material shall be resistant to petroleum products).
 - 300-feet from a public water supply well.
 - 50-feet from a private water well.
 - 10-feet from any existing or proposed water main.
 - 5-feet from electrical lines and petroleum lines.
 - Vertical separation (crossings). Sanitary sewers and sewer service lines shall cross at least 24-inches above or below water mains, and the crossing section centered so that the joints will be as far as possible from the water mains.

c. Special Conditions:

- When it is impossible to obtain proper horizontal and vertical separation from water lines as stipulated above, design and construct the sanitary line equal to water pipe, and pressure test it to assure water tightness of joints adjacent to the water line prior to backfilling, or provide concrete encasement of new line.

5. Depth of Cover:

- a. The pipe shall be laid at an elevation that will provide, after completion, a minimum depth of cover over the top of pipe of 30-inches below the surface.
 - b. The maximum depth of cover shall be determined by the slope of the pipeline grade, and approved by the City Engineer.
6. Sanitary sewer and sewer service lines shall not be laid in the same trench as water mains and/or water service lines.
 7. Stream crossings - aerial. Support all joints in aerial crossings. Design crossing supports to prevent frost heave, overturning, and settlement. Use steel encasement (except around PVC pipe) or riprap where the pipe enters stream banks. Use expansion joints between above-ground and below-ground sewers and force mains, and protect them from freezing. Protect pipes that cross streams from the impact of flood waters and debris. Aerial crossings shall be designed by a licensed professional engineer registered in the State of Oklahoma.
 8. Stream crossings - below-grade. The top(s) of all sewers entering or crossing stream beds shall be at least 3-feet below the natural bottom of the stream bed. Construct or encase the crossing with steel pipe or concrete encasement using mechanical joints. Sewers shall remain watertight and free from changes in alignment or grade. Trench backfill shall be stone, coarse aggregate, washed gravel or other material that will not cause siltation.
 9. Flood plain structures. Protect sewer outfalls, headwalls, manholes, gate boxes and other structures located in flood plains from stream erosion. Locate structures so they do not interfere with the free discharge of flood flows.

7.3.1 Testing

1. Deflection test. Perform deflection tests on all flexible pipe after the final backfill has been in place at least 30 days. Deflection must not exceed 5 percent. Tests must be run using a rigid ball or mandrel with a diameter equal to 95 percent of the inside diameter of the pipe taking into account manufacturing tolerances. Tests must be performed without mechanical pulling devices. Specify the applicable ASTM standard for the test to be used.
2. Leakage test. Leakage tests are required for all gravity lines. Hydrostatic tests must use a 2-foot test head and leakage inward or outward must not exceed 10

gallons per inch of pipe diameter per mile per day. Specify the applicable ASTM standard for the test to be used. The procedures listed in the Handbook of PVC Pipe, Uni-Bell PVC Pipe Association, 2001 may be used for PVC pipe. An air test result must assure a leakage limit equivalent to the hydrostatic test limit.

3. Air testing of gravity piping systems shall be performed in accordance with ASTM F1417. The specified rated test pressure shall be maintained for 10 minutes to 1 hour (dependent on pipe diameter and according to ASTM F1417), but not more than 1 hour. Test pressure ratings shall not be exceeded. Consult pipe manufacturer for maximum allowable test pressure.

7.3.J Abandonment of Wastewater Mains

1. All abandoned lines must be cut, plugged, and filled with cellular grout.

7.3.K General – Lift Station

1. Lift Station shall be designed in accordance with ODEQ 252:656 Pump station design and location of lift station shall be approved by the City Engineer prior to any design work. Required design factors for pumping stations are:
 - a. Emergency plan. Provide an emergency plan for handling sewage should the lift station completely fail. Required emergency operations are in ODEQ 252:656-7-4.
 - b. Wet and dry wells must be completely separated, each with its own entrance.
 - c. Equipment accessibility and safety. Provide a suitable stairway or ladder for dry wells and for wet wells with bar screens or mechanical equipment. Adequate provision must be made to effectively protect maintenance personnel from hazards.
2. Equipment for confined space entry in accordance with OSHA and regulatory agency requirements must be provided for all wastewater pumping stations. The design of the system must protect the pump station controls and appurtenances from unauthorized access and vandalism. Provide a building or other form of protection such as fencing or access hatches with locks. The design of the system must prevent unauthorized access or vandalism to control system and equipment.
3. Equipment removal. Provide for removal of pumps, motors, and other mechanical and electrical equipment during all weather conditions. This may include when deemed necessary by the City, cranes or other lifting device.
4. Dry well dewatering. Provide a sump pump in dry wells to remove leakage or drainage. The discharge pipe shall terminate above the overflow level of the wet well and include a check valve located near the pump. Do not connect water ejectors to a potable water supply. Slope all floor and walkway surfaces to the sump. Pump seal water shall be piped to the sump.

5. Flood Protection. Wastewater pumping stations structures and electrical and mechanical equipment shall be protected from physical damage by the 100-year flood and shall not be located in a floodplain. Wastewater pumping stations shall remain fully operational and accessible during the 100-year flood. Regulations of state and federal agencies regarding flood plain obstructions shall be followed.
6. Buoyancy. Where high groundwater conditions are anticipated, buoyancy of the wastewater pumping station structures shall be considered and, if necessary, adequate provisions shall be made for protection.
7. Pump station accessibility and security. The pumping station must be readily accessible by maintenance vehicles during all weather conditions and must be located off the traffic ways of streets and alleys.
8. Pump requirements are:
 - a. Multiple units. Provide at least two pumps. With any pump out of service, the remaining pump(s) must have the capacity to handle peak daily flows.
 - b. Protect against clogging. Pump stations with screening devices shall provide for the storage and disposal of the collected material. Provide a suitable bypass where screening is installed.
 - c. Manufacturer shall be approved by the City Engineer.
9. Pump openings. Pumps, other than grinder type pumps, shall be capable of passing a 3-inch sphere. Suction piping shall be at least 4-inches in diameter. Suction lines to dry wells shall include suitable shut-off valves to allow pump removal.
10. Priming. Locate pumps so they will operate under a positive suction head under normal conditions.
11. Intake. Each pump shall have an individual intake and be designed to avoid turbulence near the intakes.
12. Pumping rates. Size pumps to prevent hydraulic surges.
13. Force main requirements are:
 - a. Diameter. Force mains shall be at least 4-inches in diameter and provide at least 2 fps velocity, with a max velocity of 8 fps.
 - b. Air relief valve. Install air relief valves at high points in force mains.
 - c. Termination. Terminate force mains at manholes and not more than 2-feet above the flow line of the receiving manhole. Design connection to reduce splashing and erosion.
14. Design pressure. Design the force main and fittings, including reaction blocking, to withstand normal pressure and pressure surges (water hammer).

15. Stream crossings. Force main construction used for stream crossings must meet applicable requirements of OAC 252:656-5-4.
16. Design friction losses. Calculate friction losses through force mains with the Hazen and Williams formula (or equivalent), using a C value of 120.
17. Controls. Locate the control system so it is not affected by turbulence of incoming flow or pump suction. Provide automatic alternation of constant speed pumps at each cycle.
18. Valves. Place suitable shutoff valves on suction and discharge lines of each pump. Place a check valve or equivalent on each discharge line, between the shut-off valve and the pump. Shut-off valves are not required on the suction side of pumps that can be removed from service without discharging.
19. Wet wells. Wet well size and control settings shall be appropriate to meet the chosen manufacturer's recommended cycling times and to avoid heat buildup in the pump motor due to frequent starting and not to exceed 30 minutes between pump off to pump on to avoid septic conditions due to excessive retention time. The effective volume of the wet well shall be based on design average flow and a filling time not to exceed 30 minutes unless the facility is designed to provide flow equalization. Slope wet well floors to the pump intake at least 1 to 1 (1:1). Covered wet wells shall have provisions for air displacement to the atmosphere.
20. Ventilation. Adequate ventilation shall be provided for all pump stations. Where the pump room is located below ground surface, mechanical ventilation is required. There shall be no interconnection between wet well and dry well ventilation systems. If the wet well must be entered to service mechanical equipment, forced ventilation is required, independent of dry well ventilation. Ventilation equipment switches shall be well marked and located at the entrance to the dry well. Intermittent operation ventilation systems shall be interconnected with the lighting system. The fan wheel(s) shall be fabricated from non-sparking material. Wet wells. Ventilation may be either continuous or intermittent. Mechanical ventilation is required if screens or mechanical equipment requiring maintenance and/or inspection are located in a wet well. Continuous ventilation shall provide at least 12 complete air changes per hour. Intermittent ventilation shall provide at least 30 complete air changes per hour. Air shall be forced into, rather than exhausted from, the wet well. Wet wells not designed for access shall have provision for air displacement to the atmosphere. The top of the pumping station shall be located higher than the 100-year flood.
21. Dry wells. Provide adequate ventilation for all dry wells. Ventilation may be either continuous or intermittent. Continuous ventilation shall provide at least six complete air changes per hour; intermittent ventilation shall provide at least 30 complete air changes per hour. Ventilation equipment switches shall be marked and located at the entrance to the dry well.

22. Water supply interconnection. There shall be no direct connection between any potable water supply and sewage pumps or piping.
23. Pressure testing/leakage testing. Test the installed pipe for leakage in accordance with the applicable ASTM standard specifications. The design working pressure of the pipe must not exceed 2/3 of the rated pressure of the pipe.
24. Suction lift pumps, the pump equipment compartment shall be above grade or offset and effectively isolated from the wet well. Wet well access shall not be through the equipment compartment. Valving shall not be located in the wet well. The combined total of dynamic suction lift at the "pump off" elevation and required net positive suction head at design operating conditions shall not exceed 22-feet.
25. Self-priming pumps shall be capable of rapid priming and repriming at the "lead pump on" elevation. Suction piping should not exceed the size of the pump suction and shall not exceed 25-feet in total length. Priming lift at the "lead pump on" elevation shall include a safety factor of at least 4-feet from the maximum allowable priming lift for the specific equipment at design operating conditions.
26. Vacuum-priming pump stations shall be equipped with dual vacuum pumps capable of automatically and completely removing air from the suction lift pump. The vacuum pumps shall be adequately protected from damage due to sewage.
27. Submersible pump station Submersible pump stations shall meet the applicable requirements under OAC 252:656-7-1 (design), except as provided in this section. Construction. Submersible pumps and motors must be designed specifically for raw sewage use, including totally submerged operation during a portion of each pumping cycle. Provide an effective method to detect shaft seal failure or potential seal failure. The motor shall be of squirrel-cage type design without brushes or other arc-producing mechanisms. Pump removal. Submersible pumps shall be readily removable and replaceable without dewatering the wet well or manually disconnecting any piping in the wet well.
28. Electrical Power supply and control. Electrical supply, control and alarm circuits shall be designed to provide strain relief and to allow disconnection from outside the wet well. Terminals and connectors shall be protected from corrosion by location outside the wet well or through use of watertight seals. If the location is not sheltered, use weatherproof equipment.
29. Controls. Locate the motor center outside the wet well. Protect it by a conduit seal or other appropriate measures meeting National Electrical Code requirements to prevent the atmosphere of the wet well from gaining access to the control center. The seal shall be so located that the motor may be removed and electrically disconnected without disturbing the seal. Must be approved by the Public Works Director for compatibility with other City Systems and SCADA.

30. Power cord. Pump motor power cords shall be designed for flexibility and serviceability under conditions of extra hard usage and shall meet the requirements of the National Electrical Code standards for flexible cords in wastewater pump stations. Power cord terminal fittings shall be corrosion-resistant and constructed in a manner to prevent the entry of moisture into the cable, provided with strain relief appurtenances and designed to facilitate field connection.
31. Valves. Valves for force mains shall be located outside the wet well in a separate enclosure. Provide drain systems for below-ground enclosures. If the valve enclosure is drained to the wet well, include a method to prevent sewage from entering the enclosure during surcharged wet well conditions.
32. Emergency operation Design. Design pumping stations to prevent bypassing of raw sewage during periods of power outage or mechanical failure. The pumping station must meet the following design conditions: an on-site standby generator with automatic means of activation in the event of a power failure; 4 hours of emergency storage at the average design flow above the alarm level; and telemetry/SCADA to the city office and plant during working hours and to the home of the person(s) in responsible charge of the lift station during off-duty hours; 24 hours of emergency storage at the average design flow above the alarm level with an audio/visual alarm system; an on-site engine-driven pump with one hour of emergency storage at design flow above the alarm level and an automatic means of activation; or portable engine-driven generator with 4 hours of emergency storage at the design flow above the alarm level, a telemetry alarm system that communicates to the person in charge of the lift station, and a transfer switch with electrical system components that comply with the National Electrical Code requirements that is pre-wired to allow for a ready connection between the lift station and the portable generator.
33. Equipment requirements.
 - a. General. The following general requirements shall apply to all internal combustion engines used to drive auxiliary pumps, service pumps and electrical generating equipment:
 - b. Engine protection. The engine must be protected from operating conditions that would result in damage to equipment. Unless continuous manual supervision is planned, protective equipment shall be capable of shutting down the engine and activating an alarm.
 - c. Size. The engine shall have adequate rated power to start and continuously operate all connected loads. The engines shall be capable of handling the peak capacity of the station.
 - d. Routine start-up. All emergency equipment shall be provided with instructions indicating the need for regular starting and running of such units at full loads.

Equipment protection. Emergency equipment shall be protected from damage due to restoration of regular electrical power. Instructions, tools and parts. Post a complete set of operational instructions, emergency procedures and maintenance schedules at the station. Provide any special tools and spare parts. Engine-driven pumping equipment. Where permanently installed or portable engine-driven pumps are used, the following requirements shall also apply:

- e. Pumping capacity. Engine-driven pump(s) shall meet the design pumping requirements unless storage capacity is available for flows beyond pump capacity. Pumps shall be designed for anticipated operating conditions, including suction lift if applicable.
 - f. Operation. The engine and pump shall be equipped for automatic start-up and operation, and for manual start-up.
34. Portable pumping equipment. Where part or all of the engine-driven pumping equipment is portable, a riser from the force main with quick-connect coupling and appropriate valving shall be provided to hook up portable pumps.
35. Telemetry. Connect a SCADA telemetry alarm system from the engine-driven pump to the wastewater treatment plant and cell phone of the person(s) in responsible charge of the lift station during off-duty hours. Engine-driven generating equipment. Where permanently installed or portable engine-driven generating equipment is used, the following requirements shall also apply. Generating capacity. Generating unit size shall be adequate to provide power for pump motor starting current and for lighting, ventilation, and other auxiliary equipment necessary for safety and proper operation of the lift station. Provide sequencing controls to start pump motors unless the generating equipment has capacity to start all pumps simultaneously with auxiliary equipment operating. Operation. Provide automatic and manual start-up and load transfer. Protect the generator from damaging operating conditions. The engine must start and stabilize at operation speed before assuming the load. Portable generating equipment. If portable generating equipment will be used, include special electrical connections.
36. Overflow basins. General construction of overflow basins shall be in accordance with ODEQ 252:656-11-3.
37. Alarm systems. Pumping stations shall have an automatic alarm system capable of alerting responsible maintenance personnel of an equipment failure before an overflow occurs, even during a power failure. If telemetry is not provided to an office manned 24 hours per day, then show an equivalent alerting capability.

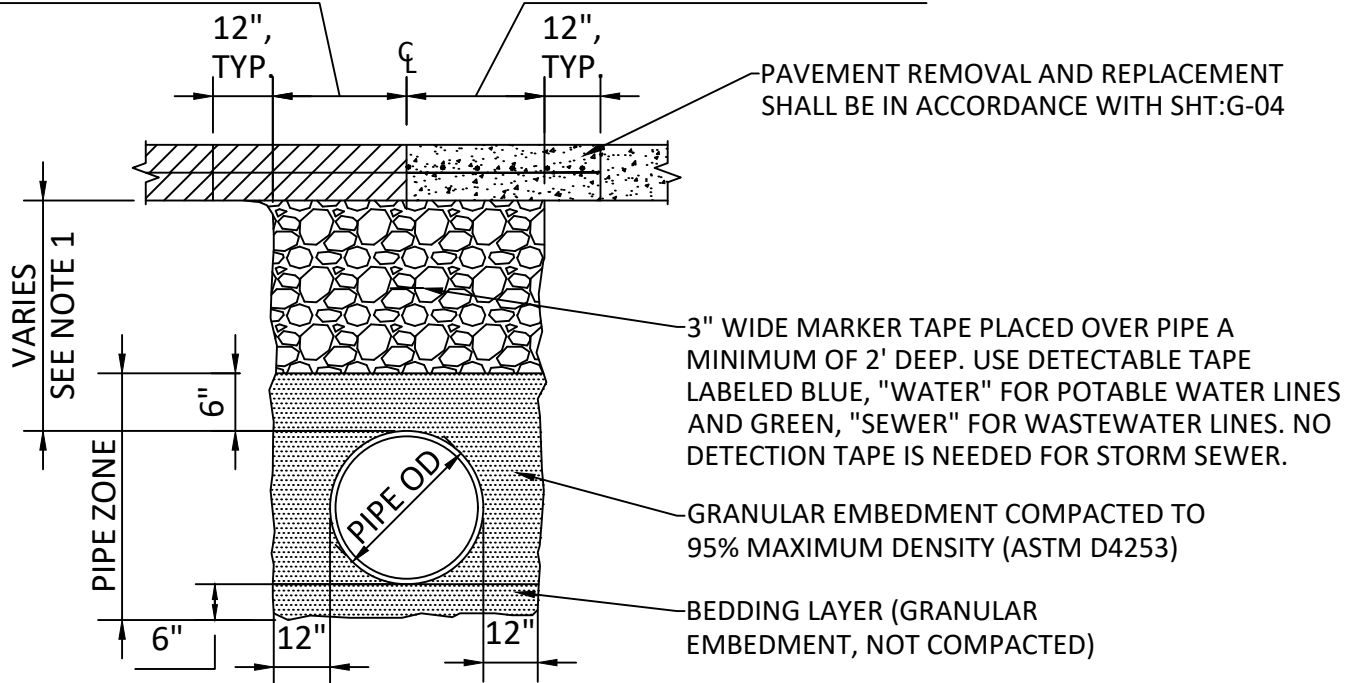
City of Shawnee, OK
Standard Construction Details

TABLE OF CONTENTS:

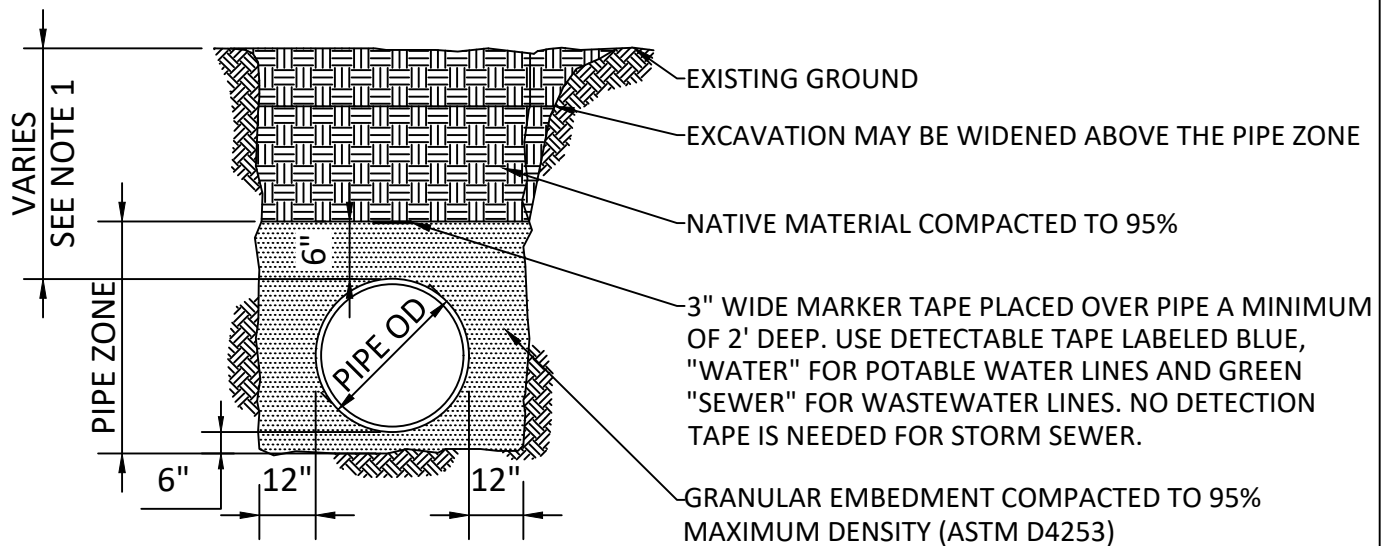
Discipline	Detail Number	Title
General	G01	Typical Bedding & Trenching For Water, Sanitary , and Storm Sewer Pipe
	G02	Typical Boring & Casing
	G03	Typical Water & Sanitary Sewer Crossing
	G04	Pavement Removal and Replacement
	G05	Standard Pavement Cuts
	G06	Standard Manhole Cover for Sanitary and Storm Sewer
Streets	ST01	Local Urban Street
	ST02	Collector Urban Street
	ST03	Arterial Urban Street
	ST04	Local Rural Street
	ST05	Collector Rural Street
	ST06	Arterial Rural Street
	ST07	Industrial Collector Street
	ST08	Alley Paving
	ST09	Standard Cul-De-Sac Configurations
	ST10	Standard Joint Layout Details (1 of 2)
	ST11	Standard Joint Layout Details (2 of 2)
	ST12	Standard Curb and Gutter
	ST13	Standard Sidewalk Details
	ST14	Standard ADA Curb Ramp Details (1 of 2)
	ST15	Standard ADA Curb Ramp Details (2 of 2)
Stormwater	SW01	Junction Box With Grated Inlet
Erosion	E01	Sediment Log Inlet Protection
	E02	Construction Entrance/Exit
	E03	Silt Fence with Wiring Backing
	E04	Rock Check Dam
	E05	Sediment Filter Dike and Silt Fence
	E06	Straw Bale Concrete Washout
	E07	Soil Roughening
Utilities	WL01	Thrust Block Concrete Anchors For Water Lines
	WL02	Fire Hydrant Assembly
	WL03	Air Release Valve
	WL04	Blow Off Valve
	WL05	Gate Valve and Valve Box with Concrete Grade Ring
	WL06	Water Meter Service Connection Installation
	WL07	Water Meter Vaults 3in Up to 12in
	WW01	Precast Manhole
	WW02	Cast in Place Manhole
	WW03	Typical Service Connection Installation
	WW04	Tapping a Sanitary Sewer Line

HALF SECTION FOR ASPHALT PAVEMENT AREAS

HALF SECTION FOR OPEN CUT CONCRETE ROADS



TYPICAL TRENCH SECTION UNDER PAVEMENT



TYPICAL TRENCH SECTION

NOTES:

1. THE MINIMUM DEPTH OF EARTH COVER IS 30" FOR SANITARY SEWER, 2' FOR STORM SEWER, AND 4' FOR WATER LINES. IF 2' OF COVER CANNOT BE ACHIEVED FOR STORM SEWER, CLASS IV PIPE SHALL BE REQUIRED.
2. NATIVE MATERIAL BACKFILL CONSISTED OF EXCAVATED MATERIAL SHALL BE FREE OF ROCK LARGER THAN 2-1/2", ORGANIC MATERIAL, RUBBISH DEBRIS, AND OTHER OBJECTIONABLE MATERIAL.

TYPICAL BEDDING & TRENCHING FOR WATER, SANITARY, AND STORM SEWER PIPE

APPROVED BY:

DATE:

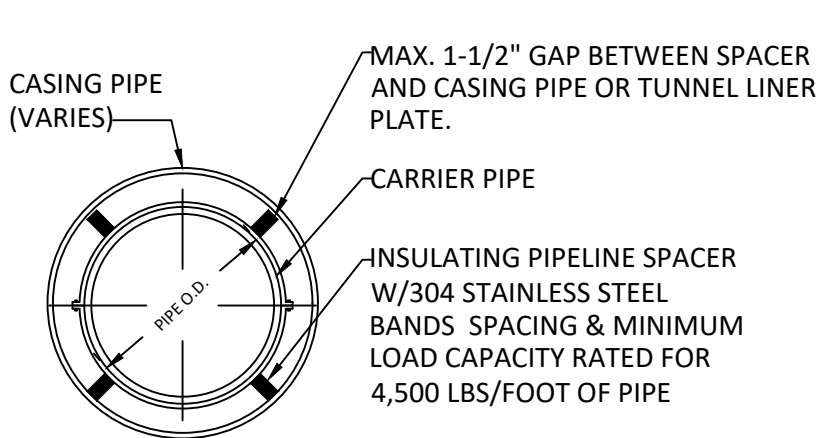
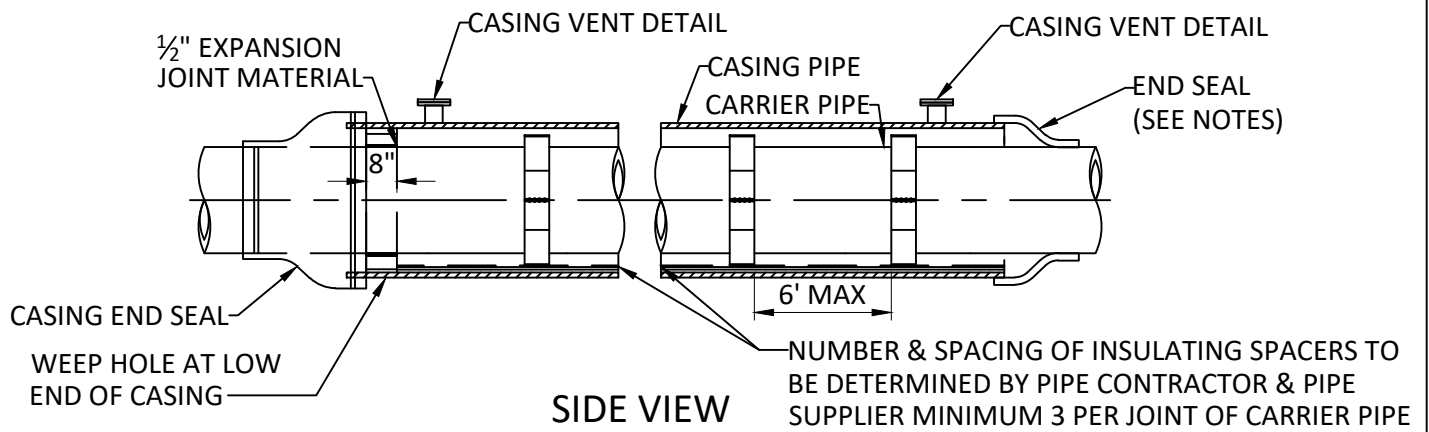
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

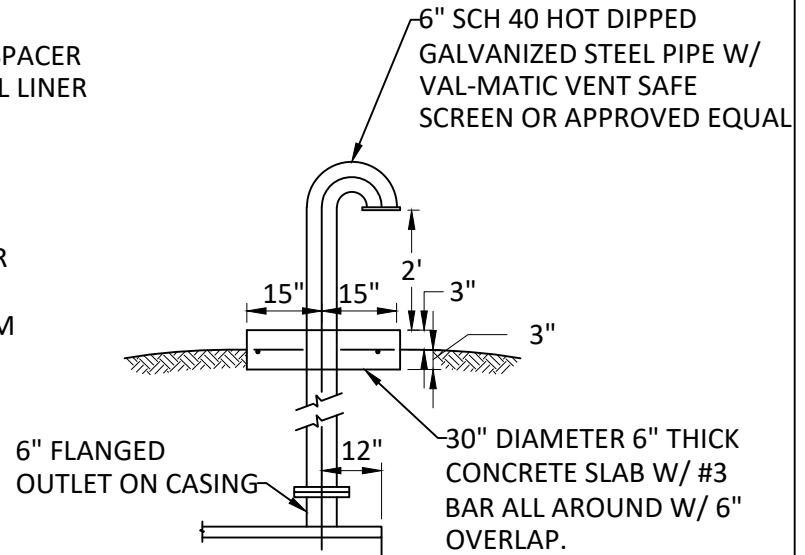
REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. G-01





**TYPICAL INSTALLATION IN CASING
PIPE UNDER RAILROAD**



CASING VENT DETAIL

- NOTES:
1. CASING SIZE SHOULD BE 1.5X OD FOR ALL MECHANICAL JOINT OR BELL AND SPIGOT PIPE AND OD +2" CLEARANCE FOR FUSED PIPES. IF CALCULATED SIZE IS NOT STANDARD, ALL CASING SIZES SHALL BE ROUNDED UP TO THE NEXT STANDARD SIZE.
 2. BOTH ENDS OF THE CASING PIPE SHALL BE PLUGGED WITH A NON-SHRINK GROUT OR CONCRETE HAVING A MINIMUM COMPRESSIVE STRENGTH OF 2,500 PSI OR GROUTED MASONRY, EACH PLUG SHALL BE A MINIMUM LENGTH OF 18". GROUTING PRESSURE SHALL NOT EXCEED THE PIPE MANUFACTURER'S RECOMMENDATIONS.
 3. VENT PIPE SHALL BE INSTALLED ON BOTH ENDS OF CASING FOR BORINGS THAT CROSS STATE HIGHWAYS OR RAILROAD CROSSINGS. VENTS SHALL BE 2" DIAMETER FOR CASING SIZES LARGER THAN 30". VENTS SHALL HAVE A 90° BEND TO POINT TOWARDS THE GROUND AND SHALL BE PAINTED INTERNATIONAL ORANGE. BUG SCREEN SHALL BE INCLUDED ON THE OPEN END OF VENT PIPE.
 4. STEEL CASING PIPE SHALL CONFORM WITH ASTM A-139, STANDARD SPECIFICATION FOR ELECTRIC-FUSION (ARC) - WELDED STEEL PIPE (NPS4 AND OVER). THE STEEL MATERIAL SHALL BE NEW, SMOOTH WALL, CARBON STEEL, GRADE B, WITH A MINIMUM TENSILE STRENGTH AND MINIMUM THIRTY-FIVE-THOUSAND (35,000 PSI) POUNDS PER SQUARE INCH YIELD STRENGTH.

TYPICAL BORING & CASING DETAIL FOR WATER & SANITARY SEWER PIPE

APPROVED BY:

DATE: _____
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

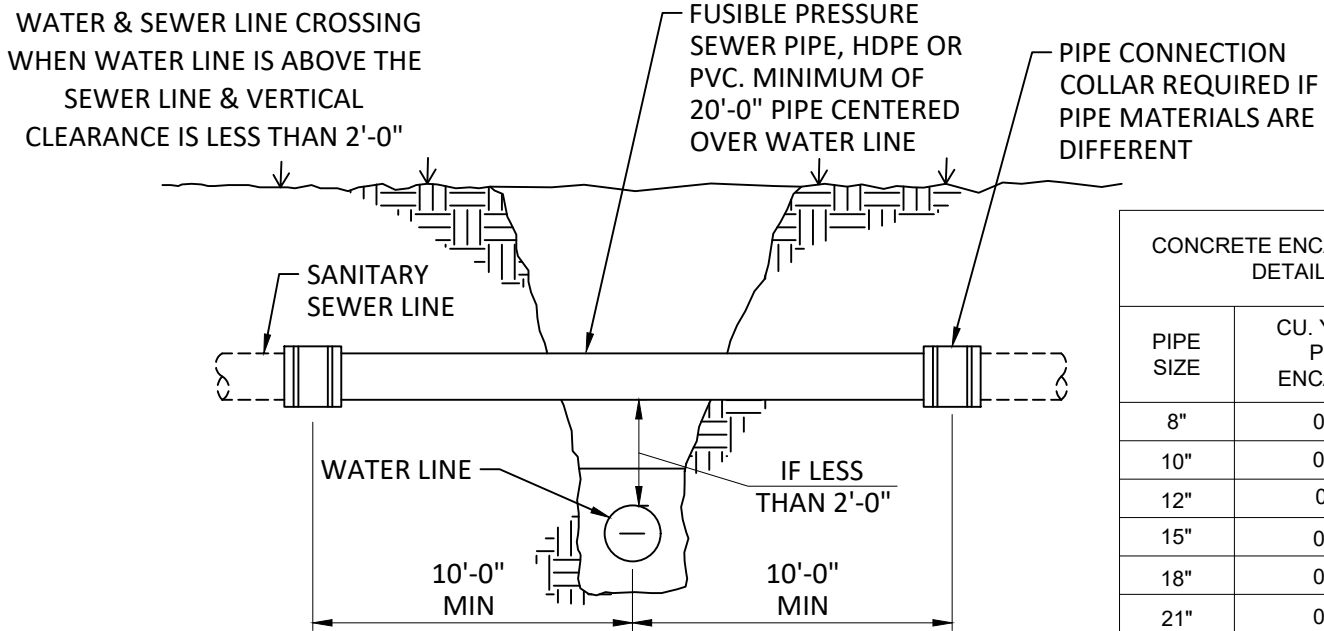
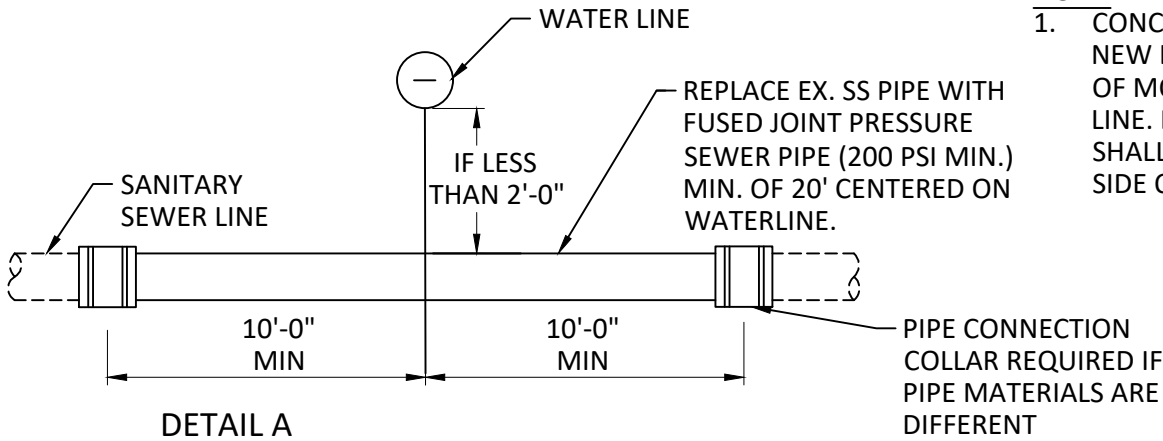
REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. G-02

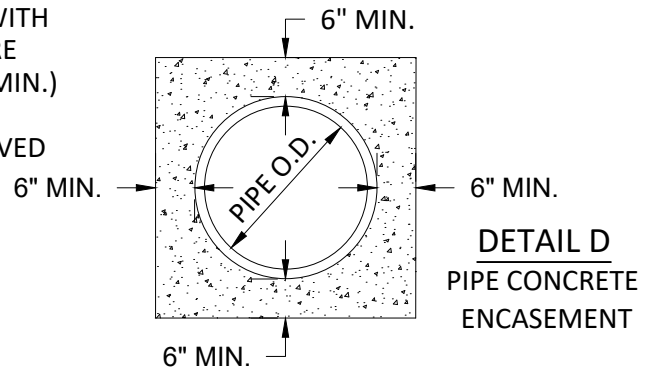
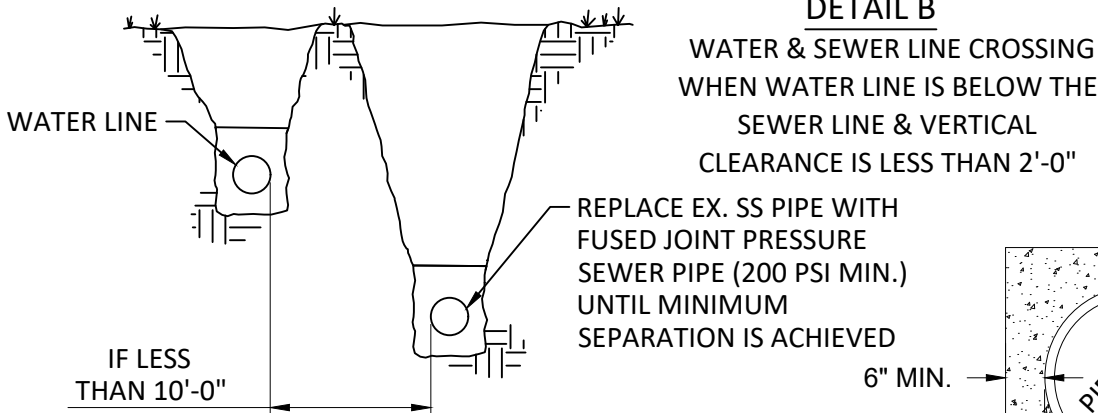


NOTE:

1. CONCRETE ENCASEMENT FOR NEW LINE CAN BE USED IN LIEU OF MODIFYING THE EXISTING LINE. ENCASEMENT EXTENTS SHALL EXTEND 5' ON EITHER SIDE OF THE EXISTING LINE.



CONCRETE ENCASEMENT DETAIL	
PIPE SIZE	CU. YD. CONC. PER L.F. ENCASEMENT
8"	0.063
10"	0.075
12"	0.0875
15"	0.106
18"	0.127
21"	0.150
24"	0.175
27"	0.197
30"	0.221
33"	0.246
36"	0.271



TYPICAL WATER & SANITARY SEWER CROSSING

APPROVED BY:

DATE: _____

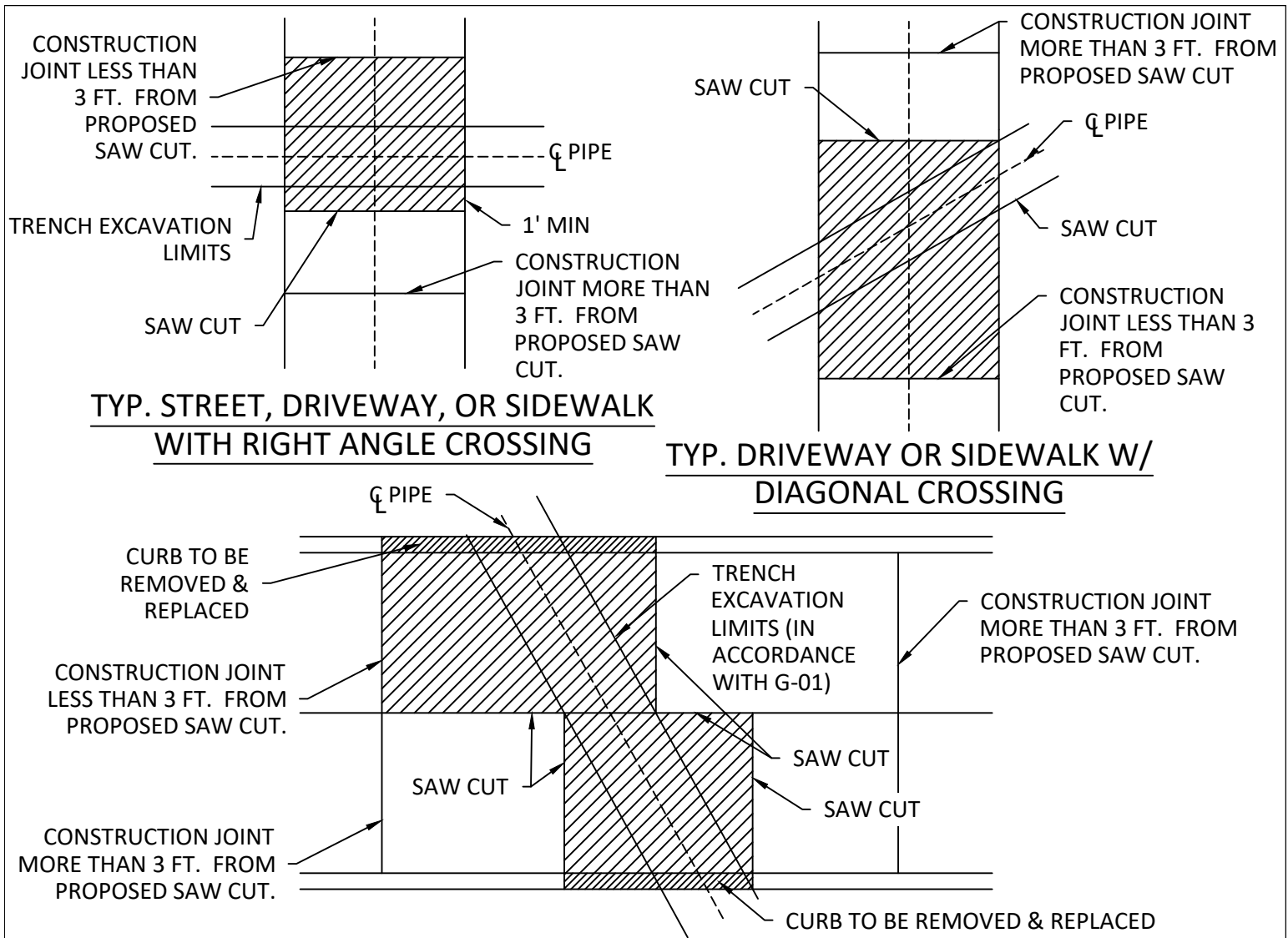
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. G-03





NOTES:

1. REMOVE AND REPLACE PAVEMENT WITHIN SHADED AREAS BOUNDED BY SAW CUTS AND/OR CONSTRUCTION JOINTS.
2. FOR DIAGONAL CROSSING, REPLACE PAVEMENT USING SQUARED CUTS, AS SHOWN. PAY QUANTITY WILL INCLUDE SQUARED AREA.
3. REMOVE AND REPLACE PAVEMENT TO CONSTRUCTION JOINT IF LESS THAN 3 FT. FROM PROPOSED SAW CUT. EXTRA AREA WILL BE INCLUDED IN PAY QUANTITY.
4. FOR LONGITUDINAL INSTALLATIONS: REMOVE AND REPLACE PAVEMENT AND CURB TO EDGE OF STREET, IF THE SAW CUT IS LESS THAN 3 FT. FROM THE OUTSIDE EDGE OF THE PAVEMENT OR CURB. AVOID SAW CUTS IN THE EXISTING WHEEL LINE. NO MORE THAN 300 L.F. OF TRENCHING WITHIN THE ROADWAY SHALL BE OPEN AT ANY TIME.
5. ALL PAVEMENT JOINTS SHALL BE REESTABLISHED IN ACCORDANCE WITH THE CITY OF SHAWNEE STANDARDS FOR PORTLAND CEMENT CONCRETE PAVEMENT. WHEN A NEW PAVEMENT SECTION IS REMOVED ALONG AN EXISTING LONGITUDINAL CONSTRUCTION JOINT, THE NEW PAVEMENT SHALL BE DOWELED TO THE PAVEMENT ADJACENT TO THE JOINT.
6. REFERENCE THE CURRENT VERSION OF THE CITY'S ENGINEERING DESIGN MANUAL FOR ADDITIONAL INFORMATION AND REQUIREMENTS.

STANDARD PAVEMENT CUTS

APPROVED BY:

DATE: _____

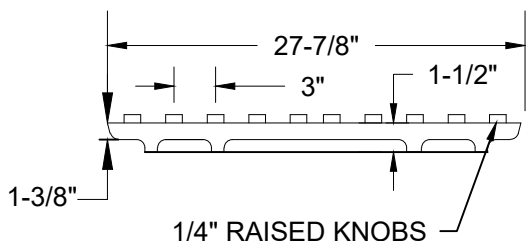
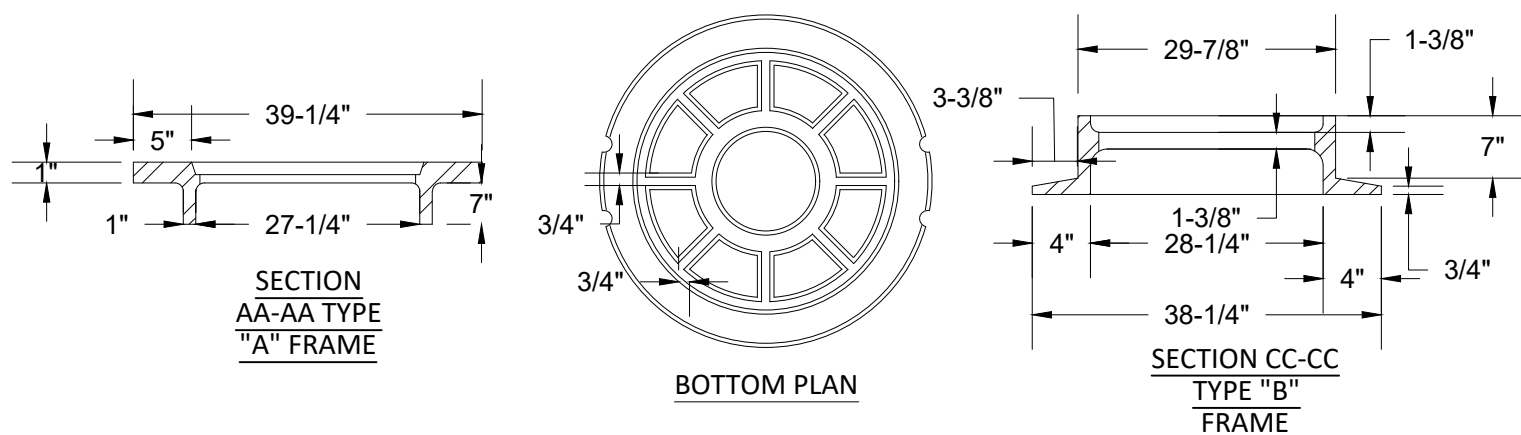
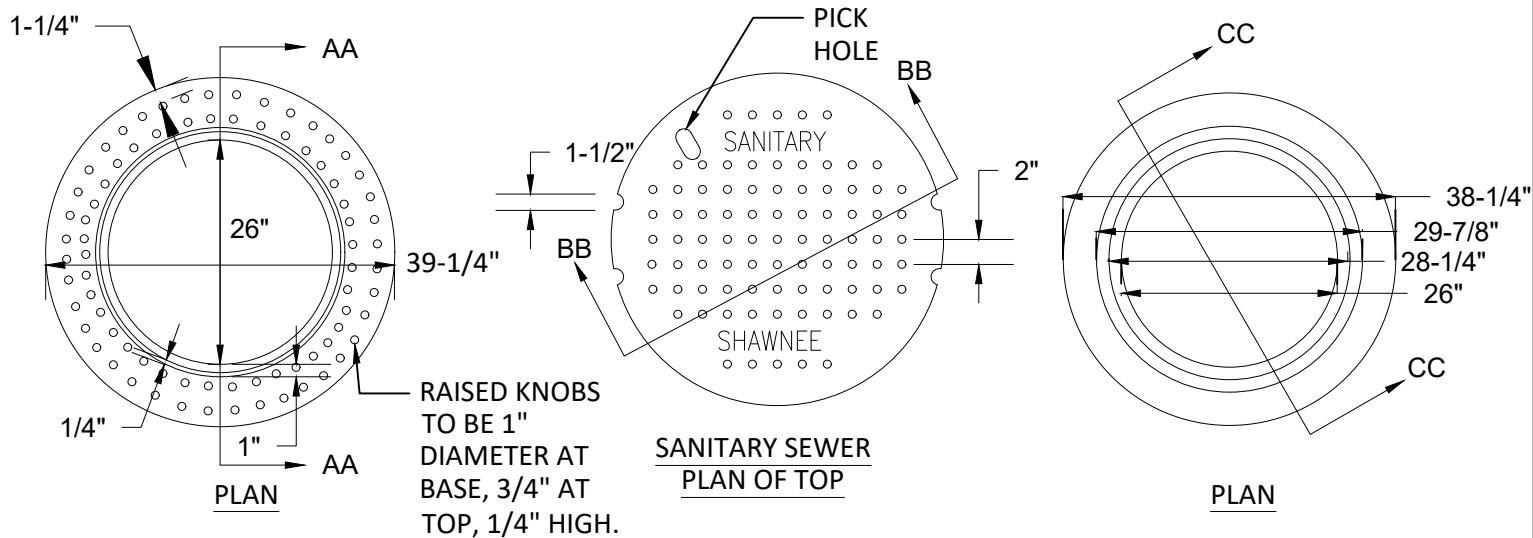
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

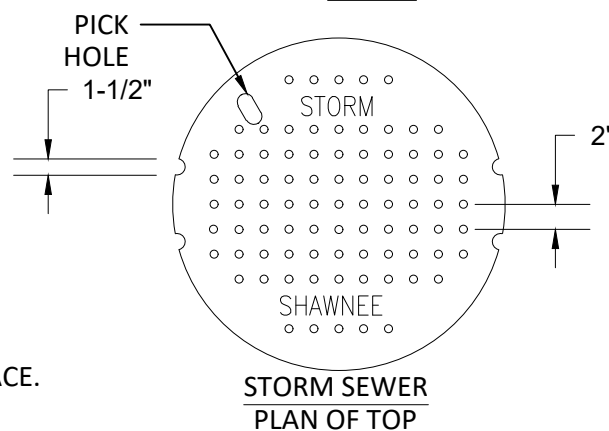
DRAWING NO. G-05





NOTE:

1. FURNISHED WITH MACHINED HORIZONTAL BEARING SURFACE.
2. ALL LETTERING ON TOP OF COVER IS $1 \frac{7}{16}$ "
3. RAISED KNOBS TO BE 1" DIAMETER AT BASE, $\frac{3}{4}$ " AT TOP AND $\frac{1}{4}$ " HIGH.
4. FILLETS SHALL BE 1/4" UNLESS OTHERWISE SPECIFIED.
5. CASTING SHALL CONFORM TO THE REQUIREMENTS OF THE STANDARD SPECIFICATION FOR GREY IRON FITTINGS ASTM A-48, CLASS "30 B" FOR RINGS AND "35 B" FOR COVERS AND APPROVED STANDARD DETAILS FOR MANHOLE RINGS AND COVERS .



STANDARD MANHOLE COVER FOR SANITARY AND STORM SEWER

APPROVED BY:

DATE: _____

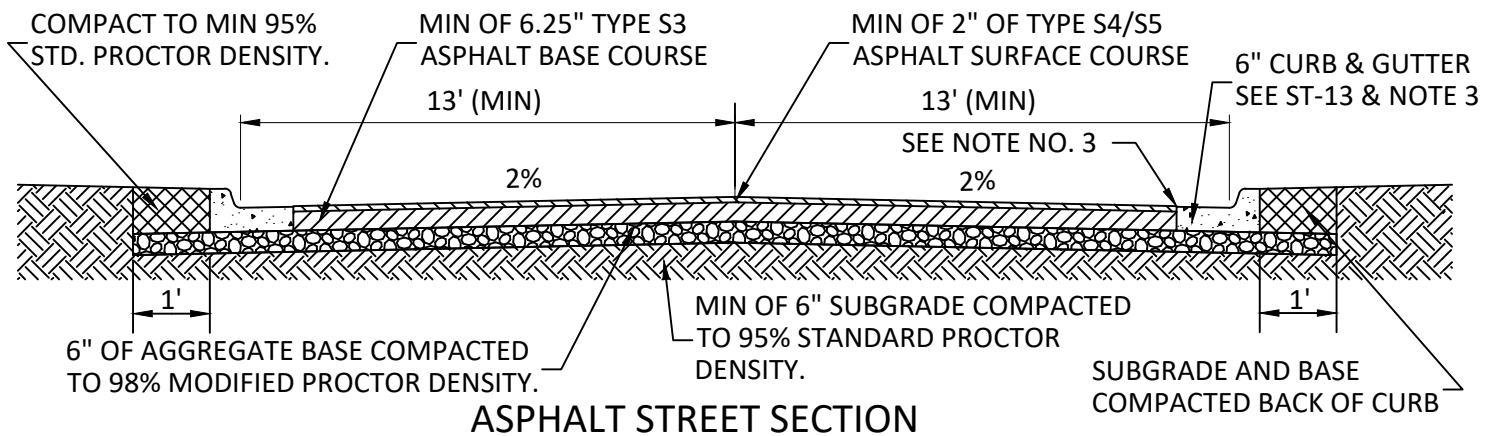
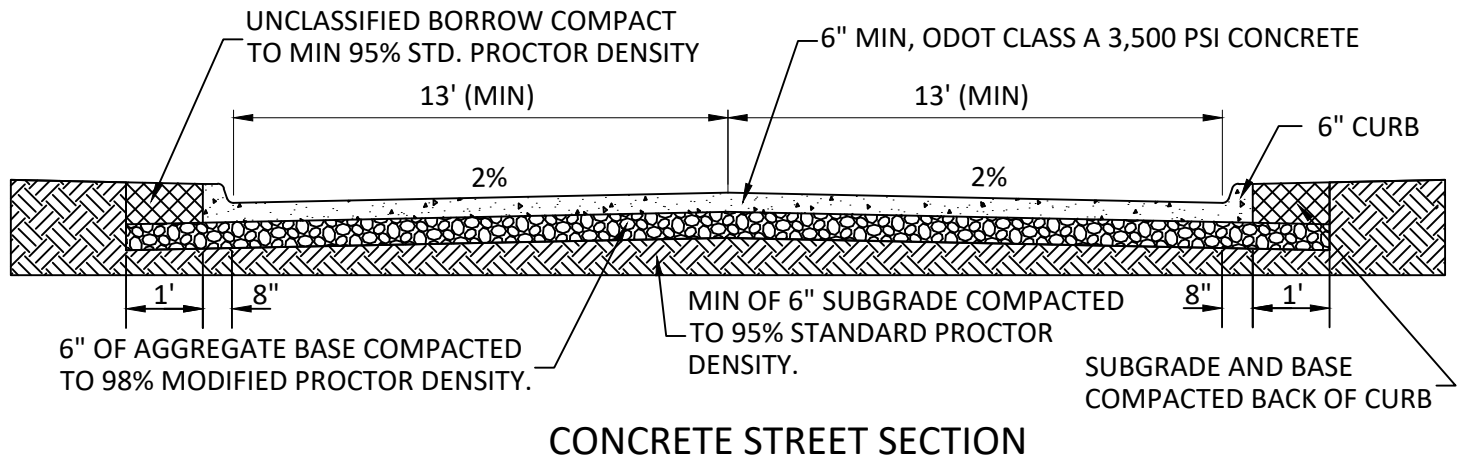
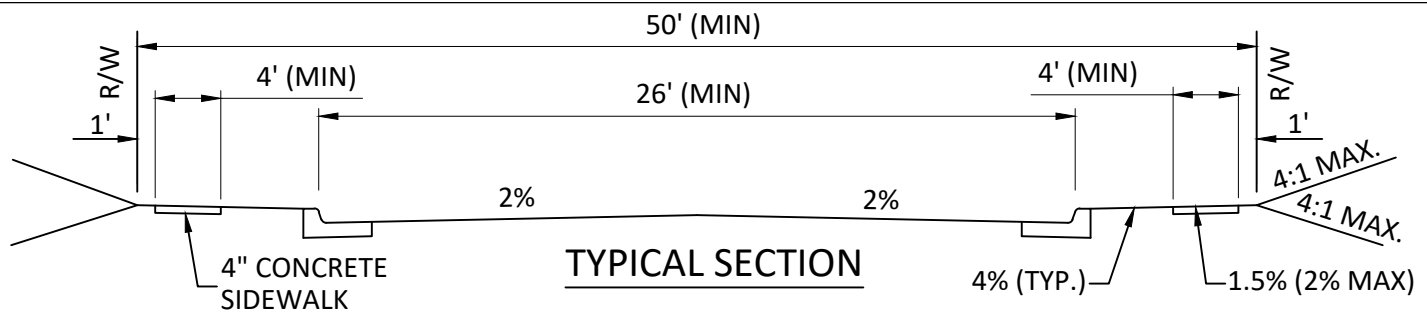
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. G-06





NOTES :

1. PAVING SECTIONS SHOWN REPRESENT THE MINIMUM ALLOWED. STREET PAVING SHALL BE DESIGNED IN ACCORDANCE WITH AASHTO METHODOLOGY.
2. ALL MATERIALS, STABILIZATION, AND METHODOLOGY SHALL BE IN ACCORDANCE WITH THE CITY OF SHAWNEE, AND ODOT STANDARD SPECIFICATIONS, LATEST EDITION.
3. DOWELS REQUIRED FOR PCC PAVING 8" THICK, OR GREATER, IN ACCORDANCE WITH ODOT STANDARD SPECIFICATIONS SECTION 414.04.H.
4. REFERENCE ST-11 AND ST-12 FOR CONCRETE JOINT DETAILS.
5. ALL SUBGRADE SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY UNLESS OTHERWISE NOTED
6. ALL AGGREGATE SHALL BE COMPACTED TO 98% MODIFIED PROCTOR DENSITY UNLESS OTHERWISE NOTED.
7. CONCRETE SHALL BE A MIN. OF CLASS A - 3,500 PSI CONCRETE.
8. RECYCLED ASPHALT PAVEMENT (RAP) SHALL NOT BE ALLOWED IN THE SURFACE COURSE OF ASPHALT PAVEMENT.

LOCAL (URBAN) STREET

APPROVED BY:

DATE: _____

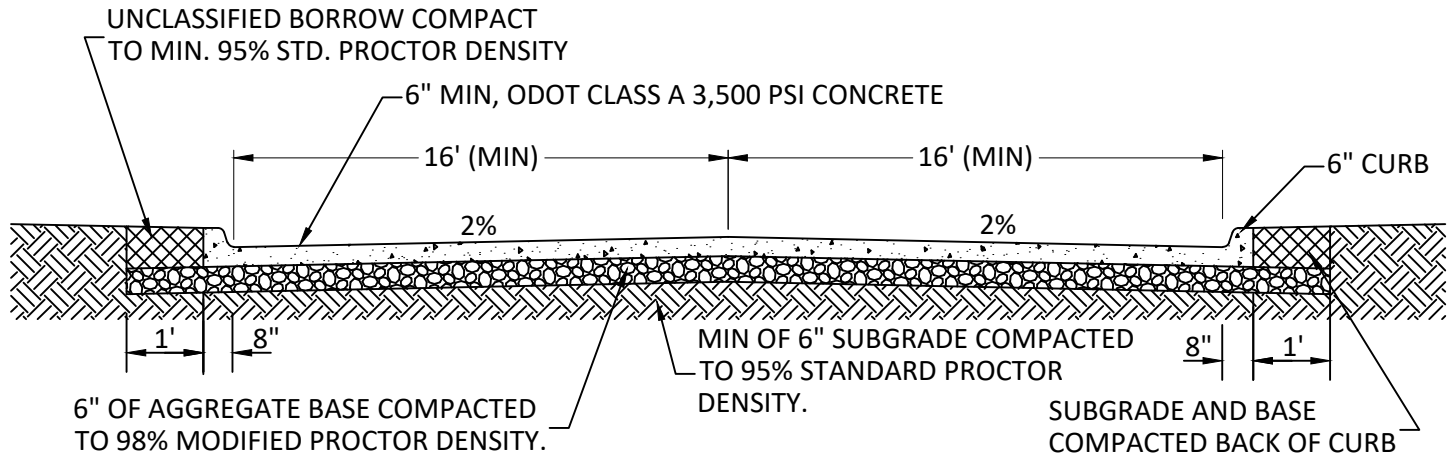
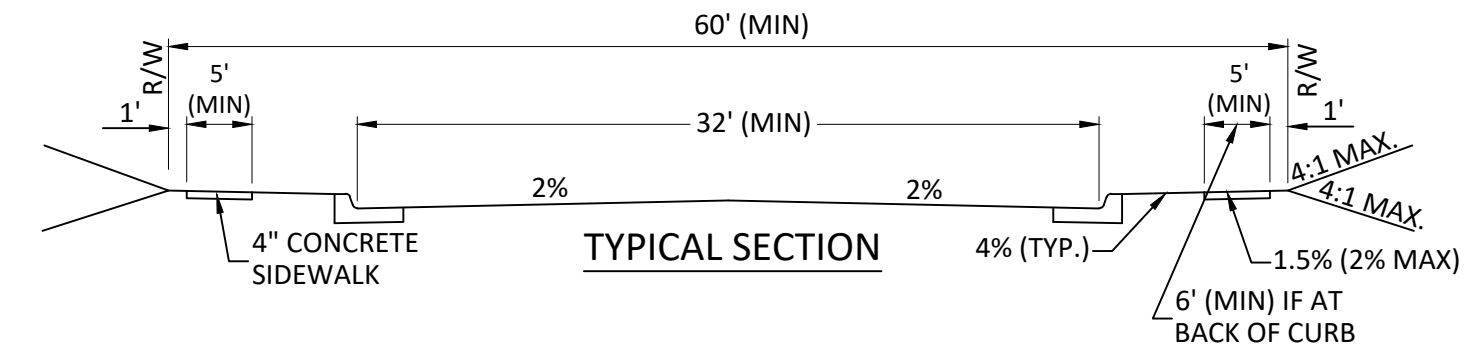
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

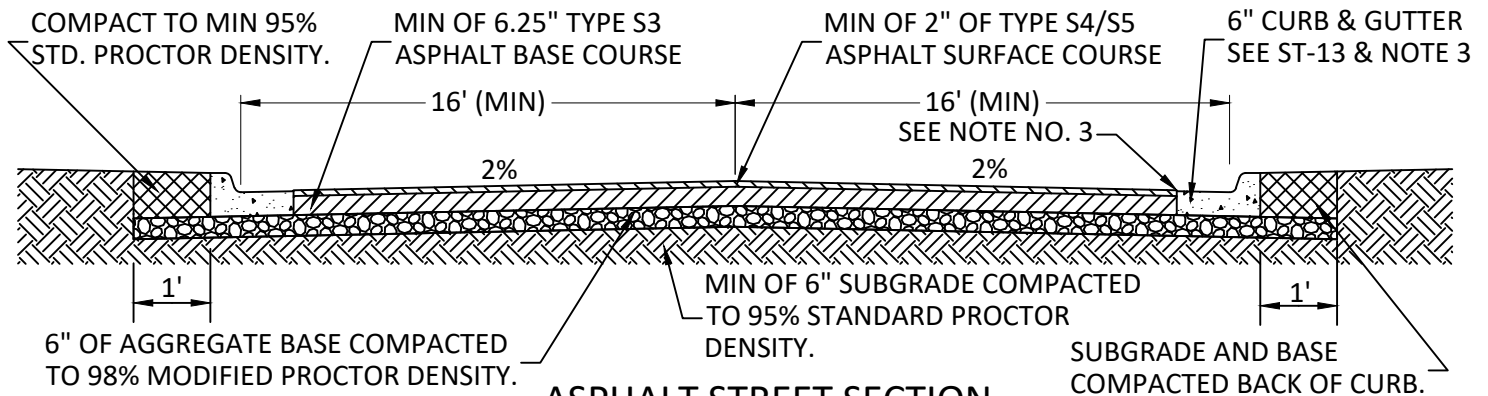


REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. ST-01



CONCRETE STREET SECTION



ASPHALT STREET SECTION

NOTES :

1. PAVING SECTIONS SHOWN REPRESENT THE MINIMUM ALLOWED. STREET PAVING SHALL BE DESIGNED IN ACCORDANCE WITH AASHTO METHODOLOGY.
2. ALL MATERIALS, STABILIZATION, AND METHODOLOGY SHALL BE IN ACCORDANCE WITH THE CITY OF SHAWNEE, AND ODOT STANDARD SPECIFICATIONS, LATEST EDITION.
3. DOWELS REQUIRED FOR PCC PAVING 8" THICK, OR GREATER, IN ACCORDANCE WITH ODOT STANDARD SPECIFICATIONS SECTION 414.04.H.
4. REFERENCE ST-11 AND ST-12 FOR CONCRETE JOINT DETAILS.
5. ALL SUBGRADE SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY UNLESS OTHERWISE NOTED
6. ALL AGGREGATE SHALL BE COMPACTED TO 98% MODIFIED PROCTOR DENSITY UNLESS OTHERWISE NOTED.
7. CONCRETE SHALL BE A MIN. OF CLASS A - 3,500 PSI CONCRETE.
8. RECYCLED ASPHALT PAVEMENT (RAP) SHALL NOT BE ALLOWED IN THE SURFACE COURSE OF ASPHALT PAVEMENTS.

COLLECTOR (URBAN) STREET

APPROVED BY:

DATE: _____

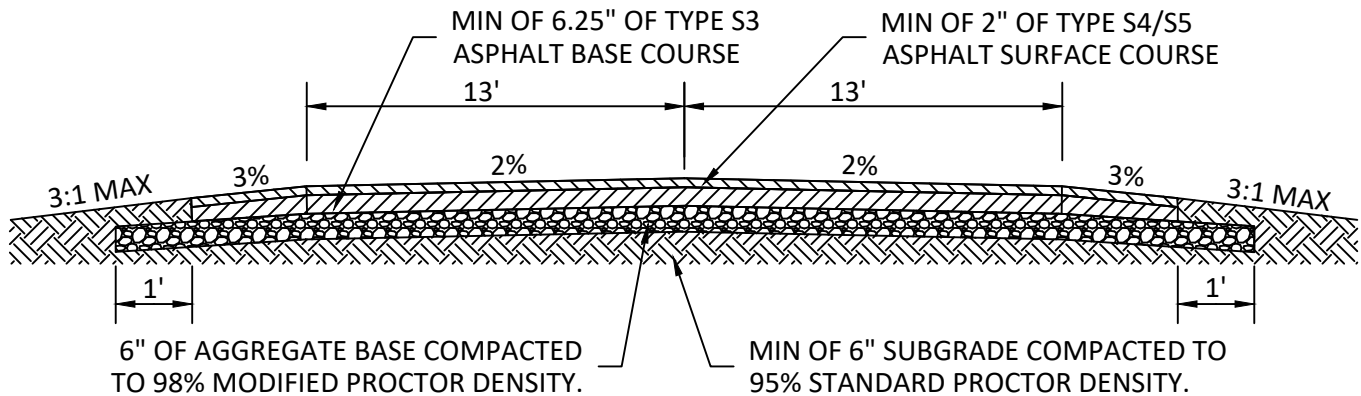
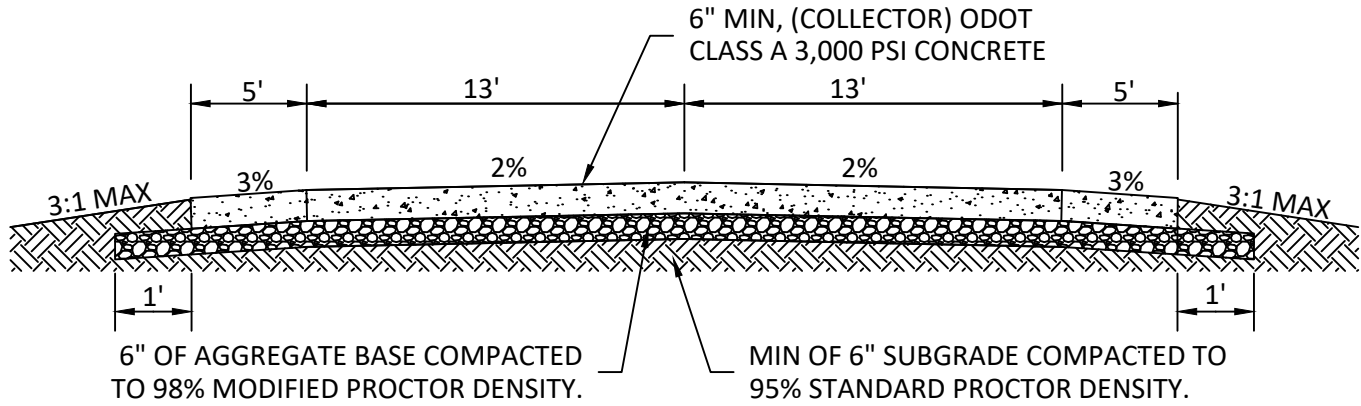
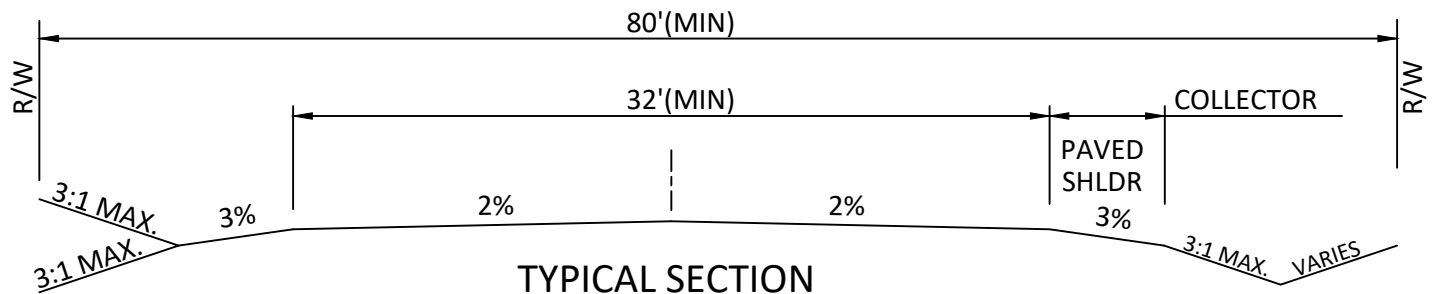
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. ST-02





NOTES :

1. PAVING SECTIONS SHOWN REPRESENT THE MINIMUM ALLOWED. STREET PAVING SHALL BE DESIGNED IN ACCORDANCE WITH AASHTO METHODOLOGY.
2. ALL MATERIALS, STABILIZATION, AND METHODOLOGY SHALL BE IN ACCORDANCE WITH THE CITY OF SHAWNEE, AND ODOT STANDARD SPECIFICATIONS, LATEST EDITION.
3. DOWELS REQUIRED FOR PCC PAVING 8" THICK, OR GREATER, IN ACCORDANCE WITH ODOT STANDARD SPECIFICATIONS SECTION 2414.04.H.
4. REFERENCE ST-11 AND ST-12 FOR CONCRETE JOINT DETAILS.
5. ALL SUBGRADE SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY UNLESS OTHERWISE NOTED
6. ALL AGGREGATE SHALL BE COMPACTED TO 98% MODIFIED PROCTOR DENSITY UNLESS OTHERWISE NOTED.
7. CONCRETE SHALL BE A MIN. OF CLASS A - 3,500 PSI CONCRETE.
8. RECYCLED ASPHALT PAVEMENT (RAP) SHALL NOT BE ALLOWED IN THE SURFACE COURSE OF ASPHALT PAVEMENTS.

COLLECTOR (RURAL) STREET

APPROVED BY:

DATE: _____

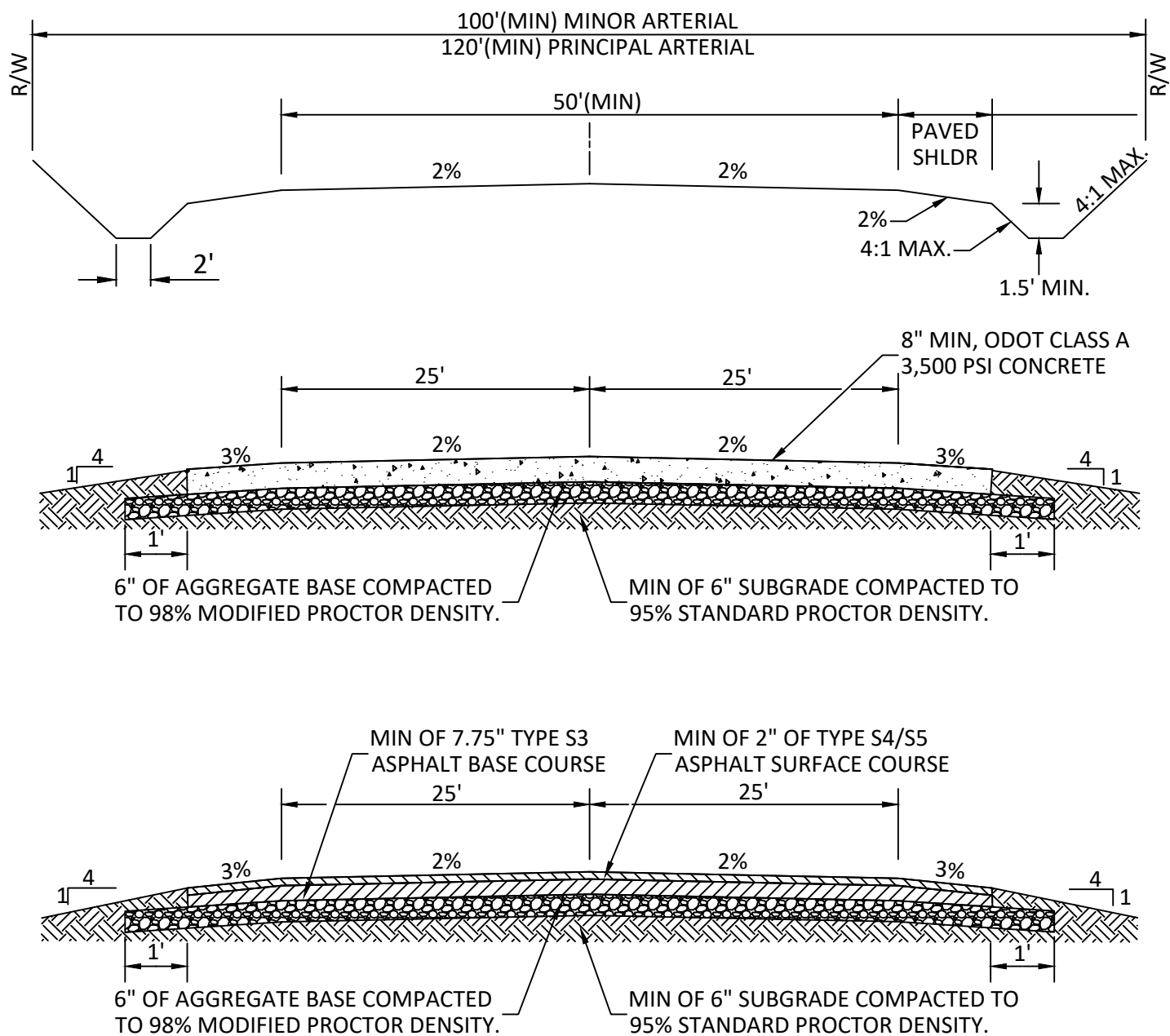
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. ST-05





NOTES :

1. PAVING SECTIONS SHOWN REPRESENT THE MIN. ALLOWED. STREET PAVING SHALL BE DESIGNED IN ACCORDANCE WITH AASHTO METHODOLOGY.
2. ALL MATERIALS, STABILIZATION, AND METHODOLOGY SHALL BE IN ACCORDANCE WITH THE CITY OF SHAWNEE, AND ODOT STANDARD SPECIFICATIONS, LATEST EDITION.
3. DOWELS REQUIRED FOR PCC PAVING 8" THICK, OR GREATER, IN ACCORDANCE WITH ODOT STANDARD SPECIFICATIONS SECTION 414.04.H.
4. REFERENCE ST-11 AND ST-12 FOR CONCRETE JOINT DETAILS.
5. ALL SUBGRADE SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY UNLESS OTHERWISE NOTED
6. ALL AGGREGATE SHALL BE COMPACTED TO 98% MODIFIED PROCTOR DENSITY UNLESS OTHERWISE NOTED.
7. CONCRETE SHALL BE A MIN. OF CLASS A - 3,500 PSI CONCRETE.
8. RECYCLED ASPHALT PAVEMENT (RAP) SHALL NOT BE ALLOWED IN THE SURFACE COURSE OF ASPHALT PAVEMENTS.

ARTERIAL (RURAL) STREET

APPROVED BY:

DATE: _____

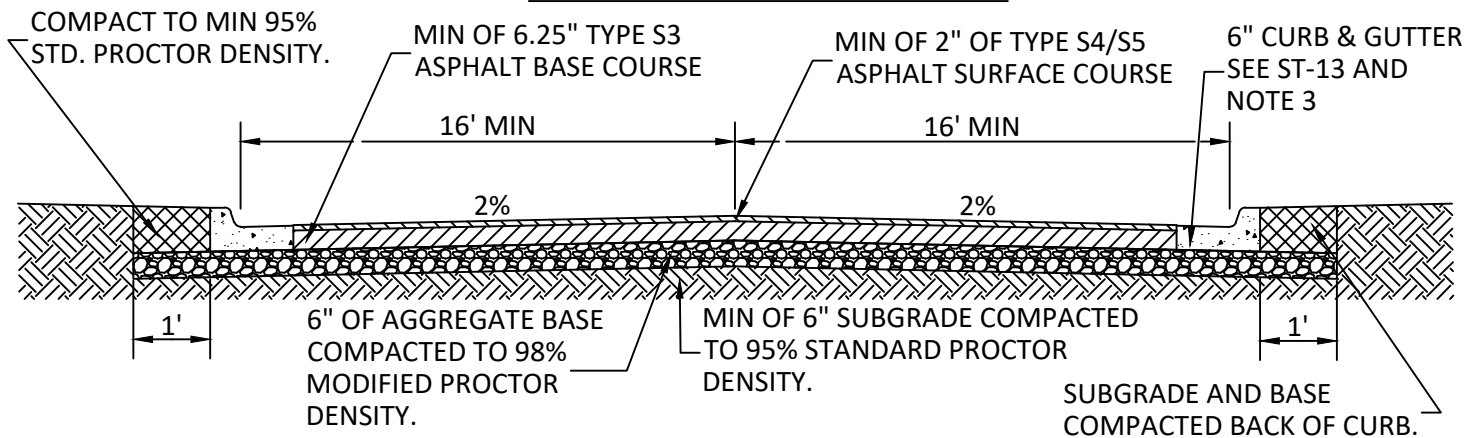
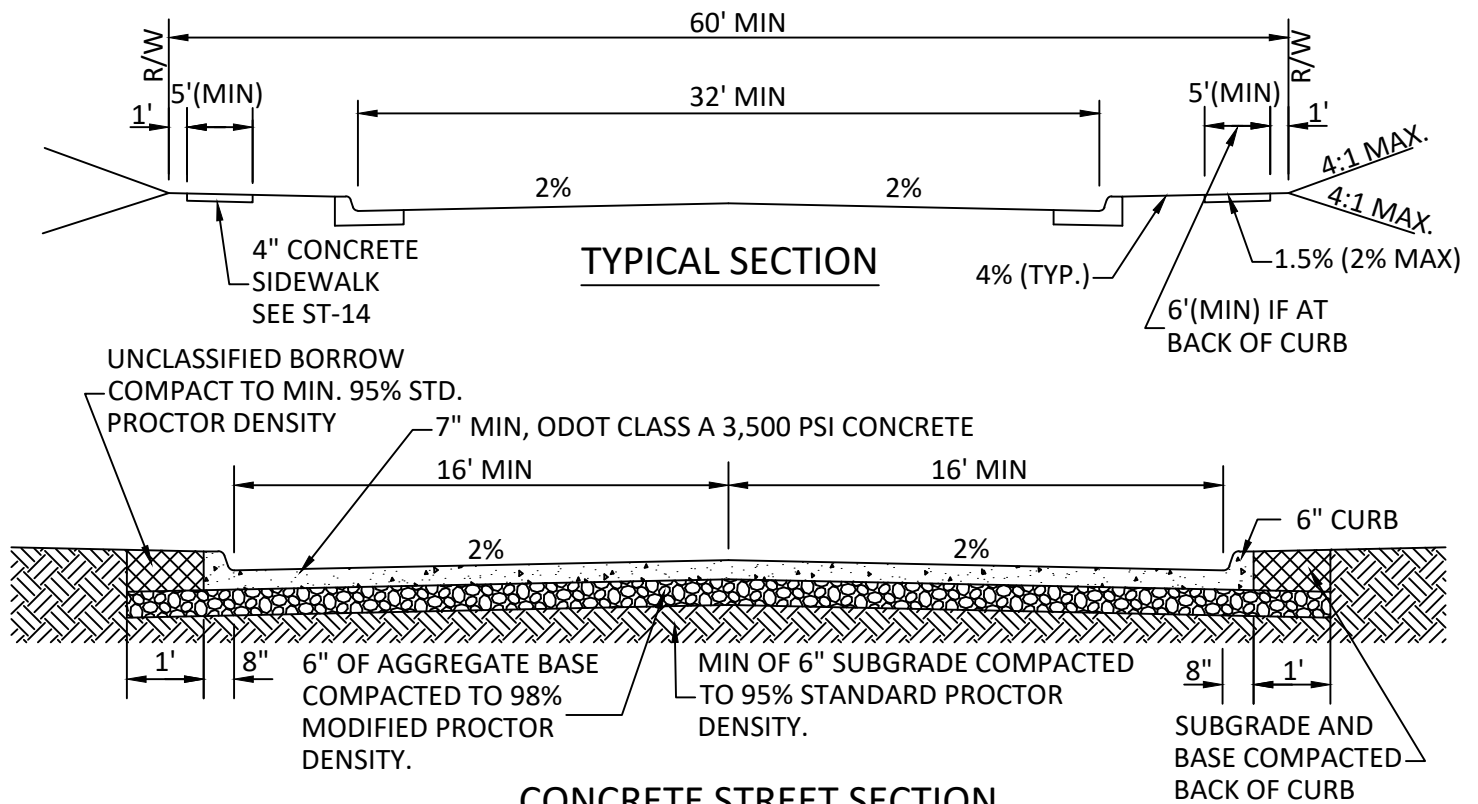
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. ST-06





NOTES :

1. PAVING SECTIONS SHOWN REPRESENT THE MINIMUM ALLOWED. STREET PAVING SHALL BE DESIGNED IN ACCORDANCE WITH AASHTO METHODOLOGY.
2. ALL MATERIALS, STABILIZATION, AND METHODOLOGY SHALL BE IN ACCORDANCE WITH THE CITY OF SHAWNEE, AND ODOT STANDARD SPECIFICATIONS, LATEST EDITION.
3. DOWELS REQUIRED FOR PCC PAVING 8" THICK, OR GREATER, IN ACCORDANCE WITH ODOT STANDARD SPECIFICATIONS SECTION 414.04.H.
4. REFERENCE ST-11 AND ST-12 FOR CONCRETE JOINT DETAILS.
5. ALL SUBGRADE SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY UNLESS OTHERWISE NOTED
6. ALL AGGREGATE SHALL BE COMPACTED TO 98% MODIFIED PROCTOR DENSITY UNLESS OTHERWISE NOTED.
7. CONCRETE SHALL BE A MIN. OF CLASS A - 3,500 PSI CONCRETE.
8. RECYCLED ASPHALT PAVEMENT (RAP) SHALL NOT BE ALLOWED IN THE SURFACE COURSE OF ASPHALT PAVEMENTS.

INDUSTRIAL COLLECTOR STREET

APPROVED BY:

DATE: _____

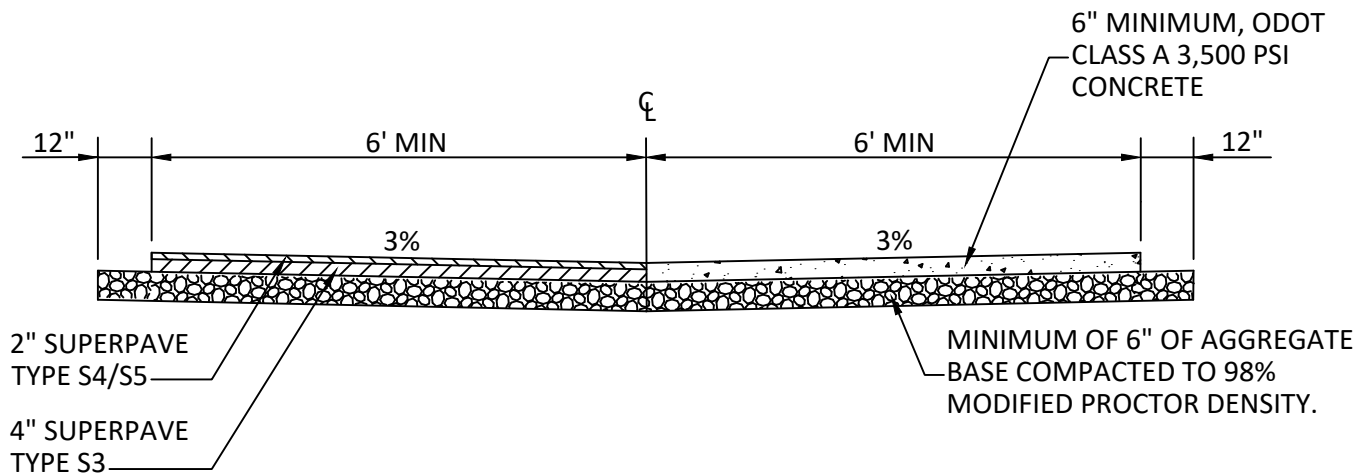
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

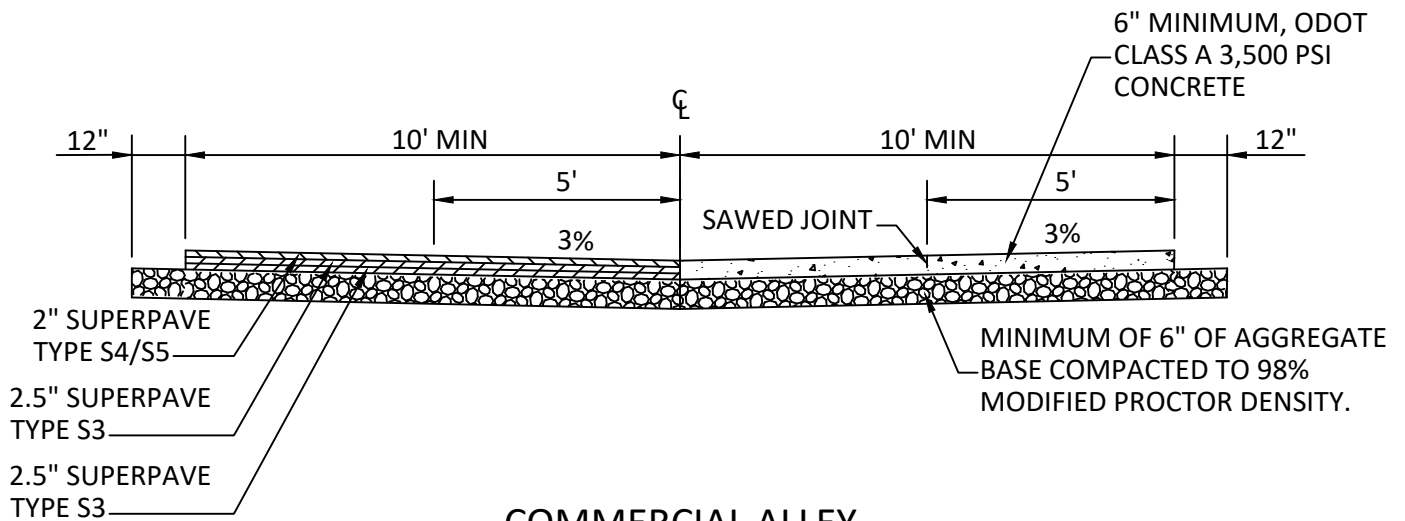
REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. ST-07





RESIDENTIAL ALLEY



COMMERCIAL ALLEY

NOTES :

1. PAVING SECTIONS SHOWN REPRESENT THE MIN. ALLOWED. STREET PAVING SHALL BE DESIGNED IN ACCORDANCE WITH AASHTO METHODOLOGY.
2. ALL MATERIALS, STABILIZATION, AND METHODOLOGY SHALL BE IN ACCORDANCE WITH THE CITY OF SHAWNEE, AND ODOT STANDARD SPECIFICATIONS, LATEST EDITION.
3. DOWELS REQUIRED FOR PCC PAVING 8" THICK, OR GREATER, IN ACCORDANCE WITH ODOT STANDARD SPECIFICATIONS SECTION 414.04.H.
4. REFERENCE ST-11 AND ST-12 FOR CONCRETE JOINT DETAILS.
5. ALL SUBGRADE SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY UNLESS OTHERWISE NOTED
6. ALL AGGREGATE SHALL BE COMPACTED TO 98% MODIFIED PROCTOR DENSITY UNLESS OTHERWISE NOTED.
7. CONCRETE SHALL BE A MIN. OF CLASS A - 3,500 PSI CONCRETE.
8. ALLEY PAVING LONGITUDINAL AND TRANSVERSE GRADES SHALL BE DESIGNED AND CONSTRUCTED TO PREVENT PONDING OF WATER ON THE PAVEMENT INCLUDING TRANSITIONS TO TIE TO STREETS AT EACH END OF THE ALLEY.

ALLEY PAVING

APPROVED BY:

DATE: _____

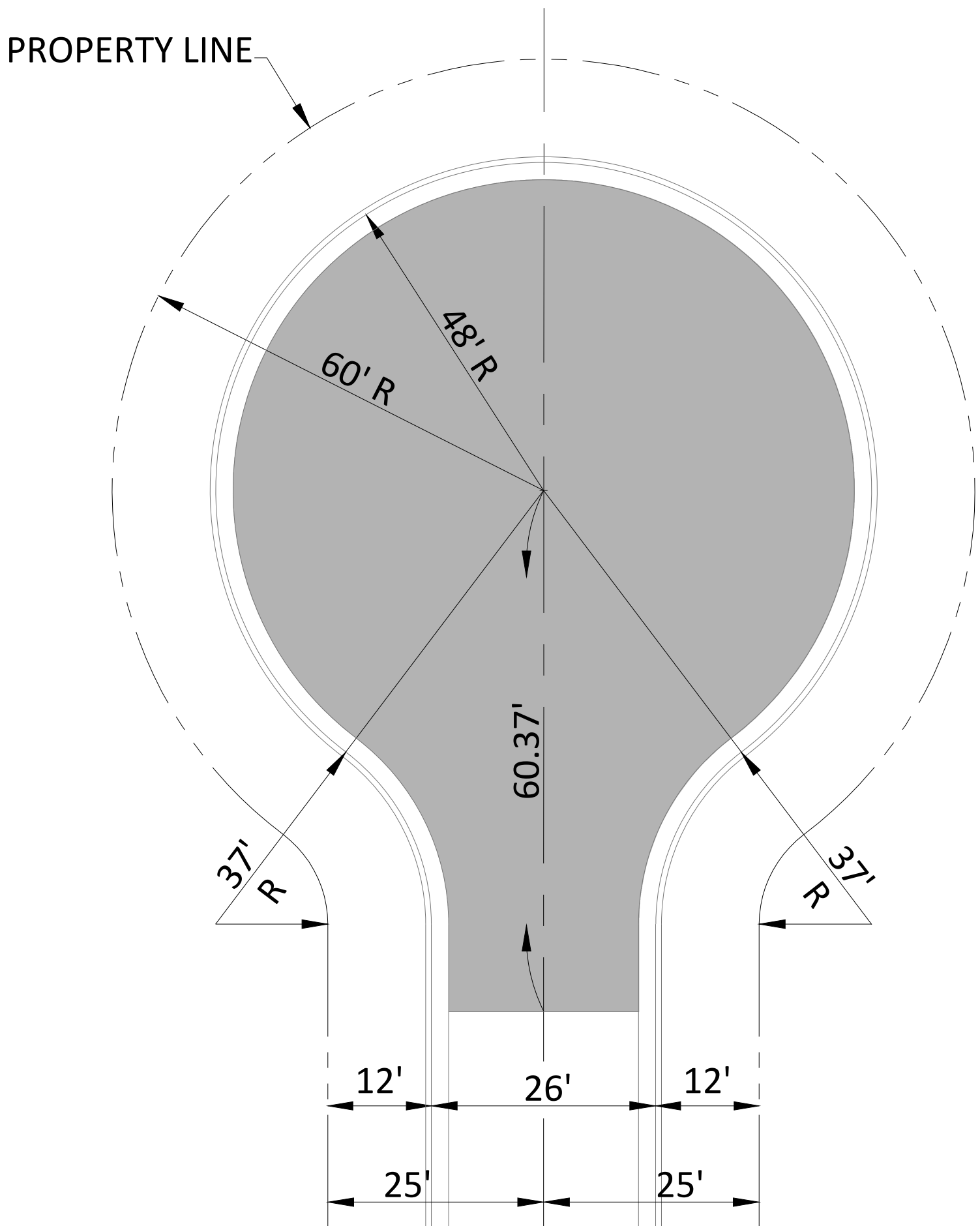
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

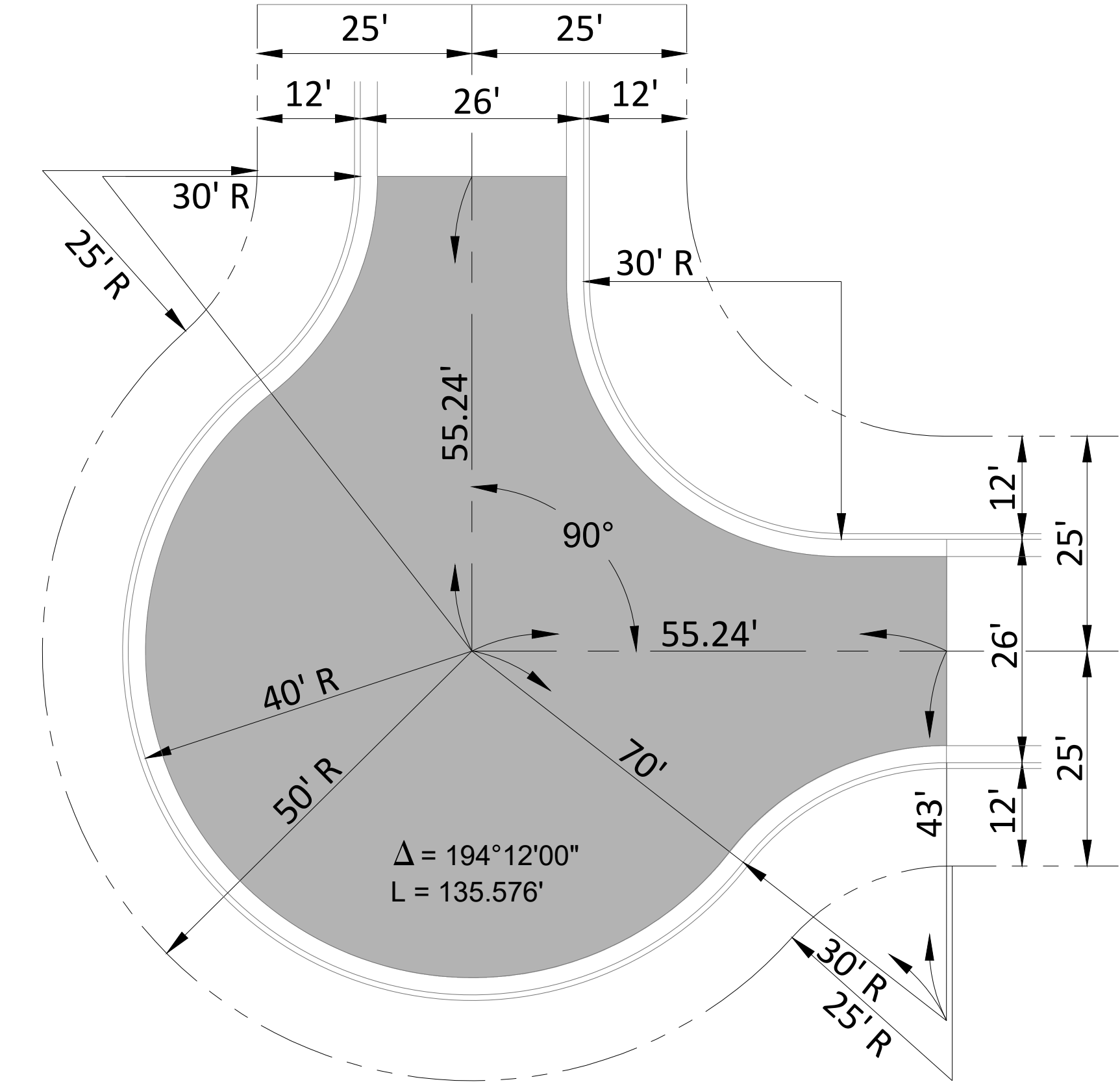
REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. ST-08

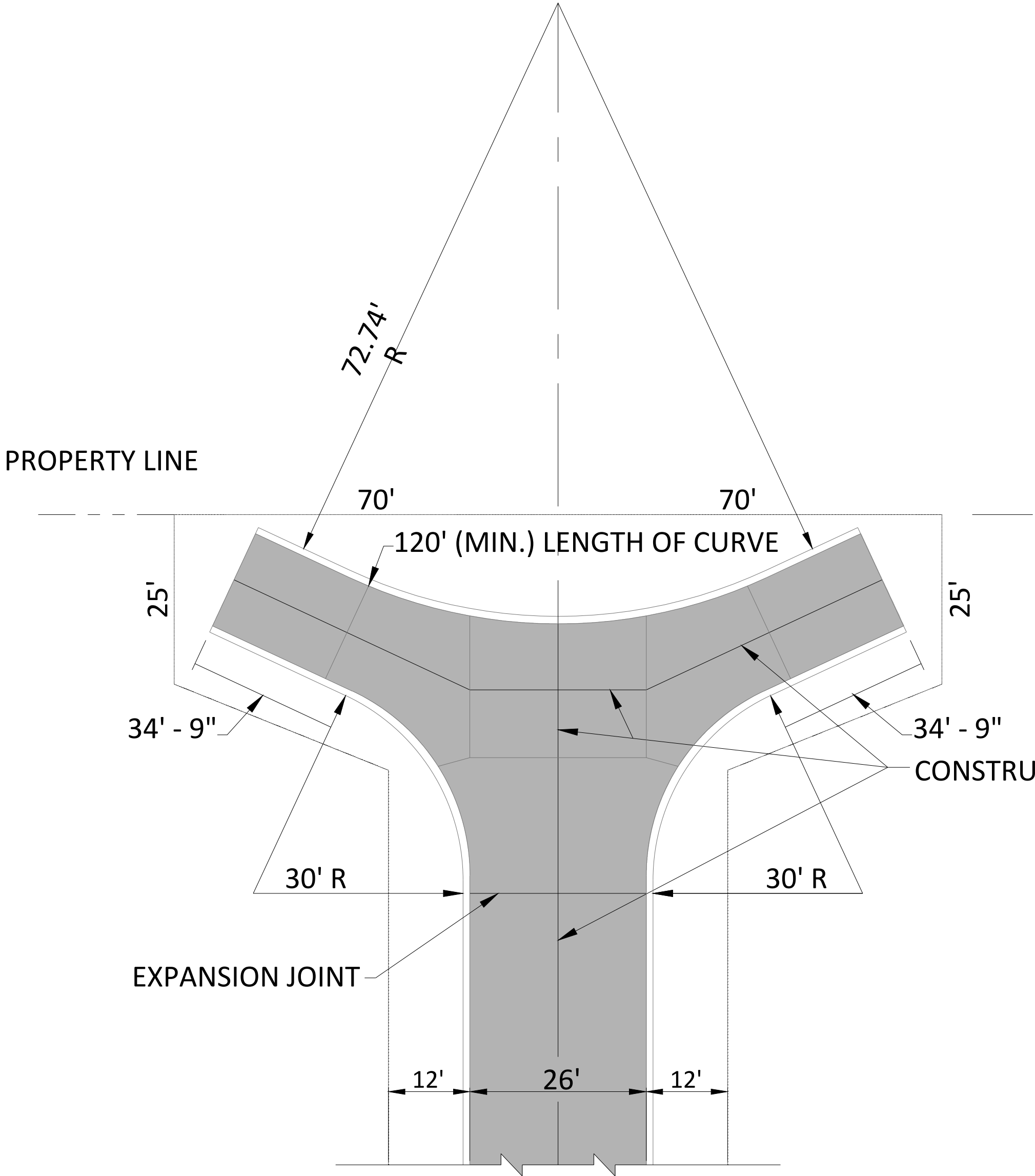




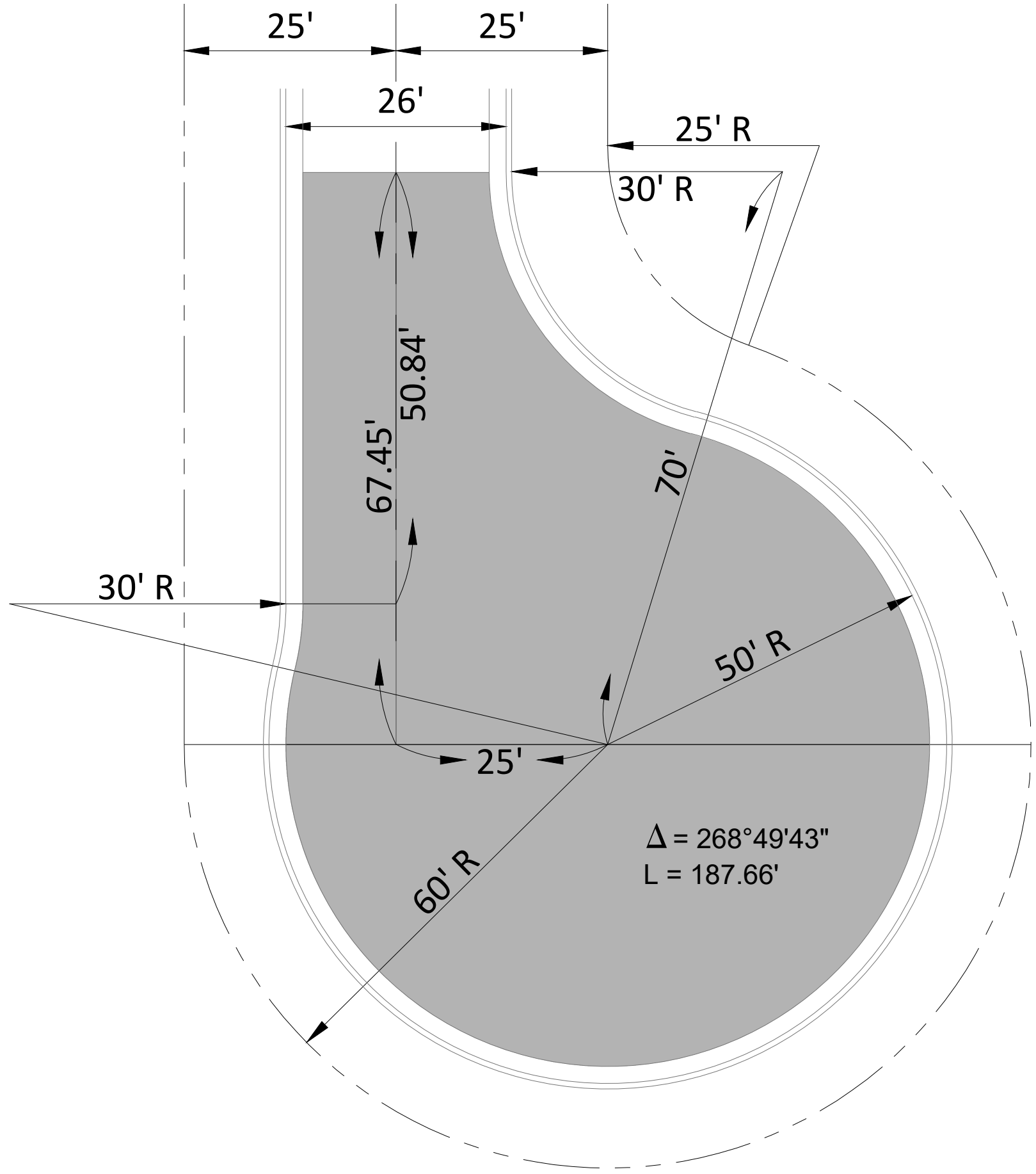
STANDARD CUL-DE-SAC - 48' R



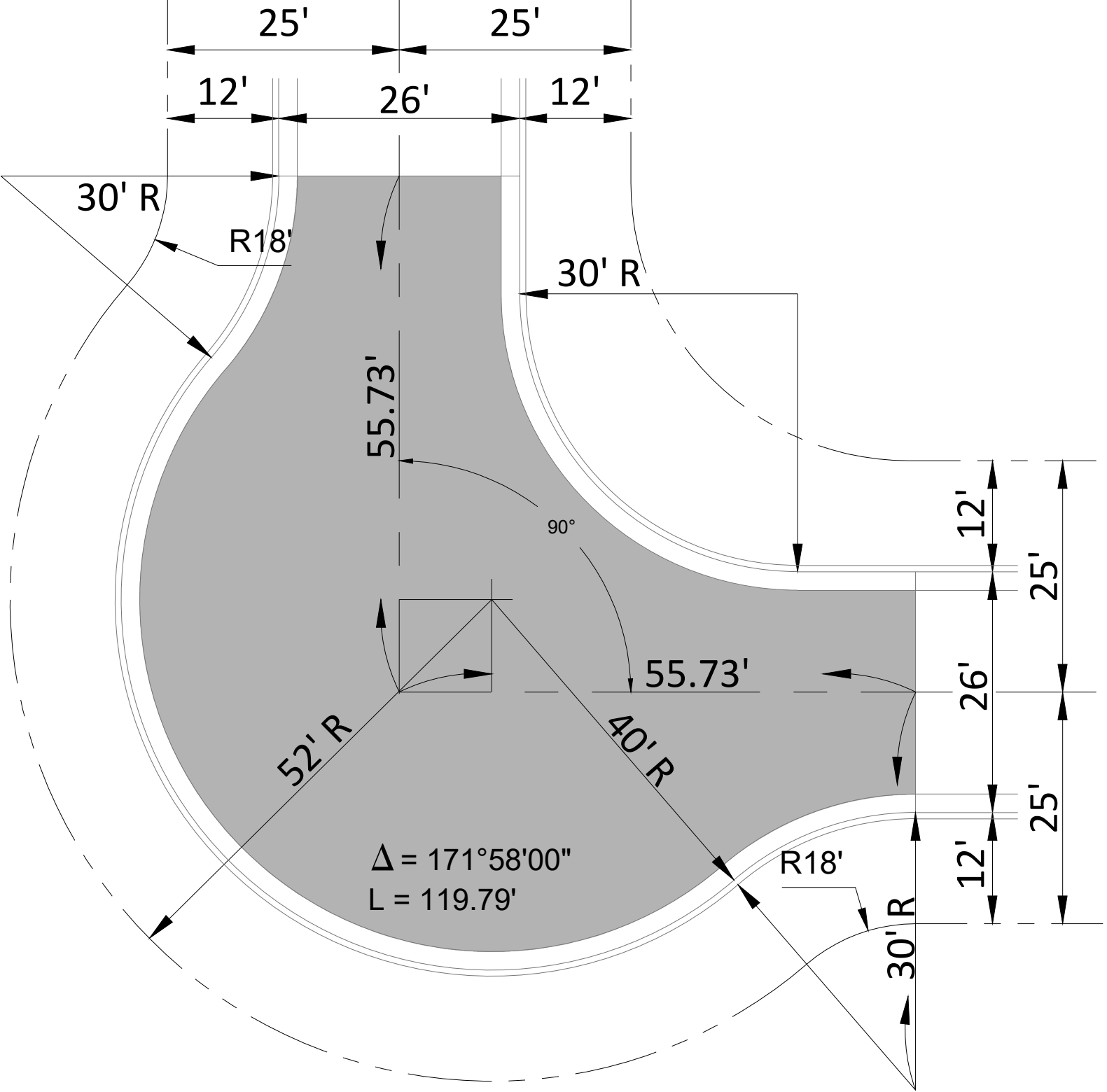
90° CUL-DE-SAC



TEMPORARY "T" TURN AROUND



OFF-SET CUL-DE-SAC



90° CUL-DE-SAC

- GENERAL NOTES
1. WHEN NECESSARY, WARNING SIGNS SHALL BE POSTED AT ENTRANCE TO STREET, INDICATING NO OUTLET.



STANDARD CUL-DE-SAC DETAILS

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

APPROVED BY: _____
DATE: _____
SETH BARKHIMER, P.E. CITY ENGINEER

ST-09

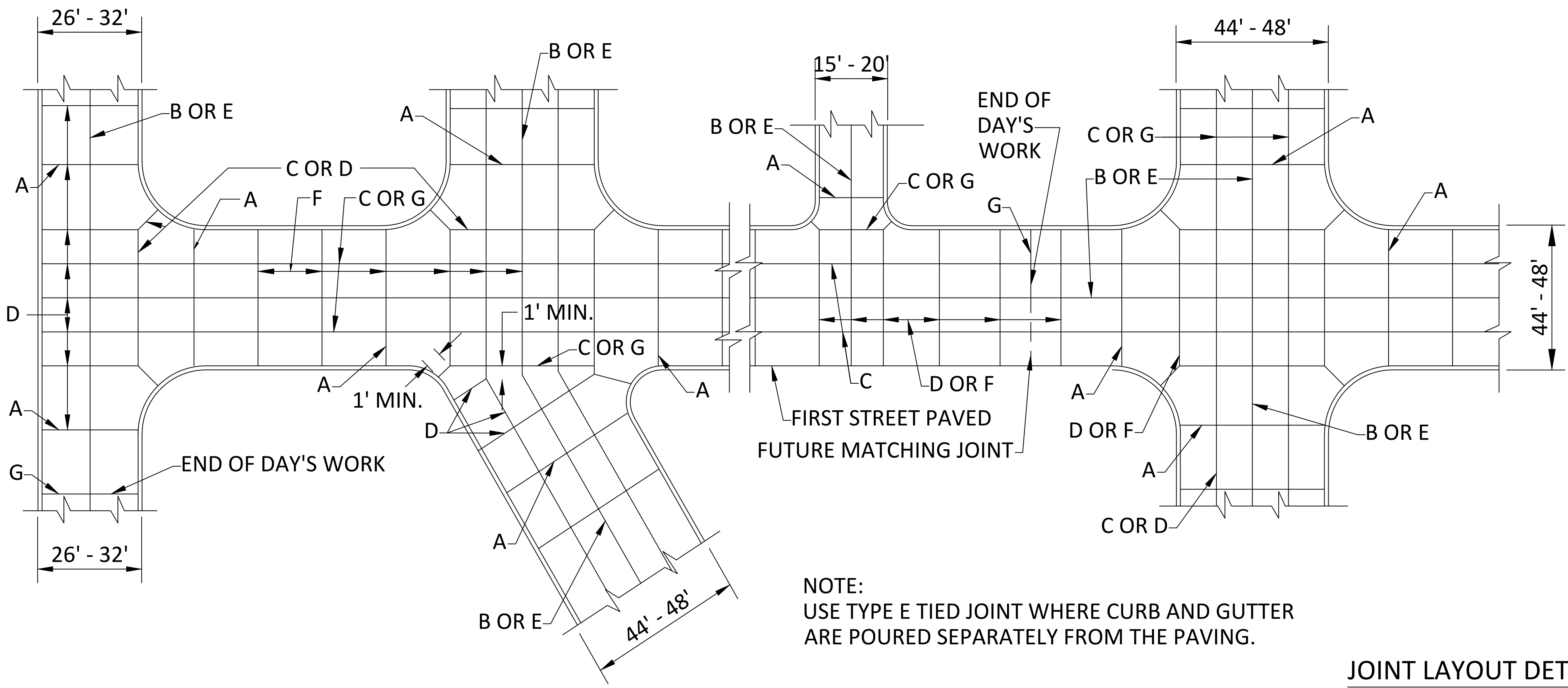
DRAWING NO.

01

REVISION NUMBER:

8/26/2024

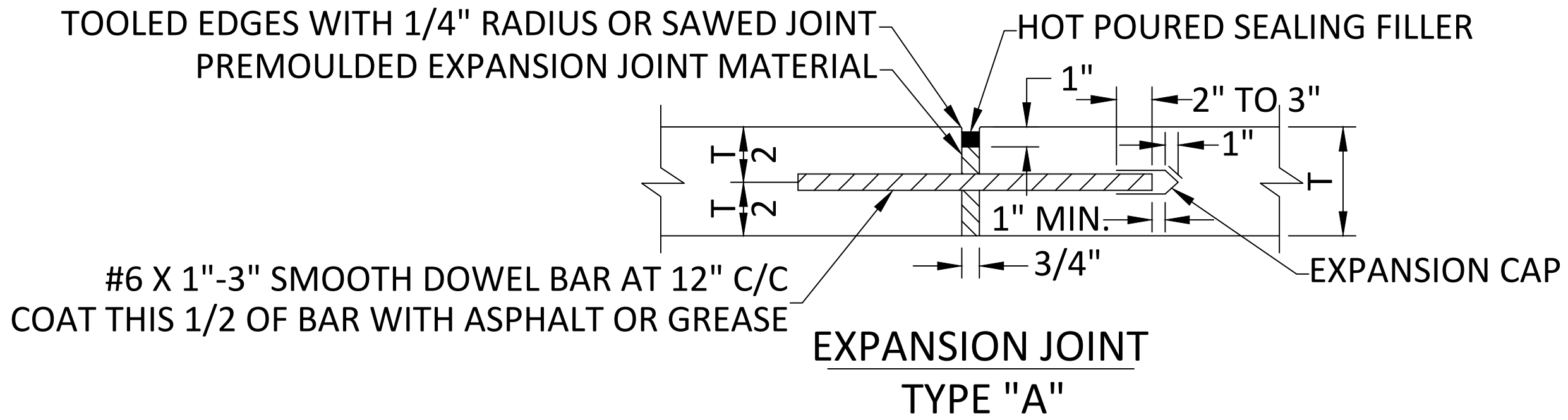
REVISION DATE:



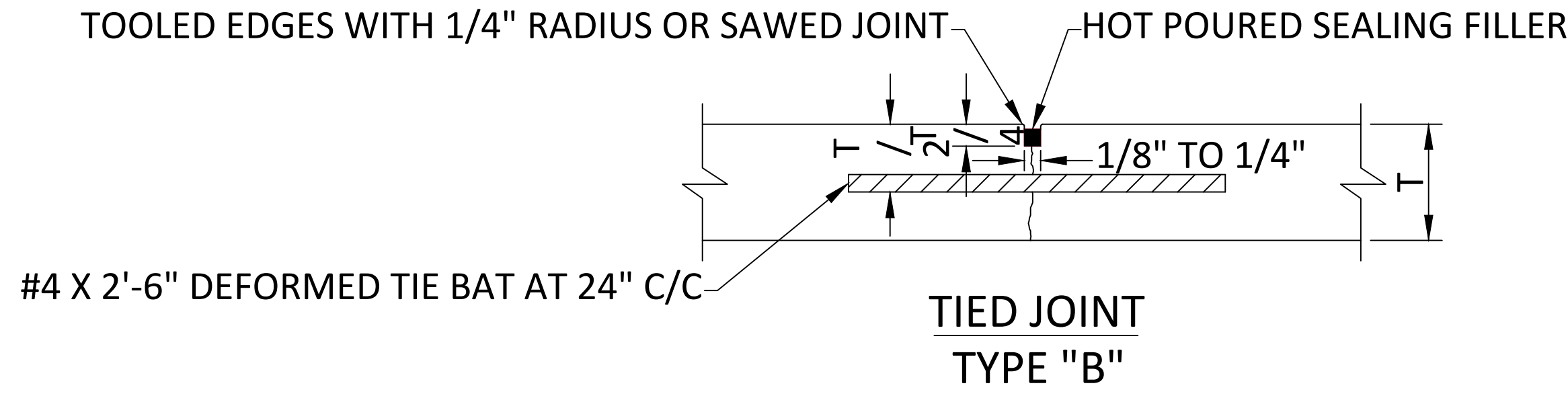
NOTE:
USE TYPE E TIED JOINT WHERE CURB AND GUTTER
ARE POURED SEPARATELY FROM THE PAVING.

- A -- TRANSVERSE EXPANSION JOINT
- B -- TIED LONGITUDINAL JOINT
- C -- TONGUE & GROOVE CONSTRUCTION JOINT
- D -- CONTRACTION JOINT
- E -- LONGITUDINAL CONSTRUCTION JOINT
- F -- DOWELED CONTRACTION JOINT
- G -- DOWELED CONSTRUCTION JOINT

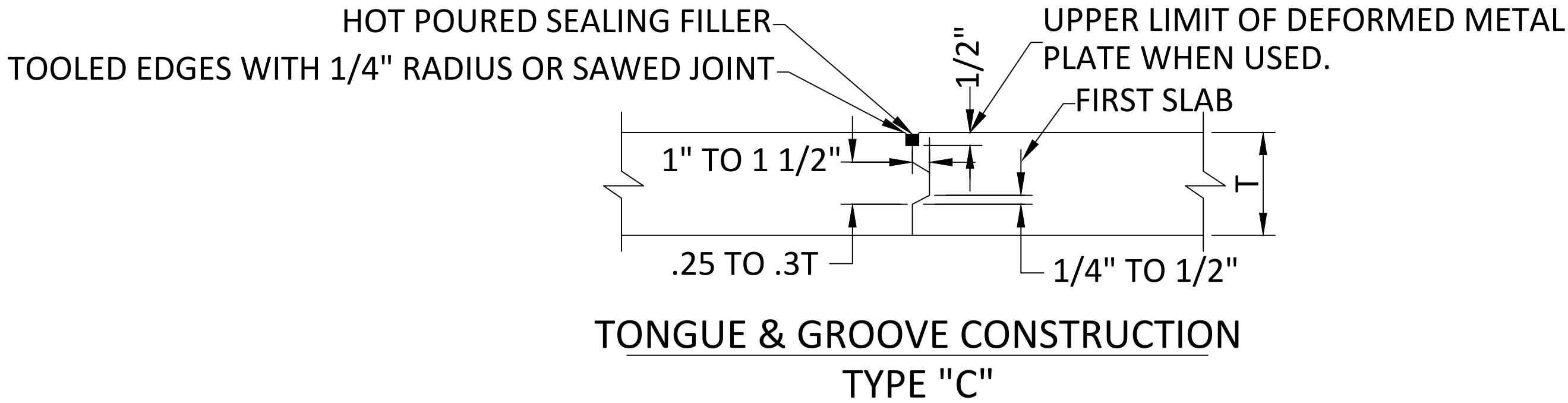
JOINT LAYOUT DETAILS



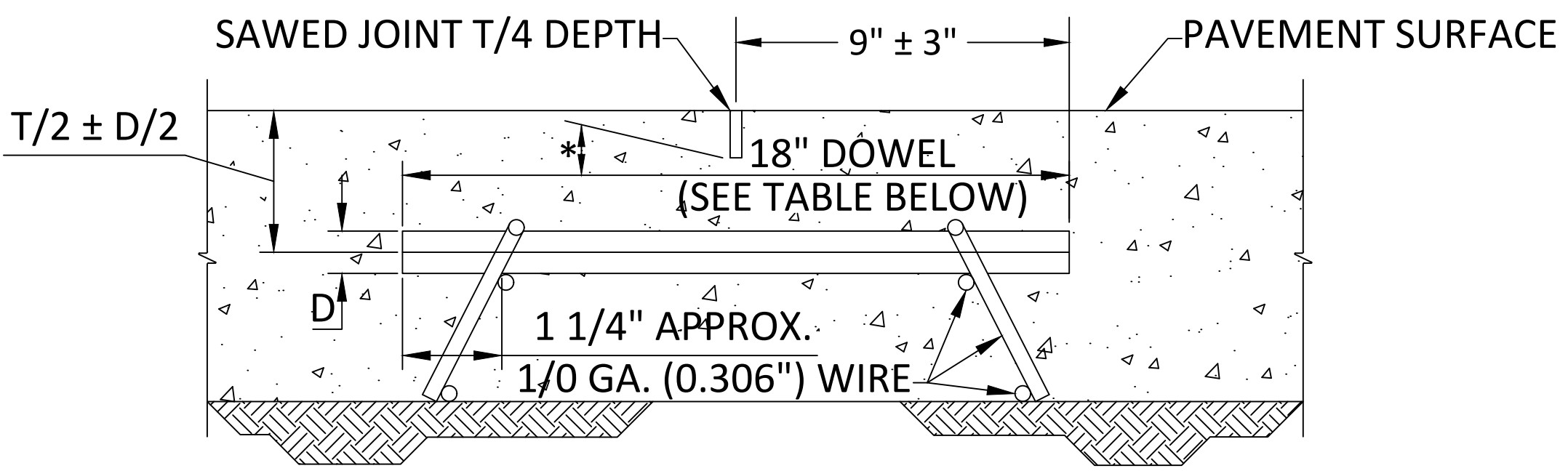
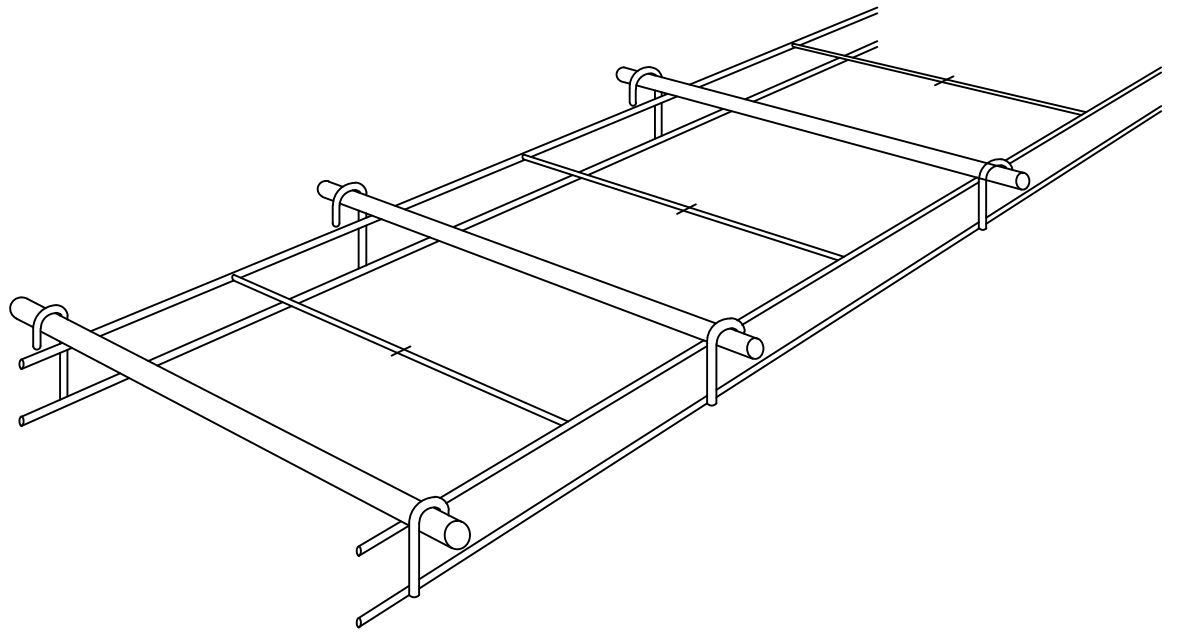
EXPANSION JOINT
TYPE "A"



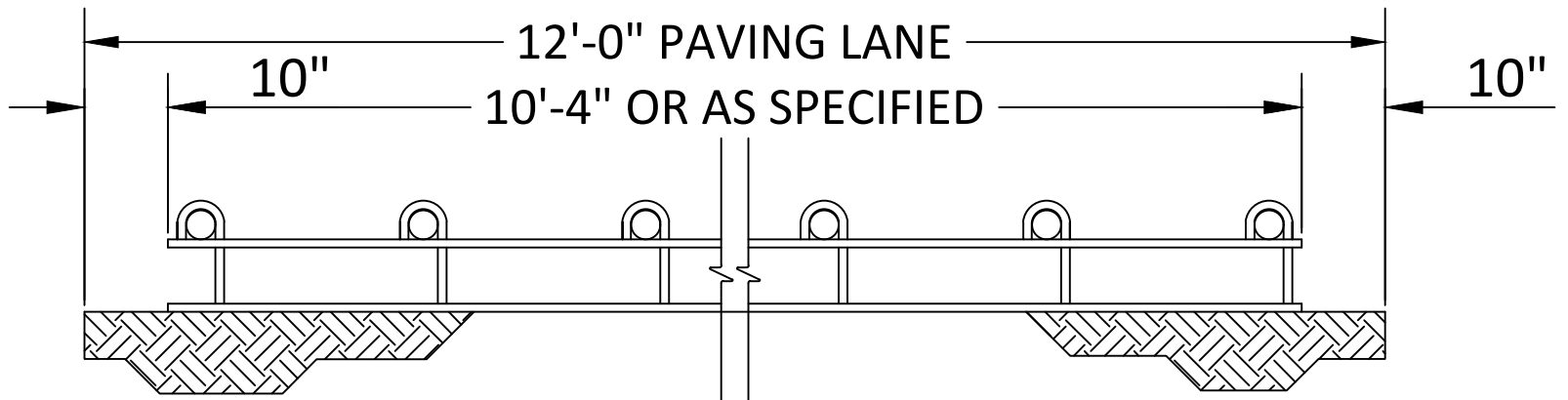
TIED JOINT
TYPE "B"



TONGUE & GROOVE CONSTRUCTION
TYPE "C"



SECTION A-A



SECTION B-B

* 1/2" CLEARANCE MINIMUM FROM
BOTTOM OF CUT TO TOP OF DOWEL



STANDARD JOINT LAYOUT DETAILS (1 OF 2)

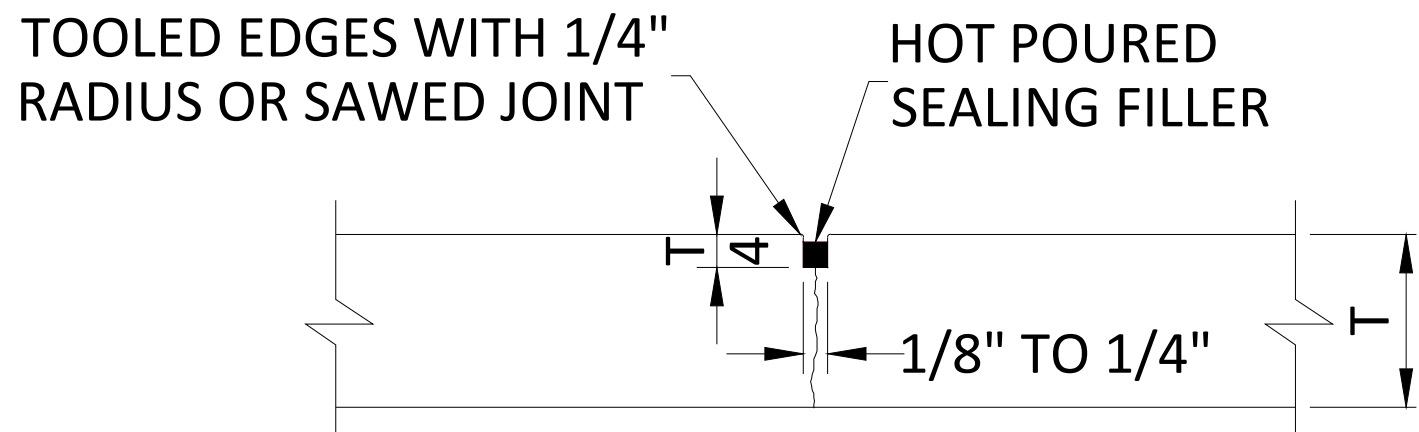
CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

APPROVED BY: _____
DATE: _____
SETH BARKHIMER, P.E. CITY ENGINEER

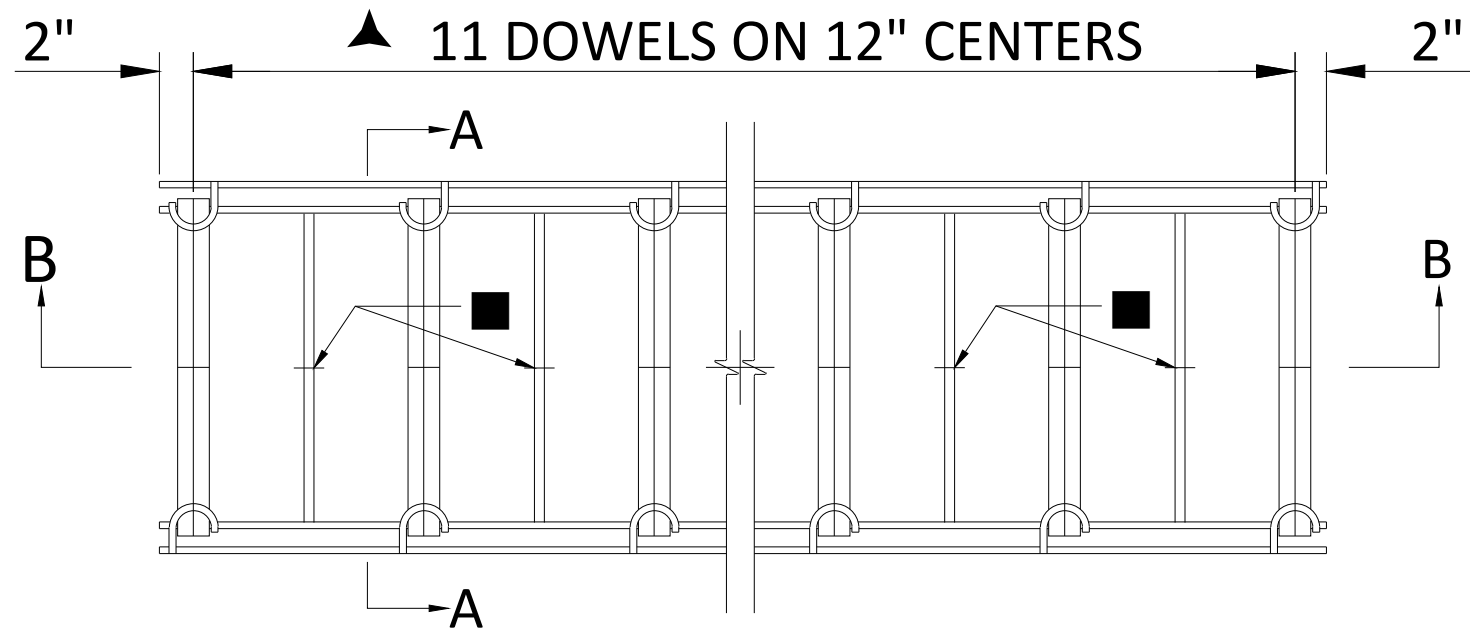
DRAWING NO. ST-10

REVISION NUMBER: 01

REVISION DATE: 8/26/2024



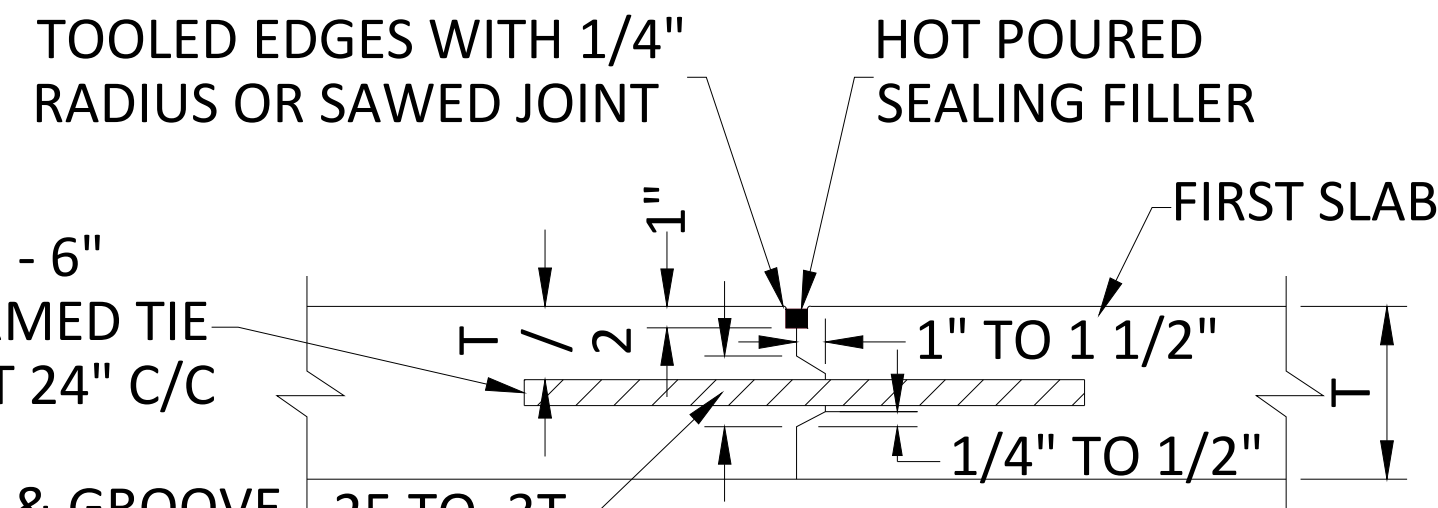
CONTRACTION JOINT
TYPE "D" (ALT. TYPE "F")



PLAN VIEW

DOWEL BARS			
▲ SPACING & SIZE DATA			
(T) SLAB DEPTH	DOWEL DIA.	TOTAL DOWEL LENGTH	C/C DOWEL SPACING
7"	1"	15"	12"
8" - 11"	1 1/4"	18"	12"
12" - 16"	1 1/2"	18"	12"

■ SPACER: FOUR EA.
7 GAGE (0.177") WIRES
PER UNIT, NOTCHED @
MIDPOINT OF WIRE
SPACER IN FIELD AFTER
PLACEMENT
▲ REGULAR DOWELS
GREASED



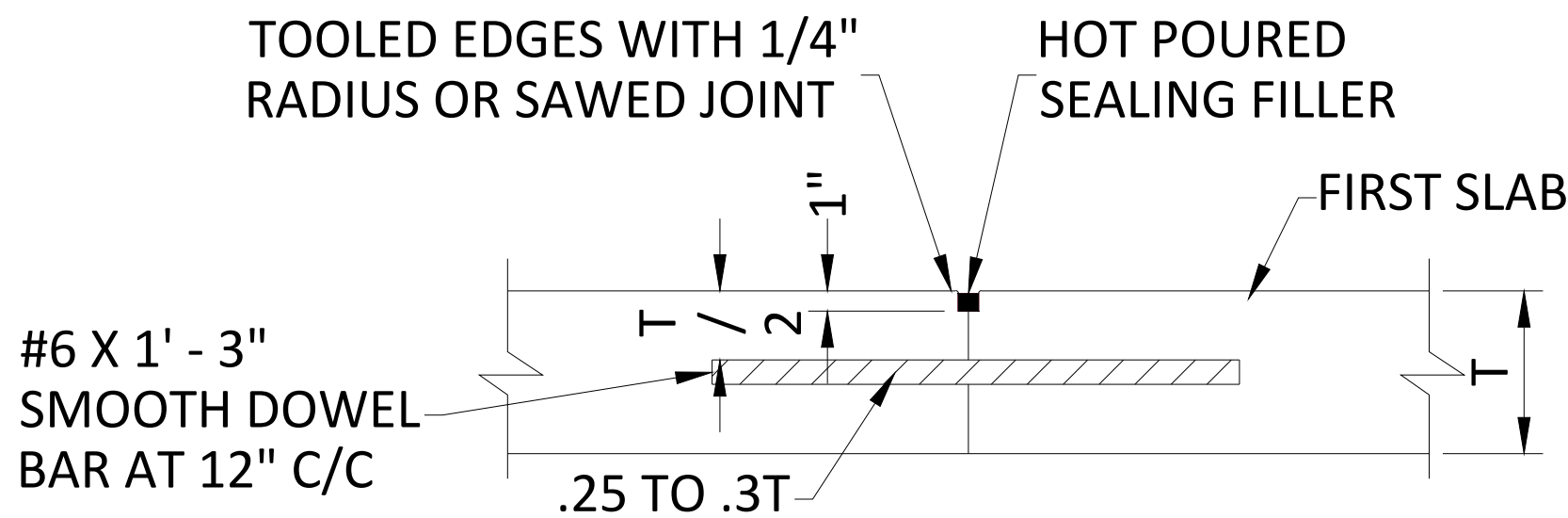
(TONGUE & GROOVE
FOR LANE AT A TIME
CONSTRUCTION.)

TIED CONSTRUCTION JOINT
TYPE "E"

NOTES:
TYPE "F" TO BE USED FOR CONTINUOUS
POURS ONLY. DO NOT USE FOR HEADERS AT
DAYS END STOPPING POINT.

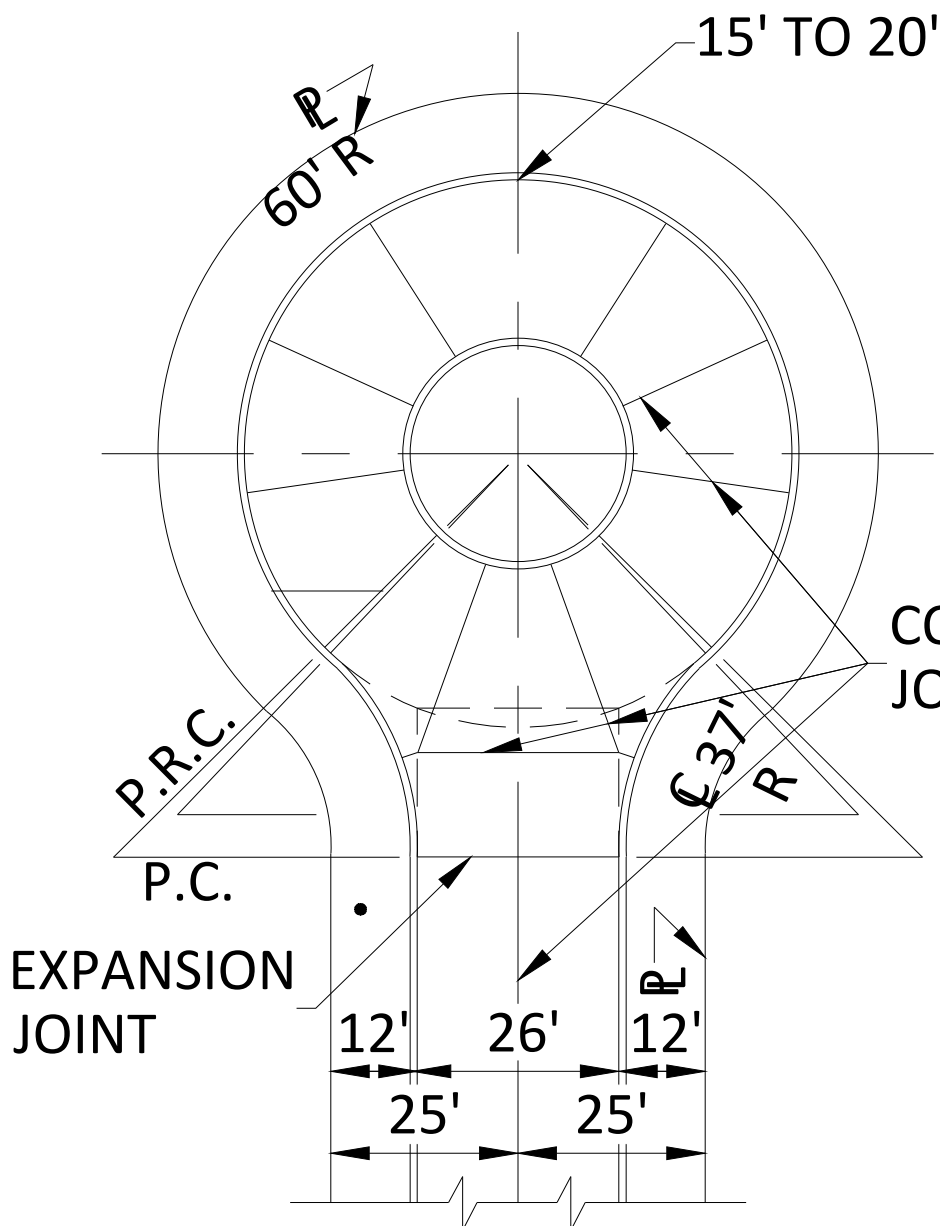
NO DOWEL JOINTS WHERE SLAB THICKNESS IS
LESS THEN 7"

DOWELED CONTRACTION JOINT DETAILS
TYPE "F" (ALT TYPE "D")

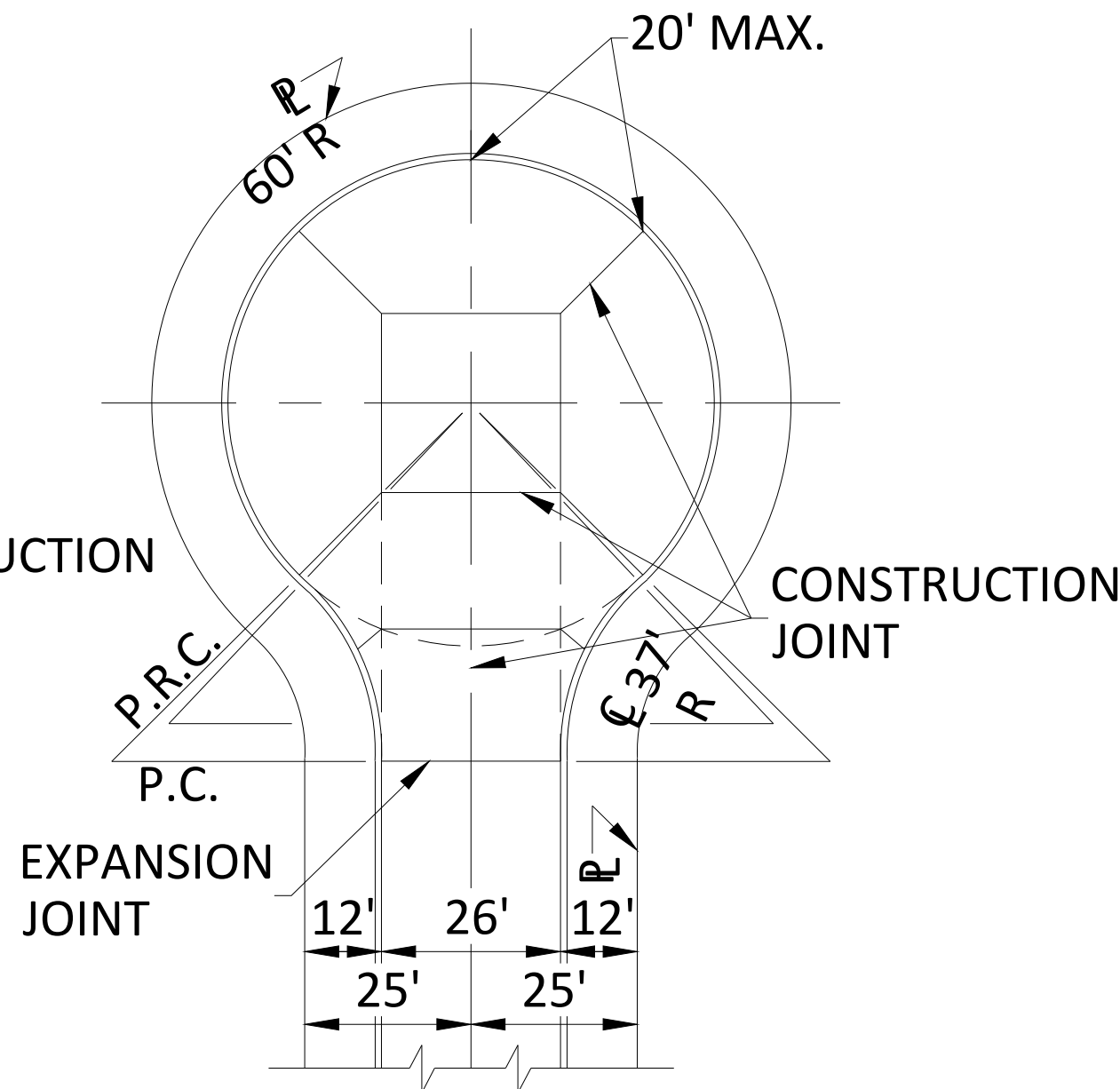


DOWELED CONSTRUCTION JOINT
TYPE "F"

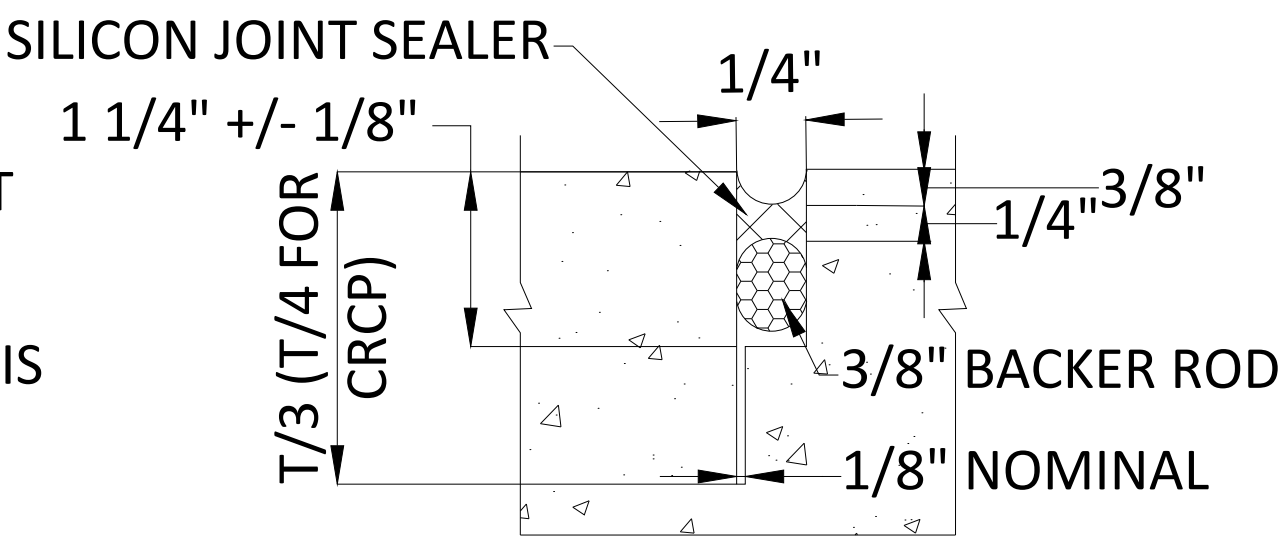
EXPANSION JOINT / ISOLATION JOINT TREATMENT TABLE			
JOINT WIDTH (1)	SEALANT RECESS DEPTH (2)	SILICONE SEALANT THICKNESS (3)	BACKER ROD DIAMETER (4)
1/2"	3/8"	1/4"	5/8"
3/4"	3/8"	3/8"	7/8"
1"	3/8"	1/2"	1-1/4"
1-1/2"	1/2"	3/4"	2"
2"	1/2"	3/4"	2-1/2"



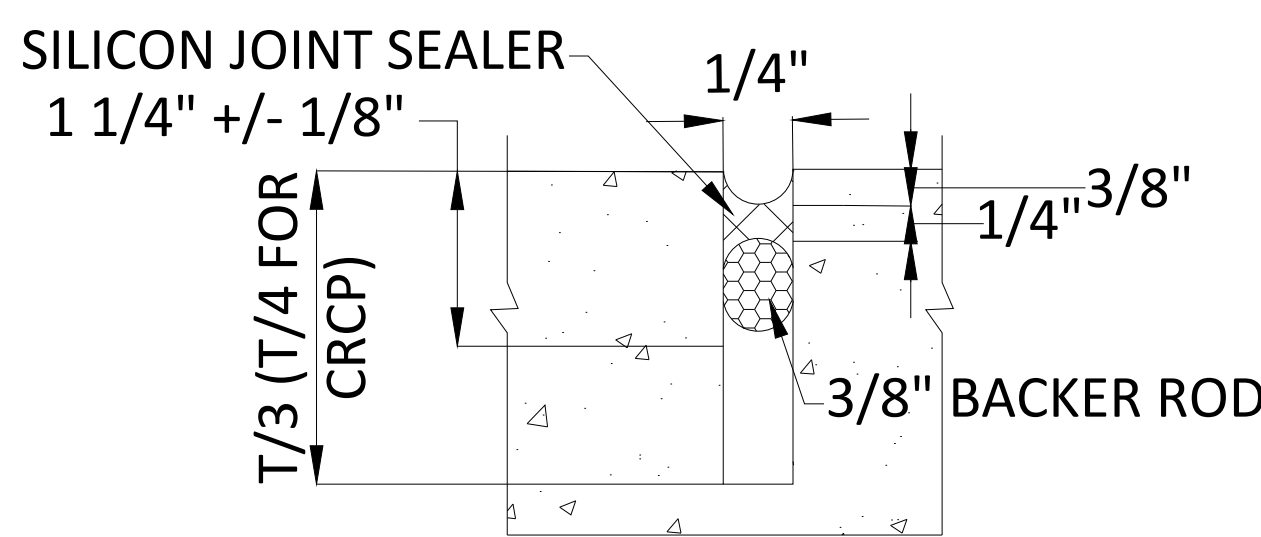
STANDARD CUL-DE-SAC, 48' R
OPEN CENTER



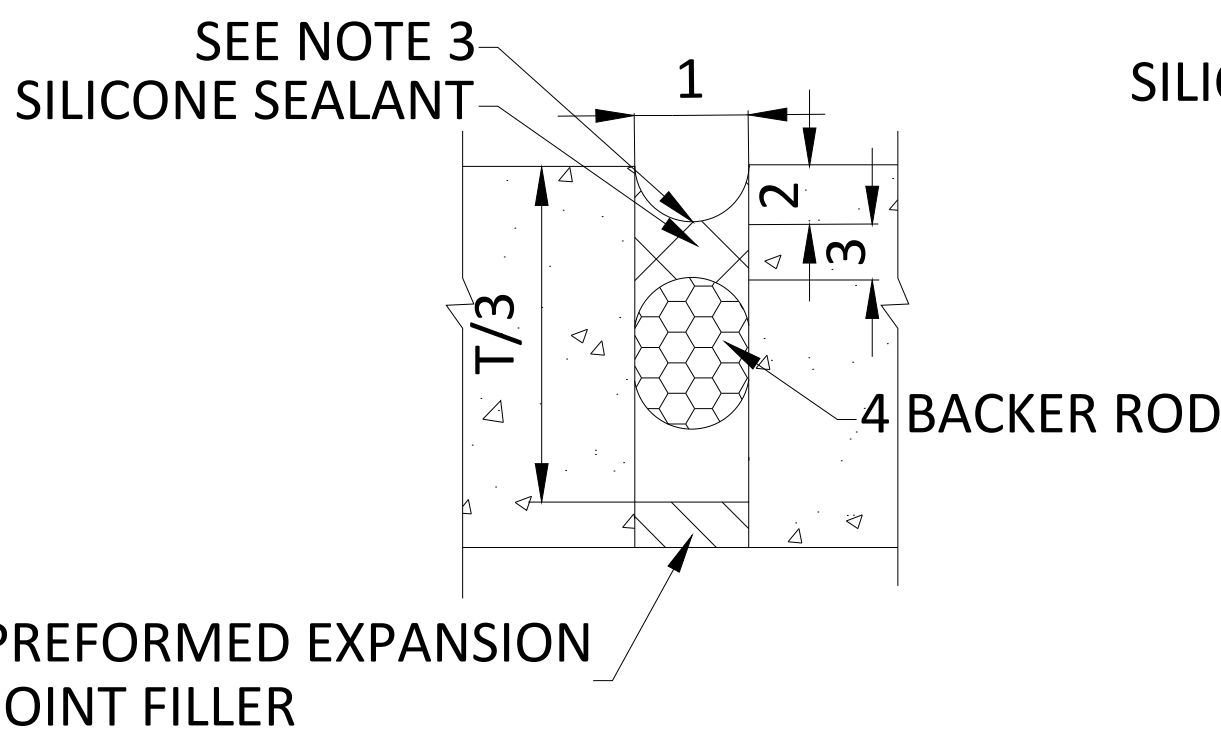
STANDARD CUL-DE-SAC, 48' R



SILICONE SEALANT OPTION

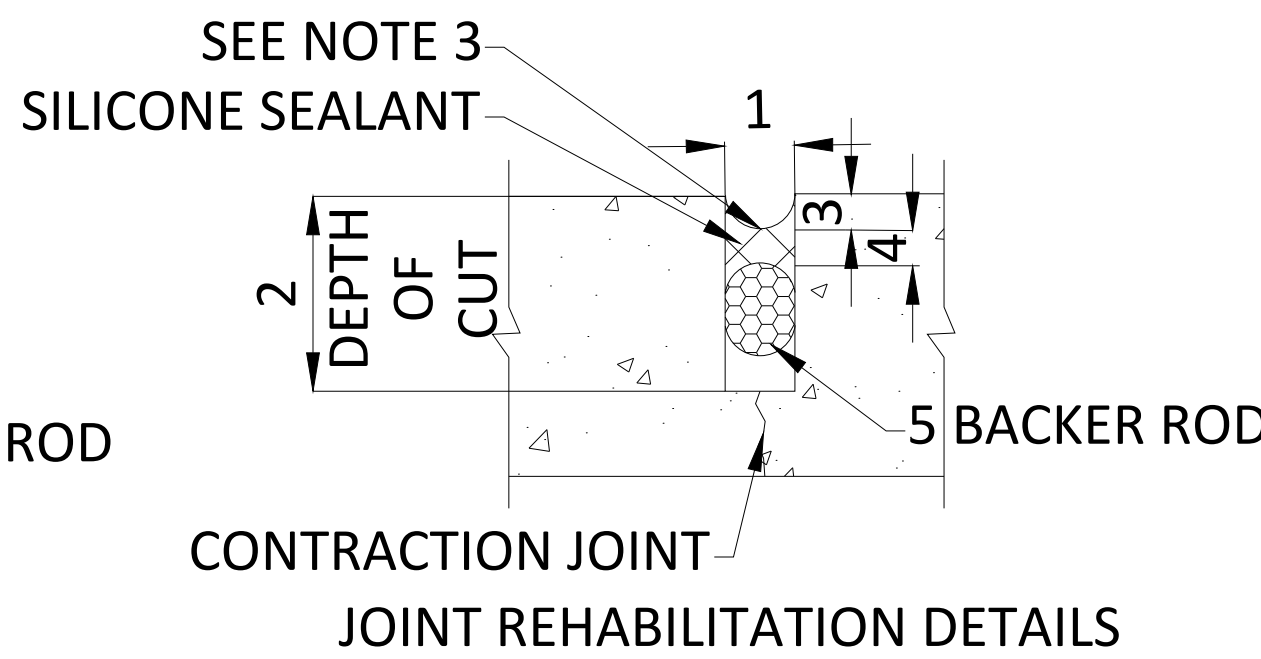


SILICONE SEALANT OPTION



PREFORMED EXPANSION
JOINT FILLER

EXPANSION JOINTS / ISOLATION DETAILS

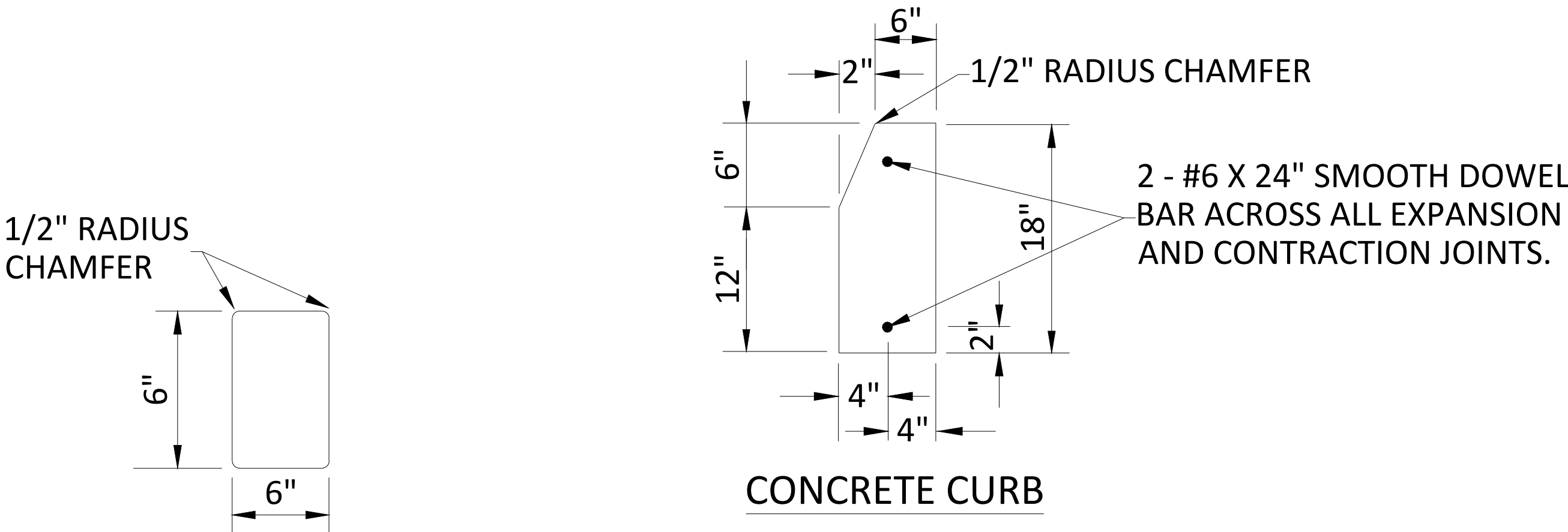


CONTRACTION JOINT
JOINT REHABILITATION DETAILS

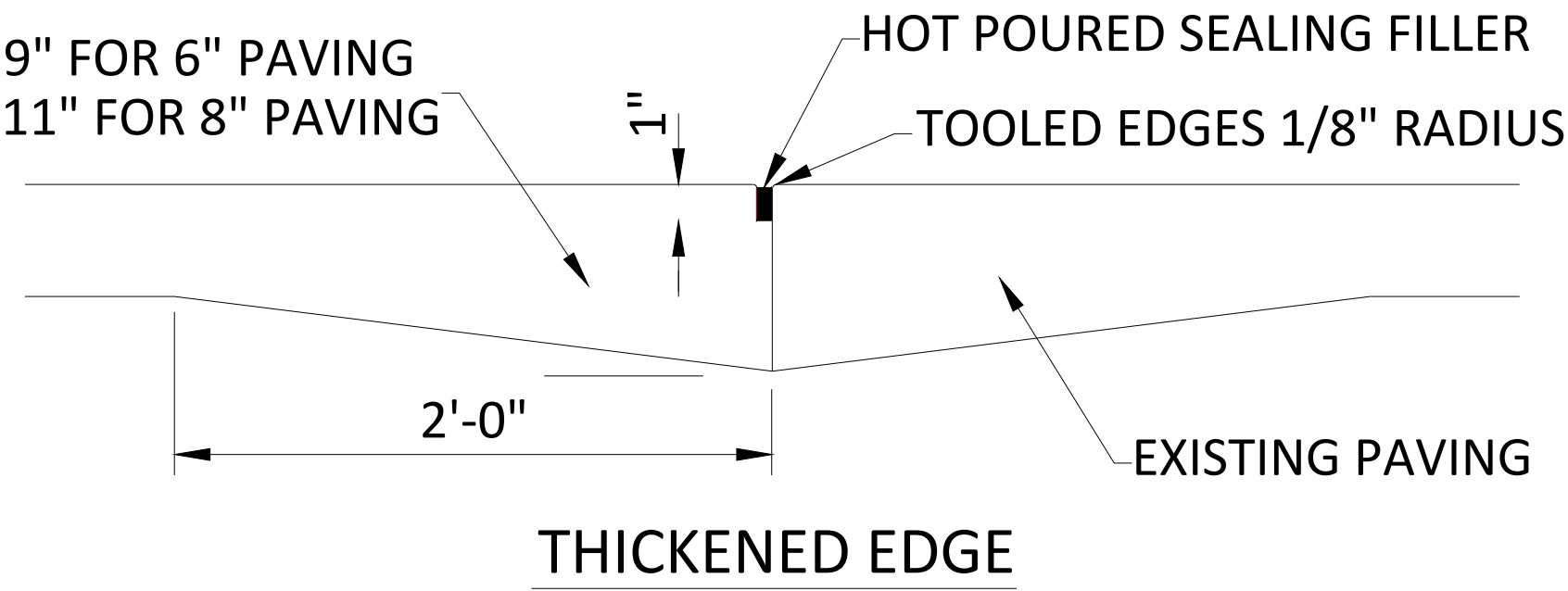
JOINT REHABILITATION TREATMENT TABLE				
JOINT WIDTH (1)	DEPTH OF CUT (2)	SEALANT RECESS DEPTH (3)	SEALANT THICKNESS (4)	BACKER ROD DIAMETER (5)
3/8"	1-1/4"	3/8"	3/16"	1/2"
1/2"	1-3/4"	3/8"	1/4"	5/8"
3/4"	1-3/4"	3/8"	3/8"	7/8"
7/8"	1-3/4"	1/2"	7/16"	1"
1"	2"	1/2"	1/2"	1-1/8"
OVER 1"	OVER 2"	1/2"	1/2"	1-1/4"

NOTES:

- SMOOTH DOWEL BARS ACROSS EXPANSION JOINTS SHALL BE PROVIDED WITH EXPANSION CAPS, AND COATED WITH ASPHALT OR GREASE (TYPE A & G)
- GROOVES IN JOINTS MAYBE FORMED BY: (1) TEMPORARY EMBEDMENT OF A SUITABLE MANDREL, (2) INSTALLATION OF A THIN STRIP OF PREMOULDED JOINT FILLER MATERIAL. (3) SAWING THE PAVEMENT AFTER CONCRETE HAS HARDENED.
- THE SHAPE FACTOR, COMBINED WITH JOINT CLEANLINESS IS THE CRITICAL COMBINATION NECESSARY TO GUARANTEE DESIRED BONDING AN FUNCTION OF SEALED JOINTS. THE JOINT SHAPE FACTOR IS DEFINED AS THE FINAL PRESSED SHAPE OF THE SILICONE MATERIAL. THE TOOKING OPERATION WILL FIRMLY PRESS THE FRESHLY APPLIED MATERIAL INTIMATELY AGAINST THE CUT SIDES OF THE RECESS AND THE BACKERROD SURFACES. THE ROUNDED SHAPE ON TOP AND BOTTOM OF THE SILICONE ALLOWS SEALANT TO PROPERLY FLEX BUT MAINTAIN ADHERENCE TO THE PAVING. SELF LEVELING SEALANTS WILL BE INSTALLED TO BE FLUSH WITH THE PAVEMENT SURFACE, OR BY MANUFACTURER'S RECOMMENDATION.



CONCRETE HEADER



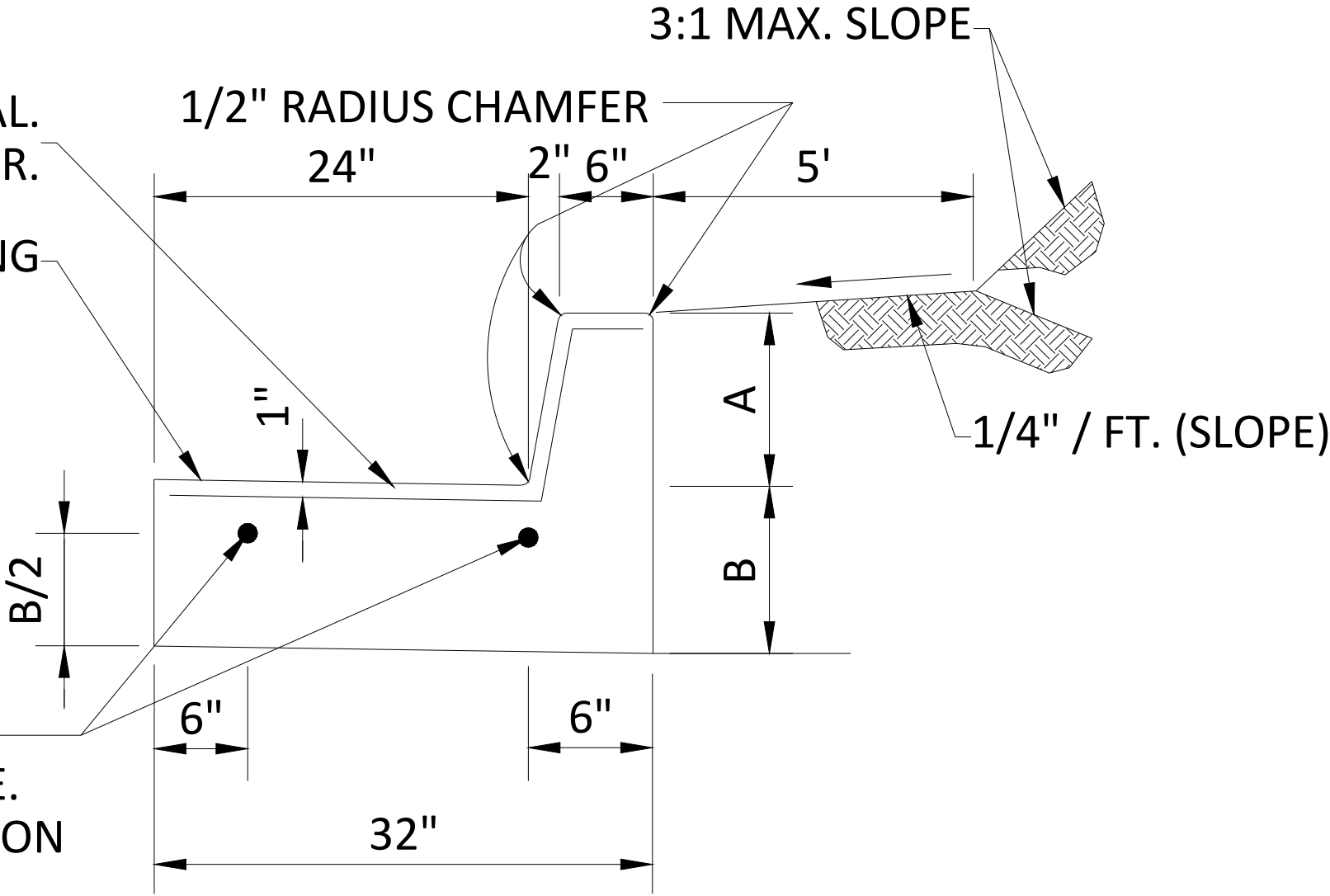
MISCELLANEOUS DETAILS

UPPER LIMIT OF PREMOULDED EXPANSION JOINT MATERIAL. FILL TO SURFACE WITH HOT POURED SEALING FILLER.

SLOPE TO CONFORM TO CROWN OF PAVING

	UP TO 32' STREET 6" BARRIER	ABOVE 32' STREET 8" BARRIER
A	6"	8"
B	6"	8"

2 - #6 X 24 SMOOTH DOWEL BARS ACROSS ALL EXPANSION AND CONTRACTION JOINTS. COAT ALL BARS WITH ASPHALT OR GREASE. (SEE EXPANSION JOINT DETAIL.) (NOT APPLICABLE TO CONTRACTION JOINTS IN SLIP FORMED CURB AND GUTTER.)

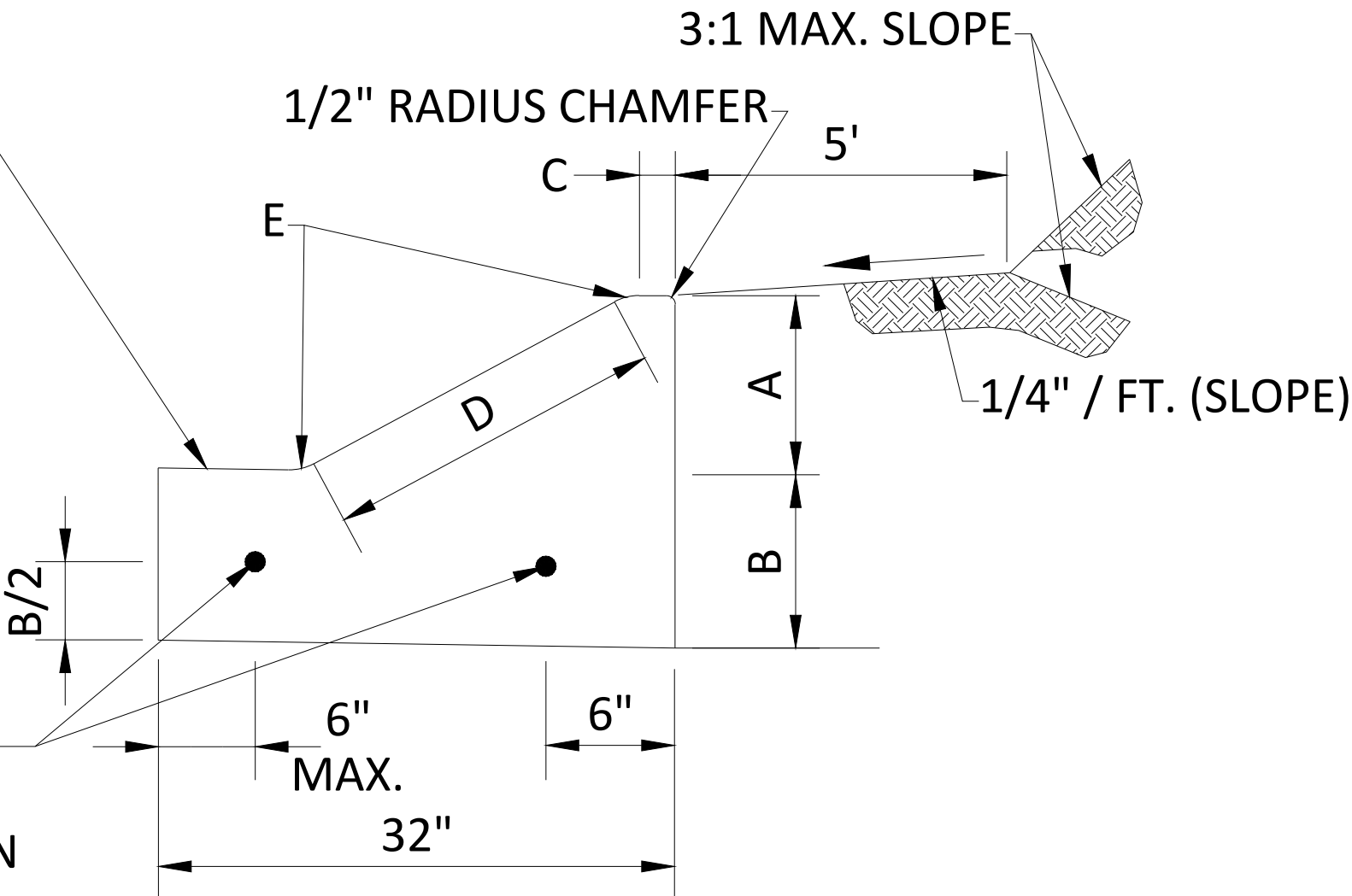


BARRIER CONCRETE CURB & GUTTER DETAIL

SLOPE TO CONFORM TO CROWN OF PAVING

	4" MOUNTABLE	6" MOUNTABLE
A	4"	6"
B	6"	6"
C	2" MIN.	2" MIN
D	12" MIN.	18" MIN.
E	2" RADIUS MIN.	10" RADIUS MIN.

2 - #6 X 24 SMOOTH DOWEL BARS ACROSS ALL EXPANSION AND CONTRACTION JOINTS. COAT ALL BARS WITH ASPHALT OR GREASE. (SEE EXPANSION JOINT DETAIL.) (NOT APPLICABLE TO CONTRACTION JOINTS IN SLIP FORMED CURB AND GUTTER.)



MOUNTABLE CONCRETE CURB & GUTTER DETAIL

- NOTES:
1. MAXIMUM SPACING OF 3/4" EXPANSION JOINTS TO BE 100' C/C WITH CONTRACTION JOINTS 15' - 20'. (EXPANSION JOINT SPACING, NOT APPLICABLE TO SLIP FORMED CURB AND GUTTER.)
 2. WHEN CURB AND GUTTER IS POURED SEPARATE FROM STREET, USE 1/2" DIAMETER DOWELS 18" LONG AT 24" C/C TO TIE CURB TO CONCRETE STREET PAVEMENT.
 3. IF CURB AND GUTTER IS POURED MONOLITHICALLY WITH THE STREET PAVEMENT, THE GUTTER THICKNESS SHALL BE THE SAME AS THE APPROVED CONCRETE STREET THICKNESS.



STANDARD CURB AND GUTTER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

APPROVED BY: _____
DATE: _____
SETH BARKHIMER, P.E. CITY ENGINEER

ST-12

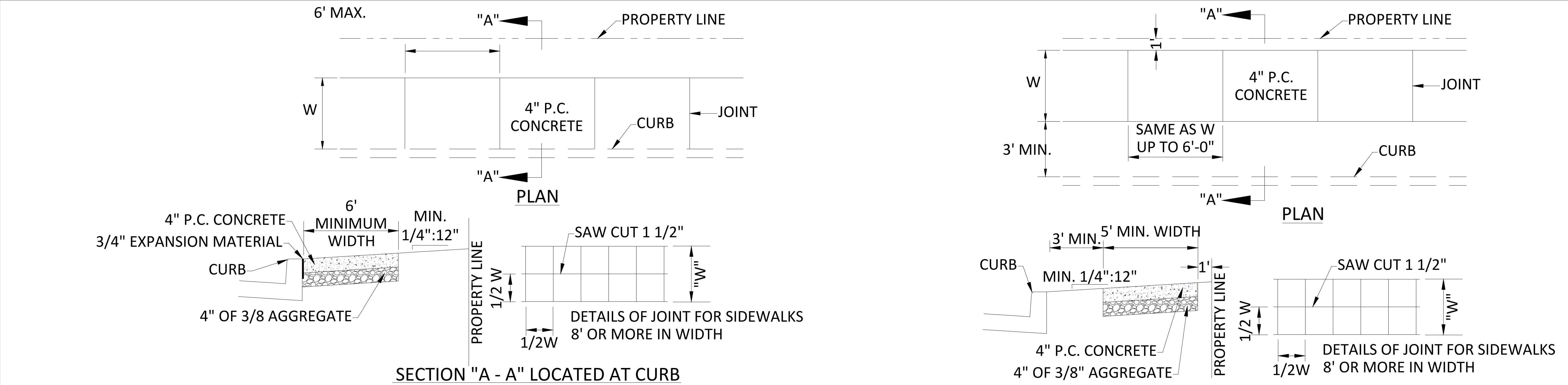
DRAWING NO.

01

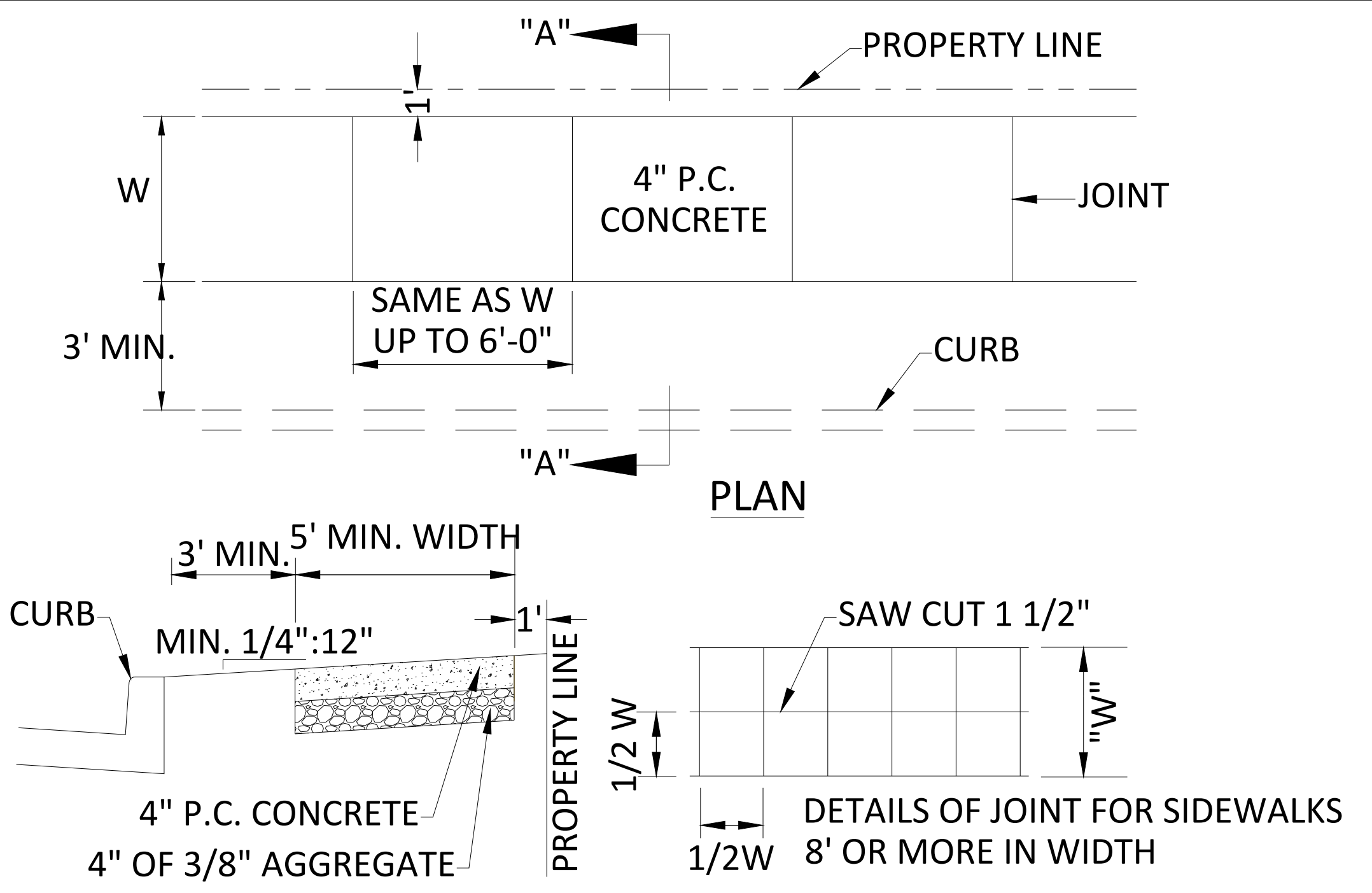
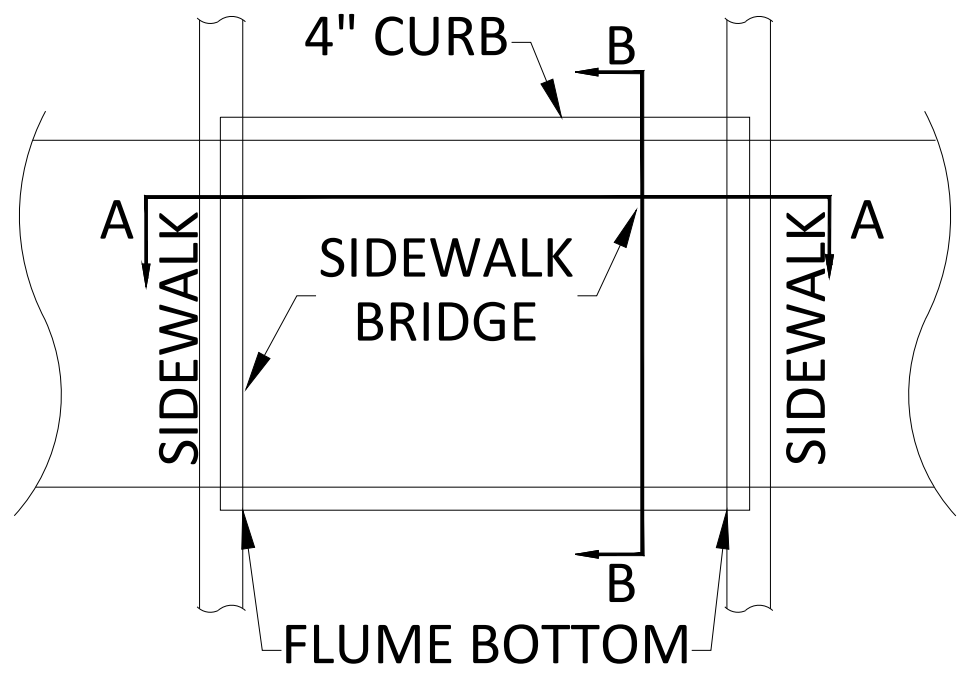
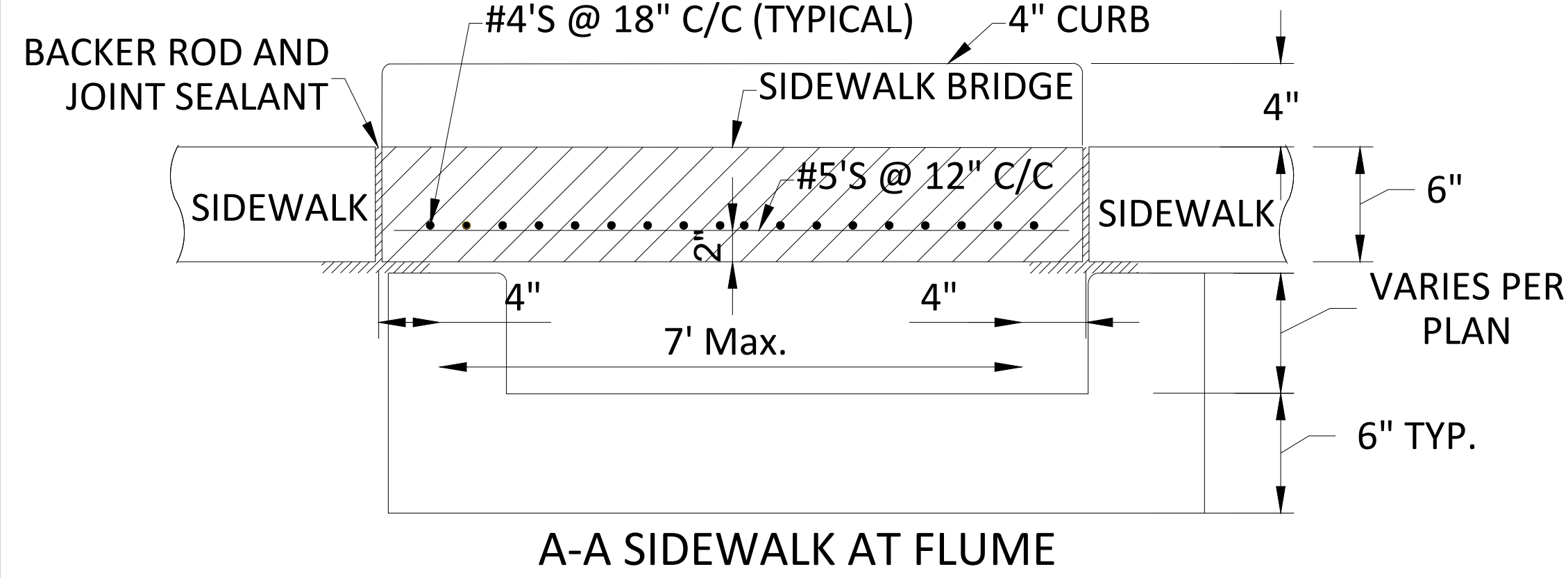
REVISION NUMBER:

8/23/2024

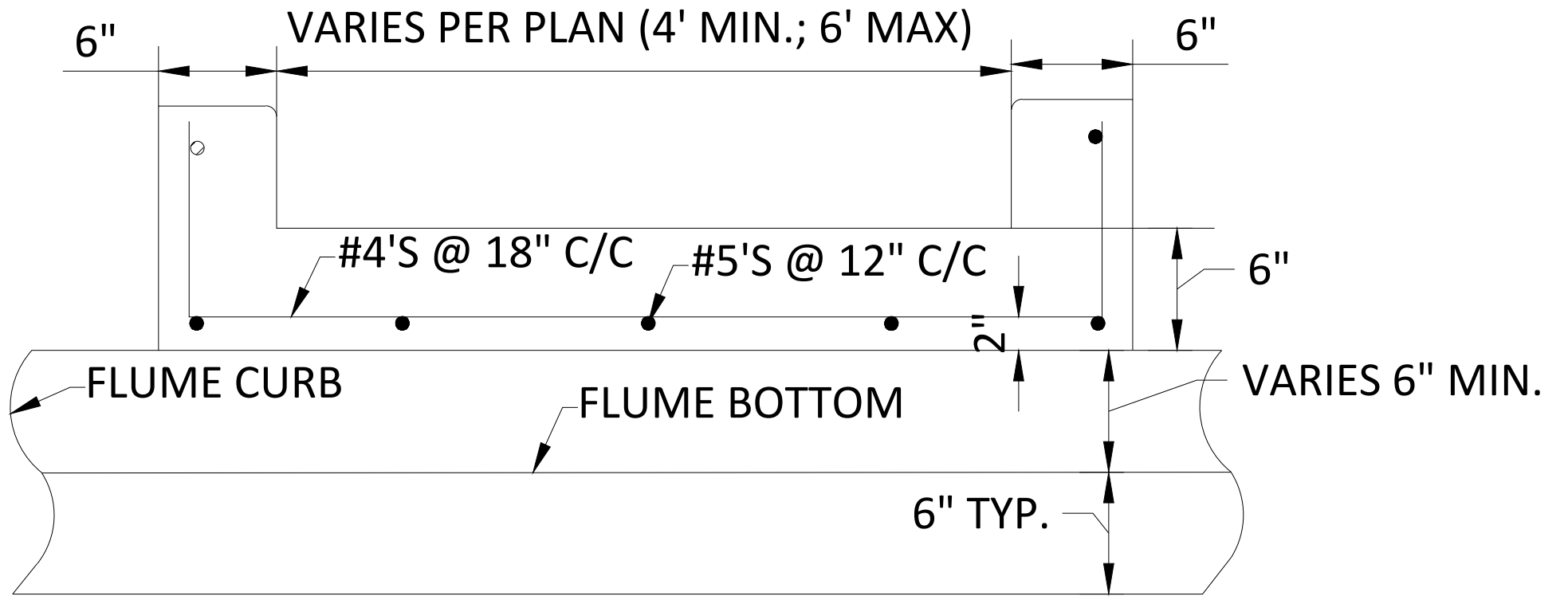
REVISION DATE:



- NOTES:
- 3/4" X 4" PREMOULDED EXPANSION MATERIAL AROUND POWER POLES OR OTHER STRUCTURES IN WALK.
 - EXPANSION JOINTS MAXIMUM DISTANCE = 100', USE 3/4" X 4" PREMOULDED EXPANSION MATERIAL.
 - CONTRACTION JOINTS MAXIMUM DISTANCE = 7', SAW CUT 1 1/2" DEEP AND FILL WITH HOT POURED SEALER.
 - SAW CUT JOINTS WITHIN 24 HOURS.
 - USE 3/4" X 4" PREMOULDED EXPANSION JOINT AT CURB.
 - ALL AGGREGATE SHALL BE COMPACTED TO 98% MODIFIED PROCTOR DENSITY UNLESS OTHERWISE NOTED.



SECTION "A - A" LOCATED ON AWAY FROM CURB

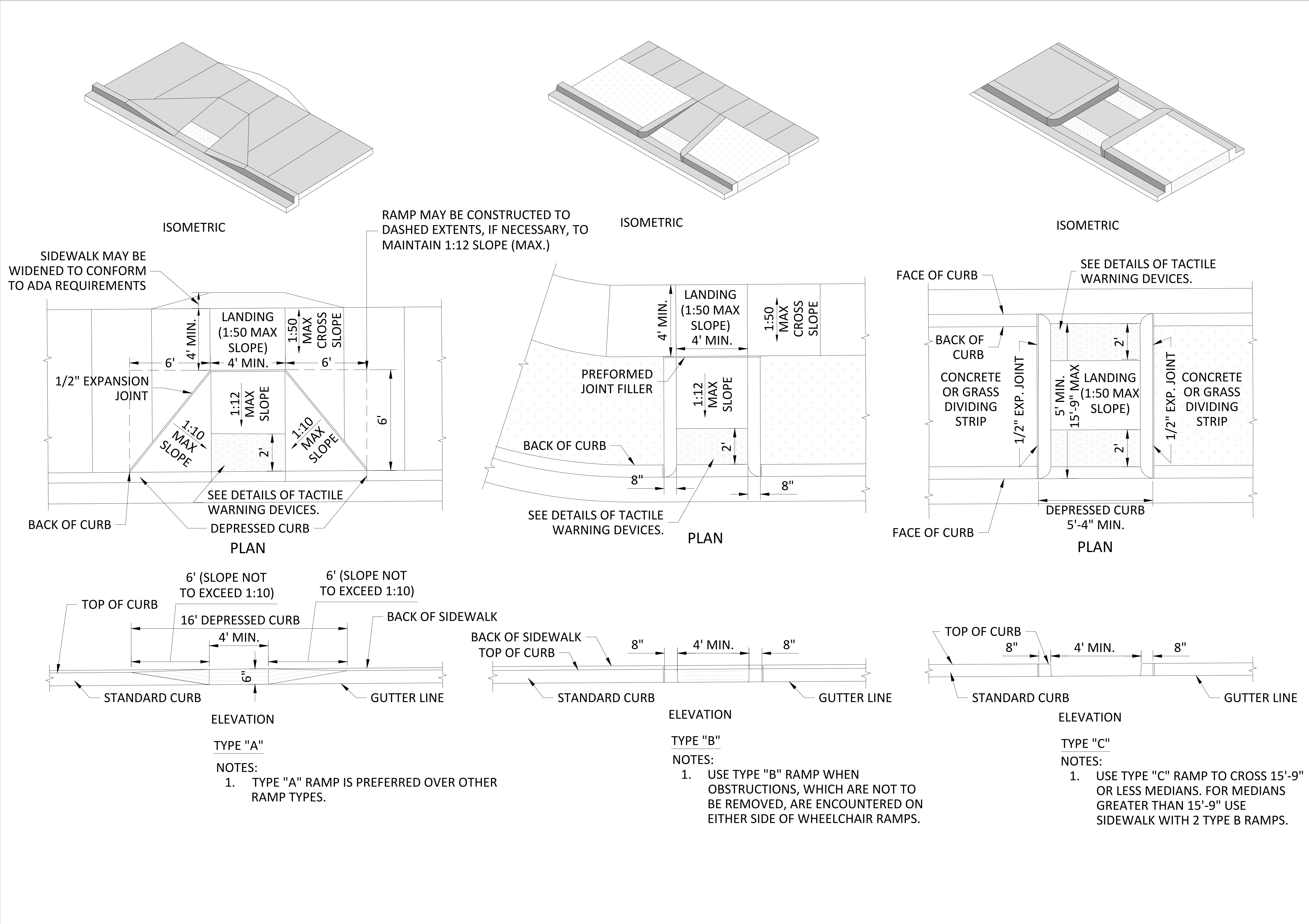


B-B SIDEWALK AT FLUME

- NOTES:
- ALL WORK MUST MEET CURRENT AMERICAN WITH DISABILITIES ACT (ADA) REQUIREMENTS.
 - SIDEWALK CROSS SLOPE SHALL BE A MAXIMUM OF 2% AND A MINIMUM OF 1/2% CROSS SLOPE.
 - WHENEVER THE WIDTH OF THE SIDEWALK IS LESS THAN 5' OR WHENEVER CHANGING DIRECTION IN A SIDEWALK, A 5'X5' PASSING AREA WITH A MAXIMUM 2% SLOPE AND MINIMUM 1/2% SLOPE IN ANY DIRECTION AT INTERVALS OF 200' SHALL BE INSTALLED.
 - OBJECTS SUCH AS TREE BRANCHES, SIGNS, WATER FOUNTAINS, ETC. SHALL NOT PROTRUDE INTO THE SIDEWALK MORE THAN 4" AT THE HEIGHTS BETWEEN 27" AND 80".
 - SIDEWALK SHALL BE CONSTRUCTED OF 4" THICK CONCRETE ON TOP OF 4" OF 1-1/2" CRUSHER RUN, 3/8" ROCK SCREENINGS, 1-1/2" CLEAN RECYCLED CONCRETE OR APPROVED EQUAL.
 - ALL OBSTRUCTIONS INTO THE WALK, SUCH AS POWER POLES, HYDRANTS, SIGN POSTS, ETC. MUST HAVE AT LEAST 48" OF CLEAR TRAVEL SPACE AROUND THE OBSTRUCTION.
 - SIDEWALKS WITH A RUNNING SLOPE STEEPER THAN 1:20 (5%) ARE CONSIDERED RAMPS. THE MAXIMUM RUNNING SLOPE OF A RAMP RUN IS 1:20 (8.3%). RAMP RUNS WITH A RISE GREATER THAN 6 INCHES MUST HAVE HANDRAILS AS REQUIRED BY PUBLIC RIGHT-OF-WAY ACCESSIBILITY GUIDELINES (PROWAG). CURB RAMPS AND SIDEWALKS THAT FOLLOW THE STREET GRADE ARE NOT RAMPS EVEN IF THEY EXCEED A SLOPE OF 1:20 (5%) AND DO NOT REQUIRE HANDRAILS.
 - SEAL ALL JOINTS ON SIDEWALKS, LANDINGS AND RAMPS. WIDTH OF EXPANSION JOINT SHALL BE 1/2".
 - EXCAVATION, BACKFILL, EXPANSION JOINT MATERIAL, SEALERS, AND OTHER RELATED MISCELLANEOUS ITEMS WILL NOT BE PAID FOR SEPARATELY BUT THE COST THEREOF SHALL BE INCLUDED IN THE COST OF 4" CONCRETE SIDEWALK.
 - COMBINATIONS OF TYPE "A" AND TYPE "B" RAMPS CAN BE USED TO AVOID OBSTRUCTIONS WHEN APPROVED.

- NOTES CONT:
- THE WIDTH OF THE SIDEWALK BRIDGE MUST BE AT LEAST AS WIDE AS THE ADJACENT SIDEWALK.
 - #5 BARS MUST EXTEND TO WITHIN 1-1/2" OF THE END FORMS.
 - FLUME CROSSING WITH SIDEWALK BRIDGE HAVING A WALKING PATH GREATER THAN 6' WIDE REQUIRE A SEPARATE DESIGN.
 - SIDEWALK BRIDGE CROSSING A FLUME WIDER THAN 7' REQUIRES A SEPARATE DESIGN.
 - FLUME CROSSING WITH A DIMENSION OF 18" OR GREATER FROM THE FLUME SURFACE TO THE WALKWAY SURFACE WILL REQUIRE PEDESTRIAN GUARDRAIL.
 - 3/4" CHAMFER (TYPICAL) REQUIRED ON ALL EXPOSED EDGES.

STANDARD SIDEWALK DETAILS	CITY OF SHAWNEE, OKLAHOMA ENGINEERING DEPARTMENT	ST-13
	APPROVED BY: _____ DATE: _____ SETH BARKHIMER, P.E. CITY ENGINEER	DRAWING NO. _____ REVISION NUMBER: 01 REVISION DATE: 8/26/2024



STANDARD ADA CURB RAMP DETAILS (2 OF 2)	
APPROVED BY:	CITY OF SHAWNEE, OKLAHOMA ENGINEERING DEPARTMENT
DATE: _____	DRAWING NO. ST-15
REVISION DATE: 8/26/2024	REVISION NUMBER: 01
SETH BARKHIMER, P.E. CITY ENGINEER	

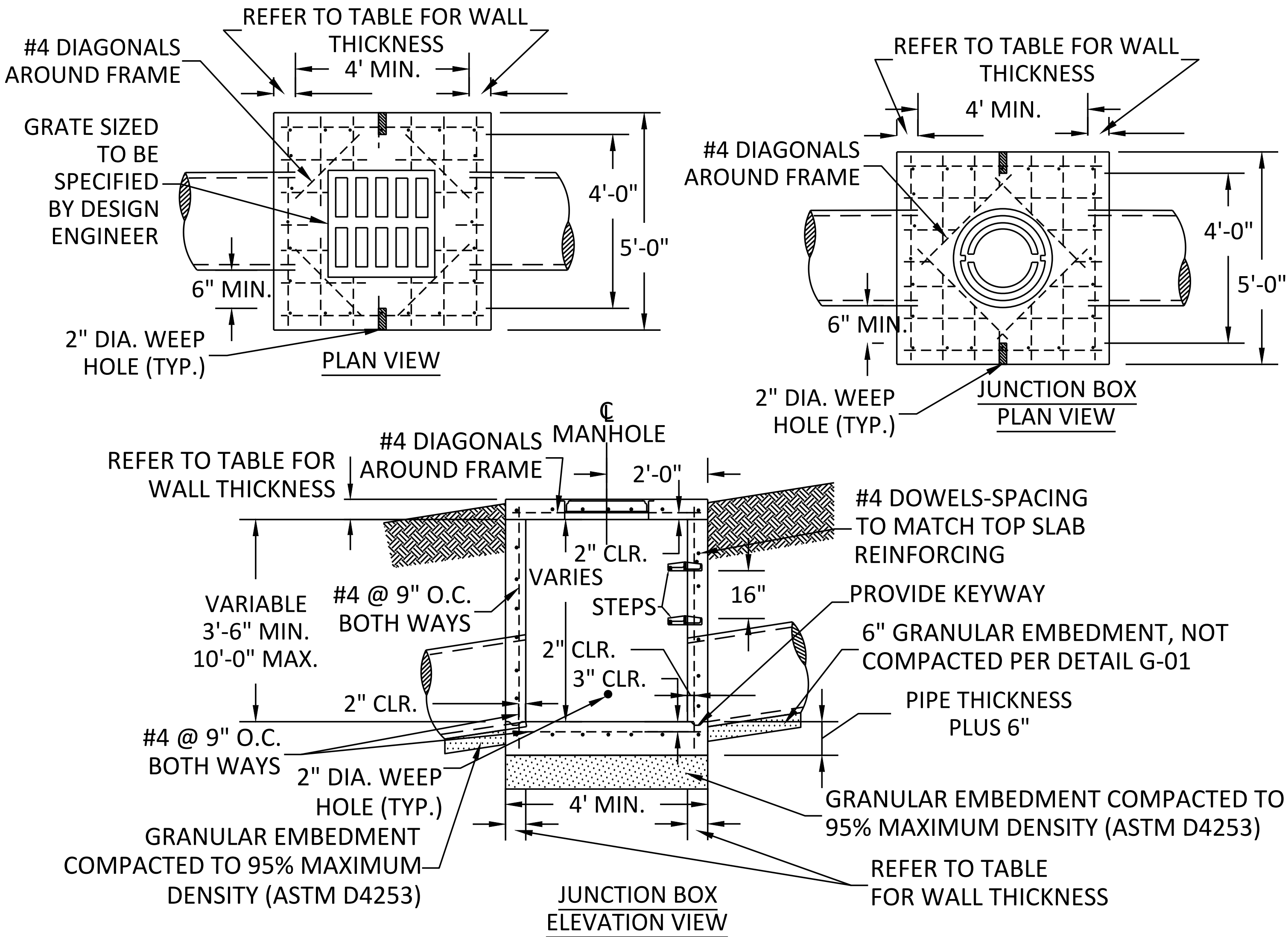
STANDARD STORMWATER NOTES:
REFERENCE ODOT STANDARD DETAILS PROVIDED BELOW, WITH THE FOLLOWING MODIFICATIONS:

- 1) ALL STRUCTURES SHALL BE CAST-IN-PLACE OR PRECAST CONCRETE. NO MASONRY STRUCTURES WILL BE APPROVED.
- 2) ODOT R-48: LETTERING ON MANHOLE COVERS SHOULD REFLECT CITY OF SHAWNEE STANDARD DETAIL G-06
- 3) ODOT R-30, R-31, R-32, AND R-33: SAFETY GRATES FOR CULVERT END SECTIONS SHALL BE ODOT STANDARD PIPE GRATES. PREMANUFACTURED GRATE SOLUTIONS SHALL BE APPROVED BY THE CITY ENGINEER.

OKLAHOMA DEPARTMENT OF TRANSPORTATION 2019 ROADWAY DESIGN STANDARD DRAWINGS		
SHEET NO.	DESCRIPTION	STANDARD
R-30	CULVERT END TREATMENT SINGLE PIPE INSTALLATION 1 TO 4 SAFETY SLOPE	CET4S-4-
R-31	CULVERT END TREATMENT SINGLE PIPE INSTALLATION 1 TO 6 SAFETY SLOPE	CET6S-4-
R-32	CULVERT END TREATMENT DOUBLE PIPE INSTALLATION 1 TO 4 SAFETY SLOPE	CET4D-4-
R-33	CULVERT END TREATMENT DOUBLE PIPE INSTALLATION 1 TO 6 SAFETY SLOPE	CET6D-4-
R-34	PREFABRICATED CULVERT END SECTIONS	PCES-5-
R-35	SLOPED CONCRETE END SECTIONS	SCES-4-1
R-36	CAST-IN-PLACE CONCRETE DROP INLETS FOR R. C. BOXES (3' X 2' TO 6' X 6')	CDIB-2-
R-37	CAST-IN-PLACE CONCRETE DROP INLETS FOR 30 DEG. SKEW R.C. BOXES (3' X 2' TO 6' X 6')	CDIB30-2-
R-38	CAST-IN-PLACE CONCRETE DROP INLET FOR 18" TO 72" R. C. PIPES	CDIP-2-
R-39	CAST-IN-PLACE CONCRETE DROP INLET FOR 30 DEG. SKEW 18" TO 72" R. C. PIPES	CIDP30-2-
R-40	CAST-IN-PLACE GRATED PIPE DROP INLET (18" TO 42" PIPES)	GPI-5-
R-41	STORM SEWER CONSTRUCTION DETAILS	SSCD-4-
R-42	PRECAST CURB INLET (DESIGNS 1, 2, AND 3)	PCI-1-
R-45	CAST-IN-PLACE CURB INLETS	CI-2-
R-46	STORM SEWER INLET FRAMES (CURB INLETS)	SSIF-5-
R-47	CAST IRON GRATES (CURB INLETS)	CIG-4-

INSIDE DIMENSION	DIAMETER OF OUTLET PIPE	MIN. WALL THICKNESS	* TOP CONCRETE SLAB REINFORCING	MIN. WALL THICKNESS
4'	18" - 24"	6"	# 4'S @ 8" O.C. E.W.	6"
5'	30" - 42"	8"	# 4'S @ 7" O.C. E.W.	8"
6'	48" - 54"	8"	# 5'S @ 9" O.C. E.W.	8"

* WHEN UNDER TRAFFIC, USE # 5'S @ 6" O.C. E.W.



JUNCTION BOX/AREA INLET NOTES:

1. ALL EXPOSED CORNERS TO HAVE 3/4" CHAMFER.
2. ALL REINFORCEMENT BARS SHALL BE GRADE 60 AND SHALL HAVE A MIN. 2" COVER UNLESS OTHERWISE NOTED.
3. MIN. CONCRETE STRENGTH TO BE ODOT CLASS A, 3,500 PSI.
4. INVERTS SHALL BE POURED MONOLITHICALLY WITH FOOTING.
5. PIPES MAY ENTER BOX FROM ANY ANGLE OF ELEVATION AS DIRECTED BY THE ENGINEER. REINFORCING BARS SHALL BE CUT TO CLEAR PIPE BY 2".
6. STEPS ARE REQUIRED IN STORM DRAIN MANHOLES THAT ARE AT 4 FT OF DEPTH AND GREATER (FROM INVERT TO RIM). CENTERLINE OF MANHOLE LID SHALL BE 2 FT FROM THE WALL WHERE STEPS ARE LOCATED. STEPS (6" x 12") SHALL BE COPOLYMER POLYPROPYLENE PLASTIC WITH STEEL CORE AT 16" APART.
7. LIMIT DEFLECTION TO 60 DEGREES. IF GREATER, USE NEXT LARGER MANHOLE DIAMETER/SIZE AND MIN. DISTANCE FROM EXTERIOR OF PIPES TO INTERIOR SIDEWALL SHALL NOT BE LESS THAN 6".



STANDARD STORMWATER DETAILS

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

APPROVED BY: _____
DATE: _____
SETH BARKHIMER, P.E. CITY ENGINEER

SW-01

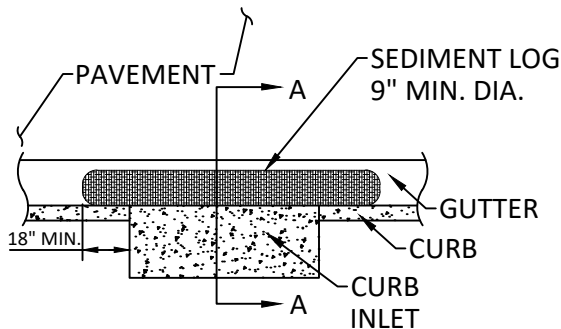
DRAWING NO.

01

REVISION NUMBER:

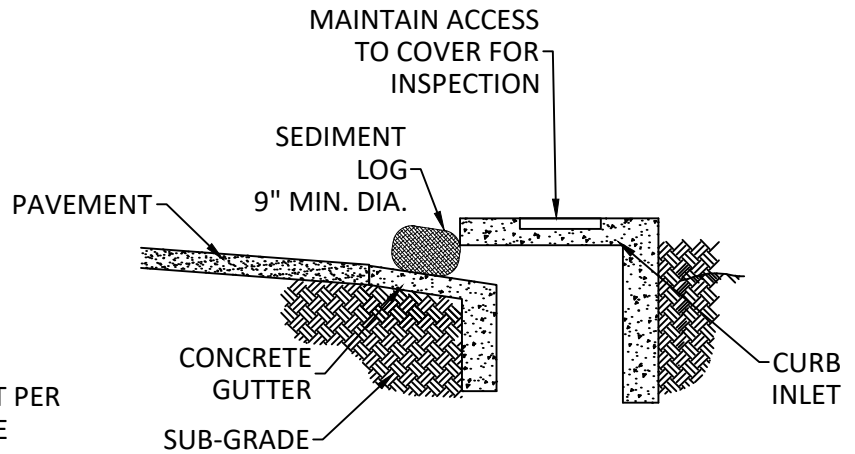
8/23/2024

REVISION DATE:

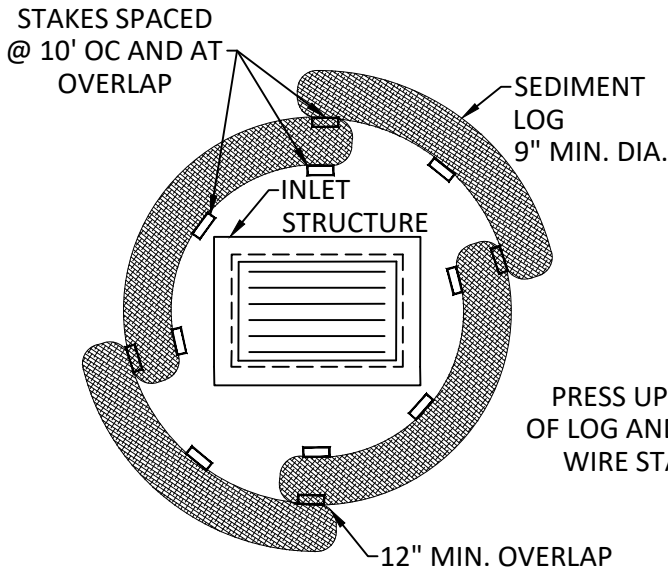


CURB INLET PLAN VIEW

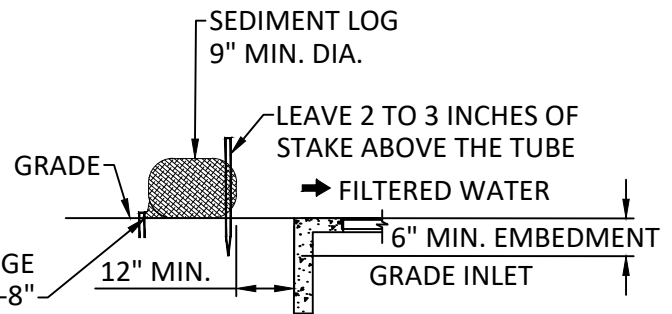
SEDIMENT LOGS SHALL HAVE A MIN. WEIGHT PER LINEAR FOOT OF 4.5 LBS AND SHALL EXCLUDE **STRAW** OR **SAND** MEDIA.



CURB INLET SECTION VIEW A-A



AREA INLET PLAN VIEW



AREA INLET SECTION VIEW

NOTES:

1. PLACE DEVICES AROUND PERIMETER OF GRATE/AREA INLET, WITH ENDS OF ADJACENT SEDIMENT LOGS OVERLAPPING 12" MIN.
2. PLACEMENT OF DEVICES SHALL EXTEND 12" MIN. BEYOND THE LIMITS OF THE CURB INLET STRUCTURE ON BOTH SIDES.
3. INLET PROTECTION DEVICES MUST BE INSPECTED FOR SEDIMENT ACCUMULATION WITHIN THE CATCH BASIN OR UPGRADIENT OF THE INLET.
4. ANY SEDIMENT ACCUMULATED IN OR ADJACENT TO A STORM DRAIN INLET MUST BE REMOVED AS SOON AS PRACTICABLE BUT NOT LATER THAN 3 DAYS AFTER DISCOVERY.
5. INLET PROTECTION DEVICES SHALL BE INSPECTED FOR UNINTENDED BYPASS OR IMPROPER FLOW-RATES THAT MAY CAUSE DOWNSTREAM FLOODING.
6. CONTACT THE CITY ENGINEER FOR ALTERNATE INLET PROTECTION IF THE DESIGNED PROTECTION MAY IMPACT DOWNSTREAM CONDITIONS. ENSURE THAT NO UNDERMINING OF INLET PROTECTION DEVICES HAS OCCURRED.
7. INLET PROTECTION DEVICES AND BARRIERS SHALL BE REPAIRED OR REPLACED IF THEY SHOW SIGNS OF UNDERMINING DAMAGE, OR DETERIORATION.

SEDIMENT LOG CURB INLET PROTECTION

APPROVED BY:

DATE: _____

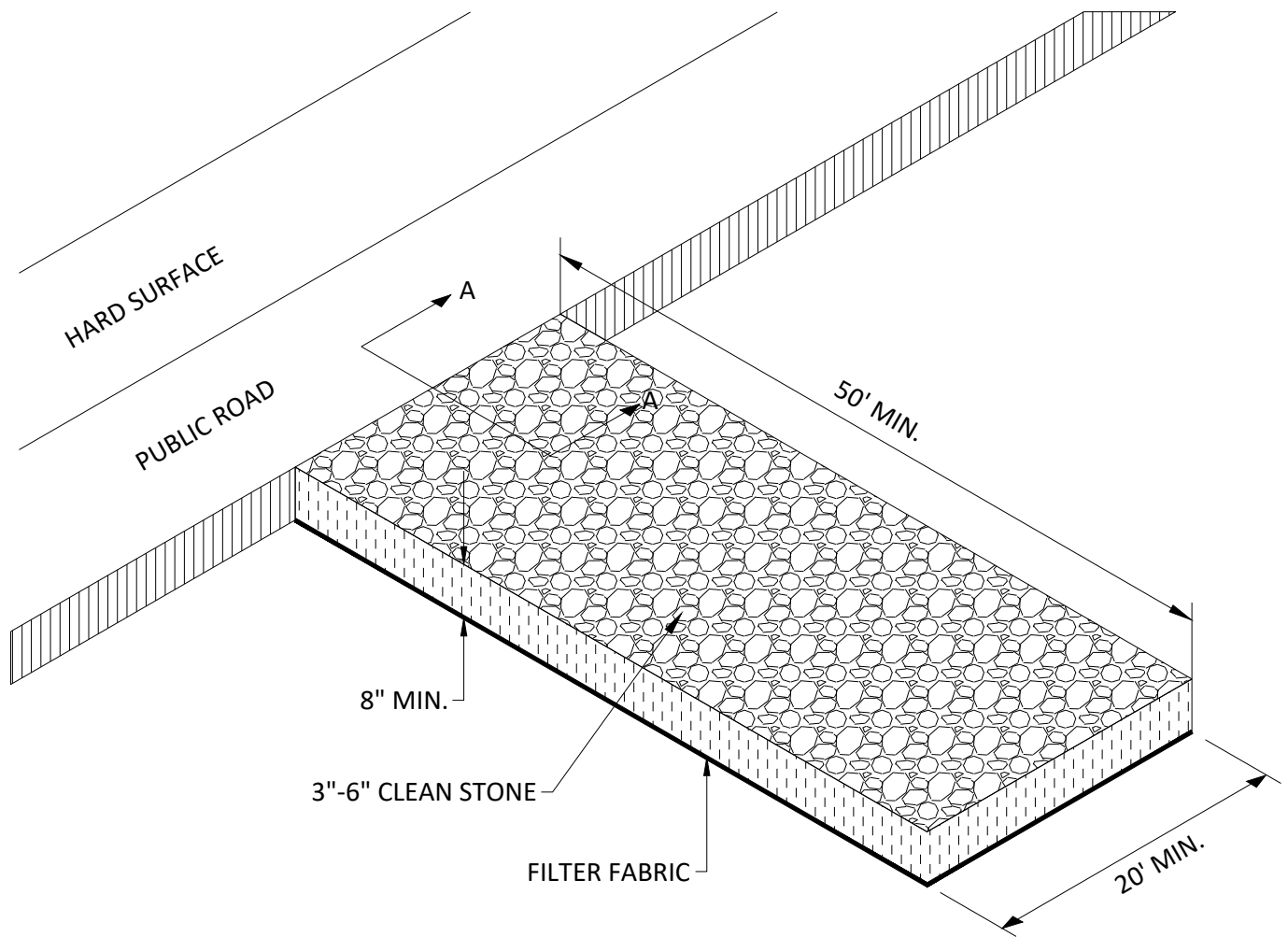
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

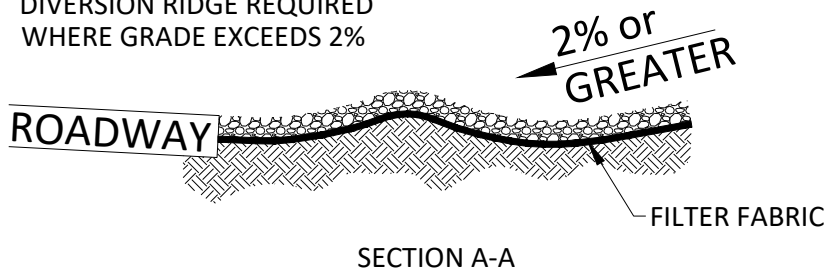
REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. EC-01





NOTE:
DIVERSION RIDGE REQUIRED
WHERE GRADE EXCEEDS 2%



NOTES:

1. REPLACE CONTAMINATED STONE AS REQUIRED TO PREVENT TRACKING OF SEDIMENT OR MUD ON PUBLIC STREETS.
2. CLEAN STREETS DAILY WITH BROOM (NO POWER BROOM) AND SHOVEL. THE USE OF WATER IS PROHIBITED.
3. ALL VEHICLES MUST USE CONSTRUCTION ENTRANCE/EXIT.
4. IF WHEEL WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.

CONSTRUCTION ENTRANCE/EXIT

APPROVED BY:

DATE: _____

SETH BARKHIMER, P.E. CITY ENGINEER

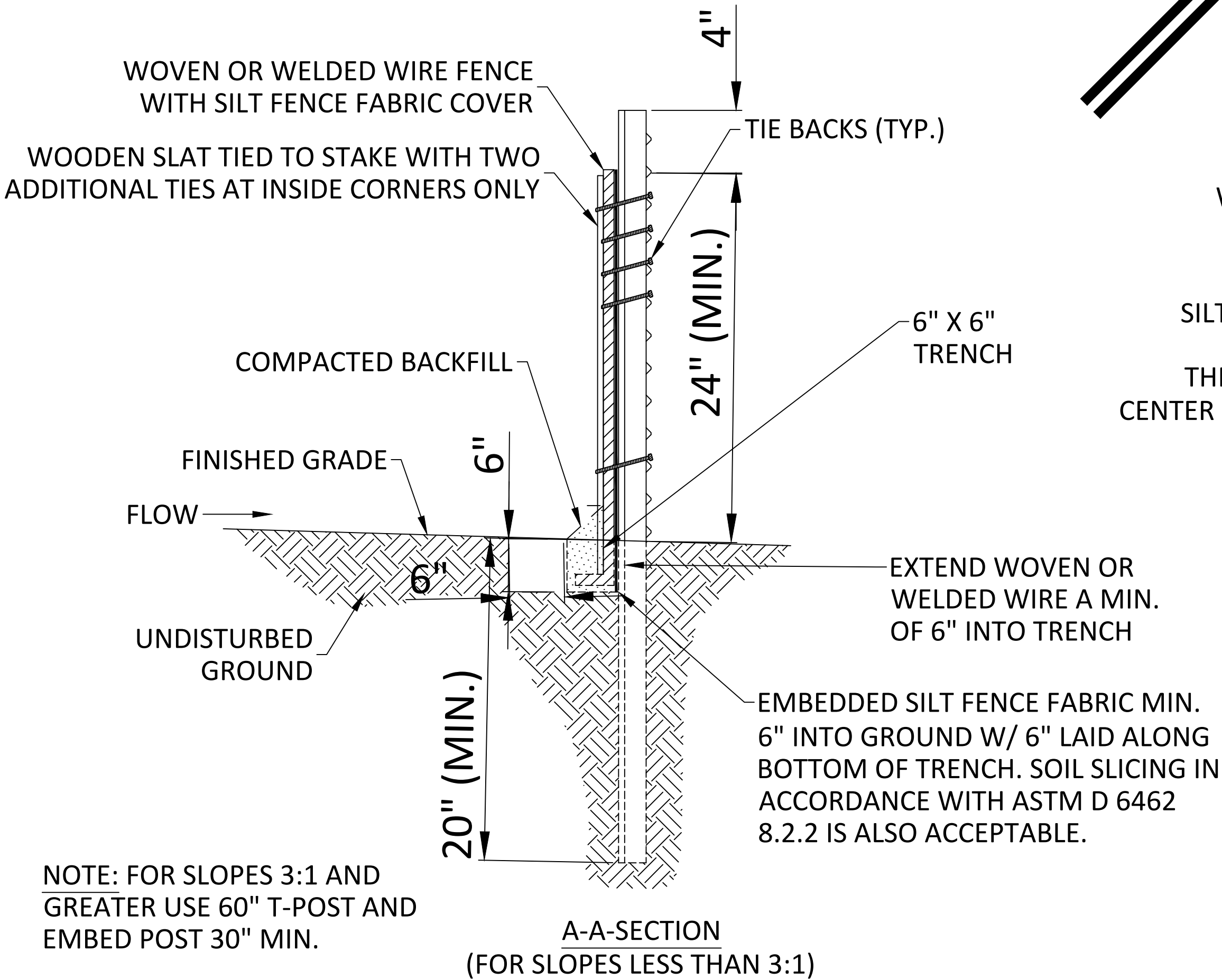
CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. EC-02



LAND SLOPE TO FLOW LENGTH	
LAND SLOPE	MAX. SHEET FLOW DISTANCE TO FENCE
5:1 OR LESS	100 FT
4:1	75 FT
3:1	50 FT
2:1	25 FT



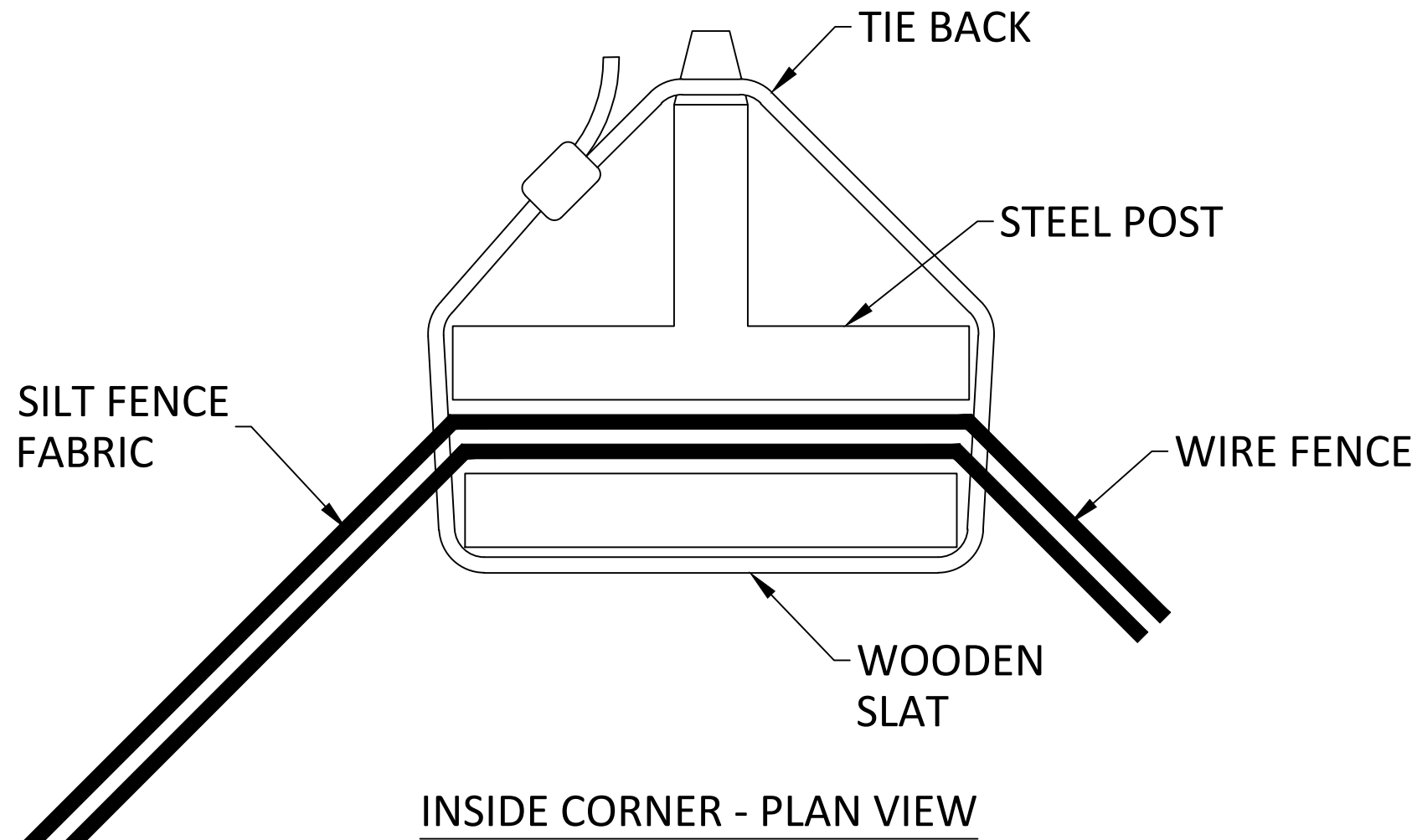
NOTE: FOR SLOPES 3:1 AND GREATER USE 60" T-POST AND EMBED POST 30" MIN.

NOTES:

1. MATERIALS AND INSTALLATION SHALL COMPLY WITH ASTM D6462 LATEST EDITION AS WELL AS THE REQUIREMENTS OF THE CITY DESIGN CRITERIA MANUAL.
2. INSTALL SILT FENCE AT A FAIRLY LEVEL GRADE ALONG THE CONTOUR WITH THE ENDS CURVED UPHILL TO PROVIDE SUFFICIENT UPSTREAM STORAGE VOLUME FOR THE ANTICIPATED RUNOFF.
3. ATTACH THE GEOTEXTILE OR FABRIC TO THE WOVEN OR WELDED WIRE FENCE WITH THREE WIRE TIES OR OTHER FASTENERS (HORIZONTALLY SPACED EVERY 30"), ALL SPACED WITHIN THE TOP 8" OF THE FABRIC. ATTACH EACH TIE DIAGONALLY 45 DEGREES THROUGH THE FABRIC, WITH EACH PUNCTURE AT LEAST 1" VERTICALLY APART. AT EACH POST, ATTACH THE GEOTEXTILE OR FABRIC AND THE WOVEN OR WELDED WIRE FENCE TO THE POST AS PREVIOUSLY STATED. IN ADDITION, EACH TIE PLACED ON A POST SHOULD BE POSITIONED TO HANG ON A POST NIPPLE WHEN TIGHTENED TO PREVENT SAGGING.
4. WHEN TWO SECTIONS OF SILT FENCE FABRIC ADJOIN EACH OTHER, THEY SHALL BE OVERLAPPED A MINIMUM OF 60" ACROSS TWO POSTS, AS SHOWN.
5. ALL SILT FENCE SHALL INCLUDE WIRE SUPPORT.
6. WRAP APPROXIMATELY 6" OF FABRIC AROUND THE END POSTS AND SECURE WITH 3 TIES.
7. COMPACT THE SOIL NEXT TO THE SILT FENCE FABRIC WITH THE FRONT WHEEL OF THE TRACTOR, SKID STEER, OR ROLLER EXERTING AT LEAST 60 POUNDS PER SQ. INCH. COMPACT THE UPSTREAM SIDE FIRST. COMPACT EACH SIDE TWICE FOR A TOTAL OF FOUR TRIPS.
8. ADD POST CAPS AS NEEDED BASED ON SITE CONDITIONS AND APPLICABLE AGENCY REQUIREMENTS.

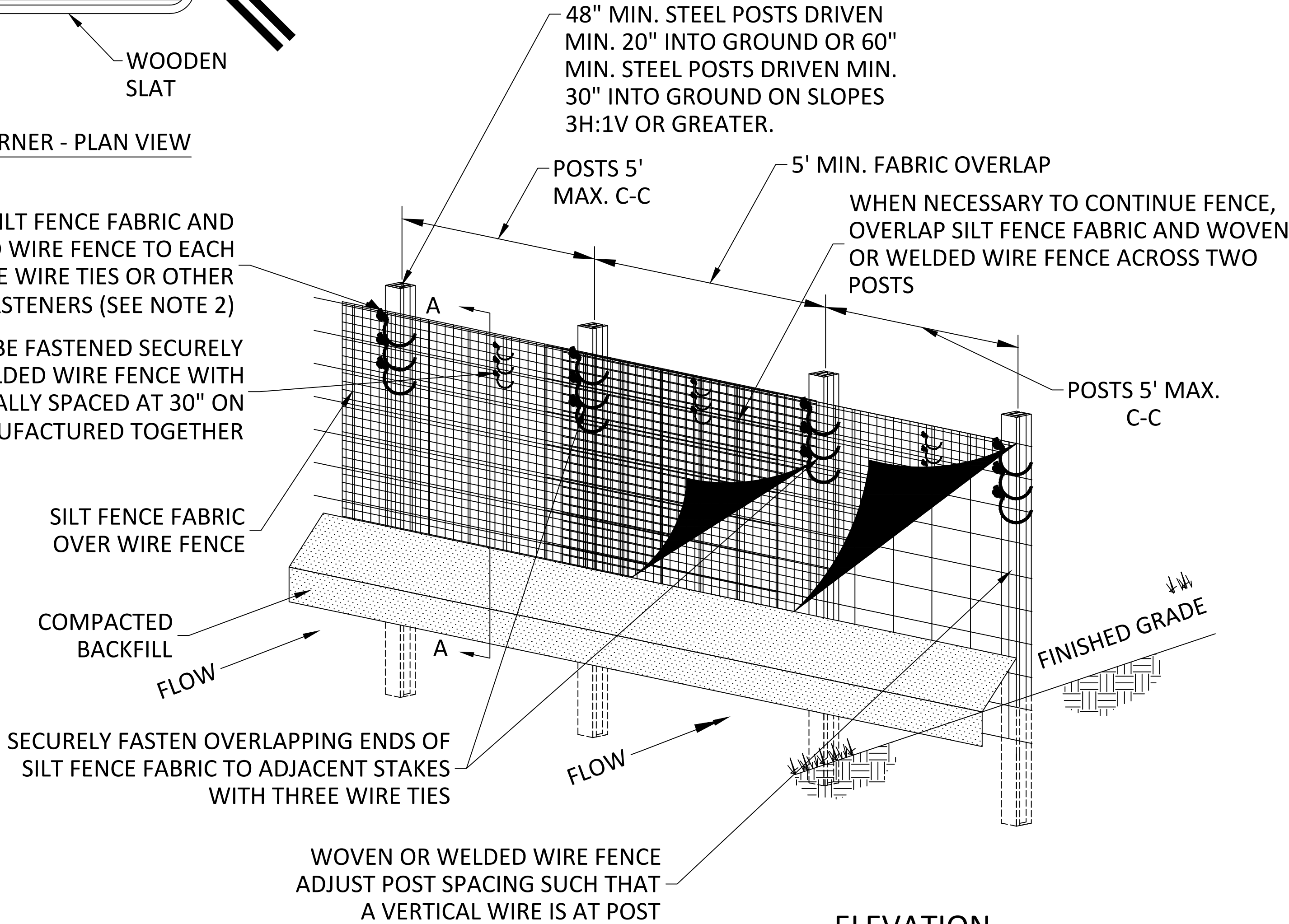
MAINTENANCE NOTES:

1. SILT FENCES SHALL BE INSPECTED ALONG ITS ENTIRETY AND MUST BE CLEANED WHEN SEDIMENT HAS ACCUMULATED TO ONE-THIRD THE HEIGHT OF THE SILT FENCE. MAINTENANCE CLEANOUT MUST BE CONDUCTED REGULARLY TO PREVENT ACCUMULATED SEDIMENTS FROM REACHING ONE-THIRD THE HEIGHT OF THE SILT FENCE.
2. SPECIAL ATTENTION SHOULD BE PAID TO ENSURE THAT NO UNDERMINING OF SILT FENCE HAS OCCURRED AND THAT NO BYPASS IS OCCURRING AT JOINING SECTIONS.
3. IF EXCESS SEDIMENT IS ACCUMULATING IN ANY SECTION OF SILT FENCE, THE CONTRACTOR SHOULD IMPLEMENT ADDITIONAL UPSTREAM STABILIZATION MEASURES TO PREVENT EXCESSIVE BUILDUP ON SILT FENCE.
4. SILT FENCES SHALL BE REPAIRED TO THEIR ORIGINAL CONDITIONS IF DAMAGED.



ATTACH THE SILT FENCE FABRIC AND WOVEN OR WELDED WIRE FENCE TO EACH POST WITH THREE WIRE TIES OR OTHER FASTENERS (SEE NOTE 2)

SILT FENCE FABRIC TO BE FASTENED SECURELY TO WOVEN OR WELDED WIRE FENCE WITH THREE TIES HORIZONTALLY SPACED AT 30" ON CENTER (TYP.) UNLESS MANUFACTURED TOGETHER



POSTS: STEEL T OR U TYPE.
FENCE: WOVEN OR WELDED WIRE, 14 GA., 6"X6" MAX. MESH OPENING
FABRIC: MIN. REQUIREMENTS
GRAB TENSILE= 90LBS
PERMITTIVITY = 0.05 (SEC-1)
ULTRAVIOLET STABILITY = 70%
APPARENT OPENING = 0.60 mm



SILT FENCE WITH WIRE BACKING

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

APPROVED BY: _____
DATE: _____
SETH BARKHIMER, P.E. CITY ENGINEER

EC-03

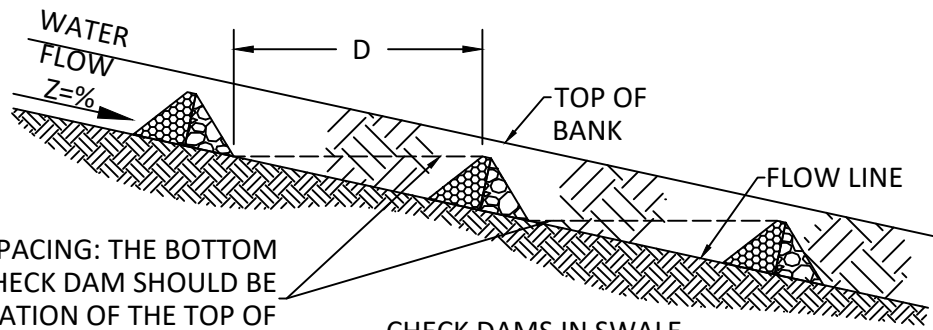
DRAWING NO.

01

REVISION NUMBER:

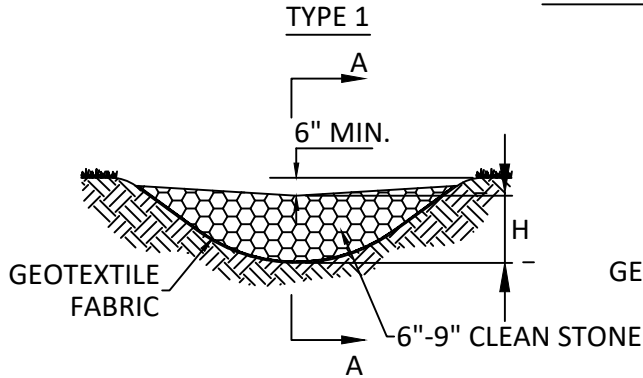
8/26/2024

REVISION DATE:

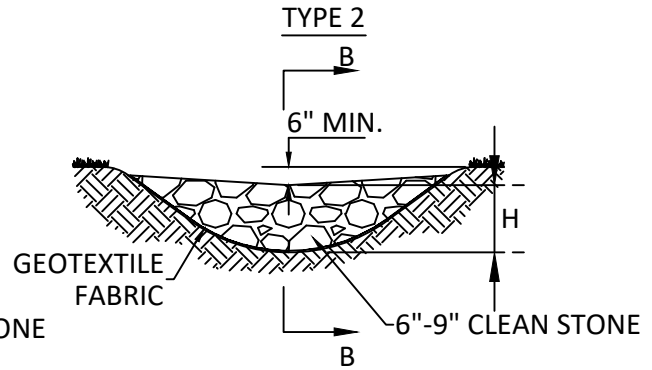


GENERAL RULE FOR SPACING: THE BOTTOM OF THE UPSTREAM CHECK DAM SHOULD BE EQUAL TO THE ELEVATION OF THE TOP OF THE SUCCEEDING DOWNSTREAM BERM.

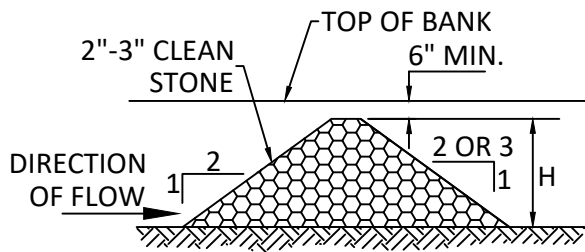
CHECK DAMS IN SWALE
PROFILE VIEW



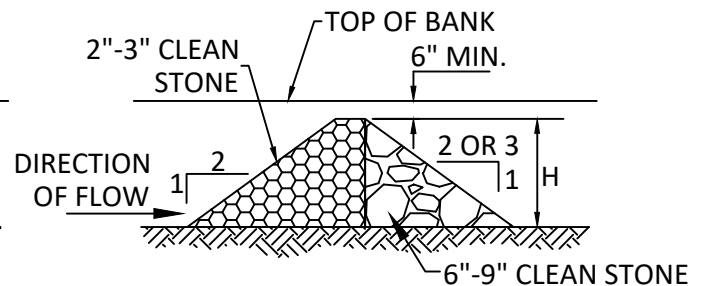
TYPE 1
2 ACRES OR LESS OF DRAINAGE AREA
(VIEW LOOKING UPSTREAM)



TYPE 2
2-10 ACRES OF DRAINAGE AREA
(VIEW LOOKING UPSTREAM)



ELEVATION A



ELEVATION B

NOTES:

1. STONES SHOULD BE PLACED UP THE CHANNEL BANKS TO PREVENT WATER FROM CUTTING AROUND THE DAM CHECK.
2. INSTALLATION SHALL BE PLACED EITHER BY HAND OR MECHANICALLY (NOT JUST DUMPED) TO ACHIEVE COMPLETE COVERAGE OF THE DITCH AND ENSURE THE CENTER OF THE DAM IS 6" LOWER THAN THE EDGES TO ENCOURAGE HIGH FLOWS TO REMAIN WITHIN THE CHANNEL BANKS.
3. MAXIMUM SPACING BETWEEN MULTIPLE DAMS SHOULD BE SUCH THAT THE TOE OF THE UPSTREAM CHECK DAM IS THE SAME AS THE TOP OF THE DOWNSTREAM CHECK DAM.
4. SEDIMENT SHOULD BE REMOVED WHEN IT REACHES 1/2 THE ORIGINAL CHECK HEIGHT.
5. IN THE CASE OF GRASS-LINED DITCHES OR SWALES, ROCK CHECK DAMS SHOULD BE REMOVED WHEN THE GRASS HAS MATURED SUFFICIENTLY TO PROTECT THE DITCH OR SWALE, IF THE SLOPE IS 4% OR LESS.
6. THE AREA BENEATH THE ROCK CHECK DAMS SHOULD BE SEEDED AND MULCHED IMMEDIATELY AFTER THE CHECK DAM REMOVAL.
7. IF HIGH FLOWS ARE EXPERIENCED THAT CAUSE DAMAGE, THE CHECK DAMS SHALL BE REPAIRED TO THE ORIGINAL EXTENTS AND REINFORCED WITH LARGER STONE ON THE DOWNSTREAM SIDE.

ROCK CHECK DAM

APPROVED BY:

DATE:

SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

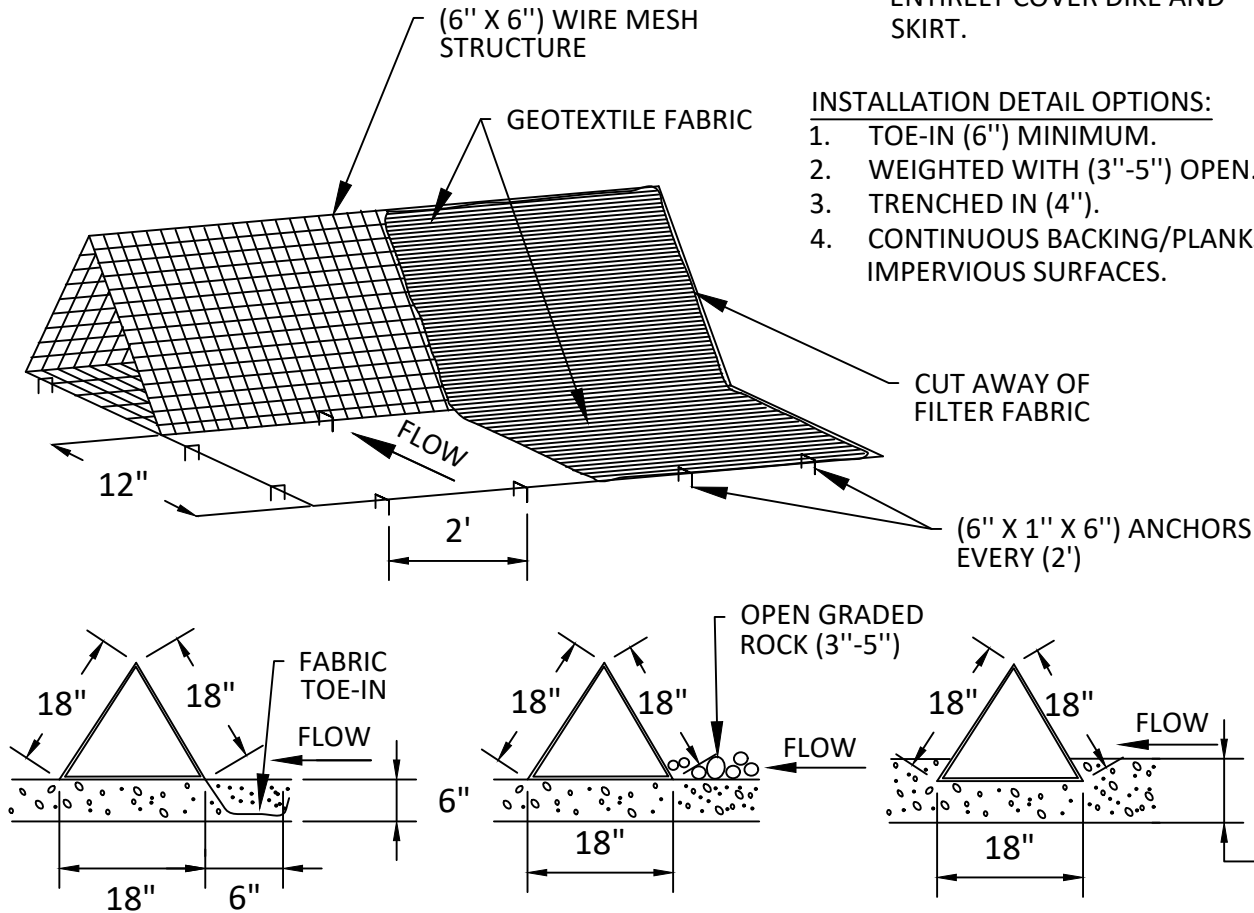
DRAWING NO. EC-04



NOTE: FILTER FABRIC SHALL ENTIRELY COVER DIKE AND SKIRT.

INSTALLATION DETAIL OPTIONS:

1. TOE-IN (6") MINIMUM.
2. WEIGHTED WITH (3"-5") OPEN.
3. TRENCHED IN (4").
4. CONTINUOUS BACKING/PLANKS ON IMPERVIOUS SURFACES.



TRIANGULAR SEDIMENT FILTER DIKE

NOTES:

1. DIKES SHALL BE PLACED IN A ROW WITH ENDS TIGHTLY ABUTTING THE ADJACENT DIKE.
2. THE FABRIC COVER AND SKIRT SHALL BE CONTINUOUS WRAPPING OF GEOTEXTILE. THE SKIRT SHALL BE A CONTINUOUS EXTENSION OF THE FABRIC ON THE UPSTREAM FACE.
3. THE FABRIC COVER AND SKIRT SHALL BE A CONTINUOUS LAYER OF 3-5" OPEN GRADED ROCK OR TOED-IN 6" WITH MECHANICALLY COMPACTED MATERIAL. OTHERWISE, THE ENTIRE STRUCTURE SHALL BE TRENCHES IN 4".
4. DIKES AND SKIRT SHALL BE SECURELY ANCHORED IN PLACE USING 6" WIRE STAPLES ON 2' CENTERS ON BOTH EDGES AND SKIRT, OR STAKE USING 3/8" DIAMETER RE-BAR WITH TEE ENDS.
5. FILTER MATERIAL SHALL BE LAPPED OVER ENDS 6" TO COVER DIKE TO DIKE JOINTS. JOINTS SHALL BE FASTENED WITH GALVANIZED SHOAT RINGS.
6. THE DIKE STRUCTURE SHALL BE 6 GA. 6"X6" WIRE MESH, 18" ON A SIDE.
7. INSPECTION SHALL BE MADE WEEKLY OR AFTER EACH RAINFALL EVENT AND REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY.
8. ACCUMULATED SILT SHALL BE REMOVED WHEN IT REACHES A DEPTH OF 6" AND DISPOSED OF IN A MANNER WHICH WILL NOT CAUSE ADDITIONAL SILTATION.
9. AFTER THE DEVELOPMENT SITE IS COMPLETELY STABILIZED, THE DIKES AND ANY REMAINING SILT SHALL BE REMOVED. SILT SHALL BE DISPOSED OF AS INDICATED IN GENERAL NOTE 8 ABOVE.

SEDIMENT FILTER DIKE AND SILT FENCE

APPROVED BY:

DATE: _____

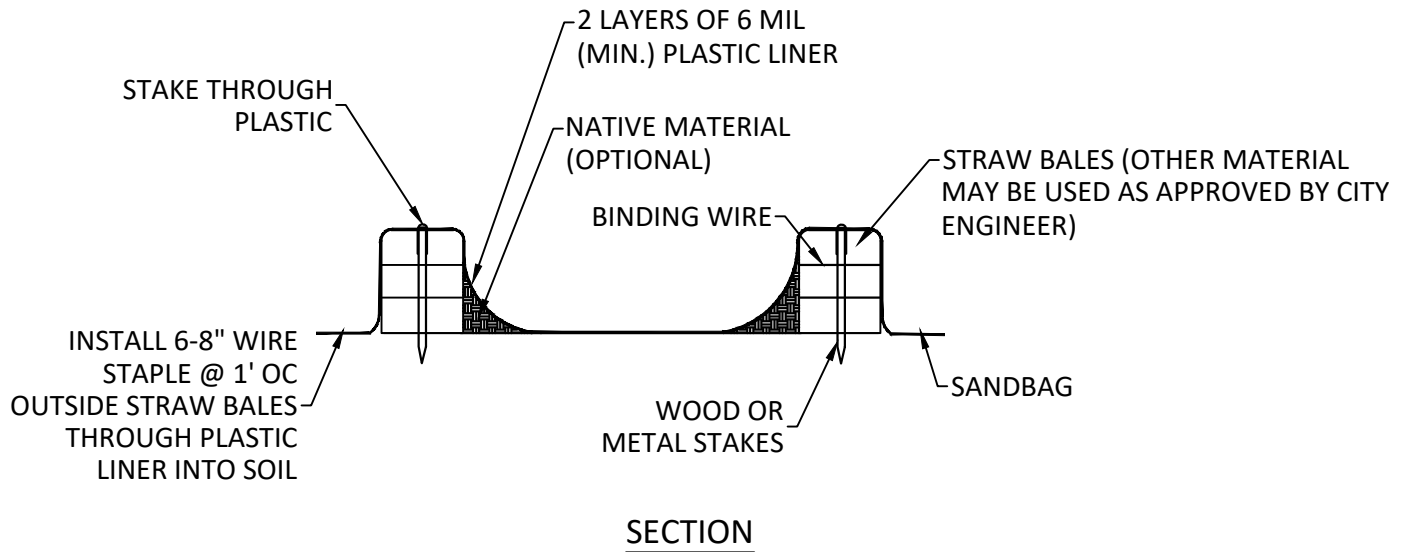
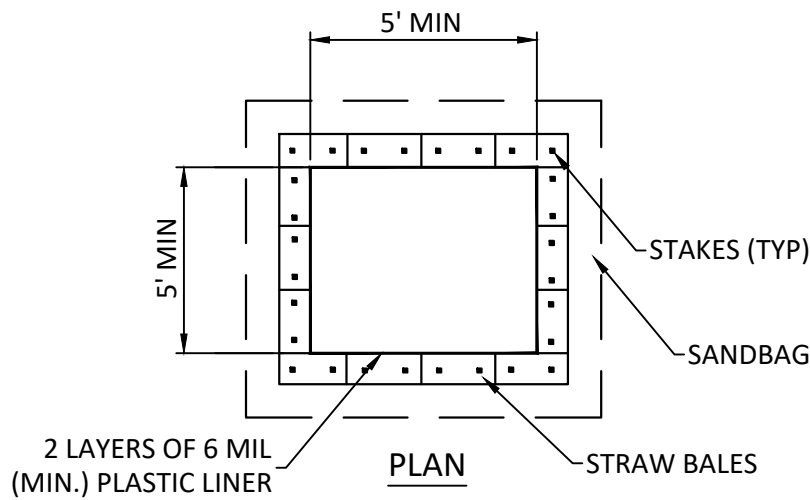
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT



REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. EC-05



NOTES:

1. NO WASHING OUT OF CONCRETE TRUCKS OR WASHING OF SWEEPINGS FROM EXPOSED AGGREGATE CONCRETE INTO STORM DRAINS, OPEN DITCHES, STREETS, OR STREAMS IS ALLOWED.
2. EXCESS CONCRETE IS NOT ALLOWED TO BE DUMPED ON-SITE, EXCEPT IN DESIGNATED TEMPORARY CONCRETE WASHOUT PIT AREAS.
3. ON-SITE TEMPORARY CONCRETE WASHOUT AREAS SHALL BE LOCATED AT LEAST 50 FEET FROM STORM DRAINS, OPEN DITCHES, OR WATER BODIES.
4. TEMPORARY CONCRETE WASHOUT FACILITIES SHALL BE CONSTRUCTED AND MAINTAINED IN SUFFICIENT QUANTITY AND SIZE TO CONTAIN ALL LIQUID AND CONCRETE WASTE GENERATED BY WASHOUT OPERATIONS.
5. WASHOUT FACILITIES SHALL BE CLEANED OUT OR REPLACED ONCE THE WASHOUT IS 75% FULL.
6. PLASTIC LINING MATERIAL SHALL BE MINIMUM OF 12 MIL POLYETHYLENE SHEETING (2 LAYERS OF 6 MIL (MIN.) AND SHALL BE FREE OF HOLES, TEARS, OR OTHER DEFECTS.
7. WHEN WASHOUT FACILITIES ARE NO LONGER REQUIRED FOR WORK, THE HARDENED CONCRETE SHALL BE REMOVED AND DISPOSED OF OFFSITE. MATERIALS USED TO CONSTRUCT TEMPORARY CONCRETE WASHOUT FACILITIES WILL BE REMOVED FROM THE SITE AND DISPOSED OF PROPERLY.

STRAW BALE CONCRETE WASHOUT

APPROVED BY:

DATE: _____

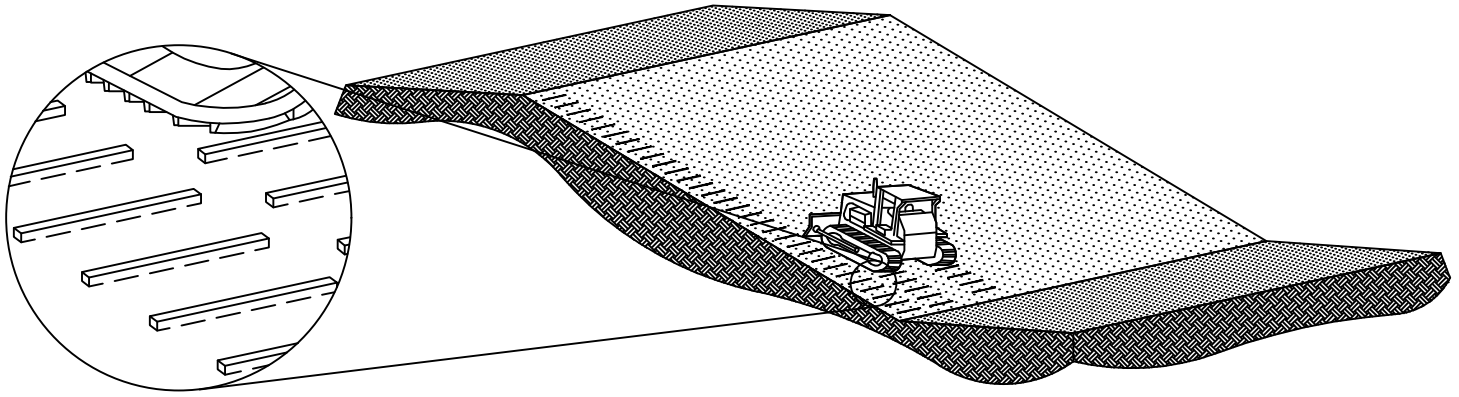
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

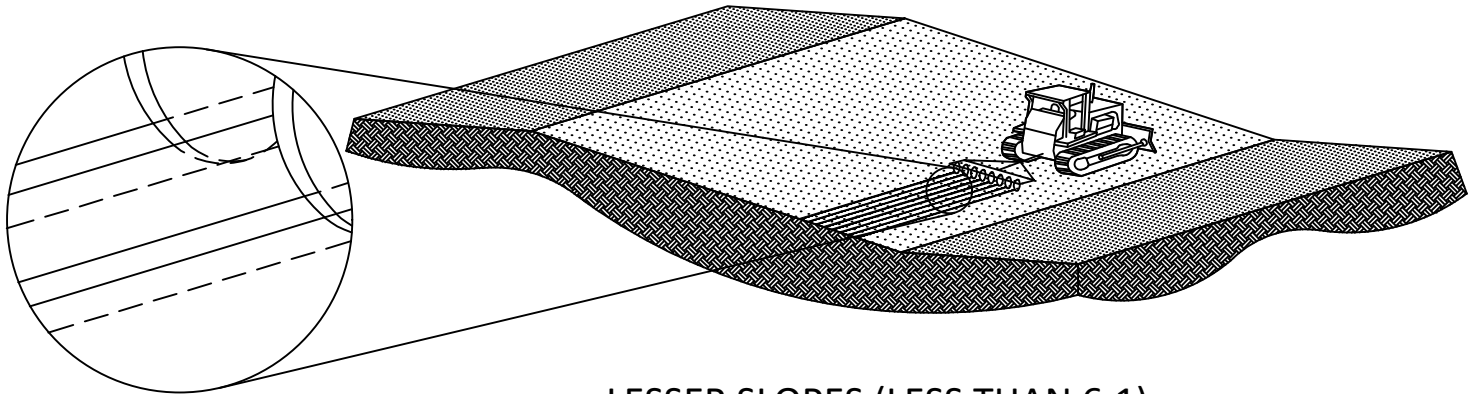


REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. EC-06



STEEP SLOPES (6:1 OR GREATER)



LESSER SLOPES (LESS THAN 6:1)

PURPOSE:

SURFACE ROUGHENING OR SCARIFICATION IS A TECHNIQUE USED FOR CREATING UNEVENNESS ON BARE SOIL TO REDUCE SLOPE EROSION AND THE FORMATION OF RILLS. THE PRIMARY FUNCTIONS OF SURFACE ROUGHENING ARE TO:

- REDUCE EROSION POTENTIAL BY DECREASING RUNOFF VELOCITIES
- TRAP SEDIMENT
- INCREASE INFILTRATION OF WATER INTO THE SOIL
- AID IN THE ESTABLISHMENT OF VEGETATIVE COVER VIA MOISTURE STORAGE

NOTES:

1. PROVIDE A ROUGH SOIL SURFACE WITH HORIZONTAL DEPRESSIONS.
2. CAN BE COMPLETED WITH A TILLER OR OTHER EQUIPMENT WITH SIMILAR EFFICIENCY.
3. DURING MASS GRADING, MAINTAIN SLOPES IN A ROUGHENED CONDITION WITHOUT FINE GRADING.
4. SURFACE ROUGHENING SHOULD BE PERFORMED AFTER FINE GRADING.
5. ROUGHENING CANNOT BE USED IF SANDY OR ROCKY SOIL IS PRESENT.
6. FILL SLOPES CAN BE CONSTRUCTED WITH A ROUGHENED SURFACE.
7. CUT SLOPES THAT HAVE BEEN SMOOTH GRADED SHALL BE ROUGHENED AS A SUBSEQUENT OPERATION.
8. SIDE SLOPES OF SPOIL STOCKPILES CAN BE CONSTRUCTED WITH A ROUGHENED SURFACE.
9. A FARMING DISC SHALL NOT BE USED FOR SURFACE ROUGHENING ON STEEP SLOPES.

SOIL ROUGHENING

APPROVED BY:

DATE: _____

SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

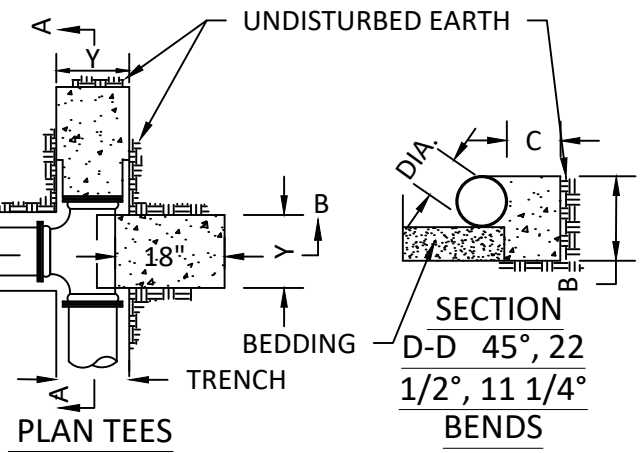
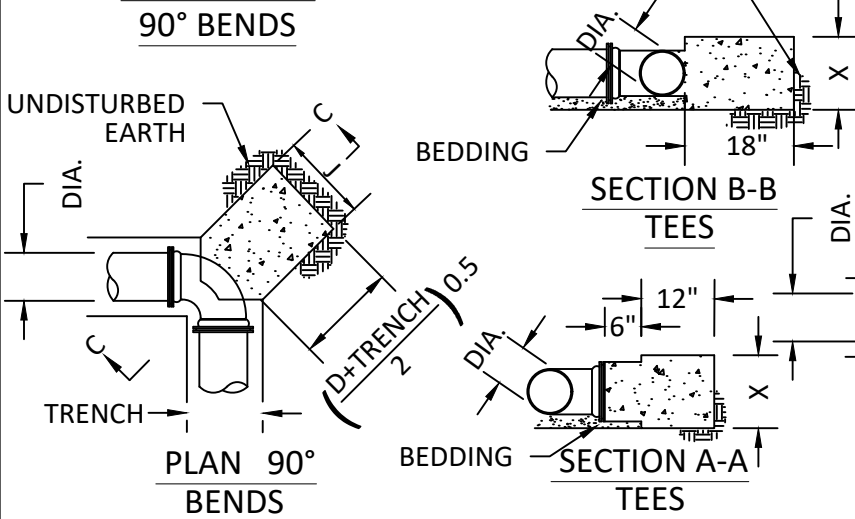
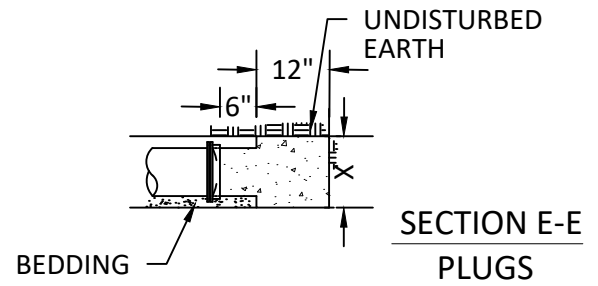
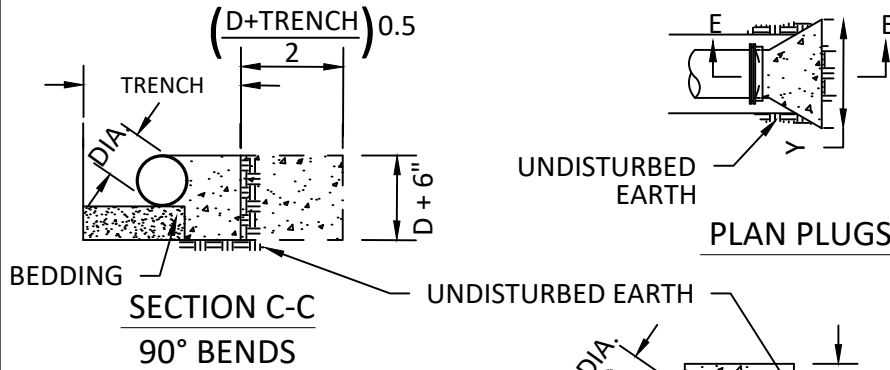
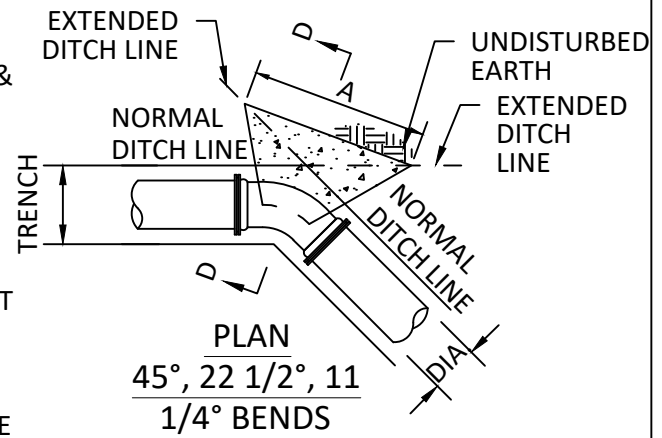
REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. EC-07



NOTES:

1. THRUST BLOCKS SHALL BE POURED SO THAT ALL FITTING BOLTS & NUTS REMAIN CLEAR AND ACCESSIBLE.
2. CONCRETE SHALL BE 3,500 PSI MIN.
3. THRUST BLOCKS ARE NOT REQUIRED ON T-FITTINGS FOR FIRE LINES.
4. PRIOR TO POURING CONCRETE THRUST BLOCKS THE CONTRACTOR SHALL WRAP ALL PIPES AND FITTINGS HAVING CONTACT WITH THE CONCRETE IN POLYETHYLENE MATERIAL NOT LESS THAN 8 MIL. IN THICKNESS PRIOR TO POURING CONCRETE.



DIMENSIONS FOR CONCRETE THRUST BLOCKS													
PIPE DIA.	TRENCH WIDTH	45° BEND			22 1/2° BEND			11 1/4° BEND			TEE OR PLUG		90° BEND
		A	B	C	A	B	C	A	B	C	X	Y	J
36	54	7'-0"	3'-0"	2'-6"	6'-0"	3'-0"	2'-6"	6'-0"	3'-0"	2'-6"	3'-4"	4'-0"	6'-5"
30	48	5'-6"	2'-6"	2'-0"	4'-6"	2'-6"	2'-0"	4'-6"	2'-6"	2'-0"	3'-0"	3'-6"	5'-8"
24	42	3'-9"	2'-6"	1'-10"	2'-6"	2'-6"	1'-1"	2'-0"	2'-6"	1'-0"	3'-0"	3'-3"	4'-9"
20	36	2'-9"	2'-2"	1'-8"	2'-0"	2'-2"	1'-1"	2'-0"	2'-2"	0'-11"	2'-0"	3'-0"	4'-1"
18	36	2'-3"	2'-0"	1'-6"	2'-0"	2'-0"	1'-1"	2'-0"	2'-0"	0'-11"	2'-0"	2'-3"	3'-9"
16	36	2'-0"	1'-10"	1'-5"	2'-0"	1'-10"	1'-1"	2'-0"	1'-10"	0'-11"	2'-0"	1'-6"	3'-6"
12	30	2'-0"	1'-6"	1'-4"	2'-0"	1'-6"	1'-0"	2'-0"	1'-6"	0'-11"	2'-0"	1'-0"	3'-0"
10	30	2'-0"	1'-4"	1'-4"	2'-0"	1'-4"	1'-0"	1'-10"	1'-4"	0'-11"	1'-8"	1'-0"	2'-8"
8	24	2'-0"	1'-2"	1'-4"	1'-10"	1'-2"	1'-0"	1'-8"	1'-2"	0'-11"	1'-6"	0'-10"	2'-4"
6	18	2'-0"	1'-1"	1'-4"	1'-8"	1'-1"	1'-0"	1'-6"	1'-0"	0'-11"	1'-4"	0'-8"	2'-1"

THRUST BLOCK CONCRETE ANCHORS FOR WATER LINES

APPROVED BY:

DATE: _____

SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. WL-01



5'-0" MIN TO HYDRANT
10'-0" MAX TO HYDRANT

3 MIN.

STANDARD VALVE BOX
SEE DWG. NO. STD.
WL-05 FOR DETAILS

TRACER WIRE: #12
AWG SOLID
COPPER WIRE
WITH 30 MIL HDPE
COATING

CONCRETE COLLAR
SEE DWG. NO. STD.
WL-05

6" MJ
VALVE

FOR FH INSTALLATIONS
ON NEW LINE, PROVIDE
NEW TEE, FOR EXISTING
INSTALLATIONS, PROVIDE
TAPPING SLEEVE.

1/4" BRASS BOLT W/2 BRASS HEX,
NUTS AND 2 FLAT BRASS
WASHERS

(1) TRACER WIRE, (1) GROUND
WIRE #12 AWG SOLID COPPER
OR APPROVED WIRES WITH 30
MIL HDPE COATING

(1) STAINLESS STEEL BAND
AROUND FIRE HYDRANT
BARREL

3'-4"X3/4"
GALVANIZED
CONDUIT

TRACER WIRE & WEATHER-HEAD

FH ASSEMBLY (DIP FITTINGS) INCLUDES

- (1)-3-WAY FIRE HYDRANT
- (1)-6" CONNECTING PIECE
- (1)-6" MJ GATE VALVE
- (1)-LOCKING TEE (6" THRU 12" LINE)
- (1)-CONCRETE COLLAR\THRUST BLOCKS
- (1)-ADJUSTABLE VALVE BOX W/LID & COLLAR
- (1)-WEATHERHEAD ASSEMBLY
- SS ALL-THREAD AND RESTRAINTS AS NEEDED

FH ASSEMBLY (HDPE FITTINGS) INCLUDES

- (1)-3-WAY FIRE HYDRANT
- (1)-8" HDPE CONNECTING PIECE
- (1)-8" MJ GATE VALVE
- (1)-LOCKING TEE (8" THRU 12" LINE)
- (1)-ADJUSTABLE VALVE BOX W/LID & COLLAR
- (1)-WEATHERHEAD ASSEMBLY
- SS ALL-THREAD AND RESTRAINTS ASS NEEDED

4 1/2"
STANDARD
REMOVABLE

SEE
DETAIL

NATIONAL STANDARD PENTAGON
OPERATION NUT

2 1/2" NATIONAL STANDARD HOSE
NOZZLES

BREAKABLE
CONNECTION

BURY
LINE

SIDEWALK (IF
REQUIRED)

MJ JOINT FOR DIPXHDPE,
FUSED JOINT FOR
HDPExHDPE

CONNECTING PIECE W/
INTEGRALLY MJ GLAND ON
ONE END, ROTATEABLE MJ
GLAND ON THE OTHER END.
VARIES

GROUND
LINE

NOTE:
HYDRANT DRAIN
MUST BE LEFT CLEAN
AFTER POURING
CONCRETE BLOCKING

WASHED ROCK 1
1/2" CLASS "C"

CONCRETE THRUST
BLOCK RE: WL-01

SIDE VIEW
(TYPICAL FOR FIRE
HYDRANT
ON LOCAL STREET)

NOTES:

- MIN. PIPE CONNECTION SIZE SHALL BE 6" FOR PVC/DIP LINES AND 8" FOR HDPE.
- INSTALLATION DEPTH SHOULD BE 4-FEET MIN. AND 6-FEET MAX.
- THRUST BLOCKING IS REQUIRED BEHIND BOTH THE TEE & THE FIRE HYDRANT IF RESTRAINED JOINTS ARE NOT USED. THRUST BLOCKING IS NOT REQUIRED IF RESTRAINED/ FUSED JOINTS ARE UTILIZED ON THE FIRE HYDRANT ASSEMBLY.
- WRAP TEE AND FIRE HYDRANT WITH POLY WRAP IF THRUST BLOCKS WILL BE POURED.
- ALL FITTINGS SHALL BE EPOXY COATED AND CONNECTED USING STAINLESS STEEL BOLTS AND NUTS.
- IF LOCKING TEE IS NOT USED THEN TEE, VALVE, & FH ASSEMBLY MUST BE TIED TOGETHER WITH SS ALL-THREAD THRUST BLOCKING BEHIND TEE & FIRE HYDRANT MAY BE USED INSTEAD OF ALL-THREAD.
- CONNECTING PIECE BETWEEN VALVE, FH, & TEE MAY BE PVC DR18, HDPE DR11, OR DIP 250 PIPE WITH RESTRAINT AS NEEDED.
- TEES LARGER THAN 12" WILL BE PAID SEPARATELY.

FIRE HYDRANT ASSEMBLY

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

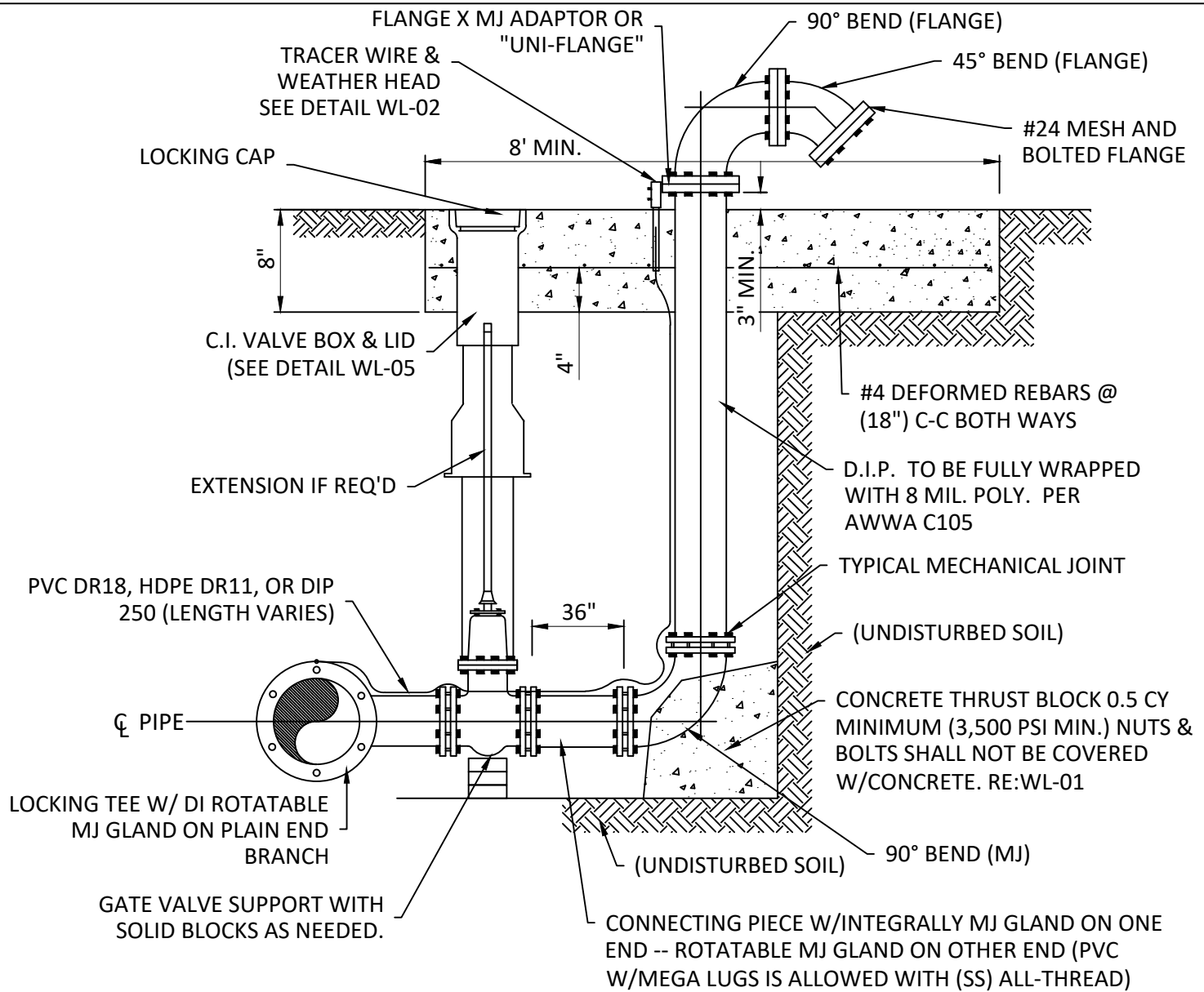
APPROVED BY:

DATE:
SETH BARKHIMER, P.E. CITY ENGINEER

DRAWING NO. WL-02

REVISION NUMBER: 01

REVISION DATE: 8/26/2024



NOTES:

1. ALL FITTINGS (BELOW GROUND & ABOVE GROUND) TO BE EPOXY COATED WITH SS BOLTS & NUTS.
2. CONCRETE PAD TO BE 4-FEET BY 8-FEET (MIN.) BY 8-INCHES THICK AND SLOPED SO IT WILL DRAIN AWAY FROM FITTINGS.
3. PER ENGINEER, A GATE VALVE EXTENSION MAY BE REQUIRED FOR DEEP WATER LINES.
4. UNDERGROUND FITTINGS BLOCKED WITH CONCRETE TO BE FULLY WRAPPED WITH 8 MIL. POLYETHYLENE PER (AWWA C105).
5. CONCRETE FOR PAD SHALL BE 3,500 PSI. LARGER PAD MAYBE REQUIRED FOR LARGER PIPE.
6. BLOW OFF PIPING SIZE TO BE DETERMINED BY ENGINEER.
7. PLACE & COMPACT A MIN. OF 4-INCHES OF ODOT TYPE "A" BASE UNDER SPLASH PAD. (NOT SHOWN IN DETAIL)
8. SEE WEATHER HEAD DETAIL ON W-02 DETAIL DRAWING.
9. SLOPE ALL CONCRETE AWAY FROM FITTINGS.
10. PAD SIZE AND ORIENTATION SHALL BE CONSISTENT WITH ESTIMATED FLOWS AND SUBMITTED TO UTILITIES ENGINEER FOR APPROVAL.

BLOW OFF VALVE

APPROVED BY:

DATE: _____

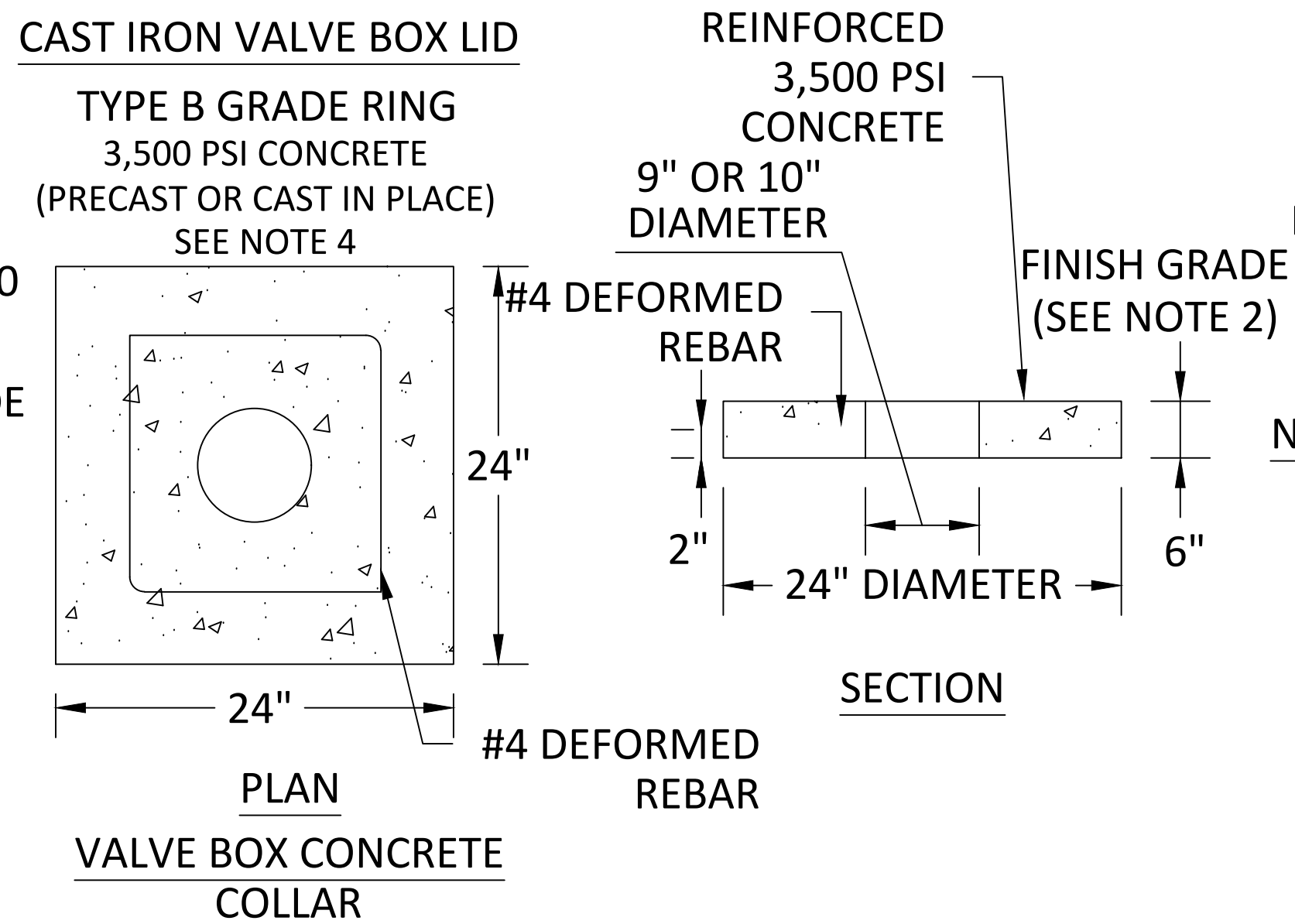
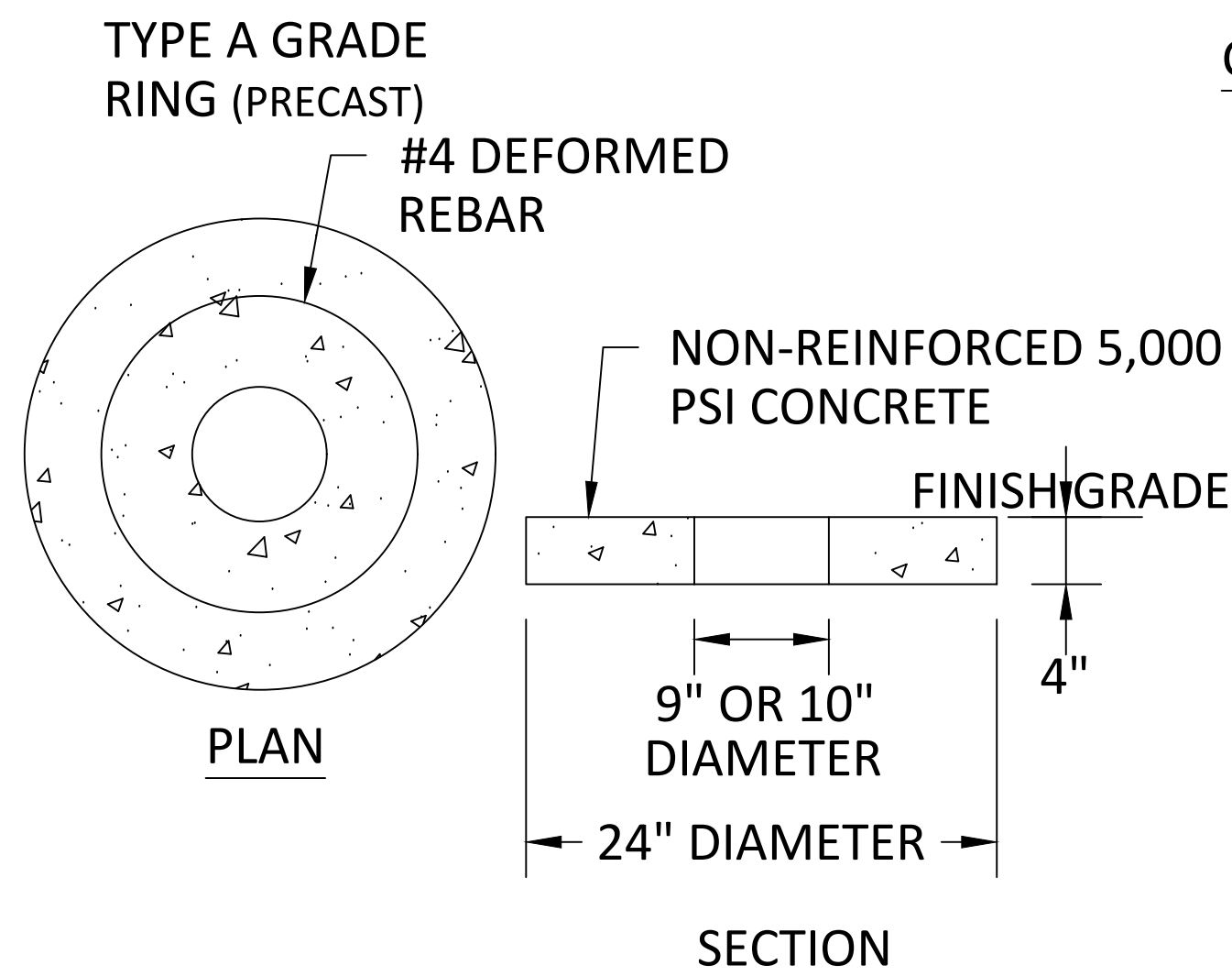
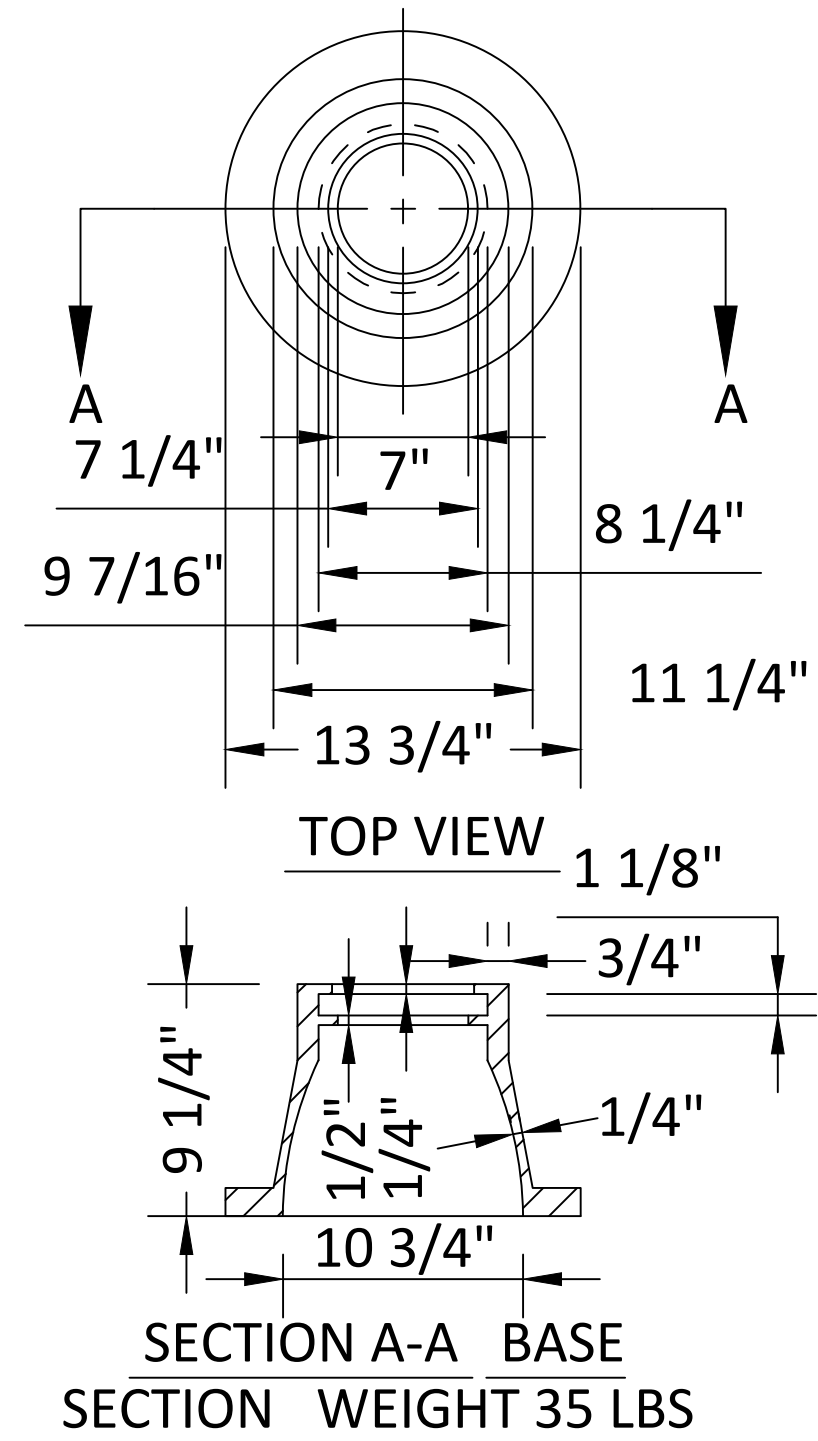
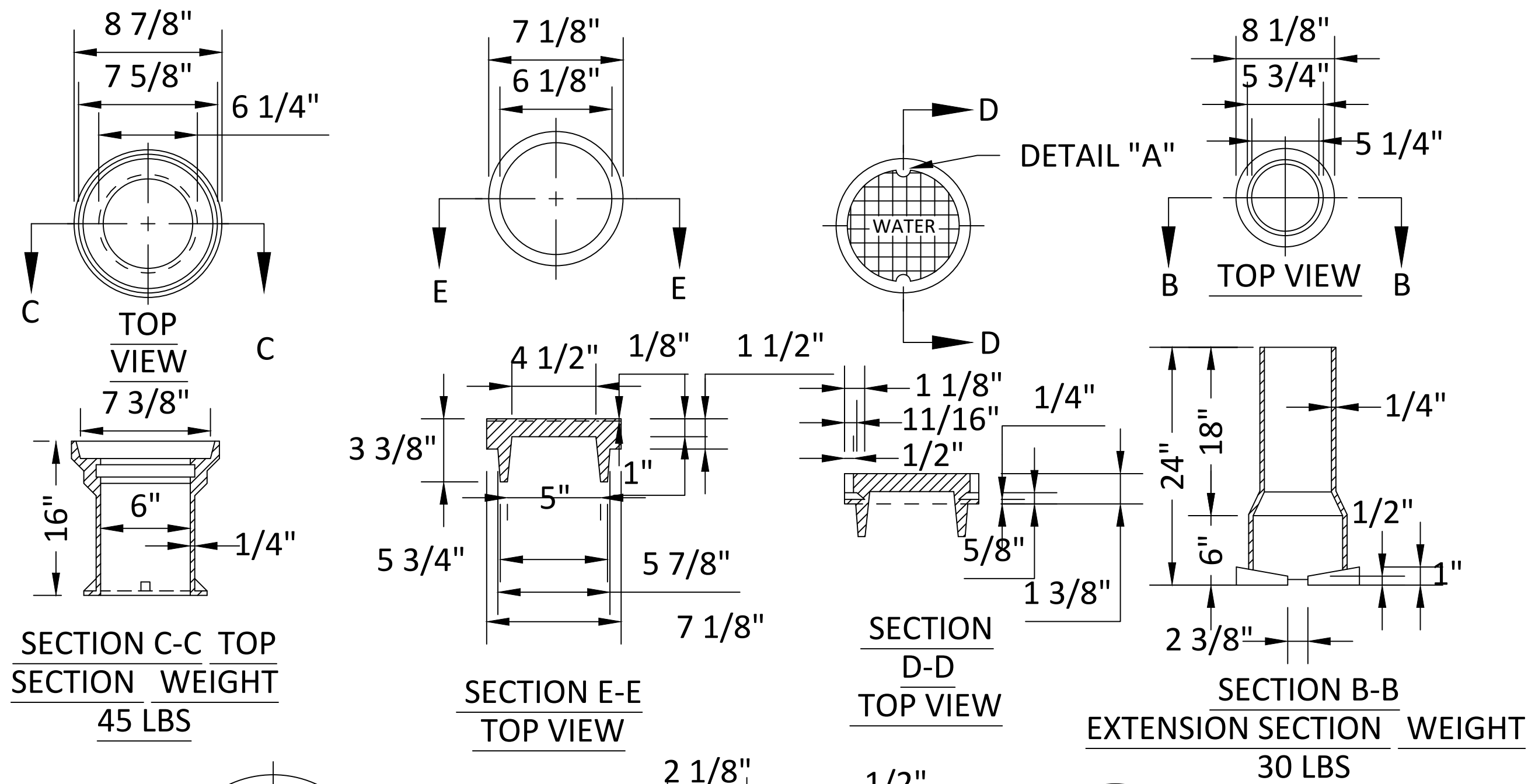
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

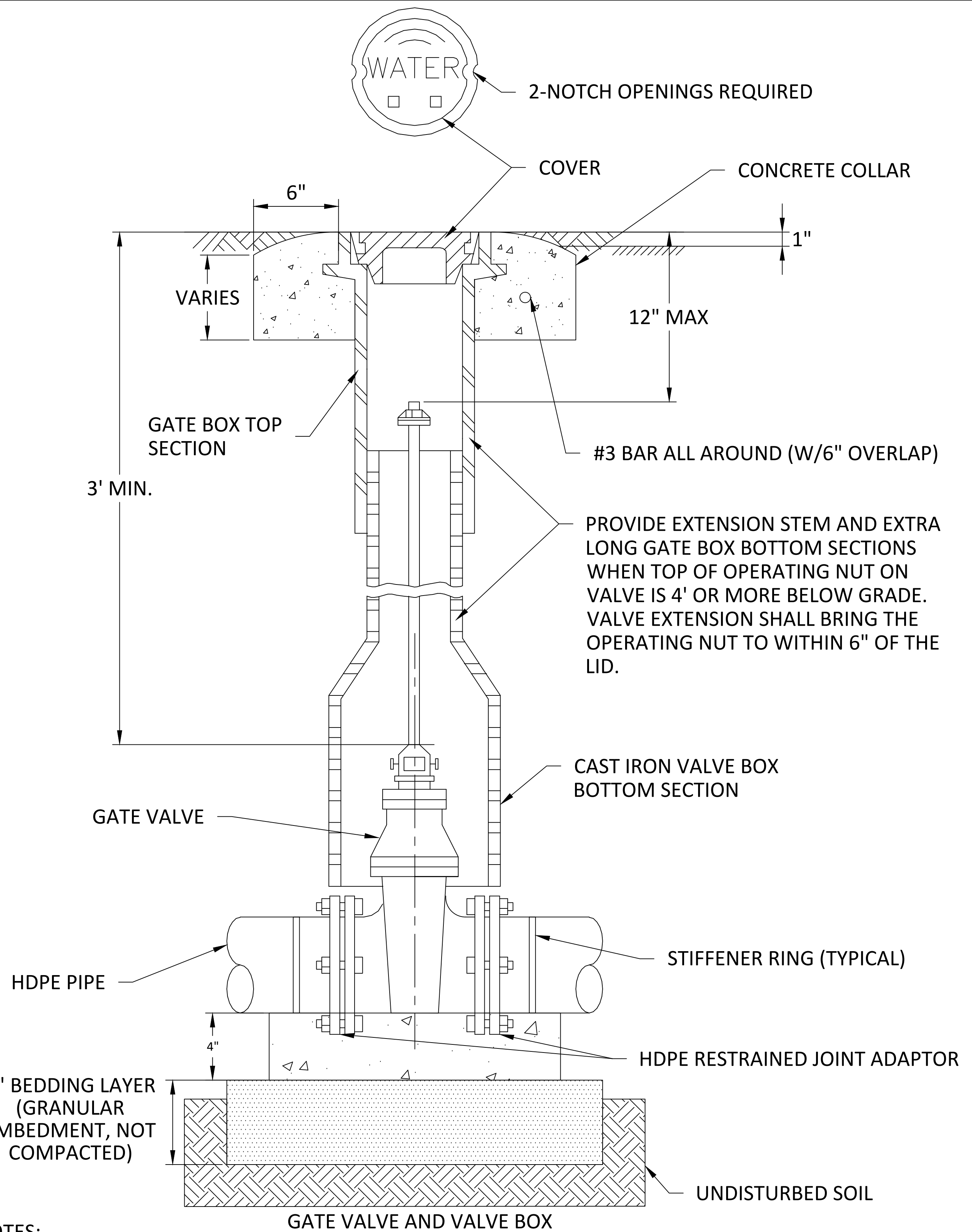
DRAWING NO. WL-04





NOTES:

1. NO PVC VALVE BOX SHALL BE USED.
2. CONTRACTOR TO PLACE TYPE A OR TYPE B CONCRETE GRADE RING AROUND EACH BOX AFTER FINAL GRADING HAS BEEN COMPLETED AND TRENCHES HAVE SETTLED. CONTRACTOR TO ADJUST ACCORDINGLY UNTIL END OF WARRANTY PERIOD.
3. CONCRETE GRADE RING TYPE B SHALL BE USED IN PAVEMENT AREAS. THICKNESS SHALL BE 6" MIN.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAKING A "W" INTO THE CONCRETE OF THE CURB TO DELINEATE THE LOCATION OF WATER SERVICES ALONG THE STREET, AND MARK A "V" TO DELINEATE THE LOCATION OF WATER MAIN VALVES.
5. ALL GATE VALVES SHALL BE OPEN BY TURNING COUNTERCLOCKWISE WITH STANDARD OPERATING NUT.



GATE VALVE AND VALVE BOX WITH CONCRETE GRADE RING

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

APPROVED BY: _____ DATE: _____
SETH BARKHIMER, P.E. CITY ENGINEER

WL-05

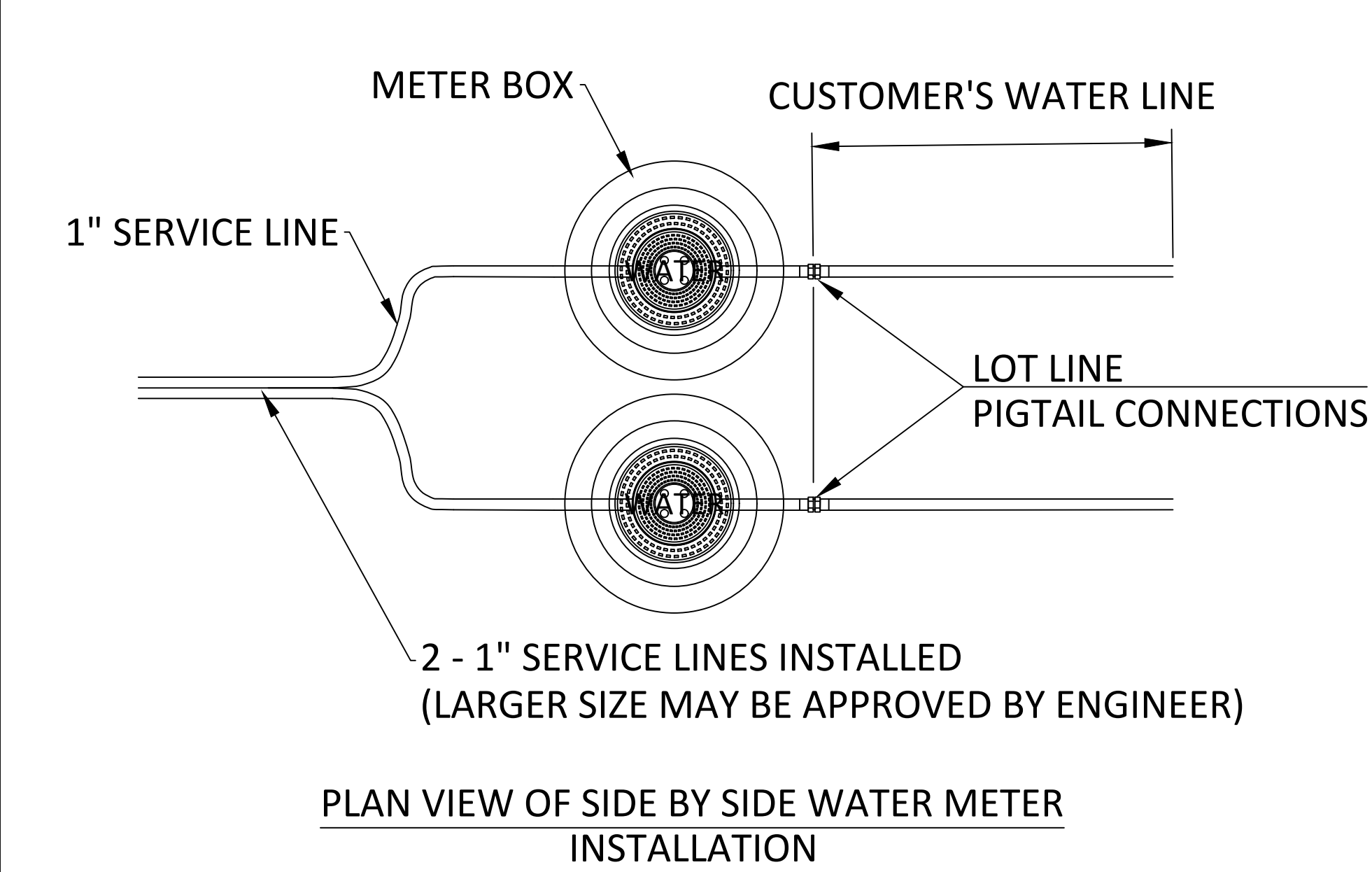
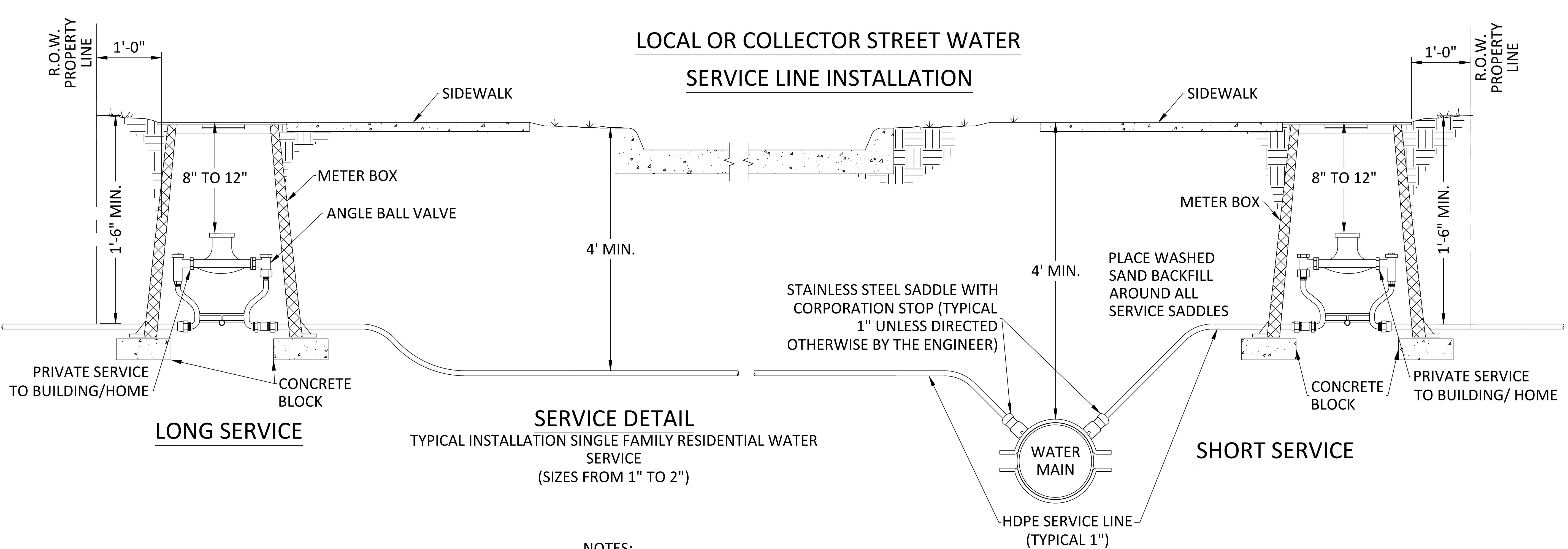
DRAWING NO.

01

REVISION NUMBER:

8/26/2024

REVISION DATE:



NOTE:
THIS STANDARD INDICATES THE DESIRED GEOMETRIC CONFIGURATION REFERENCED TO STREET PAVINGS AND PROPERTY LINES. THE 2, 1-INCH SERVICE LINES SHOWN IN THE UNDER STREET CROSSING IS RECOMMENDED BY THE CITY. PRIOR TO INSTALLATION BY CONTRACTOR, ACTUAL SIZE SHALL BE DETERMINED BY THE ENGINEER.

- NOTES:**
- SERVICE LINES SHALL BE HDPE (BLUE) CTS (COPPER TUBE SIZE) 200 PSI SDR9 TYPE OR APPROVED EQUAL. (MIN. 1-INCH SERVICE LINE SIZE)
 - A MINIMUM DEPTH OF SERVICE LINE SHALL BE 4' BELOW THE BOTTOM OF THE ROADWAY (LONG SERVICE) AND 1'-6" BELOW GRADE FOR (SHORT SERVICES).
 - ALL SERVICE TAPS SHALL BE MADE WITH A TAPPING SADDLE FOR EITHER DUCTILE IRON PIPE OR PVC PIPE WITH AT LEAST A WALL THICKNESS OF DR18. CORPORATION THREADS SHALL UTILIZE TEFLON TAPE. SADDLES SHALL BE C-900 STAINLESS STEEL DOUBLE BOLT OR FULL WRAP AROUND TYPE WITH A 1-INCH CORPORATION PACK JOINT COMPRESSION WITH CC THREADS. ALL SERVICE TAPS SHALL BE COMPLETELY COVERED AND BACKFILLED WITH WASHED SAND.
 - TAPS FOR SERVICES SHALL BE MADE HORIZONTALLY OR AT AN ANGLE UP TO 45 DEGREES, (NEVER VERTICAL UNLESS APPROVED). MULTIPLE TAPS (TWO OR MORE) ARE TO BE STAGGERED AROUND THE PIPE CIRCUMFERENCE AND BE AT LEAST 24-INCHES APART.
 - SERVICE SADDLES SHALL BE REQUIRED & SHALL BE STAINLESS STEEL (FULL WRAP AROUND TYPE PREFERRED.) WITH CC THREAD TAPS 304 (18-8) STAINLESS STEEL PER ASTM A240. FOR 3/4-INCH AND UP TO 2-INCHES. DOUBLE BAND OR TWO PIECE STAINLESS STEEL TYPE SADDLES MAY ALSO BE APPROVED BY THE ENGINEER. NO CAST D.I. ALLOWED.
 - ALL SERVICE LINES SHALL BE CONTINUOUS FROM THE WATER MAIN TO THE METER BOX WITH NO SPLICES OR COMPRESSED AREAS. ALL SERVICE LINES SHALL HAVE (1) #12 AWG SOLID COPPER WIRE WITH 30MIL COATING INSTALLED ALONG THE SERVICE LINE FROM THE WATER MAIN TO THE METER BOX. TRACER WIRE SHALL EXTEND 12-INCHES BEYOND ANGLE STOP. SERVICE LINE TRACER WIRES SHALL BE CONNECTED TO THE WATER MAIN TRACER WIRE WITH AN APPROVED UNDERGROUND CONNECTOR. ALL TRACER WIRES SHALL BE TESTED FOR CONTINUITY PRIOR TO THE WATER LINE BEING ACCEPTED. ALL SERVICES SHALL HAVE STAINLESS STEEL INSERTS AT EACH END.
 - METER BOXES SHALL BE INSTALLED WITH CONCRETE BLOCKING UNDER EACH BOX TO SUPPORT IT FROM SETTLING. BOXES SHALL BE INSTALLED SO TOP IS PARALLEL TO THE EXISTING GROUND. BOXES SHALL BE CENTERED OVER THE EXISTING WATER METER SO AS TO ALLOW EASY ACCESS TO THE ANGLE METER STOP FROM ABOVE. NO METER BOXES SHALL BE INSTALLED IN ANY SIDEWALK OR DRIVEWAY APPROACH.
 - ANGLE STOP BALL VALVE SHALL BE USED AT THE END OF SERVICE LINE, WITH PACK JOINT CONNECTION. ANGLE STOP BALL VALVE SHALL MEET THE APPLICABLE REQUIREMENT OF AWWA C800, ASTM B-62 FOR 85-5-5-5 COMPOSITION BRONZE, AND USAS B2.1.



WATER METER SERVICE CONNECTION INSTALLATION

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

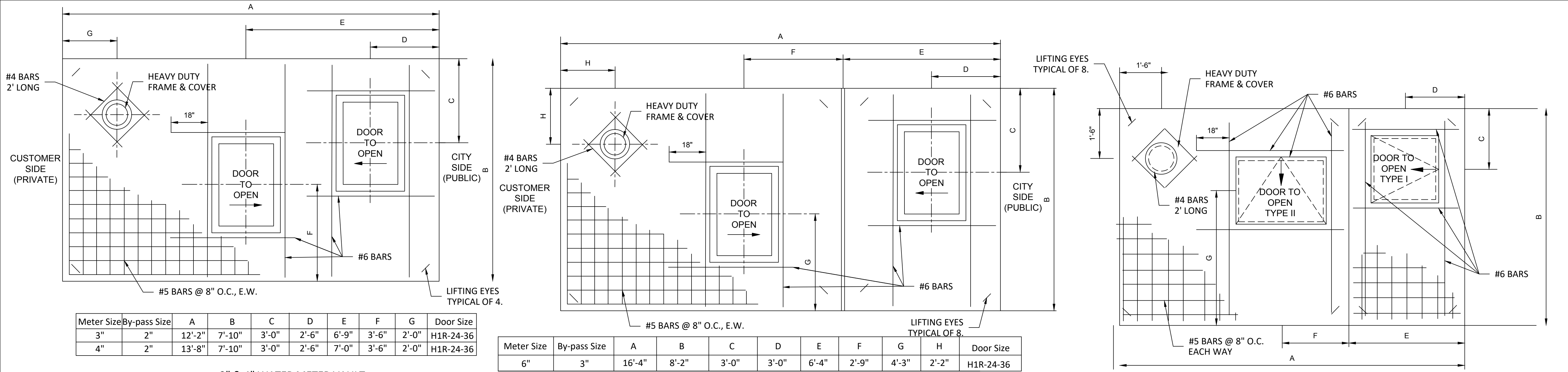
APPROVED BY:
SETH BARKHIMER, P.E. CITY ENGINEER

DATE:

REVISION DATE: 8/26/2024

REVISION NUMBER: 01

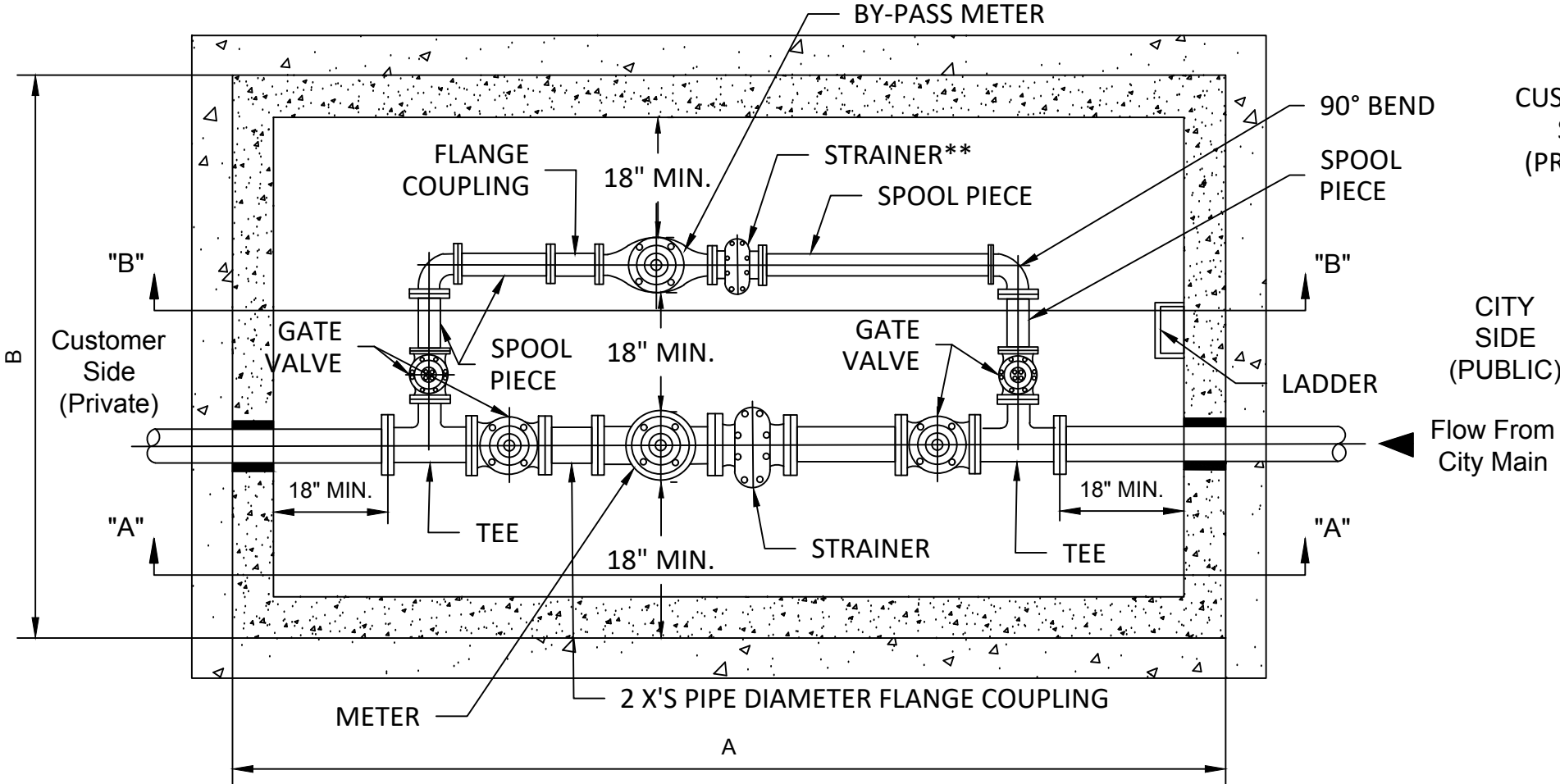
DRAWING NO. WL-06



3" & 4" WATER METER VAULT

6" WATER METER VAULT

Reinforcing Schedule for Concrete Vaults														
Meter Size	By-Pass Size	Design No.	Depth (feet)	A	B	Wall Thickness	Floor Thickness	Vertical Bars		Horizontal Bars		Top Thickness	Top Bars	
								Size	Spacing	Size	Spacing		Size	Spacing
3"	2"	1	5	12'-2"	7'-10"	8	10	4	12	4	12	8	5	8
		2	6	12'-2"	7'-10"	8	10	4	9	4	12	8	5	8
		3	7	12'-2"	7'-10"	8	10	5	12	4	12	8	5	8
		4	8	12'-2"	7'-10"	8	10	5	9	4	12	8	5	8
4"	2"	5	5	13'-8"	7'-10"	8	10	4	12	4	12	8	5	8
		6	6	13'-8"	7'-10"	8	10	4	9	4	12	8	5	8
		7	7	13'-8"	7'-10"	8	10	5	12	4	12	8	5	8
		8	8	13'-8"	7'-10"	8	10	5	9	4	12	8	5	8
6"	3"	9	5	16'-4"	9'-6"	8	10	4	12	4	12	8	5	8
		10	6	16'-4"	9'-6"	8	10	4	9	4	12	8	5	8
		11	7	16'-4"	9'-6"	8	10	5	12	4	12	8	5	8
		12	8	16'-4"	9'-6"	8	10	5	9	4	12	8	5	8
8"	4"	13	5	17'-0"	11'-0"	8	10	4	12	4	12	8	5	8
		14	6	17'-0"	11'-0"	8	10	4	9	4	12	8	5	8
		15	7	17'-0"	11'-0"	8	10	5	12	4	12	8	5	8
		16	8	17'-0"	11'-0"	8	10	5	9	4	12	8	5	8
10"	6"	17	5	20'-0"	13'-6"	8	10	4	12	4	12	8	5	8
		18	6	20'-0"	13'-6"	8	10	4	9	4	12	8	5	8
		19	7	20'-0"	13'-6"	10	11	5	12	4	12	8	5	8
		20	8	20'-0"	13'-6"	10	11	5	12	4	12	8	5	8
12"	8"	21	5	20'-0"	15'-6"	8	10	4	12	4	12	8	5	8
		22	6	20'-0"	15'-6"	8	10	4	9	4	12	8	5	8
		23	7	20'-0"	15'-6"	10	11	4	6	5	12	8	5	8
		24	8	20'-0"	15'-6"	10	11	5	6	5	12	8	5	8



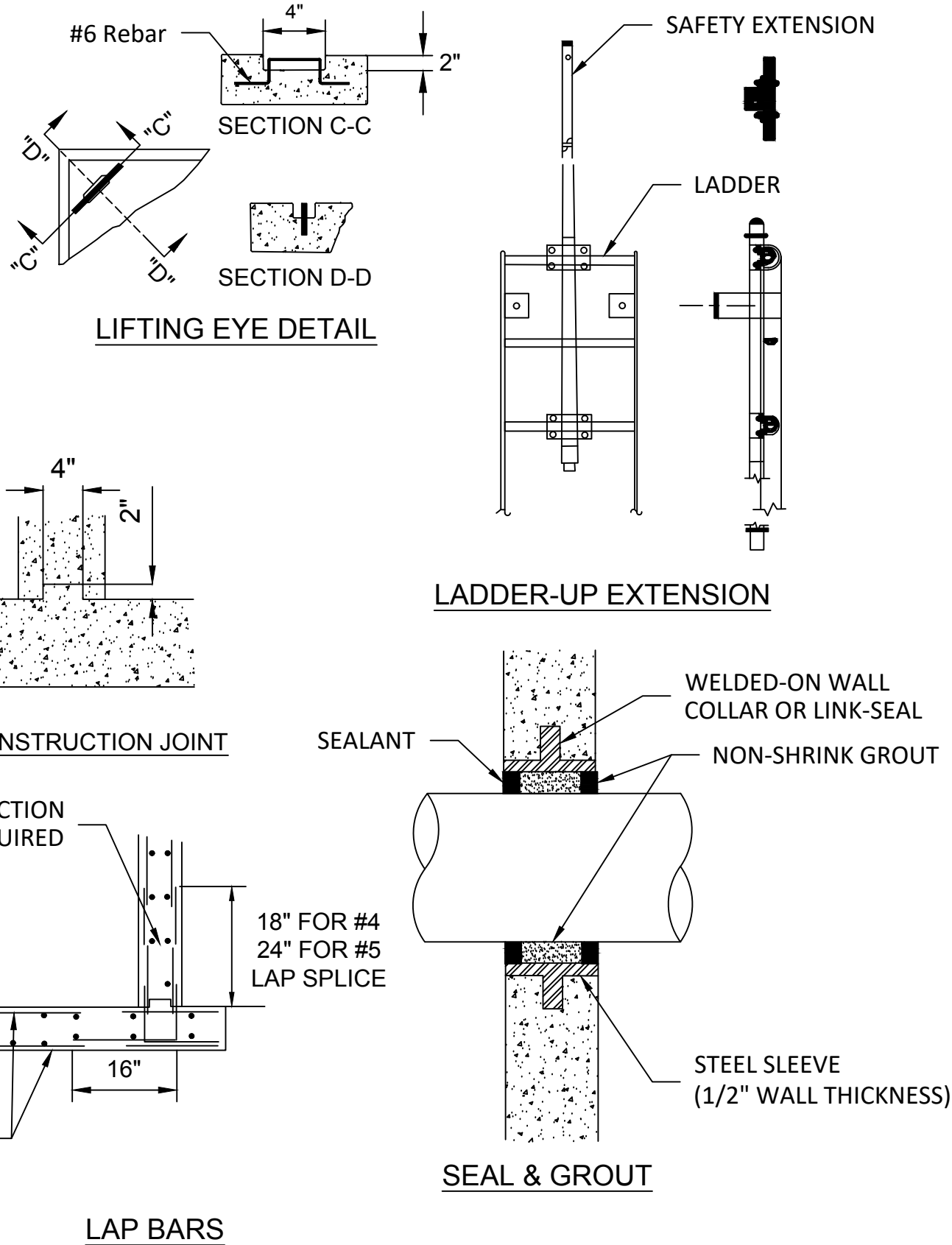
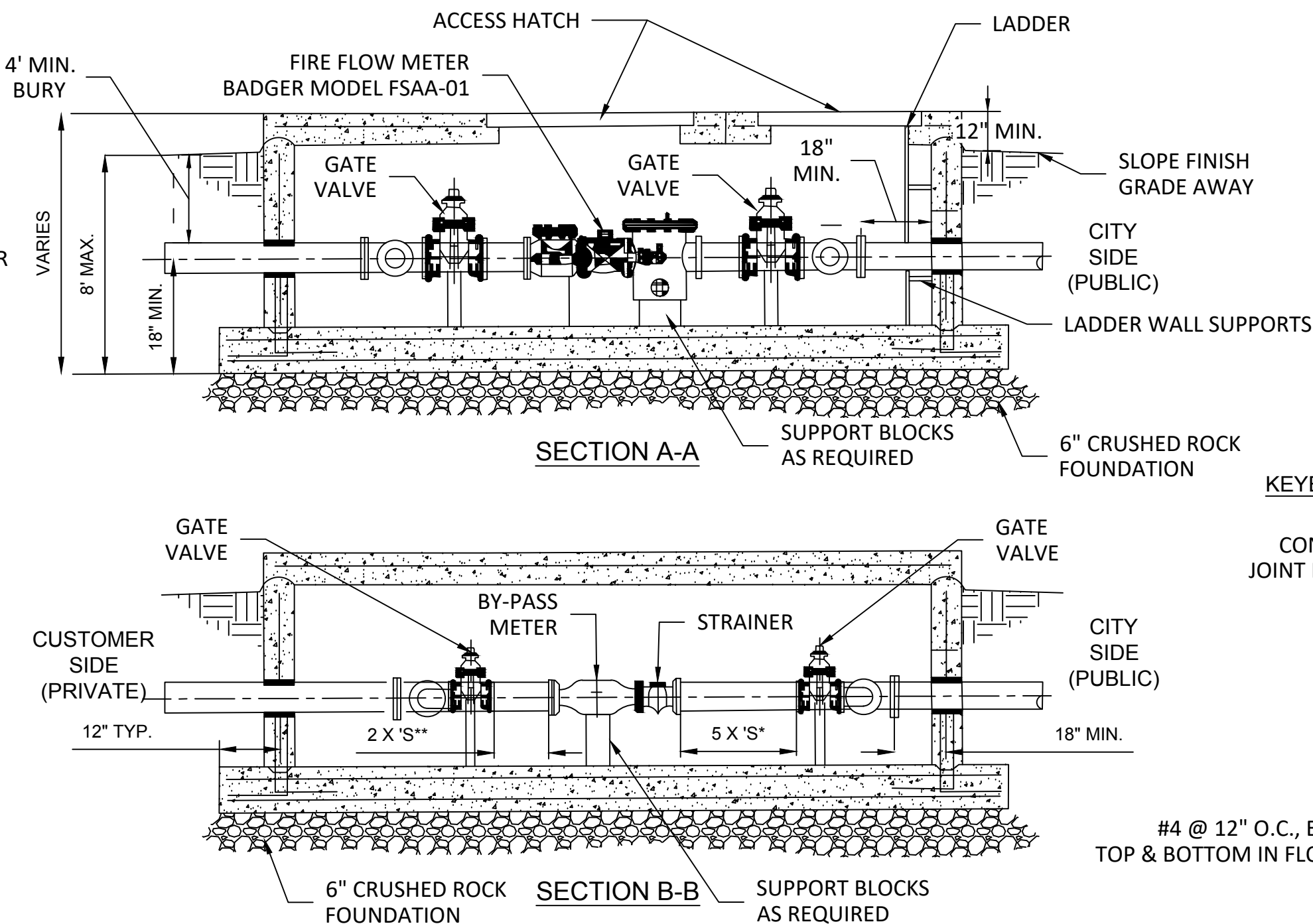
Meter Size	By-Pass Size	A	B
3"	2"	12'-2"	7'-10"
4"	2"	13'-8"	7'-10"
6"	3"	16'-4"	8'-2"

VAULT NOTES:

1. VAULT LID FOR 6" METERS AND LARGER WILL CONSIST OF TWO REMOVABLE SECTIONS.
2. PROVIDE WATER TIGHT SEAL BETWEEN LID SECTIONS AND WALLS.
3. DOORS SHALL BE HALLIDAY DOORS, SERIES H1R (H20 LOAD RATED) OR APPROVED EQUAL WITH SAFETY FALL GRATING.
4. HEAVY DUTY FRAME AND COVER TO BE EAST JORDAN IRON V1610-3 SERIES OR EQUAL.
5. NO METER BOXES SHALL BE INSTALLED IN ANY SIDEWALK OR DRIVEWAY APPROACH.
6. REINFORCING STEEL SHALL BE GRADE 60.
7. CONCRETE SHALL HAVE A MINIMUM 7 DAY COMPRESSIVE STRENGTH OF 3,500 PSI.
8. REINFORCING STEEL SHALL HAVE A MINIMUM 2" CLEAR SPACE FROM EXPOSED SURFACE.
9. INSTALLATION OF FLANGED COUPLING AND STRAINER REQUIRED ON 3" BY-PASS METERS AND LARGER.
10. ALL DUCTILE IRON JOINTS INSIDE THE VAULT SHALL BE FLANGED.
11. PROVIDE STRAIGHT PIPE UPSTREAM AND DOWNSTREAM OF METER/ STRAINER IN ACCORDANCE WITH MANUFACTURER'S REQUIREMENTS.
12. ALUMINUM ACCESS LADDER WITH SAFETY EXTENSION AND NON-SKIF RUNGS @ 12" O.C., TO BE ANCHORED TO VAULT WALL.

REINFORCING NOTES:

1. ALL REINFORCING REBAR SHALL BE GRADE 60.
2. TOP BARS SHALL BE PLACED IN TWO MATS. BAR SIZE AND SPACING SHALL IN EACH DIRECTION BE INCLUDED IN EACH MAT OF STEEL.
3. FLOOR REINFORCING USE #4 BARS @ 12" C/C EACH WAY FOR THE TOP MAT AND THE BOTTOM MAT OF REINFORCING.
4. WALL, FLOOR, AND TOP THICKNESS ARE IN INCHES, STEEL REINFORCEMENT SPACING IS IN INCHES.



- * MINIMUM 5X'S PIPE DIAMETER
- ** MINIMUM 2X'S PIPE DIAMETER



CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

WL-07

DRAWING NO.

01

REVISION NUMBER:

DATE:

SETH BARKHIMER, P.E. CITY ENGINEER

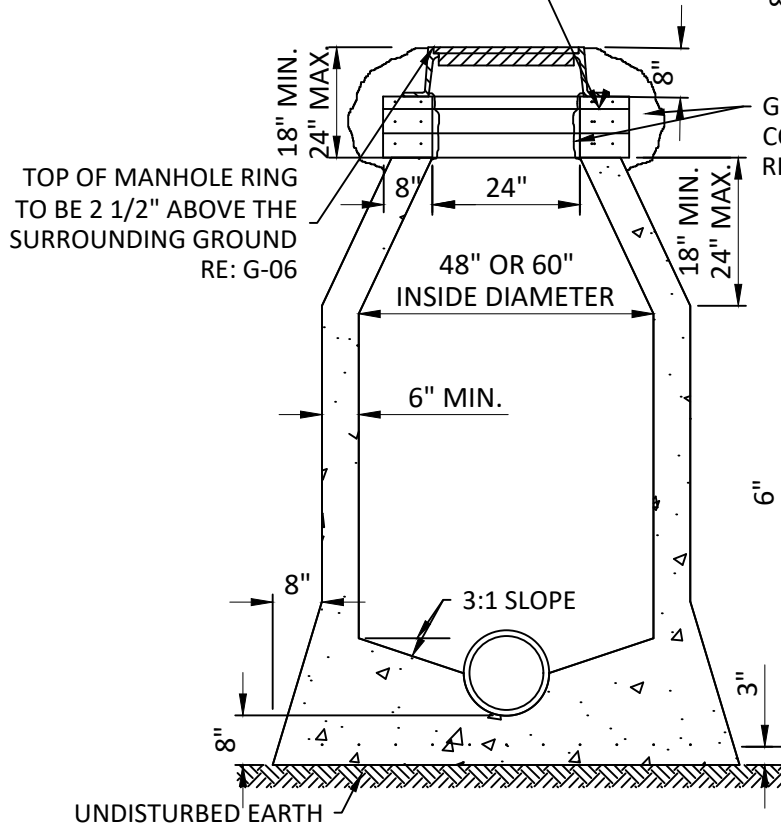
8/26/2024

REVISION DATE:

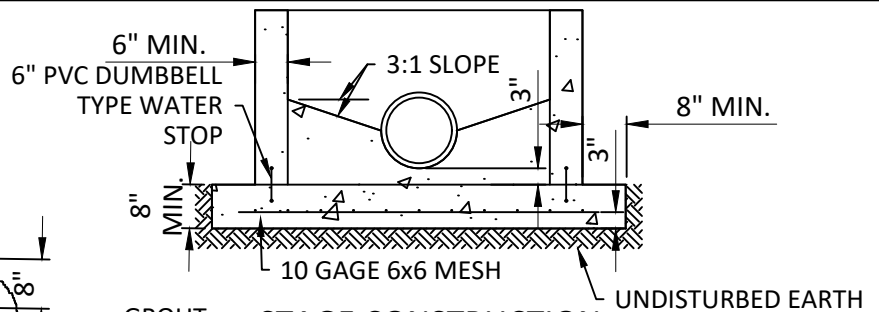
WATER METER VAULTS 3 IN. UP TO 12 IN.

APPROVED BY:

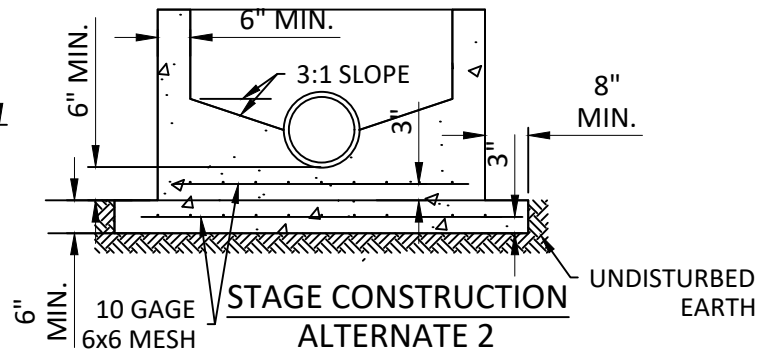
M.H. TOP ADJUSTMENT SHALL BE ACCOMPLISHED BY THE USE OF 2" OR 4" INFORCED CONCRETE CONCENTRIC RINGS PLASTERED WITH 1/4" GROUT, OR RUBBER RINGS WITH SEALER AS FINISH GRADE REQUIRES.



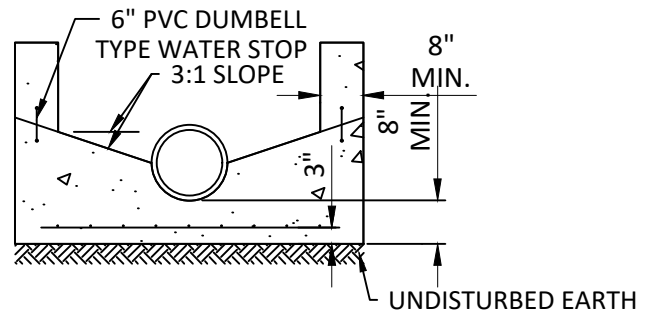
MONOLITHIC CONSTRUCTION



**STAGE CONSTRUCTION
ALTERNATE 1**



**STAGE CONSTRUCTION
ALTERNATE 2**



**STAGE CONSTRUCTION
ALTERNATE 3**

NOTES:

1. MIN. DROP THROUGH THE MH SHALL BE 0.10'. MAX. DROP SHALL NOT EXCEED 2', ANYTHING GREATER THAN 2' SHALL INCLUDE AN EXTERNAL DROP MH.
2. LOW SLUMP CONCRETE SHALL BE PLACED IN THE FOOTINGS AND LOWER WALLS, AND SHALL BE PLACE AND VIBRATED IN 12" LIFTS.
3. AN INSPECTOR MUST BE PRESENT BEFORE AND DURING THE PLACING OF THE CONCRETE.
4. THIS MANHOLE SHALL NOT BE USED IN PAVED STREETS OR OTHER TRAVELED AREAS.
5. THE CONCRETE MUST SET FOR 48 HOURS BEFORE PIPE INSIDE OF MANHOLE IS TRIMMED.
6. ALTERNATE 3 INVERT MUST BE FORMED AT TIME OF BOTTOM POUR.
7. WATER STOPS MAY BE ELIMINATED IF BARREL OF MANHOLE IS POURED WITHIN 4 HOURS AFTER BASE IS CLEANED OF ALL MUD, SILT AND DEBRIS.
8. MIN. CONCRETE STRENGTH TO BE 3,500 PSI.
9. IN ASPHALT STREETS, MANHOLES SHALL HAVE 4-FEET BY 4-FEET BY 8-INCHES CONCRETE COLLAR W/4-#6 REINFORCING BARS.
10. 8- TO 18-INCH PIPE, 4-FEET ID MANHOLE REQUIRED.
11. 21- TO 27-INCH PIPE, 5-FEET ID MANHOLE REQUIRED.
12. OVER 27-INCH PIPE, MANHOLE ID SPECIFIED BY ENGINEER.

CAST IN PLACE MANHOLE

APPROVED BY:

DATE: _____

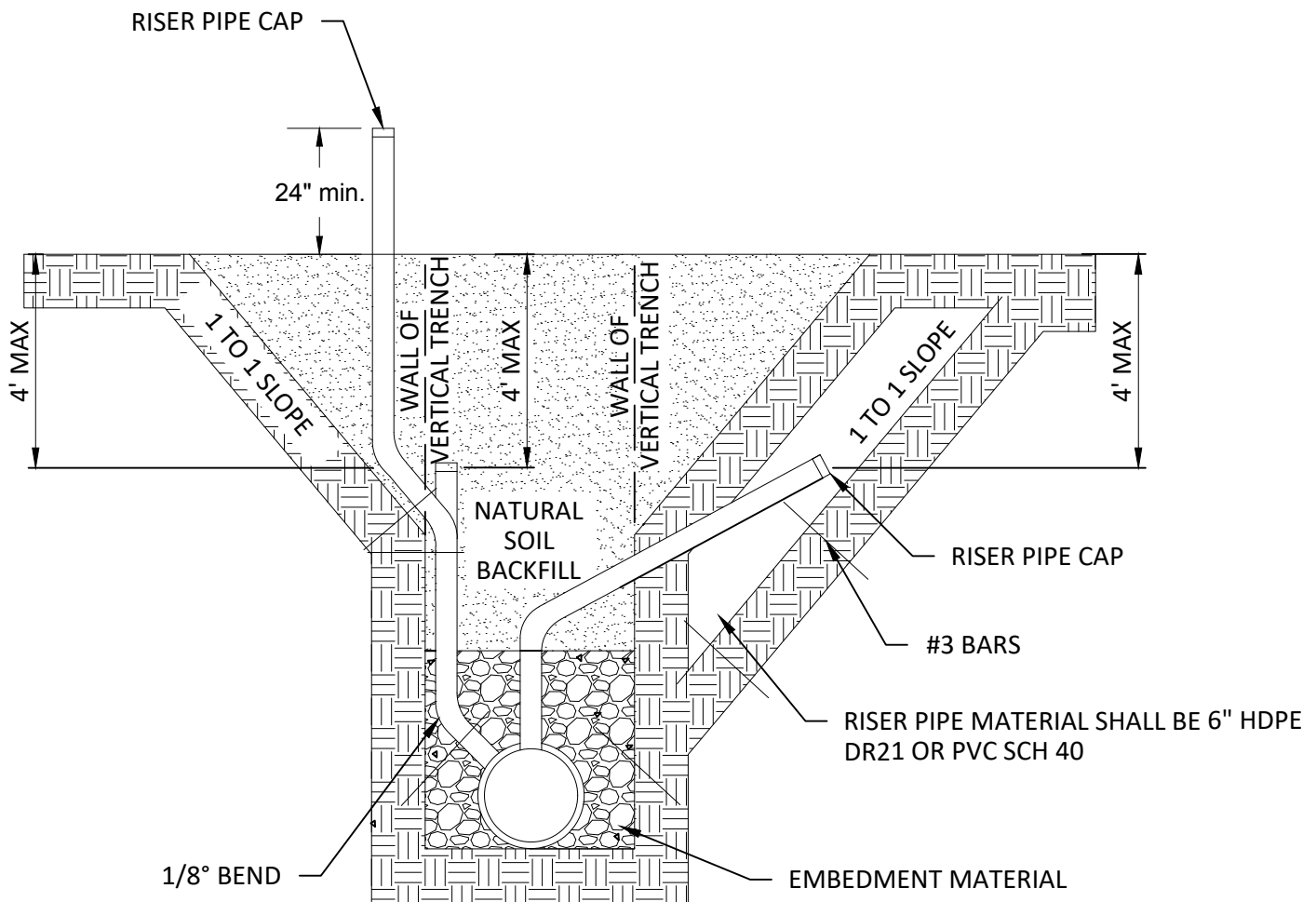
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. WW-02





NOTES:

1. EXTERNAL CONNECTIONS FOR NEW CONSTRUCTION WYE BRANCHES -- FOR NEW CONSTRUCTION THERE SHALL BE INSTALLED WYE BRANCHES OF SIZE AND TYPE SHOWN ON THE PLANS WITH SIX (6") INCH OPENINGS AT LOCATIONS SHOWN ON THE PLANS OR AS DESCRIBED BY THE ENGINEER.
2. EXTERNAL CONNECTION TO EXISTING MAIN -- SEE WW-04.
3. RISER
 - A. INSTALLATION -- THE PIPE MAY BE INSTALLED IN ONE OF THREE WAYS SHOWN ABOVE.
 - B. SIZE AND MATERIAL -- THE RISER PIPE SHALL BE SIX (6") INCH PVC OR DIP.
4. LOCATOR TAPE -- A LOCATOR TAPE, GREEN IN COLOR STATING "CAUTION -- SANITARY SEWER RISER BURIED BELOW" SHALL BE ATTACHED TO THE SANITARY SEWER RISER AND EXTENDED TO A MINIMUM OF TWO (2') FEET ABOVE THE GROUND, THE TAPE SHALL BE THREE (3") INCH WIDE.

TYPICAL SERVICE CONNECTION INSTALLATION

APPROVED BY:

DATE: _____

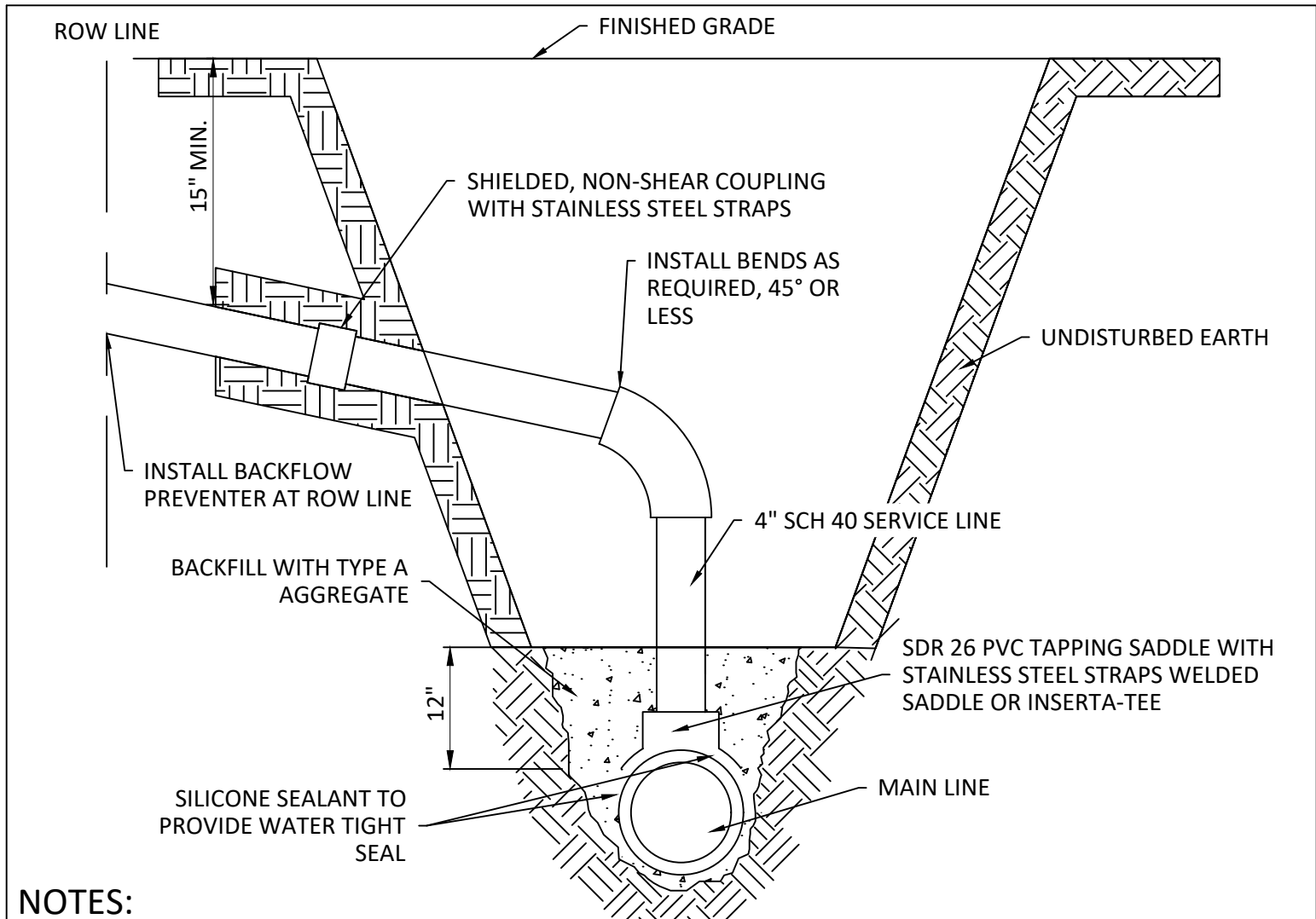
SETH BARKHIMER, P.E. CITY ENGINEER

CITY OF SHAWNEE, OKLAHOMA
ENGINEERING DEPARTMENT

REVISION DATE: 8/26/2024 REVISION NUMBER: 01

DRAWING NO. WW-03





NOTES:

1. SADDLE CONNECTIONS MAY BE MADE BY EXCAVATING THE EXISTING MAIN AND CUTTING A HOLE USING APPROVED EQUIPMENT AND INSTALLING A SADDLE. SEWER SERVICE CONNECTIONS CONSTRUCTED WITH SADDLES SHALL INCLUDE STRAPS, A ONE-EIGHT (1/8°) DEGREE BEND, AND A CLOSURE PIECE. WHEN EXISTING MAIN HAS BEEN REHABILITATED BY TRENCHLESS METHOD OF CONSTRUCTION, THE SADDLE CONNECTION SHALL BE MADE TO THE PIPE/OR LINER.
2. TEE CONNECTIONS MAY BE MADE BY REMOVING A SECTION OF EXISTING PIPE AND INSTALLING A WYE BRANCH. FITTINGS AND CLOSURE ASSEMBLY SHALL BE USED TO MAKE THE CONNECTION AND SHALL BE SUPPLIED IN A NORMAL DIAMETER OR SIX (6) INCHES. THE EXTERNAL CONNECTION SHALL BE CONSIDERED COMPLETE WHEN BACKFILLING AND SURFACE RESTORATION IS COMPLETE. SERVICE CONNECTIONS CONSTRUCTED WITH WYE BRANCHES SHALL INCLUDE A ONE-EIGHT (1/8°) DEGREE BEND, ELBOW, AND WHEN REQUIRED, A CLOSURE PIECE.
3. ALL MAIN LINE HOLES TO BE CORE DRILLED AND COUPON PRESENTED AT TIME OF INSPECTION.
4. TAPS SHALL BE LEFT UNCOVERED UNTIL TAP IS INSPECTED BY CITY INSPECTOR.
5. THE CONTRACTOR SHALL DRILL OR SAW A 4-INCH DIAMETER HOLE INTO THE EXISTING SEWER MAIN. THE USE OF ANGLE GRINDERS WILL NOT BE ALLOWED.
6. THERE SHALL BE A MINIMUM OF 2-INCHES FROM THE EDGE OF THE HOLE TO THE OUTSIDE EDGE OF THE TAPPING SADDLE.
7. ON AN EXISTING TAP THAT IS BEING REPAIRED, IF THE HOLE IS LARGER THAN 4-INCH DIAMETER OR THE PIPE IS IN POOR CONDITION, THEN THAT SECTION OF SANITARY SEWER PIPE SHALL BE REPLACED. SAID PIPE SHALL BE REPLACED WITH SDR 35 PVC TO A POINT UNTIL SOUND PIPE IS FOUND. THE MINIMUM LENGTH OF PIPE TO BE REPLACED IS 4- FEET.

TAPPING A SANITARY SEWER LINE

APPROVED BY: _____ DATE: _____ SETH BARKHIMER, P.E. CITY ENGINEER	CITY OF SHAWNEE, OKLAHOMA ENGINEERING DEPARTMENT	
REVISION DATE: 8/26/2024 REVISION NUMBER: 01	DRAWING NO. WW-04	