

AGENDA
BOARD OF CITY COMMISSIONERS
November 18, 2019 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
2. Consider approval of Consent Agenda:
 - a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in City Commission Agenda Item No. 6 and Shawnee Airport Authority Agenda Item No. 2.
 - b. Minutes from the November 4, 2019 regular meeting.
 - c. Acknowledge the following reports and minutes:
 - License Payment Report for October 2019
 - Project Payment Report for October 2019
 - Planning Commission Minutes from the October 2, 2019 regular meeting
 - Senior Citizens of Shawnee Board Minutes from the September 10, 2019 meeting
 - d. Acknowledge City of Shawnee Holiday Schedule for 2020.
 - e. Authorize a right-of-way easement be given to Canadian Valley Electric Cooperative, Inc. to serve an existing City Lake Lot Lease site at Shawnee Twin Lakes.
 - f. Acknowledge resignation of Holly Gordon from the Shawnee Community Beautification Committee.
 - g. Acknowledge resignation of Miriam Bell from the Parks and Recreation Committee.
 - h. Mayor's Appointments:

Library Board

Kim Paxson 1st Partial Term Expires: June 20, 2022

Replacing Daphanie Lilite – Termed Out

Shawnee Housing Authority

Holly Gordon 1st Partial Term Expires: February 1, 2022

Replacing Sherry Lankford – Termed Out

Zoning Board of Adjustments

Holly Gordon 1st Partial Term Expires: June 1, 2022

Replacing Jim Cooper – Termed Out

3. Presentation by Animal Control to present the Pet of the Week.
4. Consideration of a resolution for the selection of City of Shawnee Bridge Inspectors for the Oklahoma Department of Transportation Bridge Inspection Program.
5. Consideration of a budget amendment for Community Development Block Grant (CDBG) Fund 190 – Providing budget for the CDBG Consolidation Plan 2020 – 2024.
6. Consider Bids:
 - a. Purchase and Installation of Vinyl Tile, Carpet, and Ceramic Tile for the Shawnee Library (Open)
 - b. Senior Citizens Center Roofing Project (Open)
7. Acknowledge monthly Sales Tax and Budget Report.
8. New Business

(Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda)
9. Commissioners Comments
10. Adjournment

Respectfully submitted

Lisa Lasyone, CMC, City Clerk

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

Regular Board of Commissioners

2. b.

Meeting Date: 11/18/2019

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the November 4, 2019 regular meeting.

Attachments

Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS

NOVEMBER 4, 2019 AT 6:00 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, November 4, 2019 at 6:00 p.m., pursuant to notice duly posted as prescribed by law at 4:16 p.m. on October 31, 2019. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley

Mayor

Ed Bolt

Commissioner Ward 1

Ron Gillham

Commissioner Ward 2

James Harrod

Commissioner Ward 3-Vice Mayor

Darren Rutherford

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Ben Salter

Commissioner Ward 6

ABSENT: None

INVOCATION

The Lord's Prayer

FLAG SALUTE

AGENDA ITEM NO. 1:

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

There was no Citizens Participation.

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Shawnee Municipal Authority Agenda Item No. 3.

- b. Minutes from the October 21, 2019 regular meeting.
- c. Acknowledge the following minutes:
 - Shawnee Community Beautification Committee Minutes from the August 15, 2019 regular meeting
- d. Mayor's Appointments:

Zoning Board of Adjustments

Tim Burg 1st Partial Term Expires: June 1, 2020
Replacing William Kirkland – Resigned

- e. Lake Lease Transfer:
TRANSFER:
Lot 1 Magnino A Tract, 17000 Magnino Road
From: Jerry and Sandra Mutz
To: Jennifer Massey
- f. Authorization for staff to purchase SQL license from CDW Government, LLC in the total amount of \$29,497.95.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve Consent Agenda Item Nos. 2 (a-f). Motion carried 7-0.

AYE: Harrod, Gillham, Finley, Rutherford, Sehorn, Salter, Bolt
NAY: None

AGENDA ITEM NO. 3:

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

Animal Control Officer Leathers presented Ellie a female Australian Mix.

AGENDA ITEM NO. 4:

Presentation and update by TAP Architecture regarding architectural design services for the renovation of 912 East Independence.

Chris Teehee with TAP Architecture provided an update on architecture for the new Shawnee Police Department located at 912 East Independence. Mr. Teehee highlighted several areas of suggested improvements to the building, including secured parking on the northside of the building, dispatch outside break area, and vehicle inspection bays. He estimated the renovations costs to be at approximately \$2.3 Million.

AGENDA ITEM NO. 5:

Consideration of an ordinance relating to water connection fees of the City of Shawnee, amending section 26-231(c), Division 4, Article III, Chapter 26 of the Code of the City of Shawnee, Oklahoma, providing for the removal, plugging, locking, resetting of city water meters upon the unauthorized taking of city water services, and imposing a fee to administer the same; and providing for codification, repealer, and severability.

City Clerk Lisa Lasyone explained that it is current practice to pull a meter for unauthorized use of water. The new smart meters currently being installed are not pulled when there is unauthorized use, but rather plugged or locked. She stated the proposed ordinance is not a new fee, but is an amendment to Section 26-231(c) that would allow the City to charge the same fee when the meter is plugged or locked as it does when it is pulled.

Ordinance No. 2679NS was introduced.

AN ORDINANCE RELATING TO WATER CONNECTION FEES OF THE CITY OF SHAWNEE, AMENDING SECTION 26-231(C), DIVISION 4, ARTICLE III, CHAPTER 26 OF THE CODE OF THE CITY OF SHAWNEE, OKLAHOMA, PROVIDING FOR THE REMOVAL, PLUGGING, LOCKING, RESETTING OF CITY WATER METERS UPON THE UNAUTHORIZED TAKING OF CITY WATER SERVICES, AND IMPOSING A FEE TO ADMINISTER THE SAME; AND PROVIDING FOR CODIFICATION, REPEALER, AND SEVERABILITY.

A motion was made by Commissioner Bolt, seconded by Commissioner Gillham, to approve an ordinance relating to water connection fees of the City of Shawnee, amending section 26-231(c), Division 4, Article III, Chapter 26 of the Code of the City of Shawnee, Oklahoma, providing for the removal, plugging, locking, resetting of city water meters upon the unauthorized taking of city water services, and imposing a fee to administer the same; and providing for codification, repealer, and severability. Motion carried 7-0.

AYE: Bolt, Gillham, Harrod, Finley, Rutherford, Sehorn, Salter

NAY: None

Ordinance No. 2678NS was adopted by the City Commission.

AGENDA ITEM NO. 6:

Consideration of a resolution updating the City Fee Schedule and establishing a fee for the removal, plugging, locking, resetting of city water meters upon the unauthorized taking of city water services, pursuant to Section 26-231(c), Division 4, Article III of Chapter 26 of the Code of the City of Shawnee, Oklahoma, and providing for the re-adoption of the City Fee Schedule in whole.

City Clerk Lisa Lasyone advised that the proposed resolution updates the City Fee Schedule as a whole to include the new language detailed in Agenda Item No. 5.

Resolution No. 6601 was introduced.

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA UPDATING THE CITY FEE SCHEDULE AND ESTABLISHING A FEE FOR THE REMOVAL, PLUGGING, LOCKING, RESETTING OF CITY WATER METERS UPON THE UNAUTHORIZED TAKING OF CITY WATER SERVICES, PURSUANT TO SEC. 26-231(C), DIV. 4, ART. III, OF CH. 26 OF THE CITY CODE, AND PROVIDING FOR THE RE-ADOPTION OF THE CITY FEE SCHEDULE IN WHOLE.

A motion was made by Commissioner Bolt, seconded by Commissioner Rutherford, to approve a resolution updating the City Fee Schedule and establishing a fee for the removal, plugging, locking, resetting of city water meters upon the unauthorized taking of city water services, pursuant to Section 26-231(c),

Division 4, Article III of Chapter 26 of the Code of the City of Shawnee, Oklahoma, and providing for the re-adoption of the City Fee Schedule in whole. Motion carried 7-0.

AYE: Bolt, Rutherford, Sehorn, Salter, Gillham, Harrod, Finley

NAY: None

AGENDA ITEM NO. 7:

Consideration of a resolution amending the number of boards, commissions, authorities, and committees a person can serve on at the same time to two (2), excluding the Mayor, City Commissioners, and the City Manager from these service limitations.

City Clerk Lisa Lasyone explained that this resolution will allow individuals to serve on a maximum of two advisory boards at the same time, as long as the boards do not conflict each other.

Resolution No. 6602 was introduced.

A RESOLUTION AMENDING THE NUMBER OF BOARDS, COMMISSIONS, AUTHORITIES AND COMMITTEES A PERSON CAN SERVE ON AT THE SAME TIME TO TWO (2), EXCLUDING THE MAYOR, CITY COMMISSIONERS AND CITY MANAGER FROM THESE SERVICE LIMITATIONS.

A motion was made by Commissioner Bolt, seconded by Commissioner Salter, to approve a resolution amending the number of boards, commissioner, authorities, and committees a person can serve on at the same time to two (2), excluding the Mayor, City Commissioners, and the City Manager from these service limitations. Motion carried 7-0.

AYE: Bolt, Salter, Gillham, Harrod, Finley, Rutherford, Sehorn

NAY: None

AGENDA ITEM NO. 8:

Consideration of a resolution to declare certain items surplus property and authorizing the sale of said items at auction or disposal at the City's discretion.

Director of Operations James Bryce explained that these items will be added to the auction held on November 30, 2019 at the Heart of the Oklahoma Exposition Center.

Resolution No. 6603 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF SAID ITEMS BY PUBLIC AUCTION AND, IN THE EVENT ITEMS DO NOT SELL AT PUBLIC AUCTION, DISPOSAL AT THE CITY'S DISCRETION.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve a resolution to declare certain items surplus property and authorizing the sale of said items at auction or disposal at the City's discretion. Motion carried 7-0.

AYE: Harrod, Gillham, Finley, Rutherford, Sehorn, Salter, Bolt
NAY: None

AGENDA ITEM NO. 9:

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

There was no New Business.

AGENDA ITEM NO. 10:

Commissioners Comments

Commissioner Bolt thanked City Staff for their assistance with the Boo on Bell Event.

Commissioner Gillham addressed the new changes at the Senior Citizens Center. He stated it appeared to be a good thing that the City began operations of the Center.

Commissioner Sehorn reminded citizens to shop Shawnee this holiday season.

Commissioner Salter said the Open House at the Senior Center this past week had great turnout with nearly 100 people in attendance.

Mayor Finley reminded everyone that the City is operated much like a small business. The City also allocates resources and much balance services verses improvements.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY AT 6:19 P.M.

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR AT 6:23 P.M.

AGENDA ITEM NO. 11:

Consider entering into Executive Session to discuss the annual evaluation of the Municipal Judge pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee."

A motion was made by Commissioner Rutherford, seconded by Commissioner Bolt, to enter into Executive Session to discuss the annual evaluation of the Municipal Judge pursuant to 25 O.S. §307(B)(1) "Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee." Motion carried 7-0.

AYE: Rutherford, Bolt, Gillham, Harrod, Finley, Sehorn, Salter
NAY: None

COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT 6:24 P.M. WITH ALL MEMBERS PRESENT.

COMMISSIONERS RETURNED FROM EXECUTIVE SESSION AND RECONVENED OPEN MEETING BY THE POWER OF THE CHAIR AT 6:36 P.M. WITH ALL MEMBERS PRESENT.

AGENDA ITEM NO. 12:

Consider matters discussed in Executive Session regarding the annual evaluation of Municipal Judge pursuant to 25 O.S. §307(B)(1) “Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.”

No action was taken.

AGENDA ITEM NO. 13:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:37 p.m.)

ATTEST:

RICHARD FINLEY, MAYOR

LISA LASYONE, CMC, CITY CLERK

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

Meeting Date: 11/18/2019

Reports and Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports and minutes:

- License Payment Report for October 2019
- Project Payment Report for October 2019
- Planning Commission Minutes from the October 2, 2019 regular meeting
- Senior Citizens of Shawnee Board Minutes from the September 10, 2019 meeting

Attachments

License Payment Report

Project Payment Report

Planning Minutes

Senior Citizens Minutes

LICENSES: THRU ZZZZZZZZZZ

SORTED BY: CODE

PAYMENT DATES: 10/01/2019 TO 10/31/2019

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-4017	OCCUPATIONAL TAX	900.00CR
001-4201	LICENSES	1,377.00CR
001-4210	REGISTRATIONS	2,025.00CR
001-4211	LAKE SIDE INSPECTIONS	75.00CR
001-4218	MEDICAL MARIJUANA LICENSE	400.00CR
001-4601	LAKE SITE LEASES RENTAL REV	22,227.00CR
799-1023	BANCFIRST GENERAL ACCT	27,004.00

STATUS: ALL

SEGMENT CODES: All

FEE CODES: All

PROJECTS: THRU ZZZZZZZZZZ

PAYMENT DATES: 10/01/2019 TO 10/31/2019

SORTED BY: PROJECT

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	6,765.00CR
B3-REMODEL	BUILDING CONSTRUCTION REM	2,110.34CR
B4-SHELTER	BUILDING SHELTER	59.00CR
B4-STORAGE	BUILDING STORAGE SHED	387.00CR
E1-NEW	ELECTRICAL NEW CONSTRUCTI	25.00CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	679.00CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	623.50CR
P2-ADD	PLUMBING ADDITION	454.50CR
P3-REMODEL	PLUMBING REMODEL	1,199.00CR
P4-WELL	WELL PERMIT	100.00CR
UNAPPLIED	UNAPPLIED CREDITS	1,544.50CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	50.00CR
X-DEMO	DEMOLITION PERMIT	50.00CR
X-PLATFIN	PLAT REVIEW FINAL	508.00CR
X-PLATREV	PLAT REVIEW PRELIM	75.00CR
X-SIGN	SIGN PERMIT	300.00CR
X-SWIMPOOL	SWIMMING POOL PERMIT	64.50CR
Z-BOAAPP	BOA APPLICATION	90.00CR
Z-OCCUP	OCCUPANCY PERMIT	300.00CR
Z-REZONING	REZONING REQUEST	840.00CR
TOTAL		16,224.34CR

PLANNING COMMISSION MINUTES

DATE: OCTOBER 2ND, 2019

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, October 2nd, 2019, at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

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

Upon roll call the following members were present:

Present: Deem, Matthews, Walker, Bergsten, Rowell, Melot

Absent: Kienzle

Meeting was called to Order.

AGENDA ITEM NO.2: **Consideration of approval of the minutes from the regular meeting of the Planning Commission on September 4th, 2019**

Chairman Bergsten asked Commissioners for any comments, questions, or a vote. Commissioner Matthews requested a correction be made on the signature line of the Chairperson/Vice-Chairperson. The Minutes as submitted had the signature line written as “Chairwoman,” and needed to be changed to “Chairman”. There were no more comments or questions, and Chairman Bergsten asked for a motion. Commissioner Matthews motioned to approve of the Meeting Minutes; seconded by Commissioner Melot.

Motion passed:

AYE: Deem, Matthews, Walker, Melot

NAY:

ABSTAIN: Bergsten, Rowell

AGENDA ITEM NO.3: **Citizens’ Participation**

Chairman Bergsten opened the public portion of the meeting and announced that this is an open time for discussion for those with questions on topics not on the Agenda and asked if anyone would like to come forward.

No one came forward and Chairman Bergsten closed the public portion of the meeting.

AGENDA ITEM NO.4: **Case #P16-19 – Public hearing and consideration of approval of a rezone request from A-1 (Rural Agricultural) to R-1 (Single-Family Residential), for a 79.85-acre property located east of North Kickapoo and north of the Shawnee Mall**

Applicant: Greg Brown Homes

Planning Director Rebecca Blaine presented staff report. She briefly described the characteristics of the subject property. She stated both the 2005 Comprehensive Plan and the soon to be adopted 2019 Comprehensive Plan are in line with this proposal, which is a low-density residential development. She stated staff recommends approval. She also noted the North Rock Creek High School will contribute to a significant increase in the demand for housing in this area.

Commissioner Matthews asked if the improvements of the east-west street are in the thought process of the City on permitting residential development in the City. Director Blaine stated a private developer is not responsible for bridge maintenance and major public infrastructure projects.

Chairman Bergsten asked if the developer cannot do anything that would make water flow worse. Commissioner Matthews stated that is his concern as well. Commissioner Walker stated the City does have some road infrastructure issues that have not been addressed, citing the traffic situation on East 45th Street as an example. Director Blaine stated that sometimes residential developments such as this tend to spur a desire to invest in those infrastructure improvements. She noted the City does bridge inspections annually.

Commissioner Matthews asked if the City keeps record of bridge closures. Director of Engineering Michael Ludi stated his department keeps a record of every closure.

Commissioner Melot asked if the City will be measuring traffic counts before and after the development is completed. Director Blaine stated they can do that.

Director of Engineering Ludi asked the Commission if the Commission's concern is primarily regarding the structural integrity of the bridge or flooding. Commissioner Walker stated his concern was about traffic congestion. Mr. Ludi stated there should be no negative impact caused by the proposed residential development on flooding because the structure is upstream of the development.

Commissioner Matthews stated his question was about maintenance upkeep being able to keep up with growth in the area.

Chairman Bergsten noted that he drives that road often. He stated it does flood during hard rain, but that it clears out quickly.

Chairman Bergsten opened the public portion of the meeting and asked if anyone speaking against the item would like to come forward.

No one came forward and Chairman Bergsten asked if anyone speaking in favor of the item would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting.

Chairman Bergsten asked if there were any other comments or questions. There were no comments or questions and Chairman Bergsten asked for a motion. Commissioner Melot made a motion to approve the rezone; seconded by Commissioner Walker.

Motion passed:

AYE: Deem, Matthews, Walker, Bergsten, Rowell, Melot

NAY:

ABSTAIN:

AGENDA ITEM NO.5:

Case #P17-19 – Consideration of approval of an administrative rezone from R-3 (Multi-Family Residential) to C-3 (Highway Commercial) for a 0.22-acre property, located at 430 North Tucker Avenue

Applicant: City of Shawnee

Planning Director Rebecca Blaine presented staff report. She stated this item came up through an open records request, and the Planning Department learned that they have no ordinance on file identifying the zoning of this property. She stated any records that may have existed of a rezone for this property may have been destroyed during a natural disaster. She stated the property has been used for commercial uses for over forty years. She stated the Planning Department has no way to confirm the zoning of this property. She stated the previous uses were a drugstore and a sign workshop. She stated there are other C-3 properties in this corridor, and that the Comprehensive Plan aligns with this rezone. She stated staff recommends approval.

Chairman Bergsten opened the public portion of the meeting and asked if anyone speaking against the item would like to come forward.

No one came forward and Chairman Bergsten asked if anyone speaking in favor of the item would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting.

Chairman Bergsten asked if there were any comments or questions. There were no comments or questions and Chairman Bergsten asked for a motion. Commissioner Walker made a motion to approve the administrative rezone; seconded by Commissioner Deem.

Motion passed:

AYE: Deem, Matthews, Walker, Bergsten, Rowell, Melot

NAY:

ABSTAIN:

AGENDA ITEM NO.9:

Planning Director's Report

Planning Director Rebecca Blaine reminded the Commission about the Quad-State American Planning Association Conference in Tulsa, Oklahoma. She stated that the consulting firm RDG will be presenting the 2019 Comprehensive Plan at the October 7th, 2019 City Commission Meeting.

Commissioner Deem asked Director Blaine which members of the Planning Commission will be attending. Director Blaine stated Commissioner Matthews and Commissioner Kienzle will be attending.

Chairman Bergsten asked Director Blaine about what is going to be built on the property next to the dog park on 45th and Harrison. Director Blaine stated it could be a women's clinic, but the Planning Department has not received any plans. She noted they intend to have a basement at that facility.

Commissioner Deem praised Domino Plaza's dog park.

Commissioner Deem asked Director Blaine about whether the fencing at the saw mill needs to be around the entire property. Director Blaine stated they are required to have fencing around the entire property. She noted progress has halted on the fencing.

Commissioner Deem asked Director Blaine what will be going inside of the Main Street property near the Owl Shoppe. Director Blaine stated the Planning Department will investigate it.

Commissioner Matthews asked Director Blaine for an update on the Sunny Apartments on East 9th Street. Director Blaine informed the Commission that the apartments have changed ownership. Commissioner Matthews asked what the City's process is on enforcing the building code on dilapidated apartments. Director Blaine stated she will need to investigate that. She stated the apartment complex being constructed adjacent to the Sunny Apartments has brought attention to these dilapidated apartments.

AGENDA ITEM NO. 10:

Commissioners Comments and/or New Business

Commissioner Melot discussed her participation in National Walk to School Day. She stated 812 children walked to school, and that they collectively traveled 442.3 miles. She stated this was possible because of new sidewalk infrastructure. She was impressed with the number of parents that attended. She stated this raised the continued need for crosswalks at intersections near schools. She stated that as the Planning Commission approves new developments in the future, they need to consider walkability. Commissioner Deem asked Commissioner Melot about the signs placed around Broadway about bike lanes coming soon. Commissioner Melot stated that the signs' locations are where the bike lanes are going to be located. Commissioner Melot stated that the Blue Zones Project requires a marquee project to be completed in order to become a Blue Zones certified city, and that bike lanes on Broadway is the marquee project that was chosen. Chairman Bergsten asked about how the bike lanes will work with the cars parked on the street. Commissioner Melot stated that aspect is still to be worked out and that there are multiple design options from which to choose. Chairman Bergsten stated that some areas like that have short and narrow driveways. Commissioner Melot stated the Built Environment Committee did an audit of Broadway and that aspect has been evaluated as part of the process.

AGENDA ITEM NO.11:

Adjournment

Meeting was adjourned.


Chairman/Vice-Chairman

Joseph Barker
Planning Commission Secretary



Office of the Recreation Manager

Minutes

Senior Citizens of Shawnee Board

September 10, 2019

The Senior Citizens of Shawnee Board met at the Senior Recreation Center

The meeting was called to order at 9:30 am

Roll Call was taken showing the following members present:

		Present	Absent
Chairman	Phyllis Croswell	<u>X</u>	<u> </u>
Vice Chair	Wanda Hill	<u>X</u>	<u> </u>
Member	Ann Dowdy	<u> </u>	<u>X</u>
Member	Barbara 'Bobbi' Gaglia	<u>X</u>	<u> </u>
Member	Bill Haley	<u>X</u>	<u> </u>
Member	Albert Rice	<u>X</u>	<u> </u>
Member	Pam Robinson	<u> </u>	<u>X</u>
City Commissioner	Ben Salter	<u> </u>	<u> </u>
City Staff	Kerri Foster	<u>X</u>	<u> </u>
City Staff	James Bryce	<u>X</u>	<u> </u>
City Staff	Amy Riggins	<u>X</u>	<u> </u>

AGENDA NO 1 Call to Order.

AGENDA NO 2 Swearing in of Phyllis Croswell, Barbara Gaglia, Bill Haley, Albert Rice, Wanda Hill and Commissioner Ben Salter

AGENDA NO 3 Roll Call and Declaration of a Quorum. Roll was called and a quorum was declared

- AGENDA NO 4** **Appointment of Chair** A nomination a motion was made by Bobbi Gaglia top appoint Phyllis Croswell Chair. This motion was seconded by Albert Rice. The nomination motion was passed to appoint Phyllis Croswell as Chair of the Senior Citizens of Shawnee Board.
- AGENDA NO 5** **Appointment of Vice Chair** A nomination and motion was made by Commissioner Salter to appoint Wanda Robinson as Vice Chair. The motion was seconded by Albert Rice. The motion was passed to appoint Wanda Robinson as the Vice Chair of the Senior Citizens of Shawnee Board.
- AGENDA NO 6** **Discussion of committee purpose and responsibilities.** Kerri F explained the importance of making an impact in the community by serving on the board. Discussion of Volunteering, finding volunteers and developing future programming were made. Board members were encouraged to come to facility and participate as well as being an active board member. Members discussed their personal thoughts on how each could make an impact through serving.
- AGENDA NO 7** **Discussion of Meeting Procedures.** Kerri F explained the procedure for voting.
- AGENDA NO 8** **Approval of Regular Meeting Schedule for 2019** A motion was made by Wanda Hill to approve the schedule. The motion was seconded by Albert Rice. The motion passed.
- AGENDA NO 9** **Staff Updates** Staff shared senior activities schedule, two new part time staff were hired last month, and future closure for floor installation in October. All staff shared an all-around thanks to all members for serving.
- AGENDA NO 10** **Comments.** No additional comments.
- AGENDA NO 11** **Adjournment.** Meeting adjourned at 10:13AM by Phyllis C.

Date 12 Nov 2019

Chairman Phyllis Croswell

Regular Board of Commissioners

2. d.

Meeting Date: 11/18/2019

Holiday Schedule

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge City of Shawnee Holiday Schedule for 2020.

Attachments

Holiday Schedule



**Human Resources Department
Interoffice Memo**

To: All Non-Union City of Shawnee Employees

From: Jennifer Greenland, HR Director

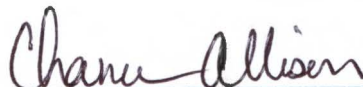
Date: November 1, 2019

RE: 2020 Holiday Schedule

RECOMMENDED HOLIDAY SCHEDULE FOR 2020

January 1, 2020	Wednesday	New Year's Day
January 20, 2020	Monday	Martin Luther King, Jr. Day
February 17, 2020	Monday	Presidents' Day
May 25, 2020	Monday	Memorial Day
July 3, 2020	Friday	Independence Day
September 7, 2020	Monday	Labor Day
November 11, 2020	Wednesday	Veteran's Day
November 26, 2020	Thursday	Thanksgiving Day
November 27, 2020	Friday	Day after Thanksgiving
December 24, 2020	Thursday	Christmas Eve
December 25, 2020	Friday	Christmas Day

Approved:


City Manager

Regular Board of Commissioners

2. e.

Meeting Date: 11/18/2019

CVEC Easement

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize a right-of-way easement be given to Canadian Valley Electric Cooperative, Inc. to serve an existing City Lake Lot Lease site at Shawnee Twin Lakes.

Attachments

CVEC Easement

CVEC Easement Map

CANADIAN VALLEY ELECTRIC COOPERATIVE
RIGHT-OF-WAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned grantor(s), _____

(Printed Name of Landowner (s))

(whether one or more) (unmarried) (husband or wife), do hereby grant unto the Canadian Valley Electric Cooperative, Inc., a cooperative corporation, whose address is P.O. Box 751, 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 SE/4 of the SW/4 of

Section 15, 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 400 feet West and 502 feet North of the SE corner of the SW/4 of said section and continuing N 85° E a distance of 58 feet, thence N 76° E a distance of 58 feet, thence N 25° E a distance of 35 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 electric 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

Representative Signature

REPRESENTATIVE CAPACITY

STATE OF OKLAHOMA)

COUNTY OF _____)

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

by _____ as _____

(Printed)(Name of Signer)

(Printed)(Title of Signer)

for _____

(Printed)(Entity Name being Represented)

My Commission expires: _____

(SEAL)

Notary Public / Commission # _____

FORM MUST BE NOTARIZED

CVEC USE ONLY
W.O.# 51691

RETURN ORIGINAL TO: CVEC, P.O. Box 751, Seminole, OK 74868



SLEEPY HOLLOW
MOTION

LAKE ROAD

Regular Board of Commissioners

2. f.

Meeting Date: 11/18/2019

Resignation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge resignation of Holly Gordon from the Shawnee Community Beautification Committee.

Attachments

Gordon Resignation

November 5, 2019

Dear Ms. Lasyone,

Please accept my resignation from the Shawnee Beautification Committee. My current work schedule does not allow me to attend the meetings.

Thank you,

A handwritten signature in blue ink, appearing to read "Holly Gordon", with a stylized, flowing script.

Holly Gordon

Regular Board of Commissioners

2. g.

Meeting Date: 11/18/2019

Resignation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge resignation of Miriam Bell from the Parks and Recreation Committee.

Attachments

Bell Resignation

From: [Kerri Foster](#)
To: [COS City Clerk](#)
Subject: FW: Parks Committee Resignation
Date: Tuesday, November 12, 2019 2:32:47 PM

Hi Kerri,

It is with a heavy heart that I submit my resignation from the Parks and Rec. Committee serving the City of Shawnee Oklahoma. While I have a passion for this work, and wish great success to the committee and it's endeavors, I feel that my close relationship with the YMCA, as a dedicated volunteer and spouse of the current CEO, has caused a conflict of interest. I'm happy to help advocate and support the committee in their future pursuits, and am extremely happy that the City of Shawnee has seen fit to form this committee and emphasize parks and recreation in our community.

Best Wishes,

Miriam Bell | Organizational Lead

M : 405-765-8052 – Miriam.bell@sharecare.com

Blue Zones Project®

We're making healthy choices easier across Pottawatomie County.

Follow us on [Facebook](#) | bluezonesproject.com

Regular Board of Commissioners

2. h.

Meeting Date: 11/18/2019

Mayor's Appointments

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments:

Library Board

Kim Paxson 1st Partial Term Expires: June 20, 2022

Replacing Daphanie Lilite – Termed Out

Shawnee Housing Authority

Holly Gordon 1st Partial Term Expires: February 1, 2022

Replacing Sherry Lankford – Termed Out

Zoning Board of Adjustments

Holly Gordon 1st Partial Term Expires: June 1, 2022

Replacing Jim Cooper – Termed Out

Attachments

Paxson Application

Gordon Application



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: <u>Kim Paxson</u>	Application Date: <u>10/28/19</u>
Address: <u>7 Durkin Circle Shawnee 74804</u>	Date of Birth: <u>5/21/81</u>
Mailing Address: <u>7 Durkin Circle Shawnee, OK 74804</u>	
Daytime Phone: <u>(405) 830-4474</u> Fax: <u>878-1053</u>	Email: <u>Kpaxson@shawnee.ks12.ok.us</u>
Profession: <u>Principal at Sequoyah Elementary</u>	
Business Name: <u>Shawnee Public Schools</u>	
Business Address: <u>1401 E Independence Shawnee, OK 74804</u>	
Business Phone: <u>273-1878</u> Fax: <u>878-1053</u>	Email: <u>same ↑</u>

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

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

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 30 years

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

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

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

The library is an important part of our community and I would love to serve on it and bridge my school and educational background with our public library.

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

I am a team player and I am creative. I also have my
marks in education so I believe my knowledge and school
background will benefit the board.

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

As a school principal I work with many families in the
community.

List education, including degree(s) earned:

Bachelor of Science at DBU
master in Education at ECU

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

NO

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

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

Have you ever declared personal or business bankruptcy? NO

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Shaun Grange	Colleague	273-1878
Keely Tolin	Colleague	1064-0753
Jordan Parsons	Family Friend	401-0585

PLEASE READ CAREFULLY:

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

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

Signature

Kim Pearson

Date

10/28/19



APPLICATION TO SERVE
Boards, Committees and Commissions

☒ Appointment
☐ Reappointment – Partial/First/Second Term

Name: Holly Gordon Application Date: October 17, 2019
Address: 303 N. Louisa Ave., Shawnee, OK Date of Birth: October 26, 1967
Mailing Address: same as above
Daytime Phone: 405-585-3032 Fax: _____ Email: hgordon@gatewaytoprevention.org
Profession: Healthy Living Consultant
Business Name: Gateway to Prevention and Recovery
Business Address: P.O. Box 3848, Shawnee, OK 74802 // 36609 W 45th Street, Shawnee, OK 74804
Business Phone: 405-585-3032 Fax: _____ Email: _____

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

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

If so, please list the board/committee: Beautification Committee

How many years have you lived in Shawnee? 25+

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

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

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

This Board aligns with my professional qualifications and personal interests. I would like to serve my community in a capacity which utilizes my gifts and talents.

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

I possess the ability to listen to all sides of a conversation to find common ground. I have proven experience in program/project management and implementation.

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

I am a current Bike Oklahoma Board Member, a Community Renewal Block Leader, Blue Zones Project volunteer.

List education, including degree(s) earned:

I hold a Masters Degree in Business Administration, certifications from the national Active Transportation Summit (Portland, OR), over 10 years experience of researching, implementing Active Transportation strategies.

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

Yes. I am currently serving on the Beautification Committee, seat expires 1/1/2022

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

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

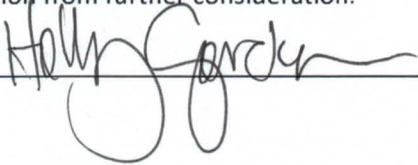
Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Ken Graham, BikeOK President	Friend	806-626-9351
Julie Bisbee, TSET CEO	Colleague	405-522-4778
Jon Greenwood, Gateway Director	Co-Worker	405-570-1854

PLEASE READ CAREFULLY:

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

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

Signature 

Date 10/20/2019

Revised July 12, 2019

Regular Board of Commissioners

4.

Meeting Date: 11/18/2019

Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution for the selection of City of Shawnee Bridge Inspectors for the Oklahoma Department of Transportation Bridge Inspection Program.

Attachments

Bridge Resolution

RESOLUTION No. _____

CONCERNING BRIDGE INSPECTION RESPONSIBILITY BY LOCAL GOVERNMENT
FOR COMPLIANCE WITH NATIONAL BRIDGE INSPECTION STANDARDS

Bridge Inspection Contracts for April 1, 2020 to March 31, 2022

WHEREAS, the City of Shawnee has the responsibility of bridge maintenance and safety inspections.

WHEREAS, the City of Shawnee has the following options:

- (1) Select one of ODOT's prequalified engineering firms.
- (2) Elect to do bridge safety inspections with your own forces using inspection teams and an oversight engineer *fully qualified* as mandated by the NBIS (National Bridge Inspection Standards).
- (3) Use the same consultant as Pottawatomie County.
- (4) Let ODOT make your selection.

Therefore, BE IT RESOLVED, by the City of Shawnee, that it is their desire to select option # 3 and to contract with:

Name: Circuit Engineering District No. 4
Address: 40002 Benson Park Road, Shawnee, OK 74801

as the engineer responsible for City bridge inspections as approved by the Oklahoma Department of Transportation.

PASSED and approved this _____ day of _____, 2019.

Richard Finley, Mayor

ATTEST:
(Seal)

Lisa Lasyone, CMC, City Clerk

Regular Board of Commissioners

5.

Meeting Date: 11/18/2019

Budget Amendment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a budget amendment for Community Development Block Grant (CDBG) Fund 190 – Providing budget for the CDBG Consolidation Plan 2020 – 2024.

Attachments

Budget Amendment

City of Shawnee
2019-2020 Budget Amendment
CDBG 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
190	5-1410-5339				2,580.00	26,290.26	28,870.26
190	5-1420-5370				383,762.82	(26,290.26)	357,472.56
					-	-	-
					386,342.82	-	386,342.82

Approved by the City Commission this

Explanation of Budget Amendment:
Providing budget for the CDBG Consolidated Plan
2020-2024

Approved:

Mayor _____
Attest: _____

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____

Regular Board of Commissioners

6. a.

Meeting Date: 11/18/2019

Library Flooring - Open

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Purchase and Installation of Vinyl Tile, Carpet, and Ceramic Tile for the Shawnee Library (Open)

Attachments

Memo

Notice to Bidders

Plan Holders List

Pre-bid Meeting Sheet



Office of the Director of Operations

Date: November 8, 2019
To: Mayor and Commissioners
From: James Bryce, Director of Operations
RE: Library Flooring Project

On October 21, 2019 staff went out for bid on the Library Flooring Replacement Project advertising in the newspaper and mailing out to several flooring contractors.

On November 7, 2019 staff held a mandatory Pre-Bid Meeting at the Library to go over the specifics of the project.

The last time the carpeting was replaced in the Library was in 2006 and at that time we only covered the public area, the staff area of the Library has not been recovered since the building was new in 1986. This project will refloor the public area, the staff office area, and staff restroom and kitchen areas. The flooring we are going with is the same flooring we placed in the Senior Center and Expo Center except for the restrooms and ceramic tile will be placed there.

The project would be funded out of the facility repair portion of the ½ cent temporary sales tax.

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee, 9th & Broadway, P. O. Box 1448, Shawnee, Oklahoma, up to **4:00 p.m., Monday, November 18th, 2019**, for:

Purchase and Installation of Vinyl Tile, Carpet, and Ceramic Tile for the Shawnee Library

A Mandatory Pre-Bid meeting is set for November 7, 2019 at the Shawnee Public Library, 101 N. Philadelphia Shawnee, Ok 74801 for 2:00 pm.

Instructions and bid documents will be available to qualified bidders at the Shawnee Library, 101 N. Philadelphia Shawnee, Ok 74801 during the pre-bid meeting and at 1400 N. Center Street Shawnee, 74801 Fairview Cemetery Office.

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

BID - Purchase and Installation of Vinyl Tile, Carpet, and Ceramic Tile for the Shawnee Library November 18th, 2019

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

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, Shawnee, Oklahoma, at **6:00 p.m., Monday, November 18th, 2019**. The City of Shawnee reserves the right to reject any or all bids.



CITY OF SHAWNEE, A Municipal Corporation

By: Chance Allison
Chance Allison, City Manager

(SEAL)

ATTEST:

Lisa Lasyone
Lisa Lasyone, CMC, City Clerk

Plan Holders list Library Flooring Project

Bryan's Flooring
3935 W. Reno Avenue
Oklahoma City, OK 73107
Attn: Ash Kelly

Wilson Brothers Carpet and Tile
106 W. Independence
Shawnee, Ok 74801

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

Continental Flooring Company
Tracy Johnson tjohnson@continentalflooring.com
1 (800) 825-1221

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

Shawnee News star

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

Southwest Construction News
3616 NW 58th Street
Oklahoma City, Ok 73112

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

Dodge Data & Analytics
300 American Metro Blvd. Suite 185
Hamilton, NJ 08619

Bowlan Carpets
711 E. Highland
Shawnee, OK 74801

Construction connect
30 Technology Parkway South Suite 100
Norcross, GA 30092

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

Floorco
mark@floorco-designcenter.com

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

Affinity Corporation, LLC
(405) 821-0917
joshua.goodson@buildwithaffinity.com

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

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

Shawnee Library Flooring Plan Holders

Mandatory Pre-Bid 11/07/2019

Name (Print)

Company

Joshua Goodson

Affinity Corporation, LLC

Phone Number

Email Address

405-821-0917

joshua.goodson@buildwithaffinity.com

Name (Print)

Company

Dustin Milton

Floorco

Phone Number

Email Address

790-0309
405-~~821~~

Mark@Floorco-designcenter.com

Name (Print)

Company

Ash Kelly

Bryan's Flooring

Phone Number

Email Address

405-269-1636

ash@bryansflooring.com

Name (Print)

Company

Phone Number

Email Address

Name (Print)

Company

Phone Number

Email Address

Regular Board of Commissioners

6. b.

Meeting Date: 11/18/2019

Senior Center Roofing - Open

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Senior Citizens Center Roofing Project (Open)

Attachments

Memo

Notice to Bidders

Plan Holders List

Pre-bid Meeting Sheet



Office of the Director of Operations

Date: November 8, 2019
To: Mayor and Commissioners
From: James Bryce, Director of Operations
RE: **Senior Center Roofing Project**

On October 21, 2019 staff went out for bid on the Senior Center Roofing Project advertising in the newspaper and mailing out to several roofing contractors.

On November 6, 2019 staff held a non-mandatory Pre-Bid Meeting at the Senior Center to go over the specifics of the project.

As far as I know there has not been a new roof put on the Senior Center since the original one in 1985. The roof has held up well but does have a few leaks. Also included in this project is the roof over what we call the pool room, the room that has the pool table s in it. This roof will be a complete removal except for the decking, the decking will be repaired. This roof and the Senior Center roof will be replaced with a TPO roofing system along with raising the skylights over the Senior Center, the skylights set too low to roof. The bid also has a line item for roof insulation replacement due to moistier saturation from the leaks.

The project would be funded out of the facility repair portion of the ½ cent temporary sales tax.

NOTICE TO BIDDERS

Sealed bids will be received by the City of Shawnee at 16 West 9th Street Shawnee, Oklahoma 74801 or by mail at P. O. Box 1448, Shawnee, Oklahoma 74802, up to **4:00 p.m., Monday, November 18, 2019** for:

The Senior Center Roofing Project

A **Pre-Bid meeting** is set for November 6, 2019 at the Shawnee Senior Center, 400 N. Bell Shawnee from 2:00 pm to 3:00 pm. Meeting is not mandatory but provided for contractor information and inspection. Contractor is still responsible for field measurements and familiarity of the project and site even if you did not attend.

Instructions and bid documents will be available to qualified bidders at the Shawnee Senior Center, 400 N. Bell Shawnee, Oklahoma 74801 during the pre-bid meeting and at 1400 N. Center Street Shawnee, 74801 Fairview Cemetery Office.

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

BID - The Senior Center Roofing Project **November 18, 2019**

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

Bids will be opened and considered by the Board of City Commissioners at a Public Meeting in the City Hall Commission Chambers, Shawnee, Oklahoma, at 6:00 p.m., Monday, November 18, 2019. The City of Shawnee reserves the right to reject any or all bids.



CITY OF SHAWNEE, A Municipal Corporation

By: Chance Allison
Chance Allison, City Manager

(SEAL)

ATTEST: Lisa Lasyone
Lisa Lasyone, CMC, City Clerk

Plan Holders List

Senior Center Roofing Project

B J Phillips Construction
16004 Kings Road
Shawnee, OK 74801

Extreme Roofing Solutions
1813 N Harrison Street
Shawnee, OK 74804

Patterson Roofing & Construction
1101 N Kickapoo Ave
Shawnee, OK 74804

Don Manion Roofing
838 N Kickapoo Ave
Shawnee, OK 74804

Under God Roofing & Construction
208 South Aydelotte St.
Shawnee, OK 74801

Durabuilt Construction
701 W Hayes
Shawnee, OK 74801

Salazar Roofing & Construction
2400 N Harrison
Shawnee, OK 74804

Diamond B Roofing & Construction LLC
1530 N Harrison #281
Shawnee, OK 74804

G. Shultz
Quality Homes, LLC.
Po Box 30137
Oklahoma City, Ok 73140
(405) 204-6366
Chomes6366@yahoo.com

Construction Connect
30 Technology Parkway South Suite 100
Norcross, GA. 30092

Affinity Corporation, LLC
(405) 821-0917 Joshua Goodson
Joshua.goodson@buildwithaffinity.com

Coats Roofing
PO Box 1340
Seminole, Ok 74818

Allwine Roofing & Construction, Inc.
3815 S. 79th E. Ave.
Tulsa, OK 74145

Alva Roofing Company
(918) 399-5905 Dirk O'Donnell
dirk@alvaroofting.com

Dodge Data & Analytics
300 American Metro Blvd. Suite 185
Hamilton, NJ 08619

Southwest Construction News
3616 NW 58th Street
Oklahoma City, Ok 73112

Crawford Roofing Inc.
701 Pikes Peak Rode
Chickasha, Ok 73023

Mid-America Roofing & Construction
PO Box 20243
Oklahoma City, Ok 73156

Gabriel
Seacoast Roofing
gabe@seacoastrc.com
(405) 761-4913

Andy
Heritage Hills Roofing
andy@heritagehillsroofing.com
(405) 693-4628

Ground Zero Roofing
(405) 239-0708 Matt Groves
mattgrovesbch@gmail.com

Cantrell Exterior
(405) 655-3798 Earl Gordon
emgpat2005@gmail.com

PRE BID 11-6-19
- NON-MANDATORY -
Shawnee Senior Center Roofing Project

Name (Print)

Company

MATT GROVES

GROUND ZERO ROOFING

Phone Number

Email Address

405-239-0708

mattgrovesbct@gmail.com

Name (Print)

Company

Joshua Goodson

Affinity Corporation, LLC

Phone Number

Email Address

405-221-0917

joshua.goodson@buildwithaffinity.com

Name (Print)

Company

Dirk O'Donnell

Alca Roofing Company

Phone Number

Email Address

918-399-5905

dirk@alcaroofing.com

Name (Print)

Company

Earl Gordon

Cantrell Exterior

Phone Number

Email Address

405-655-3798

emgpat2005@gmail.com

Name (Print)

Company

Phone Number

Email Address

Regular Board of Commissioners

7.

Meeting Date: 11/18/2019

Sales Tax and Budget Report

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge monthly Sales Tax and Budget Report.

Attachments

Sales Tax Report

Budget Report



Date: November 18, 2019
To: Honorable Mayor and City Commissioners
From: Ashley Neel, CPA, Finance Director and City Treasurer
Subject: November Sales and Use Tax Deposit

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

Sales Tax Collection Allocated by Fund:

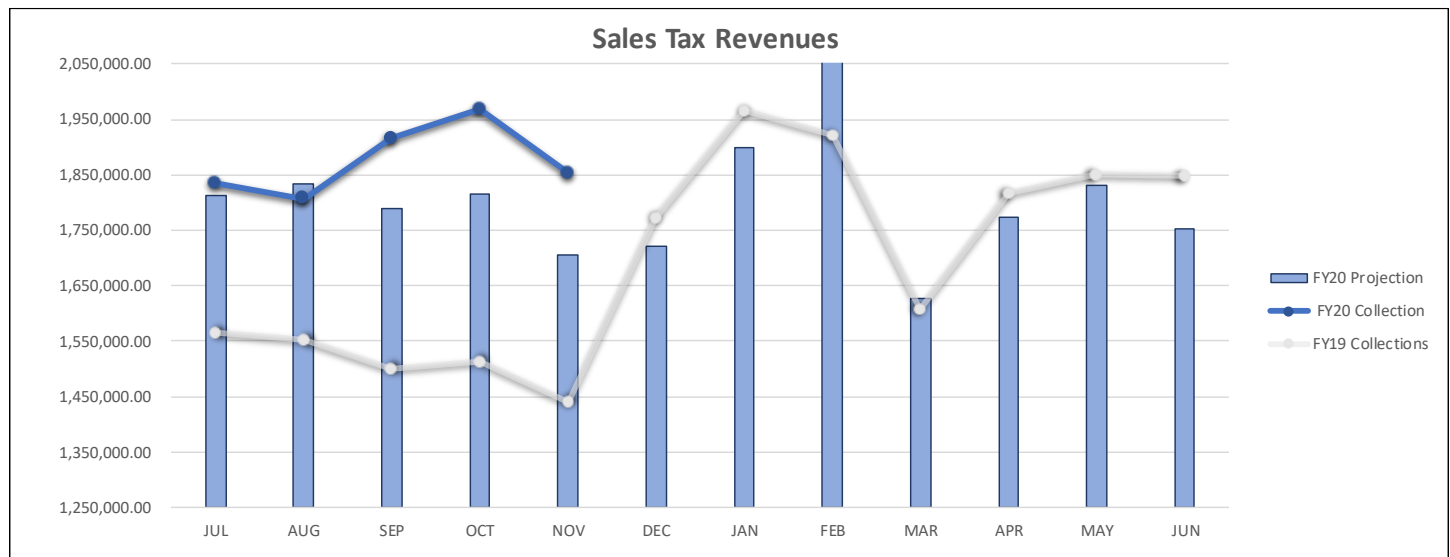
The November sales tax deposit was \$1,854,260.62, including interest of \$2,153.31, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,059,577.51
2018 Capital Improvements Fund	264,894.38
Capital Improvements Fund	205,293.14
Street Improvements Fund	231,782.57
Economic Development Fund	26,489.44
Police Sales Tax Fund	33,111.79
Fire Sales Tax Fund	<u>33,111.79</u>
Total Sales Taxes Collected	<u><u>\$ 1,854,260.62</u></u>

Finance Department Report:

Sales and use tax collections totaled \$2,060,774.85 for October 2019. The overall budgeted increase for both sales and use tax collections for FY 2020 was a modest 0.75% based on conservative estimates of historical trends. For the year, sales tax collections are up \$421,609, or 4.71%, over the projected budget year-to-date. Use tax collections are up approximately \$401,209, or 58.84%, over the projected budget year-to-date.

Fiscal Year 2020 Sales Tax Collections and Performance:

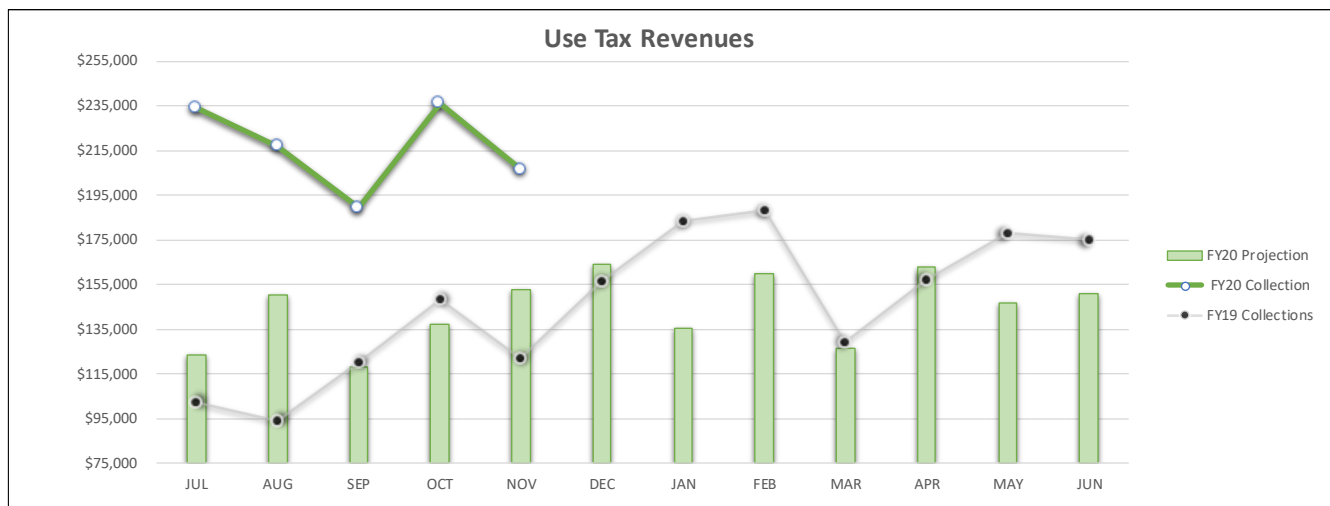


	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts (November 2019):	\$ 1,706,764	\$ 1,854,261	\$ 147,496	8.64%
Sales Tax Receipts (year-to-date):	\$ 8,957,760	\$ 9,379,369	\$ 421,609	4.71%

	November 2019	November 2018	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 1,854,261	\$ 1,440,649	\$ 413,612	28.71%

	Year To Date FY 2020	Year To Date FY 2019	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 9,379,369	\$ 7,573,790	\$ 1,805,579	23.84%

Fiscal Year 2020 Use Tax Collections and Performance:



	Projected Budget	Actual	Amount Variance	Percentage Variance
Use Tax Receipts (November 2019):	\$ 152,799	\$ 206,514	\$ 53,715	35.15%
Use Tax Receipts (year-to-date):	\$ 681,906	\$ 1,083,115	\$ 401,209	58.84%

	November 2019	November 2018	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 206,514	\$ 121,730	\$ 84,784	69.65%

	Year To Date FY 2020	Year To Date FY 2019	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 1,083,115	\$ 585,386	\$ 497,729	85.03%

**SENIOR CENTER
OPEN HOUSE CELEBRATION**

WEDNESDAY, OCTOBER 30TH 10:00AM



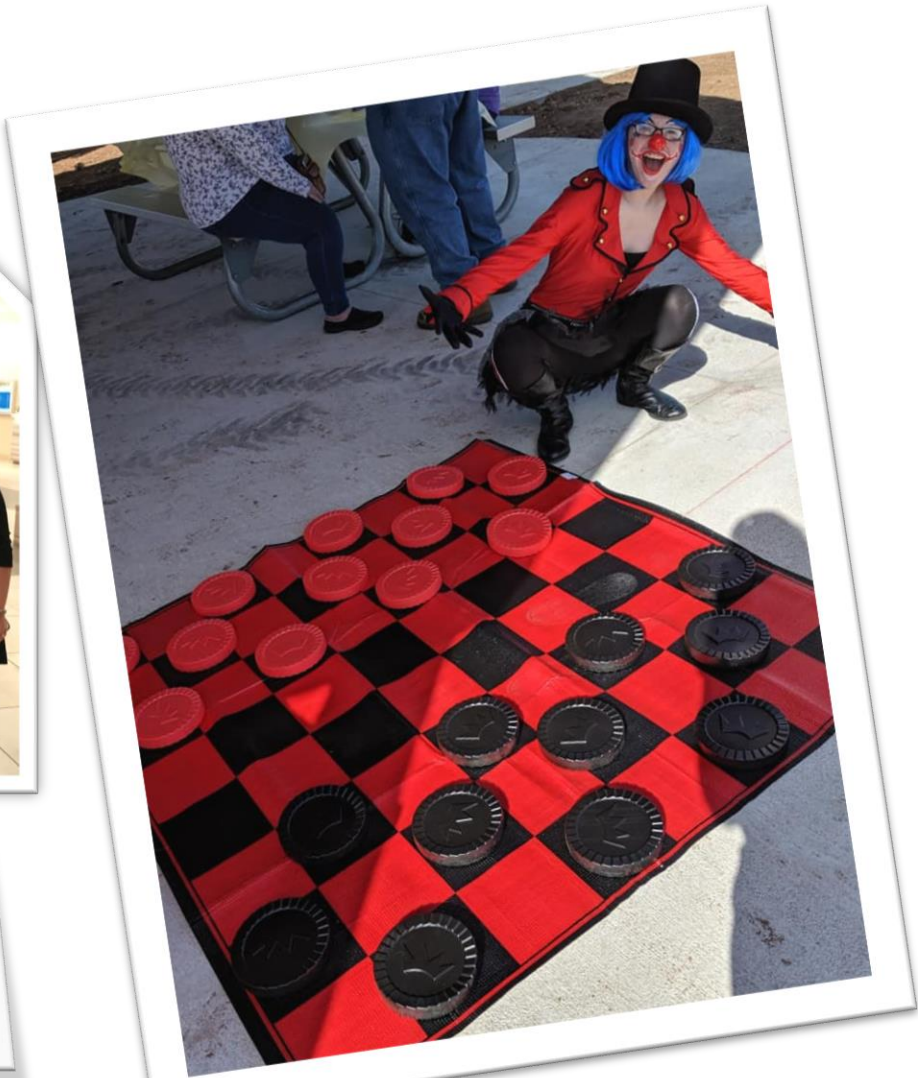
October Budget Report



Shawnee Trick or Treat

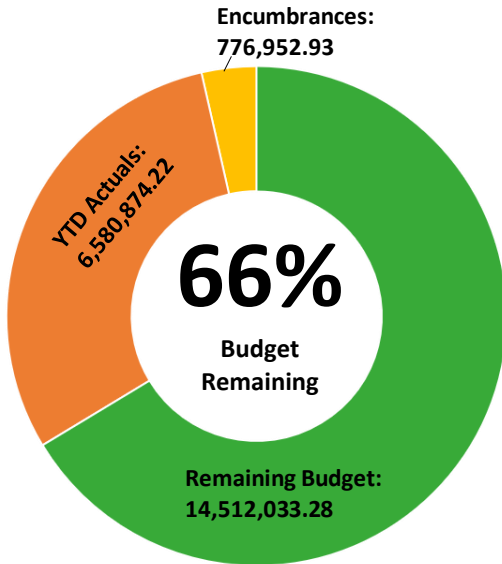
October 31, 2019

5:30 PM - 8:30 PM

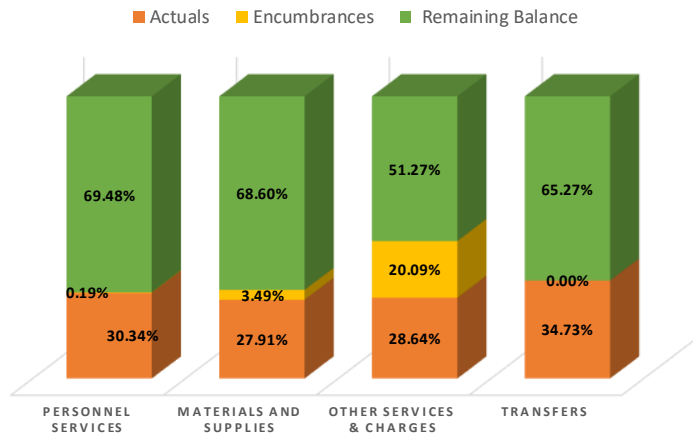


*Reflects all transactions and allocations recorded as of November 13th.

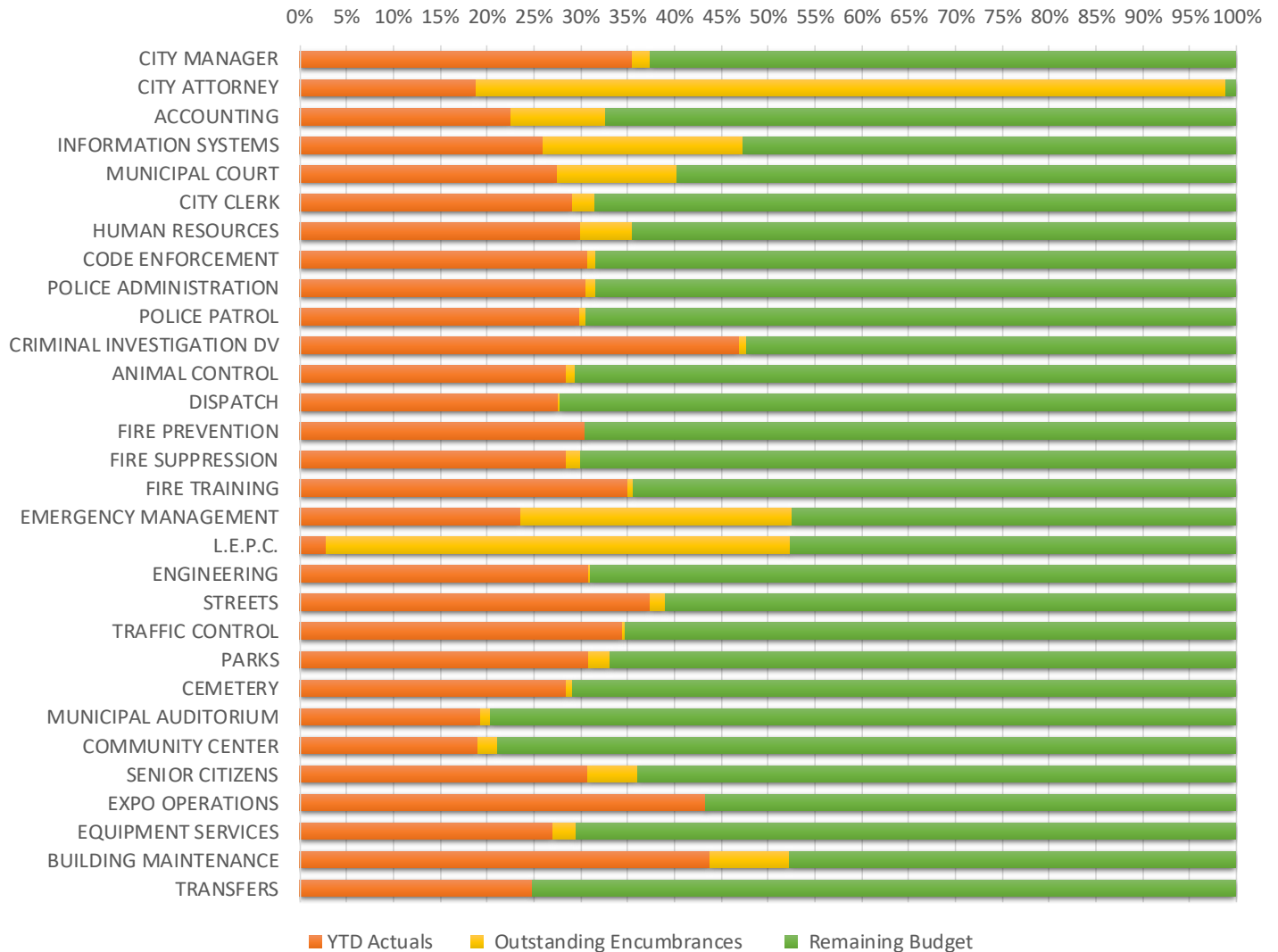
General Fund



BREAKDOWN BY ACCOUNT GROUP



BREAKDOWN BY DEPARTMENT



Total Number of Budgeted Positions: 213

General Fund cont.

Numbers Behind the Graphs

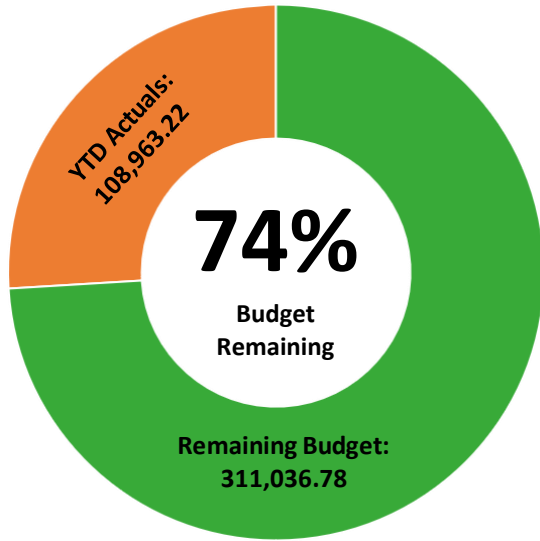
Breakdown by Account Group

	Personnel Services	Materials and Supplies	Other Services & Charges	Transfers	Total
YTD Actuals	5,166,772.03	384,054.54	884,279.30	130,000.00	6,565,105.87
Encumbrances	31,622.75	47,961.03	620,196.21	-	699,779.99
Remaining Budget	11,833,630.91	943,853.83	1,583,129.99	244,359.84	14,604,974.57
Total Budget	\$ 17,032,025.69	\$ 1,375,869.40	\$ 3,087,605.50	\$ 374,359.84	\$ 21,869,860.43

Breakdown by Department

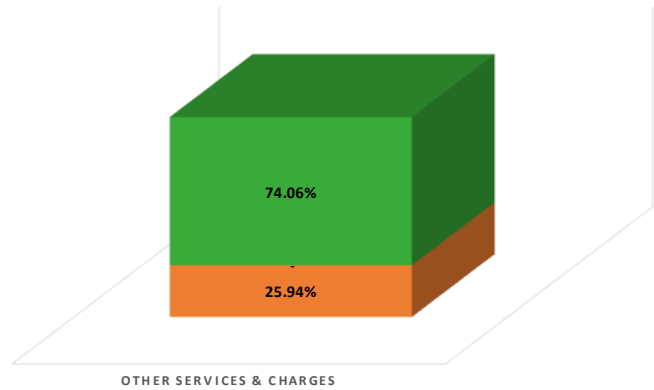
Department	YTD Actuals	Encumbrances	Remaining Budget	Total Budget
City Manager	180,103.18	9,360.95	317,473.82	506,937.95
City Attorney	28,347.50	139,895.00	(18,242.50)	150,000.00
Accounting	137,881.25	61,170.88	410,858.84	609,910.97
Information Systems	107,197.29	88,310.94	217,544.27	413,052.50
Municipal Court	96,453.40	45,112.99	210,497.51	352,063.90
City Clerk	70,006.52	5,615.40	164,940.93	240,562.85
Human Resources	74,328.52	13,506.00	159,414.85	247,249.37
Code Enforcement	231,510.15	6,829.17	516,541.00	754,880.32
Police Administration	151,367.56	5,415.87	337,974.81	494,758.24
Police Patrol	1,657,718.69	42,137.90	3,866,135.12	5,565,991.71
Criminal Investigation Division	312,914.43	4,852.92	348,656.73	666,424.08
Animal Control	50,161.26	1,573.67	124,453.03	176,187.96
Dispatch	215,073.75	1,328.26	562,827.89	779,229.90
Fire Prevention	190,221.28	300.00	435,459.82	625,981.10
Fire Suppression	1,419,137.57	73,701.12	3,487,450.18	4,980,288.87
Fire Training	62,013.84	1,153.03	113,960.98	177,127.85
Emergency Management	120,290.81	147,464.41	241,356.02	509,111.24
L.E.P.C.	100.00	1,771.46	1,699.94	3,571.40
Engineering	121,081.93	997.75	270,885.58	392,965.26
Streets	268,282.93	11,436.38	437,358.94	717,078.25
Traffic Control	79,204.01	730.59	150,446.63	230,381.23
Parks	281,551.49	20,149.53	607,845.83	909,546.85
Cemetery	58,047.31	1,400.11	144,639.34	204,086.76
Municipal Auditorium	10,024.91	541.96	41,465.93	52,032.80
Community Center	7,463.32	800.00	31,015.93	39,279.25
Senior Citizens	18,829.17	3,308.15	39,141.93	61,279.25
Expo Operations	232,760.70	-	304,597.25	537,357.95
Equipment Services	60,879.54	5,416.76	158,620.59	224,916.89
Building Maintenance	28,595.23	5,498.79	31,151.87	65,245.89
Transfers Out	293,558.33	-	888,801.51	1,182,359.84
Shared Costs (Allocated)	15,768.35	77,172.94	(90,941.29)	-
Total	6,580,874.22	776,952.93	14,514,033.28	21,869,860.43

Street & Alley Fund

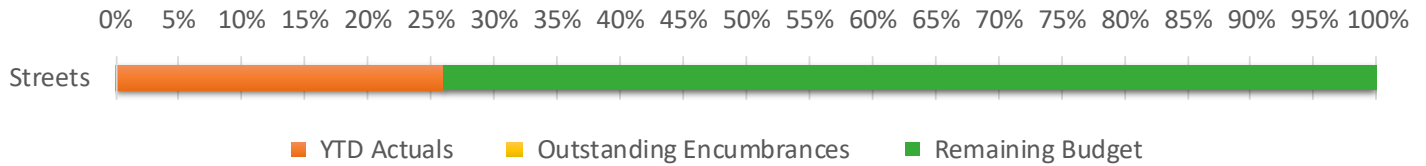


BREAKDOWN BY ACCOUNT GROUP

YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

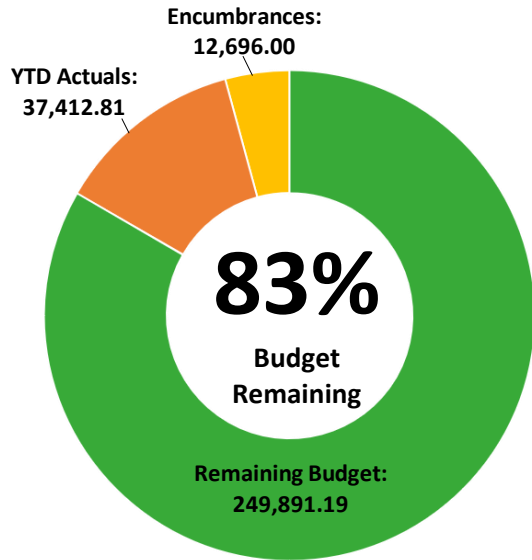
Breakdown by Account Group

	Other Services & Charges	Total
YTD Actuals	108,963.22	\$ 108,963.22
Encumbrances	-	\$ -
Remaining Budget	311,036.78	\$ 311,036.78
Total Budget	\$ 420,000.00	\$ 420,000.00

Breakdown by Department

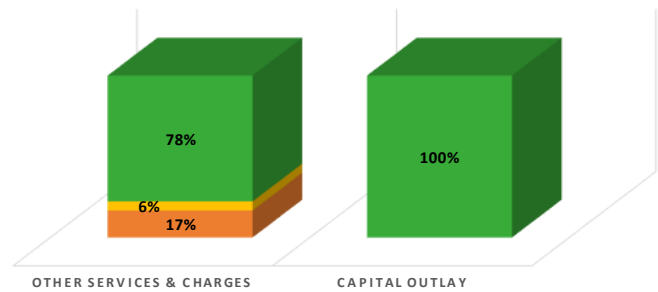
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Streets	108,963.22	-	311,036.78	\$ 420,000.00
Total	\$ 108,963.22	\$ -	\$ 311,036.78	\$ 420,000.00

E-911 Fund

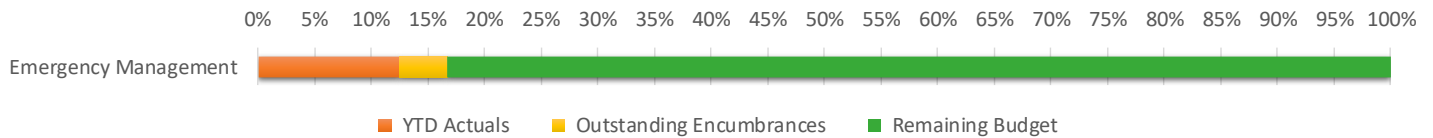


BREAKDOWN BY ACCOUNT GROUP

YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

Breakdown by Account Group

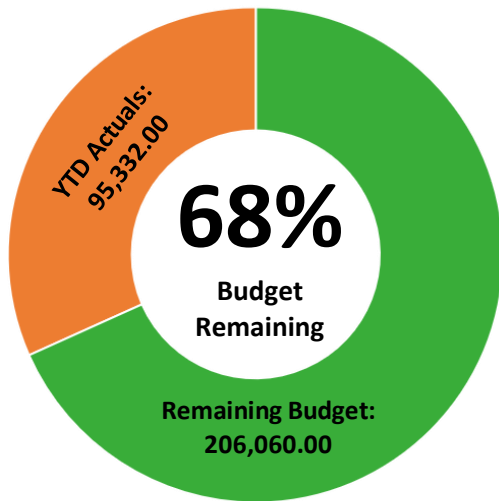
	Other Services & Charges	Capital Outlay	Total
YTD Actuals	37,412.81	-	\$ 37,412.81
Encumbrances	12,696.00	-	\$ 12,696.00
Remaining Budget	174,891.19	75,000.00	\$ 249,891.19
Total Budget	\$ 225,000.00	\$ 75,000.00	\$ 300,000.00

Breakdown by Department

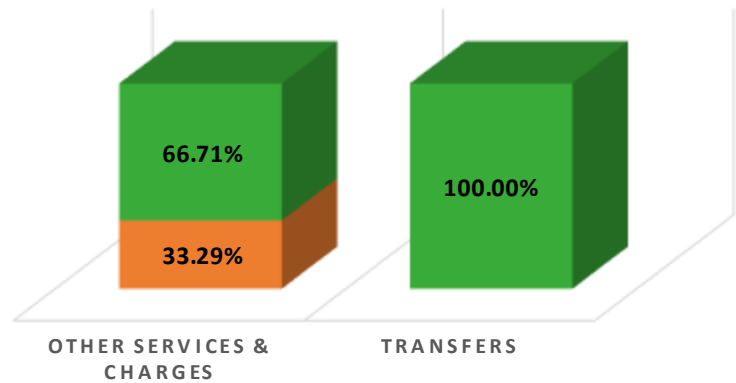
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Emergency Management	37,412.81	12,696.00	249,891.19	\$ 300,000.00
Total	\$ 37,412.81	\$ 12,696.00	\$ 249,891.19	\$ 300,000.00

Economic Development Fund

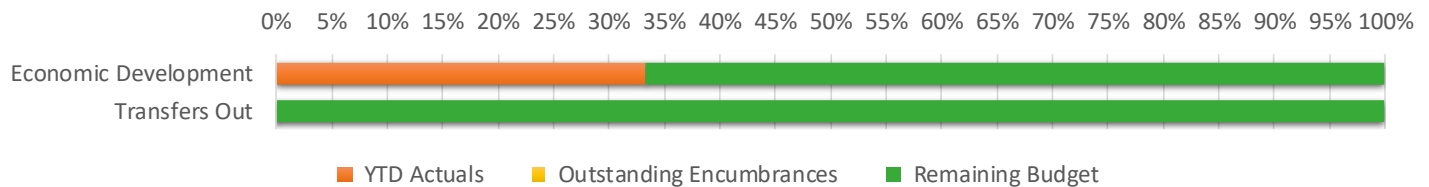
BREAKDOWN BY ACCOUNT GROUP



YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

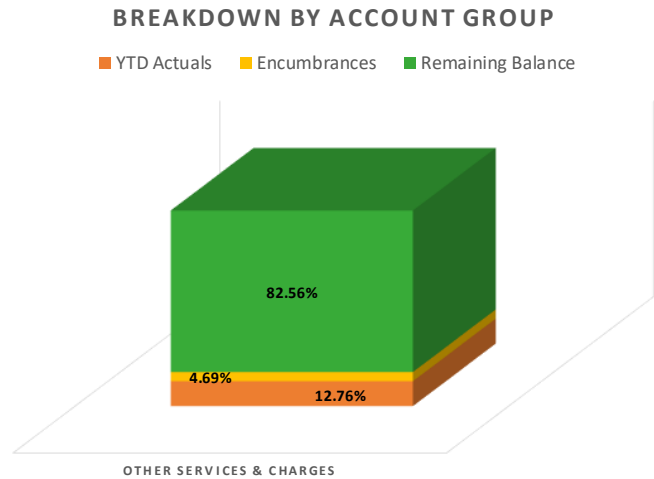
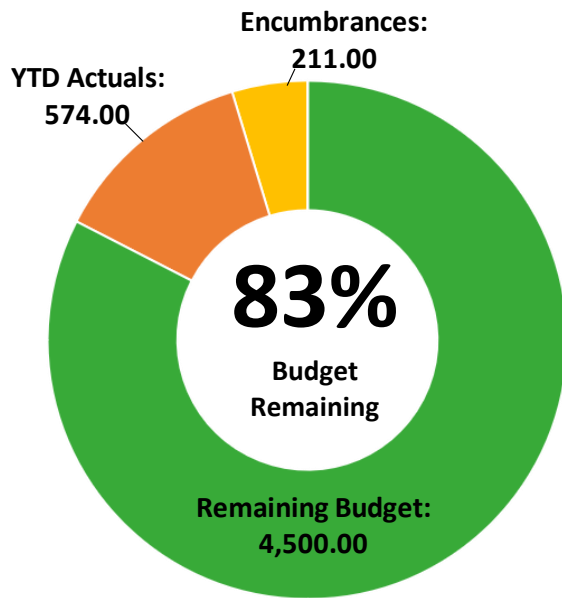
Breakdown by Account Group

	Other Services & Charges	Transfers	Total
YTD Actuals	95,332.00	-	\$ 95,332.00
Encumbrances	-	-	\$ -
Remaining Budget	191,060.00	15,000.00	\$ 206,060.00
Total Budget	\$ 286,392.00	\$ 15,000.00	\$ 301,392.00

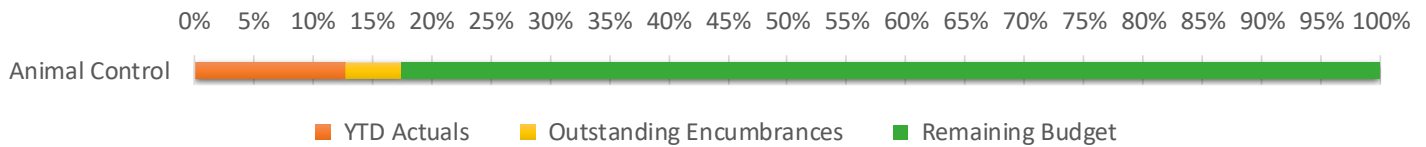
Breakdown by Department

Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Economic Development	95,332.00	-	191,060.00	\$ 286,392.00
Transfers Out	-	-	15,000.00	\$ 15,000.00
Total	\$ 95,332.00	\$ -	\$ 206,060.00	\$ 301,392.00

Spay/Neuter Fund



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

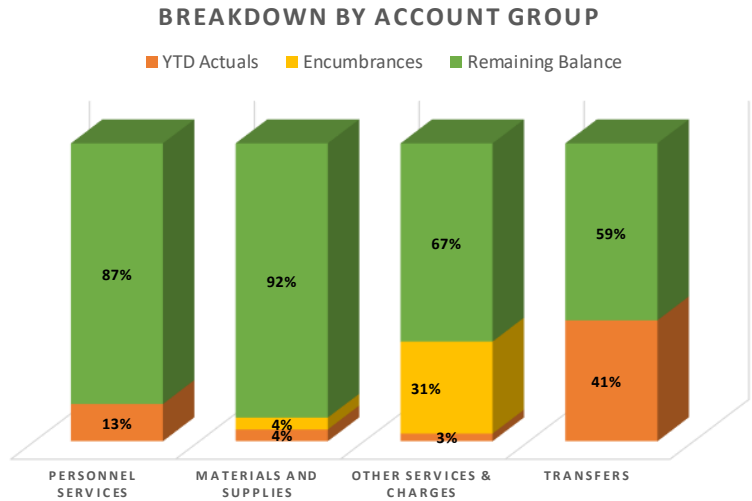
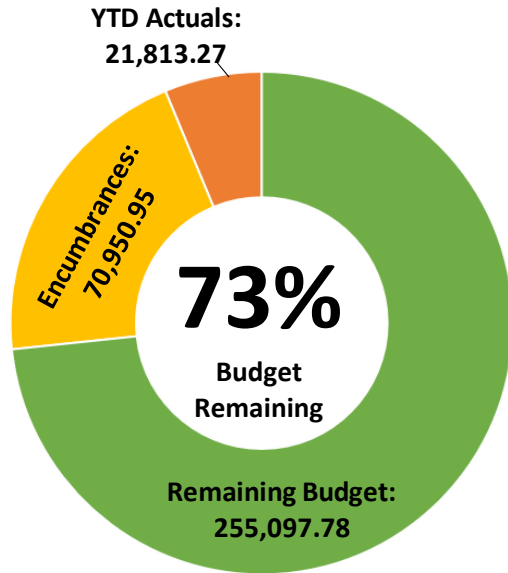
Breakdown by Account Group

	Other Services & Charges	Total
YTD Actuals	574.00	\$ 574.00
Encumbrances	211.00	\$ 211.00
Remaining Budget	3,715.00	\$ 3,715.00
Total Budget	\$ 4,500.00	\$ 4,500.00

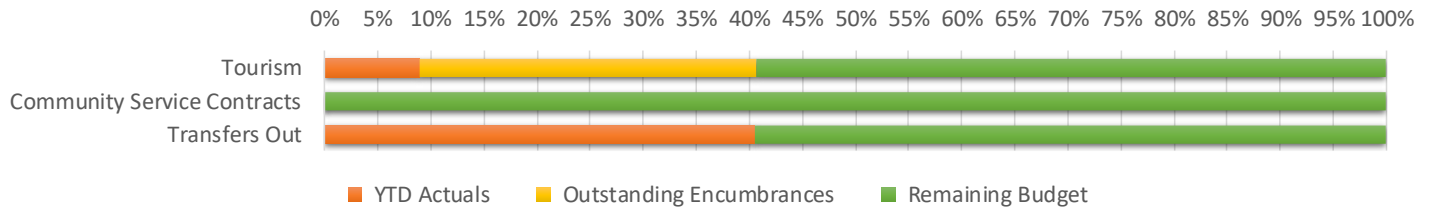
Breakdown by Department

Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Animal Control	574.00	211.00	3,715.00	\$ 4,500.00
Total	\$ 574.00	\$ 211.00	\$ 3,715.00	\$ 4,500.00

Hotel/Motel Surcharge Fund



BREAKDOWN BY DEPARTMENT



Total Number of Budgeted Positions: 1

Numbers Behind the Graphs

Breakdown by Account Group

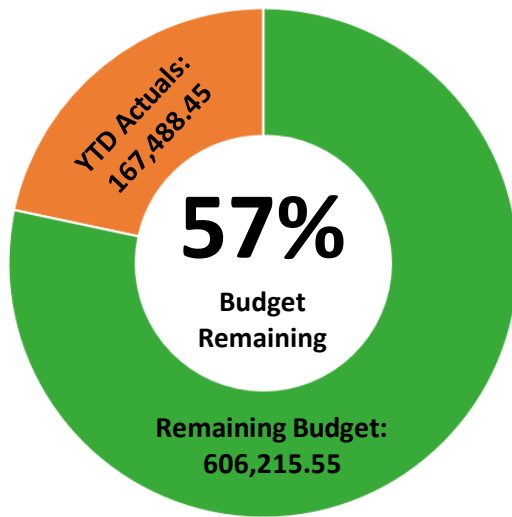
	Personnel Services	Materials and Supplies	Other Services & Charges	Transfers	Total
YTD Actuals	13,960.97	87.07	5,938.85	1,826.38	\$ 21,813.27
Encumbrances	-	87.07	70,863.88		\$ 70,950.95
Remaining Budget	97,701.03	2,025.86	152,697.27	2,673.62	\$255,097.78
Total Budget	\$ 111,662.00	\$ 2,200.00	\$ 229,500.00	\$ 4,500.00	\$347,862.00

Breakdown by Department

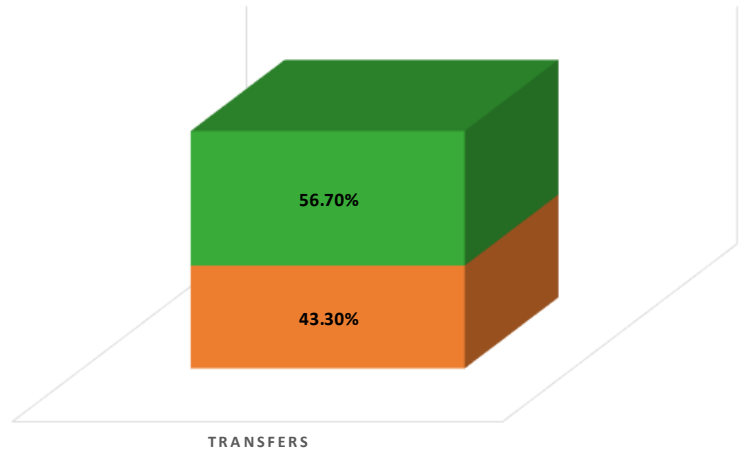
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Tourism	19,986.89	70,950.95	132,424.16	\$ 223,362.00
Community Service Contracts	-	-	120,000.00	\$ 120,000.00
Transfers Out	1,826.38	-	2,673.62	\$ 4,500.00
Total	\$ 21,813.27	\$ 70,950.95	\$ 255,097.78	\$ 347,862.00

Police Sales Tax Fund

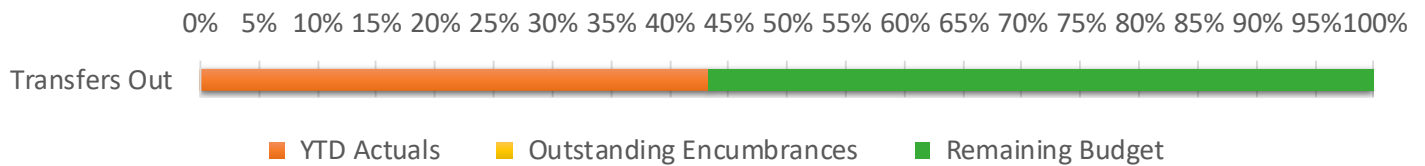
BREAKDOWN BY ACCOUNT GROUP



YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

Breakdown by Account Group

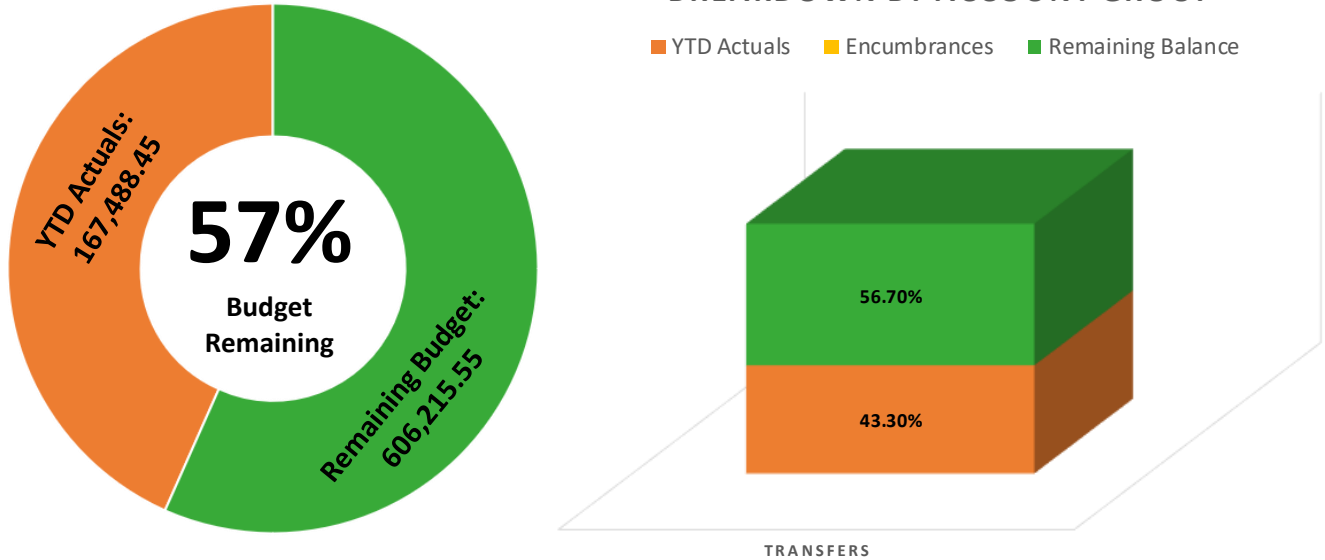
	Transfers	Total
YTD Actuals	167,488.45	\$ 167,488.45
Encumbrances	-	\$ -
Remaining Budget	219,363.55	\$ 219,363.55
Total Budget	\$ 386,852.00	\$ 386,852.00

Breakdown by Department

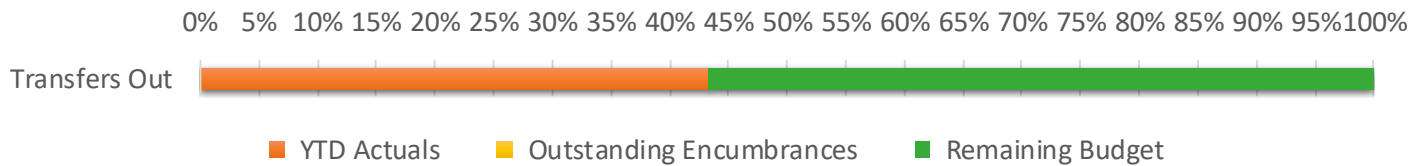
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Transfers Out	167,488.45	-	219,363.55	\$ 386,852.00
Total	\$ 167,488.45	\$ -	\$ 219,363.55	\$ 386,852.00

Fire Sales Tax Fund

BREAKDOWN BY ACCOUNT GROUP



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

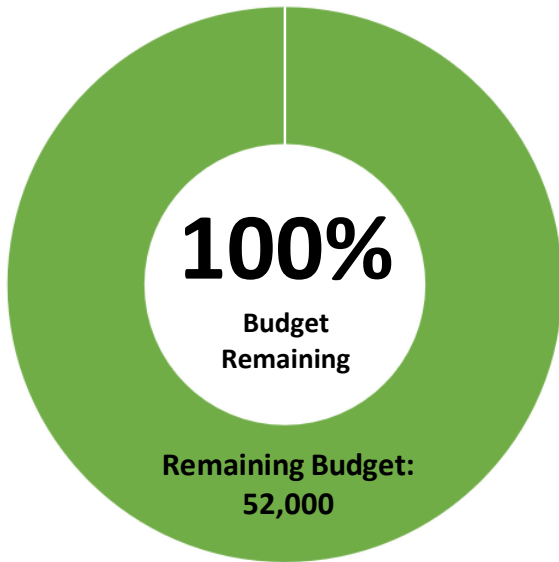
Breakdown by Account Group

	Transfers	Total
YTD Actuals	167,488.45	\$ 167,488.45
Encumbrances	-	\$ -
Remaining Budget	219,363.55	\$ 219,363.55
Total Budget	\$ 386,852.00	\$ 386,852.00

Breakdown by Department

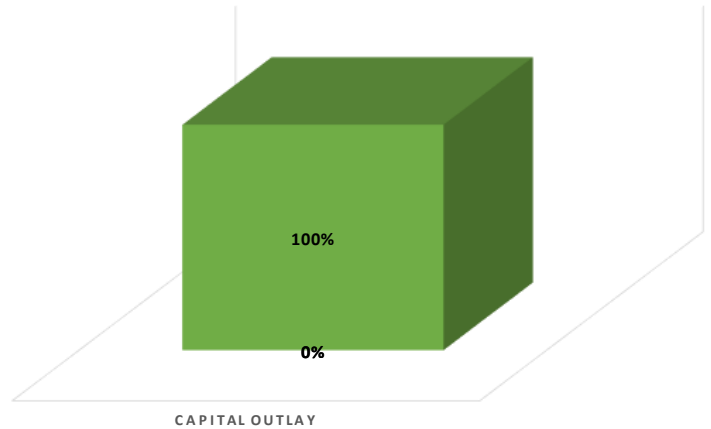
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Transfers Out	167,488.45	-	219,363.55	\$ 386,852.00
Total	\$ 167,488.45	\$ -	\$ 219,363.55	\$ 386,852.00

Tax Increment Financing Fund

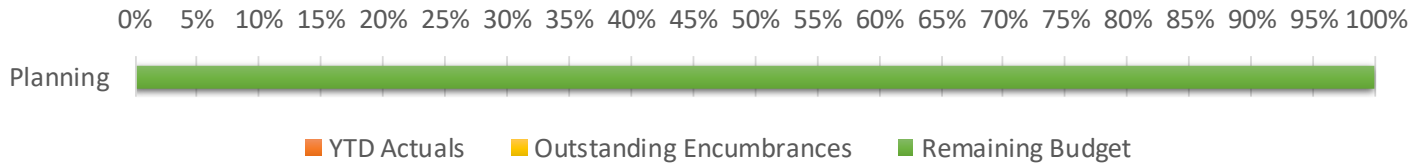


BREAKDOWN BY ACCOUNT GROUP

YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

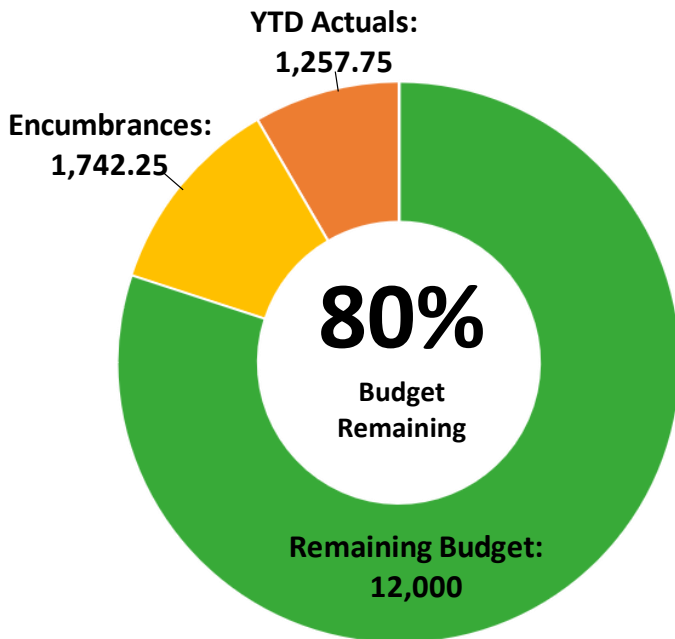
Breakdown by Account Group

	Capital Outlay	Total
YTD Actuals		\$ -
Encumbrances		\$ -
Remaining Budget	52,000.00	\$ 52,000.00
Total Budget	\$ 52,000.00	\$ 52,000.00

Breakdown by Department

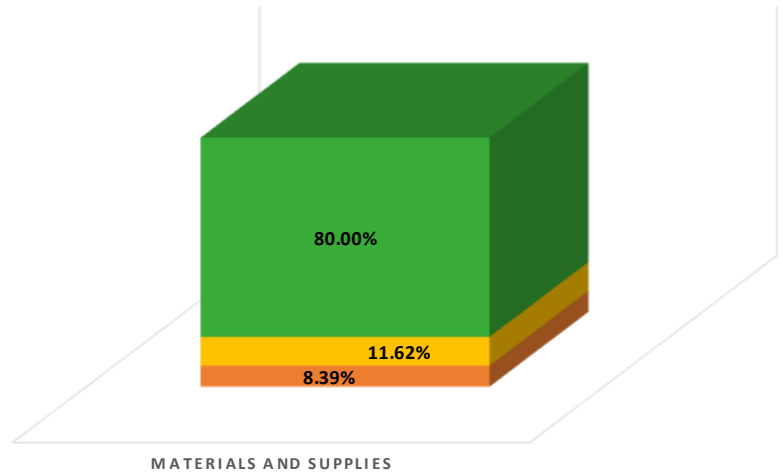
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Planning	-		52,000.00	\$ 52,000.00
Total	\$ -	\$ -	\$ 52,000.00	\$ 52,000.00

Drug Forfeiture Fund

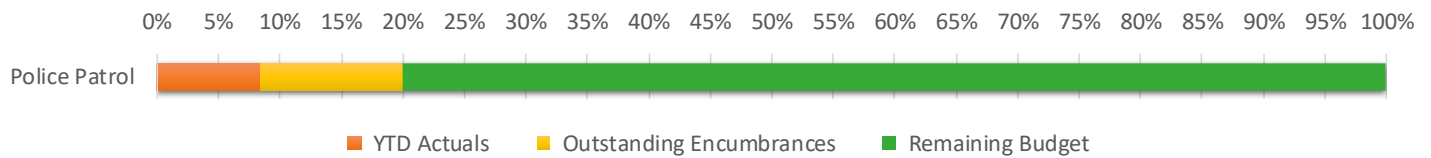


BREAKDOWN BY ACCOUNT GROUP

YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

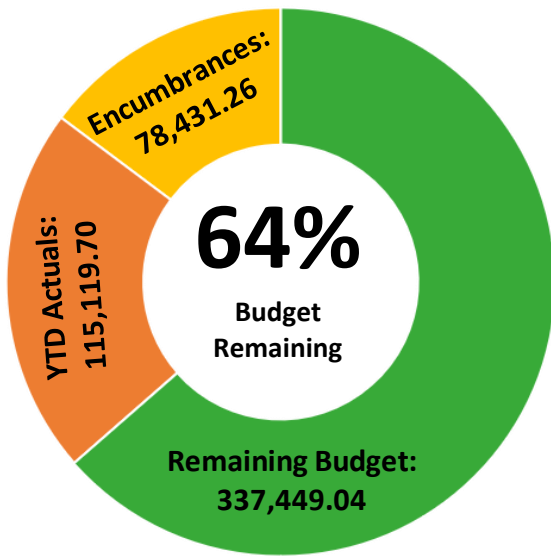
Breakdown by Account Group

	Materials and Supplies	Total
YTD Actuals	1,257.75	\$ 1,257.75
Encumbrances	1,742.25	\$ 1,742.25
Remaining Budget	12,000.00	\$ 12,000.00
Total Budget	\$ 15,000.00	\$ 15,000.00

Breakdown by Department

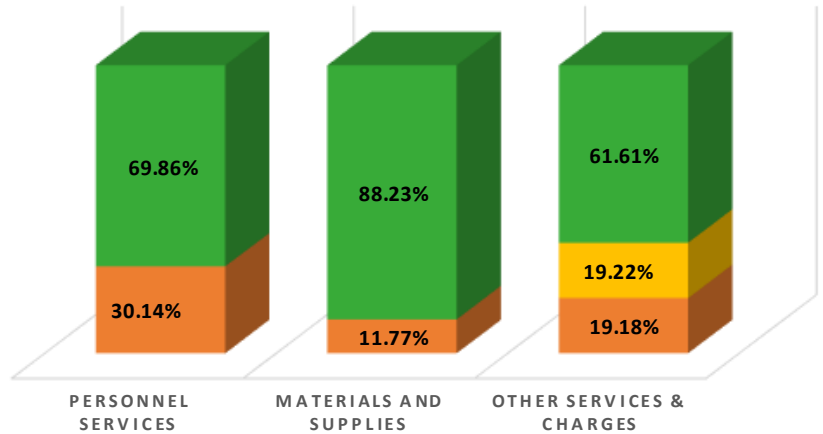
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Police Patrol	1,257.75	1,742.25	12,000.00	\$ 15,000.00
Total	\$ 1,257.75	\$ 1,742.25	\$ 12,000.00	\$ 15,000.00

CDBG Grants



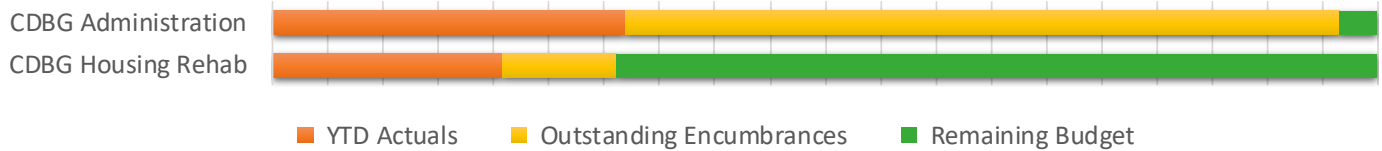
BREAKDOWN BY ACCOUNT GROUP

■ YTD Actuals
 ■ Encumbrances
 ■ Remaining Balance



BREAKDOWN BY DEPARTMENT

0% 5% 10% 15% 20% 25% 30% 35% 40% 45% 50% 55% 60% 65% 70% 75% 80% 85% 90% 95% 100%



Total Number of Budgeted Positions: 2

Numbers Behind the Graphs

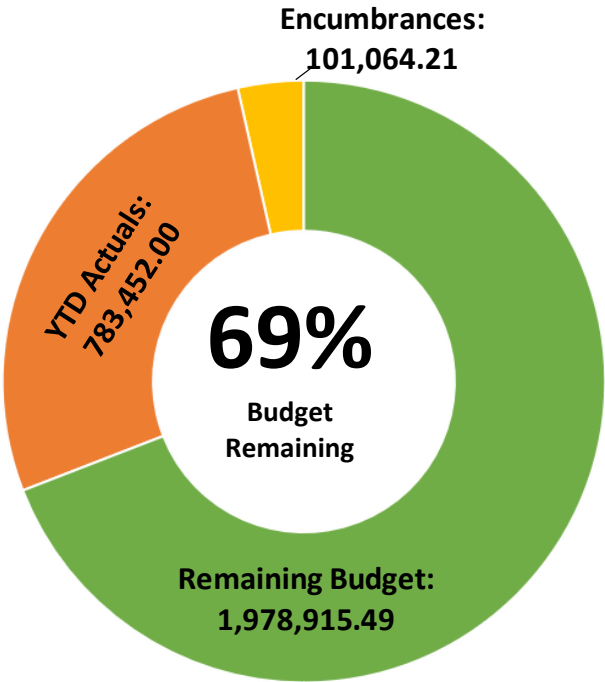
Breakdown by Account Group

	Personnel Services	Materials and Supplies	Other Services & Charges	Total
YTD Actuals	36,738.96	117.71	78,263.03	\$ 115,119.70
Encumbrances	-	-	78,431.26	\$ 78,431.26
Remaining Budget	85,143.22	882.29	251,423.53	\$ 337,449.04
Total Budget	\$ 121,882.18	\$ 1,000.00	\$ 408,117.82	\$ 531,000.00

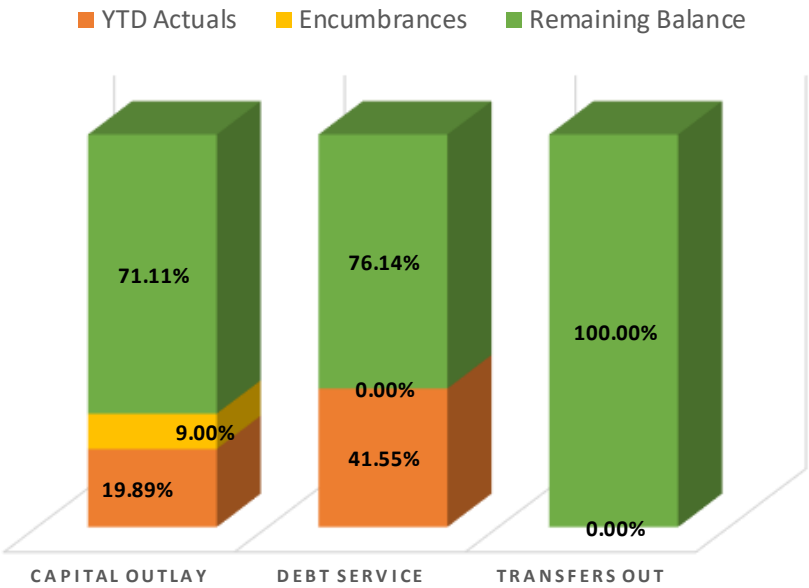
Breakdown by Department

Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
CDBG Administration	13,682.73	27,790.26	1,462.28	\$ 42,935.27
CDBG Housing Rehab	101,436.97	50,641.00	335,986.76	\$ 488,064.73
Total	\$ 115,119.70	\$ 78,431.26	\$ 337,449.04	\$ 531,000.00

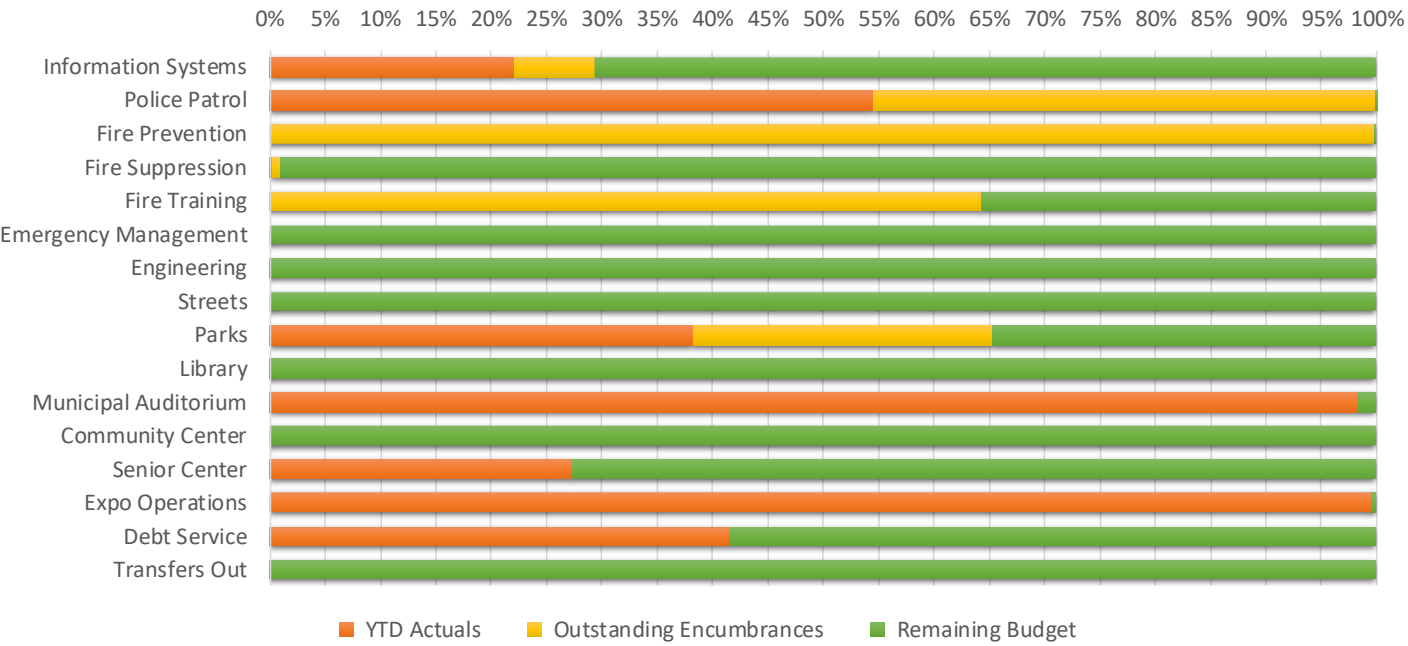
Capital Improvement Fund



BREAKDOWN BY ACCOUNT GROUP



BREAKDOWN BY DEPARTMENT



Capital Improvement Fund cont.

Numbers Behind the Graphs

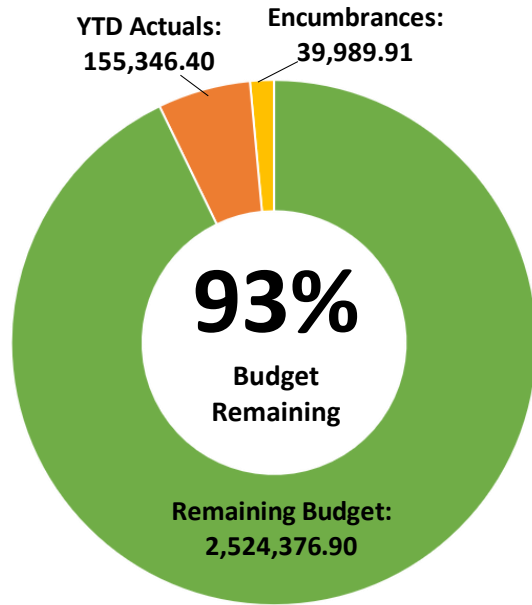
Breakdown by Account Group

	Capital Outlay	Debt Service	Transfers	Total
YTD Actuals	223,485.00	559,967.00	-	\$ 783,452.00
Encumbrances	101,064.21			\$ 101,064.21
Remaining Budget	798,850.79	787,676.82	392,387.88	\$ 1,978,915.49
Total Budget	\$ 1,123,400.00	\$ 1,347,643.82	\$ 392,387.88	\$ 2,863,431.70

Breakdown by Department

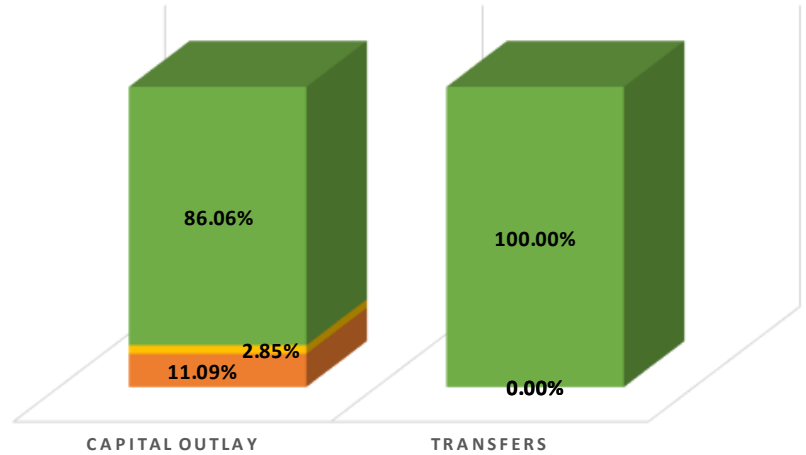
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Information Systems	37,613.32	12,166.00	120,220.68	\$ 170,000.00
Police Patrol	31,076.93	25,808.00	65.07	\$ 56,950.00
Fire Prevention	-	42,885.32	114.68	\$ 43,000.00
Fire Suppression	1,042.82	2,545.40	360,111.78	\$ 363,700.00
Fire Training	-	4,180.00	2,320.00	\$ 6,500.00
Emergency Management	-	-	56,250.00	\$ 56,250.00
Engineering	-	-	2,000.00	\$ 2,000.00
Streets	-	-	185,000.00	\$ 185,000.00
Parks	19,144.96	13,479.49	17,375.55	\$ 50,000.00
Library	-	-	20,000.00	\$ 20,000.00
Municipal Auditorium	19,645.56	-	354.44	\$ 20,000.00
Community Center	-	-	20,000.00	\$ 20,000.00
Senior Center	5,457.14	-	14,542.86	\$ 20,000.00
Expo Operations	109,504.27	-	495.73	\$ 110,000.00
Debt Service	559,967.00		787,676.82	\$ 1,347,643.82
Transfers Out	-		392,387.88	\$ 392,387.88
Total	\$ 783,452.00	\$ 101,064.21	\$ 1,978,915.49	\$ 2,863,431.70

Street Improvement Fund

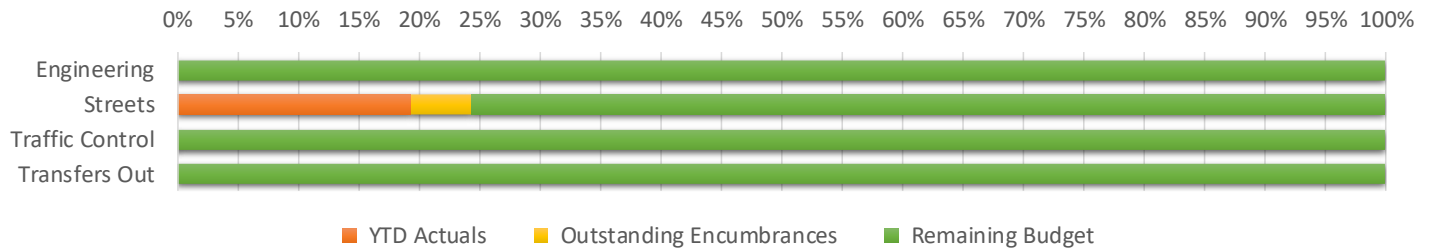


BREAKDOWN BY ACCOUNT GROUP

YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

Breakdown by Account Group

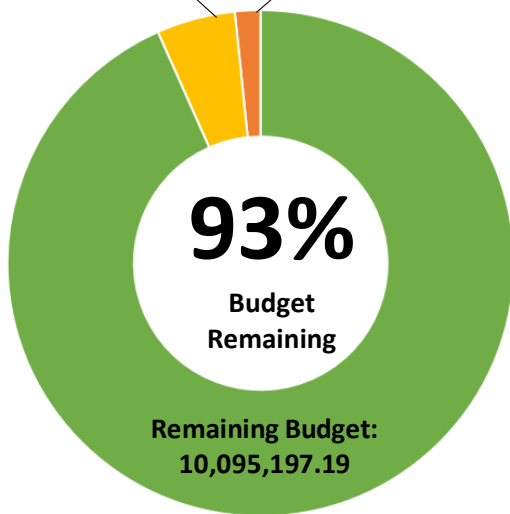
	Capital Outlay	Transfers	Total
YTD Actuals	155,346.40		\$ 155,346.40
Encumbrances	39,989.91		\$ 39,989.91
Remaining Budget	1,205,663.69	1,318,713.21	\$ 2,524,376.90
Total Budget	\$ 1,401,000.00	\$ 1,318,713.21	\$ 2,719,713.21

Breakdown by Department

Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Engineering	-		495,000.00	\$ 495,000.00
Streets	155,346.40	39,989.91	609,663.69	\$ 805,000.00
Traffic Control	0	0	101,000.00	\$ 101,000.00
Transfers Out			1,318,713.21	\$ 1,318,713.21
Total	\$ 155,346.40	\$ 39,989.91	\$ 2,524,376.90	\$ 2,719,713.21

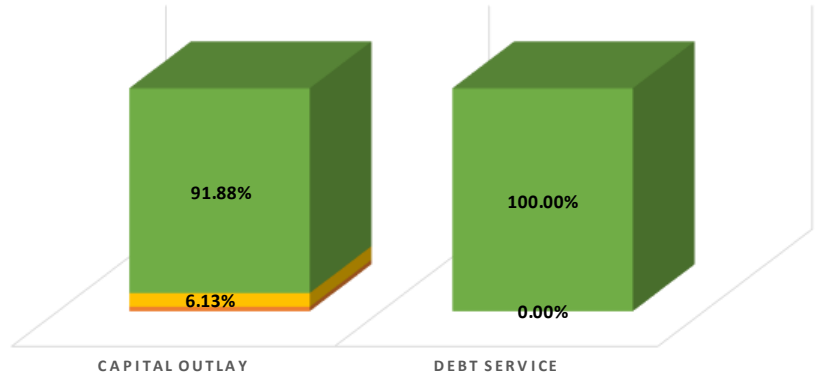
2018 Capital Improvement Fund

Encumbrances: 542,994.56
YTD Actuals: 176,985.75



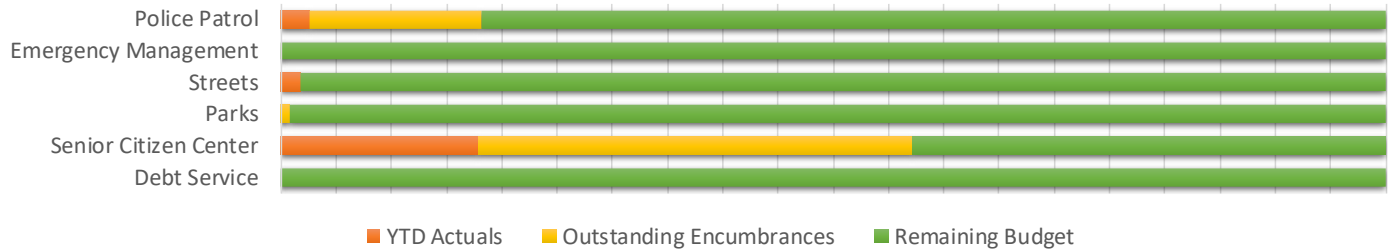
BREAKDOWN BY ACCOUNT GROUP

YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT

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Numbers Behind the Graphs

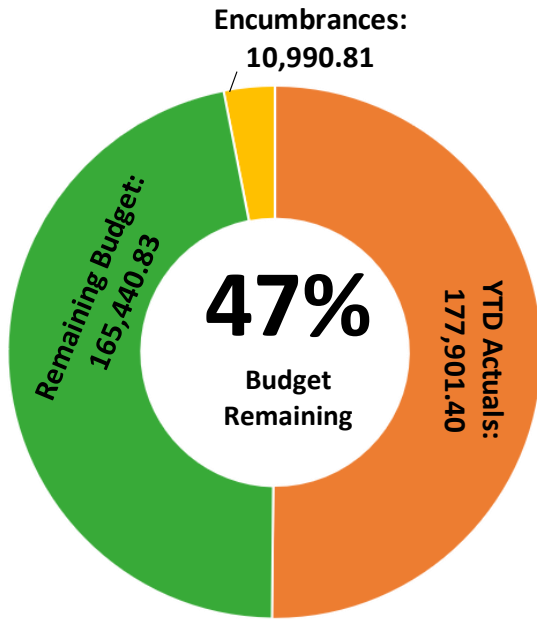
Breakdown by Account Group

	Capital Outlay	Debt Service	Total
YTD Actuals	176,985.75	-	\$ 176,985.75
Encumbrances	542,994.56	-	\$ 542,994.56
Remaining Budget	8,143,849.69	1,951,347.50	\$ 10,095,197.19
Total Budget	\$ 8,863,830.00	\$ 1,951,347.50	\$ 10,815,177.50

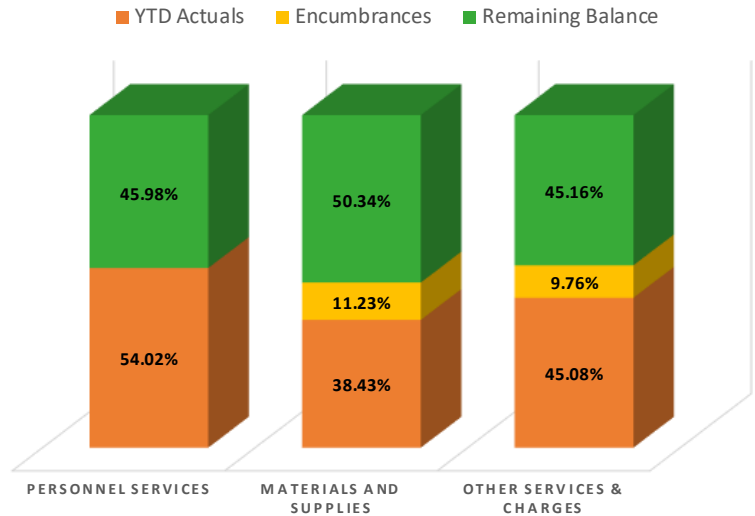
Breakdown by Department

Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Police Patrol	85,392.16	504,979.25	2,668,758.59	\$ 3,259,130.00
Emergency Management	-	-	250,000.00	\$ 250,000.00
Streets	77,075.00		4,377,625.00	\$ 4,454,700.00
Parks	227.59	6,622.83	813,149.58	\$ 820,000.00
Senior Citizen Center	14,291.00	31,392.48	34,316.52	\$ 80,000.00
Debt Service	-		1,951,347.50	\$ 1,951,347.50
Total	\$ 176,985.75	\$ 542,994.56	\$ 10,095,197.19	\$ 10,815,177.50

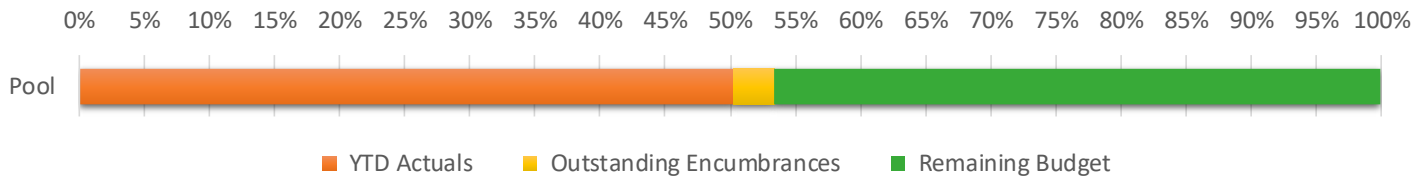
Aquatic Center



BREAKDOWN BY ACCOUNT GROUP



BREAKDOWN BY DEPARTMENT



Total Number of Budgeted Positions*: 1

*Seasonal employees are budgeted as a lump sum versus individual positions.

Numbers Behind the Graphs

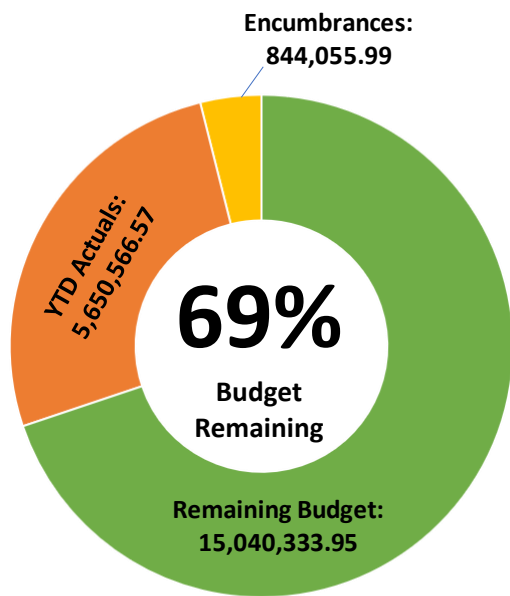
Breakdown by Account Group

	Personnel Services	Materials and Supplies	Other Services & Charges	Total
YTD Actuals	135,898.43	25,016.14	16,986.83	\$ 177,901.40
Encumbrances	-	7,313.32	3,677.49	\$ 10,990.81
Remaining Budget	115,651.61	32,770.54	17,018.68	\$ 165,440.83
Total Budget	\$ 251,550.04	\$ 65,100.00	\$ 37,683.00	\$ 354,333.04

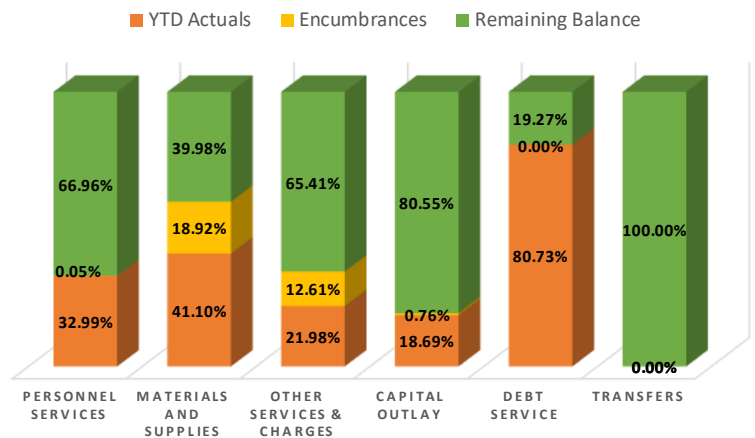
Breakdown by Department

Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Pool	177,901.40	10,990.81	165,440.83	\$ 354,333.04
Total	\$ 177,901.40	\$ 10,990.81	\$ 165,440.83	\$ 354,333.04

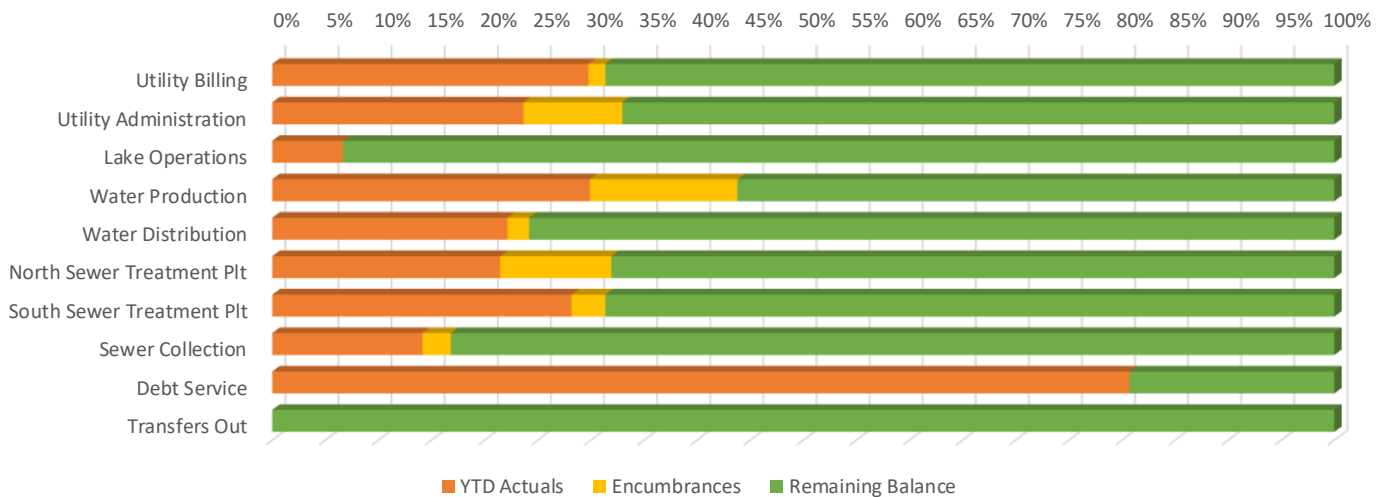
Shawnee Municipal Authority



BREAKDOWN BY ACCOUNT GROUP



BREAKDOWN BY DEPARTMENT



Total Number of Budgeted Positions: 49

Shawnee Municipal Authority cont.

Numbers Behind the Graphs

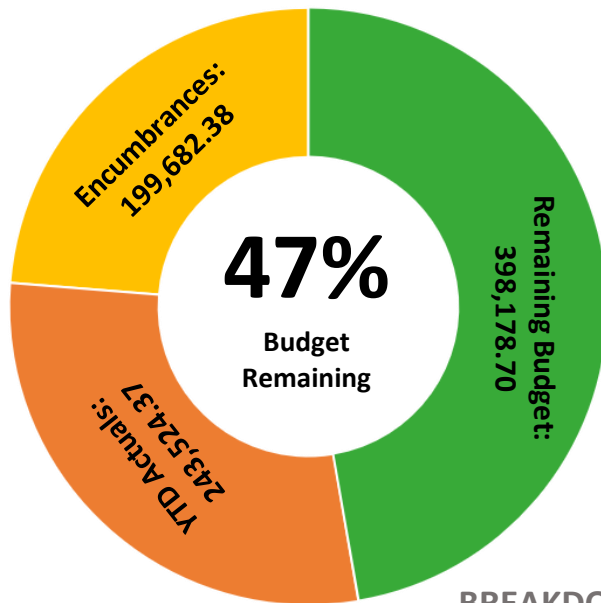
Breakdown by Account Group

	Personnel Services	Materials and Supplies	Other Services & Charges	Capital Outlay	Debt Service	Transfers	Total
YTD Actuals	909,822.67	254,327.20	1,176,762.18	1,234,736.13	2,074,918.39	-	\$ 5,650,566.57
Encumbrances	1,437.64	117,091.81	675,137.54	50,389.00	-	-	\$ 844,055.99
Remaining Budget	1,846,658.79	247,380.99	3,502,378.28	5,321,874.87	495,292.36	3,626,748.66	\$ 15,040,333.95
Total Budget	\$ 2,757,919.10	\$ 618,800.00	\$ 5,354,278.00	\$ 6,607,000.00	\$ 2,570,210.75	\$ 3,626,748.66	\$ 21,534,956.51

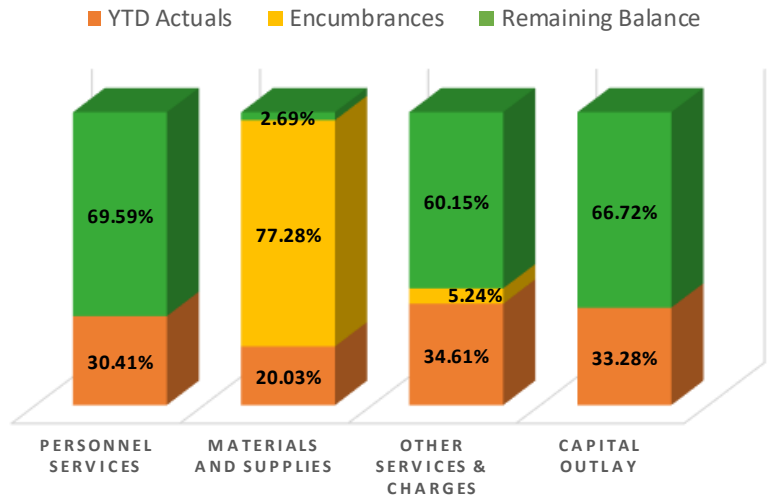
Breakdown by Department

Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Utility Billing	223,265.34	11,953.09	514,561.41	\$ 749,779.84
Utility Administration	938,036.47	368,879.11	2,658,741.05	\$ 3,965,656.63
Lake Operations	3,862.77	-	54,337.23	\$ 58,200.00
Water Production	439,275.18	203,822.88	825,122.58	\$ 1,468,220.64
Water Distribution	1,439,419.95	133,640.61	4,929,034.35	\$ 6,502,094.91
North Sewer Treatment Plt	143,447.90	69,942.05	454,965.18	\$ 668,355.13
South Sewer Treatment Plt	232,669.79	26,334.23	566,634.55	\$ 825,638.57
Sewer Collection	155,670.78	29,484.02	914,896.58	\$ 1,100,051.38
Debt Service	2,074,918.39	-	495,292.36	\$ 2,570,210.75
Transfers Out	-	-	3,626,748.66	\$ 3,626,748.66
Total	\$ 5,650,566.57	\$ 844,055.99	\$ 15,040,333.95	\$ 21,534,956.51

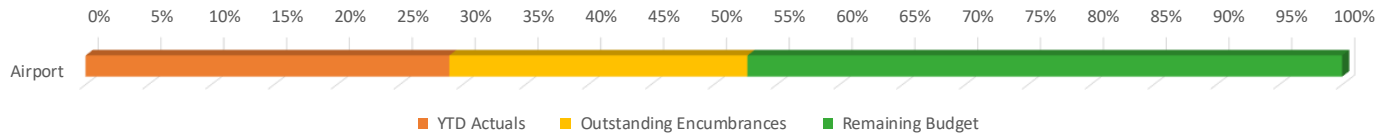
Shawnee Airport Authority



BREAKDOWN BY ACCOUNT GROUP



BREAKDOWN BY DEPARTMENT



Total Number of Budgeted Positions: 3

Numbers Behind the Graphs

Breakdown by Account Group

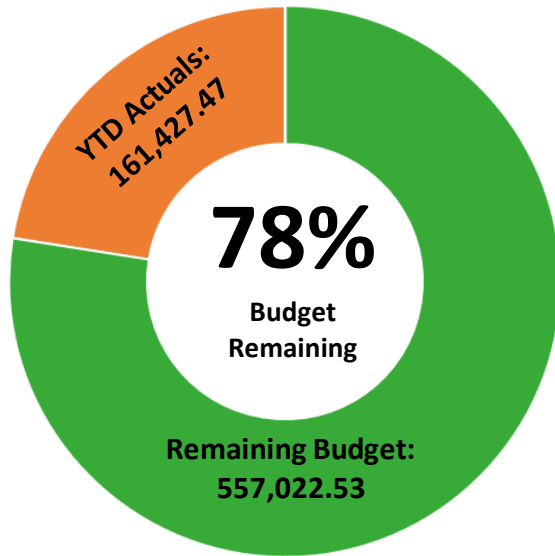
	Personnel Services	Materials and Supplies	Other Services & Charges	Capital Outlay	Total
YTD Actuals	53,971.01	50,015.75	44,420.79	95,116.82	\$ 243,524.37
Encumbrances	-	192,958.11	6,724.27	-	\$ 199,682.38
Remaining Budget	123,514.44	6,726.14	77,204.94	190,733.18	\$ 398,178.70
Total Budget	\$ 177,485.45	\$ 249,700.00	\$ 128,350.00	\$ 285,850.00	\$ 841,385.45

Breakdown by Department

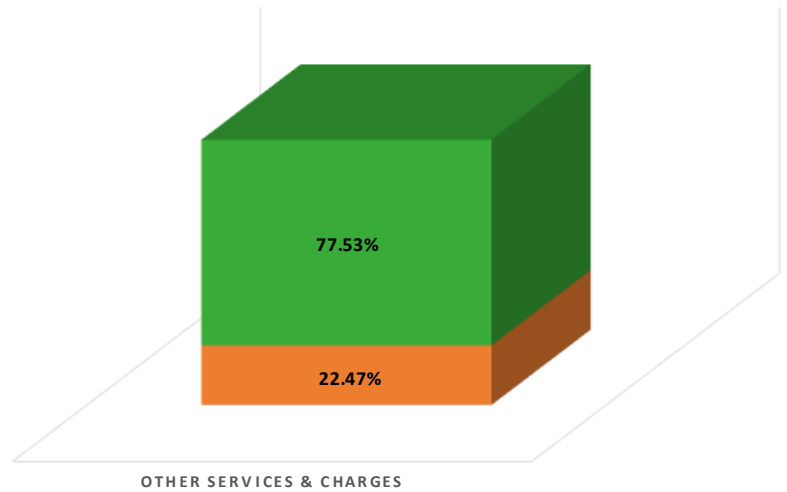
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Airport	243,524.37	199,682.38	398,178.70	\$ 841,385.45
Total	\$ 243,524.37	\$ 199,682.38	\$ 398,178.70	\$ 841,385.45

Workers' Comp Self-Insurance Fund

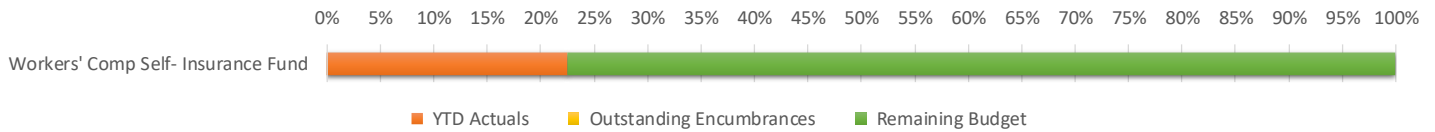
BREAKDOWN BY ACCOUNT GROUP



YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

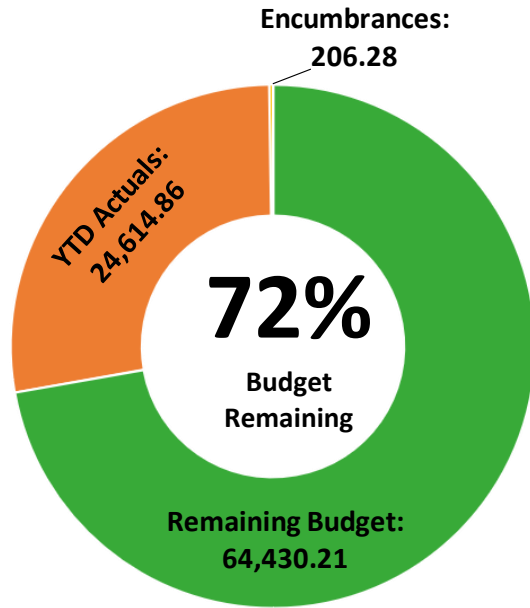
Breakdown by Account Group

	Other Services & Charges	Total
YTD Actuals	161,427.47	\$ 161,427.47
Encumbrances	-	\$ -
Remaining Budget	557,022.53	\$ 557,022.53
Total Budget	\$ 718,450.00	\$ 718,450.00

Breakdown by Department

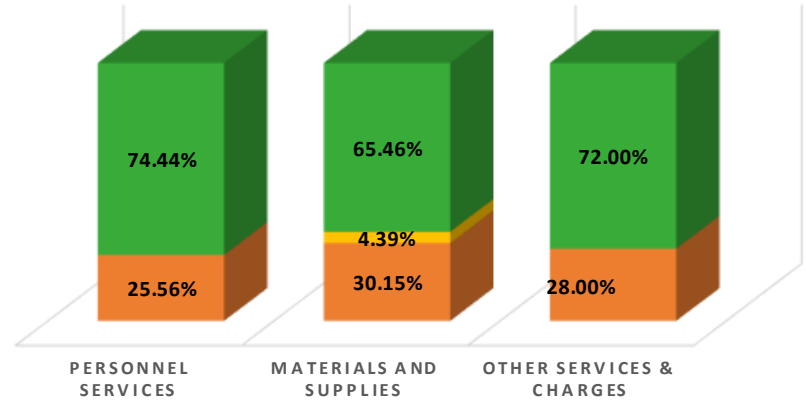
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Workers' Comp Self- Insurance Fund	161,427.47	-	557,022.53	\$ 718,450.00
Total	\$ 161,427.47	\$ -	\$ 557,022.53	\$ 718,450.00

Library Fund

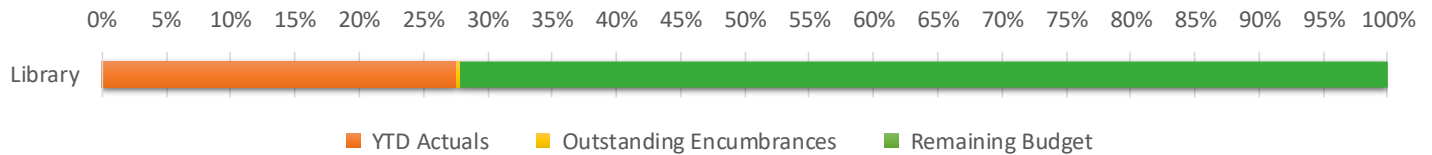


BREAKDOWN BY ACCOUNT GROUP

YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT



Total Number of Budgeted Positions: 1

Numbers Behind the Graphs

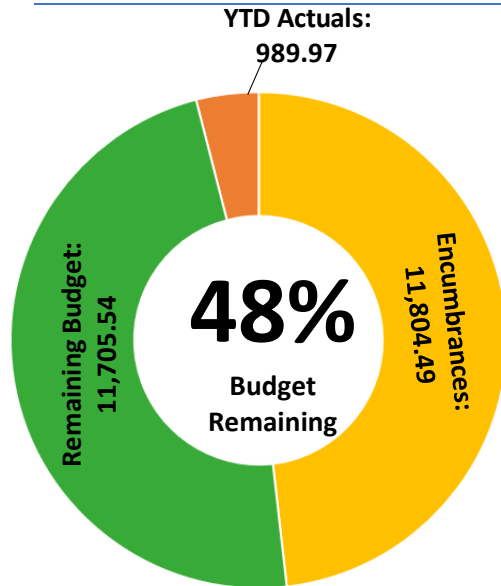
Breakdown by Account Group

	Personnel Services	Materials and Supplies	Other Services & Charges	Total
YTD Actuals	4,972.06	1,416.89	18,225.91	\$ 24,614.86
Encumbrances	-	206.28	-	\$ 206.28
Remaining Budget	14,479.29	3,076.83	46,874.09	\$ 64,430.21
Total Budget	\$ 19,451.35	\$ 4,700.00	\$ 65,100.00	\$ 89,251.35

Breakdown by Department

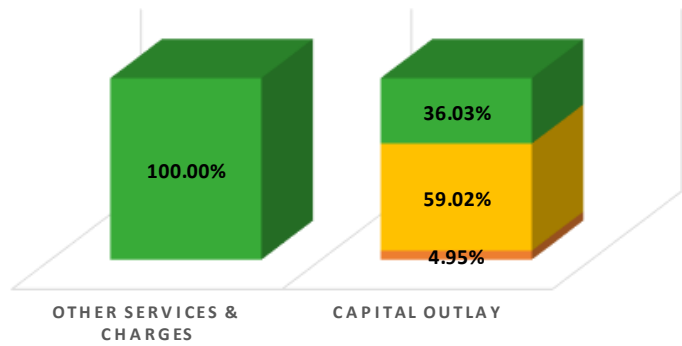
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Library	24,614.86	206.28	64,430.21	\$ 89,251.35
Total	\$ 24,614.86	\$ 206.28	\$ 64,430.21	\$ 89,251.35

Cemetery Perpetual Fund

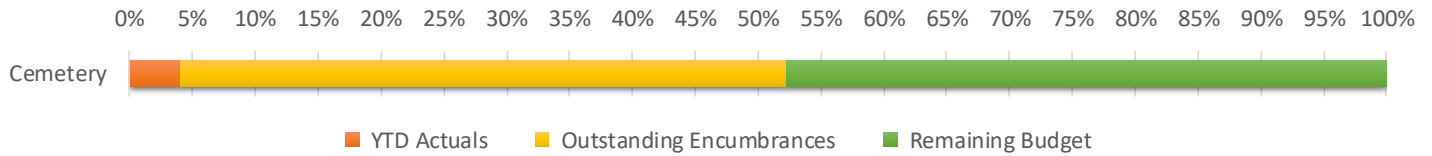


BREAKDOWN BY ACCOUNT GROUP

YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

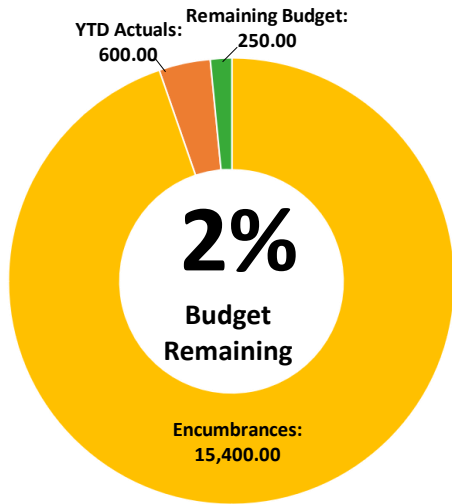
Breakdown by Account Group

	Other Services & Charges	Capital Outlay	Total
YTD Actuals	-	989.97	\$ 989.97
Encumbrances	-	11,804.49	\$ 11,804.49
Remaining Budget	4,500.00	7,205.54	\$ 11,705.54
Total Budget	\$ 4,500.00	\$ 20,000.00	\$ 24,500.00

Breakdown by Department

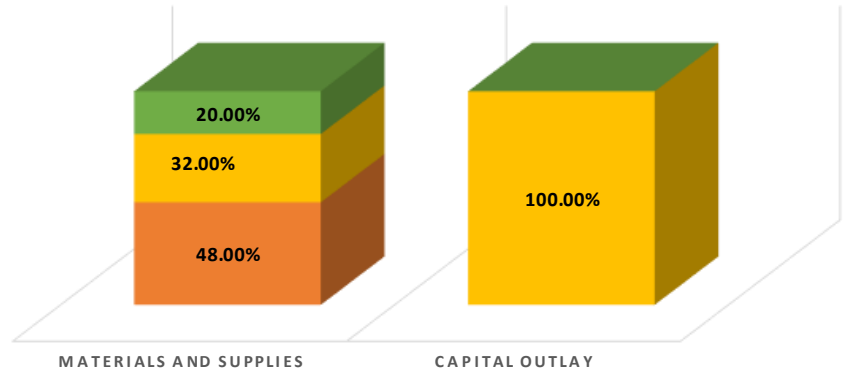
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Cemetery	989.97	11,804.49	11,705.54	\$ 24,500.00
Total	\$ 989.97	\$ 11,804.49	\$ 11,705.54	\$ 24,500.00

Gifts and Contributions Fund



BREAKDOWN BY ACCOUNT GROUP

YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT

0% 5% 10% 15% 20% 25% 30% 35% 40% 45% 50% 55% 60% 65% 70% 75% 80% 85% 90% 95% 100%



YTD Actuals Outstanding Encumbrances Remaining Budget

Numbers Behind the Graphs

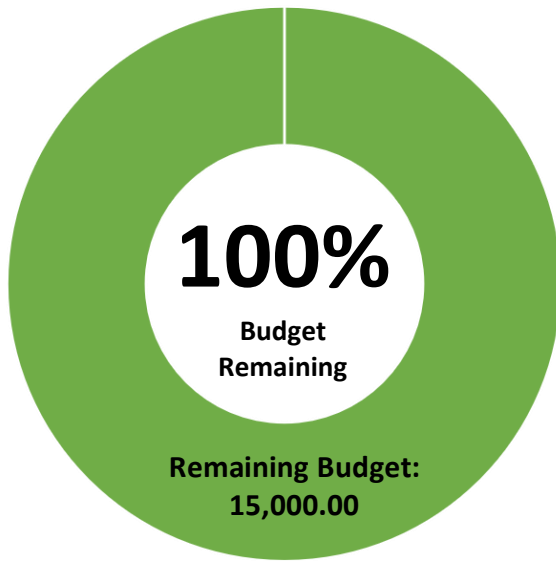
Breakdown by Account Group

	Materials and Supplies	Capital Outlay	Total
YTD Actuals	600.00	-	\$ 600.00
Encumbrances	400.00	15,000.00	\$ 15,400.00
Remaining Budget	250.00	-	\$ 250.00
Total Budget	\$ 1,250.00	\$ 15,000.00	\$ 16,250.00

Breakdown by Department

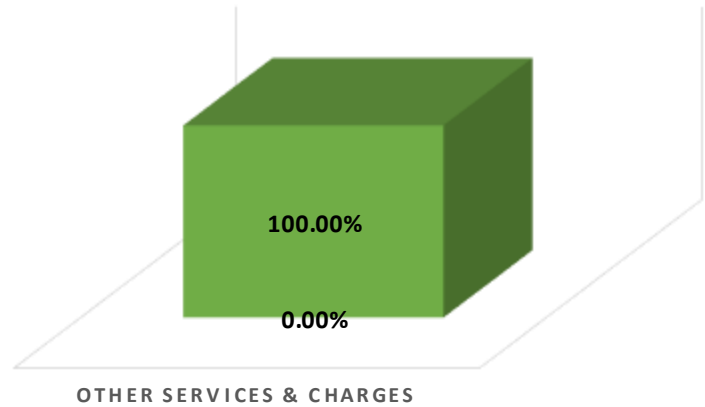
Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Fire Dept Donations	600.00	400.00	250.00	1,250.00
Senior Citizens Center	-	15,000.00	-	15,000.00
Total	600.00	15,400.00	250.00	16,250.00

Sister Cities Fund

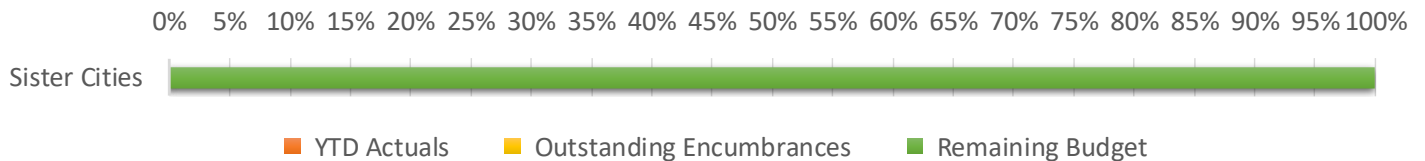


BREAKDOWN BY ACCOUNT GROUP

YTD Actuals Encumbrances Remaining Balance



BREAKDOWN BY DEPARTMENT



Numbers Behind the Graphs

Breakdown by Account Group

	Other Services & Charges	Total
YTD Actuals	-	\$ -
Encumbrances	-	\$ -
Remaining Budget	15,000.00	\$ 15,000.00
Total Budget	\$ 15,000.00	\$ 15,000.00

Breakdown by Department

Department	YTD Actuals	Outstanding Encumbrances	Remaining Budget	Total Budget
Sister Cities	-	-	15,000.00	\$ 15,000.00
Total	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00