AGENDA
BOARD OF CITY COMMISSIONERS
October 17, 2022 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

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

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Recognition of the Avedis Foundation featuring the documentary *The Avedis Story "We're Here for Good"* and presentation of a Proclamation.

2. Citizens Participation

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

3. Consider approval of Consent Agenda:

   a. Minutes from the October 3, 2022 regular meeting.

   b. Acknowledge the following minutes and reports:
      - Planning Commission Minutes from the September 7, 2022 regular meeting.
      - License Payment Report for September 2022
      - Project Payment Report for September 2022

   c. Acknowledge receipt of Pioneer Library System Revised Budget for July 1, 2022 through June 30, 2023.

   d. Acknowledge receipt of Pioneer Library System Audit for the Year Ended June 30, 2022.

   e. Acknowledge the resignation of Amy Loftis-Walton from the Planning Commission.

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

5. Consideration of a resolution of support for the appointment of Andrea Weckmueller-Behringer to the District 5 Seat on the Board of Directors of the Oklahoma Municipal League; declaring said appointment to be for the benefit of the City of Shawnee and other municipalities within the District; and declaring the mission of the Oklahoma Municipal League to be for the public purpose.

6. Consideration of a resolution of the City of Shawnee ratifying executed Cooperative Purchasing Agreements.

7. Consideration of a resolution of the City of Shawnee approving the purchase of a Fire Apparatus-Pumper from Conrad Fire Equipment Inc., under the Cooperative Purchasing Agreement with Houston-Galveston Area Council.

8. Consideration of a resolution changing the name of the Senior Citizens of Shawnee Board to Shawnee Senior Citizens Advisory Board for the City of Shawnee.

9. Public hearing and consideration of an ordinance to rezone property located at 1910 West Benedict Street from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District). Case No. RZ11-22, Applicant: Chris Gober. *(Deferred from the September 19, 2022 City Commission meeting.)*

10. Public hearing and consideration of an ordinance to rezone property located at 4029 and 4031 North Union Avenue from R-1 (Single-Family Residential District) to C-3 (Highway Commercial District). Case No. RZ12-22, Applicant: David and Amie McDaniel. *(Deferred from the September 19, 2022 City Commission meeting.)*

11. Consideration of the following budget amendments for Fiscal Year 2022-2023:

    a. Fund 001 General Fund to fund new Public Information Officer position, election costs, salary adjustments for City Management, hazmat suits for Fire Department, annual software agreement for Police Department, transfer to the Aquatic Center fund for security services, and contractual services for the Shawnee Twin Lakes Survey.

    b. Fund 350 Aquatic Center Fund to fund Security Services at Shawnee Splash with an additional transfer from the General Fund.

12. Acknowledge monthly Sales Tax Report.

13. Administrative Reports:

    a. Overview of the Tax Increment Finance Districts – Jacob Foos, Assistant City Manager

    b. Homeless Population and Funding – Andrea Weckmueller-Behringer, City Manager

    c. Santa Fe Depot Update – Rian Harkins, Community Development Director

14. New Business

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

15. Commissioners Comments

16. 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 1.

Meeting Date: 10/17/2022

Recognition

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Recognition of the Avedis Foundation featuring the documentary *The Avedis Story "We're Here for Good"* and presentation of a Proclamation.

Attachments

Proclamation

City of Shawnee
OKLAHOMA

Proclamation

"Avedis Foundation Ten Year Anniversary"

Whereas, in 2012, when the Avedis Foundation first began with the tag line, "We're Here for Good", no one could have predicted the considerable impact the organization would have in the communities they serve. In the past decade, Avedis has given over $55 million dollars to nonprofits, schools, and municipalities with the overarching mission of improving the health, wellness and quality of life; and

Whereas, the City of Shawnee wishes to express its sincere gratitude and appreciation for the Avedis Foundation for its enduring contributions and vision for the community which benefits both the people today as well as future generations; and

Whereas, the Avedis Foundation has been a vital partner of the people of Shawnee, Pottawatomie County, and the surrounding communities, with the heartfelt purpose of promoting health, wellness, and quality of life for all; and

Whereas, the Avedis Foundation has generously supported the City of Shawnee's quality of life projects with the committed investment of over $4.6 million in the construction of sidewalks and trails, enhancing the senior citizen fitness program, improvements to community parks, and most recently, funding the planned Woodland Veterans Park amphitheater; and

Whereas, those areas of support from the Avedis Foundation promote a safe environment for walkability, promote physical activity, and greater accessibility throughout the community which results in a greater well-being.

Now, therefore I, Ed Bolt, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim October 17th, 2022, to be a Day of Recognition of the

"Avedis Foundation Ten Year Anniversary"

and the pivotal role the Avedis Foundation has played in improving the health, wellness, and quality of life in our community.

In the City of Shawnee, Oklahoma
Dated this 17th day of October, 2022

Ed Bolt, Mayor

Lisa Lasyone, CMC, City Clerk

Regular Board of Commissioners

3. a.

Meeting Date: 10/17/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the October 3, 2022 regular meeting.

Attachments

Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
OCTOBER 3, 2022 AT 6:00 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Monday, October 3, 2022 at 6:00 p.m., pursuant to notice duly posted as prescribed by law at 6:23 p.m. on September 29, 2022. Mayor Bolt presided and called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Mayor

Daniel Matthews Commissioner Ward 1	Cami Engles Commissioner Ward 2
Travis Flood Commissioner Ward 3	Darren Rutherford Commissioner Ward 4-Vice Mayor
Mark Sehorn Commissioner Ward 5	Lauren Richter Commissioner Ward 6

ABSENT: None

INVOCATION Commissioner Daniel Matthews

FLAG SALUTE

AGENDA ITEM NO. 1: Citizens Participation
(A three-minute limit per person)
(A twelve-minute limit per topic)

Mr. Mark Larch-Miller, Mr. Rob Morris, Ms. Theresa Cody, Mr. Beau Dorrough, Mr. Rick Young and Mr. Pete Carroll spoke during Citizens Participation.

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

a. Minutes from the September 19, 2022 regular meeting.

b. Acknowledge the following minutes and reports:

- Shawnee Beautification, Parks, and Recreation Committee Minutes from the June 16, 2022, July 21, 2022, and August 18, 2022 regular meetings.

c. Acceptance of public improvements for Trails End Phase I and place maintenance bonds into effect.

d. Lake Lease Transfer:

TRANSFER:
Lot 6 Mosler Tract, 16304 Archery Range Road
From: LaDonna Freeman
To: LaDonna K. Freeman Revocable Trust u/a/d October 29, 2006

A motion was made by Commissioner Matthews, seconded by Commissioner Engles, to approve Consent Agenda Item Nos. 2(a-d). Motion carried 7-0.

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

<u>AGENDA ITEM NO. 3:</u> Consideration of the Schedule of Regular Meetings for 2023 for the Board of City Commissioners, The Board of Trustees of the Shawnee Airport Authority, and the Board of Trustees of the Shawnee Municipal Authority.

Ms. Andrea Weckmueller-Behringer, City Manager, provided a Staff report. She advised that the City Charter requires one (1) meeting per month.

A motion was made by Vice Mayor Rutherford, seconded by Commissioner Sehorn, to approve the Schedule of Regular Meetings for 2023 for the Board of City Commissioners, The Board of Trustees of the Shawnee Airport Authority, and the Board of Trustees of the Shawnee Municipal Authority. Motion carried 6-1.

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

<u>AGENDA ITEM NO. 4:</u> Consideration of the purchase of a forklift for the use at the Heart of Oklahoma Exposition Center at the total amount of $50,549.00 from Viper Lift Trucks.

Mr. Jacob Foos, Assistant City Manager, provided a Staff report. Mr. Foos and Mr. Frank Abbott, General Manager for the Heart of Exposition Center, answered questions from the Commission.

A motion was made by Commissioner Sehorn, seconded by Vice Mayor Rutherford, to approve the purchase of the Viper Lift Truck as presented contingent upon verification of a minimum ground clearance of nine (9) inches. Motion carried 7-0.

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

AGENDA ITEM NO. 5: Declaration that an emergency exists pursuant to 61 O.S. § 130 and authorization for an emergency repair of the storm water main on Dewey Street between Broadway Avenue and Beard Avenue, in an amount not to exceed $176,350.00.

Mr. Brad Schmidt, Public Works Director, advised that due to the severity, location, potential for property damage, and risk of dangerous flooding, Staff is requesting a declaration of an emergency be declared and to forego the standard bidding procedures and complete repairs as soon as possible.

A motion was made by Commissioner Engles, seconded by Commissioner Flood, to declare that an emergency exists pursuant to 61 O.S. § 130 and authorization for an emergency repair of the storm water main on Dewey Street between Broadway Avenue and Beard Avenue, in an amount not to exceed $176,350.00. Motion carried 7-0.

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

AGENDA ITEM NO. 6: Consideration of a budget amendment for Fiscal Year 2022 – 2023 for Fund 302 Street Improvement Fund to fund emergency storm water system repair at Dewey Street.

Ms. Lindsey McNabb-Fox, Finance Director, provided a Staff report.

A motion was made by Commissioner Matthews, seconded by Commissioner Flood, to approve budget amendment for Fiscal Year 2022 – 2023 for Fund 302 Street Improvement Fund to fund emergency storm water system repair at Dewey Street. Motion carried 7-0.

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

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY (7:02 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (7:15 P.M.)

AGENDA ITEM NO. 7: Consideration of a Land Lease from the City of Shawnee to the Oklahoma Military Department.

Ms. Bonnie Wilson, Airport Manager, advised that the proposed Land Lease leases the land referenced in Shawnee Airport Authority Agenda Item No. 2 from the City of Shawnee to the Oklahoma Military Department (OMD) for twenty-five (25) years, with the option to renew for an additional twenty-five (25) years.

A motion was made by Vice Mayor Rutherford, seconded by Commissioner Engles, to approve a Land Lease from the City of Shawnee to the Oklahoma Military Department. Motion made 7-0.

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

AGENDA ITEM NO. 8: Consider and take action with respect to an ordinance of the City of Shawnee, Oklahoma, relating to the imposition of a city excise tax (sales tax) of one half of one percent (0.5%) (in addition to any and all other excise taxes now in force) to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code; providing for the use of the proceeds of said excise tax; providing for the effective date of said excise tax; providing for no repeal of tax; providing for subsisting state permits; providing for payment of tax; providing that the tax is in addition to taxes currently levied; incorporating certain provisions of prior City Ordinances; providing for amendments to this ordinance; providing that the provisions of this ordinance are cumulative and in addition to any and all taxing provisions of other City Ordinances; providing for severability of provisions; and containing other provisions related thereto.

Mr. Jacob Foos, Assistant City Manager, advised that the proposed ordinance would establish a City excise tax (sales tax) of one half of one percent (0.5%), if approved by the Shawnee voters. He also advised that the intent is for the sales tax, if approved by the Shawnee voters, is to eliminate the recently adopted Utility Improvement Fee.

A motion was made by Commissioner Sehorn, seconded by Commissioner Matthews, to approve an ordinance of the City of Shawnee, Oklahoma, relating to the imposition of a city excise tax (sales tax) of one half of one percent (0.5%) (in addition to any and all other excise taxes now in force) to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code; providing for the use of the proceeds of said excise tax; providing for the effective date of said excise tax; providing for no repeal of tax; providing for subsisting state permits; providing for payment of tax; providing that the tax is in addition to taxes currently levied; incorporating certain provisions of prior City Ordinances; providing for amendments to this ordinance; providing that the provisions of this ordinance are cumulative and in addition to any and all taxing provisions of other City Ordinances; providing for severability of provisions; and containing other provisions related thereto.

Ordinance No. 2771NS was introduced.

AN ORDINANCE OF THE CITY OF SHAWNEE, OKLAHOMA, RELATING TO THE IMPOSITION OF A CITY EXCISE TAX (SALES TAX) OF ONE HALF OF ONE PERCENT (0.5%) (IN ADDITION TO ANY AND ALL OTHER EXCISE TAXES NOW IN FORCE) TO BE LEVIED UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TAXABLE UNDER THE OKLAHOMA SALES TAX CODE; PROVIDING FOR THE USE OF THE PROCEEDS OF SAID EXCISE TAX; PROVIDING FOR THE EFFECTIVE DATE OF SAID EXCISE TAX; PROVIDING FOR NO REPEAL OF TAX; PROVIDING FOR SUBSISTING STATE PERMITS; PROVIDING FOR PAYMENT OF TAX; PROVIDING THAT THE TAX IS IN ADDITION TO TAXES CURRENTLY LEVIED; INCORPORATING CERTAIN PROVISIONS OF PRIOR CITY ORDINANCES; PROVIDING FOR AMENDMENTS TO THIS ORDINANCE; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE ARE CUMULATIVE AND IN ADDITION TO ANY AND ALL TAXING PROVISIONS OF OTHER CITY ORDINANCES; PROVIDING FOR SEVERABILITY OF PROVISIONS; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

Motion carried 7-0.

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

Ordinance No. 2771NS was adopted by the City Commission.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (7:54 P.M.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (8:02 P.M.)

AGENDA ITEM NO. 9:

Consider and take action with respect to a resolution authorizing the calling and holding of a special election in the City of Shawnee, State of Oklahoma (the "City"), on the 10th day of January, 2023, for the purpose of submitting to the registered qualified electors of said City the question of approval or rejection of an ordinance of the City relating to a one half of one percent (0.5%) excise tax (sales tax), in addition to all present City, County and State excise taxes, with the proceeds of said tax to be used to fund capital expenditures for the use and benefit of the City, or debt service in connection with capital expenditures, as more specifically set out in an ordinance of said City; and containing other provisions related thereto.

Mr. Jacob Foos, Assistant City Manager, advised that the proposed resolution calls for the election on January 10, 2023 for approval or rejection of the ordinance previously adopted in Agenda Item No. 8 related to a one half of one percent (0.5%) excise tax (sales tax).

A motion was made by Commissioner Matthews, seconded by Commissioner Flood, to approve a resolution authorizing the calling and holding of a special election in the City of Shawnee, State of Oklahoma (the "City"), on the 10th day of January, 2023, for the purpose of submitting to the registered qualified electors of said City the question of approval or rejection of an ordinance of the City relating to a one half of one percent (0.5%) excise tax (sales tax), in addition to all present City, County and State excise taxes, with the proceeds of said tax to be used to fund capital expenditures for the use and benefit of the City, or debt service in connection with capital expenditures, as more specifically set out in an ordinance of said City; and containing other provisions related thereto.

Resolution No. 6673 was introduced.

A RESOLUTION AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF SHAWNEE, STATE OF OKLAHOMA (THE "CITY"), ON THE 10TH DAY OF JANUARY, 2023, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVAL OR REJECTION OF ORDINANCE NO. 2771NS OF THE CITY RELATING TO A ONE HALF OF ONE PERCENT (0.5%) EXCISE TAX (SALES TAX), IN ADDITION TO ALL PRESENT CITY, COUNTY AND STATE EXCISE TAXES, WITH THE PROCEEDS OF SAID TAX TO BE USED TO FUND CAPITAL EXPENDITURES FOR THE USE AND BENEFIT OF THE CITY, OR DEBT SERVICE IN CONNECTION WITH CAPITAL EXPENDITURES, AS MORE SPECIFICALLY SET OUT IN ORDINANCE NO. 2771NS OF SAID CITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

Motion carried 7-0.

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

AGENDA ITEM NO. 10: Administrative Reports:

a. Homeless Program Update – Erika Genty, Homeless Program Coordinator

Ms. Erika Genty, Homeless Program Coordinator, advised the goals of the Homeless Program are to collaborate with local, regional, and state service providers and community partners; develop a cohesive response to homelessness, meet the needs of the homeless population; address visible homelessness on Main Street; help the downtown area and public spaces return to their intended purposes; and educate the public about homelessness.

Ms. Genty's presentation also included (1) What We Have Done; (2) What We Are Doing Now; and (3) Where We Are Going.

b. State of the City – Andrea Weckmueller-Behringer, City Manager

Ms. Andrea Weckmueller-Behringer, City Manager, provided a State of the City presentation. Ms. Weckmueller-Behringer provided information regarding (1) The Beginning; (2) Our Government; (3) Full-Service Municipality; and (4) Our Successes and Challenges, which included (a) City Infrastructure; (b) City Growth; and (c) Community Quality of Life.

AGENDA ITEM NO. 11: 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. 12: Commissioners Comments

Commissioner Matthews requested an administrative report on the Tax Increment Financing (TIF) District and the Homeless funding.

Commissioner Engles commended Staff on the presentations. She also discussed the importance being placed on infrastructure and that Staff is proactively planning a pathway to the future.

Commissioner Flood thanked Staff and also said he was excited to be part of conversations with Staff and residents.

Vice Mayor Rutherford commented on moving to once-a-month meetings, citizens have more access through the City's website and the Commission is accessible.

Commissioner Sehorn commented on the Homeless report and once-a-month meetings.

Commissioner Richter stated she is excited to see the growth in Ward 6. She also commented on the once-a-month meetings, the administrative reports and the sales tax election.

Mayor Bolt commented on the Staff reports, sales tax election and moving to once-a-month meetings.

AGENDA ITEM NO. 13: Consider an executive session to discuss annual evaluations of the City Manager 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 Matthews, seconded by Commissioner Engles, to enter into an executive session to discuss annual evaluations of the City Manager 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: Matthews, Engles, Flood, Bolt, Rutherford, Sehorn, Richter
NAY: None

COMMISSIONERS ENTERED INTO EXECUTIVE SESSION AT 9:16 P.M. WITH ALL MEMBERS PRESENT.

COMMISSIONERS RECONVENED FROM EXECUTIVE SESSION AT 10:26 P.M. WITH ALL MEMBERS PRESENT.

AGENDA ITEM NO. 14: Consider matters discussed in executive session regarding discussions of annual evaluations of City Manager 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 Flood, seconded by Commissioner Matthews, that, based on the evaluation from executive session, an increase of City Manager's compensation by ten percent (10%) of the current rate and ask for an extension on the contract of one (1) more year. Motion carried 7-0.

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

AGENDA ITEM NO. 15: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (10:27 p.m.)

____
ED BOLT, MAYOR

ATTEST:

____
LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners 3. b.

Meeting Date: 10/17/2022

Minutes and Reports

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following minutes and reports:

- Planning Commission Minutes from the September 7, 2022 regular meeting.
- License Payment Report for September 2022
- Project Payment Report for September 2022

Attachments

Minutes

License Payment Report

Project Payment Report

REGULAR PLANNING COMMISSION MINUTES
DATE: September 7, 2022

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on Semptember 7, 2022, at 1:30 p.m., according to notice duly posted as prescribed by law.

Item 1. Roll Call

Chair Reese called the meeting to order at 1:30 p.m. City Planner, Rachel Clyne, called roll and stated a quorum was present.

The following Commissioners were present:
Present: Walker, Johnson, Reese Mew-Palmer, Barrett, Rowell
Absent: Loftis-Walton

Item 2. Approval of Minutes – Regular meeting

Consideration of approval of the minutes from the regular meeting of August 3, 2022. Chair Reese asked for questions or corrections to the minutes.

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

Aye: Walker, Johnson, Reese, Mew-Palmer, Barrett, Rowell
Nay: None
Abstain: None

Item 3. Case No. RZ11-22 – Staff Report - Public hearing and consideration of a request to rezone from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District) the property at 1910 W. Benedict Street.

Community Development Director Rian Harkins advised the applicants had applied for a single-family residential building permit. Due to the minimum lot of 5 acres in the A-1 zoning district and its required setbacks, a rezoning was necessary. Staff, along with the applicants, requested the application be deferred to ensure the legal notification and advertisement of this public hearing were administered.

Staff recommended the Planning Commission **Defer** Case No. **RZ11-22** until the October 5, 2022, Planning Commission meeting and recommend that the City Commission **Defer** this item to a future meeting.

Commissioner Walker made a motion to Defer RZ11-22 until the October 5, 2022, Planning Commission meeting, which Commissioner Johnson seconded.
Following any discussion, the motion **passed 6-0-0**.

Aye: Walker, Johnson, Reese, Mew-Palmer, Barrett, Rowell
Nay: None
Abstain: None

Item 4. Case No. RZ12-22 – Staff Report - Public hearing and consideration of a request to

rezone from R-1 (Single-Family Residential District) to C-3 (Highway Commercial District) the properties at 4029 & 4031 N. Union Avenue.

Community Development Director Rian Harkins advised that after notification and publication of this rezoning public hearing, the applicant's legal counsel realized the legal description was incomplete. Staff has since received a list of surrounding property owners for the entire property. To ensure complete and legal compliance, staff will resend notification letters and republish the notice of public hearing.

Staff recommended the Planning Commission **Defer** Case No. **RZ12-22** until the October 5, 2022, Planning Commission meeting and recommend that the City Commission Defer this item to a future meeting.

Commissioner Rowell made a motion to Defer Case No. RZ12-22 until the October 5, 2022, Planning Commission meeting, which Commissioner Mew-Palmer seconded.
Following any discussion, the motion **passed 6-0-0**.

Aye: Walker, Johnson, Reese Mew-Palmer, Barrett, Rowell
Nay: None
Abstain: None

Item 5. Community Development Department Update

Community Development Director Rian Harkins addressed the Planning Commission and provided an update on the Love Your Block (LYB) program. Mini-grant projects continue through the first of November. LYB is currently organizing workshops for small businesses with a focus on business plans and financing.

The Advisory Committee for the Twin Lakes Master Plan will have its first meeting next week. A public information meeting will be held at Gordon Cooper Public Safety on September 27, 2022, at 6 p.m. There is also an interest survey that will go live simultaneously on the City's website. Everyone is encouraged to attend the meeting or participate in the survey.

The Unified Development Code (UDC) project – the Diagnostic Report was posted on the City's website today for all to review. Director Harkins provided a summary of the report in detail to the Commissioners. The consultants will provide a quick report overview at the next City Commission meeting.

Staff is finalizing an RFP for infill residential units program. The project intends to have 6 to 12 building plans, which are stamped by an architect and pre-approved by the building inspectors. These plan sets will be geared toward residential infill development and will increase the number of buildable lots within the City. This is another step in addressing stakeholder concerns discussed during the initial meetings regarding the UDC.

Item 6. Planning Commissioners' Comments

Commissioners Walker, Johnson, Mew-Palmer, and Chair Reese expressed the need for the infill housing plans, stated readiness to read the UDC Diagnostic Report, and were excited to see progress being made by the LYB program.

Item 7. Adjournment

The meeting adjourned at 1:59 p.m.

Chair/Vice-Chair

/s/ Rachel Clyne
City Planner

Entity Payment Report

09/01/2022 - 09/30/2022

Payment Date	Name	Payment Type	Receipt #	Payment Amount
9/1/2022	NORMAN PLUMBING CONTRACTORS	IBX CC	1543	100.00
9/1/2022	MULLINGS HEAT AND AIR	IBX CC	1538	100.00
9/1/2022	HOMETOWN FULL SERVICE ELECTRIC LLC	IBX CC	1540	75.00
9/1/2022	ANTHONY KUMOR	Check	1537	15.00
9/1/2022	PETSMART#2428	Check	1539	15.00
9/1/2022	BRAD MOSMAN	Check	1541	15.00
9/1/2022	B'S SMOKEHOUSE	Check	1542	50.00
9/2/2022	MARTA LAND	IBX CC	1544	761.00
9/2/2022	MEGAN LINCOLN & JODI AYERS	Check	1545	1,836.00
9/6/2022	DIRTY DEEDS PLUMBING LLC	IBX CC	1547	75.00
9/6/2022	ARBUCKLE PLUMBING	Check	1546	75.00
9/6/2022	TRESSA MARBACH	Check	1548	25.00
9/6/2022	JOHN BARRETT	Check	1549	761.00
9/6/2022	JULIE & CHARLIE AKERMAN	Check	1550	200.00
9/6/2022	CATALYST MECH AND ELECTRIC LLC	Check	1551	100.00
9/7/2022	SUPERIOR NEON SIGNS	IBX CC	1552	75.00
9/7/2022	SNOBIZ CONCESSIONS LLC	IBX CC	1556	50.00

9/7/2022	NEXGEN PLUMBING	IBX CC	1553	100.00
9/7/2022	MONICA & JOSHUA FREED	Cash	1554	761.00
9/7/2022	PERRY & ELIZABETH GATEWOOD TRUST	Check	1555	761.00
9/8/2022	INTERSTATE HEATING AND AIR CONDITIONING	IBX CC	1560	100.00
9/8/2022	MID-CONTINENT GROUP LLC	IBX CC	1561	100.00
9/8/2022	JIMMY'S EGG - SHAWNEE	IBX CC	1562	50.00
9/8/2022	MID-CONTINENT GROUP LLC	IBX CC	1559	175.00
9/8/2022	PLUMB SAFE PLUMBING	Check	1557	100.00
9/8/2022	ROSS DRESS FOR LESS #1059	Check	1558	15.00
9/9/2022	BRICKHOUSE CANNABIS CO	IBX CC	1565	1,500.00
9/9/2022	SHINE SOLAR, LLC	IBX CC	1563	100.00
9/9/2022	RANDY DAVIS	Check	1564	761.00
9/12/2022	KENNEDY PLUMBING	IBX CC	1567	75.00
9/12/2022	ABUELITA'S MEXICAN RESTAURANT	Check	1566	450.00
9/14/2022	DUSTIN C BODKIN	Check	1568	761.00
9/14/2022	LELAND PREWITT	Check	1569	761.00
9/14/2022	LELAND PREWITT	Check	1570	761.00
9/15/2022	GREER'S HEAT & AIR LLC	IBX CC	1572	100.00
9/15/2022	CC CANNON, LLC	Check	1571	761.00
9/16/2022	SIGNS & WONDERS, LLC	Check	1573	75.00
9/16/2022	EMPIRE RISING, LLC	Check	1574	4,500.00

9/19/2022	TPC THE PLUMBING CO	IBX CC	1577	100.00
9/19/2022	TEDDY'S CLEANING & RESTORATION	IBX CC	1576	50.00
9/19/2022	LIBERTY PLUMBING & GAS	IBX CC	1584	75.00
9/19/2022	MINIMEROOTER LLC	Check	1575	100.00
9/19/2022	DAVID WHITED	Check	1578	15.00
9/19/2022	DEAN & BEVERLY MABRY	Check	1579	761.00
9/19/2022	AC SERVICE PLUS LLC	Check	1580	75.00
9/19/2022	WARREN & SANDRA JOHNSON	Check	1581	15.00
9/19/2022	ELIZABETH FREEMAN	Check	1582	15.00
9/19/2022	THE ARTS AT317	Check	1583	15.00
9/19/2022	ROBERT & SHARON PATNAUDE	Check	1585	761.00
9/19/2022	WW BUILDERS INC	Check	1586	75.00
9/20/2022	C & C PLUMBING LLC	IBX CC	1587	100.00
9/20/2022	PETSMART#2428	Check	1588	15.00
9/21/2022	TERESA & CODY ROE	IBX CC	1594	761.00
9/21/2022	SSM HEALTH	IBX CC	1590	25.00
9/21/2022	SSM HEALTH	IBX CC	1591	25.00
9/21/2022	BOBS ELECTRIC	Check	1589	100.00
9/21/2022	ADVANCE ELECTRIC, INC	Check	1592	75.00
9/21/2022	CLEVELAND ENTERPRISES LLC	Check	1593	100.00
9/22/2022	LOCAL MECHANICAL LLC	IBX CC	1599	100.00
9/22/2022	DENSE MECHANICAL	IBX CC	1595	75.00

9/22/2022	OAK, ASH & THORN LLC	Check	1596	50.00
9/22/2022	CHARLES & MARY SHIFF	Check	1597	761.00
9/22/2022	RANDY E WOLFE	Cash	1598	761.00
9/23/2022	24/7 Electrical services	IBX CC	1600	100.00
9/23/2022	DEBORAH GEORGE	Check	1601	15.00
9/26/2022	INSIGHT ELECTRIC	IBX CC	1602	75.00
9/26/2022	ORTHODNIC SPECIALISTS OF SHAWNEE	IBX CC	1606	50.00
9/26/2022	PATRICK H & JUDITH HENDERSON, LEVI CAIN WEEMS	Check	1603	761.00
9/26/2022	MONTY & BARBARA GARNER	Check	1604	761.00
9/26/2022	MONTY & BARBARA GARNER	Check	1605	761.00
9/26/2022	RONDA BRADY	Check	1607	15.00
9/27/2022	DOYLE'S ELECTRIC, INC	IBX CC	1608	100.00
9/28/2022	HOMESTEAD ELECTRIC	Check	1609	75.00
9/28/2022	LADONNA K FREEMAN REVOCABLE TRUST u/a/d OCTOBER 29, 2006	Check	1610	1,836.00
9/28/2022	TAPATIO MEXICAN RESTAURANT	Check	1611	905.00
9/29/2022	MICHAEL & CHRISTINA FLEMING	IBX CC	1612	15.00
9/30/2022	CHIQUITA CASTLEBERRY	IBX CC	1613	15.00
9/30/2022	BLUE PEAK	IBX CC	1617	50.00

9/30/2022	BARNETT ELECTRICAL & HOME SERVICES	IBX CC	1616	100.00
9/30/2022	JACQUALEN SEGER	Check	1614	15.00
9/30/2022	ATLAS ELECTRIC	Check	1615	75.00
				27,824.00

Total Records: 81 **10/4/2022**

Monthly - City Clerk

09/01/2022 - 09/30/2022

Permit #	Permit Date	Permit Type	Parcel Address	Applicant Name	Description	Project Cost	Square Feet	Total Fees
20221008	9/22/2022	B - Accessory Structure	31704 S LAKE RD	DELAROSA BROTHERS CONSTRUCTION, LLC	BOAT RAMP	0	0	
20220957	9/13/2022	B - Accessory Structure	8702 N HARRISON	TTC CONSTRUCTION LLC	NEW CONSTRUCTION	81,000	5,000	$1,254.50
20220956	9/13/2022	B - Accessory Structure	8702 N HARRISON	TTC CONSTRUCTION LLC	NEW CONSTRUCTION	36,000	1,188	$301.50
20220937	9/8/2022	B - Commercial - New	100 E HIGHLAND	DOWNEY CONTRACTING, LLC	NEW CONSTRUCTION	945,259	342	
20220936	9/8/2022	B - Commercial - New	100 E HIGHLAND	DOWNEY CONTRACTING, LLC	NEW CONSTRUCTION	226,971	374	
20220935	9/8/2022	B - Commercial - New	100 E HIGHLAND	DOWNEY CONTRACTING, LLC	NEW CONSTRUCTION	1,474,167	200	
20221047	9/29/2022	B - Commercial - Remodel	506 S BEARD AVE	FCW GENERAL CONTRACTING	REMODEL	0	0	
20221036	9/27/2022	B - Commercial - Remodel	700 N TUCKER AVE	ROJAS REMODELING	REMODEL - BIBLE BAPTIST CHURCH	40,000	1,940	

20221020	9/26/2022	B - Commercial - Remodel	524 S LOUISA AVE	SUPASKSON MILLER	REMODEL	15,000	450	$117.00
20220939	9/8/2022	B - Commercial - Remodel	700 E 45TH ST	CENTRAL DISPOSAL	REMODEL	350,000	10,000	$29.50
20220925	9/7/2022	B - Commercial - Remodel	319 E MAIN ST	JAMES MCLEOD	REMODEL	15,000	540	$119.25
20220924	9/6/2022	B - Commercial - Remodel	411 FLORENCE AVE	SONNY TAULBEE	REMODEL	25,000	910	$197.88
20220992	9/20/2022	B - Residential - Add On	15379 WALKER RD	JOSH &BEVERLY KOCH	ADD ON	4,900	0	
20220989	9/20/2022	B - Residential - Add On	1923 W SLOVER	CHUCK HARBERT CONST	NEW CONSTRUCTION	30,000	864	$188.10
20221056	9/30/2022	B - Residential - New	4529 RED BIRD RD	BRYAN LITTLE	RESIDENTIAL	0	2,462	
20221055	9/29/2022	B - Residential - New	4526 RED BIRD	BRYAN LITTLE HOMES	NEW	0	2,718	
20221033	9/27/2022	B - Residential - New	207 Shavano st	Greg Brown		334,000	2,878	$1,341.08
20221016	9/25/2022	B - Residential - New	6203 Buckhorn Trail	Greg Brown	new residential	315,000	2,670	$1,296.88
20221014	9/25/2022	B - Residential - New	206 Outlander Way	Greg Brown	new residential	0	2,395	$1,136.65
20221002	9/21/2022	B - Residential - New	3923 MAPLE GROVE AVE	SBZ PROPERTIES	NEW CONSTRUCTION	167,250	2,138	$1,183.83

20221001	9/21/2022	B - Residential - New	3925 MAPLE GROVE AVE	SBZ PROPERTIES	NEW CONSTRUCTION	258,875	2,071	$1,169.59
20220987	9/20/2022	B - Residential - New	4305 ELOISE DR	J BENTLEY CONSTRUCTION	NEW CONSTRUCTION	200,000	2,042	$1,163.43
20220986	9/20/2022	B - Residential - New	4307 ELOISE DR	J BENTLEY CONSTRUCTION	NEW CONSTRUCTION	200,000	2,231	$1,203.59
20220985	9/20/2022	B - Residential - New	4309 ELOISE DR	J BENTLEY CONSTRUCTION	NEW CONSTRUCTION	200,000	2,576	$1,276.90
20220984	9/20/2022	B - Residential - New	4311 ELOISE DR	J BENTLEY CONSTRUCTION	NEW CONSTRUCTION	200,000	2,259	$1,209.54
20220983	9/20/2022	B - Residential - New	4313 ELOISE DR	J BENTLEY CONSTRUCTION	NEW CONSTRUCTION	200,000	2,272	$1,212.30
20221037	9/27/2022	B - Residential - Remodel	1016 N BROADWAY AVE	MAMIE DOCKERY	COMPLETE REMODEL	20,000	1,674	$360.23
20221019	9/26/2022	B - Residential - Remodel	428 S CHAPMAN AVE	TERRY LANE	REMODEL	0	0	
20221015	9/25/2022	B - Residential - Remodel	228 Shavano st	GREG BROWN HOMES	NEW CONSTRUCTION	333,000	2,670	$1,296.88
20221013	9/23/2022	B - Residential - Remodel	202 N MARKET ST	GARY& JENNIFER BLOOMFIELD	REMODEL	82,000	80	$29.50
20220979	9/19/2022	B - Residential - Remodel	910 N HOBSON	JOHN WATTS	REMODEL - ABATEMENT	30,000	1,959	$420.79
20220973	9/16/2022	B - Residential - Remodel	1104 N BEARD AVE	ERICA JOHNSON	REMODEL	135,000	1,472	$317.30

20220969	9/15/2022	B - Residential - Remodel	327 N MEAD	ALL AROUND CONSTRUCTION LLC	CE - REMODEL	15,000	1,020	$221.25
20220958	9/14/2022	B - Residential - Remodel	14904 PATTERSON RD	BRON & JUDY DAVIS	NEW CONSTRUCTION	200,000	2,400	$514.50
20220923	9/6/2022	B - Residential - Remodel	214 W OAKLAND	ROY HEATLEY	REMODEL	0	0	
20220960	9/14/2022	B - Solar Panels	4612 GRACELANN	SHINE SOLAR LLC	NEW INSTALLATION	60,005	334	$75.48
20220950	9/13/2022	B - Solar Panels	33708 POST OFFICE NECK	SOL365	NEW INSTALLATION	7,685	486	$107.78
20220933	9/7/2022	B - Solar Panels	3912 MARIE DR	ADT SOLAR	NEW SYSTEM	31,721	257	$59.11
20220931	9/7/2022	B - Solar Panels	2731 WOODLAWN CT	ADT SOLAR	NEW INSTALL	24,750	221	$51.53
20220911	9/1/2022	B - Storm Shelter	4418 SMOKING TREE	GROUND ZERO STORM SHELTERS	NEW INSTALLATION	3,695	28	$29.50
20220949	9/12/2022	B - Swimming Pool	2679 LEGACY PLACE	FAMILY POOLS	NEW INSTALLATION	75,000	520	$60.00
20221053	9/29/2022	E - Electrical	1015 N POTTENGER	BARNETT ELECTRIC & HOME SERVICE	MISCELLANEOUS	0	0	$54.50
20221052	9/29/2022	E - Electrical	4205 N AYDELOTTE	CNR ELECTRIC	REPAIR	0	0	$54.50
20221035	9/27/2022	E - Electrical	218 E MAIN ST	RED RIVER ELECTRIC	WATER FOUNTAIN	0	0	$54.50
20221030	9/27/2022	E - Electrical	2679 LEGACY PLACE	DOYLE'S ELECTRIC INC	NEW INSTALLATION	0	0	$54.50

20221027	9/26/2022	E - Electrical	510 N MEAD AVE	GUERRERO ELECTRICAL SERVICE	REMODEL	0	0	$125.00
20221023	9/26/2022	E - Electrical	1718 N KICKAPOO AVE	FULL SPEED ELECTRIC	NEW SERVICE	0	0	$54.50
20221022	9/26/2022	E - Electrical	202 N MARKET ST	INSIGHT ELECTRIC	MISC WORK	0	0	$54.50
20221011	9/23/2022	E - Electrical	2524 N HARRISON AVE lot 115	Jonathan fritz	SERVICE	0	0	$54.50
20221009	9/22/2022	E - Electrical	1412 N PHILADELPHIA	GROVE ELECTRICAL SOLUTIONS	SERVICE UPGRADE	0	0	$54.50
20221003	9/21/2022	E - Electrical	8702 N HARRISON	CLEVELAND ENTERPRISES LLC	MISCELLANEOUS WIRING	0	0	$54.50
20220998	9/21/2022	E - Electrical	1109 E 9TH ST	BOBS ELECTRIC	RESTORE SERVICE	0	0	$54.50
20220996	9/21/2022	E - Electrical	129 W MACARTHUR ST	ALL PHASE ELECTRIC INC	REMODEL	0	0	$54.50
20220982	9/19/2022	E - Electrical	11 JANEWAY PL	LARRISON ELECTRIC	NEW INSTALLATION	0	0	$54.50
20220970	9/15/2022	E - Electrical	4612 GRACELANN	SHINE SOLAR LLC	NEW INSTALLATION	0	0	$54.50
20220955	9/13/2022	E - Electrical	8300 N HARRISON	WILSON ELECTRIC	BRANCH CIRCUIT WIRING	0	0	$54.50
20220932	9/7/2022	E - Electrical	3912 MARIE DR	ADT SOLAR	NEW SERVICE	0	0	$104.50
20220930	9/7/2022	E - Electrical	2731 WOODLAWN CT	ADT SOLAR	NEW INSTALL	0	0	$104.50

20220922	9/6/2022	E - Electrical	1049 VISION BLVD STE 600	CATALYST MECH AND ELEC LLC	REMODEL	0	0	$54.50
20220914	9/2/2022	E - Electrical	41101 WOLVERINE RD	GUERRERO ELECTRIC	NEW INSTALLATION	0	0	$54.50
20221026	9/26/2022	F - Burn Permit	8 AMERICAN WAY	GARY BARNETT	FIRE	0	0	$29.50
20220990	9/20/2022	F - Burn Permit	409 N LEO	CHRIS MCGIRT	FIRE	0	0	$29.50
20220980	9/19/2022	F - Burn Permit	3710 N BRYAN	SONJA REESE	FIRE	0	0	$29.50
20220968	9/15/2022	F - Burn Permit	1303 W FARRALL	KAYE STEELE	FIRE	0	0	$29.50
20220954	9/13/2022	F - Burn Permit	812 S CHAPMAN	DAVE MACDONALD	FIRE	0	0	$29.50
20220953	9/13/2022	F - Burn Permit	33904 LAKE RD	BOBBY HOLMES	FIRE	0	0	$29.50
20220952	9/13/2022	F - Burn Permit	2205 COPPER CREEK LN	KEVIN HANNA	FIRE	0	0	$29.50
20220946	9/9/2022	F - Burn Permit	2401 E HIGHLAND	LOUIS HODGES	FIRE	0	0	$29.50
20220945	9/9/2022	F - Burn Permit	2130 N LEO AVE	JACK DOCKREY	FIRE	0	0	$29.50
20220921	9/6/2022	F - Burn Permit	1514 E 7TH ST	RANDY VAN WINKLE	FIRE	0	0	$25.00
20221049	9/29/2022	F - Fire Suppression	1420 N HARRISON	FRAZIER FIRE	FIRE SUPPRESSION	0	0	$104.50
20221048	9/29/2022	F - Fire Suppression	1420 N HARRISON	AUTOMATIC FIRE CONTROL	VENT HOOD	0	0	$104.50
20221043	9/28/2022	F - Fire Suppression	4901 N KICKAPOO	P & L FIRE PROTECTIONS, INC	FIRE SUPPRESSION	0	0	$104.50

20221005	9/21/2022	F - Fire Suppression	4791 N HARRISON AVE	AUTOMATIC FIRE CONTROL	FIRE SUPPRESSION	0	0	$100.00
20221054	9/29/2022	M - Mechanical	1015 N POTTENGER	BARNETT ELECTRIC & HOME SERVICE	MISCELLANEOUS	0	0	$54.50
20221041	9/28/2022	M - Mechanical	202 N MARKET ST	ADVENT MECHANICAL	CHANGE OUT	0	0	$164.50
20221024	9/26/2022	M - Mechanical	514 N MEAD AVE	larry sylsberry	mechanical c/o 3.5 tons	0	0	$74.50
20221012	9/23/2022	M - Mechanical	26 SENECA	SPARKS HEAT AND AIR	NEW SYSTEM	0	0	$64.50
20221010	9/22/2022	M - Mechanical	424 W 10TH ST	LOCAL MECHANICAL LLC	CHANGE OUT	0	0	$154.50
20220993	9/20/2022	M - Mechanical	20 SEQUOYAH BLVD	AIR COMFORT SOLUTIONS	CHANGE OUT	0	0	$54.50
20220972	9/16/2022	M - Mechanical	3 QUAIL RIDGE	SUNBELT HEATING AND AIR CONDITIONING, INC	4 TON	0	0	$84.50
20220964	9/14/2022	M - Mechanical	929 N CENTER	MID-CONTINENT GROUP LLC	NEW CONSTRUCTION	0	0	
20220948	9/12/2022	M - Mechanical	1314 N MARKET AVE	METRO HVAC	NEW INSTALLATION	0	0	$54.50
20220944	9/9/2022	M - Mechanical	1218 N DRAPER AVE	ACOCK CLIMATE CONTROL	PRESSURE TEST	0	0	$54.50
20220940	9/8/2022	M - Mechanical	424 S LOUISA	A/C DOCTORS	CHANGE OUT	0	0	$64.50
20220929	9/7/2022	M - Mechanical	4612 GRACELANN	SHINE SOLAR	NEW SYSTEM	0	0	$84.50
20220926	9/7/2022	M - Mechanical	1923 N BELL	ACOCK CLIMATE CONTROL	MISCELLANEOUS	0	0	$54.50
20220920	9/6/2022	M - Mechanical	53 TIMBER CREEK DR	AIR COMFORT SOLUTIONS	CHANGE OUT	0	0	$64.50

20220910	9/1/2022	M - Mechanical	4405 SMOKING TREE	INTERSTATE HEATING AND AIR CONDITIONING	CHANGE OUT	0	0	$54.50
20220909	9/1/2022	M - Mechanical	1629 N BEARD	MULLINGS HEAT AND AIR	CHANGE OUT	0	0	$54.50
20220908	9/1/2022	M - Mechanical	100 E HIGHLAND	MID-CONTINENT GROUP LLC	NEW CONSTRUCTION	0	0	
20221050	9/29/2022	O - Curb Cut, Driveway and Sidewalk	4401 N KICKAPOO	WW BUILDERS	BORE	0	0	$60.00
20221058	9/30/2022	O - Demolition and Moving	435 S LINCOLN	MIDWEST WRECKING CO	DEMOLITION	0	0	
20221025	9/26/2022	O - Demolition and Moving	514 W 10TH ST	JAMES BROYLES	DEMO	0	0	
20221007	9/22/2022	O - Demolition and Moving	806 N HARRISON	ARBOR TRANSPORT & CONSTRUCTION INC	DEMOLITION	0	0	
20221006	9/22/2022	O - Demolition and Moving	624 W 11TH	TIM WALLACE	MOVING PERMIT	0	0	$50.00
20220967	9/15/2022	O - Demolition and Moving	519 N CHAPMAN AVE	K & M WRECKING	DEMOLITION	0	0	$50.00
20220941	9/9/2022	O - Demolition and Moving	1206 N PHILADELPHIA AVE	R&D MORPHEW TRUCKING	DEMO	0	0	$50.00
20220912	9/1/2022	O - Demolition and Moving	4401 N KICKAPOO	WW BUILDERS INC	DEMOLITION	0	0	$50.00
20221046	9/29/2022	O - Land Disturbance	800 E DUNBAR	CITY OF SHAWNEE	LAND DISTURBANCE	0	0	

20221017	9/26/2022	O - Land Disturbance	43100 GARRETTS LAKE RD	DOWNEY CONTRACTING	LAND DISTURBANCE	0	0	
20221045	9/29/2022	O - Paving Cut and Boring	3610 N UNION AVE	T & J COMMUNICATION	ROAD BORE	0	0	
20221032	9/27/2022	O - Paving Cut and Boring	4791 N HARRISON AVE	VYVE BROADBAND	ROAD BORE	0	0	
20221018	9/26/2022	O - Paving Cut and Boring		B&H CONSTRUCTION	MULTIPLE ROAD BORE	0	0	
20220959	9/14/2022	O - Paving Cut and Boring	812 E MACARTHUR ST Duplex	CODE RED UNDERGROUND	ROAD BORE	0	0	$60.00
20220951	9/13/2022	O - Paving Cut and Boring	425 E MAIN ST	WW BUILDERS INC	DEMOLITION	0	0	$50.00
20220947	9/9/2022	O - Paving Cut and Boring	1502 N BEARD AVE	CODE RED UNDERGROUND	ROAD BORE	0	0	$60.00
20220934	9/8/2022	O - Paving Cut and Boring	45TH	SUPERMAN DRILLING	FOR OG&E	0	0	
20220913	9/1/2022	O - Paving Cut and Boring	4401 N KICKAPOO	WW BUILDERS INC	ROAD BORE / STREET CUT	0	0	$120.00
20221031	9/27/2022	O - Sign	1609 N HARRISON	ACURA NEON INC	WALL SIGN-ELECTRIC	3,500	16	$50.00
20221029	9/27/2022	O - Sign	1609 N HARRISON	ACURA NEON INC	WALL SIGN-ELECTRIC	7,000	16	$50.00
20221028	9/27/2022	O - Sign	1609 N HARRISON	ACURA NEON INC	WALL SIGN-ELECTRIC	5,000	23	$50.00
20221000	9/21/2022	O - Sign	3901 MAPLE GROVE AVE	SBZ PROPERTIES LLC	MONUMENT SIGN	0	0	$50.00

20220999	9/21/2022	O - Sign	3900 NORTH RIDGE RD	SBZ PROPERTIES LLC	MONUMENT SIGN	0	0	$50.00
20220977	9/16/2022	O - Sign	207 E MAIN	OAK ASH AND THORN	NEW SIGN	0	0	$50.00
20220976	9/16/2022	O - Sign	1065 VISION BLVD	REBEL SIGN COMPANY	BAR H BAR BRANDING IRON	0	0	$50.00
20221057	9/30/2022	P - Plumbing	509 S KICKAPOO	DALE'S PLUMBING	REPAIR	0	0	$54.50
20221051	9/29/2022	P - Plumbing	202 N MARKET ST	VIP PLUMBING	REPLACE	0	0	$54.50
20221044	9/29/2022	P - Plumbing	304 W 37TH ST	STANLEY PLUMBING SERVICES LLC	GAS METER RESET	0	0	$54.50
20221042	9/28/2022	P - Plumbing	1420 LAVAERNE AVE	STANLEY PLUMBING	GAS METER RESET	0	0	$54.50
20221040	9/28/2022	P - Plumbing	1321 E MAIN ST	C & C PLUMBING LLC	REPAIR / CHANGE OUT	0	0	$104.50
20221039	9/28/2022	P - Plumbing	1015 OVRLAND COURT	ALL ABOUT PLUMBING	WATER SERVICE	0	0	$54.50
20221038	9/28/2022	P - Plumbing	1015 N BROADWAY	COMPLETE PLUMBING	GAS PRESSURE TEST	0	0	$54.50
20221034	9/27/2022	P - Plumbing	1420 LAVAERNE AVE	QUALITY PLUMBING	REPAIR / PRESSURE TEST	0	0	$54.50
20221021	9/26/2022	P - Plumbing	1004 N UNION AVE	COWBOYS PLUMBING	GAS REPIPE	0	0	$54.50
20221004	9/21/2022	P - Plumbing	524 N DOROTHY AVE	ROWDY BOYS PLUMBING	STREET CUT	0	0	$60.00
20220997	9/21/2022	P - Plumbing	323 N FLORENCE AVE	JIMMY'S PLUMBING	GAS LINE	0	0	$54.50
20220995	9/21/2022	P - Plumbing	2211 BRYANT VIA	HUBBARD PLUMBING LLC	GAS EXTENSION	0	0	$54.50

20220994	9/20/2022	P - Plumbing	23 MOHICAN	COMPLETE PLUMBING	REPAIR	0	0	$54.50
20220991	9/20/2022	P - Plumbing	33 PAM DR	C & C PLUMBING	MISCELLANEOS	0	0	$54.50
20220988	9/20/2022	P - Plumbing	716 N PARK AVE	COWBOYS PLUMBING	REPLACE	0	0	$54.50
20220981	9/19/2022	P - Plumbing	11 JANEWAY PL	LIBERTY PLUMBING & GAS	PRESSURE TEST	0	0	$54.50
20220978	9/19/2022	P - Plumbing	4405 SMOKING TREE	TPC THE PLUMBING CO	CHANGE OUT	0	0	$54.50
20220975	9/16/2022	P - Plumbing	422 W 11TH ST	DALE'S PLUMBING	REPLACE	0	0	$54.50
20220974	9/16/2022	P - Plumbing	1123 W FRANKLIN	DALES PLUMBING	SERVICE	0	0	$54.50
20220971	9/15/2022	P - Plumbing	4793 N HARRISON AVE	BRAD'S PLUMBING	FINISH OUT	0	0	
20220965	9/14/2022	P - Plumbing	929 N CENTER	MID-CONTINENT GROUP LLC	NEW CONSTRUCTION	0	0	
20220963	9/14/2022	P - Plumbing	16712 MAGNINO RD	JIMMY'S PLUMBING	NEW PLUMBING	0	0	$54.50
20220962	9/14/2022	P - Plumbing	401 N MARKET	HERMANS PLUMBING CO INC	PRESSURE TEST	0	0	$54.50
20220961	9/14/2022	P - Plumbing	622 N BELL	REACT PLUMBING	GAS PRESSURE TEST	0	0	
20220943	9/9/2022	P - Plumbing	1810 N HARRISON AVE	CHAMPION PLUMBING	PRESSURE TEST	0	0	$54.50
20220942	9/9/2022	P - Plumbing	14404 BRANGUS RD	AIRCO SERVICE	CHANGE OUT	0	0	$54.50
20220938	9/8/2022	P - Plumbing	1116 ADELINE DR	PLUMB SAFE PLUMBING	GENERATOR	0	0	$54.50

20220928	9/7/2022	P - Plumbing	1415 N LOUISA	VETERAN PLUMBING SERVICES LLC	REPLACEMENT	0	0	$54.50
20220927	9/7/2022	P - Plumbing	510 N MEAD AVE	NEXGEN PLUMBING	CHANGE OUT	0	0	$104.50
20220919	9/6/2022	P - Plumbing	1304 E WALLACE ST	DALES PLUMBING	SEWER LINE	0	0	$54.50
20220918	9/6/2022	P - Plumbing	11 CHEROKEE	STANLEY PLUMBING	RESET	0	0	$54.50
20220917	9/6/2022	P - Plumbing	1049 VISION BLVD STE 600	ARBUCKLE PLUMBING	FINISH OUT	0	0	$54.50
20220916	9/6/2022	P - Plumbing	1209 E PINE	STANLEY PLUMBING	RESET	0	0	$54.50
20220915	9/2/2022	P - Plumbing	813 N MINNESOTA	DALES PLUMBING	WATER SERVICE	0	0	$54.50
20220907	9/1/2022	P - Plumbing	100 E HIGHLAND	MID-CONTINENT GROUP LLC	NEW CONSTRUCTION	0	0	
20220966	9/15/2022	P - Well	16328 WALKER RD	LOMAN DRILLING, INC	NEW INSTALLATION	0	0	$100.00
								$23,787.87

Total Records: 152 **10/4/2022**

Regular Board of Commissioners 3. c.

Meeting Date: 10/17/2022

Budget

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge receipt of Pioneer Library System Revised Budget for July 1, 2022 through June 30, 2023.

Attachments

Budget

PIONEER LIBRARY SYSTEM
REVISED BUDGET
JULY 1, 2022 - JUNE 30, 2023

REVENUES			
Ad Valorem Taxes			
Cleveland County	$16,457,261		
McClain County	2,625,234		
Pottawatomie County	2,828,211		
Total Ad Valorem Taxes		$21,910,706	
Oklahoma Department of Libraries			
State Aid	$111,257		
Total State Aid		$111,257	
Other Revenue	$346,714	$346,714	
Subtotal All Revenue			$22,368,677
Use of Designated Fund Balance			$0
Fund Balance			
Reserved for Encumbrances			$651,471
Fund Balance Carryover			
Assigned Fund Balance			$722,361
Committed Fund Balance			$0
Unassigned Fund Balance			$16,518,075
Total Fund Balance			$17,240,436
TOTAL REVENUE			$40,260,584
EXPENDITURES			
Personnel Services		$13,841,586	
Books and Other Materials		3,356,652	
General & Administrative		2,268,367	
Technology		2,493,255	
System Services		1,060,288	
(C/E, Development, Programming, Outreach)			
(Marketing and Communications, Facilities)			
Subtotal All Expenditures			$23,020,148
Use of Assigned Fund Balance Current Yr.			$0
Use of Unassigned Fund Balance Current Yr.			$0
Fund Balance			
Fund Balance Carryover Current Year			$0
Fund Balance Carryover Prior			
Assigned Fund Balance			$722,361
Committed Fund Balance			$0
Unassigned Fund Balance			$16,518,075
Total Fund Balance			$17,240,436
TOTAL GENERAL FUND EXP & FUND BALANCE			$40,260,584

Julie Curry
Julie Curry, Chair

Lisa L Wells
Lisa Wells, Secretary

9/27/2022

Regular Board of Commissioners

3. d.

Meeting Date: 10/17/2022

Audit

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge receipt of Pioneer Library System Audit for the Year Ended June 30, 2022.

Attachments

Audit Letter

Audit Report

Gray, Blodgett & Company, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS

629 24TH AVE SW
NORMAN, OKLAHOMA 73069
(405) 360-5533 FAX (405) 364-3771

September 26, 2022

To the Board of Trustees
Pioneer Library System

We have audited the financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund, and the fiduciary fund information of Pioneer Library System for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller of the United States, 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 June 11, 2022. Professional standards also require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 11, 2022, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to management in telephone and electronic mail discussions about planning matters.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Pioneer Library System are described in Note 1 to the financial statements. As described in Note 1 to financial statements, the System changed accounting policies related to leases by adopting Governmental Accounting Standards No. 87, Leases, in 2022. We have noted no transactions entered into by the System 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 System's financial statements were:

> Management's estimate of depreciation expense is based on the expected lives of depreciable assets. We evaluated the key factors and assumptions used to develop depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.
>
> The estimate of fair market value of investments held by the System is also considered a sensitive estimate. Management's estimate of the market values is based on information as provided by a third party. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.
>
> 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 trivial, and communicate them to the appropriate level of management. There were no material misstatements detected as a result of audit procedures.

To the Board of Trustees
Pioneer Library System
September 26, 2022

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 auditors' 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 26, 2022.

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 System's financial statements or a determination of the type of auditors' 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. Management consulted with another accountant regarding the new lease standard. We are familiar with the other accountant and believe the advice that management received was sound. The information provided to management agrees with the GASB 87, Leases literature.

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 the System's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, the budgetary comparison schedule, the schedule of changes in net pension liability, and the schedule of pension contributions, which is 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 managements' 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.

Restriction on Use

This information is intended solely for the use of the board of trustees and management of Pioneer Library System and is not intended to be and should not be used by anyone other than these specified parties.

GRAY, BLODGETT & COMPANY, PLLC
Gray, Blodgett & Company, PLLC

Pioneer LIBRARY SYSTEM

Financial Statements

For the Year Ended June 30, 2022

PIONEER LIBRARY SYSTEM

Index

June 30, 2022

Gray, Blodgett & Company, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS

629 24TH AVE SW
NORMAN, OKLAHOMA 73069
(405) 360-5533 FAX (405) 364-3771

INDEPENDENT AUDITORS' REPORT

September 26, 2022

To the Board of Trustees of
Pioneer Library System
Norman, Oklahoma

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund and the fiduciary fund type of Pioneer Library System (the System), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the System'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 aggregate discretely presented component unit, each major fund, as well as the fiduciary fund type of the System, as of June 30, 2022, and the respective changes in financial position, 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Pioneer Library System 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.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, 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 System'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.

Auditors' 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 auditors' 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 and *Government 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.

To the Board of Trustees of
Pioneer Library System
September 26, 2022

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 System'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 judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the System'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 on pages 5–14, the budgetary comparison information on page 37, and the net pension liability and contribution information on pages 38–39 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 26, 2022, on our consideration of the System'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 System'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 Pioneer Library System's internal control over financial reporting and compliance.

GRAY, BLODGETT & COMPANY, PLLC
Gray, Blodgett & Company, PLLC

Management's Discussion & Analysis
for the Fiscal Year Ended June 30, 2022

This discussion and analysis of the financial performance of Pioneer Library System provides an overall review of PLS's financial condition and results of operations for the fiscal year ended June 30, 2022. Readers should read this information in conjunction with the system's financial statements.

Governmental Accounting Standards Board (GASB) statements 87, 89, 92, and 93 became effective as of June 30, 2022. Statement 87 was on the accounting and financial reporting of leases and the statement's objective was to increase the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the provisions of the contract. The other three pronouncements do not affect the library's financial statements.

PLS Overview

The Pioneer Library System is comprised of twelve library branches in ten communities within three counties serving more than 400,000 residents. More than one million visits were made to the library in FY 2021-2022. Print and digital collections are checked out over 2.5 million times per year by people of all ages. Approximately 69% of people in this service area have a library card and 9 out of 10 library users surveyed would recommend the library to others.

- Mission: Inspiring innovation, engagement, and learning in our communities.
- Customer Service Philosophy: Creating positive experiences for you.
- Values: Welcome, Empower, Respect.

Working with local partners, the library helps connect people with jobs and supports career development, partners with schools to offer resources and assistance to students with their schoolwork, and delivers programming focused on early literacy. The library provides services to those unable to come to the library through homebound services, digital materials, virtual programs, and more. The library provides Internet access and assistance to connect customers with vital services, including housing, utilities, food, health care, and public assistance. Whether in-person or virtually, the library inspires innovation, engagement, and learning in our communities.

As our communities adapt to the COVID-19 pandemic, the library too, implemented new tactics to reach and engage customers as customer behavior continues to shift. The library is drawing in more Digitarians, or customers who primarily check out digital materials, than ever before, and customers returned to the library's facilities with door counts nearly back to pre-pandemic numbers. Services implemented in the pandemic, curbside pick-up, boosted WI-FI to parking lots, and virtual programs, continue to be popular channels for customers to connect to library resources. Through these services and targeted marketing campaigns, the library increased the total market penetration 6% between Q1 and Q2 of 2022, just under 1/3 of households in the library's service area becoming active cardholders. The 2022 Summer Learning Challenge saw record-breaking numbers with more than 17 million minutes of learning, 25% more registrants than 2019 and a 4% increase in completion rates from 2021 and more than 3 times the amount of learning activities completed than ever before.

All of this work and more has been led by the 2021 Strategic Plan, the priorities of which move the Library's mission, philosophy and values forward. Decisions made this year and outlined in this document were measured and aligned with each section of the Strategic Plan.

Financial Highlights

For FY 2021-2022, the library's general fund reported an ending balance of $17,891,907 versus $16,159,914 for the FY 2020-2021. Of the 2021-2022 year-end total, $651,471 is committed for outstanding encumbrances, and $722,361 is assigned for service upgrades and improvements of library services at current and future libraries within the system. A majority of the outstanding encumbrances are for vehicles, materials, and technology equipment. Although the remaining balance of $16,518,075 is unassigned, the library administration, with the Board of Trustee's approval, will use a portion of these funds to fund upcoming library projects in the service area. The remainder of the money in these funds will be prudently used or committed to alleviate summer/fall cash flow problems and other emergencies that might arise.

The library's operating revenue increased by 9.0% this year. This increase enabled the library to further the library's mission through a variety of opportunities:

- The termination of the Library's Pension Plan & Trust was completed this year. The final assets were transferred out of the plan in early October of this year. This plan was frozen on December 31, 2008.
- Author's Wes Moore and Philippe Cousteau were paid as part of the PLS Reads/Spark a Change community conversation series a total of $26,250 this fiscal year.
- The library spent $4,185 on Sunday Stars programs in Tecumseh. Sunday Stars is an enrichment program for students in first through third grade who are below grade reading level in reading and math. Students engage in hands-on STEAM activities, quality reading instruction by Lead Instructors based on Orton Gillingham curriculum, and one-on-one reading time with a Teen Reading Ambassador. The library partnered with Purcell, Noble, and Tecumseh Public Schools to identify and recruit eligible students and measure academic success. The library has received grant funding from the State Department of Education for the Noble and Purcell locations.
- The library spent $11,000 on scholarships and fees for Gale Presents: Excel Adult Online High School (formerly named Career Online High School). Fifteen scholarships were awarded, and two students graduated from the program with their high school diploma.
- Items purchased from the Technology/Equipment budget included a laser printer for the Maker Lab at the Norman Public Library Central, the installation of a canopy in Newcastle to cover a Movie Box and book lockers, and the purchase of thirteen solar benches which will be placed in each of the library's 10 communities. These items will improve the customer experience by providing faster and, in some cases, 24/7 access to materials and technology.
- Additional digital materials were purchased to meet demand and provide customers with a wider selection of titles. As mentioned previously, digital activity increased throughout the year as the pandemic changed daily life in the library's communities.
- In April 2021, the Library's Administration Building, located at 300 Norman Center Court, was impacted by severe hailstorms. As a result, a new roof ($379,915) and HVAC units were installed, and four vehicles were replaced.

The general fund balance increased by $1,731,993 from fiscal year 2021 due to the increase in collection of revenue and the decrease in spending in expense categories including retirement contributions and system outreach.

The Pioneer Library System Foundation completed its twelfth year of operation as of June 30, 2022. The Foundation was organized for the purpose of Supporting Literacy and a Love of Learning throughout Pioneer Library System Communities. The PLS Foundation awarded a total of $9,187 to ten of the library's twelve branches to support local programs supporting literacy. More than $66,661 in grant funds were awarded to the PLS Foundation by the Oklahoma Department of Libraries and the Institute of Museum and Library Services for health literacy initiatives at all twelve branches. In addition, the Foundation provided financial support for many of the library's programs including the 2022 PLS Reads/Spark a Change series and the system-wide Summer Learning Challenge. The PLS Foundation sponsored and hosted Literally Yours featuring best-selling author Wes Moore. People across the library's service area joined virtually to learn more about the topic of poverty and Moore's book *The Other Wes Moore: One Name, Two Fates*. The PLS Foundation also funded $10,000 for books that were donated to children enrolled in area health department programs as reward for exceeding the Summer Learning Challenge community goal of spending 8.1 million minutes learning. The PLS Foundation has been included as a component unit of the Pioneer Library System and the Foundation has issued its own financial statements, available from the Library Foundation administrative office.

Overview of the Financial Statement

The Pioneer Library System's basic financial statements consist of fund financial statements, notes to financial statements, and required supplementary information.

<u>Government-Wide Financial Statements</u>

The government-wide financial statements are designed to provide readers with a broad overview of the library's finances, in a manner similar to a private-sector business.

The statement of net position represents information on all of the library's assets, liabilities, deferred inflows, and deferred outflows, with the difference between them reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the library is improving or deteriorating.

The statement of activities presents information showing how the library's net position changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g. uncollected taxes and earned but unused vacation leave).

The government-wide financial statements can be found on pages 15 and 16 of this report.

Fund Financial Statements

The Library has two kinds of funds – Governmental Funds and Fiduciary Funds:

Governmental Funds encompass two types: General Fund and Other Governmental Funds:

General Fund represents unrestricted resources that are available for on-going general library operations. This is the library's primary operating fund.

Other Governmental Funds include Gift/Grant Funds.

Gifts/Grant Funds include funds provided by intergovernmental grants and other third parties' gifts and grants. All those funds are generally restricted as to use. Therefore, each fund accounts for its receipts and disbursements of the restricted functions.

Fiduciary Funds are reported in the fiduciary fund financial statements but are excluded from government-wide reporting. They include the Pioneer Library System Pension Plan and Trust. Fiduciary fund financial statements report resources that are not available to fund Library System general operations. The Pension Plan and Trust was terminated and the funds transferred out in October of 2021.

Notes to the Financial Statements

The accompanying notes to the financial statements provide information essential to a full understanding of PLS's financial statements.

Supplemental Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information, such as comparative statement between budget and actual expenditures, and certain historical data concerning the Pioneer Library System Pension Plan and Trust. This plan was terminated and closed out in October of 2021.

Financial Analysis of Library System's Funds

As financial information is accumulated on a continuous and consistent basis, financial statements and expenditure reports for governmental funds are presented to the Pioneer Library System Board of Trustees.

For fiscal year 2021-2022 governmental fund balances changed as follows:

	General Fund Funds	Other Governmental Funds	Total Governmental Funds
Revenues	$ 21,835,151	$ 111,401	$ 21,946,552
Expenditures	$ 20,103,158	$ 175,799	$ 20,278,957
Net Increase	$ 1,731,993	$ (64,398)	$ 1,667,595

For fiscal year 2020-2021 governmental fund balances changed as follows:

	General Fund Funds	Other Governmental Funds	Total Governmental Funds
Revenues	$ 20,032,979	$ 163,150	$ 20,196,129
Expenditures	$ 16,090,698	$ 59,243	$ 16,149,941
Net Decrease	$ 3,942,281	$ 103,907	$ 4,046,188

General Fund

The library is primarily (or 94%) funded by Ad Valorem (property) tax. For the 2021-22 financial year the tax rates were: a 6.06 mill Ad Valorem (property) tax in Pottawatomie County; a 6.11 mill Ad Valorem (property) tax in McClain County; and a 6.11 mill Ad Valorem (property) tax in Cleveland County. For fiscal year 2021-22, the Counties' assessed property value had an increase of 3.87% versus 5.26% for 2020-21. Actual tax collections increased by 5.73% versus 4.5% for the prior year. The increase of 5.73% was due to the collection of more tax revenue. Fine and other charges for services revenue for 2021-22 increased by $443,881 from 2020-21. This increase was precipitated by the increase of fine revenue over the previous year and the insurance proceeds received from the insurance company for the damaged received to the roof of the Administration building in April of 2021. State Aid increased by $178 over the prior year. Interest income increased by $29,392 over the prior year excluding interest recognized on the lease receivable. This increase is attributed to an increase in interest rates and the increase in the amount of funds in the fund balance.

The Expense category Personnel Services increased from 2021 to 2022 due to the increase in salaries paid as a result of an increase in hours worked by staff during a return to pre-pandemic hours worked; an increase in health insurance expenses due to a rate increase from the service provider; an increase in employee assistance programs caused by a change in providers and the offering of additional services; an increase in workers compensation insurance due to a rate increase; and an increase in unemployment expenses due to the pandemic. The Expense category of Materials increased to purchase more digital materials for the collection to meet demand. The Technology and Automation category increased because of the purchase of thirteen solar benches, the purchase of a laser printer, and the cost of replacing computers throughout the system.

The System Services and General and Administrative expense categories were different in 2022 than in 2021 because of the following:

- Professional Services increased for additional work to be done with Phase Two for mobile application development and for targeted marketing campaign with OrangeBoy, Inc.
- The Continuing Education expenses increased as the result of more conferences returned to in person attendance and as webinars that were free during the pandemic returned to charging registration.
- Equipment expenses increased compared to last year due to the purchase of new security camera systems and the installation costs at four branches.
- Insurance increased to reflect actual insurance costs.

- Supplies increased to reflect a return to pre-pandemic programming levels and the addition of the Sunday Stars expenses for the Tecumseh branch.
- Travel expenses increased reflecting a return to pre-pandemic levels of travel.
- Vehicles increased as more vehicles were purchased this year to replace damaged vehicles from the prior year.
- Marketing and Communications costs increased to cover the cost of Canva, a graphic design tool.
- Printing expenses increased as six new copiers were leased and timing was synced so that all copier leases would be on the same cycle.
- The number of employees and wages paid increased due to the return to pre-pandemic staffing levels.
- Revaluation expenses increased when compared to last year.
- Fine Collection expenses decreased as a result of discontinued service with a third-party collector.
- Board Development expenses decreased when compared to last year.
- Programming expenses increased to cover the costs of author visits for PLS Reads/Spark a Change programs.
- System Outreach expenses decreased to reflect the transfer of expenditures to the programming budget.
- System Facilities increased to cover the cost of a new roof and new HVAC units at the System's Administration building located at 300 Norman Center Court.

Other Governmental Funds

Gifts/Grants Funds: In fiscal year 2021-2022, the library received $155,783 in gifts and grants.

The library received $127,482 in grants this year. $109,626 of the grants was provided by the Oklahoma Department of Libraries through the ARPA funds received from the federal government by the State of Oklahoma. These funds were spent on digital materials and equipment for the digital collection, databases, and security camera equipment for two branches. The system received a $7,937 grant from the Oklahoma State Department of Education to fund Sunday Starts programs for Noble and Purcell Public Schools. Outright gifts to the library totaled $28,301 over 63% ($17,805) of which was provided by Friends group throughout the library system. The City of Purcell donated $7,500 to fund programs at the Purcell Library. All grantors and donors provided financial support and were also active partners providing excellent library services to the community.

Fiduciary Funds

The library's Defined Benefit Pension Plan was terminated and all of the funds were transferred out in October 2021. The Pioneer Library System Board of Trustees froze the Pension Plan and Trust as of December 31, 2008 and instituted a defined contribution retirement plan. The provider of the retirement plans is Empower. The board voted at their April 27, 2021 meeting to terminate the plan.

The Library System as a Whole

	2021-2022	2020-2021
Assets		
Current and Other Assets	$ 20,129,795	$ 18,622,667
Lease Receivable	$ 779,556	$ -
Right to Use Leased Assets	$ 133,357	$ -
Capital Assets	$ 9,538,119	$ 9,065,700
Total Assets	$ 30,580,827	$ 27,688,367
Deferred Outflows of Resources		
Outflows Related to Net Pension Liability	$ -	$ 349,118
Total Deferred Outflows of Resources	$ -	$ 349,118
Liabilities		
Accounts Payable and Accrued Expenses	$ 1,117,786	$ 444,693
Other Liabilities	$ 409,329	$ 433,429
Right to Use Liability	$ 135,557	$ -
Total Liabilities	$ 1,662,672	$ 878,122
Deferred Inflows of Resources		
Inflows Related to Leases	$ 801,403	$ -
Inflows Related to Net Pension Liability	$ -	$ 1,045,235
Total Deferred Inflows of Resources	$ 801,403	$ 1,045,235
Net Position		
Net Investment in Capital Assets	$ 9,538,119	$ 9,065,700
Restricted Net Assets	$ 689,024	$ 1,584,631
Unrestricted Net Assets	$ 17,889,609	$ 15,463,797
Total Net Position	$ 28,116,752	$ 26,114,128
Change in Net Position		
Beginning Net Position	$ 26,114,128	$ 23,233,373
Revenues		
Property Taxes	$ 20,671,488	$ 19,551,112
Charges for Services	$ 311,979	$ 340,806
Operating Grants	$ 155,783	$ 46,994
Capital Grants	$ 11,034	$ 4,738
State Aid	$ 111,257	$ 111,079
Investment Earnings	$ 83,918	$ 29,982
Net Change In Beneficial Assets Held by Others	$ (55,416)	$ 111,418
Loss on Disposal	$ 352,109	$ (20,216)
Total Revenues	$ 21,642,152	$ 20,175,913
Expenses		
Public Library Services	$ 14,368,178	$ 12,639,851
Administrative Services	$ 2,876,709	$ 2,329,707
Depreciation-Unallocated	$ 2,394,641	$ 2,325,600
Total Expenses	$ 19,639,528	$ 17,295,158
Increase in Net Position	$ 2,002,624	$ 2,880,755
Ending Net Position	$ 28,116,752	$ 26,114,128

General Fund Budgetary Highlights

The General Fund budget for fiscal year 2021-2022 was $21,358,100. This was a 6.82% increase over the previous year. The highlights of the budget include:

- A 4.0% salary adjustment was approved for staff who received a successful or outstanding rating on their annual performance evaluation and were not in their training period.
- Health Insurance expenses increased $63,000 to cover an expected increase in costs for the last three months of the fiscal year when the new rates for Medical and Dental Insurance are received in April.
- Disability Insurance increased $2,500 to reflect actual costs.
- A $5,000 decrease in Workers Compensation expenses was a result of a reduction in insurance rates.
- Scholarships increased $3,000 to expand scholarship opportunities to staff who are seeking undergraduate degrees.
- Materials increased $170,381 to purchase additional digital materials and cover the cost of outstanding purchase orders at year-end.
- Professional Services was increased by $623,272 for additional work to be done by Phase Two for mobile application development, targeted marketing campaigns using OrangeBoy's Savannah, and to initiate drug screening for sensitive positions.
- Equipment was increased $171,740 to purchase new security camera systems at four branches and to purchase Automated External Defibrillators (AEDs) for all locations.
- Insurance was increased $14,000 to reflect actual insurance costs.
- Telephone costs decreased $20,000 to reflect the elimination of fax lines no longer needed.
- Travel decreased $7,000 as there were limited travel opportunities and an increase in virtual meeting and learning opportunities due to the pandemic.
- Vehicle increased $94,266 to reflect the cost of outstanding purchase orders at year-end.
- Fine collection was decreased $20,000 because the collection service was discontinued.
- Revaluation was increased $10,000 to reflect actual costs.
- Technology increased $504,392 to cover the cost of outstanding purchase orders at year-end and.
- Continuing Education increased $10,000 to cover the price increases for LinkedIn Learning and Niche Academy, and costs of OLA and PLA conference attendance accommodations based on single occupancy.
- Marketing and Communications increased $31,858 to cover the costs of outstanding purchase orders at year-end and the addition of Canva, a graphic design tool.
- Programming increased $45,000 to cover the costs of author visits for PLS Reads/Spark a Change Programs.
- System Outreach decreased $25,000 to reflect a transfer of expenditures to the programming budget.
- Fund Balance Carryover Current Year decreased to zero because all budgeted revenue was budgeted for in the expense line items.
- Assigned Fund Balance current year increased $153,806 as this is the amount being assigned out of the current year budget to help fund the new Moore Library Project.
- Assigned Fund Balance reflects several items: Cleveland County, $124,560; McClain County, $173,996; Pottawatomie County, $50,000; Library Projects, $220,000.
- Unassigned Fund Balance Increased $3,553,092.
- Total Fund Balance for 2021-2022 was $15,477,339.

Capital Asset and Long-Term Debt

PLS's investment in capital assets, net of accumulated depreciation, as of June 30, 2022 was $9,538,119 and on June 30, 2021 was $9,065,700. Of the total depreciable capital assets, net of accumulated depreciation, on June 30, 2022, 17% are furniture, equipment and vehicles; 46% are building and property; and the remaining 37% are books and materials. Of the total depreciable capital assets, net of accumulated depreciation, on June 30, 2021 16% are furniture, equipment, and vehicles; 44% are building and property; and the remaining 40% are books and materials.

PLS has no long-term liabilities. The Board limits borrowing to short-term, usually in the fall in anticipation of ad valorem receipts beginning in December. Typically, the note is paid off in mid-January. In 2021-2022, PLS borrowed no money and incurred no interest expense related to long-term debt.

Economic Environment and Next Year's Budget

PLS's primary revenue is Ad Valorem (property) tax. The annual growth in the Cleveland, McClain and Pottawatomie County's property value is the most important factor for PLS's revenue outlook. For the most recent fiscal year PLS collected 6.11, 6.11 and 6.06 mills of the assessed property value from the respective counties. The fractional part of the millage is due to the abolishment of the personal property tax in two of the counties. The system is now at the millage cap allowed by state law.

In general, PLS still expects a continued growth in the tax revenue for the next year. The Cleveland County Assessor has certified 7.22% growth in property value for 2022; the Pottawatomie County Assessor has certified a 10.13% growth and the McClain County Assessor has certified a 11.28% growth.

For fiscal year 2022-2023, the Library Board plans to approve a general fund budget of $23,020,148 versus $21,358,100 for 2021-2022. A highlight of the budget follows:

- A 6.0% salary adjustment for staff who received a successful or outstanding rating on their annual performance evaluation and are not in their training period and market adjustments for those staff who were recommended for them based on a pay compensation market study.
- Retirement decreased $100,000 to reflect no costs needed to terminate the PLS Defined Benefit Pension Plan.
- Health Insurance increased $16,920 to cover an expected increase in costs for the last three months of the fiscal year when we receive the new rates for Medical and Dental Insurance in April.
- Employee Assistance Programs increased $11,000 which reflects a change in vendor who provides unlimited online access.
- Contract Labor increased $960 which reflects the cost of outstanding purchase orders at year-end.
- Unemployment increased $7,000 which reflects the payment of prior years amounts in the current year.
- Materials increased $313,384 to reflect additional funds to purchase digital materials and to cover the costs of outstanding purchase orders as of year-end.
- Professional Services increased $110,278 to cover additional costs related to Phase Two and OrangeBoy and to cover the costs of a website redesign.
- Equipment decreased $71,740 to reflect actual needs.
- Postage increased $5,000 to reflect the increase in postage rates.

- Supplies was increased $15,000 to reflect an increase in program activity and to cover the cost of Sunday Stars programs.
- Telephone decreased $8,000 to reflect certain services that were eliminated.
- Vehicles decreased $2,529 to reflect actual costs.
- Miscellaneous increase $1,400 to reflect actual costs and to cover the costs of outstanding purchase orders at year-end.
- Printing increased $35,000 which reflects the cost increases of the copier leases.
- Sales tax decreased $2,000 to reflect actual activity.
- Data Processing increased $2,000 which reflects the cost increase of processing payroll.
- Revaluation increased $54,417 to reflect the increase in costs and the payments of two of last year's invoices out of this year.
- Technology increased $98,315 to cover the costs of outstanding purchase orders at year-end and to cover the Envisionware price increase.
- Employee Development increased $12,008 to cover the costs of outstanding purchase orders at year-end and the cost of the OLA conference.
- Marketing and Communications increased $16,537 to cover the cost of outstanding purchase orders at year-end.
- Programming increased $65,265 to cover the costs of outstanding purchase orders at year-end and to cover the cost of speaker fees.
- System Outreach increased $25,000 to cover the cost of the Imagination Library Program.
- Assigned Fund Balance reflects several items: Cleveland County, $124,560; Moore Library $153,806; McClain County, $173,995; and Pottawatomie County, $50,000; Library Projects, $220,000.
- Unassigned Fund Balance increased $1,608,891.
- Total Fund Balance for 2022-2023 is anticipated to be $17,240,436.

Contacting the Library System's Financial Management

This financial report is designed to provide a general overview of the Pioneer Library System, comply with finance-related laws and regulations, and demonstrate the Library System's commitment to public accountability. If you have any questions about this report or would like to request additional information, contact the Pioneer Library System's Business Office at 300 Norman Center Court, Norman, OK 73072.

PIONEER LIBRARY SYSTEM
Statement of Net Position
June 30, 2022

	Primary Government	Component Unit
	Governmental Activities	Library Foundation
Assets		
Current assets:		
Cash and Cash Equivalents	$ 18,535,520	$ 346,802
Beneficial Interest in asset held by others	450,955	62,640
Ad Valorem Tax Receivable	192,414	-
Accrued Interest Receivable	-	117
Lease Receivable	779,556	-
Other Current Assets	923,489	22,807
Other Receivable	27,417	-
Non Current assets:		
Right to Use Assets, Net	133,357	-
Non-Depreciable Capital Assets	409,026	-
Depreciable Capital Assets, Net	9,129,093	-
Total Assets	$ 30,580,827	$ 432,366
Liabilities		
Accounts Payable and Accrued Expenses	$ 1,117,688	$ 26,501
Accrued Interest Payable	98	-
Compensated Absences Payable	409,329	-
Right to Use Liability	135,557	-
Total Liabilities	$ 1,662,672	$ 26,501
Deferred Inflows of Resources		
Inflows related to leases	$ 801,403	$ -
Net Position		
Net Investment in Capital Assets	$ 9,538,119	$ -
Restricted - Non Spendable Net Assets	-	45,358
Restricted - Literacy and Other Programs	689,024	157,502
Unrestricted - Board Designated Endowment	-	10,776
Unrestricted - Undesignated	17,889,609	192,229
Total Net Position	$ 28,116,752	$ 405,865

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Statement of Activities
For the Year Ended June 30, 2022

		Program Revenues			Net (Expense) Revenue and Changes in Net Assets	(Expense) Revenue and Changes in Net Assets
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government Governmental Activities	Component Unit Library Foundation
Governmental Activities:						
Public Library Services	$ 14,368,178	$ 311,979	$ 155,783	$ 11,034	$ (13,889,382)	
Administrative Services	2,876,709	-	-	-	(2,876,709)	
Depreciation - unallocated	2,394,641	-	-	-	(2,394,641)	
Total Primary Government	$ 19,639,528	$ 311,979	$ 155,783	$ 11,034	$ (19,160,732)	
Component Unit						
Library Foundation	$ 231,466	$ -	$ 261,346	$ -		$ 29,880
General Revenues:						
Property taxes, levied for general purposes					$ 20,671,488	$ -
State aid					111,257	-
Net change in beneficial assets held by others					(55,416)	(7,838)
Investment earnings					83,918	1,033
Gain on disposals					352,109	-
Total General Revenues					$ 21,163,356	$ (6,805)
Change in Net Assets					$ 2,002,624	$ 23,075
Net position - beginning					26,114,128	382,790
Net position - ending					$ 28,116,752	$ 405,865

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Balance Sheet
Governmental Funds
June 30, 2022

ASSETS	General Fund	Gifts and Grants Fund	Total Governmental Funds
Cash	$ 18,454,756	$ 80,764	$ 18,535,520
Investments	-	450,955	450,955
Receivable from General Fund	-	170,336	170,336
Ad Valorem Tax Receivable	192,414	-	192,414
Lease Receivable	779,556	-	779,556
Other Receivable	22,538	4,879	27,417
Deposit	9,578	-	9,578
Prepaid Expenses	913,911	-	913,911
Total Assets	$ 20,372,753	$ 706,934	$ 21,079,687
LIABILITIES AND FUND BALANCES			
Liabilities			
Accounts Payable	$ 500,398	$ 17,910	$ 518,308
Accrued Salaries and Employee Benefits	599,380	-	599,380
Compensated Absences Payable	409,329	-	409,329
Payable to Special Revenue	170,336	-	170,336
Total Liabilities	$ 1,679,443	$ 17,910	$ 1,697,353
Deferred Inflow of Resources			
Leases	$ 801,403	$ -	$ 801,403
Fund Balances			
Assigned for Service Upgrades and Improvements	$ 722,361	$ 657,438	$ 1,379,799
Committed for Outstanding Encumbrances	651,471	31,586	683,057
Unassigned	16,518,075	-	16,518,075
Fund Balances, End of Year	$ 17,891,907	$ 689,024	$ 18,580,931
Total Liabilities and Fund Balances	$ 20,372,753	$ 706,934	

Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is $30,111,652 including $409,026 of non-depreciable assets, and the accumulated depreciation is $20,573,533.	$ 9,538,119
Right to use leased assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is $237,462 and the accumulated amortization is $104,105.	133,357
Long-term debt issued for lease lialibilities	(237,462)
Principal payments on long-term debt for lease liabilities	101,905
Increase in accrued interest payable for long-term lease liabilities	(98)
Total Net Position - Governmental Activities	$ 28,116,752

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Statement of Revenues, Expenditures, and Changes in Fund Balances -
Governmental Funds
For the Year Ended June 30, 2022

	General Fund	Gifts and Grants Fund	Total Governmental Funds
Revenues:			
Property Taxes	$ 20,671,488	$ -	$ 20,671,488
Collections on Book Fines and Copy Services	626,614	-	626,614
Gifts and Grants	-	155,783	155,783
State Revenue	111,257	-	111,257
Other Contracts	104,412	-	104,412
Other Financing Sources	237,462	-	237,462
In-Kind Donations	-	11,034	11,034
Interest	83,918	(55,416)	28,502
Total Revenues	$ 21,835,151	$ 111,401	$ 21,946,552
Expenditures			
Personal Services	$ 11,827,254	$ -	$ 11,827,254
Materials	3,055,517	175,799	3,231,316
General and Administrative	2,264,643	-	2,264,643
Technology and Automation	1,823,872	-	1,823,872
System Services	1,131,872	-	1,131,872
Total Expenditures	$ 20,103,158	$ 175,799	$ 20,278,957
Net Change in Fund Balance	$ 1,731,993	$ (64,398)	$ 1,667,595
Beginning Fund Balance	16,159,914	753,422	16,913,336
Ending Fund Balances	$ 17,891,907	$ 689,024	$ 18,580,931

Total net changes in fund balances - governmental funds		$ 1,667,595
The change in nets assets reported in the statement of activities is different because:		
Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the statement allocated over their estimated useful lives as annual depreciation expenses in the statement of activities. This is the amount by which depreciation exceeds capital outlay during the period.		
Depreciation Expense	$ (2,290,536)	
Capital Outlay	2,829,893	539,357
Right to use leased asset capital outlay expenditures which were capitalized	$ 237,462	
Amortization expense for intangible assets.	(104,105)	133,357
The issuance of long-term debt provides current financial resources to governmental funds while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position. the amount is the net effect of these differences in the treatment of long-term debt.		
New Long Term Debt	$ (237,462)	
Principal Payments on Long Term Debt	101,905	
Increase in Accrued Interest	(98)	(135,655)
Disposals of capital assets are not considered to be expenditures in the governmental funds. They are however, recorded as a loss in the statement of activities.		
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:		(66,938)
Change in pension expense due to termination of the defined benefit plan		(135,092)
Change in net position of governmental activities		$ 2,002,624

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Statement of Fiduciary Net Position
Fiduciary Fund
June 30, 2022

	Pension Fund
ASSETS	
Current Assets	
Cash and Cash Equivalents	$ -
Total Assets	$ -
NET POSITION	
Restricted Net Assets	
Held in Trust for Pension	
Benefits and Other Purposes	$ -

PIONEER LIBRARY SYSTEM
Statement of Changes in Fiduciary Net Position
Fiduciary Fund
For the Year Ended June 30, 2022

	Pension Fund
Deductions	
Benefits Paid	$ 4,697,276
Refund of Excess Contributions	57,346
Trustee and Management Fees	18,928
Total Deductions	$ 4,773,550
Net Increase	$ (4,773,550)
Net Position, Beginning of Year	4,773,550
Net Position, End of Year	$ -

Note 1 – Summary of Significant Accounting Policies

The Reporting Entity –

Pioneer Library System (the Library) is a corporate body for public purposes created under Title 65 of the Oklahoma Statutes and accordingly is a separate entity for operating and financial reporting purposes.

The Library is governed by trustees composed of 13 voting members. The Library's operations are conducted by a librarian appointed by the trustees. Trustees include voting members who are appointees of the various cities and counties in which the Library has locations.

The Library's financial statements are prepared in accordance with generally accepted accounting principles in the United States of America (U.S. GAAP). The Library's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements and applicable Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The Library's reporting entity does not apply FASB pronouncements or APB opinions issued after November 30, 1989.

Financial Statement Presentation –

In evaluating how to define the Library, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria established by the Governmental Accounting Standards Board (GASB). The basic -- but not the only -- criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the Library and/or its citizens, or whether the activity is conducted within the geographic boundaries of the Library and is generally available to its patrons. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the Library is able to exercise oversight responsibilities. Based upon the application of these criteria, the Pioneer Library System Foundation meets the criteria, which requires a component unit to be presented discretely and including in the System's reporting entity.

Complete financial statements for the Foundation are available from the Foundation administrative office.

Basic Financial Statements – Government-Wide Statements –

The Library's basic financial statements include both government-wide (reporting the Library System as a whole) and fund financial statements (reporting the Library's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Library does not have any activities classified as business-type activities. Internal service fund activity is eliminated to avoid "doubling up" revenues and expenses. Fiduciary funds are excluded.

Note 1 – Summary of Significant Account Policies (continued)

In the government-wide Statement of Net Position, the Library's governmental activities are reported using the economic resources measurement focus and the accrual basis of accounting. The Library's net assets are reported in three parts – invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. Revenues are recognized when earned and expenses are recognized when incurred.

The government-wide Statement of Activities reports both the gross and net cost of each of the Library's programs and functions. The functions are also supported by general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

The pension trust fund recognizes employer and participant contributions in the period in which contributions are due and the Library has made a formal commitment to provide the contributions. Retirement benefits and refunds are recognized when due and payable in accordance with the terms of the Plan. See Note 13. The pension trust fund was closed out in October of 2021.

The net costs are normally covered by general revenue (property taxes, State aid, other taxes etc.).

The government-wide focus is more on the sustainability of the Library as an entity and the change in the Library's net position resulting from the current year's activities.

Basic Financial Statements – Fund Financial Statements

Fund financial statements report detailed information about the Library. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Non-major funds are aggregated and presented in a single column.

All governmental funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Under this basis revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

The Library reports the following major governmental funds:

> General Fund – is the primary operating fund of the Library. It is used to account for all financial resources except those required to be accounted for in another fund.
>
> Gifts and Grants Fund – is used to account for all gifts and grants made to the Library, which are to be used for specific purposes.

The System reports the following fiduciary funds:

> Pension Trust Funds – The Pension Trust Funds are used to account for the receipt, investment and distribution of retirement contributions to the Pioneer Library System Pension Plan and Trust

Note 1 – Summary of Significant Accounting Policies (continued)

(the Plan). See also Note 13. The Pension Plan was terminated and all funds paid out in October of 2021.

Fund Balance:

Fund Balance – In the government-wide financial statements, equity is classified as net assets and displayed in three components:

1. Invested in capital assets – Consists of capital assets, net of accumulated depreciation.

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

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

When both restricted and unrestricted net assets are available for use, generally it is the Library's policy to use restricted resources first.

Governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

a) Non-spendable – Includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual requirements.

b) Restricted – Includes fund balance amounts that are constrained for specific purposes which are externally imposed by contributors, grantors, or amounts constrained due to constitutional provisions or enabling legislation.

c) Committed – Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the System through formal action of the highest level of decision making authority. The Board of Trustees is the highest level of decision making authority that can commit fund balance. Once committed, the limitation imposed remains in place until a similar action is taken to remove or revise the limitation.

d) Assigned – Includes fund balance amounts that are constrained by the Library's intent to be used for specific purposes, but are neither restricted nor committed. Intent can be stipulated by the Board of Trustees. With the exception of the General Fund, this is the residual fund balance of the classification for all governmental funds with positive balances.

e) Unassigned – Includes the residual balance of the General Fund that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes with the General Fund.

Note 1 – Summary of Significant Accounting Policies (continued)

When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Library considers amounts to be spent first out of committed funds, then assigned funds, and finally unassigned funds as needed, unless the Board of Trustees has provided otherwise in its commitment or assignment actions.

Basis of Accounting – Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Capital Assets – Capital assets purchased or acquired with an original cost of $1,000 or more are reported at historical cost or estimated historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Furniture and Fixtures	7 years
Computer Equipment	4 years
Vehicles	5 years
Books and Materials	5 years
Buildings	40 years

Compensated Absences – The Library accrues accumulated unpaid annual leave when earned by the employee. Generally, annual leave must be taken during the calendar year earned. Eligible employees who end their employment with the Library are reimbursed for each day of accumulated annual leave.

Budgets and Budgetary Accounting – The Library is required by state law to prepare an annual budget. The budget is filed with the Oklahoma Department of Libraries, various City or Town Clerks if the City or Town has a PLS Board of Directors member, the County Commissioners and County Excise Boards of each County that is a Library member, the Oklahoma State Auditor, the Oklahoma State Inspector, and the State of Oklahoma Equalization Board.

Budgets generally assume the expenditure of all available resources. Therefore, when the legal budget is prepared, it is assumed these funds will not have a carryover balance to a subsequent year. Program revenue received but not spent is restricted and deferred to the subsequent fiscal year. Amounts reported as program revenue includes (1) charges to customers, (2) operating grants and contributions, and (3) capital grants and contributions.

Cash and Cash Equivalents – The Library considers all cash on hand, demand deposits, money market checking and certificates of deposit with an initial maturity of three months or less, held at an individual bank which are subject to early withdrawal penalties no matter what the maturity period, to be cash. All short-term cash surpluses are maintained in a cash pool, the earnings from which are allocated to each fund based on month-end deposit balances.

Fair Market Value Measurement – Fair value is defined as “the price that would be received to sell an asset, or paid to transfer a liability in an orderly transaction between market participants at a measurement date.”

Note 1 – Summary of Significant Accounting Policies (continued)

Accounting standards set a framework for measuring fair value using a three tier hierarchy based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 – Values are unadjusted quoted prices for identical assets and liabilities in active markets that are accessible at the measurement date.

Level 2 – Inputs other than quoted prices for identical assets or liabilities that are observable in the market place. For example, Level 2 inputs include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices are observable for the asset or liability (such as interest rates and yield curves, volatilities, prepayment speeds, loss severities, credit risks, and default rates), and market-corroborated inputs.

Level 3 – Inputs that are unobservable (supported by little or no market value activity) and are significant to the fair value measurement. Unobservable inputs reflect the Library's best estimate of what hypothetical market participants would use to determine a transaction price for the asset or liability at the reporting date.

Financial assets and liabilities carried at fair value on a recurring basis include beneficial interests in assets held by others.

Receivables – All taxes receivable are expected to be collected in one year.

Property Tax Revenues – Property taxes attach an enforceable lien on property as of January 1. Taxes are levied annually on November 1 and are due one-half by December 31 and one-half by March 31. The County Assessor's office bills and collects the property taxes and remits to the Library its portion. Property taxes not paid prior to April are considered delinquent. Such delinquent tax payments have not historically been material. Delinquent tax payments are received throughout the year and are recognized as revenue in the year received, except for those received within 60 days of year end, which are recognized as revenues as of June 30, 2022 in both the government-wide and fund financial statements.

State Revenues – The Library receives revenue from the state to administer certain categorical library programs.

Interfund Balances - During the course of normal operations, the Library has transactions between funds including expenditures and transfers of resources to provide services, purchase assets and service debt. Transactions that are normal and recurring between funds are recorded as operating transfers.

Contributed Facilities and Services – The Library operates several branches located in government-owned buildings and receives certain services without charge. The estimated fair rental value of the premises and service is not reported in the accompanying statement of revenues, expenditures, and changes in fund balance.

Grants - The Library records income from grants in the period received or to the extent of expenses paid prior to reimbursement by a grant.

Note 1 – Summary of Significant Accounting Policies (continued)

Income Taxes - The Library was established under the provisions of the Oklahoma Constitution and as such is exempt from income taxes under the Internal Revenue Code as a unit of government.

The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Foundation has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions. No provision for federal or state income taxes has been recorded. There was no interest or penalties to the Internal Revenue Service included in these financial statements.

Tax years before 2018 are no longer subject to examination by the Internal Revenue Service and the State of Oklahoma.

Prepaid Expenses - The Library records prepaid insurance, subscriptions and maintenance agreements for that portion of payments which have not been used at year-end for government-wide financial statement purposes. Prepaid expense is included in other current assets in the statement of net assets.

Restricted Resources - The Library records gifts and grants as restricted when the donor specifies a restriction on the timing or use of the gift or grant. Expenses are allocated first to the restricted resource. If additional expense is incurred, the expense is allocated to unrestricted funds when the restriction has been depleted.

Deferred Outflows and Inflows of Resources – In addition to assets, the statement of financial 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 position or fund balance that applies to a future period(s) and thus, will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial 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 position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

See Note 6 for discussion of the System's deferred outflows of resources and deferred inflows of resources.

Use of Estimates - The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

New Accounting Pronouncements – During the year, the System implemented GASB Statement No. 87, *Leases.* The objective of this statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, GASB Statement No.

Note 1 – Summary of Significant Accounting Policies (continued)

92, *Omnibus 2020,* and GASB Statement No. 93, *Replacement of Interbank Offered Rates,* also became effective this year but don't affect the Library's financial statements.

Note 2 – Cash and Investments

The Library's investment policies are governed by state statute. Permissible investments include direct obligations of the United States Government and Agencies; certificates of deposit of savings and loan associations and bank and trust companies; and savings accounts or savings certificates of savings and loan associations and trust companies. A certificate of deposit in the amount of $9,578 is pledged on a letter of credit for a security deposit.

Custodial Credit Risk - Deposits – Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. At June 30, 2022, none of the Library's bank balance of 18,999,984 was exposed to custodial credit risk because it was not insured or collateralized. The balance is fully collateralized with securities held by First Fidelity Bank in the Library's name. The market value of these securities as of June 30, 2022 was $21,777,945 plus $250,000 of FDIC insurance gives coverage of $22,027,945.

Beneficial interest in assets held by others – In previous years the Library transferred funds to the Communities Foundation of Oklahoma (CFO) and the Norman Communities Foundation (managed by the Communities Foundation of Oklahoma) for investment. The recorded portion of all of these funds consists of transfers to CFO from the Library and the earnings thereon.

The following methods and assumptions were used to estimate the fair value of the beneficial interest in assets held by others reported at fair market value in the accompanying financial statements.

The organization believes that fair value of the future cash flows to be received from its beneficial interest in assets held by other the CFO which primarily include a diversified portfolio of marketable securities. The organization classifies its beneficial interest in the assets held by the CFO as level 3.

As of June 30 2022, assets measured at fair value on a recurring basis are classified within the fair value hierarchy as follows:

	Total	Level 3
Beneficial interest in assets held by CFO	$ 450,955	$ 450,955
Total Recurring Fair Value Measurements	$ 450,955	$ 450,955

Note 2 – Cash and Investments (continued)

Grant awards shall be available for distribution on a yearly basis, subject to final approval by the Board of Directors of CFO, and based on a specified percentage of the fair market value of assets on a rolling average of the previous eight quarters. The Community Foundation maintains variance power over these assets. Variance power assures donors that if the charitable purpose of their contribution becomes impractical or impossible, the distributions will be directed to similar purposes in the community. The Library's board may, by an affirmative vote of two thirds of the board, for an unusual circumstance, recommend and request distribution of all or part of the assets held by CFO. However, the CFO has the ultimate authority over and control of all property held by CFO. Distributions in the amount of $1,000 for the year ended June 30, 2022, was received by the System from these combined funds.

The Community Foundation maintains legal ownership of the funds. However, accounting principles generally accepted in the United States of America require the Organization to reflect its beneficial interest in these assets in its financial statements. At June 30, 2022, assets transferred to the Community Foundation by the Organization had a fair value of $450,955 based on the approximate present value of future cash flows from CFO.

Direct donations to existing funds at the Community Foundation from individuals are restricted for endowment purposes and are not recorded as assets of the Library. Only the earnings on these funds can be distributed to the Library.

Distributions in the amount of $1,160 for the year ended June 30, 2022, were received by the System. The fair value of the funds originally donated by third parties at June 30, 2022 was $34,689. The Organization has no remainder interest in the corpus of these funds.

Investment Interest Rate Risk - The investments of the Pension Plan (see also Note 13) were all transferred to the Money Market Fund with Empower on June 24, 2021 as part of the process of terminating the Pension Plan. The plan was terminated and the assets were paid out of the plan in October of 2021.

Pension Fund Policy

The Pioneer Library System Pension Plan and Trust provided for investment managers who have full discretion of assets allocated to them subject to the overall investment guidelines set out in the policy.

Manager performance was reviewed by a consultant who provided reports to the retirement plans investment and administrative committee and to the board. Any changes in the investment management firm must be reported as they occur. Overall investment guidelines provide for diversification and allow investment in domestic and international common stocks, fixed income securities, cash equivalents, index funds, collective trust funds and mutual funds. The Plan addressed custodial credit risk with policy providing for the engagement of a custodian who accepted possession of securities for safekeeping; collected and disbursed income; collected principal of sold, matured, or called items; and provided periodic accounting to the board. The pension trust fund was closed out and the plan was terminated in October of 2021.

Note 3 – Collections

The Library has not capitalized existing inexhaustible collections, including research books, because the values are not readily determinable.

Note 4 – Lease Receivable

The Library's lease receivable is measured at the present value of lease payments expected to be received during the lease term. A deferred inflow of resources is recorded for the lease. The deferred inflow of resources is recorded at the initiation of the lease in an amount equal to the initial recording of the lease receivable. The deferred inflow of resources is amortized on a straight-line basis over the term of the lease. On November 1, 2013, the Library entered into a 20 year lease with the City of Norman, a related party, to lease building space to the city. The fixed payment increases $.90 per square foot every five years of the lease term. The Library purchased $500,000 and put into service $500,000 of F&E that the City is repaying at a rate of $50,000 per year for 10 years at 3.75% interest. The lease receivable is measured at the present value of the future minimum rent payments expected to be received during the lease term at a discount rate of 3.75% which is stated in the agreement.

In fiscal year 2022, the Library recognized $70,712 of lease revenue and $24,544 of interest revenue under the lease which is included in Other Contracts on the Statement of Revenue, Expenditures, and Changes in Fund Balances – Governmental Funds.

The cost of the leased space is included in the Building category in Note 11 – Capital Assets, and the amount of accumulated depreciation thereon. The amount of cost attributable to only the leased space is not determinable and therefore not disclosed here.

The future minimum lease payments are due as follows:

Year Ending June 30	Principal Payments	Interest Payments	Ending Balance
2023	$ 94,182	$ 27,618	$ 121,800
2024	66,414	24,378	90,792
2025	53,299	22,301	75,600
2026	55,332	20,268	75,600
2027	57,443	18,157	75,600
2028-2032	346,533	54,567	401,100
2033-2034	106,353	2,847	109,200
	$ 779,556	$ 170,136	$ 949,692

Note 5 – Right to Use Assets

The Library has recorded right to use lease assets as a result of implementing GASB 87. The right to use assets are initially measured at an amount equal to the initial measurement of the related lease liability plus any lease payment made prior to the lease term, less lease incentives, and plus any ancillary charges necessary to place the lease into service. The right to use assets are amortized on a straight-line basis over the life of the related lease. The Library has recorded two types of right to use leased assets. The assets are right to use assets for 32 leased copiers and 1 leased postage machine. The right to use leased assets are amortized on a straight-line basis over the terms of the related leases.

Note 5 – Right to Use Assets (continued)

Right to use asset activity for the Primary Government for the year ended June 30, 2022 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Right to use assets				
Leased copiers	$ -	$219,812	$ -	$ 219,812
Leased postage meter	-	17,650	-	17,650
Total right to use assets	-	$237,462	-	$ 237,462
Less accumulated amortization for:				
Leased copiers	-	100,183	-	100,183
Leased postage meter	-	3,922	-	3,922
Total accumulated amortization	-	104,105	-	104,105
Right to use assets, net	$ -	$133,357	$ -	$ 133,357

Note 6 – Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial 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 position that applies to a future period and so will not be recognized as an expense or expenditure until then. The system has no current items that meet this criterion. In addition to liabilities, the statement of financial 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 position that applies to a future period and so will not be recognized as revenue until then. The system has one item that meets the criterion for this category – leases.

Note 7 – Long-Term Obligations

Leases

The Library has entered into agreements to lease certain equipment. The lease agreements qualify as other than short-term leases under GASB 87 and, therefore, have been recorded at the present value of the future minimum lease payments as of the date of their inception.

The first lease agreement was executed on 1/1/2021 to lease a postage machine and requires twenty quarterly payments of $1,071. There are no variable components of this lease. The lease liability is measured at a discount rate of 4.3% which was the rate provided to the Library by its bank. As a result of this lease the Library has recorded a right to use asset with a net book value of $13,865.

The second lease agreement was executed on 6/1/2018 to lease one copier and requires sixty monthly lease payments of $165. There are no variable components of this lease. The lease liability is measured at a discount rate of 4.3% which was the rate provided to the Library by its bank. As a result of this lease the Library has recorded a right to use asset with a net book value of $1,777.

Note 7 – Long-Term Obligations (continued)

The third lease agreement was executed on 6/1/2018 to lease twenty-four copiers and requires sixty monthly lease payments of $2,745. There are no variable components of this lease. The lease liability is measured at a discount rate of 4.3% which was the rate provided to the Library by its bank. As a result of this lease the Library has recorded a right to use asset with a net book value of $29,563.

The fourth lease agreement was executed on 10/1/2021 to lease six copiers and requires twenty-two monthly lease payments of $2,750. There are no variable components to this lease. The lease liability is measured at a discount rate of 4.3% which was the rate provided to the Library by its bank. As a result of this lease the Library has recorded a right to use asset with a net book value of $32,253.

The fifth lease agreement was executed on 10/1/2021 to lease one copier and requires twenty-two monthly lease payments of $4,954. There are no variable components to this lease. The lease liability is measured at a discount rate of 4.3% which was the rate provided to the Library by its bank. As a result of this lease the Library has recorded a right to use asset with a net book value of $58,099.

The future minimum lease obligations and net present value of these minimum lease payments as of June 30, 2022, were as follows:

Year Ending June 30	Principal Payments	Interest Payments	Ending Balance
2023	$ 125,448	$ 3,293	$ 128,741
2024	3,916	368	4,284
2025	4,085	199	4,284
2026	2,108	34	2,142
	$ 135,557	$ 3,894	$ 139,451

Note 8 – Short-Term Borrowing

On an annual basis, the Library utilizes short-term unsecured promissory notes in anticipation of the collection of ad valorem taxes. In accordance with Title 65 Section 4-105 of the Oklahoma Statutes, the term of the loan may not exceed one year. As of June 30, 2022, no balance was owed. No interest expense was paid or incurred during the year ended June 30, 2022 related to short-term borrowing.

Note 9 – Other Current Liabilities

The liability balance and activity for the year were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Compensated Absences	$ 433,428	592,849	616,948	$ 409,329	$ 409,329

The general fund will be used to settle the compensated absences liability.

Note 10– Commitments

Encumbrances – As discussed in Note 1 above, budgetary information, budgetary basis of accounting, and encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. At June 30, 2022 the amount of encumbrances expected to be honored upon performance by the vendor in the next year were:

General Fund	$ 651,471
Gifts and Grants Fund	31,586
Total	$ 683,057

Note 11 – Capital Assets

Capital assets of the System at June 30, 2022 are as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Non-depreciable Capital Assets:				
Land	$ 161,179	$ -	$ -	$ 161,179
Computer Equipment	103,475	144,372	-	247,847
Total Non-Depreciable Capital Assets	$ 264,654	$ 144,372	$ -	$ 409,026
Depreciable Capital Assets:				
Library Books	$ 17,045,212	$ 1,138,589	$ 1,100,603	$ 17,083,198
Building	4,743,182	557,265	152,545	5,147,902
Furniture and Fixtures	1,215,898	2,400	4,450	1,213,848
Computer Equipment	5,147,731	893,001	274,850	5,765,882
Vehicles	422,616	94,266	25,086	491,796
Total Depreciable Capital Assets	28,574,639	2,685,521	1,557,534	29,702,626
Less Accumulated Depreciation for:				
Library Books	13,449,179	1,395,772	1,100,603	13,744,348
Building	912,797	123,068	93,849	942,016
Furniture and Fixtures	1,169,609	14,514	4,450	1,179,673
Computer Equipment	3,872,336	725,420	266,608	4,331,148
Vehicles	369,672	31,762	25,086	376,348
Total Accumulated Depreciation	19,773,593	2,290,536	1,490,596	20,573,533
Total Depreciable Capital Assets, Net	$ 8,801,046	$ 394,985	$ 66,938	$ 9,129,093

Note 12 – Fund Balance

The following table shows the fund balance classifications as shown on the governmental funds balance sheet as of June 30, 2022:

	General Fund	Gifts and Grants Fund	Total Governmental Funds
Fund Balance			
Assigned:			
Cleveland County Libraries	$ 124,560	$ -	$ 124,560
Moore Library Project	153,806	-	153,806
McClain County Libraries	173,995	-	173,995
Pottawatomie County Libraries	50,000	-	50,000
Library Projects	220,000	-	220,000
Special Revenue Funds		657,438	657,438
Committed:			
Reserved for Encumbrances	651,471	31,586	683,057
Unassigned	16,518,075	-	16,518,075
Total Fund Balance	$ 17,891,907	$ 689,024	$ 18,580,931

Note 13 – Defined Benefit Retirement Plan

Plan Description - The Pioneer Library System Pension Plan and Trust (The Plan) was a single-employer public employees' retirement system (PERS) plan that covered all full-time employees of the Library. This plan was frozen as of December 31, 2008 and closed to new entrants. Retirement benefits were based on length of service and salary. Normal retirement for the plan was 65 years of age. Death and deferred vested benefits were also available under the plan. All benefits vested after 10 years of credited service. Pioneer employees who retired after age sixty-five with more than four years of credited service were entitled to an annual retirement benefit, payable monthly, in an amount equal to one percent of their average salary based on their highest five consecutive years within 10 years of retirement. If an employee had less than 10 years of vesting service, the amount of the benefit was reduced by 1/10th for each vesting year of service fewer than ten. This plan was terminated and all of the assets paid out of the plan in October of 2021.

Funding Policy - Employees of the Library were not required to contribute to the plan. The Library was required to make annual contributions based on an actuarially computed percentage of covered wages in amounts sufficient to cover normal cost of benefits and amortize the prior service liabilities. The Pioneer Library System Board of Trustees had the authority to establish and or amend the funding policy of the plan. The plan was terminated and all of the assets paid out of the plan in October of 2021.

Termination of the Defined Benefit Retirement Plan – The System's Board of Trustees voted at their meeting on April 27, 2021 to terminate the plan. All of the plan assets were transferred to a money market account with Empower on June 24, 2021 in anticipation of the plan termination. Members of the plan were provided an election window in August 2021 to elect whether to receive a lump sum cash payment directly to the member, to receive a lump sum amount that can be rolled over into one of the other existing plans with the system or rolled over into an IRA, or elect to receive annuity payments. The lump sum payment

Note 13 – Defined Benefit Retirement Plan (continued)

amounts were issued in September of 2021. In September of 2021 the Library issued an invitation to bid to insurance companies to provide the annuity payments to those members who elect to receive a monthly annuity payment. The bid was awarded in September and the plan was closed out in early October of 2021.

Changes in Net Pension Liability or (Assets) – Changes in the System's net pension liability for the year ended June 30, 2022 were as follows:

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance, June 30, 2021	$ 3,665,332	$ 4,496,541	$ (831,209)
Changes for the year:			
Interest	-	-	-
Difference between expected and actual experience	-	-	-
Net investment income	-	-	-
Administrative Expense	-	(18,928)	18,928
Change of assumptions	-	-	-
Contributions - employer	-	-	-
Benefit payments including refunds of employee contributions	(3,665,332)	(4,477,613)	812,281
Net Changes	(3,665,332)	(4,496,541)	831,209
Balance, June 30, 2022	$ -	$ -	$ -

Plan's annual financial report is available from the Business Office of the Pioneer Library System, 300 Norman Center Court, Norman, Oklahoma 73072.

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources – For the year ended June 30, 2022; the Library recognized a pension expense of $135,092.

Note 14– Defined Contribution Retirement Plan

Plan Description - On January 1, 2009 the Library implemented this plan. Normal retirement age for this plan is 65 years of age. Death and deferred vested benefits are also available under this plan. All benefits vest after 5 years of credited service. Employees who retire after age sixty-five will receive their vested benefits in one of the following manners out of the amount accumulated in their accounts: (i) by lump sum payments, or (ii) in equal monthly, quarterly, semi-annual or annual installment payments; provided an installment election must be for a period less than their life expectancy or the life expectancy of their beneficiaries.

Note 14– Defined Contribution Retirement Plan (Continued)

Funding Policy - Employees of the Library are not required to contribute to the plan. The Library makes an annual contribution based on a percentage of an employee's salary. For employees that were members of the Defined Benefit retirement plan that was frozen in 2008, the percentage of salary was based on an actuarial calculation that was done in 2008. These percentages were reviewed and recalculated during the current year which resulted in several of the percentages being changed. These new percentages were used when calculating the contributions to participants' accounts for 2022. The Pioneer Library System Board of Trustees has the authority to establish and or amend the funding policy of the plan. Contributions paid to the plan for the year ended June 30, 2022 totaled $451,291.

Note 15 – Risk Management

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the System carries commercial insurance. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past three years.

Note 16 – Termination Benefits

The Library offered a one-time voluntary retirement incentive to up to 8 employees. To be eligible the employee was required to be a salaried employee and to have 15 years of service with the Library. The first 8 employees who completed and returned a signed offer agreement were selected to receive the benefit. By accepting the offer the employees agreed to retirement date of July 1, 2022. The offer was for the employee to receive a one- time payment in the amount equal to their annual salary. The total amount of payments issued to employees was $394,794. Payments were issued on July 1, 2022.

Note 17 – Risks and Uncertainties

Subsequent events have been evaluated through the issuance date of this report.

Because the Pioneer Library System is substantially funded by ad valorem taxes, there was no significant loss of revenues due to the COVID-19 pandemic. However, the Library's operations have continued to change due to the pandemic.

From April 1, 2021 to June 1, 2021 the Library operated in phase five of the reopening plan. This phase ended the quarantining of materials, mail, and deliver. All kits, board books, magazines and newspapers now are allowed to circulate. No in-person programs in the branch or in the communities will be allowed until further notice. The Library recommends that meeting rooms remain unavailable and that the essential services provided in the previous phase continue with the addition of browsing and Wi-Fi access in grab-and-go environment.

On May 12, 2021 the Library entered phase six of the reopening plan. Branches cleared their meeting rooms and returned furniture to the floor. The Library's facial covering mandate expired on May 19, 2021 in communities without a municipal mandate. The Library continues to support staff and community members who chose to wear facial coverings. Computer time limits returned to normal and toys returned to the public floor. Beginning June 1, 2021 meeting rooms opened and became available to the public as the Library returned to full capacity. In person programs may be held outside or in open-air settings. Branches may host outdoor activities and participate in outdoor events. Outreach may resume.

Note 17 – Risks and Uncertainties (Continued)

On August 5, 2021 the Library announced that outdoor programming will continue for children 11 and under in alignment with the Library's Safety for Children Policy. Indoor programming for customers 12 and up will be available in settings where physical distancing can be accommodated and control of the size of the group is possible. The Library continues to follow CDC guidelines and recommends facial coverings for all staff and customers while they are indoors.

On March 13, 2022 the Library entered into phase seven of the reopening plan. This phase reinstated indoor programming for all ages and resumed volunteer recruitment and acceptance of volunteer resumes. This phase return the system to pre-pandemic service levels.

As of the date of this report on these financial statements, the virus continues to spread and the future effects of the continuing pandemic are unknown at this time.

PIONEER LIBRARY SYSTEM
Budgetary Comparison Schedule – General Fund (Unaudited)
For the Year Ended June 30, 2022

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts GAAP Basis	Budget to GAAP Differences Over(Under)	Actual Amounts Budgetary Basis	Variance with Final Budget Positive (Negative)
Resources (inflows)						
Property Taxes	$ 19,227,473	$ 20,174,506	$ 20,671,488	$ 26,357	$ 20,645,131	$ 470,625
State Revenue	117,500	111,079	111,257	-	111,257	178
Interest	40,000	30,000	83,918	24,923	58,995	28,995
Other Financing Sources	-	-	237,462	237,462	-	-
Other	316,086	284,536	731,026	(45,467)	776,493	491,957
Use of Designated Fund Balance	-	757,979	-	-	-	(757,979)
Amounts Available for Appropriation	19,701,059	21,358,100	21,835,151	243,275	21,591,876	233,776
Charges to Appropriations (outflows)						
Personnel Services	12,683,922	12,708,837	11,827,254	(389,276)	11,437,978	1,270,859
Materials	3,000,000	3,043,268	3,055,517	(48,256)	3,007,261	36,007
General and Administrative	1,287,750	2,120,791	2,264,643	(292,785)	1,971,858	148,933
Technology	1,859,387	2,394,940	1,823,872	(15,978)	1,807,894	587,046
System Services	870,000	936,458	1,131,872	20,074	1,151,946	(215,488)
Total Charges to Appropriations	19,701,059	21,204,294	20,103,158	(726,221)	19,376,937	1,827,357
Change in Net Assets	-	153,806	1,731,993	969,496	2,214,939	(1,593,581)
Beginning Fund Balance	11,924,648	15,477,739	15,477,739	-	15,477,739	-
Ending Fund Balance	$ 11,924,648	$ 15,631,545	$ 17,209,732	$ 969,496	$ 17,692,678	$ (1,593,581)

Budget to Actual Reconciliation:

Revenues on a budgetary basis are based on cash received rather than the modified accrual basis used for financial reporting	$ 243,275
Encumbrances for the prior fiscal year which were included in the year ordered for budgetary purposes but were cancelled during the current budgetary year	726,221
	$ 969,496

Notes to required Budgetary Information

Note Budgeting and Budgetary Control

Oklahoma Statue requires the System to prepare an annual budget. The budget is filed with the various County Excise Boards. The System adopts its budget at the fund level.

Budgetary Basis of Accounting

Under the budgetary basis of accounting, revenues are recognized when they are received rather than earned. Purchases of materials, outside services and capital outlay are recognized as expenditures when the commitment to purchase is made (encumbered).

PIONEER LIBRARY SYSTEM
Schedule of Changes in Net Pension Liability (Unaudited)
Last Ten Years

Pioneer Library System Pension Plan and Trust
Liability

For the Year Ended December 31	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Total Pension Liability													
Service Cost	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest	-	211,889	224,544	227,221	235,645	252,873	239,135	240,458	252,881	238,612	248,546	237,066	228,147
Changes of benefit terms	-	-	-	-	-	-	-	-	-	-	-	-	-
Differences between expected and actual experience	-	82,513	(73,424)	45,793	124,628	10,006	107,515	(29,079)	49,618	247,559	(116,955)	75,052	4,988
Changes of assumptions	-	(48,203)	(13,805)	(8,364)	(26,958)	-	357,460	-	(618,094)	-	244,140	-	-
Benefit payments, including refunds of member contributions	3,665,332	(267,700)	(385,772)	(393,085)	(394,007)	(706,017)	(244,284)	(259,643)	(252,483)	(201,018)	(158,505)	(83,058)	(85,914)
liability	$ (3,665,332)	$ (21,501)	$ (248,457)	$ (128,435)	$ (60,692)	$ (443,138)	$ 459,826	$ (48,264)	$ (568,078)	$ 285,153	$ 217,226	$ 229,060	$ 147,221
Beginning	3,665,332	3,686,833	3,935,290	4,063,725	4,124,417	4,567,555	4,107,729	4,155,993	4,724,071	4,438,918	4,221,692	3,992,632	3,845,411
(a)	$ -	$ 3,665,332	$ 3,686,833	$ 3,935,290	$ 4,063,725	$ 4,124,417	$ 4,567,555	$ 4,107,729	$ 4,155,993	$ 4,724,071	$ 4,438,918	$ 4,221,692	$ 3,992,632
Plan fiduciary net position													
Contributions--employer	$ -	$ 307,257	$ 320,506	$ 179,749	$ 269,607	$ 490,156	$ 83,368	$ 56,500	$ 208,000	$ 208,000	$ 146,000	$ 159,000	$ 199,260
Contributions--member	-	-	-	-	-	-	-	-	-	-	-	-	-
Net investment income	-	522,026	731,845	(166,936)	458,600	305,447	(63,755)	135,323	481,674	310,945	(27,967)	310,533	407,581
Benefit payments, including refunds of member contributions	(4,697,276)	(267,700)	(385,772)	(393,085)	(394,007)	(706,017)	(244,284)	(259,643)	(252,483)	(201,018)	(158,505)	(83,058)	(85,914)
Administrative expense	(18,928)	(34,149)	(32,728)	(32,844)	(32,981)	(33,731)	(31,409)	-	-	-	-	-	-
Other	219,663	-	-	-	-	-	-	-	-	-	-	-	-
position	$ (4,496,541)	$ 527,434	$ 633,851	$ (413,116)	$ 301,219	$ 55,855	$ (256,080)	$ (67,820)	$ 437,191	$ 317,927	$ (40,472)	$ 386,475	$ 520,927
beginning	4,496,541	3,969,107	3,335,256	3,748,372	3,447,153	3,391,298	3,647,378	3,715,198	3,278,007	2,960,080	3,000,552	2,614,077	2,093,150
ending (b)	$ -	$ 4,496,541	$ 3,969,107	$ 3,335,256	$ 3,748,372	$ 3,447,153	$ 3,391,298	$ 3,647,378	$ 3,715,198	$ 3,278,007	$ 2,960,080	$ 3,000,552	$ 2,614,077
PLS net pension liability (asset)--ending (a) - (b)	$ -	$ (831,209)	$ (282,274)	$ 600,034	$ 315,353	$ 677,264	$ 1,176,257	$ 460,351	$ 440,795	$ 1,446,064	$ 1,478,838	$ 1,221,140	$ 1,378,555
Plan fiduciary net position as a percentage of the total pension	#DIV/0!	122.68%	107.66%	84.75%	92.24%	83.58%	74.25%	88.79%	89.39%	69.39%	66.68%	71.07%	65.47%
Covered-employee Payroll	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Net pension liability (asset) as a percentage of covered-employee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes to Schedule:

Information is not provided for years prior to 2009 due to it not being available.

Covered-employee payroll is not provided after 2008 since the plan was frozen December 31, 2008 and participants no longer accrue additional benefits.

The plan was terminated and the assets paid out on October 7, 2021.

Changes of assumptions - In 2011, amounts reported as changes of assumptions resulted primarily from the actuary correcting an error based on him using the wrong assumptions for his lump sum calculations.

In 2013, amounts reported as changes of assumptions resulted primarily from changing the interest rate, changing the cost method, and changing the mortality tables.

In 2015, amounts reported as changes of assumptions resulted from the changing of the mortality tables.

In 2017, amounts reported as changes of assumptions resulted from the update to the mortality projection scale contained in the mortality tables.

In 2018, amounts reported as changes of assumptions resulted from the change to the mortality tables.

In 2018, amounts reported as changes of assumptions resulted from the change to the mortality tables.

In 2020, amounts reported as changes of assumptions resulted from the update of the mortality improvement scale from MP-2019 to MP-2020.

PIONEER LIBRARY SYSTEM
Schedule of Pension Contributions (Unaudited)
Last Ten Years

Pioneer Library System Pension Plan and Trust

Schedule of Pension Contributions

For the Year Ended December 31	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Actuarially determined contribution	$ -	$ 39,691	$ 241,012	$ 157,203	$ 169,607	$ 240,155	$ 68,369	$ 56,500	$ 176,976	$ 197,670	$ 149,985
Contributions in relation to the actuarially determined contribution	-	307,257	320,506	179,749	269,607	490,156	83,368	56,500	208,000	208,000	146,000
Contribution deficiency (excess)	$ -	$(267,566)	$ (79,494)	$ (22,546)	$(100,000)	$(250,001)	$ (14,999)	$ -	$ (31,024)	$ (10,330)	$ 3,985
Covered-employee Payroll		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Contributions as a percentage of covered-employee payroll		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes to schedule:

Valuation date:	Actuarially determined contribution rates are calculated as of December 31, six months prior to the end of the fiscal year in which contributions are reported.
Methods and assumptions used to determine contribution rates:	
Actuarial cost method	Active and terminated vested participants are assumed to elect a 10 year Certain and Life Annuity upon retirement.
Amortization method	Level dollar
Remaining amortization period	Unfunded past service liability, 10 year closed period beginning January 1, 2014. Subsequent plan year gains and losses are amortized over five years.
Asset valuation method	Market value of assets
Inflation	N/A
Salary increases	N/A - plan is frozen
Investment rate of return	0.50%
Retirement age	100% at age 65
Mortality	RP - 2014 Mortality Table projected using scale MP-2020

Other information:

Covered-employee payroll is not provided since the plan was frozen December 31, 2008 and participants no longer accrue additional benefits.

The plan was terminated and assets were paid out on October 7, 2021

GB cpas

Gray, Blodgett & Company, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS

629 24TH AVE SW
NORMAN, OKLAHOMA 73069
(405) 360-5533 FAX (405) 364-3771

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

September 26, 2022

To the Board of Trustees of
Pioneer Library System
Norman, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund and the fiduciary fund type of Pioneer Library System (the System), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the System's basic financial statements, and have issued our report thereon dated September 26, 2022. The financial statements of the aggregate discretely presented component unit, the Pioneer Library System Foundation, were not audited in accordance with *Government Auditing Standards,* and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Pioneer Library System Foundation.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the System's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the System's internal control. Accordingly, we do not express an opinion on the effectiveness of the System's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

To the Board of Trustees of
Pioneer Library System
September 26, 2022

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the System's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

GRAY, BLODGETT & COMPANY, PLLC
Gray, Blodgett & Company, PLLC

Regular Board of Commissioners

3. e.

Meeting Date: 10/17/2022

Resignation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the resignation of Amy Loftis-Walton from the Planning Commission.

Attachments

Resignation

Amy Loftis-Walton
14 Turkey Knob
Shawnee, OK 74804
09/30/2022

Ed Bolt
Mayor
City of Shawnee
16 West 9th Street
Shawnee, OK 74801

Dear Mayor Bolt:

It is with regret that I tender my resignation from the City of Shawnee Planning Commission, effective immediately.

Since June of 2020 it has been an honor to serve my community. I have recently accepted the position of Deputy Director for Business Development for the State of Oklahoma. In my capacity I am charged with increasing new domestic and international investment for the state of Oklahoma and sadly enough it will create a direct conflict with my seat as Planning Commissioner.

It is my hope that my new position will bring a significant benefit to the City of Shawnee as I know there is incredible things ahead for our state and I look forward to sharing future opportunities with the community I love.

Respectfully,

Amy Loftis-Walton
Business Development, State of Oklahoma
Oklahoma Department of Oklahoma

Regular Board of Commissioners 5.

Meeting Date: 10/17/2022

Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution of support for the appointment of Andrea Weckmueller-Behringer to the District 5 Seat on the Board of Directors of the Oklahoma Municipal League; declaring said appointment to be for the benefit of the City of Shawnee and other municipalities within the District; and declaring the mission of the Oklahoma Municipal League to be for the public purpose.

Attachments

Resolution

City of Shawnee OKLAHOMA

City Manager's Office

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

Date: October 13, 2022

To: City Commission

From: Andrea Weckmueller-Behringer, City Manager

Subject: Consideration of a resolution of support for the appointment of Andrea Weckmueller-Behringer to the District 5 Seat on the Board of Directors of the Oklahoma Municipal League

Background: Since 1913, the Oklahoma Municipal League (OML) has served as the advocate and voice of Oklahoma local governments in interactions at both the state and national levels. In addition, OML has equipped municipalities to better serve their citizens and communities through the provision of programs and the distribution of information specific to its members' needs. OML also acts as a clearinghouse for select services, which individual cities or towns may not have the time, resources, or expertise to provide on their own.

For many years now, the City of Shawnee has been a member of OML, benefitting from the agency's legislative advocacy efforts, municipal research and innovation sharing, targeted educational opportunities and conferences, as well as ongoing peer exchange and support.

Following the recent resignation of the previous District 5 representative, OML has now requested nominations to fill this seat. The list of nominees will be presented to the OML Board of Directors for consideration at the upcoming November board meeting. District 5 encompasses not just the City of Shawnee but also 47 other cities and towns within Hughes, Lincoln, Okfuskee, Pawnee, Payne, Pottawatomie, and Seminole counties.

Having a City of Shawnee representative on the OML Board of Directors would allow for direct input into decisions related to important municipal trainings and educational workshops, legislative advocacy goals, and research or inquiry topics.

Financial Impact: None.

Attachment: Resolution.

Staff Recommendation: Approval of the item.

RESOLUTION NO. _____

A RESOLUTION OF SUPPORT FOR THE APPOINTMENT OF ANDREA WECKMUELLER-BEHRINGER TO THE DISTRICT 5 SEAT ON THE BOARD OF DIRECTORS OF THE OKLAHOMA MUNICIPAL LEAGUE; DECLARING SAID APPOINTMENT TO BE FOR THE BENEFIT OF THE CITY OF SHAWNEE AND OTHER MUNICIPALITIES WITHIN THE DISTRICT; AND DECLARING THE MISSION OF THE OKLAHOMA MUNICIPAL LEAGUE TO BE FOR THE PUBLIC PURPOSE.

WHEREAS, the City of Shawnee recognizes that the Oklahoma Municipal League ("OML") is a non-profit member driven organization composed of municipalities from across the State of Oklahoma who work together for their mutual benefit;

WHEREAS, the City of Shawnee through its membership with OML, realizes many benefits from the policy and legislative work of the OML, and as a result, supports the mission of OML which is to provide services and programs to its members to assist them in better serving their citizens and communities;

WHEREAS, the City of Shawnee is within District 5 and as such is represented by an appointee seated within said district;

WHEREAS, the City of Shawnee has an interest and desire to resolve its support of the nomination of Andrea Weckmueller-Behringer for District 5 seat on the OML Board of Directors;

WHEREAS, the City of Shawnee finds that said nomination would benefit the City of Shawnee and the other municipalities within District 5 by serving as the individual and collective voice of local government officials in interaction at both the state and national level;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COMMISSION FOR THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1: That the City of Shawnee unequivocally supports the nomination of Andrea Weckmueller-Behringer to serve as the District 5 appointee on the Board of Directors of the OML, by finding and declaring that the mission of OML to be for the public purpose and acknowledging that the City of Shawnee and other municipalities within District 5 will benefit by her appointment.

SECTION 2: That should Andrea Weckmueller-Behringer ultimately be appointed to the OML Board of Directors, she is specifically authorized and requested to fully participate in said meetings of the Board of Directors and the projects of the same to the ultimate benefit of the City of Shawnee.

PASSED, APPROVED AND EFFECTIVE this________________day of______, 2022.

____
ED BOLT, MAYOR

ATTEST: (SEAL)

____
LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this______day of_____________, 2022.

____
JOE VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

6.

Meeting Date: 10/17/2022

Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution of the City of Shawnee ratifying executed Cooperative Purchasing Agreements.

Attachments

Resolution

City Manager's Office
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: October 13, 2022

To: City Commission

From: Jacob Foos, Assistant City Manager

Subject: Consideration of a resolution of the City of Shawnee ratifying executed cooperative purchasing agreements.

Background: The utilization of a cooperative purchasing agreement is similar to purchasing an item through a contract awarded by the State of Oklahoma. Both processes must meet the procurement guidelines established in state law. One benefit of a cooperative purchasing agreement is that with a large collective of agencies ordering, vendors generally provide more competitive pricing.

In reviewing the use of cooperative purchasing agreements, City staff identified an opportunity to implement policies and procedures that safeguard taxpayer funds while meeting the operational needs of the City. In that review it was determined that a formal ratification of past cooperative purchasing agreements would provide a proper transition to the new process.

Future uses of cooperative purchasing agreements will be conducted through individual resolutions, as seen in a companion item on the agenda.

Financial Impact: None.

Attachment: Resolution and associated financial policy.

Staff Recommendation: Approval of the item.

RESOLUTION NO. ____________

A RESOLUTION OF THE CITY OF SHAWNEE RATIFYING EXECUTED COOPERATIVE PURCHASING AGREEMENTS.

WHEREAS, the City of Shawnee, Oklahoma has previously entered into cooperative purchasing agreements inside and outside the State of Oklahoma, and

WHEREAS, said cooperative purchasing agreements were entered into for an item or service that no bid or match on the product or service was listed on the procurement schedule provided by the State of Oklahoma Use Committee, and

WHEREAS, the product or service considered in the cooperative purchasing agreements satisfied all competitive bidding requirements of the Oklahoma Central Purchasing Act when the pricing was obtained.

NOW, THEREFORE, BE IT RESOLVED by the City of Shawnee, Oklahoma, that in accordance with Oklahoma law, any prior cooperative purchasing agreements entered into by the City of Shawnee were legally entered into via the procedure stated above and pursuant to the Oklahoma Central Purchasing Act requiring the purchase of certain products or services to be made in accordance with the Act and are hereby ratified.

PASSED, APPROVED, AND ADOPTED this 17th day of October, 2022, by the City of Shawnee.

____
ED BOLT, MAYOR

(SEAL)
ATTEST:

____
LISA LASYONE, CMC, CITY CLERK

City of Shawnee Cooperative Purchasing Agreement Policy
8/15/2022

The City of Shawnee, in order to properly carry out its business and affairs, shall follow the stated procedure herein with regards to entering into cooperative purchasing agreements:

1. Whenever the City of Shawnee intends to procure a product or service listed on the procurement schedule provided from the State Use Committee of the State of Oklahoma, a cooperative purchasing agreement may only be considered if there are no state bids on the product or service or there is no exact match for the product or service.

2. All competitive bidding requirements set forth by the Oklahoma Central Purchasing Act shall be satisfied with regards to the good or service to be procured when determining the fair market price.

3. The State Use Committee shall have acknowledged that the procedures used for the procurement of the product or service were followed in each instance and was approved accordingly under the cooperative purchasing agreement.

4. The Cooperative Purchasing Agreement and compliance with this policy should be confirmed by Resolution of the City Commission.

Regular Board of Commissioners 7.

Meeting Date: 10/17/2022

Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution of the City of Shawnee approving the purchase of a Fire Apparatus-Pumper from Conrad Fire Equipment Inc., under the Cooperative Purchasing Agreement with Houston-Galveston Area Council.

Attachments

Resolution

City Manager's Office

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

Date: October 13, 2022

To: City Commission

From: Jacob Foos, Assistant City Manager
Tony Wittmann, Fire Chief

Subject: Consideration of a resolution approving the purchase of a fire apparatus – pumper from Conrad Fire Equipment Inc., under the cooperative purchasing agreement with the Houston-Galveston Area Council (HGAC).

Background: The purchase of a pumper truck for the Fire Department was identified as a priority as part of the 2018 Half-Cent Sales Tax initiative for which collections began in October of 2018. To accelerate the purchase timeline, the City of Shawnee obtained a loan in September of 2020 which included $750,000 for the pumper truck. Since that time, City staff has been working through the extensive process involved in ordering this highly technical piece of equipment.

While the initial funding level was $750,000, the final cost will be $855,880.08. The final cost includes all reasonable modifications that could be made to provide cost savings, as well as a discount of $44,973.98 provided for payment being made at the time of the order. The additional expense of $105,880.08 will be covered by surplus tax collections from the 2018 Half-Cent Sales Tax.

The estimated build time for the pumper truck is 29.5 months, which means it will be received in approximately April of 2025. Once the new unit arrives, it will allow for the 2015 pumper truck to be moved into reserve status, and for the 2008 unit, which currently serves as the reserve, to be declared surplus.

The service of life for the new unit is estimated to be 10 to 12 years.

Included in the attachments are two pictures, providing an example of how the fire apparatus will look, and the preliminary design schematics.

Financial Impact: $855,880.08 from the 2018 Half-Cent Sales Tax, Fund 303, Capital Outlay – Equipment, 303-5-0720-54500.

Attachment: Resolution, Apparatus Proposal and Images, and HGAC Agreement 19-00872.

Staff Recommendation: Approval of the item.

RESOLUTION NO. _____________

A RESOLUTION OF THE CITY OF SHAWNEE APPROVING THE PURCHASE OF A FIRE APPARATUS - PUMPER FROM CONRAD FIRE EQUIPMENT INC., UNDER THE COOPERATIVE PURCHASING AGREEMENT WITH HOUSTON-GALVESTON AREA COUNCIL.

WHEREAS, the City of Shawnee, Oklahoma desires to enter into a cooperative purchasing agreement with Houston-Galveston Area Council for the purchase of a fire apparatus - pumper from Conrad Fire Equipment Inc., under Cooperative Agreement 19-00872, and

WHEREAS, said cooperative purchasing agreement is for an item and/or service that no bid or match on the product or service is listed on the procurement schedule provided by the State of Oklahoma Use Committee, and

WHEREAS, all competitive bidding requirements of the Oklahoma Central Purchasing Act were followed when the pricing was obtained by the cooperative purchasing procurement unit and said pricing is reflected in the cooperative purchase agreement.

NOW, THEREFORE, BE IT RESOLVED by the City of Shawnee, Oklahoma, that in accordance with Oklahoma law, and the policy of the City of Shawnee, the cooperative purchasing agreement identified herein is approved in the amount of $855,880.08.

PASSED, APPROVED, AND ADOPTED this 17th day of October, 2022, by the City of Shawnee.

____
ED BOLT, MAYOR

(SEAL)
ATTEST:

____
LISA LASYONE, CMC, CITY CLERK

HGACBuy THE SMART PURCHASING SOLUTION

CFE
CONRAD FIRE EQUIPMENT

Pierce

Apparatus Proposal

Customer Name: SHAWNEE, OK

Sales Rep: STEVE MARTIN

Submitted Date: 10/5/22

Expiration Date: 10/31/22

Apparatus Detail

Qty.	Description	Price
1	PIERCE ENFORCER PUMPER	$ 900,854.06

Proposal Bid No.: 530

Proposal Doc Date: 10/5/22

Performance Bond: YES

Warranty Period: Standard

Estimated Build Time: 29.5MO

Payment Options

OPTION 1 (with Pre-Payment Discount)

Apparatus Purchase Price	$ 900,854.06
Trade-in Value	$ 0.00
Price After Trade-in	$ 900,854.06
Pre-Payment Discount	-$ 44,973.98
Extrication Rescue Tools	$ 0.00
Loose Equipment	$ 0.00
Options	$ 0.00
Due Upon Order	$ 855,880.08

OPTION 2 (w/o Pre-Payment Discount)

Apparatus Purchase Price	$ 900,854.06
Trade-in Value	$ 0.00
Price After Trade-in	$ 900,854.06
Pre-Payment Discount	N/A
Extrication Rescue Tools*	$ 0.00
Loose Equipment*	$ 0.00
Options	$ 0.00
Due Upon Delivery	$ 900,854.06

Payment Terms

OPTION 1 PRICING IS BASED ON FULL PAYMENT BEING MADE AT TIME OF ORDER.
OPTION 2 PRICING IS BASED ON FULL PAYMENT BEING MADE AT TIME OF PRODUCT DELIVERY. *RESCUE TOOLS AND LOOSE EQUIPMENT THAT ARE NOT PRE-PAID MUST BE PAID FOR UPON DELIVERY; TO SECURE THE QUOTED PRICING, TOOLS AND EQUIPMENT WILL BE PROCESSED IMMEDIATELY UPON ORDER PLACEMENT AND PAYMENT FOR TOOLS AND EQUIPMENT WILL BE DUE UPON DELIVERY, WHICH WILL BE PRIOR TO APPARATUS DELIVERY.*

Notes

ENCLOSED PRICING EXPIRES 10/31/22.

NOTE: Pre-payment discounts are based on purchase price at time of order. Manufacturing build time is subject to change up to the time an order is placed. If deferred payment arrangements are required, the Customer must make such financial arrangements through a financial institution acceptable to Company. All taxes, excises and levies that Company may be required to pay or collect by reason of any present or future law or by any governmental authority based upon the sale, purchase, delivery, storage, processing, use, consumption, or transportation of the Product sold by Company to the Customer shall be for the account of the Customer and shall be added to the Purchase Price. All delivery prices or prices with freight allowance are based upon prevailing freight rates and, in the event of any increase or decrease in such rates, the prices on all unshipped Product will be increased or decreased accordingly. Delinquent payments shall be subject to a carrying charge of 1.5 percent per month or such lesser amount permitted by law. Company will not be required to accept payment other than as set forth in this Agreement. Company shall have and retain a purchase money security interest in all goods and products now or hereafter sold to the Customer by Company or any of its affiliated companies to secure payment of the Purchase Price for all such goods and products. In the event of nonpayment by the Customer of any debt, obligation or liability now or hereafter incurred or owing by the Customer to Company, Company shall have and may exercise all rights and remedies of a secured party under Article 9 of the Uniform Commercial Code (UCC) as adopted by the state of [KANSAS].

Option List

10/5/2022

Customer:	Shawnee,OK	**Bid Number:**	530
Representative	Martin, Steven	**Job Number:**	
Organization:	Conrad Fire Equipment	**Number of Units:**	1
Requirements Manager:		**Bid Date:**	06/30/2022
Description:	Shawnee	**Stock Number:**	
Body:	Pumper, PUC, Aluminum	**Price Level:**	42 (Current: 42)
Chassis:	Enforcer Chassis, PUC-NG	**Lane:**	

Line	Option	Type	Option Description	Qty
1	0766589		PUC Pumper Boiler Plate Fire Department/Customer - Shawnee,Ok Operating/In conjunction W-Service Center - Operating Miles - 50 Miles Number of Fire Dept/Municipalities - Bidder/Sales Organization - Conrad Fire Delivery - Delivery representative Dealership/Sales Organization, Service - Conrad Fire	1
2	0661794		Single Source Compliance	1
3	0584456		Manufacture Location, Appleton, Wisconsin	1
4	0584452		RFP Location: Appleton, Wisconsin	1
5	0588609		Vehicle Destination, US	1
6	0610784		Comply NFPA 1901 Changes Effective Jan 1, 2016, With Exceptions	1
7	0533347		Pumper/Pumper with Aerial Device Fire Apparatus	1
8	0588611		Vehicle Certification, Pumper	1
9	0661778		Agency, Apparatus Certification, Pumper/Tanker, U.L.	1
10	0891947		Certification, Vehicle Inspection Program, NFPA 1901	1
11	0620362		HGAC	1
12	0537375		Unit of Measure, US Gallons	1
13	0529326		10%, Pierce Built Chassis	1
14	0540326		Not Requested	1
15	0000007		Approval Drawing	1
16	0002928		Electrical Diagrams	1
17	0889378		Enforcer Chassis, PUC-NG	1
18	0000110		Wheelbase Wheelbase - 202.50"	1
19	0000070		GVW Rating GVW rating - 47,000#	1
20	0729280		Frame Rails, 13.38 x 3.50 x .375, Enforcer	1
21	0020018		Frame Liner Not Req'd	1
22	0637911		Axle, Front, Dana, D-2000F, 20,000 lb Saber FR/Enforcer	1
23	0637913		Suspension, Front, Standens, Taper Leaf, 20,000 lb, Saber FR/Enforcer	1
24	0000321		Shock Absorbers on Front Axle, Monroe Magnum 65, Saber/Enforcer	1
25	0000322		Oil Seals, Front Axle	1
26	0582936		Tires, Front, Goodyear, G289 WHA, 315/80R22.50, 20 ply	1
27	0019575		Wheels, Front, Alcoa, 22.50" x 9.00", Aluminum, Hub Pilot	1
28	0640711		27,000 lb Dana Axle	1
29	0544253		Top Speed of Vehicle, 68 MPH	1
30	0565380		Suspen, Rear, Single Slipper Spring, 27,000 lb, Saber/Enforcer	1
31	0000485		Oil Seals, Rear Axle	1
32	0587216		Tires, Rear, Goodyear, G622 RSD, 12R22.50, 16 ply, Single	1
33	0019625		Wheels, Rear, Alcoa, 22.50" x 8.25", Aluminum, Hub Pilot, Single	1
34	0568081		Tire Balancing, Counteract Beads	1
35	0620570		Tire Pressure Monitoring, RealWheels, AirSecure, Valve Cap, Single Axle Qty, Tire Pressure Ind - 6	1
36	0003245		Axle Hub Covers w/center hole, S/S, Front Axle	1
37	0057936		Covers, Lug Nut, Chrome	1
38	0002045		Mud Flap, Front and Rear, Pierce Logo	1
39	0760675		Chains, Onspot, Automatic Tire, Custom	1
40	0544802		Chocks, Wheel, SAC-44-E, Folding Qty, Pair - 01	1

Line	Option	Type	Option Description	Qty
41	0544806		Mounting Brackets, Chocks, SAC-44-E, Folding, Horizontal	1
			Qty, Pair - 01 Location, Wheel Chocks - Left Side Rear Compt	
42	0010670		ABS Wabco Brake System, Single rear axle	1
43	0690932		Brakes, Bendix, ADB-22X, 17" Disc, Front	1
44	0627930		Brakes, Bendix, Cam, Rear, 16.50 x 8.63"	1
45	0731553		Air Compressor, Brake, Cummins/Wabco 25.9 CFM	1
46	0644232		Brake Reservoirs, 4,272 Cubic Inch Minimum Capacity, Saber FR/Enforcer	1
47	0568012		Air Dryer, Wabco System Saver 1200, Heater, 2010	1
48	0000790		Brake Lines, Nylon	1
49	0000854		Air Inlet, w/Disconnect Coupling	1
			Location, Air Coupling(s) - a) DS Step Well, Forward Qty, Air Coupling (s) - 1	
50	0651395		Outlet, Air, with shut off valve, Milton "A" Fittings	1
			Location, Air Coupling(s) - a) DS Step Well Qty, Air Coupling (s) - 1	
51	0805894		Engine, Cummins X12, 500 hp, 1700 lb-ft, W/OBD, EPA 2024, PUC-NG, Enforcer	1
52	0730807		Remote Mounted Filters Not Required, X12	1
53	0001244		High Idle w/Electronic Engine, Custom	1
54	0687994		Engine Brake, Jacobs Compression Brake, Cummins Engine	1
			Switch, Engine Brake - e) ISC/ISM/ISL9/ISX Hi Med Lo	
55	0644227		Clutch, Fan, Air Actuated, Saber FR/Enforcer	1
56	0644573		Air Intake, Water & Ember Screen, Saber FR/Enforcer	1
57	0794743		Exhaust System, 5", X12/X15, MX13, Engine, Horizontal, Right Side	1
58	0521146		Exhaust, Modified for Plymovent System, 7.00" Diffuser, CARE	1
59	0788765		Radiator, Saber FR/Enforcer	1
60	0001090		Cooling Hoses, Rubber	1
61	0001125		Fuel Tank, 65 Gallon, Left Side Fill	1
62	0001129		Lines, Fuel	1
63	0618791		DEF Tank, 4.5 Gallon, DS Fill, Forward of Axle, Common Air Bottle Door	1
64	0723716		Fuel Priming Pump, Electronic, Automatic, Cummins, No Swt Req'd	1
65	0552712		Not Required, Shutoff Valve, Fuel Line	1
66	0553019		Cooler, Engine Fuel, Imp/Vel, AXT/Qtm/Sab/DCF/SFR/Enf	1
67	0578959		Fuel/Water Separator, Racor Inline	1
68	0887546		Trans, Allison 6th Gen, 4000 EVS P, w/Prognostics, Imp/Vel/SFR/Enf	1
69	0625331		Transmission, Shifter, 6-Spd, Push Button, 4000 EVS	1
70	0517604		Transmission Programming, Park to Neutral, PUC	1
71	0684459		Transmission Oil Cooler, Modine, External	1
72	0001375		Driveline, Spicer 1810	1
73	0637248		Steering, Dual Gear, TRW TAS-65, w/tilt, Pump w/ Cooler, Saber FR/Enforcer	1
74	0605356		Steering Wheel, 4 Spoke without Controls, Saber FR/Enforcer	1
75	0690274		Logo and Emblem on Dash	1
			Text, Row (1) One - * Text, Row (2) Two - * Text, Row (3) Three - *	
76	0018193		Bumper, 22" Extended, Painted, Reinforced, Saber FR/Enforcer	1
77	0640195		Tray, Hose, Center, 22" Bumper, Outside Air Horns	1
			Grating, Bumper extension - Grating, Rubber Capacity, Bumper Tray - 21) 150' of 1.75"	
78	0633479		Hose Restraint, Bumper Tray, Velcro Straps, Pair	1
			Qty, Pair - 01	
79	0614646		No Lift & Tow Package, Imp/Vel, AXT, SFR/Enf	1
80	0002270		Tow Hooks, Chrome	1
81	0678962		Coating, Top Flange, Front Bumper, Outside Exterior, UL-LX Coating, Red	1
82	0625641		Cab, Enforcer, 8410, PUC	1
83	0747442		Engine Tunnel, X12, MX13, Enforcer	1
84	0610508		Rear Wall, Interior, Adjustable Seating, Not Available	1
85	0632103		Rear Wall, Exterior, Cab, Saber FR/Enforcer	1
			Material, Exterior Rear Wall - Aluminum Treadplate	
86	0639727		Cab Lift, Elec/Hyd, Manual Override, Saber FR/Enforcer	1
87	0695930		Grille, Bright Finished, Front of Cab, Enforcer	1

Line	Option	Type	Option Description	Qty
88	0002224		Scuffplates, S/S At Cab Door Jambs, 4-Door Cab	1
			Material Trim/Scuffplate - c) S/S, Polished	
89	0647932		Not Required, Trim, S/S Band, Across Cab Face, AXT/Dash CF/Saber/Enforcer	1
90	0087357		Molding, Chrome on Side of Cab	1
91	0521669		Mirrors, Retrac, West Coast Style, Htd/Rmt, w/Htd/Rmt Convex	1
92	0648172		Full Height Door	1
			Key Model, Cab Doors - 751	
			Cab, Exterior Door Handle, Finish - 4-Door, Chrome/Black	
93	0655543		Door Panel, Brushed Stainless Steel, Saber/Enforcer 4-Door Cab	1
94	0528958		Not Required, Controls, Electric Window, AXT, Quantum, Saber, Enforcer, Dash CF	1
95	0528251		Electric Door Locks, Cab Doors, QXS, AXT, Sab, Enf, Dash CF	1
96	0638310		Steps, 4-Door Cab, Saber FR/Enforcer	1
			Step Well Material - Aluminum Treadplate	
97	0770194		Handrail, Exterior, Knurled, Alum, 4-Door Cab	1
98	0892638		Lights, Cab & Crw Cab Acs Stps, P25, LED w/Bezel, 6lts	1
			Color, Trim - Chrome Housing	
99	0002141		Fenders, s/s on cab - Saber/Enforcer	1
100	0557023		Handrail, 10", Below Cab Windshield, Pair	1
101	0626044		Window, Side of C/C, Fixed, 84" Enforcer	1
102	0012090		Not Required, Windows, Front/Side of raised roof	1
103	0779033		Not Required, Windows Rear of Crew Cab, Saber FR/Enforcer	1
104	0553057		Holder, Cup, Cab/Crewcab, Each	6
			Qty, - 06	
105	0894089		Dash, Heavy Duty Metal, Enforcer	1
			Material Finish, Metal Dash - Fire Smoke Gray	
106	0634206		Mounting Provisions, 1/4" Alum, Full Engine Tunnel, Saber FR/Enforcer	1
			Mounting Provision Spacing - .50"	
			Material Finish, Cab Interior - Painted	
107	0750824		Cab Interior, Vinyl Headliner, Saber FR/Enforcer, CARE	1
			Color, Cab Interior Vinyl/Fabric - Endure Vinyl - Silver/Gray	
			Engine Tunnel Cover - Painted	
			Cab Interior Rear Wall Material - Painted Aluminum	
108	0753903		Cab Interior, Paint Color, Saber FR/Enforcer	1
			Color, Cab Interior Paint - i) fire smoke gray	
109	0888673		Floor, Rubber Padded, Cab & Crew Cab, Blister, UL-LX, Enforcer PUC-NG	1
110	0722696		HVAC, Enforcer, CARE	1
			HVAC System, Filter Access - Removable Panel	
			Auxiliary Cab Heater - Both	
			HVAC System, Control Loc. - Panel Position #12	
			Plenum Cover Material - Metal, Painted	
111	0012122		Fans, Window Defrost, One (1) Fan on Each Side	1
112	0639675		Sun Visor, Smoked Lexan, AXT, Imp/Vel, Saber FR/Enforcer	1
			Sun Visor Retention - No Retention	
113	0634328		Grab Handles, Driver and Officer Door Posts, Saber FR/Enforcer	1
114	0583938		Lights, Engine Compt, Custom, Auto Sw, Wln 3SC0CDCR, 3" LED, Trim	1
			Qty, - 01	
115	0631830		Fluid Check Access, Saber FR/Enforcer, Arrow XT	1
			Latch, Door, Storage - Lift and Turn Latch	
116	0660939		Map Box, 2 Bin, 30 Degree Slant	1
			Location - TBD	
117	0583042		Side Roll and Frontal Impact Protection	1
118	0622617		Seating Capacity, 6 Seats	1
119	0636955		Seat, Driver, Pierce PSV, Air Ride, High Back, Safety, Saber FR/Enforcer	1
120	0636942		Seat, Officer, Pierce PSV, Fixed, SCBA, Safety, Saber FR/Enforcer	1
121	0620420		Radio Compartment, Below Non-Air Ride Seat, Saber FR/Enforcer	1
			Latch, Door, Storage - Lift and Turn Latch	
122	0635973		Seat, Rear Facing C/C, DS Outboard, Pierce PSV, SCBA, Safety, Saber FR/Enforcer	1
123	0102783		Not Required, Seat, Rr Facing C/C, Center	1
124	0635969		Seat, Rear Facing C/C, PS Outboard, Pierce PSV, SCBA, Safety, Saber FR/Enforcer	1
125	0623856		Seat, Forward Facing C/C, DS Outboard, Pierce PSV, SCBA, Safety, SFR/Enf	1

Line	Option	Type	Option Description	Qty
126	0783468		Cabinet, Forward Facing, Center, 42 W x 50 H x 24.75 D, Roll, SFR/Enf	1
			Material Finish, Shelf - Painted - Cab Interior	
			Shelf/Tray, Cabinet - (3) Shelves, Adjustable, 1.25" Up-Turned Lip	
			Door, Cab Interior Cabinet - Rollup, Gortite, Anodized, Non-Locking	
			Light, Tall Cabinet - Pierce, Interior, Left Side	
			Louvers, Cabinet - 0-No Louvers	
127	0623846		Seat, Forward Facing C/C, PS Outboard, Pierce PSV, SCBA, Safety, SFR/Enf	1
128	0766467		Upholstery, Seats In Cab, All Vinyl, Seats Inc, CARE	6
			Color, Cab Interior Vinyl/Fabric - Endure Vinyl - Black	
			Qty, - 06	
129	0543991		Bracket, Air Bottle, Hands-Free II, Cab Seats	5
			Qty, - 05	
130	0603866		Seat Belt, Dual Retractor, ReadyReach, Saber FR/Enforcer	1
			Seat Belt Color - Red	
131	0543133		Bracket, Helmet Holder, Zico UHH-1	1
			Qty, Helmet Storage Brkt - 4	
132	0647644		Lights, Dome, FRP Dual LED 6 Lts	1
			Color, Dome Lt - Red & White	
			Color, Dome Lt Bzl - Black	
			Control, Dome Lt White - Door Switches	
			Control, Dome Lt Color - Lens Switch	
133	0896451		Enhanced Software for Cab and Crew Cab Dome Lts	1
134	0893590		Spotlight, Golight Stryker, Model 30**4ST, LED, 2 Lts	1
			Location - driver , officer	
			Color, GoLt - White	
			Bracket, Spotlight - Z Bracket - 2 Lts	
135	0893537		Controller, Spotlight, Golight Stryker ST, Wired Dash Mount, 2 Lts	1
136	0649967		Location, Spotlight Controller, Driver and Officer, 2 Lts	1
137	0602637		Portable Hand Light, Provided by Fire Dept, Pumper NFPA 2016 Classification	1
138	0680403		Spotlight, Handheld Cab, Wln, P46HHS LED w/S/S Bracket	1
			Location, Lights - officer side	
			Qty, spotlights - 1	
139	0603606		Cab Instruments, Ivory Gauges, Chrome Bezels, Enf MUX	1
			Emergency Switching - Individual Switches	
140	0509511		Air Restriction Indicator, Imp/Vel, AXT, Dash CF, Enf MUX	1
141	0032602		Speedometer, Class 1 w/LED, Officer Overhead	1
142	0543751		Light, Do Not Move Apparatus	1
			Alarm, Do Not Move Truck - Pulsing Alarm	
143	0509042		Messages, Open Dr/DNMT, Color Dsply,	1
144	0622798		Switching, Cab Instrument Lower Console & Overhead, Rocker MUX, Enforcer	1
145	0002620		Wiper Control, 2-Speed	1
146	0802940		Wiper Control, 2-Speed with Intermittent, Saber FR/Enforcer	1
			Location, Wiper Control - Standard Location	
147	0610968		Wiring, Spare, 2.0 A 12V DC, USB Termination Blue Sea 1016 1st	1
			Qty, - 01	
			12vdc power from - Battery direct	
			Location - end of dash by officer	
148	0548004		Wiring, Spare, 15 A 12V DC 1st	2
			Qty, - 02	
			12vdc power from - Battery direct	
			Wire termination - 15 amp power point plug	
			Location, Spare Wiring - Officer Dash	
149	0803875		Radio, AM/FM/WB, Jensen, Frt,Rear Aux In/Frt,Rear USB/Bluetooth	1
			Speakers, AM/FM Radio - One (1) pair of speakers, Cab	
			Antenna, AM/FM Radio - Side-Mounted Rubber Antenna RS	
			Location, AM/FM Radio - a) within reach of the driver	
150	0615386		Vehicle Information Center, 7" Color Display, Touchscreen, MUX	1
			System Of Measurement - US Customary	
151	0734857		Collision Mitigation, HAAS Alert (R2V), HA5	1
			Subscription, HAAS R2V - R2V - 5 Year Data Plan Subscription	
152	0606249		Vehicle Data Recorder w/CZ and Overhead Display Seat Belt Monitor	1
153	0601961		Intercom, Firecom 5100D Single Radio, 2 Wireless Base Station, Up to 10 Wireless	1
			Location - behind officer seat	

Line	Option	Type	Option Description	Qty
154	0006240		Cable, Radio to Intercom Interface, Firecom, 1 Radio	1
			Radio, First Two-Way Make -	
			Radio, First, Two-Way Model -	
155	0602027		Headset, Firecom, Wireless, UHW-503 Under Helmet, Intercom Only	4
			Qty, - 04	
			Location - Crew	
156	0602376		Headset, Firecom, Wireless, UHW-505 Under Helmet, Radio Transmit	2
			Qty, - 02	
			Location, Headset - Driver Seat and Officer Seat	
157	0610620		Hangers For Headsets, ULC, Each	6
			Qty, - 06	
			Location, Headset Hangers - Driver Seat, Officer Seat, DS Inbrd, Rear Fcng Seat, DS Outbrd, Fwrd Fcng Seat, PS Inbrd, Rear Fcng Seat and PS Outbrd, Fwrd Fcng Seat	
158	0696439		Antenna Mount, Custom Chassis, Cable Routed to Instrument Panel Area	1
			Qty, - 01	
			Location, Antenna Mount - Right Side	
159	0653526		Camera, Pierce, Driver Mux, Rear Camera Only	1
			Camera System Audio - Not Provided	
160	0769077		Key Storage, Knox-Box, KeySecure 5, KSM-200K1, WiFi, Cab Surface Mt	1
			Location - next to officer seat	
161	0890416		Pierce Command Zone, Advanced Electronics & Control System, Enforcer, WiFi CZT	1
			Color, Antenna - White Antenna	
			Module Housings - Black Housing with Power and Status Ind	
162	0896456		Prognostics, Electrical System	1
163	0892649		CZ Connect Telematics	1
			Subscription, CZ Connect Telematics - 3 Year Subscription	
164	0624253		Multiplexed Electrical System	1
165	0079166		Batteries, (4) Exide Grp 31, 950 CCA ea, Threaded Stud	1
166	0008621		Battery System, Single Start, All Custom Chassis	1
167	0002698		Battery Compartment, Saber/Enforcer	1
168	0531315		Charger, Sngl Sys, IOTA, DSL-75, 75 Amp, Kussmaul 091-94-12 Ind, Qtm/Enf/SFR	1
169	0012782		Location, Charger, Front Left Side Body Compartment	1
			Location, Battery Chrgr/Cmpr - High On Left Wall	
170	0536099		Location, Bat Chrg Ind, Driver's Step Area	1
171	0016857		Shoreline, 20A 120V, Kussmaul Auto Eject, 091-55-20-120, Super	1
			Qty, - 01	
			Color, Kussmaul Cover - d) yellow	
			Shoreline Connection - Battery Charger	
172	0026800		Shoreline Location	1
			Location, Shoreline(s) - DS Cab Side	
173	0647728		Alternator, 430 amp, Delco Remy 55SI	1
174	0092582		Load Manager/Sequencer, MUX	1
			Enable/Disable Hi-Idle - e)High Idle enable	
175	0648596		Headlights, Rectangular Halogen, AXT/Dash CF/Saber/Enforcer	1
176	0804681		Light, Directional, Wln 604T* Common Bzl, Above Headlts,Sab/Enf	1
			Color, Lens, LED's - Match	
			Flash Pattern, Directional Lts - Sequence (Slow) to Solid - Steady On	
177	0620054		Light, Directional/Marker, Intermediate, Weldon 9186-8580-29 LED 2lts	1
178	0735474		Lights, Clearance/Marker/ID, Front, P25 LED 7 Lts, Saber FR/Enforcer	1
			Light Guard - No Guards	
179	0647899		Lights, Directional/Marker, Cab Front Side, Weldon 9186-8580-29 LED, Sab/Enf	1
180	0088869		Lights, Clearance/Marker/ID, Rear, Truck-Lite 26250R LED 7Lts	1
181	0517025		Lights, Tail, Wrap-around, Stop/Tail, Turn & Backup LED, Tri-Cluster	1
182	0085910		Lights, Backup Included in Signal Cluster	1
183	0889577		Bracket, License Plate & Light, P25 LED, Stainless Brkt	1
			Color, Trim - Chrome Housing	
184	0589905		Alarm, Back-up Warning, PRECO 1040	1
185	0769420		Lights, Perimeter Cab, Amdor AY-LB-12HW020 LED 4Dr	1
186	0769559		Lights, Perimeter Pump House, Amdor AY-LB-12HW012 LED 2lts	1
187	0770056		Lights, Perimeter Body, Amdor AY-LB-12HW020 LED 2lts, Rear Step	1
			Control, Perimeter Lts - Parking Brake Applied	

Line	Option	Type	Option Description	Qty
188	0896454		Enhanced Software for Perimeter Lts	1
189	0557322		Lights, Step, P25 at Rear Tailboard, PUC, 4lts Perm Lts	1
190	0776357		Light, Visor, Wln, 12V P*H2* Pioneer, Cnt Feature, 1st	2
			Qty, - 02	
			Location, driver's/passenger's/center - 1DS & 1PS	
			Color, Wln Lt Housing - White Paint	
			Control, Scene Lts - Cab Sw Panel DS and Pump Panel Sw LS	
			Scene Light Optics - Flood/Spot	
191	0774333		Lights, Wln, P*H2* Pioneer, 12 VDC, 2nd	2
			Location - DS 1) forward of body 1)rearward of body	
			Qty, - 02	
			Color, Wln Lt Housing - White Paint	
			Control, Scene Lts - Cab Sw Panel DS and Pump Panel Sw LS	
			Scene Light Optics - Flood	
			Mount, Wln II - Semi-recessed 15 deg P**2	
192	0773722		Lights, Wln, P*H2* Pioneer, 12 VDC, 3rd	1
			Location - rear of body	
			Qty, - 01	
			Color, Wln Lt Housing - White Paint	
			Control, Scene Lts - Body Switch, PS Rear Bulkhead	
			Scene Light Optics - Flood	
			Mount, Wln II - Semi-recessed 15 deg P**2	
193	0774296		Housing, Recessed Light, Horizontal Mt	2
			Location - DS both scene lights on the body	
			Qty, - 02	
			Material, Bracket - Painted Aluminum	
194	0774579		Lights, Wln, P*H2* Pioneer, 12 VDC, 1st	2
			Location - PS 1) forward of body and 1) rearward of body	
			Qty, - 02	
			Color, Wln Lt Housing - White Paint	
			Control, Scene Lts - Cab Sw Panel DS and Pump Panel Sw LS	
			Scene Light Optics - Flood	
			Mount, Wln II - Semi-recessed 15 deg P**2	
195	0532358		Not Required, Deck Lights, Other Hose Bed & Rear Lighting	1
196	0645877		Lights, Hose Bed, Sides, Dual LED Light Strips	1
			Control, Hose Bed Lts - Cup Switch At Rear	
197	0645677		Lights, Not Required, Rear Work, Alt. 12 Volt Lights At Rear Body	1
198	0709438		Lights, Walk Surf, FRP Flood, LED	1
199	0518282		177"/189" Aluminum Pumper PUC	1
200	0554271		Body Skirt Height, 20"	1
201	0515261		1000 Gallon Poly Water Tank	1
202	0003405		Overflow, 4.00" Water Tank, Poly	1
203	0028104		Foam Cell Required	1
204	0633066		Sleeve, Through Tank	1
			Qty, Sleeve - 1	
			Water Tank Sleeve - Plumbing/Hydraulic Diameter - 3" Plumbing	
205	0553729		Not Required, Restraint, Water Tank, Heavy Duty	1
206	0003429		Not Required, Direct Tank Fill	1
207	0003424		Not Required, Dump Valve	1
208	0048710		Not Required, Jet Assist	1
209	0030007		Not Required, Dump Valve Chute	1
210	0514778		Not Required, Switch, Tank Dump Master	1
211	0597043		Body Height, PUC/HDRP	1
			Body Height - 92.00"	
212	0199241		PUC Hose Bed	1
213	0723340		Unpainted/Brush Finished, Hose Bed, 3G PUC/HDRP	1
214	0003481		Hose Bed Capacity, Special	1
			Capacity, Hosebed - DS 1000' of 5" , 500' of 3" PS	
215	0003488		Divider, Hose Bed, Unpainted	1
			Qty, Hosebed Dividers - 1	
216	0656479		Pull Strap, 1", Color	1
			Location - DS top of hose bed	
			Qty, - 01	

Line	Option	Type	Option Description	Qty
216			Color - 9) orange	
217	0589278		Hose Restraint, Hose Bed, Velcro Strap on Top, 2" Heavy Nylon Web at Rear	1
			Type of fastener - 2" cam buckle Nylon Web Color - Black Type of fastener, Rear - 2" cam buckle - bottom of hosebed	
218	0011121		Deflector, Hose, 4", Rear of Hose Bed, Aluminum Treadplate	1
219	0611509		Running Boards, Flip Out, PUC	1
220	0685334		Tailboard, 12" Deep, Full Width, PUC/HDRP	1
221	0690029		Wall, Rear, Body Material, PUC, PUC Tanker, PRM, HDRP	1
222	0003531		Tow Bar, Under Tailboard	1
223	0656764		Construction, Compt, Alum, Pumper, PUC	1
224	0503804		189" Rollup FH/FD Front & Rear, PUC	1
			Width, PUC Pump Operators Panel Partition - 2.5"	
225	0503803		189" Rollup FH/FD Front & Rear, PUC	1
226	0594005		Doors, Rollup, Amdor, Side Compartments	6
			Qty, Door Accessory - 06 Color, Roll-up Door - AMDOR Painted to Match Lower Body Latch, Roll-up Door - Non-Locking Liftbar	
227	0599445		Compt, Rear, Rollup, 33.50" FF, w/Tailboard, PUC/HDRP	1
228	0593958		Door, Amdor, Rollup, Rear Compartment, PUC	1
			Color, Roll-up Door - AMDOR Painted to Match Lower Body Latch, Roll-up Door - Non-Locking Liftbar	
229	0616670		Lights, Compt, Pierce LED, Dual Light Strips, Each Side of Door, Pumper/Tanker	7
			Qty, - 07 Location, Compartment Lights - All Body Compts	
230	0682076		Lights, Hatch Compt, Pierce LED, 40" Light Strips, IPOS	1
			Location, Lights - PS front Qty, - 01	
231	0594766		189" Hatch, (2) Lift-up, 21" Wide, RS Only, PUC/HDRP	1
			Size, Hatch Compt, Height - 22.00" Trim, Body/Hatch Compt Seam, Horizontal - Molding Trim, Body/Hatch Compt Seam, Vertical, PUC - Painted Extrusion Matting, Floor, Hatch Compt - Rubber Matting	
232	0733406		Handrails, Hatch Step Area, (1) Curved & (1) Straight	1
233	0687145		Shelf Tracks, Recessed, PUC/3rd Generation	1
234	0600350		500 lb Adjustable Shelf	3
			Qty, Shelf - 03 Material Finish, Shelf - Painted - Spatter Gray Location, Shelves/Trays, Predefined - LS1-Transition Point, LS1-Upper Third and LS3-Transition Point	
235	0709690		Tray, 250 lb Slide-out, 2" Sides - Adj. Height, Predefined Locations	1
			Qty, Tray (slide-out) - 01 Location, Shelves/Trays, Predefined - RS1-Upper Third Material Finish, Tray - Painted - Spatter Gray	
236	0709692		Tray, 215 lb, Tilt/Slide-Out, 30 Deg, Adj, Predefined Locations	2
			Qty, Tray (slide-out) - 02 Location, Shelves/Trays, Predefined - RS1-Centered and RS2-Centered Material Finish, Tray - Painted - Spatter Gray	
237	0616917		Tray, Floor Mounted, Slide-Out, 500lb, High/Special Side Height, 3G	1
			Qty, - 01 location - P3 forward .tray to be 17" wide Material - paint to match compt interior Tray, Side Height, Front - 9" Tray, Side Height, Rear - 9" Tray, Side Height, Right & Left - 7"	
238	0647772		Tray, Floor Mounted, Slide-Out, 500lb, 2.00" Sides, 3G	4
			Qty, - 04 location - D1, D3 , P1 , and P3 reamaining area rearward of the tool board tray Material - Painted - Spatter Gray	
239	0544614		Toolboard, Swing-out, Alum, .188", Peg Board, 3G	1
			Qty - 1 Location, Pivot - Front Mounting, Toolboard - Stationary	

Line	Option	Type	Option Description	Qty
239			Hole Diameter, Pegboard/Toolboard - .203" diameter Finish, Pegboard/Toolboard - Painted - Spatter Gray Location, Toolboard - LS2	
240	0590939		Toolboard, Alum, .188", Peg Board, Added to Slide-Out Tray	1
			location - P3 Qty - 1 Hole Diameter, Pegboard/Toolboard - .203" diameter Finish, Pegboard/Toolboard - Painted - Spatter Gray	
241	0600551	SP	Box, Aluminum Tool, Spcl Size	1
			Location - in shelf above generator in P1 mounted all the toward the rear of the rear of the body Qty, Comp. Accessory - 01 Size - 10"T x ,10"W , x 23" L	
242	0728306	SP	Compt, Under Front Body, Right Side, w/Drop Door, 189" PUC	1
243	0659095		Pegboard, 3/16" Alum, Back Wall Compt, w/Track	2
			Qty, Comp. Accessory - 02 Hole Diameter, Pegboard/Toolboard - .203" diameter Finish, Pegboard/Toolboard - Painted - Spatter Gray Location, Pegboard Back Compt Wall - LS2 and RS3	
244	0548970		Rack, Hose Storage, Rolled, Adjustable Dividers	1
			Location - P3 with in the floor mounted tray Fill in Blank - 6	
245	0063064		Rub Rail, Aluminum Extruded, Side of Body, 3rd Gen Body	1
246	0515441		Fender Crowns, Rear, S/S, W/Removable Fender Liner, Pumper, 3G	1
			Material Finish, Fender Liner - Brushed Stainless	
247	0519849		Not Required, Hose, Hard Suction	1
248	0527021		Handrails Located @ Front Body	1
249	0664688		Handrails, Rear, PUC/HDRP	1
250	0000941		No Rear Hose Bed Handrail Required	1
251	0657522		Compt, Air Bottle, Triple, Fender Panel	1
			Qty, Air Bottle Comp - 1 Door Finish, Fender Compt - Polished Location, Fender Compt - Triple - RS Rear Latch, Air Bottle Compt - Southco C2 Chrome Flush Insert, Air Bottle Compt - Rubber Matting	
252	0648325		Compt, Air Bottle, Double, Tri Door, Fender Panel	2
			Qty, Air Bottle Comp - 2 Door Finish, Fender Compt - Polished Location, Fender Compt - Double - LS Fwd - DEF Combo and Double - LS Rear - Fuel Combo Latch, Air Bottle Compt - Flush Lift & Turn Insert, Air Bottle Compt - Rubber Matting	
253	0657651		Compt, Air Bottle, Double, Fender Panel	1
			Qty, Air Bottle Comp - 1 Door Finish, Fender Compt - Polished Location, Fender Compt - Double - RS Fwd Latch, Air Bottle Compt - Southco C2 Chrome Flush Insert, Air Bottle Compt - Rubber Matting	
254	0004225		Ladder, 24' Duo-Safety 900A 2-Section	1
255	0004230		Ladder, 14' Duo-Safety 775A Roof	1
256	0638382		Ladder Rack in Left Side Body	1
			Door, Material & Finish, Ladder Storage - smooth aluminum Latch, Door Ladder Storage - D-Handle latch Hinge Location - Outboard	
257	0733387		Ladder, 10' Duo-Safety Folding 585A	1
258	0733005		Compt w/Trough, Folding Ladder, In Upper Body, LS	1
			Door, Material & Finish, Storage - Smooth Aluminum Latch, Door, Storage - Southco C2 Chrome Flush Hinge Location - Outboard	
259	0602877		Pike Pole, Pumper, Provided by Fire Department, NFPA 2016	1
			Pike Pole Make/Model - Duo-Safety 10' Pike Pole	
260	0732982		Tube, Pike Pole 8' or Longer, In Upper Body Long Tool Storage Compt	1
			Qty, Pike Poles - 1 Location, Left Side, Right Side - Left Side	

Line	Option	Type	Option Description	Qty
260			Material/Finish, Tube, Pike Pole - Aluminum Width, Notch, Pike Pole Tube - No Notch	
261	0602875		Pike Pole, 6', Pumper, Provided by Fire Department, NFPA 2016	1
			Pike Pole Make/Model - Duo-Safety 6' Pike Pole	
262	0732992		Tube, Pike Pole 6', In Upper Body Long Tool Storage Compt	1
			Qty, Pike Poles - 1 Location, Left Side, Right Side - Left Side Material/Finish, Tube, Pike Pole - Aluminum Width, Notch, Pike Pole Tube - No Notch	
263	0566592		Compt, Long Item Storage, In Upper Body (1) RS, Smooth Alum Door, PUC/HDRP	1
264	0521734		No Steps Required, Front Of Body, PUC	1
265	0794171		Ladder, Top Access, Alum, Rear, PUC/HDRP, Opposite Ladder Storage	1
			Do Not Move Truck Indicator - DNMT indicator	
266	0515692		31" Control Zone Side Mount	1
267	0520016		Not Required, Pumphouse Structure, PUC	1
268	0889385		Pump, Pierce, 1500 GPM, Single Stage, PUC-NG	1
269	0515822		Seal, Mechanical, Silicon Carbide, PUC Pump	1
270	0802234		Gear Case, Integrated Pump Transmission, PUC-NG, Cummins	1
271	0721196		Pumping Mode, Pump and Roll/Stationary, Basic, MUX, PUC	1
272	0515829		Pump Shift, Sure-Shift	1
273	0515833		Transmission Lock-up, Not Req'd, Park to Neutral, Pump, PUC	1
274	0515835		Auxiliary Cooling System, PUC	1
275	0014486		Not Required, Transfer Valve, Single Stage Pump	1
276	0746508		Valve(s), Relief Intake, Trident Air Max, Control Location	1
			Qty - 1 Pressure Setting - 125 psig Intake Relief Valve Control - Behind Right Side Pump Panel	
277	0724463		Controller, Pressure, Pierce LCD, PUC	1
			Pressure Governor Throttle Control - Clockwise Pressure Governor Default Mode - No Mode/Default Press Setting	
278	0072153		Primer, Trident, Air Prime, Air Operated	1
279	0780359		Manuals, Pump, (2) Total, Electronic Copies, Pierce PUC Pump	1
280	0602496		Plumbing, Stainless Steel and Hose, Single Stage Pump, PUC	1
281	0795135		Plumbing, Stainless Steel, w/Foam System	1
282	0517852		Inlets, 6.00" - 1250-2000 GPM, Pierce PUC Pump	1
283	0014650		Pump Suction Tube(s), Short, All	1
284	0004646		Cap, Main Pump Inlet, Long Handle, NST, VLH	1
285	0084610		Valves, Akron 8000 series- All	1
286	0520002		Valve, Inlet(s) Recessed, Side Cntrl, PUC	2
			Qty, Inlets - 2	
287	0004700		Control, Inlet, at Valve	1
288	0004660		Inlet (1), Left Side, 2.50"	1
289	0004680		Inlet, Right Side, 2.50"	1
290	0521137		Anode, Zinc, Pair, Pump Inlets, PUC	1
291	0092569		No Rear Inlet (Large Dia) Requested	1
292	0064116		No Rear Inlet Actuation Required	1
293	0092696		Not Required, Cap, Rear Inlet	1
294	0009648		No Rear Intake Relief Valve Required on Rear Inlet	1
295	0092568		No Rear Auxiliary Inlet Requested	1
296	0723049		Valve, .75" Bleeder, Aux. Side Inlet, "T" Swing Handle	1
297	0520277		Tank to Pump, (1) 3.00" Valve, 4.00" Plumbing, PUC	1
298	0595508		Outlet, Tank Fill, 1.50", PUC	1
299	0766941		Control, Outlets, Swing Handle, Elec Right Outlets Akron 9335 w/Press Disp, PUC	1
300	0516755		Outlet, Left Side, 2.50" (2), PUC	1
301	0055095		Not Required, Elbow, Left Side Outlets, 2.50"	1
302	0092570		Not Required, Outlets, Left Side Additional	1
303	0035094		Not Required, Elbow, Left Side Outlets, Additional	1
304	0766761		Outlet, Right Side, 2.50", (1), Electric Akron 9335 Controller, PUC	1
			Qty, Discharges - 01	
305	0021134		Not Required, Elbow, Right Side Outlets	1
306	0092571		Not Required, Outlets, Right Side Additional	1
307	0089584		Not Required, Elbow, Right Side Outlets, Additional	1

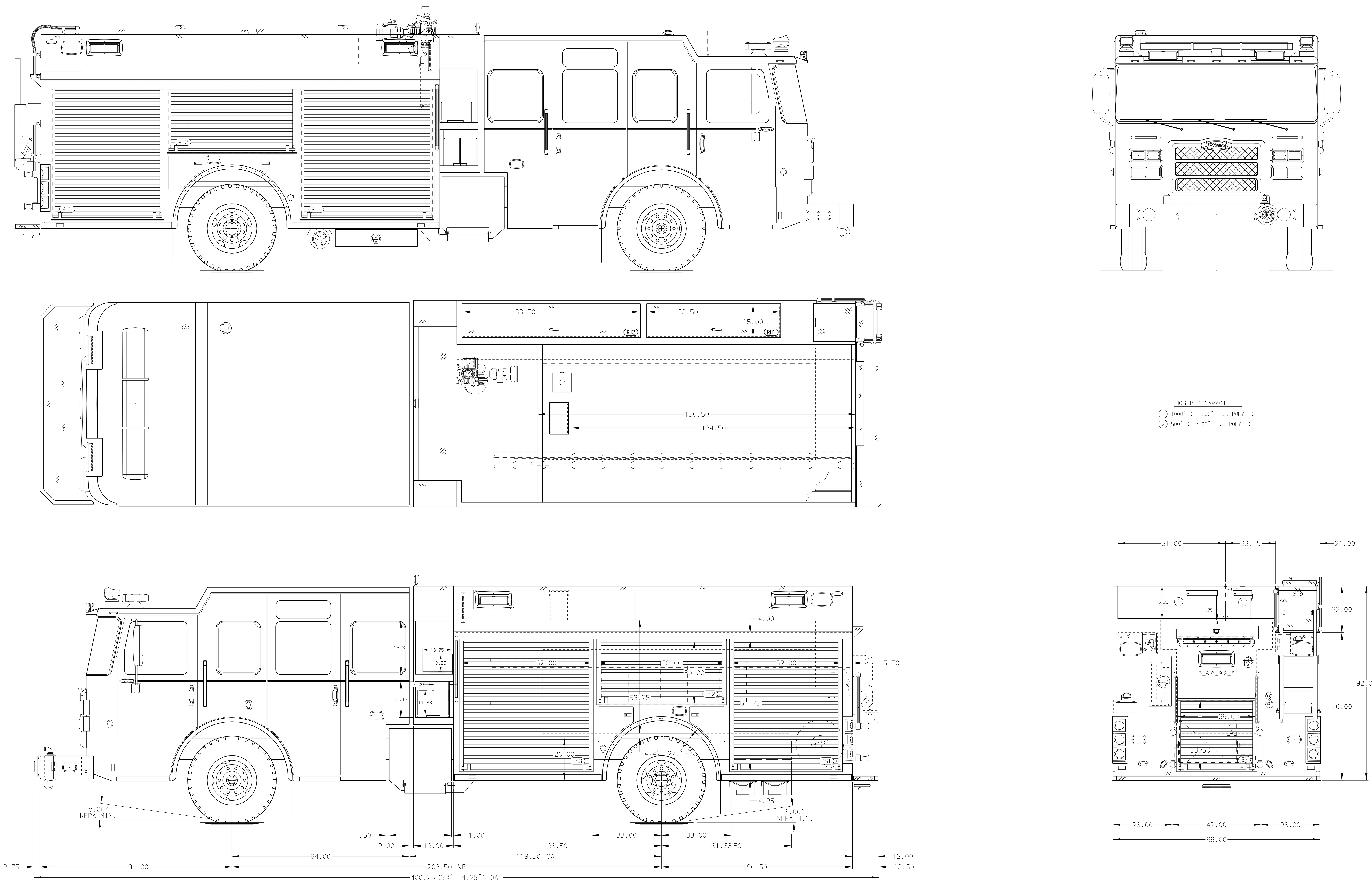
Line	Option	Type	Option Description	Qty
308	0766992		Outlet, Right Side, 4" w/4" Valve, Akron 9335 Elec Controller, PUC	1
309	0699320		Adapter, 4.00" FNST x 5.00" Storz, w/Cap and Chain, PUC	1
			Qty, - 1	
310	0092572		Not Required, Outlet, Front	1
311	0626303		Not Required, Turret, Front Bumper	1
312	0649925		Outlet, Front, 1.50" w/ 2" Plumbing, Additional	1
			Location, Front - top of left bumper	
			Fitting, Outlet - 1.50" NST with 90 degree swivel	
			Drain, Front Outlet - Automatic	
313	0516777		Outlet, Rear, 2.50", (1), Thru Tank, PUC	1
			Qty, Discharges - 01	
			Location, Outlet - a) right side	
314	0045091		Elbow, Rear Outlets, 45 Degree, 2.50" FNST x 2.50" MNST, VLH	1
315	0537394		Not Required, Outlet, Rear, Additional, PUC	1
316	0537395		Not Required, Elbow, Rear Outlets, Additional	1
317	0752097		Caps/Plugs for 1.00" to 3.00" Discharges/Inlets, Chain	1
318	0723042		Valve, 0.75" Bleeder, Discharges, "T" Swing Handle	1
319	0522471		Outlet, 3.00" Deluge w/3.00" Valve, w/TFT RC3 Extend-a-Gun 18", PUC	1
320	0543593		Monitor, TFT Hurricane XFIH-E, Electric, Panel and Tether Control	1
			Fill in Blank - DS pump panel	
			Monitor Finish - Painted by OEM	
321	0054847		Nozzle, TFT Master Stream M-ER, 1250 GPM, Electric	1
322	0075261		Deluge Mount, TFT Hurricane For RC3 Extend-A-Gun Only	1
323	0750985		Crosslay Module, Full Width, PUC	1
324	0729667	SP	Hose Restraint, Crosslay, 1"Nylon Web, Bar and Hook, 2 Piece, PUC	1
			Fastener, Hose Restraint - 1.00" Cam Buckle - Paired with Bar and Hook	
			Qty, Bar - One Bar	
325	0747660		Lights, Crosslay Compt, Forward LED, 2Lts	1
326	0892059	SP	Crosslays, (2) 1.50", W/Alum Trays, PUC	1
			Crosslay/Deadlay/Speedlay Capacity 1 - 200' of 1 3/4" with nozzle	
327	0750900		One 2.50" Crosslay	1
			Crosslay/Deadlay/Speedlay Capacity 1 - 200' of 2.50" double jacket hose	
328	0723210	SP	Crosslays, Alum Tray, IPOS, PUC	1
			Size - see prelem drawing	
329	0637510	SP	Crosslays, PolyTray Size Information Only, PUC	1
			Size - lower crosslay 16.25" , upper 12.5"	
330	0661221		Tray(s), Poly, Special Size, IPOS	3
			Location - All	
			Qty, - 03	
			Size - lower 16.25 , upper 12.5	
331	0521227		Reel, Booster, Aluminum, Rear Tailboard Comprt, PUC	1
332	0005279		Switch, Reel Rewind - One at Reel	1
333	0005300		Hose, Booster - 150' of 1.00"/800 PSI	1
334	0005244		Capacity, Hose Reel 200' of 1"	1
335	0007428		Nozzle for Booster Reel Not Req'd	1
336	0032137		Foam Sys, External	1
337	0012126		Not Required, CAF Compressor	1
338	0552517		Not Required, Refill, Foam Tank	1
339	0755781		Foam Outlet(s), 1.00", Cam-Lock, Location, With 0.25" Flush	2
			Location - Ds below 6" inlet	
			Qty, Foam Outlets - 02	
			Location 2 - Ps below 6" inlets	
340	0031896		Demonstration, Foam System, Dealer Provided	1
341	0537466		Foam Cell, 40 Gallon, Not Reduce Water, PUC	1
			Type of Foam - Class "A"	
			Foam, Brand Name - TBD	
342	0091036		Drain, 1.00" Foam Tank #1	1
343	0091079		Not Required, Foam Tank #2	1
344	0091112		Not Required, Foam Tank #2 Drain	1
345	0738072		Approval Dwg, Pump Panel(s), Not Required	1
346	0032479		Pump Panel Configuration, Control Zone	1
347	0516975		Material, Pump Panels, Operators Brushed Stainless, Sides Brushed Stainless, PUC	1

Line	Option	Type	Option Description	Qty
348	0516978		Pump and Plumbing Access, Simple Tilt Service, PUC	1
349	0618458		Light, Pump Compt, Wln 3SC0CDCR LED White, PUC Qty, - 01	1
350	0516983		Gauges, Engine, Included With Pierce Pressure Controller, PUC	1
351	0005601		Throttle, Engine, Incl'd w/Press Controller	1
352	0739224		Indicator Light @ Pump Panel, Throttle Ready, Incl w/Pressure Gov/Throttle,Green	1
353	0549333		Indicators, Engine, Included with Pressure Controller	1
354	0511078		Gauges, 4.00" Master, Class 1, 30"-0-600psi	1
355	0511100		Gauge, 2.00" Pressure, Class 1, 30"-0-400psi	1
356	0517009		Gauge, Water Level, Pierce, In pressure Controller, w/Mini Slave, PUC Activation, Water Level G - pg) pump in gear	1
357	0604059		Gauge, Water Level, FRC, WLA 205-A00, TankVision, Remote Mini Display(s) Qty, - 02 Location, Water Level Gauge, Single-Select - m) Both Sides Cargo Compt Activation, Water Level G - pb) parking brake is applied	2
358	0062992		Gauge, Foam Level, (1) Tank, Class 1, GAAAR 5lt	1
359	0653081		Light, Pump Operator & Panel, Side Ctrl, PUC, 60354C LED Cab & LED OH Chr Cvr	1
360	0606694		Air Horns, (2) Hadley, 6" Round, eTone, In Bumper	1
361	0606835		Location, Air Horns, Bumper, Each Side, Outside Frame, Outboard (Pos #1 & #7)	1
362	0757092		Control, Air Horn, Multi Select	1
363	0757080		Control, Air Horn, Ft Sw, RS	1
364	0757081		Control, Air Horn, Ft Sw, LS	1
365	0039791		Switch, Disable Air Horn Foot Switches Location - switch panel 10 position 5	1
366	0688049		Siren, Federal EQ2B-200, 200 Watt	1
367	0510206		Location, Elect Siren, Recessed Overhead In Console Location, Elec Siren - Overhead, DS Center Sw Pnl	1
368	0748306		Control, Elec Siren, Multi Select	1
369	0805709		Control, Elec Siren, Horn Ring, Interlock Control, Interlocks - No Interlocks	1
370	0748292		Control, Elec Siren, Push Button Sw, RS	1
371	0550171		Speaker, (1) Federal, BP200-Q	1
372	0601565		Location, Speaker, Frt Bumper, Recessed, Center (Pos 4)	1
373	0746353		Not Required, Warning Lights Intensity	1
374	0606710		Lightbar, Wln, Freedom IV-Q, 72", RR_R_W____W_R_RR Filter, Whl Freedom Ltbrs - No Filters	1
375	0669501		Light, Tomar 3065-CHROME Emitter, Traffic Preemption Location - center Opticom Priority - b) High Opticom Activation - Cab Switch & E-Master	1
376	0016380		No Additional Lights Req'd, Side Zone Upper	1
377	0552524		Lights, Front Zone, Wln M6# LED, Split, Clear Lens, In Common Bzl Color, Lt DS Frnt Out Spl - b) Red and Blue Color, Lt PS Frnt Out Spl - c) Blue and Red	1
378	0653937		Flasher, Headlight Alternating Headlt flash deactivation - a)w/high beam	1
379	0898752		Lights, Side Zone Lower, Wln M6#, M6#, M6# Split Color 6Lts Location, Lights Mid - behind crew cab doors Location, Lights Rear - over rear tires Location, Lights Front Side - b)each side bumper Color, Trim - Chrome Trim Color, Lt Side Frnt RS Cmb - Blue Red Color, Lt Side Frnt LS Cmb - Red Blue Color, Lt Side Mid LS Cmb - Blue Red Color, Lt Side Mid RS Cmb - Blue Red Color, Lt Side Rear RS Cmb - Red Blue Color, Lt Side Rear LS Cmb - Blue Red	1
380	0741384		Lights, Rear Zn Lwr, Wln M6#, Trim Fet Color, Lt DS Rear Splt - a) Red and Blue Color, Lt PS Rear Splt - a) Red and Blue Color, Trim - Chrome Trim	1

Line	Option	Type	Option Description	Qty
381	0898856		Lights, Rear, Wln M9# LED, Split Color, Clear Lens, 1st Location - high on the body below the other warning lights, 1 per side Qty, - 02 Control, Light - a) rear upper warning Color, Lt Rear Splt - Blue out Red in Color, Trim - Chrome Trim	2
382	0750350		Lights, Rear, Wln M6# LED, Split Color, Clear Lens 1st Location - lower body both sides above the other warning lights Qty, - 02 Control, Light - c) rear lower warning Color, Lt Rear Splt - Red out Blue in Color, Trim - Chrome Trim	2
383	0607451		Lights, Rear/Side Up Zone, Wln M9# LED, Split Clr 4lts Color, Lt DS Rear Splt - a) Red and Blue Color, Lt PS Rear Splt - a) Red and Blue Color, Lt DS Side Splt - Blue Forward, Red to the Rear Color, Lt PS Side Splt - Blue Forward, Red to the Rear	1
384	0006551		Not Required, Lights, Rear Upper Zone Blocking	1
385	0590000		No Hose Bed Warn Light Brackets Req'd, Lights Mtd on Hatch/Body Compts, PUC	1
386	0790280	SP	Light, Traffic Directing, Wln TAM65 36" and 12-M4ACS 6ea Side, TACTL5 Activation, Traffic Dir L - Not Connected	1
387	0534126		Location, Traf Dir Lt, Recessed with Trdplt Trim	1
388	0652796		Location, Traf Dir Lt, Individual Lights Each Side, Surface Mount Body Location - see drawing	1
389	0530286		Location, Traf Dir Lt Controller, Overhead Switch Panel PS Center	1
390	0006646		Electrical System, 120/240VAC, General Design	1
391	0803989		Generator, Honda EM6500SX, Gas, (5.500W Cont Rat), CO Sensor	1
392	0803812		Mounting, Generator - on Sliding Tray CO2 Sensor (Tray Not Included) Generator Location - PS Rear	1
393	0803810		Electric Start, Generator, Honda	1
394	0803811		Remote Start - Stop, Honda Location, Remote Start - c) cb box	1
395	0016740		Not Required, Fuel System	1
396	0016767		Not Required, Oil Drain Extension, Generator	1
397	0026738		Not Required, Circuit Breaker Panel	1
398	0016771		Not Required, Routing Exhaust, Generator	1
399	0780309		Receptacle, 15/20A 120V 3-Pr 3-Wr SB Dup, 4 place, Interior Cab Qty, - 01 Location 1 - medical cabinet AC Power Source - Shoreline Cover, Receptacle - Interior SS Wall Plate(s)	1
400	0519934		Not Required, Brand, Hydraulic Tool System	1
401	0649753		Not Required, PTO Driven Hydraulic Tool System	1
402	0007150		Bag of Nuts and Bolts Qty, Bag Nuts and Bolts - 1	1
403	0602516		NFPA Required Loose Equipment, Pumper, NFPA 2016, Provided by Fire Department	1
404	0602407		Soft Suction Hose, Provided by Fire Department, Pumper NFPA 2016 Classification	1
405	0027023		No Strainer Required	1
406	0602538		Extinguisher, Dry Chemical, Pumper NFPA 2016 Class, Provided by Fire Department	1
407	0602360		Extinguisher, 2.5 Gal. Pressurized Water, Pumper NFPA 2016,Provided by Fire Dept	1
408	0602679		Axe, Flathead, Pumper NFPA 2016 Classification, Provided by Fire Department	1
409	0602667		Axe, Pickhead, Pumper NFPA 2016 Classification, Provided by Fire Department	1
410	0741569		Paint Process / Environmental Requirements, Appleton	1
411	0709566		Paint, Two-Tone Color, Enforcer Paint Color, Upper Area, Predefined - #10 White Shield, Cab - Standard Shield Paint Color, Lower Area, Predefined - #70 Red Paint Break, Cab - Standard Two-Tone Cab Break	1
412	0709845		Single Color Body Paint Paint, Body - Match Lower Cab	1

Line	Option	Type	Option Description	Qty
413	0646897		Paint Chassis Frame Assy, E-Coat, Standard	1
			Paint Color, Frame Assembly, Predefined - Standard Black	
414	0693797		No Paint Required, Aluminum Front Wheels	1
415	0693792		No Paint Required, Aluminum Rear Wheels	1
416	0733739		Paint, Axle Hubs	1
			Paint, Axle Hub - Lower Job Color	
417	0007230		Compartment, Painted, Spatter Gray	1
418	0544111		Reflective Band, 10"	1
			Color, Reflect Band - A - a) white	
419	0007356		Reflective across Cab Face	1
420	0593732		Stripe, Chevron, Rear, Diamond Grade, Pumper, PUC	1
			Color, Rear Chevron DG - fluorescent yellow green	
421	0011949		"S" Ribbon, Shaded in Reflective Stripe, Pair	1
			Location - front compartments	
			Qty, - 1	
422	0017359		Stripe, Black Outline, Vinyl on Reflective Band	1
			Qty, - 01	
423	0671876		Stripe, Diamond Grade Chevron, Slide Out Tray, Front and Sides	6
			Location - P1,P2,D1,D3,D2,P3	
			Color, Reflect Band - A - p) fluorescent yellow green diamond grade	
			Qty, - 06	
424	0670035		Stripe, Diamond Grade Chevron, Toolboard	2
			Location - P3 , D2	
			Color, Reflect Band - A - p) fluorescent yellow green diamond grade	
			Qty, - 02	
425	0545179		Stripe, Diamond Grade, Chevron, Front Bumper	1
			Size, Chevron Striping - 06	
			Color, Chevron DG - Red	
			Color, Chevron DG - B - Yellow Green, Fluorescent	
426	0552453		Stripe, Reflective, Chevron, Cab and Crew Cab Doors Interior, Diamond Grade	1
			Color, Reflect Band - A - p) fluorescent yellow green diamond grade	
			Size, Chevron Striping - 04	
			Color, Reflect Chev - A - r) red diamond grade	
427	0594559		Lettering Specifications, (Sign Gold Process)	1
428	0685933		Lettering, Sign Gold, 3.00", (21-40)	1
			Outline, Lettering - Outline and Shade	
429	0685752		Lettering, Sign Gold, 8.00", (21-40)	1
			Outline, Lettering - Outline and Shade	
430	0685979		Lettering, Reflective, 16.00", Each	6
			Qty, Lettering - 06	
			Outline, Lettering - Outline and Shade	
431	0686033		Lettering, Reflective, 4.00", Each	7
			Qty, Lettering - 07	
			Outline, Lettering - Outline and Shade	
432	0686081		Lettering, Reflective, 3.00", (21-40)	1
			Outline, Lettering - Outline and Shade	
433	0685800		Lettering, Sign Gold, 6.00", Each	4
			Qty, Lettering - 04	
			Outline, Lettering - Outline and Shade	
434	0685754		Lettering, Sign Gold, 8.00", Each	2
			Qty, Lettering - 02	
			Outline, Lettering - Outline and Shade	
435	0769765		Lettering, Numerals, Grille, Painted w/ Outline (2)	1
436	0772003		Manual, Fire Apparatus Parts, USB Flash Drive, Custom	1
			Qty, - 01	
437	0772037		Manual, Chassis Service, USB Flash Drive, Custom	1
			Qty, - 01	
438	0773381		Manual, Chassis Operation, (1) USB Flash Drive, Custom	1
439	0030008		Warranty, Basic, 1 Year, Apparatus, WA0008	1
440	0696698		Warranty, Engine, Cummins, 5 Year, WA0181	1
441	0684952		Warranty, Steering Gear, TRW Ross TAS, 1 Year WA0202	1
442	0596017		Warranty, Frame, 50 Year, Custom Chassis, WA0013	1
443	0610471		Warranty, Axle, Eaton/Dana, 5 Year/100,000 Mile, Parts and Labor	1

Line	Option	Type	Option Description	Qty
444	0610485		Warranty, Axle, Eaton/Dana, 5 Year/100,000 Mile, Parts and Labor	1
445	0652758		Warranty, ABS Brake System, 3 Year, Meritor Wabco, WA0232	1
446	0019914		Warranty, Structure, 10 Year, Custom Cab, WA0012	1
447	0744240		Warranty, Paint, 10 Year, Cab, Pro-Rate, WA0055	1
448	0524627		Warranty, Electronics, 5 Year, MUX, WA0014	1
449	0695416		Warranty, Pierce Camera System, WA0188	1
450	0647720		Warranty, Pierce LED Strip Lights, WA0203	1
451	0046369		Warranty, 5-year EVS Transmission, Standard Custom, WA0187	1
452	0685945		Warranty, Transmission Cooler, WA0216	1
453	0688798		Warranty, Water Tank, Lifetime, UPF, Poly Tank, WA0195	1
454	0596025		Warranty, Structure, 10 Year, Body, WA0009	1
455	0693126		Warranty, AMDOR, Roll-up Door, 10 Year/5 Year Painted, WA0185	1
456	0889362		Warranty, Pump, Pierce, PUC-NG, 7 Year Parts, 7 Year Labor, WA0391	1
457	0648675		Warranty, 10 Year S/S Pumbing, WA0035	1
458	0641372		Warranty, Foam System, Not Available	1
459	0595820		Warranty, Paint, 10 Year, Body, Pro-Rate, WA0057	1
460	0595412		Warranty, Graphics Lamination, 1 Year, Apparatus, WA0168	1
461	0683627		Certification, Vehicle Stability, CD0156	1
462	0736243		Certification, Engine Installation, Enforcer, Cummins X12, 2021, CD0170	1
463	0686786		Certification, Power Steering, CD0098	1
464	0892691		Certification, Cab Integrity, Saber FR/Enforcer, CD0189	1
465	0631973		Certification, Cab Door Durability, Saber FR/Enforcer, CD0137	1
466	0631978		Certification, Windshield Wiper Durability, Saber FR/Enforcer, CD0132	1
467	0556828		Certification, Electric Window, Not Available	1
468	0631977		Certification, Seat Belt Anchors and Mounting, Saber FR/Enforcer, CD0134	1
469	0735949		Certification, Cab HVAC System Performance, SFR/Enf, CD0165/CD0167/CD0174/CD0175	1
470	0545073		Amp Draw Report, NFPA Current Edition	1
471	0002758		Amp Draw, NFPA/ULC Radio Allowance	1
472	0799248		Appleton/Florida BTO	1
473	0000048		PUMPER/TANKER, 3rd Gen	1
474	0000012		PIERCE CHASSIS	1
475	0004713		ENGINE, OTHER	1
476	0046396		EVS 4000 Series TRANSMISSION	1
477	0520324		PIERCE PUMP, PUC	1
478	0020009		POLY TANK	1
479	0028047		NO FOAM SYSTEM	1
480	0020006		SIDE CONTROL	1
481	0020007		AKRON VALVES	1
482	0020015		ABS SYSTEM	1
483	0658751		PUMPER BASE	1



ALUMINUM BODY

SIDE ROLL AND FRONTAL IMPACT PROTECTION

CUSTOMER APPROVAL

APPROVED BY: ____________

DATE: ____________

Pierce MANUFACTURING INC.

JOB NO.	PRELIM
SCALE	1:24
	DATE
DRAWN BY KLE	28SEP22
CHECKED BY AMI	28SEP22
SHEET SIZE D	SHEET NO. 1 OF 1

NOTE
DIMENSIONS SHOWN ARE APPROXIMATE AND ARE SUBJECT TO MINOR DEVIATIONS AS MAY OCCUR OR BE NECESSARY IN CONSTRUCTION.
MINOR DETAILS NOT SHOWN.

REV	DATE	BY	CH
	-	-	-

CHASSIS DATA

MAKE: PIERCE

MODEL: ENFORCER

TITLE: 1500-D-1040P,1000G WATER W/40G FOAM,189" RESCUE PUC LADDERS THRU BODY LS, DELUGE, BOOSTER REEL

FOR: SHAWNEE,OK — BID #530
CONRAD FIRE EQUIPMENT — STEVEN MARTIN

DWG NO. 05-0886

GENERAL PROVISIONS

This Agreement is made and entered into, by and between the Houston-Galveston Area Council hereinafter referred to as H-GAC having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027 and Conrad Fire Equipment Inc., hereinafter referred to as the Contractor, having its principal place of business at 887 North Jan-Mar Ct, Olathe, KS 66061.

WITNESSETH:

WHEREAS, H-GAC hereby engages the Contractor to perform certain services in accordance with the specifications of the Agreement; and

WHEREAS, the Contractor has agreed to perform such services in accordance with the specifications of the Agreement;

NOW, THEREFORE, H-GAC and the Contractor do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The Contractor warrants and assures H-GAC that it possesses adequate legal authority to enter into this Agreement. The Contractor's governing body, where applicable, has authorized the signatory official(s) to enter into this Agreement and bind the Contractor to the terms of this Agreement and any subsequent amendments hereto.

ARTICLE 2: APPLICABLE LAWS

The Contractor agrees to conduct all activities under this Agreement in accordance with all applicable rules, regulations, directives, standards, ordinances, and laws, in effect or promulgated during the term of this Agreement, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Contractor shall furnish H-GAC with satisfactory proof of its compliance therewith.

ARTICLE 3: INDEPENDENT CONTRACTOR

The execution of this Agreement and the rendering of services prescribed by this Agreement do not change the independent status of H-GAC or the Contractor. No provision of this Agreement or act of H-GAC in performance of the Agreement shall be construed as making the Contractor the agent, servant or employee of H-GAC, the State of Texas or the United States Government. Employees of the Contractor are subject to the exclusive control and supervision of the Contractor. The Contractor is solely responsible for employee related disputes and discrepancies, including employee payrolls and any claims arising therefrom.

ARTICLE 4: WHOLE AGREEMENT

The General Provisions, Special Provisions, and Attachments, as provided herein, constitute the complete Agreement ("Agreement") between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein. Except as otherwise provided herein, this Agreement cannot be modified without written consent of the parties.

ARTICLE 5: SCOPE OF SERVICES

The services to be performed by the Contractor are outlined in an Attachment to this Agreement.

ARTICLE 6: PERFORMANCE PERIOD
This Agreement shall be performed during the period which begins Dec 01 2019 and ends Nov 30 2021. All services under this Agreement must be rendered within this performance period, unless directly specified under a written change or extension provisioned under Article 14, which shall be fully executed by both parties to this Agreement.

ARTICLE 7: PAYMENT OR FUNDING
Payment provisions under this Agreement are outlined in the Special Provisions.

ARTICLE 8: REPORTING REQUIREMENTS
If the Contractor fails to submit to H-GAC in a timely and satisfactory manner any report required by this Agreement, or otherwise fails to satisfactorily render performances hereunder, H-GAC may terminate this agreement with notice as identified in Article 15 of these General Provisions. H-GAC has final determination of the adequacy of performance and reporting by Contractor. Termination of this agreement for failure to perform may affect Contractor's ability to participate in future opportunities with H-GAC. The Contractor's failure to timely submit any report may also be considered cause for termination of this Agreement.

Any additional reporting requirements shall be set forth in the Special Provisions of this Agreement.

ARTICLE 9: INSURANCE
Contractor shall maintain insurance coverage for work performed or services rendered under this Agreement as outlined and defined in the attached Special Provisions.

ARTICLE 10: SUBCONTRACTS and ASSIGNMENTS
Except as may be set forth in the Special Provisions, the Contractor agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of this Agreement or any right, title, obligation or interest it may have therein to any third party without prior written approval of H-GAC. The Contractor acknowledges that H-GAC is not liable to any subcontractor or assignee of the Contractor. The Contractor shall ensure that the performance rendered under all subcontracts shall result in compliance with all the terms and provisions of this Agreement as if the performance rendered was rendered by the Contractor. Contractor shall give all required notices, and comply with all laws and regulations applicable to furnishing and performance of the work. Except where otherwise expressly required by applicable law or regulation, H-GAC shall not be responsible for monitoring Contractor's compliance, or that of Contractor's subcontractors, with any laws or regulations.

ARTICLE 11: AUDIT
Notwithstanding any other audit requirement, H-GAC reserves the right to conduct or cause to be conducted an independent audit of any transaction under this Agreement, such audit may be performed by the H-GAC local government audit staff, a certified public accountant firm, or other auditors designated by H-GAC and will be conducted in accordance with applicable professional standards and practices. The Contractor understands and agrees that the Contractor shall be liable to the H-GAC for any findings that result in monetary obligations to H-GAC.

ARTICLE 12: EXAMINATION OF RECORDS
The Contractor shall maintain during the course of the work complete and accurate records of all of the Contractor's costs and documentation of items which are chargeable to H-GAC under this Agreement. H-GAC, through its staff or designated public accounting firm, the State of Texas, and United States Government, shall have the right at any reasonable time to inspect, copy and audit those records on or

off the premises by authorized representatives of its own or any public accounting firm selected by H-GAC. The right of access to records is not limited to the required retention period, but shall last as long as the records are retained. Failure to provide access to records may be cause for termination of the Agreement. The records to be thus maintained and retained by the Contractor shall include (without limitation): (1) personnel and payroll records, including social security numbers and labor classifications, accounting for total time distribution of the Contractor's employees working full or part time on the work, as well as cancelled payroll checks, signed receipts for payroll payments in cash, or other evidence of disbursement of payroll payments; (2) invoices for purchases, receiving and issuing documents, and all other unit inventory records for the Contractor's stocks or capital items; and (3) paid invoices and cancelled checks for materials purchased and for subcontractors' and any other third parties' charges.

The Contractor further agrees that the examination of records outlined in this article shall be included in all subcontractor or third-party agreements.

ARTICLE 13: RETENTION OF RECORDS

The Contractor and its subcontractors shall maintain all records pertinent to this Agreement, and all other financial, statistical, property, participant records, and supporting documentation for a period of no less than seven (7) years from the later of the date of acceptance of the final payment or until all audit findings have been resolved. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the retention period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the seven (7) years, whichever is later, and until any outstanding litigation, audit, or claim has been fully resolved.

ARTICLE 14: CHANGES AND AMENDMENTS

A. Any alterations, additions, or deletions to the terms of this Agreement, which are required by changes in federal or state law or by regulations, are automatically incorporated without written amendment hereto, and shall become effective on the date designated by such law or by regulation.

B. To ensure the legal and effective performance of this Agreement, both parties agree that any amendment that affects the performance under this Agreement must be mutually agreed upon and that all such amendments must be in writing. After a period of no less than 30 days subsequent to written notice, unless sooner implementation is required by law, such amendments shall have the effect of qualifying the terms of this Agreement and shall be binding upon the parties as if written herein.

ARTICLE 15: TERMINATION PROCEDURES

The Contractor acknowledges that this Agreement may be terminated for Convenience or Default.

A. *Convenience*

H-GAC may terminate this Agreement at any time, in whole or in part, with or without cause, whenever H-GAC determines that for any reason such termination is in the best interest of H-GAC, by providing written notice by certified mail to the Contractor. Upon receipt of notice of termination, all services hereunder of the Contractor and its employees and subcontractors shall cease to the extent specified in the notice of termination.

The Contractor may cancel or terminate this Agreement upon submission of thirty (30) days written notice, presented to H-GAC via certified mail. The Contractor may not give notice of cancellation after it has received notice of default from H-GAC.

B. *Default*

H-GAC may, by written notice of default to the Contractor, terminate the whole or any part of the Agreement, in any one of the following circumstances:

(1) lf the Contractor fails to perform the services herein specified within the time specified herein or any extension thereof; or

(2) If the Contractor fails to perform any of the other provisions of this Agreement for any reason whatsoever, or so fails to make progress or otherwise violates the Agreements that completion of services herein specified within the Agreement term is significantly endangered, and in either of these two instances does not cure such failure within a period often (10) days (or such longer period of time as may be authorized by H-GAC in writing) after receiving written notice by certified mail of default from H-GAC.

ARTICLE 16: SEVERABILITY

H-GAC and Contractor agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.

ARTICLE 17: FORCE MAJEURE

To the extent that either party to this Agreement shall be wholly or partially prevented from the performance of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of force majeure shall rest solely with H-GAC.

ARTICLE 18: CONFLICT OF INTEREST

No officer, member or employee of the Contractor or subcontractor, no member of the governing body of the Contractor, and no other public officials of the Contractor who exercise any functions or responsibilities in the review or Contractor approval of this Agreement, shall participate in any decision relating to this Agreement which affects his or her personal interest, or shall have any personal or pecuniary interest, direct or indirect, in this Agreement.

ARTICLE 19: FEDERAL COMPLIANCE

Contractor agrees to comply with all federal statutes relating to nondiscrimination, labor standards, and environmental compliance. Additionally, for work to be performed under the Agreement or subcontract thereof, including procurement of materials or leases of equipment, Contractor shall notify each potential subcontractor or supplier of the Contractor's federal compliance obligations. These may include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) the Fair Labor Standards Act of 1938 (29 USC 676 et. seq.), (d) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990; (e) the Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.) and the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (f) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (h) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in any specific statute(s) applicable to any Federal funding for this Agreement; (k) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement; (l) applicable provisions of the Clean Air Act (42 U.S.C. §7401 et seq.), the Federal Water Pollution Control Act, as amended (33 U.S.C. §1251 et seq.), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and the Environmental Protection Agency regulations at 40 CPR Part 15; (m) applicable provisions of the Davis- Bacon Act (40 U.S.C. 276a - 276a-7), the Copeland Act (40 U.S.C. 276c), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-332), as set forth in Department of Labor Regulations at 20 CPR 5.5a; (n) the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

ARTICLE 20: CRIMINAL PROVISIONS AND SANCTIONS

The Contractor agrees to perform the Agreement in conformance with safeguards against fraud and abuse as set forth by the H-GAC, the State of Texas, and the acts and regulations of any related state or federal agency. The Contractor agrees to promptly notify H-GAC of any actual or suspected fraud, abuse, or other criminal activity through the filing of a written report within twenty-four (24) hours of knowledge thereof. Contractor shall notify H-GAC of any accident or incident requiring medical attention arising from its activities under this Agreement within twenty-four (24) hours of such occurrence. Theft or willful damage to property on loan to the Contractor from H-GAC, if any, shall be reported to local law enforcement agencies and H-GAC within two (2) hours of discovery of any such act.

The Contractor further agrees to cooperate fully with H-GAC, local law enforcement agencies, the State of Texas, the Federal Bureau of Investigation and any other duly authorized investigative unit, in carrying out a full investigation of all such incidents.

The Contractor shall notify H-GAC of the threat of lawsuit or of any actual suit filed against the Contractor pertaining to this Agreement or which would adversely affect the Contractor's ability to perform services under this Agreement.

ARTICLE 21: INDEMNIFICATION AND RECOVERY

H-GAC's liability under this Agreement, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, is limited to its order processing charge. In no event will H-GAC be liable for any loss of use, loss of time, inconvenience, commercial loss, lost profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. Contractor agrees, to the extent permitted by law, to defend and hold harmless H-GAC, its board members, officers, agents, officials, employees and indemnities from any and all claims, costs, expenses (including reasonable attorney fees), actions, causes of action, judgements, and liens arising as a result of Contractor's negligent act or omission under this Agreement. Contractor shall notifiy H-GAC of the threat of lawsuit or of any actual suit filed against Contractor relating to this Agreement.

ARTICLE 22: LIMITATION OF CONTRACTOR'S LIABILITY

Except as specified in any separate writing between the Contractor and an END USER, Contractor's total liability under this Agreement, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, but excluding its obligation to indemnify H-GAC, is limited to the price of the particular products/services sold hereunder, and Contractor agrees either to refund the purchase price or to repair or replace product(s) that are not as warranted. In no event will Contractor be liable for any loss of use, loss of time, inconvenience, commercial loss, loss of profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. Contractor understands and agrees that it shall be liable to repay and shall repay upon demand to

END USER any amounts determined by H-GAC, its independent auditors, or any agency of State or Federal government to have been paid in violation of the terms of this Agreement.

ARTICLE 23: TITLES NOT RESTRICTIVE

The titles assigned to the various Articles of this Agreement are for convenience only. Titles shall not be considered restrictive of the subject matter of any Article, or part of this Agreement.

ARTICLE 24: JOINT WORK PRODUCT

This Agreement is the joint work product of H-GAC and the Contractor. This Agreement has been negotiated by H-GAC and the Contractor and their respective counsel and shall be fairly interpreted in accordance with its terms and, in the event of any ambiguities, no inferences shall be drawn against any party.

ARTICLE 25: DISPUTES

All disputes concerning questions of fact or of law arising under this Agreement, which are not addressed within the Whole Agreement as defined pursuant to Article 4 hereof, shall be decided by the Executive Director of H-GAC or his designee, who shall reduce his decision to writing and provide notice thereof to the Contractor. The decision of the Executive Director or his designee shall be final and conclusive unless, within thirty (30) days from the date of receipt of such notice, the Contractor requests a rehearing from the Executive Director of H-GAC. In connection with any rehearing under this Article, the Contractor shall be afforded an opportunity to be heard and offer evidence in support of its position. The decision of the Executive Director after any such rehearing shall be final and conclusive. The Contractor may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the Agreement and in accordance with H- GAC's final decision.

ARTICLE 26: CHOICE OF LAW: VENUE

This Agreement shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under or in connection with the Agreement shall lie exclusively in Harris County, Texas. Disputes between END USER and Contractor are to be resolved in accordance with the law and venue rules of the state of purchase. Contractor shall immediately notify H-GAC of such disputes.

ARTICLE 27: ORDER OF PRIORITY

In the case of any conflict between or within this Agreement, the following order of priority shall be utilized: 1) General Provisions, 2) Special Provisions, 3) Scope of Work, and, 4) Other Attachments.

SIGNATURES:

H-GAC and the Contractor have read, agreed, and executed the whole Agreement as of the date first written above, as accepted by:

Conrad Fire Equipment Inc.

Signature DocuSigned by: Sal Monteleone 0390C3D44ED0430...

Name Sal Monteleone

Title President

Date 11/6/2019

H-GAC

Signature DocuSigned by: 82EC270D5D61423...

Name Chuck Wemple

Title Executive Director

Date 10/25/2019

H-GAC

Houston-Galveston Area Council
P.O. Box 22777 · 3555 Timmons · Houston, Texas 77227-2777

SPECIAL PROVISIONS

Incorporated by attachment, as part of the whole agreement, H-GAC and the Contractor do, hereby agree to the Special Provisions as follows:

ARTICLE 1: BIDS/PROPOSALS INCORPORATED

In addition to the whole Agreement, the following documents listed in order of priority are incorporated into the Agreement by reference: Bid/Proposal Specifications and Contractor's Response to the Bid/Proposal.

ARTICLE 2: END USER AGREEMENTS ("EUA")

H-GAC acknowledges that the **END USER** may choose to enter into an End User Agreement ("EUA) with the **Contractor** through this Agreement**,** and that the term of the EUA may exceed the term of the current **H-GAC** Agreement. **H-GAC's** acknowledgement is not an endorsement or approval of the End User Agreement's terms and conditions. **Contractor** agrees not to offer, agree to or accept from the **END USER**, any terms or conditions that conflict with those in **Contractor's** Agreement with **H-GAC.** Contractor affirms that termination of its Agreement with H-GAC for any reason shall not result in the termination of any underlying EUA, which shall in each instance, continue pursuant to the EUA's stated terms and duration. Pursuant to the terms of this Agreement, termination of this Agreement will disallow the **Contractor** from entering into any new EUA with **END USERS.** Applicable **H-GAC** order processing charges will be due and payable to **H-GAC** on any EUAs, surviving termination of this Agreement between **H-GAC** and **Contractor.**

ARTICLE 3: MOST FAVORED CUSTOMER CLAUSE

Contractor shall provide its most favorable pricing and terms to H-GAC. If at any time during this Agreement, Contractor develops a regularly followed standard procedure of entering into agreements with other governmental customers within the State of Texas, and offers the same or substantially the same products/services offered to **H-GAC** on a basis that provides prices, warranties, benefits, and or terms more favorable than those provided to **H-GAC**, **Contractor** shall notify **H-GAC** within ten (10) business days thereafter, and this Agreement shall be deemed to be automatically retroactively amended, to the effective date of Contractor's most favorable past agreement with another entity. **Contractor** shall provide the same prices, warranties, benefits, or terms to **H-GAC** and its END USER as provided in its most favorable past agreement. H-GAC shall have the right and option at any time to decline to accept any such change, in which case the amendment shall be deemed null and void. If **Contractor** claims that a more favorable price, warranty, benefit, or term that was charged or offered to another entity during the term of this Agreement, does not constitute more favorable treatment, than **Contractor** shall, within ten (10) business days, notify **H-GAC** in writing, setting forth the detailed reasons **Contractor** believes the aforesaid offer is not in fact most favored treatment. **H-GAC**, after due consideration of Contractor's written explanation, may decline to accept such explanation and thereupon this Agreement between **H-GAC** and **Contractor** shall be automatically amended, effective retroactively, to the effective date of the most favored agreement, to provide the same prices, warranties,

benefits, or terms to H-GAC and the END USER.
EXCEPTION: *This clause shall not be applicable to prices and price adjustments offered by a bidder, Proposer or contractor, which are not within bidder's/proposer's control [example; a manufacturer's bid concession], or to any prices offered to the Federal Government and its agencies.*

ARTICLE 4: PARTY LIABILITY

Contractor's total liability under this Agreement, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, is limited to the price of the particular products/services sold hereunder. Contractor agrees either to refund the purchase price or to repair or replace product(s) that are not as warranted. Contractor accepts liability to repay, and shall repay upon demand to END USER, any amounts determined by H-GAC, its independent auditors, or any state or federal agency, to have been paid in violation of the terms of this Agreement.

ARTICLE 5: GOVERNING LAW & VENUE

Contractor and H-GAC agree that Contractor will make every reasonable effort to resolve disputes with the **END USER** in accord with the law and venue rules of the state of purchase. **Contractor** shall immediately notify **H-GAC** of such disputes.

ARTICLE 6: SALES AND ORDER PROCESSING CHARGE

Contractor shall sell its products to **END USERS** based on the pricing and terms of this Agreement. **H-GAC** will invoice **Contractor** for the applicable order processing charge when H-GAC receives notification of an END USER order. **Contractor shall remit to H-GAC** the full amount of the applicable order processing charge, after delivery of any product or service and subsequent END USER acceptance**.** Payment of the Order Processing Charge shall be remitted from Contractor to H-GAC, within thirty (30) calendar days or ten (10) business days after receipt of an END USER's payment, whichever comes first, notwithstanding Contractor's receipt of invoice. For sales made by **Contractor** based on this Agreement**,** including sales to entities without Interlocal Agreements, **Contractor** shall pay the applicable order processing charges to **H-GAC.** Further, **Contractor** agrees to encourage entities who are not members of H-GAC**'s** Cooperative Purchasing Program to execute an **H-GAC** Interlocal Agreement. **H-GAC** reserves the right to take appropriate actions including, but not limited to, Agreement termination if **Contractor** fails to promptly remit the appropriate order processing charge to H-GAC. In no event shall **H-GAC** have any liability to **Contractor** for any goods or services an **END USER** procures from **Contractor.** At all times, **Contractor** shall remain liable to pay to **H-GAC** any order processing charges on any portion of the Agreement actually performed**,** and for which compensation was received by **Contractor.**

ARTICLE 7: LIQUIDATED DAMAGES

Contractor and H-GAC agree that Contractor shall cooperate with the END USER at the time an END USER purchase order is placed, to determine terms for any liquidated damages.

ARTICLE 8: INSURANCE

Unless otherwise stipulated in Section B of the Bid/Proposal Specifications, **Contractor** must have the following insurance and coverage minimums:

a. **General liability** insurance with a Single Occurrence limit of at least $1,000,000.00, and a General

Aggregate limit of at least two times the Single Occurrence limit.

Product liability insurance with a Single Occurrence limit of at least $1,000,000.00, and a General Aggregate limit of at least two times the Single Occurrence limit for all Products except Automotive Fire Apparatus. For Automotive Fire Apparatus, see Section B of the Bid/Proposal Specifications.

Property Damage or Destruction insurance is required for coverage of **End User** owned equipment while in **Contractor's** possession, custody or control. The minimum Single Occurrence limit is $500,000.00 and the General Aggregate limit must be at least two times the Single Occurrence limit. This insurance may be carried in several ways, e.g. under an Inland Marine policy, as art of Automobile coverage, or under a Garage Keepers policy. In any event, this coverage must be specifically and clearly listed on insurance certificate(s) submitted to **H-GAC**.

b. Insurance coverage shall be in effect for the length of any contract made pursuant to the Bid/Proposal, and for any extensions thereof, plus the number of days/months required to *deliver* any outstanding order after the close of the contract period.

c. Original Insurance Certificates must be furnished to **H-GAC** on request, showing **Contractor** as the insured and showing coverage and limits for the insurances listed above.

d. If any Product(s) or Service(s) will be provided by parties other than **Contractor**, all such parties are required to carry the minimum insurance coverages specified herein, and if requested by **H-GAC**, a separate insurance certificate must be submitted for each such party.

e. **H-GAC** reserves the right to contact insurance underwriters to confirm policy and certificate issuance and document accuracy.

ARTICLE 9: PERFORMANCE AND PAYMENT BONDS FOR INDIVIDUAL ORDERS

H-GAC's contractual requirements DO NOT include a Performance & Payment Bond (PPB); therefore, Contractor shall offer pricing that reflects this cost savings. **Contractor** shall remain prepared to offer a PPB to cover any order if so requested by the **END USER**. **Contractor** shall quote a price to **END USER** for provision of any requested PPB, and agrees to furnish the PPB within ten business (10) days of receipt of **END USER's** purchase order.

ARTICLE 10: CHANGE OF STATUS

Contractor shall immediately notify **H-GAC,** in writing, of **ANY** change in ownership, control, dealership/franchisee status, Motor Vehicle license status, or name. Contractor shall offer written guidance to advise H-GAC if this Agreement shall be affected in any way by such change. **H-GAC** shall have the right to determine whether or not such change is acceptable, and to determine what action shall be warranted, up to and including cancellation of Agreement.

ARTICLE 11: TEXAS MOTOR VEHICLE BOARD LICENSING

All that deal in motor vehicles shall maintain current licenses that are required by the Texas Motor Vehicle Commission Code. If at any time during this Agreement term, any required **Contractor** license is denied, revoked, or not renewed, **Contractor** shall be in default of this Agreement, unless the Texas Motor Vehicle

Board issues a stay or waiver. Contractor shall promptly provide copies of all current applicable Texas Motor Vehicle Board documentation to **H-GAC** upon request.

	Attachment A	
	Conrad Fire Equipment Inc.	
	Fire Service Apparatus (All Types)	
	Contract No. FS12-19	
V. Pierce		
****These units can only be sold outside Texas****		
A. Aerials (Booms/Platforms, Ladders, Ladder/Platforms		
FS19VA01	Pierce Enforcer Chassis, 4-Door Full Tilt Aluminum Cab, Formed Aluminum Body, Single Axle, 75' Steal Rear-Mounted Telescoping Ladder (500#)	$841,899.00
FS19VA02	Pierce Enforcer Chassis, 4-Door Full Tilt Aluminum Cab, Formed Aluminum Body, Tandem Axle, 75' Steal Rear-Mounted Telescoping Ladder (500#)	$875,497.00
FS19VA03	Pierce Enforcer Chassis 4-Door 75' Aluminum Rear Mounted Telescoping Ladder, Formed Aluminum Body	$827,652.00
FS19VA04	Pierce Arrow Chassis 4-Door 100' Aluminum Rear Mount Aerial, Aluminum Body, Tandem Axle	$1,126,674.00
FS19VA05	Pierce Enforcer Chassis, 4-Door Full Tilt Aluminum Cab, Formed Aluminum Body, Single Axle, 107' Rear-Mounted Telescoping Ladder	$936,103.00
FS19VA06	Pierce Enforcer Chassis, 4-Door Full Tilt Aluminum Cab, Formed Aluminum Body, Tandem Rear Axle, 107' Rear-Mounted Telescoping Ladder	$981,819.00
FS19VA07	Pierce Enforcer Chassis, 4-Door Full Tilt Aluminum Cab, Formed Aluminum Body, Tandem Rear Axle, 110' Rear-Mounted Telescoping Platform	$1,031,013.00
FS19VA08	Pierce Enforcer Chassis, 4-Door Full Tilt Aluminum Cab, Formed Aluminum Body, Tandem Axle, 105' Rear-Mounted Telescoping Ladder (500#)	$982,626.00
FS19VA09	Pierce Arrow Chassis, 4-Door Full Tilt Aluminum Cab, Formed Aluminum Body, Tandem Axle, 100' Mid-Mounted Telescoping Ladder with Platform	$1,322,460.00
FS19VA10	Pierce Arrow Chassis, 4-Door Full Tilt Aluminum Cab, Formed Aluminum Body, Tandem Axle, 100' Rear-Mounted Telescoping Ladder with Platform (750#)	$1,254,844.00
FS19VA11	Pierce Arrow Chassis, 4-Door Full Tilt Aluminum Cab, Formed Aluminum Body, Single Axle, 107' Tractor Drawn - Mid-Mounted Telescoping Ladder (#500)	$1,266,367.00
B. Wildland Fire Apparatus		
FS19VB01	Pierce Brush Fire Apparatus, Ford F450, Formed Aluminum Utility Body	$138,870.00
FS19VB02	Pierce Brush Fire Apparatus, Ford F-550 Mini Pumper 500 gpm, 300 tank	$215,358.00
FS19VB03	Freightliner 4-Door 4 x 4 Wildland, 500 water, 1000 gpm Pump	$364,240.00
C. Pumper Fire Apparatus		
FS19VC01	M2 Freightliner, 2-Door, OEM Cab, Aluminum Body, Single Axle, 1250 GPM Pump, Mid-Mounted Pumper	$264,379.00
FS19VC02	IHC, 2-Door, OEM Cab, Aluminum Body, Single Axle, 1250 GPM Pump, Mid-Mounted Pumper	$273,152.00
FS19VC03	KW, 2-Door, OME Cab, Aluminum Body, Single Axle, 1250 GPM Pump, Mid-Mounted Pumper	$267,171.00
FS19VC04	Peterbilt, 2-Door, OME Cab, Aluminum Body, Single Axle, 1250 GPM Pump, Mid-Mounted Pumper	$275,936.00
FS19VC06	Pierce Saber FR, 4-Door, Full-Tilt, Aluminum Cab, Aluminum Body, Single Axle, 1250 GPM Pump, Mid-Mounted Pumper	$456,160.00
FS19VC07	Pierce Enforcer, 4-Door, Full-Tilt, Aluminum Cab, Aluminum Body, Single Axle, 1250 GPM Pump, Mid-Mounted Pumper	$492,768.00

FS19VC08	Pierce Velocity, 4- Door Fulll Tilt Cab, Aluminum Long Body, 1250 gpm mid-mounted Pump	$578,586.00
FS19VC09	Pierce Dash CF, 4-Door, Full-Tilt, Aluminum Cab, Aluminum Body, Single Axle, 1250 GPM Pump, PUC Body Pumper	$643,725.00
D. Special Service Apparatus (Walk-In Bodies) Multi-use: Rescue, RE-Hab, Hazmat, Mobile Command Center		
FS19VD01	Ford F-550 4- Door, 12 'Non-Walk-in Formed Aluminum Body	$154,273.00
FS19VD02	M2 Freightliner, 2-Door, OEM Cab, Single Axle, Formed Aluminum Body, Non-Walk-In Body	$208,337.00
FS19VD03	IHC, 2-Door, OEM Cab, Single Axle, Formed Aluminum Body, Non-Walk-In Body	$210,190.00
FS19VD04	Kenworth, 2-Door, OEM Cab, Single Axle, Formed Aluminum Body, Non-Walk-In Body	$204,051.00
FS19VD05	Peterbilt, 2-Door, OEM Cab, Single Axle, Formed Aluminum Body, Non-Walk-In Body	$214,955.00
FS19VD06	Pierce Saber FR, Full-Tilt, Aluminum Cab, Single Axle, Formed Aluminum Body, Non-Walk-In Encore Body 18.5'	$396,673.00
FS19VD07	Pierce Enforcer 4-Door, Aluminum Cab, Single Axle, Formed Aluminum Body, Non Walk-in HDR Body	$497,432.00
FS19VD08	Pierce Velocity 4-Door Aluminum Cab, Tandem Axle Non-Walk-in HDR Body	$609,953.00
FS19VD09	M2 Freightliner, 2-Door, OEM Cab, Single Axle, Formed Aluminum Body, Walk-In Body	$300,407.00
FS19VD10	IHC, 2-Door, OEM Cab, Single Axle, Formed Aluminum Body, Walk-In Body	$302,928.00
FS19VD11	Kenworth, 2-Door, OEM Cab, Single Axle, Formed Aluminum Body, Walk-In Body	$298,047.00
FS19VD12	Peterbilt, 2-Door, OEM Cab, Single Axle, Formed Aluminum Body, Walk-In Body	$305,177.00
FS19VD13	Pierce Enforcer 4-Door, Full Tilt, Aluminum Cab, Single Axle, Formed Aluminum Body, Walk-in HDR Body	$598,680.00
FS19VD14	Pierce Velocity 4-Door Aluminum Cab, Tandem Axle Walk-in HDR Body	$704,579.00
FS19VD15	Pierce Velocity 2-Door, Aluminum Cab, Tandem Axle, Combination Formed Aluminum Body	$747,407.00
FS19VD16	Pierce Velocity 4-Door Aluminum Cab, Tandem Axle Walk-in Communications Body	$776,914.00
E. Pumper/Tankers & Tankers		
FS19VE01	Freightliner 2 Door, Single Axle Tanker, Aluminum Body w/2000 water & 500 pump	$276,292.00
FS19VE02	IHC 2dr Single Axle Tanker, Aluminum Body w/2000 water & 500 pump	$279,029.00
FS19VE03	Kenworth 2dr Single Axle Tanker, Aluminum Body w/2000 water & 500 pump	$276,490.00
FS19VE04	Peterbilt 2dr Single Axle Tanker, Aluminum w/2000 water & 500 pump	$303,543.00
FS19VE05	Pierce Saber FR, 4-Door, Full-Tilt, Aluminum Cab, Pumper/Tanker, Aluminum Body, Single Axle, 1000 GPM Pump, Mid-Mounted	$508,722.00
FS19VE06	Pierce Enforcer, 4-Door, Full-Tilt, Aluminum Cab, Pumper/Tanker, Aluminum Body, Tandem Axle, 1000 GPM Pump, Mid-Mounted	$584,155.00
FS19VE07	Freightliner 2dr, Tandem Axle Tanker, Aluminum Body w/3000 water & 500 pump	$304,897.00
FS19VE08	IHC 2dr Tandem Axle Tanker, Aluminum Body w/3000 water & 500 pump	$317,114.00
FS19VE09	Kenworth 2dr Tandem Axle Tanker, Aluminum Body w/3000 water & 500 pump	$294,582.00
FS19VE10	Peterbilt 2dr Tandem Axle Tanker, Aluminum w/3000 water & 500 pump	$305,758.00
FS19VE11	Pierce Saber FR, 4-Door, Full-Tilt, Aluminum Cab, Aluminum Body, Single Axle, 1000 GPM Pump, Mid-Mounted Elliptical Tanker	$507,029.00

FS19VE12	Pierce Enforcer, 4-Door, Full-Tilt, Aluminum Cab, Aluminum Body, Tandem Axle, 1000 GPM Pump, Mid-Mounted Elliptical Tanker	$602,900.00
FS19VE13	Pierce Velocity, 4-Door Aluminum Cab, Tandem Axle, Aluminum Pumper/Tanker 2000 Gallon Body, 1500 GPM Pump	$630,280.00

AMENDMENT No. 1 to CONTRACT No. FS12-19
For
Fire Service Apparatus (All Types)
Between
HOUSTON-GALVESTON AREA COUNCIL
And
Conrad Fire Equipment Inc.

THIS AMENDMENT modifies the above referenced Contract as follows:

This contract is extended through May 31, 2022 Midnight CT.

Unless otherwise noted, this amendment goes into effect on the date signed by **H-GAC.** All other terms and conditions of this Contract shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized representatives.

Signed for **Houston-Galveston Area Council,**
Houston, Texas

DocuSigned by:
82EC270D5D61423...
Chuck Wemple, Executive Director

Date: 12/21/2021

Signed for: **Conrad Fire Equipment Inc.**

DocuSigned by:
Sal Monteleone
0390C3D44ED0430...

Printed Name & Title: Sal Monteleone President

Date: 12/21/2021

AMENDMENT No. 2 to CONTRACT No. FS12-19
For
Fire Service Apparatus (All Types)
Between
HOUSTON-GALVESTON AREA COUNCIL
And
Conrad Fire Equipment, Inc.

THIS AMENDMENT modifies the above referenced Contract as follows:

This contract is extended through May 31, 2023 Midnight CT.

Unless otherwise noted, this amendment goes into effect on the date signed by **H-GAC.** All other terms and conditions of this Contract shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized representatives.

Signed for **Houston-Galveston Area Council,** Houston, Texas

DocuSigned by:
82EC270D5D61423...
Chuck Wemple, Executive Director

Date: 5/26/2022

Signed for: **Conrad Fire Equipment, Inc.**

DocuSigned by:
Sal Monteleone
0390C3D44ED0430...

Printed Name & Title: Sal Monteleone President

Date: 5/23/2022

Regular Board of Commissioners 8.

Meeting Date: 10/17/2022

Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution changing the name of the Senior Citizens of Shawnee Board to Shawnee Senior Citizens Advisory Board for the City of Shawnee.

Attachments

Resolution

Public Works

111 S. Kickapoo St.
Shawnee, OK 74801
ShawneeOK.org

Date: October 13, 2022

To: City Commission

From: Brad Schmidt, Public Works Director

Subject: Consideration of a resolution changing the name of the Senior Citizens of Shawnee Board to Shawnee Senior Citizens Advisory Board for the City of Shawnee.

Background: There is a recommendation to change the name of one of the City's advisory committees from *Senior Citizens of Shawnee Board* to *Shawnee Senior Citizens Advisory Board* through the passage of a resolution.

- On June 17, 2019, the Shawnee City Commission established the Senior Citizens of Shawnee Board as an advisory committee.

- At their October 11, 2022 meeting, the advisory committee recommended that the name of their board should be changed from *Senior Citizens of Shawnee Board* to *Shawnee Senior Citizens Advisory Board.*

All other aspects of Resolution No. 6592, which originally established this advisory committee, would remain in effect.

Financial Impact: None

Attachment: Resolutions

Staff Recommendation: Approval of the item.

RESOLUTION NO. _______

A RESOLUTION CHANGING THE NAME OF THE SENIOR CITIZENS OF SHAWNEE BOARD TO SHAWNEE SENIOR CITIZENS ADVISORY BOARD FOR THE CITY OF SHAWNEE.

WHEREAS, in 1985 the Shawnee City Commission contracted with the Senior Citizens of Shawnee, Inc. for the oversite of the Shawnee Senior Center.

WHEREAS, on June 17, 2019, the Shawnee City Commission established the Senior Citizens of Shawnee Board through the passage of Resolution No. 6592.

WHEREAS, there is a desire to change the name of the board from *Senior Citizens of Shawnee Board* to *Shawnee Senior Citizens Advisory Board* through the passage of a resolution.

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

That the name of the board shall change from *Senior Citizens of Shawnee Board* to *Shawnee Senior Citizens Advisory Board*; and that all other aspects of Resolution No. 6592 remain the same.

PASSED AND APPROVED this ____ day of October, 2022.

____
ED BOLT, MAYOR

ATTEST:
(SEAL)

____
LISA LASYONE, CMC, CITY CLERK

#\ 11
6592

RESOLUTION NO. 6592

A RESOLUTION ESTABLISHING THE SENIOR CITIZENS OF SHAWNEE BOARD FOR THE CITY OF SHAWNEE; SETTING FORTH VARIOUS PROVISIONS AND OFFICIAL DUTIES.

WHEREAS, in 1985 the Shawnee City Commission contracted with the Senior Citizens of Shawnee, Inc. for the oversite of the Shawnee Senior Center.

WHEREAS, the City sees the need to bring the committee in under their control as an advisory Committee.

WHEREAS, there is a desire to formalize the Committee structure and official duties through the passage of a resolution.

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

SECTION I. CREATION

A. There is hereby established a SENIOR CITIZENS OF SHAWNEE Board of Directors to help foster and conduct programs for the benefit of older persons in our community, for the purposes of socialization, entertainment, health and fitness, mobilization, senior information and referral for: Advocacy, Volunteerism, Counseling, Financial Guidance, Legal Services, and Employment.

B. It shall also be the purpose of the SENIOR CITIZENS OF SHAWNEE Board to help evaluate program effectiveness and advance the overall welfare of the organization.

C. All board members will be appointed and approved by the City Commission.

SECTION II. POWERS AND DUTIES

A. The SENIOR CITIZENS OF SHAWNEE Board shall make recommendations to the Shawnee City Commission for final consideration but will also help the Center Director with the development of programs.

SECTION III. COMPOSITION AND APPOINTMENT OF SENIOR CITIZENS OF SHAWNEE BOARD MEMBERS

A. The Senior Citizens of Shawnee Board shall consist of one (1) City Commissioner;

B. The Senior Citizens of Shawnee Board shall consist of nine (9) at-large members and these members shall be fifty-five (55) years of age or older.

C. Composition.
   a. The Committee will consist of nine (9) at-large Members whom shall only include individuals that are either:
      i. Residents of the City of Shawnee or Pottawatomie County;
      ii. Business or property owners within the City; or
      iii. Employed within the City.

D. Members of the original 1985 board that are presently still active board members shall be lifelong members not to be included in the total count of members.

SECTION IV. TERMS OF OFFICE

A. The term of Members shall be three (3) years. In the event that a vacancy shall occur during the term of any member, his/her successor shall be appointed for the unexpired portion of the term. After having held the office of board member for two (2) consecutive terms, a member shall not be eligible for reappointment until a period of not less than twelve (12) months has elapsed after the end of the most recent term for which such member was appointed.

SECTION V: MEETINGS

A. Meetings of the SENIOR CITIZENS OF SHAWNEE Board are open public meetings and shall be posted as such in accordance with the Oklahoma Open Meeting Act.

B. A quorum of six (6) members is required to conduct business.

PASSED AND APPROVED THIS 17th DAY OF June, 2019

Richard Finley
RICHARD FINLEY, MAYOR

THE CITY OF SHAWNEE SEAL OKLAHOMA

ATTEST:

(SEAL)

Lisa Lasyone
LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners 9.

Meeting Date: 10/17/2022

Ordinance

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 1910 West Benedict Street from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District). Case No. RZ11-22, Applicant: Chris Gober. *(Deferred from the September 19, 2022 City Commission meeting.)*

Attachments

Rezoning

Community Development

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

Date: October 13, 2022

To: City Commission

From: Rian Harkins, Community Development Director

Subject: Public hearing and consideration of a request to rezone from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District) the property at 1910 W. Benedict Street.
Case No. RZ11-22 | Applicants: Christopher & Jennifer Gober

Background: The subject property is located at 1910 W. Benedict Street. The application is to rezone from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District).

Previously a single-family residential structure occupied the property, and the applicant demolished the residence with the intent to rebuild a single-family home.

The side yard setbacks required for A-1 zoning prevent the property owner from rebuilding. The rezoning of the property to R-1, which has less strict side yard setbacks, will allow the reconstruction of a single-family home at the subject property.

The Planning Commission recommended approval of the application RZ11-22 at its regular October 5, 2022, meeting on a 6-0 vote.

Financial Impact: Not Applicable.

Attachment: Application and supporting documents.

Recommendation: Approval of Case No. RZ11-22 to the City Commission based on the factors outlined in the staff report and the recommendation of the Planning Commission.

Planning Commission Meeting – 10.5.2022 – City of Shawnee, Oklahoma

Staff Report | RZ11-22 | A-1 to R-1 | 1910 W. Benedict St.

To: Shawnee Planning Commission

From: Rachel Clyne, City Planner

Date: 9.28.2022

Subject: RZ11-22 – Staff Report - Public hearing and consideration of a request to rezone from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District) the property at 1910 W. Benedict Street.

Background

The subject property is located at 1910 W. Benedict Street. The land is currently vacant. The application is to rezone from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District). The applicants for this request are Christopher & Jennifer Gober.

Discussion

The property is zoned A-1 (Rural Agricultural District), which requires a minimum of five (5) acres of land to construct a residential structure. Previously a single-family residential structure occupied the property, and the applicant demolished the residence with the intent to rebuild a single-family home. Within the Zoning Code, a permitted use allowed in A-1 that does not meet the minimum land area requirements may be allowed per Section 22-263(b). Under this regulation, the subject parcel may not touch any other land of the same owner, which is accurate for this application.

However, the side yard setbacks (30' each side) required for A-1 zoning prevent the property owner from rebuilding the residence on this parcel. The zoning district R-1 (Single-Family Residential) allows for residential construction on a property with a minimum of 6,000 square feet. The subject property is approximately 1.25 acres (± 53,750 square feet.) Additionally, the side yard setbacks in the R-1 zoning district are 5' per side. The rezoning of the property will allow the reconstruction of a single-family home at the subject property.

The zoning district A-1 surrounds the subject property; however, along West Benedict Street, the lot sizes vary from 0.65 acres to 6.5 acres. Of the twelve (12) lots surrounding the subject property, only three (3) meet the minimum 5-acre requirement of the A-1 zoning district.

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has the Urban Reserve and Agriculture/Open Space Use land use designation. Since the referenced twelve (12) properties surrounding the subject property currently have residential structures, the Large Lot Residential land use designation is more appropriate for this area.

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.

Recommendation

Staff recommends the Planning Commission recommend that the City Commission **Approve** Case No. **RZ11-22** to rezone from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District) the property at 1910 W. Benedict Street.

This application will be heard at the City Commission meeting on October 17, 2022, at 6 p.m.

PLANNING COMMISSION APPLICATION

City of Shawnee
Community Development Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1672
www.ShawneeOK.org

For Office Use Only

Case Number: RZ11-22

Project Number:

Date Filed:

Planning Commission Secretary

REQUEST:

X Rezoning
____ Conditional Use Permit
____ Rezoning w/Conditional Use Permit
____ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from A-1 District to R-1 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 1910 W. Benedict St, Shawnee OK 74801

LEGAL DESCRIPTION: ~~East Half (E/2) of the west half (W/2) of the west half~~ look on back

PROPERTY OWNER (S): Christopher Gober & Jennifer Gober

PROPERTY AGENT (APPLICANT): Christopher Gober

APPLICANT'S ADDRESS: 18901 SE 56th St.

CITY: Newella STATE: OK ZIP: 74857

EMAIL ADDRESS: chris@goberheatandair.com

TELEPHONE NUMBER: (405) 481-6621 CONTACT NUMBER: (405) 481-6621

DIMENSIONS OF PROPERTY: 1¼ Acres AREA: 54,450ft² WIDTH: 82'

LENGTH: 660' FRONTAGE: 82'

CURRENT ZONING: A-1 **CURRENT USE:** Single Family Home

PROPOSED ZONING: R-1 **PROPOSED USE:** Single Family Home

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.

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.:** ________

City of Shawnee
OKLAHOMA

PUBLIC HEARING

For more information
Community Development Department
Annex Building
222 N. Broadway Avenue
Shawnee, OK 74801
405-878-1672

Planning Commission
Wednesday, October 5, 2022
City Hall at 16 W. 9th Street, Commission Chambers
1:30 PM

City Commission
Monday, October 17, 2022
City Hall at 16 W. 9th Street, Commission Chambers
6:00 PM

Project Information

Request:	Request to rezone from A-1 (Rural Agricultural District to (R-1 (Single-Family Residential District)
Applicant:	Chris & Jennifer Gober
Location:	1910 W. Benedict Street
Case #:	RZ11-22

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.

Why did I receive a letter?

You own property within 300 feet of the subject property.

How do I make 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 at 405-878-1672 or contact 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 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 additional information about the protest petition requirements.

Legal Description:

The East Half of the West Half of the West Half of the Southeast Quarter of the Southeast Quarter of the Southeast Quarter | (E/2 W/2 W/2 SE/4 SE/4 SE/4) of Section Fourteen (14), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma.

RZ11-22

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: THE EAST HALF OF THE WEST HALF OF THE WEST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER (E/2 W/2 W/2 SE/4 SE/4 SE/4) OF SECTION FOURTEEN (14), TOWNSHIP TEN (10) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA. MORE GENERALLY KNOWN AS 1910 WEST BENEDICT STREET. FROM ZONING CLASSIFICATION, A-1 (RURAL AGRICULTURAL DISTRICT) TO R-1 (SINGLE-FAMILY 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 17th day of October 2022, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification A-1 (Rural Agricultural District) to R-1 (Single-Family 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-1 (Single-Family Residential District).

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

<u>SECTION 1</u>: That the following described property located in the City of Shawnee, Oklahoma, to-wit: THE EAST HALF OF THE WEST HALF OF THE WEST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER (E/2 W/2 W/2 SE/4 SE/4 SE/4) OF SECTION FOURTEEN (14), TOWNSHIP TEN (10) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA. MORE GENERALLY KNOWN AS 1910 WEST BENEDICT STREET. FROM ZONING CLASSIFICATION, A-1 (RURAL AGRICULTURAL DISTRICT) TO R-1 (SINGLE-FAMILY RESIDENTIAL DISTRICT) AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this ______ day of _____________ 2022.

____
ED BOLT, MAYOR

(SEAL)
ATTEST:

____
LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this ______ day of _____________ 2022.

____
JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners

Meeting Date: 10/17/2022

Ordinance

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 4029 and 4031 North Union Avenue from R-1 (Single-Family Residential District) to C-3 (Highway Commercial District). Case No. RZ12-22, Applicant: David and Amie McDaniel. *(Deferred from the September 19, 2022 City Commission meeting.)*

Attachments

Rezoning

City of Shawnee OKLAHOMA

Community Development

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

Date: October 13, 2022

To: City Commission

From: Rian Harkins, Community Development Director

Subject: Public hearing and consideration of a request to rezone from R-1 (Single-Family Residential District) to C-3 (Highway Commercial District) the properties at 4029 & 4031 N. Union Avenue.
Case No. RZ12-22 | Applicants: David & Amie McDaniel

Background: The applicants have requested rezoning the parcels at the addresses listed above from the R-1 zoning district to the C-3 zoning district. The applicants have requested this zoning change to make a current use that is non-conforming use a permitted one.

On November 18, 1996, Ordinance No. 1803NS was adopted by the Shawnee City Commission. That ordinance approved rezoning the property at 4031 N. Union Avenue (Lots 17-28) from A-1 to R-1 with a Conditional Use Permit for a "day care center."

On January 7, 2008, Ordinance No. 2337NS was adopted by the Shawnee City Commission. That ordinance approved rezoning the property at 4031 N. Union Avenue (Lots 5-16) from A-1 to R-1 with a Conditional Use Permit for a "day care."

While both parcels appear to currently comply with the Zoning Code; the applicant is requesting the rezoning to remove any ambiguities related to compliance with the zoning ordinance.

Planning Commission recommended rezoning the subject property to C-1 (Neighborhood Commercial District with a Conditional Use Permit (CUP) for Child Care Center at its regular October 5, 2022, meeting on a 6-0 vote. This would provide for the day care center to be a legally conforming use while addressing the concerns raised by surrounding property owners to the Planning Commission. Alternates that were considered are as follows:

- Approval of Case No. RZ12-22, rezoning from R-1 to C-3 as requested by the applicant.
- Denial of the rezoning request of Case No. RZ12-22.
- Deferral of the rezoning request of Case No. RZ12-22 with a request for additional and specific information to a certain date.
- Approval of Case No. RZ12-22, rezoning from R-1 to C-1 with a Conditional Use Permit (CUP) for a Child Care Center as recommended by the Planning Commission.
- Approval of Case No. RZ12-22 to C-2, with a Conditional Use Permit (CUP) for a Child Care Center.

Financial Impact: Not Applicable.

Attachment: Application and supporting documents.

Recommendation: Approval of Case No. RZ12-22, rezoning from R-1 to C-1 with a Conditional Use Permit (CUP) for a Child Care Center as recommended by the Planning Commission.

Planning Commission Meeting – 10.5.2022 – City of Shawnee, Oklahoma

Staff Report | RZ12-22 | R-1 to C-3 | 4029 & 4031 N. Union Avenue

---

To: Shawnee Planning Commission

From: Rachel Clyne, City Planner

Date: 9.28.2022

Subject: RZ12-22 – Staff Report - Public hearing and consideration of a request to rezone from R-1 (Single-Family Residential District) to C-3 (Highway Commercial District) the properties at 4029 & 4031 N. Union Avenue.

Background

The subject properties are located at 4029 & 4031 N. Union Avenue. Currently, the land is used as a child care center. The application is to rezone from R-1 (Single-Family Residential District) to C-3 (Highway Commercial District). The applicants for this request are David & Amie McDaniel.

Discussion

The properties are zoned R-1 (Single-Family Residential District), which does not permit the use of a child care center. To comply with the Zoning Code, a child care center must be located within a commercial zoning district. The least intense commercial district for which a child care center may be permitted as use by right is C-3 (Highway Commercial). Approval of the rezoning request will make the subject properties compliant with the Zoning Code. The two parcels are slightly less (0.996 acres) each and are separated by a twenty-foot (20') utility easement.

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject properties are located in a Low-Density Residential land use designation and near the Civic/Schools/Institutional/Public Facilities land use designation. The use of a child care center complies 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 properties 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 at the location of the subject properties.

Recommendation

Staff recommends the Planning Commission recommend that the City Commission **Approve** Case No. **RZ12-22** to rezone from R-1 (Single-Family Residential District) to C-3 (Highway Commercial District) the properties at 4029 & 4031 N. Union Avenue.

This application will be heard at the City Commission meeting on October 17, 2022, at 6 p.m.

PLANNING COMMISSION APPLICATION

City of Shawnee OKLAHOMA

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

For Office Use Only
Case Number: RZ12-22
Project Number :
Date Filed:
Planning Commission Secretary

REQUEST:

✓ Rezoning
___ Conditional Use Permit
___ Rezoning w/Conditional Use Permit
___ Planned Unit Development

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

PROPERTY LOCATION (STREET ADDRESS): 4031 & 4029 N. Union Ave.
LEGAL DESCRIPTION: Armourdale BLK 37 Lots 17 thru 28
PROPERTY OWNER (S): David & Amie McDaniel
PROPERTY AGENT (APPLICANT):
APPLICANT'S ADDRESS: 103710 S. 3458 Rd.
CITY: Meeker **STATE:** OK **ZIP:** 74855
EMAIL ADDRESS: amchildcare@att.net or davidamiemac@yahoo.com
TELEPHONE NUMBER: ( ) **CONTACT NUMBER:** (405 570-6503
DIMENSIONS OF PROPERTY: AREA: 47,600 WIDTH: 140 feet
LENGTH: 300 feet FRONTAGE: 140
CURRENT ZONING: R-1 **CURRENT USE:** Child Care Center
PROPOSED ZONING: C-3 **PROPOSED USE:** Child care Center

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.

Amie McDaniel
SIGNATURE OF APPLICANT
David McDaniel

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.:** ____

City of Shawnee OKLAHOMA

PUBLIC HEARING

For more information

Community Development Department
Annex Building
222 N. Broadway Avenue
Shawnee, OK 74801

405-878-1672

Planning Commission
Wednesday, October 5, 2022

City Hall at 16 W. 9th Street, Commission Chambers

1:30 PM

City Commission
Monday, October 17, 2022

City Hall at 16 W. 9th Street, Commission Chambers

6:00 PM

Project Information

Request:	Request to rezone (R-1 (Single-Family Residential District) to C-3 (Highway Commercial District)
Applicant:	David and Amie McDaniel
Location:	4029 and 4031 N. Union Avenue
Case #:	RZ12-22

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.

Why did I receive a letter?

You own property within 300 feet of the subject property.

How do I make 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 at 405-878-1672 or contact 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 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 additional information about the protest petition requirements.

Legal Description:

Lots Five (5), Six (6), Seven (7), Eight (8), Nine (9), Ten (10), Eleven (11), Twelve (12), Thirteen (13), Fourteen (14), Fifteen (15), Sixteen (16), Block Thirty-seven (37), ARMOURDALE ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

RZ12-22

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: LOTS FIVE (5), SIX (6), SEVEN (7), EIGHT (8), NINE (9), TEN (10), ELEVEN (11), TWELVE (12), THIRTEEN (13), FOURTEEN (14), FIFTEEN (15), SIXTEEN (16), BLOCK THIRTY-SEVEN (37), ARMOURDALE ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF. MORE GENERALLY KNOWN AS 4029 AND 4031 NORTH UNION AVENUE. FROM ZONING CLASSIFICATION, R-1 (SINGLE-FAMILY RESIDENTIAL DISTRICT) TO C-3 (HIGHWAY COMMERCIAL 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 17th day of October 2022, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification R-1 (Single-Family Residential District) to C-3 (Highway Commercial District).

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

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

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

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: LOTS FIVE (5), SIX (6), SEVEN (7), EIGHT (8), NINE (9), TEN (10), ELEVEN (11), TWELVE (12), THIRTEEN (13), FOURTEEN (14), FIFTEEN (15), SIXTEEN (16), BLOCK THIRTY-SEVEN (37), ARMOURDALE ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF. MORE GENERALLY KNOWN AS 4029 AND 4031 NORTH UNION AVENUE. FROM ZONING CLASSIFICATION, R-1 (SINGLE-FAMILY RESIDENTIAL DISTRICT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT) AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this ______ day of _____________ 2022.

____
ED BOLT, MAYOR

(SEAL)
ATTEST:

____
LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this ______ day of _____________ 2022.

____
JOSEPH M. VORNDRAN,
CITY ATTORNEY

ALTERNATE

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: LOTS FIVE (5), SIX (6), SEVEN (7), EIGHT (8), NINE (9), TEN (10), ELEVEN (11), TWELVE (12), THIRTEEN (13), FOURTEEN (14), FIFTEEN (15), SIXTEEN (16), BLOCK THIRTY-SEVEN (37), ARMOURDALE ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF. MORE GENERALLY KNOWN AS 4029 AND 4031 NORTH UNION AVENUE. FROM ZONING CLASSIFICATION, R-1 (SINGLE-FAMILY RESIDENTIAL DISTRICT) TO C-1 (NEIGHBORHOOD COMMERCIAL DISTRICT) WITH A CONDITIONAL USE PERMIT (CUP) TO ALLOW THE USE OF CHILD CARE CENTER. 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 17th day of October 2022, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma, from zoning classification R-1 (Single-Family Residential District) to C-1 (Neighborhood Commercial District).

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

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to C-1 (Neighborhood Commercial District) with a Conditional Use Permit (CUP) to allow the use of Child Care Center.

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: LOTS FIVE (5), SIX (6), SEVEN (7), EIGHT (8), NINE (9), TEN (10), ELEVEN (11), TWELVE (12), THIRTEEN (13), FOURTEEN (14), FIFTEEN (15), SIXTEEN (16), BLOCK THIRTY-SEVEN (37), ARMOURDALE ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF. MORE GENERALLY KNOWN AS 4029 AND 4031 NORTH UNION AVENUE. FROM ZONING CLASSIFICATION, R-1 (SINGLE-FAMILY RESIDENTIAL DISTRICT) TO C-1 (NEIGHBORHOOD COMMERCIAL DISTRICT) WITH A CONDITIONAL USE PERMIT (CUP) TO ALLOW THE USE OF CHILD CARE CENTER. AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this ______ day of _____________ 2022.

(SEAL)
ATTEST:

____
ED BOLT, MAYOR

____
LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this ______ day of _____________ 2022.

____
JOSEPH M. VORNDRAN,
CITY ATTORNEY

Regular Board of Commissioners 11.

Meeting Date: 10/17/2022

Budget Amendment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of the following budget amendments for Fiscal Year 2022-2023:

Attachments

Budget Amendment

City of Shawnee OKLAHOMA

Finance

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

Date: October 13, 2022

To: City Commission

From: Lindsey McNabb-Fox, Finance Director

Subject: Consideration of budget amendments for the General Fund and the Aquatic Center Fund.

Background: A total budget amendment in the amount of $192,050 for the General Fund and $20,000 for the Aquatic Center Fund should be considered.

<u>Public Information Officer</u> – The City Manager desires to add a Public Information Officer position to the City Manager's office. This position will provide the needed communication to the public and oversee external marketing for the City. The amount for appropriation is as follows:

- $109,787 – General Fund – Payroll costs to include salary, taxes, retirement, and other fringe benefits
- $10,000 – General Fund – Supplies, materials, and equipment for new position

The additional appropriation will be funded by Sales Tax collections projecting to exceed budget estimates in the General Fund.

<u>Costs associated with Half-cent Sales Tax Election</u> – During the City Commission meeting on October 3, 2022, the City Commission voted to hold a Sales Tax Election on January 10, 2023. A budget amendment is needed for the cost of the election as well as education materials to be mailed with upcoming utility bills. The amount for appropriation is as follows:

- $7,500 – General Fund – Election cost in the City Clerk's Office
- $4,000 – General Fund – Utility inserts for public education flyer

The additional appropriation will be funded by Sales Tax collections projecting to exceed budget estimates in the General Fund.

<u>Salary adjustments for City Management</u> – During the City Commission meeting on October 3, 2022, the City Commission voted to extend the contract with the City Manager and provide for a ten percent increase in salary for the City Manager. Also, the City Manager desires to give the Assistant City Manager a ten percent increase. The amount for appropriation is as follows:

- $26,938 – General Fund – Payroll costs to include salary, taxes and retirement

The additional appropriation will be funded by Sales Tax collections projecting to exceed budget estimates in the General Fund.

Hazmat Suits for Fire Department – Due to recent hazmat incidents, the Fire Department needs a budget amendment to replenish the number of suits on hand to meet minimum standards. The amount for appropriation is as follows:

- $5,650 – General Fund – Other Charges

The additional appropriation will be funded by Sales Tax collections projecting to exceed budget estimates in the General Fund.

Annual Software Agreement – The Police Department currently contracts with a vendor to provide encryption and other secured communication services to allow officers to securely communicate in the field. This also allows officers to use their personal devices using an application, keeping the information secure and confidential. The amount for appropriation is as follows:

- $4,800 – General Fund – Software Purchases

The additional appropriation will be funded by Sales Tax collections projecting to exceed budget estimates in the General Fund.

Shawnee Twin Lakes Survey – A budget amendment is needed in the General Fund for the Shawnee Twin Lakes Survey project that commenced in the previous year, but not yet completed during that year. The amount for appropriation is as follows:

- $3,375 – General Fund – Other Contractual Services

This additional appropriation will be funded by fund balance in the General Fund.

Security Services at Shawnee Splash – A budget amendment is needed in Aquatic Center Fund to fund security services provided by Blackhawk Security during the 2022 pool season and the upcoming 2023 pool season at Shawnee Splash. This amendment also includes a transfer from the General Fund to the Aquatic Center Fund, since program revenues do not fully support operation costs. The amount for appropriation is as follows:

- $20,000 – Aquatic Center Fund – Other Contractual Services
- $20,000 – General Fund – Transfer to Aquatic Center Fund

The additional appropriation will be funded by Sales Tax collections projecting to exceed budget estimates in the General Fund.

Financial Impact: See Budget Amendment

Attachment: Budget Amendment.

Staff Recommendation: Approval of the item.

Regular Board of Commissioners 11. a.

Meeting Date: 10/17/2022

Budget Amendment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Fund 001 General Fund to fund new Public Information Officer position, election costs, salary adjustments for City Management, hazmat suits for Fire Department, annual software agreement for Police Department, transfer to the Aquatic Center fund for security services, and contractual services for the Shawnee Twin Lakes Survey.

Attachments

General Fund

City of Shawnee
2022-2023 Budget Amendment
General Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	40010			Sales Tax	13,741,034.61	188,675.00	13,929,709.61
				Total	13,741,034.61	188,675.00	13,929,709.61

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	5-0110-51010			Regular Salaries	281,919.39	103,720.00	385,639.39
001	5-0110-51500			Other Benefits	17,580.00	5,520.00	23,100.00
001	5-0110-51060			Educational Incentives	2,745.60	461.00	3,206.60
001	5-0110-51150			OMRF Retirement	29,262.00	6,539.00	35,801.00
001	5-0110-51110			Social Security	18,318.83	6,757.00	25,075.83
001	5-0110-51120			Medicare	4,284.24	1,580.00	5,864.24
001	5-0110-51130			Health Insurance	20,855.16	12,000.00	32,855.16
001	5-0110-51140			Life Insurance	444.60	148.00	592.60
001	5-5030-56030			Tranfer to the Aquatic Center Fund	306,670.00	20,000.00	326,670.00
001	5-0710-53780			Misc Other Serv & Chrages	250.00	5,650.00	5,900.00
001	5-0620-53500			Software Purchases	9,600.00	4,800.00	14,400.00
001	5-0110-52010			Office & Computer Supplies	700.00	4,000.00	4,700.00
001	5-0110-52500			Other Materials & Supplies	4,200.00	6,000.00	10,200.00
001	5-0330-53080			Elections	5,000.00	7,500.00	12,500.00
001	5-0110-53780			Misc Other Serv & Chrages	8,000.00	4,000.00	12,000.00
001	5-0810-53390			Other Contractual Services	8,000.00	3,375.00	11,375.00
							-
							-
							-
							-
					-	-	-
					717,829.82	192,050.00	909,879.82

Approved by the City Commission this

Explanation of Budget Amendment:
To fund new Public Information Officer position, election costs, salary adjustments for City Management, hazmat suits for Fire department, annual software agreement for Police department, transfer to the Aquatic Center fund for security services, and contractual services for the Shawnee Twin Lakes Survey.

Approved:

Mayor ______________________
Attest:

City Clerk ______________________

Posted By ______________ Date ______________ BA# _________ Pkt.# ________

Regular Board of Commissioners 11. b.

Meeting Date: 10/17/2022

Budget Amendment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Fund 350 Aquatic Center Fund to fund Security Services at Shawnee Splash with an additional transfer from the General Fund.

Attachments

Aquatic Center Fund

City of Shawnee
2022-2023 Budget Amendment
Aquatics Center Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
350	49010			TRANSFER FROM GENERAL FUND	306,670.00	20,000.00	326,670.00
				Total	306,670.00	20,000.00	326,670.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
350	5-0960-53390			Other Contractual Services	4,600.00	20,000.00	24,600.00
							-
							-
							-
							-
							-
							-
					-	-	-
					4,600.00	20,000.00	24,600.00

Approved by the City Commission this

Explanation of Budget Amendment:
To fund Security Services at Shawnee Splash with an additional transfer from the General Fund.

Approved:

Mayor ______________________

Attest:

City Clerk ______________________

Posted By ______________ Date ______________ BA# _________ Pkt.# ________

Regular Board of Commissioners 12.

Meeting Date: 10/17/2022

Sales Tax Report

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge monthly Sales Tax Report.

Attachments

Sales Tax

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

Date: October 13, 2022

To: City Commission

From: Lindsey McNabb-Fox, Finance Director

Subject: October Sales and Use Tax Deposit

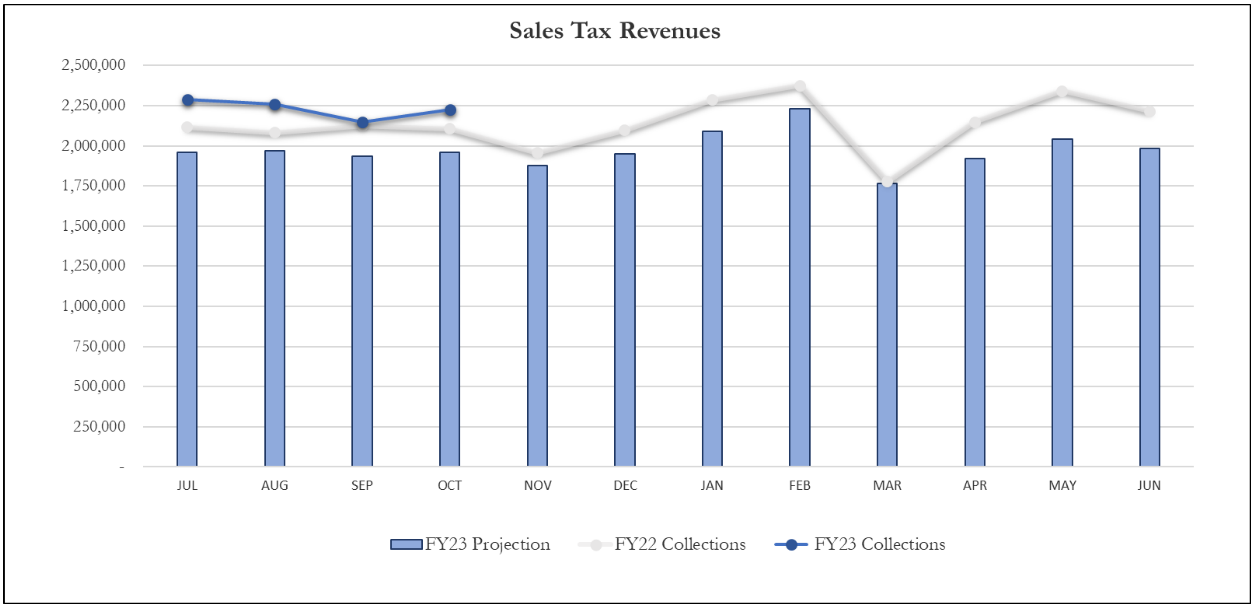
Background: The Oklahoma Tax Commission (the "OTC") collects and enforces collection of sales and use taxes, including special earmarked taxes such as alcohol and tobacco, for the entities responsible for remitting taxes to the City of Shawnee. Entities with monthly tax liabilities exceeding $2,500 are 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 October consists of September estimates and August final reported collections. Any taxes collected for months prior to August will include accrued late penalties and interest.

- Sales Tax Collection Allocated by Fund - The October sales tax deposit was $2,223,479.61, including interest of $1,516.20, to be allocated as follows:

Fund	Allocation
General Fund	$ 1,270,559.80
2018 Capital Improvements Fund	317,639.94
Capital Improvements Fund	246,170.97
Street Improvements Fund	277,934.94
Economic Development Fund	31,764.00
Police Sales Tax Fund	39,704.98
Fire Sales Tax Fund	39,704.98
Total Sales Taxes Collected	$ 2,223,479.61

- Finance Department Report - Sales and use tax collections totaled $2,509,064 for October 2022. 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 $1,093,434 or 13.98%, over the projected budget year-to-date. Use tax collections are up approximately $78,578 or 7.59%, above the projected budget year-to-date.

  - Fiscal Year 2023 Sales Tax Collections and Performance:

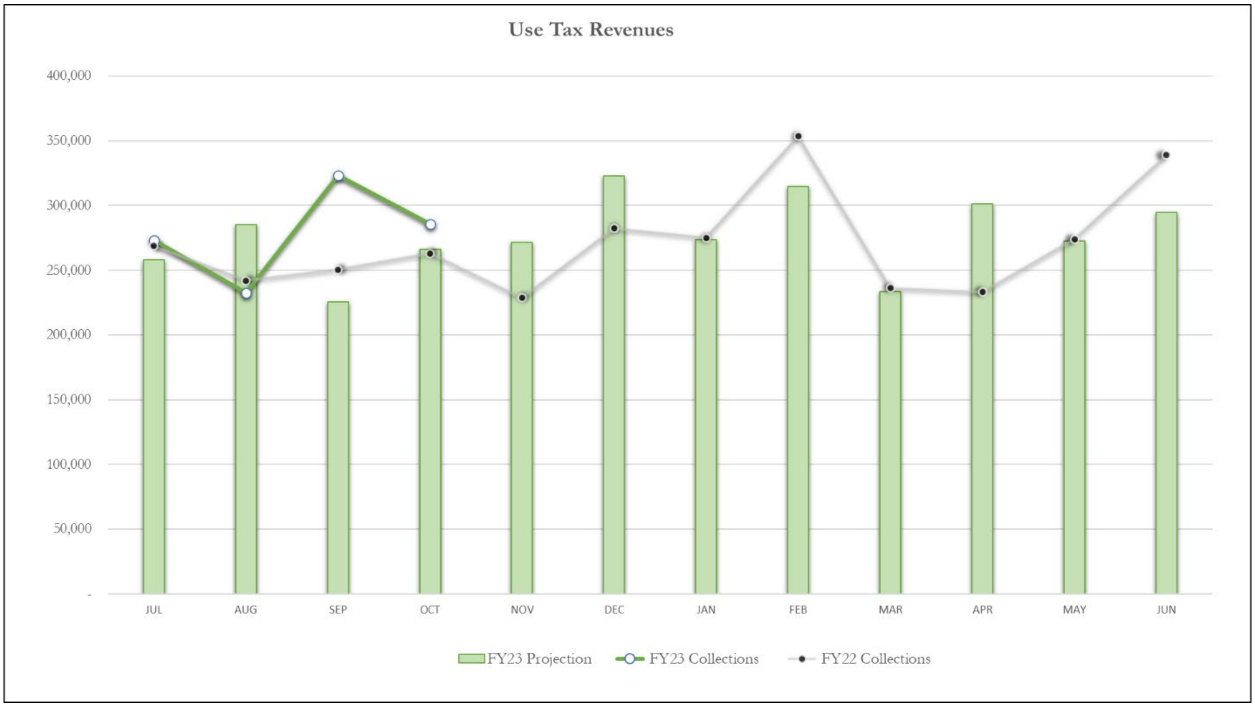


	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts (October 2022):	$ 1,958,604	$ 2,223,480	$ 264,875	13.52%
Sales Tax Receipts (year-to-date):	$ 7,823,212	$ 8,916,647	$ 1,093,434	13.98%

	October 2021	October 2022	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	$ 2,106,372	$ 2,223,480	$ 117,108	5.56%

	Year To Date FY 2022	Year To Date FY 2023	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	$ 8,430,069	$ 8,916,647	$ 486,578	5.77%

- Fiscal Year 2023 Use Tax Collections and Performance:



	Projected Budget	Actual	Amount Variance	Percentage Variance
Use Tax Receipts (October 2022):	$ 266,276	$ 285,584	$ 19,308	7.25%
Use Tax Receipts (year-to-date):	$ 1,035,418	$ 1,113,996	$ 78,578	7.59%

	September 2021	September 2022	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	$ 250,387	$ 323,116	$ 72,729	29.05%

	Year To Date FY 2022	Year To Date FY 2023	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	$ 760,937	$ 1,113,996	$ 353,059	46.40%

- Fiscal Year 2023 – General Fund Sales & Use Tax – Above Projections:

General Fund Sales & Use Tax - Above Projections (year to date):	$	704,398
Appropriated:		
Acquatic Supervisor	$	(55,170)
Part-time Rec Aide	$	(16,820)
Retiree Health Insurance	$	(134,500)
PIO Officer - salary & supplies	$	(119,787)
Election costs & education materials	$	(11,500)
Annual increase for CM & ACM	$	(26,938)
Security services at Shawnee Splash	$	(20,000)
Other Misc Items - 10.17.22	$	(10,450)
Unappropriated:	$	309,233

Regular Board of Commissioners 13. a.

Meeting Date: 10/17/2022

Presentation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Overview of the Tax Increment Finance Districts – Jacob Foos, Assistant City Manager

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Attachments

Presentation

Tax Increment Finance (TIF) Districts

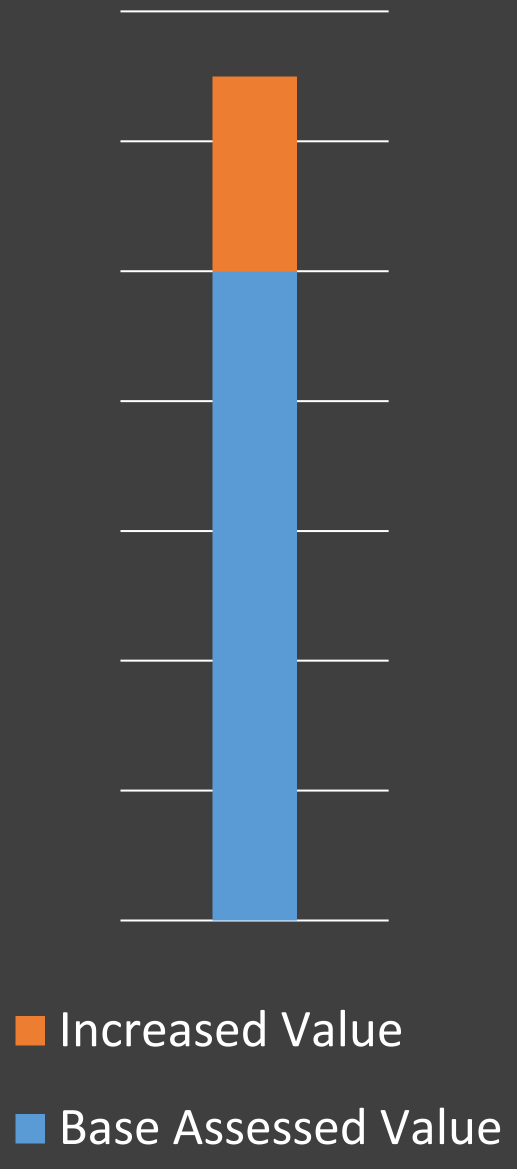
October 17, 2022 – Administrative Report

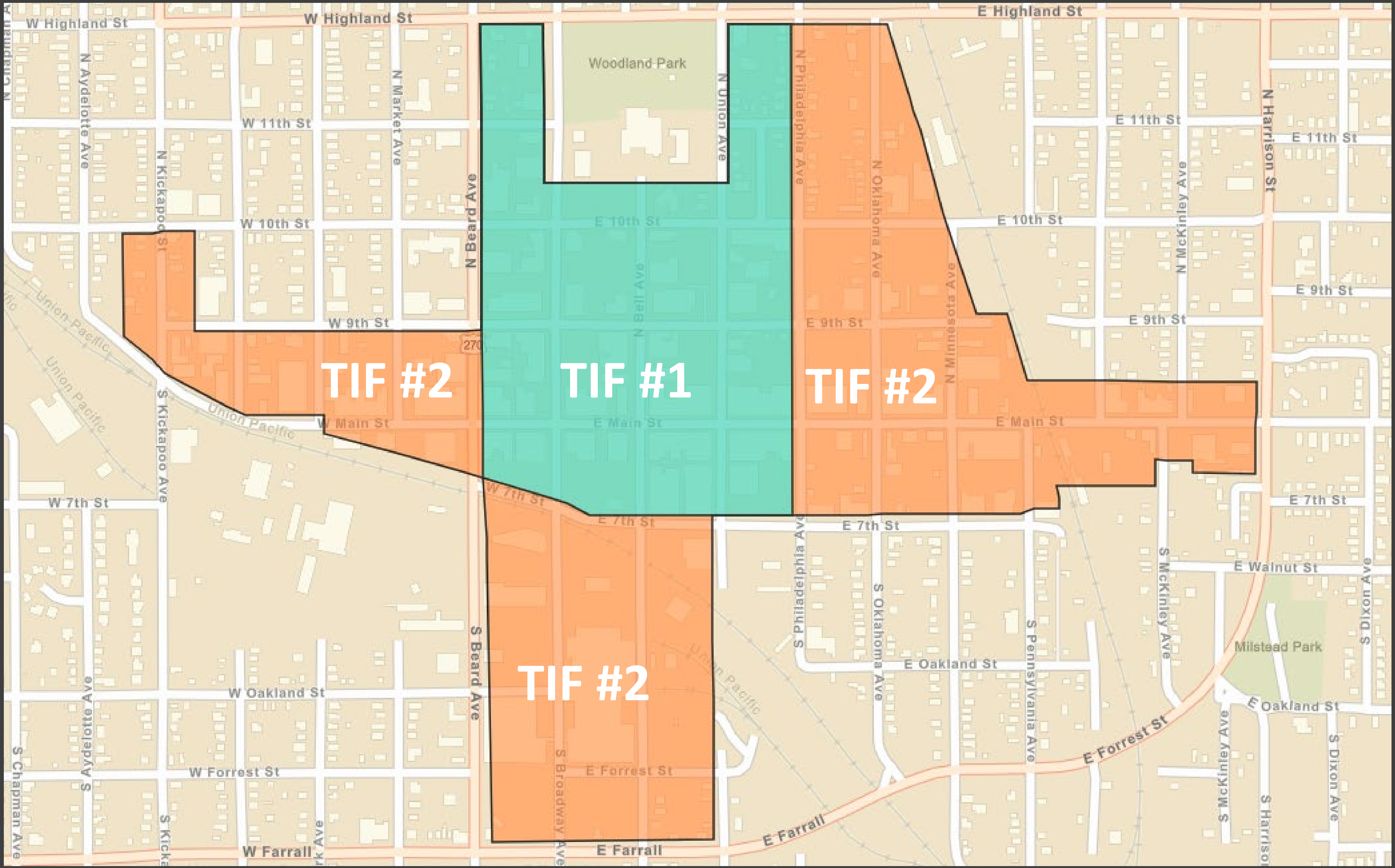
Jacob Foos, Assistant City Manager

City of Shawnee
OKLAHOMA

Understanding TIFs

- Capture Tax on Increased Property Value
- Legal Process for Creation
- Requires a Plan
- Max Life of 25 Years



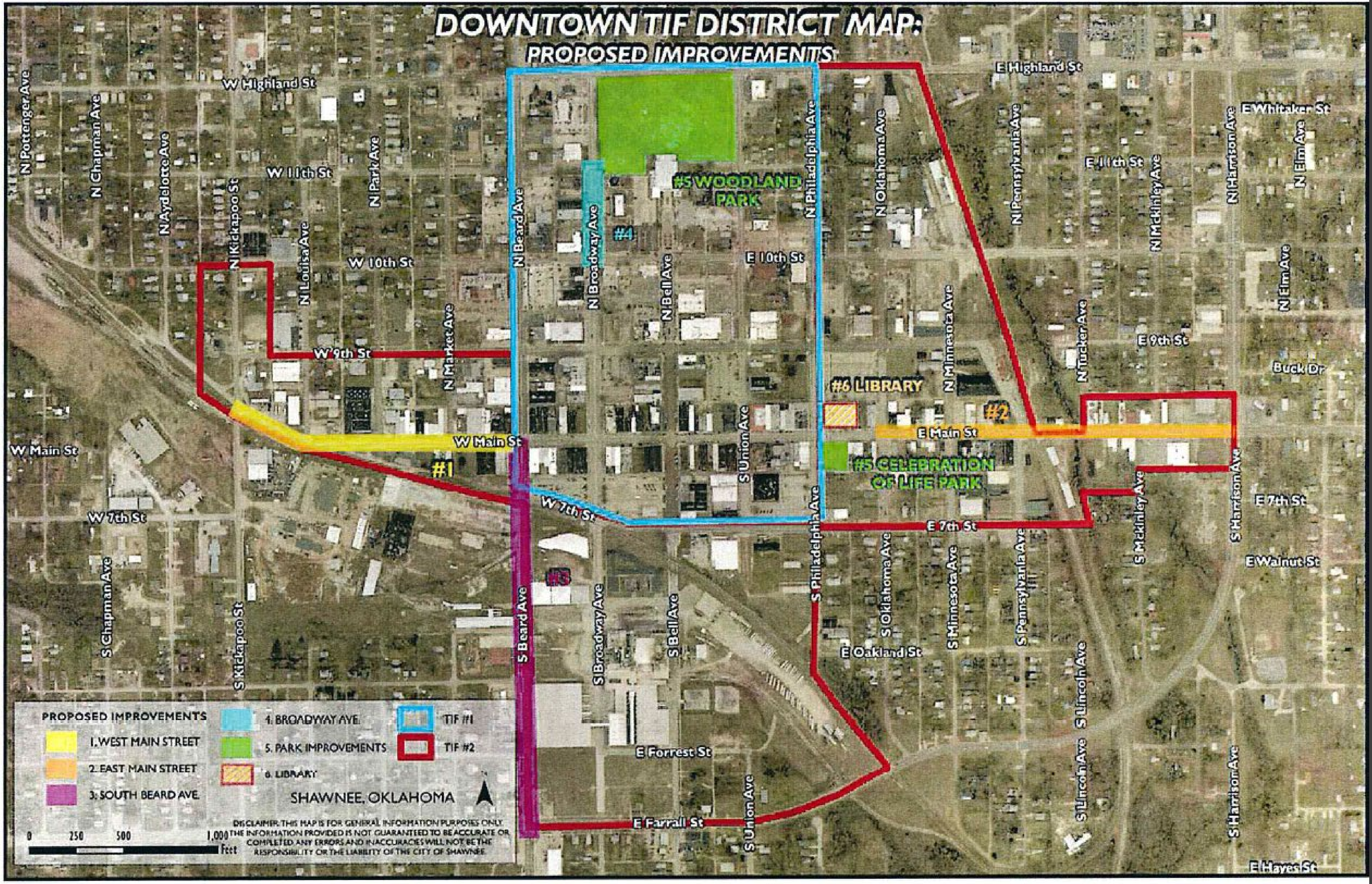


TIF #1
TIF #2
TIF #2
TIF #2
Woodland Park
Milstead Park
W Highland St
E Highland St
W 11th St
E 11th St
W 10th St
E 10th St
W 9th St
E 9th St
W Main St
E Main St
W 7th St
E 7th St
E Walnut St
W Oakland St
E Oakland St
W Forrest St
E Forrest St
W Farrall
E Farrall
N Beard Ave
S Beard Ave
N Union Ave
N Bell Ave
N Philadelphia Ave
S Philadelphia Ave
N Oklahoma Ave
S Oklahoma Ave
N Minnesota Ave
N McKinley Ave
S McKinley Ave
N Harrison St
S Harrison
N Market Ave
N Kickapoo St
S Kickapoo Ave
N Aydelotte Ave
S Aydelotte Ave
S Chapman Ave
S Broadway Ave
S Pennsylvania Ave
S Dixon Ave
Union Pacific

Project Plan

- Amended and Restated Shawnee Downtown Revitalization Plan

Projects	Cost
Public Infrastructure, Facilities, and Improvements	$ 7,810,000
Assistance in Development Financing	$ 3,750,000
Aldridge Hotel Payments*	$ 250,000
Implementation and Administration	$ 200,000
Contingency	$ 100,000
Total Project Costs	**$12,110,000**



DOWNTOWN TIF DISTRICT MAP:
PROPOSED IMPROVEMENTS
W Highland St
E Highland St
E Whitaker St
W 11th St
E 11th St
W 10th St
E 10th St
W 9th St
E 9th St
Buck Dr
W Main St
E Main St
W 7th St
E 7th St
E Walnut St
E Oakland St
E Forrest St
E Farrall St
E Hayes St
N Pottenger Ave
N Chapman Ave
N Aydelotte Ave
N Kickapoo St
N Louisa Ave
N Park Ave
N Market Ave
N Beard Ave
N Broadway Ave
N Bell Ave
N Philadelphia Ave
N Oklahoma Ave
N Minnesota Ave
N Pennsylvania Ave
N Tucker Ave
N Mckinley Ave
N Harrison Ave
N Elm Ave
S Chapman Ave
S Kickapoo St
S Beard Ave
S Broadway Ave
S Bell Ave
S Union Ave
S Philadelphia Ave
S Oklahoma Ave
S Minnesota Ave
S Pennsylvania Ave
S Lincoln Ave
S Mckinley Ave
S Harrison Ave
#1
#2
#3
#4
#5 WOODLAND PARK
#5 CELEBRATION OF LIFE PARK
#6 LIBRARY
PROPOSED IMPROVEMENTS
1. WEST MAIN STREET
2. EAST MAIN STREET
3. SOUTH BEARD AVE.
4. BROADWAY AVE.
5. PARK IMPROVEMENTS
6. LIBRARY
TIF #1
TIF #2
SHAWNEE, OKLAHOMA
0 250 500 1,000 Feet
DISCLAIMER: THIS MAP IS FOR GENERAL INFORMATION PURPOSES ONLY. THE INFORMATION PROVIDED IS NOT GUARANTEED TO BE ACCURATE OR COMPLETED. ANY ERRORS AND INACCURACIES WILL NOT BE THE RESPONSIBILITY OR THE LIABILITY OF THE CITY OF SHAWNEE.

Current Status

- Last Expenditure - Fiscal Year 2018
- TIF Fund = $652,820.86
- 5% Payment to Shawnee Public Schools in the amount of $12,456.70
- Aldridge Hotel Payment Calculations
- Continued Evaluation

City Commission Questions

City of Shawnee
OKLAHOMA

Regular Board of Commissioners 13. b.

Meeting Date: 10/17/2022

Presentation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

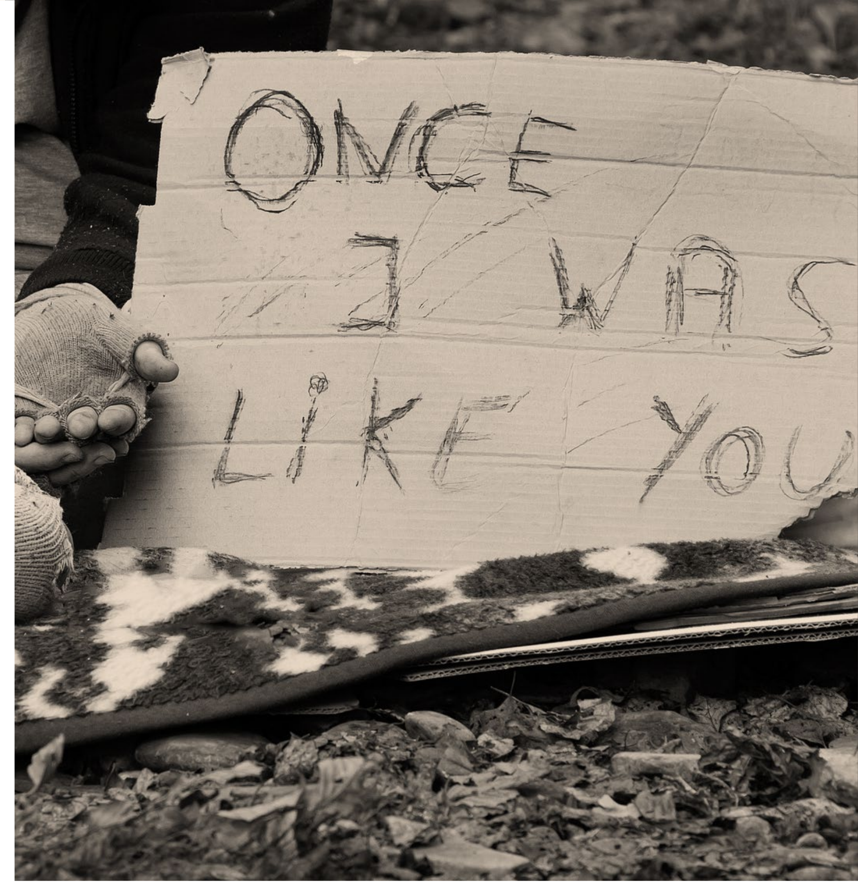
Information

Title of Item for Agenda

Homeless Population and Funding – Andrea Weckmueller-Behringer, City Manager

Attachments

Presentation



Homeless Population & Funding

October 17, 2022 – Administrative Report

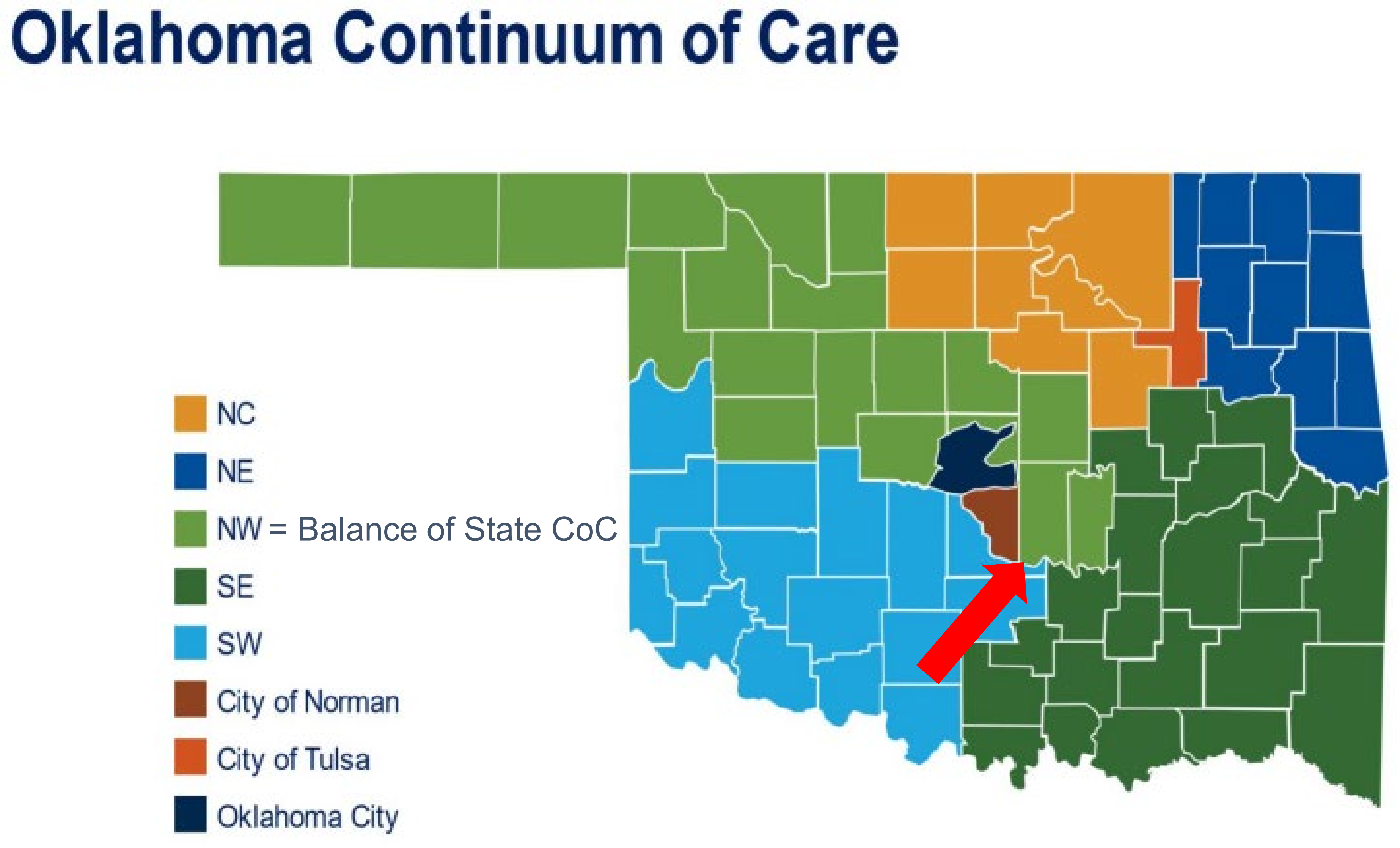
Andrea Weckmueller-Behringer, City Manager

City of Shawnee
OKLAHOMA

Point-in-Time (PIT) Count

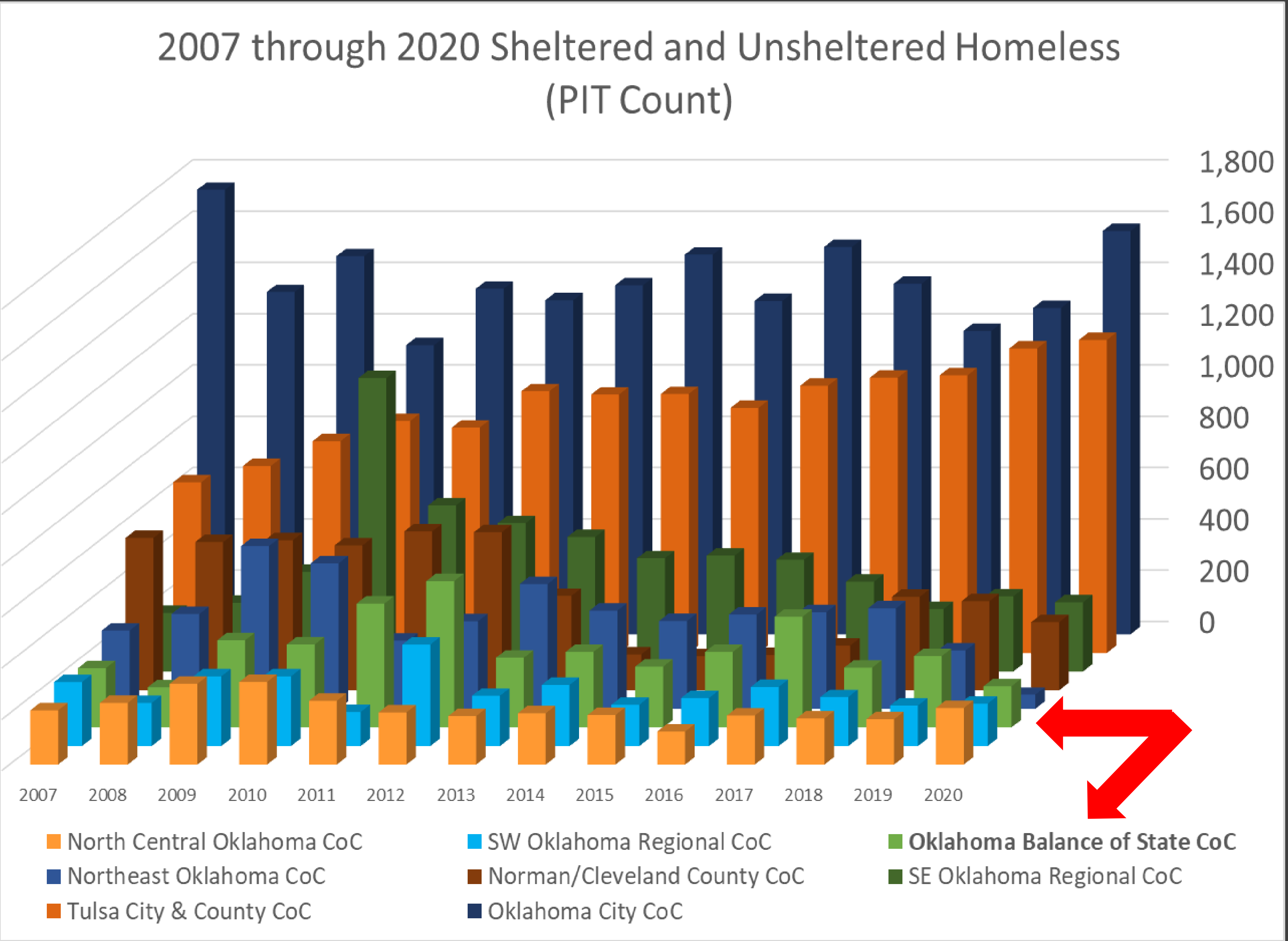
- PIT count captures sheltered & unsheltered people experiencing homelessness
- Continuums of Care (CoC) nationwide count in the last 10 days of January
- U.S. HUD requires PIT and Housing Inventory Counts (HIC) of funding recipients

OK Homeless Population



Counted by Continuum of Care

Oklahoma Homeless Population over time



Shawnee Homeless Population

- Latest PIT count conducted January 27, 2022
  - 59 unsheltered
  - 15 sheltered
  - 14 in temporary housing
  - 5 “couch” homeless
  - 60 housing-insecure students and their parents
  - 62 more observed

215 total which U.S. HUD factors by “4” to **860**

Homeless Program City Resources

- One full-time, City-funded Homeless Program Coordinator
- Varying number of unpaid interns and volunteers

S.H.O.P.

Shawnee Homeless Outreach Program

Grants that Impact Homelessness

- Emergency Solutions Grant (ESG)
  - Awarded $254,783, fully dedicated to Homelessness Mitigation
- Community Development Block Grant (CDBG) Corona Virus (CV) Relief Grants #1, 2, and 3
  - Awarded $1,473,887, of which $1,087,431 assist with Homelessness Prevention

ESG Grant for Mitigation

- Emergency Solutions Grant (ESG)
  - Partnered with COCAA
    - Emergency Shelter Vouchers
    - Rapid Re-Housing
    - Rent and Utility Assistance
  - City provided Homeless Outreach and Case Management

CDBG-CV Grant for Prevention

- CDBG-CV Relief Grants #1, 2, and 3
  - Mortgage and Rental Assistance
  - Utility Assistance
- *Not directly related* Nutrition & Mental Health

City Commission Questions

City of Shawnee
OKLAHOMA

Regular Board of Commissioners

13. c.

Meeting Date: 10/17/2022

Presentation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Santa Fe Depot Update – Rian Harkins, Community Development Director

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Attachments

Presentation

Santa Fe Depot

Rian Harkins, Community Development Director

October 17, 2022

Community Feedback Takeaways


THE SHAWNEE NEWS-STAR SUBSCRIBE

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City switches up setting of depot town hall

May 26, 2022 in News

- Preserve the Santa Fe Depot
- Utilize the building as a draw for downtown
- Continue to honor Shawnee's history
- Community support exists to combine revenue generating opportunities with a museum and community space

Preferred Functions

Based on feedback given, these top five functions should be considered for in combination with a rail museum:

1) visitor center
2) community / venue space
3) arts space / performing arts center
4) farmers market
5) restaurant

Updated Cost Estimate*

Construction Component	Amount
Base Bid Partial Roof/Repoint	$417,939.26
Alt. 1 – Full Roof Replacement	$129,583.45
Alt. 2 – Window/Door Repair	$145,831.58
Alt. 3 – Building Exterior	$148,481.04
Alt. 4 – Site Repair	$196,009.47
Total	**$1,037,844.80**

*Reflective of the current economic climate and based on the previous building evaluation

Other Activities

- Letter of Interest was accepted for Oklahoma DOT Transportation Alternatives (TA) grant
  - Reach out to Community Partners for Letters of Support
- Continue research of additional funding sources
- Begin conversations with Oklahoma's State Historic Preservation Office
- Continue discussions with PCHS

City Commission Questions

City of Shawnee
OKLAHOMA