

AGENDA
BOARD OF CITY COMMISSIONERS
October 15, 2018 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Consider approval of Consent Agenda:
 - a. Minutes from the October 1, 2018 regular meeting.
 - b. Acknowledge the following reports and minutes:
 - License Payment Report for September 2018
 - Project Payment Report for September 2018
 - Planning Commission Minutes from September 5, 2018 meeting
 - Shawnee Community Beautification Committee Minutes from August 16, 2018 meeting
 - c. Approve renewal of agreement with the Housing Authority of the City of Shawnee for supplemental police services.
 - d. Acknowledge City Commission and Related Authorities Schedule of Regular Meetings for 2019.
 - e. Acknowledge receipt of Pioneer Library System Audit for Year Ended June 30, 2018.
 - f. Approve appointment of Jennifer Greenland as Oklahoma Municipal Retirement Fund Authorized Agent.
 - g. Lake Lease Transfer:

TRANSFER:
Lot 4 Coffman Tract, 15401 Perry Road
From: Perry & Elizabeth Gatewood
To: Perry & Elizabeth Gatewood Trust
 - h. Budget Amendments – Funds 101, 102, 104, 105, 106, 107, 108, 112, 113, and 190
To amend FY2019 estimated revenues and expenditures to be consistent with historical activity and properly appropriate the estimated revenues.
2. Presentation by Animal Control to present the Pet of the Week.

3. Citizens Participation
(A three minute limit per person)
(A twelve minute limit per topic)
4. Presentation by Acting City Manager to Employee of the Month, Kelsey Byers, Dispatch.
5. Consideration of approval of a Final Plat for The Grove Retirement Homes located at 3900 North Union Avenue. Case No. S11-18. Applicant: Crafton Tull.
6. Consider annexation request by North Rock Creek School for purposes of future construction and authorize staff to proceed with Notice and Hearing Requirements.
7. Discussion, consideration, and possible approval of an ordinance amending Article IV of Chapter 15 of the Shawnee Municipal Code to regulate the use of tobacco products and vapor products; and also providing for severability, codification, and repealer; and declaring an emergency.
8. Acknowledge monthly Sales Tax and City Treasurer Report.
9. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
10. Commissioners Comments
11. Discussion, consideration, and possible action to enter into executive session for discussion related to the hiring of a Municipal Judge in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."
12. Consider matters discussed in executive session related to the hiring of a Municipal Judge in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."
13. Receive governing body training from Oklahoma Municipal Assurance Group (OMAG).
14. 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.a.

Meeting Date: 10/15/2018

CC Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Minutes from the October 1, 2018 regular meeting.

Attachments

CC Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
OCTOBER 1, 2018 AT 6:00 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, October 1, 2018 at 6:00 p.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley
Mayor

Ed Bolt
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Mark Sehorn
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: None

INVOCATION

Don Lynch, Emergency Management
Director

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the September 17, 2018 regular meeting.
- b. Mayor's Appointment:

Shawnee Library Board

Rebecca "Becky" Brown 1st Partial Term Expires 06/30/2021
Replaces David Houghton – Term expired

- c. Authorize staff to advertise Request for Proposal's (RFP's) for City Manager Executive Search Firm.

- d. Acknowledge receipt of Pioneer Library Systems Second Revised Budget for July 1, 2018 through June 30, 2019.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve Consent Agenda Item Nos. 1(a-d). Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 2:

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

Animal Control Officer Kesha Miller introduced Autumn, a cat that is one to two years old. Autumn has been spayed. Her adoption fee is \$5.00. If the adopter resides within the City limits, there is a \$5.00 city license fee.

AGENDA ITEM NO. 3:

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

Ms. Kate Joyce, Shawnee Senior Center Director, thanked the City for recently replacing their phone system. She announced that an indoor yard sale would be held at the Senior Center on Friday, October 5th from 9:00 a.m. to 4:00 p.m.

Mr. James Comrey, Pottawatomie County Veterans Committee, announced a Flag Retirement ceremony being held at the Woodland Veterans Park on Saturday, October 6, 2018 at 9:30 a.m. Another ceremony will be held on November 10th at 10:00 a.m. Mr. Comery stated Veteran's Day will be observed on November 12th at 11:00 a.m. at Veterans Park with two speakers scheduled.

Mr. Patrick Boggs owns a dance studio downtown Shawnee. He asked the Commission what their plans are to address the vagrancy issue in that area.

Ms. Pamela Street spoke regarding medicinal marijuana and asked the Commission to reconsider the registry requirement for personal marijuana growth.

AGENDA ITEM NO. 4:

Mayor's Proclamation:

"Fire Prevention Week"
October 7-13, 2018

Interim City Manager Eric Benson accepted the Mayor's Proclamation for "Fire Prevention Week" presented by Mayor Finley.

AGENDA ITEM NO. 5:

Consider a resolution declaring certain items of personal property surplus and authorizing the sale of said items at auction or disposal at the City of Shawnee/Shawnee Regional Airport's discretion; with all funds collected to be allocated to the Shawnee Regional Airport.

Airport Manager Bonnie Wilson gave a staff report and explained the process of the online auction.

A motion was made by Commissioner Rutherford, seconded by Commissioner Bolt, to approve a resolution declaring certain items of personal property surplus and authorizing the sale of said items at auction or disposal at the City of Shawnee/Shawnee Regional Airport's discretion; with all funds collected to be allocated to the Shawnee Regional Airport.

Resolution No. 6573 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY OF SHAWNEE/SHAWNEE REGIONAL AIRPORT PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF SAID ITEMS BY AUCTION AND, IN THE EVENT ITEMS DO NOT SELL AT AUCTION, DISPOSAL AT THE CITY OF SHAWNEE/SHAWNEE REGIONAL AIRPORT'S DISCRETION; FUNDS FROM SAID AUCTION OR OTHER DISPOSAL REMEDIES WILL BE ALLOCATED TO THE SHAWNEE REGIONAL AIRPORT.

Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 6:

Discussion, consideration, and possible action on an ordinance amending the retirement system defined benefit plan of the City of Shawnee, Oklahoma, by providing a special retirement option for certain eligible employees based on the age and years of credited service of such employees; providing for severability; and declaring an emergency.

Interim City Manager Eric Benson provided a staff report for the incentivized retirement plan.

Finance Director Chance Allison explained that qualified employees will have 60 days to accept the incentivized retirement plan. If all qualified employees take the special retirement option, the City would save \$1.7 million in payroll.

A motion was made by Commissioner Bolt, seconded by Commissioner Rutherford, to approve an ordinance amending the retirement system defined benefit plan of the City of Shawnee, Oklahoma, by providing a special retirement option for certain eligible employees based on the age and years of credited service of such employees; providing for severability.

Ordinance No. 2643NS was introduced.

AN ORDINANCE AMENDING THE RETIREMENT SYSTEM DEFINED BENEFIT PLAN OF THE CITY OF SHAWNEE, OKLAHOMA, BY PROVIDING A SPECIAL RETIREMENT OPTION FOR CERTAIN ELIGIBLE EMPLOYEES BASED ON THE AGE AND YEARS OF CREDITED SERVICE OF SUCH EMPLOYEES; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

Motion carried 7-0.

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

NAY: None

Ordinance No. 2643NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bolt, to approve emergency clause relating to Ordinance No. 2643NS. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 7:

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

There was no New Business.

AGENDA ITEM NO. 8:

Commissioners Comments

Commissioner Bolt said that the Boo on Bell event will be October 19-21, 2018 in downtown Shawnee.

Commissioners Bolt and Rutherford both stated how good the concert at the Ritz Theater was this past weekend and it is a great venue.

Commissioner Sehorn said the downtown area is growing and thriving. He noted the improvements over the last several years has revived the area.

Mayor Finley thanked Patrick Boggs and Pamela Street for addressing the Commission under Citizens Participation.

AGENDA ITEM NO. 9:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:18 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

LISA LASYONE, CMC
CITY CLERK

Regular Board of Commissioners**1.b.**

Meeting Date: 10/15/2018

Reports and Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Acknowledge the following reports and minutes:

- License Payment Report for September 2018
 - Project Payment Report for September 2018
 - Planning Commission Minutes from September 5, 2018 meeting
 - Shawnee Community Beautification Committee Minutes from August 16, 2018 meeting
-

Attachments

License Pymt Rpt

Project Pymt Rpt

Planning Minutes

Beautification Minutes

*** FEE CODE TOTALS ***

FEE CODE		DESCRIPTION		FEE		PENALTY		TAX		INTEREST		TOTAL PAI
ALARM		BURGLAR/FIRE ALARM LICENSE	5	125.00	CR							125.00
ALARMRENEW		BURGLAR/FIRE ALARM RENEW	26	390.00	CR							390.00
ELEC1		ELECTRICAL CONTRACTOR INITIAL	4	400.00	CR							400.00
ELEC2		ELECTRICAL CONTRACTOR RENEW	5	375.00	CR							375.00
LAKEINSP		LAKE LEASE INSPECTION	5	375.00	CR							375.00
LAKELEASE		LAKE LEASE	15	10,545.00	CR							10,545.00
MECH2		MECHANICAL CONTRACTOR RENEW	2	150.00	CR							150.00
PLUM2		PLUMBING CONTRACTOR RENEW	3	225.00	CR							225.00
RESAL		RESIDENTIAL SALE	48	480.00	CR							480.00
SIGN		SIGN HANGERS LICENSE FEE	1	75.00	CR							75.00
STORM		STORM CELLAR LICENSE FEE	1	75.00	CR							75.00
TOTAL				13,215.00	CR							13,215.00

10/10/2018 11:41 AM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

P R O J E C T P A Y M E N T R E P O R T

PAGE:
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 9/01/2018 TO 9/30/
SORTED BY: PRO

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	244.00CR
001-4202	BUILDING PERMITS	12,836.88CR
001-4203	PLUMBING PERMITS	3,075.00CR
001-4204	ELECTRICAL PERMITS	475.00CR
001-4205	ZONING PERMITS & APPLICATIONS	788.00CR
001-4206	HEATING & A/C PERMITS	1,537.50CR
001-4249	OTHER PERMITS	225.00CR
001-4822	OTHER MISC. REVENUE	30.50CR
501-4510	WATER TAPS	1,950.00CR
799-1023	BANCFIRST GENERAL ACCT	21,161.88

10/10/2018 11:41 AM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

P R O J E C T P A Y M E N T R E P O R T

PAGE:
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 9/01/2018 TO 9/30/
SORTED BY: PRO

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	8,495.38CR
B2-ADD	BUILDING CONSTRUCTION ADD	99.00CR
B3-REMODEL	BUILDING CONSTRUCTION REM	7,950.00CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	511.00CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	1,600.50CR
P3-REMODEL	PLUMBING REMODEL	1,163.00CR
P5-SEPTIC	SEPTIC PERMIT	50.00CR
UNAPPLIED	UNAPPLIED CREDITS	280.00CR
X-PLATFIN	PLAT REVIEW FINAL	228.00CR
X-SIGN	SIGN PERMIT	125.00CR
Z-OCCUP	OCCUPANCY PERMIT	100.00CR
Z-REZONING	REZONING REQUEST	560.00CR
TOTAL		21,161.88CR

PLANNING COMMISSION MINUTES

DATE: SEPTEMBER 5TH, 2018

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, September 5th, 2018 at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

AGENDA ITEM NO.1:

Roll Call

Upon roll call the following members were present:

Present: Matthews, Walker, Bergsten, Cowen, Kienzle, Rowell

Absent: Deem

Meeting was called to Order.

AGENDA ITEM NO.2:

Consideration of approval of the minutes from the August 1st, 2018 Planning Commission Meeting

Chairman Bergsten made Commission aware that his name was mentioned in minutes and he was not at the meeting. Vice-Chairman Cowen made a motion to approve with changes, seconded by Commissioner Walker.

Motion passes:

AYE: Matthews, Walker, Cowen, Kienzle, Rowell

NAY:

ABSTAIN: Bergsten

AGENDA ITEM NO.3:

Citizens' Participation

Chairman Bergsten opened the public portion of the meeting and announced that this is an open time for discussion for those with questions on topics not on the Agenda and asked if anyone would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting.

AGENDA ITEM NO.4:

Case #P14-18 – A public hearing in consideration of approval for a Rezone from A-1; Rural Agricultural District to R-1; Single Family Residential District, located at 1 Country Club Road, Shawnee, OK

Applicant: Charles and Connie Rutherford

Justin Debruin presented staff report and informed board the property location is directly adjacent from the Country Club Heights Addition and request is to rezone to R-1; Single Family in order to construct a home on site. A-1 zoned standards require certain setbacks that would be constrictive with the current size of lot. Justin Debruin stated surrounding zoning and comprehensive plan are in conformance and recommended approval. Commissioner Kienzle asked if any existing covenants were considered and asked about the direction of the golf balls coming from the golf course. Mr. Debruin stated the house would be close to the greens but the location is not part of the Country Club covenants. Justin Debruin explained they didn't have any restrictions regarding the golf course. Commissioner Kienzle asked if the Country Club originally platted the property that way and Justin Debruin stated he was not completely sure but pulled records and deeds from the 80's and per

City Attorney the land is grandfathered in. Commissioner Matthews discussed the golf greens location from surrounding homes. Vice-Chairman Cowen mentioned how he felt any person buying a lot by the Country Club is aware of the potential for golf ball damage and also mentioned how Mr. Rutherford may be able to give more information. Chairman Bergsten opened the public portion of the meeting and asked if anyone speaking against the item would like to come forward. No one came forward and Chairman Bergsten asked if anyone speaking in favor of the item would like to come forward. Loyd Drain came forward and spoke of being concerned after seeing the sign posted on property and came to meeting to find more information. Mr. Drain explained how the lot is well behind the green and is appearing in support of the rezone. Mr. Rutherford came forward as applicant and explained how he came across the lot years ago and how he has only come across four or five golf balls from mowing property. Paula Lauderdale came forward stating she lives on Pool Place and asked if the entire area was being rezoned. Mr. Debruin informed her it was not and she was concerned about the possibility of tax increases. Chairman Bergsten asked if there were any additional questions or a motion. Vice-Chairman Cowen made a motion to approve, seconded by Commissioner Matthews.

Motion to approve:

AYE: Matthews, Walker, Bergsten, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.5:

Planning Director's Report

Justin Debruin gave update regarding the comprehensive plan and spoke of the good input received from the various workshops set up. Mr. Debruin explained this will be the last month for the workshops.

AGENDA ITEM NO.6:

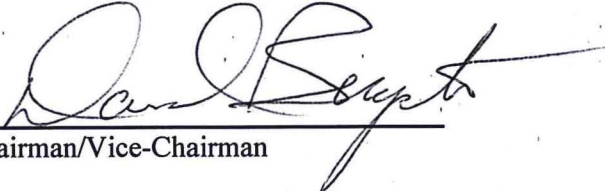
Commissioners Comments and/or New Business

No comments.

AGENDA ITEM NO.7:

Adjournment

Meeting was adjourned.


Chairman/Vice-Chairman

Cheyenne Pettigrew
Planning Commission Secretary



Office of the Director of Operations

Minutes

Shawnee Community Beautification Committee

AUGUST 16, 2018

The Shawnee Community Beautification Committee met at the Shawnee Chamber of commerce

The meeting was called to order at 4:00 pm

Roll Call was taken showing the following members present:

		Present	Absent
Member	Tom Terry	<u>X</u>	<u> </u>
Member	Debi Renegar	<u>X</u>	<u> </u>
Member	Joe Harbeson	<u>X</u>	<u> </u>
Member	Sherry Lankford	<u>X</u>	<u> </u>
Member	Kevin Huddleston	<u>X</u>	<u> </u>
Member	Ethan Birdwell	<u>X</u>	<u> </u>
Member	Mike Mlynek	<u>X</u>	<u> </u>
Member	Holly Gordon	<u>X</u>	<u> </u>
Member	Sue Nelson	<u> </u>	<u>X</u>
Member	Carla Smith	<u> </u>	<u>X</u>
City Staff	Whisper Peace	<u>X</u>	<u> </u>
City Staff	James Bryce	<u>X</u>	<u> </u>
City Staff	Jim Vanantwerp	<u>X</u>	<u> </u>
City Staff	Geoff Garner	<u>X</u>	<u> </u>

AGENDA NO 1 **Call to Order.**

AGENDA NO 2 **Roll Call and Declaration of a Quorum.** Roll was called and a quorum was declared.

- AGENDA NO 3** **Approved minutes for JULY 19, 2018.** The minutes for July 19, 2018 were approved with a motion made by Sherry Lankford and 2nd by Joe Harbeson. The motion carried unanimously.
- AGENDA NO 4** **Update on Door hangers.** Whisper gave an update that the font style had been changed on the back side of the door hanger to make it more readable.
- AGENDA NO 5** **Presentation by Landsay Goodson.** Presentation was postponed until next meeting.
- AGENDA NO 6** **Update on Gardening with the Experts.** Tom Terry mentioned that the 3 speakers will be Marilyn Stewart, Steve Dobbs, and Lindsay Goodson. James Bryce will check on milkweed seeds from the Department of Agriculture and Tom Terry will check on potential sponsors.
- AGENDA NO. 7** **Discussion on Purchasing planting pots for part of Main Street.** Discussion was made on how the pots would be purchase and maintained. James gave information and presented a video on Tulsa blooms as an example of how they plant and maintain their pots.
- AGENDA NO 8** **Old Business.**
- AGENDA NO 9** **New Business.**
- AGENDA NO 10** **Comments.**
- AGENDA NO 11** **Adjournment.** Meeting was adjourned at 4:31 p.m.

Date 9-20-18

Chairman [Signature]

Regular Board of Commissioners

1.c.

Meeting Date: 10/15/2018

Housing Contract - PD Services

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Approve renewal of agreement with the Housing Authority of the City of Shawnee for supplemental police services.

Attachments

Housing - PD Services

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

This Contract, made and entered into this 1st day of November, 2018, by and between the Housing Authority of the City of Shawnee, Oklahoma, (hereinafter called the "Authority") and the City of Shawnee, Oklahoma, (hereinafter called the "City") is for the provision of specific police services associated with the Authority's security programs.

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

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

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

ARTICLE I Scope of Services

SECTION ONE: SERVICES PROVIDED BY THE CITY

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

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

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

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

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

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

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

5. Attend a minimum of one Resident Advisory Board meeting each year;
 6. Coordinate security workshops and training seminars for residents and Authority staff;
 7. Assist or advise the planning and implementation of other grant-funded security programs within the Authority; and
 8. Meet on a weekly basis with Authority staff to address problems and needs in Authority areas.
- L. In the event that a Housing Authority provides its own police/security services, the City shall provide the dispatch function for Housing Authority Police patrol units. The Housing Authority will provide specifications of the performance requirements to meet the communications needs.
- M. The City will at all times provide supervision, control and direction of work activities and assignments of police personnel, including disciplinary actions. It is expressly understood that the police department shall be responsible for the compensation of the officer(s) and all employee benefits, as well as any injury to officer(s), their property, or the City's property while on the Authority's property.
- N. The Assigned Personnel shall possess and maintain CLEET Certification.

SECTION TWO: SERVICES PROVIDED BY THE AUTHORITY

- A. The Authority will provide training of residents, Authority on-site management staff and the Assigned Personnel with information on community policing and crime prevention issues associated with public housing. This may include, but not be limited to, training in the following:
1. Crime prevention and security responsibilities;
 2. Community organization/mobilization against the causes of and precursors to crime;
 3. Drug awareness and control;
 4. Orientation and familiarization with the public housing communities for the assigned officer(s); and
 5. Orientation to the lease contract, and lease compliance enforcement procedures and policies.
- B. The Authority will provide the following in-kind accommodations, services and equipment:
1. Accommodations – The Authority will provide suitable space to be used as a satellite office at each site targeted for additional police services.
 2. Services – Each satellite office will be supplied with utilities (water, heat, electricity) and routine and extraordinary maintenance by personnel of the Housing Authority.
 3. Equipment – Each satellite office is to be supplied with any other additional equipment mutually agreed upon in connection with the performance of this Contract.

4. Modification/Damage – The Authority will make reasonable modifications, including minor structural, electrical and mechanical changes to the accommodations provided in order to meet the City’s operational needs. Any damage to the unit or equipment provided by the Housing Authority for City employees, which the Authority determines to be above the normal wear for the item or accommodation, shall be repaired or replaced by the City at the discretion of the Authority.
- C. The Authority shall provide a annual assessment of the results achieved, as measured against the performance objectives specified in the Plan of Operations listed in Article IV of this Contract.
 - D. The Authority shall reserve the right to reasonably request the police department to replace any Assigned Personnel for the following reasons:
 1. Neglect or non-performance of duties;
 2. Disorderly conduct, use of abusive or offensive language, or fighting;
 3. Criminal action;
 4. Selling, consuming, possessing or being under the influence of intoxicants, including alcohol or illegal substances, while on assignment to the Authority;
 5. Inadequate punctuality or attendance; or
 6. Substantiated complaints from public housing residents or management.

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

ARTICLE II

Enforcement of Rules and Regulations

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

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

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

ARTICLE III Communications, Reporting and Evaluation

A. Communications

1. Access to Information

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

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

B. Reporting

1. Forms

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

- a. Hours worked: foot, bicycle, motorized, other
- b. Calls/requests for service
- c. Suspicious persons - name and description
- d. Vehicles abandoned/towed/stolen
- e. Drug paraphernalia confiscated/found
- f. Arrests/citations of both residents and outsiders to include age, sex, ethnicity
- g. Property recovered/stolen
- h. Counseling of residents and visitors
- i. Broken lights/sidewalks & safety issues

- j. Graffiti & vandalism
- k. Vehicle license number of suspicious persons
- l. Weapons violations/seized
- m. Workshops, seminars, and any community policing events

2. Media Coordination

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

C. Evaluation

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

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

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

ARTICLE IV Plan of Operations

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

The plan of operations will minimally specify the following:

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

ARTICLE V Term of Contract

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

ARTICLE VI Compensation to the City

- A. All compensation to the City will be made on a cost reimbursement basis. The Authority will reimburse the City for services specified in this Contract in a total amount not to exceed Fifty thousand dollars and no cents (\$ 50,000.00), in the following expense categories:

Expense Category	Amount
Assigned Personnel Salaries	<u>\$ 50,000.00</u>

(Reimbursement of Law Enforcement over and above the baseline of services.)	
Administrative Liaison Officer	\$ <u>0.00</u>
Prorated Salary and Benefits	
Communications/Other Miscellaneous	\$ <u>0.00</u>
Expenses/Equipment	

- B. The Authority shall reimburse the police department on a monthly basis, upon receipt of performance of the proposed services and evidence of authorized expenditures. Total reimbursement shall not exceed \$50,000.00 for one full time officer for one year and is contingent on receiving funding.
- C. The percent of overtime authorized under this Contract for court appearances or other hearings is 0%.
- D. The City shall provide the following documentation in requesting reimbursement:
1. Copies of Certified Payroll Time Reports documenting names, employee identification, hours worked in public housing developments, supervisory approval of the report, and supervisory verification of the necessity for any overtime worked.
 2. Copies of receipts for other allowable communications and other miscellaneous expenses shall be subject to pre-approval, and shall be accompanied, at the time of reimbursement request, by a brief explanation of the expense incurred.
- E. All requests for reimbursement are subject to the approval of the Executive Director, or that official's designee, and the Authority shall thereafter make payment of the approved amount within thirty days of receipt of the request for reimbursement.

ARTICLE VII Termination

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

ARTICLE VIII Notices

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

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

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

ARTICLE IX
Construction of Laws

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

ARTICLE X
Entire Contract

The Contract shall consist of the following component parts:

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

ATTEST:

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

Executive Director
Housing Authority of the City
of Shawnee, OK

ATTEST:

City Clerk
City of Shawnee, OK

Mayor
City of Shawnee, OK

APPROVED AS TO FORM:

Police Chief
City of Shawnee, OK

City Manager
City of Shawnee, OK

APPROVED AS TO FORM AND LEGALITY THIS ____ DAY OF _____, 2018.

City Attorney
City of Shawnee, OK

Regular Board of Commissioners

1.d.

Meeting Date: 10/15/2018

2019 Regular Meeting Schedule

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Acknowledge City Commission and Related Authorities Schedule of Regular Meetings for 2019.

Attachments

2019 Regular Meeting Schedule

2019 CALENDAR YEAR
AMENDED SCHEDULE OF REGULAR MEETINGS
CITY COMMISSION & RELATED AUTHORITIES

DATE		TIME	PLACE OF MEETING
1/22/2019	Tuesday	6:00 p.m.	Commission Chambers-City Hall 16 West 9 th , Shawnee, OK
2/04/2019	Monday	”	”
2/19/2019	Tuesday	“	”
3/04/2019	Monday	”	”
3/18/2019	”	”	”
4/01/2019	”	”	”
4/15/2019	”	”	”
5/06/2019	”	”	”
5/20/2019	”	”	”
6/03/2019	”	”	”
6/17/2019	”	”	”
7/01/2019	”	“	”
7/15/2019	”	”	”
8/05/2019	”	”	”
8/19/2019	”	”	”
9/03/2019	Tuesday	”	”
9/16/2019	Monday	”	”
10/07/2019	”	”	”
10/21/2019	”	”	”
11/04/2019	”	”	”
11/18/2019	”	”	”
12/02/2019	”	”	”
12/16/2019	”	”	”

NAME: Lisa Lasyone, CMC

TITLE: City Clerk

ADDRESS: P. O. Box 1448

Shawnee, OK 74802-1448

TELEPHONE: (405) 878-1604

Filed in the office of the Municipal Clerk at _____ a.m./p.m. on _____, 2018.

Signed: _____

Clerk/Deputy Clerk

Regular Board of Commissioners

1.e.

Meeting Date: 10/15/2018

PLS Audit

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Acknowledge receipt of Pioneer Library System Audit for Year Ended June 30, 2018.

Attachments

PLS Audit



Financial Statements

For the Year Ended June 30, 2018

PIONEER LIBRARY SYSTEM

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June 30, 2018

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Gray, Blodgett & Company, PLLC

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JASON D. WINTERS, CPA

INDEPENDENT AUDITORS' REPORT

September 26, 2018

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

Report on the Financial Statements

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, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the System's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The financial statements of the aggregate discretely presented component unit, the Pioneer Library System Foundation, were not audited in accordance with *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component unit, each major fund, as well as the fiduciary fund type of the Library, as of June 30, 2018, 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.

To the Board of Trustees of
Pioneer Library System
September 26, 2018

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5–12, the budgetary comparison information on page 33, and the net pension liability and contribution information on pages 34–35 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, 2018, 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 to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Pioneer Library System's internal control over financial reporting and compliance.

GRAY, BLODGETT & COMPANY, PLLC

Gray, Blodgett & Company, PLLC



**Pioneer Library System
Management's Discussion and Analysis (Unaudited)
for the fiscal year ended June 30, 2018**

This discussion and analysis of the financial performance of Pioneer Library System (the System) provides an overall review of the System's financial condition and results of operations for the fiscal year ended June 30, 2018. Readers should read this information in conjunction with the System's financial statements.

Governmental Accounting Standards Board (GASB) statements 75, 85, and 86 became effective as of June 30, 2018 however; these pronouncements do not affect the System's financial statements.

Financial Highlights

For fiscal year 2017-2018, the System's general fund reported an ending balance of \$9,020,048 versus \$7,759,885 for the fiscal year 2016-2017. Of the 2017-18 year end-total, \$116,187 is committed for outstanding encumbrances, and \$1,188,996 is assigned for service upgrades and improvements of library services at current and future libraries within the system. Although the remaining balance of \$7,714,865 is unassigned, the System administration, with the Board of Trustee's approval, will use some of these funds to complete upcoming library projects in the City of Norman which plans to open a new central library in the summer of 2019. 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 System's operating revenue increased by 4.6% this year. This increase allowed the System to pay the opening day collection costs of \$426,557 and the technology equipment costs of \$316,710 for the new Norman Public Library East out of operating funds instead of reserve funds. This will allow the System to set aside funds for future projects including the opening of a new Norman Public Library Central in the summer of 2019. The System purchased a new materials sorter at a cost of \$134,400 for the Moore Public Library and seven new firewalls at a cost of \$78,888. The first item provides customers access to materials as it reduces the time it takes to check-in, sort and reshelve the materials as well as reducing the repetitive tasks that staff currently perform decreasing the chance of workers compensation issues. The firewalls allow for increased internet speed at the branches which provides customers faster access to the online resources.

The Pioneer Library System Foundation completed its eighth year of operation as of June 30, 2018. The Foundation was organized for the purpose of supporting, promoting and improving the programs, collections, and services of the Pioneer Library System. The Foundation awarded \$500 grants to each of the eleven branches this fiscal year to support local programs. In addition, the Foundation provided financial support for many of the System's programs including the 2018 Big Read and the system-wide summer programming. The 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 Pioneer Library System Foundation administrative office.

The general fund balance increased by \$1,260,163 from fiscal year 2017 due to the increase in collection of revenue and the decrease in spending in expense categories including salaries, retirement, health insurance, attorney fees, property insurance, strategy and innovation, and system facilities.

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.

Government-Wide Financial Statements

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

The statement of net position represents information on all of the System'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 System is improving or deteriorating.

The statement of activities presents information showing how the System'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 13 and 14 of this report.

Fund Financial Statements

The Library System 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 System's primary operating fund.

Other Governmental Funds include Gifts/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. Fiduciary fund financial statements report resources that are not available to fund Library System general operations.

Notes to the Financial Statements

The accompanying notes to the financial statements provide information essential to a full understanding of the Library System's fund 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 defined benefit plan.

See Accompanying Notes to Financial Statements

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 2017-2018 governmental fund balances changed as follows:

	General Fund Funds	Other Governmental Funds	Total Governmental Funds
Revenues	\$ 18,006,115	\$ 121,641	\$ 18,127,756
Expenditures	\$ 16,745,952	\$ 73,023	\$ 16,818,975
Net Increase	\$ 1,260,163	\$ 48,618	\$ 1,308,781

For fiscal year 2016-2017 governmental fund balances changed as follows:

	General Fund Funds	Other Governmental Funds	Total Governmental Funds
Revenues	\$ 17,205,612	\$ 123,407	\$ 17,329,019
Expenditures	\$ 15,987,112	\$ 110,652	\$ 16,097,764
Net Decrease	\$ 1,218,500	\$ 12,755	\$ 1,231,255

General Fund:

The Library System is primarily (or 96%) funded by Ad Valorem (property) tax. For the 2017-18 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 2017-2018, the Counties' assessed property value had an increase of 4.33% versus 6.2% for 2016-17. Actual tax collections increased by 4.0% versus 6.0% for the prior year. The increase of 4.0% was due to the collection of more tax revenue. Fine and other charges for services revenue for 2017-18 decreased by \$24,331 from 2016-17. This decrease was caused by a decrease in fine revenue. State Aid increased by \$11,037 over the prior year. This increase was caused by additional funds being allocated from the Oklahoma Department of Libraries. Interest income increased by \$131,277 over the prior year. This increase is attributed to more funds being held in reserve, an increase in interest rates paid by the System's bank, and the bank correcting an error in the rate that was paid to the System.

The Expense category Personnel Services decreased from 2017 to 2018 due to the decrease in salary expenses caused by the consolidation of staff expenses and partial year position vacancies, a decrease in hospitalization expense caused by the enrollment in a new health insurance plan, and a decrease in retirement expenses due to the decreased contribution to the defined benefit plan caused by the plan being funded at a higher percentage and a change in actuarial assumptions which decreased the required minimum contribution. The Expense category of Materials increased as materials were purchased for the opening day collection of the new Norman Public Library East library. The Technology and Automation category increased as technology equipment was purchased for the new Norman Public Library East.

The System Services and General and Administrative expense categories were different in 2018 than in 2017 because of the following:

- Professional Services expenses increased because a consulting firm was hired to audit the technology department and a consultant was hired to work with the new Executive Team.
- The Continuing Education expenses increased because several staff attended the PLA conference.
- The increase in equipment is due to the fact that several equipment items were purchased for the new Norman Public Library East.
- Attorney Fees decreased due to the fact that no retirement plans conversion work happened this past year.
- Postage costs decreased because of a continued focus to send items electronically when possible.
- Marketing and Communications costs increased to expand digital marketing and due to the fact that some expenses were reallocated to this line item from another line item.
- Programming expense increased due to the fact that more programs were held.
- Outreach expense increased to reflect an increased effort to reach the System's customers who live in rural areas.
- System facilities maintenance decreased because the System hired janitorial staff and no longer contracts out janitorial services at its administrative offices at 300 Norman Center Court.

Other Governmental Funds:

Gifts/Grants Funds – In fiscal year 2017-2018, Pioneer Library System received \$81,414 in gifts and grants. Outright gifts to PLS totaled \$64,125, over 75% of which was provided by Friends groups throughout the library system (\$49,405). This past year, Pioneer Library System received \$3,500 in grants. The City of Purcell donated \$10,500 to fund programs at the Purcell Public Library. All of the grantors and donors have not only provided financial support but have also been active partners providing excellent library services to the community.

Fiduciary Funds:

The investments of the System Pension Plan increased due to the increase in the stock market. The Pioneer Library System Board of Trustees froze the defined benefit pension plan as of December 31, 2008 and instituted a defined contribution retirement plan. The provider of all system retirement plans is MassMutual.

The Library System as a Whole

	2017-2018	2016-2017
Assets		
Current and Other Assets	\$10,616,703	\$ 8,923,516
Capital Assets	<u>\$ 9,328,483</u>	<u>\$ 8,909,371</u>
Total Assets	\$19,945,186	\$17,832,887
Deferred Outflows of Resources		
Outflows Related to Net Pension Liability	<u>\$ 749,668</u>	<u>\$ 842,472</u>
Total Deferred Outflows of Resources	\$ 749,668	\$ 842,472
Liabilities		
Accounts Payable and Accrued Expenses	\$ 568,394	\$ 196,004
Other Liabilities	\$ 389,221	\$ 377,205
Net Pension Liability	<u>\$ 315,353</u>	<u>\$ 677,264</u>
Total Liabilities	\$ 1,272,968	\$ 1,250,473
Deferred Inflows of Resources		
Inflows Related to Net Pension Liability	<u>\$ 551,428</u>	<u>\$ 499,379</u>
Total Deferred Inflows of Resources	\$ 551,428	\$ 499,379
Net Position		
Net Investment in Capital Assets	\$ 9,328,483	\$ 8,909,371
Restricted Net Assets	\$ 639,040	\$ 590,422
Unrestricted Net Assets	<u>\$ 8,902,935</u>	<u>\$ 7,425,714</u>
Total Net Position	<u>\$18,870,458</u>	<u>\$16,925,507</u>
Change in Net Position		
Beginning Net Position	<u>\$16,925,507</u>	<u>\$15,904,643</u>
Revenues		
Property Taxes	\$17,279,474	\$16,601,057
Charges for Services	\$ 434,421	\$ 454,649
Operating Grants	\$ 81,414	\$ 43,310
Capital Grants	\$ 16,028	\$ 39,816
State Aid	\$ 143,468	\$ 132,431
Investment Earnings	\$ 148,752	\$ 17,475
Net Change In Beneficial Assets Held by Others	\$ 24,199	\$ 40,281
Loss on Disposal	<u>\$ (6,861)</u>	<u>\$ (28,860)</u>
Total Revenues	<u>\$18,120,895</u>	<u>\$17,300,159</u>
Expenses		
Public Library Services	\$11,872,210	\$11,959,239
Administrative Services	\$ 2,162,434	\$ 2,190,589
Depreciation-Unallocated	<u>\$ 2,141,300</u>	<u>\$ 2,129,467</u>
Total Expenses	<u>\$16,175,944</u>	<u>\$16,279,295</u>
Increase in Net Position	<u>\$ 1,944,951</u>	<u>\$ 1,020,864</u>
Ending Net Position	<u>\$18,870,458</u>	<u>\$16,925,507</u>

General Fund Budgetary Highlights

The General Fund budget for fiscal year 2017-2018 was \$18,058,050. This was a 6.72% increase over the previous year. The highlights of the budget include:

- A 3.0% salary adjustment for all staff who qualified and were still employed on August 31, 2017.
- The Health Insurance budget was increased \$29,195 to cover an expected increase in costs for medical and dental insurance.
- The Workers Compensation budget was increased by \$6,930 to reflect actual costs.
- The Materials budget increased \$100,000 to purchase additional e-book's in order to support the System's strategic plan and to market to digital users.
- The Materials Norman East line item was added to reflect the materials purchased for the opening day collection for the new Norman Public Library East.
- The Professional Services budget was decreased \$50,000 to reflect actual costs.
- The Attorney Fee budget was decreased \$15,000 to reflect anticipated usage due to the retirement plans conversion issue being resolved.
- The Equipment budget was decreased by \$15,000 to reflect actual costs.
- The Insurance budget was decreased \$11,000 to reflect a decrease in rates caused by a switch in carriers.
- The Supplies budget was decreased by \$10,000 to reflect actual costs.
- The Telephone budget was decreased by \$23,000 to reflect actual costs.
- The Mileage budget was decreased \$10,000 to reflect actual costs.
- The Vehicle budget was increased \$57,000 to reflect the fact that two vehicles will be purchased this year.
- The Technology Norman East line item was added to the budget to reflect the cost of the technology items purchased for the new Norman Public Library East.
- The Continuing Education budget was increased \$21,348 to reflect the costs associated with the PLA conference and the development of a system customer service philosophy.
- The Programming budget was decreased \$30,000 to reflect actual costs.
- The System Facilities budget was decreased by \$45,000 to reflect the termination of the janitorial contract at the administrative offices at 300 Norman Center Court.
- The Assigned Fund Balance reflects several items: Cleveland County, \$274,560; McClain County, \$173,996; Pottawatomie County, to \$50,000; Library Projects, \$220,000. The amount for Cleveland County was decreased by \$420,440 to cover the opening day collection materials costs for the new Norman Public Library East.

Capital Asset and Long-Term Debt

The Library System's investment in capital assets, net of accumulated depreciation, as of June 30, 2018 was \$9,328,483 and on June 30, 2017 was \$8,909,371. Of the total depreciable capital assets, net of accumulated depreciation, on June 30, 2018, 17% are furniture, equipment and vehicles; 45% are building and property; and the remaining 38% are books and materials. Of the total depreciable capital assets, net of accumulated depreciation, on June 30, 2017 12% are furniture, equipment, and vehicles; 50 % are building and property; and the remaining 38% are books and materials.

The Library System 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. The note is usually paid off in mid-January. In 2017-2018, the Library System borrowed no money and incurred no interest expense.

Economic Environment and Next Year's Budget

The Library System'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 the Library System's revenue outlook. For the most recent fiscal year the System 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.

The presence of interstate traffic in all three counties has accounted for some of the continued growth as well as being in the middle of the State and near the State Capitol. The dramatic growth in facilities and related commercial services emanating from the University of Oklahoma has made a favorable climate around the Norman area. Moore has grown dramatically as more shopping centers along I-35 have been and continue to be developed. This growth continues in Norman as well with the implementation of a TIF district along I-35. The growth continued this year at a higher rate in Pottawatomie County and at a slower rate in McClain County and Cleveland County when compared to the previous year.

In general, the Library System still expects a continued growth in the tax revenue for the next year. The Cleveland County Assessor has certified a 4.0% growth, the Pottawatomie County Assessor has certified a 5.0% growth and the McClain County Assessor has certified a 8.0% growth.

For fiscal year 2018-2019, the Library Board approved a general fund budget of \$19,455,102 versus \$18,058,050 for 2017-18.

- Fines income was decreased by \$53,000 to reflect the waiving of fines on youth materials and to reflect a continued decrease in actual amounts collected.
- Reprographics income was increased \$48,000 to reflect the actual collected amounts caused by the replacement of public printers with copiers at several branches and the opening of the Norman Public Library East location.
- Public Printers income was decreased \$40,000 to reflect the actual collected amounts caused by the removal of public printers at several branches.
- Interest Income was increased \$47,000 to reflect actual amounts received.
- A 3.0% salary adjustment for staff who received a successful or outstanding rating on their annual performance evaluation and are not in their training period.
- Health Insurance line item was decreased \$219,025 to reflect the decrease in insurance rates caused by the change in health insurance plans that occurred during the previous fiscal year.
- Materials Norman East line item was removed to reflect the fact that the Norman Public Library East materials were all purchased out of the FY 2017-2018 budget.
- Materials Norman Central line item was added to reflect the fact that the materials for the opening day collection for the new Norman Public Library Central will be purchased out of the FY 2018-2019 budget.
- Professional Services line item was increased to \$175,000 to reflect the movement of Phase Two expenses and the Orange Boy contract expenses to this budget category.
- Postage line item was decreased \$20,000 to reflect actual costs.
- Equipment line item was increased \$30,000 to reflect the cost to replace AV equipment at several of the branches.
- Vehicles line item was decreased \$25,000 to reflect the fact that only one vehicle will be purchased out of the current year budget.
- Reprographics line item was increased \$50,000 to reflect the cost of the leasing of additional copiers to replace public printers at several of the branches and to provide copiers for the new Norman Public Library East.
- Technology line item was increased \$43,000 to reflect the purchase of additional 24 hour library machines this year.
- Technology Norman East line item was removed to reflect that fact that all Norman Public Library East technology items were purchased out of the FY 2017-2018 budget.
- Technology Norman Central line item was added to reflect the technology items to be purchased for the new Norman Public Library Central.
- Strategy and Innovation line item was removed and these expenses were relocated to another budget.
- Marketing and Communication line item was decreased \$35,700 to reflect the movement of the Orange Boy expenses to the Professional Services budget category.
- Assigned Fund Balance reflects several items: Cleveland County, \$124,560; McClain County, \$173,996; and Pottawatomie County, \$50,000; Library Projects, \$220,000. The amount assigned to Cleveland County was decreased \$620,440 to cover the opening day collection materials cost for the new Norman Public Library Central which will open in the summer of 2019.
- Committed Fund Balance decreased to reflect the change in outstanding purchase orders at June 30th when compared to last year.

- Unassigned Fund Balance decreased \$670,334 to cover the technology costs for the purchase of items for the new Norman Public Library Central which will open in the summer of 2019.
- Total Fund Balance for 2018-2019 is anticipated to be \$7,670,835.

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 Library System's Business Office at 300 Norman Center Court, Norman, OK 73072.

PIONEER LIBRARY SYSTEM
Statement of Net Position
June 30, 2018

	Primary Government Governmental Activities	Component Unit Library Foundation
Assets		
Cash and Cash Equivalents	\$ 9,383,862	\$ 198,160
Beneficial Interest in asset held by others	414,150	37,646
Ad Valorem Tax Receivable	136,128	-
Accrued Interest Receivable	-	293
Other Current Assets	657,966	44,951
Other Receivable	24,597	-
Non-Depreciable Capital Assets	161,179	-
Depreciable Capital Assets, Net	<u>9,167,304</u>	<u>-</u>
Total Assets	<u>\$ 19,945,186</u>	<u>\$ 281,050</u>

Deferred Outflows of Resources

Outflows related to net pension liability	<u>\$ 749,668</u>	<u>\$ -</u>
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Liabilities

Accounts Payable and Accrued Expenses	\$ 568,394	\$ 28,109
Compensated Absences Payable	389,221	-
Net Pension Liability	<u>315,353</u>	<u>-</u>
Total Liabilities	<u>\$ 1,272,968</u>	<u>\$ 28,109</u>

Deferred Inflows of Resources

Inflows related to net pension liability	<u>\$ 551,428</u>	<u>\$ -</u>
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Net Position

Net Investment in Capital Assets	\$ 9,328,483	\$ -
Restricted - Non Spendable Net Assets	-	29,093
Restricted - Literacy and Other Programs	639,040	87,212
Unrestricted - Board Designated Endowment	-	6,844
Unrestricted - Undesignated	<u>8,902,935</u>	<u>129,792</u>
Total Net Position	<u>\$ 18,870,458</u>	<u>\$ 252,941</u>

PIONEER LIBRARY SYSTEM
Statement of Activities
For the Year Ended June 30, 2018

Functions/Programs	Expenses	Program Revenues			Net (Expense)	(Expense)
		Charges for	Operating	Capital	Revenue and	Revenue and
		Services	Grants and	Grants and	Changes in	Changes in
			Contributions	Contributions	Net Assets	Net Assets
					Primary	Component
					Government	Unit
					Governmental	Library
					Activities	Foundation
Governmental Activities:						
Public Library Services	\$ 11,872,210	\$ 434,421	\$ 81,414	\$ 16,028	\$ (11,340,347)	
Administrative Services	2,162,434	-	-	-	(2,162,434)	
Depreciation - unallocated	2,141,300	-	-	-	(2,141,300)	
Total Primary Government	<u>\$ 16,175,944</u>	<u>\$ 434,421</u>	<u>\$ 81,414</u>	<u>\$ 16,028</u>	<u>\$ (15,644,081)</u>	
Component Unit						
Library Foundation	<u>\$ 342,236</u>	<u>\$ -</u>	<u>\$ 212,380</u>	<u>\$ -</u>		<u>\$ (129,856)</u>
General Revenues:						
Property taxes, levied for general purposes					\$ 17,279,474	\$ -
State Aid					143,468	-
Net Change in Beneficial Assets held by others					24,199	2,670
Miscellaneous Income					-	3,570
Investment earnings					148,752	3,847
Loss on Disposals					(6,861)	-
Total General Revenues					<u>\$ 17,589,032</u>	<u>\$ 10,087</u>
Change in net assets					\$ 1,944,951	\$ (119,769)
Net position - beginning					16,925,507	372,710
Net position - ending					<u>\$ 18,870,458</u>	<u>\$ 252,941</u>

PIONEER LIBRARY SYSTEM

Balance Sheet

Governmental Funds

June 30, 2018

ASSETS	General Fund	Gifts and Grants Fund	Total Governmental Funds
Cash	\$ 9,295,322	\$ 88,540	\$ 9,383,862
Investments	-	414,150	414,150
Receivable from General Fund	-	115,135	115,135
Ad Valorem Tax Receivable	136,128	-	136,128
Other Receivable	3,381	21,215	24,596
Deposit	9,200	-	9,200
Prepaid Expenses	648,766	-	648,766
Total Assets	\$ 10,092,797	\$ 639,040	\$ 10,731,837

LIABILITIES AND FUND BALANCES

Liabilities

Accounts Payable	\$ 483,479	\$ -	\$ 483,479
Accrued Salaries and Employee Benefits	84,914	-	84,914
Compensated Absences Payable	389,221	-	389,221
Payable to Special Revenue	115,135	-	115,135

Total Liabilities	\$ 1,072,749	\$ -	\$ 1,072,749
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Fund Balances

Assigned for Service Upgrades and Improvements	\$ 1,188,996	\$ 626,003	\$ 1,814,999
Committed for Outstanding Encumbrances	116,187	13,037	129,224
Unassigned	7,714,865	-	7,714,865

Fund Balances, End of Year	\$ 9,020,048	\$ 639,040	\$ 9,659,088
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Total Liabilities and Fund Balances	\$ 10,092,797	\$ 639,040	
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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 \$28,776,425, including \$161,179 of non-depreciable assets, and the accumulated depreciation is \$19,447,942. 9,328,483

Long-term liabilities that pertain to governmental funds are not due and payable in the current period and therefore are not reported as fund liabilities.

Net Pension Liability	(315,353)
Deferred outflows of resources related to net pension liability	749,668
Deferred inflows of resources related to net pension liability	(551,428)

Total Net Position - Governmental Activities	\$ 18,870,458
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PIONEER LIBRARY SYSTEM
Statement of Revenues, Expenditures, and Changes in Fund Balances -
Governmental Funds
For the Year Ended June 30, 2018

	General Fund	Gifts and Grants Fund	Total Governmental Funds
Revenues:			
Property Taxes	\$ 17,279,474	\$ -	\$ 17,279,474
Collections on Book Fines and Copy Services	281,167	-	281,167
Gifts and Grants	-	81,414	81,414
State Revenue	143,468	-	143,468
Other Contracts	153,254	-	153,254
In-Kind Donations	-	16,028	16,028
Interest	148,752	24,199	172,951
Total Revenues	<u>\$ 18,006,115</u>	<u>\$ 121,641</u>	<u>\$ 18,127,756</u>
Expenditures			
Personal Services	\$ 10,766,847	\$ -	\$ 10,766,847
Materials	2,820,906	73,023	2,893,929
General and Administrative	1,036,668	-	1,036,668
Technology and Automation	1,629,929	-	1,629,929
System Services	491,602	-	491,602
Total Expenditures	<u>\$ 16,745,952</u>	<u>\$ 73,023</u>	<u>\$ 16,818,975</u>
Net Change in Fund Balance	\$ 1,260,163	\$ 48,618	\$ 1,308,781
Beginning Fund Balance	<u>7,759,885</u>	<u>590,422</u>	<u>8,350,307</u>
Ending Fund Balances	<u>\$ 9,020,048</u>	<u>\$ 639,040</u>	<u>\$ 9,659,088</u>
Total net changes in fund balances - governmental funds			\$ 1,308,781

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 capital outlays exceeds depreciation during the period.

Depreciation Expense	\$ (2,141,300)	
Capital Outlay	<u>2,567,273</u>	425,973

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. (6,861)

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:

Change in pension expense per actuary calculation	<u>217,058</u>
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Change in net position of governmental activities	<u>\$ 1,944,951</u>
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PIONEER LIBRARY SYSTEM
Statement of Fiduciary Net Position
Fiduciary Fund
June 30, 2018

	Pension Fund
ASSETS	
Current Assets	
Investments	\$ 3,579,790
Total Assets	<u>\$ 3,579,790</u>
NET POSITION	
Restricted Net Assets	
Held in Trust for Pension	
Benefits and Other Purposes	<u>\$ 3,579,790</u>

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Statement of Changes in Fiduciary Net Position
Fiduciary Fund
For the Year Ended June 30, 2018

	<u>Pension Fund</u>
Additions	
Contributions	
Employer	\$ 327,205
Net Increase/(Decrease) in the Fair Value of Investments	<u>258,355</u>
Total Additions	<u>\$ 585,560</u>
Deductions	
Benefits Paid	430,939
Trustee and Management Fees	<u>32,312</u>
Total Deductions	<u>\$ 463,251</u>
Net Increase	\$ 122,309
Net Position, Beginning of Year	<u>3,457,481</u>
Net Position, End of Year	<u>\$ 3,579,790</u>

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 1 – Summary of Significant Accounting Policies

The Reporting Entity –

Pioneer Library System (the System) 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 System is governed by trustees composed of 15 voting members. The System 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 System has locations.

The System's financial statements are prepared in accordance with generally accepted accounting principles in the United States of America (U.S. GAAP). The System'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 System'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 System, 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 System and/or its citizens, or whether the activity is conducted within the geographic boundaries of the System 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 System 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 System's basic financial statements include both government-wide (reporting the Library System as a whole) and fund financial statements (reporting the System's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The System 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.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 1 – Summary of Significant Account Policies (continued)

In the government-wide Statement of Net Position, the System's governmental activities are reported using the economic resources measurement focus and the accrual basis of accounting. The System'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 System'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 System 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 9.

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 System as an entity and the change in the System's net position resulting from the current year's activities.

Basic Financial Statements – Fund Financial Statements

Fund financial statements report detailed information about the System. 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 System reports the following major governmental funds:

General Fund – is the primary operating fund of the System. 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 System, 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 (the Plan). See also Note 9.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 1 – Summary of Significant Accounting Policies (continued)

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 System'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 System'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 be restricted, committed, or assigned to specific purposes with the General Fund.

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.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 1 – Summary of Significant Accounting Policies (continued)

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 System 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 System are reimbursed for each day of accumulated annual leave.

Budgets and Budgetary Accounting – The System is required by state law to prepare an annual budget. The budget is filed with the various County Excise Boards.

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 System 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.” 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.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 1 – Summary of Significant Accounting Policies (continued)

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 System'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 System 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, 2018 in both the government-wide and fund financial statements.

State Revenues – The System receives revenue from the state to administer certain categorical library programs. The board of trustees has designated these funds to be used in technology.

Interfund Balances - During the course of normal operations, the System 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 System 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 System records income from grants in the period received or to the extent of expenses paid prior to reimbursement by a grant.

Income Taxes - The System 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 System is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The System 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 2014 are no longer subject to examination by the Internal Revenue Service and the State of Oklahoma.

Prepaid Expenses - The System 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.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 1 – Summary of Significant Accounting Policies (continued)

Restricted Resources - The System 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 9 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, GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, GASB Statement No. 85, *Omnibus*, and GASB Statement No. 86, *Certain Debt Extinguishment Issues*, all became effective but do not affect the Libraries financial statements.

Note 2 – Cash and Investments

The System'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 \$9,200 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 System's deposits may not be returned to it. At June 30, 2018, none of the System's bank balance of \$9,914,138 was exposed to custodial credit risk because it was not insured or collateralized. The balance is partially collateralized with securities held by First Fidelity Bank in the System's name. The market value of these securities as of June 30, 2018 was \$13,582,502 plus \$250,000 of FDIC insurance gives coverage of \$13,832,502.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 2 – Cash and Investments (continued)

Beneficial interest in assets held by others – In previous years the System 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 System 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 2018, assets measured at fair value on a recurring basis are classified within the fair value hierarchy as follows:

	Total	Level 1	Level 2	Level 3
Beneficial interest in assets held by CFO	\$ 414,150	\$ -	\$ -	\$ 414,150
Total Recurring Fair Value Measurements	\$ 414,150	\$ -	\$ -	\$ 414,150

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 System'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 \$19,324 for the year ended June 30, 2018, 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, 2018, assets transferred to the Community Foundation by the Organization had a fair value of \$414,150 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 System. Only the earnings on these funds can be distributed to the System.

Distributions in the amount of \$1,521 for the year ended June 30, 2018, were received by the System. The fair value of the funds originally donated by third parties at June 30, 2018 was \$32,463. The Organization has no remainder interest in the corpus of these funds.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 2 – Cash and Investments (continued)

Investment Interest Rate Risk - The investments of the Pension Plan (see also Note 9) are invested in various mutual funds with the MassMutual, and may be used only for the payment of benefits to the members of the Plan. The composition of the pension trust fund at fair value is shown in the following table:

	Market Value	Credit Exposure as a Percentage of Total Investments
Pension Fund		
Pooled Equity Funds	\$ 1,991,882	55.64%
Pooled Fixed Income Funds	1,215,306	33.95%
Alternative Investments	372,602	10.41%
Total Pension Fund Investments	<u>\$ 3,579,790</u>	<u>100.00%</u>

The following investments represent 5% or more of the net assets of the Plan at June 30, 2018:

Babson Premium High Yield Bond Fund	\$ 280,902
Northern Trust MM MSCI EAFE Intl Index Equity Fund	341,387
Northern Trust MM RSI 2000 SmCp Index Equity Fund	189,748
Northern Trust MM S&P 500 Index II Equity Fund	1,092,535
Northern Trust MM S&P Mid Cap Index Equity Fund	368,211
Babson Premium Core Bond Fund	469,973
Western Sel Stratbond Bond Fund	464,431
Real Estate Voya	190,260
Utilities MFS	182,341

The fair values of the Company's pension investments by asset category as of June 30, 2018 were as follows:

	Total	Level 1	Level 2	Level 3
Common Stock:				
Pooled Equity Funds	\$ 1,991,882	\$ -	\$ 1,991,882	\$ -
Corporate Debt Instruments				
Pooled Fixed Income Funds	\$ 1,215,306	\$ -	\$ 1,215,306	\$ -
Other, Net	\$ 372,602	\$ -	\$ 372,601	\$ -
Total Recurring Fair Value Measurements	<u>\$ 3,579,790</u>	<u>\$ -</u>	<u>\$ 3,579,790</u>	<u>\$ -</u>

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 2 – Cash and Investments (continued)

Pension Fund Policy

The Pioneer Library System Pension Plan and Trust provides 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 is reviewed by a consultant who provides 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 addresses custodial credit risk with policy providing for the engagement of a custodian who accepts possession of securities for safekeeping; collects and disburses income; collects principal of sold, matured, or called items; and provides periodic accounting to the board. The pension trust fund holds \$3,579,790 in investments. This amount is held by the investment counterparty, not in the name of the pension fund or the System.

Pension Trust investing is restricted by Oklahoma Statutes to the Prudent Investor Rule.

Note 3 – Collections

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

Note 4 – Short-Term Borrowing

On an annual basis, the System 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, 2018, no balance was owed. No interest expense was paid or incurred during the year ended June 30, 2018.

Note 5 – Other Current Liabilities

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

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Compensated Absences	\$ 377,205	537,508	525,492	\$ 389,221	\$ 389,221

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

Note 6 – Commitments

Lease Commitments – The System leases a building, telephone equipment, a postage machine and copiers for its branch facilities and for administration under operating leases. The leases are renewed on an annual basis. Lease expense under these leases for 2018 was \$54,305.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 6 – Commitments (continued)

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, 2018 the amount of encumbrances expected to be honored upon performance by the vendor in the next year were:

General Fund	\$ 116,187
Gifts and Grants Fund	<u>13,037</u>
Total	<u><u>\$ 129,224</u></u>

Note 7 – Capital Assets

Capital assets of the System at June 30, 2018 are as follows:

	Beginning <u>Balances</u>	<u>Increases</u>	<u>Decreases</u>	Ending <u>Balances</u>
Non-depreciable Capital Assets:				
Land	\$ 161,179	\$ -	\$ -	\$ 161,179
Depreciable Capital Assets:				
Library Books	17,364,429	1,506,331	615,747	18,255,013
Building	4,714,836	-	-	4,714,836
Furniture and Fixtures	1,365,134	9,385	2,400	1,372,119
Computer Equipment	2,953,109	1,051,557	186,327	3,818,339
Vehicles	<u>471,650</u>	<u>-</u>	<u>16,711</u>	<u>454,939</u>
Total Capital Assets	<u>27,030,337</u>	<u>2,567,273</u>	<u>821,185</u>	<u>28,776,425</u>
Less Accumulated				
Depreciation for:				
Library Books	13,983,230	1,402,092	615,747	14,769,575
Building	440,891	117,902	-	558,793
Furniture and Fixtures	1,169,980	73,052	2,400	1,240,632
Computer Equipment	2,280,063	482,670	179,466	2,583,267
Vehicles	<u>246,802</u>	<u>65,584</u>	<u>16,711</u>	<u>295,675</u>
Total Accumulated				
Depreciation	<u>18,120,966</u>	<u>2,141,300</u>	<u>814,324</u>	<u>19,447,942</u>
Total Depreciable Capital				
Assets, Net	<u>\$ 8,909,371</u>	<u>\$ 425,973</u>	<u>\$ 6,861</u>	<u>\$ 9,328,483</u>

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 8 – Fund Balance

The following table shows the fund balance classifications as shown on the governmental funds balance sheet as of June 30, 2018:

	General Fund	Gifts and Grants Fund	Total Governmental Funds
Fund Balance			
Assigned:			
Cleveland County Libraries	\$ 745,000	\$ -	\$ 745,000
McClain County Libraries	173,996	-	173,996
Pottawatomie County Libraries	50,000	-	50,000
Library Projects	220,000	-	220,000
Special Revenue Funds	-	626,003	626,003
Committed:			
Reserved for Encumbrances	116,187	13,037	129,224
Unassigned	7,714,865	-	7,714,865
Total Fund Balance	<u>\$ 9,020,048</u>	<u>\$ 639,040</u>	<u>\$ 9,659,088</u>

Note 9 – Defined Benefit Retirement Plan

Plan Description - The Pioneer Library System Pension Plan and Trust (The Plan) is a single-employer public employees' retirement system (PERS) plan that covers all full-time employees of the System. This plan was frozen as of December 31, 2008 and closed to new entrants. Retirement benefits are based on length of service and salary. Normal retirement for the plan is 65 years of age. Death and deferred vested benefits are also available under the plan. All benefits vest after 10 years of credited service. Pioneer employees who retire after age sixty-five with more than four years of credited service are 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 has less than 10 years of vesting service, the amount of the benefit is reduced by 1/10th for each vesting year of service fewer than ten. Actuarial valuations are performed annually on January 1.

Plan membership as at June 30, 2018 consisted of the following:

Inactive plan members or beneficiaries currently receiving benefits	27
Inactive plan members entitled to but not yet receiving benefits	34
Active plan members	<u>66</u>
Total plan members	<u>127</u>

Funding Policy - Employees of the System are not required to contribute to the plan. The System is 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 has the authority to establish and or amend the funding policy of the plan. Contributions for the year ending June 30, 2018 to the defined benefit plan were \$327,205.

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 9 – Defined Benefit Retirement Plan (continued)

Net Pension Liability – The System’s net pension liability was measured as of December 31, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The total pension liability in the December 31, 2017 actuarial valuation was determined using an interest rate and investment rate of return of 6%. This long-term expected rate of return was obtained from the trustee of the plan assets.

The actuarial assumptions used in the December 31, 2017 valuation were based on the results of an actuarial experience study for the period January 1, 2017 through December 31, 2017. In addition, the mortality rates were based on the RP-2014 Mortality Table using Scale MP-2017 instead of the RP-2014 Mortality Table using scale MP-2016 which was the table used for the previous year’s calculation. This change in assumption caused a decrease in the pension liability.

The discount rate used to measure the total pension liability was 6%. The projection of cash flows used to determine the discount rate assumed that contributions from the System will be made at contractually required rates, as actuarially determined. Based on this assumption, the Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in Net Pension Liability – Changes in the System’s net pension liability for the year ended June 30, 2018 were as follows:

	Increase (Decrease)		
	Pension Liability	Fiduciary Net Position	Net Pension Liability
	(a)	(b)	(a) - (b)
Balance, June 30, 2017	\$4,124,417	\$3,447,153	\$ 677,264
Changes for the year:			
Interest	235,645	-	235,645
Difference between expected and actual experience	124,628	-	124,628
Net investment income	-	458,600	(458,600)
Administrative Expense	-	(32,981)	32,981
Change of assumptions	(26,958)	-	(26,958)
Contributions - employer	-	269,607	(269,607)
Benefit payments including refunds of employee contributions	(394,007)	(394,007)	-
Net Changes	(60,692)	301,219	(361,911)
Balance, June 30, 2018	<u>\$4,063,725</u>	<u>\$3,748,372</u>	<u>\$ 315,353</u>

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note – 9 Defined Benefit Retirement Plan (Continued)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate – The following presents the net pension liability calculated using the discount rate of 6%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (5%) or 1 percentage point higher (7%) than the current rate:

	1% Decrease (5.00%)	Current Discount Rate (6.00%)	1% Increase (7.00%)
Pension Liability	\$ 4,510,241	\$ 4,063,725	\$ 3,690,201
Fiduciary Net Position	3,748,372	3,748,372	3,748,372
Net Pension Liability	<u>\$ 761,869</u>	<u>\$ 315,353</u>	<u>\$ (58,171)</u>

The 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, 2018; the System recognized a pension expense of \$217,058. At June 30, 2018, the System reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Balances at June 30, 2018</u>	
<u>Source</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 272,513	\$ (36,001)
Changes of assumptions	249,748	(244,558)
Net difference between projected and actual earnings on investments	-	(143,462)
Contribution to pension plan after measurement date	100,000	-
Total	<u>\$ 622,261</u>	<u>\$ (424,021)</u>

Deferred outflows of resources related to pensions resulting from System contributions of \$100,000 subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

<u>Year</u>	
2019	\$ 54,493
2020	28,572
2021	(31,173)
2022	25,145
2023	16,551
Thereafter	4,652

PIONEER LIBRARY SYSTEM
Notes to Financial Statements
June 30, 2018

Note 10 – Defined Contribution Retirement Plan

Plan Description - On January 1, 2009 the System 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.

Funding Policy - Employees of the System are not required to contribute to the plan. The System makes an annual contribution based on a percentage of an employee's salary. For employees that are 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 2018. 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, 2018 totaled \$450,714.

Note 11 – Risk Management

The System 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 12 – Related Party Leases

The System leases space to the City of Norman (City) under an operating lease with annual mutual renewal, for a term of twenty years. Rent revenue under this lease equaled \$122,254, included in Other Contracts on the Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds. Under this lease agreement the City agreed to pay \$50,000 a year for ten years as reimbursement for costs incurred to remodel the space for a total of \$500,000. If the lease is not mutually renewed the remainder of \$500,000 is to be remitted to the System.

The cost of the leased space is included in the Building category in Note 7 – 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.

PIONEER LIBRARY SYSTEM
Budgetary Comparison Schedule – General Fund (Unaudited)
For the Year Ended June 30, 2018

	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	\$ 16,374,155	\$ 17,023,099	\$ 17,279,474	\$ 16,266	\$ 17,263,208	\$ 240,109
State Revenue	132,431	132,431	143,468	-	143,468	11,037
Interest	18,000	18,000	148,752	-	148,752	130,752
Other	441,636	437,836	434,421	-	434,421	(3,415)
Use of Designated Fund Balance	<u>972,840</u>	<u>446,684</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(446,684)</u>
Amounts Available for Appropriation	<u>17,939,062</u>	<u>18,058,050</u>	<u>18,006,115</u>	<u>16,266</u>	<u>17,989,849</u>	<u>(68,201)</u>
Charges to Appropriations (outflows)						
Personnel Services	11,510,784	11,610,393	10,766,847	(16,248)	10,750,599	859,794
Materials	2,720,440	2,770,440	2,820,906	(38,933)	2,781,973	(11,533)
General and Administrative	965,750	936,400	1,036,668	(28,244)	1,008,424	(72,024)
Technology	1,909,219	1,909,400	1,629,929	(134,786)	1,495,143	414,257
System Services	<u>832,869</u>	<u>781,417</u>	<u>491,602</u>	<u>(35,314)</u>	<u>456,288</u>	<u>325,129</u>
Total Charges to Appropriations	17,939,062	18,008,050	16,745,952	(253,525)	16,492,427	1,515,623
Change in Net Assets	-	50,000	1,260,163	269,791	1,493,112	1,493,112
Beginning Fund Balance	<u>5,568,545</u>	<u>7,313,201</u>	<u>7,759,885</u>	<u>(446,684)</u>	<u>7,313,201</u>	<u>-</u>
Ending Fund Balance	<u>\$ 5,568,545</u>	<u>\$ 7,363,201</u>	<u>\$ 9,020,048</u>	<u>\$ (176,893)</u>	<u>\$ 8,806,313</u>	<u>\$ 1,493,112</u>

Budget to Actual Reconciliation:

Revenues on a budgetary basis are based on cash received rather than the modified accrual basis used for financial reporting

\$ 16,266

Encumbrances for the prior fiscal year which were included in the year ordered for budgetary purposes but were cancelled during the current budgetary year

253,525

The amount reported as "fund balance" on the budgetary basis of accounting derives from the basis of accounting used in preparing the District's budget. This amount differs from the fund balance reported in the statement of revenues, expenditures and changes in fund balances because of the cumulative effect of transactions such as those described above.

(446,684)
\$ (176,893)

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).

Notes to required Budgetary Information

Note Budgeting and Budgetary Control

Oklahoma Statute 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).

See Accompanying Notes to Financial Statements

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

Pioneer Library System Pension Plan and Trust
Schedule of Changes in Net Pension Liability

For the Year Ended December 31	2017	2016	2015	2014	2013	2012	2011	2010	2009
Total Pension Liability									
Service Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	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	124,628	10,006	107,515	(29,079)	49,618	247,559	(116,955)	75,052	4,988
Changes of assumptions	(26,958)	-	357,460	-	(618,094)	-	244,140	-	-
Benefit payments, including refunds of member contributions	(394,007)	(706,017)	(244,284)	(259,643)	(252,483)	(201,018)	(158,505)	(83,058)	(85,914)
Net change in total pension liability	\$ (60,692)	\$ (443,138)	\$ 459,826	\$ (48,264)	\$ (568,078)	\$ 285,153	\$ 217,226	\$ 229,060	\$ 147,221
Total Pension Liability--Beginning	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
Total Pension Liability--Ending (a)	\$ 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	\$ 269,607	\$ 490,156	\$ 83,368	\$ 56,500	\$ 208,000	\$ 208,000	\$ 146,000	\$ 159,000	\$ 199,260
Contributions--member	-	-	-	-	-	-	-	-	-
Net investment income	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	(394,007)	(706,017)	(244,284)	(259,643)	(252,483)	(201,018)	(158,505)	(83,058)	(85,914)
Administrative expense	(32,981)	(33,731)	(31,409)	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Net change in plan fiduciary net position	\$ 301,219	\$ 55,855	\$ (256,080)	\$ (67,820)	\$ 437,191	\$ 317,927	\$ (40,472)	\$ 386,475	\$ 520,927
Plan fiduciary net position--beginning	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
Plan fiduciary net position--ending (b)	\$ 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)	\$ 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 liability	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
Net pension liability (asset) 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

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.

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.

See Accompanying Notes to Financial Statements

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	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Actuarially determined contribution	\$ 169,607	\$ 240,155	\$ 68,369	\$ 56,500	\$ 176,976	\$ 197,670	\$ 149,985	\$ 163,645	\$ 205,063	\$ 250,574
Contributions in relation to the actuarially determined contribution	269,607	490,156	83,368	56,500	208,000	208,000	146,000	159,000	242,380	216,316
Contribution deficiency (excess)	<u>\$ (100,000)</u>	<u>\$ (250,001)</u>	<u>\$ (14,999)</u>	<u>\$ -</u>	<u>\$ (31,024)</u>	<u>\$ (10,330)</u>	<u>\$ 3,985</u>	<u>\$ 4,645</u>	<u>\$ (37,317)</u>	<u>\$ 34,258</u>
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	6.00%
Retirement age	100% at age 65
Mortality	RP - 2014 Mortality Table projected using scale MP-2017

Other information:

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

See Accompanying Notes to Financial Statements



Gray, Blodgett & Company, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS

629 24TH AVE. S.W.
NORMAN, OKLAHOMA 73069
(405) 360-5533 FAX (405) 364-3771
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BREE MONTOYA, CPA
RHONDA E. RAY, CPA
CHRISTINE J. STEPHENS, CPA
BRIAN C. WILKINS, CPA
JASON D. WINTERS, CPA

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, 2018

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

We have audited 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, 2018, 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, 2018. We conducted our audit 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 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.

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) to determine the 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, 2018

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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of 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



Regular Board of Commissioners

1.f.

Meeting Date: 10/15/2018

OkMRF Agent

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Approve appointment of Jennifer Greenland as Oklahoma Municipal Retirement Fund Authorized Agent.

Attachments

OkMRF Agent Memo

OkMRF Agent DB Plan

OkMRF Agent DC-CMO



**Human Resources Department
Interoffice Memo**

To: Mayor and City Commissioners

From: Tamera Johnson, HR Director

Date: October 15, 2018

RE: Authorized Agent, OkMRF

For succession planning and training purposes, staff recommends to name Jennifer Greenland as Authorized Agent for OkMRF.

The duties of the Authorized Agent are as follows:

Authorized Agent: An Authorized Agent shall be designated in writing by the Committee and shall act as the agent of the Employer (but not the agent of the Trustees or the Trust Service Provider of the Fund) in matters pertaining to the Plan and the Fund, to centralize in one person the local administration and coordination thereof, and to file payroll and contribution information, to file claims, forms and applications for Employees, and to advise Employees, the Employer and the Committee. The Authorized Agent, under the control and direction of the Committee, shall have such general duties as the Employer and the Committee may deem necessary and proper for such purposes, which duties shall include but not be limited to, the following:

1. To coordinate the deduction of Employee contributions and to see that Employer and Employee contributions are properly received as such by the City Treasurer of the Plan and by him forwarded promptly to the Fund for management and investment;
2. To forward any communications directed to Employees and Beneficiaries by the Trustees, the Trust Service Provider or the Fund;
3. To lend assistance to Employees and Beneficiaries in filing applications for benefits, and in communicating with the Employer, the Committee and the Trustees or the Trust Service Provider of the Fund and to forward such communications to the addressees;
4. To keep the Employer and Committee informed regarding Employer contribution rates and funds required to meet the costs of the Plan;

5. To assist the Committee in determining whether or not Employees are eligible for participation in the Plan;
6. To certify at the direction of the Committee that an Employee is on an Authorized Leave of Absence, paid or unpaid; and
7. To file at the direction of the Committee a petition or nomination, and cast a ballot for election of Trustees of the Fund.

These duties would start immediately.

Thank you for your consideration.

NOTICE OF AUTHORIZED AGENT

An Authorized Agent shall be designated in writing by the Plan's Retirement Committee (governing body) and shall act as the agent of the Employer in matters pertaining to the Plan and the Fund to centralize in one person the local administration and coordination of Plan activities including contribution and payroll information, forms and applications for Plan participants, and to assist Participants, the Employer and Committee regarding Plan matters. Refer to the back of this form or the plan document for specific duties.

Name of Municipality or Municipal Entity	<u>CITY OF SHAWNEE</u>
Federal Tax I.D. Number	<u>73-6005424</u>
Approved Authorized Agent (please print)	<u>JENNIFER GREENLAND</u>
Title	<u>ASSISTANT TO THE HR DIRECTOR</u>
Authorized Agent's Signature	_____
Effective Date	<u>10/16/2018</u>
Mailing Address	<u>16 W 9TH STREET, SHAWNEE OK 74801</u>
Phone Number	<u>(405) 878-1669</u>
Fax Number	<u>(405) 878-1734</u>
E-Mail Address	<u>JENNIFER.GREENLAND@SHAWNEEOK.ORG</u>

Other Correspondents, title and phone number if different than above:

The undersigned hereby certifies that the foregoing information was introduced before the _____ governing body) of _____, Oklahoma, and was duly approved on the _____ day of _____, 20____.

City of _____

By: _____

Title: _____

(Mayor or Chairman)

Certified by: _____

Date

(Seal)

City Clerk

Excerpt from Section 9.1 (b) of the Master Defined Benefit Plan

Authorized Agent: An Authorized Agent shall be designated in writing by the Committee and shall act as the agent of the Employer (but not the agent of the Trustees or the Trust Service Provider of the Fund) in matters pertaining to the Plan and the Fund, to centralize in one person the local administration and coordination thereof, and to file payroll and contribution information, to file claims, forms and applications for Employees, and to advise Employees, the Employer and the Committee. The Authorized Agent, under the control and direction of the Committee, shall have such general duties as the Employer and the Committee may deem necessary and proper for such purposes, which duties shall include but not be limited to, the following:

1. To coordinate the deduction of Employee contributions and to see that Employer and Employee contributions are properly received as such by the City Treasurer of the Plan and by him forwarded promptly to the Fund for management and investment;
2. To forward any communications directed to Employees and Beneficiaries by the Trustees, the Trust Service Provider or the Fund;
3. To lend assistance to Employees and Beneficiaries in filing applications for benefits, and in communicating with the Employer, the Committee and the Trustees or the Trust Service Provider of the Fund and to forward such communications to the addressees;
4. To keep the Employer and Committee informed regarding Employer contribution rates and funds required to meet the costs of the Plan;
5. To assist the Committee in determining whether or not Employees are eligible for participation in the Plan;
6. To certify at the direction of the Committee that an Employee is on an Authorized Leave of Absence, paid or unpaid; and
7. To file at the direction of the Committee a petition or nomination, and cast a ballot for election of Trustees of the Fund.



Oklahoma Municipal Retirement Fund
AUTHORIZED AGENT NOTIFICATION FORM

AUTHORIZED AGENT DESIGNATION PROCESS

An Authorized Agent shall be designated in writing by the Plan's Retirement Committee (governing body) and shall act as the agent of the Employer in matters pertaining to the Plan and the Fund to centralize in one person the local administration and coordination of Plan activities including contribution and payroll information, forms and applications for Plan participants and to assist Participants, the Employer and Committee regarding Plan matters. Please refer to the Authorized Agent Role and Responsibilities section of this form or the plan document for specific duties.

AUTHORIZED AGENT INFORMATION (please print clearly using black or blue ink)

NAME OF MUNICIPALITY OR ENTITY: Shawnee
FEDERAL TAX ID NUMBER: 73-6005424
APPROVED AUTHORIZED AGENT: Jennifer Greenland
TITLE: Assistant to the HR director
AUTHORIZED AGENT SIGNATURE: _____
EFFECTIVE DATE: 10/16/2018
MAILING ADDRESS: 16 W 9th Street, Shawnee, OK 74801
PHONE NUMBER: (405) 878-1669 FAX NUMBER: (405) 878-1734
EMAIL ADDRESS: jennifer.greenland@shawneeok.org

AUTHORIZATION

The undersigned hereby certifies that the foregoing information was introduced before the _____
(governing body) of Shawnee Oklahoma and was duly approved on the _____ day of _____, 20____.

City of Shawnee

By: _____

Title: _____
(Mayor or Chairman)

Certified by: _____
City Clerk

Date

(Seal)

PLEASE CONTINUE TO PAGE 2 FOR AUTHORIZED AGENT'S ROLE AND RESPONSIBILITIES DEFINITION

AUTHORIZED AGENT ROLE AND RESPONSIBILITIES

EXCERPT FROM SECTION 10.1 (b) OF THE MASTER DEFINED CONTRIBUTION PLAN

Authorized Agent: An Authorized Agent shall be designated in writing by the Committee and shall act as the agent of the Employer (but not the agent of the Trustees or the Trust Service Provider of the Oklahoma Municipal Retirement Fund) in matters pertaining to the Plan, the Fund and the Oklahoma Municipal Retirement Fund, to centralize in one person the local administration and coordination thereof, and to file payroll and contribution information, to file claims, forms and applications for Participants and to advise Participants, the Employer and the Committee. The Authorized Agent, under the control and direction of the Committee, shall have such general duties as the Employer and the Committee may deem necessary and proper for such purposes, which duties shall include but not be limited to, the following:

- 1.To coordinate the deduction of Participant contributions and to see that Employer and Participant contributions are properly received and forwarded promptly to the Oklahoma Municipal Retirement Fund for management and investment;
- 2.To forward any communications directed to Participants and beneficiaries by the Trustees, the Trust Service Provider or the Oklahoma Municipal Retirement Fund;
- 3.To lend assistance to Participants and beneficiaries in filing applications for benefits, and in communicating with the Employer, the Committee and the Trustees or the Trust Service Provider of the Oklahoma Municipal Retirement Fund and to forward such communications to the addressees;
- 4.To assist the Committee in determining whether or not Employees are eligible for participation in the Plan;
- 5.To certify at the direction of the Committee that a Participant is on an authorized leave of absence, paid or unpaid; and
- 6.To file at the direction of the Committee a petition or nomination and cast a ballot for election of Trustees of the Oklahoma Municipal Retirement Fund.

Regular Board of Commissioners

1.g.

Meeting Date: 10/15/2018

Lake Lease

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Lake Lease Transfer:

TRANSFER:

Lot 4 Coffman Tract, 15401 Perry Road

From: Perry & Elizabeth Gatewood

To: Perry & Elizabeth Gatewood Trust

Attachments

Lake Lease

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

SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS

Date	10/03/2018	License No. 032066
Type	☐ Renewal ☒ Transfer (Family)	
Commission Meeting Date	October 15 th 2018	
Property Address	15401 PERRY ROAD	
Lake Site Location	LOT 4 COFFMAN TRACT	
Lease Dates	10/15/2018 – 10/15/2048	
Lease Fee (changes annually)	\$703.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	THE PERRY & ELIZABETH GATEWOOD TRUST	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)	PERRY & ELIZABETH GATEWOOD	
Address	SEE FILE	
Phone	SEE FILE	
Inspection Information		
Inspection Required	☐ Yes ☒ No	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☐ Conventional ☒ Aerobic	
Last Inspected/Pumped	09/25/2018	
Misc. Comments	Total Charges Paid: \$703.00	

PLEASE READ CAREFULLY

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

**CABIN SITE LEASE
LEASE# 032066**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of October 15th, 2018 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

THE PERRY & ELIZABETH GATEWOOD TRUST
of 908 W. EUFAULA NORMAN OK 73069 ,

of ,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 703.00 dollars for 2018, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**15401 PERRY RD
LOT 4 COFFMAN TRACT**

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

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

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

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

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

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

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

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

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

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

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

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

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

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

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

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

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

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

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

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

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK

Pamela H. Coleman
PARTY OF THE SECOND PART

Elizabeth A. Saterwood
PARTY OF THE SECOND PART

Regular Board of Commissioners

1.h.

Meeting Date: 10/15/2018

Budget Amendments

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Budget Amendments – Funds 101, 102, 104, 105, 106, 107, 108, 112, 113, and 190

To amend FY2019 estimated revenues and expenditures to be consistent with historical activity and properly appropriate the estimated revenues.

Attachments

Budget Amendments

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
101	4006			Motor Vehicle Tax	235,000.00	(16,000.00)	219,000.00
101	4007			Excise Tax	60,000.00	(1,000.00)	59,000.00
101	4249			Other Permits	2,000.00	500.00	2,500.00
101	4701			Interest Income	-	-	-
101	4822			Other Misc. Revenue	173,475.00	(167,115.00)	6,360.00
101	4901			Transfer from General Fund	4,525.00	218,615.00	223,140.00
				Total	475,000.00	35,000.00	510,000.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
101	5-0920-5321			Electricity - Overhead Lights	475,000.00	35,000.00	510,000.00
					-	-	-
					475,000.00	35,000.00	510,000.00

Approved by the City Commission this
Monday, October 15, 2018

Explanation of Budget Amendment:

To amend FY 2019 estimated revenues and expenditures to be consistent with historical activity.

Approved:

Mayor

Attest:

City Clerk

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

City of Shawnee
Budget Amendment
FUND 102-E-911 TAX SPECIAL REVENUE FUND
October 15, 2018

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
102	4012			E-911 Tax	282,950.00	(5,950.00)	277,000.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
				Total	282,950.00	(5,950.00)	277,000.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
102	5-0740-5325			Telephone	183,600.00	26,900.00	210,500.00
102	5-0740-5340			Training	16,000.00	(6,000.00)	10,000.00
102	5-0740-5345			Travel	2,500.00	-	2,500.00
102	5-0740-5350			Software Purchases	-	20,000.00	20,000.00
102	5-0740-5399			Contingency	10,000.00	-	10,000.00
102	5-0740-5450			Capital Outlay--Equipment	57,846.00	(33,846.00)	24,000.00
							-
							-
							-
							-
							-
							-
							-
							-
					269,946.00	7,054.00	277,000.00

Approved by the City Commission this
Monday, October 15, 2018

Explanation of Budget Amendment:

To amend FY 2019 estimated revenues and expenditures to be consistent with historical activity.

Approved:

Mayor _____

Attest:

City Clerk _____

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

City of Shawnee
Budget Amendment
FUND 104-ECONOMIC DEVELOPMENT SALES TAX SPECIAL REVENUE FUND
October 15, 2018

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
104	4001			Sales Tax	317,498.00	(16,030.00)	301,468.00
104	4702			Interest Income - Sales Tax	225.00	-	225.00
104	4916			Transfer From Capital Improvement Fund	45,000.00	(45,000.00)	-
104	4901			Transfer From General Fund	-	59,303.00	59,303.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
				Total	362,723.00	(1,727.00)	360,996.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
104	5-1310-5339			Other Contractual Services	341,000.00	(55,004.00)	285,996.00
104	5-5030-5641			Transfer To Sister Cities Fund	15,000.00	-	15,000.00
104	5-1310-5368			Industrial Development Contract (Expo Contract)	-	60,000.00	60,000.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					356,000.00	4,996.00	360,996.00

Approved by the City Commission this
Monday, October 15, 2018

Explanation of Budget Amendment:

To amend FY 2019 estimated revenues and expenditures to be consistent with historical activity.

Approved:

Mayor _____

Attest:

City Clerk _____

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

City of Shawnee
Budget Amendment
FUND 105-SPAY AND NEUTER FUND
October 15, 2018

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
105	4814			Spay/Neuter Revenue	3,000.00	(500.00)	2,500.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
				Total	3,000.00	(500.00)	2,500.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
105	5-0640-5366			Spay/Neuter Expense	3,000.00	(500.00)	2,500.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					3,000.00	(500.00)	2,500.00

Approved by the City Commission this
Monday, October 15, 2018

Explanation of Budget Amendment:

To amend FY 2019 estimated revenues and expenditures to be consistent with historical activity.

Approved:

Mayor _____

Attest:

City Clerk _____

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

City of Shawnee
Budget Amendment
FUND 106-HOTEL/MOTEL TAX SPECIAL REVENUE FUND
October 15, 2018

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
106	4004			Hotel/Motel Surcharge (Tax)	494,360.00	(29,360.00)	465,000.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
				Total	494,360.00	(29,360.00)	465,000.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
106	5-5020-5339			Other Contractual Services	494,360.00	(29,360.00)	465,000.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					494,360.00	(29,360.00)	465,000.00

Approved by the City Commission this
Monday, October 15, 2018

Explanation of Budget Amendment:

To amend FY 2019 estimated revenues and expenditures to be consistent with historical activity.

Approved:

Mayor _____

Attest:

City Clerk _____

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

City of Shawnee
Budget Amendment
FUND 107-POLICE SALES TAX SPECIAL REVENUE FUND
October 15, 2018

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
107	4001			Sales Tax	410,525.00	(33,704.00)	376,821.00
107	4702			Interest Income - Sales Tax	250.00	-	250.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
				Total	410,775.00	(33,704.00)	377,071.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
107	5-5030-5601			Transfer To General Fund	410,525.00	(33,454.00)	377,071.00
107	5-0620-5399			Contingency	30,000.00	(30,000.00)	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					440,525.00	(63,454.00)	377,071.00

Approved by the City Commission this
Monday, October 15, 2018

Explanation of Budget Amendment:

To amend FY 2019 estimated revenues and expenditures to be consistent with historical activity.

Approved:

Mayor _____

Attest:

City Clerk _____

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

City of Shawnee
Budget Amendment
FUND 108-FIRE SALES TAX SPECIAL REVENUE FUND
October 15, 2018

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
108	4001			Sales Tax	410,525.00	(33,704.00)	376,821.00
108	4702			Interest Income - Sales Tax	250.00	-	250.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
				Total	410,775.00	(33,704.00)	377,071.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
108	5-5030-5601			Transfer To General Fund	410,525.00	(33,454.00)	377,071.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					410,525.00	(33,454.00)	377,071.00

Approved by the City Commission this
Monday, October 15, 2018

Explanation of Budget Amendment:

To amend FY 2019 estimated revenues and expenditures to be consistent with historical activity.

Approved:

Mayor _____

Attest:

City Clerk _____

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

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

City of Shawnee
Budget Amendment
FUND 113-DRUG FORFEITURE FUND
October 15, 2018

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
113	4107			Drug Forfeiture (County)	15,000.00	-	15,000.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
				Total	15,000.00	-	15,000.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
113	5-0620-5220			Tools & Minor Equipment	-	15,000.00	15,000.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	15,000.00	15,000.00

Approved by the City Commission this
Monday, October 15, 2018

Explanation of Budget Amendment:
To properly appropriate FY 2019 estimated revenues.

Approved:

Mayor _____

Attest:

City Clerk _____

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

City of Shawnee
Budget Amendment
FUND 190-CDBG GRANTS
October 15, 2018

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
190	4101			Federal Grant Revenue	-	456,997.00	456,997.00
190	4830			Program Income	-	30,000.00	30,000.00
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
					-	-	-
				Total	-	486,997.00	486,997.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
190	5-1410-5103			Admin - Part-time Salaries	-	20,000.00	20,000.00
190	5-1410-5111			Admin - FICA	-	1,260.00	1,260.00
190	5-1410-5112			Admin - Medicare	-	290.00	290.00
190	5-1410-5155			Workers' Compensation	-	1,450.00	1,450.00
190	5-1410-5201			Office and Computer Supplies	-	1,000.00	1,000.00
190	5-1410-5304			Repairs and Maintenance - Vehicle	-	500.00	500.00
190	5-1410-5310			Legal Services	-	15,000.00	15,000.00
190	5-1410-5325			Telephone	-	1,000.00	1,000.00
190	5-1410-5329			Postage and Shipping	-	300.00	300.00
190	5-1410-5339			Other Contractual Services	-	5,000.00	5,000.00
190	5-1410-5340			Training Conferences	-	3,000.00	3,000.00
190	5-1410-5345			Travel / Per Diem	-	500.00	500.00
190	5-1410-5349			Books & Subscriptions	-	500.00	500.00
190	5-1410-5353			Legal Advertising	-	500.00	500.00
190	5-1410-5355			Insurance	-	750.00	750.00
190	5-1410-5356			Land & Building Rental	-	12,000.00	12,000.00
190	5-1420-5101			Rehab - Regular Salaries	-	57,000.00	57,000.00
190	5-1420-5103			Rehab - Part-time Salaries	-	30,000.00	30,000.00
190	5-1420-5104			Rehab - Longevity	-	1,000.00	1,000.00
190	5-1420-5105			Rehab - Skill Incentives	-	3,000.00	3,000.00
190	5-1420-5111			Rehab - FICA	-	5,750.00	5,750.00
190	5-1420-5112			Rehab - Medicare	-	1,320.00	1,320.00
190	5-1420-5114			Rehab - Life Insurance	-	78.00	78.00
190	5-1420-5115			Rehab - OMRP Retirement	-	6,500.00	6,500.00
190	5-1420-5370			Rehab - Housing Rehabilitation	-	319,299.00	319,299.00
					-	486,997.00	486,997.00

Approved by the City Commission this
Monday, October 15, 2018

Explanation of Budget Amendment:

To properly appropriate FY 2019 estimated program income and federal grant awards received.

Approved:

Mayor _____

Attest:

City Clerk _____

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

Regular Board of Commissioners

4.

Meeting Date: 10/15/2018

EOM

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Presentation by Acting City Manager to Employee of the Month, Kelsey Byers, Dispatch.

Attachments

No file(s) attached.

Regular Board of Commissioners

5.

Meeting Date: 10/15/2018

Final Plat - Grove Retirement Homes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Consideration of approval of a Final Plat for The Grove Retirement Homes located at 3900 North Union Avenue. Case No. S11-18. Applicant: Crafton Tull.

Attachments

Final Plat - Grove Retirement Homes

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Crafton Tull
FOR: Final Plat for The Grove Retirement Homes
LOCATION: 3900 N. Union Avenue, Shawnee, OK
PROJECT# 180856 CASE# S11-18

PLANNING COMMISSION MEETING DATE: October 3rd, 2018

PLANNING COMMISSION RECOMMENDATION: Approval w/ following conditions:

1. Final improvement plans shall be approved by the City Engineer prior to construction.
2. Prior to filing (recording) the final plat, the applicant shall commence with making the required public site improvements in accordance with construction plans approved by the City Engineer or otherwise bond the project in accordance with City code.
3. All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 6

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
DEEM		X	X			
MATTHEWS						ABSENT
WALKER			X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)	X		X			
KIENZLE			X			
ROWELL			X			

RESPECTFULLY SUBMITTED,

Cheyenne Pettigrew

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org			CASE # S11-18 PUBLIC HEARING DATE: October 3 rd , 2018 CITY COMMISSION DATE: October 15 th , 2018	
APPLICANT: Chris Gray	300 Pointe Parkway Boulevard Yukon, Oklahoma, 73099			
PROPERTY ADDRESS/LOCATION: 3900 North Union Avenue, Shawnee, Oklahoma, 74804				
SUMMARY OF REQUEST: The applicant is requesting final plat approval for The Grove Retirement Homes, located at 3900 North Union Avenue. The preliminary plat was approved by the City Commission on August 6th, 2018. Proposed on the site are 150 retirement living units, divided into 4-6 unit structures.				
EXISTING ZONING: R-3	EXISTING LAND USE: Vacant	SURROUNDING ZONING & LAND USE: A1 (Rural Agricultural) R1 (Single Family Residential)	Number of Lots: 1	PROPERTY SIZE: 20.06 Acres

STAFF REVIEW AND ANALYSIS

As shown on the site plan (Exhibit 3), the applicant is proposing a 150 unit multi-family retirement community. Internal circulation will be via private drives with two points of access from Union Avenue. A creek traverses the property, dividing the developable land into east / west segments. Public water and sewer lines will be extended onto the site to adequately serve all residential properties. The development is required to conform to Section 22-160.7 of the Zoning Code, "Multifamily Development Standards," which assures safe and cohesive design for high density residential development. A brief summary of such requirements include:

- Parking lots shall be located to the side or behind buildings and shall not dominate the front yard area;
- Pedestrian access routes shall be provided from the public or private streets to all primary building entrances;
- Lighting shall be directed downward, inward and away from public rights-of-way and adjoining uses. All lighting shall be shielded so that the direct illumination shall be confined to the property boundaries of the light source; and
- Developments with multiple buildings shall use appropriate architectural variations and use of colors to differentiate buildings within the development.

Furthermore, the subject final plat is in full conformance with the approved preliminary plat and the City of Shawnee Subdivision Regulations.

Staff hereby recommends approval for the Grove Retirement Homes Final Plat with the following conditions:

1. Final improvement plans shall be approved by the City Engineer prior to construction.
2. Prior to filing (recording) the final plat, the applicant shall commence with making the required public site improvements in accordance with construction plans approved by the City Engineer or otherwise bond the project in accordance with City code.
3. All other applicable City standards apply.

APPROVE

APPROVE WITH CONDITIONS

DENY

ATTACHMENTS:
(CIRCLE)

SUBMITTED
PLANS

PUBLIC HEARING
PETITION/
APPLICATION FORM

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS

Attachments:

Exhibit 1: The Grove Retirement Homes Final Plat

Exhibit 2: The Grove Retirement Homes Preliminary Plat

Exhibit 3: The Grove Retirement Homes Site Plan

KNOW ALL MEN BY THESE PRESENTS, That WEEK DEVELOPMENT, LLC, does hereby certify that they are the owners of and the only persons, firm or corporation having any rights, title, or interest in and to the land shown on the annexed plat and that they have caused the same to be surveyed and platted, and that they hereby dedicate of the streets and easements shown herein to the public, for the purposes of streets, alleys, and drainage, for their heirs, executors, administrators, successors, and assigns forever, and have caused the same to be released from all encumbrances so that the title is clear, except as shown in the abjector's certificate.

WEIX DEVELOPMENT, LLC

Before me, the undersigned Notary Public, in and for said County and State on this _____ day of _____, personally appeared **TOMY MEEX, MANAGER OF MEEX DEVELOPMENT, LLC**, to me known to be the identical person who executed the within and foregoing instrument, and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of said corporation, for the uses and purposes herein set forth.

BY COMMISSION EXPIRES
May 02, 2018

NOTARY PUBLIC
#1004011

BEARING at the Southeast corner of the NE/4, marked by a broken MAG nail found in place, then:

POLARIS, a distance of 458.60 feet to a point marked by a 3/8" Iron Pin with cap stamped POLARIS24, thence
S9W17E1/2N a distance of 203.00 feet to a point marked by a 3/8" Iron Pin with cap stamped POLARIS24, thence
S8W17E1/2N a distance of 203.00 feet to a point marked by a 3/8" Iron Pin with cap stamped POLARIS24, thence
S8W17E1/2N a distance of 203.00 feet to a point marked by a 3/8" Iron Pin with cap stamped POLARIS24, thence
S8W17E1/2N a distance of 445.58 feet to a point marked by a 1/2" Iron Pin, thence
S8W17E1/2N a distance of 618.00 feet to a point marked by a 3/8" Iron Pin with cap stamped Polarid L1241, thence
SUNNYBANK, along the passing bearing a 3/8" Iron Pin with cap stamped L1537 at a distance of 178.13 feet to a point of intersection of L1512 line to a point on the Gold Line and east 85/87° S, S8W17E1/2N along line to a distance of 618.00 feet to the POINT OF BEGINNING.
Sold tract contains 573.75± ac Ft. & 20.22 Acres, more or less.

I, DONOR WINCHESTER, do hereby certify that I am a PROFESSIONAL LAND SURVEYOR, and that the enclosed plot represents a survey made under my direction, and that the monuments noted hereon actually exist and their positions are correctly shown.

DORRIDGE WHOLESALE, PLS. 1952

Before me, the undersigned, a Notary Public, in and for said County and State personally appeared _____, known to me to be the identical person who executed the above instrument and acknowledged to me that he executed the same as his free and voluntary act and deed. Given under my hand and seal this _____ day of _____, 19____.

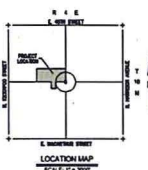
NY COMMISSION OF DEPT. OF
MARCH 28, 2011

NOTARY PUBLIC
ALBERTA

I, _____, Planning Director of the City of SHANEE,
do certify that the SHANEE Planning Commission duly approved this plan on the _____ day

PLANNING COMMISSION CHAIRPERSON

FINAL PLAT
OF
THE GROVE RETIREMENT HOMES
A PART OF THE W/2 OF SECTION 6, T10N, R4E, I.M.
SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA



The undersigned, a duly qualified and lawful land abstractor of Ulises, is and for the County of POTTERHATCH, State of OREGON, hereby certifies that the records of said county show that the title to the land on the annexed plot is vested in HEX DEVELOPMENT, LLC, that on the day of _____, there are no actions pending or judgments of any nature in any court or in the office of the clerk of any court in said county and shall against the said _____ the owners thereof, and that the said _____ for the last _____ years, that there are no outstanding tax liens certificates against said land, and no tax liens are issued to any person, that there are no liens, mortgages or other encumbrances of any kind against the land included in the annexed plot, except mortgages, mineral rights, water rights,

IN WITNESS WHEREOF, said bonded director has caused this instrument to be executed this _____ day of _____, 20____.

WARRANTY TEXT & ABSTRACT COVER

YACE - PRE-TESTING

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

IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at the CITY of SHARNEE, OKLAHOMA, this _____ day of _____

COUNTY TREASURER

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

ATTEST:

_____ CITY CLERK	_____ MAYOR
---------------------	----------------

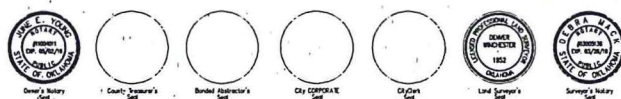
I, _____, City Clerk of the CITY of SHARRET, STATE of OKLAHOMA, hereby certify that I have examined the records of said City and find that all deferred payments or unsecured indebtedness upon special assessment have been paid in full and that there is no special assessment procedure now pending against the land shown on the annexed plat on this _____ day of _____.

CITY CLERK

1. THIS PLAN OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, AND THAT SAID FINAL PLAN COMPLIES WITH THE REQUIREMENTS OF TITLE 11 SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.

2. CENTERLINE OF RIGHT-OF-WAY MONUMENTS SHALL BE AS FOLLOWS:

3. PROPERTY CORNER MONUMENTS SHALL BE:
3/4" IRON ROD WITH A PLASTIC CAP STAMPED "C1A C4873"
4. BENCHMARKS:
1) SET 3/4" I.P. WITH BLUE CONTROL POINT CAP AT NORTHEAST PROPERTY CORNER.
NORTHING: 734928.15
EASTING: 2297504.87
ELEVATION: 1038.82



FINAL PLAN TO SERVE THE GROVE RETIREMENT HOMES 500 Pondera Parkway Blvd. Valley, Oklahoma 73384 Crafton Tull architecture • engineering • surveying 405.933.3100 • fax 405.933.3101 www.craftontull.com		SHEET NO.: 1 OF 2 DATE: 08/31/18 PROJECT NO.: 18602700
--	--	---

NE CORNER OF NW/4 OF
SECTION 6, T10N, R4E, L4



NOTES

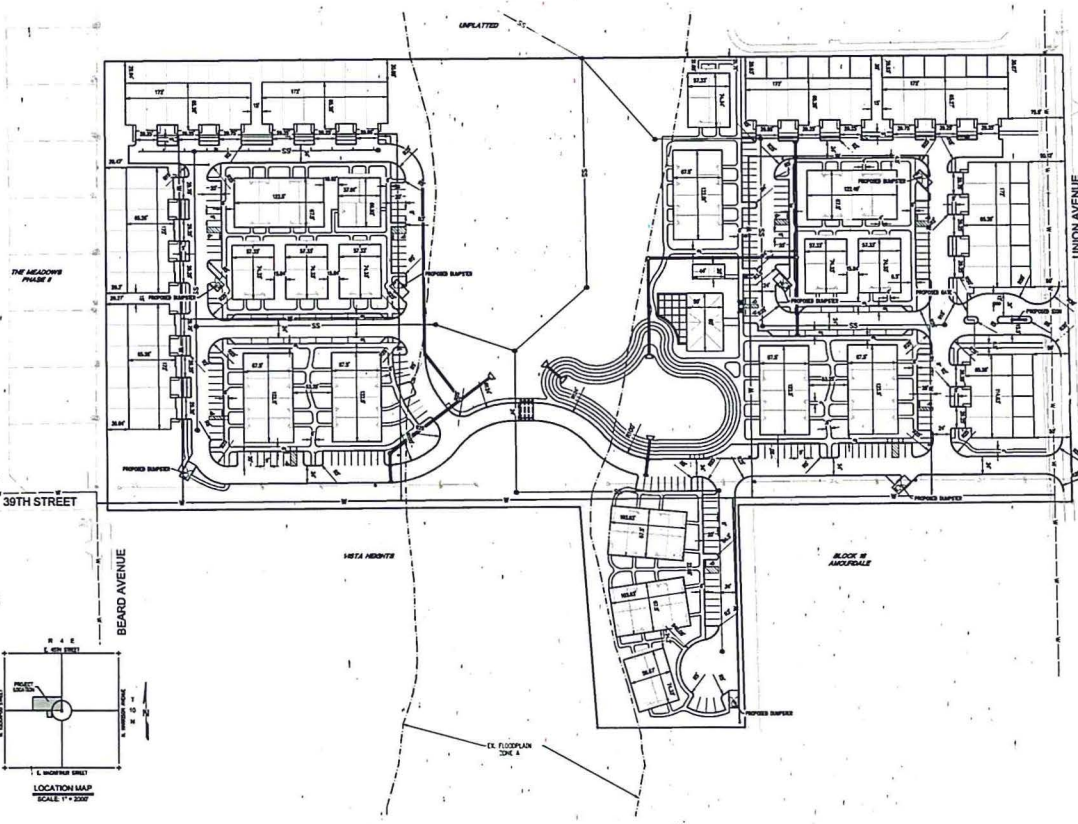
1. THIS PLAN OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF LAND SURVEYING, ENGINEERS, AND LAND SURVEYORS, AND THAT SAID FINAL PLAN COMPLETES THE REQUIREMENTS OF TITLE 10 SECTION 40-504 OF THE OKLAHOMA STATE STATUTES.
2. CEMENTING OF RIGHT-OF-WAY MONUMENTS SHALL BE AS FOLLOWS:
MONUMENT NINE, WITH BINDER STAMPED "C&A C&ST" FOR ALL PAVING
3. PROPERTY CORNER MONUMENTS SHALL BE:
PROPERTY CORNER NINE, WITH A PLASTIC CAP STAMPED "C&A C&ST"
4. MONUMENTS:
1) SET 3/4" I.P. WITH BLUE CONTROL POINT CAP AT NORTHEAST PROPERTY CORNER
NORTHPOINT 728038.15
EASTING: 2207508.87
ELEVATION: 906.92

LINE TABLE			LINE TABLE			LINE TABLE		
LINE #	LENGTH	DIRECTION	LINE #	LENGTH	DIRECTION	LINE #	LENGTH	DIRECTION
L1	16.62	SWP 37° NW	L10	16.60	SWP 37° NW	L17	15.67	SWP 37° NW
L2	15.67	SWP 37° NW	L11	16.62	SWP 37° NW	L18	16.62	SWP 37° NW
L3	16.62	SWP 37° NW	L12	15.67	SWP 37° NW	L19	16.62	SWP 37° NW
L4	16.62	SWP 37° NW	L13	16.62	SWP 37° NW	L20	16.62	SWP 37° NW
L5	16.62	SWP 37° NW	L14	16.62	SWP 37° NW	L21	16.62	SWP 37° NW
L6	16.62	SWP 37° NW	L15	16.62	SWP 37° NW	L22	16.62	SWP 37° NW
L7	15.67	SWP 37° NW	L16	16.62	SWP 37° NW	L23	16.62	SWP 37° NW
L8	16.62	SWP 37° NW	L17	15.67	SWP 37° NW	L24	16.62	SWP 37° NW
L9	16.62	SWP 37° NW	L18	16.62	SWP 37° NW	L25	16.62	SWP 37° NW
L10	16.62	SWP 37° NW	L19	16.62	SWP 37° NW	L26	16.62	SWP 37° NW
L11	16.62	SWP 37° NW	L20	16.62	SWP 37° NW	L27	16.62	SWP 37° NW
L12	16.62	SWP 37° NW	L21	16.62	SWP 37° NW	L28	16.62	SWP 37° NW
L13	16.62	SWP 37° NW	L22	16.62	SWP 37° NW	L29	16.62	SWP 37° NW
L14	16.62	SWP 37° NW	L23	16.62	SWP 37° NW	L30	16.62	SWP 37° NW
L15	16.62	SWP 37° NW	L24	16.62	SWP 37° NW	L31	16.62	SWP 37° NW
L16	16.62	SWP 37° NW	L25	16.62	SWP 37° NW	L32	16.62	SWP 37° NW
L17	15.67	SWP 37° NW	L26	16.62	SWP 37° NW	L33	16.62	SWP 37° NW
L18	16.62	SWP 37° NW	L27	16.62	SWP 37° NW	L34	16.62	SWP 37° NW
L19	16.62	SWP 37° NW	L28	16.62	SWP 37° NW	L35	16.62	SWP 37° NW
L20	16.62	SWP 37° NW	L29	16.62	SWP 37° NW	L36	16.62	SWP 37° NW
L21	16.62	SWP 37° NW	L30	16.62	SWP 37° NW	L37	16.62	SWP 37° NW
L22	16.62	SWP 37° NW	L31	16.62	SWP 37° NW	L38	16.62	SWP 37° NW
L23	16.62	SWP 37° NW	L32	16.62	SWP 37° NW	L39	16.62	SWP 37° NW
L24	16.62	SWP 37° NW	L33	16.62	SWP 37° NW	L40	16.62	SWP 37° NW
L25	16.62	SWP 37° NW	L34	16.62	SWP 37° NW	L41	16.62	SWP 37° NW
L26	16.62	SWP 37° NW	L35	16.62	SWP 37° NW	L42	16.62	SWP 37° NW
L27	16.62	SWP 37° NW	L36	16.62	SWP 37° NW	L43	16.62	SWP 37° NW
L28	16.62	SWP 37° NW	L37	16.62	SWP 37° NW	L44	16.62	SWP 37° NW
L29	16.62	SWP 37° NW	L38	16.62	SWP 37° NW	L45	16.62	SWP 37° NW
L30	16.62	SWP 37° NW	L39	16.62	SWP 37° NW	L46	16.62	SWP 37° NW
L31	16.62	SWP 37° NW	L40	16.62	SWP 37° NW	L47	16.62	SWP 37° NW
L32	16.62	SWP 37° NW	L41	16.62	SWP 37° NW	L48	16.62	SWP 37° NW
L33	16.62	SWP 37° NW	L42	16.62	SWP 37° NW	L49	16.62	SWP 37° NW
L34	16.62	SWP 37° NW	L43	16.62	SWP 37° NW	L50	16.62	SWP 37° NW
L35	16.62	SWP 37° NW	L44	16.62	SWP 37° NW	L51	16.62	SWP 37° NW
L36	16.62	SWP 37° NW	L45	16.62	SWP 37° NW	L52	16.62	SWP 37° NW
L37	16.62	SWP 37° NW	L46	16.62	SWP 37° NW	L53	16.62	SWP 37° NW
L38	16.62	SWP 37° NW	L47	16.62	SWP 37° NW	L54	16.62	SWP 37° NW
L39	16.62	SWP 37° NW	L48	16.62	SWP 37° NW	L55	16.62	SWP 37° NW
L40	16.62	SWP 37° NW	L49	16.62	SWP 37° NW	L56	16.62	SWP 37° NW
L41	16.62	SWP 37° NW	L50	16.62	SWP 37° NW	L57	16.62	SWP 37° NW
L42	16.62	SWP 37° NW	L51	16.62	SWP 37° NW	L58	16.62	SWP 37° NW

FINAL PLAN TO SERVE THE GROVE RETIREMENT HOMES	
 Craffon Tull architects engineers surveyors 401.567.4271 • 401.567.4271 • www.craffontull.com	380 Peaslee Parkway Blvd, Waton, Oklahoma 73091 SHEET NO. 2 OF 2 DATE 08/31/18 PROJECT NO. 18602700

SHEET NO.: 1 OF 1
DATE: 06/4/18
PROJECT NO.: 18602700

EXHIBIT 3



PARKING REQUIREMENTS:

EDWARD: 8-3
 AVERAGE: 26.08 AC
 PARKING REQUIREMENTS:
 EAST SIDE
 UNITS: 86
 TOWNHOME: 22+ 2 SPACES/UNIT
 REQUIRED PARKING: 84 ± 1.3 = 86 P.S.
 PROVIDED PARKING: 122 P.S.

WEST SIDE
 UNITS: 84
 TOWNHOME: 24+ 2 SPACES/UNIT
 REQUIRED PARKING: 40 ± 1.3 = 80 P.S.
 PROVIDED PARKING: 78 P.S.

TOTAL PROVIDED PARKING: 198 P.S.
 REQUIRED ADA PARKING: 7 P.S.
 TOTAL PROVIDED ADA PARKING: 11 P.S.
 TOTAL UNITS: 150

Crafton Tull
 224 North Parkway Blvd
 Tulsa, Oklahoma 74104
 918.437.1111 • 918.437.1112
 www.craftontull.com

THE GROVE RETIREMENT HOMES
 SHAWNEE, OKLAHOMA

THIS DOCUMENT IS PRELIMINARY IN NATURE AND IS NOT A FINAL DESIGN AND SHALL BE REVISITED.

PRELIMINARY PLANS

OVERALL SITE PLAN

C-101

FINAL PLAT APPLICATION



Planning Department

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

For Office Use Only

Case Number: 511-18
Project Number: 180886
Date Filed: September 4th, 2018
Amount Paid: \$228.00
Receipt No.: 022016030

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call (405) 878-1616 with any questions.

APPLICANT Crafton Tull c/o Chris Gray, P.E., Sr. Project Manager

APPLICANT ADDRESS 300 Pointe Parkway Blvd, Yukon OK 73099

APPLICANT PHONE NUMBERS 405-787-6270

EMAIL ADDRESS chris.gray@craftontull.com

NAME OF PLAT The Grove Retirement Homes

LOCATION 3900 N. Union St., Shawnee OK 74804

NUMBER OF ACRES 20.06

NUMBER OF LOTS

1

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00

PLUS **\$3.00** PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS 1 \$3.00

PLUS **\$1.00** PER LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS

TOTAL COST \$228.00

FOR LESS THAN 2 ACRE LOTS:

FEE: \$225.00

PLUS **\$2.00** PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS

PLUS **\$1.00** PER LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS

TOTAL COST

OWNER/DEVELOPER INFORMATION:

NAME MEEK DEVELOPMENT, LLC

ADDRESS 1704 South Broadway, Suite H, Moore, Oklahoma 73160

CONTACT NUMBERS 405-642-1130

EMAIL ADDRESS tony@meekdevelopment.com

PROJECT ENGINEER INFORMATION:

NAME Crafton Tull & Associates, Inc

ADDRESS 300 Pointe Parkway Blvd, Yukon, Oklahoma, 73099

CONTACT NUMBERS 405-787-6270

EMAIL ADDRESS chris.gray@craftontull.com

**APPLICATION, SITE PLAN, CONSTRUCTION DOCUMENTS, PAYMENT, ETC... MUST BE RECEIVED 30 DAYS
PRIOR TO MEETING**

Regular Board of Commissioners

6.

Meeting Date: 10/15/2018

Annexation Request

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Consider annexation request by North Rock Creek School for purposes of future construction and authorize staff to proceed with Notice and Hearing Requirements.

Attachments

Annexation Request



Date: October 15th, 2018

To: Shawnee City Commission

From: Justin DeBruin, Community Development Director

RE: North Rock Creek School Annexation Request

SUMMARY

The North Rock Creek School Board requests annexation of 1.57 acres into the City of Shawnee. The Annexation is to facilitate construction of an administrative building for the North Rock Creek High School within the City. Annexation will allow expansion of the North Rock Creek School's development, which immediately includes an administrative building, a sport's complex, and additional site improvements.

The City has approved two separate, but similar annexations in the past decade. On October 17th, 2011, 6.47 acres was annexed at the request of the North Rock Creek School Board for development of a middle school and gymnasium. On January 17th, 2017 an additional 60.57 acres was annexed for construction of a new high school.

ZONING AND COMPREHENSIVE PLAN

Per Section 1501.9 of the Shawnee Zoning Code, annexed land shall be zoned A-1 (Agricultural) unless otherwise classified by the City Commission. As the property is under the required 5 acres, Staff will recommend the property be annexed in as C-2 (Limited Office District), which allows for administrative and professional offices while restricted higher intensity commercial uses.

STAFF RECOMMENDATION

Staff recommends that the Shawnee City Commission approve the Annexation Ordinance and incorporate the North Rock Creek School site into the City. The anticipated timeframe would be as follows:

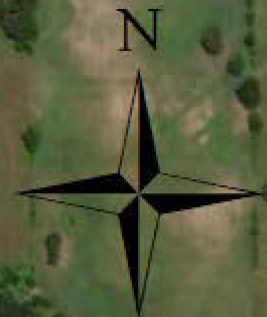
Staff provides required legal notice (s):
Public Hearing:

October 19th (no later than)
November 5th (City Commission meeting)

North Rock Creek School Annexation Request

Legend

-  Property to be Annexed
-  2017 Annexation
-  2011 Annexation



Harrison Avenue

Garretts Lake Road



North Rock Creek School
42400 Garrett's Lake Road • Shawnee, OK 74804

Blake Moody
Superintendent



September 28, 2018

City of Shawnee

Eric Benson, City Manager
16 West 9th Street
Shawnee, OK 74801

Mr. Eric Benson,

Please consider this letter the formal request from North Rock Creek Public Schools to annex property for our future construction into the City of Shawnee. Attached you will find the legal description, board of education agenda and minutes approving the annexation request. Thank you for your consideration.

Respectfully,

A handwritten signature in dark ink, consisting of the letters "BM" followed by a long, horizontal, slightly wavy line that extends to the right.

Blake Moody

EXHIBIT A

DESCRIPTION OF PROPERTY

A TRACT OF LAND IN THE EAST HALF OF THE SOUTHWEST QUARTER (E/2 S/W4) OF SECTION TWENTY (20) TOWNSHIP ELEVEN (11) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE SOUTHEAST CORNER OF SAID SW/4; THENCE S89 DEGREES 24' 56" W. A DISTANCE OF 601.88 FEET ALONG THE SOUTH LINE OF THE SAID SW/4 TO THE POINT OF BEGINNING; THENCE N00 DEGREES 15' 34" W A DISTANCE OF 324.05 FEET; THENCE S89 DEGREES 44' 20" W A DISTANCE OF 210.00 FEET; THENCE S00 DEGREES 15' 34" E A DISTANCE OF 325.23 FEET; THENCE N89 DEGREES 24' 56" E A DISTANCE OF 210.00 FEET TO THE POINT OF BEGINNING.

PROPERTY LOCATION

Street Address: 42308 Garretts Lake Road, Shawnee, Oklahoma 74804

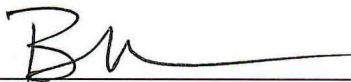


North Rock Creek Board of Education Special Meeting
Friday, September 28, 2018 12:00 PM
Berm Conference Room
42400 Garrett's Lake Road
Shawnee , OK 74804

Note: The North Rock Creek Board of Education may discuss, vote to approve, vote to disapprove, vote to table, or decide not to vote or take action on any item on this agenda.

1. Call to order and recording of members present and absent.
2. Board to consider and take possible action, in the absence of the President and/or Clerk, to appoint an acting President and/or acting Clerk for the School District to execute any and all documents pertaining to the bond sale.
3. Board to receive bids for the \$990,000 Building Bonds of this School District and award bonds to the lowest bidder.
4. Board to consider and take action on a resolution providing for the issuance of building bonds in the sum of \$990,000 by this school district, authorized at an election called and held for such purpose; prescribing form of bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same; designating the registrar and paying agent for this issue of bonds, and fixing other details of issue.
5. Board to consider and take action on a resolution designating the general obligation bonds of 2018 as "Qualified Tax-Exempt Obligations" pursuant to Section 265(b)(3)(B) of the Internal Revenue Code of 1986.
6. Discussion, motion, and vote to approve property annexation into the City of Shawnee for the purpose of new construction.
7. Adjournment.

This agenda can be found on the North Rock Creek School website (www.nrcps.org) and at the front door of the Elementary Building, North Rock Creek Public Schools, Shawnee, Oklahoma, posted by 12:00 p.m. on the 25th day of September 2018, and notice of this special meeting was given to the Pottawatomie County Clerk on September 14, 2018.



Blake Moody, Superintendent

North Rock Creek Board of Education Special Meeting
Friday, September 28, 2018 12:00 PM
Berm Conference Room
42400 Garrett's Lake Road
Shawnee , OK 74804

The North Rock Creek Board of Education met in session on Friday, September 28, 2018 in the conference room of North Rock Creek School. The required notice had previously been given to the County Clerk, December 12, 2017. The agenda was posted in accordance with 25 O.S 1982, § 311 (9).

1. Call to order and recording of members present and absent.

Attendance Taken at 12:00 PM.

Brian Blansett: Present

Rick Gowin: Present

Adam Hester: Absent

Sherri Stacy: Present

Chris White: Absent

Present: 3, Absent: 2.

2. Board to consider and take possible action, in the absence of the President and/or Clerk, to appoint an acting President and/or acting Clerk for the School District to execute any and all documents pertaining to the bond sale.

Board appoints Sherri Stacy as an acting Clerk for the School District to execute any and all documents pertaining to the bond sale. This motion, made by Brian Blansett and seconded by Rick Gowin, passed.

Brian Blansett: Yea

Rick Gowin: Yea

Adam Hester: Absent

Sherri Stacy: Yea

Chris White: Absent

Yea: 3, Nay: 0, Absent: 2

3. Board to receive bids for the \$990,000 Building Bonds of this School District and award bonds to the lowest bidder.

Board awarded First United Bank & Country Club Bank of Kansas City the bond @ 2.79%. This motion, made by Brian Blansett and seconded by Sherri Stacy, passed.

Brian Blansett: Yea

Rick Gowin: Yea

Adam Hester: Absent

Sherri Stacy: Yea

Chris White: Absent

Yea: 3, Nay: 0, Absent: 2

4. Board to consider and take action on a resolution providing for the issuance of building bonds in the sum of \$990,000 by this school district, authorized at an election called and held for such purpose; prescribing form of bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same; designating the registrar and paying agent for this issue of bonds, and fixing other details of issue.

Board authorized to consider providing the issuance of building bonds in the sum of \$990,000 by this school district. This motion, made by Sherri Stacy and seconded by Brian Blansett, passed.

Brian Blansett: Yea

Rick Gowin: Yea

Adam Hester: Absent

Sherri Stacy: Yea

Chris White: Absent

Yea: 3, Nay: 0, Absent: 2

5. Board to consider and take action on a resolution designating the general obligation bonds of 2018 as "Qualified Tax-Exempt Obligations" pursuant to Section 265(b)(3)(B) of the Internal Revenue Code of 1986.

Board approved a resolution designating the general obligation bonds of 2018 as "Qualified Tax-Exempt Obligations" pursuant to Section 265(b)(3)(B) of the Internal Revenue Code of 1986. This motion, made by Sherri Stacy and seconded by Brian Blansett, passed.

Brian Blansett: Yea

Rick Gowin: Yea

Adam Hester: Absent

Sherri Stacy: Yea

Chris White: Absent

Yea: 3, Nay: 0, Absent: 2

6. Discussion, motion, and vote to approve property annexation into the City of Shawnee for the purpose of new construction.

Motion to approve property annexation into the City of Shawnee for the purpose of new construction. This motion, made by Rick Gowin and seconded by Sherri Stacy, passed.

Brian Blansett: Yea

Rick Gowin: Yea

Adam Hester: Absent

Sherri Stacy: Yea

Chris White: Absent

Yea: 3, Nay: 0, Absent: 2

7. Adjournment.

Motion made to adjourn at 12:30 PM. This motion, made by Brian Blansett and seconded by Rick Gowin, passed.

Brian Blansett: Yea

Rick Gowin: Yea

Adam Hester: Absent

Sherri Stacy: Yea

Chris White: Absent

Yea: 3, Nay: 0, Absent: 2

 9-28-18

Regular Board of Commissioners

7.

Meeting Date: 10/15/2018

Tobacco Ordinance

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Discussion, consideration, and possible approval of an ordinance amending Article IV of Chapter 15 of the Shawnee Municipal Code to regulate the use of tobacco products and vapor products; and also providing for severability, codification, and repealer; and declaring an emergency.

Attachments

Tobacco Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SHAWNEE, OKLAHOMA AMENDING ARTICLE IV [SMOKING IN PUBLIC PLACES AND INDOOR WORKPLACES], OF CHAPTER 15 [HEALTH AND SANITATION] OF THE SHAWNEE MUNICIPAL CODE TO REGULATE THE USE OF TOBACCO PRODUCTS AND VAPOR PRODUCTS; AND ALSO PROVIDING FOR SEVERABILITY, CODIFICATION, AND REPEALER; AND DECLARING AN EMERGENCY.

WHEREAS, the Board of Commissioners have determined that an amendment to its Code of Ordinances must be made for the more efficient and practical operations for the City of Shawnee;

WHEREAS, it is the intent of the City Commission in enacting this ordinance, to provide for the public health, safety, and welfare by discouraging the inherently dangerous behavior of tobacco product and vapor product use around non-users, especially children; by protecting the public from exposure to secondhand smoke where people work, play, and learn; by reducing the potential for children to wrongly associate tobacco product and vapor product use with a healthy lifestyle; and by affirming and promoting a healthy environment in the City of Shawnee.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION FOR THE CITY OF SHAWNEE, POTTAWATTOMIE COUNTY, STATE OF OKLAHOMA.

SECTION I: Amendatory.

Article IV [“Smoking in Public Places and Indoor Workplaces”], of Chapter 15 [“Health and Sanitation”] of the Shawnee Municipal Code is hereby amended to read as follows:

Section 15-146 - Definitions.

The following words and phrases, whenever used in this Article, shall have the meanings defined in this section unless the context clearly requires otherwise:

Indoor Area means any enclosed area used or visited by employees or the public, at all times, regardless of whether work is being performed. Indoor area includes work areas, employee lounges, restrooms, conference rooms, classrooms, employee cafeterias, hallways, any other spaces used or visited by employees, as well as all space between a floor and ceiling that is predominantly or totally enclosed by walls or windows, regardless of doors, doorways, open or closed windows, stairways, or the like.

Municipal Property means all buildings, indoor areas, and outdoor areas, including but not limited to recreational areas, and other property, or portions thereof, owned or operated by the City, including but not limited to vehicles and equipment owned by the municipality.

Outdoor Area means any area that is not an indoor area, and includes outdoor recreational areas.

Smoking means the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device.

Tobacco Product means any product that contains tobacco and is intended for human consumption. tobacco product does not include any product approved by the United States Food and Drug Administration for sale as a tobacco cessation product.

Vapor Product means any noncombustible product, that may or may not contain nicotine, that employs a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, or electronic device.

Section 15-147 - Prohibited Conduct.

- a. Smoking tobacco products is prohibited in all places in which smoking tobacco products is prohibited by Oklahoma State Law.
- b. Using tobacco products and vapor products is prohibited on all municipal property, indoor and outdoor, including parks and recreational areas; and including, but not limited to, all vehicles and equipment owned or leased by the City.

- c. Nothing in this Chapter prohibits any person or entity from prohibiting the use of tobacco products or vapor products on their property, even if the use of tobacco products or vapor products is not otherwise prohibited in that area.
- d. No person or entity shall knowingly permit the use of tobacco products or vapor products in an area that is under the control of that person or entity and in which the use of tobacco products or vapor products is prohibited by law.
- e. No person or entity shall permit the placement of ash receptacles, such as ash trays or ash cans, within an area under the control of that person or entity and in which smoking is prohibited by law; however, the presence of ash receptacles shall not be a defense to a charge of the use of tobacco products or vapor products in violation of any provision of this Article.
- f. No person shall dispose of tobacco product or vapor product waste within an area in which the use of tobacco products or vapor products is prohibited.
- g. No person or entity shall intimidate, threaten, or otherwise retaliate against another person or entity that seeks to attain compliance with this Article.

Section 15-148. Exemptions.

RESERVED.

Section 15-149 – Designated Smoking Rooms and Areas.

RESERVED.

Section 15-150 – Required Signs.

- a. The person or entity that has legal or de facto control of an area in which the use of tobacco products or vapor products is prohibited by this Article shall post a clear, conspicuous, and unambiguous sign at each point of entry to the area, and in at least one other conspicuous point within the area.
- b. For restrictions on the use of tobacco products or vapor products in indoor areas, the sign or decal shall be at least four inches by two inches in size and shall clearly state that smoking or tobacco use is prohibited or that a tobacco-free environment is provided. For restrictions on the use of tobacco products or vapor products in outdoor areas, signs shall be weather-resistant, at least 15 inches by 15 inches in size, with lettering of at least one inch, and shall clearly state that smoking or tobacco use is prohibited or that a tobacco-free environment is provided.
- c. For purposes of this section, the City Manager or his/her designee shall be responsible for the posting of signs on municipal property, both indoor and outdoor.
- d. Notwithstanding this provision, the presence or absence of signs shall not be a defense to a charge of the use of tobacco products or vapor products in violation of any other provision of this Article.

Section 15-152 – Penalties and Enforcement.

- a. Enforcement of this Article shall be the responsibility of City. In addition, any peace officer or code enforcement official may enforce this Article.
- b. Any person who knowingly violates this Article shall be punished by a citation and fine as set forth in the City Fee Schedule which may be updated from time to time by Resolution of the City Commission.
- c. The possession of a lighted tobacco product in violation of this Article is a nuisance.
- d. The remedies provided by this Article are cumulative and in addition to any other remedies available at law or in equity.
- e. Each instance of tobacco product or vapor product use in violation of this Article shall constitute a separate violation.
- f. The use of a vapor product in violation of this Article is a nuisance.
- g. Causing, permitting, aiding, abetting, or concealing a violation of any provision of this Article regarding tobacco product or vapor product use shall also constitute a violation of this Article.
- h. In addition to other remedies provided by this Article or by other law, any violation of this Article regarding tobacco product or vapor product use may be remedied by the City Attorney including, but not limited to, administrative or judicial nuisance abatement proceedings, criminal code enforcement proceedings, and suits for injunctive relief.

SECTION II: Statutory Construction. It is the intent of the City Commission of the City of Shawnee, Oklahoma to supplement applicable state and federal law and not to duplicate or contradict such law.

SECTION III: Severability. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance, or the original ordinance.

SECTION IV: Codification. This ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance, as a whole, as appropriate.

SECTION V: Repealer. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance, are repealed.

SECTION VI: Emergency. It being immediately necessary for the preservation of the peace, health, safety and public good of the City of Shawnee and the inhabitants thereof that the provisions of this ordinance be put into full force and effect, an emergency is hereby declared to exist, by reason whereof, this ordinance shall take effect and be in full force and effect after its passage, as provided by law.

PASSED AND APPROVED this _____ day of _____, 2018.

RICHARD FINLEY, MAYOR

ATTEST:

(SEAL)

LISA LASYONE, CMC, CITY CLERK

Emergency separately approved this _____ day of _____, 2018.

RICHARD FINLEY, MAYOR

ATTEST:

(SEAL)

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____, 2018.

JOSEPH VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

8.

Meeting Date: 10/15/2018

Sales Tax/Treasurer Rpt

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Acknowledge monthly Sales Tax and City Treasurer Report.

Attachments

Sales Tax/Treasurer Rpt



Date: October 15, 2018
To: Honorable Mayor and City Commissioners
From: Chance Allison, CPA, Finance Director and City Treasurer
Subject: October Sales and Use Tax Deposit

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

Sales Tax Collection Allocated by Fund:

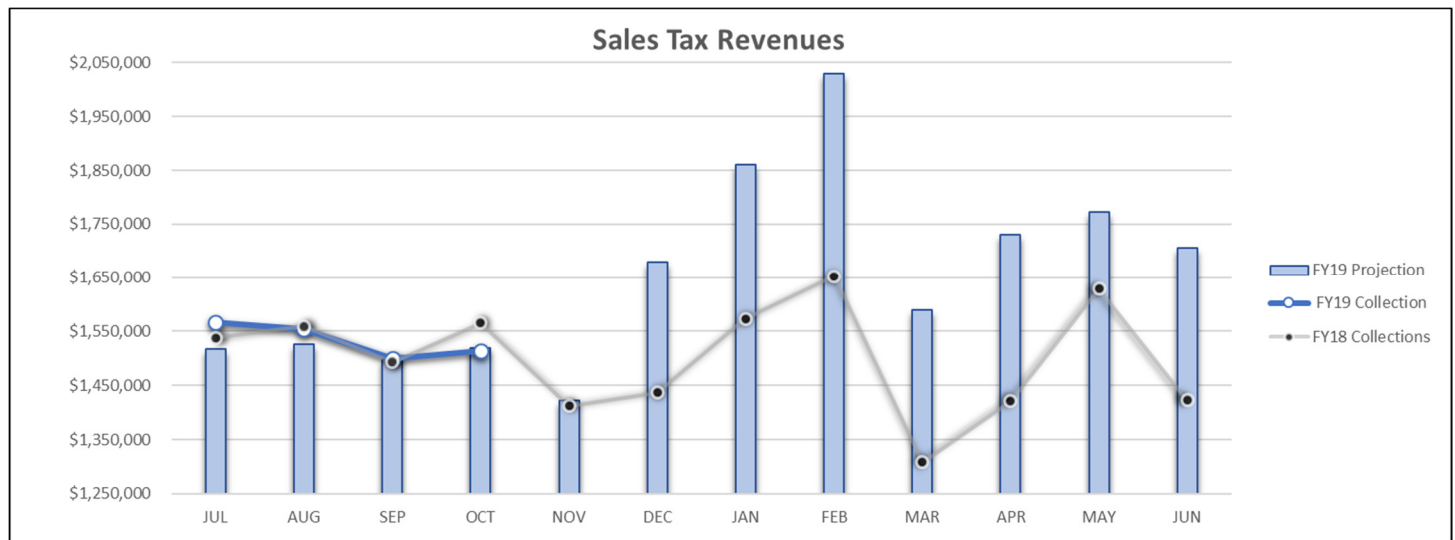
The October sales tax deposit was \$1,513,951.28, including interest of \$1,434.58, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,009,300.84
Capital Improvements Fund	195,552.05
Street Improvements Fund	220,784.56
Economic Development Fund	25,232.53
Police Sales Tax Fund	31,540.65
Fire Sales Tax Fund	<u>31,540.65</u>
Total Sales Taxes Collected	<u><u>\$ 1,513,951.28</u></u>

Finance Department Report:

Sales and use tax collections totaled \$1,662,090 for October 2018. The budgeted increase for both sales and use tax collections for FY 2018 was a modest 0.50% based on conservative estimates of historical trends. Sales taxes are slightly down year-to-date for the same year-to-date period in FY 2018; however, monthly tax collections received are consistently tracking with monthly budgeted projections providing collections of 1.17% over budgeted sales taxes. Use tax collections are down approximately (\$84,000) year-to-date for the same period in FY 2018 due to an unusually high collection in August 2017 skewing the FY 2018 result year-to-date. Overall, use taxes collected in FY 2019 are 0.65% over budgeted projections.

Fiscal Year 2018 Sales Tax Collections and Performance:

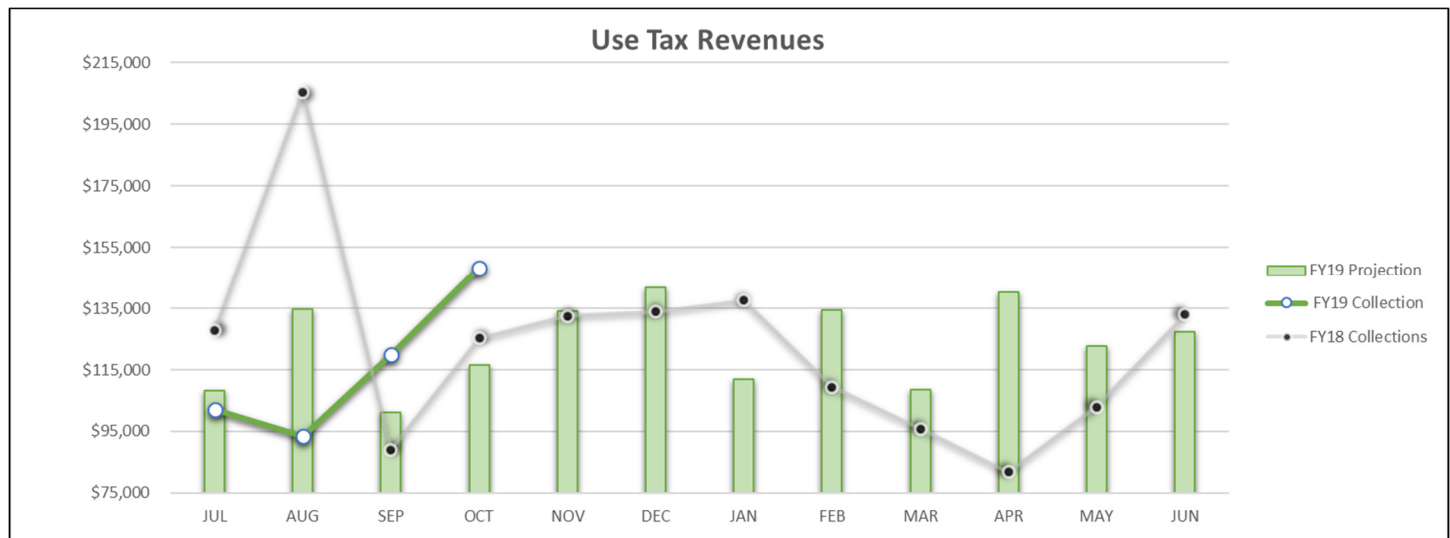


	Projected Budget	Actual	Amount Variance	Percentage Variance
Sales Tax Receipts (October 2018):	\$ 1,518,576	\$ 1,513,951	\$ (4,625)	-0.30%
Sales Tax Receipts (year-to-date):	\$ 6,062,352	\$ 6,133,141	\$ 70,789	1.17%

	October 2018	October 2017	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 1,513,951	\$ 1,565,343	\$ (51,392)	-3.28%

	Year To Date FY 2019	Year To Date FY 2018	Amount Variance	Percentage Variance
Sales Tax Receipts (vs Prior Year):	\$ 6,133,141	\$ 6,156,124	\$ (22,983)	-0.37%

Use Tax Collections and Performance:



	Projected Budget	Actual	Amount Variance	Percentage Variance
Use Tax Receipts (October 2018):	\$ 116,597	\$ 148,139	\$ 31,542	27.05%
Use Tax Receipts (year-to-date):	\$ 460,653	\$ 463,657	\$ 3,004	0.65%

	October 2018	October 2017	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 148,139	\$ 125,253	\$ 22,886	18.27%

	Year To Date FY 2019	Year To Date FY 2018	Amount Variance	Percentage Variance
Use Tax Receipts (vs Prior Year):	\$ 463,657	\$ 547,685	\$ (84,028)	-15.34%

Regular Board of Commissioners

11.

Meeting Date: 10/15/2018

Executive Session

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Discussion, consideration, and possible action to enter into executive session for discussion related to the hiring of a Municipal Judge in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."

Attachments

No file(s) attached.

Regular Board of Commissioners

12.

Meeting Date: 10/15/2018

Consider Executive Session

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Consider matters discussed in executive session related to the hiring of a Municipal Judge in accordance with 25 O.S. § 307(B)(1) "Discussing the employment, hiring, appointment, demotion, disciplining, or resignation of any individual salaried public officer or employee."

Attachments

No file(s) attached.

Regular Board of Commissioners

13.

Meeting Date: 10/15/2018

OMAG Training

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

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

Receive governing body training from Oklahoma Municipal Assurance Group (OMAG).

Attachments

No file(s) attached.
