AGENDA
BOARD OF CITY COMMISSIONERS
October 5, 2020 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Citizens Participation

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

2. Consider approval of Consent Agenda:

a. Minutes from the September 21, 2020 regular meeting.

b. Acknowledge the following minutes:
   - Shawnee Community Beautification Committee Minutes from the August 20, 2020 regular meeting
   - Wes Watkins Reservoir Oversite Committee Minutes from the December 5, 2019 regular meeting

c. Acknowledge receipt of Pioneer Library Systems Revised Budget for July 1, 2020 through June 30, 2021.

d. Acknowledge receipt of Pioneer Library System Audit for the Year Ended June 30, 2020.

e. Authorize staff to purchase a concrete walk behind saw for use by the Street Department from Kinnunen Sales and Rental in the total amount of $27,770.65, plus estimated freight of $295.00.

f. Authorize staff to purchase annual deicing materials for use by the Street Department from Central Salt in the total amount of $30,045.00.

g. Authorize staff to purchase a 2021 Chevrolet 3500 Crew Cab for primary use by the Shawnee Parks Department from Carter Chevrolet at state bid price in the total amount of $44,047.00.

h. Authorize staff to purchase a security system for use at the Shawnee Twin Lakes from Security Lines US in the total amount of $25,870.00.

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

4. Consider approval of Citizen Participation Plan (CPP) for the City of Shawnee and Community Development Office.

5. Consider an ordinance relating to the Comprehensive Plan, amending Chapter 22 of the Shawnee Municipal Code by creating a new Article VIII of Chapter 22, providing for the creation and adoption of the Comprehensive Plan; providing for repeal; providing for severability; providing for codification; and providing for emergency clause.

6. Consider a resolution of the Mayor and City Commission of the City of Shawnee, Oklahoma establishing a fee for the administrative fee for the filing of an application to amend the Comprehensive Plan, pursuant to Chapter 22, Article VIII; and providing for the re-adoption of the City Fee Schedule in whole.

7. Consider Bids/Requests for Qualifications (RFQ):

a. Santa Fe Depot Historic Roof Project (RFQ) (Award)

8. New Business

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

9. Commissioners Comments

10. Adjournment

Respectfully submitted,

Lisa Lasyone, CMC, City Clerk

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

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Regular Board of Commissioners **2. a.**

Meeting Date: 10/05/2020

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the September 21, 2020 regular meeting.

Attachments

Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
SEPTEMBER 21, 2020 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, Monday, September 21, 2020 at 6:00 p.m., pursuant to notice duly posted as prescribed by law at 2:40 p.m. on September 18, 2020. Mayor Bolt presided and called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Mayor

Daniel Matthews Commissioner Ward 1	Bob Weaver Commissioner Ward 2
Travis Flood Commissioner Ward 3	Darren Rutherford Commissioner Ward 4-Vice Mayor
Mark Sehorn Commissioner Ward 5	Ben Salter Commissioner Ward 6

ABSENT: None

INVOCATION Commissioner Flood

FLAG SALUTE

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

Ms. Holly Gordon spoke in favor of the proposed extension of the face mask ordinance.

Ms. Hope Burnett, Ms. Teresa Bumetl, Ms. LaDonna Bryce, Mr. Vince Hassen, Ms. Debra Waterman, and Mr. Erin Wickizer spoke against the proposed extension of the face mask ordinance.

Mrs. Phyllis Bolt announced three voter registration events: 1) Tuesday, September 22, 2020 from 9:00 a.m. to 2:00 p.m. at Citizen Pottawatomie Nation South Reunion Hall at 1702 South Gordon Cooper Drive; 2) Tuesday, September

22, 2020 from 3:00 p.m. to 6:00 p.m. at Calvary Baptist Church at 214 West Federal Street; and 3) Thursday, September 24, 2020 from 6:30 a.m. to 8:30 a.m. at Georg Fischer Central Plastics located off Highway 177 and Leo Street. Registration can also be done by visiting okvoterportal.okelections.us

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

a. Minutes from the September 8, 2020 regular meeting.

b. Acknowledge the following reports and minutes:
- License Payment Report for August 2020
- Project Payment Report for August 2020
- Senior Citizens of Shawnee Board Minutes from the August 11, 2020 regular meeting.

c. Re-acknowledge the following minutes:
- Planning Commission Minutes from the March 4, 2020 regular meeting, the May 15, 2020 special call meeting, the May 29, 2020 special call meeting, the June 3, 2020 regular meeting, the June 19, 2020 special call meeting, the July 1, 2020 regular meeting, and the August 5, 2020 regular meeting.

d. Authorize staff to purchase camera and access control systems for the new Police Department from Smith Hamilton, Inc. in the total amount of $45,639.00.

e. Authorize staff to purchase new furniture for the Communication Center at the new Police Department from Stolz Telecom at state bid price in the total amount of $89,296.67.

f. Approve Change Order No. 1 for Shawnee Police Department Architect's Project No. 1811, 912 East Independence, Shawnee, Oklahoma 74801.

g. Acknowledge resignation of Mike Adcock from the Shawnee Hospital Authority.

h. Acknowledge resignation of Michelle Briggs from the Shawnee Hospital Authority.

i. Mayor's Appointments:

Community Service Contract Review Committee

Erica Bass	1st Full Term	Expires: January 1, 2024

New appointment to committee

Parks and Recreation Committee

Jennifer Bell	1st Partial Term	Expires: January 1, 2024

Replaces Lynn Gray – Resigned

Zach Foster	1st Partial Term	Expires: January 1, 2023

Replaces Bob Weaver – Resigned Citizen Appointment

Planning Commission

Amanda Johnson	1st Partial Term	Expires: June 1, 2023

Replaces Rachael Melot – Resigned

Walter (Jay) Lester Jr.	1st Partial Term	Expires: June 1, 2021

Replaces Daniel Matthews – Resigned

Shawnee Urban Renewal Authority

Abby Flood	1st Partial Term	Expires: February 2, 2023

Replaces Tiffany Barrett – Termed out

Kay Wheeler	1st Partial Term	Expires: February 2, 2023

Replaces Johnie Maxwell – Termed out

Traffic Commission

Randy Kamm	1st Partial Term	Expires: January 1, 2023

Replaces Paul Roberts – Termed out

Mandi MacDonald	1st Partial Term	Expires: January 1, 2023

Replaces Peggy Rider – Termed out

Monty Porter 1st Partial Term Expires: January 1, 2023
Replaces Rebecca Dolan – Termed out

Zoning Board of Adjustments
Crystal Richardson 1st Full Term Expires: June 1, 2023
Reappointment

Commissioner Matthews asked that Consent Agenda Item No. 2(c) be pulled for separate consideration.

Commissioner Flood asked that Consent Agenda Item No. 2(i) be pulled for separate consideration.

A motion was made by Commissioner Matthews, seconded by Commissioner Weaver to approve Consent Agenda Item Nos. 2(a-i), less items 2(c) and 2(i). Motion carried 7-0.

AYE: Matthews, Weaver, Flood, Bolt, Rutherford, Sehorn, Salter
NAY: None

Regarding Consent Agenda Item No. 2(c), Commissioner Matthews advised he served on the Planning Commission during the presented minutes and wished to abstain.

A motion was made by Vice Mayor Rutherford, seconded by Commissioner Flood to approve Consent Agenda Item No. 2(c). Motion carried 6-0-1.

AYE: Rutherford, Flood, Bolt, Sehorn, Salter, Weaver
NAY: None
ABSTAIN: Matthews

Regarding Consent Agenda Item No. 2(i), Commissioner Flood stated his wife, Abby Flood, is listed at a Mayor's appointment and he wished to abstain.

A motion was made by Commissioner Weaver, seconded by Commissioner Matthews to approve Consent Agenda Item No. 2(i). Motion carried 6-0-1.

AYE: Weaver, Matthews, Bolt, Rutherford, Sehorn, Salter
NAY: None
ABSTAIN: Flood

AGENDA ITEM NO. 3: Presentation by Animal Control to present the Pet of the Week.

There was no Pet of the Week.

AGENDA ITEM NO. 4: Consider an appointment of a City Commissioner to the Community Service Contract Review Committee.

Commissioner Rutherford volunteered to serve on the Community Service Contract Review Committee.

A motion was made by Commissioner Sehorn, seconded by Commissioner Flood, to appoint Commissioner Rutherford to serve on the Community Service Contract Review Committee. Motion carried 6-0-1.

AYE: Sehorn, Flood, Bolt, Salter, Matthews, Weaver
NAY: None
ABSTAIN: Rutherford

AGENDA ITEM NO. 5: Consider and take action with respect to a resolution of the City Commissioners of the City of Shawnee, Oklahoma (the "City") approving the incurrence of indebtedness by the Shawnee Municipal Authority (the "Authority") issuing its sales tax revenue note, series 2020 (the "Note"); providing that the organizational document creating the Authority is subject to the provisions of the note indenture, authorizing the issuance of said Note; waiving competitive bidding with respect to the sale of said Note and approving the proceedings of the authority pertaining to the sale of said Note; ratifying and confirming a sales tax agreement by and between the City and the Authority pertaining to the year-to-year pledge of certain sales tax revenues; and containing other provisions relating thereto.

Finance Director Ashley Neel explained the proposed resolution was for authorization to take a note in the amount of $16,875,000.00 at an interest rate of 1.35%. She stated that a few projects this will fund are the 45th Street project, Parks Master Plan, and remodeling to Fire Station Nos. 1 and 3.

Resolution No. 6621 was introduced.

A RESOLUTION OF THE CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA (THE "CITY") APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE SHAWNEE MUNICIPAL AUTHORITY (THE "AUTHORITY") ISSUING ITS SALES TAX REVENUE NOTE, SERIES 2020 (THE "NOTE"); PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AUTHORIZING THE ISSUANCE OF SAID NOTE; WAIVING COMPETITIVE BIDDING WITH RESPECT TO THE SALE OF SAID NOTE AND APPROVING THE PROCEEDINGS OF THE AUTHORITY PERTAINING TO THE SALE OF SAID NOTE; RATIFYING AND CONFIRMING A SALES TAX AGREEMENT BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO THE YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUES; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

A motion was made by Vice Mayor Rutherford, seconded by Commissioner Sehorn to approve a resolution of the City Commissioners of the City of Shawnee, Oklahoma (the "City") approving the incurrence of indebtedness by the Shawnee Municipal Authority (the "Authority") issuing its sales tax revenue note, series 2020 (the "Note"); providing that the organizational document creating the Authority is subject to the provisions of the note indenture, authorizing the issuance of said Note; waiving competitive bidding with respect to the sale of said Note and approving the proceedings of the authority pertaining to the sale of said Note; ratifying and confirming a sales tax agreement by and between the City and the Authority pertaining to the year-to-year pledge of certain sales tax revenues; and containing other provisions relating thereto. Motion carried 7-0.

AYE: Rutherford, Sehorn, Salter, Matthews, Weaver, Flood, Bolt
NAY: None

AGENDA ITEM NO. 6: Consideration of an ordinance amending portions of Chapter 15, entitled “Health and Safety” located in Chapter 15, Article I, of the Shawnee City Code of Ordinances, by specifically enacting the “City of Shawnee COVID-19 Safety Code,” to be codified as section 15-6 through 15-15 of the code in order to provide the findings and declarations of the City Council; providing a definition of “face covering:” requiring face coverings shall be worn in certain places or settings; providing suggested guidelines for face coverings; providing exceptions; providing an effective and expiration date and time; providing for enforcement, violations, and penalties for violations; providing a defense; and declaring an emergency.

City Manager Chance Allison explained the proposed ordinance is an extension of the current face covering ordinance passed in July. Approval of this ordinance would extend the expiration of the face covering ordinance from September 30, 2020 to November 30, 2020.

Commissioner Matthews asked if there were any known cases nationally that a mask mandate had been stricken for civil liberty violations. City Attorney Joe Vorndran stated based upon his research at this time there were none stricken, only pending actions.

Ordinance No. 2699NS was introduced.

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 15, ENTITLED “HEALTH AND SAFETY” LOCATED IN CHAPTER 15, ARTICLE I, OF THE SHAWNEE CITY CODE OF ORDINANCES, BY SPECIFICALLY ENACTING THE “CITY OF SHAWNEE COVID-19 SAFETY CODE,” TO BE CODIFIED AS SECTION 15-6 THROUGH 15-15 OF THE CODE IN ORDER TO PROVIDE THE FINDINGS AND DECLARATIONS OF THE CITY COUNCIL; PROVIDING A DEFINITION OF “FACE COVERING:” REQUIRING FACE COVERINGS SHALL BE WORN IN CERTAIN PLACES OR SETTINGS; PROVIDING SUGGESTED GUIDELINES FOR FACE COVERINGS; PROVIDING EXCEPTIONS; PROVIDING AN EFFECTIVE AND EXPIRATION DATE AND TIME; PROVIDING FOR ENFORCEMENT, VIOLATIONS, AND PENALTIES FOR VIOLATIONS; PROVIDING A DEFENSE; AND DECLARING AN EMERGENCY.

A motion was made by Commissioner Weaver, seconded by Commissioner Salter, to approve an ordinance amending portions of Chapter 15, entitled “Health and Safety” located in Chapter 15, Article I, of the Shawnee City Code of Ordinances, by specifically enacting the “City of Shawnee COVID-19 Safety Code,” to be codified as section 15-6 through 15-15 of the code in order to provide the findings and declarations of the City Council; providing a definition of “face covering:” requiring face coverings shall be worn in certain places or settings; providing suggested guidelines for face coverings; providing exceptions; providing an effective and expiration date and time; providing for enforcement, violations, and penalties for violations; providing a defense. Motion carried 7-0.

AYE: Weaver, Salter, Matthews, Flood, Bolt, Rutherford, Sehorn
NAY: None

Ordinance No. 2699NS was adopted by the City Commission.

A motion was made by Commissioner Matthews, seconded by Commissioner Weaver, to approve the emergency clause relating to Ordinance 2699NS. Motion carried 7-0.

AYE: Matthews, Weaver, Flood, Bolt, Rutherford, Sehorn, Salter
NAY: None

<u>AGENDA ITEM NO. 7:</u> Public hearing and consideration of an ordinance to rezone property located at 1018 West Benedict Street, containing 0.19-acres, from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District). Case No. P13-20, Applicant: Ken Stafford, representing Carol Ann Stafford 2013 Revocable Trust. (*Deferred from the September 8, 2020 City Commission meeting.)*

Planning Director Rebecca Blaine explained the 2040 Comprehensive Plan has this area reserved for low density residential. Staff and the Planning Commission recommend denial of this rezoning with the option for the applicant to apply for an amendment to the 2040 Comprehensive Plan.

Mayor Bolt declared a public hearing in session to consider an ordinance rezoning property located at 1018 West Benedict Street from C-1 (Neighborhood

Commercial District) to C-3 (Highway Commercial District). No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Commissioner Salter, seconded by Commissioner Matthews, to accept the Planning Commission's recommendation of denial to rezone property located at 1018 West Benedict Street from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District). Motion carried 6-1.

AYE: Salter, Matthews, Flood, Bolt, Rutherford, Sehorn
NAY: Weaver

AGENDA ITEM NO. 8: Public hearing and consideration of an ordinance to rezone property located at 815 North Harrison Avenue, containing 1.66-acres, from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District) with a CUP (Conditional Use Permit) for the purpose of a cellular communications tower. Case No. P14-20, Applicant: Troy Williams, Branch Communications, AT&T. (*Deferred from the September 8, 2020 City Commission meeting.)*

Planning Director Rebecca Blaine explained this is the third cellular tower application from AT&T for the Shawnee area to increase cellular service. AT&T has an agreement with S&S Salvage for a 110' foot monopole to be erected on their property. Ms. Blaine advised that no opposition has been received. She stated that Staff and the Planning Commission recommend approval.

Mayor Bolt declared a public hearing in session to consider an ordinance rezoning property located at 815 North Harrison Avenue from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District) with a CUP (Conditional Use Permit) for the purpose of a cellular communications tower. Mr. Troy Williams appeared in favor of said rezoning. No one appeared against said rezoning. The public hearing was closed.

A motion was made by Commissioner Weaver, seconded by Commissioner Sehorn, to approve an ordinance to rezone property located at 815 North Harrison Avenue from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District) with a CUP (Conditional Use Permit) for the purpose of a cellular communications tower.

Ordinance No. 2700NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: PARENT TRACT: DESCRIPTION A TRACT OF LAND DESCRIBED AS BEGINNING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER (NW/C SW/4 SW/4) OF SECTION SEVENTEEN (17), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE N89°28'24"E ALONG THE NORTH LINE OF SAID SW/4 SW/4 A DISTANCE OF 659.20 FEET TO THE EAST LINE OF THE NORTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER (N/2 NW/4 SW/4 SW/4); THENCE S00°46'35"E ALONG SAID EAST LINE A DISTANCE OF 109.70 FEET; THENCE S 89°28'24"W A DISTANCE OF 659.20 FEET TO THE WEST LINE OF SAID SW/4 SW/4; THENCE N00°46'41"W ALONG SAID WEST LINE A DISTANCE OF 109.70 FEET TO THE POINT OF BEGINNING. CONTAINING 1.66 ACRES MORE OR LESS. (JOINT TENANCY WARRANTY DEED AS RECORDED IN DOCUMENT NUMBER 202000002616, DEED RECORDS OF POTTAWATOMIE COUNTY, OKLAHOMA.) AND A PARCEL OF LAND BEGINNING AT THE SOUTHWEST CORNER OF WHAT WAS FORMERLY KNOWN AS ELMWOOD ADDITION TO THE CITY OF SHAWNEE, OKLAHOMA, RUNNING THENCE NORTH 160 FEET; THENCE EAST 330 FEET; THENCE SOUTH 160 FEET; THENCE WEST 330 FEET TO THE PLACES OF BEGINNING; BEING OTHERWISE FULLY DESCRIBED AS FOLLOWS: BEGINNING AT A POINT 30 FEET NORTH AND 33 FEET EAST OF THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER (SW/4 NW/4 SW/4) OF SECTION SEVENTEEN (17), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, RUNNING EAST 330 FEET; THENCE NORTH 160 FEET; THENCE WEST 330 FEET; THENCE SOUTH 160 FEET TO THE PLACE OF BEGINNING. ALL OF THE ABOVE LAND BEING IN THE SW/4 OF THE NW/4 OF THE SW/4 OF SECTION SEVENTEEN (17), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST. (WARRANTY DEED AS RECORDED IN INSTRUMENT# 200500017294, DEED RECORDS OF POTTAWATOMIE COUNTY, OKLAHOMA.) LEASE SITE DESCRIPTION: A TRACT OF LAND LYING IN AND BEING A PART OF THE SW/4 OF SECTION SEVENTEEN (17), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST, INDIAN BASE AND MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA AND BEING FURTHER DESCRIBED IN INSTRUMENT NUMBER 202000002616, DEED RECORDS OF POTTAWATOMIE COUNTY, OKLAHOMA; SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT A MAG NALL FOUND FOR THE SOUTHWEST CORNER OF SAID SW/4; THENCE N 00°46'39" WON THE WEST LINE OF SAID SW/4, A DISTANCE OF 1,238.17 FEET TO A POINT ON SAID WEST LINE; THENCE N 89°13'21" E PERPENDICULAR TO SAID WEST LINE, A DISTANCE OF 275.34 FEET TO A CALCULATED CORNER FOR THE SOUTHWEST CORNER, SAID CORNER BEING THE POINT OF BEGINNING; THENCE N 00°25'43" W A DISTANCE OF 50.00 FEET TO A 1/2" IRON ROD WITH CAP SET FOR THE NORTHWEST CORNER; THENCE N 89°34'17" E A DISTANCE OF 50.00 FEET TO A CALCULATED CORNER FOR THE NORTHEAST CORNER; THENCE S 00°25'43" E A DISTANCE OF 50.00 FEET TO A 1/2" IRON ROD WITH CAP SET FOR THE SOUTHEAST CORNER; THENCE S 89°34'17" W A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING, CONTAINING 2,500.00 SQUARE FEET OR 0.057 ACRES, MORE OR LESS FROM ZONING CLASSIFICATION C-1 (NEIGHBORHOOD COMMERCIAL DISTRICT) TO C-3 (HIGHWAY COMMERCIAL DISTRICT) WITH A CUP (CONDITIONAL USE PERMIT) AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-0-1.

AYE: Weaver, Sehorn, Salter, Matthews, Flood, Rutherford
NAY: None
ABSTAIN: Bolt

Ordinance No. 2700NS was adopted by the City Commission.

AGENDA ITEM NO. 9: Public hearing and consideration of an ordinance to rezone property located at 6-20 West MacArthur Street, containing 1.29-acres, from C-3 (Highway Commercial District) to C-3 (Highway Commercial District) with a CUP (Conditional Use Permit) for the purpose of an outdoor gathering space containing food trucks, on-premise sale and consumption of alcohol, pop-up shops, and restrooms. Case No. P15-20, Applicant: GCR Sunset Enterprises, LLC. (*Deferred from the September 8, 2020 City Commission meeting.) (Deferred by the Planning Commission to the October 7, 2020 meeting.)*

Planning Director Rebecca Blaine explained the applicant requested a deferment to the October 7, 2020 Planning Commission meeting.

A motion was made by Vice Mayor Rutherford, seconded by Commissioner Flood, to defer this item to the October 19, 2020 City Commission meeting. Motion carried 7-0.

AYE: Rutherford, Flood, Bolt, Sehorn, Salter, Matthews, Weaver
NAY: None

AGENDA ITEM NO. 10: Public hearing and consideration of an ordinance to rezone property at 2124 West Benedict Street, containing 1.00-acres, from A-1 (Rural Agricultural District) to C-3 (Highway Commercial District) for the purpose of indoor cultivation of medical marijuana. Case No. P16-20, Applicant:

Executive Home Rentals, LLC. *(Applicant withdrew application.)* (*Deferred from the September 8, 2020 City Commission meeting.)*

Planning Director Rebecca Blaine explained the applicant withdrew the application for rezoning.

No action was taken.

<u>AGENDA ITEM NO. 11:</u> Acknowledge monthly Sales Tax and Budget Report.

Finance Director Ashely Neel reported sales tax is up $1,199,334.00, or 24.51%, over the projected budget year-to-date. She stated that use tax collections are up approximately $27,472.00, or 4.74%, over the projected budget year-to-date.

<u>AGENDA ITEM NO. 12:</u> New Business (Any matter not known, or which could not have been reasonably foreseen prior to the posting of the agenda.)

There was no New Business.

<u>AGENDA ITEM NO. 13:</u> Commissioners Comments

Commissioner Salter mentioned he wished the people that spoke during Citizens Participation would have stayed for the meeting. He explained he has many health conditions and has been advised to wear a mask everywhere. Commissioner Salter stated based upon research he has done face covers do help reduce the spread of the Coronavirus.

Commissioner Sehorn expressed his appreciation of the budget's current standing. He thanked individuals for shopping Shawnee.

Commissioner Sehorn said the masks are a minor inconvenience to help others.

Commissioner Rutherford encouraged citizens to read the ordinance to obtain information regarding the guidelines. He explained most concerns are detailed in the ordinance. Commissioner Rutherford said masks may be an inconvenience, but it is worth it to keep the community from regressing.

Commissioner Flood also expressed his appreciate of the budget report. He thanked residents for shopping Shawnee.

Commissioner Flood explained if a minor inconvenience to him can help someone else stay healthy, he is willing to wear a mask. He also thanked City Staff for their continued work.

Commissioner Weaver said the house on 10th Street that a tree had fallen on several months ago has been demolished and cleaned up. He asked for guidance regarding nuisance properties. He thanked the City Staff for their work beautifying City maintained areas.

Commissioner Matthews addressed the mask ordinance expressing a disinterest in a long-term mandate and a possibility of readdressing the matter prior to November 30th if situations improve. He thanked City Attorney and Staff for their work on the face covering ordinance.

Commissioner Matthews thanked City Staff and Public Finance Law Group for their work on the Sales Tax Revenue Note.

Commissioner Matthews also inquired on the amendment process for the 2040 Comprehensive Plan.

Mayor Bolt encouraged people to continue shopping the Shawnee area. He expressed his gratitude for the budget report. Mayor Bolt also thanked City Staff for their work in managing the budget and being able to obtain a Sales Tax Revenue Note at such a low interest rate.

Mayor Bolt echoed what other Commissioners said regarding the mask ordinance. He paraphrased Doctor Robert Redfield of the Centers for Disease Control and Prevention (CDC) that masks were the most important public health tool to combat the spread of Coronavirus.

Mayor Bolt also highlighted various points such as, improvements to the Interstate Drive area, the demolition on 10th Street, and the replacement of high mast LED lights along Interstate 40. He also thanked all the applicants for the various advisory boards.

AGENDA ITEM NO. 14: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:24 p.m.)

ED BOLT, MAYOR

ATTEST:

____
LISA LASYONE, CMC, CITY CLERK

Regular Board of Commissioners **2. b.**

Meeting Date: 10/05/2020

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following minutes:

- Shawnee Community Beautification Committee Minutes from the August 20, 2020 regular meeting
- Wes Watkins Reservoir Oversite Committee Minutes from the December 5, 2019 regular meeting

Attachments

Beautification

Wes Watkins

City of Shawnee OKLAHOMA

Office of the Director of Operations

Minutes
Shawnee Community Beautification Committee
AUGUST 20, 2020
The Shawnee Community Beautification Committee met at the Shawnee Forward Board Room

Roll Call was taken showing the following members present:

		Present	Absent
Member	Kevin Huddleston (Chairperson)		X
Member	Sherry Lankford (Vice Chairperson)	X	
Member	Tom Terry	X	
Member	Debi Renegar	X	
Member	Joe Harbeson	X	
Member	Ethan Birdwell	X	
Member	Mike Mlynek	X	
Member	Sue Nelson	X	
Member	Carla Smith		X
Member	Ladonna Bryce	X	
City Staff	Whisper Peace	X	
City Staff	James Bryce	X	
City Staff	Jim VanAntwerp	X	
City Staff	Geoff Garner	X	
City Staff	Cody Ellis	X	
City Staff	Clint Bowen	X	

AGENDA NO 1 **Call to Order. Meeting was called to order at 4:01 pm.**

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

AGENDA NO 3 **Approval of JULY 2020 Minutes.** A motion to approve was made by Joe Harbeson. It was 2nd by Ethan Birdwell . The vote carried unanimously.

AGENDA NO 4 **Review of member term limits.** James passed out term limit sheets to let everyone review their term limits.

AGENDA NO 5 **Discussion on nominating and voting on a Chairperson.** Sherry Lankford was the only nomination for Chairperson and the vote carried unanimously.

AGENDA NO 6 **Discussion on nominating and voting on a Vice Chairperson.** Debi Renegar was the only nomination for Vice Chairperson and the vote carried unanimously.

AGENDA NO 7 **Discussion on Gardening with the Experts 2021.** Discussion was made on what materials to use for folders next year. James will count how many folders were left over from last year, and if there aren't enough then then he'd consider using the notebooks that Sue Nelson suggested. Discussion was also made on the possibility of doing a virtual event with virtual speakers this year due to COVID 19 guidelines and regulations. Ethan Birdwell mentioned that he could help with getting that set up if needed.

AGENDA NO 8 **Discussion on Trash Off Day.** James mentioned that the extension that was given for the event was only until the end of September so the event needed to take place before then. He suggested September 19, 2020 at Kidspace Park.

AGENDA NO 9 **Old Business**. Tom gave an update on Larch-Miller park and requested some volunteers to help clean up the park on Saturday to prepare for the Celebration on Sunday.

Tom also updated that the KOB nomination had been sent in.

AGENDA NO 10 **New Business.** Tom suggested the committee members think about next year's KOB nomination, one possible suggestion was the community center flowerpots and flower beds.

AGENDA NO 11 **Comments.**

AGENDA NO 12 **Adjournment.** Meeting was adjourned at 4:31 p.m.

Date 9-17-2020

Chairman Sherry J Lankford

City of Shawnee
OKLAHOMA

Office of the Director of Operations

Minutes
WES WATKINS RESERVOIR OVERSIGHT COMMITTEE
December 5, 2019
The Committee met at the McLoud City Hall
The meeting was called to order at 9:20 am

Roll Call was taken showing the following members present:

		Present	Absent
Member	Jimmy Stokes (Tecumseh)	X	
Member	Buck Day (McLoud)	X	
Member	Steve Schultz (PCDA)	X	
Member	James Bryce (Shawnee)	X	
City Staff	Whisper Peace(Shawnee)	X	
City Staff	Nick Morales (McLoud) (New McLoud Park Director)	X	
City Staff	Brad Schmidt (Shawnee)		X
City Staff	Daniel Fullbright(Shawnee)		X
City Staff	Alan Blankenship(Shawnee)	X	

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 September 05, 2019.** The minutes for September 05, 2019 were approved with a motion made by Jimmy Stokes and 2nd by Steve Schultz. The motion carried unanimously.

AGENDA NO 4 **Approve new meeting schedule for 2020.** Buck Day made a motion to approve the schedule. It was 2nd by Steve Schultz and the motion carried unanimously.

AGENDA NO 5 **REPORTS AND DISCUSSION:**

a. Lake Budget

- There was no updated lake budget for this meeting.
- Steve Schultz shared a potential list of repairs needed at the lake for a 2020 capital budget.

b. Lake Activities and Repairs

- Nick Morales gave an update on the lake and advised there has not been much lake activity other than brush hogging.
- Buck day mentioned that the bathrooms on the North side have not been taken out yet but will be soon.
- NRCS dam repair is projected for March or April of 2020.

AGENDA NO 5 **QUESTIONS OR COMMENTS**

- Steve mentioned that Brad Schmidt was talking to the county about mowing assistance.

AGENDA NO 6 **Adjournment.** Meeting was adjourned at 9:36 a.m. with a motion made by Steve Schultz and 2nd by Jimmy Stokes.

Date ____________

Chairman 9-3-2020

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

Meeting Date: 10/05/2020

Library Budget

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge receipt of Pioneer Library Systems Revised Budget for July 1, 2020 through June 30, 2021.

Attachments

Library Budget

PIONEER LIBRARY SYSTEM
REVISED BUDGET
JULY 1, 2020 - JUNE 30, 2021

REVENUES

Ad Valorem Taxes			
Cleveland County	$14,550,703		
McClain County	2,223,288		
Pottawatomie County	2,453,482		
Total Ad Valorem Taxes		$19,227,473	
Oklahoma Department of Libraries			
State Aid	$117,500		
Total State Aid		$117,500	
Other Revenue	$356,373		
		$356,373	
Subtotal All Revenue			$19,701,346
Release of Fund Balance			
Reserved for Encumbrances			$292,986
Fund Balance			
Fund Balance Carryover			
Assigned Fund Balance			$568,556
Committed Fund Balance			$0
Unassigned Fund Balance			$11,356,092
Total Fund Balance			$11,924,648
TOTAL REVENUE			$31,918,980

EXPENDITURES

Personnel Services	$12,620,922	
Books and Other Materials	2,872,887	
General & Administrative	1,254,051	
Technology	1,890,548	
System Services	870,000	
(Development, Literacy, Programming, System Facilities)		
(Marketing and Communication, Outreach, Continuing Education)		
Subtotal All Expenditures		$19,508,408
Fund Balance		
Fund Balance Carryover - Current Year		$485,924
Fund Balance Carryover - Prior Year		
Assigned Fund Balance		$568,556
Committed Fund Balance		$0
Unassigned Fund Balance		$11,356,092
Total Fund Balance		$11,924,648
TOTAL GENERAL FUND EXP & FUND BALANCE		$31,918,980

Karen Kinsey
Karen Kinsey, Chair

Lisa Wells
Lisa Wells, Secretary

9/29/2020

Regular Board of Commissioners **2. d.**

Meeting Date: 10/05/2020

Library Audit

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge receipt of Pioneer Library System Audit for the Year Ended June 30, 2020.

Attachments

Audit

Financial Statements

For the Year Ended June 30, 2020

PIONEER LIBRARY SYSTEM

Index

June 30, 2020

Gray, Blodgett & Company, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS

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NORMAN, OKLAHOMA 73069
(405) 360-5533 FAX (405) 364-3771
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INDEPENDENT AUDITORS' REPORT

September 29, 2020

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, 2020, 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, 2020, 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 29, 2020

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 35, and the net pension liability and contribution information on pages 36-37 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 29, 2020, on our consideration of the System's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the System's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Pioneer Library System's internal control over financial reporting and compliance.

GRAY, BLODGETT & COMPANY, PLLC

Gray, Blodgett & Company, PLLC

Pioneer Library System
Management's Discussion and Analysis (Unaudited)
For the fiscal year ended June 30, 2020

This discussion and analysis of the financial performance of Pioneer Library System (the Library's) provides an overall review of the Library's financial condition and results of operations for the fiscal year ended June 30, 2020. Readers should read this information in conjunction with the Library's financial statements.

Governmental Accounting Standards Board (GASB) statements 93, and 94 became effective as of June 30, 2020, however, these pronouncements do not affect the Library's financial statements.

Financial Highlights

For fiscal year 2019/2020, the Library's general fund reported an ending balance of $12,217,633 versus $10,156,868 for the fiscal year 2018/2019. Of the 2019/2020 year end-total, $292,986 is committed for outstanding encumbrances, and $568,555 is assigned for service upgrades and improvements of library services at current and future libraries within the system. Most of the outstanding encumbrances are for materials and technology equipment. Although the remaining balance of $11,356,092 is unassigned, the Library administration, with the Board of Trustee's approval, will use a portion of these funds to fund upcoming library projects in the service area. The remainder of the money in these funds will be prudently used or committed to alleviate summer/fall cash flow problems and other emergencies that might arise.

The Library's operating revenue increased by 2.8% this year. This increase allowed the library system to set aside funds for future projects including the completion of the new Norman Public Library Central. The library purchased $154,612 in materials and $380,467 in technology equipment out of the current year's budget for the new library. Equipment items included a 24-hour library book vending machine, two thirteen bin sorters, laptop, and iPad vending machines. All these items will help provide customers faster access to materials and technology. In addition, the library purchased additional digital materials for customers, providing a wider selection of titles to customers during the pandemic.

The Pioneer Library System Foundation completed its tenth year of operation as of June 30, 2020. The Foundation was organized for the purpose of Supporting Literacy and a Love of Learning throughout Pioneer Library System Communities. The Foundation awarded $500 grants to each of the twelve branches and awarded four $1,000 competitive grants to the winning branch applicants to support local programs around the topics of health literacy, STEAM skills-building and more. In addition, the Foundation provided financial support for many of the Library's programs including the 2020 PLS Reads and the system-wide Summer Learning Challenge. The Foundation provided funding for the books awarded to children who finished the challenge and to health departments in all three PLS counties. The Foundation has been included as a component unit of the Library System and the Foundation has issued its own financial statements, available from the Library Foundation administrative office.

The general fund balance increased by $2,060,765 from fiscal year 2019 due to the increase in collection of revenue and the decrease in spending in expense categories including disability insurance, contract labor, materials, continuing education, telephone, travel, vehicles, marketing and communication, data processing, technology, programming, 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 Library's finances, in a manner similar to a private-sector business.

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

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

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

The government-wide financial statements can be found on pages 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 Gift/Grant Funds.

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

Fiduciary Funds are reported in the fiduciary fund financial statements but are excluded from government-wide reporting. They include the Pioneer Library System Pension Plan. 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.

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 2019/2020 governmental fund balances changed as follows:

	General Fund Funds	Other Governmental Funds	Total Governmental Funds
Revenues	$ 19,263,566	$ 127,829	$ 19,391,395
Expenditures	$ 17,202,801	$ 124,358	$ 17,327,159
Net Increase	$ 2,060,765	$ 3,471	$ 2,064,236

For fiscal year 2018/2019 governmental fund balances changed as follows:

	General Fund Funds	Other Governmental Funds	Total Governmental Funds
Revenues	$ 18,746,262	$ 125,141	$ 18,871,403
Expenditures	$ 17,609,442	$ 118,137	$ 17,727,579
Net Decrease	$ 1,136,820	$ 7,004	$ 1,143,824

General Fund:

The Library System is primarily (or 96%) funded by Ad Valorem (property) tax. For the 2019/2020 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 2019/2020, the Counties' assessed property value had an increase of 3.91% versus 4.32% for 2018/2019. Actual tax collections increased by 4.2% versus 4.0% for the prior year. The increase of 4.2% was due to the collection of more tax revenue. Fines and other charges for services revenue for 2019/2020 decreased by $133,643 from 2018/2019. This decrease was precipitated by the closure of the library system due to the pandemic and the waiving of fines during this time period. State Aid decreased by $733 over the prior year. This decrease was caused by the state giving us less money. Interest income decreased by $96,170 over the prior year. This decrease is attributed to a decrease in interest rates.

The Expense category Personnel Services increased from 2019 to 2020 due to the 4.0% salary performance adjustment that was given to the staff who qualified for the adjustment, an increase in retirement expenses due to the increased contribution to the defined benefit plan that the Board of Trustees wanted to make to reduce the plan liability, and an increase in health insurance expense. The Expense category of Materials decreased because most of the materials purchased for the opening day collection for the new Norman Public Library Central were purchased in the prior fiscal year. The Technology and Automation category decreased because most of the technology equipment purchased for the new Norman Public Library Central were purchased in the prior fiscal year.

The System Services and General and Administrative expense categories were different in 2020 than in 2019 because of the following:

- Attorney Fees expenses increased as the defined benefit pension plan needed to be revised to meet IRS regulations and the plan monitoring of the DC and 457B plan were transitioned to MassMutual.
- Professional Services expenses increased because a pay compensation study was conducted.
- The collection of the Norman Public Library Central was relocated to the new building.
- Excessive moisture was remediated at the 300 Norman Center Court location.
- Continuing Education expenses decreased because several of the scheduled conferences were either postponed or attended remotely due to the pandemic.
- The increase in equipment is due to the fact more equipment items were purchased for the branches this year.
- The telephone costs decreased this year due to the fact that some services were eliminated, and some cities began paying for costs that the Library System had been paying for in prior years.
- Travel expenses decreased this year because less travel took place due to the pandemic.
- Vehicle costs decreased as only one vehicle was purchased during the current year.
- Marketing and Communications cost decreased because the Phase Two expenses were relocated to another budget and less encumbered items from a prior year were paid out of the current year.
- Data Processing expenses decreased because only one payroll provider was paid out of the current year.
- System Facilities expenses decreased due to the locations being closed for an extended period due to the Pandemic.
- System Outreach expenses increased due to the career online high school scholarship program the Library System began offering as a service to the public.

Other Governmental Funds:

Gifts/Grants Funds – In fiscal year 2019/2020, Pioneer Library System received $94,177 in gifts and grants. Outright gifts to PLS totaled $61,938, over 70% of which was provided by Friends groups throughout the Library System ($43,477). This past year, Pioneer Library System received $10,000 in grants. The City of Purcell donated $11,000 to fund programs at the Purcell 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

	2019-2020	2018-2019
Assets		
Current and Other Assets	$ 13,895,731	$ 11,747,856
Capital Assets	$ 9,998,577	$ 10,165,744
Total Assets	$ 23,894,308	$ 21,913,600
Deferred Outflows of Resources		
Outflows Related to Net Pension Liability	$ 790,015	$ 812,852
Total Deferred Outflows of Resources	$ 790,015	$ 812,852
Liabilities		
Accounts Payable and Accrued Expenses	$ 545,275	$ 522,794
Other Liabilities	$ 483,308	$ 422,150
Net Pension Liability	$ (282,274)	$ 600,034
Total Liabilities	$ 746,309	$ 1,544,978
Deferred Inflows of Resources		
Inflows Related to Net Pension Liability	$ 704,641	$ 374,942
Total Deferred Inflows of Resources	$ 704,641	$ 374,942
Net Position		
Net Investment in Capital Assets	$ 9,998,577	$ 10,165,744
Restricted Net Assets	$ 649,515	$ 646,045
Unrestricted Net Assets	$ 12,585,281	$ 9,994,743
Total Net Position	$ 23,233,373	$ 20,806,532
Change in Net Position		
Beginning Net Position	$ 20,806,532	$ 18,870,458
Restatement	$ 174,013	$ -
Beginning Net Position as Restated	$ 20,980,545	$ 18,870,458
Revenues		
Property Taxes	$ 18,716,453	$ 17,969,160
Charges for Services	$ 296,763	$ 429,849
Operating Grants	$ 94,177	$ 94,187
Capital Grants	$ 28,705	$ 12,346
State Aid	$ 116,712	$ 117,445
Investment Earnings	$ 133,638	$ 229,808
Net Change In Beneficial Assets Held by Others	$ 4,947	$ 18,608
Loss on Disposal	$ (1,395)	$ (4,121)
Total Revenues	$ 19,390,000	$ 18,867,282
Expenses		
Public Library Services	$ 13,007,340	$ 12,643,871
Administrative Services	$ 1,900,169	$ 2,196,693
Depreciation-Unallocated	$ 2,229,663	$ 2,090,644
Total Expenses	$ 17,137,172	$ 16,931,208
Increase in Net Position	$ 2,252,828	$ 1,936,074
Ending Net Position	$ 23,233,373	$ 20,806,532

General Fund Budgetary Highlights

The General Fund budget for fiscal year 2019/2020 was $19,734,429. This was a 1.44% increase over the previous year. The highlights of the budget include:

- A 4.0% salary adjustment for staff who received a successful or outstanding rating on their annual performance evaluation and are not in their training period,
- The Health Insurance line item was increased $217,600 to cover an expected increase in costs for the last three months of the fiscal year when the new rates for Medical and Dental Insurance are received in April.
- Retirement budget increased $100,000 to reflect an additional contribution to the Defined Benefit retirement plan.
- Group Term Life Insurance was decreased $5,000 to reflect lower rates caused by a change in insurance carriers.
- Disability Insurance was decreased $11,000 to reflect lower rates caused by a change in insurance carriers.
- Contract Labor line item was increased $7,000 to cover the cost of temporary workers needed this year.
- Workers Compensation line item was increased $5,000 to reflect actual costs.
- Materials line item was increased $150,000 to reflect additional funds needed for Kanopy and Hoopla expenses to increase digital access to customers during the pandemic.
- Materials Norman Central line item was decreased to reflect the fact that almost all of the materials for the opening day collection for the new Norman Public Library Central were purchased out of the 18/19 budget.
- Professional Services line item was increased $150,500 to cover additional costs for the moving of the Norman Central collection to the new building, to cover additional Phase Two expenses, to cover additional costs for the excessive moisture remediation at the 300 Norman Center Court location, to cover costs of a pay compensation study, and to cover the costs of drug testing employees.
- Equipment line item was decreased $30,000 to reflect actual costs.
- Supplies line item was increased $10,000 to reflect actual costs associated with adding a new branch library, Norman Public Library Central. NPL Central saw over 244,000 visitors and had over 804,000 circulation transactions in 2019/2020, even with time being closed during the move to the new facility.
- Telephone line item was decreased $10,000 to reflect the fact that the system will no longer by paying for the phone lines at the Norman Central branch.
- The Vehicle budget increased $19,000 to reflect the purchase of last year's vehicle that came from this year's budget.
- Audit line item was increased $3,750 to reflect the anticipated increase in audit price.
- The Reprographics line item was decreased $15,000 to reflect actual costs.
- Revaluation was increased $8,000 to reflect actual costs.
- Technology Norman Central line item was decreased to reflect the fact that almost all of the technology items for the new Norman Public Library Central were purchased from the 2018/2019 budget year. In 2019/2020, customers at NPL Central circulated 2,406 tablets, checked out 1,815 items from the 24-Hour Library, and logged on for 14,899 Wi-Fi sessions and 8,003 in-library computer sessions.
- Continuing Education line item was increased $8,000 to reflect the cost associated with the PLA conference and the additional staff attending OLA since the Executive Director is the OLA President this year. PLS had two program proposals selected out of 588 submitted to the 2020 PLA Annual Conference and staff at all levels presented in Nashville in February 2020 on the topics of Staff Inclusion and Senior STEAM Outreach.

- Marketing and Communications budget increased $40,000 to cover expenses encumbered from the prior year and to cover the costs associated with the opening of the new Norman Public Library Central.
- Programing line item was increased $5,000 to reflect actual costs.
- Literacy budget was increased $19,000 to reflect the fact that class instructors are now paid from this budget.
- System Facilities was increased $83,000 to replace HVAC units at the 300 Norman Center Court location.
- System Outreach increased $5,000 to reflect actual costs.
- Fund Balance Carryover Current Year increased $771,775.
- Assigned Fund Balance reflects several items: Cleveland County, $274,560; McClain County, $173,996; Pottawatomie County, $50,000; Library Projects, $220,000.
- Committed Fund Balance decreased to zero as this amount was added to expense categories this year.
- Unassigned Fund Balance Increased $1,915,491.
- Total Fund Balance for 2019/2020 was $9,470,139.

Capital Asset and Long-Term Debt

The Library System's investment in capital assets, net of accumulated depreciation, as of June 30, 2020 was $9,998,577 and on June 30, 2019 was $10,165,744. Of the total depreciable capital assets, net of accumulated depreciation, on June 30, 2020, 19% are furniture, equipment and vehicles; 41% are building and property; and the remaining 40% are books and materials. Of the total depreciable capital assets, net of accumulated depreciation, on June 30, 2019 15% are furniture, equipment, and vehicles; 48 % are building and property; and the remaining 37% 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. Typically, the note is paid off in mid-January. In 2019/2020, the Library 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.

In general, the Library System still expects a continued growth in the tax revenue for the next year. The Cleveland County Assessor has certified 5.44% growth in property value for 2020; the Pottawatomie County Assessor has certified a 2.73% growth and the McClain County Assessor has certified a 6.95% growth.

For fiscal year 2020/2021, the Library Board plans to approve a general fund budget of $19,994,332 versus $19,734,429 for 2019/2020.

- A 2.0% salary adjustment for staff who qualify and are still employed on September 30, 2020. Salaried staff who completed their 19-20 Annual Performance Evaluations with Successful or Outstanding ratings and not on Training Period will be paid retroactively from July 1; hourly staff's Salary Increase will begin October 1st.
- Health Insurance line item was increased $29,347 to reflect a potential increase in rates in April of 2021.
- Group Term Life Insurance line item was decreased $5,000 to reflect actual costs.

- Disability Insurance line item was increased $1,000 to reflect actual costs.
- Workers Compensation line item was decreased $5,000 to reflect a decrease in insurance rates.
- Scholarship line item increased $2,000 to reflect increased awards from $500 to $750.
- Materials line item was increased $372,887 to reflect additional funds to purchase digital materials and to cover the costs of outstanding purchase orders as of year-end.
- Materials Norman Central line item was eliminated to reflect the fact that all opening day collections materials were purchased in prior fiscal years.
- Professional Services line item decreased $14,500 to reflect that no pay compensation study and no moving of a collection will occur during the fiscal year 2020/2021.
- Insurance line item was increased $15,000 to reflect to reflect the addition of materials and technology at the new Norman Public Library Central and the addition of a cyber insurance policy.
- Telephone line item was decreased $15,000 to reflect the fact that some services were eliminated that were no longer needed and some of the cities are paying for services that PLS had been paying for in prior years.
- Travel line item was decreased $3,000 to reflect the actual reduction in travel due to the pandemic.
- Vehicles line item was decreased $10,737 to reflect the reduction in travel due to the pandemic.
- Audit line item was decreased $2,000 to reflect the cost of the new audit bid.
- Data Processing line item was increased $7,000 to reflect the actual costs of processing payroll.
- Technology line item was increased $490,458 to cover the costs of outstanding purchase orders at year-end and to cover the purchase of additional technology equipment and services.
- Technology Norman Central line item was eliminated to reflect the fact that all of the technology items purchased for the new Norman Public Library Central were purchased out of prior fiscal years.
- Continuing Education line item was increased $15,000 to reflect the costs associated with attending the PLA and OLA conferences.
- Marketing and Communication line item decreased $65,000 to reflect a reduction in outstanding purchase orders compared with the prior fiscal year and the removal of grand opening costs for the new Norman Public Library Central which opened last fiscal year.
- Programming line item increased $15,000 to reflect the fact that the costs from the Literacy budget were relocated to this budget and the cost of author's and summer learning challenge (SLC) give-a-ways were added to the budget..
- Literacy line item was eliminated, and the costs relocated to another budget line item.
- System Facilities was increased $100,000 to reflect proposed replacement of HVAC units at 300 Norman Center Court location, the replacement of the roof at the 300 Norman Center Court location, and the costs associated with repurposing some space at the 300 Norman Center Court location.
- System Outreach line item was increased $70,000 to cover the costs associated with the literacy backpack program and to cover the cost of a keynote speaker for the PLS Foundation annual event.
- Fund Balance Carryover Current Year decreased $285,851 to reflect less revenue not allocated to expense categories this year when compared to the prior year.
- Assigned Fund Balance reflects several items: Cleveland County, $124,560; McClain County, $173,996; and Pottawatomie County, $50,000; Library Projects, $220,000.
- Unassigned Fund Balance increased $2,454,509.
- Total Fund Balance for 2020/2021 is anticipated to be $11,924,648.

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, 2020

	Primary Government	Component Unit
	Governmental Activities	Library Foundation
Assets		
Cash and Cash Equivalents	$ 12,379,321	$ 246,584
Beneficial Interest in asset held by others	396,910	55,824
Ad Valorem Tax Receivable	241,862	-
Accrued Interest Receivable	-	45
Other Current Assets	874,993	6,464
Other Receivable	2,645	-
Net Pension Asset	282,274	-
Non-Depreciable Capital Assets	360,691	-
Depreciable Capital Assets, Net	9,637,886	-
Total Assets	$ 24,176,582	$ 308,917
Deferred Outflows of Resources		
Outflows related to net pension liability	$ 790,015	$ -
Liabilities		
Accounts Payable and Accrued Expenses	$ 545,275	$ 8,361
Compensated Absences Payable	483,308	-
Total Liabilities	$ 1,028,583	$ 8,361
Deferred Inflows of Resources		
Inflows related to net pension liability	$ 704,641	$ -
Net Position		
Net Investment in Capital Assets	$ 9,998,577	$ -
Restricted - Non Spendable Net Assets	-	43,897
Restricted - Literacy and Other Programs	649,515	85,160
Restricted - Net Pension Asset	282,274	-
Unrestricted - Board Designated Endowment	-	9,608
Unrestricted - Undesignated	12,303,007	161,891
Total Net Position	$ 23,233,373	$ 300,556

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Statement of Activities
For the Year Ended June 30, 2020

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Assets: Primary Government Governmental Activities	(Expense) Revenue Changes in Net Assets: Component Unit Library Foundation
Governmental Activities:						
Public Library Services	$ 13,007,340	$ 296,763	$ 94,177	$ 28,705	$ (12,587,695)	
Administrative Services	1,900,169	-	-	-	(1,900,169)	
Depreciation - unallocated	2,229,663	-	-	-	(2,229,663)	
Total Primary Government	$ 17,137,172	$ 296,763	$ 94,177	$ 28,705	$ (16,717,527)	
Component Unit						
Library Foundation	$ 146,053	$ -	$ 177,186	$ -		$ 31,133
General Revenues:						
Property taxes, levied for general purposes					$ 18,716,453	$ -
State Aid					116,712	-
Net Change in Beneficial Assets held by others					4,947	4,719
Investment earnings					133,638	(495)
Loss on Disposals					(1,395)	-
Total General Revenues					$ 18,970,355	$ 4,224
Change in net assets					$ 2,252,828	$ 35,357
Net position - beginning					20,806,532	265,199
Restatement					174,013	
Net position - beginning as restated					20,980,545	
Net position - ending					$ 23,233,373	$ 300,556

PIONEER LIBRARY SYSTEM
Balance Sheet
Governmental Funds
June 30, 2020

ASSETS	General Fund	Gifts and Grants Fund	Total Governmental Funds
Cash	$ 12,243,225	$ 136,096	$ 12,379,321
Investments	-	396,910	396,910
Receivable from General Fund	-	115,392	115,392
Ad Valorem Tax Receivable	241,862	-	241,862
Other Receivable	-	2,646	2,646
Deposit	9,460	-	9,460
Prepaid Expenses	865,532	-	865,532
Total Assets	$ 13,360,079	$ 651,044	$ 14,011,123
LIABILITIES AND FUND BALANCES			
Liabilities			
Accounts Payable	$ 348,181	$ 1,529	$ 349,710
Accrued Salaries and Employee Benefits	195,565	-	195,565
Compensated Absences Payable	483,308	-	483,308
Payable to Special Revenue	115,392	-	115,392
Total Liabilities	$ 1,142,446	$ 1,529	$ 1,143,975
Fund Balances			
Assigned for Service Upgrades and Improvements	$ 568,555	$ 648,067	$ 1,216,622
Committed for Outstanding Encumbrances	292,986	1,448	294,434
Unassigned	11,356,092	-	11,356,092
Fund Balances, End of Year	$ 12,217,633	$ 649,515	$ 12,867,148
Total Liabilities and Fund Balances	$ 13,360,079	$ 651,044	

Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is $30,335,090, including $360,691 of non-depreciable assets, and the accumulated depreciation is $20,336,513.	$ 9,998,577
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 Asset	282,274
Deferred outflows of resources related to net pension liability	790,015
Deferred inflows of resources related to net pension liability	(704,641)
Total Net Position - Governmental Activities	$ 23,233,373

See Accompanying Notes to Financial Statements

PIONEER LIBRARY SYSTEM
Statement of Revenues, Expenditures, and Changes in Fund Balances -
Governmental Funds
For the Year Ended June 30, 2020

	General Fund	Gifts and Grants Fund	Total Governmental Funds
Revenues:			
Property Taxes	$ 18,716,453	$ -	$ 18,716,453
Collections on Book Fines and Copy Services	145,810	-	145,810
Gifts and Grants	-	94,177	94,177
State Revenue	116,712	-	116,712
Other Contracts	150,953	-	150,953
In-Kind Donations	-	28,705	28,705
Interest	133,638	4,947	138,585
Total Revenues	$ 19,263,566	$ 127,829	$ 19,391,395
Expenditures			
Personal Services	$ 11,595,583	$ -	$ 11,595,583
Materials	2,600,024	124,358	2,724,382
General and Administrative	1,076,913	-	1,076,913
Technology and Automation	1,438,629	-	1,438,629
System Services	491,652	-	491,652
Total Expenditures	$ 17,202,801	$ 124,358	$ 17,327,159
Net Change in Fund Balance	$ 2,060,765	$ 3,471	$ 2,064,236
Beginning Fund Balance	10,156,868	646,044	10,802,912
Ending Fund Balances	$ 12,217,633	$ 649,515	$ 12,867,148

Total net changes in fund balances - governmental funds			$ 2,064,236
The change in nets assets reported in the statement of activities is different because:			
Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the statement allocated over their estimated useful lives as annual depreciation expenses in the statement of activities. This is the amount by which depreciation exceeds capital outlay during the period.			
	Depreciation Expense	$ (2,229,663)	
	Capital Outlay	2,063,891	(165,772)
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.			(1,395)
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			355,759
Change in net position of governmental activities			$ 2,252,828

PIONEER LIBRARY SYSTEM
Statement of Fiduciary Net Position
Fiduciary Fund
June 30, 2020

	Pension Fund
ASSETS	
Current Assets	
Investments	$ 3,970,582
Total Assets	$ 3,970,582
NET POSITION	
Restricted Net Assets	
Held in Trust for Pension	
Benefits and Other Purposes	$ 3,970,582

PIONEER LIBRARY SYSTEM
Statement of Changes in Fiduciary Net Position
Fiduciary Fund
For the Year Ended June 30, 2020

	Pension Fund
Additions	
Contributions	
Employer	$ 407,257
Net Increase/(Decrease) in the Fair Value of Investments	109,010
Total Additions	$ 516,267
Deductions	
Benefits Paid	241,876
Trustee and Management Fees	33,363
Total Deductions	$ 275,239
Net Increase	$ 241,028
Net Position, Beginning of Year	3,729,554
Net Position, End of Year	$ 3,970,582

See Accompanying Notes to Financial Statements

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 13 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.

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.

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.

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

Note 1 – Summary of Significant Accounting Policies (continued)

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

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

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

Compensated Absences – The 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

Note 1 – Summary of Significant Accounting Policies (continued)

liability (such as interest rates and yield curves, volatilities, prepayment speeds, loss severities, credit risks, and default rates), and market-corroborated inputs.

Level 3 – Inputs that are unobservable (supported by little or no market value activity) and are significant to the fair value measurement. Unobservable inputs reflect the 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, 2020 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 Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Foundation has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions. No provision for federal or state income taxes has been recorded. There was no interest or penalties to the Internal Revenue Service included in these financial statements.

Tax years before 2016 are no longer subject to examination by the Internal Revenue Service and the State of Oklahoma.

Note 1 – Summary of Significant Accounting Policies (continued)

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.

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. 93, *Replacement of Interbank Offered Rates* and GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements,* 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 $9,460 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, 2020, none of the System's bank balance of $12,076,939 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, 2020 was $16,948,027 plus $250,000 of FDIC insurance gives coverage of $17,198,027.

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 2020, 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	$ 396,910	$ -	$ -	$ 396,910
Total Recurring Fair Value Measurements	$ 396,910	$ -	$ -	$ 396,910

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 $20,175 for the year ended June 30, 2020, 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, 2020, assets transferred to the Community Foundation by the Organization had a fair value of $396,910 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 $1,583 for the year ended June 30, 2020, were received by the System. The fair value of the funds originally donated by third parties at June 30, 2020 was $31,146. The Organization has no remainder interest in the corpus of these funds.

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	$ 2,459,894	61.95%
Pooled Fixed Income Funds	1,312,446	33.05%
Alternative Investments	198,242	5.00%
Total Pension Fund Investments	$ 3,970,582	100.00%

The following investments represent 5% or more of the net assets of the Plan at June 30, 2020:

Barings Premium High Yield Bond Fund	$ 306,472
Northern Trust MM MSCI EAFE Intl Index Equity Fund	399,461
Northern Trust MM RSI 2000 SmCp Index Equity Fund	218,524
Northern Trust MM S&P 500 Index II Equity Fund	1,415,939
Northern Trust MM S&P Mid Cap Index Equity Fund	425,970
Barings Premium Core Bond Fund	502,222
Western Sel Stratbond Bond Fund	503,752
Global Real Estate Securities Fd	198,242

The fair values of the Company's pension investments by asset category as of June 30, 2020 were as follows:

	Total	Level 1	Level 2	Level 3
Common Stock:				
Pooled Equity Funds	$ 2,459,894	$ -	$ 2,459,894	$ -
Corporate Debt Instruments				
Pooled Fixed Income Funds	1,312,446	-	1,312,446	-
Other, Net	198,242	-	198,242	-
Total Recurring Fair Value Measurements	$ 3,970,582	$ -	$ 3,970,582	$ -

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 $3,970,582 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, 2020, no balance was owed. No interest expense was paid or incurred during the year ended June 30, 2020.

Note 5 – Other Current Liabilities

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

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Compensated Absences	$ 422,150	602,256	541,098	$ 483,308	$ 483,308

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

Note 6 – Commitments

Lease Commitments – The System leases a building, two 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 2020 was $65,251.

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, 2020 the amount of encumbrances expected to be honored upon performance by the vendor in the next year were:

General Fund	$ 292,986
Gifts and Grants Fund	1,448
Total	$ 294,434

Note 7 – Capital Assets

Capital assets of the System at June 30, 2020 are as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Non-depreciable Capital Assets:				
Land	$ 161,179	$ -	$ -	$ 161,179
Books	855,807	-	855,807	-
Computer Equipment	714,267	199,512	714,267	199,512
Total Non-Depreciable Capital Assets	$ 1,731,253	$ 199,512	$ 1,570,074	$ 360,691
Depreciable Capital Assets:				
Library Books	$ 17,706,156	$ 2,111,083	$ 1,303,133	$ 18,514,106
Building	4,714,836	7,811	-	4,722,647
Furniture and Fixtures	1,373,621	16,593	160,778	1,229,436
Computer Equipment	3,994,616	1,279,966	240,840	5,033,742
Vehicles	489,732	19,000	34,264	474,468
Total Depreciable Capital Assets	28,278,961	3,434,453	1,739,015	29,974,399
Less Accumulated Depreciation for:				
Library Books	14,544,906	1,369,736	1,303,133	14,611,509
Building	676,695	117,921	-	794,616
Furniture and Fixtures	1,287,683	46,837	160,490	1,174,030
Computer Equipment	2,997,247	624,862	239,733	3,382,376
Vehicles	337,939	70,307	34,264	373,982
Total Accumulated Depreciation	19,844,470	2,229,663	1,737,620	20,336,513
Total Depreciable Capital Assets, Net	$ 8,434,491	$ 1,204,790	$ 1,395	$ 9,637,886

Note 8 – Fund Balance

The following table shows the fund balance classifications as shown on the governmental funds balance sheet as of June 30, 2020:

	General Fund	Gifts and Grants Fund	Total Governmental Funds
Fund Balance			
Assigned:			
Cleveland County Libraries	$ 124,560	$ -	$ 124,560
McClain County Libraries	173,995	-	173,995
Pottawatomie County Libraries	50,000	-	50,000
Library Projects	220,000	-	220,000
Special Revenue Funds	-	648,067	648,067
Committed:			
Reserved for Encumbrances	292,986	1,448	294,434
Unassigned	11,356,092	-	11,356,092
Total Fund Balance	$ 12,217,633	$ 649,515	$ 12,867,148

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 $1/10^{th}$ for each vesting year of service fewer than ten. Actuarial valuations are performed annually on January 1.

Plan membership as at June 30, 2020 consisted of the following:

Inactive plan members or beneficiaries currently receiving benefits	29
Inactive plan members entitled to but not yet receiving benefits	33
Active plan members	54
Total plan members	116

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, 2020 to the defined benefit plan were $407,257.

Note 9 – Defined Benefit Retirement Plan (continued)

Net Pension Liability – The System's net pension liability was measured as of December 31, 2019, 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, 2019 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, 2019 valuation were based on the results of an actuarial experience study for the period January 1, 2019 through December 31, 2019. In addition, the mortality rates were based on the RP-2014 Mortality Table using Scale MP-2019 instead of the RP-2014 Mortality Table using scale MP-2018 which was the table used for the previous year's calculation.

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, 2020 were as follows:

	Increase (Decrease)		
	Pension Liability (a)	Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance, June 30, 2019	$3,935,290	$3,335,256	$ 600,034
Changes for the year:			
Interest	224,544	-	224,544
Difference between expected and actual experience	(73,424)	-	(73,424)
Net investment income	-	731,845	(731,845)
Administrative Expense	-	(32,728)	32,728
Change of assumptions	(13,805)	-	(13,805)
Contributions - employer	-	320,506	(320,506)
Benefit payments including refunds of employee contributions	(385,772)	(385,772)	-
Net Changes	(248,457)	633,851	(882,308)
Balance, June 30, 2020	$3,686,833	$3,969,107	$ (282,274)

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	$ 4,073,195	$3,686,833	$3,361,544
Fiduciary Net Position	3,969,107	3,969,107	3,969,107
Net Pension Liability	$ 104,088	$ (282,274)	$ (607,563)

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, 2020; the System recognized a pension benefit of $355,759. At June 30, 2020, the System reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Balances at June 30, 2020	
Source	**Deferred Outflows of Resources**	**Deferred Inflows of Resources**
Differences between expected and actual experience	$ 153,656	$ (64,485)
Changes of assumptions	98,430	(94,094)
Net difference between projected and actual earnings on investments	-	(315,390)
Contribution to pension plan after measurement date	307,257	-
Total	$ 559,343	$ (473,969)

Deferred outflows of resources related to pensions resulting from System contributions of $307,257 subsequent to the measurement date will be recognized as a reduction of the net pension asset in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year	
2020	$ (68,344)
2021	(12,023)
2022	(23,699)
2023	(114,463)
2024	(3,354)
Thereafter	-

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 2020. 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, 2020 totaled $462,180.

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 $117,836, 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.

Note 13 – Prior Period Restatement

The net position at the beginning of the year was restated due to an error discovered during the year in the actuary's calculation of a component of deferred outflow of resources. The effect of this correction was to increase the unrestricted net position as follows:

June 30, 2019 net position, prior to correction	$20,806,532
Adjustment to net position	174,013
Net position at the beginning of the year, as corrected	$20,980,545

Note 14 – Subsequent Events

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

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in Wuhan, China and has since spread to other countries, including the U.S. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic.

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

On March 15, 2020 the Pioneer Library System and its discretely presented component unit, the Pioneer Library System Foundation, closed all of their facilities to the public. Staff continued to report to work to support the public via telephone and other digital resources. Any staff who could work from home were provided the tools to accomplish their tasks. A decision was made by management to pay all employees through the end of March with hourly employees being paid for their hours that had been previously scheduled.

On March 26, 2020, Oklahoma Governor Kevin Stitt ordered the closure of the physical location of every "non-essential" business for what was an extended period of time. The Executive Team developed a plan to provide uninterrupted pay to hourly employees through April based on the average hours worked during January and February 2020. During this time, supervisors were encouraged to find tasks that hourly and salaried employees could perform while working remotely.

By the end of April 2020, a plan to reopen in four phases had been developed and communicated to all staff.

In the first phase, staff began to return to branches beginning May 4, 2020 to prepare the branches for public re-opening and to work through the backlog of materials that accumulated during the closure. Branch managers assessed their locations to ensure proper social distancing measures could be attained and that adequate cleaning supplies, masks, gloves, and other equipment are available to ensure the health and safety of all staff and customers. Staff were scheduled to work in teams that worked together exclusively to avoid cross-contamination and assist with contact tracing, if necessary. During each shift change, the branches were closed in order to clean any shared workspaces.

The second phase included re-opening to the public on May 18, 2020 to provide essential services with the first hour of each day reserved for customers in vulnerable populations. Essential services included computer use of up to two 30-minute sessions per day, copying, printing, faxing, and curbside pick-up. Capacity limitations were put into place and to discourage customers from lingering for long periods, staff provided reader's advisory services and pulled materials for customers. Fines and fees were waived during the re-opening phase and signage encouraging masks, hand washing and social distancing were posted. Meeting rooms were closed to the public in PLS controlled locations through August 31, 2020 and regular cleaning of staff and customer spaces was required. During this phase of re-opening, staff continued to work in teams and were required to take leave for any days scheduled out of the office if they were unable to work remotely. Hourly staff was scheduled only as needed and, as of May 1, 2020, were only paid for actual hours worked.

The third phase began on June 28, 2020. This phase ended the team approach and returned the System to a typical staffing model. Regular hours of operation resumed and fines and fees were reinstated. In-person staff meetings were resumed as long as there were fewer than 10 people in attendance and social distancing measures could be ensured.

The System is currently in phase four of re-opening. This phase was entered into using a soft opening approach without wide notice to the public in order to discourage large crowds. Meeting rooms remain unavailable for public reservation and in-person programs are suspended until further notice. Essential services that began in phase two continue with the addition of the ability for customers to browse and utilize Wi-Fi services. Public restrooms have been re-opened dependent on adequate cleaning. While water fountains remain unavailable, water bottle filling stations have been re-opened. Branches have been encouraged to welcome customers at the door and explain what services were available at that time. Existing volunteers are allowed to return to the branches but must adhere to social distancing measures. New volunteers are not being accepted at this time. Community organization meetings that staff attend will be allowed to resume in settings of less than 10 attendees as long as social distancing can be ensured. Virtual meetings continue to be an available option.

As of the date of the report on these financial statements, the virus continues to spread and Oklahoma has recently experienced an increase in daily case counts. The future effects of the continuing pandemic are unknown at this time.

PIONEER LIBRARY SYSTEM
Budgetary Comparison Schedule – General Fund (Unaudited)
For the Year Ended June 30, 2020

	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	$ 17,757,678	$ 18,463,547	$ 18,716,453	$ 138,561	$ 18,577,892	$ 114,345
State Revenue	118,000	117,500	116,712	-	116,712	(788)
Interest	90,000	120,000	133,638	261	133,377	13,377
Other	349,953	346,653	296,763	(418)	297,181	(49,472)
Use of Designated Fund Balance	-	686,729	-	-	-	(686,729)
Amounts Available for Appropriation	18,315,631	19,734,429	19,263,566	138,404	19,125,162	(609,267)
Charges to Appropriations (outflows)						
Personnel Services	12,007,046	12,443,025	11,595,583	(49,553)	11,546,030	896,995
Materials	2,380,000	2,654,500	2,600,023	23,725	2,623,748	30,752
General and Administrative	1,120,750	1,277,000	1,076,913	21,646	1,098,559	178,441
Technology	1,450,000	1,822,129	1,438,629	47,899	1,486,528	335,601
System Services	606,000	766,000	491,652	(25,579)	466,073	299,927
Total Charges to Appropriations	17,563,796	18,962,654	17,202,800	18,138	17,220,938	1,741,716
Change in Net Assets	751,835	771,775	2,060,766	120,266	1,904,224	1,493,112
Beginning Fund Balance	7,670,835	9,470,139	9,470,139	-	9,470,139	-
Ending Fund Balance	$ 8,422,670	$ 10,241,914	$ 11,530,905	$ 120,266	$ 11,374,363	$ 1,493,112

Budget to Actual Reconciliation:

Revenues on a budgetary basis are based on cash received rather than the modified accrual basis used for financial reporting	$ 138,404
Encumbrances for the prior fiscal year which were included in the year ordered for budgetary purposes but were cancelled during the current budgetary year	(18,138)
	$ 120,266

Notes to required Budgetary Information

Note Budgeting and Budgetary Control

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

Budgetary Basis of Accounting

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

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

Pioneer Library System Pension Plan and Trust

Schedule of Changes in Net Pension Liability

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

Notes to Schedule:

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

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

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

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

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

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

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

In 2019, amounts reported as changes of assumptions resulted from the change to the mortality tables.

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	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Actuarially determined contribution	$ 241,012	$ 157,203	$ 169,607	$ 240,155	$ 68,369	$ 56,500	$ 176,976	$ 197,670	$ 149,985	$ 163,645
Contributions in relation to the actuarially determined contribution	320,506	179,749	269,607	490,156	83,368	56,500	208,000	208,000	146,000	159,000
Contribution deficiency (excess)	$ (79,494)	$ (22,546)	$ (100,000)	$ (250,001)	$ (14,999)	$ -	$ (31,024)	$ (10,330)	$ 3,985	$ 4,645
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-2019

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

Gray, Blodgett & Company, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS

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(405) 360-5533 FAX (405) 364-3771
1-800-360-5535

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 29, 2020

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, 2020, 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 29, 2020. 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 29, 2020

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

Gray, Blodgett & Company, PLLC

Regular Board of Commissioners **2. e.**

Meeting Date: 10/05/2020

Purchase - Concrete Saw

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to purchase a concrete walk behind saw for use by the Street Department from Kinnunen Sales and Rental in the total amount of $27,770.65, plus estimated freight of $295.00.

Attachments

Memo & Quotes

City of Shawnee
PUBLIC WORKS
STREET DEPARTMENT

MEMORANDUM

To: Honorable Mayor and City Commission
From: Brad Schmidt, Public Works Director
CC: Chance Allison, City Manager
Date: 10/1/2020
Re: Purchase of Concrete Saw

Staff respectfully requests approval to purchase a concrete saw from Kinnunen Sales and Rental in the total amount of $27,770.65 plus estimated freight of $ 295.00 . This equipment is used in the repair of roadways throughout the City. Budget is available in 302-5-0920-54800.

KINNUNEN SALES & RENTAL
707 E 6TH STREET
STILLWATER, OK 74074
888-595-4411 Fax: 405-743-0949
Email: sales@ksrsales.com

Quotation

QUOTE #	10027842
LOCATION	01
DATE	08/21/20
PAGE	1 OF 1

BILL TO

009042
CITY OF SHAWNEE
P.O. BOX 1448
SHAWNEE, OK 74802-1448

SHIP TO

CITY OF SHAWNEE
111 S. KICKAPOO STREET
TIM DIBBLER 405-650-8602
SHAWNEE, OK 74801

QUOTE DATE	EXPIRE DATE	REQUIRED DATE	REFERENCE NUMBER	PAYMENT TERMS
08/21/20	09/20/20		HUSQVARNA SAW	NET 30
WRITTEN BY: MITCHELL PAGE			CONTACT: TIM	SHIP VIA: SALESMAN DELIVERY
FREIGHT TERMS: NO FREIGHT			JOB NUMBER:	SALES REP: MITCHELL PAGE

PRODUCT/DESCRIPTION	QUANTITY	PRICE	U/M	EXTENSION
4971 HUSQ FS5000D WALK BEHIND SAW W/ 36" GUARD 967207318 **2-3 DAY LEAD TIME** FREIGHT ESTIMATE $295	1	27770.65	EA	27,770.65

MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	QUOTE TOTAL
27,770.65	0.00	0.00	0.00	0.00	27,770.65

Accepted:

By:________________________

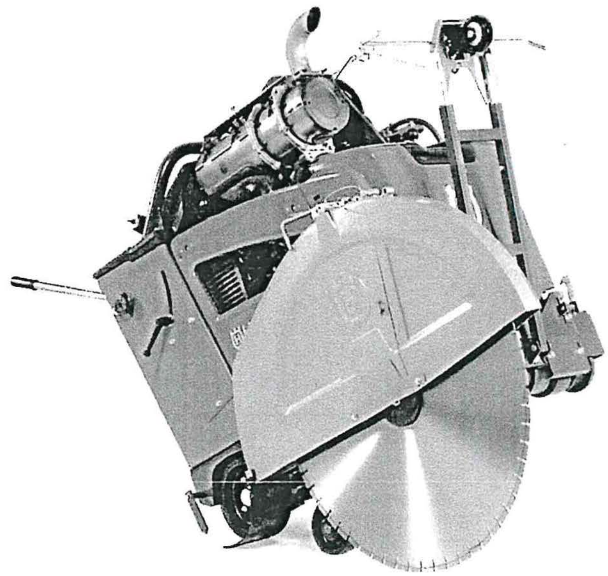
Date:______________

DATE	08/21/2020	TOTAL PAGES	2	INCLUDING COVER
TO	TIM CITY OF SHAWNEE			
EMAIL	MPAGE@KSRSALES.COM			
FROM	MITCHELL PAGE KINNUNEN SALES & RENTAL 707 E 6TH STREET STILLWATER OK 74074	PHONE NUMBER FAX NUMBER	888-595-4411 405-743-0949	
SUBJECT	QUOTE 10027842			

Flat Saws

Husqvarna Floor Saw 5000 D

The modern FS 5000 D is a powerful diesel walk-behind flat saw with low emissions, developed to be compliant with Tier 4 regulations. Ideal for concrete and asphalt cutting up to 14 3/4" deep. Suitable for mid-sized road work, service work and smaller jobs that require high production rates. It is highly versatile thanks to its high output, compact size and good maneuverability. It is equipped with an intuitive and ergonomic digital control panel with all important functions, and is easy to monitor.



- Cutting depth, max **14.75 in**
- Output power (As rated by the engine/motor manufacturer) **47.6 hp**
- Blade diameter, max **36 in**

Select product variant

FLOOR SAW FS 5000 D 48 hp | 36" | Yanmar | FP - 967 20 73-18

Article number : FLOOR SAW FS 5000 D 48 hp | 36" | Yanmar | FP - 967 20 73-18

$36,498.00
Excl Tax

Get quote >

Our local salesman can give you **price quotes, book a demo or give you a call** to talk more.

Add to wish list >

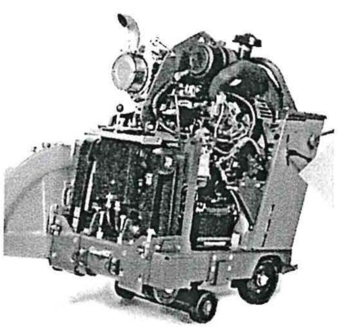
Spare parts Manuals

Share

- Facebook
- Twitter
- Pinterest
- Print this page

FEATURES

Want to take a closer look? Learn more about the product in depth by exploring its features and benefits.



Powerful and fuel-efficient

Common-rail diesel engine with low emissions.

Intuitive and ergonomic control panel

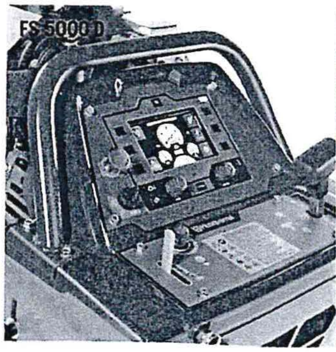
All important functions are easy to reach and monitor, such as blade rpm, forward speed, electronic tracking, depth gauge, belt and pulley ratios, runtime and service minder.

Low emissions

Equipped with diesel particle filter (DPF). Complies with Stage IIIB / Tier 4 regulations.

Easy adjustment of tracking for straight cuts

Electric tracking system includes position indicator on the display, it can automatically return to neutral position and has the ability to memorise last used setting.



Show more features

SPECIFICATIONS

Engine

Output power (As rated by the engine/motor manufacturer)	**47.6 hp**
Engine cooling	**Liquid /Air**
Fuel tank volume	**828.4 fl oz**

Cutting equipment

Arbor diameter	**1 in**
Blade depth control	**Electro hydraulic**
Blade diameter, max	**36 in**
Cutting depth, max	**14.75 in**

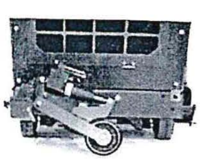
Transmission

Transmission speed forward	**122 fpm**

Dimensions

Product size length	**69 in**
Product size height	**52.4 in**
Weight	**1700 lbs**

RELATED PRODUCTS AND ACCESSORIES



Fifth wheel kit

FEI #73-1119217
DUNS # 03-301-8060

Contractors SUPPLY CO.

QUOTE	Q201468	8/25/2020
	PAGE	1

20 N.E. 30TH
SALES -- RENTAL -- REPAIRS
PLEASE REMIT TO P.O. BOX 1376
OKLAHOMA CITY, OK 73101-1376
http:www.contractorsupply.com
PHONE: 405-525-7431 -- WATS: 800-825-7431 -- FAX: 405-528-5948

TAX NUMBER-GOVERNMENT
TAX EXPIRE: 1/01/20

Sold To: 40304561
CITY OF SHAWNEE
PO BOX 1448
SHAWNEE, OK 74802-1448

Ship To: CITY OF SHAWNEE
STREETS/TRAFFIC CONTROL
111 S. KICKAPOO
SHAWNEE, OK 74801

P.O. #	ORDERED BY	SHIP VIA	SALESMAN
		DEL	Lee Rimer

TERMS NET 30 DAYS

ITEM NUMBER	DESCRIPTION	ORDER	SHIP	UM	PRICE	EXT AMT
FS5000D	HUSQVARNA SAW 36" BLADE GAURD	1	1	EA	29198.86	29198.86

SUB TOTAL-->	$29,198.86	SALES TAX-->	.00	TOTAL-->	$29,198.86
TAXABLE ->	$.00				

All accounts due 10th of month following purchase. Interest will be charged on overdue accounts at the rate of 1 1/2% per month (18% annually). Merchandise returned without our permission will not be accepted for credit. Goods charged have been carefully checked and we hold a clear receipt from carrier. We are not responsible for loss, damages, or delay. Claims must be made within five days after receipt of goods.

Regular Board of Commissioners **2. f.**

Meeting Date: 10/05/2020

Purchase - Materials

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to purchase annual deicing materials for use by the Street Department from Central Salt in the total amount of $30,045.00.

Attachments

Memo

City of Shawnee

PUBLIC WORKS
STREET DEPARTMENT

MEMORANDUM

To: Honorable Mayor and City Commission
From: Brad Schmidt, Public Works Director
CC: Chance Allison, City Manager
Date: 10/1/2020
Re: Annual Purchase of De-icing Material

Staff respectfully requests approval to purchase salt used for de-icing roadways. This is an annual purchase directly from the manufacturer. The material is used during winter events to clear roadways for travel. Purchasing now ensures the material is in stock and available as needed. This purchase was allotted for in the current fiscal year budget, 302-5-0920-54800.

CENTRAL SALT

1420 State Rd 14
Lyons, KS 67554
Phone No. : 800-879-7258
Fax No. : 620-257-5052
Email: LyonsOrders@centralsalt.com

Sales Quote

Sales Quote No. SQ19-00167
Quote Date 8/6/2020
Quote Valid Until 3/31/2021
Salesperson In House
Revision No. 1
Payment Terms Net 30 Days
Customer ID C00879
Page: 1

Sell To: Shawnee, OK, City of
16 West 9th Street
Shawnee, OK 74801

Special Instructions:

Item No.	Description	Unit	Quantity	Unit Price	Total Price
Shawnee Barn 111 S Kickapoo Shawnee, OK 74801					
FG00047	SnowSlicer® - Enhanced Salt	Ton	300	$100.15	$30,045.00

Regular Board of Commissioners **2. g.**

Meeting Date: 10/05/2020

Purchase - Vehicle

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to purchase a 2021 Chevrolet 3500 Crew Cab for primary use by the Shawnee Parks Department from Carter Chevrolet at state bid price in the total amount of $44,047.00.

Attachments

Memo

City of Shawnee
PUBLIC WORKS
PARKS DEPARTMENT

MEMORANDUM

To: Honorable Mayor and City Commission
From: Brad Schmidt, Public Works Director
CC: Chance Allison, City Manager
Date: 10/1/2020
Re: Replacement Vehicle Purchase

Staff is respectfully requesting approval to purchase a 2021 Chevrolet 3500 Crew Cab from Carter Chevrolet, utilizing State Bid #SW0035, in the amount of $44,047.00. This vehicle will be used in daily maintenance of our Park system. The vehicle will also be equipped to accommodate a snowplow which can be utilized during weather events to assist our Street Department. Budget is available in 301-5-0940-5450.

Carter Chevrolet / OEM QUOTE

Dee Roberson 405-737-3389
Email dee@rfsfleet.com

Bill To
Cody Ellis
City of Shawnee

Quote # DR0908C
Quote Date 09/08/2020

SW0035 State Contract

DESCRIPTION	AMOUNT
2021 Chevy 3500 Crew Cab and Chassis 60"CA 14,000 # GVW	29,895.00
Add 4WD with Skid Plates protect the oil pan, front axle and transfer case	2,986.00
Add Snow Plow Prep Package includes (KW5) 220-amp alternator, includes increased front GAWR on Heavy Duty models, pass through dash grommet hole and roof emergency light provisions.	285.00
Add Tires, LT235/80R17E all-terrain, blackwall with Spare	196.00
Add) Remote Keyless Entry, (K34) Cruise Control and (DBG) power trailer mirrors with heated upper glass and manual extending/folding	595.00
Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp Transmission, 6-speed automatic, heavy-duty	0.00
White with Vinyl Seats, front 40/20/40 split-bench with upper covered armrest storage	0.00
CM Dump Bed as per attach quote	10,090.00
TOTAL	**$44,047.00**

Terms & Conditions

Please let me know if you have any questions

GM

Vehicle: [Fleet] 2021 Chevrolet Silverado 3500HD CC (CK31043) 4WD Crew Cab 177" WB, 60" CA Work Truck (✓ Complete)

Window Sticker

SUMMARY

[Fleet] 2021 Chevrolet Silverado 3500HD CC (CK31043) 4WD Crew Cab 177" WB, 60" CA Work Truck MSRP:$42,200.00

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 6.6L V8

Transmission, 6-speed automatic, heavy-duty

OPTIONS

CODE	MODEL		MSRP
CK31043	[Fleet] 2021 Chevrolet Silverado 3500HD CC (CK31043) 4WD Crew Cab 177" WB, 60" CA Work Truck		$42,200.00
	OPTIONS		
1WT	Work Truck Preferred Equipment Group		$0.00
AE7	Seats, front 40/20/40 split-bench		$0.00
AQQ	Remote Keyless Entry, with 2 transmitters	Inc.	
DBG	Mirrors, outside power-adjustable vertical trailering	Inc.	
FE9	Emissions, Federal requirements		$0.00
GAZ	Summit White		$0.00
GT4	Rear axle, 3.73 ratio		$0.00
H2G	Jet Black, Vinyl seat trim		$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo.		$0.00
K34	Cruise control, electronic	Inc.	
KW5	Alternator, 220 amps	Inc.	
L8T	Engine, 6.6L V8		$0.00
MYD	Transmission, 6-speed automatic, heavy-duty		$0.00
NZZ	Skid Plates	Inc.	
QZT	Tires, LT235/80R17E all-terrain, blackwall		$200.00
VYU	Snow Plow Prep Package		$300.00

Vehicle: [Fleet] 2021 Chevrolet Silverado 3500HD CC (CK31043) 4WD Crew Cab 177" WB, 60" CA Work Truck (✓ Complete)

ZLQ	WT Fleet Convenience Package	$610.00
ZZT	Tire, spare LT235/80R17E all-terrain	$380.00
	SUBTOTAL	**$43,690.00**
	Adjustments Total	$0.00
	Destination Charge	$1,595.00
	TOTAL PRICE	**$45,285.00**

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

Selected Model and Options

MODEL

CODE	MODEL	VQ2	MSRP
CK31043	2021 Chevrolet Silverado 3500HD CC 4WD Crew Cab 177" WB, 60" CA Work Truck	$38,655.20	$42,200.00

COLORS

CODE	DESCRIPTION	VQ2	MSRP
GAZ	Summit White	$0.00	$0.00

EMISSIONS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs	$0.00	$0.00

ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)	0.00 lbs	0.00 lbs	$0.00	$0.00

GM

Vehicle: [Fleet] 2021 Chevrolet Silverado 3500HD CC (CK31043) 4WD Crew Cab 177" WB, 60" CA Work Truck (Complete)

TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
MYD	Transmission, 6-speed automatic, heavy-duty (STD) (Requires (L8T) 6.6L V8 gas engine.)	0.00 lbs	0.00 lbs	$0.00	$0.00

AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
GT4	Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	0.00 lbs	0.00 lbs	$0.00	$0.00

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs	$0.00	$0.00

TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
QZT	Tires, LT235/80R17E all-terrain, blackwall	0.00 lbs	0.00 lbs	$176.00	$200.00

SPARE TIRE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
ZZT	Tire, spare LT235/80R17E all-terrain (Requires (QZT) all-terrain tires.)	0.00 lbs	0.00 lbs	$334.40	$380.00

PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
GAZ	Summit White	0.00 lbs	0.00 lbs	$0.00	$0.00

Data Version: 11760. Data Updated: Aug 30, 2020 10:27:00 PM PDT.

Vehicle: [Fleet] 2021 Chevrolet Silverado 3500HD CC (CK31043) 4WD Crew Cab 177" WB, 60" CA Work Truck (Complete)

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
AE7	Seats, front 40/20/40 split-bench with upper covered armrest storage (STD)	0.00 lbs	0.00 lbs	$0.00	$0.00

SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
H2G	Jet Black, Vinyl seat trim	0.00 lbs	0.00 lbs	$0.00	$0.00

RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, wired Apple CarPlay and Android Auto capable. (STD)	0.00 lbs	0.00 lbs	$0.00	$0.00

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
VYU	Snow Plow Prep Package includes (KW5) 220-amp alternator, includes increased front GAWR on Heavy Duty models, (NZZ) skid plates (transfer case and oil pan), pass through dash grommet hole and roof emergency light provisions. Contact GM Upfitter Integration at www.gmupfitter.com for plow installation details and assistance (Requires 4WD model. Upgradeable to (KHF) Dual alternators (220-amp primary, 170-amp auxiliary). Not available with (F60) Heavy Duty Front Spring Package.)	0.00 lbs	0.00 lbs	$264.00	$300.00
ZLQ	WT Fleet Convenience Package includes (AQQ) Remote Keyless Entry, (K34) Cruise Control and (DBG) power trailer mirrors with heated upper glass and manual extending/folding (Requires Fleet or Government order. Not available with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	$536.80	$610.00

Data Version: 11760. Data Updated: Aug 30, 2020 10:27:00 PM PDT.

GM

Vehicle: [Fleet] 2021 Chevrolet Silverado 3500HD CC (CK31043) 4WD Crew Cab 177" WB, 60" CA Work Truck (Complete)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
KW5	Alternator, 220 amps (Included with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (VYU) Snow Plow Prep Package. Free flow on (L8T) 6.6L V8 gas engine.)	0.00 lbs	0.00 lbs	Inc.	Inc.

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
DBG	Mirrors, outside power-adjustable vertical trailering with heated upper glass, lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm]) (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
NZZ	Skid Plates protect the oil pan, front axle and transfer case (Included with (VYU) Snow Plow Prep Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
AQQ	Remote Keyless Entry, with 2 transmitters (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
K34	Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
	Options Total	**0.00 lbs**	**0.00 lbs**	**$1,311.20**	**$1,490.00**

Regular Board of Commissioners **2. h.**

Meeting Date: 10/05/2020

Purchase - Security System

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to purchase a security system for use at the Shawnee Twin Lakes from Security Lines US in the total amount of $25,870.00.

Attachments

Memo

MEMORANDUM

To: Honorable Mayor and City Commission
From: Brad Schmidt, Public Works Director
CC: Chance Allison, City Manager
Date: 10/1/2020
Re: Security Camera Purchase

Staff respectfully requests approval to purchase a security system for use at Shawnee Twin Lakes, in the amount of $25,870.00. This is a vendor specific system with local service and support provided by Security Lines US. The system will be primarily used to deter theft and vandalism at our lake areas but is portable and can be utilized elsewhere if desired. Budget is available in 501-5-1020-5420.

SECURITY LINES US
14431 Ventura Blvd. #575
Sherman Oaks, CA 91423
877-822-2303

Estimate

Date	Estimate #
9/8/2020	1739

Name / Address
City of Shawnee 111 S. Kickapoo Shawnee, OK 74802

Terms	Upon Delivery
Rep	RC

Item	Description	Qty	Cost	Total
i4-POD-PIP-4	i4-POD-PIP-4 portable surveillance system with: 1. HD 1080p Network Video Recorder: H.264 Compression, and 4TB Storage 2. (1) Wireless Cellular Router or 2.4 wireless transmitter and receiver 3. (1) HD Stationary - 1080P HD Vandal Resistant Vandal Proof Dome, 2MP Cameras 4. (1) 1080P HD Outdoor PTZ, 2.2 Mega Pixel, 25x Optical Zoom 5. (1) 1080P HD Outdoor PTZ, 4 Mega Pixel, 4x Optical Zoom 6. (1) Custom Powder Coated metal enclosure. 7. (1) Mounting bracket. 8. Central Monitoring, Web browser and PDA software for viewing cameras and DVR (no per-computer licensing fee).	2	8,995.00	17,990.00T
2CamSat	2 Camera Satellite POD with (2) HD Stationary 1080P HD Vandal Resistant Vandal Proof Dome, 3MP Cameras and 5.9ghz wireless transmitter that can connect to POD-HD systems	2	2,250.00	4,500.00T
3CamSat	3 Camera Satellite POD with (3) HD Stationary 1080P HD Vandal Resistant Vandal Proof Dome, 3MP Cameras and 5.9ghz wireless transmitter that can connect to POD-HD systems	1	3,250.00	3,250.00T
Shipping Charge	Shipping and Handling: Ground - 4 boxes	1	130.00	130.00

Prices are subject to change at SLUS' discretion. Quote is partially based on Customer information. If the information is found to be incorrect at anytime or unknown site conditions are found during installation, SLUS may revise the quote to include any additional parts and labor to succesfully complete the job. Such additional parts and labor will be subject to Customer's written approval. If the Customer chooses not to accept the revised quote and therefore, the job cannot be completed successfully, SLUS may remove any materials and products that SLUS installed and Customer will only be responsible for any labor that was performed thus far and any products and materials that cannot be reused.

Subtotal	$25,870.00
Sales Tax (0.0%)	$0.00
Total	$25,870.00

Approved By: ______________________ Signature: ______________________ Date: __________

Thank you for this opportunity. We look forward to working with you.

Regular Board of Commissioners **4.**

Meeting Date: 10/05/2020

Citizen Participation Plan

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider approval of Citizen Participation Plan (CPP) for the City of Shawnee and Community Development Office.

Attachments

Citizen Participation Plan 2020

CITIZEN PARTICIPATION PLAN

City of Shawnee
OKLAHOMA

Community Development Block Grant Program

Version: Updated October 2020

THE CITY OF SHAWNEE
COMMUNITY DEVELOPMENT DEPARTMENT
CITIZEN PARTICIPATION PLAN

I. INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD) requires a five-year Consolidated Plan for Housing and Community Development. This process satisfies the minimum statutory requirements for four CPD formula programs (Community Development Block Grant (CDBG), (HOME Investment Partnerships HOME, Emergency Shelter Grants (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) with a single submission.)

The statutes for the grant programs set forth three basic goals, which are closely related to HUD's major commitments and priorities. *Each of these goals must give maximum priority to the benefit of low and very-low income persons.*

1) Programs are to provide decent housing
2) Provide suitable living environment
3) Expand economic opportunities

The City of Shawnee Citizen Participation Plan outlines ways in which the citizens of Shawnee can participate in its CDBG (HOME, ESG and HOPWA) programs. Its purpose is to encourage public participation in the planning process, as well as to meet the requirements of the U.S. Department of Housing and Urban Development. The City of Shawnee receives CDBG funding and does not receive HOME, ESG or HOPWA funding at this time.

The City of Shawnee Citizen Participation Plan is available for public review at any time. Copies of the plan may be obtained through the City of Shawnee CDBG Department or by requesting a copy from the CDBG Director. This October 2020 Citizen Participation Plan amends the City of Shawnee's April 2011 Citizen Participation Plan to update the actions that the City of Shawnee's CDBG Department will take to encourage the participation of all residents.

II. STANDARDS FOR PARTICIPATION

The City of Shawnee is required by Federal Regulations that the citizen participation process be provided at the community wide level as well as the neighborhood level in areas where a significant amount of activity is proposed or ongoing. These levels of participation shall meet the following standards:

> There shall be involvement both at the (1) neighborhood level by scheduling meetings at times and places convenient to the residents of the neighborhood and at the (2) community-wide level through meetings to be held in the City of

Shawnee, (City of Shawnee Commission Chambers 16 W 9th St. Shawnee, OK 74801), in the program processes.

The Consolidated Plan is the planning document that outlines the partnerships between housing providers, human service agencies, neighborhoods and the business community for addressing specific community needs. The Consolidated Plan will document housing and community development needs and identify strategies to meet those needs in the City of Shawnee. There is a five year Consolidated Plan and a yearly Annual Action Plan – these will both be referred to as the "Consolidated Plan" for the remainder of this document. Citizens, non-profits and other interested parties are invited and encouraged to become involved throughout all stages of the CDBG program. Areas of involvement include:

1. Development of the Citizen Participation Plan
2. Development of the Consolidated Plan (5-yr plan and Annual Action Plan)
3. Assessment of Performance (Consolidated Annual Performance Evaluation Report – CAPER)

III. ACCESS TO ADEQUATE AND TIMELY INFORMATION

Citizens, public agencies, and other interested parties, including those most affected, will have the opportunity to receive information, review and submit comments on any proposed submission concerning the proposed activities, including the estimated amount proposed to benefit low to extremely low-income residents.

All areas of citizen participation shall be conducted in an open manner with freedom of access to all interested persons, non-profit organizations and other interested parties.

Citizens shall be provided adequate and timely information, so as to enable them to be meaningfully involved in important decisions at various stages of the programs. Information may include but is not limited to federal regulations and other issues to have an understanding of the programs.

The City of Shawnee will provide full public access to program records and information, particularly to those of low and moderate income and to those residing in lower-income and blighted neighborhoods. Such disclosures will be consistent with the laws regarding personal privacy and obligations of confidentiality. Any such request for access to records should be made so in writing to the City of Shawnee, CDBG Department, 227 N. Broadway Ave, Suite C; Shawnee, OK 74801. The telephone number is (405) 273-1276. The City of Shawnee may charge reasonable fees for the duplication and provision of material. Documents relevant to the program shall also be made available for review at the City of Shawnee Office of Community Development during the hours of 8 a.m. to 4 p.m. Monday through Friday. Such documents include:

1. The total amount of grant funds (CDBG and others received) planned to be available for eligible activities including planning and administration,

2. The range of activities that may be undertaken with the funds and the kinds of activities that have been previously funded in the City of Shawnee.
3. The process that is to be followed in preparing and approving the Consolidated Plan and the proposed schedule of meetings and hearings,
4. All mailings and promotional material,
5. Record of hearings,
6. Documents regarding other important program requirements, such as contracting procedures, environmental review policies, fair housing and other equal opportunity requirements and relocation provisions, and

Additionally, copies of the Citizen Participation Plan, Consolidated Plan, Annual Action Plan and the Annual Performance Report will be made available at locations convenient to persons affected by the program and to handicapped persons:

IV. PUBLIC HEARINGS

The City of Shawnee shall conduct public hearings to obtain views of citizens, particularly those persons affected by the programs, i.e., low and very low income persons, and those residents of blighted neighborhoods, public agencies and to hear interested parties to respond to proposals and comment at all stages of the Consolidated Plan submission process. Topics of interest at the public hearings will include but not be limited to: 1.) identifying housing and community development needs, 2.) reviewing proposed uses of funds and, 3.) reviewing previous program performance.

The City of Shawnee will hold at least two public hearings during each program year cycle, with one held before the proposed consolidated plan is published for comment and at least one after the proposed plan is available for review. The hearings will be held in the (City of Shawnee Commission Chambers 16 W 9th St. Shawnee, OK 74801) on a day selected in the normal workweek.

Notices of the hearings will be published in the non-legal section of the Shawnee News Star Newspaper and/or posted following local procedures for formal noticing at least ten (10) calendar days prior to each hearing.

Additionally, the City will be provide news releases to aid in informing the public. Accessibility to the handicapped will be provided at the location of each public hearing.

V. NON-ENGLISH-SPEAKING RESIDENTS

It has been determined that there are not a significant number of non-English speaking residents expected to participate in the hearings. However, special arrangements will be made, if requested 48-hours in advance of a hearing.

VI. OBTAINING CITIZEN VIEWS

The City of Shawnee encourages all citizens; particularly those persons affected by the programs, i.e., low- and moderate-income persons, and those residents of blighted neighborhoods, to submit their views and proposals concerning the programs.

Citizens may submit their views and proposals in one of the following manners:

1. Contact the CDBG Department located 227 N Broadway Ave. Suite C Shawnee, OK 74801 any time throughout the program. However, to be truly meaningful, such input is encouraged at the earliest possible stage of planning before decisions are made through the public hearing process.
2. During formal public hearings (see section on public hearings).
3. Contact a representative of a project area or any community-wide citizen organization.

Once a proposal is received regarding any phase of the programs, the appropriate City department will respond. Written proposals will receive a written response stating the reasons the action was taken, regardless of whether the action is positive or negative. An oral request requires only an oral response, but in some cases a written response may be offered. Most oral proposals can and will be responded to during the hearings. Every effort will be made to respond to views and proposals prior to the final hearing where practicable or within fifteen (15) working days of receipt.

VII. CONSIDERATION OF OBJECTIONS TO APPLICATIONS

Citizens, particularly those persons affected by the programs, i.e., low- and very-low income persons, and those residents of blighted neighborhoods, public agencies and other interested parties will be given a period of not less than 30 calendar days, prior to the submission of the consolidated plan to comment. The City of Shawnee will consider the views of all citizens, public agencies, and other interested parties in preparing the final Consolidated Plan and attach a summary of such comments to the final submission. The summary of citizen comments will include a written explanation of comments not accepted and the reasons these comments were not accepted.

Any person wishing to object to the approval of the Consolidated Plan is encouraged to do so in writing to the appropriate HUD Area Office. HUD will consider objections made on the following terms:

1. The stated needs and objectives are inconsistent with available facts and data.
2. Activities scheduled to be undertaken are inappropriate in meeting the needs and objectives the City has identified.
3. The Consolidated Plan does not comply with the overall requirements of citizen participation.
4. The City proposes ineligible program activities.

HUD will consider objections anytime during the duration of the program. However, objections should, if possible, be submitted within 30 days of the Notice of Publication that the application has been submitted to HUD. Objections may be sent to:

U.S. Department of Housing and Urban Development
Community Planning and Development
301 NW 6th Street, Suite 200
Oklahoma City, OK 73102-2807

VIII. COMPLAINTS

Complaints regarding program activities affected by the Consolidated Plan may be directed to the City of Shawnee, CDBG Coordinator, located at 227 N. Broadway Ave. Suite C Shawnee, OK 74801 Program Manager (405) 878-1543.

Basic information will be recorded including: the date, name, address, and telephone number of the complainant, convenient hour to be contacted, and nature of the complaint. Records will also be maintained regarding: whom the complaint was referred, a due date for response and the ultimate disposition.

Every reasonable effort will be made to provide a written response to all written complaints received concerning the program within fifteen (15) working days. When it appears that it will take longer than fifteen (15) working days to produce a suitable response, an interim oral response will be made to assure the complainant that their complaint has been received and a response is forthcoming.

The complaint log will be reviewed annually to determine the number and types of complaints. This analysis will provide an opportunity for overall program improvements and corrective actions.

Any person who feels they have received an unsatisfactory response or otherwise remains dissatisfied, may direct the complaint to:

U.S. Department of Housing and Urban Development
Community Planning and Development
301 NW 6th Street, Suite 200
Oklahoma City, OK 73102-2807

IX. TECHNICAL ASSISTANCE

To further citizen participation, particularly from those persons affected by the programs, i.e., low and very-low income persons, and those residents of blighted neighborhoods, the City of Shawnee will provide technical assistance to groups and individuals requesting assistance in the development of proposals (applications) and views. Technical assistance shall be provided to:

(a) Citizen organizations, so they may adequately participate in planning, implementing and assessing program performance.
(b) Groups and individuals of low- and moderate-income as well as groups and individual residents of blighted neighborhoods.
(c) Citizens that are organizing and operating activities directed toward the accomplishment of one of the community development goals and objectives.

Such assistance will include at least one annual applicant workshop where staff will provide information and assistance on funding applications. Additional technical assistance will be available by individual appointments with CDBG staff.

X. PUBLISHING THE PLAN

To assure that all affected citizens have sufficient opportunity to review and provide comment, the City of Shawnee will publish, prior to its submission, a summary of the proposed Consolidated Plan in a non-legal section of the Shawnee News Star newspaper. The summary will list the activities that were awarded funding as well as the amount of funding awarded. The summary will also include a list of the locations where a copy of the entire plan may be examined. A copy of the proposed plan will be available for review at:

- Community Development Block Grant Department

XI. PROGRAM AMENDMENTS

Prior to the submission to HUD of a [1]substantial change in the use of funds proposed in the program activities, the City of Shawnee will provide reasonable notice of, and opportunity to comment on, the proposed change. If HUD approval is needed prior to adopting the amendment, the City of Shawnee shall hold a public hearing concerning the adjustment. The public hearing will follow the guidelines established herein.

XII. CONTINGENCY AND LOCAL OPTION ACTIVITIES

Should any of the activities in the Consolidated Plan received disapproval from HUD, funds may be set aside by the City of Shawnee for any unforeseen contingencies. Activities that will replace those that have been disapproved are required to be selected through the same citizen participation process as stated herein.

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[1] Substantial Change - (a) Change in Purpose- if an activity changes with respect to the objectives as originally described in the Consolidated Plan; (b) Change in Scope – if the scale and/or nature of the activity changes to the extend that there is a significant increase or decrease in program funds expended, or if changes/revisions within the original budget allocation exceed the greater of $20,000 or 25% of the original budget for all projects approved within the Annual Action Plan; (c) Change in Location – if the originally approved project is neighborhood specific and the project location is changed to an area outside of its census tract; and (d) Change in Beneficiaries – if the percentage of low-income persons receiving service/assistance decreases 25% or more.

Regular Board of Commissioners **5.**

Meeting Date: 10/05/2020

Ordinance

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider an ordinance relating to the Comprehensive Plan, amending Chapter 22 of the Shawnee Municipal Code by creating a new Article VIII of Chapter 22, providing for the creation and adoption of the Comprehensive Plan; providing for repeal; providing for severability; providing for codification; and providing for emergency clause.

Attachments

Ordinance

ORDINANCE NO. _________

AN ORDINANCE RELATING TO THE COMPREHENSIVE PLAN, AMENDING CHAPTER 22 OF THE SHAWNEE MUNICIPAL CODE BY CREATING A NEW ARTICLE VIII OF CHAPTER 22, PROVIDING FOR THE CREATION AND ADOPTION OF THE COMPREHENSIVE PLAN; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR EMERGENCY CLAUSE.

BE IT ORDAINED BY THE COMMISSIONERS OF THE CITY OF SHAWNEE:

SECTION 1. That Article VIII of Chapter 22 of the Shawnee Municipal Code is hereby created to read as follows:

CHAPTER 22
PLANNING AND DEVELOPMENT

*****

ARTICLE VIII. COMPREHENSIVE PLAN

§22-724. Purpose of Comprehensive Plan. The Comprehensive Plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the City and its environs which will, in accordance with present and future needs, best promote public health, safety, comfort, convenience, order and general welfare, as well as efficiency and economy in the process of development. The plan shall include, among other things, adequate provisions for traffic, the promotion of safety from fire and other dangers, adequate provisions of light and air, the promotion of healthful and convenient distribution of population, and promotion of good civic design and arrangement, and wise and efficient expenditure of public funds.

§22-725. Preparation of Comprehensive Plan. In the preparation of the Comprehensive Plan, the Planning Commission shall make careful and comprehensive surveys and studies of present conditions and future growth of the City, and with due regard to its relationship to neighboring territory.

§22-726. Contents of Comprehensive Plan. The Comprehensive Plan, with the accompanying maps, plats, charts and descriptive matter, shall show the Planning Commission's recommendations for the development of the territory including, among other things, the general location, character and extent of streets, viaducts, subways, bridges, waterways, waterfronts, boulevards, parkways, playgrounds, squares, parks, aviation fields, and other public ways, grounds and open spaces, and the general location of public property, also the removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any of the foregoing ways, grounds, open spaces, buildings or property, as well as a zoning plan for the control of the height, area, bulk, location and use of buildings and premises.

§22-727. Adoption of Comprehensive Plan.

(1) *Authority to Adopt*. The City Commission shall have the authority to adopt or reject the Comprehensive Plan. The Planning Commission shall present a recommendation regarding the adoption of the Comprehensive Plan.

(2) *Adopting Plan Entirely or in Parts*. The City Commission may adopt the Comprehensive Plan as a whole by a single resolution or may use successive resolutions to adopt successive parts of the Plan. The parts may correspond with major geographic sections or divisions of the City, or with functional subdivisions of the subject matter of the Plan. The City Commission may, from time to time, adopt any amendment, extension or addition thereto.

(3) *Public Hearing and Notice*. Before the adoption of the Comprehensive Plan, or any amendment, extension or addition, the Planning Commission shall hold at least one public hearing. Notice of the date, time and place of the hearing shall be published at least 15 days prior to same in one publication in a newspaper of general circulation in the City. An attested copy of such plan, or parts thereof, shall be certified to the City Commissioners. Subsequently, the City Commission shall hold at least one public hearing that adheres to the requirements laid out above.

(4) *Majority Vote to Adopt*. By the affirmative votes of a majority, the City Commission shall adopt by resolution the Comprehensive Plan, or of any part thereof, extension or addition.

(5) *Recordation and Attestation of Resolution*. The resolution shall refer expressly to the maps and narrative and other matter intended by the City Commission to form the whole part of the Comprehensive Plan. The action of the City Commission shall be recorded on the map and plan narrative by the identifying signature of the Mayor. The City Commission shall give a certified copy of the Plan to the Planning Commission.

§22-728. Amendment of Comprehensive Plan.

(1) *Levels of Plan review*. The comprehensive plan should be reviewed and reassessed regularly in order to evaluate its effectiveness and adequacy in guiding the growth of the city and to determine whether or not the plan continues to meet the long-term planning needs of the city. Because this review need not necessarily result in the complete revision of the plan, several levels of review are contemplated in this section.

a. <u>Complete plan revision (15-year intervals).</u> The Planning Commission shall initiate a full review and complete revision of the comprehensive plan at least once every 15 years, preferably following the decennial census. As part of this review, the City Planner shall provide the Planning Commission with an overall assessment of the adequacy and effectiveness of the existing plan, including identification of new issues not adequately addressed, issues which require further study and investigation, and suggested improvements. The Planning Commission shall consider the staff assessment and shall recommend amendments or issues that the commission feels should be pursued or investigated. Any amendments shall follow the procedures of subsection 2 below.

b. Targeted plan review (five-year intervals). The City Planner shall initiate a targeted review of the plan at least once every five years, or at the time of an area-wide rezoning, in order to make it consistent with economic and demographic trends, recent and proposed land use decisions, and adopted studies and plans. Any amendments shall follow the procedures of subsection 2 below.

c. Annual citizen proposed amendments review. The City Planner shall schedule an annual review to address all citizen applications to amend the Comprehensive Plan. Said review shall occur at the January meeting of the Planning Commission. Citizen proposals to change the comprehensive plan shall be heard in conformance with adopted plan policy. All such proposals shall be processed in accordance with the procedures in subsection 2 below.

d. Quarterly citizen proposed amendments review. The City Planner may schedule quarterly reviews to address all citizen applications to amend the Comprehensive Plan. Said reviews may occur if citizen applications are received and a more expedient review requested. The dates of said reviews shall be determined annually at or before the January meeting of the Planning Commission and the schedule appended to the application to amend the Comprehensive Plan. Citizen proposals to change the Comprehensive Plan shall be heard in conformance with adopted plan policy. All such proposals shall be processed in accordance with the procedures in subsection 2 below.

(2) The following procedures govern the process for a citizen’s application to amend the Comprehensive Plan.

a. *Step 1: Pre-application conference.*

1. The purpose of a pre-application conference is to provide an opportunity for an informal evaluation of the applicant's proposal and to familiarize the applicant and the city staff with the applicable provisions of this Ordinance, the Comprehensive Plan, infrastructure requirements, and any other issues that may affect the applicant's proposal.

2. Applications to amend the Comprehensive Plan shall not be accepted until after the pre-application conference is completed. The conference should take place prior to any substantial investment, such as land acquisition for a proposed development, site and engineering design, or the preparation of other data.

3. Initiation of pre-application conference. The potential applicant shall request a pre-application conference with the City Planner. With the request for a pre-application conference, the applicant shall provide to the City

Planner a description of the character, location, and magnitude of the proposed development and any other available supporting materials, such as maps, drawings, models, and the type of application. It is the applicant's responsibility to provide sufficiently detailed plans and descriptions of the proposal for staff to make the informal recommendations discussed below. The materials should be submitted at least five business days before the conference.

4. Pre-application conference content. The City Planner shall schedule a pre-application conference after receipt of a proper request. At the conference, the applicant, the City Planner or designee, and any other persons the City Planner deems appropriate to attend shall discuss the proposed development. Based upon the information provided by the applicant and the provisions of this Ordinance, the parties should discuss in general the proposed development and the applicable requirements and standards of this Ordinance.

5. Record of pre-application conference. The applicant shall be responsible for recording a summary of topics discussed at the pre-application conference. The record shall be submitted as part of the formal application.

6. Informal evaluation not binding. The informal evaluations of the City Planner and staff provided at the conference are not binding upon the applicant or the city, but are intended to serve as a guide to the applicant in making the application and advising the applicant in advance of the formal application of issues that may be presented to the appropriate decision-making body.

7. Waiver. The City Planner may waive the pre-application conference requirement for applications where he or she finds that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development clearly, in his or her opinion, support such waiver.

8. Application required within six months. After a pre-application conference has been completed, an application must be completed within six months or sooner if required by the City Planner due to changing conditions. If an application is not filed within such timeframe, a new pre-application conference shall be required prior to filing an application.

b. *Step 2: Development application submittal.*

1. Form of application. Applications required under this chapter shall be submitted in a form and in such number as required by the City Planner.

2. Authority to file applications.

   a. Unless otherwise specified in this Ordinance, applications for review and approval may be initiated by:

      i. The owner of the property that is the subject of the application;
      ii. Any person authorized by the owner; or
      iii. The Planning Commission or the City Commission.

   b. When an authorized person files an application under this Ordinance, written documentation of the authority shall be submitted with the application.

3. Development review fees.

   a. Recovery of costs. Development review fees are established to recover the costs incurred by the city in processing, reviewing, and recording applications pertaining to development applications or activity within the city's boundaries. The applicable development review fees shall be paid at the time of submittal of any development application.

   b. Development review fee schedule. The amount of the city's development review fees shall be established by the City Commission. The schedule of fees shall be reviewed annually and shall be adjusted, if necessary, by the city manager on the basis of actual expenses incurred by the city.

5. Waivers. The City Planner may waive certain submittal requirements in order to reduce the burden on the applicant and to tailor the requirements to the information necessary to review a particular application. The City Planner may waive such requirements where he or she finds that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development clearly, in his or her opinion, support such waiver.

6. Additional information. Additional application-specific information may be required by the City Planner, Planning Commission, and/or City Commission, as necessary and appropriate to evaluate fully whether an application complies with the requirements of this Ordinance.

7. Inactive files. If an applicant fails to submit required information or request a hearing date for a period of more than six months, his or her file shall become void and the resubmittal of a new application and fees shall be required. The City Planner may grant no more than two extensions of time

to this provision, of no more than six months each, upon a written request by the applicant.

c. *Step 3: Determination of application completeness.* After receipt of the development application, the City Planner shall determine whether the application is complete and ready for review.

1. If the application is determined to be complete, the application shall then be processed according to the procedures set forth in this Ordinance. An application will be considered complete if it is submitted in the required form, includes all mandatory information and supporting materials therein, and is accompanied by the applicable fee. A pre-application conference shall have been held. The determination of completeness shall not be based upon the perceived merits of the application.

2. If an application is determined to be incomplete, the City Planner shall provide written notice to the applicant along with an explanation of the application's deficiencies. No further processing of an incomplete application shall occur until the deficiencies are corrected in a future resubmittal.

3. If any false or misleading information is submitted or supplied by an applicant on an application, that application will be deemed incomplete.

d. *Step 4: Notice.*

1. Content of notices. Notice of all public hearings required under this chapter shall, unless otherwise specified in this Ordinance:

a. Identify the date, time, and place of the public hearing;

b. If applicable, describe the property involved in the application by street address and/or by legal description and nearest cross street;

c. Describe the nature, scope, and purpose of the proposed action;

d. Indicate that interested parties may appear at the hearing and speak on the matter; and

e. Indicate where additional information on the matter may be obtained.

2. Mailed notice. The applicant shall provide the director with a current list of applicable property owners and organizations as listed below, prepared and certified by a title insurance company or abstract company licensed by the State of Oklahoma, along with addressed adhesive envelope labels for each

owner. The director shall deposit such notice into first class mail at least 20 days prior to the scheduled date of the hearing. In computing such period, the day of mailing shall not be counted, but the day of the hearing shall be counted. Written notice shall be provided to the following persons or groups:

a. Property owners. All persons listed on the records of the county assessor as owners of land subject to the application or as owners of the parcels within 300 feet of the outer boundary of the land subject to the application.

b. Notice to property owners for the following land uses: Within rezoning categories R-A, RM, including planned unit developments and specific user permits for such uses. All persons or corporations listed on the records of the county assessor as owners of land subject to the application or as owners of parcels within one-quarter mile, or 1,320 feet, of the outer boundary of the land subject to the application.

3. Published notice. The director shall publish notice in a newspaper of general circulation in the area. The notice shall be published at least 20 days before and within 30 days of the scheduled hearing date. In computing such period, the day of posting shall not be counted, but the day of the hearing shall be counted.

4. Posted notice. Posted notice shall be provided in the following manner: There shall be posting of at least one sign on the lot, parcel, or tract of land, and such sign shall remain on the property for a period of at least ten days prior to the public hearing. The sign shall be posted in a prominent place, clearly visible from a major artery if the property abuts such an artery, or clearly visible from a collector street if the property abuts a collector street or clearly visible to the most heavily traveled street or public way if the property does not abut an arterial or collector street. In particular, a tract of land abutting an arterial street and that also abuts a residential subdivision having stubbed streets that cannot be served by the same arterial street serving the tract being rezoned, shall post at least one (1) additional sign clearly visible from at least one (1) street in the residential subdivision which is stubbed to the tract for which the rezoning is being requested.

5. Constructive notice.

a. Minor defects in any notice shall not impair the notice or invalidate proceedings pursuant to the notice if a bona fide attempt has been made to comply with applicable notice requirements. Minor defects in notice shall be limited to errors in a legal description or typographical or grammatical errors that do not impede communication of the notice to affected parties. If questions arise at the hearing regarding the adequacy of notice, the decision-making body shall make a formal finding as to whether there was substantial compliance with the notice requirements of this Ordinance. Failure of a party to receive written notice wherein delivery was attempted shall not invalidate subsequent action.

b. When the records of the city document the publication, mailing, and posting of notices as required by this section, it shall be presumed that notice of a public hearing was given as required by this section.

e. *Step 5: Staff report.* Within a reasonable time after determining that a development application is complete, the City Planner shall refer the development application to the appropriate review agencies, review the development application, and prepare a staff report. The staff report shall be made available for inspection and copying by the applicant and the public prior to the scheduled public hearing for the development application. The staff report shall indicate whether, in the opinion of the staff, the development application complies with all applicable standards of this Ordinance. Conditions for approval may also be recommended to eliminate any areas of noncompliance or mitigate any adverse effects of the development proposal.

f. *Step 6: Public hearing.* A public hearing, if required under this Ordinance, shall be conducted in accordance with the rules adopted by the City of Shawnee. There shall be a public hearing before the Planning Commission and a subsequent public hearing before the City Commissioners.

g. *Step 7: Decision and findings.*

1. Decision. After consideration of the development application, the staff report, comments received from other reviewers (if applicable), and the evidence from the public hearing (if applicable), the City Planner shall approve, approve with conditions, or deny the application based on its compliance with the applicable approval criteria, as described in Step 9 below. Written notification of the decision shall be provided by the City Planner to the applicant within ten days after the decision.

2. Findings. All decisions shall include at the least the following elements:

a. A clear statement of approval, approval with conditions, or denial, whichever is appropriate; and

b. A clear statement of the basis upon which the decision was made, including specific, written findings of fact with reference to the relevant standards of this Ordinance.

3. Effect of inaction on applications. When a review or decision-making body fails to take action on an application within a reasonable amount of time, such inaction shall be deemed a denial of the application, unless the decision-making body agrees to an extension of the time frame in writing.

4. Review and recommendation by planning commission. The planning commission shall hold a public hearing on the proposed plan amendment and, based on the approval criteria in Step 8 below, vote to recommend that the City Commissioners approve, approve with modifications, or deny the plan amendment. The director shall forward the Planning Commission's recommendation to the City Commission.

5. Action by City Commissioners. The City Commissioners shall hold a public hearing on the proposed plan amendment and within 90 days of the conclusion of the Planning Commission hearing, based upon the recommendations of the director and planning commission, approve or deny the amendment, or refer the application back to the planning commission or to a committee of the City Commissioner for further consideration. To approve an amendment to Comprehensive Plan requires a two-thirds (2/3) vote of the City Commission.

6. Record of proceedings.

a. Recording of public hearing. The Planning Commission and City Commission shall record the public hearing by any appropriate means. A copy of the public hearing record may be acquired by any person upon application to the City Planner or City Clerk, and payment of a fee to cover the cost of duplication of the record.

b. The record. The record shall consist of the following:

i. All exhibits including, without limitation, all writings, drawings, maps, charts, graphs, photographs and other tangible items received or viewed by the decision maker at the proceedings.
ii. All minutes of the proceedings.
iii. If appealed, a verbatim transcript of the proceedings before the decision maker. The cost of the transcript shall be borne by the applicant.
iv. If available, a videotape recording of the proceedings before the decision maker.

7. Recording of decisions. Once approved, and after the appeal period has expired, the decision of the decision maker shall be filed with the city clerk.

h. *Step 8: Approval criteria.* There are no approval criteria. Instead, proposals for amendments to the comprehensive plan shall be evaluated based upon whether the amendment is necessary in order to address the following:

1. A change in projections or assumptions from those on which the comprehensive plan is based;

2. Identification of new issues, needs, or opportunities that are not adequately addressed in the comprehensive plan;

3. A change in the policies, objectives, principles, or standards governing the physical development of the city; or

4. Identification of errors or omissions in the comprehensive plan.

i. *Step 9: Conditions of approval.* The decision-maker may impose such conditions on the approval of the application as may be necessary to reduce or minimize any potential adverse impact upon other property in the area, or to carry out the general purpose and intent of the comprehensive plan and this Ordinance. In such cases, any conditions attached to approvals shall be directly related to the impacts of the proposed use or development and shall be roughly proportional in both nature and extent to the anticipated impacts of the proposed use or development. No conditions of approval, except for those attached to variance or minor modification approvals, shall be less restrictive than the requirements of this Ordinance.

§22-729. Promoting Public Interest and Understanding of the Comprehensive Plan. The Planning Commission shall have power to promote public interest in and understanding of the Comprehensive Plan, and to that end may publish and distribute copies of the Plan or any report, and may employ any other means of publicity and education as it may determine.

SECTION 2: REPEALER. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance are repealed.

SECTION 3: CODIFICATION. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

SECTION 4: SEVERABILITY. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

SECTION 5: EMERGENCY. It being immediately necessary for the preservation of the peace, health, safety and public good of the City of Shawnee, Oklahoma 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 _________________, 2020

____
ED BOLT, MAYOR

ATTEST:

(SEAL)

____
LISA LASYONE, CMC, CITY CLERK

Emergency clause separately passed and approved on this ___ day of _____, 2020.

____
ED BOLT, MAYOR

ATTEST:

(SEAL)

____
LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____________, 2020.

____
JOSEPH M. VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners **6.**

Meeting Date: 10/05/2020

Resolution

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider a resolution of the Mayor and City Commission of the City of Shawnee, Oklahoma establishing a fee for the administrative fee for the filing of an application to amend the Comprehensive Plan, pursuant to Chapter 22, Article VIII; and providing for the re-adoption of the City Fee Schedule in whole.

Attachments

Resolution

Exhibit A

Exhibit B

RESOLUTION NO. ___

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA ESTABLISHING A FEE FOR THE ADMINISTRATIVE FEE FOR THE FILING OF AN APPLICATION TO AMEND THE COMPREHENSIVE PLAN, PURSUANT TO CHAPTER 22, ARTICLE VIII; AND PROVIDING FOR THE RE-ADOPTION OF THE CITY FEE SCHEDULE IN WHOLE.

WHEREAS, an Ordinance providing for an amendment process to the Comprehensive Plan; and

WHEREAS, said Ordinance also provides for an administrative fee for the processing, reviewing, and recording of applications; and

WHEREAS, the Mayor and the City Commission, Oklahoma recognize the necessity of establishing a fee for the administrative cost of the amendment application process, as described above;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Commission of Shawnee, Oklahoma:

A. That the fee for submission of an application to amend the Comprehensive plan shall be $370.00 plus an additional $6.00 per property owner to be notified.

B. If any one or more of the sections, sentences, clauses or parts of this resolution, chapter or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this resolution. It is hereby declared to be the intention of the Mayor and City Commission of the City of Shawnee, Oklahoma that this section of the ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

Adoption and Update of City Fee Schedule. That attached hereto is the updated portion of the City Fee Schedule as created above (Exhibit "A"), and the updated City Fee Schedule in whole (Exhibit "B"). This Resolution updates and amends City Fee Schedule only to the extent as described above. All other existing fees, fines, bonds, and insurance amounts described in the City Fee Schedule, not expressly updated herein, shall remain the same, and are otherwise re-adopted, for full force and effect, in the Code of the City of Shawnee.

PASSED AND APPROVED this ______ day of __________________, 2020.

____
ED BOLT, MAYOR

ATTEST:

____
LISA LASYONE, CITY CLERK

(SEAL)

Exhibit "A"

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 22: PLANNING AND DEVELOPMENT						
Part II Chapter 22 Art VIII Sec 22-728 (2)(b)(3)	Planning and Development	Fee for Submission of an Application to amend the Comprehensive Plan	$370 application fee; plus an additional $6 per property owner to be notified			

Shawnee, OK Code of Ordinances - Fee, Fine, Bond, And Insurance Dollar Amount						
MUNICIPAL CODE SITE	**DEPARTMENT**	**DESCRIPTION**	**FEE**	**FINE**	**BOND**	**INSURANCE**
CHARTER						
Part I Art V Sec 4	Charter	Bond of City Manager and Other Appointive Officers and Employees			$25,000	
CHAPTER 1: GENERAL PROVISIONS						
Part II Chapter 1 Sec 1-10 (a) (1) and (b)	General Provisions	General Penalty. Class A Offenses: Maximum Fine for all alcohol and drug related offenses, plus cost		$800		
Part II Chapter 1 Sec 1-10 (a) (2) and (b)	General Provisions	General Penalty. Class B Offenses: Maximum Fine for violations of ordinances regulating pretreatment of wastewater and stormwater discharges		$1,000		
Part II Chapter 1 Sec 1-10 (a) (3) and (b)	General Provisions	General Penalty. Class C Offenses: Maximum Fine for all other violations.		$750		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 2: ADMINISTRATION						
Part II Chapter 2 Art IV Div 3 Sec 2-206 (13)	Administration	City Clerk. Fee charge per page for photocopy all ordinances, papers, records, or commission proceedings	$0.25			
Part II Chapter 2 Art IV Div 3 Sec 2-206 (13)	Administration	City Clerk. Fee charge per page for certifying all ordinances, papers, records, or commission proceedings	$1			
Part II Chapter 2 Art VI Div 1 Sec 2-358	Administration	Human Rights. Maximum Fine		$500		
CHAPTER 3: ADVERTISING AND SIGNS						
Part II Chapter 3 Art II Div 1 Sec 3-37 (c)	Advertising and Signs	Redemption fee for impounded sign	$25			
Part II Chapter 3 Art II Div 2 Sec 3-69 (a) (1)	Advertising and Signs	Portable signs (temporary)	$25			
Part II Chapter 3 Art II Div 2 Sec 3-69 (a) (2)	Advertising and Signs	Permanent signs	$25 x 4			
Part II Chapter 3 Art II Div 3 Sec 3-96 (a)	Advertising and Signs	Electrical and Non-Electrical Sign Contractors License	$75			
Part II Chapter 3 Art II Div 3 Sec 3-97 (a)	Advertising and Signs	Electrical and Neon Sign Hanger's License	$50			
Part II Chapter 3 Art II Div 3 Sec 3-97 (b)	Advertising and Signs	Late License Renewal Fee		$15		
Part II Chapter 3 Art II Div 3 Sec 3-98 (a)	Advertising and Signs	Bond Required Prior to any License			$2,000	

MUNICIPAL CODE SITE	**DEPARTMENT**	**DESCRIPTION**	**FEE**	**FINE**	**BOND**	**INSURANCE**
Part II Chapter 3 Art II Div 3 Sec 3-98 (a)	Advertising and Signs	When the number of permits issued to any person shall cover more than 50 signs, panels or structures of 25 feet in length or less, the penal sum of such bond shall be increased $2,000.00 for each additional 40 of such panels, signs or structures or fraction thereof for which permits are issued to such person.			$2,000	
Part II Chapter 3 Art II Div 3 Sec 3-98 (b)	Advertising and Signs	Insurance Policy Required. Minimum Liability Policy Amount for injury or death of one person in one accident				$5,000
Part II Chapter 3 Art II Div 3 Sec 3-98 (b)	Advertising and Signs	Insurance Policy Required. Minimum Liability Policy Amount for injury or death of any number of persons in any one accident				$10,000
Part II Chapter 3 Art II Div 3 Sec 3-98 (b)	Advertising and Signs	Insurance Policy Required. Minimum Liability Policy Amount for property damage in any one accident				$5,000

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 4: ALCOHOLIC BEVERAGES						
Part II Chapter 4 Art I Sec 4-5 (a) (1)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Brewer's License	$1,250			
Part II Chapter 4 Art I Sec 4-5 (a)(2)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Oklahoma Brewer's License	$125			
Part II Chapter 4 Art I Sec 4-5 (a) (3)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Distiller's License	$3,125			
Part II Chapter 4 Art I Sec 4-5 (a) (4)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Winemaker's License	$625			
Part II Chapter 4 Art I Sec 4-5 (a) (5)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: State winemaker's License	$75			
Part II Chapter 4 Art I Sec 4-5 (a) (6)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Rectifier's License	$3,125			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 4 Art I Sec 4-5 (a) (7)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Wholesaler's License	$3,500			
Part II Chapter 4 Art I Sec 4-5 (a) (8)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim Wine and Spirits Wholesaler's License	$3,000			
Part II Chapter 4 Art I Sec 4-5 (a) (9)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Class B wholesaler's License	$625			
Part II Chapter 4 Art I Sec 4-5 (a) (10)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim beer distributor's License	$750			
Part II Chapter 4 Art I Sec 4-5 (a) (11)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Package store's License	$905			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 4 Art I Sec 4-5 (a) (12)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim retail wine license	$1,000			
Part II Chapter 4 Art I Sec 4-5 (a) (13)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Interim retail beer license	$ 500			
Part II Chapter 4 Art I Sec 4-5 (a) (14)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Mixed beverage license - initial and renewal	$1,005; and $905			
Part II Chapter 4 Art I Sec 4-5 (a) (15)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Bottle Club's License-- Initial and Renewal	$1,000; and $900			
Part II Chapter 4 Art I Sec 4-5 (a) (16)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Caterer's License--Initial and Renewal. If caterer is holder of a mixed beverage license issued by the city	$ 1,250.00			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 4 Art I Sec 4-5 (a) (17)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Caterer's License--Initial and Renewal.	$1,005; and $905			
Part II Chapter 4 Art I Sec 4-5 (a) (18)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Special Event License, per day	$50.00			
Part II Chapter 4 Art I Sec 4-5 (a) (19)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Special Event License, annual/quarterly	$55.00			
Part II Chapter 4 Art I Sec 4-5 (a) (20)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Beer and Wine License--Initial and Renewal	$500; and $450			
Part II Chapter 4 Art I Sec 4-5 (b)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: License Fee for Section 501 (c) (19) exempt service organizations	$500			
Part II Chapter 4 Art I Sec 4-5 (c) (1)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: Annual Public Event License	$1,005			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 4 Art I Sec 4-5 (c) (2)	Alcoholic Beverages	Occupation Tax Schedules/Liquor License: One-time public event license	$255			
Part II Chapter 4 Art I Sec 4-7 (b)	Alcoholic Beverages	Possession by minors: Maximum Fine		$500		
Part II Chapter 4 Art I Sec 4-9 (b)	Alcoholic Beverages	Posting of signs by business: Spread of Minimum Fine and Maximum Fine		$2,500 to $5,000		
Part II Chapter 4 Art I Sec 4-9 (c)	Alcoholic Beverages	Posting of signs by business: Failure to post a sign Fine		$500		
Part II Chapter 4 Art II Sec 4-43 (c)	Alcoholic Beverages	License for retail dealer. Annual license fee for retail dealer of nonintoxicating beverages, e.g. 3.2 beer: Sales On Premises versus Sales Off Premises	On Premises $20; Off Premises $10			
Part II Chapter 4 Art II Sec 4-47 (b)	Alcoholic Beverages	Possession by minors: Maximum Fine		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 4 Art II Sec 4-49 (a)	Alcoholic Beverages	Posting by business of state penalty for obtaining for persons under 21. Maximum Fine		$500		
Part II Chapter 4 Art II Sec 4-49 (b)	Alcoholic Beverages	Posting by business of state penalty for obtaining for persons under 21. Maximum Fine, per day		$50		
CHAPTER 5: ANIMALS						
Part II Chapter 5 Art I Sec 5-1	Animals	Maximum Fine		$500		
Part II Chapter 5 Art I Sec 5-2 (e)	Animals	Cruelty: Maximum Fine		$500		
Part II Chapter 5 Art I Sec 5-3 (g)	Animals	Vicious Animals: Maximum Fine		$200		
Part II Chapter 5 Art I Sec 5-5 (2)	Animals	Keeping porcine, goats, sheep, or hoofed animals other than bovines or equines. Goat, sheep, or hoofed animal --Permit Fee	$10			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 5 Art I Sec 5-5 (3)	Animals	Keeping porcine, goats, sheep, or hoofed animals other an bovines or equines. Porcine--Permit Fee	$10			
Part II Chapter 5 Art I Sec 5-17	Animals	Abandoning animals in public or private place: Fine upon conviction		$200		
Part II Chapter 5 Art I Sec 5-18	Animals	Use of traps: Fine		$100		
Part II Chapter 5 Art I Sec 5-20 (a)	Animals	Animal a nuisance: Bond			$500	
Part II Chapter 5 Art I Sec 5-20 (g)	Animals	Animal a nuisance: Fine		$200		
Part II Chapter 5 Art II Sec 5-50	Animals	Impoundment: Initial Seizure and Impoundment Fee	$30			
Part II Chapter 5 Art II Sec 5-50	Animals	Impoundment: Per Day Seizure and Impoundment Fee	$10			
Part II Chapter 5 Art II Sec 5-50	Animals	Impoundment: Seizure and Impoundment-- Use of Tranquilizer Fee	$20			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 5 Art II Sec 5-51 (d)	Animals	Redemption: Maximum Fine		$500		
Part II Chapter 5 Art III Div 2 Sec 5-111 (b)	Animals	Dogs: Annual Fee for Adult Unaltered Male or Female Note: Seniors 50% Discount	$20			
Part II Chapter 5 Art III Div 2 Sec 5-111 (b)	Animals	Dogs: Annual Fee for Adult Altered Male or Female Note: Seniors 50% Discount	$10			
Part II Chapter 5 Art III Div 2 Sec 5-119	Animals	Dogs. Issuance of duplicate tags: Fee to Replaces lost or stolen Dog License Tag	$1			
Part II Chapter 5 Art III Div 4 Sec 5-178 (1)	Animals	Dogs. Redemption; release: Initial Impoundment Fee; and Per Day Impoundment Fee	$30; and $10			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 5 Art III Div 4 Sec 5-179	Animals	Dogs. Adoption in Lieu of Disposal Fee; together with spay/neuter deposit and cost of city license tag	$10; and $50			
Part II Chapter 5 Art III Div 5 Sec 5-208	Animals	Dogs. Kennels: Dog Kennel Operation Annual License	$200			
Part II Chapter 5 Art IV Div 2 Sec 5-276	Animals	Cats. Annual Fee for Adult Unaltered Male or Female Note: Seniors 50% Discount	$20			
Part II Chapter 5 Art IV Div 2 Sec 5-276	Animals	Cats. Annual Fee for Adult altered Male or Female Note: Seniors 50% Discount	$10			
Part II Chapter 5 Art IV Div 2 Sec 5-281	Animals	Cats. Issuance of duplicate tags: Fee to Replaces lost or stolen Cat License Tag	$1			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 5 Art IV Div 3 Sec 5-307 (1)&(2)	Animals	Cats. Redemption; release: Initial Impoundment Fee; and Per Day Impoundment Fee	$30; and $10			
Part II Chapter 5 Art IV Div 3 Sec 5-308	Animals	Cats. Adoption in Lieu of Disposal Fee; together with spay/neuter deposit and cost of city license tag	$10; and $50			
Part II Chapter 5 Art IV Div 4 Sec 5-338 (a)	Animals	Cats. Kennels: Cat Kennel Operation Annual License	$200			
Part II Chapter 5 Art V Sec 5-372	Animals	Dog and Cat Sterilization. Sterilization or agreement and deposit required for adoption	$50			
Part II Chapter 5 Art V Sec 5-374 (2)	Animals	Maximum Fine of Violation of Form Agreement		$500		
Part II Chapter 5 Art V Sec 5-379	Animals	Dog and Cat Sterilization. Failure to Comply: Maximum Fine		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 6: AVIATION						
Part II Chapter 6 Art III Sec 6-58 (b)	Aviation			$500		
CHAPTER 7: BUILDINGS AND BUILDING REGULATIONS						
Part II Chapter 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	New Construction of a Room, Addition, Building, or Structure Fee--RESIDENTIAL	$0.17 per square feet			
Part II Chapter 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	New Construction of a Room, Addition, Building, or Structure Fee--COMMERCIAL	$0.20 per square feet			
Part II Chapter 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Remodel or Alteration of Existing Structure--Construction of a Room, Addition, Building, or Structure Fee--RESIDENTIAL	$0.17 per square feet			
Part II Chapter 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Remodel or Alteration of Existing Structure--Construction of a Room, Addition, Building, or Structure Fee--COMMERCIAL	$0.20 per square feet			
Part II Chapter 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Construction of an accessory structure (between 200-400 Feet): Permit Fee	$50			
Part II Chapter 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Plan Check Fee for Building Plan Review	25% of the building permit fee			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Removal of Structure to Another Location Permit Fee	$50			
Part II Chapter 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Demolition Permit Fee	$50			
Part II Chapter 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Swimming Pool Permit Fee	$60			
Part II Chapter 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Driveway Permit Fee	$50			
Part II Chapter 7 Art II Sec 7-32 Sec 109.2 (A)	Buildings and Building Regulations	Minimum Permit Fee	$20			
Part II Chapter 7 Art II Sec 7-32 Sec 114.4	Buildings and Building Regulations	Maximum Fine		$500		
Part II Chapter 7 Art II Sec 7-32 Sec 114.3	Buildings and Building Regulations	Unlawful Continuance Minimum and Maximum Fine Amounts		$100, $500		
Part II Chapter 7 Art III Div 3 Sec 7-126 (a)	Buildings and Building Regulations	Electricians. Qualifications. Issuance of Certificate of Registration: Initial Electrical Contractor Fee	$100			
Part II Chapter 7 Art III Div 3 Sec 7-126 (b)	Buildings and Building Regulations	Electricians. Qualifications. Issuance of Certificate of Registration: Annual Renewal Electrical Contractor Fee	$75			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Single Family Residence Fee--Up to 200 amps	$50			
Part II Chapter 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Single Family Residence Fee--200 to 400 amps	$100			
Part II Chapter 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Single Family Residence Fee--400+ amps	$150			
Part II Chapter 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Commercial or Multiple Occupancy Fee--Up to 200 amps	$50			
Part II Chapter 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Commercial or Multiple Occupancy Fee--200 to 400 amps	$100			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Change of an existing Service, Commercial or Multiple Occupancy Fee--400+ amps	$150			
Part II Chapter 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Elevator Fee: Per each passenger elevator	$15			
Part II Chapter 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Elevator Fee: Per each freight elevator	$3			
Part II Chapter 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Reinspection made because of defective work: First Occurrence	$25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Reinspection made because of defective work: Subsequent occurrence(s)	$50			
Part II Chapter 7 Art III Div 4 Sec 7-160 (a)	Buildings and Building Regulations	Electrical Inspection Fees. Temporary Electrical Pole Fee	$25			
Part II Chapter 7 Art VI Div 1 Sec 7-299	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Maximum Fine		$500		
Part II Chapter 7 Art VI Div 1 Sec 7-302 (a)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Registration with City: Contractor License Fee -- Initial and Renewal	$100, $75			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 7 Art VI Div 2 Sec 7-331 (3) (4)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Change of existing service fee	$25 ($500 max)			
Part II Chapter 7 Art VI Div 2 Sec 7-331 (3) (4)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Reinspection fee because of defective work--First Occurrence, and Subsequent Occurrence	$25, $50			
Part II Chapter 7 Art VI Div 2 Sec 7-331 (3) (4)	Buildings and Building Regulations	Refrigeration, Air Conditioning, and Forced Air Heating. Permits and Inspections. Permits Fees: Construction without a permit	Triple the Permit Fee			
Part II Chapter 7 Art VII Div 1 Sec 7-362 Sec P-113.2 (3)	Buildings and Building Regulations	Plumbing. Change of existing service fee	$50			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 7 Art VII Div 1 Sec 7-362 Sec P-113.2 (4)	Buildings and Building Regulations	Plumbing. Reinspection fee because of defective work--First Occurrence, and Subsequent Occurrence	$25, $50			
Part II Chapter 7 Art VII Div 1 Sec 7-362 Sec P-113.2 (5)	Buildings and Building Regulations	Plumbing. Boring Fee	$50			
Part II Chapter 7 Art VII Div 2 Sec 7-397 (1)	Buildings and Building Regulations	Registration of Plumbers. Qualifications and Registration Fees -- Initial	$100			
Part II Chapter 7 Art VII Div 2 Sec 7-398 (a) (1)	Buildings and Building Regulations	Registration of Plumbers. Qualifications and Registration Fees -- Annual Renewal Fee	$75			
Part II Chapter 7 Art VII Div 2 Sec 7-400 (b)	Buildings and Building Regulations	Registration of Plumbers. Liability Insurance Minimums				$5,000, $10,000, $5,000
Part II Chapter 7 Art VIII Sec 7-432 (4)	Buildings and Building Regulations	International Property Maintenance Code: Minimum and Maximum Fine Amounts		$50, $500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 7 Art XI Sec 7-521	Buildings and Building Regulations	Fair Housing. Maximum Fine		$500		
Part II Chapter 7 Art XIV Sec 7-612	Buildings and Building Regulations	Demolitions of Buildings: Maximum Fine		$500		
Part II Chapter 7 Art XIV Sec 7-614 (b)	Buildings and Building Regulations	Demolitions of Buildings: License Fee	$75			
Part II Chapter 7 Art XIV Sec 7-615	Buildings and Building Regulations	Demolitions of Buildings: Surety Bond			$10,000	
Part II Chapter 7 Art XIV Sec 7-616 (b)	Buildings and Building Regulations	Demolitions of Buildings: Liability Insurance Minimums				$50,000, $100,000, $50,000
Part II Chapter 7 Art XV Sec 7-646 (a)	Buildings and Building Regulations	Storm Cellars: Annual License Fee for engaging in the business of constructing or repairing	$75			
Part II Chapter 7 Art XV Sec 7-646 (b)	Buildings and Building Regulations	Storm Cellars: Annual License Fee for engaging in the business of constructing or repairing -- Late Fee	$15			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 7 Art XV Sec 7-647 (a)	Buildings and Building Regulations	Storm Cellars: Surety Bond for engaging in the business of constructing or repairing			$2,000	
Part II Chapter 7 Art XV Sec 7-648 (b)	Buildings and Building Regulations	Storm Cellars: Liability Insurance Minimums for engaging in the business of constructing or repairing				$5,000, $10,000, $5,000
Part II Chapter 7 Art XVI Div 1 Sec 7-676	Buildings and Building Regulations	Moving of Buildings: Minimum Fine		$500		
Part II Chapter 7 Art XVI Div 2 Sec 7-713	Buildings and Building Regulations	Moving of Buildings: Minimum Fine	$25			
Part II Chapter 7 Art XVI Div 2 Sec 7-713	Buildings and Building Regulations	Moving of Buildings: Permit Fee: For building up to 24 feet in width	$50			
Part II Chapter 7 Art XVI Div 2 Sec 7-713	Buildings and Building Regulations	Moving of Buildings: Permit Fee: For building 30 feet to 32 feet in width	$75			
Part II Chapter 7 Art XVI Div 2 Sec 7-714 (b)	Buildings and Building Regulations	Moving of Buildings: Surety Bond			$2,000	

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 7 Art XVI Div 2 Sec 7-715 (b)	Buildings and Building Regulations	Moving of Buildings: Minimum Liability Insurance				$5,000, $10,000 $5,000
Part II Chapter 7 Art XVI Div 2 Sec 7-716 (c)	Buildings and Building Regulations	Moving of Buildings: Clean up Deposit Prior to Issuance	$500			
Part II Chapter 7 Art XVI Div 2 Sec 7-717	Buildings and Building Regulations	Moving of Buildings: Time Limits for Completion of Moving-- per day fee for exceeding allowable days in permit	$10			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 8: BUSINESS, PERMITS, AND LICENSES						
Part II Chapter 8 Art II Sec 8-32 (c)	Business, Permits, and Licenses	Alarm Permits required. Fines tied to violation		1st conviction $25; subsequent conviction $100		
Part II Chapter 8 Art II Sec 8-34 (a)	Business, Permits, and Licenses	Alarm fees required: initial registration	$25			
Part II Chapter 8 Art II Sec 8-34 (b)	Business, Permits, and Licenses	Alarm fees required: renewal license	$15			
Part II Chapter 8 Art II Sec 8-34 (c)	Business, Permits, and Licenses	Alarm fees required: reinstatement fee	$50			
Part II Chapter 8 Art II Sec 8-35	Business, Permits, and Licenses	False alarms		1st conviction $25; subsequent conviction $100		
Part II Chapter 8 Art II Sec 8-40	Business, Permits, and Licenses	Enforcement of all other section violations		1st conviction $25; subsequent conviction $100		
Part II Chapter 8 Art VI Div 1 Sec 8-192	Business, Permits, and Licenses	Peddlers, Solicitors, and Itinerant Merchants: Penalty for violation		$500		
Part II Chapter 8 Art VI Div 2 Sec 8-224	Business, Permits, and Licenses	License fee	$3 per day; or $15 per week; or $50 per year			
Part II Chapter 8 Art VI Div 2 Sec 8-225 (a)	Business, Permits, and Licenses	Bond			$2,000	
Part II Chapter 8 Art VI Div 3 Sec 8-256	Business, Permits, and Licenses	Penalty for violation		$500		
Part II Chapter 8 Art VI Div 3 Sec 8-259	Business, Permits, and Licenses	Snow cone merchant's license	$25			
Part II Chapter 8 Art VI Div 4 Sec 8-291	Business, Permits, and Licenses	Charitable Solicitations: Penalty for violation		$500		
Part II Chapter 8 Art VII Sec 8-326	Business, Permits, and Licenses	Pawnbrokers: Violations penalty		$500		
Part II Chapter 8 Art VII Sec 8-327	Business, Permits, and Licenses	Pawnbrokers: Regulatory Fee	$50			
Part II Chapter 8 Art VII Sec 8-328 (a)	Business, Permits, and Licenses	Pawnbrokers: Bond			$1,000	

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 8 Art VIII Sec 8-363	Business, Permits, and Licenses	Auctioneers: License Fee per annum; per day in lieu of per annum; per week in lieu of annum; per month in lieu of annum	$100; $10; $20; $30			
Part II Chapter 8 Art VIII Sec 8-364	Business, Permits, and Licenses	Auctioneers: Bond			$1,000	
Part II Chapter 8 Art VIII Sec 8-542(1)	Business, Permits, and Licenses	Medical Marijuana Establishments	$1,500 annual	$200 per day		
Part II Chapter 8 Art IX Div 1 Sec 8-398	Business, Permits, and Licenses	Residential Sales: Violations penalty		$500		
Part II Chapter 8 Art IX Div 2 Sec 8-434	Business, Permits, and Licenses	Residential Sales: License fee	$10			
Part II Chapter 8 Art X Div 1 Sec 8-465	Business, Permits, and Licenses	Vehicles For Hire: Violations Penalty		$500		
Part II Chapter 8 Art X Div 2 Sec 8-505	Business, Permits, and Licenses	Vehicles For Hire: Initial License Fee; License fee for each additional vehicle	$25; $10			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 9: CABLE COMMUNICATIONS						
Part II Chapter 9 Art II Div 1 Sec 9-38 (c)(1) (2)	Cable Communications	Liability and indemnification: insurance				General liability Insurance: Bodily injury per person-$500,000. Bodily injury per occurrence - $1,000,000. Property damage per occurrence - $1,000,000. Property damage, aggregate - $1,000,000. Automobile insurance: Bodily injury per person - $500,000 Bodily injury per occurrence $1,000,000. Property damage per occurrence - $1,000,000.
Part II Chapter 9 Art II Div 2 Sec 9-66 (b)	Cable Communications	System Requirements: Bond			$125,000	

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 10: CEMETERIES						
Part II Chapter 10 Sec 10-1	Cemeteries	Violations Penalty		$500		
Part II Chapter 10 Sec 10-9	Cemeteries	Sale of Lots: Adult Lot; Infant Lot	$500; $200			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. If the City provides such services;	$400			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Additional Tent Fee	$100			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Opening and Closing Infant Graves	$200			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Cremation burials	$200			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. After 4:00PM Monday thru Friday an Overtime charge	$250			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Overtime Charge Saturday prior to 12:00 Noon	$500			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Overtime Charges after 12:00 Noon on Saturday	$500			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Overtime Charge for services on a nonfederal municipal holiday	$600			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Disinterment Fee	$800			
Part II Chapter 10 Sec 10-11	Cemeteries	Preparation and closing of graves; fees. Reinternment Fee	$400			
Part II Chapter 10 Sec 10-11	Cemeteries	Columbarium Fees: Two **Lower** Rows, Per Niche, Includes Opening and Closing, and Name, Birth and Death Dates (rows C&D)	$800 per niche			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 10 Sec 10-11	Cemeteries	Columbarium Fees: Two **Upper** Rows, Per Niche, Includes Opening and Closing, and Name, Birth and Death Dates (rows A&B)	$1000 per niche			
CHAPTER 11: CIVIL EMERGENCIES						
Part II Chapter 11 Art III Sec 11-133	Civil Emergencies	911 Emergency Number: False alarm, complaint, or information: Conviction maximum fine		$500		
CHAPTER 12: COURT						
Part II Chapter 12 Art 1 Sec 12-26	Court			$35		
Part II Chapter 12 Art III Sec 12-55	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Service of arrest warrant sheriffs' fee	$20			
Part II Chapter 12 Art III Sec 12-66	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Maximum Bail		$1,000		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 12 Art III Sec 12-66	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Maximum Cash Bond		$1,000		
Part II Chapter 12 Art III Sec 12-67	Court	Bond of Clerk and Judge; Fees, Fines, and Forfeitures: Release on personal recognizance Maximum Bail		$1,000		
Part II Chapter 12 Art V Sec 12-118 (a)	Court	Imprisonment; Judgments and Sentences. Enforcement of payments of fines or costs by imprisonment--Persons unable to pay: Imprisonment Rate per day for financially able defendant	$25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 12 Art V Sec 12-119	Court	Imprisonment; Judgments and Sentences. Municipal Court judgments and sentences Maximum Fine for deferred sentence administrative fee		$500		
Part II Chapter 12 Art VI Sec 12-145	Court	Court costs and fees. Maximum Court Costs		$30		
Part II Chapter 12 Art VI Sec 12-149 (b)	Court	Appeals. Upon conviction, the judge of the municipal court will enter an order on the docket fixing an amount in which bond may be given by the defendant, in cash or sureties for cash in an amount of not less than $100.00 nor more than twice the amount of such fine.			$100 or more	
Part II Chapter 12 Art VI Sec 12-152	Court	Penalty for exceeding the posted speed limit. Maximum Fine, Maximum Court Costs		$10; and $15		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 13: FIRE PREVENTION AND PROTECTION						
Part II Chapter 13 Art I Sec 13-4 (d) 1	Fire Prevention and Protection	Operating a special amusement building fee	$50			
Part II Chapter 13 Art I Sec 13-4 (d) 2	Fire Prevention and Protection	Conducting a carnival or fair fee	$25			
Part II Chapter 13 Art I Sec 13-4 (d) 3	Fire Prevention and Protection	Displays in covered malls of liquid- or gas-fired equipment, open-flame or flame-producing equipment, highly combustible goods and similar items fee	$50			
Part II Chapter 13 Art I Sec 13-4 (d) 4	Fire Prevention and Protection	Operating exhibits and trade shows fee	$50			
Part II Chapter 13 Art I Sec 13-4 (d) 5	Fire Prevention and Protection	Manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects fee	$50			
Part II Chapter 13 Art I Sec 13-4 (d) 6	Fire Prevention and Protection	Open burning for any purpose other than recreational fires fee	$25			
Part II Chapter 13 Art I Sec 13-4 (d) 7	Fire Prevention and Protection	Operating an air-supported temporary membrane structure or a tent having an area is excess of 200 square feet, or a canopy in excess of 400 square feet fee	$25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 13 Art I Sec 13-4 (d) 8	Fire Prevention and Protection	Installation of or modification to an automatic fire-extinguishing system fee	$100			
Part II Chapter 13 Art I Sec 13-4 (d) 9	Fire Prevention and Protection	Installation of or modification to fire alarm and detection systems fee	$35			
Part II Chapter 13 Art I Sec 13-4 (d) 10	Fire Prevention and Protection	Installation of or modification to fire pumps and related fuel tanks, jockey pumps, controllers, and generators fee	$100			
Part II Chapter 13 Art I Sec 13-4 (d) 11	Fire Prevention and Protection	Install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank fee	$100			
Part II Chapter 13 Art I Sec 13-4 (d) 12	Fire Prevention and Protection	Installation, modification, or removal from service of a standpipe system fee	$100			
Part II Chapter 13 Art I Sec 13-9 (b)	Fire Prevention and Protection	False Alarm maximum fine if convicted		$750		
Part II Chapter 13 Art I Sec 13-10 (a)	Fire Prevention and Protection	Installation Fee For a Woodburning (Solid Fuel) Stove	$15			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 13 Art II Sec 13-37 Sec 109.3 & Sec 111.4	Fire Prevention and Protection	Fire Prevention Code: Amendments of Section 109.3: Violation Penalties ($500); Amendments of Section 111.4: Failure to Comply penalty ($100-$500)		Amendments of Section 109.3: Violation Penalties = $500 Amendments of Section 111.4: Failure to Comply penalty = between $100 and $500		
Part II Chapter 13 Art IV Sec 13-139	Fire Prevention and Protection	Fireworks Display Permit Fee	$100			
Part II Chapter 13 Art IV Sec 13-139	Fire Prevention and Protection	Fireworks Display Permit General Liability Insurance Policy				$1,000,000
CHAPTER 14: FLOODS						
Part II Chapter 14 Art II Div 2 Sec 14-70 (1)	Floods	Floodplain management fee schedule: Notice of Intent Fee	$25			
Part II Chapter 14 Art II Div 2 Sec 14-70 (2)	Floods	Floodplain management fee schedule: Floodplain Development Permit Application Review	$100			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 14 Art II Div 2 Sec 14-70 (3)	Floods	Floodplain management fee schedule: Floodplain Development Permit Fee	$25			
Part II Chapter 14 Art II Div 2 Sec 14-70 (4)	Floods	Floodplain management fee schedule: Inspection Fee	$25			
Part II Chapter 14 Art II Div 2 Sec 14-71	Floods	Maximum Penalty for each conviction of noncompliance		$500		
CHAPTER 15: HEALTH & SANITATION						
Part II Chapter 15 Art 1 Sec 15-2 (b)	Health & Sanitation	Food Service Sanitation: Maximum Penalty for Violation and Conviction		$500		
Part II Chapter 15 Art II Div 1 Sec 15-32	Health & Sanitation	Ambulances: Maximum Penalty for Violation and Conviction		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 15 Art II Div 1 Sec 15-37 (b)	Health & Sanitation	Ambulances: Minimum Insurance Per Vehicle				$100,000 for injuries to or death of any one person arising out of any one accident; $300,000 for injuries to or death for more than one person arising out of any one accident; $100,000 for damages to property arising from any one accident
Part II Chapter 15 Art II Div 1 Sec 15-58 (b)	Health & Sanitation	Emergency Calls: Maximum Penalty		$500		
Part II Chapter 15 Art II Div 1 Sec 15-58 (c)	Health & Sanitation	Emergency Calls: Maximum Penalty		$500		
Part II Chapter 15 Art II Div 2 Sec 15-90	Health & Sanitation	Annual License Fee to Engage in Ambulance Business	$25			
Part II Chapter 15 Art III Sec 15-122 (a)	Health & Sanitation	Sprayers and Exterminators: Annual License Fee	$25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 16: LAKES						
Part II Chapter 16 Art II Div 1 Sec 16-27	Lakes	Combination Fishing and Boating Annual Permit	$45			
Part II Chapter 16 Art II Div 4 Sec 16-117 (a)	Lakes	Fishing: Annual License Fee	$20			
Part II Chapter 16 Art II Div 4 Sec 16-117 (a)	Lakes	Fishing: Daily License Fee	$3			
Part II Chapter 16 Art II Div 4 Sec 16-117 (g)	Lakes	Fishing: Portion of License Fee May Be Kept By Retail Outfits Other Than The City	$1			
Part II Chapter 16 Art II Div 4 Sec 16-118 (b)	Lakes	Fishing: Maximum Penalty Imposed On Violation of Kind Of Fish Taken Section		$500		
Part II Chapter 16 Art II Div 4 Sec 16-121 (a)	Lakes	Fishing: Maximum Penalty Imposed On Violation of Fishing In Connecting Channel Subsection;		$500		
Part II Chapter 16 Art II Div 4 Sec 16-121 (b)	Lakes	Fishing: Maximum Penalty Imposed On Violation of Number of Fish Taken Subsection		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 16 Art II Div 5 SubDiv I Sec 16-151 (c)	Lakes	Hunting: Penalty for Use of Motor-Driven Vehicle in Game Refuge		$100		
Part II Chapter 16 Art II Div 5 SubDiv I Sec 16-153 (d)	Lakes	Hunting: Seasonal License Fee Dove, Quail, Squirrel, or Rabbit Hunting	$30			
Part II Chapter 16 Art II Div 5 SubDiv I Sec 16-153 (d)	Lakes	Hunting: Daily License Fee Per Dove, Quail, Squirrel, or Rabbit Hunting Season	$5			
Part II Chapter 16 Art II Div 5 SubDiv II Sec 16-183 (a)	Lakes	Hunting: Annual Hunting License Upon the Waters or Lands Owned or Controlled By City Surrounding Twin Lakes No. 1 and 2	$30			
Part II Chapter 16 Art II Div 5 SubDiv II Sec 16-183 (a)	Lakes	Hunting: Daily Hunting License Upon the Waters or Lands Owned or Controlled By City Surrounding Twin Lakes No. 1 and 2	$5			
Part II Chapter 16 Art II Div 6 SubDiv II Sec 16-253 (a)	Lakes	Recreator's Annual License to Operate Watercraft	$30			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 16 Art II Div 6 SubDiv II Sec 16-253 (a)	Lakes	Recreator's Daily License to Operate Watercraft	$7			
Part II Chapter 16 Art II Div 6 SubDiv II Sec 16-253 (b)	Lakes	Dealers' Annual License to Operate Watercraft	$25			
Part II Chapter 16 Art II Div 7 Sec 16-288 (a)	Lakes	Camping: Daily Fee	$8			
Part II Chapter 16 Art II Div 8 Sec 16-321	Lakes	Lot Rentals: Annual Rental/Lease Fee Per Lake Lot	$600			
Part II Chapter 16 Art II Div 8 Sec 16-322 (b)	Lakes	Lot Rentals: Transfer Fee	$1,000			
Part II Chapter 16 Art II Div 8 Sec 16-326	Lakes	Lot Rentals: Early Cancellation of Lease Fee	$1,000			
Part II Chapter 16 Art II Div 8 Sec 16-327	Lakes	Lot Rentals: Renewal of Lease After Cancellation Fee	$75			
Part II Chapter 16 Art II Div 8 Sec 16-328	Lakes	Inspection Fee of Lake Lot Septic System	$75			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 18: MANUFACTURED HOMES						
Part II Chapter 18 Art 1 Sec 18-2	Manufactured Homes	Maximum Penalty For Each Offense of This Chapter		$500		
Part II Chapter 18 Art V Div 2 Sec 18-154	Manufactured Homes	Mobile/Manufactured Home or Travel Trailer/RV Park. Maximum Initial License Fee for up to 30 Spaces	$30			
Part II Chapter 18 Art V Div 2 Sec 18-154	Manufactured Homes	Mobile/Manufactured Home or Travel Trailer/RV Park. Maximum Initial License Fee for each space over 30 spaces	$3			
CHAPTER 19: MOTOR VEHICLES AND TRAFFIC						
Part II Chapter 19 Art I Sec 19-4 (a) (b)	Motor Vehicles and Traffic	Valid License Required. Maximum Fine		$100		
Part II Chapter 19 Art I Sec 19-4 (a) (b)	Motor Vehicles and Traffic	Valid License Required. Maximum Fine for Driving with suspended, cancelled, denied, or revoked license: Maximum Fine - First Offense		$100		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 19 Art I Sec 19-4 (a) (b)	Motor Vehicles and Traffic	Valid License Required. Maximum Fine for Driving with suspended, cancelled, denied, or revoked license: Maximum Fine - Subsequent Offense		$500		
Part II Chapter 19 Art II Div 1 Sec 19-42 (a)	Motor Vehicles and Traffic	Administration and Enforcement. Maximum Fine		$100		
Part II Chapter 19 Art II Div 1 Sec 19-51 (a)	Motor Vehicles and Traffic	Motor Vehicle Impoundment Fee	$100			
Part II Chapter 19 Art IV Sec 19-178 (c)	Motor Vehicles and Traffic	Driving under the influence of intoxicating liquor or drugs Maximum Fine		$500		
Part II Chapter 19 Art IV Sec 19-178.5	Motor Vehicles and Traffic	Driving while impaired Maximum Fine		$200		
Part II Chapter 19 Art IV Sec 19-182 (e)	Motor Vehicles and Traffic	Use of safety belts: Fine and court cost		$10, $15		
Part II Chapter 19 Art IV Sec 19-183 (f)	Motor Vehicles and Traffic	Child passenger restraint system: Fine and court cost		$10, $15		
Part II Chapter 19 Art VI Sec 19-251	Motor Vehicles and Traffic	Accidents. Maximum Fine		$200		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 19 Art XI Div 2 Subdiv I Sec 19-451 (b)	Motor Vehicles and Traffic	Parking on posted private property: Maximum Fine		$20 plus removal charges incurred		
Part II Chapter 19 Art XI Div 2 Subdiv I Sec 19-453 (c) (d)	Motor Vehicles and Traffic	Central business district. Illegal parking fine		$5		
Part II Chapter 19 Art XI Div 4 Sec 19-696 (d)	Motor Vehicles and Traffic	Heavy Vehicles. Load limits on bridges: Maximum Fine		$200		
CHAPTER 20: OFFENSES AND MISC. PROVISIONS						
Part II Chapter 20 Art I Sec 20-7 (b)	Offenses and Miscellaneous Provisions	Maximum Penalty For Removing, Destroying, or Defacing Decorations		$500		
Part II Chapter 20 Art I Sec 20-8 (c)	Offenses and Miscellaneous Provisions	Assault, Battery: Use of Taser Fee	$30			
Part II Chapter 20 Art I Sec 20-9	Offenses and Miscellaneous Provisions	Blasphemy: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-10 (c)	Offenses and Miscellaneous Provisions	Fortunetelling: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-11 (b)	Offenses and Miscellaneous Provisions	Disorderly House: Maximum Penalty		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 20 Art I Sec 20-12 (b)	Offenses and Miscellaneous Provisions	Consuming or Inhaling Intoxicants in Public Places: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-13 (b)	Offenses and Miscellaneous Provisions	Abandoned Refrigerators, Iceboxes, or Airtight Containers: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-14 (d)	Offenses and Miscellaneous Provisions	Disturbing Assemblies: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-15	Offenses and Miscellaneous Provisions	Disturbance by loud or unusual noise or abusive, violent, profane, or threatening language: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-16 (b)	Offenses and Miscellaneous Provisions	Insulting Displays: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-17 (a)	Offenses and Miscellaneous Provisions	Fraud to Obtain Food, Lodging, or Services: Maximum Penalty under this Subsection		$500		
Part II Chapter 20 Art I Sec 20-17 (b)	Offenses and Miscellaneous Provisions	Fraud to Obtain Food, Lodging, or Services: Maximum Penalty under this Subsection		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 20 Art I Sec 20-18 (d)	Offenses and Miscellaneous Provisions	Petit Larceny: Maximum Penalty upon Conviction		$500		
Part II Chapter 20 Art I Sec 20-21 (e)	Offenses and Miscellaneous Provisions	Shoplifting: Range of fines		$50 to $200		
Part II Chapter 20 Art I Sec 20-22 (b)	Offenses and Miscellaneous Provisions	Malicious Mischief: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-24 (b)	Offenses and Miscellaneous Provisions	Taking or Withholding Possession of City Property: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-26 (b)	Offenses and Miscellaneous Provisions	Radio and Television Interference: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-27 (c)	Offenses and Miscellaneous Provisions	Trespassing: Maximum Penalty		$500		
Part II Chapter 20 Art 1 Sec 20-30 (b)	Offenses and Miscellaneous Provisions	Barbed Wire Fence: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-31 (b)	Offenses and Miscellaneous Provisions	Electrical Fences: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-32 (d) (1)	Offenses and Miscellaneous Provisions	Possession of Marijuana: Maximum Penalty for First Violation		$100		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 20 Art I Sec 20-32 (d) (2)	Offenses and Miscellaneous Provisions	Possession of Marijuana: Maximum Penalty for Second and Subsequent Violation		$500		
Part II Chapter 20 Art I Sec 20-33 (b)	Offenses and Miscellaneous Provisions	Indecent Exposure: Maximum Penalty		$500		
Part II Chapter 20 Art I Sec 20-34 (b)	Offenses and Miscellaneous Provisions	Abuse of City Tennis Courts: Maximum Fine		$500		
Part II Chapter 20 Art I Sec 20-35 (c)	Offenses and Miscellaneous Provisions	Uses of Airport Trail: Maximum Fine		$500		
Part II Chapter 20 Art I Sec 20-36 (c)	Offenses and Miscellaneous Provisions	Possession of Laser Pointing Devices: Maximum Fine		$500		
Part II Chapter 20 Art I Sec 20-39 (e)	Offenses and Miscellaneous Provisions	Resisting a Police Officer: Use of Taser Fee	$30			
Part II Chapter 20 Art II Sec 20-68 (b)	Offenses and Miscellaneous Provisions	Discharging Firearms in Public Place: Maximum Fine		$500		
Part II Chapter 20 Art III Div 1 Sec 20-98 (e)	Offenses and Miscellaneous Provisions	Unlawful Curfew: Maximum Fine		$500		
Part II Chapter 20 Art III Div 1 Sec 20-99 (b)	Offenses and Miscellaneous Provisions	Leaving Child in Vehicle: Maximum Fine		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 20 Art III Div 1 Sec 20-100 (b)	Offenses and Miscellaneous Provisions	Allowing or Encouraging Minor to Commit Offenses: Maximum Fine		$500		
Part II Chapter 20 Art III Div 1 Sec 20-101 (b)	Offenses and Miscellaneous Provisions	Parental Responsibility; Failure to Control: Maximum Fine		$500		
Part II Chapter 20 Art III Div 1 Sec 20-102 (b)	Offenses and Miscellaneous Provisions	Commission of Crime in Presence of Minor: Maximum Fine		$500		
Part II Chapter 20 Art III Div 1 Sec 20-103 (b)	Offenses and Miscellaneous Provisions	Permitting Crimes or Disorderliness on Premises: Maximum Fine		$500		
Part II Chapter 20 Art III Div 1 Sec 20-105 (c)	Offenses and Miscellaneous Provisions	Truancy: Maximum Fine For Parent		$500		
Part II Chapter 20 Art III Div 1 Sec 20-105 (d)	Offenses and Miscellaneous Provisions	Truancy: Maximum Fine First Offense; Second Offense; and Subsequent Offense		$50; $100; $500		
Part II Chapter 20 Art III Div 2 Sec 20-133 (e)	Offenses and Miscellaneous Provisions	Tobacco Products. Furnishing Prohibited: Maximum Fine First Offense; and Second and Subsequent Offense		$100; $200		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 20 Art III Div 2 Sec 20-134 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Falsifying Proof of Age: Maximum Fine First Offense; and Second and Subsequent Offense		$100; $200		
Part II Chapter 20 Art III Div 2 Sec 20-135 (c)	Offenses and Miscellaneous Provisions	Tobacco Products. Distribution of Samples: Maximum Fine First Offense; and Second and Subsequent Offense		$100; $200		
Part II Chapter 20 Art III Div 2 Sec 20-136 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Sale of Cigarettes in Non-original, Sealed, Packaging: Maximum Fine		$200		
Part II Chapter 20 Art III Div 2 Sec 20-137 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Tobacco Vending Machines: Fine First Offense; and Second and Subsequent Offense		$100, $200		
Part II Chapter 20 Art III Div 2 Sec 20-138 (b)	Offenses and Miscellaneous Provisions	Tobacco Products. Display of Tobacco Age Restriction Signage: Fine For Each Day of Violation		$100		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 20 Art III Div 2 Sec 20-139 (c)	Offenses and Miscellaneous Provisions	Tobacco Products. Public Access to Tobacco Products: Fine First Offense; and Second and Subsequent Offense		$100, $200		
Part II Chapter 20 Art III Div 2 Sec 20-140	Offenses and Miscellaneous Provisions	Tobacco Products. Tobacco Paraphernalia: Fine		$100		
Part II Chapter 20 Art III Div 3 Sec 20-162 (f)	Offenses and Miscellaneous Provisions	Consumption of Alcoholic Beverages By Minors. Hosting, Permitting, or Allowing a Party, Gathering or Event Where Minors are Consuming Alcohol: Maximum Fine		$500		
Part II Chapter 20 Art IV Div 1 Sec 20-169	Offenses and Miscellaneous Provisions	Nuisances. Maintaining or Permitting Nuisances: Maximum Fine		$500		
Part II Chapter 20 Art IV Div 1 Sec 20-172 (d)	Offenses and Miscellaneous Provisions	Nuisances. Loud Sound from Amplification Systems in Motor Vehicle: Maximum Fine		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 20 Art IV Div 1 Sec 20-173 (d)	Offenses and Miscellaneous Provisions	Nuisances. Loud Sound from Amplification Systems in Private Residences: Maximum Fine		$500		
Part II Chapter 20 Art IV Div 2 Sec 20-202 (j)	Offenses and Miscellaneous Provisions	Accumulation of Trash and Weeds. Health Nuisances: Maximum Fine		$200		
Part II Chapter 20 Art V Sec 20-240 (c)	Offenses and Miscellaneous Provisions	Graffiti. Application Prohibited: Maximum Fine		$500		
Part II Chapter 20 Art V Sec 20-242 (e)	Offenses and Miscellaneous Provisions	Graffiti. Sale of Spray Paint to Minors: Maximum Fine		$500		
Part II Chapter 20 Art V Sec 20-243 (c)	Offenses and Miscellaneous Provisions	Prohibitions on Spray Paint Containers and Broad-tipped Indelible Markers: Maximum Fine		$500		
CHAPTER 21: PARKS & RECREATION						
Part II Chapter 21 Art I Sec 21-1	Parks & Recreation	Maximum Fine		$500		
Part II Chapter 21 Art I Sec 21-9 (c)	Parks & Recreation	Vendors in recreational areas: Daily Fee	$2.50			
Part II Chapter 21 Art I Sec 21-9 (c)	Parks & Recreation	Vendors in recreational areas: Specific Event Fee	$7.50			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 21 Art I Sec 21-9 (e)	Parks & Recreation	Vendors in recreational areas: Maximum Fine		$500		
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Youth/ Senior Daily Admission Fee	$5			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Adult Daily Admission Fee	$6			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Non Swimmer Admission Fee	$2			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Youth/Senior Twilight Admission Fee	$2.50			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Adult Twilight Admission Fee	$3			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Non Swimmer Twilight Fee	$1			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Individual Season Pass	$50			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Senior Season Pass	$40			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Family Season Pass	$150			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Per Hour Private Rental Up to 100 people; 101 to 225 people; 226 or more people	 $220; $250; $275;			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Per Hour Private Rental for Season Pass Holder	$175			
Part II Chapter 21 Art I Sec 21-25 (1)	Parks & Recreation	Shawnee Splash: Party Space Rental	$110 to $185			
Part II Chapter 21 Art I Sec 21-25 (2)	Parks & Recreation	Municipal Gym Rental Fees: Per Hour Gym Space	$35			
Part II Chapter 21 Art I Sec 21-25 (2)	Parks & Recreation	Municipal Gym Rental Fees: Admission Open Gym	$3			
Part II Chapter 21 Art I Sec 21-25 (3)	Parks & Recreation	Community Center Rental Fees: Per Hour Rental after 5:00 pm	$35			
Part II Chapter 21 Art I Sec 21-25 (3)	Parks & Recreation	Community Center Rental Fees: Per Hour Rental Monday thru Friday 8:00 am to 5:00 pm	$25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 21 Art I Sec 21-25 (3)	Parks & Recreation	Community Center Rental Fees: Daily Rate (8 hours) + Rate per each additional hour up to 9:00pm	$200 Daily Rate; $10 per additional hour			
Part II Chapter 21 Art I Sec 21-25 (3)	Parks & Recreation	Community Center Rental Fees: Refundable Cleaning Deposit	$25			
Part II Chapter 21 Art I Sec 21-25 (4)	Parks & Recreation	Park Pavilion Rental per 3 Hour Time Slot	$25			
CHAPTER 22: PLANNING AND DEVELOPMENT						
Part II Chapter 22 Art VIII Sec 22-728 (2)(b)(3)	Planning and Development	Fee for Submission of an Application to amend the Comprehensive Plan	$370 application fee; plus an additional $6 per property owner to be notified			
CHAPTER 23: SOLID WASTE						
Part II Chapter 23 Art II Sec 23-38 (a)	Solid Waste	Once a week residential curbside solid waste collection				
		Type of Service	**Monthly Rate**			
		Small Polycart (65 gallon)	$16.34			
		Large Polycart (95 gallon)	$20.84			
		Additional Polycart (95 gallon)	$11.00			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
		Solid Waste Service Only	$20.84			
Part II Chapter 23 Art II Sec 23-38 (c)	Solid Waste	Multifamily Dwelling Monthly Rate / Unit	$5			
Part II Chapter 23 Art II Sec 23-38 (f)	Solid Waste	Minimum deposit for garbage service from City	$20.00			
Part II Chapter 23 Art II Sec 23-40	Solid Waste	Disposal of household hazardous waste; rates	Not included in this Schedule; See Code Sec 23-40			
Part II Chapter 23 Art III Sec 23-67 (b)	Solid Waste	City Dump; Sanitary Landfill: Fee per cubic yard	$0.75			
CHAPTER 24: STREETS AND SIDEWALKS						
Part II Chapter 24 Art I Sec 24-1	Streets and Sidewalks	Maximum Fine		$500		
Part II Chapter 24 Art I Sec 24-2 (a)	Streets and Sidewalks	Street Paving or Improvement Work Bond			$5,000	
Part II Chapter 24 Art I Sec 24-2 (b)	Streets and Sidewalks	Street Paving or Improvement Work Liability				$100,000, $300,000, $100,000
Part II Chapter 24 Art II Sec 24-46 (a)	Streets and Sidewalks	Permit to Construct or Repair Fee				
Part II Chapter 24 Art III Div 2 Sec 24-114 (e)	Streets and Sidewalks	Administrative Fee	$10			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 24 Art III Div 2 Sec 24-114 (e)	Streets and Sidewalks	If a curb is cut into, a fee for cutting or removing a curbing exceeding 20 feet shall be $1.00 per foot for each additional foot in excess of 20 feet.	$20			
Part II Chapter 24 Art III Div 2 Sec 24-115	Streets and Sidewalks	Permit Renewal Fee	$1			
Part II Chapter 24 Art IV Div 1 Sec 24-146	Streets and Sidewalks	Excavations: Maximum Fine	$10			
Part II Chapter 24 Art IV Div 1 Sec 24-147	Streets and Sidewalks	Excavation: Bond		$500	$2,000	
Part II Chapter 24 Art IV Div 1 Sec 24-148 (b)	Streets and Sidewalks	Excavations: liability Insurance Coverage				$5,000, $10,000, $5,000
Part II Chapter 24 Art IV Div 2 Sec 24-177 (b)	Streets and Sidewalks	Streets: Cut Fee	$60			
CHAPTER 25: TAXATION						
Part II Chapter 25 Art II Div 1 Sec 25-35	Taxation	Failure or Refusal to Pay or Fraudulent Returns under this Section: Maximum Fine		$500		
Part II Chapter 25 Art III Div 1 Sec 25-162	Taxation	Failure or Refusal to Pay or Fraudulent Returns under this Section: Maximum Fine		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
CHAPTER 26: UTILITIES						
CHAPTER 26 ARTICLE I GENERAL						

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 26 Art I Sec 26-1 (c) and (d)	Utilities	Investor Owned Utilities	Franchise Tax + Current Sales Tax			
CHAPTER 26 ARTICLE II WATER and SEWER						
Part II Chapter 26 Art II Sec 26-26 (a)	Utilities	Water Rates: The minimum charge for water used by consumers inside the city limits: RESIDENTIAL:				
		Number of Gallons	**Monthly Rate Per Thousand Gallons**			
		0—1,000	$22.74			
		1,001—4,000	$4.27			
		4,001—1,000,000	$4.38			
		1,000,001—2,000,000	$4.50			
		More than 2,000,000	$4.60			
	Utilities	minimum charge for				
		Number of Gallons	**Monthly Rate Per Thousand Gallons**			
		0—1,000	$28.43			
		1,001—4,000	$4.27			
		4,001—1,000,000	$4.38			
		1,000,001—2,000,000	$4.50			
		More than 2,000,000	$4.60			
		minimum charge for				
		Number of Gallons	**Monthly Rate Per Thousand Gallons**			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
		0—1,000	$28.43			
		1,001—4,000	$4.27			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
		4,001—1,000,000	$4.28			
		1,000,001—2,000,000	$4.50			
		More than 2,000,000	$4.60			
Part II Chapter 26 Art II Sec 26-26 (b)	Utilities	Water Rates: The rate to				
		Number of Gallons	**Monthly Rate Per Thousand Gallons**			
		0—1,000	$26.43			
		1,001—4,000	$6.42			
		4,001—1,000,000	$6.58			
		1,000,001—2,000,000	$6.75			
		More than 2,000,000	$6.91			
		Water Rates: The rate to				
		Number of Gallons	**Monthly Rate Per Thousand Gallons**			
		0—1,000	$33.05			
		1,001—4,000	$6.42			
		4,001—1,000,000	$6.58			
		1,000,001—2,000,000	$6.75			
		More than 2,000,000	$6.91			
Part II Chapter 26 Art II Sec 26-27 (b)	Utilities	Sewer Rates: The charge				
		Number of Gallons	**Monthly Rate Per Thousand Gallons**			
		0—1,000	$14.83			
		Over 1,000	$3.28			

MUNICIPAL CODE SITE	**DEPARTMENT**	**DESCRIPTION**	**FEE**	**FINE**	**BOND**	**INSURANCE**
		Sewer Rates: The charge for sanitary sewer use by consumers inside the city limits: COMMERCIAL				
		Number of Gallons	**Monthly Rate Per Thousand Gallons**			
		0—1,000	$18.55			
		Over 1,000	$3.19			
Part II Chapter 26 Art II Sec 26-27 (c)	Utilities	The rate for furnishing water for consumption outside the city limits: RESIDENTIAL				
			Monthly Rate Per			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
		Number of Gallons	**Thousand Gallons**			
		0—1,000	$22.25			
		Over 1,000	$4.78			
		The rate for furnishing water for consumption outside the city limits: COMMERCIAL				
		Number of Gallons	**Monthly Rate Per Thousand Gallons**			
		0—1,000	$27.81			
		Over 1,000	$4.78			
No Ordinance	Utilities	Septic Hauler Permit Fee	$100/Truck			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 1	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 2	Utilities	Industrial Pretreatment	RESERVED			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 3	Utilities	Fees	RESERVED			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 26 Art II Sec 26-28 (a), (b) 4	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 5	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 6	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II Chapter 26 Art II Sec 26-28 (a), (b) 7	Utilities	Industrial Pretreatment Fees	RESERVED			
Part II Chapter 26 Art II Sec 26-29 (a) (b)	Utilities	(Metered Users) User Charge - Treatment of Domestic Wastewater	Refer to Code			
Part II Chapter 26 Art II Sec 26-29 (a) (b)	Utilities	(Non-Metered Users) User Charge - Treatment of Domestic Wastewater	Refer to Code			
Part II Chapter 26 Art II Sec 26-29 (c)	Utilities	Excessive Strength Charges	Refer to Code			
Part II Chapter 26 Art II Sec 26-29 (e)	Utilities	Toxic Pollutant Charges	Refer to Code			
Part II Chapter 26 Art II Sec 26-29 (g)	Utilities	Charges for Extraneous Flows	Refer to Code			
CHAPTER 26 ARTICLE III WATER						

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 26 Art III Div 1 Sec 26-59	Utilities	Furnishing to other premises: Resetting the Meter Fee	$25			
Part II Chapter 26 Art III Div 1 Sec 26-67 (d) (1)	Utilities	Water--Drought Management Plans: Fines: 1st Violation;		Warning		
Part II Chapter 26 Art III Div 1 Sec 26-67 (d) (2)	Utilities	Water--Drought Management Plans: Fines: 2nd Violation;		$150 plus costs		
Part II Chapter 26 Art III Div 1 Sec 26-67 (d) (3)	Utilities	Water--Drought Management Plans: Fines: 3rd Violation;		$250 plus costs		
Part II Chapter 26 Art III Div 1 Sec 26-67 (d) (4)	Utilities	Water--Drought Management Plans: Fines: 4th and Subsequent Violations		$500 plus costs		
Part II Chapter 26 Art III Div 1 Sec 26-70 (a)	Utilities	Failure to Repair Water Leak: Maximum Fine		$150		
Part II Chapter 26 Art III Div 1 Sec 26-70 (a)	Utilities	Failure to Repair Water Leak: Subsequent Fine for each day		$25		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 26 Art III Div 1 Sec 26-71 (a) (2)	Utilities	Individual Water Well: Permit Fee	$100			
Part II Chapter 26 Art III Div 1 Sec 26-72	Utilities	Fire hydrant meter for bulk water purchase: Refundable Deposit	$1,100			
Part II Chapter 26 Art III Div 1 Sec 26-97	Utilities	Water Service Tapping Fee: Meter Size of 5/8" or 3/4"	$300			
Part II Chapter 26 Art III Div 1 Sec 26-97	Utilities	Water Service Tapping Fee: Meter Size of 1/2" or 3/4"	$350			
Part II Chapter 26 Art III Div 1 Sec 26-97	Utilities	Water Service Tapping Fee: Meter Size of 1.0" and over	$450			
Part II Chapter 26 Art III Div 1 Sec 26-104	Utilities	Filling Swimming Pools	Refer to Code			
Part II Chapter 26 Art III Div 1 Sec 26-132 (a)	Utilities	Water Service Cash Deposit - Residential	Refer to Code			
Part II Chapter 26 Art III Div 1 Sec 26-133 (a)	Utilities	Water Service Cash Deposit - Commercial	Refer to Code			
Part II Chapter 26 Art III Div 1 Sec 26-134	Utilities	Water Meter Deposit	$200			
Part II Chapter 26 Art III Div 1 Sec 26-135 (b)	Utilities	Temporary Service Charge	$25			
Part II Chapter 26 Art III Div 1 Sec 26-137	Utilities	Utility Deposit Amount Increase	Refer to Code			
Part II Chapter 26 Art III Div 1 Sec 26-171	Utilities	Water Meter Testing	Refer to Code			
Part II Chapter 26 Art III Div 1 Sec 26-202	Utilities	Late Payment Penalty	10 % of bill, minimum $1.25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 26 Art III Div 2 Sec 26-101(c)	Utilities	Transfer of Service Fee	$25			
Part II Chapter 26 Art III Div 2 Sec 26-132(a)	Utilities	Water Service Cash Deposit - Residential	$75			
Part II Chapter 26 Art III Div 2 Sec 26-132(c)	Utilities	Processing Fee	$25			
Part II Chapter 26 Art III Div 2 Sec 26-173	Utilities	Meter Maintenance Fees				
		Residential	$6 per month			
		Commercial				
		Meter Size	**Rate Per Month**			
		3/4" Meter	$6			
		5/8" Meter	$6			
		1" Meter	$6			
		1-1/2" Meter	$7			
		2" Meter	$9			
		3" Meter	$13			
		4" Meter	$17			
		5" Meter	$21			
		6" Meter	$25			
		8" Meter	$34			
Part II Chapter 26 Art III Div 4 Sec 26-231 (c)	Utilities	Removal, Plugging, Locking, and Resetting of City Water Meters: Fee	$75			
Part II Chapter 26 Art III Div 4 Sec 26-231 (d)	Utilities	Administration Fee for Process of Disconnecting	$50			
Part II Chapter 26 Art III Div 4 Sec 26-231(e)	Utilities	Rescheduling Fee	$25			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 26 Art III Div 4 Sec 26-231(f)	Utilities	Cutoff Notice Fee	$5			
Part II Chapter 26 Art III Div 4 Sec 26-231(g)	Utilities	After-Hours Connection Se	$50			
Part II Chapter 26 Art III Div 4 Sec 26-233	Utilities	Dishonored Check Fee	$35			
Part II Chapter 26 Art IV Div 1 Sec 26-264	Utilities	Sewers: Maximum Fine		$1,000		
Part II Chapter 26 Art IV Div 1 Sec 26-265	Utilities	Falsifying Information: Maximum Fine		$500		
Part II Chapter 26 Art IV Div 1 Sec 26-266 (h)	Utilities	Sewers: Citation: Maximum Fine		$1,000		
Part II Chapter 26 Art IV Div 1 Sec 26-271 (c)	Utilities	Fees for dumping Septage (section 26-28)	RESERVED			
Part II Chapter 26 Art IV Div 1 Sec 26-272 (f)	Utilities	Sewer connection. Wastewater tap fee: 4 inch pipe	$375			
Part II Chapter 26 Art IV Div 1 Sec 26-272 (f)	Utilities	Sewer connection. Wastewater tap fee: 6 inch pipe	$500			
Part II Chapter 26 Art IV Div 1 Sec 26-272 (f)	Utilities	Sewer connection. Wastewater tap fee: 8 inch pipe	$1,000			
Part II Chapter 26 Art V Sec 26-437 (3)	Utilities	Change of Existing Service Fee:	$20			
Part II Chapter 26 Art V Sec 26-437 (4)	Utilities	Reinspection Fee: First Occurrence	$25			
Part II Chapter 26 Art V Sec 26-437 (4)	Utilities	Reinspection Fee: Subsequent Occurrences	$50			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Ordinance Pending	Utilities	Fee: Field Charge to turn on Domestic Water and No Adult Present	$25			
Ordinance Pending	Utilities	Fee: Field Charge For Seconds Trip to turn on Domestic Water and No Adult Present	$25			
CHAPTER 27: VEGETATION						
Part II Chapter 27 Art II Div 2 Sec 27-56	Vegetation	License to Trim, Prune, or Remove: License Fee	$25			
Part II Chapter 27 Art II Div 2 Sec 27-57	Vegetation	License to Trim, Prune, or Remove: Bond			$1,000	
Part II Chapter 27 Art II Div 2 Sec 27-58	Vegetation	License to Trim, Prune, or Remove: Liability Insurance				$5,000, $10,000, $5,000
Part II Chapter 27 Art II Div 3 Sec 27-92	Vegetation	Arborists License Fee; Bond; and Liability Insurance			$1,000	$50,000, $100,000
Part II Chapter 27 Art II Div 3 Sec 27-94	Vegetation	Maximum Fine.		$100		
CHAPTER 28: WELLS, OIL AND GAS						
Part II Chapter 28 Art II Div 1 Sec 28-33 (b)	Wells, Oil and Gas	Maximum Fine		$500		

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 28 Art II Div 1 Sec 28-37	Wells, Oil and Gas	Release of bonds and insurance on sale of well: Flat Fee per well under 10 wells	$50			
Part II Chapter 28 Art II Div 1 Sec 28-37	Wells, Oil and Gas	Release of bonds and insurance on sale of well: Release of 10 or more wells	$500			
Part II Chapter 28 Art II Div 2 Sec 28-67 (b)	Wells, Oil and Gas	Application and Permit Fee and first year of operation fee	$3,500			
Part II Chapter 28 Art II Div 2 Sec 28-69 (a)	Wells, Oil and Gas	Surety Bond			$50,000	
Part II Chapter 28 Art II Div 2 Sec 28-69 (c)	Wells, Oil and Gas	Blanket Corporate Surety Bond			$500,000	
Part II Chapter 28 Art II Div 2 Sec 28-69 (d)	Wells, Oil and Gas	Continuing Irrevocable Letter of Credit in lieu of Corporate Surety Bond			$50,000.00	
Part II Chapter 28 Art II Div 2 Sec 28-70 (b)	Wells, Oil and Gas	Liability Insurance Minimum				$500,000
Part II Chapter 28 Art II Div 2 Sec 28-72	Wells, Oil and Gas	Denial; cancellation of application processing fee	$250			
Part II Chapter 28 Art II Div 2 Sec 28-73 (a)	Wells, Oil and Gas	Annual Permit Fee	$250			
Part II Chapter 28 Art II Div 2 Sec 28-73 (b) (1-2)	Wells, Oil and Gas	Annual Permit Fee: If the price per barrel of Oklahoma Sweet has averaged **less** than $15 per barrel for the 12 months preceding the anniversary date	$150			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 28 Art II Div 2 Sec 28-73 (b) (1-2)	Wells, Oil and Gas	Annual Permit Fee: If the price per barrel of Oklahoma Sweet has averaged **more** than $15 per barrel for the 12 months preceding the anniversary date	$250			
Part II Chapter 28 Art II Div 2 Sec 28-74	Wells, Oil and Gas	Prior nonpermitted wells	$250			
Part II Chapter 28 Art III Sec 28-131 (c)	Wells, Oil and Gas	Abandonment and Plugging Permit Fee	$350			
Part II Chapter 28 Art V Sec 28-194 (a)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Enhanced recovery project or disposal well application fee	$5,000			
Part II Chapter 28 Art V Sec 28-194 (b)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Enhanced Recovery project: Annual inspection fee	$250			
Part II Chapter 28 Art V Sec 28-194 (c)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Disposal Well: Annual inspection fee	$1,000			

MUNICIPAL CODE SITE	DEPARTMENT	DESCRIPTION	FEE	FINE	BOND	INSURANCE
Part II Chapter 28 Art V Sec 28-196 (2) (d)	Wells, Oil and Gas	Enhanced Recovery System and Disposal Wells. Additional Bond and Insurance Coverage: Minimum Insurance Coverage				$1,000,000

Regular Board of Commissioners **7. a.**

Meeting Date: 10/05/2020

Award

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Santa Fe Depot Historic Roof Project (RFQ) (Award)

Attachments

Memo

RFQ

Plan Holders List

Tabulation

City of Shawnee OKLAHOMA

Office of the Director of Operations

Date: September 30,2020

To: Mayor and Commissioners

From: James Bryce, Director of Operations

RE: Historic Roof Replacement Architectural and Engineering Services RFQ

On August 21, 2020 staff advertised the RFQ for the roof replacement on the Santa Fe Depot. The RFQ was advertised in the newspaper, city web site, and mailed out to several architecture and Engineering Firms, list attached. The RFQ was due back in on September 18, 2020 at 4:00 pm.

Staff received 5 qualified RFQs:

Walker Consultants, Dallas, TX.
Garver, North Little Rock, AR
WJE Inc. (Wiss, Janney, Elstner associates), Irving, TX.
GH2 Preservation Architects, Tulsa, Ok.
TAP, Oklahoma City, Ok.

Staff has reviewed the RFQs and have decide that GH2 has the qualifications to design and engineer the roof replacement plan.

The Santa Fe Depot is a historic building and on the list of historic places which dictates how and what you can do and use when renovating. Looking at the roof and how it was put together and how it is to go back together will be a big undertaking along with other repairs to building as the project goes along. Items like the repair to the ceiling, Replacement/repair of the beams on the porch area that must be repaired as the roof replacement is done. GH2 has an extensive background in historic preservation and tools that will be useful in the roof replacement project.

Staff is asking for Authorization to begin negotiations with GH2 to develop a contract for services that we will bring back to you for your approval.

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

Request for Qualifications

Historic Roof Replacement Architectural and Engineering Services

City of Shawnee

City of Shawnee, Oklahoma
16 W. 9th Street
Shawnee, OK 74801

Santa Fe Depot Historic Roof Project
Release Date:
August 21, 2020

Submittal Deadline:
September 18, 2020
4:00 PM CST

Introduction

The City of Shawnee is requesting qualifications from licensed Engineering/Architectural firms to provide professional services in the State of Oklahoma. The firm shall provide engineering and architectural design services and construction management to the City of Shawnee to repair and replace a historical roof on the Historical Santa Fe Depot. Experience with historic roof design and requirements or applicable comparable experience is preferred.

The Historic Santa Fe Depot was constructed in 1907. The building currently is being used for a museum that showcases the history of the BNSF railroad, Pottawatomie County, and the City of Shawnee. The roofing spans approximately 7,200 square feet consisting of a clay tile mix between historic T-12 and Spanish style. In addition, a portion of the lower roof area over the porch is flat covered with a TPO. All guttering, valleys, and roof to wall flashings are constructed with copper. The building is located at 614 East Main Street, Shawnee, OK, 74801.

Scope of Work

The firm selected will communicate effectively with the City of Shawnee designee(s) through the design and construction phases of the project. The City of Shawnee desires to hire a firm to provide all design and construction management for the historic roof replacement and any necessary repairs to provide a long-lasting quality renovation.

This project will include but not be limited to:

- Architectural and engineering design services for replacement using materials suitable for historical building:
  - Complete removal of roof tile and replacement,
  - Decking repair where needed,
  - Rework/replacement of all roof/wall/valley flashing,
  - Gutter and down spout rework and painting,
  - Repair/replacement of the ceiling boards in the main common area,
  - Repair/replacement of porch beams and ceiling boards.
- Report findings and design project recommendations to City of Shawnee
- Develop bidding documents for project
- Bidding administration and construction management

Submittal Requirements

Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

- Firm Description: Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and location of office proposed to handle this project.

Submittal Requirements, continued

- Financial Qualifications: The proposing firm must provide financial statements for the three most recent completed fiscal years to demonstrate financial capability. The financial statement information must include: Independent Auditors' Report, Balance Sheet, Income Statement, Statement of Changes in Cash Flow, and financial statement footnotes.
- Project Team: Provide names, resumes, and office locations of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate the lead consultant and identify any sub-consultants.
- Project Understanding: Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project.
- Scope of Services: Describe the consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks without clearly noting this in the submission.
- Project Schedule: The Consultant shall submit a schedule, itemized by task, for completing the scope of work.
- Comparable Projects: Description of related project experience with other municipalities or private developers over the last five (5) years. Include the client's name, a brief summary of the work, and role of key staff in each project.
- References: Three (3) references, including current contact name and phone number for similar projects.

Selection Process

The materials submitted by the firm will be reviewed and ranked by City Staff. Evaluation will be based upon a Qualifications Based Selection (QBS) format.

The QBS process will incorporate without limitation the following criteria:

- Relevant project experience;
- Experience with historic buildings and historic preservation;
- Experience with providing innovative solutions and alternatives;
- Ability to comply with project requirements;
- Experience, skill-set, and demonstrated leadership of proposed project team;
- References from past clients;
- Financial capability.

Following the review by City staff, a short list of qualified firms will be invited to participate in an interview process. Following this process, a preliminary selection will be made, where the City will negotiate and contract with one firm to conduct the services.

Qualifications Submittal Deadline

The City will accept Qualifications until Friday, September 18, 2020 at 4:00 PM CST. Qualifications should be submitted to: City of Shawnee, Attention: City Clerk, 16 W. 9th Street, Shawnee, OK, 74801. Provide 4 copies with a digital file. Facsimile or e-mail responses will not be accepted. Additionally, proposals must include a Non-Collusion Affidavit, Business Relationship Affidavit, and a Standard Form 254.

Point of Contact

All questions and contacts regarding this RFQ should be addressed to:

James Bryce
Director of Operations
City of Shawnee
16 W. 9th Street
Shawnee, OK 74801
Phone: (405) 878-1529
jbryce@shawneeok.org

Any inquiry that directly affects an interpretation or change to this RFQ will be issued in writing by the City as an addendum and will be posted to the city website under the original project posting. The City will not accept verbal or emailed responses, or responses received after RFQ deadline. The City of Shawnee will not discriminate in the purchase of goods and services based on race, color, religion, sex, national origin, age, disability or any other lawfully protected classification. The City reserves the right to reject any or all submittals, to waive irregularities and/or informalities in any RFQ, and to make an award in any manner, consistent with law, deemed in the best interest of the City

CITY OF SHAWNEE
A Municipal Corporation

Chance Allison

Chance Allison, CPA, City Manager

Date: 8/21/2020

(SEAL) THE CITY OF SHAWNEE SEAL OKLAHOMA

ATTEST:

Lisa Lasyone

Lisa Lasyone, CMC, City Clerk

Advertising & Plan Holders list

Historic Santa Fe Depot Roof Replacement Project

Howard – Fairbairn Site Design, Inc.
3100 NW 149th
Oklahoma City, Ok 73134

Guernsey
5555 North Grand BLVD
Oklahoma City, OK 73112

LAUD Studio
2426 N. Classen BLVD
Oklahoma City, OK 73106

CLS and Associates
825 N. Broadway, Suite 315
Oklahoma City, OK 73102

Crafton Tull & Associates
214 E. Main St.
Oklahoma City, OK 73104
Attn: David Knowles, ASLA

Shafer, Kline, and Warren, Inc.
11250 Corporate Avenue
Lenexa, KS 66219

Brandon K. Boydstun, L.A.
5350 S WESTERN, STE 600
OKLAHOMA CITY, OK 73109 |
[P] 405.516.1001
[bboydstun@baughmanco.com] [BaughmanCo.com]

Freese and Nichols, Inc.
7633 E 63rd Place, Suite 300
Tulsa, OK 74133
539-202-1818

918-949-8765 mobile
Dawn.Warrick@freese.com
WDS@freese.com

MA +
4000 North Classen Boulevard, Suite 100N
Oklahoma City, OK 73118

Landplan Consultants
1110 W. 23rd Street
Tulsa, OK 74107

Howell & Vancuren
601 S. Lewis Ave.
Tulsa, OK 74104

Planning Design Group
5314 S. Yale Ave.
Tulsa, OK 74135

TAP Engineering
415 N Broadway Ave
Oklahoma City, OK 73102

Construction Connect
www.ConstructConnect.com

HP Engineering
Jeff Bays PE
16 South Lewis Ave
Tulsa, OK 74104

Wallace Engineering
123 N. Martin Luther King Jr. Boulv.
Tulsa, OK 74103

Allford Hall Monaghan Morris
Plow Building
29 E. Reno Ave., Suite 440
Oklahoma City, OK 73104

FSB
5801 Broadway Extension, Suite 500
Oklahoma City, Ok 73118

GSB
3555 NW Expressway, Suite 700W
Oklahoma City, OK 73112

LWPB
5909 NW Expressway, Suite 600
Oklahoma City, Ok 73132

REQUEST FOR QUALIFICATIONS TABULATION SHEET

SANTA FE DEPOT HISTORIC ROOF PROJECT

September 18, 2020

BIDDER	AMOUNT
Walker Consultants, Dallas, TX	
Garver, North Little Rock, AR	
Wiss, Janney, Elstner Associates, Inc., Irving, TX	
GH2 Preservation Architects	
TAP, Oklahoma City, OK	