

AGENDA  
BOARD OF CITY COMMISSIONERS  
December 1, 2014 AT 6:30 P.M.  
COMMISSION CHAMBERS AT CITY HALL  
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Consider approval of Agenda:
2. Consider approval of Consent Agenda:
  - a. Minutes from the November 17, 2014 regular meeting
  - b. Acknowledge the following reports:
    - License Payment Report for October 2014
    - Project Payment Report for October 2014
  - c. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Aron Miller.
  - d. Acknowledge Pottawatomie County Election Board Certification of Election results for Proposition Nos. 1 and 2 from the November 4, 2014 General Election.
  - e. Approve adding the position of Aquatics Manager for Shawnee Aquatics Center and approving budget amendment for the establishment of this position (General Fund – Pool 350).
  - f. Mayor's Appointments:  
*Airport Advisory Board*  
Re-Appointments  
Will Smallwood Expires 7/01/2017 1st Full Term  
Bert Humphreys Expires 7/01/2017 1st Full Term
3. Commissioners Comments
4. Citizens Participation  

(A three minute limit per person)  
(A twelve minute limit per topic)
5. Presentation by Shawnee Rotary Club of donation to help rebuild City's lake building that was destroyed by tornado.

6. Presentation by Anne Masters with Pioneer Library System regarding their Audit for FY2013-2014.
7. Discuss, consider and possibly take action on approving a new ordinance regarding citizen participation in City Commission meetings.
8. New Business  

(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
9. Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.
10. Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.
11. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

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

**Regular Board of Commissioners**

**2. a.**

**Meeting Date:** 12/01/2014

CC Minutes 11-17-2014

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Minutes from the November 17, 2014 regular meeting

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Attachments

CC Minutes 11-17-2014

**BOARD OF CITY COMMISSIONERS PROCEEDINGS**  
**NOVEMBER 17, 2014 AT 6:30 P.M.**

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, November 17, 2014 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Mainord presided and called the meeting to order. Upon roll call, the following members were in attendance.

Wes Mainord  
Mayor

Gary Vogel  
Commissioner Ward 1

Absent  
Commissioner Ward 2

James Harrod  
Commissioner Ward 3-Vice Mayor

Keith Hall  
Commissioner Ward 4

Lesa Shaw  
Commissioner Ward 5

Micheal Dykstra  
Commissioner Ward 6

ABSENT: Linda Agee

INVOCATION

Lord's Prayer

FLAG SALUTE

Led by Commissioner Vogel

AGENDA ITEM NO. 1:

Consider approval of Agenda.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve the Agenda. Motion carried 6-0.

AYE: Harrod, Hall, Shaw, Dykstra, Vogel, Mainord

NAY: None

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Minutes from the November 3, 2014 regular meeting
- b. Acknowledge the following minutes:

- Shawnee Urban Renewal Authority minutes from the September 9, 2014 meeting
  - Planning Commission minutes from the September 3, 2014 meeting
- c. Acknowledge Commission and Related Authorities meeting schedule for 2015
  - d. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Moses Ramirez.
  - e. Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Ben Walker.
  - f. Partial release of public easement in the Shawnee Marketplace Plat

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve the Consent Agenda Item Nos. 2(a-f). Motion carried 6-0.

AYE: Hall, Harrod, Mainord, Shaw, Dykstra, Vogel

NAY: None

AGENDA ITEM NO. 3: Commissioners Comments

Vice Mayor Harrod stated that Commissioner Agee is in Shreveport with the Avedis Foundation.

Commissioner Dykstra thanked the City street crews that cleaned the roads after the snow storm on Sunday.

AGENDA ITEM NO. 4: Citizens Participation  
(A three minute limit per person)  
(A twelve minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 5 Resolution of support for Avedis Foundation and partnership in their Community Renewal International Pilot Program.

Resolution No. 6482 was introduced.

A RESOLUTION OF THE CITY OF SHAWNEE IN SUPPORT OF COMMUNITY RENEWAL OF POTTAWATOMIE COUNTY

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to approve a resolution of support for Avedis Foundation and partnership in their Community Renewal International Pilot Program. Motion carried 6-0.

AYE: Harrod, Dykstra, Vogel, Mainord, Hall, Shaw

NAY: None

Michelle Briggs was present to accept Resolution No. 6482 presented by the Mayor.

AGENDA ITEM NO. 6

Consider a resolution of support for the construction of a 26 single unit housing development and supporting favorable consideration for tax credit award for Excel Development Group.

Jennifer McCabe with Excel Development Group stated that the development will be 26 single family homes. They are required to have the resolution of support prior to applying for the tax credit award.

Resolution No. 6483 was introduced.

A RESOLUTION SUPPORTING THE CONSTRUCTION OF A 26 UNIT HOUSING DEVELOPMENT BY EXCEL DEVELOPMENT GROUP LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, OKLAHOMA; AND SUPPORTING FAVORABLE CONSIDERATION BE GIVEN FOR TAX CREDIT AWARD FOR THIS DEVELOPMENT.

A motion was made by Commissioner Dykstra, seconded by Commissioner Hall, to approve a resolution of support for the construction of a 26 single unit housing development and supporting favorable consideration for tax credit award for Excel Development Group. Motion carried 4-1-1.

AYE: Dykstra, Hall, Vogel, Mainord

NAY: Harrod

ABSTAIN: Shaw

AGENDA ITEM NO. 7:

Consider a resolution to declare certain items surplus property and authorizing the sale of said items at auction.

James Bryce, Director of Operations, passed out a list of vehicles that would replace the list originally included in the agenda.

Resolution No. 6484 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF SAID ITEMS BY PUBLIC AUCTION.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Vogel, to declare certain items surplus property and authorizing the sale of said items at auction. Motion carried 6-0.

AYE: Harrod, Vogel, Mainord, Hall, Shaw, Dykstra

NAY: None

AGENDA ITEM NO. 8:

Consider a resolution to surplus certain Shawnee Police Department vehicles and donate to the City of McCloud Police Department.

Resolution No. 6485 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE DONATION OF SAID ITEMS TO THE CITY OF MCLLOUD POLICE DEPARTMENT.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to surplus certain Shawnee Police Department vehicles and donate to the City of McCloud Police Department. Motion carried 6-0.

AYE: Harrod, Hall, Shaw, Dykstra, Vogel, Mainord

NAY: None

AGENDA ITEM NO. 9:

Consider a resolution to surplus certain Shawnee Police Department vehicles and

donate to the Oklahoma Baptist University Police Department.

Resolution No. 6486 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE DONATION OF SAID ITEMS TO THE OKLAHOMA BAPTIST UNIVERSITY POLICE DEPARTMENT.

A motion was made by Commissioner Hall, seconded by Commissioner Dykstra, to to surplus certain Shawnee Police Department vehicles and donate to the Oklahoma Baptist University Police Department. Motion carried 6-0.

AYE: Hall, Dykstra, Vogel, Harrod, Mainord, Shaw  
NAY: None

AGENDA ITEM NO. 10: Consideration of approval of a Preliminary Plat for Woodsong located NE of Woodsong Garden, Shawnee, Oklahoma. Case No. S11-14. Applicant: Austin 2008 Revocable Trust.

Justin Debruin, Assistant City Planner, provided a staff report.

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve the preliminary plat for Woodsong located NE of Woodsong Garden, Shawnee, Oklahoma with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. The final engineered drainage plan must be approved by the City Engineer concurrent with Final Plat approval.
3. The following offsite improvement is required concurrent with Phase 1 infrastructure construction:
  - a. A public roadway shall be constructed to connect Madison Avenue (proposed) with Kellye Green Street (existing). The proposed roadway is indicated on the preliminary plat and shown within a 50-foot road and utility easement.
4. All other applicable City standards apply.

Motion carried 6-0.



AYE: Hall, Harrod, Mainord, Shaw, Dykstra, Vogel  
NAY: None

AGENDA ITEM NO. 11: Consideration of approval of a Final Plat for Deer Field Estates located in the 1400-1500 block of East Bradley, Shawnee, Oklahoma. Case No. S12-14. Applicant: Kishwaukee Enterprises LLC

Justin Debruin, Assistant City Planner, provided a staff report.

A motion was made by Commissioner Shaw, seconded by Commissioner Dykstra, to approve the final plat for Deer Field Estates located in the 1400-1500 block of East Bradley, Shawnee, Oklahoma with the following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. Prior to filing the final plat, the applicant shall commence with making the required and proposed public site improvements in accordance with construction plans approved by the City Engineer or otherwise bond the project in accordance with City code.
3. A four (4') foot sidewalk shall be installed along Bradley Street prior to recording of the final plat.
4. All other applicable City standards apply.

Motion carried 6-0.

AYE: Shaw, Dykstra, Vogel, Harrod, Mainord, Hall  
NAY: None

AGENDA ITEM NO. 12: Discussion, consideration and possible action of an ordinance amending the employee retirement system, defined benefit plan of the City of Shawnee, Oklahoma, to incorporate the definition of spouse; providing for effective date, providing for repealer and severability; and declaring an emergency.

Jodi Cox with Oklahoma Municipal Retirement Fund (OMRF) gave an explanation of OMRF. She also stated that the federal government is requiring this amendment due to the Supreme Court ruling in the *Windsor* case.

A motion was made by Commissioner Hall, seconded by Commissioner Dykstra, to approve an ordinance amending the employee retirement system, defined benefit plan of the City of Shawnee, Oklahoma, to incorporate the definition of spouse; providing for effective date, providing for repealer and severability; and declaring an emergency.

Ordinance No. 2553NS was introduced.

AN ORDINANCE AMENDING THE EMPLOYEE RETIREMENT SYSTEM, DEFINED BENEFIT PLAN OF THE CITY OF SHAWNEE, OKLAHOMA, TO INCORPORATE THE DEFINITION OF SPOUSE; PROVIDING FOR EFFECTIVE DATE, PROVIDING FOR REPEALER AND SEVERABILITY; AND DECLARING AN EMERGENCY.

Motion carried 6-0.

AYE: Hall, Dykstra, Vogel, Harrod, Mainord, Shaw

NAY: None

Ordinance No. 2553NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve emergency clause relating to Ordinance No. 2553NS. Motion carried 6-0.

AYE: Harrod, Hall, Shaw, Dykstra, Vogel, Mainord

NAY: None

AGENDA ITEM NO. 13:

Discussion, consideration and possible action of an ordinance amending the employee retirement system, Defined Benefit plan for City of Shawnee, Oklahoma; providing retirement benefits for eligible employees of City of Shawnee, Oklahoma; pertaining to definition of employee; pertaining to eligibility; providing for employer pickup of mandatory contributions; providing for the determination of vesting for City Manager;

providing for repealer and severability; and declaring an emergency. (DBO-w/a)

Human Resources Director, Tammy Johnson, stated that the OMRF plan needed to be amended to match City Manager Brian McDougal's employment contract.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve an ordinance amending the employee retirement system, Defined Benefit plan for City of Shawnee, Oklahoma; providing retirement benefits for eligible employees of City of Shawnee, Oklahoma; pertaining to definition of employee; pertaining to eligibility; providing for employer pickup of mandatory contributions; providing for the determination of vesting for City Manager; providing for repealer and severability; and declaring an emergency.

Ordinance No. 2554NS was introduced.

AN ORDINANCE AMENDING THE EMPLOYEE RETIREMENT SYSTEM, DEFINED BENEFIT PLAN FOR CITY OF SHAWNEE, OKLAHOMA; PROVIDING RETIREMENT BENEFITS FOR ELIGIBLE EMPLOYEES OF CITY OF SHAWNEE, OKLAHOMA; PERTAINING TO DEFINITION OF EMPLOYEE; PERTAINING TO ELIGIBILITY; PROVIDING FOR EMPLOYER PICKUP OF MANDATORY CONTRIBUTIONS; PROVIDING FOR THE DETERMINATION OF VESTING FOR CITY MANAGER; PROVIDING FOR REPEALER AND SEVERABILITY; AND DECLARING AN EMERGENCY.

Motion carried 5-1.

AYE: Harrod, Hall, Dykstra, Vogel, Mainord

NAY: Shaw

Ordinance No. 2554NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to approve emergency clause relating to Ordinance No. 2554NS. Motion carried 5-1.

AYE: Harrod, Dykstra, Vogel, Mainord, Hall

NAY: Shaw

AGENDA ITEM NO. 14: Discussion, consideration and possible action of an ordinance amending the employee retirement system, Defined

Contribution plan for the City of Shawnee, Oklahoma; providing retirement benefits for eligible employees of the City of Shawnee, Oklahoma; pertaining to definition of employee; pertaining to the definition of compensation; pertaining to plan design; pertaining to allocation of forfeitures; providing for repealer and severability; and declaring an emergency. (DCO-w/a)

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve an ordinance amending the employee retirement system, Defined Contribution plan for the City of Shawnee, Oklahoma; providing retirement benefits for eligible employees of the City of Shawnee, Oklahoma; pertaining to definition of employee; pertaining to the definition of compensation; pertaining to plan design; pertaining to allocation of forfeitures; providing for repealer and severability; and declaring an emergency.

Ordinance No. 2555NS was introduced.

AN ORDINANCE AMENDING THE EMPLOYEE RETIREMENT SYSTEM, DEFINED CONTRIBUTION PLAN FOR THE CITY OF SHAWNEE, OKLAHOMA; PROVIDING RETIREMENT BENEFITS FOR ELIGIBLE EMPLOYEES OF THE CITY OF SHAWNEE, OKLAHOMA; PERTAINING TO DEFINITION OF EMPLOYEE; PERTAINING TO THE DEFINITION OF COMPENSATION; PERTAINING TO PLAN DESIGN; PERTAINING TO ALLOCATION OF FORFEITURES; PROVIDING FOR REPEALER AND SEVERABILITY; AND DECLARING AN EMERGENCY.

Motion carried 5-1.

AYE: Harrod, Hall, Dykstra, Vogel, Mainord  
NAY: Shaw

Ordinance No. 2555NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve emergency clause relating to Ordinance No. 2555NS. Motion carried 5-1.

AYE: Harrod, Hall, Dykstra, Vogel, Mainord  
NAY: Shaw

AGENDA ITEM NO. 15: Discussion, consideration and possible action of an ordinance amending the employee retirement system, Defined Contribution plan for the position of Department Head or City Manager for the City of Shawnee, Oklahoma; providing retirement benefits for eligible employees of the City of Shawnee, Oklahoma; providing for the determination of vesting for City Manager; providing for repealer and severability; and declaring an emergency. (CMO-SI)

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to approve an ordinance amending the employee retirement system, Defined Contribution plan for the position of Department Head or City Manager for the City of Shawnee, Oklahoma; providing retirement benefits for eligible employees of the City of Shawnee, Oklahoma; providing for the determination of vesting for City Manager; providing for repealer and severability; and declaring an emergency.

Ordinance No. 2556NS was introduced.

AN ORDINANCE AMENDING THE EMPLOYEE RETIREMENT SYSTEM, DEFINED CONTRIBUTION PLAN FOR THE POSITION OF DEPARTMENT HEAD OR CITY MANAGER FOR THE CITY OF SHAWNEE, OKLAHOMA; PROVIDING RETIREMENT BENEFITS FOR ELIGIBLE EMPLOYEES OF THE CITY OF SHAWNEE, OKLAHOMA; PROVIDING FOR THE DETERMINATION OF VESTING FOR CITY MANAGER; PROVIDING FOR REPEALER AND SEVERABILITY; AND DECLARING AN EMERGENCY.

Motion carried 5-1.

AYE: Hall, Harrod, Mainord, Dykstra, Vogel  
NAY: Shaw

Ordinance No. 2556NS was adopted by the City Commission.

A motion was made by Commissioner Hall, seconded by Commissioner Dykstra, to approve emergency clause relating to Ordinance No. 2556NS. Motion carried 5-1.

AYE: Hall, Dykstra, Vogel, Harrod, Mainord  
NAY: Shaw

AGENDA ITEM NO. 16: Discussion, consideration and possible action to authorize staff to apply for a splash pad grant and designation of funds.

A motion was made by Commissioner Hall, seconded by Vice Mayor Harrod, to authorize staff to apply for a splash pad grant and to determine designation of funds. Motion carried 5-1.

AYE: Hall, Harrod, Mainord, Dykstra, Vogel  
NAY: Shaw

AGENDA ITEM NO. 17: Acknowledge Sales Tax Report received November 2014.

Cynthia Sementelli, Finance Director, reported that November sales tax collected this month was \$1,374,143. Compared to last year's it is down \$125,040.00 or 8.34%. Compared to 2012 it is up \$121,000.00.

AGENDA ITEM NO. 18: City Manager's Report.

City Manager Brian McDougal reported on the following:

1. The City Manager's Office is working on scheduling a City Commission retreat. Commissioners will be notified in the near future concerning the date.
2. Oklahoma Baptist University (OBU) students have made approximately 2,200 telephone calls for market research regarding the "Shop Shawnee" campaign.
3. He has been working with all of the departments to compile the list of surplus vehicles for the auction.
4. He will be bringing a job description to the Commission for the Aquatics Director.

5. The City has received a plaque of recognition by the governor for their partnership with Work Force Oklahoma for work that began after the May, 2013 tornado.
6. The City is negotiating with the Town of McLoud to perform maintenance on McLoud's fleet vehicles.
7. He announced that he is the final candidate for the job of City Manager in Port Arthur, Texas. They are currently in contract negotiations. He will keep the Commission informed.

AGENDA ITEM NO. 19:

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

There was no New Business.

AGENDA ITEM NO. 20:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:30 p.m.)

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WES MAINORD, MAYOR

ATTEST:

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PHYLLIS LOFTIS, CMC, CITY CLERK

**Regular Board of Commissioners**

**2. b.**

**Meeting Date:** 12/01/2014

Acknowledge Reports

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Acknowledge the following reports:

- License Payment Report for October 2014
  - Project Payment Report for October 2014
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Attachments

License Pymt

Project Pymt



\*\* FEE CODE TOTALS \*\*

FEE CODE	DESCRIPTION	FEE	PAYMENT DISTRIBUTION			TOTAL PAI
			PENALTY	TAX	INTEREST	
ALARM	BURGLAR/FIRE ALARM LICENSE	10	250.00CR			250.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	11	165.00CR			165.00
AUCD	AUCTION LICENSE FEE ONE DAY	1	10.00CR			10.00
BOATREG	BOAT REGULAR PERMIT	1	26.00CR			26.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	3	300.00CR			300.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	7	525.00CR			525.00
FISHANNUAL	FISHING ANNUAL FEE	1	15.00CR			15.00
HUNT2	MIGRATORY FOWL	12	96.00CR			96.00
IMERC	ITINERANT MERCHANT FEE	1	50.00CR			50.00
LAKE-IN	LAKE LEASE CITY RESIDENT	1	200.00CR			200.00
LAKEINSP	LAKE LEASE INSPECTION	2	150.00CR			150.00
LAKELEASE	LAKE LEASE	11	7,139.00CR			7,139.00
LAKEXFER	LAKE LEASE TRANFER FEE	1	1,000.00CR			1,000.00
MECH1	MECHANICAL CONTRACTOR INTIAL	1	100.00CR			100.00
MECH2	MECHANICAL CONTRACTOR RENEW	5	375.00CR			375.00
MIXVET	MIXED BEVERAGE VETERAN	1	500.00CR			500.00
PLUM1	PLUMBING CONTRACTOR INITIAL	2	200.00CR			200.00
PLUM2	PLUMBING CONTRACTOR RENEW	6	450.00CR			450.00
RESAL	RESIDENTIAL SALE	146	1,460.00CR			1,460.00
SIGN	SIGN HANGERS LICENSE FEE	1	75.00CR			75.00
SOLIW	SOLICITOR WEEKLY LICENSE	2	30.00CR			30.00
TOTAL			13,116.00CR			13,116.00

11/14/2014 10:58 AM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE: 3  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 10/01/2014 TO 10/31/2014  
SORTED BY: PROJECT

\*\* SEGMENT CODE TOTALS \*\*

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	11,152.59CR
B3-REMODEL	BUILDING CONSTRUCTION REM	2,138.10CR
B4-OTHER	BLD OLD CAPORT/SHELTER	24.50CR
B4-SHELTER	BUILDING SHELTER	118.00CR
B4-STORAGE	BUILDING STORAGE SHED	744.00CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	192.00CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	974.00CR
P3-REMODEL	PLUMBING REMODEL	627.50CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	25.00CR
X-DEMO	DEMOLITION PERMIT	150.00CR
X-PLATFIN	PLAT REVIEW FINAL	382.00CR
X-PLATREV	PLAT REVIEW PRELIM	343.00CR
X-SIGN	SIGN PERMIT	150.00CR
Z-OCCUP	OCCUPANCY PERMIT	100.00CR
	TOTAL	17,120.69CR

\*\* GENERAL LEDGER DISTRIBUTION \*\*

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	272.00CR
001-4202	BUILDING PERMITS	12,979.69CR
001-4203	PLUMBING PERMITS	1,000.00CR
001-4204	ELECTRICAL PERMITS	165.00CR
001-4205	ZONING PERMITS & APPLICATIONS	725.00CR
001-4206	HEATING & A/C PERMITS	920.00CR
001-4249	OTHER PERMITS	400.00CR
001-4822	OTHER MISC. REVENUE	34.00CR
101-4249	OTHER PERMITS	25.00CR
501-4510	WATER TAPS	600.00CR
799-1023	BANCFIRST GENERAL	17,120.69

**Regular Board of Commissioners**

**2. c.**

**Meeting Date:** 12/01/2014

OMRF Miller

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund refund of contributions from the Defined Contribution plan for Aron Miller.

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**Regular Board of Commissioners**

**2. d.**

**Meeting Date:** 12/01/2014

Election Cert

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Acknowledge Pottawatomie County Election Board Certification of Election results for Proposition Nos. 1 and 2 from the November 4, 2014 General Election.

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Attachments

Election Certification

\*\*\* OFFICIAL CERTIFICATE OF VOTES \*\*\*  
 POTTAWATOMIE COUNTY, OKLAHOMA  
 NOVEMBER 4, 2014

CITY OF SHAWNEE  
 PROPOSITION NO. 1 CITY OF SHAWNEE

Precinct	FOR THE PROPOSITION - YES	AGAINST THE PROPOSITION - NO
POTTAWATOMIE COUNTY PCT 630001	9	5
POTTAWATOMIE COUNTY PCT 630002	110	175
POTTAWATOMIE COUNTY PCT 630003	294	288
POTTAWATOMIE COUNTY PCT 630006	216	212
POTTAWATOMIE COUNTY PCT 630007	295	287
POTTAWATOMIE COUNTY PCT 630009	115	114
POTTAWATOMIE COUNTY PCT 630011	366	263
POTTAWATOMIE COUNTY PCT 630012	329	288
POTTAWATOMIE COUNTY PCT 630013	545	371
POTTAWATOMIE COUNTY PCT 630015	352	343
POTTAWATOMIE COUNTY PCT 630018	333	297
POTTAWATOMIE COUNTY PCT 630022	58	56
POTTAWATOMIE COUNTY PCT 630024	12	17
POTTAWATOMIE COUNTY PCT 630025	45	51
POTTAWATOMIE COUNTY PCT 630026	16	23
POTTAWATOMIE COUNTY PCT 630029	0	0
<b>Total:</b>	<b>3,095</b>	<b>2,790</b>

\*\*\*OFFICIAL CERTIFICATE OF VOTES\*\*\*  
POTTAWATOMIE COUNTY, OKLAHOMA  
NOVEMBER 4, 2014

CITY OF SHAWNEE  
PROPOSITION NO. 2 CITY OF SHAWNEE

Precinct	FOR THE PROPOSITION - YES	AGAINST THE PROPOSITION - NO
POTTAWATOMIE COUNTY PCT 630001	9	5
POTTAWATOMIE COUNTY PCT 630002	100	186
POTTAWATOMIE COUNTY PCT 630003	245	335
POTTAWATOMIE COUNTY PCT 630006	180	250
POTTAWATOMIE COUNTY PCT 630007	259	325
POTTAWATOMIE COUNTY PCT 630009	105	124
POTTAWATOMIE COUNTY PCT 630011	339	288
POTTAWATOMIE COUNTY PCT 630012	287	330
POTTAWATOMIE COUNTY PCT 630013	506	411
POTTAWATOMIE COUNTY PCT 630015	304	390
POTTAWATOMIE COUNTY PCT 630018	283	347
POTTAWATOMIE COUNTY PCT 630022	39	74
POTTAWATOMIE COUNTY PCT 630024	14	15
POTTAWATOMIE COUNTY PCT 630025	32	62
POTTAWATOMIE COUNTY PCT 630026	6	33
POTTAWATOMIE COUNTY PCT 630029	0	0
<b>Total:</b>	<b>2,708</b>	<b>3,175</b>

WE, THE DULY APPOINTED MEMBERS OF THE POTTAWATOMIE COUNTY ELECTION BOARD, STATE OF OKLAHOMA, DO HEREBY CERTIFY THAT THE ABOVE AND FOREGOING IS A TRUE AND CORRECT NUMBER OF VOTES CAST IN THE ELECTION HELD ON 11/4/2014. RESULTS OF SAID ELECTION ARE SHOWN ABOVE. DATED AT SHAWNEE, OKLAHOMA, THIS 7th DAY OF NOVEMBER, 2014.

*Leggy J. Harwell*  
 \_\_\_\_\_  
 CHAIRMAN

*Doris J. Norton*  
 \_\_\_\_\_  
 VICE-CHAIRMAN

*Diana R. Knight*  
 \_\_\_\_\_  
 SECRETARY



**Regular Board of Commissioners**

**2. e.**

**Meeting Date:** 12/01/2014

Aquatics Manager

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Approve adding the position of Aquatics Manager for Shawnee Aquatics Center and approving budget amendment for the establishment of this position (General Fund – Pool 350).

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Attachments

Aquatics Memo

Aquatics Budget



**Mayor**  
WES MAINORD



**The City of Shawnee**  
*Office of the Finance Director*

P.O. Box 1448  
Shawnee, Oklahoma 74802-1448  
(405) 878-1601 Fax (405) 878-1571  
[www.ShawneeOK.org](http://www.ShawneeOK.org)

**Commissioners**

GARY VOGEL  
LINDA AGEE  
JAMES HARROD  
KEITH HALL  
LESA SHAW  
MICHEAL DYKSTRA

**Date:** November 21, 2014

**To:** Mayor and City Commissioners

**From:** Brian Mcdougal, City Manager  
Cynthia Sementelli, Finance Director/Treasurer  
James Bryce, Operations Manager

**RE:** Aquatic Director/Pool budget

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**Nature of the Request:**

Construction of the City's Aquatics Facility will be completed in May of 2015. In order for the facility to be up and running at full capacity when it opens, we need a staff member dedicated to staffing, operating and programming the facility needs well in advance of its opening. We are requesting a budget amendment with a full time position. This request, however, only includes a proposed budget for a partial year. Our proposal is for this position to be a full time staff member.

**Staff Analysis, Considerations:**

Staff is recommending hiring an Aquatic Director as soon as possible in order for that employee to be in place during the construction and grand opening.

We are going to budget the pool as an enterprise fund (stand-alone) so that we can track all revenues and expenses associated with the pool.

It will also be essential that the director be involved in the finishing touches of the operations as the facility draws near completion. The director will be able to assist the parks staff in completing the project and also to know how to most efficiently operate the facility. Further, the position will be key to getting the summer lifeguard and part time staff needed to operate.

This position will report directly to the Operations Manager. Previously, Commissioners have suggested that, whenever possible, they would like to see the City provide more recreation opportunities to our citizens, especially some of our lower income residents and their children. In addition we are proposing to operate the facility during additional weeks/months of the year, consolidating rental of parks, pavilions, and special events under this position as proposed duties

assigned to the aquatics director. As we develop the FY 2014 – FY 2015 General Fund budget we will be proposing to encumber funding for this position to be a full time position.

### **Recommendation**

Staff is recommending approving budget amendment for the pool fund.

### **Budget Consideration:**

This fund was not budgeted for during this fiscal year but currently we have \$150,000 in our debt service fund (Fund 201). This is the fund that was used to pay the debt that was on our property tax bills years ago (paid off in Feb 2009 by the former Finance Director). When we took on the debt, the Shawnee Housing Authority went into a contract with us. Shawnee Housing Authority would pay in lieu of taxes approximately \$22,000 per year. Since the debt has been paid off this money has been accumulating each year. Staff has talked to our auditors and we can use these funds as we see needed. Staff is recommending moving the necessary monies, approx. \$86,000, to fund the Pool Budget for the six month period.

**City of Shawnee  
Budget Amendment  
POOL FUND 350  
December 1, 2014**

**Estimated Revenue, Fund Balance, or Transfers IN**

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
350	4020			PASSES	-	20,625	20,625
350	4025			DAILY PASSES	-	36,338	36,338
350	4030			POOL/ROOM RENTAL	-	3,000	3,000
350	4035			CONCESSION	-	8,500	8,500
				Total	-	68,463	68,463

**Appropriations**

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
350	5-0960-5101			REGULAR SALARIES	-	30,000	30,000
350	5-0960-5102			OVERTIME	-	1,000	1,000
350	5-0960-5111			FICA	-	1,922	1,922
350	5-0960-5112			MEDICARE	-	450	450
350	5-0960-5113			HEALTH INSURANCE	-	5,045	5,045
350	5-0960-5114			LIFE INSURANCE	-	96	96
350	5-0960-5115			OMRF RETIREMENT	-	930	930
350	5-0960-5150			OTHER BENEFITS	-	720	720
350	5-0960-5155			WORKER'S COMPENSATION	-	500	500
350	5-0960-5201			OFFICE & COMPUTR SUPPLIES	-	250	250
350	5-0960-5203			FOOD & KITCHEN SUPPLIES	-	-	-
350	5-0960-5210			FUEL, OIL & LUBRICANTS	-	250	250
350	5-0960-5215			CHEMICALS	-	-	-
350	5-0960-5220			TOOLS & MINOR EQUIPMENT	-	500	500
350	5-0960-5250			CHEMICALS	-	6,780	6,780
350	5-0960-5320			NATURAL GAS	-	368	368
350	5-0960-5321			ELECTRICITY	-	11,363	11,363
350	5-0960-5325			TELEPHONE	-	1,000	1,000
350	5-0960-5328			COPY USAGE EXPENSE	-	50	50
350	5-0960-5329			POSTAGE & SHIPPING	-	50	50
350	5-0960-5347			MEMBERSHIPS & DUES	-	500	500
350	5-0960-5393			ADVERTISING & PROMOTIONS	-	2,500	2,500
				TRANSFER TO RESERVES	-	4,189	4,189
					-	68,463	

Approved by the City Commission this \_\_\_\_\_

Explanation of Budget Amendment:  
TO ADD FUND 350 TO COVER NEW MUNICIPAL POOL EXPENSES

Approved: \_\_\_\_\_

Mayor \_\_\_\_\_

Attest: \_\_\_\_\_

City Clerk \_\_\_\_\_

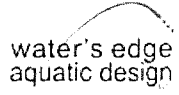
Posted By \_\_\_\_\_ Date \_\_\_\_\_ BA# \_\_\_\_\_ Pkt.# \_\_\_\_\_

MUNICIPAL POOL  
FUND 350

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>PROPOSED 2014-2015</b>
4020	PASSES	20,625
4025	DAILY PASSES	36,338
	<b>TICKET SALES</b>	<b>56,963</b>
4030	POOL /PARTY ROOM RENTAL	3,000
4035	CONCESSION	8,500
	OTHER REVENUE	11,500
	<b>TOTAL REVENUE</b>	<b>68,463</b>

**MUNICIPAL POOL  
FUND 350**

<b>ACCOUNT NUMBER</b>	<b>Description</b>	<b>PROPOSED 2014-2015</b>
5-0960-5101	REGULAR SALARIES	30,000
5-0960-5102	OVERTIME	1,000
5-0960-5103	PART TIME SALARIES	-
5-0960-5104	LONGEVITY	-
5-0960-5106	EDUCATIONAL INCENTIVES	-
5-0960-5111	FICA	1,922
5-0960-5112	MEDICARE	450
5-0960-5113	HEALTH INSURANCE	5,045
5-0960-5114	LIFE INSURANCE	96
5-0960-5115	OMRF RETIREMENT	930
5-0960-5140	TUITION ASSISTANCE	-
5-0960-5150	OTHER BENEFITS	720
5-0960-5155	WORKER'S COMPENSATION	500
	<b>TOTAL PERSONAL SERVICES</b>	<b>40,663</b>
5-0960-5201	OFFICE & COMPUTR SUPPLIES	250
5-0960-5203	FOOD & KITCHEN SUPPLIES	-
5-0960-5210	FUEL, OIL & LUBRICANTS	250
5-0960-5215	CHEMICALS	-
5-0960-5220	TOOLS & MINOR EQUIPMENT	500
5-0960-5224	EQUIP. PARTS & SUPPLIES	-
5-0960-5230	STREET MAINT. MATERIALS	-
5-0960-5250	CHEMICALS	6,780
	<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>7,780</b>
5-0960-5320	NATURAL GAS	368
5-0960-5321	ELECTRICITY	11,363
5-0960-5325	TELEPHONE	1,000
5-0960-5328	COPY USAGE EXPENSE	50
5-0960-5329	POSTAGE & SHIPPING	50
5-0960-5339	OTHER CONTRACTUAL SERVCS.	-
5-0960-5340	TRAINING CONFERENCES	-
5-0960-5347	MEMBERSHIPS & DUES	500
5-0960-5393	ADVERTISING & PROMOTIONS	2,500
	TRANSFER TO FUND BALANCE	4,189
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>20,020</b>
5-0960-5420	CAPITAL OUTLAY - BLDGS/IMPRV	-
5-0960-5450	CAPITAL OUTLAY-EQUIPMENT	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>
	<b>TOTAL POOL</b>	<b>68,463</b>

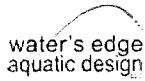


**Shawnee, Oklahoma**  
**Preliminary Summary of Expenses and Revenues**  
**for Renovated Outdoor Swimming Pool**  
**May 14,2013**

Total Expenses \$ 135,060

Total Revenues \$ 136,925

101% expense recovery



**Shawnee, Oklahoma**  
**Preliminary Expense Projection (model)**  
**for Renovated Outdoor Swimming Pool**  
**May 14,2013**

<b>Personnel Costs</b>	Classes/ Rentals	Staff No.	Hours/day	\$/hour	Total Cost
Manager working 100 days		1	8	\$ 11.00	\$ 8,800
Lifeguard, each working 85 days		10	8	\$ 8.50	\$ 57,800
Cashier		1	8	\$ 7.50	\$ 5,400
Concession		2	8	\$ 7.50	\$ 10,800
Instructors					\$ -
Maintenance					\$ -
FICA, IPERS, workers comp, insurance @ 18%					\$ 14,904
Sub-Total					\$ 97,704

**Utilities**

Water	Gallons	\$/gallon	Total Cost
Fill Pool	360,000	\$ 0.007	\$ 2,520
Backwash Filters	75,000	\$ 0.007	\$ 525
Pool Make-up	540,000	\$ 0.007	\$ 3,780
Clean-up	70,000	\$ 0.007	\$ 490
Dressing Room & Concessions	150,000	\$ 0.007	\$ 1,050
Sub-Total no charge by city			\$ 8,365

Electrical	hours/day	kWh/day	\$/kWh	Total Cost
Recirculation Pumps	35 hp	24	783	\$ 0.09 \$ 6,345
Water Slide Pumps	30 hp	9	252	\$ 0.09 \$ 2,039
Water Features Pump	30 hp	9	252	\$ 0.09 \$ 2,039
Bathhouse Lighting	4,000 watts/hr	9	36	\$ 0.09 \$ 292
Pool Lighting	7,000 watts/hr	4	28	\$ 0.09 \$ 227
Parking Lot Lighting	4,000 watts/hr	4	16	\$ 0.09 \$ 130
Concession Equipment	4,000 watts/hr	9	36	\$ 0.09 \$ 292
Demand Charge				\$ -
Sub-Total				\$ 11,363

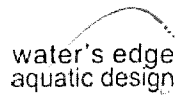
Natural Gas	days	100 CF/day	\$/100 CF	Total Cost
Domestic Water Heater	150,000 BTU/hr	90	74	\$ 5.00 \$ 368
Sub-Total				\$ 368

<b>Chemicals</b>	lbs./day	\$/lb.	Total Cost
Chlorine	64	\$ 2.00	\$ 11,520
pH Adjustment	21	\$ 0.50	\$ 960
Alkalinity/hardness Adjustment	10	\$ 1.20	\$ 1,080
Sub-Total			\$ 13,560

<b>General Supplies</b>	Total Cost
Office	\$ 300
Promotion	\$ 200
Training	\$ 300
Maintenance	\$ 800
Program Equipment	\$ 200
Supplies	\$ 500
Telephone	\$ 600
Miscellaneous	\$ 800
Sub-Total	\$ 3,700

<b>Summary of Expenses</b>	Total Cost
Personnel Costs	\$ 97,704
Utilities	\$ 20,096
Chemicals	\$ 13,560
General Supplies	\$ 3,700
<b>Total Expenses</b>	<b>\$ 135,060</b>





**Shawnee, Oklahoma**  
**Preliminary Revenue Projection (model)**  
**for Renovated Outdoor Swimming Pool**  
**May 14,2013**

<u>Item</u>	<u>No.</u>	<u>Days</u>	<u>Fee</u>	<u>Total</u>
<b>Season Passes</b>				
Family	270	--	\$ 130.00	\$ 35,100
Individual	80	--	\$ 60.00	\$ 4,800
Senior	30	--	\$ 45.00	\$ 1,350
Sub-Total				<u>\$ 41,250</u>
 <b>Daily Passes</b>				
Youth	120	85	\$ 4.00	\$ 40,800
Adult	55	85	\$ 5.00	\$ 23,375
Senior	25	85	\$ 4.00	\$ 8,500
Sub-Total				<u>\$ 72,675</u>
 <b>Pool Shade/Party Room Rental</b>	60	--	\$ 100.00	\$ 6,000
 <b>Concessions (20% profit)</b>	200	85	\$ 5.00	\$ 17,000
 <b>Classes</b>		--	\$ 25.00	\$ -
 <b>Lessons</b>		--	\$ 20.00	<u>\$ -</u>
 <b>Total Revenues</b>				<u>\$ 136,925</u>

Facility Benchmarking and Preliminary Operations Projections  
 Shawnee, OK  
 5/14/2013

City	City Population	Population - 15 mi. radius	Year built/redone	Yrs since imprvts	Features	Total Expenses	Est. Water Surface Area	Expense Ratio	Seasonal Attendance	Attendance Ratio	Total Revenue	Revenue Ratio	Cost Recovery	Median household income
Garden City, Kansas	26,880	36,000	2010	2	Shallow play pool, 3 water slides, lots of deep water	\$230,000	60,000		45,000	1.25	\$240,000	\$ 5.33	104%	\$48,900
Gladstone, Missouri	27,000	103,000	2007	5	Diving, 2 water slides, dumping bucket, spray deck	\$139,463	10,800	\$12.91	42,063	0.41	\$210,764	\$ 5.01	151%	\$51,500
Maryland Heights, MO	27,466	1,328,000	1998	14	5 water slides, long lazy river, shallow play pools	\$786,150			62,016		\$334,979	\$ 5.40	43%	\$54,600
Kirkwood, MO	27,540	1,377,000			2 water slides, long lazy river, large dumping bucket	\$451,598	24,700		88,344		\$438,738	\$ 4.97	97%	\$74,000
Ballwin, MO	30,404	1,072,000			2 water slides, long lazy river, large dumping bucket	\$576,439			80,360		\$579,927	\$ 7.22	101%	\$47,200
Ardmore, OK	25,000	43,000	2005	7	2 water slides, current channel, drop slides	\$96,000	6,900	\$13.91	26,000	0.60	\$97,000	\$ 3.73	101%	\$43,400
Leavenworth, KS	35, 251	116,000	2003	9	2 water slides, lap lanes, diving, wading pool	\$112,449					\$112,449		100%	\$51,600
Muskogee, Oklahoma	39, 231	74,000			River Country Water Park- 2 water slides, larger play structure, long lazy river	\$439,250	22,300	\$19.70	70,000	0.95	\$549,982	\$ 7.86	125%	\$33,200
Averages (ratios)								\$15.51		0.80		\$ 5.65	103%	
Shawnee, OK (projections)	30,000	90,000			2 water slides, dumping bucket, current channel, sprayground, lap lanes, deep water	\$135,060	8,900	\$15.18	36,900	0.41	\$136,925	\$3.71	101%	\$44,300

Notes:

- 1 Expense Ratio = Total Expenses / Est. Water Surface Area
- 2 Attendance Ratio = Attendance divided by population of 15 mi. radius
- 3 Revenue Ratio = Revenue / Attendance
- 4 Cost Recovery = Total Revenue / Total Expenses
- 5 Some ratios for the outliers are omitted from the averages (particularly Maryland Heights, Kirkwood, and Ballwin- as they are greater St. Louis metro area)

**Regular Board of Commissioners**

**2. f.**

**Meeting Date:** 12/01/2014

Mayors Appts

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Mayor's Appointments:

*Airport Advisory Board*

Re-Appointments

Will Smallwood Expires 7/01/2017 1st Full Term

Bert Humphreys Expires 7/01/2017 1st Full Term

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**Regular Board of Commissioners**

**5.**

**Meeting Date:** 12/01/2014

Rotary Club Presentation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Presentation by Shawnee Rotary Club of donation to help rebuild City's lake building that was destroyed by tornado.

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**Regular Board of Commissioners**

**6.**

**Meeting Date:** 12/01/2014

Pioneer Presentation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Presentation by Anne Masters with Pioneer Library System regarding their Audit for FY2013-2014.

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Attachments

Pioneer Criteria

Pioneer Strategies



## **CRITERIA FOR COMMUNITY BRANCH LIBRARY FACILITIES, CURRENT OR PROPOSED**

### **INTRODUCTION**

The Pioneer Library System serves the residents of Cleveland, McClain, and Pottawatomie Counties through a network of strategically placed service outlets in the 1,903 square mile area.

Standards for library facilities are important planning and management tools. Funds received by the Pioneer Library System in order to provide quality library services to county residents must be optimized through the strategic and economic spacing of library facilities. The Board of Trustees of the Pioneer Library System will consider the following when reviewing requests for additional branch facilities.

There are branch libraries in ten locations including Blanchard, McLoud, Moore, Newcastle, Noble, Norman, Purcell, Shawnee, Southwest Oklahoma City and Tecumseh. Materials owned by the library system are accessible to all the residents in the library system's service area and made available through regular delivery to all library customers.

All libraries provide community gathering places and popular reading materials for all ages, including homework assistance. Residents in rural areas are served mainly through Information Stations located in designated communities in the three counties.

Administrative offices are housed in a wing of the Norman Public Library as well as offices on Gray and McGee streets in Norman.

### **MISSION STATEMENT**

The Pioneer Library System connects its customers to the joy of reading and information for lifelong learning.

### **PURPOSE OF BRANCH LIBRARIES**

The purpose of a branch library is to provide access to a full range of library services and materials for the citizens of the community. Library customers have access to fiction and non-fiction materials in a wide variety of formats including books, newspapers, periodicals, on-line databases, and non-print formats. Public libraries provide services to customers of all ages. Trained library staff provides reference services, technology and training, reading guidance and library programs.



## Pioneer Library System Policies

The Criteria for Proposed Branch Libraries have been defined in accordance with the Levels of Library Development, Fourth Edition (adopted by the Oklahoma Department of Libraries/Oklahoma Library Association, 1985, revised 1999). This document uses output measures developed by the Public Library Association of the American Library Association and definitions set by Oklahoma state statute. It provides a process for continuous assessment of library services using a planning process that responds to community needs and expectations through role selection and long-range planning (Resource 1).

### GENERAL CRITERIA

#### 1. Size of community and distance between libraries

The proposed branch library service area should encompass a minimum population base of 3,500 potential users (as reported by the latest federal census) within the three-mile service area radius. A simple majority of those users should be residents of the incorporated town that will house the proposed branch. The town should have an identifiable center of commercial activity. Proposed branch library locations should be no nearer than three miles distant from an existing branch library, unless mandated by population density.

#### 2. Definition of a Public Library

The proposed library must meet the Definition of a Public Library adopted by the Oklahoma Department of Libraries and Oklahoma Library Association.

#### 3. Funding

Funding of the proposed library (excluding building, utilities and maintenance) must be supported by the county millage from the county where the library is located. The municipality must provide funds for the building, furniture, utilities and maintenance.

#### 4. Approval

Members of the Pioneer Library Board of Trustees must approve the written request for Pioneer Library System services from the community for the proposed branch library.

### CITY RESPONSIBILITY

The City in which the proposed library is located must approve and support the existence of the library. Since library buildings are an important capital investment for most communities, it is crucial that they be planned to respond to current and future needs. Building design should allow for 10-year growth patterns. (Resource 3)



## Pioneer Library System Policies

In addition, the City must agree to provide:

- utilities
- on-going maintenance of the physical facility
- janitorial services
- maintenance and janitorial supplies
- maintenance of the exterior building and grounds
- building safety and security

The proposed library building must meet the following standards (Resource 4):

1. minimum of 5,000 square feet of useable space, designed for long term use and low maintenance
2. appropriate, easily accessible location
3. paved parking maintained by the city
4. central heat and air conditioning with temperature control
5. electricity sufficient to meet lighting, climate control and technology needs
6. lighting appropriate for reading
7. carpeting and appropriate hard surface flooring to best meet service needs throughout the building
8. public restroom facilities
9. federal guidelines for handicapped accessibility and safety
10. exterior signage and lighting
11. furniture and equipment appropriate to building design and function
12. telephone with a listing in the local phone directory

### **PIONEER LIBRARY SYSTEM RESPONSIBILITY**

The Pioneer Library System provides for the operation of the library through provision of staff and materials. In addition, the Library System provides access to centralized services, such as access to the computer system, acquisition and processing of all library materials, and interlibrary loan.

The minimum responsibility for the Pioneer Library System includes:

1. Staff.

A minimum of two paid staff members will be provided.

2. Information Services.

Staff and computer systems provide access to materials and technology, including databases and information resources through the automated catalog.





## Pioneer Library System Policies

### 3. Collection Services.

The Pioneer Library System provides a collection of materials to meet the information and recreational reading needs of the citizens, to facilitate informal learning, and to encourage lifelong learning. Each library will determine the focus of its collection development based upon the Collection Development Policy of the Pioneer Library System.

A browsing collection for customers of all ages including children, teens, and adults will be provided and includes adult, teen, and children's materials in a variety of formats, including paperback, hardback, newspapers, magazines, and non-print materials.

### 4. Programming Services.

Programming will be determined by library floor space, staff availability, and community need.

### 5. Planning Services and Administrative Support.

Strategic planning for the library, setting of annual priorities, training of staff, setting of the branch materials budget, policy development and project planning are supported by Pioneer System Staff.

The PLS Director will work with cities to inform them of building needs and plan with the local governments concerning needed library improvements and upgrades due to community growth, increased library usage and normal aging and wear and tear associated with public use, and to meet the criteria for effective library services as defined by standards provided by the Oklahoma Department of Libraries.

### 6. Intra-Branch Delivery

These services include the regularly scheduled delivery of library materials and business communications.

### 7. Hours of Service

Hours are defined by the State Regulations for State Aid Grants to Public Libraries (Oklahoma Department of Libraries) and the Pioneer Library System budget.

### 8. Training for Library Staff.

The Pioneer Library System provides regular, continuous training in the areas of library automation systems, reading guidance, reference services, programming, and excellent customer services.



## Pioneer Library System Policies

### Resources:

- 1) Oklahoma Department of Libraries. Levels of Library Development, Fourth Edition. Oklahoma City, Oklahoma: Oklahoma Library Association, Oklahoma Department of Libraries, 1999.
- 2) Oklahoma Department of Libraries. Choices For a Dynamic Future: Models of Public Library Services for Oklahoma. Oklahoma City, Oklahoma: Oklahoma Library Association, Oklahoma Department of Libraries, 2003.
- 3) Dahlgren, Anders C. Public Library Space Needs: A Planning Outline. Madison, Wisconsin: Department of Public Instruction, 1998.
- 4) Sannwald, William W. Checklist of Library Building Design Considerations. 2009.

# PLS System Strategies



## BRAND PROMISE

**EXPLORE** The Pioneer Library System, as its name reflects, helps people explore life's pathway. Whether developing new skills, transitioning to new technologies, or finding another great book, PLS acts as a catalyst in the lives of our customers and communities.

## SYSTEM STRATEGIES

### EXPAND

We will find innovative ways for area residents to secure access to library services.

**Target Audience:**

Bedtime Stories, Bright Future, Dependables, Staying Connected

### MOBILIZE

We will provide an experience that enables customers to take the library with them wherever they go.

**Target Audience:**

Digitarians, Transitionals, Bedtime Stories

### ACCELERATE

We will expand the library's digital collection and increase the number of customers accessing e-content.

**Target Audience:**

Digitarians, Transitionals, Bedtime Stories, Bright Future

### INSPIRE

We view our role in early literacy and youth and teen education as paramount. PLS seeks the broad-based participation of families through spaces and experiences that inspire.

**Target Audience:**

Bedtime Stories, Bright Future

### LEAD

We will lead the digital revolution by utilizing technologies to increase internal productivity and reduce costs. We will expand and support digital opportunities for our customers.

**Target Audience:**

Digitarians, Transitionals, Bright Future, Bedtime Stories

## METHODS

1. Library Cards
2. Partnerships
3. Outreach to Daycare Centers and others
4. Non-traditional service models

1. Mobile app development
2. Virtual story time app
3. Downloadable content
4. Digital devices at branches

1. Shift materials allocations
2. More options for downloadables
3. Customer training

1. Growing Like a Read
2. Early literacy tablets
3. Online academic databases
  - a. Boot camp experiences
  - b. Online communities
  - c. After school programs
4. Maker Spaces (Pop Up)

1. Digital devices at branches
2. Staff training
3. Become Digitarians ourselves
  - a. HR – job descriptions
  - b. Business Office – Bill paying online
  - c. All Departments – Minimize printing

## METRICS

- Customer distribution
- Market penetration
- New cardholders
- New cardholder first service point

- Wi-Fi usage
- Website usage

- Cluster Utilization
- New cardholder usage of digital materials

- Active Cardholders by Risk Index
- Cluster Utilization
- Migration to digital formats

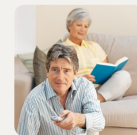
- Reduction in resources allocated toward printers
- Reduced paper consumption
- Self-check
- Staff usage of digital materials



BEDTIME STORIES



BRIGHT FUTURE



DEPENDABLES



STAYING CONNECTED



BEDTIME STORIES



BRIGHT FUTURE



DIGITARIANS



TRANSITIONALS



BEDTIME STORIES



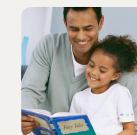
BRIGHT FUTURE



DIGITARIANS



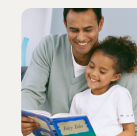
TRANSITIONALS



BEDTIME STORIES



BRIGHT FUTURE



BEDTIME STORIES



BRIGHT FUTURE



DIGITARIANS



TRANSITIONALS

**Regular Board of Commissioners**

7.

**Meeting Date:** 12/01/2014

Citizen Participation Ordinance

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Discuss, consider and possibly take action on approving a new ordinance regarding citizen participation in City Commission meetings.

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Attachments

CP Memo

CM Ordinance

# City of Shawnee Memorandum

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**To:** Mayor and City Commissioners  
**From:** Linda Agee, Commissioner Ward II  
**Date:** 11/21/14  
**Re:** Citizen's Comments placement on agenda

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After the Commission determined it would be best to eliminate citizen comments November 3 because it was just before Election Day, I believe it would be helpful to all of us and the general public to have some more formal policies in place.

I prepared an ordinance which has been reviewed by the City Attorney and it is on the agenda.

It makes it mandatory for Citizen's Comments to be placed on the agenda immediately prior to regular business.

The ordinance maintains our existing policy of having citizens come to the podium and sign in. It limits the citizen to 3 minutes, but allows 15 minutes for a topic with a maximum of 30 minutes for all comments, regardless of the number of topics.

It also has some other provisions to help maintain order during this portion of the agenda. These include prohibiting profanity or personal attacks, not commenting after leaving the podium, limiting the topic to public business, not speaking from the audience, addressing questions to the Mayor and comments to the entire Commission, not any one member. It also directs that commissioners not engage in debate, and that the items may be referred to the City Manager for answers and a report, or the item placed on a future agenda. A citizen who fails to follow the ordinance can be declared "out of order" and not be allowed to speak further.

I hope this ordinance can be of help to the public and to us in having an orderly meeting while allowing the citizens to speak.

**AN ORDINANCE AMENDING SECTION THE SHAWNEE MUNICIPAL CODE, PROVIDING FOR CITIZEN PARTICIPATION AT CITY COMMISSION MEETINGS, PROVIDING FOR REPEAL, PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Shawnee seeks to establish fair, reasonable, and efficient guidelines for maintaining order and promoting effective public participation at City Commission meetings; and

**WHEREAS**, The City of Shawnee encourages participation from its citizens in public meetings;

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:**

Section 1. The Shawnee Municipal Code is amended by a new section to read as follows:

It is the intent and purpose of the City of Shawnee by adoption of this ordinance to ensure that persons desiring to address the City Commission on matters pertaining to public business are afforded an opportunity to do so.

At every regular City Commission meeting, a time for Citizen Participation shall be placed on the agenda just before the Commission takes up its regular business. Citizen Participation shall be limited to that portion of the meeting except when related to Public Hearings.

Citizens wishing to address the City Commission in accordance with this ordinance shall abide by the following rules:

- 1) Stand and be recognized by the Mayor or Presiding Officer.
- 2) Approach the podium, state name, and sign the sign-in sheet.
- 3) Distribute any handouts to the City Commission and City Clerk.
- 4) Restrict comments to public business, whether or not on the agenda.
- 5) State whether speaking as an individual or for a group or organization.
- 6) Address comments to the Commission as a body, not to any member thereof.
- 7) Address questions to the Mayor or Presiding Officer.
- 8) Speak respectfully. Profanity and personal attacks will not be tolerated.
- 9) Limit comments to 3 minutes.

No debate between speaker and City Commission members is allowed. Other than asking a question to clarify a statement, Commission members shall refrain from entering into a dialogue with the speaker.

Speakers may not speak with Commission Members after leaving the podium and may not speak from their seat unless called upon by the Mayor or Presiding Officer. If any citizen violates these rules, the Mayor may declare the speaker out of order and re-take the floor. If the speaker does not comply, they may be asked to leave or if necessary, escorted from the meeting.

Citizen comments are limited to 15 minutes per topic and 30 minutes per meeting. The City Commission will take no action on matters presented during Citizens Participation. Questions may be referred to the City Manager for an answer, or the matter may be placed on a future meeting agenda.

Section 2. REPEALER. All ordinances in conflict herewith are hereby repealed.

Section 3. CODIFICATION. This ordinance shall be codified in Chapter Two, Article II, Division 1 of the Shawnee Municipal code with a section number set by the codifier.

Section 4. SEVERABILITY. If any part, article, section, or subsection of this ordinance shall be held invalid or unconstitutional for any reason, such holding shall not be construed to impair or invalidate the remainder of this ordinance, notwithstanding such holding.

Section 5. EMERGENCY. It being immediately necessary for the preservation of the public peace, health, safety, and welfare of the City of Shawnee and the inhabitants thereof that this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this \_\_\_\_\_ day of December, 2014.

\_\_\_\_\_  
WES MAINORD, MAYOR

ATTEST:

\_\_\_\_\_  
PHYLLIS LOFTIS, CMC, CITY CLERK

EMERGENCY SEPARATELY MOVED AND APPROVED this \_\_\_\_\_ day of December, 2014.

\_\_\_\_\_  
MAINORD, MAYOR

ATTEST:

\_\_\_\_\_  
PHYLLIS LOFTIS, CMC, CITY CLERK

APPROVED AS TO FORM AND LEGALITY ON \_\_\_\_\_ DAY OF DECEMBER, 2014, BY CITY ATTORNEY MARY ANN KARNS.

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MARY ANN KARNS, CITY ATTORNEY

**Regular Board of Commissioners**

**9.**

**Meeting Date:** 12/01/2014

Exec Session Real Property

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Discussion, consideration and possible action to go into Executive Session for discussion in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

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**Regular Board of Commissioners**

**10.**

**Meeting Date:** 12/01/2014

Consider Exec Session

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

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Information

Title of Item for Agenda

Consider matters discussed in Executive Session in accordance with 25 O.S. §307B(3), purchase or appraisal of real property.

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