

AGENDA
BOARD OF CITY COMMISSIONERS
December 7, 2015 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

All motions will be made in the affirmative. The fact that a commissioner makes or offers a second to a motion does not mean that the commissioner must vote in favor of passage.

1. Consider approval of Consent Agenda:
 - a. Minutes from the November 16, 2015 regular meeting.
 - b. Acknowledge the following reports and minutes:
 - License Payment Report for November 2015
 - Project Payment Report for November 2015
 - Community Service Contracts Review Minutes from April 14, 2015 meeting
 - Shawnee Civic and Cultural Development Authority Minutes from October 15, 2015 meeting
 - Planning Commission Minutes for November 4, 2015 meeting
 - c. Authorize staff to sign agreement with the Oklahoma Department of Emergency Management for the sub-grant of Emergency Management Performance Grant funds.
 - d. Lake Lease Renewals:

RENEWALS:

 - Lot 10 Magnino Tract, 16720 Clearpond Lane
Lessees: Wolf and Linda Gugler

 - Lot 8 Green Tract, 32001 Hornbeck Rd.
Lessees: Patricia Hill and Dianna Jones

 - Lot 9 Eckel Tract, 15201 Eckel Rd.
Lessees: Michael Violett and Kristin Pfenninger
(Deferred from the November 16, 2015 meeting)

 - Lot 19 Belcher Tract, 33402 Post Office Neck
Lessees: Le Ngan Yeatts and Bobbie Brooks

e. Mayor's appointments:

Civic and Cultural Development Authority

Rachel Monroe-Melot 1st Full Term Expires 12/31/2019
Reappointment

2. Citizens Participation

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

3. Presentation by City Manager to Employee of the Month, Ronnie Wilson, Police Department.

4. City Manager's Presentation of Oklahoma Municipal League certificates to employees with 25 or more years of service with the City of Shawnee.

Khristopher L. Steadman
Johnny M. Leathers
Rodney Britt Taylor
H. Jared Gibson

Sheldon Scott Hill
Michael B. Laughlin
Kenneth M. King
Keith A. Mangus

5. Consider approval of Commission and Related Authorities meeting schedule for 2016
(Deferred from the November 16, 2015 meeting).

6. Discussion regarding cancelling January 4, 2016 City Commission meeting.

7. Discussion and consideration for approval of 2015 Park System Inventory and Assessment.

8. Consider approval of Community Service Contract Review Committee Recommendation to approve the contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit (COCAA/COTS) in the amount of \$60,000.00 for Fiscal Year July 1, 2015 thru June 30, 2016 to be paid in monthly increments, COCAA to provide monthly financial statements, the review of the contract to be put back on the normal cycle of the Contract Review Committee for FY2016-2017 and with the first payment including the back pay from July 1, 2015.

9. Budget Amendment – General Fund
To adjust the City Manager Budget for COTS

10. Consideration of approval of a Final Plat for The Garage Restaurant located at 190 Shawnee Mall Drive. Case No. S13-15 Applicant: Muhammad Khan, P.E.

11. Consideration of approval of a Final Plat for Shawnee Auto Mall located on Shawnee Mall Drive, east of Union Street. Case No. S14-15 Applicant: Huitt-Zollars, Inc. *(Planning Commission deferred item.)*

12. Consideration of approval of a Preliminary Plat for Avonlea Cottages of Shawnee located at 789 Country Grove Drive. Case No. S15-15 Applicant: John Julian, United Senior Properties

13. Consideration of approval of a Final Plat for Sac & Fox Housing Wikipapi Apartments located on Highland and Kimberly. Case No. S16-15 Applicant: Sac & Fox Nation Housing Authority

14. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
15. Commissioners Comments
16. Consider an Executive Session to discuss potential claims, litigation or other options regarding emergency (911) wireless telephone fees that were collected and not remitted to the City; as authorized by 25 O.S. §307(B)(4).
17. Consider matters discussed in Executive Session regarding potential claims, litigation or other options regarding emergency (911) wireless telephone fees that were collected and not remitted to the City; as authorized by 25 O.S. §307(B)(4).
18. 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

1. a.

Meeting Date: 12/07/2015

CC Minutes 11-16-2015

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the November 16, 2015 regular meeting.

Attachments

CC Minutes 11-16-2015

BOARD OF CITY COMMISSIONERS PROCEEDINGS
NOVEMBER 16, 2015 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 16, 2015 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

Vacant

Commissioner Ward 1

Linda Agee

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: None

INVOCATION

The Lord's Prayer

FLAG SALUTE

Led by Commissioner Agee

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

1. Consider approval of Consent Agenda:
 - a. Minutes from the November 2, 2015 regular meeting.
 - b. Acknowledge Commission and Related Authorities meeting schedule for 2016
 - c. Acknowledge letter from Police Chief Russell Frantz announcing his retirement

- d. Acknowledge the following reports and minutes:
- License Payment Report for October 2015
 - Project Payment Report for October 2015
 - Planning Commission Minutes from October 7, 2015 meeting

- e. Lake Lease Renewals:

RENEWALS:

- Lot 5 Hart Tract, 16205 Hart Rd.
Lessees: Daren and Valerie Boyne
- Lot 12 Eckel Tract, 15105 Eckel Rd.
Lessee: Peggy Downey
- Lot 13 Eckel Tract, 15101 Eckel Rd.
Lessees: George and Carrie Heckert
- Lot 6 Eckel Tract, 15305 Eckel Rd.
Lessees: Patrick and Judith Henderson
- Lot 5 Eckel Tract, 15309 Eckel Rd.
Lessee: Bruce Outland
- Lot 9 Eckel Tract, 15201 Eckel Rd.
Lessees: Michael Violett and Kristin Pfenninger
- Lot 10 Hart Tract, 16309 Hart Rd.
Lessees: Steve and Sheila Walker

- f. Acknowledge Oklahoma Municipal Retirement Fund normal Retirement for Michael Jackson.

- g. Mayor's appointments:

Shawnee Hospital Authority

Mark Finley 2nd Full Term Expires: 12/31/2021
Reappointment

Kathleen Laster 2nd Full Term Expires: 12/31/2021
Reappointment

Stephen Trotter 2nd Full Term
Reappointment

Expires: 12/31/2021

- h. Acknowledge Workers Compensation Settlement – Lisa Moody
- i. Acknowledge Workers Compensation Settlement – Rhonda Dennie
- j. Budget Amendment – Fund 701
To move money from capital to the Library Fund to replace A/C units that were not budgeted for.

Commissioner Shaw requested that Agenda Item Nos. 1(b), (e), (g), and (j) be pulled for separate consideration.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Agee, to approve Consent Agenda Item Nos. 1(a-j), less items (b), (e), (g), and (j). Motion carried 6-0.

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

NAY: None

Regarding Agenda Item No. 1(b), Commissioner Shaw stated that Municipal Code requires the City to have only one (1) meeting per month. She asked for staff to research the issue to see how long the City has had two (2) meetings. She explained she would like to reduce the amount of time spent in meetings. City Manager Justin Erickson and City Clerk Phyllis Loftis will look into the matter.

A motion was made by Commissioner Shaw, seconded by Commissioner Hall, to defer the item to the December 7, 2015 City Commission meeting. Motion carried 6-0.

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

NAY: None

Regarding Agenda Item No. 1(e), Commissioner Shaw expressed concern regarding a variance in renewal dates on Violett lease. She suggested the lease be reviewed and brought back during the December 7, 2015 City Commission meeting.

A motion was made by Commissioner Shaw, seconded by Commissioner Dykstra, to defer the Violett lake renewal lease to the December 7, 2015 City Commission meeting. Motion carried 6-0.

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

NAY: None

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to approve the Consent Agenda Item No. 1(e), less lake lease renewal for Michael Violet and Kristin Pfenninger. Motion carried 6-0.

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

NAY: None

Regarding Agenda Item No. 1(g), Commissioner Shaw asked that biographies be provided for all board nominees. She suggested that the item be tabled until the biographies have been received. Commissioner Shaw stated she would like to review the application process and the board openings be posted on the City's website.

A motion was made by Commissioner Shaw, seconded by Commissioner Dykstra, to approve Consent Agenda Item No. 1(g) with the understanding that biographies on each of the nominees be provided. Motion failed 2-4.

AYE: Shaw, Dykstra

NAY: Agee, Harrod, Mainord, Hall

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to approve Consent Agenda Item No. 1(g) without requiring biographies on each of the nominees. Motion carried 5-1.

AYE: Harrod, Dykstra, Agee, Mainord, Hall

NAY: Shaw

Regarding Agenda Item No. 1(j), Commissioner Shaw asked for clarification regarding the maintenance at the library.

Director of Operations, James Bryce explained that the City provides maintenance and upkeep at the library. The library does not have their own funds for such maintenance projects.

A motion was made by Commissioner Shaw, seconded by Commissioner Hall, to approve Consent Agenda Item No. 1(j). Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 2: Citizens Participation
(A three minute limit per person)
(A twelve minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 3: Presentation by City Manager to Employee of the Month, Jeffrey Pack, Water Distribution.

Jeffery Pack was present to accept the Employee of the Month Certificate presented by City Manager Justin Erickson.

AGENDA ITEM NO. 4: Consider a resolution of appreciation to Russel Frantz for over 30 years of service to the City of Shawnee and presentation to Russell Frantz.

Russell Frantz was present to accept the resolution of appreciation presented by Mayor Mainord.

Resolution No. 6502 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO RUSSELL "RUSS" FRANTZ FOR OVER 30 YEARS OF LOYAL SERVICE TO THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO RUSSELL FRANTZ.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to approve a resolution of appreciation to Russell Frantz for over 30 years of service to the City of Shawnee and presentation to Russell Frantz. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 5: Consider a resolution of appreciation to Michael Jackson for over 27 years of service

to the City of Shawnee and presentation to Michael Jackson.

Michael Jackson was not present to accept the resolution of appreciation presented by Mayor Mainord.

Resolution No. 6503 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO MICHAEL "MIKE" JACKSON FOR OVER 27 YEARS OF LOYAL SERVICE TO THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO MICHAEL JACKSON.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Dykstra, to approve a resolution of appreciation to Michael Jackson for over 27 years of service to the City of Shawnee and presentation to Michael Jackson. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 6: Consider Oklahoma Municipal Retirement Fund (OMRF) lump sum payment from Defined Benefit Plan for James Wilson.

A motion was made by Commissioner Dykstra, seconded by Commissioner Hall, to approve the Oklahoma Municipal Retirement Fund (OMRF) lump sum payment from Defined Benefit Plan for James Wilson. Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 7: Consideration of approval of a Preliminary Plat for The Garage Restaurant located at 190 Mall Drive, Shawnee, OK. Case #S12-15 Applicant: Muhammad Khan, P.E.

A staff report was given by Justin DeBruin, Community Development Director, stating that staff recommends approval with conditions of this preliminary plat.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Hall, to approve a Preliminary Plat for The Garage Restaurant located at 190 Mall Drive, Shawnee, OK. Case #S12-15 Applicant: Muhammad Khan, P.E., with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. Landscape Plans will be required concurrent with Final Plat approval.
3. Utility Easement with the purpose to provide site access shall be extended ease to incorporate all private lines shown on plat.
4. All other applicable City standards apply.

Motion carried 6-0

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

NAY: None

AGENDA ITEM NO. 8: Acknowledge Sales Tax Report received November 2015.

Cynthia Sementelli, Finance Director, reported that November sales tax collected this month was \$1,426,192.00, which is up 3.79% from 2014 and down 5.1% from 2013. Ms. Sementelli also stated that for the fiscal year 2015-2016 it is up 5.0% over fiscal year 2014-2015.

AGENDA ITEM NO. 9: City Manager Update

City Manager Justin Erickson gave the updates on the following City issues:

- a) Ward boundaries are reviewed after each census with the last census conducted in 2010. The analysis indicates some minor ward modifications. A report of the ward boundary review should be available by the next City Commission meeting on December 7, 2015. The analysis will be available for the public to review and a Public Hearing and Ordinance should be on the January 4, 2016 City Commission meeting.
- b) The City has received numerous Requests for Qualifications for Fire Station No. 2 on Bryan Street. Staff will continue to review

them and a contract will be submitted to the City Commission in late December or early January.

- c) The Parks Master Plan is scheduled to be presented to the Planning Commission at their meeting in December. It will be presented to the City Commission on December 7, 2015.
- d) Engineering on the municipal auditorium heating and air conditioning project is making good progress and bids should be accepted in January or February of 2016.

AGENDA ITEM NO. 10: 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. 11: Commissioners Comments

Commissioner Hall stated that Kickapoo Street is looking nice but work still needs to be done on the sidewalks.

Commissioner Shaw inquired about the work on Bryan Street sidewalks. The City Manager addressed her question and also stated the Trails Project is being further implemented on Independence Street to Sequoyah School.

Commissioner Shaw questioned if the holiday lighting was complete. Director of Operations, James Bryce stated the snowflake lighting is complete, although more decorations will be added to Celebration of Life Park downtown.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY (7:11 P.M.)

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

AGENDA ITEM NO. 12: Consider an Executive Session to discuss potential claims, litigation or other options regarding Pottawatomie County District

Court Case No. CJ-2014-128, The Citizen Potawatomi Nation by Linda Capps, its Vice Chairman, and Deanna Jesse vs. City of Shawnee, as authorized by 25 O.S. §307(B)(4).

There was no motion to enter into Executive Session.

AGENDA ITEM NO. 13:

Consider matters discussed in Executive Session regarding potential claims, litigation or other options regarding Pottawatomie County District Court Case No. CJ-2014-128, The Citizen Potawatomi Nation by Linda Capps, its Vice Chairman, and Deanna Jesse vs. City of Shawnee, as authorized by 25 O.S. §307(B)(4).

Commission did not enter into Executive Session.

AGENDA ITEM NO. 14:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:16 p.m.)

WES MAINORD, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners

1. b.

Meeting Date: 12/07/2015

Acknowledge Reports & Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports and minutes:

- License Payment Report for November 2015
 - Project Payment Report for November 2015
 - Community Service Contracts Review Minutes from April 14, 2015 meeting
 - Shawnee Civic and Cultural Development Authority Minutes from October 15, 2015 meeting
 - Planning Commission Minutes for November 4, 2015 meeting
-

Attachments

[License Pymt Rpt 11-2015](#)

[Project Pymt Rpt 11-2015](#)

[Contract Rev Minutes 04-14-2015](#)

[Expo Minutes 10-15-2015](#)

[Planning Comm Minutes 11-04-2015](#)

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION	FEE	PAYMENT DISTRIBUTION			TOTAL PAI
			PENALTY	TAX	INTEREST	
ALARM	BURGLAR/FIRE ALARM LICENSE	5		125.00CR		125.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	15		225.00CR		225.00
BOATREG	BOAT REGULAR PERMIT	2		52.00CR		52.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	1		100.00CR		100.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	9		675.00CR		675.00
EXT	EXTERMINATOR LICENSE FEE	1		25.00CR		25.00
FISHANNUAL	FISHING ANNUAL FEE	2		30.00CR		30.00
HUNT1	DOVES/QUAIL/SQUIIREL/RABBIT	1		8.00CR		8.00
HUNT2	MIGRATORY FOWL	23		184.00CR		184.00
IMERC	ITINERANT MERCHANT FEE	4		200.00CR		200.00
LAKE-OUT	LAKE LEASE NON RESIDENT	1		400.00CR		400.00
LAKELEASE	LAKE LEASE	10		6,607.00CR		6,607.00
MECH1	MECHANICAL CONTRACTOR INTIAL	3		300.00CR		300.00
MECH2	MECHANICAL CONTRACTOR RENEW	6		450.00CR		450.00
PLUM1	PLUMBING CONTRACTOR INITIAL	2		200.00CR		200.00
PLUM2	PLUMBING CONTRACTOR RENEW	6		450.00CR		450.00
RESAL	RESIDENTIAL SALE	41		410.00CR		410.00
SIGN	SIGN HANGERS LICENSE FEE	2		150.00CR		150.00
TOTAL				10,591.00CR		10,591.00

12/02/2015 11:11 AM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

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

PAGE:
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 11/01/2015 TO 11/30/
SORTED BY: PRO

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	280.00CR
001-4202	BUILDING PERMITS	2,652.08CR
001-4203	PLUMBING PERMITS	860.00CR
001-4204	ELECTRICAL PERMITS	140.00CR
001-4205	ZONING PERMITS & APPLICATIONS	1,500.00CR
001-4206	HEATING & A/C PERMITS	1,415.50CR
001-4249	OTHER PERMITS	725.00CR
001-4822	OTHER MISC. REVENUE	35.00CR
101-4249	OTHER PERMITS	25.00CR
501-4510	WATER TAPS	150.00CR
799-1023	BANCFIRST GENERAL	7,782.58

12/02/2015 11:11 AM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

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

PAGE:
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 11/01/2015 TO 11/30/
SORTED BY: PRO

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	1,012.20CR
B2-ADD	BUILDING CONSTRUCTION ADD	128.00CR
B3-REMODEL	BUILDING CONSTRUCTION REM	1,690.88CR
B4-SHELTER	BUILDING SHELTER	118.00CR
B4-STORAGE	BUILDING STORAGE SHED	29.50CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	162.50CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	1,483.00CR
P3-REMODEL	PLUMBING REMODEL	908.50CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	25.00CR
X-DEMO	DEMOLITION PERMIT	250.00CR
X-PLATFIN	PLAT REVIEW FINAL	992.00CR
X-PLATREV	PLAT REVIEW PRELIM	228.00CR
X-SIGN	SIGN PERMIT	275.00CR
Z-OCCUP	OCCUPANCY PERMIT	200.00CR
Z-REZONING	REZONING REQUEST	280.00CR
TOTAL		7,782.58CR

COMMUNITY SERVICE CONTRACTS REVIEW
MEETING MINUTES
APRIL 14, 2015
2:00 P.M.

COMMITTEE MEMBERS
IN ATTENDANCE:

Wes Mainord
Mary Ann Karns
Cindy Sementelli
Ken McDowell

COMMITTEE MEMBERS ABSENT:

Matthew Griffith
James Harrod

OTHERS IN ATTENDANCE:

Justin Erickson, Interim City Manager
Phyllis Loftis, City Clerk
Lisa Lasyone, Deputy City Clerk
James Bryce, Director of Operations

Chairman Mainord called the meeting to order at 2:03 p.m. with four committee members in attendance.

Agenda Item No. 1: Approval of minutes from the May 28, 2014 meeting.

A motion was made by Karns, seconded by Sementelli, to approve the minutes from the May 28, 2014 meeting. Motion carried 4-0.

AYE: Karns, Sementelli, McDowell, Mainord

NAY: None

Agenda Item No. 2: Discuss and consider renewal of the YMCA contract for the management and operation of the Community Center for FY 2015-16.

The Board noted that the YMCA is not requesting any additional funds over the FY 2014-15 request.

A motion was made by Karns, seconded by Sementelli, to renew the YMCA contract for FY 2015-16 in the amount of \$36,000. Motion carried 4-0.

AYE: Karns, Sementelli, McDowell, Mainord

NAY: None

BY POWER OF THE CHAIR, THE BOARD WILL MOVE AGENDA ITEM NO. 3 TO THE LAST ITEM TO BE DISCUSSED.

Agenda Item No. 4: Discuss and consider renewal of contract with Shawnee Economic Development Foundation for FY 2015-16.

The Board noted that the Shawnee Economic Development Foundation is not requesting any additional funds over the FY 2014-15 request.

A motion was made by Karns, seconded by Sementelli, to renew the Shawnee Economic Development Foundation contract for FY 2015-16 in the amount of \$231,000.00. Motion carried 4-0.

AYE: Karns, Sementelli, McDowell, Mainord

NAY: None

Agenda Item No. 5: Discuss and consider renewal of contract with Safe Events for Families for FY 2015-16.

HARROD ARRIVED AT 2:09 P.M.

It was noted that Safe Events for Families (SEFF) is requesting \$19,000.00 for events and \$15,000.00 for fireworks. Staff recommended to not give funds for the fireworks and to increase the funding from \$12,000.00 to \$15,000.00.

A motion was made by Sementelli, seconded by McDowell, to renew contract for FY 2015-16 to reimburse expenses for events up to \$15,000.00. Motion carried 5-0.

AYE: Sementelli, McDowell, Mainord, Karns, Harrod

NAY: None

Agenda Item No. 3: Discuss and consider renewal of the contract with Senior Citizens Center, Inc. for operation of the Municipal Auditorium for FY 2015-16.

Sementelli stated that she has looked at the City taking over the personnel of the Senior Citizens Center but will have to check legalities before the City can accomplish that. She stated that the Senior Citizens are requesting \$121,000.00 for FY2015-16, up from the \$90,994.00 for FY2014-15. After reviewing the request, Sementelli recommends funding a total of \$100,000.00 for FY2015-16.

A motion was made by Harrod, seconded by Sementelli, to renew contract for FY 2015-16 in the amount of \$100,000.00. Motion carried 5-0.

AYE: Harrod, Sementelli, McDowell, Mainord, Karns

NAY: None


Agenda Item No. 6: Adjournment

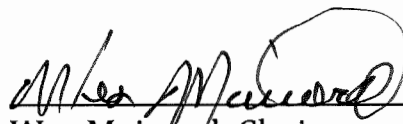
With no other business coming before the Committee, a motion was made by Harrod, seconded by Sementelli, adjourn at 2:40 p.m. Motion carried 5-0.

AYE: Harrod, Sementelli, McDowell, Mainord, Karns



Attest:


Phyllis Loftis, CMC, City Clerk


Wes Mainord, Chairman

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
OCTOBER 15, 2015
12:30 P.M.
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY MET FOR THEIR REGULAR SCHEDULED MEETING THURSDAY, OCTOBER 15, 2015 AT 12:30 PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON 10/8/2015 AT 9:10AM.

AGENDA ITEM NO.1

CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:30 PM BY MR. RANDY GILBERT, CHAIRMAN.

AGENDA ITEM NO.2

ROLL CALL

TRUSTEES PRESENT: MR. RANDY GILBERT
MR. CASEY BELL
MRS. RACHEL MONROE-MELOT
MR. TIM BARRICK
MR. JUSTIN ERICSON

TRUSTEES ABSENT: MRS. SUSAN HAVENS
MR. KARL KOZEL

ALSO IN ATTENDANCE: MICHAEL JACKSON, OPERATIONS MANAGER; MIKE MCCORMICK, & MIKE CLOVER OF STUART & CLOVER

AGENDA ITEM NO.3

DECLARATION OF A QUORUM

CHAIRMAN MR. RANDY GILBERT, DECLARED A QUORUM.

AGENDA ITEM NO.4

APPROVAL OF MINUTES FROM AUGUST SC&CDA MEETING.

THE MOTION MADE BY TRUSTEE MELOT, SECONDED BY TRUSTEE BARRICK TO APPROVE THE MINUTES AS PRESENTED FOR THE SEPTEMBER 2015 MEETING. MOTION CARRIED.

AYE: GILBERT, BELL, BARRICK, MELOT, ERICSON
NAY: NONE
ABSTAIN:

AGENDA ITEM NO.6

APPROVAL OF THE MONTHLY FINANCIAL REPORT.

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE BARRICK TO APPROVE THE MONTHLY FINANCIAL REPORT AS PRESENTED ALSO REQUESTED THE REPORT COMPARING NET INCOME FOR THIS YEAR AND LAST YEAR TO BE ADDED BACK TO THE PACKET, MOTION CARRIED.

AYE: GILBERT, BELL, BARRICK, MELOT, ERICSON
NAY: NONE
ABSTAIN

AGENDA ITEM NO.7

APPROVAL OF GENERAL CLAIMS.

THE MOTION MADE BY TRUSTEE BELL, SECONDED BY TRUSTEE MELOT TO APPROVE THE GENERAL CLAIMS. MOTION CARRIED.

AYE: GILBERT, BELL, BARRICK, MELOT, ERICSON
NAY: NONE
ABSTAIN

General Claims

A.	Sparks Heat & Air	\$540.20
B.	Stuart & Clover	\$187.50
C.	Pitney Bowes	\$153.00
D.	Buford Whites	\$53.97
E.	Shawnee Office Systems	\$139.46
F.	Ask About Windows	\$242.00
G.	Communication Services	\$48.00
H.	Techsico Solutions	\$270.00
I.	Cintas	\$627.73
J.	Finley & Cook	\$942.43
K.	AT&T Mobility	\$107.28
L.	AT&T	\$329.77
M.	ONG	\$452.22
N.	Locke Supply	\$42.57
O.	CH&W Commercial Tire	\$1,806.00
P.	Bankers Credit Card Services	\$479.88
Q.	Bankers Credit Card Services	\$430.96
R.	OG&E	\$17,239.17
S.	OMAG	\$2,832.63
T.	INS	\$734.00
U.	City Grease Trap Service	\$200.00
V.	Vision Bank	\$454.04
W.	Fuelman	\$659.40
X.	DJ Reveal	\$211.09
Y.	Music Unlimited	\$119.97
Z.	MetTel	\$1,491.07
AA.	City of Shawnee	\$390.00
BB.	Go Consulting	\$127.50
CC.	NAPA	\$561.55
DD.	Communication Services	\$48.00
EE.	Sparks Heat & AIR	\$135.00

Add On's

General:

A.	Arvest	\$625.11
B.	Arvest	\$502.69
C.	Sparks	\$147.00
D.	Shawnee VSI	\$2,826.00
E.	Staples Advantage	\$24.98
F.	Stuart & Clover	\$150.00
G.	John Deere Financial	\$119.91

AGENDA ITEM NO.8

APPROVAL OF SPECIAL EVENT CLAIMS

THE MOTION MADE BY TRUSTEE BELL , SECONDED BY TRUSTEE BARRICK THAT THE SPECIAL EVENT CLAIMS BE APPROVED. MOTION CARRIED.

AYE: GILBERT, BELL, BARRICK, MELOT, ERICSON
NAY:
ABSTAIN:

Special Claims

A.	Mike McCormick	\$300.00
B.	Bobby Cole	\$100.00
C.	OneLink Wireless	\$1,934.00
D.	IPRA	\$2,405.00
E.	Oklahoma Tax Commission	\$77.87

AGENDA ITEM NO.9

APPROVAL OF SHAVINGS CLAIMS

None

AGENDA ITEM NO.10

DISCUSSION CONSIDERATION & POSSIBLE ACTION TO APPROVE SC&CDA MEETING SCHEDULE FOR CALENDAR YEAR 2016.

THE MOTION MADE BY TRUSTEE BARRICK , SECONDED BY TRUSTEE BELL THAT THE MEETING NOTICE SCHEDULE BE APPROVED AS PRESENTED FOR THE 2016 YEAR. MOTION CARRIED.

AYE: GILBERT, BELL, BARRICK, MELOT, ERICSON
NAY:
ABSTAIN:

AGENDA ITEM NO. 11-15

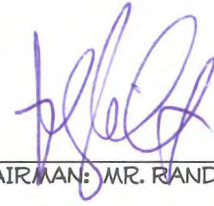
IFYR UPDATE, COMMITTEE REPORTS,
ADMINISTRATION REPORTS, OLD BUSINESS, NEW
BUSINESS, PUBLIC & TRUSTEE COMMENTS.

AGENDA ITEM NO.16

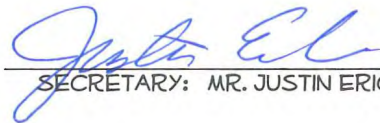
ADJOURNMENT

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE MELOT TO ADJOURN THE MEETING, -
MOTION CARRIED.

AYE: GILBERT, BELL, BARRICK, MELOT, ERICSON
NAY:
ABSTAIN:



CHAIRMAN: MR. RANDY GILBERT



SECRETARY: MR. JUSTIN ERICSON

PLANNING COMMISSION MINUTES

DATE: November 4th, 2015

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, November 4th, 2015 at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

AGENDA ITEM NO.1: Roll Call

Upon roll call the following members were present:

Present: Morton, Clinard, Kerbs, Bergsten, Cowen, Affentranger

Absent: Kienzle

Meeting was called to Order.

AGENDA ITEM NO. 2: Consideration of Approval of the minutes from the October 7th, 2015 Planning Commission Meeting

Chairman Bergsten asked if the Board had time to review the minutes and if so would ask to entertain a motion if there were no questions or discussion. Commissioner Clinard made a motion to approve, seconded by Commissioner Kerbs.

Motion passed:

AYE: Clinard, Kerbs, Bergsten, Cowen, Affentranger

NAY:

ABSTAIN: Morton

AGENDA ITEM NO. 3: Citizen's Participation

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

AGENDA ITEM NO. 4: Consideration of approval of the 2016 Schedule of Regular Meetings for the Planning Commission

Chairman Bergsten asked if the Commissioners had time to review the schedule or if there were any comments or questions. Commissioner Affentranger made a motion to approve, seconded by Vice-Chairman Cowen.

Motion Approved:

AYE: Morton, Clinard, Kerbs, Bergsten, Cowen, Affentranger

NAY:

ABSTAIN:

AGENDA ITEM NO. 5: Case #S12-15 – Consideration of approval of a Preliminary Plat for The Garage Restaurant located at 190 Shawnee Mall Dr., Shawnee, OK

Applicant: Muhammad Khan, P.E.

Chairman Bergsten asked for the staff report. Justin Debruin presented the staff report. Mr. Debruin acknowledged that the rezone for this specific item came before the Planning Commission in September. Justin Debruin stated that staff has reviewed the plat and is satisfied. Mr. Debruin shows the access for sanitary sewer, water, storm sewer and since this project will be at the Shawnee Mall there are cross access agreements and shared parking agreements on this site. Justin Debruin mentioned the four recommendations listed for this project and recommends approval. Chairman Bergsten asked if there were any questions for staff. Commissioner Kerbs asked if there was a build projection date and Mr. Debruin stated it would move quickly after the Final plat stage. Chairman Bergsten asked if there would be anything else built in the parking spaces that would be used for the restaurant. Mr. Debruin informed him the parking would be within the boundaries. Commissioner Kerbs asked if the parking would be similar to the Chili's restaurant and Justin Debruin agreed and also mentioned it is similar to Panda Express. Commissioner Kerbs asked if there was a drive thru, Mr. Debruin stated he did not believe so. Chairman Bergsten asked about other signage. Justin Debruin stated they would restrict the height and stated signage would be minimal. Commissioner Kerbs mentioned the traffic concern with sign placement. Chairman Bergsten opened the public portion of the meeting and asked if there was anyone who would like to speak against the item. No one came forward and Chairman Bergsten asked if there was anyone who would like to speak in favor of the item. No one came forward and Chairman Bergsten closed the public portion of the meeting and asked if the Commissioners had any comments, questions or a motion. Vice-Chairman Cowen made a motion to approve with staff recommendations, seconded by Commissioner Kerbs.

Motion Approved:

AYE: Morton, Clinard, Kerbs, Bergsten, Cowen, Affentranger

NAY:

ABSTAIN:

AGENDA ITEM NO. 6:

Planning Director's Report

Justin Debruin presented the Planning Director's Report and announced the Assistant City Planner would be starting on Monday and the Façade Grant deadline was set for Friday. Mr. Debruin informed the Commissioners that Dunham's Sporting Goods has their contractors in place and have a projected opening date for early next year. Two more pad sites for Shawnee Marketplace will be added. Justin Debruin stated that Mr. James Bryce will be coming in next month for the parks assessment and there will be three cases on agenda for next month. Chairman Bergsten asked if the pad sites would front Kickapoo and Mr. Debruin agreed. Commissioner Kerbs asked when the building would begin at the lumber facility. Mr. Debruin stated it would start soon and Commissioner Clinard asked if the letters for the Downtown Property Maintenance Code went out yet. Justin Debruin informed her that the goal was for those to go out this week. Chairman Bergsten asked if the Pizza Hut was still going in at Kickapoo Plaza and Mr. Debruin informed him that he was aware that it would still go in there. Commissioner Clinard discussed putting in a mid-century corridor and implementing beautification for Kickapoo Street. Vice-Chairman Cowen asked what the hold up on the Kwick Stop construction was due to and Mr. Debruin stated there were legal issues. Commissioner Kerbs asked about the storage units on Highway 18 and Justin Debruin mentioned Clayton Eads was just busy but would be starting work on it soon. Mr. Debruin discussed sidewalk expansions at Grove School and at the Tamarack project. Commissioner Morton asked about the addition to the west of Woodsong and Mr. Debruin stated that the Preliminary Plat has stalled out at the moment. Vice-Chairman Cowen mentioned the need for a stop sign to be put in at Hyatt and Ariana streets.

AGENDA ITEM NO. 7:

Commissioners' Comments and/or New Business

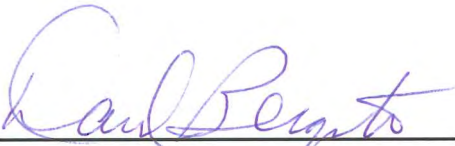
Commissioner Morton asked about the old Bancfirst property off MacArthur and Kickapoo. The Commissioners stated that OBU owned it now. Commissioner Kerbs asked if OBU knew what they were going to do with the Pizza Hut off Kickapoo and no one knew anything. Commissioner Kerbs informed the

Commission that there is a new dance studio coming to downtown. Commissioner Kerbs discussed façade and USDA grants.

AGENDA ITEM NO. 8:

Adjournment

Meeting was adjourned.



Chairman/Vice-Chairman

Cheyenne Lincoln

Planning Commission Secretary

Regular Board of Commissioners

1. c.

Meeting Date: 12/07/2015

EM Grant

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to sign agreement with the Oklahoma Department of Emergency Management for the sub-grant of Emergency Management Performance Grant funds.

Attachments

EM Grant Memo

EM Grant Agreement

City of Shawnee Memorandum



To: Honorable Mayor and City Commissioners
Through: Justin Erickson, City Manager *D.L.*
From: Donald D. Lynch, Emergency Management Director
Date: December 2, 2015
Re: Agreement with State Emergency Management for Sub-Grant

NATURE OF THE REQUEST:

I am writing to request your approval for staff to execute an agreement with the Oklahoma Department of Emergency Management for the sub-grant of Emergency Management Performance Grant funds. A copy of the Agreement is attached for your reference.

STAFF ANALYSIS /CONSIDERATIONS:

This is the annual grant we apply for to reimburse the City for part of the cost of administration for our Emergency Management program.

The City Commission authorized staff to apply for this grant at its September 7, 2015 meeting.

The City Attorney has reviewed the documents and approved them as to form.

RECOMMENDATION:

Staff recommends approval.

BUDGET CONSIDERATION:

This will provide \$50,000 for Federal Fiscal Year 2016. This amount is an increase of \$5166.00 over what we received in FFY 2015.

Thank you for your favorable attention to this request.

FY 2016 Emergency Management Program Grant

Contractual Agreement

This agreement is entered into by and between the State of Oklahoma Department of Emergency Management, and **The City of Shawnee**, Oklahoma, hereinafter referred to as the Political Subdivision. The Oklahoma Department of Emergency Management shall pay the Political Division local jurisdiction for required works performed under the EMPG application and this contractual agreement the sum of **50,000.00** dollars, **subject to the following terms and conditions:**

Article 1. Scope of Work

Advancing the Whole Community approach reinforces the concept that it is the community's responsibility to take necessary and appropriate actions to protect people and property from the consequences of local emergencies and disasters. Communities are challenged to develop collective local abilities to withstand the potential impacts of these events, respond quickly, and recover in a way that sustains or improves the community's overall well-being. Achieving this collective capability calls for innovative approaches across the community. The efforts of the Oklahoma Department of Emergency Management is to assist local jurisdiction's Emergency Management with the capabilities to prevent, protect against, respond to and recover from natural disasters, threats of terrorism, and attacks both foreign and domestic. This includes enhancing local jurisdiction's Emergency Management existing practices, programs, institutions and organizations.

Article 2. EMPG Sub-Grant Required Cost Match

The EMPG Sub-Grant funds that are used towards the Political Subdivision's EMPG Program shall not exceed 50 percent of the total Political Subdivision's Emergency Management budget. The Political Subdivision must cost match (cash or in-kind) the Federal contribution according to the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended, 42 U.S.C. 5121-5207, specifically, Title VI, sections 611(j) and 613. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. Documentation of the cost match and actual expenditures of the Political Subdivision's EMPG Sub-Grant funds shall be supplied to the Oklahoma Department of Emergency Management.

Article 3. Funding Guidelines

EMPG Sub-Grant funds can only be used for the purposes set forth in this contract. **All EMPG Sub-Grant fund expenditures must be accounted for and follow this funding guidance.**

Grant funds may not be used for matching funds for Federal grants, cooperative agreements, lobbying or intervention in Federal regulatory or adjudicatory proceedings. Additionally, EMPG Sub-Grant funds may not be used to sue the Federal government or any other government entity.

Authorized Expenditures:

1. Operations

FY 2016 EMPG Sub-Grant funds may be used for all hazards local Emergency Management operations activities that may include, but are not limited to:

- a. Staffing including salary and personnel costs
- b. Compensatory time off
- c. Overtime
- d. Day-to-day activities in support of Emergency Management
- e. Associated fringe benefits

2. Planning

FY 2016 EMPG Sub-Grant funds may be used for a range of Emergency Management planning activities that may include, but are not limited to:

- a. Community based planning to advance the Whole Community, Security and Emergency Management concept.
- b. Maintaining a current Hazard Mitigation plan inclusive of a Hazard Identification and Risk Assessment (HIRA).
- c. Maintaining current Emergency Operations procedures that conform to the guidelines outlined in CPG 101 v.2.
- d. Developing and/or enhancing comprehensive Emergency Management plans.

3. Training

FY 2016 EMPG Sub-Grant funds may be used for a range of Emergency Management related training activities **for the purposes of enhancing local Emergency Management's personnel capabilities**. Training related expenses may include, but are not limited to:

- a. Training development, delivery and/or evaluation
- b. Overtime
- c. Travel
- d. Hiring of full or part-time staff, contractors or consultants
- e. Certification or recertification of Instructors

4. Exercise

FY 2016 EMPG Sub-Grant funds may be used for a range of Emergency Management related exercise activities **for the purposes of testing and improving local jurisdiction's Emergency Management Operations plans**. Qualifiable exercises are

those conducted within the Political Subdivision's jurisdictional boundaries. Exercise related expenses may include, but are not limited to:

- a. Exercise conduct, design, development and evaluation
- cc. Hiring full or part-time staff, contractors or consultants
- dd. Travel
- ee. Supplies

5. Equipment

In accordance with 44 CFR 13.32 allowable equipment categories for the FY 2016 EMPG program are listed on the web based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <http://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory, regulatory and/or FEMA adopted standards to be eligible for purchase using these funds. Additionally, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Equipment expenses may come from the following AEL categories:

- a. Information Technology (Category 4)
- b. Cyber-Security Enhancement Equipment (Category 5)
- c. Detection Equipment (Category 7)
- d. Power Equipment (Category 10)
- e. Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- f. Physical Security Enhancement Equipment (Category 14)
- g. Other Authorized Equipment (Category 21)

Unauthorized Expenditures:

- a. Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g. construction vehicles). The only vehicle costs that are reimbursable are fuel and/or mileage.
- b. Equipment that is purchased for permanent installation and/or use beyond the scope of exercise conduct (e.g. electronic messaging signs).
- c. Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.
- d. Expenditures for weapons and ammunition.
- e. Costs to support the hiring of sworn safety officers (sworn law enforcement officers).
- f. Activities unrelated to the completion and implementation of the EMPG.
- g. Other items not in accordance with the aforementioned authorized expenses.

Article 4. Sub-Grant Administration Requirements

1. Any tasking the Oklahoma Department of Emergency Management receives from the U.S. Department of Homeland Security, FEMA or any other federal agency that is Emergency Management related and requires the assistance of the Political Subdivision shall also be considered as part of the required tasking elements under the EMPG Sub-Grant.
2. If the Political Subdivision receives 500,000 or more in Federal funds in Federal FY 2016, they are responsible for compliance with the provisions of the Single Audit Act amendments of 1996. The Political Subdivision shall submit a copy of their audit letter signed by the auditor for Federal FY 2016 to the Oklahoma Department of Emergency Management.

3. **The FY 2016 EMPG Sub-Grant is a performance based grant.** In an effort to ensure EMPG requirements compliance, each Political Subdivision's performance shall be monitored. The Political Subdivision jurisdiction's Emergency Management will be visited a minimum of four (4) times each year by a Regional Coordinator or other representative of the Oklahoma Department of Emergency Management. The field visits shall be conducted at a mutually, agreed date, time and location during each quarter.
4. Each quarter the EMPG Political Subdivision will submit a minimum of one (1) progress report to the jurisdiction's assigned Oklahoma Department of Emergency Management Regional Coordinator. Submitted documentation shall be maintained by the Political Subdivision and the Department of Emergency Management for a minimum of three (3) years.

*** Please Note**

1st Quarter: October 1, 2015 – December 31, 2015

2nd Quarter: January 1, 2016 – March 31, 2016

3rd Quarter: April 1, 2016 – June 30, 2016

4th Quarter: July 1, 2016 – September 30, 2016

Article 5. Payment Terms

All payments will be contingent upon the Political Subdivision jurisdiction's payment requests and the Oklahoma Department of Emergency Regional Coordinator's review of required tasks.

Should the Political Subdivision found to be in keeping with the EMPG Sub-Grant performance requirements, the following shall occur:

1. Payment in the amount of 25% of the awarded FY 2016 EMPG Sub-Grant will be made by the Oklahoma Department of Emergency Management for the First Quarter, after January 15, 2016 following receipt of the fully executed agreement and receipt of the

quarterly payment request letter from the jurisdiction along with documentation of the first quarter's tasks. The Oklahoma Department of Emergency Management Regional Coordinator will approve each payment.

2. Payment in the amount of 25% of the awarded FY 2016 EMPG Sub-Grant will be made for the Second Quarter after April 15, 2016 upon receipt of the quarterly request letter and when terms of the agreement have been met and affirmed by the Oklahoma Department of Emergency Management Regional Coordinator.
3. Payment in the amount of 25% of the awarded FY 2016 EMPG Sub-Grant will be made for the Third Quarter after July 15, 2016 upon receipt of the quarterly request letter and when terms of the agreement have been met and affirmed by the Oklahoma Department of Emergency Management Regional Coordinator.
4. Final payment in the amount of 25% of the awarded FY 2016 EMPG Sub-Grant will be made for the fourth quarter after October 15, 2016, upon receipt of the quarterly request letter and terms of the agreement have been met and affirmed by the Oklahoma Department of Emergency Management Regional Coordinator.

Article 6. Amendments

Any alterations or deviations to this agreement shall be executed only upon written agreement of both parties, and if there is a change to the agreement award for such alteration or deviation, it shall be noted.

Article 7. Waiver of Scope of Work Line Items

During the performance period of the Sub-Grant, only (1) waiver relieving the jurisdiction from having to complete a basic scope of work line item (I-VIII) may be approved. In no case will a

Sub-Grant recipient be permitted to request a waiver for the same scope of work line item in two consecutive years.

Article 8. Award Reduction

If the Political Subdivision fails to complete or adhere to the performance based Sub-Grant requirements, the award amount is subject to a reduction.

Article 9. Suspension of Sub-Grant/Debarment from Future Awards

If the Political Subdivision fails to complete the agreed scope of work they may be barred from participation in the sub-grant program for the following Federal Fiscal Year.

Article 10. Termination

This agreement may be cancelled by either party by providing 15 days' notice in writing to the other party.

Article 11. Audit Clause

In accepting this agreement, the Political Subdivision agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the Political Subdivision relevant to the agreement are subject to examination by the Federal Emergency Management Agency, the Oklahoma Department of Emergency Management, the State of Oklahoma and the State Auditor and Inspector.

Article 12. Non-Collusion

In accepting this agreement, the Political Subdivision acknowledges that they have not paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of

Oklahoma any money or other thing of value, either directly or indirectly, in procuring this agreement.

Article 13. National Environmental Policy Act (NEPA)

The recipient shall comply with all applicable Federal, State, and local environment and historic preservation (EHP) requirements and shall provide any information requested by FEMA to ensure compliance with applicable laws including: National Environment Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11990) and Environmental Justice (12898). Failure of the recipient to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding.

Recipients shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbance activities occur during project implementation, the recipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated prior to the full environmental and historic preservation review could result in non-compliance finding. The Screening Form is available at:

www.fema.gov/doc/government/grant/bulletins/infor329_final_screening_memo.doc). For these types of projects, grantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it, with all supporting documentation, to Oklahoma

Department of Emergency Management. Grantees should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving their grant award.

Article 14. Trafficking in Persons

A. Provisions applicable to a recipient.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
 - a. Engage in sever forms of trafficking in persons during the period of time that the award is in effect;
 - b. Procure a commercial sex act during the period of time that the award is in effect;
or
 - c. Use forced labor in the performance of the award or subawards under the award.
2. We, as the State awarding agency, may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:
 - a. Is determined to have violated a prohibition in paragraph A.1 of this award term;
or
 - b. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph A.1 of this award term through conduct that is either;
 - i. Associated with performance under this award; or
 - ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 2 CFR Part 3000.

B. Provisions applicable to a recipient other than a private entity. We as the State awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:

1. Is determined to have violated an applicable prohibition in paragraph A.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph A.1 of this award term through conduct that is either:
 - a. Associated with performance under this award; or
 - b. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 3000.

C. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph A.2 or B of this section:
 - a. Implements section 106(g) of the Trafficking Victims Protection Act 2000 (TVPA), as amended (22 U.S.C. 7104(g), and
 - b. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph A.1 of this award term in any subaward you make to a private entity.

D. Definitions. For purposes of this award term:

1. "Employee" means either:
 - a. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - b. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provisions, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity" means:
 - a. Any entity other than a State, local government, Indian Tribe, or foreign public entity, as those terms are, defined in 2 CFR 175.25.
 - b. Includes:
 - i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian Tribe at 2 CFR 175.25(b).
 - ii. A for-profit organization.
4. "Severe forms of trafficking in person," "commercial sex act," and "coercion" have the meaning given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

Article 15. General Provisions

1. All work shall be completed in a professional manner and in compliance with all applicable laws.

2. To the extent required by law, individuals duly licensed and authorized by law to do so shall perform all work.
3. The Political Subdivision warrants that it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of the Political Subdivision or its employees or agents.
4. The Political Subdivision agrees that neither it nor its employees or agents are covered under insurance paid for by the State of Oklahoma, and are not authorized to obligate the State of Oklahoma, its employees or agents.
5. The Oklahoma Department of Emergency Management shall provide to the Political Subdivision technical assistance in fulfilling this contractual agreement to the extent resources are available.
6. The Standard Assurances for Federal Funds submitted by the Political Subdivision, as part of their application package, are hereby referenced and incorporated into this agreement.

FY 2016 Emergency Management Program Grant Required Documentation

As proof of compliance with Federal regulations, the following documents must be submitted to the Oklahoma Department of Emergency Management.

Please read and/or complete the following provided documents:

1. FEMA Form 20-16, Summary Sheet for Assurances and Certifications
2. FEMA Form 20-16A, Assurances Non-Construction Programs
3. FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements
4. Disclosure of Lobbying Activities

FEDERAL EMERGENCY MANAGEMENT AGENCY
 SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

FOR FY	2016	CA FOR (Name of Applicant) <i>City of Shawnee Oklahoma</i>
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This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the application for Federal assistance.

An applicant must check each item that they are certifying to:

- Part I FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Part III SF LLL, Disclosure of Lobbying Activities (If applicable)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurance and certifications.

<u>JUSTIN ERICKSON</u>	<u>City Manager</u>
Typed Name of Authorized Representative	Title

_____ Signature of Authorized Representative	_____ Date
---	---------------

PLEASE NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

"Public reporting burden for this form is estimated to average 1.7 hours per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, retain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the form, including suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0206). You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Please do not send your completed form to the above address.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
ASSURANCES-NON-CONSTRUCTION PROGRAMS**

Note: Certain assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Furthermore, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.**
- 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.**
- 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.**
- 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.**
- 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).**
- 6. Will comply with the requirements of Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1 through 2000e-5), as amended, relating to nondiscrimination on the basis of race; (b) the Age Discrimination Act of 1975 as amended (42 U.S.C. age; Sections 6101-6107), which prohibits discrimination on the basis of age; (c) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (d) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (e) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (f) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended relating to nondiscrimination in the sale, rental or financing of housing; (g) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (h) the requirements of any other nondiscrimination statute(s) which may apply to the application.**
- 7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.**

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits

FEMA Form 2016A-270094
U.S.C. Sections 2016A-270094 and 18 U.S.C. Sections 874), handicaps; (d) the Age Discrimination Act of Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and

8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40

7 U.S.C. 2131 et seq.) pertaining to the care, and the Contract Work Hours and Safety handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

protection of historic properties), and the
Archaeological and Historic Preservation Act of
1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the
protection of human subjects involved in
research, development, and related activities
supported by this award of assistance.

15. Will comply with the Laboratory Animal

FEMA Form 20-16A, JUN 94

**FEDERAL EMERGENCY MANAGEMENT AGENCY
CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

A. As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all subrecipients shall certify and disclose accordingly.

PLEASE NOTE: The attached Standard Form LLL, "Disclosure of Lobbying Activities" must be attached to certification if nonappropriated funds are to be used to influence activities.

**2. DEBARMENT, SUSPENSION, AND
OTHER RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in Primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or are had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17, Sections 17.615 and 17.620:

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and

specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

h. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Shawnee City Hall

16 WEST 9TH STREET

Shawnee, OK 74801

Check here if there are workplaces on file that are not identified here. Section 17.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

<p>1. Type of Federal Action:</p> <p><input type="radio"/> a. contract <input checked="" type="radio"/> b. grant <input type="radio"/> c. cooperative agreement <input type="radio"/> d. loan <input type="radio"/> e. loan guarantee <input type="radio"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="radio"/> a. bid/offer/application <input checked="" type="radio"/> b. initial award <input type="radio"/> c. post-award</p>	<p>3. Report Type:</p> <p><input checked="" type="radio"/> a. initial filing <input type="radio"/> b. material change</p> <p>For Material Change Only:</p> <p style="text-align: right;">Year: _____ Quarter: _____ Date of Last Report: _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p>Prime <u>STATE OF OKLAHOMA</u> Subawardee <u>CITY OF SHAWNEE, OKLAHOMA</u></p> <p style="text-align: right;">Tier, if known: <u>I</u> Congressional District, if known: <u>II</u></p>		<p>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime</p> <p><u>OKLAHOMA DEPARTMENT OF EMERGENCY MGMT.</u> <u>P.O. Box 53365 OKLAHOMA CITY, OK 73152</u> Congressional District, if known: <u>I - II</u></p>
<p>6. Federal Department/Agency:</p> <p><u>U.S. DEPARTMENT OF HOMELAND SECURITY</u> <u>FEDERAL EMERGENCY MANAGEMENT AGENCY</u></p>	<p>7. Federal Program Name/Description:</p> <p><u>EMERGENCY MANAGEMENT PERFORMANCE GRANT</u> CFDA Number, if applicable: <u>87.042</u></p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p style="text-align: center;"><u>\$ 50,000.00</u></p>	
<p>10a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI)</i></p> <p style="text-align: center;"><u>NONE</u></p>	<p>10b. Individuals Performing Services <i>(last name, first name, MI, and address if different from No. 10a)</i></p> <p style="text-align: center;"><u>NONE</u></p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature: _____</p> <p>Print Name: <u>JUSTIN ERIKSON</u></p> <p>Title: <u>CITY MANAGER</u></p> <p>Telephone No: <u>405-474-1601</u> Date: _____</p>
<p>Federal Use Only:</p>		

FY 2016 Emergency Management Program Grant Signature Page

Approved by the Oklahoma Department of Emergency Management

this 23rd day of November, 2015:

Name



Director, Oklahoma Department of Emergency Management

I certify the The City of Shawnee is budgeting 50,000.00 dollars (The aforementioned amount must be equal to or exceed the grant dollar amount you are receiving) to match this EMPG Sub-Grant of 50,000.00 dollars. The Political Subdivision matching dollars cannot be federal dollars, dollars from another grant or budgeted dollars used to match any other grant.

Approved by the Governing body of the The City of Shawnee, Oklahoma

this _____ day of _____, 2015:

Name

Chief Elected Official

PLEASE NOTE: The FY 2016 Emergency Management Program Grant signed Contractual Agreement, as well as required documents, must be submitted to the Political Subdivisions Regional Coordinator no later than January 15, 2016.

Regular Board of Commissioners

1. d.

Meeting Date: 12/07/2015

Lake Renewals

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lake Lease Renewals:

RENEWALS:

- Lot 10 Magnino Tract, 16720 Clearpond Lane

Lessees: Wolf and Linda Gugler

- Lot 8 Green Tract, 32001 Hornbeck Rd.

Lessees: Patricia Hill and Dianna Jones

- Lot 9 Eckel Tract, 15201 Eckel Rd.

Lessees: Michael Violet and Kristin Pfenninger

(Deferred from the November 16, 2015 meeting)

- Lot 19 Belcher Tract, 33402 Post Office Neck

Lessees: Le Ngan Yeatts and Bobbie Brooks

Attachments

Lake Renewal Gugler

Lake Renewal Hill

Lake Renewal Violet

Lake Renewal Yeatts



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

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

Date	11/18/2015	License No. #009260
Type	<input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Transfer <i>(Fee: \$1,000)</i>	
Commission Meeting Date	DECEMBER 7 TH , 2015	
Property Address	16720 CLEARPOND LANE	
Lake Site Location	LOT 10 MAGNINO TRACT	
Lease Dates	04/04/2015 – 04/04/2045	
Lease Fee (changes annually)	\$662.00	
Inspection Fee	\$75.00 Applicable: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Lessee (Transfer To)		
Name(s)	WOLF & LINDA GUGLER	
Address	16720 CLEARPOND LANE SHAWNEE, OK 74801	
Phone		
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DEQ Report on File	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Septic System	<input checked="" type="checkbox"/> Conventional <input type="checkbox"/> Aerobic	
Last Inspected/Pumped	04/09/2011	
Misc. Comments	<p style="text-align: right;">Total Charges Paid: \$662.00</p>	

PLEASE READ CAREFULLY

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

**CABIN SITE LEASE
LEASE# 009260**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of April 4, 2015 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

WOLF GUGLER
of 16720 CLEARPOND LN SHAWNEE OK 74801 ,
LINDA GUGLER
of 16720 CLEARPOND LN SHAWNEE OK 74801,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of **\$ 662.00** dollars for **2015**, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**16720 CLEARPOND LN
LOT 10 MAGNINO TRACT**

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

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

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

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

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

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

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

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

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the

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

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

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

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

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

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

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

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and

within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

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

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

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

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

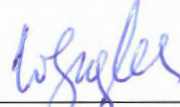
CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

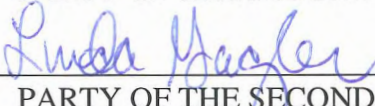
BY: _____

MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK



PARTY OF THE SECOND PART


PARTY OF THE SECOND PART



City of Shawnee
Community Development Department
 222 N. Broadway
 Shawnee, OK 74801
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www.ShawneeOK.org

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

Date	11/18/2015	License No. #010344
Type	<input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Transfer (Fee: \$1,000)	
Commission Meeting Date	DECEMBER 7 TH , 2015	
Property Address	32001 HORNBECK RD.	
Lake Site Location	LOT 8 GREEN TRACT	
Lease Dates	09/18/2015 – 09/18/2045	
Lease Fee (changes annually)	\$662.00	
Inspection Fee	\$75.00 Applicable: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Lessee (Transfer To)		
Name(s)	PATRICIA HILL & DIANNA JONES	
Address	32001 HORNBECK RD. SHAWNEE, OK 74801	
Phone		
Current Lessee (Transfer From) (if applicable)		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DEQ Report on File	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Septic System	<input checked="" type="checkbox"/> Conventional <input type="checkbox"/> Aerobic	
Last Inspected/Pumped	11/16/2012	
Misc. Comments	 <p align="right">Total Charges Paid: \$662.00</p>	

PLEASE READ CAREFULLY

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

**CABIN SITE LEASE
LEASE# 010344**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of September 18, 2015 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

PATRICIA HILL
of 32001 HORNBECK SHAWNEE OK 74801 ,
DIANNA JONES
of 32001 HORNBECK SHAWNEE OK 74801,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 662.00 dollars for 2015, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**32001 HORNBECK RD
LOT 8 GREEN TRACT**

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

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

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

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

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

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

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

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

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the

within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

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

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

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

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

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK

Patricia L Hill

PARTY OF THE SECOND PART

Dianna Jones

PARTY OF THE SECOND PART



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

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

Date	11/18/2015	License No. #016975
Type	<input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Transfer <i>(Fee: \$1,000)</i>	
Commission Meeting Date	DECEMBER 7 TH , 2015	
Property Address	15201 ECKEL RD.	
Lake Site Location	LOT 9 ECKEL TRACT	
Lease Dates	07/20/2014 – 07/20/2044	
Lease Fee (changes annually)	\$649.00	
Inspection Fee	\$75.00 Applicable: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Lessee (Transfer To)		
Name(s)	MICHAEL VIOLETT & KRISTIN PFENNINGER	
Address	7200 NW 111 TH ST. OKLAHOMA CITY, OK 73162	
Phone		
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DEQ Report on File	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Septic System	<input checked="" type="checkbox"/> Conventional <input type="checkbox"/> Aerobic	
Last Inspected/Pumped	11/03/2012	
Misc. Comments		
	Total Charges Paid: \$649.00	

PLEASE READ CAREFULLY

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

**CABIN SITE LEASE
LEASE# 016975**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of July 20th, 2014 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

MICHAEL VIOLETT
of 7200 NW 111TH ST OKC OK 73162,
KRISTIN PFENNINGER
of 4808 NW 159TH ST EDMOND OK 73013,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 649.00 dollars for 2014, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**15201 ECKEL RD
LOT 9 ECKEL TRACT**

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

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

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

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK

Michael D. Violet

PARTY OF THE SECOND PART

Kristin Pennington

PARTY OF THE SECOND PART



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

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

Date	11/18/2015	License No. #019758
Type	<input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Transfer <i>(Fee: \$1,000)</i>	
Commission Meeting Date	DECEMBER 7 TH , 2015	
Property Address	33402 POST OFFICE NECK	
Lake Site Location	LOT 19 BELCHER TRACT	
Lease Dates	10/17/2015 – 10/17/2045	
Lease Fee (changes annually)	\$662.00	
Inspection Fee	\$75.00 Applicable: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Lessee (Transfer To)		
Name(s)	LE NGAN YEATTS & BOBBIE BROOKS	
Address	3100 GLENVALLEY DR. MIDWEST CITY, OK 73110	
Phone		
Current Lessee (Transfer From) <i>(if applicable)</i>		
Name(s)		
Address		
Phone		
Inspection Information		
Inspection Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DEQ Report on File	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Septic System	<input checked="" type="checkbox"/> Conventional <input type="checkbox"/> Aerobic	
Last Inspected/Pumped	09/27/2013	
Misc. Comments	Total Charges Paid: \$662.00	

PLEASE READ CAREFULLY

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

**CABIN SITE LEASE
LEASE# 019758**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of October 17th, 2015 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

LE NGAN YEATTS
of 3100 GLENVALLEY MIDWEST CITY OK 73110,
BOBBIE BROOKS
of 3100 GLENVALLEY MIDWEST CITY OK 73110,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 662.00 dollars for 2015, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**33402 POST OFFICE NECK
LOT 19 BELCHER TRACT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

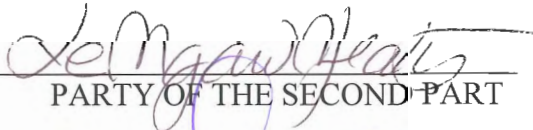
IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

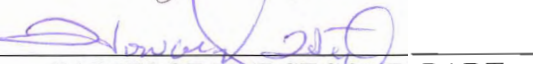
CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____
MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK



PARTY OF THE SECOND PART


PARTY OF THE SECOND PART

Regular Board of Commissioners

1. e.

Meeting Date: 12/07/2015

Mayors Appointments

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's appointments:

Civic and Cultural Development Authority

Rachel Monroe-Melot 1st Full Term Expires 12/31/2019

Reappointment

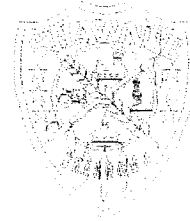
Attachments

Melot Board Appl

Melot Resume

Melot Bio

CITY OF SHAWNEE



APPLICATION TO SERVE

Boards, Committees, and Commissions

Name: <u>Rachael Monroe</u>	Application Date: <u>20 Sept 2014</u>
Address: <u>1209 Muirfield Dr.</u>	
Mailing Address: <u>Shawnee, OK 74901</u>	
Daytime Phone: <u>405-410-3554</u>	Fax: _____ Email: <u>msreferee@gmail.com</u>
Profession: <u>Business Owner</u>	
Business Name: <u>WM Thomas LLC, Good Lookin' Investments, LLC</u>	
Business Address: <u>1209 Muirfield Dr.</u>	
Business Phone: <u>405-410-3554</u>	Fax: _____ Email: <u>msreferee@gmail.com</u>

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

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

How many years have you lived in Shawnee? 20

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

<input type="radio"/> Airport Advisory Board <input type="radio"/> Beautification Committee <input type="radio"/> Board of Adjustment (Zoning) <input type="radio"/> Cable TV Advisory Committee <input type="radio"/> Civic and Cultural Development Authority <input type="radio"/> Community Service Contracts Review Committee <input type="radio"/> Economic Development Foundation, Inc. Board of Trustees <input type="radio"/> Housing Authority	<input type="radio"/> Library Board <input type="radio"/> Oklahoma Baptist University Trust Authority <input type="radio"/> Planning Commission <input type="radio"/> Regional Park Oversight Committee <input type="radio"/> Shawnee Hospital Authority <input type="radio"/> Shawnee Urban Renewal Authority <input type="radio"/> Tourism Advisory Committee <input type="radio"/> Traffic Commission <input type="radio"/> Building Code Board of Appeals <input checked="" type="radio"/> Other: <u>Expo</u>
---	--

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

To serve the City of Shawnee with my time and abilities.

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

As the daughter and sister to some World Champion horse owners, I have a great deal of respect for the Cowboy & Cowgirl community.

RECEIVED CITY CLERK'S OFFICE

Date 9-23-14 Time 1:30 pm

With my experience setting up & running rodeos I have alot of connections and experience in that world. Additionally my world travels give me a unique perspective on National interests.

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

Kiwanis Past President Life Church-online host
Shawnee Community Foundation, President

List education, including degree(s) earned:

Master's of Arts in Educational Leadership Bachelors in Health and multiple certification courses in building and property management, and a Covey Leadership

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

No

Please include up to three personal or professional references:

Name	Relationship	Phone Number
Ken McDowell	Board Members - Kiwanis	820-4055
Kristina DeGraffenreid	Friend - Client, WM Homes	973-5373
Casey Bell	Banker	273-1000

PLEASE READ CAREFULLY:

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

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

Signature [Signature] Date 20 Sept 2014

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send application form to:

Shawnee City Clerk
PO Box 1448
Shawnee, OK 74802
878-1605 (phone)
878-1581 (fax)
dmayo@ShawneeOK.org

Senior Sales & New Business Executive

Strategically and tactically driving top and bottom-line results!

Senior Executive with proven ability in managing sales process from pitch and negotiation to closure and delivery. Leads organizations from top down through 'big-picture' lens and gains momentum on new products and services. Quickly identifies and creates repeatable patterns and profitable processes. Strong industry experience and relationships in digital media.

Polished public speaker and author. Current writer/contributor to a variety of blogs, and past experience in writing and administrating successful federal grants. Comfortable speaking in front of prestigious clients, large and small gatherings, and Boards of Directors and Stakeholders.

Core Competencies:

Digital Advertising	Monitoring & Managing Sales Channels	Relationship Building
Global Mentoring	Lean Operations – Process Improvement	Webinar Development
Presentations-Negotiations	Gathering Consensus & Creating Momentum	B2B Print & Digital Sales

VICE PRESIDENT, SALES & NEW BUSINESS | BBN ♦ New York City, NY

2010 – Present

\$10M division of Madison Logic offering digital advertising solutions to global and national brands to reach business decision makers.

Scope of Authority: Complete oversight of top-line revenue, along with input, insight, and peripheral authority over bottom-line. Manage internal and external sales channels with complete authority on all sales and new business. Report directly to CEO.

- ♦ Drive company's strategic direction, build strategic partnerships with clients from CEO to Media Planner at advertising agencies, Fortune 500 companies, online data providers, and publishing companies.
- ♦ Train sales representatives to sell B2B online advertising units; inspire company product development.

Notable Contributions:

- ❖ Developed proprietary social listening tool (SNAP) from conception to marketplace. Product now makes up 33% of top line revenue in fourth year in market, successfully growing overall revenue by 20% YOY.
- ❖ Forecasted and hit budget five consecutive years through cultivating relations at all five major holding companies, numerous mid-tier agencies, and the programmatic buying channels.
- ❖ Personal relationships to publishers and agencies drove sale of BBN to Madison Logic.

PUBLISHER – Magazine CEO | Cygnus Business Media, The CPA Technology Advisor ♦ Fort Atkinson, WI

2007 – 2010

\$2.5M revenue print publication transitioning to digital.

Scope of Authority: Ran business side of magazine. Reported directly, and remotely, to CO-CEOs (who later hired me at BBN).

- ♦ CEO of book of business; managed reader sales, and handled all negotiated agreements, advertising, and sponsorships.
- ♦ Hired Executive Editor, Writers, Journalists, and Experts; managed P&L; oversaw final content prior to being published.
- ♦ Represented publication at vendor events, trade shows, and think sessions.

Notable Contributions:

- ❖ In declining print revenue environment, this publication revenue remained constant and profitable.
 - ❖ Took magazine from print to digital, including writing budget, hiring staff, and requesting capital investments with justifications. Attained 52% profitability of \$2.5M budget-highest in history of magazine/brand.
 - ❖ Became 1st publication in company to reach 50/50 revenue print/digital respectively.
-

Masters of Arts - Educational Leadership | Southern Nazarene University

Bachelor of Science - Health, Physical Education & Recreation | Oklahoma Baptist University

Affiliations: Maranatha Power Ministries, Mission trip to Africa, Developed on-going funding partnership, 2014 – Present
Nomi Network Advisor, 2014 - Present
NCAA Women's Basketball Referee, 1996 - Present

Memberships:

ABM Executive Forum, 2011 - 2014
George W. Bush Women Initiative Fellowship Mentor, 2015
Shawnee Community Foundation, President,
Kiwanis Club-President 2008, Little Olympics Chair Person-2006, Program Chair-2005
Habitat for Humanity, Former Executive Board Member
Chamber of Commerce, Adopt – a – School Facilitator, 2005 - 2010

Rachael Monroe Melot Biography

Rachael is Vice President of Sales and Strategic Partnerships at BBN, now a part of Madison Logic (NYC - based company), managing the company's largest sales channel partner worth \$10MM annually. She is an experienced executive with success mentoring young leaders, building and bringing products to market, and empowering salespeople.

Rachael is the President of CKH & Company, which owns Attitudes Salon and Wytstle. She is also co-owner of WM Homes, LLC, a commercial and residential building company based in Shawnee. She is President of the Shawnee Community Foundation and a guest blogger for Refwriter.com, Chic-CEO.com and ProjectEve.com.

In 2015, Rachael was asked by the George W. Bush Institute's Women's Fellowship Initiative to serve as a mentor to a female entrepreneur from the country of Tunisia.

Regular Board of Commissioners

3.

Meeting Date: 12/07/2015

EOM

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by City Manager to Employee of the Month, Ronnie Wilson, Police Department.

Regular Board of Commissioners

4.

Meeting Date: 12/07/2015

OMLCertificates

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

City Manager's Presentation of Oklahoma Municipal League certificates to employees with 25 or more years of service with the City of Shawnee.

Khristopher L. Steadman
Johnny M. Leathers
Rodney Britt Taylor
H. Jared Gibson

Sheldon Scott Hill
Michael B. Laughlin
Kenneth M. King
Keith A. Mangus

Regular Board of Commissioners

5.

Meeting Date: 12/07/2015

2016CCSchedule

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider approval of Commission and Related Authorities meeting schedule for 2016 (*Deferred from the November 16, 2015 meeting*).

Attachments

2016CCSchedule

2016 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS
CITY COMMISSION & RELATED AUTHORITIES

DATE		TIME	PLACE OF
1/04/2016	Monday	6:30 p.m.	Commission Chambers-City Hall
1/19/2016	Tuesday	"	16 West 9 th , Shawnee, OK
2/01/2016	Monday	"	"
2/16/2016	Tuesday	"	"
3/07/2016	Monday	"	"
3/21/2016	"	"	"
4/04/2016	"	"	"
4/18/2016	"	"	"
5/02/2016	"	"	"
5/16/2016	"	"	"
6/06/2016	"	"	"
6/20/2016	"	"	"
7/05/2016	Tuesday	"	"
7/18/2016	Monday	"	"
8/01/2016	"	"	"
8/15/2016	"	"	"
9/06/2016	Tuesday	"	"
9/19/2016	Monday	"	"
10/03/2016	"	"	"
10/17/2016	"	"	"
11/07/2016	"	"	"
11/21/2016	"	"	"
12/05/2016	"	"	"
12/19/2016	"	"	"

NAME: PHYLLIS LOFTIS, CMC

TITLE: City Clerk

ADDRESS: P. O. Box 1448
Shawnee, OK 74802-1448

TELEPHONE: (405) 878-1604

Filed in the office of the Municipal Clerk at _____ a.m./p.m. on _____, 2015.

Signed: _____
Clerk/Deputy Clerk

Regular Board of Commissioners

6.

Meeting Date: 12/07/2015

Cancel01-04-2016

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion regarding cancelling January 4, 2016 City Commission meeting.

Regular Board of Commissioners

7.

Meeting Date: 12/07/2015

ParkMasterPlan

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion and consideration for approval of 2015 Park System Inventory and Assessment.

Attachments

[Parks Master Plan Memo](#)

[Parks Master Plan Shafer Ltr](#)

[Parks Master Plan Exex Summ](#)

[Parks Master Plan Cat List](#)

[Parks Master Plan Assessment](#)

Mayor
WES MAINORD



The City of Shawnee
Office of the Director of Operations

P.O. Box 1448
Shawnee, Oklahoma 74802-1448
(405) 878-1529 Fax (405) 878-1593
www.ShawneeOK.org

Commissioners
VACANT
LINDA AGEE
JAMES HARROD
KEITH HALL
LESA SHAW
MICHEAL DYKSTRA

Date: December 2, 2015
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: Parks Master Plan Approval

Nature of the Request:

Discussion and consideration on approving the Parks Master Plan including the Categorized Park List.

Staff Analysis, Considerations:

In March of 2014 the City of Shawnee entered into contract with Shafer, Kline, and Warren to analyze and develop a Parks Master Plan. In June a stakeholders meeting was held where individuals from various occupations were asked to attend to help the firm get direction in the preferred future of the Park System. With that info in hand, the firm did an extensive inventory of the park system along with pictures of each park. In February of 2015, a survey went out to randomly selected individuals in the community to get input that was also used to develop the new Parks Plan. In August of 2015, a public meeting was held and residents were given an opportunity to see the plan, ask questions, and give their input. The firm then took that information along with staffs recommendations and adjusted the plan accordingly creating the final documents that were presented in front of the Commission towards the end August. Information from that meeting was inserted into the plan and presented to the planning Commission in October. The Planning Commission has now seen the plan for the second time insuring that it conforms to the City's comprehensive plan and staff is now bringing it before the Commission for approval and implementation. Staff has also revised the Park Categorization list for your approval. This is the list that shows what Parks will get improvements and which will be converted to green space.

Staff is happy with the results of the plan. We feel that reducing the number of Parks that have equipment in them will result in more funding available to improve and update equipment in the rest. We are also pleased with the survey information. This will allow us to provide the type of recreation experience that the public wants.

Going forward from this point, staff will ask for funding in the budget to implement sections of the plan.

Recommendation:

It is staff's recommendation to approve the Parks Master Plan and Parks Categorization list.

Budget Consideration:

Future projects stemming from the Parks Master Plan will go through the normal budgeting process and come to the Commission for approval. There is nothing more in the budget for this fiscal year other than general repair.



October 28, 2015

James Bryce, Director of Operations
City of Shawnee, Oklahoma
Parks and Recreation Department
P.O. Box 1448
Shawnee, Oklahoma 74802-1448

Re: Park System Inventory and Assessment

Dear James:

Now that the Park System Inventory and Assessment is complete, we want to thank you for the opportunity to work with you and others at Shawnee. In addition to making new friends just like you, we trust that you share our opinion that when the Plan is implemented, the impact on the park system and the entire community will be a marker on the timeline in its history that will be recognized as a turning point that was instrumental in changing the way that citizens and visitors feel about Shawnee.

As community planners, Dick and I have given some thought to logical next steps that are key to the successful implementation of the Plan. For your consideration, we respectfully offer the following:

1. Develop a strategy that will result in a long term funding mechanism for the Park Department.

Basic Tenet: When/if the city determines that it wants to approach citizens for their support of a funding mechanism, there will only be one chance to do it right the first time. Lessons learned from "best practices" from communities who have successfully been through this process will help the city avoid errors while focusing its energy on the right things to do.

2. Review and update the 2007 Trail Plan.

Basic Tenet: Citizen preferences, re-shaping of the park system as outlined in the 2015 Park Assessment, and other community changes in Shawnee will likely alter the 2007 Trail Plan, thus the need to review and upgrade it.

3. Create a formal Partnership Policy.

Basic Tenet: A formal Partnership Policy provides an opportunity for the city and its partners to MANAGE their expectations of one another. Predictably, we know as a minimum that changes occur on both sides relative to staffing, expectations, resources, and user demographics; therefore, it is very important to develop a policy that is reviewed annually to evaluate if each partner is fulfilling the commitments that it has made.

4. Create a formal Cost Recovery and Pricing Policy.

Basic Tenet: Park systems throughout the United States engage in some level of pricing and a cost recovery expectation. Shawnee will need a policy that is created by identifying/tracking costs associated with all its services, determining who should pay relative to the benefits they are receiving, and assigning a cost for all services based on service cost and benefits received.

James Bryce, Director of Operations
City of Shawnee, Oklahoma
October 28, 2015
Page 2

5. Create a formal Land Acquisition Policy.

Basic Tenet: Because re-shaping of the park system is a key recommendation in the 2015 Park Assessment Plan, it is clear that the city has acquired land over the years for reasons that may not have been aligned with the development of a high performing park system. A policy is needed that will provide guidance relative to “best practices” for acquiring and disposing of park property.

6. Develop individual park improvement plans for the eight major parks.

Basic Tenet: Park design is critical to the city’s ambition to have its parks utilized. Professional landscape architects are well prepared to address issues relative to over-developing a park, park access (parking, ADA requirements, visual beauty of the park and connectivity of the park to neighborhoods and points of interest), park comfort/sociability/image (shade, landscaping, lighting, and seating).

7. Design a brand that can be used to create a unique Shawnee signage/wayfinding system.

Basic Tenet: An integral part of needed park upgrades is the design of a brand that can be used to create a signage/wayfinding system that is unique to Shawnee. Different from needed park upgrades that can be purchased from a catalogue, the signage/wayfinding system needs to be carefully considered and planned in a manner that will catch the eye of those who pass by and result in a higher level of pride in the system by all.

These are our suggestions, James, and we will be eager to hear your thoughts about them. We would like to continue to be of service to you and all in Shawnee who are involved with moving the park system forward.

Kind Regards,

SHAFER, KLINE & WARREN, INC.



Victor C. Burks, AICP
Senior Planner

Community Interest and Opinion Survey

Executive Summary Report

Overview and Methodology

ETC Institute conducted a Community Interest and Opinion Survey for the City of Shawnee Parks Department during the spring of 2015 to help establish priorities for the future enhancement of parks, trails, sports, recreation facilities and programs within the community. The survey was mailed to a random sample of households in the City of Shawnee.

A total of 480 households completed the survey. The results for the sample of 480 households have a 95% level of confidence with a precision rate of at least +/- 4.4%.

Major Findings

PARK USAGE

- **Park visitation**: Seventeen percent (17%) of respondent households indicated that they have used the *Redbud Park* over the past 12 months. Other parks visited include: Celebration of Life Park (14%), Optimist Park (14%), Rose Garden (10%), and Wildwood Park (10%).
- **Parks used the most often**: Based on the percentage of respondents top three most used facilities, 21% indicated that they used *Optimist Park* the most often. Other most visited parks include: Redbud Park (20%), Celebration of Life Park (17%), Wildwood Park (14%), Rose Garden (13%), and Milstead Park (13%).
- **Rating of parks visited**: Fifty-seven percent (57%) of respondent households rated the overall physical condition and appearance of all parks they had visited as either *good or excellent*. Other ratings include: Fair (33%) and poor (10%).

POTENTIAL ADDITIONS AND IMPROVEMENTS TO NEIGHBORHOOD PARKS

- **Additions and Improvements**: Based on the percentage of respondent households who indicated additions and improvements that they would like to have made to neighborhood parks close to their residence, 42% indicated that they would like to see *restrooms* added or improved. Other additions and improvements include: Shade structures (33%), park security lighting (33%), picnic tables/benches (33%), drinking fountains (30%), and picnic shelters (28%).

- **Most important additions and improvements:** Based on the percentage of respondents' top three most important additions and improvements, 36% indicated that *restrooms* were the most important to their household. Other most important additions and improvements include: Shade structures (27%), drinking fountains (25%), park security lighting (24%), and picnic tables and benches (23%).

LARGE COMMUNITY AND SPECIAL USE PARKS

- **Visitation of large community and special use parks:** Fifty-two percent (52%) of respondent households indicated that they have visited *Kidspace* over the past 12 months. Other large community and special event parks visited include: Woodland park (44%), Veterans Memorial Park (32%), Briscoe Boy Scout Park (31%), Lion's Club Park (28%), and Dean Weigant (25%).
- **Large community and special use parks used the most often:** Based on the percentage of respondents' top three choices, 56% indicated that they visit *Kidspace* the most often. Other most visited facilities include: Woodland Park (39%), Veterans Memorial Park (26%), Briscoe Bo Scout Park (25%), Dean Weigant (24%), and Lion's Club Park (24%).
- **Rating of large community parks and special use parks:** Sixty-seven percent (67%) of respondent households rated the overall physical condition and appearance of large community parks and special event parks they have visited as either *good or excellent*. Other ratings include: Fair (29%) and poor (4%).

PARKS AND RECREATION FACILITIES

- **Usage of parks and facilities:** Fifty-nine percent (59%) of respondent households indicated that they have used *playground equipment*. Other parks and recreation facilities respondent households have used include: Picnic area (53%) and walking trails and paths (48%).
- **Condition of parks and facilities:** Based on the percentage of respondents who indicated the condition of the park or facility as either excellent or good, 79% indicated that the *skateboarding park* was either excellent or good. Other similar ratings include: Playground equipment (74%), dog park (64%), disc golf course (62%), and walking trails and paths (61%).
- **Most used parks and facilities:** Based on the percentage of respondents' top three choices, 51% used *playground equipment* the most often. Other most used facilities include: Picnic areas (40%) and walking trails and paths (35%).

REASONS PREVENTING USE OF PARK, RECREATION AND SPORTS FACILITIES

- Thirty-one percent (31%) of respondent households indicated that they were prevented from using parks, recreation and sports facilities more often because the *security is insufficient*. Other reasons include: Facilities are not offered (21%), I do not know what is being offered (20%), and parks are not well maintained (18%).



NEED FOR OUTDOOR PARKS AND RECREATION FACILITIES

- **Need for outdoor parks and recreation facilities:** Sixty-five percent (65%) or 7,506 respondent households indicated that they have a need for *walking and biking trails*. Other most needed outdoor parks and recreation facilities include: Shelters and picnic areas (57% or 6,634 households), nature center and trails (52% or 6,030), playground equipment (50% or 5,833 households), and outdoor swimming pools/water parks (45% or 5,252 households).
- **Most important outdoor parks and recreation facilities:** Based on the percentage of respondents top four choices, 43% indicated that *walking and biking trails* was the most important to their household. Other most important parks and facilities include: Outdoor swimming pools/water parks (28%), playground equipment (27%), and nature center and trails (25%).

WAYS RESPONDENTS LEARN ABOUT PROGRAMS AND ACTIVITIES

- Sixty-three percent (63%) of respondent households learn about the City of Shawnee's Parks Department programs and activities from friends. Other ways include: Newspaper articles (45%), social media (17%), and the City of Shawnee web-site (14%).

PROGRAM PARTICIPATION

- Twenty-four percent (24%) of respondent households indicated that they participated in sports programs, camps, special events, etc. offered in City parks over the past 12 months.
- Thirty-eight percent (38%) of respondent households indicated that have or would participate in *adult health and fitness programs*. Other programs include: Adult water fitness programs (32%), youth swim lessons (29%), outdoor recreation programs (28%), and youth sports leagues (27%).
- **Programs respondents would participate in the most often:** Based on the percentage of respondents top three choices, 33% indicated they would participate in *adult health and fitness programs* the most often. Other programs include: Adult water fitness programs (26%), youth sports leagues (22%), youth swim lessons (21%), and outdoor recreation programs (19%).

SUPPORT FOR A DEDICATED SALES TAX FUNDING SOURCE

- Fifty-six percent (56%) of respondent households indicated that they would either be somewhat or very supportive of a dedicated sales tax funding source for the operations and development of Shawnee's Parks, Recreation, Facilities and Services. Other levels of support include: Not sure (31%) and not supportive (13%).

Park Categorization List

Major Park Designations:

1. Boy Scouts
2. Woodland Veterans
3. Dean Weigant
4. Optimist
5. Kid Space

Upgrade Parks

1. Lions Club
2. Dunbar
3. Farrall (Washington)
4. Jefferson Circle (could be moved to green space)
(High school students vandalize continually)

Greenspace Parks (remove all amenities from each except as noted):

Picnic tables would stay in these Parks depending on condition and placement.

1. Chastain (Vacant Property)
2. Strickland (Vacant Property)
3. Mihura (very small, floods)
4. Milstead (retain the ball field)
5. Wildwood (sloping ground)
6. Rose Dale (Appears to have no use)
7. Larch-Miller (equipment is very old, creek keeps washing out into the park)
8. Lilac (retain the ball field)
9. Redbud (already a green space)
10. Kenwood (Vacant Property)
11. Lake #2 (equipment is old and gets no use)
12. Wyatt (Vacant Property)

Special Use Parks (to be retained with no changes):

1. Paul Duffield Tennis Complex
2. Mary Maxine Williamson Dog Park
3. Twin Lakes Trap Range
4. Dockery Ball Fields
5. Isaac Walton at the Lake (camping, swimming)
6. Stonehenge/Glenn Collins Memorial at the Lake (swimming)
7. Kiwanis at the Lake

Memorial Parks (to be retained in the system):

1. Veterans Memorial
2. Celebration of Life
3. Tom Terry
4. Centennial
5. Louise Counts



City of Shawnee, Oklahoma

2015 Park System Inventory & Assessment

August 2015



SHAFFER, KLINE & WARREN, INC.



DICK HORTON
CONSULTING

IF IT IS WORTH DOING, IT IS WORTH DOING RIGHT!

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Executive Summary

The City of Shawnee has a golden opportunity to seize this moment to reshape its park system. The best of intentions over the years to acquire park land has resulted in a sizable number of acres in the park system; however, the resources with which to maintain and upgrade the system have not kept pace.

This 2015 Park Assessment Report has identified a number of opportunities that will result in an upgraded park system. The challenge for elected officials is to evaluate their priorities and determine if a dedicated funding source can be established and if that funding source can be at a higher level than it is at this time.

Strategic moves that should be made to the park system include the following:

Reshape the Park System - Reshape the system by decreasing the number of dedicated parks from 36 to eight. This assessment recommends that the eight major parks should be Kidspace, Rotary Boy Scout, Woodland Veterans, Weigant, Lion's Club, Optimist Club, Dunbar, and Farrall. By reducing the number of active parks, resources can be used to provide a higher level of user experience at these sites. Memorial Parks and Special Use Parks will be retained as they are but for a suggestion in this report that provides a new option for combining the memorial parks at one site. This option is detailed in the report.

Dedicated Funding Source - Elected officials will need to evaluate the priority placed on the park system. If they concur with the idea that parks can be a contributor to retaining citizens/businesses while attracting new citizens/businesses and that a park system and recreation program provide valuable personal, social, economic, and environmental benefits, the decision will be to establish a dedicated funding source for the park system and a level of funding that is well beyond its current level of \$794,000 per year. National benchmarks indicate the current level of funding on a per capita basis is well below the national average. The City of Shawnee funds its park system at a level of \$27.00 per capita while the national average is \$71.00 per capita.

Land Acquisition Policy – The City should adopt a land acquisition policy that demands an intensive public discussion prior to future acquisition of park land. Certainly, there are future possibilities that land may be an attractive option, HOWEVER, given current conditions, it makes no sense to add more land to the inventory.

Standard Park Development Package – In the absence of having an adopted standard park development package, the system is full of amenities that do not complement one another. Pavilions, benches, tables, signage, playgrounds, and water fountains are important and noticeable in all park systems and their style matters.

Park Security – Park security is a significant issue in Shawnee. The statistically valid citizen survey provided data that it is the number one reason that citizens do not use the park system more often. This issue must be addressed! All realistic and legal options must be publicly discussed to bring the change that is needed.

Park Programming/Partnerships – The YMCA and special interest groups organize and produce the programming that occurs in the system. The partnership between the YMCA and special interest groups must be captured in a Partnership Agreement that is reviewed annually. This annual review will provide an opportunity to talk about changes that may be needed, or to validate that everything is working well.





Section 1 - This is Who We Are

INTRODUCTION

General - The area surrounding Shawnee was settled after the Civil War by a number of tribes that the federal government had removed to Indian Territory. The Sac and Fox originally were deeded land in the immediate area but were soon followed by the Kickapoo, Shawnee, and Pottawatomi Indians. Members of the tribes continue to reside today in and around Shawnee.

Parks - While Shawnee did not possess a town square to focus public activity, the City did have Woodland Park, just two blocks north of Main Street. Constructed with fountains and formal gardens, the park was the building location in 1905 of the Carnegie Library, as well as the site of frequent Chautauqua meetings led by such people as William Jennings Bryan. But it was Benson Park, located approximately midway between Shawnee and Tecumseh, that served the recreational needs of Shawnee residents for most of 30 years. What made the park something special was the interurban street-car that ran between the two towns to the park. Opened in 1907, the park had a swimming pool, skating rink, roller coaster, and large picnic areas.



West Main Street

PARK SYSTEM HISTORY

The current history of the park system has been provided by Tom Terry, Chair, Shawnee Chamber of Commerce Beautification and Enhancement Committee. His remarks were given to the Shawnee Lions Club in 2012 and updated in 2014.

Comments by Tom Terry

Shawnee citizens should be thankful to all those who made these parks possible beginning with the original parks platted at Henry & Etta Ray Beard 's Woodland Park and J. T. Farrall's 13 acre Farrall Park. KidSpace is the largest park that has been developed in recent years. It was constructed by hundreds of volunteers in the course of a few weeks. Special attention should be called to the work of the Shawnee Park Department employees who keep the parks mowed and ready for the use of Shawnee citizens.

Woodland Veterans Park and Farrall Park are the first two recorded parks in Shawnee dating back to 1892.

Garden Clubs and Shawnee Parks - In 1939 the Shawnee Garden Clubs worked with the City, the WPA, and the NYA to transform six of the most unsightly locations into Neighborhood Parks. The National Garden Club organization recognized the Redbud unit with the Kellogg award for their work in Redbud Park. The new parks: Redbud, Larch-Miller, Rose Garden, Rose Dale, Wildwood, and Sunnyside. All except Sunnyside are still operating as City parks. At the time the parks were built, home air conditioning was extremely rare and television was not available. Organized youth sports were on a much smaller scale. Family picnics and visits to park were more frequent.



Larch-Miller Park - Aloysius Larch-Miller of Shawnee was Oklahoma's leading suffragette. After rising from her sick bed to speak at the Pottawatomie Democratic County Convention for ratification of the 19th Amendment, which would give voting rights to women in all the states, she caught pneumonia and died. Born in 1886, she was editor for the Oklahoma Supreme Court. She was inducted into the Oklahoma Women's Hall of Fame in 1982, the first class to be honored.

Celebration of Life Park was developed after the death of the daughter of Arnold and Ann Davis. The Davis family was also the driving force behind the development of Faith 7 Workshop for mentally challenged children and adults. The park originally had a fountain, but it was vandalized often so that it was filled in. The park also featured music at intervals played from speakers on the roof of the library with the equipment inside. When the library roof was repaired in 2013, the speaker was removed and not replaced. Music selections were in keeping with the season of the year. The name comes from the memorial bricks in the park pavers. One area celebrates the life of deceased members of Shawnee Garden Clubs. At one time, the park had a number of benches; however, in 2013 City management removed them because they were occupied during the day by "homeless" people. This concentration of homeless people was disturbing to the public, especially library patrons.

Centennial Park was augmented in 2006-07 to celebrate the state centennial. Earlier, a monument had been installed to celebrate the County's centennial. The iron work and brick columns were constructed by the Gordon Cooper Technology students. Funds are in reserve with the City to construct an additional column to hold names of businesses and organizations that reach 100 years after 2007. The benches in the park were removed by City management when they removed the ones at Celebration of Life Park.

The map of the county on the pavement is used during school children's visits to the Santa Fe Depot Museum. They are given a map with dots in place and have a chance to write in names of the county towns shown on the map. Recently a prospective buyer of the adjacent building has been in contact with the Economic Development Office about the possibility of restoring the building as a residence. At one time it had a restaurant on the bottom floor and hotel rooms on the second floor.

The Japanese Peace Garden was built after Shawnee became a Sister City with Nikaho, Japan in 1990. Students from Shawnee visit Japan in the summer. Students from Japan come to Shawnee in the fall. The Sister City Council began developing the Peace Garden park and managed it until a few years ago. The couple who headed the park maintenance moved away. A Multi-County Master Gardener, Becky Carlberg, agreed to help restore the park and has worked very hard to get it presentable again. The students who are scheduled to go to Japan are expected to do some work in the park. Several other Master Gardeners assist in the planting and maintenance. The Shawnee Parks Department mows the grass and provides mulch. A visit to the park is part of the annual visit from Nikaho Students.

Terry Powell Aerobic Stations - Terry Powell was City Manager of Shawnee until he died of cancer in 2004. He was a member of the Rotary Club. They installed this exercise station in his memory.

The Oklahoma Native Plant Park (Tom Terry Park) - was established around 2008. A two story hotel was heavily damaged by a tornado. The owner didn't have insurance nor means to remove the debris. City of Shawnee had the debris removed and claimed the land in payment. The land was offered to the veterans as a park but they considered it too small for their needs. The Shawnee Council of Garden Clubs received a \$500 grant from the National Garden Clubs. It was matched by the Shawnee Council and the Chamber of Commerce. Sustainable Shawnee received a grant for the system. The City parks department provided the dirt for the planting area. The design called for a triangular shaped performance stage in the northwest corner and a couple of picnic tables in the area. Economic downturn caused the City to not fulfill that part of the plan. The lawn is mowed by the park department. Installation and maintenance of the plantings are funded by donations and installed by volunteers. All plants are supposed to be native to Oklahoma. Some non-Oklahoma native plants, such as cannas, were planted by well-meaning but uninformed volunteers.

Louise Counts Park - The flower bed in this small park between the library and Hamburger King/Richards Drug building was maintained by the Redbud Garden Club. The Club disbanded in 2013. Other volunteers have done some work in the park in 2014.



Rose Garden Park - This park is named for the Rose Garden Addition to Shawnee. At some point in the 1980s the Rose Garden Club lost interest in maintaining the center bed so the City park department filled it with chat. After a short time, the chat became weed infested. A group of neighbors agreed to refresh the park in an agreement with the park department. Crape Myrtles and Nandinas were the basic plantings in the beds. Later the Rose Garden Club agreed to begin helping to maintain the plantings and have done so since about 1990, adding a number of plant materials. Some of the neighbors who are in the club handle much of the weeding, etc. The park is a favorite for many OBU students during the school year. The archway at the corner entrance is often used for photographs. In February, a man arranged with a neighbor of the park to run an extension cord to the archway and hung tiny lights on it in preparation for proposing to his girl friend. She accepted. The park department does the mowing and occasionally edges the grass. They are responsible for the major tree plantings and removal of dead trees. The redbud trees were planted by garden club members. The flagstone pavers were part of the 1940 construction of the park. They had become overgrown with grass and were restored by a volunteer student group from Kansas in 2011.

Rosedale Park - Rosedale park is an island surrounded by streets. It is reported that prior to 1939, when this park was developed, the weeds were so high that neighbors could not see the houses across the island.

Isaac Walton Park – This park was heavily damaged by the 2013 tornado. A number of trees were destroyed.

Section 2 - Where do we want to go?

PURPOSE OF THE 2015 PARK ASSESSMENT

To determine where the next chapter of our park system history will take us, we begin with a purpose. That purpose is to:

1. Validate and critique the system's inventory of parks by type, size, location, features, strengths, weaknesses, and opportunities
2. Provide a detailed account of what the citizens want and will support in their park system through the results of a statistically valid citizen survey
3. Develop strategies to guide the allocation of resources in the future

METHODOLOGY OF THE ASSESSMENT

This project has been a collaborative effort between the City of Shawnee Park & Recreation Department, the planning design team of Shafer, Kline & Warren, Inc., Dick Horton Consulting, and the citizen survey facilitator ETC/Leisure Vision, Inc. In the true spirit of the community of Shawnee, this partnership has created a document that the city can utilize to guide its efforts in enhancing and improving its park system in the future with confidence that it is doing what the community wants and needs. The project consisted of the following major tasks:

- Step one - citizen input including a public meeting and the completion of a statistically valid citizen survey
- Step two - inventory and assessment of existing parks
- Step three - development of strategies that can be used to upgrade the system as funds become available



DEMOGRAPHICS

Table: Demographic Facts (US Census Bureau)

Data	Shawnee	State of Oklahoma
2010 population	29,857	3,751,616
Population, percent change from April 1, 2010 to July 1, 2013	3.7%	2.7%
Persons under 5 years	7.6%	7.0%
Persons under 18 years	24.4%	24.8%
Persons 65 years and over	14.5%	13.5%
Female persons	52.7%	50.5%
White alone	73.1%	72.2%
Black or African American alone	4.2%	7.4%
Asian alone	0.8%	1.7%
Hispanic or Latino	5.1%	8.9%
White alone	70.8%	68.7%
High school graduate or higher	85.5%	86.4%
Bachelor's degree or higher	21.7%	23.5%
Veterans	2,326	312,492
Mean travel time to work	18.8 minutes	21.0 minutes
Home ownership rate	58.9%	67.1%
Persons per household	2.45	2.55
Per capita income	\$20,003	\$24,208
Median household income	\$35,619	\$45,339
Persons below poverty level	23.8%	16.9%

CURRENT PARK DEPARTMENT RESPONSIBILITIES

Type	Number	Acres
Dedicated Parks	36 including the lake area	137.6
Undeveloped recently acquired land	1	160
Number of employees	12 + 1 Supervisor	
Total regular mowing including dedicated parks	Parks, right of ways, lots and corners, railroad right of ways, lake right of ways, lake dams and spillway, airport walking path	679.4 acres
Buildings	9 (library, community center, coed, auditorium, senior center Santa Fe Depot, City Hall, fire stations #2 and #3)	
Parking lots	7	



(Table continued from previous page)

Type	Number	Acres
Other	Mosquito control, playground monthly inspections, lake fishing docks, camping permit checks and collections, 400 annual park reservations, setup for parades and downtown functions, municipal pool maintenance, beautification areas, sprinkler system repairs and maintenance	
Winter maintenance	Tree removal and trimming, graffiti removal, maintenance equipment repair, snowflake installation with the traffic department, playground and building construction projects	

Section 3 - Here is what you told us about your park system

PUBLIC MEETING - JUNE 2014

A public meeting was held in June 2014 to solicit citizen input about the park system. Those present were asked to a) evaluate the condition of the park system; b) to identify key issues facing the system; and c) to develop a list of new opportunities for the system. Below are the comments from those in attendance:

Park System Rating (overall)

Rating of park system on a scale of 0 to 10 = 5.5

Scores ranged from 2 on the low end to 7 on the high end

Key Issues Identified

- There is a need for a dedicated funding source
- The City may have too many parks of which there are 36
- It is important to develop/strengthen partnerships between the City, school district and YMCA
- There may be a need for additional park maintenance staffing
- Parks are underused
- There is a lack of sporting opportunities/venues in the park system
- Homeless people are occupying the main community park (Woodland Park) at night, and this causes concerns that affect the general public's use and a feeling of being unsafe



- Landscaping needs to be improved
- Maintenance needs to be improved
- Some parks need additional parking
- There needs to be an ADA transition plan
- A plan needs to be created of how to develop the vacant land located at Westech Road and N Leo Street

Preferred Future (new opportunities)

Natural Parks

- Spray parks
- Destination playgrounds
- Natural playgrounds
- Trails
- Branding
- Marketing to increase awareness of the park system
- More amenities
- ADA accessibility

Additional Opportunities

- Possible re-use of some existing play parks as soccer fields or some other activity events
- Develop a Facebook page that is updated regularly
- Develop a rack card or single page double-sided flyer that shows the locations of the parks and their amenities
- Encourage more usage by a wider variety of groups such as running clubs, car groups, senior citizen visits, local school programs, family reunions, sports associations, tai chi groups, the YMCA, and runners
- Build more covered shelters
- Construct more splash pads
- Upgrade play equipment as often as possible
- Consider building more dog parks
- Create a logo that is consistent with the City yet identifies the parks
- Establish an adopt-a-park program
- Develop a long-range plan to improve one or two parks per year and request help from volunteer groups
- Solicit ongoing help from the media to educate citizens about the history and issues of the park system



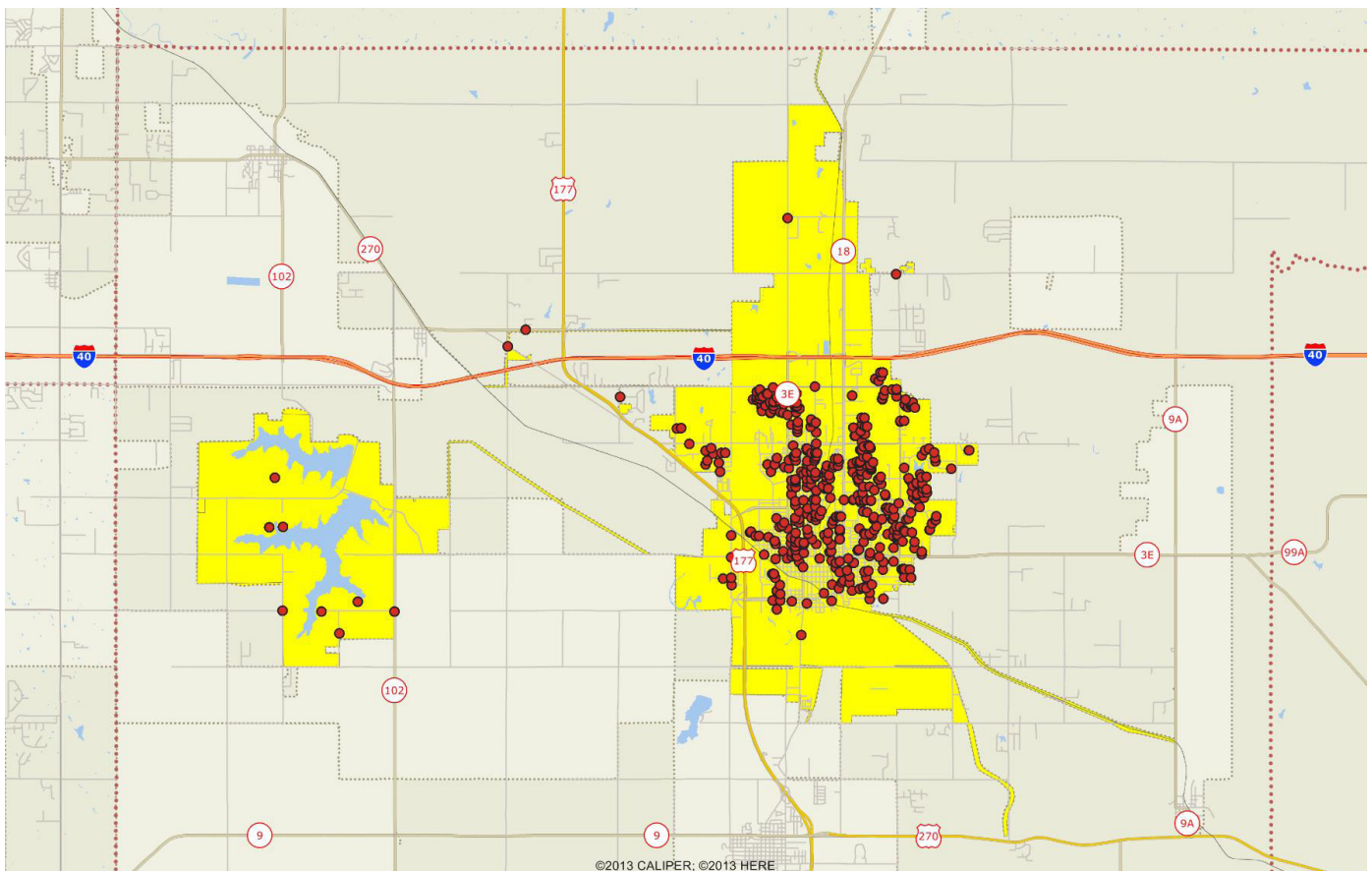
PUBLIC MEETING - AUGUST 2015

A second public meeting was held in August 2015. At that meeting, the consultant presented the draft final report to the audience. The presentation featured the key findings from the on-site assessment, results from the statistically valid citizen survey, and recommendations to address the key issues facing the park system. There were no questions or comments from the audience that challenged the park assessment report's recommendations.

PUBLIC INPUT - STATISTICALLY VALID CITIZEN SURVEY

In May 2015, ETC Institute conducted a Community Interest and Opinion Survey for the City of Shawnee Parks Department to help establish priorities for the future enhancement of parks, trails, sports, recreation facilities and programs within the community. The survey was mailed to a random sample of households in the City of Shawnee.

A total of 480 households completed the survey. The results for the sample of 480 households have a 95% level of confidence with a precision rate of at least +/- 4.4%. The following map shows where each respondent resided:



Major Findings

PARK USAGE

- Park visitation: Seventeen percent (17%) of respondent households indicated that they have used the Redbud Park over the past 12 months. Other parks visited include: Celebration of Life Park (14%), Optimist Park (14%), Rose Garden (10%), and Wildwood Park (10%)
- Parks used the most often: Based on the percentage of respondents top three most used facilities, 21% indicated that they used Optimist Park the most often. Other most visited parks include: Redbud Park (20%), Celebration of Life Park (17%), Wildwood Park (14%), Rose Garden (13%), and Milstead Park (13%)
- Rating of parks visited: Fifty-seven percent (57%) of respondent households rated the overall physical condition and appearance of all parks they had visited as either good or excellent. Other ratings include: Fair (33%) and poor (10%)

POTENTIAL ADDITIONS AND IMPROVEMENTS TO NEIGHBORHOOD PARKS

- Additions and Improvements: Based on the percentage of respondent households who indicated additions and improvements that they would like to have made to neighborhood parks close to their residence, 42% indicated that they would like to see restrooms added or improved. Other additions and improvements include: Shade structures (33%), park security lighting (33%), picnic tables/benches (33%), drinking fountains (30%), and picnic shelters (28%)
- Most important additions and improvements: Based on the percentage of respondents' top three most important additions and improvements, 36% indicated that restrooms were the most important to their household. Other most important additions and improvements include: Shade structures (27%), drinking fountains (25%), park security lighting (24%), and picnic tables and benches (23%)

LARGE COMMUNITY AND SPECIAL USE PARKS

- Visitation of large community and special use parks: Fifty-two percent (52%) of respondent households indicated that they have visited Kidspace over the past 12 months. Other large community and special event parks visited include: Woodland park (44%), Veterans Memorial Park (32%), Rotary Boy Scout Park (31%), Lion's Club Park (28%), and Dean Weigant (25%)
- Large community and special use parks used the most often: Based on the percentage of respondents' top three choices, 56% indicated that they visit Kidspace the most often. Other most visited facilities include: Woodland Park (39%), Veterans Memorial Park (26%), Rotary Boy Scout Park (25%), Dean Weigant (24%), and Lion's Club Park (24%)
- Rating of large community parks and special use parks: Sixty-seven percent (67%) of respondent households rated the overall physical condition and appearance of large community parks and special event parks they have visited as either good or excellent. Other ratings include: Fair (29%) and poor (4%)

PARKS AND RECREATION FACILITIES

- Usage of parks and facilities: Fifty-nine percent (59%) of respondent households indicated that they have used playground equipment. Other parks and recreation facilities respondent households have used include: Picnic area (53%) and walking trails and paths (48%)
- Condition of parks and facilities: Based on the percentage of respondents who indicated the condition of the park or facility as either excellent or good, 79% indicated that the skateboarding park was either excellent or good. Other similar ratings include: Playground equipment (74%), dog park (64%), disc golf course (62%), and walking trails and paths (61%)



- Most used parks and facilities: Based on the percentage of respondents' top three choices, 51% used playground equipment the most often. Other most used facilities include: Picnic areas (40%) and walking trails and paths (35%)

REASONS PREVENTING USE OF PARK, RECREATION AND SPORTS FACILITIES

- Thirty-one percent (31%) of respondent households indicated that they were prevented from using parks, recreation and sports facilities more often because the security is insufficient. Other reasons include: Facilities are not offered (21%), I do not know what is being offered (20%), and parks are not well maintained (18%)

NEED FOR OUTDOOR PARKS AND RECREATION FACILITIES

- Need for outdoor parks and recreation facilities: Sixty-five percent (65%) or 7,506 respondent households indicated that they have a need for walking and biking trails. Other most needed outdoor parks and recreation facilities include: Shelters and picnic areas (57% or 6,634 households), nature center and trails (52% or 6,030), playground equipment (50% or 5,833 households), and outdoor swimming pools/water parks (45% or 5,252 households)
- Most important outdoor parks and recreation facilities: Based on the percentage of respondents top four choices, 43% indicated that walking and biking trails was the most important to their household. Other most important parks and facilities include: Outdoor swimming pools/water parks (28%), playground equipment (27%), and nature center and trails (25%)

WAYS RESPONDENTS LEARN ABOUT PROGRAMS AND ACTIVITIES

- Sixty-three percent (63%) of respondent households learn about the City of Shawnee's Parks Department programs and activities from friends. Other ways include: Newspaper articles (45%), social media (17%), and the City of Shawnee web-site (14%)

PROGRAM PARTICIPATION

- Twenty-four percent (24%) of respondent households indicated that they participated in sports programs, camps, special events, etc. offered in City parks over the past 12 months
- Thirty-eight percent (38%) of respondent households indicated that they have or would participate in adult health and fitness programs. Other programs include: Adult water fitness programs (32%), youth swim lessons (29%), outdoor recreation programs (28%), and youth sports leagues (27%)
- Programs respondents would participate in the most often: Based on the percentage of respondents top three choices, 33% indicated they would participate in adult health and fitness programs the most often. Other programs include: Adult water fitness programs (26%), youth sports leagues (22%), youth swim lessons (21%), and outdoor recreation programs (19%)

SUPPORT FOR A DEDICATED SALES TAX FUNDING SOURCE

- Fifty-six percent (56%) of respondent households indicated that they would either be somewhat or very supportive of a dedicated sales tax funding source for the operations and development of Shawnee's Parks, Recreation, Facilities and Services. Other levels of support include: Not sure (31%) and not supportive (13%)

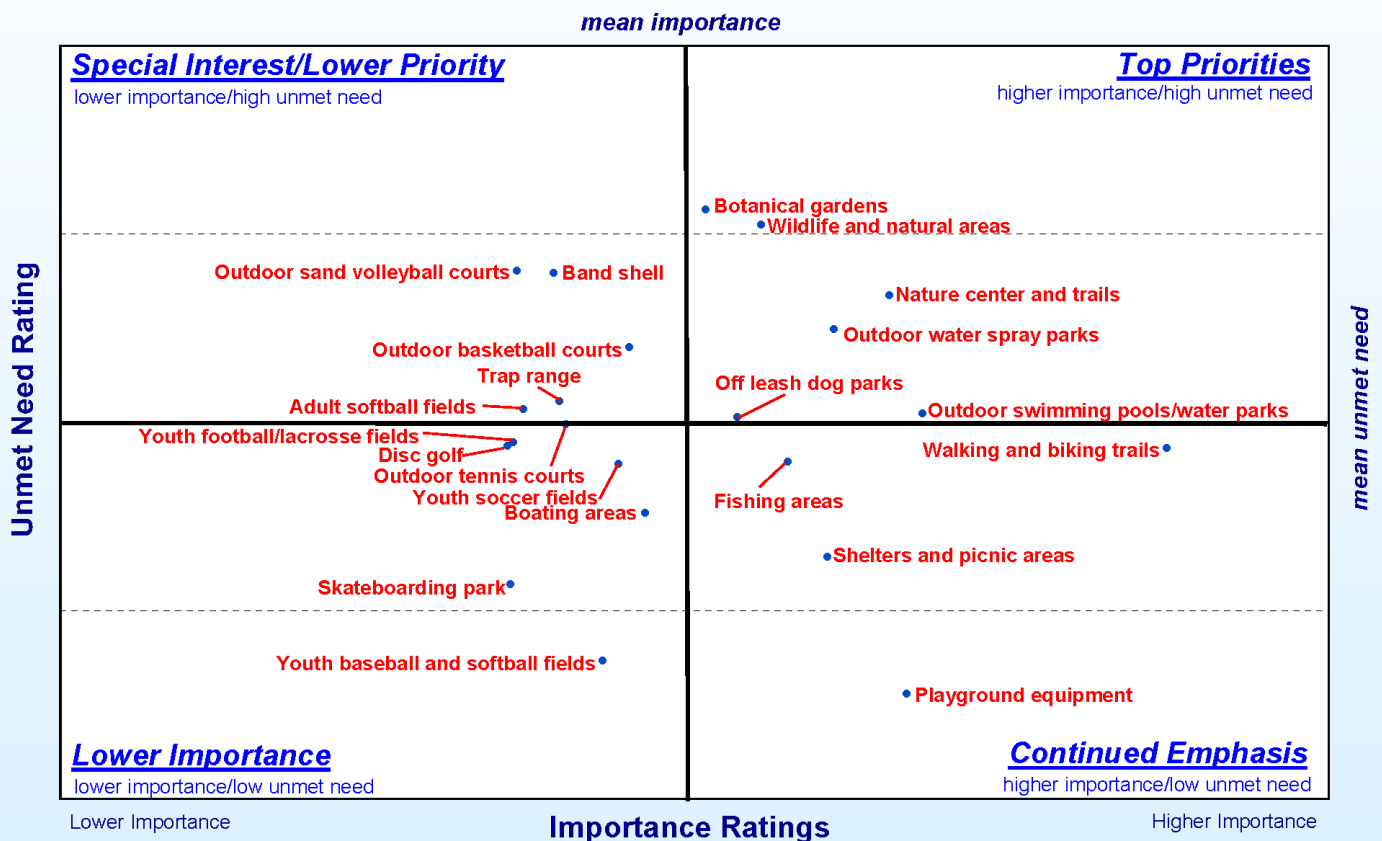


Charts & Graphs

The following charts detail the responses received from the citizen surveys. Additionally, the importance-unmet needs assessment matrix shows the priorities and the likelihood of garnering greater consensus among the public for particular projects:

2015 Importance-Unmet Needs Assessment Matrix for the City of Shawnee OK Parks and Recreation Facilities

(points on the graph show deviations from the mean importance and unmet need ratings given by respondents to the survey)

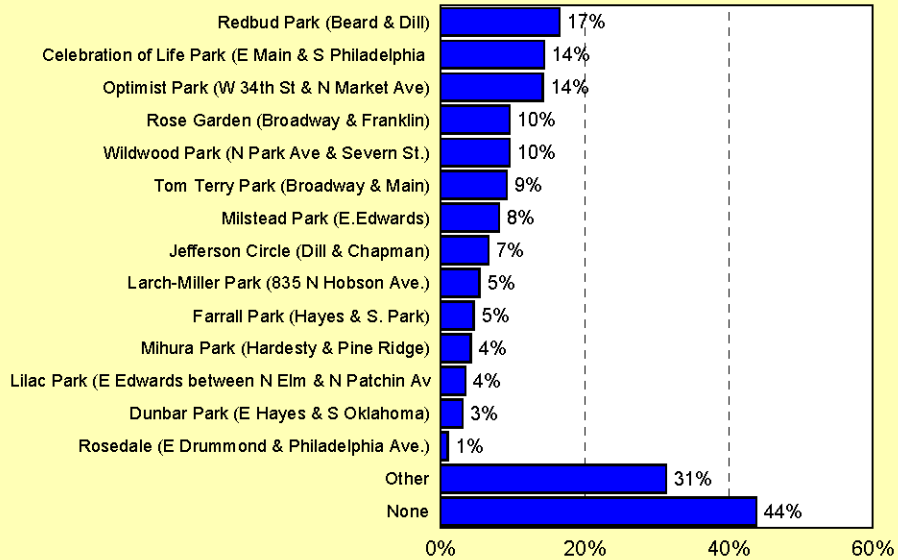


Source: Leisure Vision/ETC Institute (2015)



Q1. City of Shawnee Parks Respondent Households Have Visited in the Past 12 Months

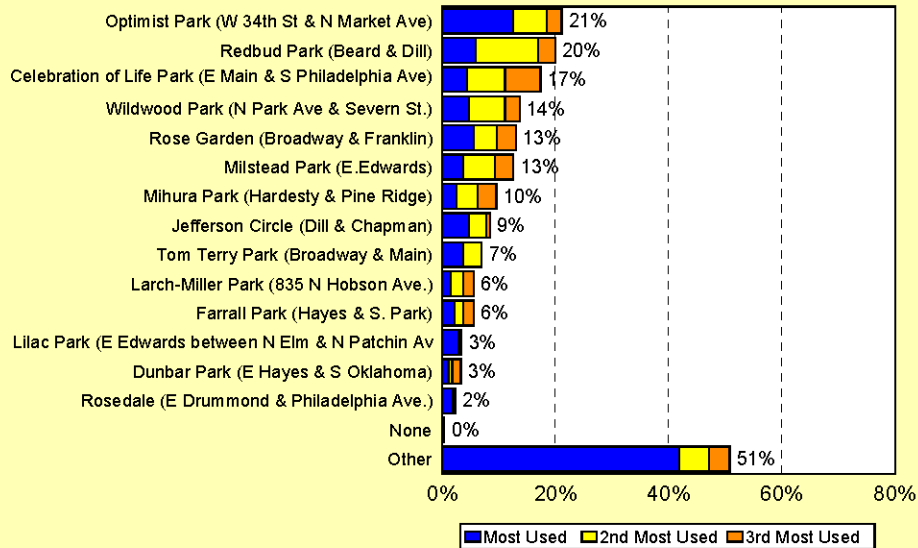
by percentage of respondents (multiple selections possible)



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q2. City of Shawnee Parks Respondent Households Have Used the Most Over the Past 12 Months

by percentage of respondents who selected the item as one of their top three choices



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q3. Overall Physical Condition/Appearance of All Parks

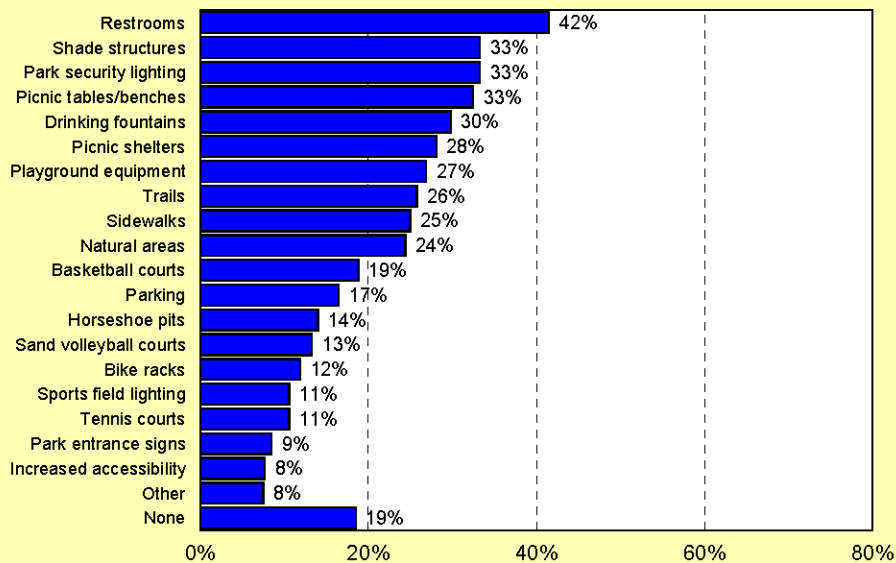
by percentage of respondents who have visited any of the parks over the past 12 months



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q4. Additions and Improvements Respondents Would Like to Have Made to Neighborhood Parks Close to Residence

by percentage of respondents (multiple selections possible)

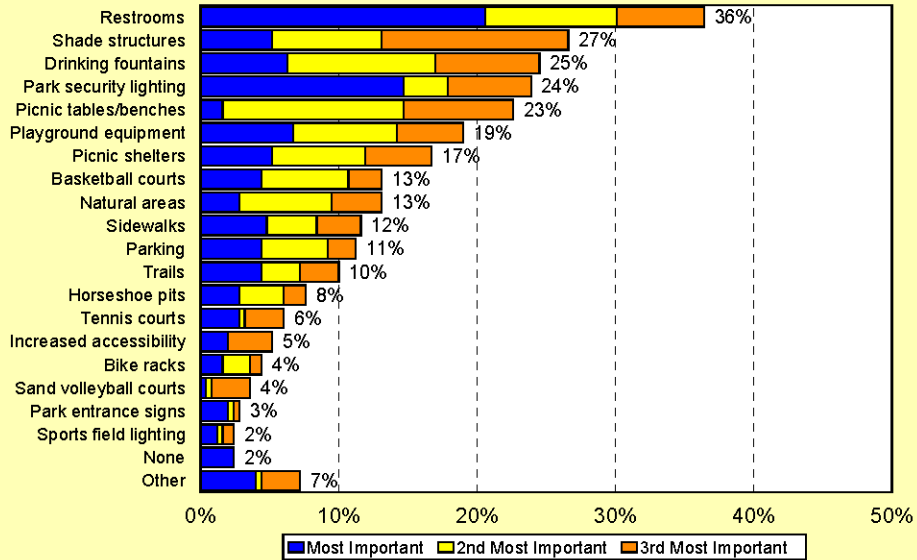


Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q5. Potential Additions to Neighborhood Parks Close to Residences Respondents Feel are Most Important

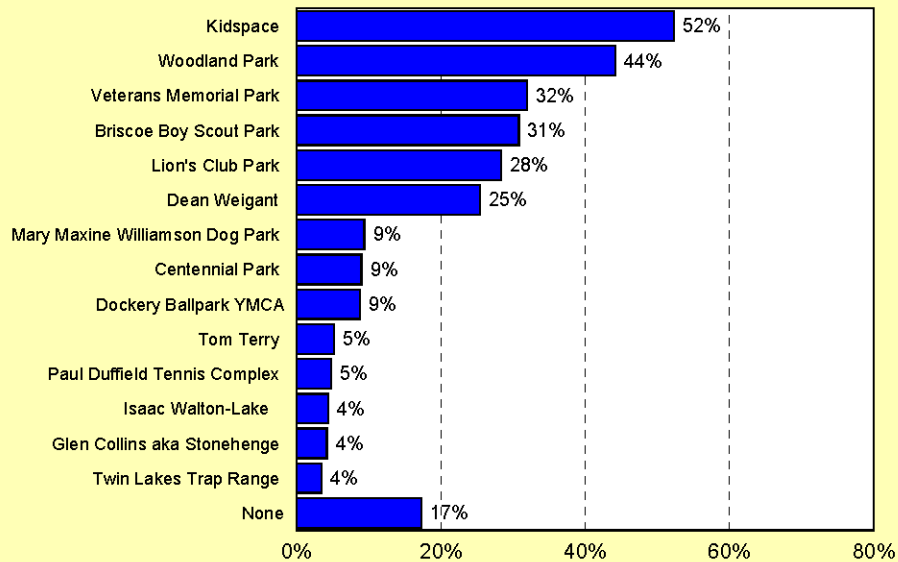
by percentage of respondents who selected the item as one of their top three choices



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q6. Large Community Parks and Special Use Parks Respondent Households Have Visited Over the Past 12 Months

by percentage of respondents (multiple selections possible)

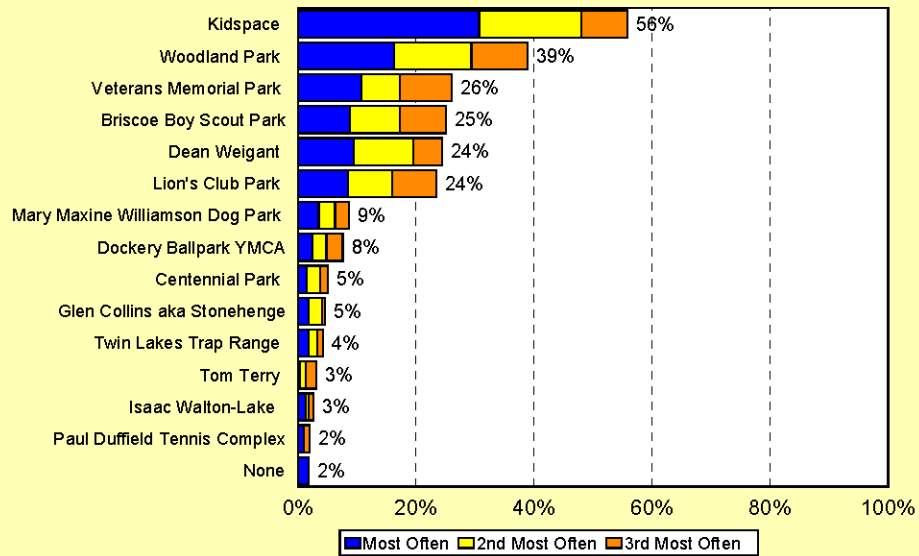


Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q7. Large Community Parks and Special Use Parks Respondent Households Have Visited Most Often

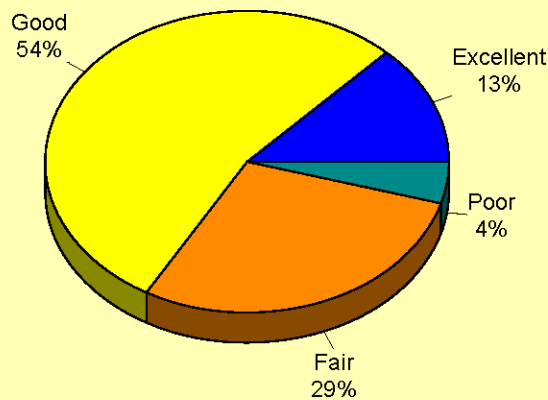
by percentage of respondents who selected the item as one of their top three choices



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q8. Overall Physical Condition/Appearance of All Large Community Parks and Special Use Parks

by percentage of respondents who have visited any of the parks over the past 12 months

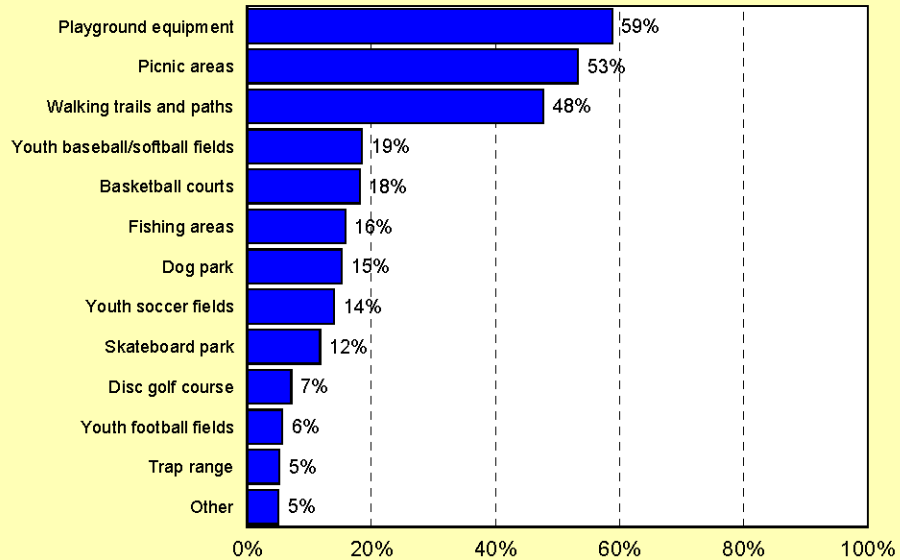


Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q9. Parks and Recreation Facilities Respondent Households Have Used

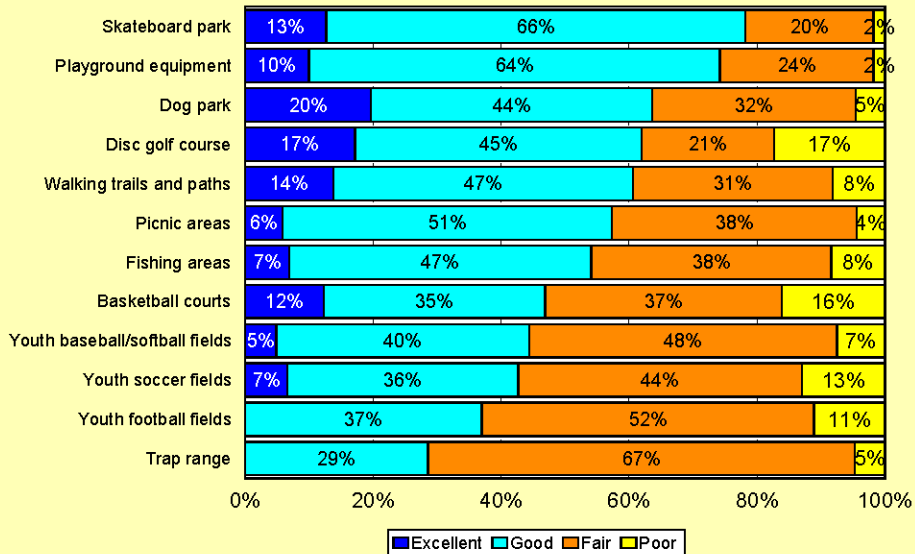
by percentage of respondents



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q9a. Condition of Park and Recreation Facilities That Respondents Have Used

by percentage of respondents who have a need for the facility (excluding "don't know")

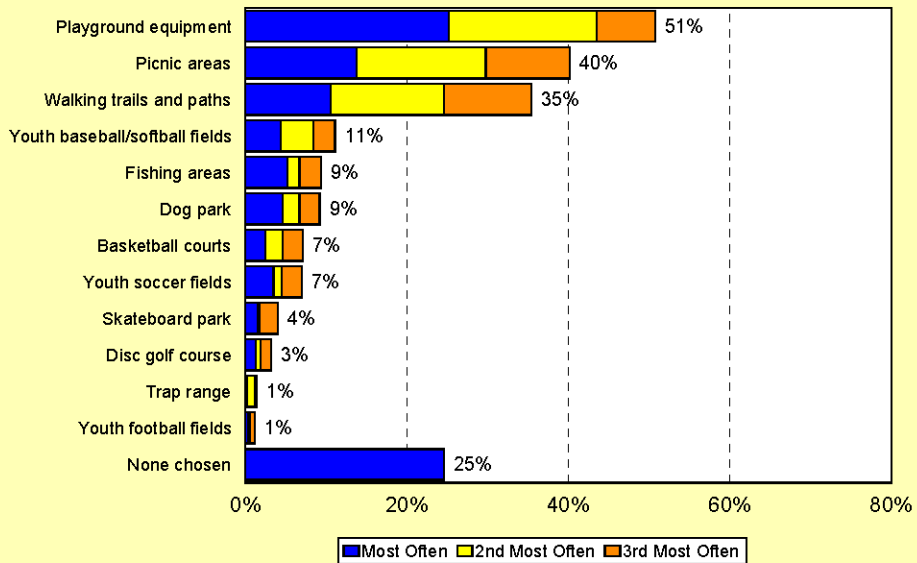


Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q10. Parks and Recreation Facilities Respondent Households Have Used Most Often Over the Past 12 Months

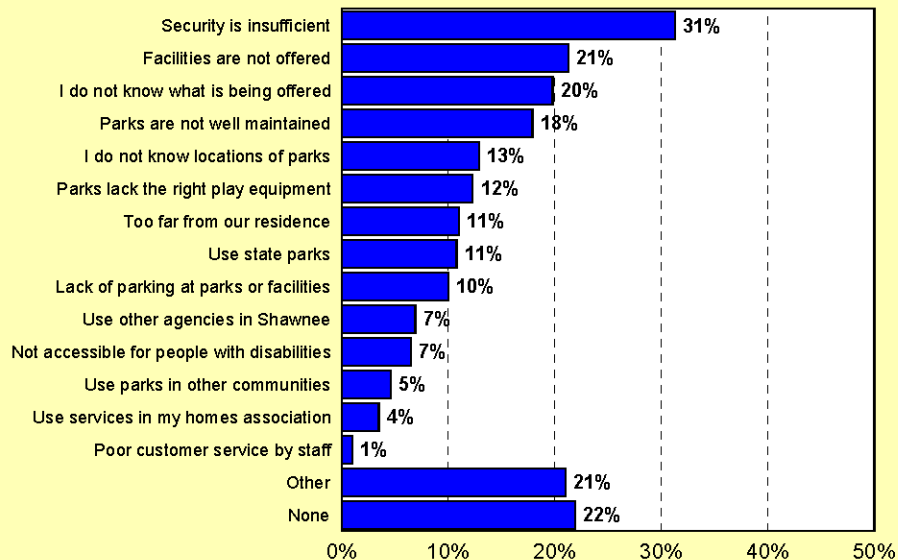
by percentage of respondents who selected the item as one of their top three choices



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q11. Reasons Preventing Households From Using Parks, Recreation, and Sports Facilities More Often

by percentage of respondents (multiple selections possible)

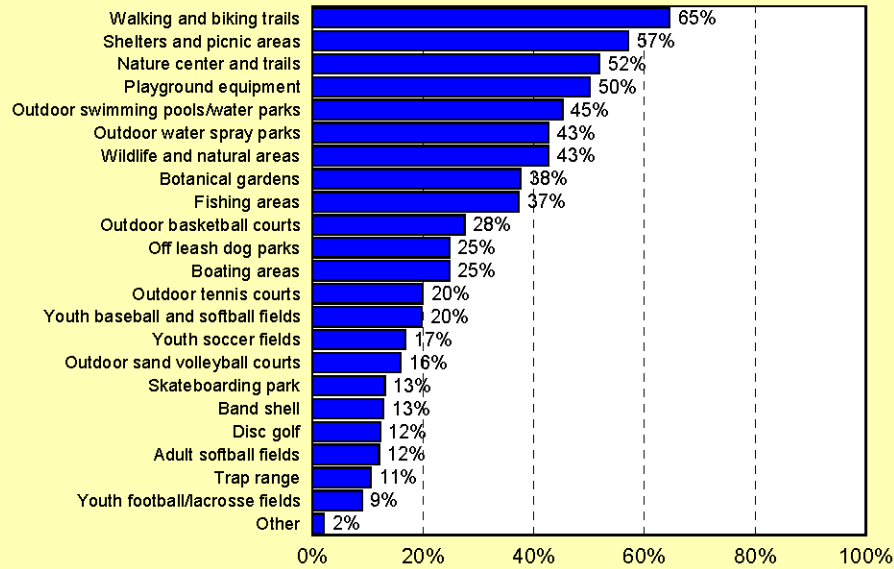


Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q12. Households That Have a Need for Outdoor Parks and Recreation Facilities

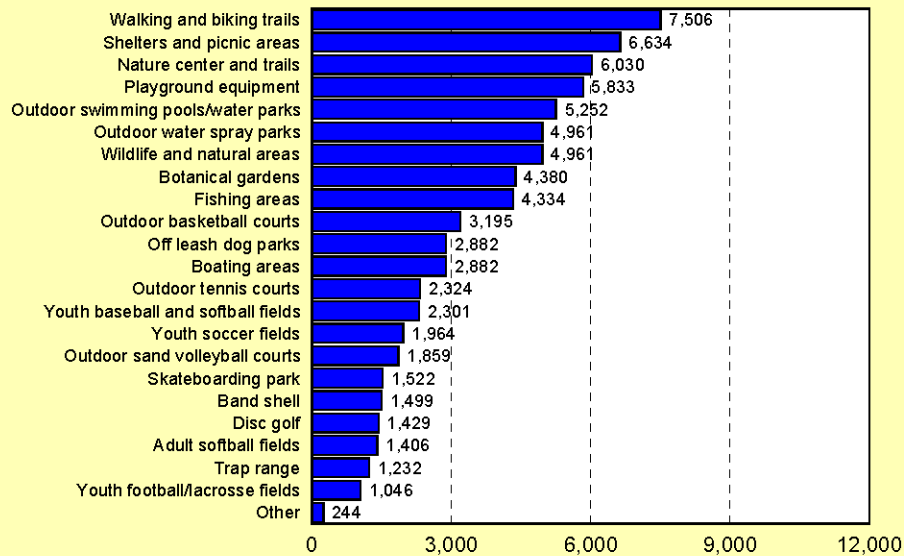
by percentage of respondents



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q12a. Estimated Number of Households in the City of Shawnee That Have a Need for Outdoor Parks and Recreation Facilities

by number of households based on 11,619 households for the City of Shawnee

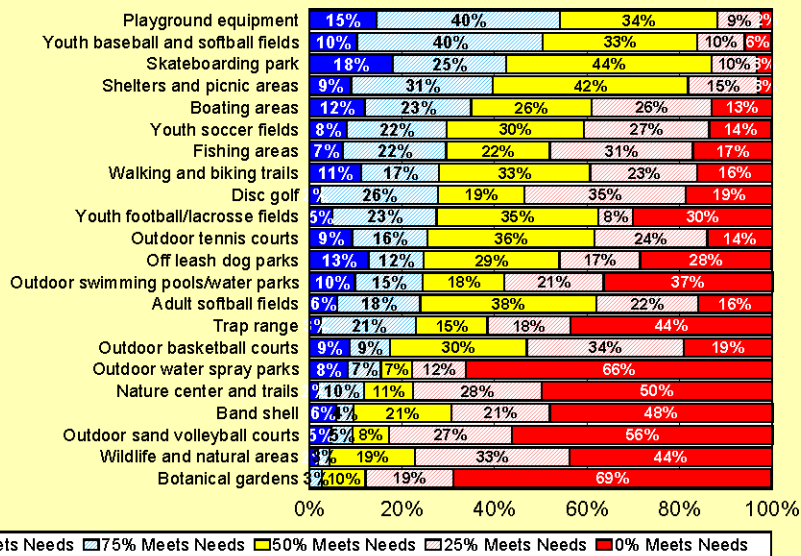


Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q12b. How Well Outdoor Parks and Recreation Facilities in the City of Shawnee Meet the Needs of Households

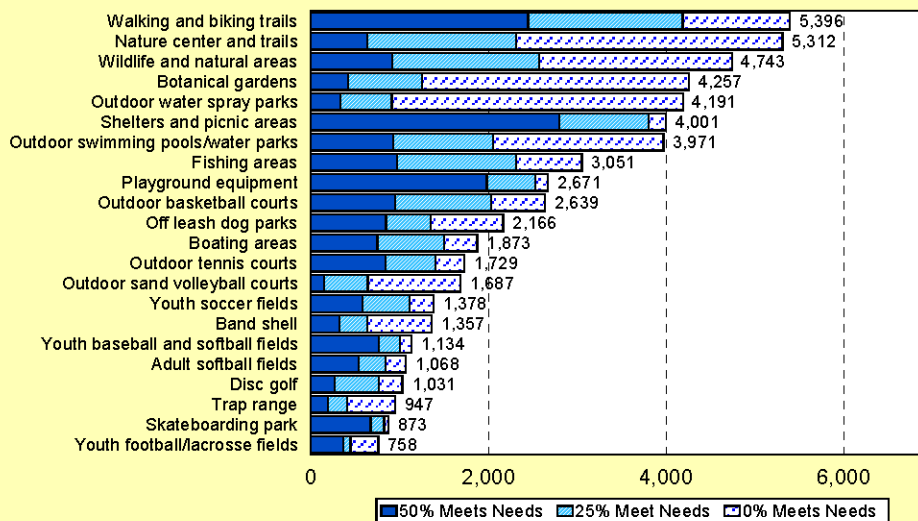
by percentage of households that have a need for programs



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q12c. Estimated Number of Households for the City of Shawnee Whose Needs for Outdoor Parks and Recreation Facilities Are Only Being 50% Met or Less

by number of households based on 11,619 households for the City of Shawnee

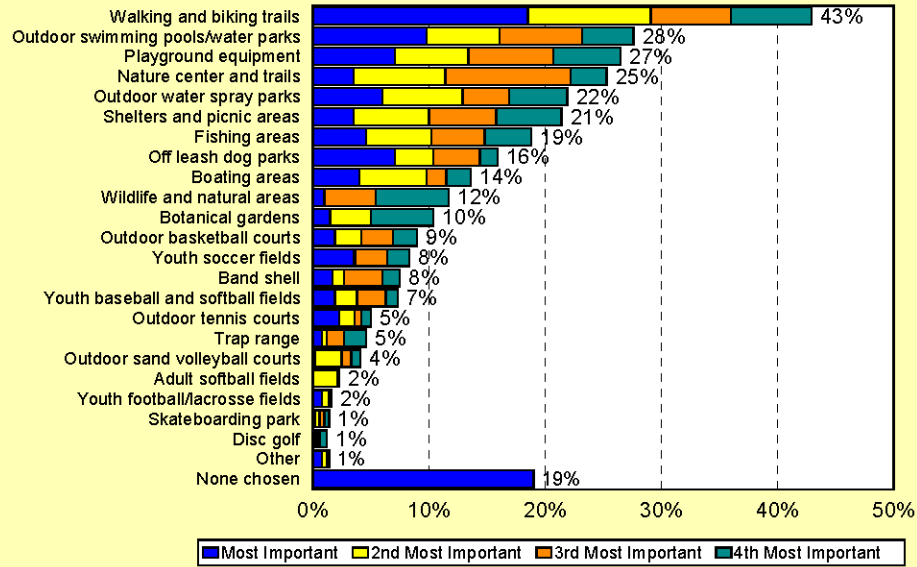


Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q13. Outdoor Parks and Recreation Facilities That Are Most Important to Respondent Households

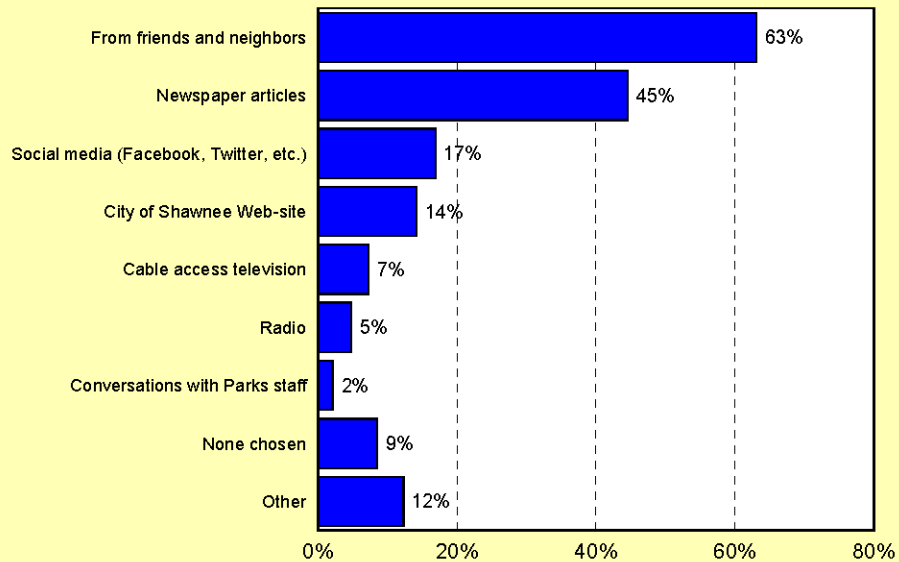
by percentage of respondents who selected the item as one of their top four choices



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q14. Ways Respondents Learn About City of Shawnee's Parks Department Programs and Activities

by percentage of respondents (multiple selections possible)

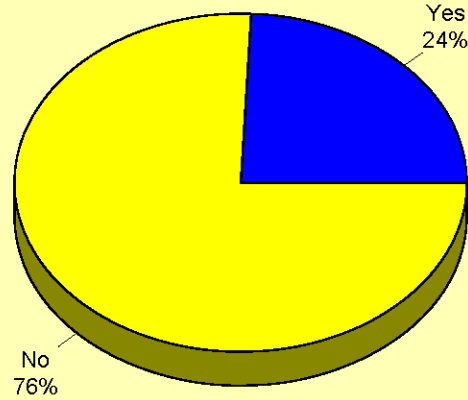


Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q15. If Respondent Households Have Participated in Any Sports Programs, Camps, Special Events, Etc. Offered in City Parks

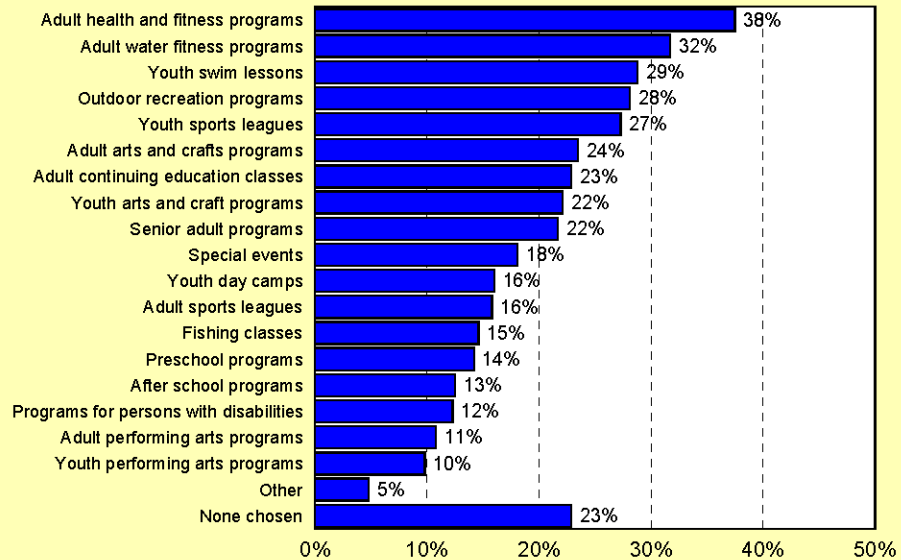
by percentage of respondents (excluding "not provided")



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q16. Programs Respondent Households Would or Have Participated In

by percentage of respondents (multiple selections possible)

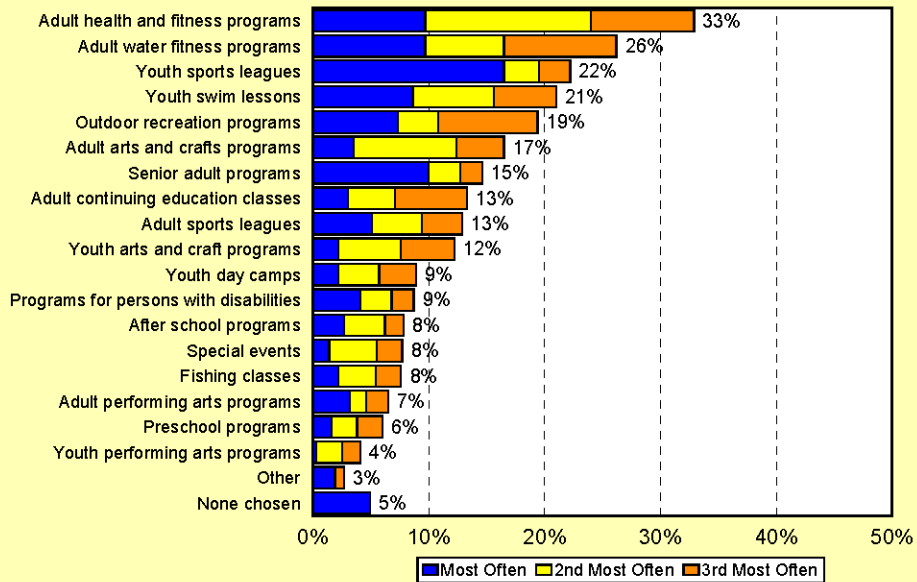


Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q17. Programs Respondents Would Participate in Most Often

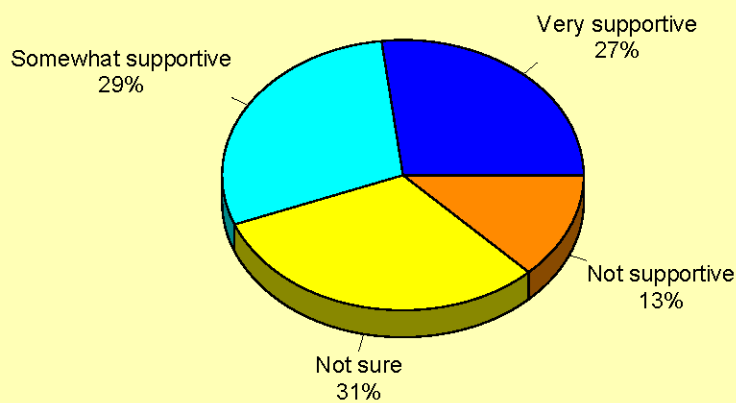
by percentage of respondents who selected the item as one of their top three choices



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q18. Support from Respondents for a Dedicated Sales Tax Funding Source for the Operations and Development of Shawnee's Parks, Recreation, Facilities and Services

by percentage of respondents

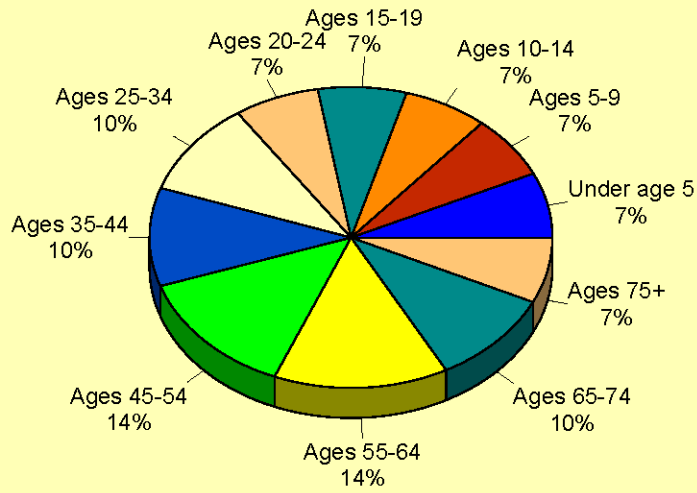


Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q19. Demographics: Age of Persons in Household

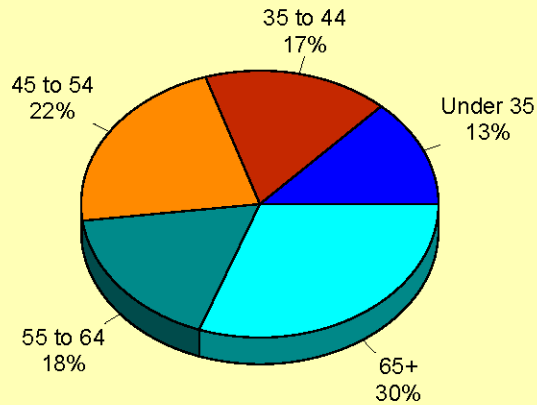
by percentage of respondents



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q20. Demographics: Age of Respondent

by percentage of respondents

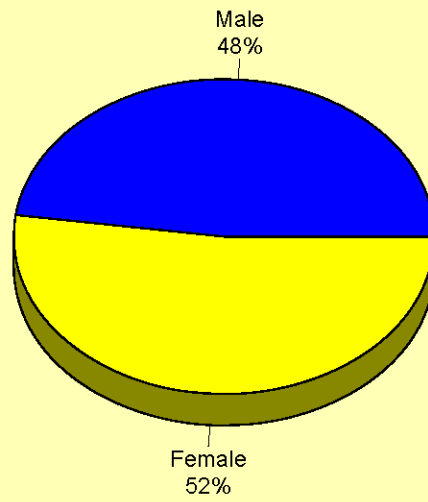


Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department



Q21. Demographics: Gender

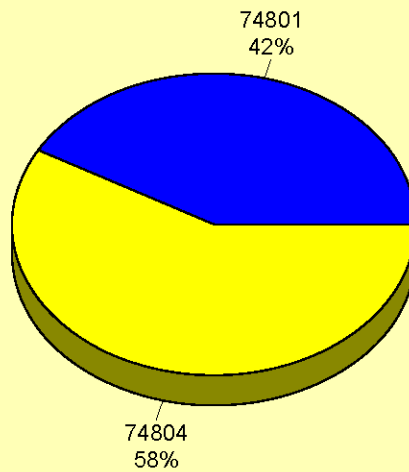
by percentage of respondents



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q22. Demographics: Respondent Zip Code

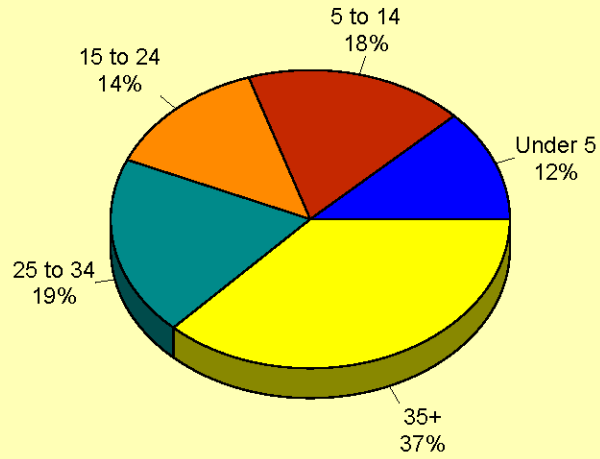
by percentage of respondents



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

Q23. Demographics: Number of Years Lived in the City of Shawnee

by percentage of respondents (excluding "not provided")



Source: Leisure Vision/ETC Institute for the City of Shawnee Parks & Recreation Department

GIS Maps

For a complete account of medium-sized maps that illustrate respondents' answers to several of the questions asked, please see Section Four of the *Findings Report for a Statistically Valid Community Interest and Opinion Survey* completed by ETC Institute for the City of Shawnee in May 2015.



Section 4 - The Consultant's Critique of the Park System

PARK ASSESSMENT

The consultant team evaluated the park system by utilizing the criteria as stated below:

1. Park amenities (accessibility) – park amenities influence level of service by virtue of their accessibility. Amenities are evaluated as to their appropriateness within a park and their accessibility to users
2. Park amenities (condition) – park amenities influence level of service by virtue of their condition. We evaluate needed improvements in four levels: a) does not need repair or replacing; b) needs repair in the next 10 years; c) needs repair in the next 5 years; or d) needs immediate replacing or removal
3. Park performance an overall compilation/rating of a park relative to its access, comfort and image, and its sociability value:
 - How does the park perform relative to its overall access; e.g., parking; ADA access; visual accessibility; and neighborhood connectivity?
 - Park performance – how does the park perform relative to its comfort and image; e.g., shade; landscaping; and lighting?
 - Park performance – how does the park perform relative to its sociability value; e.g., seating, and park connectivity?

Park Assessment Rating Descriptions:

- High – Amenity is in excellent condition and does not need to be replaced or repaired in any way, is appropriately placed within the park(s), is accessible visually and physically, entire amenity is ADA accessible, has good connectivity to surrounding neighborhood or park uses, and has appropriate supporting amenities to draw people to use it. Amenity must meet most, if not all of these parameters and may not have any parameter rankings of low
- Medium – Amenity is in good condition and may need to be repaired or replaced in the next 5 years or longer, is accessible visually or physically but may have some obstacles to accessibility, is at least partially ADA accessible, some connectivity is available to surrounding neighborhood or park uses and is safe to use. Amenity must meet most of these parameters and may only have one parameter rankings of low, as long as that one ranking is not for condition, safety or ADA accessibility
- Low – Amenity is failing or in disrepair and needs extensive repairs or complete replacement within 5 years, is not accessible, is not ADA accessible, is disjointed from surrounding neighborhood or park uses or is uncomfortable or unsafe to use. If an amenity ranks low in two or more categories, it shall be placed in high priority for repair, replacement or removal



Table: Individual performance assessment of parks by type based on an assessment of amenities within each park

ID	Park Name	Park Type	Low Performance	Medium Performance	High Performance
1	Celebration of Life	Mini/Pocket		X	
2	Louise Counts Memorial	Mini/Pocket		X	
3	Mihura	Mini/Pocket		X	
4	Rose Garden	Mini/Pocket		X	
5	Tom Terry	Mini/Pocket		X	
6	Dunbar	Neighborhood		X	
7	Farrall	Neighborhood		X	
8	Jefferson Circle	Neighborhood			X
9	Larch-Miller	Neighborhood	X		
10	Lilac	Neighborhood	X		
11	Milstead	Neighborhood	X		
12	Optimist	Neighborhood	X		
13	Redbud	Neighborhood	X		
14	Rosedale	Neighborhood		X	
15	Wildwood	Neighborhood		X	
16	Rotary Boy Scout	Community			X
17	Dean Weigant	Community			X
18	Glenn Collins Memorial (Stonehenge)	Community		X	
19	Isaac Walton / Lake	Community		X	
20	Kidspace	Community		X	
21	Woodland Veterans / Veterans Memorial	Community			X
22	Lion's Club	Community/Special Use (athletics)		X	
23	Airport Track	Special Use (athletics)			X
24	Centennial	Special Use (museum)			X
25	Dockery	Special Use (athletics)		X	
26	Japanese Peace Garden	Special Use (cultural)			X
27	Kiwanis	Special Use (lake activities and picnicking)		X	
28	Lake #2	Special Use (lake activities and picnicking)			X
29	Mary Maxine Williamson Dog Park	Special Use (dog park)			X
30	Paul Duffield Tennis Complex	Special Use (tennis)			X
31	Twin Lakes Shooting Range	Special Use (shooting range)			X
32	Chastain	Undeveloped			
33	Kenwood	Undeveloped			
34	Strickland	Undeveloped			
35	Wyatt	Undeveloped			
36	160 Acres	Undeveloped			



Section 5 - Our Preferred Future

PARK SYSTEM KEY ISSUES

To begin the process of planning ahead to develop a preferred future, the first step is to identify key issues. Key issues are the ones that have surfaced in the public meeting, the on-site assessment by the consultant team, and from the statistically valid citizen survey. Below are key issue categories:

Funding

Funding is not adequate to maintain the park system. It is reflected in these ways:

- Small park staff of 12 in addition to a supervisor, which is not adequate to maintain 680 acres and nine buildings
- Too few operating dollars for equipment and supplies, as observed during the assessment
- Too little capital funding to replace older amenities and add new experiences from time to time as observed in the assessment

There is not a dedicated funding source to sustain the park system for its operating and capital improvement needs. The absence of a dedicated funding source results in inconsistent funding allocations to the park system and extreme delays in needed improvements.

Safety and Security Concerns

Citizens have expressed a very strong feeling in the survey that they do not use the parks more often because of their concerns with security.

Quantity versus Quality is out of Balance

- Given the City's budget constraints and the reality that many of the parks are not used, there are too many parks in the system, especially smaller parks. Reducing the number of parks, and the amenities in each of those parks, would allow a higher level of maintenance in the remaining parks.
- Adding to the number of parks in the system, the park staff is also responsible for too many tasks that keep them from spending more time tending to the park system.

Park and Program Usage is Low

- Based on a national average of 30% for those who say they participate in a community's recreation program, the City is below that average.
- Based on a national average of 70% for those who say they use their community's park system, the City is below that average.

There are Numerous Park Deficiencies

Most of the parks in the system have the same deficiencies. Generally, each of the deficiencies is typically included in a standard development package that the City should adopt/endorse for all future upgrades and new development. The deficiencies noted in the park assessment include:

1. Safety and security concerns
2. Trash management



3. Shade and water
4. Signage clutter and inconsistency
5. Restrooms
6. Playgrounds
7. Pavilions
8. Park benches
9. Picnic tables
10. Lighting
11. Lack of shaded areas to sit in strategic locations; e.g. adjacent to playgrounds, athletic fields, picnic tables, and park benches

Recreation Program Facilitation is Important

Recreation programs are organized by the YMCA and other special interest groups. These groups rely on the City to provide the facilities for their programs in a safe condition and at a level that provides the users with a fun experience.

Athletic Fields

It was reported by both the park department and the YMCA that there is a shortage of practice athletic fields.

Citizen Support for New Opportunities

As expressed in the statistically valid citizen survey, citizens are most supportive of the following:

- Health and wellness programs
- Trails

PREFERRED FUTURE STRATEGIES

Introduction/Assumptions

The consultant has developed several basic assumptions upon which the preferred future strategies have been created. Assumptions have taken into account several factors:

- Demographics – slow growth, modest household income
- Historical financial support for parks – the past has featured modest financial support for capital and operating needs and heavy reliance on volunteers. It is not likely that significant dollars will become more available in the future to upgrade the park system which features 36 different park sites
- Citizen preferences – it is highly likely in the future that citizens will continue to prefer larger parks which offer more amenities
- Citizens value greenspace, but, not each greenspace must include amenities such as small playgrounds, picnic tables, and pavilions



Recommendation #1- Reshape the Park System

To reshape the park system, the City should reduce the number of parks that are designated as active parks from the existing 36 to 8. In addition, the following steps should be taken as presented in the tables below more specifically:

- Reduce the number of active parks from 36 to 8 major parks
- Remove all amenities from the parks listed as greenspace parks
- Retain the special use parks as they are
- Retain the memorial parks with consideration of combining them into one park site to add value to the memorial experience

The following categories describe how the park system will look when it is reshaped:

Major Park Designations:

1. Kidspace
2. Rotary Boy Scout
3. Woodland Veterans / Veterans Memorial
4. Dean Weigant
5. Lion's Club
6. Optimist Club
7. Dunbar
8. Farrall

Greenspace Parks (remove all amenities from each except as noted):

1. Kenwood
2. Chastain
3. Strickland
4. Mihura
5. Milstead (retain the ball field)
6. Wildwood
7. Rose Dale
8. Larch-Miller
9. Lilac (retain the ball field)
10. Jefferson Circle
11. Redbud



Special Use Parks (to be retained with no changes):

1. Paul Duffield Tennis Complex
2. Mary Maxine Williamson Dog Park
3. Twin Lakes Shooting Range
4. Dockery Ball Fields
5. Isaac Walton at the Lake
6. Lake #2
7. Stonehenge/Glenn Collins Memorial at the Lake
8. Kiwanis at the Lake

Memorial Parks (to be retained in the system but note the options below for consideration):

1. Woodland Veterans / Veterans Memorial
2. Celebration of Life
3. Tom Terry
4. Centennial
5. Louise Counts

Two options are offered for the Memorial Parks' future:

- Option A – continue to treat the memorials as they have been treated in the past relative to their location and amenities.
- Option B – with the exception of Woodland Veterans / Veterans Memorial, remove all plaques, memorial bricks, and sculptures from the other memorial parks and re-locate them at a new location; e.g. Rose Garden Park; Larch-Miller/Red Bud Park. In full bloom at the Rose Garden Park or along a lighted walking path at Larch-Miller/Red Bud Parks, the consolidation of the smaller memorial parks would offer a nice destination for all who are interested. If not already recognized in an appropriate manner in the park system, this would be an opportunity to memorialize the Shawnee Garden Club, Aloysius Larch-Miller, Terry Powell, and Louise Counts among others.

Recommendation #2- Create a dedicated funding source and increase funding for the park system

A quality park system is widely recognized as a financial, environmental, social, and personal benefit to a community. At the top end, New York's Central Park, Chicago's Millennium Park, and San Francisco's Golden Gate Park are examples of the importance placed on parks by three of our largest cities and destination locations.

To that end, Shawnee can elevate the importance it places on its system and take better advantage of the benefits listed above. The recommendation is to:

- Commit to a dedicated funding source to operate and capitalize the park system. There are many challenges to not having a dedicated funding source, not the least of which is not knowing how to plan for the next year.
- Increase the annual funding of the park department for both operations and capital improvements. Indications that additional funding is needed are apparent when comparing Shawnee with national benchmarks.



For example:

- The per capita expenditure for parks in Shawnee is approximately \$27.00 which is well below the national average of \$71.00; and
- The number of park acres maintained by full-time staff is also well below national benchmarks.

Recommendation #3 – Park Upgrade Development Package and Priorities

This recommendation is twofold:

Standard Development Package - As more funding becomes available, the City should adopt a standard development package for its park system. The development package should include all the park amenities that will typically occur in a park and result in a brand for Shawnee that it can be proud of.

Upgrade Priorities – As more funding becomes available, the City should hold fast to upgrades detailed below since they are taken from citizen comments in the survey:

- Remove unsafe amenities (e.g. play equipment, broken concrete tables/benches, etc.)
- Renovate or construct new amenities that reflect citizen preferences in the survey
 - Restrooms
 - Drinking fountains
 - Shade structures
 - Pavilions
 - Lighting
 - Tables and benches
 - Playgrounds

Recommendation #4 – Update the 2007 Trail System Master Plan

Citizens are looking for active transportation opportunities. Walking, jogging, and riding a bicycle on a sidewalk, trail, or path that gives the user a feeling of safety is important to citizens in Shawnee as expressed in the citizen survey. The recommendation is to update the 2007 Trail System Master Plan to continue implementing these opportunities.

Recommendation #5 – Address Security Concerns

The use of the parks by the homeless is a significant issue in Shawnee. It surfaced in public meetings, on the citizen survey, and was noted during the on-site consultant visit. City leaders and social service agencies, working cooperatively with the private sector, are the only ones who can identify an approach to addressing this issue, and it is the recommendation that they collaborate and find ways to do so.

For discussion purposes, security cameras can be helpful as well as park programming that brings more people into the parks.

Recommendation #6 – Recreation Programs / Recreation Facility Facilitation

Recreation programs are organized by the YMCA and other special interest groups. These groups rely on the City to provide the facilities for their programs in a safe condition and at a level that provides the users with a fun experience.



The recommendation is threefold:

- Create a partnership agreement that clarifies the role of both parties (City and user groups) and re-visit the agreement on an annual basis to ensure it is working as it should;
- Work closely with the YMCA and special interest groups to facilitate their needs, as appropriate; and
- Hold all parties - both the City and user group(s) - accountable for the commitments that each has made.

Recommendation #7 – Land Acquisition Policy

The recommendation is for the City Council to adopt a policy that encourages an intense public discussion prior to acquiring any land in the future for park purposes.



1. Celebration of Life Park

PARK LOCATION:

E. Main and S. Philadelphia Streets

PARK SIZE & TYPE:

Mini/pocket park

PARK FEATURES:

- 1 picnic table
- 1 waste receptacle
- 2 fire hydrants

STRENGTHS:

- Public street frontage
- Memorial pavers that remember deceased members of the Garden Club
- There is a sidewalk in the park that is made with dedicated/memorial bricks

WEAKNESSES:

- Benches were removed from this park to deter the homeless from sleeping/hanging out there

OPPORTUNITIES:

- Remove the pavers and re-locate them to another park where they will receive better recognition
- There is a 3rd Friday event at this park which features music, arts/crafts which should definitely be continued to provide energy for this park and this area of the downtown



2. Louise Counts Park

PARK LOCATION:

318 E Main Street, adjacent to the public library

PARK SIZE & TYPE:

0.10 acre special use / memorial park

PARK FEATURES:

- 1 bench
- 1 waste receptacle

STRENGTHS:

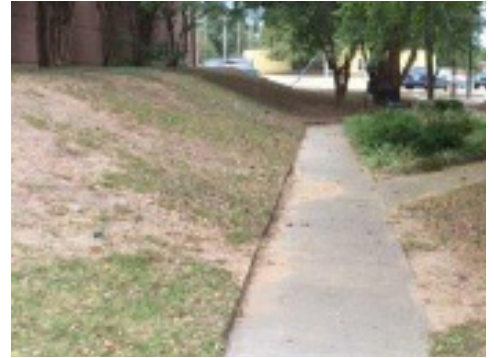
- Provides a shaded spot downtown to sit and relax
- Provides access between parking facilities and downtown businesses

WEAKNESSES:

- Other than having a shaded downtown spot to sit and relax, there are no other amenities in the park that would attract one to it
- Its small size limits any other uses

OPPORTUNITIES:

- Depending on the budget, a much higher level of maintenance featuring a beautiful horticultural display would be an attraction. However, there is no reason to single this park out from the other downtown parks of the same type



3. Mihura Park

PARK LOCATION:

Hardesty Drive and Pine Ridge Road

PARK SIZE & TYPE:

0.30 acre mini/pocket park

PARK FEATURES:

- 1 tee swing with two regular swings
- 1 spring animal
- 1 picnic table
- 1 water faucet
- 1 waste receptable

STRENGTHS:

- Public street frontage

WEAKNESSES:

- Only features two small pieces of equipment

OPPORTUNITIES:

- All amenities should be removed from this park
- Its future use should be as greenspace



4. Rose Garden

PARK LOCATION:

Broadway and Franklin

PARK SIZE & TYPE:

0.80 acre mini/pocket park

PARK FEATURES:

- 1 picnic table
- 1 waste receptacle
- 2 fire hydrants

STRENGTHS:

- When properly maintained, the garden will provide a natural experience that will appeal to all citizens
- The garden has a public street frontage so it can be visible from the windshield of one's car for daily enjoyment if one travels that road

WEAKNESSES:

- The garden will only be as beautiful as the volunteer help can keep it
- The concrete/stone picnic tables are not comfortable, not portable and not shaded, thus they are not inviting for the public to use and cannot be moved to a more shaded area in the park if someone wants to use them
- No benches to sit on in the park

OPPORTUNITIES:

- Directional lighting on the garden area could enhance the user experience for pedestrian and/or vehicular traffic driving by the park
- The park could be extended by creating a perimeter walkway around it to offer more displays that will enhance the current user experience



5. Tom Terry Park

PARK LOCATION:

NW corner of W. Main Street and N. Broadway Avenue

PARK SIZE & TYPE:

0.17 acre mini/pocket park

PARK FEATURES:

- Greenspace

STRENGTHS:

- Provides greenspace in the downtown area

WEAKNESSES:

- None evident

OPPORTUNITIES:

- Retain as green space
- Find ways to utilize the park in downtown revitalization efforts



6. Dunbar Park

PARK LOCATION:

Hayes and S. Oklahoma

PARK SIZE & TYPE:

0.76 acre neighborhood park

PARK FEATURES:

- 1 regular swing set with two regular and two tot swings
- 1 6' slide
- 2 spring animals
- 1 playground unit with two each 4' slides with rope climber and one each sliding pole
- 3 picnic tables
- 2 water hydrants
- 2 grills

STRENGTHS:

- Public street frontage
- Good visibility into the park for security purposes

WEAKNESSES:

- Poor parking
- Topography presents a challenge for users

OPPORTUNITIES:

- This park will be designated as one of the eight major parks in the system



7. Farrall Park

PARK LOCATION:

Hayes and S. Park

PARK SIZE & TYPE:

4.17 acre neighborhood park

PARK FEATURES:

- 2 unlighted tennis courts
- 1 basketball court
- 1 regular swing set with two regular and two tot swings
- 1 6' slide
- 1 double arch climber
- 1 horizontal ladder
- 1 merry-go-round
- 2 park benches
- 4 picnic tables
- 3 grills
- Waste receptacles
- There is an old school building at this park site that is used by the Fire Department as a training facility. Very unsightly, of course, but serves a purpose for the Fire Department

STRENGTHS:

- Public street frontage
- Paved parking
- Nice shade trees
- There is a small community center at this park used by the YMCA for their after school program and summer camp. The playground is used by them to support their program

WEAKNESSES:

- Play equipment is in bad shape
- Picnic tables are not inviting as they are not portable to be moved to shaded areas nor are they comfortable to sit at

OPPORTUNITIES:

- This park should be retained as one of the eight major parks in the system due to its use by the YMCA



8. Jefferson Circle Park

PARK LOCATION:

Dill and Chapman

PARK SIZE & TYPE:

0.78 acre neighborhood park

PARK FEATURES:

- 1 regular swing set with two swings
- 1 Flippopotamus slide
- 1 treehouse play unit with two slides, one sliding pole and one loop climber
- 1 picnic table

STRENGTHS:

- Public street frontage
- Nice play equipment
- Nice turf
- Nice shade trees

WEAKNESSES:

- Play equipment is too spread out

OPPORTUNITIES:

- This park is on the list to remove all amenities to be used as greenspace
- If for some reason, all amenities are not removed, the equipment should be grouped closer together to enhance the user experience



9. Larch-Miller Park

PARK LOCATION:

Hobson and Bruce

PARK SIZE & TYPE:

1.12 acre neighborhood park

PARK FEATURES:

- 1 regular swing set with two swings
- 1 playground with a handicap swing set that has two swings, a 5' landing with 4' slide that includes a handicap ramp
- 1 walking bridge
- 1 spiral slide
- 1 5' slide
- 1 jungle jim
- 1 pavilion
- 3 picnic tables
- 1 grill
- 2 park benches
- 3 water hydrants
- Waste receptacles

STRENGTHS:

- Public street frontage
- Nice shade trees

WEAKNESSES:

- No restrooms
- Heavily vandalized
- All play equipment should be removed as it is not ADA accessible nor safe in some instances

OPPORTUNITIES:

- All amenities should be removed from this park
- It could augment Redbud Park on its east side to provide a nice greenway with a lighted walking path, comfortable seating in shaded areas along the path, and perhaps some public art or memorial displays to serve as attractions to those two parks (Larch-Miller and Redbud)



10. Lilac Park

PARK LOCATION:

Edward and Patchin

PARK SIZE & TYPE:

3.93 acre neighborhood park

PARK FEATURES:

- One lighted ball field
- 6 picnic tables
- 1 swingset with two swings
- 1 each 6-foot slide
- 1 park bench
- Waste receptacles

STRENGTHS:

- Few strengths in its current condition. It may be serving some minimal uses as a practice game field

WEAKNESSES:

- The park floods easily with water flowing from north to south across the ball field
- There is no parking and the entire park is on the list to be cleared of all amenities
- There is a ball field, but it was not used by the YMCA this year, which may be an indication that the field should and could be removed along with everything else
- No water
- No restrooms
- Play equipment is not ADA accessible, nor is it user friendly due to its age and lack of shade
- The ball field is not well drained, which results in significant ponding
- The slope of the field makes it difficult to play on
- The ball field fence is in need of repair to correct safety issues

OPPORTUNITIES:

- Remove all amenities from this park and turn it into green space with the exception of the ball field which should remain as a practice field



11. Milstead Park

PARK LOCATION:

Harrison and Walnut

PARK SIZE & TYPE:

6.25 acre neighborhood park

PARK FEATURES:

- 1 girl's softball field that is lighted
- 1 concession stand
- 1 restroom
- 1 regular swing set with two swings
- 1 6' slide
- 1 spring toy
- 1 picnic table
- 1 grill
- 1 water hydrant

STRENGTHS:

- Public street frontage
- Asphalt parking area
- Mature shade trees

WEAKNESSES:

- Poor signage
- Play equipment should be removed due to its lack of ADA accessibility and unsafe conditions, especially for the landing areas
- Graffiti and vandalism are high at this park, making it necessary to remove all amenities except the ball field

OPPORTUNITIES:

- Retain the ball field
- Remove all amenities from this park and use as greenspace



12. Optimist Park

PARK LOCATION:

34th and Market

PARK SIZE & TYPE:

2.62 acre neighborhood park

PARK FEATURES:

- 1 t-for-two swing
- 1 merry-go-round
- 1 8' slide
- 1 purple dinosaur adventure mate
- 1 unlighted basketball court
- 1 unlighted soccer field
- 4 picnic tables
- 1 waste receptacle
- 2 fire hydrants

STRENGTHS:

- Paved parking
- Public street frontage
- The location of the park is one of its major contributions to the park system, securing its place as one of the eight major parks

WEAKNESSES:

- Bad parking lot needs resurfacing
- Very little equipment in the park and the existing equipment should be removed
- Too little shade provided by trees

OPPORTUNITIES:

- This is designated as one of the eight major parks in the community
- The park should be re-developed with new equipment and other features that are well thought out
- Future upgrades to this park should include man made shade areas due to the relative lack of trees when compared with some of the other parks in the system



13. Redbud Park

PARK LOCATION:

Beard and Dill

PARK SIZE & TYPE:

1.16 acre neighborhood park

PARK FEATURES:

- 2 picnic tables
- 1 walking bridge
- 1 waste receptacle
- 3 fire hydrants

STRENGTHS:

- Public street frontage

WEAKNESSES:

- Gravel parking that is unmarked
- The concrete tables should be removed

OPPORTUNITIES:

- Remove all amenities from this park and use it as a greenway to connect to Larch-Miller. The greenway would feature a lighted walking path, comfortable seating along the path, and public art or memorials that would enhance the user experience in the greenway



14. Rosedale Park

PARK LOCATION:

Drummond and Philadelphia

PARK SIZE & TYPE:

0.67 acre neighborhood park

PARK FEATURES:

- 1 regular swing set with two ea. swings
- 1 playground with a spiral slide, 3' slide, parallel ladder, climbing pole, c-spring animal, purple dinosaur adventure mate, and merry-go-round
- 4 picnic tables

STRENGTHS:

- Public street frontage
- Nice shade trees
- The play equipment is nicer than most of the smaller parks in the system

WEAKNESSES:

- The concrete tables are not portable and not user friendly
- No shade for playground users or their caretakers

OPPORTUNITIES:

- It is on the list of parks to be used in the future as greenspace



15. Wildwood Park

PARK LOCATION:

Severn and Park

PARK SIZE & TYPE:

1.33 acre neighborhood park

PARK FEATURES:

- 1 regular swing set
- 1 spring animal
- 1 8' slide
- 1 playground with a rock climber, loop pole, vertical ladder and two slides
- 3 picnic tables
- 1 grill
- 1 water faucet
- 1 trash receptacle

STRENGTHS:

- Public street frontage
- Mature shade trees
- Slope of the park adds interest that can be explored with an appropriate design

WEAKNESSES:

- No comfortable places to sit
- Old equipment that needs to be removed
- The topography is challenging for users, especially for adults supervising their children. The terrain may be a deterrent for all users as they may drive by and decide that they would prefer to go elsewhere

OPPORTUNITIES:

- Remove all amenities from the park and dedicate it to the greenspace program



16. Rotary Boy Scout Park

PARK LOCATION:

Main and Pesotum

PARK SIZE & TYPE:

9.12 acre community park

PARK FEATURES:

- 1 unlighted basketball court
- 4 tennis courts, two of which are lighted
- 1 volleyball court
- 1 half mile walking track with park benches
- 1 playground unit with a spiral slide, tunnel slide, 4' slide, tic tac toe game and an arch ladder
- 1 playground unit with a loop climber, side by side slide and a tube slide
- 2 springed animals
- 1 regular swingset with two swings
- 1 merry-go-round
- 1 volcano climber
- 1 pavilion
- 1 handicapped accessible picnic area
- 1 handicap accessible drinking fountain
- 13 park benches
- 27 picnic tables
- 8 grills
- 4 water hydrants
- 1 restroom
- 1 storm shelter
- Waste receptacles

STRENGTHS:

- Paved parking
- Public street frontage
- A new splash pad
- The park topography and trees on it is very beautiful. Future development of this park could make it a very nice major park that is included on the list of eight
- Has a nice 1.0 mile walking track around its perimeter

OPPORTUNITIES:

- Add more parking, provided that additional land can be acquired
- Improve the appearance of the storm shelter
- Improve the appearance of the basketball courts



17. Dean Weigant Park

PARK LOCATION:

Leo and Rosa

PARK SIZE & TYPE:

4 acre community park

PARK FEATURES:

- 1 playground unit with two 4' slides, two climbing ladders and one arched ladder
- 1 toss-n-score
- 1 merry-go-round
- 1 climbing dome
- 2 spring animals
- 1 6' trail blazer slide
- 1 purple dinosaur adventure mate
- 1 regular swing set with two swings
- 1 t-swing with two swings
- 1 wave slide with chain climber
- 1 6' dinosaur slide
- 1 bike rack
- 3 park benches
- 18 picnic tables
- 4 picnic grills
- 1 pavilion
- 1 restroom
- 3 fire hydrants
- Waste receptacles

STRENGTHS:

- Public street frontage
- A variety of reasons to come to the park with perhaps the nicest playground in the system
- Paved parking

WEAKNESSES:

- But for the new playground, the other equipment in the park is outdated and should be removed
- Restrooms in this park are outdated and should be upgraded

OPPORTUNITIES:

- Designate this as one of the eight major parks in the system
- New equipment should be added and configured in one location rather than throughout the park. Scattering of the equipment detracts from the user experience as it requires too much of an effort to use it



18. Glenn Collins Memorial / Stonehenge

PARK LOCATION:

Belcher Road and Hommer Lane

PARK SIZE & TYPE:

3.4 acre community park

PARK FEATURES:

- 1 restroom
- 1 handicap picnic area
- 31 picnic tables
- 16 grills
- 4 park benches
- 1 regular swing set with two each swings
- 1 spring animal
- 1 volleyball court
- 1 basketball court
- 1 unlighted pavilion
- 1 swimming area
- Waste receptacles

STRENGTHS:

- Public street frontage
- Fishing dock that is frequently used

WEAKNESSES:

- Gravel parking

OPPORTUNITIES:

- Retain as a special use recreation area



19. Isaac Walton / Lake #1

PARK LOCATION:

Lake Road (dead end)

PARK SIZE & TYPE:

4.49 acre community park / recreation area (lake, camping, and picknicking activities)

PARK FEATURES:

- 1 regular swing set with two swings
- 1 8' slide
- 1 lighted pavilion
- 28 picnic tables
- 13 grills
- 1 swimming area
- 1 restroom
- 2 fire hydrants
- 15 camping sites
- Waste receptacles

STRENGTHS:

- Chip seal parking
- Public street frontage
- A unique area for lake-related activities that most communities cannot provide

WEAKNESSES:

- There is always a need for upgrades such as restrooms, but this site looks nice. It appears that the experience at this site would be typical for a lake area with lake #2 devoted to fishing only and lake #1 accommodating recreational boating and fishing
- There is a nice fishing dock that is well used

OPPORTUNITIES:

- Retain as a special use recreation area



20. Kidspace Park

PARK LOCATION:

Center and Wayne

PARK SIZE & TYPE:

3.5 acre community park

PARK FEATURES:

- 1 pavilion
- 14 picnic tables
- 1 play area with various activities
- 1 restroom
- 1 family restroom
- 6 trash receptacles

STRENGTHS:

- Public street frontage
- Paved parking
- A variety of reasons to come to the park
- The pavilion has electricity which is an advantage for users versus other pavilions in the system that do not have electricity
- The grass open field is used by those who like to fly kites and for informal games such as football. The open field is a plus for the park

WEAKNESSES:

- The wood playground is popular but the wood material does rot which is a natural problem with this piece of equipment
- Due to the layout of the playground, and the citizen concerns with security, it is easy for someone to hide inside or behind the playground
- The park is home for a skatepark. Given the average age of the user is likely to be between 14 and 16, there is a noticeable problem with graffiti and vandalism in the park
- The pavilion is dated, but it does have electricity which is an advantage for users

OPPORTUNITIES:

- Begin to educate the public that the playground will outlive its useful life in the near future
- Continue to upgrade the amenities in the park per the standard development package mentioned in this report
- Designate this as one of the eight major parks in the system



21. Woodland Veterans / Veterans Memorial Park

PARK LOCATION:

Highland and Broadway

PARK SIZE & TYPE:

6.87 acre community park

PARK FEATURES:

- 1 sculpture and memorials to the veterans
- 2 lighted tennis courts
- 1 volleyball court
- 1 swimming pool
- 1 10' slide
- 2 regular swing sets with four swings each
- 1 playground with a 4' slide, a spiral slide, a c-shaped parallel ladder, a climbing pole, and a tic-tac-toe block set
- 2 springed animals
- 1 bandstand with seating
- 1 restroom
- 1 handicapped accessible picnic area
- 30 picnic tables
- 6 fire hydrants
- Waste receptacles

STRENGTHS:

- Public street frontage
- Paved parking
- Mature shade trees
- A variety of things to do in the park
- Tennis courts are heavily used

WEAKNESSES:

- The band stand is aged and is being removed at this time
- There are far too many concrete tables in the park which results in clutter and an unsightly appearance
- The play equipment is old and should be removed
- There is a stem wall on the east side of the park that may have some historic significance; however, due to the drainage pipes that run through the wall and onto the adjacent parking, there is a constant mess in the area that the maintenance crew has to clean up. If park appearance trumps any historic significance of the wall, then it should be removed for a better option

OPPORTUNITIES:

- Remove old play equipment
- Re-design the stem wall on the east side
- Remove concrete picnic tables
- Work hard to not over-develop this attractive park



22. Lion's Club Park

PARK LOCATION:

Federal and Airport Drive

PARK SIZE & TYPE:

19.22 acre community/special use park

PARK FEATURES:

- 15 lighted baseball fields
- 3 baseball/soccer fields
- 1 concession stand
- 1 regular swing set with two regular and two tot swings
- 1 8' slide
- 1 merry-go-round
- 1 funnel ball
- 1 purple dinosaur adventure mate
- 1 spring animal
- 1 jumbo flyer adventure mate
- 1 handicap accessible e-z digger
- 1 each playground unit with a spiral slide, oval tube slide, lightning slide, horizontal ladder, oval crawl tube, and deep rung arch climber
- 1 playground unit with a general store, a park ranger panel wheel, and a marble maze
- 1 fire engine climber
- 1 lion drinking fountain
- 5 park benches
- 2 men's and women's restrooms
- 10 picnic tables
- 1 pavilion with two grills
- 6 fire hydrants
- Waste receptacles

STRENGTHS:

- Public street frontage
- Chip seal parking

WEAKNESSES:

- This playground is closed due its age/condition
- The YMCA manages and maintains the ballfields
- Based on the appearance of the athletic field complex, it appears that the maintenance is not good

OPPORTUNITIES:

- This is one of the eight major parks. It needs to be upgraded with the typical standard development package of restrooms, pavilion, and play equipment
- Re-visit the YMCA contract to search for ways to improve their commitment to the appearance of the athletic fields



23. Airport Track & Workout Area

TRACK LOCATION:

833 W Independence Street, with access through the parking lot located at 1644 N Pottenger Street; SW corner of the airport

TRACK SIZE & TYPE:

3.9 mile special use track

TRACK FEATURES:

- Multiple workout equipment throughout
- Numerous benches and waste receptacles

STRENGTHS:

- A level 10' wide paved track that is multi-purpose to accommodate pedestrians, joggers/runners, and bicyclists
- The track is sanctioned for 5k events and is also used by the high school for cross country events
- The track is located in a nice park which features community park amenities, including restrooms

WEAKNESSES:

- None evident

OPPORTUNITIES:

- The track is in the process of being lighted at this time, which will significantly expand its availability for evening users



24. Centennial Park and Museum

PARK LOCATION:

E. Main Street next to the Train Depot

PARK SIZE & TYPE:

2,000 sq. ft. mini/pocket park and museum

PARK FEATURES:

- Several memorial monuments

STRENGTHS:

- A nice memorial area

WEAKNESSES:

- Removed benches to serve as a distraction for the homeless using it as a place to hang out

OPPORTUNITIES:

- Continue to maintain it as a memorial park



25. Dockery Park

PARK LOCATION:

West Farrall and Highway 177

PARK SIZE & TYPE:

10 acre special use/athletic park

PARK FEATURES:

- 12 lighted softball fields
- 1 restroom
- 1 concession stand
- 2 picnic tables
- Waste receptacles

STRENGTHS:

- Public street frontage
- Paved parking

WEAKNESSES:

- None evident

OPPORTUNITIES:

- Retain this park for use of the athletic fields



26. Japanese Peace Garden

PARK LOCATION:

Airport Drive, north of Independence Street

PARK SIZE & TYPE:

2.5 acre special use horticultural garden

PARK FEATURES:

- This is a horticultural garden with diverse plantings

STRENGTHS:

- Strong community and volunteer support to maintain the garden

WEAKNESSES:

- Difficult to mow as the plantings are too close to allow the park mowers to maneuver between them.
- Although it is maintained by volunteers, communication between the city and the volunteers is critical

OPPORTUNITIES:

- Retain as a horticultural garden and maintain communication with volunteers



27. Kiwanis Park

PARK LOCATION:

End of Patterson Road north of Homer Lane Road on Lake #2

PARK SIZE & TYPE:

7.0 acre special use park

PARK FEATURES:

- 1 pavilion
- 2 waste receptacles
- 2 tables

STRENGTHS:

- The park is at the lake
- Its location at the lake with a pavilion provides a nice outdoor experience
- Used by the middle school with 300 students for an annual outdoor camp facilitated by the Game Warden. Activities introduce the students to archery, skeet shooting, fishing, and hiking

WEAKNESSES:

- No utilities - electricity nor running water
- No restrooms

OPPORTUNITIES:

- When restrooms and utilities are added, the Department intends to offer the pavilion for rental to Boy Scout groups and large family reunions.



28. Lake #2

PARK LOCATION:

Belcher and No. 2 Dam Road

PARK SIZE & TYPE:

0.93 acre special use park for lake activities

PARK FEATURES:

- 4 picnic tables
- 3 grills
- 1 regular swing set with two each swings
- 1 playground unit with one each 5' slide, an arch ladder, a set of parallel bars
- 1 unisex restroom
- 1 fire hydrant
- Waste receptacles

STRENGTHS:

- Public street frontage
- Chip seal parking
- Dedicated for fishing only

WEAKNESSES:

- There is always a need for upgrades such as restrooms, but this site looks nice. It appears that the experience at this site would be typical for a lake area with lake #2 devoted to fishing only and lake #1 accommodating recreational boating and fishing
- There is a nice fishing dock that is well used

OPPORTUNITIES:

- Retain as a special use recreation area



29. Mary Maxine Williamson Park

PARK LOCATION:

1900 W. Independence (near the Animal Shelter and the Exposition Center)

PARK SIZE & TYPE:

1 acre special use dog park

PARK FEATURES:

- Fenced area for dogs to run off leash

STRENGTHS:

- Basic design for a dog park
- The fence design is as it should be with an area for both larger and smaller animals

WEAKNESSES:

- No seating for users

OPPORTUNITIES:

- Retain as a special use park



30. Paul Duffield Tennis Complex

PARK LOCATION:

1000 block of N. Kennedy

PARK SIZE & TYPE:

1.78 acre special use tennis park

PARK FEATURES:

- 8 lighted tennis courts
- 1 water fountain
- Waste receptables

STRENGTHS:

- A sizeable number of courts in one location
- Public street frontage
- Paved parking

WEAKNESSES:

- No restrooms

OPPORTUNITIES:

- Retain this park to meet the tennis needs of the community



31. Twin Lakes Shooting Range

PARK LOCATION:

Patterson Road and Hardesty

PARK SIZE & TYPE:

10 acre special use target shooting park

PARK FEATURES:

- 4 shooting ranges with lights
- 2 picnic tables
- 1 restroom
- 1 water hydrant
- Waste receptacles

STRENGTHS:

- Public street frontage
- Lends itself to a unique recreation need in the community

WEAKNESSES:

- Gravel parking

OPPORTUNITIES:

- Retain the shooting range as a special use park



32. Chastain

PARK LOCATION:

Oakland and S. Harrison

PARK SIZE & TYPE:

0.85 acre undeveloped land

PARK FEATURES:

- Open greenspace

STRENGTHS:

- Provides scenic greenspace for nearby traffic

WEAKNESSES:

- None evident

OPPORTUNITIES:

- Retain this land as greenspace



33. Kenwood

PARK LOCATION:

Dawson and Independence

PARK SIZE & TYPE:

2.87 acre undeveloped land

PARK FEATURES:

- Wooded area that serves as a Bird Sanctuary

STRENGTHS:

- It is heavily wooded and that is exactly the way the neighbors want it

WEAKNESSES:

- None evident

OPPORTUNITIES:

- Nothing should be done to this property



34. Strickland

PARK LOCATION:

Oakland and S. Harrison

PARK SIZE & TYPE:

0.78 acre undeveloped land

PARK FEATURES:

- This site has one small backstop on it that staff is sure is never used

STRENGTHS:

- Provides greenspace

WEAKNESSES:

- The backstop is an eyesore

OPPORTUNITIES:

- The backstop should be removed as this park is on the list for removal of all amenities



35. Wyatt Park

PARK LOCATION:

SW corner of N. Kickapoo Road and Westech Road

PARK SIZE & TYPE:

10 acre undeveloped land

PARK FEATURES:

- This is an undeveloped site on a dead end road

STRENGTHS:

- Provides open greenspace

WEAKNESSES:

- May not be able to fully develop due to access/road requirements stipulated in the city code

OPPORTUNITIES:

- Retain as greenspace or sell/donate the property unless 39th Street or North Beard Street were extended, thereby creating through traffic instead of a dead-end. This would make future development easier



36. (160 Acre Tract of Land)

PARK LOCATION:

1/2 mile west of Kickapoo on Westech

PARK SIZE & TYPE:

160 acre community/regional undeveloped land

PARK FEATURES:

- Open greenspace

STRENGTHS:

- Large space with options for future private development

WEAKNESSES:

- For development of this land, it would require significant investment to fully incorporate infrastructure including utilities, roadways, etc.

OPPORTUNITIES:

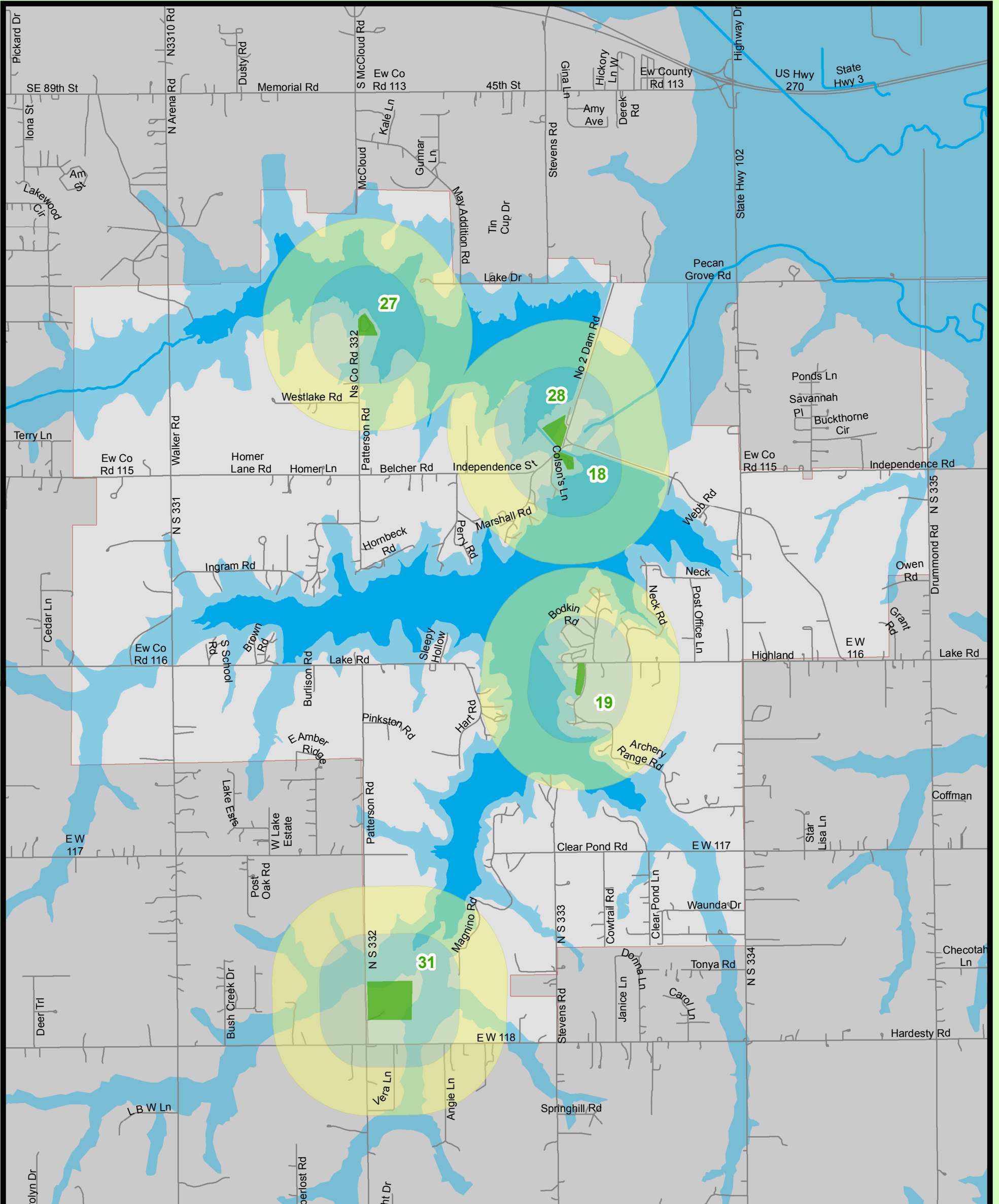
- At this point, there are no opportunities in the foreseeable future as a park, but potentially as a private development



Park System - Inventory & Analysis

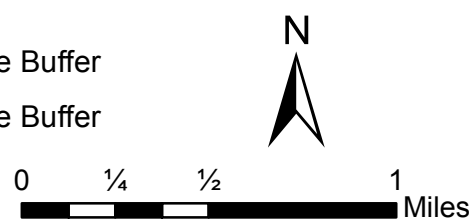
City of Shawnee, Oklahoma

Lake Vicinity



Legend

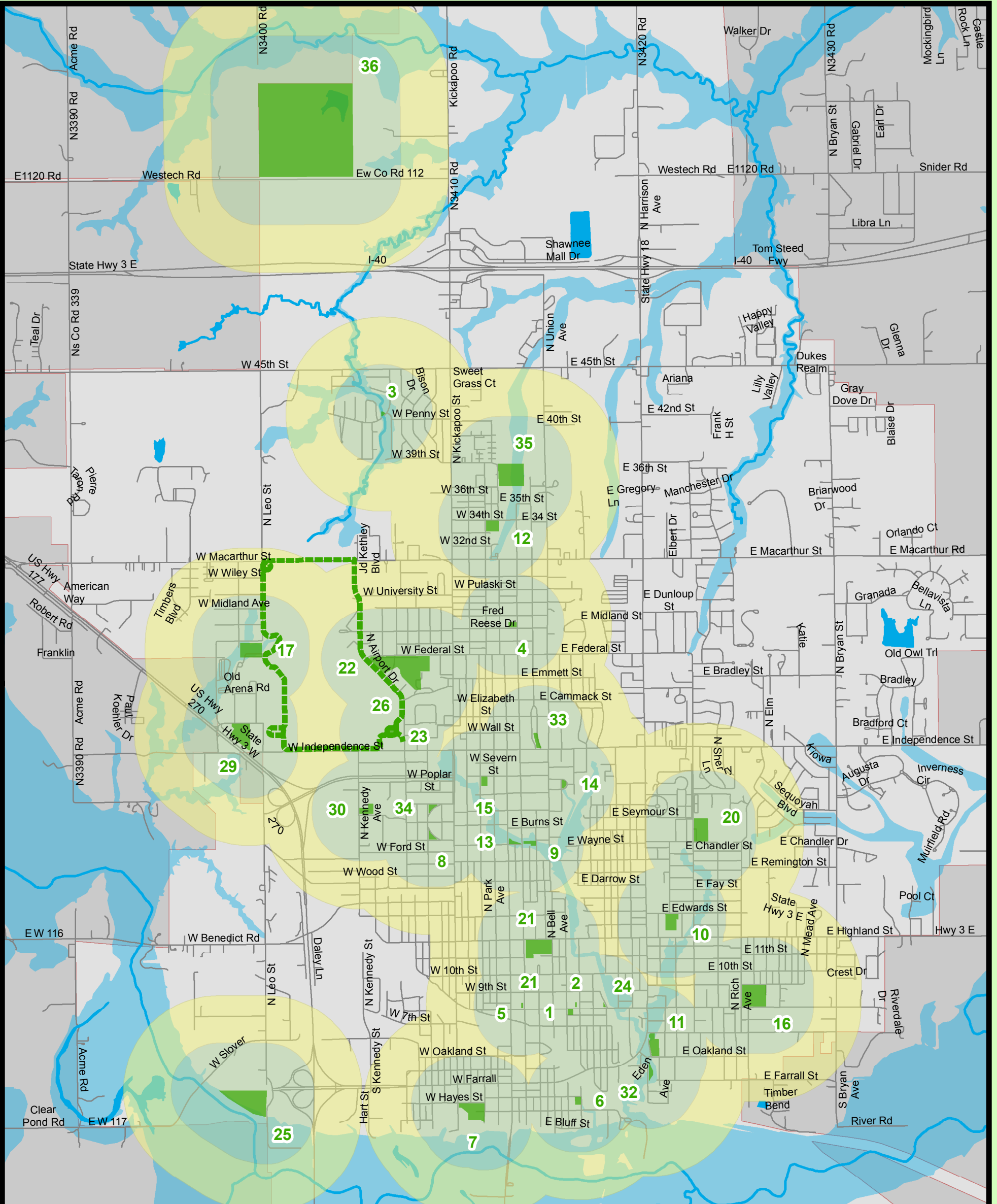
- Water Channels
- Water Bodies
- 100 Year Flood Zones
- Trails
- Parks
- Shawnee City Limits
- 1/4 Mile Buffer
- 1/2 Mile Buffer



Park System - Inventory & Analysis

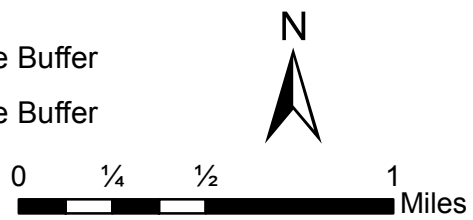
City of Shawnee, Oklahoma

Town Vicinity



Legend

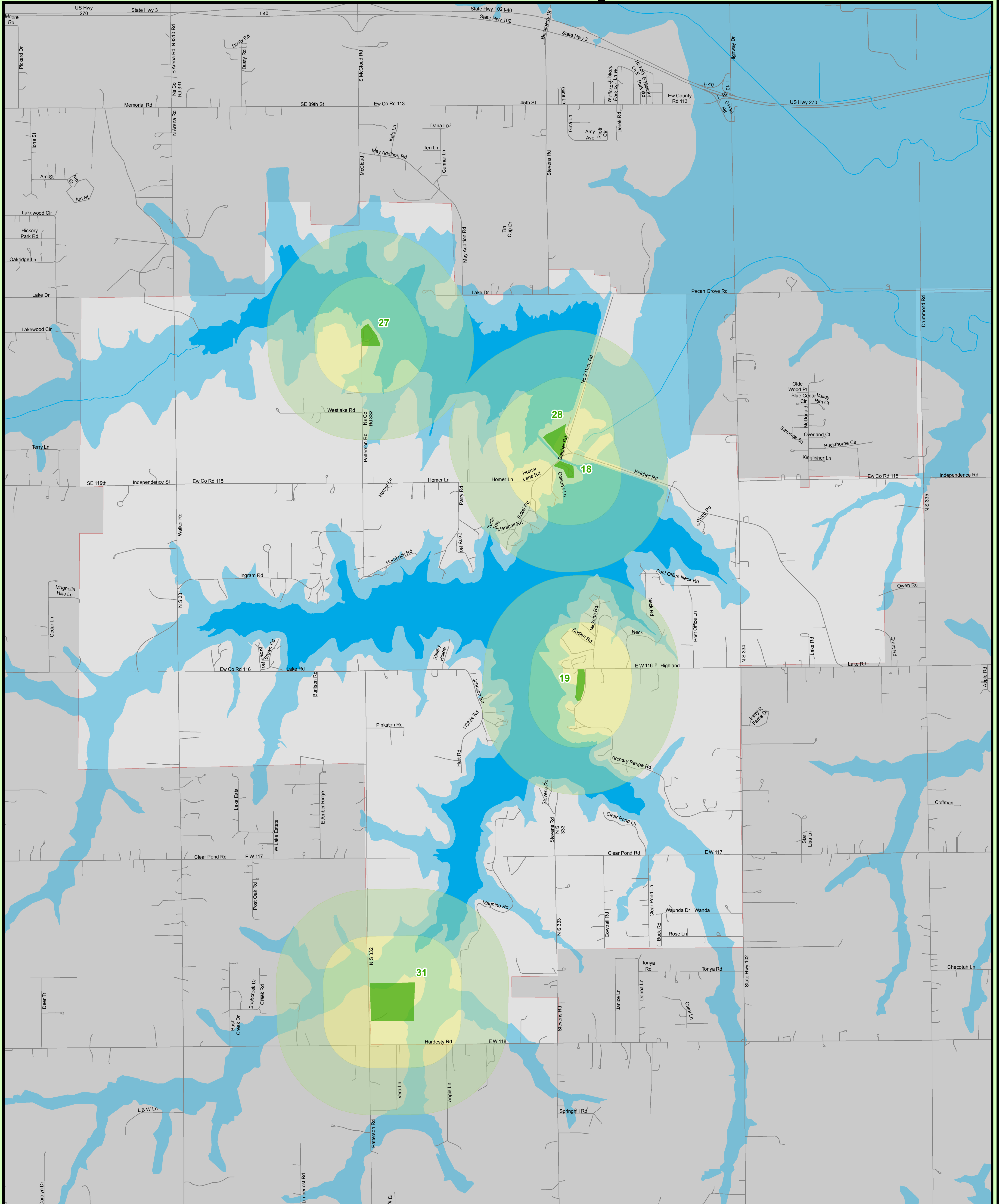
- Water Channels
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Park System - Inventory & Analysis


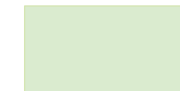
City of Shawnee, Oklahoma

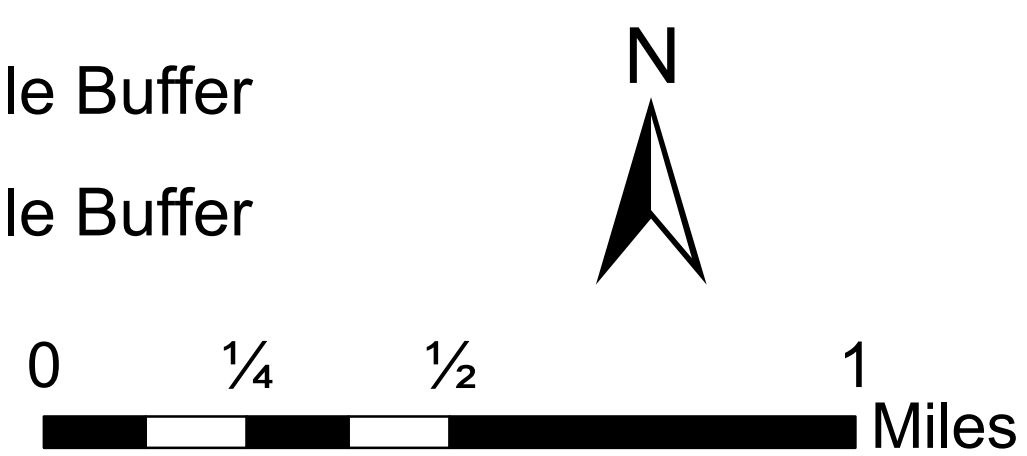
Lake Vicinity



Legend

-  Water Channels
-  Water Bodies
-  100 Year Flood Zones
-  Trails
-  Parks
-  Shawnee City Limits

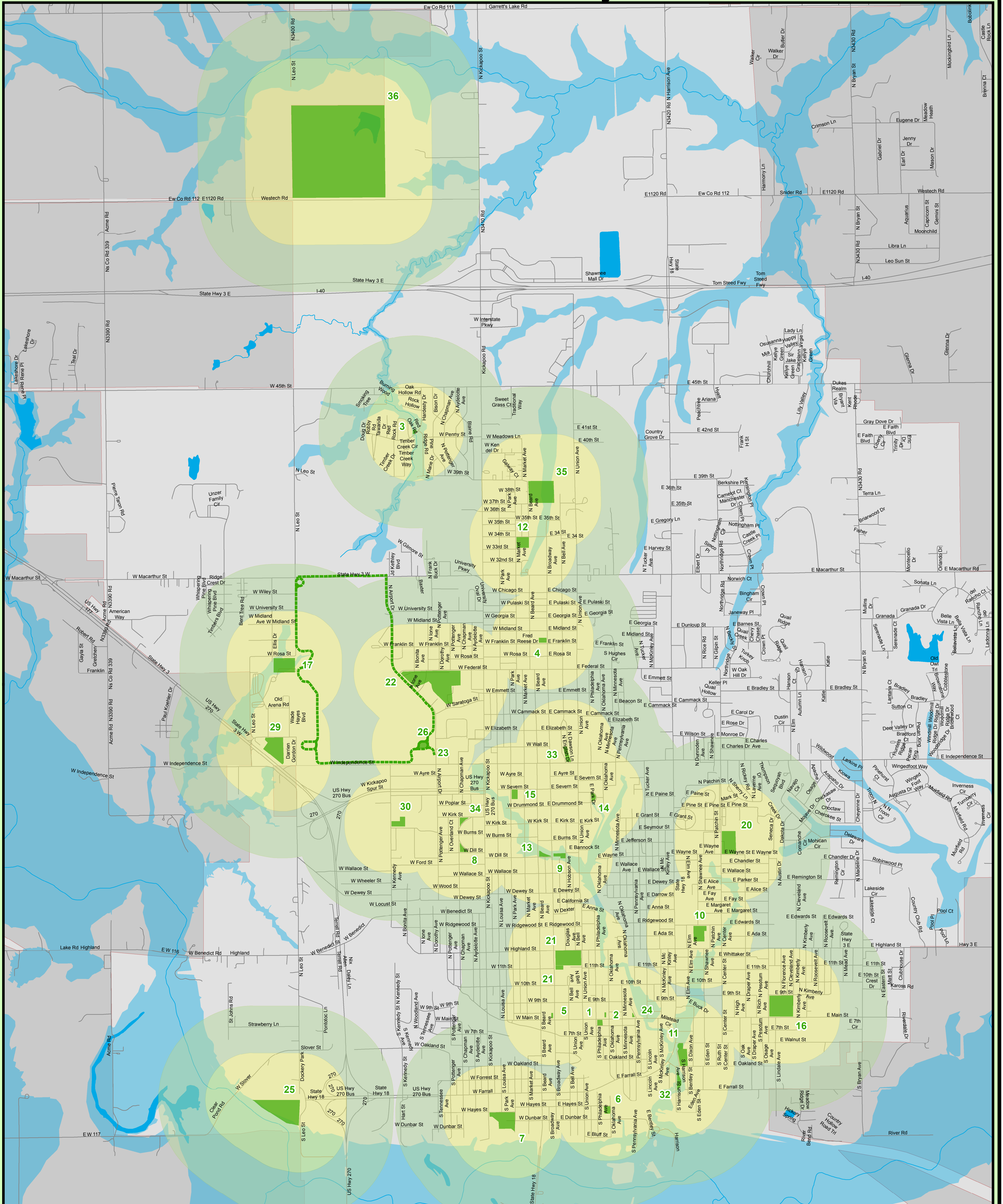
-  1/4 Mile Buffer
-  1/2 Mile Buffer








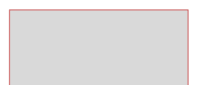

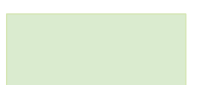
Park System - Inventory & Analysis

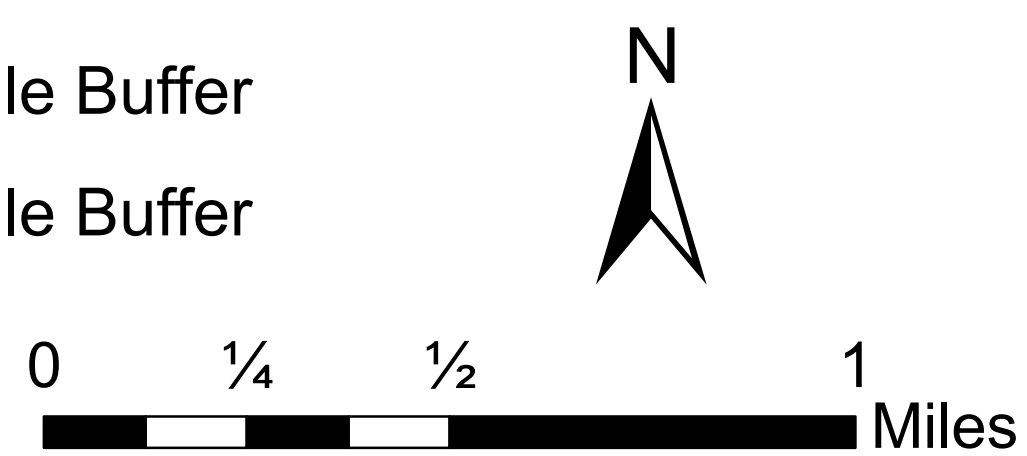
City of Shawnee, Oklahoma

Town Vicinity



Legend

-  Water Channels
-  Water Bodies
-  100 Year Flood Zones
-  Trails
-  Parks
-  Shawnee City Limits
-  1/4 Mile Buffer
-  1/2 Mile Buffer



Regular Board of Commissioners

8.

Meeting Date: 12/07/2015

Contract Rev Rec

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider approval of Community Service Contract Review Committee Recommendation to approve the contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit (COCAA/COTS) in the amount of \$60,000.00 for Fiscal Year July 1, 2015 thru June 30, 2016 to be paid in monthly increments, COCAA to provide monthly financial statements, the review of the contract to be put back on the normal cycle of the Contract Review Committee for FY2016-2017 and with the first payment including the back pay from July 1, 2015.

Attachments

Contract Rev Rec

Contract Rev COCAA Ltr

Contract Rev Avedis Ltr

Contract Rev COCAA Audit

Contract Rev Contract

RECOMMENDATIONS
COMMUNITY SERVICE CONTRACT REVIEW COMMITTEE
FROM THE NOVEMBER 23, 2015 MEETING

1. Discuss and consider contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit (COCAA/COTS).

RECOMMENDATION: To approve the contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit in the amount of \$60,000.00 for Fiscal Year July 1, 2015 thru June 30, 2016 to be paid in monthly increments, COCAA to provide monthly financial statements, the review of the contract to be put back on the normal cycle of the Contract Review Committee for FY2016-2017 and with the first payment including the back pay from July 1, 2015. (Increase from \$58,500.00 for FY2012-2013 contract).



Central Oklahoma Community Action Agency

Serving Cleveland, Lincoln, Logan, Payne,
Pottawatomie and Seminole Counties

November 12, 2015

Administration

405.275.6060

Justin Erickson

City Manager,

City of Shawnee

P.O Box 1468

Shawnee, OK. 74802

Central
Oklahoma
Transit
405.273.3000

Rx for OK
1.800.256.5940

Dear Mr. Erickson,

Client Services

Central Oklahoma Community Action Agency is requesting that the City of Shawnee reinstate funding for the Central Oklahoma Transit System this fiscal year.

Cleveland

405.701.2170

Lincoln

405.695.1630

Logan

405.695.1636

405.434.6100

Payne

405.624.2533

Pottawatomie

405.275.6060

Seminole

405.382.1800

The budget for Central Oklahoma Transit System is approximately \$600,000 annually. Until 2013 The City of Shawnee provided approximately \$60,000, per annum, in support of transportation services in the area. The City of Shawnee suspended support of the program citing the lack of a current audit and management concerns. Since that date the Central Oklahoma Community Action Agency has taken a wide range of steps to strengthen its management, financial condition and delivery of services. The Board of Directors applied to The Avedis Foundation for participation in the Avedis Non Profit Leadership Institute. This application was approved and the agency received a wide range of services through the Institute including an extensive organizational assessment, technical assistance, recommendations for strengthening Board and Management, financing, staff organization and program Development. The Board adopted the recommendations stemming from the self assessment and has acted to implement these recommendations.

Volunteers
Impacting
People
Program
405.275.7910

Currently, Central Oklahoma Community Action Agency has:

- 1) A current audit and has processes in place to insure timely audits each year;
- 2) An expanded Board of Directors that is actively engaged in Agency policy making;
- 3) A qualified Executive Director and Chief Fiscal Officer;
- 4) Secured continued funding from Federal and State Agencies (including Community Services Block Grant funding, State appropriated funds, and Department of Transportation and others.

During the period of lost funding from the City of Shawnee The Central Oklahoma Transit(COTS) System has continued to provide services to Shawnee and surrounding areas. Central Oklahoma Transit System provides approximately 22,000 rides per year. Of this total, approximately 65 % are to persons residing in Shawnee and Pottawatomie County. Local citizens use this transportation for employment, medical care, shopping, education and recreation.

While Central Oklahoma Transit System secures reimbursement for some transportation to medical care, no reimbursement is secured for transportation to employment, shopping, education and recreation and medical transportation services not reimbursable through Sooner Care. These non-reimbursable rides account for about 70 % of the rides delivered in Shawnee and Pottawatomie County . As a consequence, COTS has experienced a budget shortfall during this period which undermined the financial stability of the program and Central Oklahoma Community Action Agency as a whole. Current funding is not sufficient to cover this shortfall.

The Board of Directors has established a high priority on sustaining and providing transportation services to Shawnee, Pottawatomie County, and the surrounding area. Steps have been taken to increase financial viability and management of the COTS program. The Board has taken action to strengthen the program by securing financial support from The Avedis Foundation to match federal funds for up to five new vehicles to up-date the Cots fleet. Central Oklahoma Community Action Agency is willing to take the lead in convening partners, including The City of Shawnee, Citizen Pottawatomie Nation, business leaders, higher education leaders, career technology leaders and partners from surrounding areas to plan and implement a full range of transportation services for the area.

With improved planning and implementation of the steps mentioned above we believe that great strides can be made in meeting transportation needs in the area.

sincerely,



Gary Theilen

Executive Director

November 12, 2015

Mr. Justin Erickson, City Manager
City of Shawnee
PO Box 1448
Shawnee, OK 74802-1448

Re: Financial Support of Public Transportation via COTS/COCCA

Dear Justin:

The Avedis Foundation has supported, and continues to support, the Central Oklahoma Community Action Agency (COCAA) through the Avedis Non-profit Leadership Institute. COCAA serves as the fiscal agent for the Central Oklahoma Transit System (COTS) which provides public transportation to the area, primarily in Shawnee.

Avedis has supported COCAA and COTS financially with everything as basic as tires and transmissions for its fleet of vehicles to providing leadership and accounting assistance to build infrastructure in the organization. COCAA's audit is complete; various grants have been funded; and an Avedis grant is in place to provide financial support for experienced management over the next 3 years.

The Avedis Foundation has provided this support as it realizes the economic impact COCAA could have in Pottawatomie County and also in its designated counties of Payne, Lincoln, Cleveland, Logan and Seminole. Avedis also recognizes the great need in the county and the city of Shawnee for public transportation.

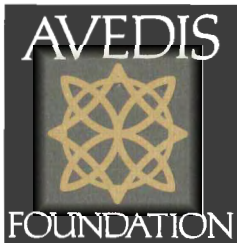
Past transportation records indicate that the residents of the city of Shawnee are the primary recipients of the public transit system, but the City is not presently supporting COTS financially.

We, respectfully, request that the City of Shawnee reinstate its financial support to COCAA/COTS to hopefully ensure the continuance of public transportation to those in need.

Sincerely,



Michelle Briggs, President



3903 N. Harrison
Shawnee, OK 74804

(405) 273-4055
www.avedisfoundation.org

We're here for
good.

Avedis Foundation Action Steps with COCAA:

- Avedis accepted COCAA into the Avedis Nonprofit Leadership Institute in November, 2014 to begin an internal quality improvement process. The agency was selected due to its untapped potential in securing state and federal funding streams and braiding public and private funding for the benefit of the community and county.
- Avedis contracted with Dr. Gary Theilen of Caring Communities Inc., whose credentials include serving in planning positions at the state level as well as director of a Community Action Agency. The intensive improvement process for COCAA has included mentoring, administrative support, financial oversight, rebuilding relationships with funders, and Board restructuring.
- Avedis was kept apprised of the developments within the agency by Caring Communities as the improvement process moved forward. Avedis provided targeted funding at critical intervals to save specific programs such as COTS.
- Avedis is a strong supporter of the efforts to strengthen transportation services in the area and has participated in numerous discussions with local and state officials.
- In June, 2015, Avedis Foundation funded a 3-year step down grant to COCAA to solidify quality leadership and help secure the future of the agency as an economic development tool for the area.
- Dr. Dennis Poole has been hired as the new COCAA Executive Director and will assume duties in January, 2016. Dr. Poole has served as Director for a Community Action Agency and is currently on staff at the University of South Carolina. A new CFO has also been hired.

Central Oklahoma Community Action Agency, Inc.
Shawnee, Oklahoma

*REPORT ON AUDIT OF FINANCIAL STATEMENTS
AND SUPPLEMENTAL INFORMATION*

For the Year Ended March 31, 2014

SAUNDERS & ASSOCIATES, PLLC

Certified Public Accountants

630 East 17th Street

P. O. Box 1406

Ada, Oklahoma 74820

(580) 332-8548

FAX: (580) 332-2272

Website: www.saunderscpas.com

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

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Saunders & Associates, PLLC

Certified Public Accountants

630 East 17th Street * P. O. Box 1406 * Ada, Oklahoma 74820 * (580) 332-8548 * FAX: (580) 332-2272
Website: www.saunderscpas.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Central Oklahoma Community Action Agency, Inc.

We have audited the accompanying financial statements of Central Oklahoma Community Action Agency, Inc. (a nonprofit organization), which comprise the statement of financial position as of March 31, 2014, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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.

Auditor's Responsibility

Our responsibility is to express an opinion 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 *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 auditor's 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 opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Central Oklahoma Community Action Agency, Inc. as of March 31, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Going Concern

The accompanying financial statements have been prepared assuming Central Oklahoma Community Action Agency, Inc. will continue as a going concern. As discussed in Note 14 to the financial statements, Central Oklahoma Community Action Agency, Inc.'s repeated operating losses have created severe deficits in working capital and in liquid net assets which raises substantial doubt about its ability to continue as a going concern. Management's plans regarding those matters are also described in Note 14. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion is not modified with respect to that matter.

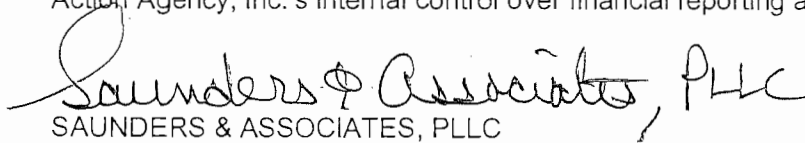
Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the financial statements. In addition, the accompanying supplemental information, as listed in the preceding table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required By Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 26, 2015 on our consideration of Central Oklahoma Community Action Agency, Inc.'s internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the 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 Central Oklahoma Community Action Agency, Inc.'s internal control over financial reporting and compliance.


SAUNDERS & ASSOCIATES, PLLC
Certified Public Accountants
Ada, Oklahoma

June 26, 2015

FINANCIAL STATEMENTS

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF FINANCIAL POSITION

March 31, 2014

ASSETS

Current Assets:

Accounts Receivable	\$ 249,360
Total Current Assets	<u>249,360</u>

Property, Plant & Equipment:

Property and Equipment	2,938,452
Accumulated Depreciation	<u>(1,138,097)</u>
Net Property, Plant & Equipment	<u>1,800,355</u>

Other Assets:

Certificate of Deposit - Restricted	53,604
Non-Current Receivable- COCAA Seminole Development	1,326
Deposits	<u>2,725</u>
Total Other Assets	<u>57,655</u>

TOTAL ASSETS \$ 2,107,370

LIABILITIES

Current Liabilities:

Cash (book overdraft)	\$ 62,147
Accounts Payable & Accrued Expenses	258,941
Payroll Liabilities:	
Taxes & Withholdings	114,935
Benefits & Withholdings	14,064
Wages	30,595
Accrued Leave	20,879
Tenant Deposits	2,686
Funding Due to Grantor	19,611
Current Portion of Long-Term Debt	<u>39,556</u>
Total Current Liabilities	<u>563,414</u>

Non-Current Liabilities:

Notes Payable	438,245
Less: Current Portion	<u>(39,556)</u>
Total Non-Current Liabilities	<u>398,689</u>

Total Liabilities 962,103

NET ASSETS

Unrestricted Net Assets	655,622
Temporarily Restricted Net Assets	<u>489,645</u>
Total Net Assets	<u>1,145,267</u>

TOTAL LIABILITIES AND NET ASSETS \$ 2,107,370

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF ACTIVITIES

For the Year Ended March 31, 2014

	Unrestricted	Temporarily Restricted	Total
<u>REVENUES</u>			
Federal Grants	\$ 0	\$ 1,775,678	\$ 1,775,678
State Grants	0	265,159	265,159
Local Grants	0	29,450	29,450
United Way	0	147,141	147,141
Program Income	0	487,449	487,449
Interest	230	0	230
Other	14,703	244,635	259,338
In-Kind Revenues	0	91,368	91,368
Net Assets Released from Restrictions - Satisfaction of Program Requirements	3,141,184	(3,141,184)	0
Total Revenues	3,156,117	(100,304)	3,055,813
<u>EXPENSES</u>			
Program Services:			
Transportation	589,003	0	589,003
Homeless Shelters	418,344	0	418,344
Weatherization	428,654	0	428,654
Community Outreach	1,353,331	0	1,353,331
Total Program Services	2,789,332	0	2,789,332
Supporting Services:			
General & Administrative	644,211	0	644,211
Total Expenses	3,433,543	0	3,433,543
Changes in Net Assets	(277,426)	(100,304)	(377,730)
Net Assets, March 31, 2013	954,346	589,949	1,544,295
Other Changes in Net Assets:			
Loss on Disposition of Property & Equipment	(21,298)	0	(21,298)
NET ASSETS, MARCH 31, 2014	\$ 655,622	\$ 489,645	\$ 1,145,267

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended March 31, 2014

<u>EXPENSES</u>	<u>General and Administrative</u>	<u>Weatherization</u>	<u>Community Outreach</u>
Personnel	\$ 235,605	\$ 145,407	\$ 484,251
Fringe Benefits	33,209	33,056	71,531
Administrative Allocation	12,336	0	0
Client Assistance	194	0	32,849
Contractual	8,241	56,175	11,698
Construction	0	0	110,153
Depreciation	144,986	0	0
Equipment	5,057	3,394	6,386
Fines and Penalties	104,203	0	1,260
Food	3,066	0	31,008
Health and Safety	0	10,160	0
Insurance	58,458	9,916	44,856
Interest	201	0	22,966
Licenses and Fees	15,897	392	2,072
Materials & Supplies	7,958	122,494	55,051
Occupancy	3,840	12,525	113,818
Office Expenses	11,662	6,567	85,057
Other	2,196	210	9,673
Pass-Through	0	0	43,892
Professional Fees	(7,856)	1,870	86,501
Repairs and Maintenance	2,343	3,563	24,587
Training	3,425	5,775	8,126
Travel	4,031	0	14,294
Vehicle Costs	(10,545)	17,150	6,145
Volunteers	5,704	0	39,426
In-Kind Expenses	0	0	47,731
TOTAL EXPENSES	\$ 644,211	\$ 428,654	\$ 1,353,331

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended March 31, 2014

<u>EXPENSES</u>	<u>Homeless Shelters</u>	<u>Transportation</u>	<u>Total Program Services</u>	<u>Total Expenses</u>
Personnel	\$ 202,632	\$ 354,310	\$ 1,186,600	\$ 1,422,205
Fringe Benefits	25,461	66,045	196,093	229,302
Administrative Allocation	0	0	0	12,336
Client Assistance	0	0	32,849	33,043
Contractual	1,762	0	69,635	77,876
Construction	0	0	110,153	110,153
Depreciation	0	0	0	144,986
Equipment	19,189	(11,271)	17,698	22,755
Fines and Penalties	0	0	1,260	105,463
Food	3,805	0	34,813	37,879
Health and Safety	0	0	10,160	10,160
Insurance	14,402	31,363	100,537	158,995
Interest	0	0	22,966	23,167
Licenses and Fees	263	715	3,442	19,339
Materials & Supplies	7,693	310	185,548	193,506
Occupancy	67,085	10,757	204,185	208,025
Office Expenses	14,641	18,880	125,145	136,807
Other	527	8,021	18,431	20,627
Pass-Through	0	0	43,892	43,892
Professional Fees	0	2,440	90,811	82,955
Repairs and Maintenance	11,628	15,610	55,388	57,731
Training	150	1,748	15,799	19,224
Travel	279	400	14,973	19,004
Vehicle Costs	5,190	89,675	118,160	107,615
Volunteers	0	0	39,426	45,130
In-Kind Expenses	43,637	0	91,368	91,368
TOTAL EXPENSES	\$ 418,344	\$ 589,003	\$ 2,789,332	\$ 3,433,543

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF CASH FLOWS

For the Year Ended March 31, 2014

Change in Net Assets	\$ (377,730)
<u>Increase (Decrease) From Operating Activities:</u>	
Depreciation Expense	144,986
(Increase) Decrease in Accounts Receivable	69,196
Increase (Decrease) in Accounts Payable & Accrued Expenses	103,114
Increase (Decrease) in Payroll Liabilities	38,017
Increase (Decrease) in Accrued Leave	(2,966)
Increase (Decrease) in Tenant Deposits	(1)
Increase (Decrease) in Funding Due to Grantor	19,341
Net Increase (Decrease) From Operating Activities	<u>(6,043)</u>
<u>Increase (Decrease) From Investing Activities</u>	
Proceeds from Disposal of Property & Equipment	3,105
Acquisitions of Property & Equipment	<u>(110,796)</u>
Net Increase (Decrease) From Investing Activities	<u>(107,691)</u>
<u>Increase (Decrease) From Financing Activities:</u>	
Cash (book overdraft)	62,147
Certificate of Deposit reclassified as restricted for loan collateral	(53,604)
Proceeds from Borrowing	50,000
Principal Payments on Long-Term Debt	<u>(43,143)</u>
Net Increase (Decrease) From Financing Activities	<u>15,400</u>
Net Increase (Decrease) in Cash	(98,334)
Cash Balance, March 31, 2013	<u>98,334</u>
CASH BALANCE, MARCH 31, 2014	<u>\$ 0</u>

Notes to Statement of Cash Flows:

- (1). Current year interest expensed in the Statement of Activities totaled \$23,167.
- (2). Current year acquisitions of property and equipment were two 15-passenger buses for use in the agency's transportation program. Of the total cost, \$91,961 was a result of a non-cash grant award.

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2014

NOTE 1: ORGANIZATION

Central Oklahoma Community Action Agency, Inc. (COCAA), originally organized as Action, Incorporated is a nonprofit corporation established under the laws of the State of Oklahoma. Central Oklahoma Community Action Agency, Inc. was established to assist in developing, executing, and coordinating plans and programs authorized under the Economic Opportunity Act of 1964, and its subsequent amendments and other federal, state, and local laws and programs to alleviate poverty. The programs supported by COCAA include homeless shelters, food closets, transitional housing, transportation services, food cost reimbursements to in-home child care providers, community centers, health clinics, and other services to promote self-sufficiency in low-income persons. These services are funded by various federal and state grants, as well as local government and private entity contracts, private grants, donations, and fees from those persons served. COCAA provides services in Pottawatomie, Cleveland, Logan, Payne, Seminole, and Lincoln Counties.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Income Taxes and Uncertain Tax Positions

Income Tax Status – The Central Oklahoma Community Action Agency, Inc. (COCAA) qualifies as an organization exempt from income taxes under Section 501(c)(3) of the *Internal Revenue Code* and is subject to a tax on income from any unrelated business, as defined by Section 509(a)(1). COCAA currently has no unrelated business income. Accordingly, no provision for income taxes has been recorded.

COCAA has adopted the recognition requirements for uncertain income tax positions as required by generally accepted accounting principles. Income tax benefits are recognized for income tax positions taken or expected to be taken in a tax return only when it is determined that the income tax position will more-likely-than-not be sustained upon examinations by taxing authorities. COCAA has analyzed tax positions taken for filing with the Internal Revenue Service and the Oklahoma Tax Commission and that income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse effect on the financial condition, results of operations, or cash flows. Accordingly, COCAA has not recorded any reserves, or related accruals for interest and penalties for uncertain income tax positions. Additionally, COCAA is subject to routine audits by taxing authorities for as far back as the previous three filing periods. There are currently no audits for any tax periods in progress.

Basis of Accounting – The financial statements are presented using the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when incurred.

Basis of Presentation – The organization is required to report information regarding its financial position and activities according to three classes of net assets; unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Accordingly, net assets of the organization and changes therein are classified and reported as follows:

Unrestricted Net Assets – Net assets that are not subject to donor imposed stipulations.

Temporarily Restricted Net assets – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the organization and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2014

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Permanently Restricted Net Assets – Net assets subject to donor-imposed stipulations that may be maintained permanently by the organization. Generally, the donors of these assets permit the organization to use all or part of the income earned on any related investments for general or specific purposes.

COCAA has no permanently restricted net assets. Therefore, that classification has been omitted.

In addition, the organization is required to present a statement of cash flows.

Restricted and Unrestricted Revenue and Support – Grants and donations received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any grantor or donor restrictions. Support that is restricted by the grantor or donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Estimates – The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Property, Plant and Equipment – Property, plant and equipment expenditures for an individual item of \$5,000 or more are capitalized at cost, or if donated, at the estimated fair market value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets as follows: equipment-5 to 7 years; building-39 years; vehicles-5 to 7 years. Those items purchased with grant funds, which represents a substantial portion of property, plant and equipment, will revert to the grantor if the program is discontinued.

In-Kind and Match Revenues and Expenses – Certain grants require in-kind and/or cash matching funds. COCAA utilizes the fair market value of office space, furniture and equipment, and donated services as in-kind expenses. In-kind matching funds are included in both revenues and expenses.

NOTE 3: CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of cash on hand, demand deposits, and time deposits maintained at financial institutions insured by the Federal Deposit Insurance Corporation (FDIC). Deposits are carried at cost. Bank balances at year-end are categorized as follows to give an indication of the level of risk assumed by the organization.

<u>Category</u>	<u>Balance Per Bank</u>
1) Insured or collateralized with securities held by the organization or by its agent in the organization's name.	\$ 65,462
2) Collateralized with securities held by the pledging financial institution's trust department.	0
3) Uncollateralized	0
TOTAL	<u>\$ 65,462</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2014

NOTE 3: CASH AND CASH EQUIVALENTS, CONTINUED

COCAA has a \$50,000 bank line of credit which matures February 23, 2015. Amounts borrowed under this agreement bear interest at the rate of 3.25%. At March 31, 2014, the full \$50,000 was outstanding on this line. The line is secured by a certificate of deposit held in an account at the same financial institution. The balance of the certificate of deposit at March 31, 2014 was \$53,604, and is included in the statement of financial position as restricted cash.

NOTE 4: PROPERTY, PLANT AND EQUIPMENT

	<u>03/31/13</u>	<u>Additions</u>	<u>Dispositions</u>	<u>03/31/14</u>
Land	\$ 226,946	\$ 0	\$ 0	\$ 226,946
Buildings	1,470,737	0	0	1,470,737
Building Improvements	219,515	0	0	219,515
Equipment	190,901	0	(4,808)	186,093
Vehicles	<u>766,155</u>	<u>110,796</u>	<u>(41,790)</u>	<u>835,161</u>
Total	<u>\$ 2,874,254</u>	<u>\$ 110,796</u>	<u>\$ (46,598)</u>	<u>\$ 2,938,452</u>
Accumulated Depreciation	<u>\$ 1,015,306</u>	<u>\$ 144,986</u>	<u>\$ (22,195)</u>	<u>\$ 1,138,097</u>

Current year depreciation totaled \$144,986 and was charged to General Fund #990.

NOTE 5: NOTES PAYABLE

At March 31, 2014 long-term debt was comprised of the following:

	<u>Balance</u> <u>03/31/14</u>	<u>Current</u> <u>Year</u> <u>Interest</u>
7.5% note payable to First United Bank, original loan October 30, 2008 for \$118,144 payable in 60 monthly payments of \$1,425 maturing November 1, 2013. The note was refinanced through December 2018 at 6%. The loan is secured by real property.	\$ 55,056	\$ 3,608
\$165,000 note payable to BancFirst, dated January 23, 2008 at 6.5% Principal and interest is payable in monthly installments of \$1,260. All outstanding principal and accrued interest due at maturity on April 23, 2023. The loan is secured by real property.	114,371	4,758
6.0% note payable to First United Bank, original loan October 14, 2008 for \$324,800 was modified October 24, 2011. The loan is secured by real property. The note refinanced an additional \$28,204 for the purchase of property. The new term of the loan is through November 2025 with monthly principal and interest payments of \$1,879.	124,819	8,234

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2014

NOTE 5: NOTES PAYABLE, CONTINUED

	<u>Balance</u> <u>03/31/14</u>	<u>Current</u> <u>Year</u> <u>Interest</u>
\$112,000 note payable to First United Bank at 6%, principal and accrued interest due November 2025 in minimum monthly installments of \$956.	93,315	5,134
\$15,035 note payable to First United Bank at 6% dated April 2012. Requires 24 monthly payments of \$667, maturing April 2014	684	279
\$50,000 line of credit payable to BancFirst dated June 23, 2013 at 3.35%, with principal and interest due February 2014. The entire balance was refinanced at 3.25% for an additional 12 months through February 2015, then again through February 2016. All outstanding principal and interest is due February 2016. The loan is secured by a certificate of deposit held at BancFirst.	<u>50,000</u>	<u>1,154</u>
	<u>\$ 438,245</u>	<u>\$ 23,167</u>

Maturities of long-term debt for the next five years and thereafter are as follows:

<u>Year Ending</u> <u>March 31,</u>	
2015	\$ 39,556
2016	92,307
2017	44,961
2018	38,420
2019	34,018
Thereafter	<u>188,983</u>
	<u>\$ 438,245</u>

Total interest expensed on all notes totaled \$23,167 for the year ended March 31, 2014.

NOTE 6: RETIREMENT PLAN

COCAA provides a 401(k) retirement plan for eligible employees. Employees are vested after one year of service and contributions are matched at 25%. After two years, COCAA will match 50%, three years 75%, and 100% match after four years. For the year ended March 31, 2014, employees contributed \$19,060 and COCAA matched \$24,049.

NOTE 7: CONTINGENT LIABILITIES

COCAA participates in a number of federally assisted programs. These programs are audited in accordance with *Government Auditing Standards* and the *Single Audit Act Amendments of 1996*, if applicable, in accordance with the required levels of Federal Financial assistance. Audits of prior years have not resulted in any significant disallowed costs; however, grantor agencies may provide for further examinations.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2014

NOTE 7: CONTINGENT LIABILITIES, CONTINUED

COCAA is the defendant in ongoing litigation. The amount in controversy for each matter exceeds \$10,000. The total liability, if any, from the pending litigation cannot be reasonably determined. Therefore, no provisions for loss or associated costs have been included in the financial statements.

NOTE 8: ECONOMIC DEPENDENCY

COCAA receives a significant portion of its revenue from funds provided through federal and state grants. The grant amounts are appropriated each year by the federal and state agencies. If significant budget cuts are made at the federal and/or state level, the amount of the funds the organization receives could be reduced significantly and have an adverse impact on its operations.

NOTE 9: LEASES

The organization leases certain real property with terms extending beyond one year. The leases are classified as operating leases with subsequent year obligations totaling \$50,950 and \$12,943 for the years ending March 31, 2015 and 2016. Rental expense for leased property for the year ended March 31, 2014 was \$92,635.

NOTE 10: COCAA SEMINOLE DEVELOPMENT

COCAA Seminole Development is a 501(c)(3) non-profit entity organized by COCAA for the purpose of constructing and operating an apartment complex under Section 202 of the National Housing Act. COCAA provided funds necessary for the minimum required investment to begin the project. Additionally, other costs associated with the project were also fronted until reimbursements from HUD were approved and advances on the loan were made to the Project. At March 31, 2014, \$1,326 was due to COCAA for the COCAA Seminole Development Project.

NOTE 11: RELATED PARTY TRANSACTIONS

COCAA provided services to individuals who were related to management or the governing body. Services provided to the related persons included medical care, financial counseling, housing assistance, food, life skills training, weatherization assistance, energy efficiency education, tax preparation, utility assistance, transportation and rent/mortgage assistance. The Board of Directors approves all such transactions.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2014

NOTE 12: FUNDING DUE TO GRANTOR

At March 31, 2014, COCAA had received grant funding in excess of grant expenditures on the following contracts:

<u>COCAA Fund No.</u>	<u>Contract No.</u>	<u>Contract End Date</u>	<u>Amount</u>
210	15268 DOE 12	03/31/13	\$ 912 (A)
220	15402 DHS 12	09/30/13	12,384 (B)
250	15029 ONG 12	12/31/12	824 (C)
350	13922 SHPRP 09	06/30/12	4,843 (D)
910	14989 CSBG 12	09/30/13	648 (E)
			<u>\$ 19,611</u>

(A) Result of disallowed phone costs charged to the contract. This amount was subsequently remitted to the Oklahoma Department of Commerce.

(B) Result of the following:

\$ 164	Disallowed phone costs charged to the contract. This amount was subsequently remitted to the Oklahoma Department of Commerce.
9,827	Excess receipt of contract funding over reported expenditures.
<u>2,393</u>	Payables voided/refunds received on contract expenditures claimed.
<u>\$ 12,384</u>	

(C) Result of credit issued on contract expenditures claimed.

(D) Excess of receipts of contract funds over expenditures reported. This amount was subsequently remitted to the Oklahoma Department of Commerce.

(E) Result of disallowed phone (\$146) and travel (\$147) charged to the contract. These amounts were subsequently remitted to the Oklahoma Department of Commerce. Additionally, \$355 of contract expenditures have been identified which were refunded by vendors and/or charged in error to the contract.

NOTE 13: SUBSEQUENT EVENTS

Delinquent Tax Payments - COCAA officials signed a \$106,507 installment agreement with the Internal Revenue Service dated June 24, 2014 for delinquent payroll taxes. The installment agreement is for payroll tax deposits covering various payroll periods during 2013 and 2014. Monthly payments of \$5,000 were required beginning on July 21, 2014 through the payoff of the total of the tax, delinquent penalties and accrued interest.

In order to fulfill the installment obligation, COCAA sold various properties owned in Norman, Oklahoma. Properties sold were used in the agency's housing operations and are reported in the current statement of financial position under property, plant and equipment with a cost basis of \$155,553. Net proceeds from the sales, approximately \$55,584 after satisfaction of mortgages, were applied to the installment obligation. The final payment on the agreement was paid by COCAA during January 2015.

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2014

NOTE 13: SUBSEQUENT EVENTS, CONTINUED

Termination of RSVP Programs – As a result of the ongoing tax matters through 2014, COCAA's contract for the Retired and Senior Volunteer (RSVP) program funded by the Corporation for National and Community Service was not renewed after March 31, 2014. Subsequently, COCAA's contract with the Oklahoma Department of Human Services for the State RSVP program was terminated due to the loss of the federal contract. Neither the federal or state contracting agencies fulfilled the remainder of the expenditures claimed for the period and incurred by COCAA. In total, COCAA expended \$56,522 for the Federal and \$13,646 State RSVP contracts which were not reimbursed. Budgeted activity for the programs was approximately \$85,000 and \$57,000 per year for the Federal and State contracts, respectively.

Date of Management Evaluation – Management of COCAA has evaluated subsequent events through June 26, 2015, which is the date the financial statements were available to be issued.

NOTE 14: GOING CONCERN

COCAA's operating deficits in the current and past several years have significantly diminished the availability of working capital and liquid unrestricted net assets. Such limited resources to meet current obligations provide uncertainty as to COCAA's ability to continue as a going concern.

Currently, the majority of COCAA's revenues are derived from grantor agencies for either ongoing operations or for programmatic cost reimbursements – neither of which are viable options to restore working capital and unrestricted liquidity. In order to do so, COCAA must obtain a significant source of unrestricted resources with consistent growth for the next several operating cycles. In the interim, COCAA's ability to obtain working capital for the short-term is hindered by the ability to obtain further credit and to sell unused property, as the majority of COCAA's property is either pledged as collateral for existing debt or which federal and state grantor agencies retain reversionary interests.

Management plans to address the ongoing operating deficits through program rescissions and terminations, adding new programs, selling unrestricted property, and seeking additional funding from grantors and private donors.

Saunders & Associates, PLLC

Certified Public Accountants

630 East 17th Street * P. O. Box 1406 * Ada, Oklahoma 74820 * (580) 332-8548 * FAX: (580) 332-2272
Website: www.saunderscpas.com

INDEPENDENT AUDITOR'S 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

Board of Directors
Central Oklahoma Community Action Agency, Inc.

We have audited, 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 Central Oklahoma Community Action Agency, Inc. (a non-profit organization), which comprise the statement of financial position as of March 31, 2014, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 26, 2015

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Central Oklahoma Community Action Agency, Inc.'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Central Oklahoma Community Action Agency, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Central Oklahoma Community Action Agency, Inc.'s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist and were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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. We consider the deficiencies 2014-001, 2014-002, 2014-005, 2014-006, and 2014-007, described in the accompanying schedule of findings and questioned costs to be material weaknesses.

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. We consider the deficiencies, 2014-003, described in the accompanying schedule of findings and questioned costs to be significant deficiencies.

We noted certain other matters that we reported to management of central Oklahoma Community Action Agency, Inc. in a separate letter dated June 26, 2015.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Central Oklahoma Community Action Agency, Inc.'s financial statements are free of 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2014-004.

Central Oklahoma Community Action Agency, Inc.'s Responses to Findings

Central Oklahoma Community Action Agency, Inc.'s responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Central Oklahoma Community Action Agency, Inc.'s responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

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 our testing, and not to provide an opinion on the effectiveness of Central Oklahoma Community Action Agency, Inc.'s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Central Oklahoma Community Action Agency, Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


SAUNDERS & ASSOCIATES, PLLC
Certified Public Accountants
Ada, Oklahoma

June 26, 2015

Saunders & Associates, PLLC

Certified Public Accountants

630 East 17th Street * P. O. Box 1406 * Ada, Oklahoma 74820 * (580) 332-8548 * FAX: (580) 332-2272
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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

Board of Directors
Central Oklahoma Community Action Agency, Inc.

Report on Compliance for Each Major Federal Program

We have audited Central Oklahoma Community Action Agency, Inc.'s compliance with the types of compliance requirements described in the *OMB Circular A-133, Compliance Supplement* that could have a direct and material effect on each of Central Oklahoma Community Action Agency, Inc.'s major federal programs for the year ended March 31, 2014. Central Oklahoma Community Action Agency, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Central Oklahoma Community Action Agency, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Central Oklahoma Community Action Agency, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Central Oklahoma Community Action Agency, Inc.'s compliance with those requirements.

Basis for Qualified Opinion on CFDA 93.569 Community Services Block Grant and CFDA 93.568 Low Income Home Energy Assistance Weatherization

As described in the accompanying schedule of findings and questioned costs, Central Oklahoma Community Action Agency, Inc. did not comply with requirements regarding CFDA 93.569 Community Services Block Grant and CFDA 93.567 Low Income Home Energy Assistance Weatherization as described in finding numbers 2014-008 for Cash Management and Period of Availability and 2014-009 for Reporting. Compliance with such requirements is necessary, in our opinion, for Central Oklahoma Community Action Agency, Inc. to comply with the requirements applicable to these programs.

Qualified Opinion on CFDA 93.569 Community Services Block Grant and CFDA 93.568 Low Income Home Energy Assistance Weatherization

In our opinion, except for the noncompliance described in the "Basis for Qualified Opinion" paragraph, Central Oklahoma Community Action Agency, Inc. complied, in all material respects with the types of compliance requirements referred to above that could have a direct and material effect on CFDA 93.569 Community Services Block Grant and CFDA 93.568 Low Income Home Energy Assistance Weatherization for the year ended March 31, 2014.

Other Matters

The results of our auditing procedures disclosed other instances of noncompliance, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as item 2014-003. Our opinion on each major federal program is not modified with respect to these matters.

Central Oklahoma Community Action Agency, Inc.'s responses to the noncompliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Central Oklahoma Community Action Agency, Inc.'s responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

Report on Internal Control Over Compliance

Management of Central Oklahoma Community Action Agency, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Central Oklahoma Community Action Agency, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with *OMB Circular A-133*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Central Oklahoma Community Action Agency, Inc.'s internal control over compliance.


Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2014-008 and 2014-009 to be material weaknesses.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2014-003 to be a significant deficiency.

Central Oklahoma Community Action Agency, Inc.'s responses to the internal control over compliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Central Oklahoma Community Action Agency, Inc.'s responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirement of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Saunders & Associates, PLLC".

SAUNDERS & ASSOCIATES, PLLC
Certified Public Accountants
Ada, Oklahoma

June 26, 2015

SUPPLEMENTAL INFORMATION

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended March 31, 2014

Federal Grantor Pass-Through Grantor/Program Title	Fund No.	Period	CFDA No.	Grantor No.	Expenditures
U. S. Department of Health and Human Services:					
<u>Oklahoma Department of Commerce:</u>					
Low-Income Home Energy Assistance	220	10/01/12 09/30/13	93.568	15402 DHS 12	\$ 232,074
Low-Income Home Energy Assistance	221	10/01/13 09/30/14	93.568	15750 DHS 13	56,570
Community Services Block Grant	910	01/01/12 - 09/30/13	93.569	14989 CSBG 12	(648)
Community Services Block Grant	910	01/01/14- 09/30/15	93.569	15867 CSBG 14	50,141
Community Services Block Grant	901	10/01/13 - 09/30/14	93.569	15734 CSBG 13	2,667
Community Services Block Grant	901	10/01/12 - 09/30/13	93.569	15332 CSBG 12	4,000
Community Services Block Grant	900	01/01/13 - 09/30/14	93.569	15434 CSBG 13	642,087
<u>Oklahoma Association of Community Action Agencies</u>					
Free Tax Preparation Assistance	890	01/01/13 - 06/30/13	93.569	2013 OADP/ODOC COCAA	5,068
Free Tax Preparation Assistance	892	02/01/14 - 06/30/14	93.569	2014 OADP/ODOC COCAA	2,064
Total U. S. Department of Health & Human Services					<u>994,023</u>
U. S. Department of Transportation					
<u>Oklahoma Department of Transportation:</u>					
Section 5311 Transportation	500	10/01/13 - 09/30/14	20.509	FY 13/14	115,851
<u>Oklahoma Department of Human Services</u>					
Section 5310 Transportation	500	N/A	20.513	N/A	91,961
Total U. S. Department of Transportation					<u>207,812</u>
U. S. Department of Energy					
<u>Oklahoma Department of Commerce:</u>					
DOE Weatherization Assistance Program	210	04/01/12 - 03/31/13	81.042	15268 DOE 12	(912)
DOE Weatherization Assistance Program	211	04/01/13 - 03/31/14	81.042	15789 DOE 13	173,833
Total U.S. Department of Energy					<u>172,921</u>

* See accompanying notes to this schedule.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended March 31, 2014

Federal Grantor Pass-Through Grantor/Program Title	Fund No.	Period	CFDA No.	Grantor No.	Expenditures
Corporation for National & Community Service					
Retired and Senior Volunteer Program - Pott. Co	820	07/01/10- 03/31/14	94.002	10SRWOK003	23,812
Retired and Senior Volunteer Program - Cleveland County	820	01/01/11- 03/31/14	94.002	11SRWOK001	309
Total Corporation for National & Community Service					<u>24,121</u>
U.S. Department of Homeland Security					
<u>Emergency Food and Shelter Program:</u>					
Seminole County Phase 31	400	04/01/13- 06/30/14	97.024	705400-001	1,301
Pottawatomie County Phase 31	400	04/01/13- 03/31/14	97.024	704400-002	12,374
Cleveland County Phase 31	400	06/01/13- 03/31/14	97.024	693000-001	2,491
Cleveland County Phase 30	400	02/01/12- 05/31/13	97.024	693000-001	13,377
Lincoln County Phase 31	400	04/01/13- 03/31/14	97.024	699200-001	2,500
Payne County Phase 31	400	04/01/13- 06/30/14	97.024	703800-001	1,500
Total U. S. Department of Homeland Security					<u>33,543</u>
U. S. Department of Housing and Urban Development					
Supportive Housing - MOH Permanent	620	10/01/12 - 09/30/13	14.235	OK0001B6I001104	13,843
Supportive Housing - MOH Permanent	620	10/01/13 - 09/30/14	14.235	OK0001L6I001205	15,933
Supportive Housing - MOH Transitional	610	06/01/12- 05/31/13	14.235	OK0002B6I001104	11,753
Supportive Housing - MOH Transitional	610	6/01/2013 - 05/31/14	14.235	OK0002L6I001205	15,851
Supportive Housing - MOH Stillwater Trans. Apts.	630	08/01/12- 07/31/13	14.235	OK0059B6I001102	37,076
Supportive Housing - MOH Stillwater Trans. Apts.	630	08/01/13- 07/31/14	14.235	OK0059L6I001203	24,046
Supportive Housing - MOH Veterans	640	09/01/12- 08/31/14	14.235	OK0076B6I001100	30,079
Supportive Housing - Norman Permanent	680	11/01/11- 10/31/13	14.235	OK0069B6I041000	20,784
Supportive Housing - Norman Permanent	680	11/01/13- 10/31/14	14.235	OK0069L6I041201	9,833
<u>Passed Through Oklahoma Department of Commerce</u>					
Emergency Shelter Grant	321	10/01/13- 12/31/14	14.231	15744 ESG 13	4,125

* See accompanying notes to this schedule.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended March 31, 2014

Federal Grantor Pass-Through Grantor/Program Title	Fund No.	Period	CFDA No.	Grantor No.	Expenditures
<u>Passed Through Oklahoma Housing Finance Agency</u>					
Home Investment Partnership Programs	690	01/18/12- 01/31/14	14.239	1405 HOME 11	16,165
Home Investment Partnership Programs	695	07/18/12- 01/31/14	14.239	1425 HOME 12	119,235
<u>Passed Through City of Norman, Oklahoma</u>					
Food Pantry	380	07/01/12 - 06/30/13	14.218	K-1213	<u>15,800</u>
Total U. S. Department of Housing and Urban Development					<u>334,523</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS					\$ <u><u>1,766,943</u></u>

* See accompanying notes to this schedule.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF EXPENDITURES OF STATE AWARDS

For the Year Ended March 31, 2014

State Grantor/Program Title	Fund	Period	Grantor Number	Expenditures
Oklahoma Department of Transportation				
Public Transit Revolving Fund	500	12-13	-	\$ 17,835
Public Transit Revolving Fund	500	13-14	-	<u>32,192</u>
Total Oklahoma Department of Transportation				<u>50,027</u>
Oklahoma Department of Human Services				
National Senior Services Corps - RSVP - Cleveland County	810	07/01/12- 06/30/12	0800313	14,780
National Senior Services Corps - RSVP - Cleveland County	810	07/01/13- 06/30/14	0800313	25,879
National Senior Services Corps - RSVP - Pottawatomie County	810	07/01/12- 06/30/13	0900314	1,125
National Senior Services Corps RSVP - Pottawatomie County	810	07/01/13- 06/30/14	0900314	<u>16,691</u>
Total Oklahoma Department of Human Services				<u>58,475</u>
Oklahoma Department of Commerce				
ONG Weatherization	250	03/01/12 - 12/31/12	15029 ONG 12	(824)
State Appropriated Funds for Community Action Agencies	950	04/01/12- 06/30/13	15192 SAF/CAA 13	16,038
State Appropriated Funds for Community Action Agencies	950	07/01/13- 06/30/14	15556 CAA 14	30,471
State Appropriated Funds for Community Action Agencies	952	07/01/12- 06/30/13	15262 SAF/CCAA-HS 13	12,305
State Appropriated Funds for Community Action Agencies	952	07/01/13- 06/30/14	15582 CAA 14	31,856
Prescription Drug Program	490	07/01/12- 06/30/13	Rx13 CAA OK/Canadian	16,238
Prescription Drug Program	490	07/01/13- 06/30/14	Rx14 CAA OK/Canadian	<u>46,500</u>
Total Oklahoma Department of Commerce				<u>152,584</u>

* See accompanying notes to this schedule.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF EXPENDITURES OF STATE AWARDS

For the Year Ended March 31, 2014

<u>State Grantor/Program Title</u>	<u>Fund</u>	<u>Period</u>	<u>Grantor Number</u>	<u>Expenditures</u>
Oklahoma Insurance Department				
Assistance to Oklahomans - Senior Health Insurance Program	460	07/01/12- 06/30/13	PO #3859003581	<u>3,249</u>
Total Oklahoma Insurance Department				<u>3,249</u>
TOTAL EXPENDITURE OF STATE AWARDS				\$ <u><u>264,335</u></u>

* See accompanying notes to this schedule.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS

March 31, 2014

NOTE 1: BASIS OF PRESENTATION

The accompanying schedules of expenditures of federal and state awards include the federal and state grant activity of Central Oklahoma Community Action Agency, Inc., (COCAA) under programs of the of the federal and state government for the year ended March 31, 2014. The information in these schedules is in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because these schedules presents only a portion of the operations of COCAA, it is not intended to, and does not present the financial position, changes in net assets or cash flows.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3: RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Amounts reported in the accompanying schedules may not agree with the amounts reported in the related financial reports filed with the grantor agencies because of accruals made in the schedule which will be included in future reports filed with those agencies.

NOTE 4: CONTINGENT LIABILITIES

The organization participates in a number of federal and state assisted programs. These programs are audited in accordance with *Government auditing Standards* and the *Single Audit Act Amendments of 1996*, if applicable, in accordance with the required levels of Federal Financial Assistance. Audits of prior years have not resulted in any significant disallowed costs; however, grantor agencies may provide for further examinations.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	Payroll 100	15789 DOE 13 211	15402 DHS 12 220	15750 DHS 13 221
<u>REVENUES</u>				
Federal Grants	\$ 0	\$ 173,833	\$ 239,247	\$ 56,570
State Grants	0	0	0	0
Local Grants	0	0	0	0
United Way	0	0	0	0
Program Income	0	0	0	0
Interest	0	0	0	0
Other	0	0	0	0
In-Kind	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0	173,833	239,247	56,570
<u>EXPENSES</u>				
<u>Administrative</u>				
Personnel	0	13,478	15,792	374
Fringe Benefits	0	0	0	69
Administrative Allocation	0	0	0	0
Contractual	0	0	0	0
Equipment	0	3,458	0	0
Fines & Penalties	0	0	0	0
Food	0	0	0	0
Interest	0	0	0	0
Licenses and Fees	0	0	0	0
Materials and Supplies	0	0	0	0
Occupancy	0	0	0	0
Office Expenses	0	651	0	0
Other	0	0	0	0
Professional Fees	0	0	0	0
Repairs and Maintenance	0	0	0	0
Training	0	0	0	0
Travel	0	0	0	0
Vehicle Costs	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Administrative	0	17,587	15,792	443
<u>Program Services:</u>				
Personnel	(22,602)	52,497	79,954	12,956
Fringe Benefits	60,075	12,912	17,212	2,932
Client Assistance	0	0	0	0
Contractual	0	27,390	13,935	14,850
Construction	0	0	0	0
Depreciation	0	0	0	0

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	Payroll 100	15789 DOE 13 211	15402 DHS 12 220	15750 DHS 13 221
<u>EXPENSES</u>				
<u>Program Services Continued -</u>				
Equipment	0	684	1,958	752
Fines and Penalties	0	0	0	0
Food	0	0	0	0
Health and Safety	0	2,633	6,705	822
Insurance	0	2,587	0	7,329
Interest Expense	0	0	0	0
Licenses and Fees	0	392	0	0
Materials & Supplies	0	42,774	72,809	6,911
Occupancy	0	3,651	7,179	1,695
Office Expenses	0	707	3,116	2,744
Other	0	102	0	108
Pass-Through	0	0	0	0
Professional Fees	0	1,870	0	0
Repairs and Maintenance	0	0	2,623	940
Training	0	5,775	0	0
Travel	0	0	0	0
Vehicle Costs	0	2,272	10,790	4,088
Volunteers	0	0	0	0
In-Kind	0	0	0	0
	<u>37,473</u>	<u>156,246</u>	<u>216,281</u>	<u>56,127</u>
Total Program Services Expenses				
	<u>37,473</u>	<u>173,833</u>	<u>232,073</u>	<u>56,570</u>
Total Expenses				
Change in Net Assets	\$ <u>(37,473)</u>	\$ <u>0</u>	\$ <u>7,174</u>	\$ <u>0</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	Local 310	People Helping People 312	Tornado Assistance 315	15744 ESG 13 321
<u>REVENUES</u>				
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 4,125
State Grants	0	0	0	0
Local Grants	0	0	0	0
United Way	236	0	0	0
Program Income	4,785	0	0	0
Interest	0	0	0	0
Other	45,553	0	14,359	0
In-Kind	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>50,574</u>	<u>0</u>	<u>14,359</u>	<u>4,125</u>
<u>EXPENSES</u>				
<u>Administrative</u>				
Personnel	0	0	0	0
Fringe Benefits	0	0	0	0
Administrative Allocation	0	0	0	0
Contractual	0	0	0	0
Equipment	0	0	0	0
Fines & Penalties	0	0	0	0
Food	0	0	0	0
Interest	0	0	0	0
Licenses and Fees	0	0	0	0
Materials and Supplies	0	0	0	0
Occupancy	0	0	0	0
Office Expenses	0	0	0	0
Other	65	0	0	0
Professional Fees	0	0	0	0
Repairs and Maintenance	0	0	0	0
Training	0	0	0	0
Travel	0	0	0	0
Vehicle Costs	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Administrative	<u>65</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Program Services:</u>				
Personnel	0	0	0	0
Fringe Benefits	0	0	0	0
Client Assistance	15,168	0	0	684
Contractual	0	0	0	0
Construction	0	0	0	0
Depreciation	0	0	0	0

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	Local 310	People Helping People 312	Tornado Assistance 315	15744 ESG 13 321
<u>EXPENSES</u>				
<u>Program Services Continued -</u>				
Equipment	0	0	0	0
Fines and Penalties	0	0	0	0
Food	5,644	0	0	0
Health and Safety	0	0	0	0
Insurance	0	0	0	0
Interest Expense	0	0	0	0
Licenses and Fees	0	0	0	400
Materials & Supplies	6,791	60	0	756
Occupancy	8,917	0	229	915
Office Expenses	8,877	0	0	487
Other	2,287	0	0	0
Pass-Through	0	0	0	0
Professional Fees	0	0	0	0
Repairs and Maintenance	156	0	0	883
Training	0	0	0	0
Travel	0	0	0	0
Vehicle Costs	0	0	0	0
Volunteers	85	0	0	0
In-Kind	0	0	0	0
	<u>47,925</u>	<u>60</u>	<u>229</u>	<u>4,125</u>
Total Program Services Expenses				
	<u>47,990</u>	<u>60</u>	<u>229</u>	<u>4,125</u>
Total Expenses				
Change in Net Assets	<u>\$ 2,584</u>	<u>\$ (60)</u>	<u>\$ 14,130</u>	<u>\$ 0</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	CDBG K-1213 380	United Way 390	Emergency Food & Shelter Prog. 400	Elite Repeat 410
<u>REVENUES</u>				
Federal Grants	\$ 15,800	\$ 0	\$ 33,544	\$ 0
State Grants	0	0	0	0
Local Grants	0	0	0	0
United Way	0	8,200	0	0
Program Income	0	500	0	0
Interest	0	0	0	0
Other	0	10	0	89,500
In-Kind	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	15,800	8,710	33,544	89,500
<u>EXPENSES</u>				
<u>Administrative</u>				
Personnel	0	0	0	0
Fringe Benefits	0	0	0	0
Administrative Allocation	0	0	0	0
Contractual	0	0	0	0
Equipment	0	0	0	0
Fines & Penalties	0	0	0	0
Food	0	0	0	0
Interest	0	0	0	0
Licenses and Fees	0	0	0	0
Materials and Supplies	0	0	0	0
Occupancy	0	0	0	0
Office Expenses	0	0	0	0
Other	0	0	0	0
Professional Fees	0	0	0	0
Repairs and Maintenance	0	0	0	0
Training	0	0	0	0
Travel	0	0	0	0
Vehicle Costs	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Administrative	0	0	0	0
<u>Program Services:</u>				
Personnel	0	11,739	0	0
Fringe Benefits	0	4,293	0	0
Client Assistance	0	1,354	15,643	0
Contractual	0	0	0	0
Construction	0	0	0	0
Depreciation	0	0	0	0

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	CDBG K-1213 380	United Way 390	Emergency Food & Shelter Prog. 400	Elite Repeat 410
<u>EXPENSES</u>				
<u>Program Services Continued -</u>				
Equipment	0	0	0	0
Fines and Penalties	0	0	0	0
Food	0	0	6,261	0
Health and Safety	0	0	0	0
Insurance	0	0	0	0
Interest Expense	0	0	0	0
Licenses and Fees	0	0	0	0
Materials & Supplies	7,035	0	0	23
Occupancy	0	5,046	11,718	14,126
Office Expenses	0	0	0	0
Other	0	0	0	0
Pass-Through	0	0	0	0
Professional Fees	0	0	0	0
Repairs and Maintenance	8,765	0	0	110
Training	0	0	0	0
Travel	0	0	0	0
Vehicle Costs	0	0	0	0
Volunteers	0	0	0	0
In-Kind	0	0	0	0
	<u>15,800</u>	<u>22,432</u>	<u>33,622</u>	<u>14,259</u>
Total Program Services Expenses				
	<u>15,800</u>	<u>22,432</u>	<u>33,622</u>	<u>14,259</u>
Total Expenses				
	<u>\$ 0</u>	<u>\$ (13,722)</u>	<u>\$ (78)</u>	<u>\$ 75,241</u>
Change in Net Assets				

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	Meals on Wheels 420	Shoes That Fit 430	Community Healthcare Clinic 450	SHIP 460
<u>REVENUES</u>				
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 0
State Grants	0	0	0	3,249
Local Grants	0	0	0	0
United Way	13,875	0	66,259	0
Program Income	18,284	0	7,372	0
Interest	0	0	0	0
Other	(180)	1,190	20,384	0
In-Kind	0	0	0	0
	<u>31,979</u>	<u>1,190</u>	<u>94,015</u>	<u>3,249</u>
<u>EXPENSES</u>				
<u>Administrative</u>				
Personnel	0	0	0	0
Fringe Benefits	0	0	0	0
Administrative Allocation	0	0	0	0
Contractual	0	0	0	0
Equipment	0	0	0	0
Fines & Penalties	0	0	0	0
Food	0	0	0	0
Interest	0	0	0	0
Licenses and Fees	0	0	0	0
Materials and Supplies	0	0	0	0
Occupancy	0	0	0	0
Office Expenses	0	0	0	0
Other	0	0	0	0
Professional Fees	0	0	0	0
Repairs and Maintenance	0	0	0	0
Training	0	0	0	0
Travel	0	0	0	0
Vehicle Costs	0	0	0	0
Total Administrative	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Program Services:</u>				
Personnel	4,197	0	67,201	2,868
Fringe Benefits	1,473	0	10,886	381
Client Assistance	0	0	0	0
Contractual	0	0	1,575	0
Construction	0	0	0	0
Depreciation	0	0	0	0

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	Meals on Wheels 420	Shoes That Fit 430	Community Healthcare Clinic 450	SHIP 460
<u>EXPENSES</u>				
<u>Program Services Continued -</u>				
Equipment	0	0	868	0
Fines and Penalties	0	0	0	0
Food	18,557	0	0	0
Health and Safety	0	0	0	0
Insurance	0	0	1,475	0
Interest Expense	0	0	0	0
Licenses and Fees	0	0	1,195	0
Materials & Supplies	35	434	32,030	0
Occupancy	0	0	3,825	0
Office Expenses	150	0	5,038	0
Other	0	0	1,245	0
Pass-Through	0	0	0	0
Professional Fees	0	0	0	0
Repairs and Maintenance	0	0	400	0
Training	0	0	35	0
Travel	859	0	1,974	0
Vehicle Costs	0	0	0	0
Volunteers	4,304	0	668	0
In-Kind	0	0	0	0
	<u>29,575</u>	<u>434</u>	<u>128,415</u>	<u>3,249</u>
Total Program Services Expenses				
	<u>29,575</u>	<u>434</u>	<u>128,415</u>	<u>3,249</u>
Total Expenses				
Change in Net Assets	<u>\$ 2,404</u>	<u>\$ 756</u>	<u>\$ (34,400)</u>	<u>\$ 0</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	Prescription Drug Program 490	COTS 500	Mission of Hope 600	Mission of Hope Stillwater Transitional Housing 601
<u>REVENUES</u>				
Federal Grants	\$ 0	\$ 207,812	\$ 0	\$ 0
State Grants	62,738	50,027	0	0
Local Grants	0	29,450	0	0
United Way	0	0	58,571	0
Program Income	0	314,699	23,990	9,268
Interest	0	0	0	0
Other	0	(48)	63,208	0
In-Kind	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	62,738	601,940	145,769	9,268
<u>EXPENSES</u>				
<u>Administrative</u>				
Personnel	0	0	0	0
Fringe Benefits	0	0	0	0
Administrative Allocation	0	0	0	0
Contractual	0	0	0	0
Equipment	0	0	0	0
Fines & Penalties	0	0	0	0
Food	0	0	0	0
Interest	0	0	0	0
Licenses and Fees	0	0	0	0
Materials and Supplies	0	0	0	0
Occupancy	0	0	0	0
Office Expenses	0	296	0	0
Other	0	30	65	0
Professional Fees	0	0	0	0
Repairs and Maintenance	0	0	0	0
Training	0	0	0	0
Travel	0	0	0	0
Vehicle Costs	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Administrative	0	326	65	0
<u>Program Services:</u>				
Personnel	54,391	354,310	77,713	(1,537)
Fringe Benefits	7,668	66,045	8,787	(230)
Client Assistance	0	0	0	0
Contractual	0	0	1,762	0
Construction	0	0	0	0
Depreciation	0	0	0	0

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	Prescription Drug Program 490	COTS 500	Mission of Hope 600	Mission of Hope Stillwater Transitional Housing 601
<u>EXPENSES</u>				
<u>Program Services Continued -</u>				
Equipment	0	(11,271)	5,076	0
Fines and Penalties	0	0	0	0
Food	0	0	2,093	0
Health and Safety	0	0	0	0
Insurance	0	31,363	14,402	0
Interest Expense	0	0	0	0
Licenses and Fees	0	715	263	0
Materials & Supplies	0	310	7,693	0
Occupancy	0	10,757	26,908	0
Office Expenses	2,700	18,880	14,641	0
Other	0	8,021	527	0
Pass-Through	0	0	0	0
Professional Fees	0	2,440	0	0
Repairs and Maintenance	0	15,610	11,628	0
Training	0	1,748	150	0
Travel	0	400	279	0
Vehicle Costs	0	89,675	5,190	0
Volunteers	0	0	0	0
In-Kind	0	0	0	0
	<u>64,759</u>	<u>589,003</u>	<u>177,112</u>	<u>(1,767)</u>
Total Program Services Expenses				
	<u>64,759</u>	<u>589,329</u>	<u>177,177</u>	<u>(1,767)</u>
Total Expenses				
Change in Net Assets	<u>\$ (2,021)</u>	<u>\$ 12,611</u>	<u>\$ (31,408)</u>	<u>\$ 11,035</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	Mission of Hope Stillwater Permanent Housing 602	Mission of Hope Stillwater Transitional Apts 603	Mission of Hope Veterans 604	HUD Mission of Hope Transitional Housing 610
<u>REVENUES</u>				
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 27,604
State Grants	0	0	0	0
Local Grants	0	0	0	0
United Way	0	0	0	0
Program Income	18,541	3,722	3,963	0
Interest	0	0	0	0
Other	100	0	0	0
In-Kind	0	0	0	642
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	18,641	3,722	3,963	28,246
<u>EXPENSES</u>				
<u>Administrative</u>				
Personnel	0	0	0	135
Fringe Benefits	0	0	0	0
Administrative Allocation	0	0	0	1,487
Contractual	0	0	0	0
Equipment	0	0	0	0
Fines & Penalties	0	0	0	0
Food	0	0	0	0
Interest	0	0	0	0
Licenses and Fees	0	0	0	0
Materials and Supplies	0	0	0	0
Occupancy	0	0	0	0
Office Expenses	0	0	0	0
Other	0	0	0	0
Professional Fees	0	0	0	0
Repairs and Maintenance	0	0	0	0
Training	0	0	0	0
Travel	0	0	0	0
Vehicle Costs	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Administrative	0	0	0	1,622
<u>Program Services:</u>				
Personnel	3,699	1,744	2,400	23,341
Fringe Benefits	450	258	341	3,024
Client Assistance	0	0	0	0
Contractual	0	0	0	0
Construction	0	0	0	0
Depreciation	0	0	0	0

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	Mission of Hope Stillwater Permanent Housing 602	Mission of Hope Stillwater Transitional Apts 603	Mission of Hope Veterans 604	HUD Mission of Hope Transitional Housing 610
<u>EXPENSES</u>				
<u>Program Services Continued -</u>				
Equipment	0	16	0	0
Fines and Penalties	0	0	0	0
Food	0	50	0	0
Health and Safety	0	0	0	0
Insurance	0	0	0	0
Interest Expense	0	0	0	0
Licenses and Fees	0	0	0	0
Materials & Supplies	0	0	0	0
Occupancy	105	0	0	3,023
Office Expenses	0	0	0	0
Other	0	0	0	0
Pass-Through	0	0	0	0
Professional Fees	0	0	0	0
Repairs and Maintenance	0	0	0	0
Training	0	0	0	0
Travel	0	0	0	0
Vehicle Costs	0	0	0	0
Volunteers	0	0	0	0
In-Kind	0	0	0	642
	<u>4,254</u>	<u>2,068</u>	<u>2,741</u>	<u>30,030</u>
Total Program Services Expenses				
	<u>4,254</u>	<u>2,068</u>	<u>2,741</u>	<u>31,652</u>
Total Expenses				
Change in Net Assets	<u>\$ 14,387</u>	<u>\$ 1,654</u>	<u>\$ 1,222</u>	<u>\$ (3,406)</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	HUD Mission of Hope Permanent Housing 620	HUD Mission of Hope Stillwater Transitional Housing 630	HUD Mission of Hope Permanent Housing for Veterans 640	HUD Norman Permanent 680
<u>REVENUES</u>				
Federal Grants	\$ 29,776	\$ 61,122	\$ 30,079	\$ 30,617
State Grants	0	0	0	0
Local Grants	0	0	0	0
United Way	0	0	0	0
Program Income	0	0	0	0
Interest	0	0	0	0
Other	0	0	0	0
In-Kind	5,441	13,000	6,106	18,448
	<u>35,217</u>	<u>74,122</u>	<u>36,185</u>	<u>49,065</u>
Total Revenues				
<u>EXPENSES</u>				
<u>Administrative</u>				
Personnel	0	0	0	930
Fringe Benefits	0	0	0	240
Administrative Allocation	1,473	4,244	2,707	2,156
Contractual	0	0	0	0
Equipment	0	0	0	0
Fines & Penalties	0	0	0	0
Food	0	0	0	0
Interest	0	0	0	0
Licenses and Fees	0	0	0	0
Materials and Supplies	0	0	0	0
Occupancy	0	0	0	0
Office Expenses	0	0	0	0
Other	0	0	0	0
Professional Fees	0	0	0	0
Repairs and Maintenance	0	0	0	0
Training	0	0	0	0
Travel	0	0	0	0
Vehicle Costs	0	0	0	0
	<u>1,473</u>	<u>4,244</u>	<u>2,707</u>	<u>3,326</u>
Total Administrative				
<u>Program Services:</u>				
Personnel	26,362	29,521	12,884	26,505
Fringe Benefits	3,814	3,365	1,800	3,852
Client Assistance	0	0	0	0
Contractual	0	0	0	0
Construction	0	0	0	0
Depreciation	0	0	0	0

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	HUD Mission of Hope Permanent Housing 620	HUD Mission of Hope Stillwater Transitional Housing 630	HUD Mission of Hope Permanent Housing for Veterans 640	HUD Norman Permanent 680
<u>EXPENSES</u>				
<u>Program Services Continued -</u>				
Equipment	0	11,542	2,555	0
Fines and Penalties	0	0	0	0
Food	0	1,662	0	0
Health and Safety	0	0	0	0
Insurance	0	0	0	0
Interest Expense	0	0	0	0
Licenses and Fees	0	0	0	0
Materials & Supplies	0	0	0	0
Occupancy	3,677	15,267	18,105	0
Office Expenses	0	0	0	0
Other	0	0	0	0
Pass-Through	0	0	0	0
Professional Fees	0	0	0	0
Repairs and Maintenance	0	0	0	0
Training	0	0	0	0
Travel	0	0	0	0
Vehicle Costs	0	0	0	0
Volunteers	0	0	0	0
In-Kind	5,441	13,000	6,106	18,448
	<u>39,294</u>	<u>74,357</u>	<u>41,450</u>	<u>48,805</u>
Total Program Services Expenses				
	<u>40,767</u>	<u>78,601</u>	<u>44,157</u>	<u>52,131</u>
Total Expenses				
Change in Net Assets	<u>\$ (5,550)</u>	<u>\$ (4,479)</u>	<u>\$ (7,972)</u>	<u>\$ (3,066)</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	1405 HOME 11 690	1425 HOME 12 695	Housing 710	RSVP State 810	RSVP Federal 820
<u>REVENUES</u>					
Federal Grants	\$ 16,165	\$ 119,235	\$ 0	\$ 0	\$ 24,122
State Grants	0	0	0	58,476	0
Local Grants	0	0	0	0	0
United Way	0	0	0	0	0
Program Income	0	0	82,120	205	0
Interest	0	0	0	0	0
Other	0	0	0	0	10,559
In-Kind	0	37,605	0	0	0
	<u>16,165</u>	<u>156,840</u>	<u>82,120</u>	<u>58,681</u>	<u>34,681</u>
Total Revenues					
<u>EXPENSES</u>					
<u>Administrative</u>					
Personnel	9,280	0	0	0	0
Fringe Benefits	1,318	0	0	0	0
Administrative Allocation	0	0	0	0	0
Contractual	0	0	0	0	0
Equipment	0	0	0	0	0
Fines & Penalties	0	0	0	0	0
Food	0	0	0	0	0
Interest	0	0	0	0	0
Licenses and Fees	0	0	0	0	0
Materials and Supplies	0	0	0	0	0
Occupancy	0	0	0	0	0
Office Expenses	0	0	0	0	0
Other	0	0	0	0	0
Professional Fees	0	0	0	0	0
Repairs and Maintenance	0	0	0	0	0
Training	1,265	0	0	0	0
Travel	(9)	0	0	0	0
Vehicle Costs	0	0	0	0	0
Total Administrative	<u>11,854</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Program Services:</u>					
Personnel	9,549	0	59,710	33,111	46,657
Fringe Benefits	1,439	0	8,458	5,694	9,573
Client Assistance	0	0	0	0	0
Contractual	0	9,500	0	0	20
Construction	0	110,153	0	0	0
Depreciation	0	0	0	0	0

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	1405 HOME 11 <u>690</u>	1425 HOME 12 <u>695</u>	Housing 710 <u>710</u>	RSVP State 810 <u>810</u>	RSVP Federal 820 <u>820</u>
<u>EXPENSES</u>					
<u>Program Services Continued -</u>					
Equipment	0	0	2,446	0	0
Fines and Penalties	0	0	1,260	0	0
Food	0	0	0	0	126
Health and Safety	0	0	0	0	0
Insurance	0	666	22,823	0	0
Interest Expense	0	0	18,126	0	0
Licenses and Fees	0	26	130	0	0
Materials & Supplies	0	0	6,649	0	0
Occupancy	0	0	9,281	31	5,336
Office Expenses	0	0	15,337	720	3,089
Other	0	0	754	4,592	0
Pass-Through	0	0	0	0	0
Professional Fees	0	0	0	0	0
Repairs and Maintenance	0	0	7,208	0	0
Training	200	0	0	0	1,336
Travel	736	0	0	248	4,982
Vehicle Costs	0	0	4,932	0	0
Volunteers	0	0	0	22,241	9,524
In-Kind	0	37,605	0	0	0
	<u>11,924</u>	<u>157,950</u>	<u>157,114</u>	<u>66,637</u>	<u>80,643</u>
Total Program Services Expenses	<u>11,924</u>	<u>157,950</u>	<u>157,114</u>	<u>66,637</u>	<u>80,643</u>
Total Expenses	<u>23,778</u>	<u>157,950</u>	<u>157,114</u>	<u>66,637</u>	<u>80,643</u>
Change in Net Assets	<u>\$ (7,613)</u>	<u>\$ (1,110)</u>	<u>\$ (74,994)</u>	<u>\$ (7,956)</u>	<u>\$ (45,962)</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	2013	2014	15434	15332	15867
	OADP	OADP	CSBG-13	CSBG-12	CSBG-14
	890	892	900	15734	14989
	890	892	900	901	910
<u>REVENUES</u>					
Federal Grants	\$ 5,068	\$ 2,064	\$ 642,087	\$ 6,667	\$ 50,141
State Grants	0	0	0	0	0
Local Grants	0	0	0	0	0
United Way	0	0	0	0	0
Program Income	0	0	0	0	0
Interest	0	0	0	0	0
Other	0	0	0	0	0
In-Kind	0	0	0	0	0
	<u>5,068</u>	<u>2,064</u>	<u>642,087</u>	<u>6,667</u>	<u>50,141</u>
Total Revenues					
<u>EXPENSES</u>					
<u>Administrative</u>					
Personnel	0	0	186,877	0	12,243
Fringe Benefits	0	0	29,571	0	882
Administrative Allocation	0	0	0	0	0
Contractual	0	0	22,392	0	0
Equipment	0	0	1,494	0	0
Fines & Penalties	0	0	0	0	0
Food	0	0	1,772	0	0
Interest	0	0	0	0	0
Licenses and Fees	0	0	71	0	0
Materials and Supplies	0	0	746	0	0
Occupancy	0	0	10,263	0	(5)
Office Expenses	0	0	19,793	0	0
Other	0	0	225	0	0
Professional Fees	0	0	0	0	0
Repairs and Maintenance	0	0	224	0	0
Training	0	0	1,760	0	0
Travel	0	0	3,555	0	0
Vehicle Costs	0	0	112	0	0
Total Administrative	<u>0</u>	<u>0</u>	<u>278,855</u>	<u>0</u>	<u>13,120</u>
<u>Program Services:</u>					
Personnel	0	0	142,068	0	9,696
Fringe Benefits	0	0	15,968	0	2,254
Client Assistance	0	0	0	0	0
Contractual	0	0	603	0	0
Construction	0	0	0	0	0
Depreciation	0	0	0	0	0

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	2013	2014	15434	15332	15867
	OADP	OADP	CSBG-13	CSBG-12	CSBG-14
	890	892	900	15734	14989
	<u>890</u>	<u>892</u>	<u>900</u>	<u>901</u>	<u>910</u>
<u>EXPENSES</u>					
<u>Program Services Continued -</u>					
Equipment	0	10	2,652	0	410
Fines and Penalties	0	0	0	0	0
Food	148	57	134	0	81
Health and Safety	0	0	0	0	0
Insurance	0	0	12,190	0	7,702
Interest Expense	0	0	4,320	0	520
Licenses and Fees	0	0	228	0	93
Materials & Supplies	0	178	1,060	0	0
Occupancy	3,858	0	47,385	0	3,151
Office Expenses	595	227	37,631	0	10,206
Other	0	0	641	0	154
Pass-Through	0	0	0	0	0
Professional Fees	0	0	86,501	0	0
Repairs and Maintenance	0	0	6,446	0	619
Training	0	0	(112)	6,667	0
Travel	0	0	5,068	0	427
Vehicle Costs	0	0	449	0	764
Volunteers	715	1,592	0	0	297
In-Kind	0	0	0	0	0
	<u>5,316</u>	<u>2,064</u>	<u>363,232</u>	<u>6,667</u>	<u>36,374</u>
Total Program Services Expenses					
	<u>5,316</u>	<u>2,064</u>	<u>642,087</u>	<u>6,667</u>	<u>49,494</u>
Total Expenses					
Change in Net Assets	\$ (248)	\$ 0	\$ 0	\$ 0	\$ 647

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	15192 SAF/CAA 13 15556 CAA 14 950	15582 CAA 14 15262 SAF/CAA-HS 13 952	General Fund 990	Total
<u>REVENUES</u>				
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 1,775,678
State Grants	46,508	44,161	0	265,159
Local Grants	0	0	0	29,450
United Way	0	0	0	147,141
Program Income	0	0	0	487,449
Interest	0	0	230	230
Other	0	0	14,703	259,338
In-Kind	10,126	0	0	91,368
	<u>56,634</u>	<u>44,161</u>	<u>14,933</u>	<u>3,055,813</u>
<u>EXPENSES</u>				
<u>Administrative</u>				
Personnel	0	0	2,311	241,420
Fringe Benefits	0	0	259	32,339
Administrative Allocation	0	269	0	12,336
Contractual	0	0	(12,888)	9,504
Equipment	0	0	(371)	4,581
Fines & Penalties	0	0	212	212
Food	0	0	217	1,989
Interest	0	0	1,154	1,154
Licenses and Fees	0	0	3,642	3,713
Materials and Supplies	0	0	(263)	483
Occupancy	0	0	(768)	9,490
Office Expenses	0	0	(1,173)	19,567
Other	0	0	53,239	53,624
Professional Fees	0	0	10,491	10,491
Repairs and Maintenance	0	0	0	224
Training	0	0	0	3,025
Travel	0	0	(279)	3,267
Vehicle Costs	0	0	0	112
Total Administrative	<u>0</u>	<u>269</u>	<u>55,783</u>	<u>407,531</u>
<u>Program Services:</u>				
Personnel	43,065	0	16,787	1,180,786
Fringe Benefits	3,444	0	(59,205)	196,963
Client Assistance	0	0	194	33,043
Contractual	0	0	(1,263)	68,372
Construction	0	0	0	110,153
Depreciation	0	0	144,986	144,986

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF ACTIVITIES
(Non-GAAP Presentation)

For the Year Ended March 31, 2014

	15192 SAF/CAA 13 15556 CAA 14 950	15582 CAA 14 15262 SAF/CAA-HS 13 952	General Fund 990	Total
<u>EXPENSES</u>				
<u>Program Services Continued -</u>				
Equipment	0	0	476	18,174
Fines and Penalties	0	0	103,991	105,251
Food	0	0	1,077	35,890
Health and Safety	0	0	0	10,160
Insurance	0	0	58,458	158,995
Interest Expense	0	0	(953)	22,013
Licenses and Fees	0	0	12,184	15,626
Materials & Supplies	0	0	7,475	193,023
Occupancy	0	0	(5,650)	198,535
Office Expenses	0	0	(7,905)	117,240
Other	0	0	(51,428)	(32,997)
Pass-Through	0	43,892	0	43,892
Professional Fees	0	0	(18,347)	72,464
Repairs and Maintenance	0	0	2,119	57,507
Training	0	0	400	16,199
Travel	0	0	764	15,737
Vehicle Costs	0	0	(10,657)	107,503
Volunteers	0	0	5,704	45,130
In-Kind	10,126	0	0	91,368
	<u>56,634</u>	<u>43,892</u>	<u>199,207</u>	<u>3,026,012</u>
Total Program Services Expenses				
	<u>56,634</u>	<u>44,161</u>	<u>254,990</u>	<u>3,433,543</u>
Total Expenses				
Change in Net Assets	\$ 0	\$ 0	\$ (240,057)	\$ (377,730)

STATUS OF PRIOR AUDIT FINDINGS

March 31, 2014

Section II – Financial Statement Findings and Questioned Costs

11-2 INTERNAL CONTROLS RELATED TO RENTAL INCOME

Condition: The organization receives rent from tenants, writes the tenant a receipt indicating the required rent was received and records the activity in the rental register for the appropriate tenant. The information is then forwarded to the finance office for posting to the general ledger. We were unable to determine if the rent receipts and registers were being reconciled or reviewed by anyone other than those taking the rent and preparing the rental register.

Current Status: See current audit finding 2014-001.

12-4 SEGREGATION OF DUTIES BETWEEN PAYROLL AND HUMAN RESOURCE FUNCTIONS

Condition: The organization has primarily one individual charged with processing of payroll and human resource management.

Current Status: See current audit findings 2014-002.

13-1 EXPENDITURE REPORTS NOT IN AGREEMENT WITH GENERAL LEDGER

Condition: Expenditure reports filed on the following closed contracts with funding sources do not agree with expenditures per general ledger.

<u>Contract</u>	<u>CFDA</u>	<u>Per GL</u>	<u>Reported to Source</u>	<u>Difference</u>	
15268 DOE 12	81.042	\$ 128,468.47	\$ 128,156.16	\$ 312.31	
13668 SDOE 10	81.042	5,055,456.21	5,048,231.29	7,224.92	
2009 CECOCOA	81.042	150,275.18	150,000.00	275.18	
14699 SAF/CAA-HS 12	State	135,654.95	135,218.00	436.95	
Rx 12 CAA OK/Canadian	State	61,992.85	63,075.00	(1,082.15)	**
13922 SHPRP 09	14.257	295,157.38	300,000.00	(4,842.62)	**
Payne Co. MOH EFSP 703800-005	97.024	0.00	12,000.00	(12,000.00)	**
SHIP, PO #3859003383	State	3,252.52	6,925.00	(3,672.48)	**
14475 CSBG 11	93.569	797,458.37	796,879.00	579.37	

Questioned Costs: \$ 21,597.25 **

Current Status: See current audit finding 2014-003.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATUS OF PRIOR AUDIT FINDINGS

March 31, 2014

Section II – Financial Statement Findings and Questioned Costs (Continued):

13-2 UNTIMELY FILING OF PAYROLL TAX REPORTS AND PAYMENT OF PAYROLL TAXES DUE

Condition: During our examination of the agency's payroll tax reports, it was noted that the 4th quarter 2013 and 1st quarter 2014 federal form 941's and OESC unemployment insurance tax returns had not been filed. Additionally, only the employee portions of taxes were submitted for the two quarters reviewed, and the unemployment insurance was not paid at all. As a result of these late payments, the agency incurred penalties and interest charges.

Current Status: See current audit finding 2014-004.

13-3 INTERNAL CONTROLS RELATED TO CASH RECEIPTS

Condition: Cash receipts are currently received by the receptionist at the administrative office and those at the offsite offices. The receipts are recorded in a receipts log and restrictively endorsed. The checks are then forwarded to the fiscal department at the administrative office, and deposited at the offsite locations. The receipts log is not compared to the actual deposits on a recurring and regular basis. Additionally, there is no formalized process for who will make the deposit.

Current Status: See current audit finding 2014-005.

13-4 WORKERS COMPENSATION INSURANCE

Condition: The worker's compensation insurance policy carried with Composure Oklahoma was allowed to lapse for approximately two months.

Current Status: This finding can be cleared

Section III – Federal Awards Findings and Questioned Costs:

Note reported.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended March 31, 2014

Section I – Summary of Auditor’s Results

Financial Statements:

Type of Auditor’s Report Issued: Unmodified

Internal Control Over Financial Reporting:

Material Weakness(es) identified? Yes No

Significant deficiencies identified not considered to be material weaknesses? Yes None Reported

Noncompliance material to financial statements noted? Yes No

Federal Awards:

Internal Control Over Major Programs:

Material weakness(es) identified? Yes No

Significant deficiencies identified not considered to be material weakness(es)? Yes None Reported

Type of auditor’s report issued on compliance for major programs: Modified

Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)? Yes No

Dollar threshold used to distinguish between Type A and Type B programs \$300,000

Auditee qualified as low-risk auditee? Yes No

Identification of Major Programs:

<u>CFDA #</u>	<u>PROGRAM TITLE</u>
93.569	Community Services Block Grant
93.568	Low Income Home Energy Assistance (LIHEAP) Weatherization

Section II – Financial Statement Findings and Questioned Costs:

2014-001 INTERNAL CONTROLS RELATED TO RENTAL INCOME

Criteria: It is the responsibility of the organization to ensure assets are safeguarded. One of the key elements of this process is to ensure that sound internal controls are in place. Rental income should be properly documented and reconciled to achieve control objectives.

Condition: The organization receives rent from tenants, writes the tenant a receipt indicating the required rent was received and records the activity in the rental register for the appropriate tenant. The information is then forwarded to the finance office for posting to the general ledger. We were unable to determine if the rent receipts and registers were being completed, then if reconciled or reviewed by anyone other than those taking the rent and preparing the rental register.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended March 31, 2014

Section II – Financial Statement Findings and Questioned Costs (Continued):

2014-001 INTERNAL CONTROLS RELATED TO RENTAL INCOME, CONTINUED

Recommendation: SAUNDERS & ASSOCIATES, PLLC recommends COCAA follow its own procedures regarding the processing and reconciliation of rental receipts. The monthly rent registers and pre-numbered receipts should be reconciled by someone in the finance office on a monthly basis.

Reply: We agree with the recommendations and corrective actions are being implemented.

2014-002 SEGREGATION OF DUTIES BETWEEN PAYROLL AND HUMAN RESOURCE FUNCTIONS

Criteria: It is the responsibility of the organization to ensure assets are safeguarded. One of the key elements of this process is to ensure that sound internal controls are in place. The various functions involved with payroll and personnel management should be adequately segregated to achieve control objectives.

Condition: The organization had primarily one individual charged with processing of payroll and human resource management.

Cause/Effect: The combination of duties assigned for the payroll function is not appropriately segregated. The individual who performs the payroll processing also has the ability to approve the payroll transactions, control over the payroll portion of the bookkeeping function and acts as the human resources manager. The lack of the duties being appropriately segregated has previously attributed to a “phantom” employee being included on the payroll.

Recommendation: SAUNDERS & ASSOCIATES, PLLC recommends COCAA segregate some of the payroll and human resources functions among other employees to protect the assets of the organization. At a minimum, an individual outside of the payroll processing activities should act as the HR supervisor and a periodic independent payroll review should be conducted to verify payroll documents agrees with personnel records.

Reply: We agree with the recommendations and corrective actions are being implemented.

2014-003 EXPENDITURE REPORTS NOT IN AGREEMENT WITH GENERAL LEDGER

Criteria: Expenditure reports filed with funding sources should be in agreement with the organization’s general ledger to ensure expenditures reported to the funding source are supported by the original books of entry.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended March 31, 2014

Section II – Financial Statement Findings and Questioned Costs (Continued):

2014-003 EXPENDITURE REPORTS NOT IN AGREEMENT WITH GENERAL LEDGER, CONTINUED

Condition: Expenditure reports filed on the following closed contracts with funding sources do not agree with expenditures per general ledger.

COCAA Fund #	Contract	CFDA	Contract Expenditures Per GL	Expenditures Reported to Funding Source	Difference
#220	15402 DHS 12	93.568	\$ 303,627.33	\$ 306,020.16	\$ 2,392.83
#910	14989 CSBG 12	93.569	792,834.99	793,190.23	<u>355.24</u>
				Questioned Costs:	<u>\$ 2,748.07</u>

Cause/Effect: Reimbursements are underclaimed when general ledger expenditures are less than those reported to funding agency, representing questioned costs.

Recommendation: SAUNDERS & ASSOCIATES, PLLC recommends COCAA ensure all expenditure reports filed with funding sources are supported by the general ledger.

Reply: We agree with the recommendations and corrective actions are being implemented.

2014-004 UNTIMELY FILING OF PAYROLL TAX REPORTS AND PAYMENT OF PAYROLL TAXES DUE

Criteria: Federal and state laws require payroll taxes to be submitted within specified time constraints.

Condition: During our examination of the agency's payroll tax reports, it was noted that the 4th quarter 2012, all of 2013 and 1st quarter 2014 federal 941's payroll tax deposits were not made. Only the employee portions of taxes were submitted for the 4th quarter 2012 and 1st quarter 2013. As a result of these late payments, the agency incurred significant penalties and interest charges.

Cause/Effect: When payroll taxes are not paid in a timely manner, the Agency is out of compliance with federal laws and regulations. Additionally, unnecessary interest and penalties are being incurred.

Recommendation: SAUNDERS & ASSOCIATES, PLLC recommends that the Agency implement procedures that would ensure that payroll taxes are paid and the required returns are filed within the specified time requirements. The job description of the payroll specialist should also be evaluated and updated if necessary to require the position to be filled with someone with suitable skill, knowledge, or experience to carry out the routine payroll functions.

Reply: We agree with the recommendations and corrective actions are being implemented.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended March 31, 2014

Section II – Financial Statement Findings and Questioned Costs (Continued):

2014-005 INTERNAL CONTROLS RELATED TO CASH RECEIPTS

Criteria: It is the responsibility of the Agency to safeguard assets and funds under its stewardship. Developing sound internal controls is the most common method used to accomplish this objective. Sound internal controls require proper segregation of duties as well as independent verification of data to the degree possible while being economically sound.

Condition: Cash receipts are currently haphazardly received by the receptionist at the administrative office and those at the offsite offices. The receipts are recorded in a receipts log and restrictively endorsed. The checks are then forwarded to the fiscal department at the administrative office, and deposited at the offsite locations. The receipts log is not compared to the actual deposits on a recurring and regular basis. Additionally, there is no formalized process for who will make the deposit.

Cause/Effect: Cash receipts could potentially be used for unapproved and/or unallowable activities. These activities could go undetected and/or not be detected in a timely manner during the normal course of business.

Recommendation: SAUNDERS & ASSOCIATES, PLLC recommends that the Agency require that someone that is not involved in the bank reconciliation process confirm that the bank deposits are in agreement with the cash receipts log for any given period of time (but certainly at least monthly). Any discrepancies should be pursued and resolved immediately.

Reply: We agree with the recommendations and corrective actions are being implemented.

2014-006 INTERNAL CONTROLS OVER CASH DISBURSEMENTS

Criteria: Sound internal control practices and organizational policies prescribe the responsibility of COCAA to ensure proper authorization, support, and approval for all expenditures to prevent or timely detect unauthorized or fraudulent disbursements of funds.

COCAA's control policies require: purchase requisitions be prepared and approved by supervisors, program directors, and/or senior management depending on the specific transaction amount; supporting documentation to accompany an approved requisition prior to payment; and for all documentation to be kept in accordance with contractual provisions.

Condition: During our testing of disbursements, we noted several instances where purchase requisitions were not approved by the necessary individual, based on the amount of the transaction as required by COCAA's policies – a key component in the system of controls. Additionally, we noted instances where adequate documentation was not presented to properly support the entirety of charges on vendor credit cards for two separate statement cycles, specifically for fuel. Other deficiencies encountered were the inconsistent defacing of invoices.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended March 31, 2014

Section II – Financial Statement Findings and Questioned Costs (Continued):

2014-006 INTERNAL CONTROLS OVER CASH DISBURSEMENTS, CONTINUED

Cause/Effect: The weaknesses in controls related to purchase requisition approval and defacing of invoices were systemic across all types of transactions. Disbursements not properly authorized, approved, supported or accounted for could lead to misappropriation of assets, fraud, theft, or abuse.

Recommendation: SAUNDERS & ASSOCIATES, PLLC recommends all disbursements follow the organization's control policies which outline specific procedures and steps to follow during the disbursement process. All transactions should be verified and approved by the appropriate parties. All disbursements requiring a purchase requisition should in fact have a fully completed requisition attached to the supporting documentation, including electronic payments. Once the transaction is processed and the invoice is paid, all of the documents should be defaced in some manner in order to prevent duplicate use or payment.

Reply: We agree with the recommendations and corrective actions are being implemented.

2014-007 TIMELY FINANCIAL STATEMENT ACCOUNT RECONCILIATIONS

Criteria: All statement of financial position accounts along with contract expenditures should be reconciled in a timely manner to ensure properly stated financials and claims for reimbursement on federal and state contracts.

Condition: Accounts are not being routinely reconciled, resulting in incorrect and incomplete financial information, underspent and overspent funding contracts and an operating environment unlikely for appropriate financial oversight.

Cause: Positions within the finance department have undergone significant turnover and been subject to understaffing for the past several years. These issues combined with an inconsistent presence of an individual with the knowledge and experience of managing a finance department, have led to significant time being devoted to correcting prior issues rather than focusing on the current.

Effect: Accounts are not being routinely reconciled in a timely manner. As a result, those responsible for financial oversight do not have the tools to properly evaluate the true financial condition of the organization and the various departments with the organization; and program directors are not provided with accurate and timely information in order to plan and budget for their respective programs.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended March 31, 2014

Section II – Financial Statement Findings and Questioned Costs (Continued):

2014-007 TIMELY FINANCIAL STATEMENT ACCOUNT RECONCILIATIONS, CONTINUED

Recommendation: SAUNDERS & ASSOCIATES, PLLC recommends COCAA evaluate the manner in which activities within the finance department are being conducted and consider additional personnel if feasible. Procedures should be enhanced to ensure all accounts are routinely reconciled and the resulting financial statements are provided in a timely manner to management, program directors and those responsible for financial oversight.

Reply: We agree with the recommendations and corrective actions are being implemented.

Section III – Federal Awards Findings and Questioned Costs:

2014-003 EXPENDITURE REPORTS NOT IN AGREEMENT WITH GENERAL LEDGER

Program/CFDA No. - Community Services Block Grant/93.569
Low Income Home Energy Assistance LIHEAP Weatherization/93.568

Criteria: Expenditure reports filed with funding sources should be in agreement with the organization's general ledger to ensure expenditures reported to the funding source are supported by the original books of entry.

Condition: Expenditure reports filed on the following closed contracts with funding sources do not agree with expenditures per general ledger.

COCAA Fund #	<u>Contract</u>	<u>CFDA</u>	Contract Expenditures <u>Per GL</u>	Expenditures Reported to Funding <u>Source</u>	<u>Difference</u>
#220	15402 DHS 12	93.568	\$ 303,627.33	\$ 306,020.16	\$ 2,392.83
#910	14989 CSBG 12	93.569	792,834.99	793,190.23	355.24

Questioned Costs: \$ 2,748.07

Cause/Effect: Reimbursements are under claimed when general ledger expenditures are less than those reported to funding agency, representing questioned costs.

Recommendation: SAUNDERS & ASSOCIATES, PLLC recommends COCAA ensure all expenditure reports filed with funding sources are supported by the general ledger.

Reply: We agree with the recommendations and corrective actions are being implemented.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended March 31, 2014

Section III – Federal Awards Findings and Questioned Costs (Continued):

2014-008 CASH MANAGEMENT & PERIOD OF AVAILABILITY

Program/CFDA No. - Community Services Block Grant/93.569
Low Income Home Energy Assistance LIHEAP Weatherization/93.568

Criteria: In accordance with *A-102 Common Rule*, §____.23; *OMB Circular A-110 (2 CFR section 215.71)*, “Non-Federal entities shall liquidate all obligations incurred under the award not later than 90 days after the end of the funding period (or as specified in a program regulation). The Federal agency may extend this deadline upon request.”

Condition: Funds drawn for payroll related costs were not liquidated timely or for the purpose specified or drawn. Evidence of these conditions is prevalent in outstanding payroll tax obligations in excess of a year; claims for items such as fuel, weatherization materials, vehicle repairs and similar programmatic expenditures reaching aging periods in excess of 90 days.

Cause: Due to the Organization’s financial situation and cash position, it is likely in order to meet cash needs the funds drawn to liquidate specified obligations were used for other purposes.

Effect: COCAA is out of compliance with the cash management and period of availability requirements of federal programs.

Recommendation: SAUNDERS & ASSOCIATES, PLLC recommends satisfying current obligations with funding drawn for that purpose within the 90 day period in accordance with *A-102 Common Rule*, §____.23; *OMB Circular A-110 (2 CFR section 215.71)*.

Reply: We agree with the recommendations and corrective actions are being implemented.

2014-009 TIMELY COMPLETION AND SUBMISSION OF SINGLE AUDIT

Program/CFDA No. - Community Services Block Grant/93.569
Low Income Home Energy Assistance LIHEAP Weatherization/93.568

Criteria: *OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations* §____.320 states “The audit shall be completed and the data collection form shall be submitted within nine months after the end of the fiscal year of the organization.”

Condition: The data collection form for fiscal year end March 31, 2014 was not submitted within the nine month period ended December 31, 2014.

Cause/Effect: As a consequence, the required reports were not filed timely.

Recommendation: SAUNDERS & ASSOCIATES, PLLC recommends COCAA plan and prepare accordingly to be in a position to submit future audit reports within the nine months subsequent to the fiscal year end.

Reply: We agree with the recommendations and corrective actions are being implemented.

*Memorandum of Suggestions on Accounting
Procedures and System of Internal Controls*

Central Oklahoma Community Action Agency, Inc.
Shawnee, Oklahoma

For the Year Ended March 31, 2014

*Contact Person
G. B. Saunders*

June 26, 2015

*SAUNDERS & ASSOCIATES, PLLC
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Website: www.saunderscpas.com

Board of Directors
Central Oklahoma Community Action Agency, Inc.
Shawnee, Oklahoma

The accompanying Management Letter includes suggestions for improvement of accounting procedures and internal accounting controls that came to our attention as a result of our examination of the financial statements of the Central Oklahoma Community Action Agency, Inc., Shawnee, Oklahoma, for the year ended March 31, 2014. The matters discussed herein were considered by us during our examination and do not modify the opinion expressed in our auditor's report dated June 26, 2015 on such financial statements.


In accordance with auditing standards generally accepted in the United States of America, we made a review of Central Oklahoma Community Action Agency, Inc.'s system of internal accounting controls for the purpose of providing a basis for reliance thereon, in determining the nature, timing and extent of substantive testing of the March 31, 2014 financial statements. While certain matters that came to our attention during the review are presented in the accompanying Management Letter for the consideration of the Board, our review did not encompass all control procedures and techniques and was not designed for the purpose of making detailed recommendations.

The accompanying Management Letter also includes comments and suggestions with respect to other financial and administrative matters that came to our attention during the course of our examination. These matters are offered as constructive suggestions for the consideration of management as part of the ongoing process of modifying and improving accounting control and other financial and administrative practices and procedures.

This Management Letter is intended solely for the benefit of management and the board of directors, and is not to be used for any other purpose.

We wish to express our appreciation for the courtesies and cooperation extended to our representatives during the course of their work. We would be pleased to discuss these suggestions and comments in greater detail or otherwise assist in their implementation.

Sincerely,


SAUNDERS & ASSOCIATES, PLLC
Certified Public Accountants

June 26, 2015

MANAGEMENT LETTER

March 31, 2014

1. INCREASED FINANCIAL OVERSIGHT

While management conducts the daily activities of the organization, it is the responsibility of the governing body to oversee those activities, both programmatically and financially. The supervisory role of the financial activities usually falls within the purview of the board finance committee. Management of the Organization and the Governing body along with the finance committee should work together and develop procedures to mitigate any areas of potential fraud and develop monitoring systems to ensure controls implemented to prevent such fraud are functioning as designed.

Based on our examination of the organization's records and proceedings of the governing body, the Board finance committee is responsible for meeting monthly and conducting examinations of various items including monthly check registers, credit transactions, etc., and reporting back to the full Board. Should the finance committee not meet, these items are not examined for periods covering months at a time.

SAUNDERS & ASSOCIATES, PLLC recommends frequent examinations of: financial statements; check registers; credit card statements and transactions; bank statements and reconciliations; summary payroll information including payment of payroll tax liabilities and periodic examination of program and administrative budget-to-actual reports.

2. PERSONNEL FILES

During our examination of payroll, we conducted reviews of employee personnel files to compare approved rates per the files to the employee's actual pay. Out of ten files examined, we noted one instance where the approved pay rate did not agree with the rate being paid to the employee, and one instance where an approved rate was unable to be located.

SAUNDERS & ASSOCIATES, PLLC recommends COCAA maintain complete and accurate personnel information and update procedures necessary to do so.

3. INTERNAL CONTROLS RELATED TO REVIEW AND APPROVAL OF BANK RECONCILIATIONS

Sound internal controls include an independent review of bank reconciliations by someone other than the individual who prepared them or whose duties do not include the bookkeeping function. The reconciliations are not being reviewed or are not being documented as being reviewed by someone outside the bookkeeping function. Also, the statements and reconciliations should be reviewed by the board's audit/finance committee on a routine basis as part of an ongoing monitoring program. Any unusual items should be noted, investigated and fully resolved each period.

MANAGEMENT LETTER

March 31, 2014

4. INDIRECT COST ALLOCATION PLAN

COCAA has a cost allocation plan which is specific in guidance on the distribution of indirect costs. The plan, however, has not been utilized. Instead, costs are only charged directly to those programs that can bear the administrative costs.

SAUNDERS & ASSOCIATES, PLLC recommends COCAA re-evaluate the current cost allocation methodology and align those efforts with the plan adopted and to more equitably distribute indirect costs.

AGREEMENT

This Agreement is entered into this 1st day of December, 2015 by and between the City of Shawnee, Oklahoma, hereinafter the "CITY", and CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC, (operating as Central Oklahoma Transit System) hereinafter "COTS".

WHEREAS, the CITY is in need of public transportation for its citizens and workforce; and

WHEREAS, COTS possesses the skill, ability and equipment to provide such services.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter set forth, it is hereby agreed by and between the parties hereto that:

1. COTS shall provide to the CITY transportation services for its workforce and citizens in general in the City of Shawnee, Oklahoma, to commence on the 1st day of December, 2015, and to continue uninterrupted service thereafter until the 30th day of June, 2016. Hours of this service shall be from 7:00 a.m. until 6:00 p.m. Monday through Friday (except holidays).

2. In exchange for the provision of such transportation services, the CITY shall pay to COTS Sixty Thousand Dollars (\$60,000.00) in installments as follows: \$35,000.00 December 31st, 2015 and \$5,000.00 the first of each month, February – June, 2016. This money is to come from the City's General Fund. Each payment is to be made after COTS submits the reports and invoices set forth in paragraph three of this Agreement. The City Finance Director shall review quarterly the documents provided and ascertain compliance with the requirements of Paragraph 3. Failure to submit the required reports with the invoices will result in withholding of payment on the invoice pending the receiving of said reports by the City. The City reserves the right to determine if the reports received contain sufficient information for the City to be kept current on the financial status of COTS.

3. COTS shall provide to the CITY all invoices and other documents required by the CITY in connection with its payment procedures. COTS further agrees to provide to the City a monthly report of COTS's expenditures, income and riders. Such reports shall be provided by COTS to the CITY by the 10th day each month during the term of this Agreement. COTS acknowledges and understands that it must segregate and account for the funds received from the CITY. COTS agrees to furnish the City with its annual audit or an agreed upon procedures engagement conducted by a CPA. COTS further agrees to furnish monthly reports to the CITY containing its revenues, expenditures, assets, liabilities, grants and activities.

4. COTS agrees to furnish to the CITY copies of all minutes of COTS meetings.

5. COTS further agrees that in the case of a national or state emergency, or if a municipal emergency is declared by the city manager, COTS will allow the City to use vehicles and employees for necessary transportation, including but not limited to, transporting residents during an evacuation, assisting mass care facilities with transportation and transporting volunteers and responders to their designated work locations.

6. This Agreement shall expire on June 30, 2016. This Agreement may be renewed or extended by agreement of both parties prior to that date, subject to review and recommendation of City's Contract Review Committee.

7. This Agreement may be terminated by either party without cause upon sixty (60) days written notice directed to the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

THE CITY OF SHAWNEE, OK
A municipal corporation

By: _____
JUSTIN ERICKSON,
CITY MANAGER

ATTEST:

Phyllis Loftis, CMC, City Clerk

ACTION, INC.
(CENTRAL OKLAHOMA TRANSIT)

By: _____
EXECUTIVE DIRECTOR

ATTEST:

Administrative Services Manager

APPROVED AS TO FORM AND LEGALITY this ____ day of _____, 2015

Mary Ann Karns, City Attorney

Regular Board of Commissioners

9.

Meeting Date: 12/07/2015

Budget Amd

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Budget Amendment – General Fund

To adjust the City Manager Budget for COTS

Attachments

Budget Amd COTS

**City of Shawnee
Budget Amendment
General Fund
December 7, 2015**

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	4001			Sales Tax	12,383,557.00	60,000.00	12,443,557.00
				Total	12,383,557.00	60,000.00	12,443,557.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	5-0110-5330			Community Service contracts	55,000.00	60,000.00	115,000.00
					-	-	-
					55,000.00	60,000.00	

Approved by the City Commission this
12/07/2015

Explanation of Budget Amendment:
To adjust the City Manager budget for COTS
using the additional sales tax that we have received

Approved:

Mayor _____

Attest: _____

City Clerk _____

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

Regular Board of Commissioners

10.

Meeting Date: 12/07/2015

Garage Final Plat

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a Final Plat for The Garage Restaurant located at 190 Shawnee Mall Drive.
Case No. S13-15 Applicant: Muhammad Khan, P.E.

Attachments

S13-15 The Garage

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Muhammad Khan, P.E.
FOR: Final Plat for The Garage Restaurant
LOCATION: 190 Mall Drive, Shawnee, OK
PROJECT# 151119 CASE# S13-15

PLANNING COMMISSION MEETING DATE: December 2nd, 2015

PLANNING COMMISSION RECOMMENDATION: Approval w/ following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. The final engineered drainage plan must be approved by the City Engineer prior to construction.
3. Landscape Plans shall be submitted concurrent with the building permit.
4. Completed reciprocal agreement with appropriate signatures.

All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 7

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
MORTON			X			
CLINARD			X			
KERBS			X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)	X		X			
KIENZLE		X	X			
AFFENTRANGER			X			

RESPECTFULLY SUBMITTED,

Cheyenne Lincoln

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____



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

STAFF REPORT
Final Plat
Case #S13 -15

TO: Shawnee Planning Commission
AGENDA: December 2, 2015
RE: The Garage at Shawnee Mall, Final Plat

PROPOSAL

The applicant, Muhammad Khan, P.E., is requesting Final Plat approval for one (1) lot on a 0.71 acre property to facilitate development of a restaurant site. The property is generally located on Shawnee Mall Drive, west of Walmart, south of Buffalo Wild Wings. Commission approvals have been as follows:

1. Rezone: CP (Shopping Center) to C-3 (Highway Commercial) – 9/8/2015
2. Preliminary Plat: Approved - 11/16/2015

GENERAL INFORMATION

Applicant	Muhammad Khan, P.E.
Owner(s)	Shawnee Mall Owner, LLC
Site Location/Address	Shawnee Mall Drive west of N. Union Ave.
Current Site Zoning	C-3 (Highway Commercial)
Parcel Size	0.71 Acres
Proposed Use	Restaurant
Comprehensive Plan Designation	Commercial
Existing Land Use	Parking Lot
Surrounding Zoning	CP (Shopping Center)



Figure 1: Aerial view of site – approximate total area outlined in red.

STAFF REVIEW AND ANALYSIS

Staff has completed their review of The Garage at Shawnee Mall Final Plat and finds that the plat meets City requirements.

As proposed, the subject lot will abut upon a private street network (Table 22-15.4.1, Zoning Code), similar to the neighboring Panda Express to the east.

The Garage at Shawnee Mall is a plat created with the intent to produce a 5,000 square-foot sit-down restaurant. The site is properly zoned and the use is consistent with the Shawnee Comprehensive Plan designation (Figure 3) and similar uses in the immediate area. With continued collaboration between the Shawnee Mall and new ownership of the subject site, cross-access agreements and proper easements have been represented on the Plat. The comprehensive reciprocal agreement shall be submitted with all signatures and required instrument numbers.

With respect to utilities, public water and sewer will be extended through proper easements to satisfy City requirements. Indicated within the reciprocal agreement is a separate, private easement where private lines are to be outside of the subject site boundaries.

Regarding the technical aspects of the submitted plat, the City Engineer has reviewed the submitted plans and has no objection to approval of the final plat, provided any conditions recommended below are adopted.

STAFF RECOMMENDATION

The technical aspects of the Final Plat have been reviewed by the City Engineer and other appropriate staff. Staff does recommend approval of the Final Plat, with the following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. The final engineered drainage plan must be approved by the City Engineer prior to construction.
3. Landscape Plans shall be submitted concurrent with the building permit.
4. Completed reciprocal agreement with appropriate signatures.
5. All other applicable City standards apply.

Attachments

1. Figure 1: Aerial view of site
2. Figure 2: Zoning Map
3. Figure 3: Future Comprehensive Plan Map
4. Exhibit 1: Final Plat
5. Exhibit 2: Preliminary Plat

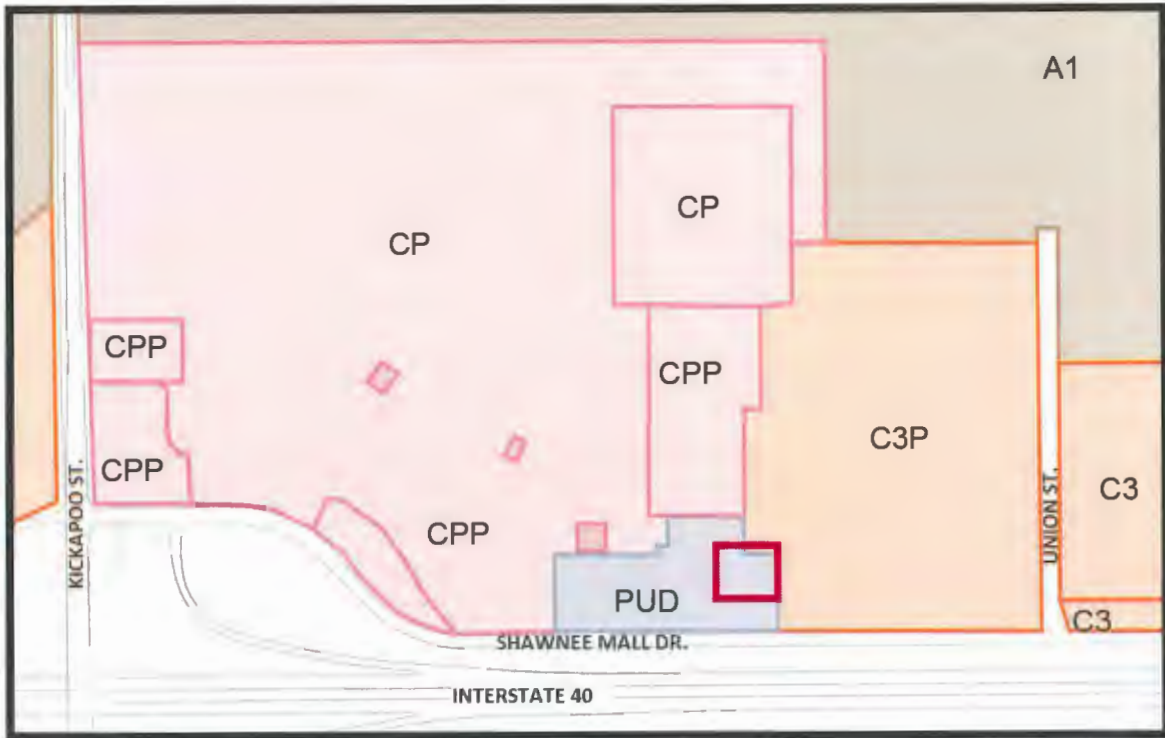


Figure 2: Zoning Map of site – approximate total area outlined in red.

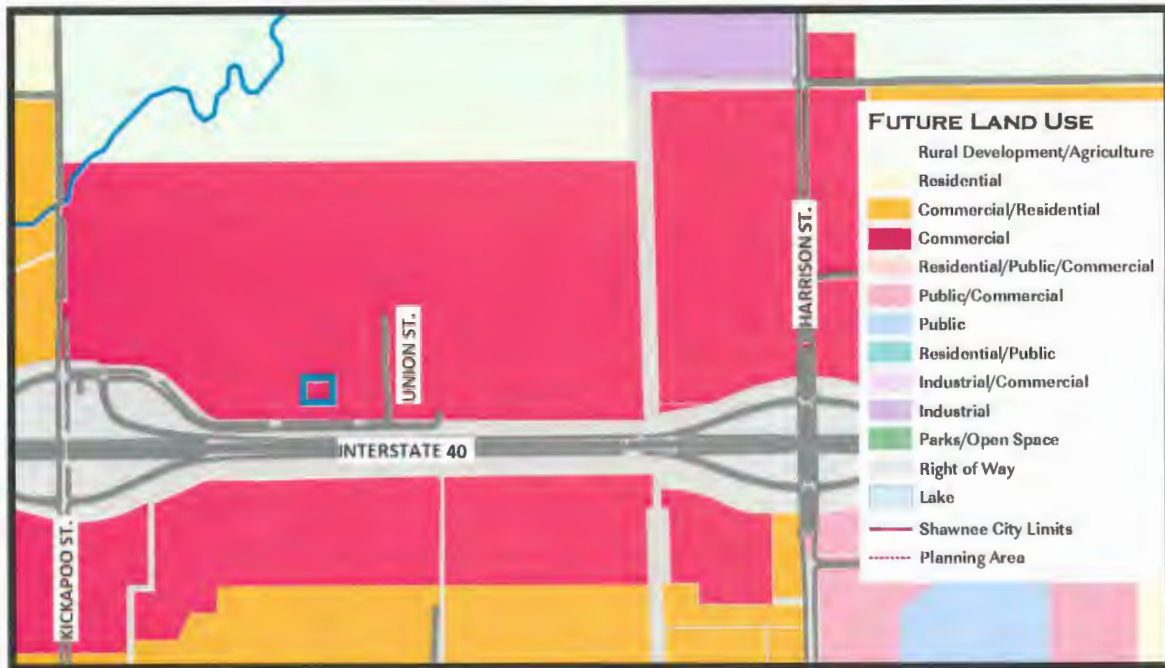
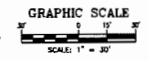
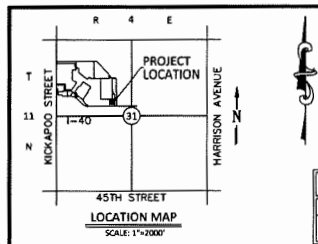


Figure 3: Future Comprehensive Plan Map – approximate total area outlined in blue.



LOT COUNT: 1

PROPERTY AREA		
LOT ID	SQ. FT.	ACRES
LOT 1, BLOCK 1	30,735	0.7056

FINAL PLAT THE GARAGE AT SHAWNEE MALL

Being a Replat of a Part of Lot 2, Block A, Shawnee Mall Subdivision
A Part of the N.W. Quarter, Section 31, T. 11 N., R. 4E, I.M.
Shawnee, Pottawatomie County, Oklahoma

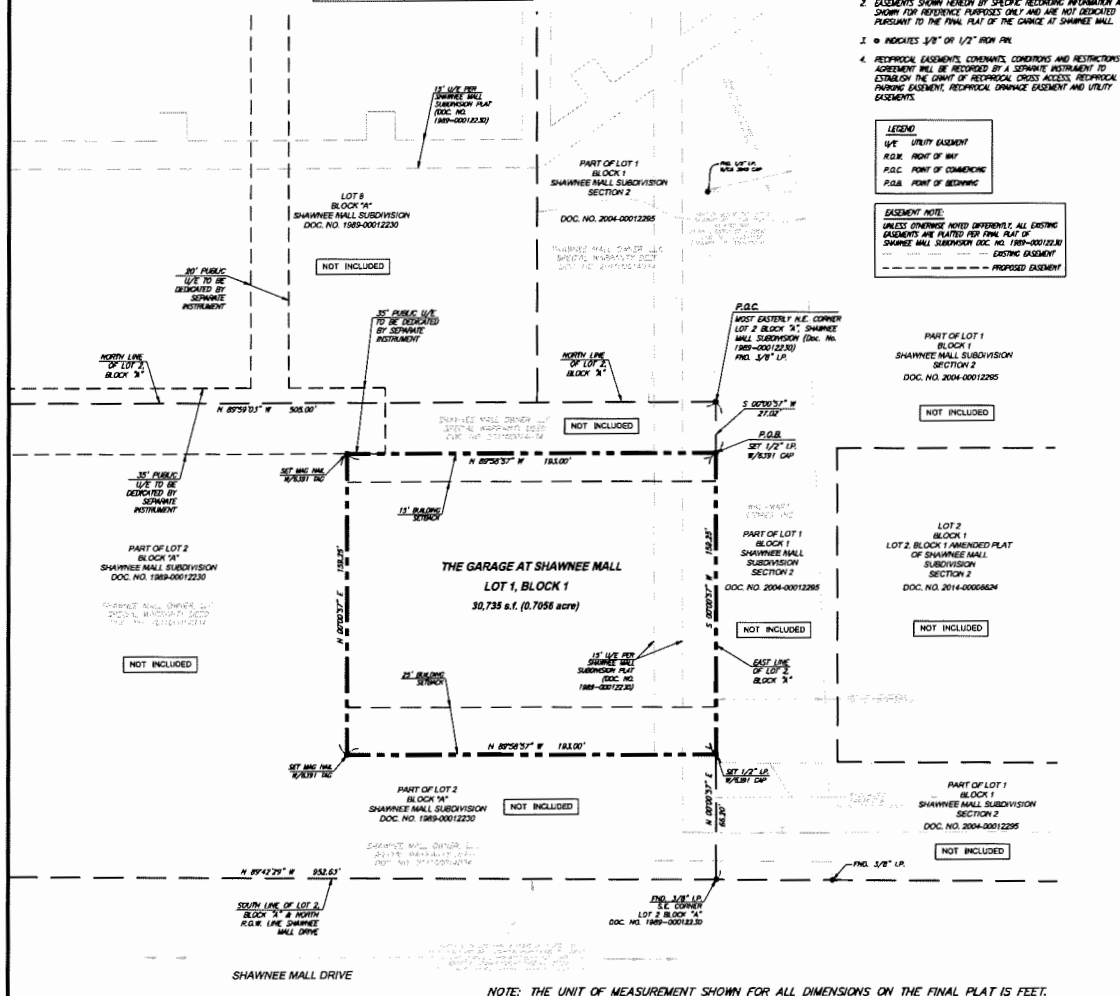
NOTE:

- THE BEARING OF SOUTH 07°00'37" WEST AS THE EAST LINE OF LOT 2, BLOCK 2, SHAWNEE MALL SUBDIVISION AS SHOWN ON SAID PLAT WAS USED AS THE BASIS OF BEARING FOR THE FINAL PLAT OF THE GARAGE AT SHAWNEE MALL.
- SUBSEMENTS SHOWN HEREON BY SPECIFIC RECORDING INFORMATION ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE NOT DEEMED PLEASANT TO THE FINAL PLAT OF THE GARAGE AT SHAWNEE MALL.
- INDICATES 3/4" OR 1/2" IRON PIN.
- RECIPROCAL EASEMENTS, COVENANTS, CONDITIONS AND RESTRICTIONS AGREEMENT SHALL BE RECORDED BY A SEPARATE INSTRUMENT TO ESTABLISH THE RIGHT OF RECIPROCAL CROSS ACCESS, RECIPROCAL PARKING EASEMENT, RECIPROCAL DRAINAGE EASEMENT AND UTILITY EASEMENTS.

LEGEND

—	UTILITY EASEMENT
- - -	POINT OF WAY
---	P.O.C. POINT OF COMMENCEMENT
—	P.O.B. POINT OF BEGINNING

EASEMENT NOTE:
UNLESS OTHERWISE NOTED OTHERWISE ALL EXISTING EASEMENTS ARE PLATTED FOR FINAL PLAT OF SHAWNEE MALL SUBDIVISION DOC. NO. 1989-00012230
— EXISTING EASEMENT
--- PROPOSED EASEMENT



NOTE: THE UNIT OF MEASUREMENT SHOWN FOR ALL DIMENSIONS ON THE FINAL PLAT IS FEET.

OWNER'S CERTIFICATE AND DEDICATION

KNOW ALL MEN BY THESE PRESENTS:
That we, the undersigned, SHAWNEE MALL OWNER, LLC, a Delaware limited liability company, do hereby certify that we are the owners of and the only person or persons, corporation or corporations having any right, title or interest in the land shown on the Final Plat of THE GARAGE AT SHAWNEE MALL, a replat of a portion of Block 2, Lot 2 of Shawnee Mall Subdivision, as shown on said Final Plat, and we have caused the said premises to be surveyed and platted into lots, blocks, streets and easements, as shown on said Final Plat, said Final Plat represents a correct survey of all property included therein and it hereby adopted on the date of the recording of THE GARAGE AT SHAWNEE MALL and more particularly described as follows:

A tract of land that is part of Lot Two (2), Block Two (2) of the recorded plat of SHAWNEE MALL SUBDIVISION (Doc. No. 1989-00012230) in the Northwest Quarter (NW/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, and have caused the said premises to be surveyed and platted into lots, blocks, streets and easements, as shown on said Final Plat, said Final Plat represents a correct survey of all property included therein and it hereby adopted on the date of the recording of THE GARAGE AT SHAWNEE MALL and more particularly described as follows:
 COMMERCE at the east Eastern Northwest Corner of Lot 2, Block 2 of the said plat:
 Thence South 07°00'37" West, a distance of 27.02 feet to the POINT OF BEGINNING;
 Thence continuing South 07°00'37" West, a distance of 159.25 feet;
 Thence North 89°58'37" East, a distance of 183.00 feet;
 Thence North 07°00'37" East, a distance of 159.25 feet;
 Thence South 89°58'37" East, a distance of 183.00 feet to the POINT OF BEGINNING.

Said tract of land contains an area of 30,735 square feet or 0.7056 acres, more or less.
SHAWNEE MALL OWNER, LLC, a Delaware limited liability company, dedicate all streets and easements shown on said Final Plat to the public for public highways, streets and easements, for themselves, their successors, and assigns forever and have caused the same to be released from all rights, easements and encumbrances except as shown on the Banded Abstracter's Certificate.

SHAWNEE MALL OWNER, LLC
a Delaware limited liability company.

(David M. Jackson, Manager)

STATE OF _____ } s.s.
COUNTY OF _____ }

Before me, the undersigned, a Notary Public in and for said County and State, on this _____ day of _____, 2015, personally appeared David M. Jackson, Manager of Shawnee Mall Owner, LLC, a Delaware limited liability company, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed this same as his free and voluntary act and deed of Shawnee Mall Owner, LLC, a Delaware limited liability company, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

My Commission Expires: _____ NOTARY PUBLIC

BONDED ABSTRACTER'S CERTIFICATE
The undersigned, duly qualified abstractor in and for said County and State, hereby certifies that according to the records of said County, title to the land shown on the Final Plat of THE GARAGE AT SHAWNEE MALL, a replat of a portion of Block 2, Lot 2 of Shawnee Mall Subdivision, as shown on the City of Shawnee, Pottawatomie County, Oklahoma, appears to be vested in SHAWNEE MALL OWNER, LLC, a Delaware limited liability company, on this _____ day of _____, 2015, unencumbered by pending actions, judgments, liens, taxes or other encumbrances except minerals previously conveyed and mortgages of record.

Attest: _____ SECRETARY _____ VICE PRESIDENT _____

CITY PLANNING COMMISSION APPROVAL
I, _____, Chairperson of the Planning Commission of the City of Shawnee, Oklahoma, hereby certify that the said Planning Commission approved the Final Plat of THE GARAGE AT SHAWNEE MALL, a replat of a portion of Block 2, Lot 2 of Shawnee Mall Subdivision, on addition to the City of Shawnee, Oklahoma, this _____ day of _____, 2015.

ACCEPTANCE OF DEDICATIONS
As it resolved by the City Council of Shawnee, Oklahoma, that the dedications shown on the Final Plat of THE GARAGE AT SHAWNEE MALL, a replat of a portion of Block 2, Lot 2 of Shawnee Mall Subdivision, on addition to the City of Shawnee, Oklahoma, are hereby accepted.
Signed by the Mayor of the City of Shawnee, Oklahoma, this _____ day of _____, 2015.

ATTEST: _____ CITY CLERK, Phyllis Loftis _____ MAYOR, Wes Mainhard

CERTIFICATE OF CITY CLERK
I, Phyllis Loftis, City Clerk of the City of Shawnee, Oklahoma, hereby certify that I have examined the records of said City and find that all delinquent unpaid unencumbered installments have been paid in full and that there is no special assessment procedure now pending against the land on the Final Plat of THE GARAGE AT SHAWNEE MALL, a replat of a portion of Block 2, Lot 2 of Shawnee Mall Subdivision, on addition to the City of Shawnee, Oklahoma.
Signed by the City Clerk on this _____ day of _____, 2015.

COUNTY TREASURER'S CERTIFICATE
I, Wendy Magnus, hereby certify that I am the duly elected and acting County Treasurer of Pottawatomie County, State of Oklahoma, that the tax records of said County show no taxes paid for the year _____ and all prior years on the land shown on the Final Plat of THE GARAGE AT SHAWNEE MALL, a replat of a portion of Block 2, Lot 2 of Shawnee Mall Subdivision, on addition to the City of Shawnee, Pottawatomie County, Oklahoma, and that the required delinquent security has been deposited in the office of the County Treasurer, guaranteeing payment of current year taxes.
IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at Shawnee, Pottawatomie County, Oklahoma, on this _____ day of _____, 2015.

REGISTERED LAND SURVEYOR
I, Randall A. Mansfield, do hereby certify that I am a Professional Land Surveyor in the State of Oklahoma, and that the Final Plat of THE GARAGE AT SHAWNEE MALL, a replat of a portion of Block 2, Lot 2 of Shawnee Mall Subdivision, as shown on the Final Plat of THE GARAGE AT SHAWNEE MALL, a replat of a portion of Block 2, Lot 2 of Shawnee Mall Subdivision, on addition to the City of Shawnee, Oklahoma, consisting of one (1) sheet, represents a survey made under my supervision on the _____ day of _____, 2015, and that monuments shown thereon actually exist and their positions are correctly shown, that this Survey meets the Oklahoma Minimum Standards for the Practice of Land Surveying as adopted by the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors and that said Final Plat complies with the requirements of Title 4 Section 41-108 of the Oklahoma State Statute.

DOBSON-THOMPSON-MANSFIELD, PLLC
20 NE 35th STREET
OKLAHOMA CITY, OKLAHOMA 73105
(405) 801-7402

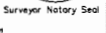
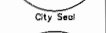
Randall A. Mansfield, REGISTERED LAND SURVEYOR No. 1613
OKLAHOMA CERTIFICATE OF AUTHORIZATION No. 6391 EXPIRES - JUNE 30, 2016

STATE OF OKLAHOMA) s.s.
COUNTY OF OKLAHOMA) _____ day of _____, 2015, personally appeared
Randall A. Mansfield, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed this same as his free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.
My Commission Expires: _____ NOTARY PUBLIC

Date: October 26, 2015
D&K CONSULTING ENGINEERS P.C.
815 N. MAIN STREET
OKLAHOMA CITY, OK 73106
(405) 220-7715
Oklahoma Certificate of Authorization
No. 444 Exp. 8/30/2017

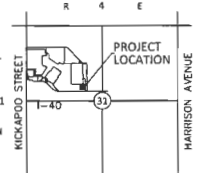
THE GARAGE AT SHAWNEE MALL
A replat of a portion of Lot 2, Block 2, of Shawnee Mall Subdivision, Shawnee, Pottawatomie County, Oklahoma
FINAL PLAT, SHEET 1 OF 1



PRELIMINARY PLAT
THE GARAGE AT SHAWNEE MALL
 Being a Replat of a Part of Lot 2, Block A, Shawnee Mall Subdivision
 A Part of the N.W. Quarter, Section 31, T. 11 N., R. 4E, I.M.
 City of Shawnee, Pottawatomie County, Oklahoma

EXHIBIT
2

VERTICAL DATUM = NAVD 83 Based on South 0250'51" West to the center of the 45th Street SHAWNEE MALL SUBDIVISION
BENCHMARK - BM ELEVATION 1013.72 REMARKS: CUT # ON TOP OF CURB N. SIDE OF SHAWNEE MALL CORN # OF S.W. PROPERTY CORNER
BENCHMARK - BM ELEVATION 1013.72 REMARKS: CUT # ON TOP OF CURB N. SIDE OF SHAWNEE MALL CORN # OF S.W. PROPERTY CORNER



OWNER'S ADDRESS
 SHAWNEE MALL OWNER, LLC
 A Oklahoma Limited Liability Company
 4001 NORTH KICKAPOO ST., SUITE 5000
 SHAWNEE, OKLAHOMA 74804
 PHONE: (405) 275-7253
 CONTACT: SCOTT KINCREY
 GENERAL MANAGER, SHAWNEE MALL

DESIGNED BY:
 SMC CONSULTING ENGINEERS, P.C.
 815 W. MAIN
 OKLAHOMA CITY, OK 73106
 PHONE: (405) 232-7715
 CONTACT: MUHAMMAD A. KHAN, P.E.

SURVEYED BY:
 OGDEN-THOMPSON-MANSFIELD, PLLC
 3532 NW 23RD STREET
 OKLAHOMA CITY, OK 73107
 PHONE: (405) 801-7402
 CONTACT: RANDALL A. MANSFIELD

LOT COUNT: 1

PROPERTY AREA		
LOT ID.	SQ. FT.	ACRES
LOT 1, BLOCK 1	30,735	0.7056

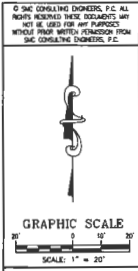
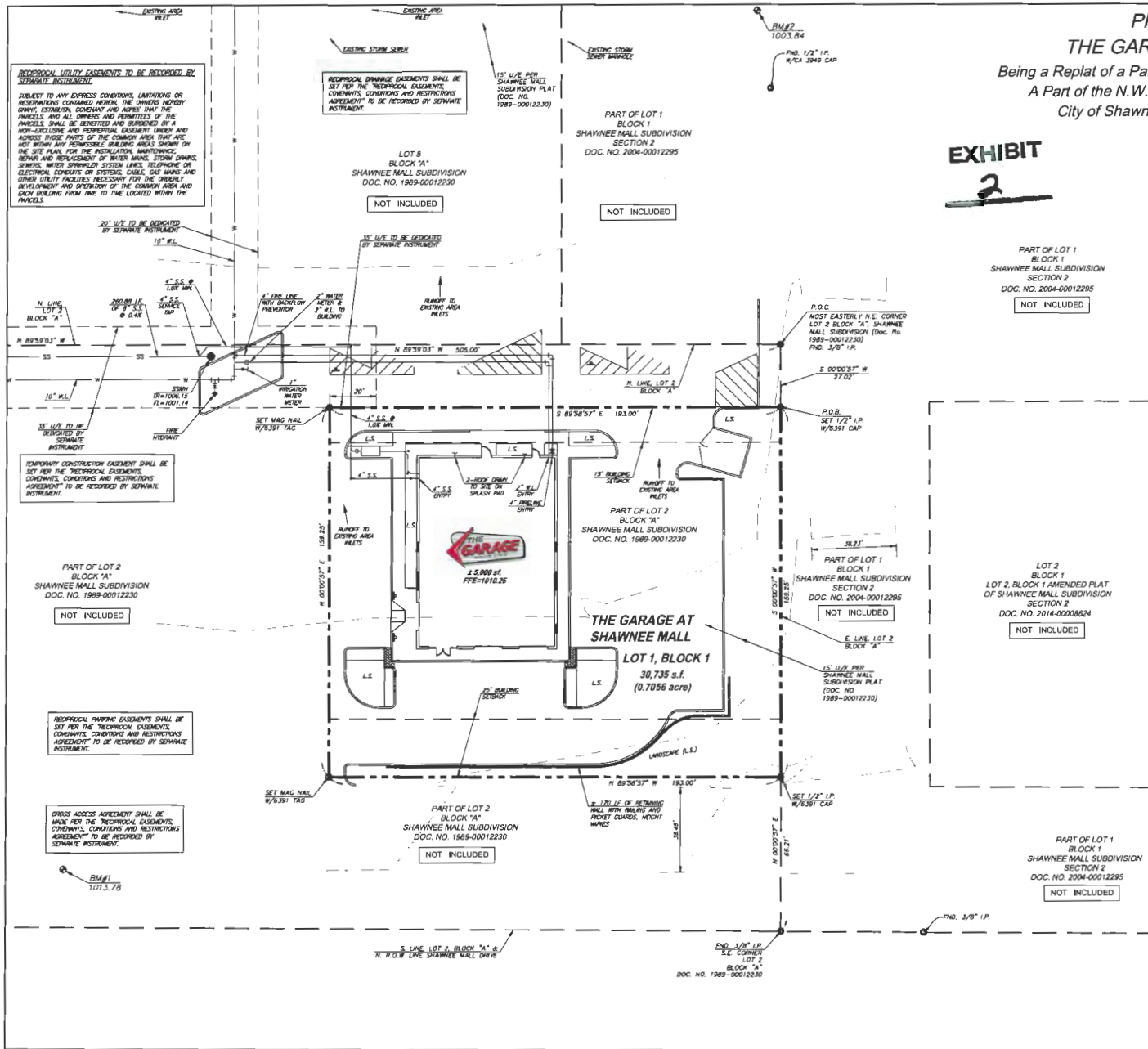
LEGAL DESCRIPTION: LOT 1, BLOCK 1, THE GARAGE AT SHAWNEE MALL:
 A tract of land that is part of Lot Two (2), Block "A" of the record plat of SHAWNEE MALL SUBDIVISION (Doc. No. 1989-00012230) in the Northwest Quarter (NW/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Base and Meridian, Pottawatomie County, State of Oklahoma, said tract of land being described as follows:
 COMMENCING at the most Eastern Northeast Corner of Lot 2, Block "A" of the said plat;
 Thence South 00°00'57" West, a distance of 27.02 feet to the POINT OF BEGINNING;
 Thence continuing South 00°00'57" West, a distance of 159.25 feet;
 Thence North 89°58'57" West, a distance of 153.00 feet;
 Thence North 00°00'57" East, a distance of 159.25 feet;
 Thence South 89°58'57" East, a distance of 183.00 feet to the POINT OF BEGINNING.
 Said tract of land contains an area of 30,735 square feet or 0.7056 acre, more or less.

ZONING INFORMATION	
DISTRICT C-3 HIGHWAY COMMERCIAL DISTRICT	
BUILDING SETBACK REQUIREMENTS	
FRONT:	35'
REAR:	15'
HEIGHT:	45'
SOURCE:	CITY OF SHAWNEE ZONING CODE TABLE 22-195.4.1

- NOTES**
- THE GARAGE RESTAURANT CONSTRUCTION PLAN WILL BE CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF SHAWNEE STANDARDS AND SPECIFICATIONS. THE FINAL CONSTRUCTION PLANS WILL BE SUBMITTED WITH THE PLAT.
 - FIRE HYDRANTS WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE CITY OF SHAWNEE STANDARDS AND SPECIFICATIONS.
 - HORIZONTAL DATUM = NAVD 83 (NORTH ZONE); VERTICAL DATUM = NAVD 88

LEGEND	
— LOT LINE	U/E UTILITY EASEMENT
— THE GARAGE AT SHAWNEE MALL PROPERTY LINE	S.S. SANITARY SEWER
- - - EASEMENT LINE	SSM SANITARY SEWER MANHOLE
- - - - - POINT OF BEGINNING	W/L WATER LINE
- - - - - LANDSCAPE	R.O.K. POINT OF MEET
	L.S. LANDSCAPE

EASEMENTS SHOWN HEREON BY SPECIFIC REFERENCE INFORMATION ARE SHOWN HEREON FOR INFORMATION PURPOSES ONLY AND ARE NOT DEDICATED AS A PART OF THIS PLAT.
 DATE: 08-23-2015



THE GARAGE AT SHAWNEE MALL
LOT 1, BLOCK 1
 Being a replat of a part of Lot 2,
 Block A, Shawnee Mall Subdivision
 Shawnee, Oklahoma

SMC
 SMC Consulting Engineers, P.C.
 815 W. MAIN
 OKLAHOMA CITY, OK 73106
 PHONE: (405) 232-7715
 CONTACT: MUHAMMAD A. KHAN, P.E.

PRELIMINARY PLAT
 SHEET NO. 1

FINAL PLAT APPLICATION FOR THE CITY OF SHAWNEE

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

APPLICANT MUHAMMAD KHAN, P.E.

APPLICANT ADDRESS 815 W. MAIN, OKLAHOMA CITY, OK 73106

APPLICANT PHONE NUMBERS 405-232-7715

EMAIL ADDRESS muhammad.khan@smcokc.com

NAME OF PLAT THE GARAGE AT SHAWNEE MALL

LOCATION SHAWNEE MALL, SHAWNEE MALL DRIVE, SHAWNEE

NUMBER OF ACRES 0.7056 NUMBER OF LOTS ONE

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$325.00

PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS _____

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____

TOTAL COST _____

FOR LESS THAN 2 ACRE LOTS: FEE: \$325.00

PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 1 \$2.00

PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____ XX

TOTAL COST \$327.00

OWNER/DEVELOPER INFORMATION:

NAME SHAWNEE MALL OWNER, LLC, a Delaware limited liability company

ADDRESS 4901 NORTH KICKAPOO STREET, SUITE 5000, SHAWNEE, OK 74074

CONTACT NUMBERS SCOTT KINGREY, GENERAL MANAGER, 405-275-7253, EXT. 102

EMAIL ADDRESS skingrey@streetmac.net

PROJECT ENGINEER INFORMATION:

NAME MUHAMMAD KHAN, P.E., SMC CONSULTING ENGINEERS, P.C.

ADDRESS 815 W. MAIN, OKLAHOMA CITY, OK 73106

CONTACT NUMBERS 405-232-7715

EMAIL ADDRESS muhammad.khan@smcokc.com

FOR STAFF USE ONLY

PROJECT NUMBER: 15119 CASE NUMBER: 513-15

DATE: 11-02-15 AMOUNT PAID: \$327.00 RECEIPT NO. 01809334

Regular Board of Commissioners

11.

Meeting Date: 12/07/2015

Final Plat Shawnee Auto Mall

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a Final Plat for Shawnee Auto Mall located on Shawnee Mall Drive, east of Union Street. Case No. S14-15 Applicant: Huitt-Zollars, Inc. (*Planning Commission deferred item.*)

Attachments

S14-15 Shawnee Auto Mall

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Huitt-Zollars, INC
FOR: Final Plat for Shawnee Auto Mall
LOCATION: Shawnee Mall Drive, East of Union Street,
Shawnee, OK
PROJECT# 151126 CASE# S14-15

PLANNING COMMISSION MEETING DATE: December 2nd, 2015

PLANNING COMMISSION RECOMMENDATION: Deferral to January 6th, 2016 Planning Commission Meeting:

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 7

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
MORTON			X			
CLINARD			X			
KERBS			X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)			X			
KIENZLE		X	X			
AFFENTRANGER	X		X			

RESPECTFULLY SUBMITTED,

Cheyenne Lincoln

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____



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

STAFF REPORT
Final Plat
Case #S14 -15

TO: Shawnee Planning Commission
AGENDA: December 2, 2015
RE: Shawnee Auto Mall Addition, Final Plat

PROPOSAL

The applicant, Huitt-Zollars, Inc., is requesting Final Plat approval for four (4) lots on a twenty-one (21) Acre property intended for the construction of multiple car dealerships. The site is located north-east of the I-40 service road and Union Street. The subject site is zoned C-3 (Highway Commercial) and is currently vacant. Preliminary Plat approval was received on August 17, 2015.

GENERAL INFORMATION

Applicant	Huitt-Zollars, Inc.
Owner(s)	Cooper Shawnee Investments LLC
Site Location/Address	Shawnee Mall Drive, east of Union Street.
Current Site Zoning	C-3 (Highway Commercial)
Parcel Size	21 Acres (Approximate)
Proposed Use	Car dealership
Comprehensive Plan Designation	Commercial
Existing Land Use	Vacant
Surrounding Zoning	Commercial (C-3) and Agricultural (A-1)



Figure 1: Aerial view of site – approximate total area outlined in red.

STAFF REVIEW AND ANALYSIS

Staff has reviewed the Final Plat and all submitted construction documentation. At this point, Staff does not find the work ready for approval and asks the commission to defer this case for one month:

STAFF RECOMMENDATION

Staff recommends to **defer** this case one month, until the following meetings:

- January 6th, 2016 Planning Commission meeting
- January 18th, 2016 City Commission meeting

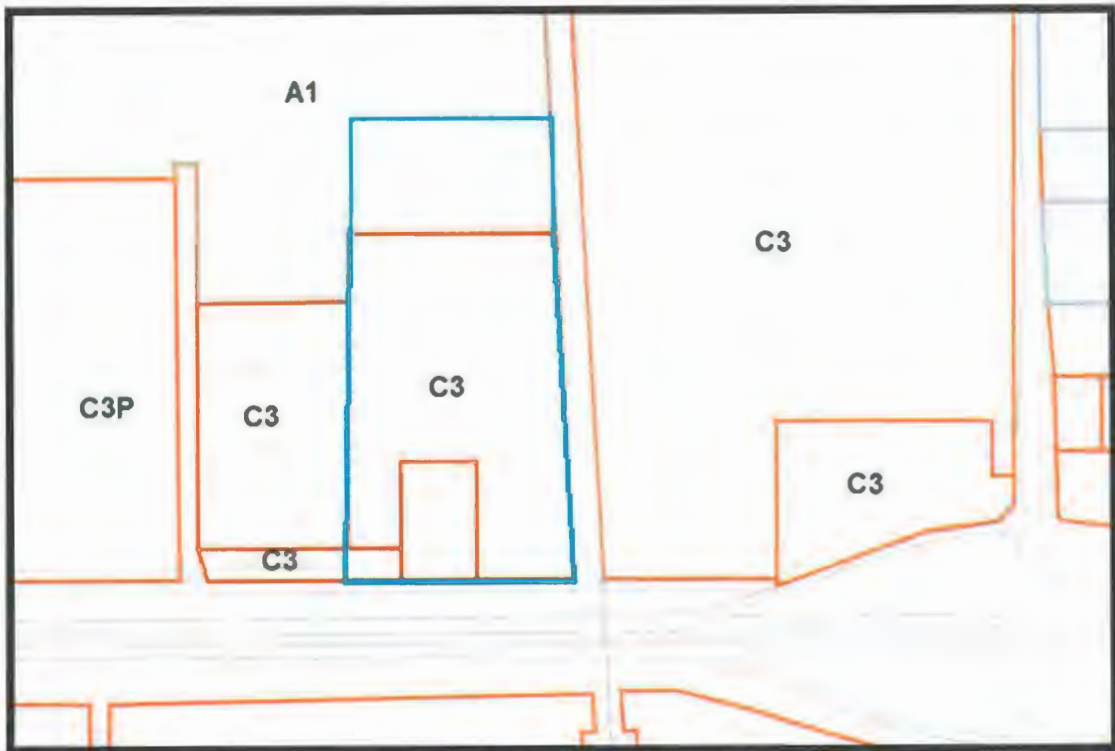


Figure 2: Zoning Map of site – approximate total area outlined in red.

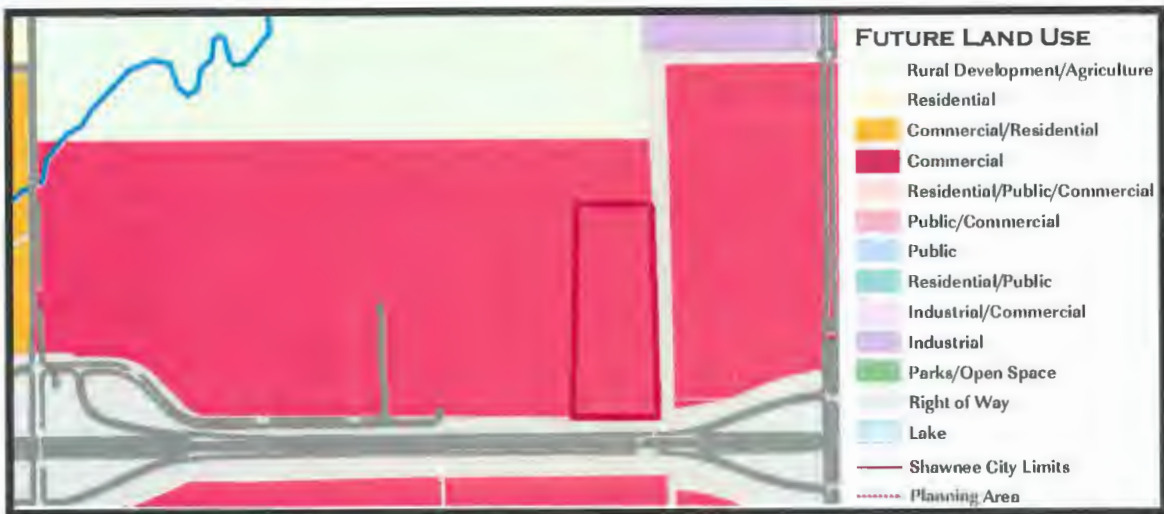


Figure 3: Future Comprehensive Plan Map – approximate total area outlined in red.

FINAL PLAT APPLICATION FOR THE CITY OF SHAWNEE

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

APPLICANT Huitt-Zollars, Inc. for Cooper Shawnee Investments, LLC
APPLICANT ADDRESS 2832 W. Wilshire Blvd., Ste. 200 OKla. City, OK 73116
APPLICANT PHONE NUMBERS (405) 842-0363
EMAIL ADDRESS brandonc@huitt-zollars.com

NAME OF PLAT Shawnee Auto Mall
LOCATION On Shawnee Mall Drive west of Harrison St. NE 1/4 Sec. 31. T11N-R4E
NUMBER OF ACRES 21.0 ± Ac. NUMBER OF LOTS 4

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$325.00
PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS 4 \$ 331.00
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST _____

FOR LESS THAN 2 ACRE LOTS: FEE: \$325.00
PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS _____
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST _____

OWNER/DEVELOPER INFORMATION:

NAME Cooper Shawnee Investments, LLC, Attn: Timothy J. Smith
ADDRESS 32 N.W. 144th Circle, Ste. A, Edmond, OK 73013
CONTACT NUMBERS (405) 919-0282
EMAIL ADDRESS tsmith@okeproperties.com

PROJECT ENGINEER INFORMATION:

NAME Huitt-Zollars, Inc. Attn: Brandon Coon
ADDRESS 2832 W. Wilshire Blvd., Ste. 200, OKla. City, OK 73116
CONTACT NUMBERS (405) 842-0363
EMAIL ADDRESS brandonc@huitt-zollars.com

FOR STAFF USE ONLY

PROJECT NUMBER: 131126 CASE NUMBER: 514-15

DATE: 11-2-15 AMOUNT PAID: \$337.00 RECEIPT NO. 01809600

Regular Board of Commissioners

12.

Meeting Date: 12/07/2015

Prel Plat Avonlea Cottages

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a Preliminary Plat for Avonlea Cottages of Shawnee located at 789 Country Grove Drive. Case No. S15-15 Applicant: John Julian, United Senior Properties

Attachments

S15-15 Avonlea Cottages

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: John Julian, United Senior Properties
FOR: Preliminary Plat for Avonlea Cottages of Shawnee
LOCATION: 789 Country Grove Drive, Shawnee, OK
PROJECT# 151127 CASE# S15-15

PLANNING COMMISSION MEETING DATE: December 2nd, 2015

PLANNING COMMISSION RECOMMENDATION: Approval w/ 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. Landscape Plans will be required concurrent with Final Plat approval.
4. A four (4') foot sidewalk shall be required along Country Grove Drive.

All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 7

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
MORTON			X			
CLINARD	X		X			
KERBS			X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)		X	X			
KIENZLE			X			
AFFENTRANGER			X			

RESPECTFULLY SUBMITTED,

Cheyenne Lincoln

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____



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

STAFF REPORT
Preliminary Plat
Case #S15 -15

TO: Shawnee Planning Commission
AGENDA: December 2, 2015
RE: Avonlea Cottages of Shawnee, Preliminary Plat

PROPOSAL

The applicant, John Julian, is requesting Preliminary Plat approval for one (1) lot on a 2.72 acre property to facilitate the expansion of Avonlea Cottages, an assisted living facility. The property is generally located west along Country Grove Drive and North Harrison Avenue.

GENERAL INFORMATION

Applicant	John Julian, United Senior Properties
Owner(s)	John Julian, United Senior Properties
Site Location/Address	789 Country Grove Drive
Current Site Zoning	C-3 (Highway Commercial)
Parcel Size	2.72
Proposed Use	Restaurant
Comprehensive Plan Designation	Commercial / Residential
Existing Land Use	Commercial
Surrounding Zoning	C-3 (Highway Commercial)



Figure 1: Aerial view of site – approximate total area outlined in blue.

STAFF REVIEW AND ANALYSIS

Avonlea Cottage of Shawnee provides assisted living services and care to citizens of Shawnee, Oklahoma. With a growing need, the intent is to expand upon their current structure. In order to expand it became necessary to purchase a portion of the neighboring property to the south to allow room for the addition and necessary parking. A part of the purchase agreement includes land to construct a private drive fronting on North Harrison Street. This private drive will allow access to the expanded parking lot and new facility.

A general review of the Avonlea Cottages Preliminary Plat includes:

1. The purchase of additional property to the south (represented in the property boundaries provided in all figures).
2. Proposed one-story addition connecting, from the south, to the current structure.
3. Private drive allowing access from North Harrison Avenue to the proposed, additional parking.
4. In addition to the one-lot plat, an outlot will be indicated for land in the floodplain.
5. City utilities are present on site.
6. Stormwater detention is indicated on site. Technical calculations will be required if the subject preliminary plat is approved.
7. A four (4) foot sidewalk will be required for the full length of property along Country Grove Drive.

The site is properly zoned and the use is consistent with the Shawnee Comprehensive Plan designation (Figure 3) and similar uses in the immediate area. Staff has reviewed the preliminary plat request and finds that the plat meets City requirements, with a few exceptions to be indicated in the conditions of approval.

STAFF RECOMMENDATION

The technical aspects of the Preliminary Plat have been reviewed and Staff does recommend approval of the Preliminary Plat, 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. Landscape Plans will be required concurrent with Final Plat approval.
4. A four (4') foot sidewalk shall be required along Country Grove Drive.
5. All other applicable City standards apply.

Attachments

1. Figure 1: Aerial view of site
2. Figure 2: Zoning Map
3. Figure 3: Future Comprehensive Plan Map
4. Exhibit 1: Preliminary Plat

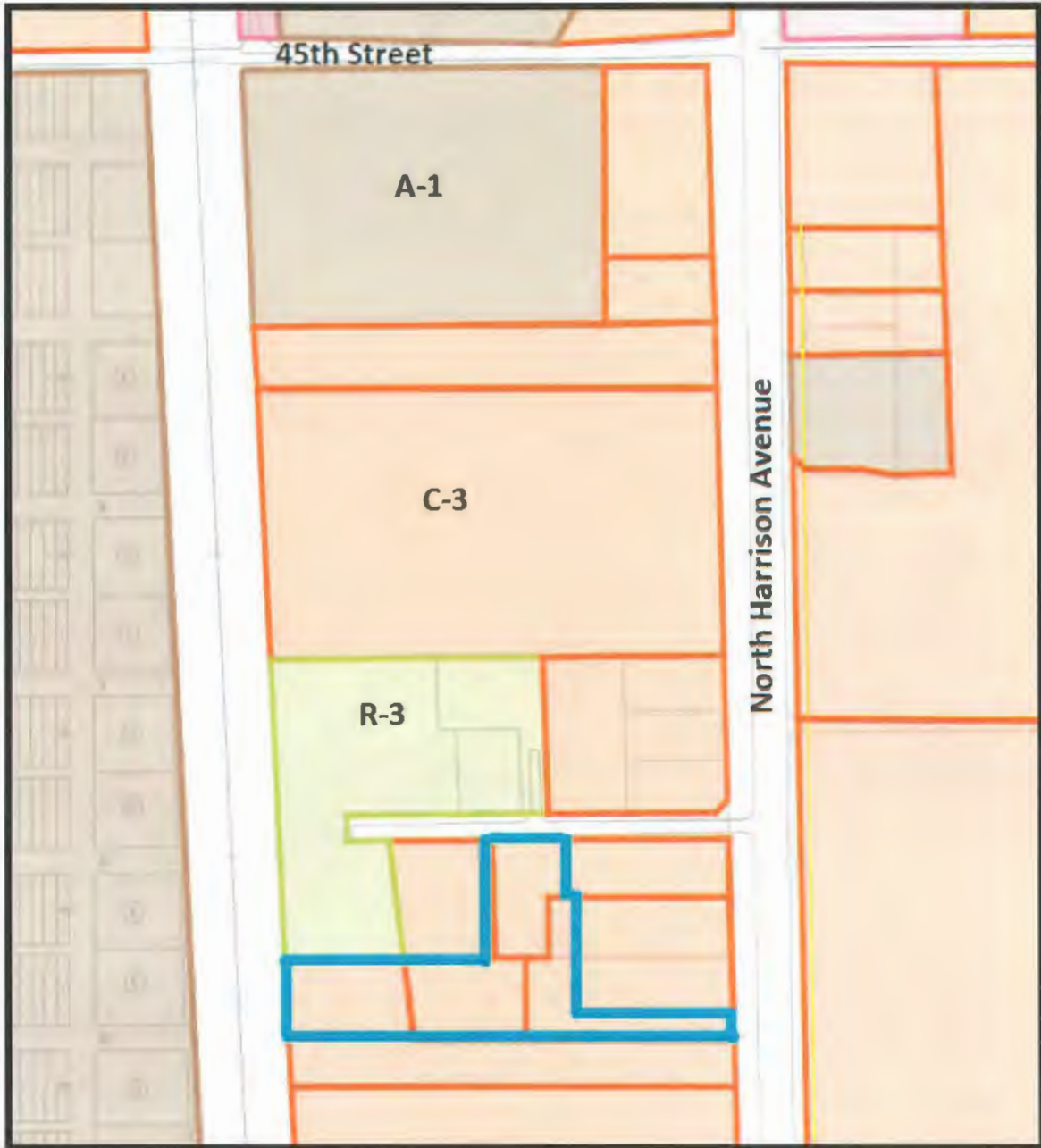


Figure 2: Zoning Map of site – approximate total area outlined in blue.

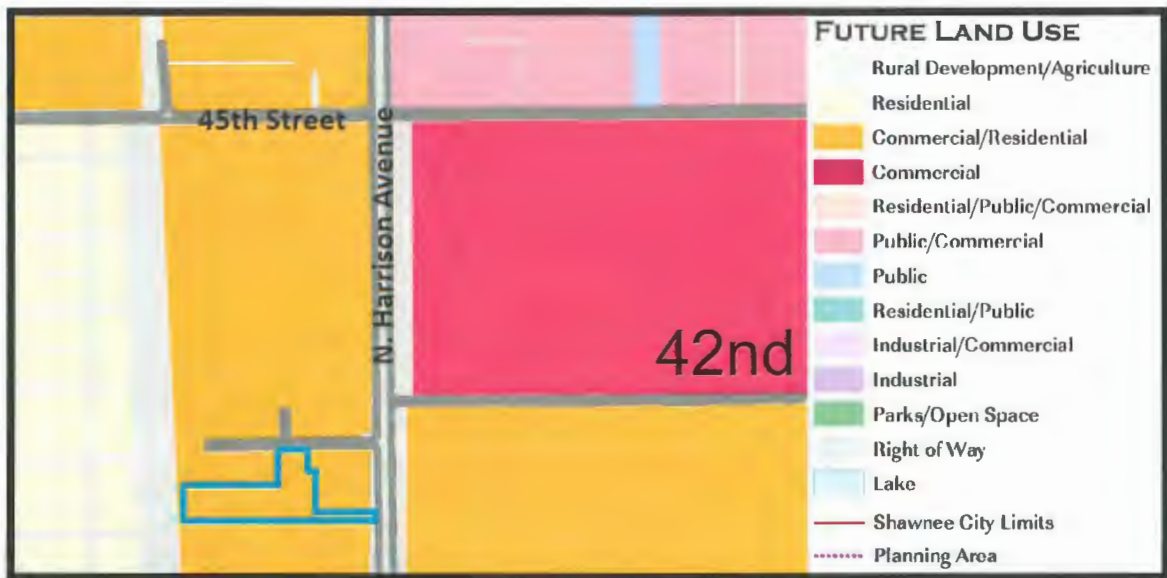
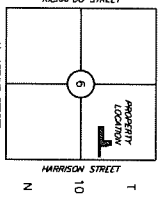
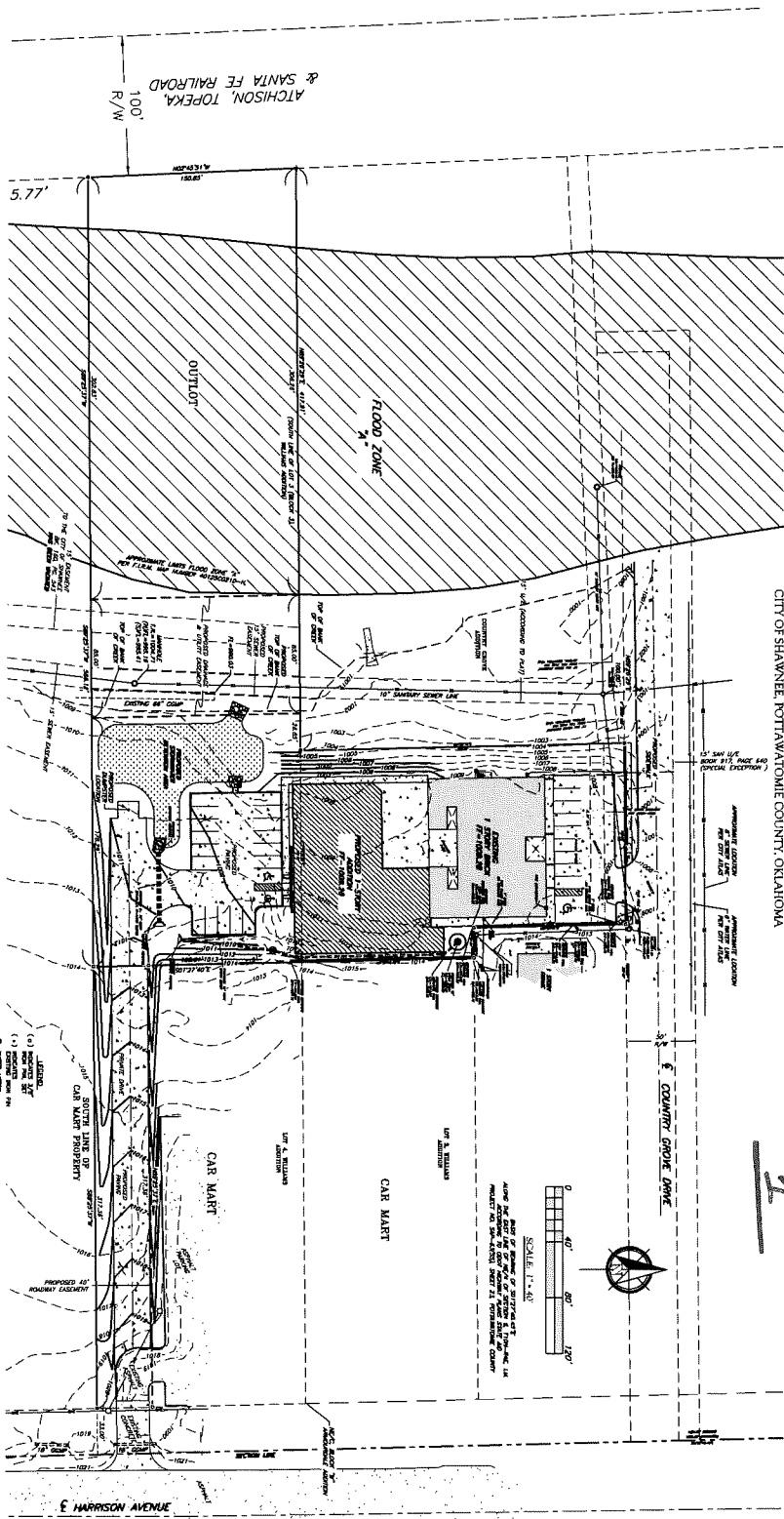


Figure 3: Future Comprehensive Plan Map – approximate total area outlined in blue.

PRELIMINARY PLAT
AVONLEA COTTAGES, SHAWNEE EXPANSION
 A PART OF BLOCKS 3 & 4, WILLIAMS ADDITION,
 BEING A PART OF THE NE 1/4 OF SECTION 6, TOWNSHIP 6N,
 CITY OF SHAWNEE, NOTTAWAYTOMIE COUNTY, OKLAHOMA

EXHIBIT
1



UNDERGROUND UTILITIES NOTES
 THE PROPERTY IS LOCATED IN AN AREA OF KNOWN UNDERGROUND UTILITIES. THE PROPERTY OWNER HAS BEEN ADVISED THAT THERE ARE UNDERGROUND UTILITIES IN THE AREA. THE PROPERTY OWNER HAS BEEN ADVISED THAT THERE ARE UNDERGROUND UTILITIES IN THE AREA. THE PROPERTY OWNER HAS BEEN ADVISED THAT THERE ARE UNDERGROUND UTILITIES IN THE AREA.

FLOOD STATEMENT
 THE PROPERTY IS LOCATED IN AN AREA OF KNOWN FLOODING. THE PROPERTY OWNER HAS BEEN ADVISED THAT THERE ARE KNOWN FLOODING IN THE AREA. THE PROPERTY OWNER HAS BEEN ADVISED THAT THERE ARE KNOWN FLOODING IN THE AREA.

STORMWATER FLOW
 THE PROPERTY IS LOCATED IN AN AREA OF KNOWN STORMWATER FLOW. THE PROPERTY OWNER HAS BEEN ADVISED THAT THERE ARE KNOWN STORMWATER FLOW IN THE AREA. THE PROPERTY OWNER HAS BEEN ADVISED THAT THERE ARE KNOWN STORMWATER FLOW IN THE AREA.

PERMITS AND APPROVALS
 THE PROPERTY IS LOCATED IN AN AREA OF KNOWN PERMITS AND APPROVALS. THE PROPERTY OWNER HAS BEEN ADVISED THAT THERE ARE KNOWN PERMITS AND APPROVALS IN THE AREA. THE PROPERTY OWNER HAS BEEN ADVISED THAT THERE ARE KNOWN PERMITS AND APPROVALS IN THE AREA.

LEGAL DESCRIPTION
 A PART OF BLOCKS 3 & 4, WILLIAMS ADDITION, BEING A PART OF THE NE 1/4 OF SECTION 6, TOWNSHIP 6N, CITY OF SHAWNEE, NOTTAWAYTOMIE COUNTY, OKLAHOMA.

DEVELOPER'S AGREEMENT/LEGAL DESCRIPTION
 THE PROPERTY IS LOCATED IN AN AREA OF KNOWN DEVELOPER'S AGREEMENT/LEGAL DESCRIPTION. THE PROPERTY OWNER HAS BEEN ADVISED THAT THERE ARE KNOWN DEVELOPER'S AGREEMENT/LEGAL DESCRIPTION IN THE AREA. THE PROPERTY OWNER HAS BEEN ADVISED THAT THERE ARE KNOWN DEVELOPER'S AGREEMENT/LEGAL DESCRIPTION IN THE AREA.

- LEGEND**
- (S) SHOWN LOT
 - (C) SHOWN LOT
 - (R) SHOWN LOT
 - (T) SHOWN LOT
 - (E) SHOWN LOT
 - (N) SHOWN LOT
 - (W) SHOWN LOT
 - (S) SHOWN LOT
 - (C) SHOWN LOT
 - (R) SHOWN LOT
 - (T) SHOWN LOT
 - (E) SHOWN LOT
 - (N) SHOWN LOT
 - (W) SHOWN LOT

STATISTICAL DATA

1. TOTAL AREA: 10.00 ACRES
 2. TOTAL AREA: 10.00 ACRES
 3. TOTAL AREA: 10.00 ACRES
 4. TOTAL AREA: 10.00 ACRES
 5. TOTAL AREA: 10.00 ACRES

DEVELOPER'S INFORMATION

OWNER: [Name]
 ADDRESS: [Address]
 PHONE: [Phone]
 FAX: [FAX]

Revisions	Date	By	Check

Richard L. Landes, P.E. #8679

LANDES ENGINEERING L.L.C.
 www.landesengineering.net
 903 E. 35th Street • P.O. BOX 1032
 Shawnee, OK 74802-1032
 (405) 275-5388 • Fax (405) 275-9047
 CA # 2260 EXP. 6-30-17

Prepared by: RLL	Checked by: RLL	Date: 11/03/2015	Sheet: 1 of 1
Drawn by: ml			

PRELIMINARY PLAT APPLICATION FOR THE CITY OF SHAWNEE

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

APPLICANT John Julian, United Senior Properties

APPLICANT ADDRESS 10501 West 84th Terrace, Lenexa Kansas 66214

APPLICANT PHONE NUMBERS 913-492-7800 X201

EMAIL ADDRESS John Julian [john.julian@unitedresource.biz]

NAME OF PLAT Avonlea Cottages of Shawnee

LOCATION 789 Country Grove Drive Shawnee, Oklahoma 74804

NUMBER OF ACRES 2.72 NUMBER OF LOTS 1

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

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

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

TOTAL COST \$228.00

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00

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

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

TOTAL COST

OWNER/DEVELOPER INFORMATION:

NAME John Julian, United Senior Properties

ADDRESS 10501 West 84th Terrace, Lenexa Kansas 66214

CONTACT NUMBERS 913-492-7800 X201

EMAIL ADDRESS John Julian [john.julian@unitedresource.biz]

PROJECT ENGINEER INFORMATION:

NAME Richard L. Landes, P.E. #8679, Landes Engineering, L.L.C.

ADDRESS 903 E. 35th St., Shawnee, OK 74804

CONTACT NUMBERS 405-275-5388

EMAIL ADDRESS landesengineering@landesengineering.net

FOR STAFF USE ONLY

PROJECT NUMBER: 151127 CASE NUMBER: 515-15

DATE: 11-2-15 AMOUNT PAID: \$228.00 RECEIPT NO. 01809601

Regular Board of Commissioners

13.

Meeting Date: 12/07/2015

Final Plat Wikipapi Apts

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of approval of a Final Plat for Sac & Fox Housing Wikipapi Apartments located on Highland and Kimberly. Case No. S16-15 Applicant: Sac & Fox Nation Housing Authority

Attachments

S16-15 Wikipapi Apts

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: Sac & Fox Nation Housing Authority
FOR: Final Plat for Wikipapi Apartments
LOCATION: Highland and Kimberly, Shawnee, OK
PROJECT# 151185 CASE# S16-15

PLANNING COMMISSION MEETING DATE: December 2nd, 2015

PLANNING COMMISSION RECOMMENDATION: Approval w/ following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. The final engineered drainage plan must be approved by the City Engineer prior to construction.
3. Landscape Plans will be required concurrent with building permit submittal.
4. A six (6') foot sidewalk shall be required along Highland Street within dedicated street Right-of-Way.
5. Closing of the Kimberly Street right-of-way and conversion to a private easement must be completed before Final Plat can be recorded.

All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 7

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
MORTON			X			
CLINARD		X	X			
KERBS	X		X			
BERGSTEN (CHAIRMAN)			X			
COWEN (VICE-CHAIRMAN)			X			
KIENZLE			X			
AFFENTRANGER			X			

RESPECTFULLY SUBMITTED,

Cheyenne Lincoln

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____



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

STAFF REPORT
Final Plat
Case #S16 -15

TO: Shawnee Planning Commission
AGENDA: December 2, 2015
RE: Sac & Fox Housing Wikipayi Apartments, Final Plat

PROPOSAL

The applicant, Sac and Fox Nation Housing Authority, is requesting Final Plat approval for one (1) lot on 3.6 Acres of property intended for the construction of two (2) apartment complexes built primarily for elderly rental housing. The site is located north of Highland Street on Kimberly Avenue as part of Block 1 and Block 2 Sac and Fox Addition, a replat of Lot 16 Remington Beard Addition established in 1976. The subject site was rezoned to PUD on May 18, 2015.

GENERAL INFORMATION

Applicant	Sac and Fox Housing Authority
Owner(s)	Sac and Fox Housing Authority
Site Location/Address	Highland and Kimberly
Current Site Zoning	PUD (Planned Unit Development)
Parcel Size	3.6 Acres
Proposed Use	Multi-family Apartment Complexes
Comprehensive Plan Designation	Residential
Existing Land Use	Vacant
Surrounding Land Use	North – Residential (R-1) South – various Commercial (C-2 / C-3)

	West – Residential and Commercial (R-1 / C-3) East – Commercial (C-3)
Surrounding Zoning	Varies – please see zoning map. (Figure 2)

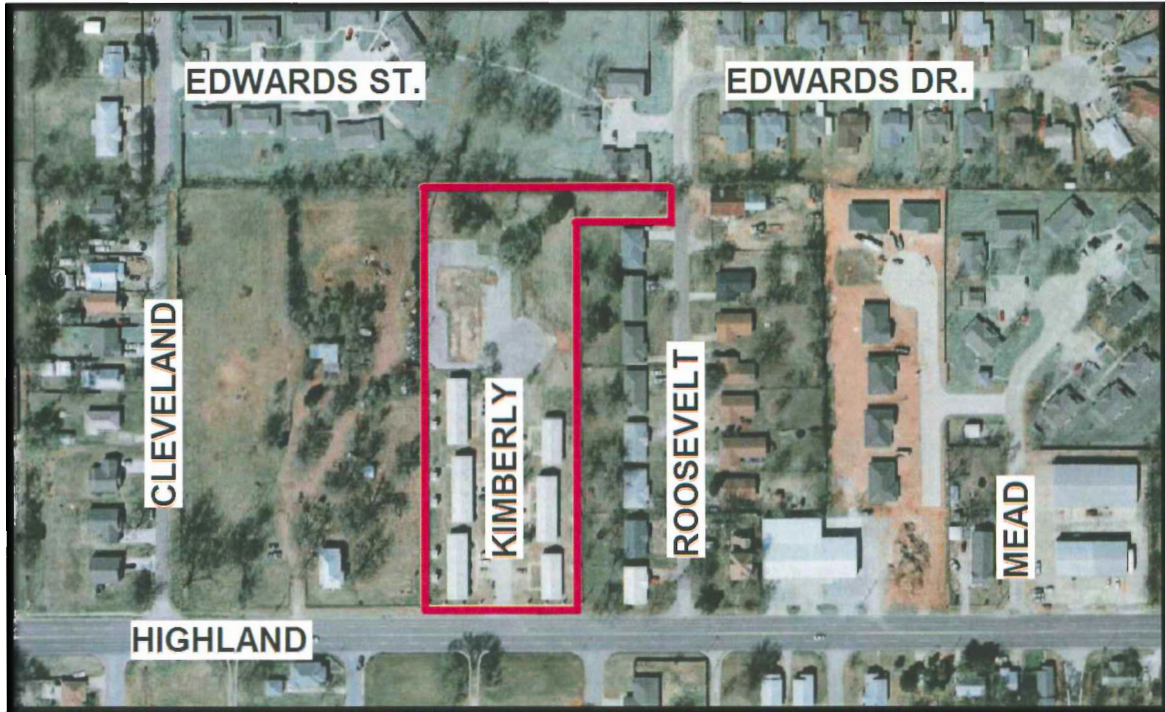


Figure 1: Aerial view of site – approximate total area outlined in red.

STAFF REVIEW AND ANALYSIS

The following is a comprehensive update on the subject property:

1. 5/18/2015 – Property rezoned from R2 (Medium Density Residential) & R3 (Multi-family Residential) to a Planned Unit Development (PUD)
2. 8/3/2015 – Ordinance approved to close Kimberly Street right-of-way
3. 9/8/2015 – Preliminary Plat Approved

Existing on site are six (6) structures: two (2) duplexes and four (4) quadplexes, built in conformance with 1976 city standards. These will remain on the southern portion of the site. The proposed two (2) apartment complexes will be located due north of the existing structures.

At this time, Staff is still awaiting finalization of the Kimberly Street ROW closure, which will be maintained as a condition upon approval

The following is a general review of the subject plat:

1. All buildings will be served by existing City sanitary sewer lines, thus, no need for any sewer extensions.
2. One structure will be served by an existing City water line, while the other apartment complex will be served by a short, approximately fifty (50') foot water line extension.
3. Developer is to build detention pond in northwest corner of property and to release storm water at the pre-development rate.
4. Six (6') foot sidewalk required along Highland Street, and the location shown on the Preliminary Plat is acceptable. This includes additional dedication of the street right-of-way along Highland Street.

Staff has reviewed the project and does hereby recommend approval of the requested Final Plat.

STAFF RECOMMENDATION

The technical aspects of the Preliminary Plat have been reviewed by the City Engineer and other appropriate staff. Staff does recommend approval of the Preliminary Plat, with the following conditions:

1. Final construction documents must be approved by the City Engineer prior to construction.
2. The final engineered drainage plan must be approved by the City Engineer prior to construction.
3. Landscape Plans will be required concurrent with building permit submittal.
4. A six (6') foot sidewalk shall be required along Highland Street within dedicated street Right-of-Way.
5. Closing of the Kimberly Street right-of-way and conversion to a private easement must be completed before Final Plat can be recorded.
6. All other applicable City standards apply.

Attachments

1. Figure 1: Aerial view of site
2. Figure 2: Zoning Map
3. Figure 3: Future Comprehensive Plan Map

4. Exhibit 1: Preliminary Plat
5. Exhibit 2: Final Plat

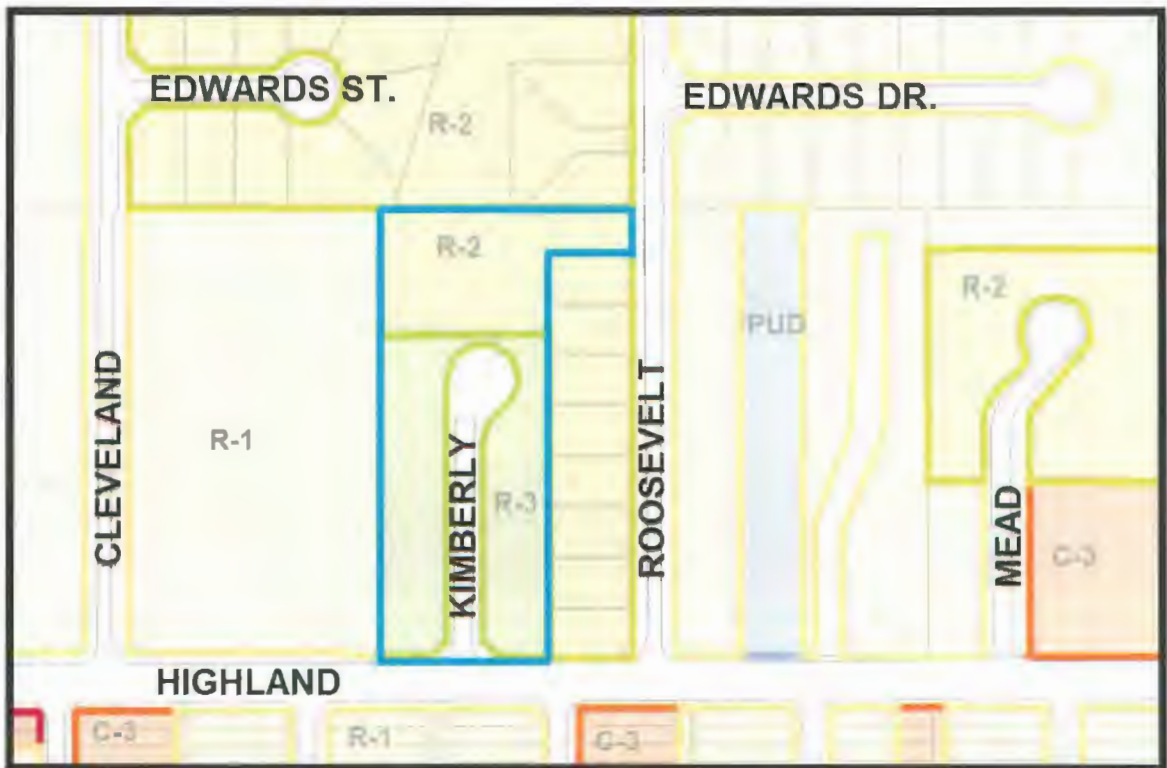


Figure 2: Zoning Map of site – approximate total area outlined in blue.

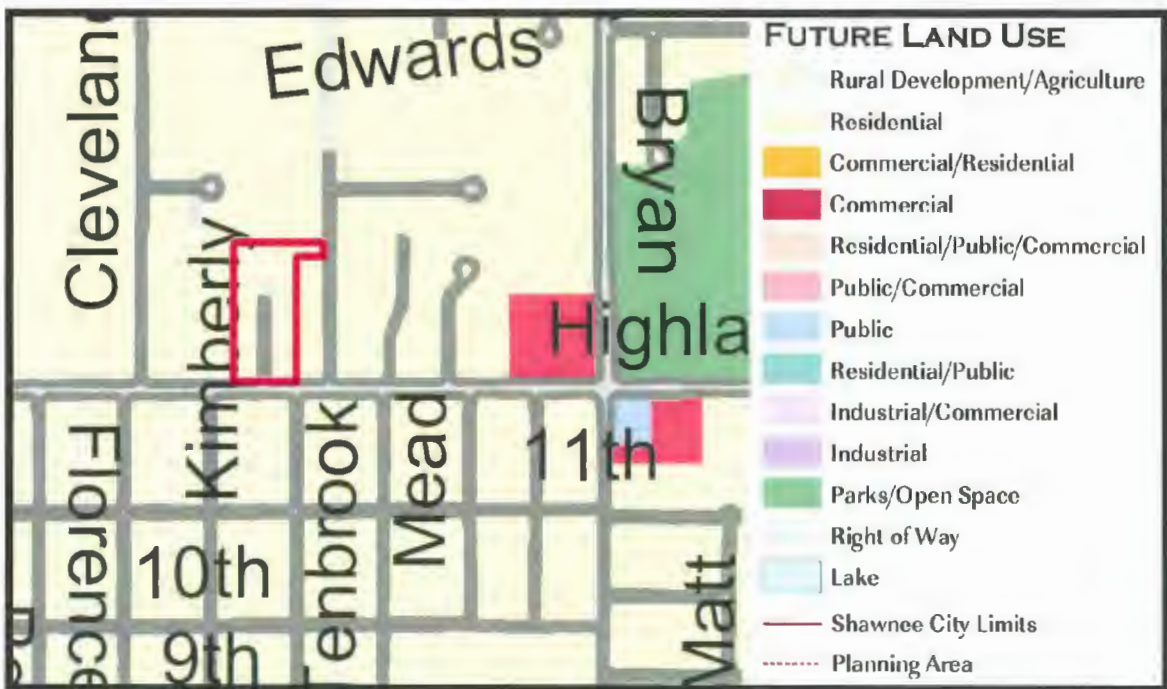


Figure 3: Future Comprehensive Plan Map – approximate total area outlined in red.

FINAL PLAT SAC & FOX WIKIYAPI ADDITION

A PLANNED UNIT DEVELOPMENT OF
BLOCKS ONE AND TWO OF SAC & FOX ADDITION, BEING A REPLAT
OF LOT 16 REMINGTON BEARD ADDITION, BEING A PART OF SECTION 17, T10N-R4E, 1.M.,
TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA.

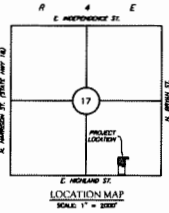
**EXHIBIT
2**

OWNER'S CERTIFICATE AND DEDICATION
KNOW ALL MEN BY THESE PRESENTS, That the Housing Authority of The Sac & Fox Tribe of Oklahoma, does hereby certify that they own the several lots and lots and any persons, firms, or corporations having any right, title or interest in said lots and the several lots on the enclosed plat, and that they have caused this plat to be surveyed and plotted, and that they hereby dedicate all the easements shown hereon to the public, for the purposes of utility and drainage, for their own use, and that they warrant, warrantors and their heirs, assigns, and assigns, that the same be released from all encumbrances so that the same is clear, except as shown in the abstractor's certificate. In Witness Whereof, the undersigned have caused this instrument to be executed this ___ day of _____, 20__.

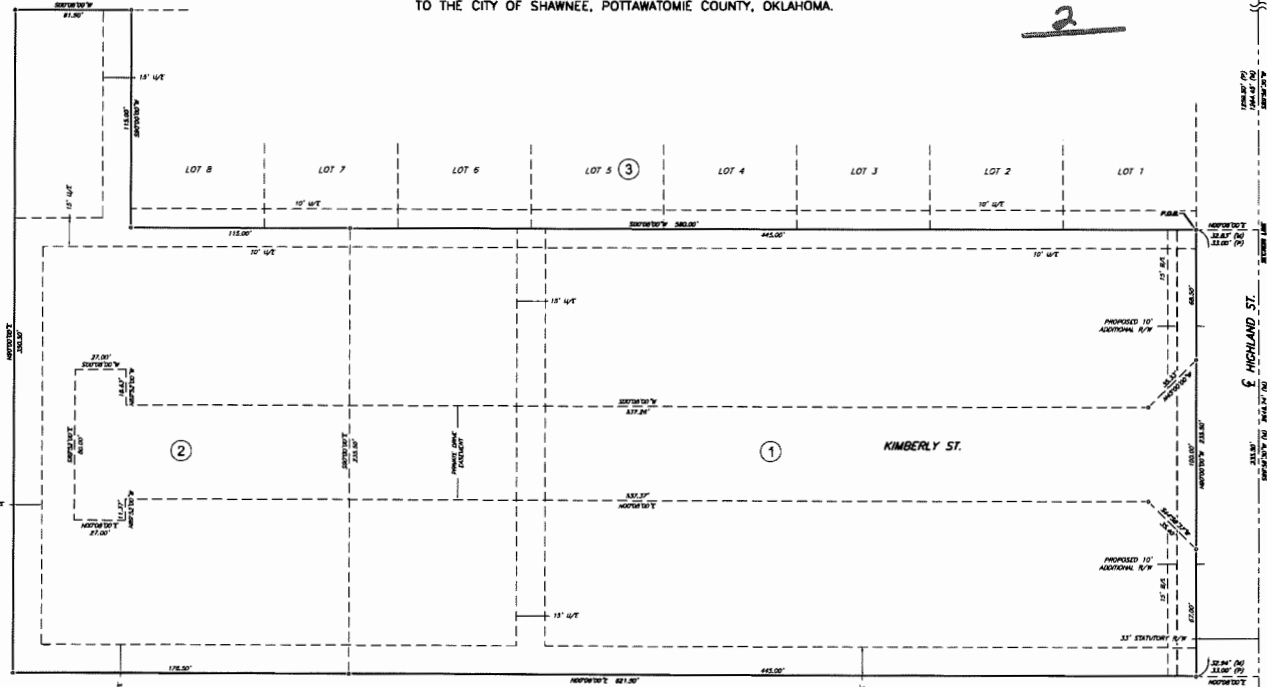
HOUSING AUTHORITY OF THE SAC & FOX TRIBE OF OKLAHOMA
STATE OF OKLAHOMA
COUNTY OF POTTAWATOMIE
The foregoing instrument was acknowledged before me this ___ day of _____, 20__.

LAND SURVEYOR'S CERTIFICATE
I, Billy Gene Knight, Registered Land Surveyor hereby certify that the enclosed plat of Wikiyapi Addition, in addition to the City of Shawnee, Pottawatomie County, Oklahoma, correctly represents a lawful survey made under my supervision and my requirements about the same, and that the positions and bearings are correctly shown. I further certify that this plat complies with the requirements of Section 886 No. 377, Section 518, as amended.

STATE OF OKLAHOMA
COUNTY OF POTTAWATOMIE
The foregoing instrument was acknowledged before me this ___ day of _____, 20__.

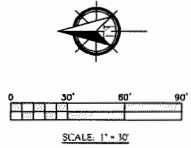


FLOOD STATEMENT
THIS PROPERTY IS LOCATED IN FLOOD ZONE Z1 (AREAS DETERMINED TO BE OUTSIDE THE 100-YEAR FLOOD AREA) AND IS NOT IN A FLOOD HAZARD ZONE. THIS PROPERTY IS NOT IN A FLOOD HAZARD ZONE. THIS PROPERTY IS NOT IN A FLOOD HAZARD ZONE.



LEGAL DESCRIPTION
BLOCK ONE (1) AND TWO (2) OF SAC & FOX ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT INCORPORATED HEREIN.
ALSO KNOWN AS
A TRACT OF LAND LOCATED IN THE SOUTHWEST QUARTER (SW 1/4) OF SECTION 17, T10N-R4E, 1.M., POTTAWATOMIE COUNTY, OKLAHOMA, BEING A REPLAT OF LOT 16 REMINGTON BEARD ADDITION, BEING A PART OF SECTION 17, T10N-R4E, 1.M., TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT INCORPORATED HEREIN.
ALSO KNOWN AS
A TRACT OF LAND LOCATED IN THE SOUTHWEST QUARTER (SW 1/4) OF SECTION 17, T10N-R4E, 1.M., POTTAWATOMIE COUNTY, OKLAHOMA, BEING A REPLAT OF LOT 16 REMINGTON BEARD ADDITION, BEING A PART OF SECTION 17, T10N-R4E, 1.M., TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT INCORPORATED HEREIN.

LEGEND
(S) INDICATES 3/4" AND 1/2" PER SET
(D) INDICATES 1/4" PER SET
(*) INDICATES POINT MEASUREMENT
(M) RIGHT-OF-WAY
(L) UTILITY EASEMENT
(E) DRAINAGE EASEMENT
(S.L.) BUILDING LINE
(P) INDICATES DISTANCE ON BEARING ACCORDING TO PLAT
(M) INDICATES ACTUAL MEASURED DISTANCE OR BEARING



BONDED ABSTRACTOR'S CERTIFICATE
The undersigned, a duly qualified abstractor in and for Pottawatomie County, State of Oklahoma, hereby certifies that according to the records of said County, this is the final plat included in the several parts of Wikiyapi Addition, in addition to the City of Shawnee, Pottawatomie County, Oklahoma, appears in the record. If there are any errors or omissions herein, the same are hereby corrected by this plat. All lots described and referred to are unencumbered by pending actions, judgments, liens, mortgages, liens and other encumbrances, EXCEPT 60, gas and other mineral leases and interests which have been previously conveyed and easements and general covenants of record.

EXECUTED at City of Shawnee, Pottawatomie County, State of Oklahoma, on this ___ day of _____, 20__.

ATTEST: First American Title & Trust Co.
By: Asst. Secretary By: Vice-President

STATE OF OKLAHOMA
COUNTY OF POTTAWATOMIE
The foregoing instrument was acknowledged before me this ___ day of _____, 20__.

By: Vice-President of First American Title & Trust Co. on Oklahoma Corporation, on behalf of the Corporation.
My Commission Expires: _____
Notary Public

COUNTY TREASURER'S CERTIFICATE
I, _____, County Clerk of Pottawatomie County, State of Oklahoma, hereby certify that I am the duly elected, qualified and acting County Treasurer of Pottawatomie County, State of Oklahoma, that the tax records of said County show all taxes due and paid for the year 20__, and prior years on the land shown on the enclosed plat, and that the required statutory security has been deposited in the office of the County Treasurer, guaranteeing payment of the current year taxes. IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at the City of Shawnee, Oklahoma, this ___ day of _____, 20__.

County Treasurer

CITY PLANNING COMMISSION APPROVAL
I, _____, Chairman of the City Planning Commission for the City of Shawnee, State of Oklahoma, hereby certify that the said commission duly approved the enclosed plat on the ___ day of _____, 20__.

Chairman

ACCEPTANCE OF DEDICATION OF CITY COMMISSION
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SHAWNEE, OKLAHOMA, that the dedications shown on the enclosed plat are hereby accepted. Adopted by the Council of the City of Shawnee, Oklahoma, this ___ day of _____, 20__.

Attest: _____
City of Shawnee, Oklahoma

City Clerk _____ Mayor

CERTIFICATE OF CITY CLERK
I, _____, City Clerk of the City of Shawnee, State of Oklahoma, hereby certify that I have examined the records of said City and find that all defined instruments or unrecorded instruments upon special assessments have been paid in full and that there is no special assessment procedure now pending against the land shown on the enclosed plat on this ___ day of _____, 20__.

City Clerk

LANDS ENGINEERING LLC & ASSOCIATES
OK #2186 EXP. 08/26/17
803 EAST 30TH STREET, SHAWNEE, OK 74804
405-275-5755 www.landsengineering.net

WIKIYAPI ADDITION
CITY OF SHAWNEE, OKLAHOMA
DRAWN BY: ml
CHECKED BY: BJK
DATE: 09/22/2015



FINAL PLAT APPLICATION FOR THE CITY OF SHAWNEE

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

APPLICANT Sac ; Fox Nation Housing Authority

APPLICANT ADDRESS 201 N. HARRISON SHAWNEE OK 74801

APPLICANT PHONE NUMBERS 405. 275 .8200

EMAIL ADDRESS bkomahcheet@hasfn.net

NAME OF PLAT Housing Authority of the Sac ; Fox Nation

LOCATION Blocks 1 & 2 of Sac ; Fox Addition

NUMBER OF ACRES 3.6 NUMBER OF LOTS 1

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$325.00

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

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

TOTAL COST 328.00

FOR LESS THAN 2 ACRE LOTS: FEE: \$325.00

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

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

TOTAL COST

OWNER/DEVELOPER INFORMATION:

NAME Sac ; Fox Nation Housing Authority

ADDRESS 201 N. HARRISON, SHAWNEE, OK 74801

CONTACT NUMBERS 405.275. 8200

EMAIL ADDRESS bkomahcheet@hasfn.net

PROJECT ENGINEER INFORMATION:

NAME LANDES ENGINEERING, LLC

ADDRESS 903 E. 35th St., SHAWNEE OK 74804

CONTACT NUMBERS 405. 275.3388

EMAIL ADDRESS landesengineering@landesengineering.net

FOR STAFF USE ONLY

PROJECT NUMBER: 151185 CASE NUMBER: 511615

DATE: 11-16-15 AMOUNT PAID: \$328.00 RECEIPT NO. 01815232

Regular Board of Commissioners

16.

Meeting Date: 12/07/2015

Consider ES 911 Fees

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider an Executive Session to discuss potential claims, litigation or other options regarding emergency (911) wireless telephone fees that were collected and not remitted to the City; as authorized by 25 O.S. §307(B)(4).

Regular Board of Commissioners

17.

Meeting Date: 12/07/2015

Discuss ES 911 Fees

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding potential claims, litigation or other options regarding emergency (911) wireless telephone fees that were collected and not remitted to the City; as authorized by 25 O.S. §307(B)(4).
