



# MIDWEST CITY

## MEETING AGENDAS FOR

### January 08, 2019

**NEW NOTICE**: The Council has eliminated the Staff Briefings this year and will go directly into the City meetings down in the Council Chambers of City Hall at 6:00 PM. The Council will informally gather prior to the new 6:00 PM regular meeting in the second floor conference room for dinner; however, no City Council business will be discussed or acted upon and the room will be open to the public. Meals will only be provided to the City Council and staff.

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**2019** The **6:00 PM** meetings will be shown live on Channel 20.

**2019** The recorded video will be available on Youtube and the City's website within 48 hours at [www.youtube@midwestcityok.org](http://www.youtube@midwestcityok.org).

**2019** The meeting minutes and video can be found on the City's website in the Agenda Center: <https://midwestcityok.org/AgendaCenter>.

**2019** To make a special assistance request, call 739-1215 or email [pmenefee@midwestcityok.org](mailto:pmenefee@midwestcityok.org) no less than 24 hours prior to the start of a meeting. If special assistance is needed during a meeting, call 739-1388.



## **CITY OF MIDWEST CITY COUNCIL AGENDA**

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

January 08, 2019 – **6:00 PM**

A. **CALL TO ORDER.**

B. **OPENING BUSINESS.**

- Invocation by Public Works Director Vaughn Sullivan
- Pledge of Allegiance by Carl Albert JROTC Cadets Karis Foster and Mercedes Hirsch
- Community-related announcements and comments

C. **CONSENT AGENDA.** These items are placed on the Consent Agenda so the Council, by unanimous consent, can approve routine agenda items by one motion. If any item proposed does not meet with the approval of all Council, or members of the audience wish to discuss an item, it will be removed and heard in a regular order.

1. Discussion and consideration of approving the minutes of the staff briefing and regular meeting of December 11, 2018, as submitted. (City Clerk - S. Hancock)
2. Discussion and consideration of accepting the City Manager's Report for the month of November, 2018. (Finance - C. Barron)
3. Discussion and consideration of supplemental budget adjustments to the following fund for FY 2018-2019, increase: Reimbursed Projects Fund, revenue/ Miscellaneous (37) \$470; expenses/Housing (37) \$470; revenue/Charges for Services (87) \$9,600; expenses/Economic (87) \$9,600. Capital Improvements Fund, expenses/Capital Improvements (57) \$115,527. Employee Activity Fund, expenses/ MWC Activities (38) \$150. Animals Best Friend Fund, revenue/Miscellaneous (00) \$838; expenses/Animal Welfare (10) \$838. Grants/Housing Activities Fund, revenue/ Intergovernmental (37) \$194,995; expenses/Housing (37) \$194,995. Capital Improvements Fund, revenue/Transfers In (00) \$75,000; expenses/Capital Improvements (57) \$75,000. (Finance - C. Barron)
4. Discussion and consideration of accepting the financial audit of the City of Midwest City as of and for the year ended June 30, 2018. (C. Barron - Finance)
5. Discussion and consideration of accepting the monthly report on the City of Midwest City Employees' Health Benefits Plan by the City Manager and action as deemed necessary by the Council to maintain the plan. (Human Resources - C. Wilson)
6. Consider and adopt a resolution fixing the amount of bonds to mature each year, fixing the time and place the bonds are to be sold, authorizing the Clerk to give notice of said sale as required by law, and declaring an emergency. (City Manager - G. Henson)
7. Discussion and consideration of appointing the Mayor's nominee of Aaron Budd as the Midwest City representative to the newly formed Regional Transportation Authority of Central Oklahoma.

8. Discussion and consideration of accepting a State and Local Assistance Performance Grant from and entering into an Agreement for the Sub-Grant of Emergency Management Performance Grant Program Funds with The State of Oklahoma Department of Emergency Management (OEM) in the amount of \$20,000 effective October 1, 2018 to encourage the development of comprehensive disaster preparedness and assistance plans, programs, capabilities, and organizations by Tribal, State and Political Subdivisions. (Emergency Management - M. Bower)
9. Discussion and consideration of approving and entering into an agreement for professional services with Freese and Nichols, Inc. in the lump sum amount of \$36,000 and an additional not to exceed fee of \$5,000 (special services, if needed) for the engineering and design of the concrete trail along N.E. 23rd St. and improvements under the Crutcho Creek Bridge being part of Phase II of the SCIP Recreational Trail Project. (Grants Management – T. Craft)
10. Discussion and consideration of approving and entering into an IBM Maintenance Services Agreement from February 1, 2019 to April 30, 2019 with SPS VAR, LLC in the amount of \$1,895.00 for hardware and software maintenance. (Information Technology - R. Rushing)
11. Monthly Neighborhood Services report for November 2018. (Neighborhood Services - M. Stroh)
12. Discussion and consideration of appointing Mr. Thomas Galbraith to fill the remaining term of Mr. Jeremy Griffin, ending March 26, 2019, on the Midwest City Park and Recreation Board, as Mr. Griffin has resigned, and to fill a full three-year term ending March 22, 2022. (Public Works - V. Sullivan)
13. Discussion and consideration of accepting a proposal from Managing Results, LLC in the amount of \$28,934 to prepare a City Strategic Plan. (City Manager - G. Henson)
14. Discussion and consideration of approving a list of candidates for Municipal Judges consisting of Adam Bush, Gary Bachman, David Howell, and Joel Porter. (City Manager - G. Henson)

D. DISCUSSION ITEMS.

1. (MP-13) Discussion and consideration of approval of the Nash's Addition Minor Plat located in the SE/4 of Section 12, T-11-N, R-2-W of the Indian Meridian, Oklahoma County, Oklahoma
2. (PC – 1983) Public hearing with discussion and consideration of approval of an ordinance redistricting from R-6, Single Family Detached Residential to a Planned Unit Development (PUD) governed by the R-6, Single Family Detached Residential District, for the property described as a part of the NE/4 of Section 1, T-11-N, R-2-W, located in the 500 block of St. Paul Avenue. (Community Development - B. Harless)
3. Discussion and consideration of appointing a Ward 5 and Ward 6 citizen to the Animal Ordinance Review Committee established at the December 11, 2018 City Council meeting to review and make recommendations regarding Midwest City animal ordinances relating to Chapter 8 – Animals and Fowl including Articles I through IX. (Police - B. Clabes)

4. Discussion and consideration of 1) establishing an Ad-Hoc Ordinance Oversight Council Committee to oversee ordinance updates; and 2) appoint three members of the City Council. (City Manager - G. Henson)
5. Discussion and Consideration of an Ordinance Amending the Midwest City Municipal Code 3121, Chapter 1, General Provisions, Section 1-15 and Municipal Code 3005, Chapter 28, Offenses - Miscellaneous, Article VIII, Dangerous Drugs, Section 28-133, and Providing For Repealer and Severability. (City Prosecutor/Assistant City Attorney - J. Horn)

E. NEW BUSINESS/PUBLIC DISCUSSION. The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the City Council on any Subject not scheduled on the Regular Agenda. The Council shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Council will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. **THOSE ADDRESSING THE COUNCIL ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE COUNCIL.**

F. ADJOURNMENT.



CONSENT AGENDA



A notice for staff briefings for the Midwest City Council was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website ([www.midwestcityok.org](http://www.midwestcityok.org)).

### **Midwest City Council Staff Briefing Minutes**

December 11, 2018 – 6:00 PM

This staff briefing was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Mayor Matthew Dukes called the meeting to order at 6:03 PM with the following members present: Councilmembers Susan Eads, Española Bowen, Pat Byrne, Sean Reed, Christine Allen, and Jeff Moore; and City Clerk Sara Hancock. Absent: none.

#### **DISCUSSION.**

**Clarification of agenda items, handouts, and presentation of new or additional information for items on the City Council for December 11, 2018.** Council and Staff discussed individual agenda items.

Mayor Dukes adjourned the meeting at 6:12 PM.

ATTEST:

\_\_\_\_\_  
MATTHEW D. DUKES II, Mayor

\_\_\_\_\_  
SARA HANCOCK, City Clerk

A notice for staff briefings for the Midwest City Council was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website ([www.midwestcityok.org](http://www.midwestcityok.org)).

## **Midwest City Council Minutes**

December 11, 2018 – 7:00 PM

This meeting was held in the Midwest City Council Chambers at City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Mayor Matt Dukes called the meeting to order at 7:00 PM with the following members present: Councilmembers Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore; and City Clerk Sara Hancock. Absent: none.

**Opening Business.** Public Works Director Vaughn Sullivan opened with the invocation, followed by the Pledge of Allegiance led by Carl Albert JROTC Cadets Daniels and Debolt. Council and Staff made community-related announcements.

**Consent Agenda.** Allen made a motion to approve the consent agenda, except for item 3, as submitted, seconded by Reed. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

1. Discussion and consideration of approving the minutes of the staff briefing and regular meeting of November 27, 2018, as submitted.
2. Discussion and consideration of supplemental budget adjustments to the following fund for FY 2018-2019, increase: Grants Fund, revenue/Intergovernmental (90) \$240,000; expenses/Hospital Authority (90) \$240,000.
3. **Discussion and consideration of 1) passing and approving a resolution of support for the nomination of Mayor Matthew D. Dukes II for election to the District 8 seat on the Board of Directors of the Oklahoma Municipal League; and 2) declaring such nomination to be for the benefit of the City of Midwest City and other municipalities within the district; and declaring the mission of the Oklahoma Municipal League to be for the public purpose.** Bowen made a motion to approve Resolution 2018-34 as submitted, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, and Moore. Nay: none. Absent: none. Abstain: Mayor Dukes. Motion carried.
4. Discussion and consideration of 1) approval of and entering into a project agreement with the State of Oklahoma, by and through the Oklahoma Tourism and Recreation Department to receive \$240,000 in grant funds for the design and construction of Phase II of the SCIP Recreational Trail and agreeing to provide \$75,000 in local matching funds; 2) authorization of the Mayor, City Manager, and/or his designee to enter into the necessary contracts and documents to implement all aspects of the grant.
5. Discussion and consideration of 1) approval of and entering into the Oklahoma Housing Finance Agency (OHFA) Home Investment Partnerships Program (HOME) grant contract to receive \$194,995 for down payment and closing cost assistance in Midwest City and agreeing to provide \$50,000 in banked matching funds; 2) authorization of the Mayor and City Manager to enter into the necessary contracts and certifications to implement all aspects of the grant.

6. (PC – 1953) Discussion and consideration of 1) amending Resolution Number 2018-18 pertaining to amending the Comprehensive Plan from MH, Manufacture Home, to MDR, Medium Density Residential, for the property described as a tract of land lying in the NW/4 of Section 25, T-12-N, R-2W, located at 2222 N. Douglas Blvd.
7. Discussion and consideration of awarding the bid to and entering into a contract with MTZ Construction, Inc. in the amount of \$213,617.00 for the Albert Drive, Caldwell Drive, and S.E. 6th Street Drainage Improvements Project.
8. Discussion and consideration of (1) entering into a Memorandum of Understanding with the Cities of Oklahoma City, Del City and Oklahoma County to participate with those governmental entities in the 2018 Edward Byrne Memorial Justice Assistance Grant Program Award; (2) agreeing to abide by the special conditions set forth within the grant language if approved; and (3) authorizing the mayor and/or city manager to execute such documents and enter into such agreements as are necessary or appropriate to carry out the objectives of the grant.
9. Discussion and consideration of approving and entering into a Sponsorship and Marketing Consulting Agreement with STAAR Solutions in the amount of \$3,000 plus sponsorship sales commissions and a \$2,500 stipend fee to MindsEye Advertising to effectively assist the City of Midwest City in achieving its goals and initiatives for the 2019 Star Spangled Salute Air Show.
10. Discussion and consideration of 1) declaring an Air Science Technologies down flow workstation, serial number 211, as obsolete city equipment/property; and 2) authorizing the disposal of this property by public auction or sealed bid.

#### **Discussion Items.**

1. **Discussion and consideration regarding a public presentation by Selser Schaefer Architects from Tulsa, OK.** Hank Spieker and Brian Thomas spoke with Council. No action needed.
2. **Discussion and consideration of establishing an Animal Ordinance Review Committee to review and make recommendations regarding Midwest City animal ordinances relating to Chapter 8 – Animals and Fowl including Articles I through IX consisting of three Council members and a citizen from each ward nominated by their Councilmember.** Bowen made a motion to appoint Councilmembers Allen, Moore and Bowen, as submitted, along with Midwest City citizens; Amy Otto of Ward 1, Lindsey Hutchenson of Ward 2, Kim Templeman of Ward 3, and Sydni Boyd of Ward 4, seconded by Eads. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. Motion carried.

#### **New Business/Public Discussion.**

There was no new business or public discussion.



**Executive Session.**

1. **Discussion and consideration of (1) entering into executive session, as allowed under 25 O.S. § 307 (B)(4), to discuss Matthew Myers v. Jaleel Mure and the City of Midwest City as Intervenor, Case No. CJ-2018-1265, and (2) in open session, authorizing the city manager to take action as appropriate based on the discussion in executive session.**

This executive session was not needed.

**Adjournment.**

There being no further business, Mayor Dukes adjourned the meeting at 7:37 PM.

ATTEST:

\_\_\_\_\_  
MATTHEW D. DUKES II, Mayor

\_\_\_\_\_  
SARA HANCOCK, City Clerk



# The City of MIDWEST CITY

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100 N. MIDWEST BLVD \* MIDWEST CITY, OKLAHOMA 73110  
(405) 739-1245 \* FAX (405) 739-1247 \* TDD (405) 739-1359

## Memorandum

TO: Honorable Mayor and Council

FROM: Christy Barron, Finance Director

DATE: January 8, 2019

Subject: Discussion and consideration of accepting the City Manager's Report for the month of November, 2018.

The funds in November that experienced a significant change in fund balance from the October report are as follows:

**Hotel/Conference Center (195)** had an operational gain of \$30,116 in November.

**Golf (197)** had an operational loss of \$34,395 in November.

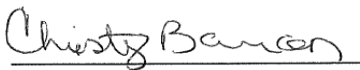
**Sooner Rose TIF (352)** decreased due to the payments to SR2 DEV LLC for:

Driveway improvements	<\$131,089>
Retail second amendment contribution	<\$265,000>

**MWC Hospital Authority (425)** activities for November:

Compounded Principal (9010) – unrealized gain on investment	\$1,320,680
Discretionary (9050) – unrealized gain on investment	\$271,903

This item is at Council's discretion.



Christy Barron  
Finance Director

City of Midwest City  
Financial Summary by Fund  
for Period Ending November, 2018  
(Unaudited)

Fund Number	Fund Description	Assets	Liabilities	6-30-18 Fund Balance	Revenues	Expenditures	Gain or (Loss)	Fund Balance
9	GENERAL GOVERNMENT SALES TAX	2,656,422	-	2,364,357	1,023,703	(731,638)	292,065	2,656,422
10	GENERAL	5,358,609	(136,431)	4,924,165	15,783,055	(15,485,041)	298,014	5,222,178
11	CAPITAL OUTLAY RESERVE	933,807	-	924,939	8,868	-	8,868	933,807
13	STREET AND ALLEY FUND	1,465,837	-	1,237,093	241,883	(13,140)	228,744	1,465,837
14	TECHNOLOGY FUND	174,169	-	263,115	157,839	(246,785)	(88,945)	174,169
15	STREET LIGHT FEE	1,327,229	-	1,103,255	249,960	(25,986)	223,974	1,327,229
16	REIMBURSED PROJECTS	634,418	(184,121)	580,104	53,213	(183,020)	(129,808)	450,297
17	29TH & DOUGLAS PROPERTY	5,500,249	-	5,500,144	105	-	105	5,500,249
20	MWC POLICE DEPARTMENT	3,099,045	-	2,477,841	6,516,488	(5,895,284)	621,204	3,099,045
21	POLICE CAPITALIZATION	706,992	-	411,574	337,558	(42,139)	295,418	706,992
25	JUVENILE FUND	42,836	-	55,803	22,746	(35,713)	(12,967)	42,836
30	POLICE STATE SEIZURES	71,408	-	65,811	6,348	(750)	5,598	71,408
31	SPECIAL POLICE PROJECTS	77,195	-	78,654	5,477	(6,936)	(1,460)	77,195
33	POLICE FEDERAL PROJECTS	65,705	-	66,543	371	(1,209)	(838)	65,705
34	POLICE LAB FEE FUND	18,001	-	16,064	6,701	(4,764)	1,937	18,001
35	EMPLOYEE ACTIVITY FUND	20,782	-	20,717	971	(906)	65	20,782
36	JAIL	135,646	-	120,161	45,664	(30,179)	15,485	135,646
37	POLICE IMPOUND FEE	193,253	-	208,443	27,577	(42,766)	(15,190)	193,253
40	MWC FIRE DEPARTMENT	2,191,691	(4)	1,530,845	5,079,583	(4,418,741)	660,842	2,191,687
41	FIRE CAPITALIZATION	741,955	-	615,372	248,958	(122,375)	126,583	741,955
45	MWC WELCOME CENTER	359,960	(154)	345,044	94,036	(79,274)	14,762	359,806
46	CONV / VISITORS BUREAU	191,324	-	170,847	154,380	(133,903)	20,477	191,324
50	DRAINAGE TAX FUND	15,146	-	14,670	476	-	476	15,146
60	CAPITAL DRAINAGE IMP	519,033	-	484,549	194,026	(159,542)	34,483	519,033
61	STORM WATER QUALITY	1,074,862	-	1,022,326	325,145	(272,609)	52,536	1,074,862
65	STREET TAX FUND	1,442,448	-	1,294,577	197,546	(49,676)	147,870	1,442,448
70	EMERGENCY OPER FUND	668,654	-	666,108	228,517	(225,971)	2,545	668,654
75	PUBLIC WORKS ADMIN	362,539	-	323,195	419,391	(380,047)	39,344	362,539
80	INTERSERVICE FUND	377,421	-	324,335	1,072,578	(1,019,492)	53,086	377,421
81	SURPLUS PROPERTY	363,259	(283,348)	75,599	22,082	(17,770)	4,312	79,911
115	ACTIVITY FUND	337,117	(79)	361,252	59,945	(84,159)	(24,214)	337,038
123	PARK & RECREATION	650,577	(200)	560,631	230,343	(140,597)	89,745	650,377
141	COMM. DEV. BLOCK GRANT	6,039	(10)	6,029	254,089	(254,089)	-	6,029
142	GRANTS/HOUSING ACTIVITIES	164,257	(4,500)	154,840	108,199	(103,282)	4,917	159,757
143	GRANT FUNDS	109,813	(49,813)	60,000	65,254	(65,254)	-	60,000

City of Midwest City  
Financial Summary by Fund  
for Period Ending November, 2018  
(Unaudited)

Fund Number	Fund Description	Assets	Liabilities	6-30-18 Fund Balance	Revenues	Expenditures	Gain or (Loss)	Fund Balance
157	CAPITAL IMPROVEMENTS	2,748,218	-	2,533,542	238,167	(23,491)	214,676	2,748,218
172	CAP. WATER IMP-WALKER	922,553	(3,578)	775,403	216,235	(72,662)	143,573	918,976
178	CONST LOAN PAYMENT REV	2,927,682	-	2,640,106	344,975	(57,399)	287,576	2,927,682
184	SEWER BACKUP FUND	81,349	-	80,576	773	-	773	81,349
186	SEWER CONSTRUCTION	3,738,581	(175,000)	3,396,171	635,005	(467,595)	167,410	3,563,581
187	UTILITY SERVICES	504,076	(924)	430,911	488,960	(416,719)	72,241	503,152
188	CAP. SEWER IMP.-STROTH	474,204	(1,945)	387,633	175,655	(91,029)	84,626	472,259
189	UTILITIES CAPITAL OUTLAY	2,622,538	(75,798)	2,212,408	404,315	(69,983)	334,332	2,546,740
190	MWC SANITATION DEPARTMENT	2,416,086	-	2,532,079	2,604,063	(2,720,056)	(115,993)	2,416,086
191	MWC WATER DEPARTMENT	2,291,789	-	1,964,796	2,852,114	(2,525,121)	326,993	2,291,789
192	MWC SEWER DEPARTMENT	1,074,800	(153)	1,059,189	2,302,064	(2,286,606)	15,458	1,074,646
193	MWC UTILITIES AUTHORITY	925,204	-	916,418	8,786	-	8,786	925,204
194	DOWNTOWN REDEVELOPMENT	2,692,395	(2,075)	2,937,767	46,209	(293,655)	(247,446)	2,690,320
195	HOTEL/CONFERENCE CENTER	810,073	(630,692)	130,617	2,188,452	(2,139,688)	48,764	179,381
196	HOTEL 4% FF&E	797,996	-	820,955	87,538	(110,497)	(22,959)	797,996
197	JOHN CONRAD REGIONAL GOLF	134,007	(1,620)	121,184	439,620	(428,416)	11,204	132,387
201	URBAN RENEWAL AUTHORITY	52,922	-	57,066	519	(4,663)	(4,144)	52,922
202	RISK MANAGEMENT	1,289,574	(37)	1,718,668	379,678	(808,809)	(429,131)	1,289,537
204	WORKERS COMP	2,636,040	-	2,563,722	445,273	(372,955)	72,318	2,636,040
220	ANIMALS BEST FRIEND	70,257	-	73,944	12,359	(16,047)	(3,687)	70,257
225	HOTEL MOTEL FUND	-	-	-	272,474	(272,474)	-	-
230	CUSTOMER DEPOSITS	1,460,583	(1,460,583)	-	14,027	(14,027)	-	-
235	MUNICIPAL COURT	55,040	(55,040)	-	455	(455)	-	-
240	L & H BENEFITS	2,032,989	(51,090)	2,215,453	3,502,974	(3,736,528)	(233,554)	1,981,899
250	CAPITAL IMP REV BOND	4,626,458	(51,938,123)	(49,026,543)	6,252,884	(4,538,006)	1,714,878	(47,311,665)
269	2002 G.O. STREET BOND	462,416	-	458,027	4,388	-	4,388	462,416
310	DISASTER RELIEF	1,251,412	(165,130)	1,157,477	137,153	(208,348)	(71,195)	1,086,282
340	REVENUE BOND SINKING FUND	-	-	-	2,374,662	(2,374,662)	-	-
350	G. O. DEBT SERVICES	129,286	-	124,438	25,485	(20,636)	4,849	129,286
352	SOONER ROSE TIF	7,868,279	-	8,318,025	102,462	(552,208)	(449,745)	7,868,279
353	ECONOMIC DEV AUTHORITY	51,372,648	(50,551,808)	349,514	566,606	(95,280)	471,326	820,841
425-9010	MWC HOSP AUTH-COMP PRINCIPAL	90,081,500	(8,017,466)	82,962,227	935,093	(1,833,285)	(898,192)	82,064,035
425-9020	MWC HOSP AUTH-LOAN RESERVE	3,001,493	(501,493)	2,500,000	25,011	(25,011)	-	2,500,000
425-9050	MWC HOSP AUTH-DISCRETIONARY	12,707,580	(18,441)	10,958,390	2,025,290	(294,542)	1,730,748	12,689,138
425-9060	MWC HOSP IN LIEU OF/ROR/MISC	5,929,766	(154,711)	5,783,307	959,938	(968,188)	(8,250)	5,775,057
	<b>TOTAL</b>	<b>242,247,491</b>	<b>(114,464,363)</b>	<b>121,582,471</b>	<b>64,312,736</b>	<b>(58,112,077)</b>	<b>6,200,659</b>	<b>127,783,130</b>



# The City of MIDWEST CITY

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100 N. MIDWEST BLVD \* MIDWEST CITY, OKLAHOMA 73110  
(405) 739-1245 \* FAX (405) 739-1247 \* TDD (405) 739-1359

## Memorandum

TO: Honorable Mayor and Council

FROM: Christy Barron, Finance Director

DATE: January 8, 2019

Subject: Discussion and consideration of supplemental budget adjustments to the following fund for FY 2018-2019, increase: Reimbursed Projects Fund, revenue/Miscellaneous (37) \$470; expenses/Housing (37) \$470; revenue/Charges for Services (87) \$9,600; expenses/Economic (87) \$9,600. Capital Improvements Fund, expenses/Capital Improvements (57) \$115,527. Employee Activity Fund, expenses/MWC Activities (38) \$150. Animals Best Friend Fund, revenue/Miscellaneous (00) \$838; expenses/Animal Welfare (10) \$838. Grants/Housing Activities Fund, revenue/Intergovernmental (37) \$194,995; expenses/Housing (37) \$194,995. Capital Improvements Fund, revenue/Transfers In (00) \$75,000; expenses/Capital Improvements (57) \$75,000.

The first supplement is needed to budget donations and expenses for Autumn House Christmas Buckets Project. The second supplement is needed to budget advertising revenue from bus stop shelters to be used for upkeep of the shelters. The third supplement is needed to budget additional expenses for Caldwell Drainage Improvements Project and Roefan & Hand Water Line Project. The fourth supplement is needed to budget additional expenses for employee Christmas party. The fifth supplement is needed to budget insurance recovery from damaged Animal Welfare truck to be used for repairs of the truck. The sixth supplement is needed to budget 2018 OHFA Home Investment Partnership Program Grant. The seventh supplement is needed to budget transfer in from Hospital Authority Fund and associated expense for matching cost of SCIP Trail Phase II Project.

Christy Barron  
Finance Director

**SUPPLEMENTS**  
**January 8, 2019**

Fund REIMBURSED PROJECTS (016)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
37	Miscellaneous	470			
37	Housing			470	
		<u>470</u>	<u>0</u>	<u>470</u>	<u>0</u>

**Explanation:**  
To budget donations and expenses for Autumn House Christmas Buckets Project.

Fund REIMBURSED PROJECTS (016)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
87	Charges for Services	9,600			
87	Economic			9,600	
		<u>9,600</u>	<u>0</u>	<u>9,600</u>	<u>0</u>

**Explanation:**  
To budget advertising revenue from bus stop shelters to be used for upkeep of the shelters.

Fund CAPITAL IMPROVEMENTS (157)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
57	Capital Improvements			115,527	
		<u>0</u>	<u>0</u>	<u>115,527</u>	<u>0</u>

**Explanation:**  
To budget additional expenses for Caldwell Drainage Improvements Project (\$113,617) and Roefan & Hand Water Line Project (\$1,910). Funding to come from fund balance.

Fund EMPLOYEE ACTIVITY (035)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
38	MWC Activities			150	
		<u>0</u>	<u>0</u>	<u>150</u>	<u>0</u>

**Explanation:**  
To budget additional fees for employee Christmas party. Funding to come from fund balance.

**SUPPLEMENTS**  
**January 8, 2019**

Fund ANIMALS BEST FRIEND (220)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
00	Miscellaneous	838			
10	Animal Welfare			838	
		<u>838</u>	<u>0</u>	<u>838</u>	<u>0</u>

**Explanation:**  
To budget insurance recovery from damaged animal welfare truck to be used for repairs.

Fund GRANTS/HOUSING ACTIVITIES (142)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
37	Intergovernmental	194,995			
37	Housing			194,995	
		<u>194,995</u>	<u>0</u>	<u>194,995</u>	<u>0</u>

**Explanation:**  
To budget 2018 OHFA Home Investment Partnership Program grant.

Fund CAPITAL IMPROVEMENTS (157)		BUDGET AMENDMENT FORM Fiscal Year 2018-2019			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
00	Transfers In	75,000			
57	Capital Improvements			75,000	
		<u>75,000</u>	<u>0</u>	<u>75,000</u>	<u>0</u>

**Explanation:**  
To budget transfer in from Hospital Authority Fund and associated expense for matching cost of SCIP Trail Phase 2 Project.



# *THE CITY OF MIDWEST CITY*

## **Finance Department**

TO: Honorable Mayor and City Council

FROM: Christy Barron, Finance Director

DATE: January 8, 2018

SUBJECT: Discussion and consideration of accepting the financial audit of the City of Midwest City as of and for the year ended June 30, 2018.

The financial audit for the City of Midwest City as of and for the year ended June 30, 2018 and the required communications by the auditor are attached to your council agenda. The financial audit report expressed an unmodified opinion for the year ending June 30, 2018 with no audit adjustments.

The auditor communicated three uncorrected misstatements that are immaterial, both individually and in the aggregate, to the City's financial position. Therefore, no audit adjustments were required. The uncorrected misstatements related to 1) OPEB liability errors in actuarial assumptions, 2) entry of prior year expenses for hospital authority mowing fees and 3) accrual of accounts payable liability.

There was one internal control finding relating to the health insurance census data. This data is sent to the actuary to calculate the estimated liability for the retiree health insurance that is presented in the financial statements. The auditor found errors in the hire dates and tiers of coverage listed on the census data provided to the actuary that could impact the estimates provided. The finding is contained in the document titled "Required Communications" under the section Findings Related to the Financial Statements.

Mike Gibson of RSM US LLP will be at the January 8, 2018 meeting to present the audit report and answer any questions about the audit report and audit finding.

The Federal threshold for requiring an audit of Federal grant compliance requirements was \$750,000 for fiscal year 2017-18. Since the City did not expend more than \$750,000 in Federal funds during fiscal year 2017-18, a Federal single audit was not required.

Christy Barron  
Finance Director

Attachments: Financial Audit Report - FY17-18



**THE CITY OF MIDWEST CITY, OKLAHOMA**

**ANNUAL FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR'S REPORTS**

**AS OF AND FOR THE FISCAL YEAR ENDED  
JUNE 30, 2018**

**CITY OF MIDWEST CITY, OKLAHOMA  
ANNUAL FINANCIAL REPORT  
As of and for the Year Ended June 30, 2018**

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As of and for the Year Ended June 30, 2018**

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## Independent Auditors' Report

RSM US LLP

Honorable Mayor and City Council  
The City of Midwest City  
Midwest City, Oklahoma

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Midwest City, Oklahoma, (the City) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

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

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. 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 opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Midwest City, Oklahoma, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Emphasis of Matters**

As explained in Note 7 to the financial statements, the City adopted GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, which restated beginning net position and other postemployment benefits liability of the governmental activities, business-type activities and the Midwest City Municipal Authority. Our opinions are not modified with respect to this matter.

**Other Matters***Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the pension and other post-employment benefit schedules, and the general fund, police fund, and fire fund budgetary comparison schedules, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual nonmajor fund financial statements, and the schedule of debt service requirements, listed in the table of contents as other supplementary information, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. These statements and schedules have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedule of debt service coverage requirements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The accompanying statistical section, as listed in the table of contents, has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

*RSM US LLP*

Oklahoma City, Oklahoma  
December 21, 2018

**CITY OF MIDWEST CITY, OKLAHOMA  
ANNUAL FINANCIAL REPORT  
For the Year Ended June 30, 2018**

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**MANAGEMENT DISCUSSION AND ANALYSIS**

**CITY OF MIDWEST CITY, OKLAHOMA**  
**ANNUAL FINANCIAL REPORT**  
**For the Year Ended June 30, 2018**

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The City of Midwest City's Management's Discussion and Analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the City's financial activity, (c) identify changes in the City's financial position (its ability to address the next and subsequent years' challenges), (d) identify any material deviations from the financial plan (the approved budget), and (e) identify individual fund issues or concerns.

Since the Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the City's financial statements beginning on page 20.

**FINANCIAL HIGHLIGHTS**

- The assets and deferred outflows of the City exceeded its liabilities and deferred inflows at the close of the fiscal year ended June 30, 2018, by \$506,373,292 (net position). Of this amount, unrestricted net position of the governmental activities was a deficit of \$48,409,654, with the business type activities reporting a positive unrestricted net position of \$10,629,478. The unrestricted net position, when not in a deficit position, may be used to meet the government's ongoing obligations to citizens and creditors.
- The Primary Government's total net position increased by \$1,150,146 or .23% from the prior year. This was a result of a decrease of \$1,916,773 in the governmental activities while the business-type activities had an increase of \$3,066,919. Expenses increased over the prior year. The detailed changes made from the Governmental Fund Statements to the Statement of Net Position can be found on page 24.
- The City's total deferred inflows increased by \$4,286,229 or, 530%. This is mainly due to increases of police and fire pension related deferred inflows and deferred inflows related to total OPEB liability, which resulted from the implementation of the new GASB standard.
- Sales tax is the major source of revenue for governmental activities. Sales and use tax collections for fiscal year 2018 totaled \$36,830,105 compared to FY 2017 which totaled \$32,765,177. The total increase in sales and use tax collections was \$4,064,928. The City passed a .75% sales and use tax increase effective January 1, 2018 (total rate increased from 3.85% to 4.6%). The .75% sales and use tax is dedicated to the following: .32% - police department; .22% - fire department; and .21% general operations (a special revenue fund). The City began collecting the sales and use tax increase in March 2018. A historical review of governmental activity revenues can be found in the statistical information section of the report.
- The City's total deferred outflows decreased by \$236,788 or, 2.15%. This is mainly due to decreases of police and fire pension related deferred outflows.
- At the end of the fiscal year 2018, the unassigned fund balance of the General Fund was \$2,445,261 or 8.4% of General Fund revenues.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The Management's Discussion and Analysis is intended to serve as an introduction to the City of Midwest City's basic financial statements. The City's basic financial statements comprise of three components: (1) government-wide financial statements, (2) fund financial statements and (3) notes to the



**CITY OF MIDWEST CITY, OKLAHOMA**  
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financial statements. This report also contains supplementary information in addition to the basic financial statements.

**Government-wide Financial Statements.** The government-wide financial statements are designed to provide readers with a broad overview of the City's finances in a manner similar to the private-sector business.

The Statement of Net Position presents information on all of the City's assets, deferred outflows, liabilities, and deferred inflows with the difference between the four elements reported as net position. Over time, increases or decreases in net position serve as a useful indicator on whether the financial position of the City is improving or deteriorating.

The Statement of Activities presents information showing how the City's net position changed during the most recent fiscal year. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. Thus, revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and fines and earned but not used vacation and sick leave as stated in City policy and union contracts). Both the Statement of Net Position and the Statement of Activities are prepared using the accrual basis of accounting as opposed to the modified accrual basis used for Fund Financial Statements of the governmental funds.

In the Statement of Net Position and the Statement of Activities, the City is divided between two types of activities:

- **Governmental activities.** Most of the City's basic services are reported here, including general government, public safety, streets, culture and recreation, health and welfare and economic development. Sales taxes and franchise taxes finance most of these activities as reflected on page 20.
- **Business-type activities.** The City charges a fee to customers to cover the cost of services it provides. The City's utility system (water, sewer, sanitation, and drainage), conference center/hotel, golf, trailer park and industrial park activities are reported here.

**Fund Financial Statements.** A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. Fund financial statements provide detailed information about the most significant funds, but not the City as a whole. Some funds are required to be established by state law or bond covenants. However, the City Council establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other monies. All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

- **Governmental funds.** The majority of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method identified as the modified accrual basis of accounting which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general governmental operations and the basic services it provides. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can

**CITY OF MIDWEST CITY, OKLAHOMA**  
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**For the Year Ended June 30, 2018**

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be spent in the near future to finance the City's programs. By comparing information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements, readers may better understand the long-term impact of the government's near-term financing decisions. The relationship or differences between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds are detailed in a reconciliation following the fund financial statements on page 24 and 26 of this report.

The City of Midwest City maintains individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures and changes in fund balances for the General, Police, Fire, Hospital Authority, Sooner Rose TIF, and Economic Development Authority funds. Data from the debt service fund, 15 special revenue funds, and 5 capital project funds, all of which are considered to be governmental, are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements starting on page 84 of this report.

- **Proprietary funds.** The City charges customers for certain services it provides, whether to outside customers or to other units within the City. These services are generally reported in proprietary funds. Proprietary funds are reported in the same manner that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the City's enterprise funds (a component of proprietary funds) are similar to the business-type activities that are reported in the Government-wide statements but provide more detail and additional information, such as cash flows. The internal service funds (the other component of proprietary funds) are utilized to report activities that provide supplies and services for the City's other programs and activities, such as the risk management functions, health self-insurance fund, fleet services, surplus property activities and public works function. Because these services benefit both governmental and business-type functions, they have been included in both the governmental and business-type activities in the government-wide financial statements.

The City of Midwest City maintains one major enterprise fund. The City uses this fund to account for its water, sewer, sanitation, conference center/hotel, debt service, utility services, utility capital, customer deposits, golf and drainage operations. The fund provides the same type of information as the government-wide financial statements, only in more detail and includes some of the internal service fund-type activity. The City considers this enterprise fund activity to be a major fund. Data from 2 non-major enterprise funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major enterprise funds is provided in the form of combining statements starting on page 93 of this report.

**CITY OF MIDWEST CITY, OKLAHOMA**  
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**For the Year Ended June 30, 2018**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As of June 30, 2018, the City's combined net position is \$506,373,292, of which \$388,265,366 can be attributed to governmental activities and \$118,107,926 is attributed to business-type activities. This analysis focuses on the net position (Table 1) and changes in net position (Table 2) of the City's governmental and business-type activities.

The largest portion of the City's net position, 81.7%, reflects its net investment in capital assets (e.g., land, water rights, building, machinery and equipment, less any related debt used to acquire those assets that is still outstanding). The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The net change in capital assets can be reviewed in Table 1 with key element changes shown in Table 3.

**TABLE 1**  
**NET POSITION**  
(In Thousands)

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total Primary Government		% Inc. (Dec.)
	2018	Restated, 2017		2018	Restated, 2017		2018	Restated, 2017	
Current and other assets	\$ 230,165	\$ 156,720	47%	\$ 24,695	\$ 21,675	14%	\$ 254,860	\$ 178,395	43%
Capital assets	310,564	318,064	-2%	155,810	160,373	-3%	466,374	478,437	-3%
<b>Total assets</b>	<b>540,729</b>	<b>474,784</b>	<b>14%</b>	<b>180,505</b>	<b>182,048</b>	<b>-1%</b>	<b>721,234</b>	<b>656,832</b>	<b>10%</b>
<b>Deferred outflow of resources</b>	<b>9,712</b>	<b>10,759</b>	<b>-10%</b>	<b>1,059</b>	<b>1,111</b>	<b>-5%</b>	<b>10,771</b>	<b>11,870</b>	<b>-9%</b>
Long-term obligations outstanding	144,664	23,719	510%	60,500	65,566	-8%	205,164	89,285	130%
Other liabilities	13,000	70,835	-82%	2,375	2,552	-7%	15,375	73,387	-79%
<b>Total liabilities</b>	<b>157,664</b>	<b>94,554</b>	<b>67%</b>	<b>62,875</b>	<b>68,118</b>	<b>-8%</b>	<b>220,539</b>	<b>162,672</b>	<b>36%</b>
<b>Deferred inflow of resources</b>	<b>4,512</b>	<b>807</b>	<b>459%</b>	<b>581</b>	<b>-</b>	<b>100%</b>	<b>5,093</b>	<b>807</b>	<b>531%</b>
Net position:									
Net investment in capital assets	308,253	316,764	-3%	105,459	105,420	0%	413,712	422,184	-2%
Restricted	128,422	104,189	23%	2,020	1,938	4%	130,442	106,127	23%
Unrestricted (deficit)	(48,410)	(30,771)	57%	10,629	7,683	38%	(37,781)	(23,088)	64%
<b>Total net position</b>	<b>\$ 388,265</b>	<b>\$ 390,182</b>	<b>0%</b>	<b>\$ 118,108</b>	<b>\$ 115,041</b>	<b>3%</b>	<b>\$ 506,373</b>	<b>\$ 505,223</b>	<b>0%</b>

Governmental activities decreased the City's net position by \$1,916,773 or .49%. The business type activities increased the City's net position by \$3,066,919 or 2.66% for a net increase of \$1,150,146, or .23%. The key elements of these changes are contained in Table 2.

**CITY OF MIDWEST CITY, OKLAHOMA  
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For the Year Ended June 30, 2018**

**TABLE 2  
CHANGES IN NET POSITION  
(In Thousands)**

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total Primary Government		% Inc. (Dec.)
	2018	2017		2018	2017		2018	2017	
Revenues:									
Program revenues:									
Charges for services	\$ 8,688	\$ 7,709	13%	\$ 29,161	\$ 28,977	1%	\$ 37,849	\$ 36,686	3%
Operating grants and contributions	4,460	4,960	-10%	2	-	100%	4,462	4,960	-10%
Capital grants and contributions	2,525	2,604	-3%	-	-	0%	2,525	2,604	-3%
General revenues:									
Sales and use taxes	36,830	32,765	12%	-	-	0%	36,830	32,765	12%
Other taxes	5,307	5,004	6%	-	-	0%	5,307	5,004	6%
Other general revenue	13,375	14,227	-6%	109	(32)	-441%	13,484	14,195	-5%
Total revenues	<u>71,185</u>	<u>67,269</u>	6%	<u>29,272</u>	<u>28,945</u>	1%	<u>100,457</u>	<u>96,214</u>	4%
Program expenses:									
General government	7,653	7,449	3%	-	-	-	7,653	7,449	3%
Public safety	29,070	29,356	-1%	-	-	-	29,070	29,356	-1%
Streets	15,082	15,169	-1%	-	-	-	15,082	15,169	-1%
Cultural, parks and recreation	1,928	1,887	2%	-	-	-	1,928	1,887	2%
Health and welfare	416	405	3%	-	-	-	416	405	3%
Economic development	13,829	6,773	104%	-	-	-	13,829	6,773	104%
Interest expense	2,379	1,347	77%	-	-	-	2,379	1,347	77%
Water	-	-	-	6,648	6,717	-1%	6,648	6,717	-1%
Sewer	-	-	-	8,098	8,077	0%	8,098	8,077	0%
Sanitation	-	-	-	4,579	4,439	3%	4,579	4,439	3%
Drainage	-	-	-	662	657	1%	662	657	1%
Conference center	-	-	-	7,749	8,053	-4%	7,749	8,053	-4%
Other activities	-	-	-	1,214	1,228	-1%	1,214	1,228	-1%
Total expenses	<u>70,357</u>	<u>62,386</u>	13%	<u>28,950</u>	<u>29,171</u>	-1%	<u>99,307</u>	<u>91,557</u>	8%
Excess (deficiency) before transfers	828	4,883	-83%	322	(226)	-242%	1,150	4,657	-75%
Transfers	<u>(2,745)</u>	<u>(3,963)</u>	-31%	<u>2,745</u>	<u>3,963</u>	-31%	<u>-</u>	<u>-</u>	
<b>Increase (decrease) in net position</b>	<b>\$ (1,917)</b>	<b>\$ 920</b>	<b>-308%</b>	<b>\$ 3,067</b>	<b>\$ 3,737</b>	<b>-18%</b>	<b>\$ 1,150</b>	<b>\$ 4,657</b>	<b>-75%</b>

**Governmental Activities.** The revenues reflect an increase over last year of \$3,918,496. This increase is primarily the result of an increase in the sales and use tax rate from 3.85% to 4.6% effective January 1, 2018. The City starting collecting the increased sales and use tax in March 2018. Sales and use tax collections increased \$4,064,928 in FY 2018.

The most significant governmental activities expense was providing public safety with a cost of \$29,069,958. These expenses were funded by revenue collected from a variety of sources with the largest being a transfer from General Fund to the Police and Fire Special Revenue Funds in the amount of \$18,883,771 and dedicated sales tax of \$7,676,485 for the fiscal year ended June 30, 2018. The most significant portion of public safety expense is the cost of personnel. Salaries and benefits totaled \$25,659,761. Other significant governmental expenses are for the streets in the amount of \$15,082,019 of which \$12,041,992 is depreciation expense, economic development which increased by \$7,057,627 in FY 2018 because the City started construction on a new Tax Incentive Financing District, and interest expense which increased by \$1,031,969 in FY 2018 because the City had two new bond issuances.

**Business-type Activities.** Business-type revenue increased by \$324,417 or 1.12% from the prior year. The sanitation income increased from \$6,039,417 to \$6,342,135 due to a rate increase effective June 22, 2017.

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**Budgetary Highlights.** For fiscal year 2017-2018, General Fund revenue (including transfers) budget was amended by \$1,124,843 or 3% of the original budget of \$37,506,461. The actual revenue (including transfers) was more than the final budget projection by \$422,513, or 1.09%. The revenue increase is attributed to sales tax coming in above projections for the year. The actual expenditures (including transfers) on a budgetary basis were \$38,760,527 compared to the final budget of \$40,154,176. General Fund actual expenditures (including transfers) on a budgetary basis were \$1,393,649 or 3.47% below final budget projections. See page 76 of the report for more detail.

The Police Fund revenue (including transfers) budget was increased by \$148,999, or 1.16%, of the original budget of \$12,860,817. The actual revenue (including transfers) was more than the final budget projection by \$1,080,115 or 8.30%. The City passed a .75% sales tax increase effective January 1, 2018 with .32% going to the Police Fund. The City began collecting the increased sales tax in March 2018. The sales tax increase was not in the budget. The City plans to hire six additional police officers with the additional sales tax revenue dedicated to the police department. The additional police officers will be hired over a three year period starting July 1, 2018. The actual expenditures (including transfers) on a budgetary basis were \$13,347,447 compared to the final budget of \$13,977,302. Actual expenditures (including transfers) were \$629,855 or 4.51% below final budget projections.

The Fire Fund revenues (including transfers) budget was amended by \$104,672 or .99%. The actual revenue (including transfers) was more than the final budget projection by \$720,009 or 6.76%. The City passed a .75% sales tax increase effective January 1, 2018 with .22% going to the Fire Fund. The City began collecting the increased sales tax in March 2018. The sales tax increase was not in the budget. The City plans to use the additional sales tax revenue dedicated to the fire department to implement the recommendations outlined in the ESCI Fire Department Study and to hire three additional firemen in fiscal year 2019-2020. The actual expenditures (including transfers) on a budgetary basis were \$10,763,683 compared to the final budget of \$11,386,204. Actual expenditures (including transfers) were \$622,521 or 5.47% below projections.

The budget to actual comparisons for these funds can be found on pages 76-79 of the report.

**Capital Assets** At the end of fiscal year 2018, the City had \$466,374,252 invested in a broad range of capital assets, including police and fire equipment, buildings, conference center and hotel, park facilities, roads, bridges, water and sewer facilities and distribution systems. This amount represents a net decrease (including additions and deductions) of \$7,500,041 for the governmental activities. Although the City had land additions of \$1,610,727, building additions of \$157,173, equipment additions of \$1,034,360, vehicle additions of \$456,682, construction in progress additions of \$2,117,027 and infrastructure additions of \$3,661,007; the depreciation expense of \$14,461,725 caused the current year reduction, with street depreciation for the year amounting to of \$12,041,992.

The business-type activities had a net decrease of \$4,563,492. Table 3 reflects the net key elements that make up the capital assets by type and source.

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**TABLE 3  
Capital Assets  
(In Thousands)**

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total Primary Government</u>	
	2018	2017	2018	2017	2018	2017
Land	\$ 34,302	\$ 32,767	\$ 7,572	\$ 7,572	\$ 41,874	\$ 40,339
Water rights	-	-	4,673	4,673	4,673	4,673
Construction in progress	6,162	5,947	1,738	2,693	7,900	8,640
Buildings	29,776	29,619	32,474	32,111	62,250	61,730
Machinery and equipment	21,297	20,535	13,999	13,774	35,296	34,309
Vehicles	9,561	9,400	9,152	8,765	18,713	18,165
Infrastructure	449,904	446,307	181,234	179,949	631,138	626,256
	<u>551,002</u>	<u>544,575</u>	<u>250,842</u>	<u>249,537</u>	<u>801,844</u>	<u>794,112</u>
Less: Depreciation	(240,437)	(226,510)	(95,032)	(89,164)	(335,469)	(315,674)
<b>Totals</b>	<u>\$ 310,565</u>	<u>\$ 318,065</u>	<u>\$ 155,810</u>	<u>\$ 160,373</u>	<u>\$ 466,375</u>	<u>\$ 478,438</u>

Additional information on the City's capital assets can be found on pages 49-50 of this report.

**Debt Administration.** At year end, the City had \$149,817,429 in long term debt outstanding compared to \$86,959,222 at the end of the prior fiscal year, an increase of 72.28% as shown in Table 4. The City had two new bond issuances in FY 2018. Economic Development Revenue Bonds in the amount of \$49,155,000 and Tax Apportionment Refunding Bonds in the amount of \$19,250,000 for a Tax Incentive Financing district to be repaid 50% by property taxes and 50% by sales and use taxes generated within the district. See pages 53-56 for a more in depth review of long-term debt.

**TABLE 4  
Long-Term Debt  
(In Thousands)**

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total Primary Government</u>	
	2018	2017	2018	2017	2018	2017
General obligation bonds	\$ 975	\$ 1,300	\$ -	\$ -	\$ 975	\$ 1,300
Notes payable	20,652	21,336	49,350	53,675	70,002	75,011
Accrued compensated absences	5,565	5,517	1,821	2,087	7,386	7,604
Revenue bonds	68,405	-	1,522	1,482	69,927	1,482
Revenue bonds premium	-	-	1,475	1,492	1,475	1,492
Refundable deposits	52	70	-	-	52	70
<b>Totals</b>	<u>\$ 95,649</u>	<u>\$ 28,223</u>	<u>\$ 54,168</u>	<u>\$ 58,736</u>	<u>\$ 149,817</u>	<u>\$ 86,959</u>

**FACTORS AFFECTING FINANCIAL CONDITION**

**Economic Outlook.** Tests on the Boeing KC-46A Pegasus aero-tanker continue to go well, and the first few aircraft may be delivered as early as early 2019. This is great news for Tinker Air Force Base (TAFB), which is the top employer for Midwest City, as it will be responsible for the Pegasus' maintenance. Servicing the plane will require a workforce of approximately 1321 at an average annual income of \$62,000. This translates to a yearly economic impact of \$1 billion for the state. These jobs will

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further enhance employment opportunities at TAFB where an estimated 31,030 Oklahomans already work.

As of October 2018, U.S. unemployment was at approximately 3.7%, an 18-year low. State unemployment was equally low (3.4%) with the highest employment rates found in Central and Western Oklahoma.

We offer the following additional forecasts by sector:

- **Retail.**

At the time of this report, the Midwest City Memorial Hospital Authority was under contract to sell 13.28 acres of prime real estate in the vicinity of S Douglas BLVD and Interstate 40. The buyer, Franklin Land Associates, is an arm of GBT Realty Corporation, a major developer of retail and mixed-use properties. Redevelopment of this comparatively small parcel looks very promising due to enormous daily traffic counts.

One of the country's strongest retailers, Burlington Stores, held its grand opening on September 14, 2018. This 40,000 square foot store is the latest edition to the Sooner Rose Shopping & Entertainment Center where it joins fellow retailers Academy Sports + Outdoors and Hobby Lobby.

Only one leasable tenant space remains available in the Town Center Plaza ("TCP") at the time of this report.

The strip centers at 2301 and 2601 S Douglas BLVD are nearly 100% occupied and are doing well. The center at 1011 S Air Depot BLVD is mostly full, and our market has shown it can easily support new, Class B retail space.

A tremendous amount of Class C retail space remains vacant, most of which is in the Air Depot corridor. Heritage Plaza, 351 N Air Depot BLVD, is over 30% vacant and the 142,772 ft.<sup>2</sup> former Sears building remains empty with few lookers. Conditions at Heritage Park Mall continue to deteriorate.

- **Hospitality.**

Midwest City is not only the economic center of eastern Oklahoma County, it is also the culinary hub as well. Employees from TAFB frequent our restaurants for lunch and the 100,000+ citizens from the East Metro frequently enjoy dinner here. These trends are reflected in the multitude of restaurant projects underway in the community, which includes Feast (buffet) and Meiji (hibachi-style) eateries in the Sooner Rose Shopping & Entertainment Center. Both are projected to begin operations sometime in early 2019.

In the 2133 block of S Air Depot BLVD, a the Hibachi Sushi & Seafood Buffet restaurant opened in November 2018. Work also continues on the Open Flame Coffee Company Roastery, 307 S Air Depot BLVD, with an opening promised this winter.

The OKC Metro's second Blaze Pizza will opened in September 2018 at 7199 SE 29<sup>th</sup> ST in Town Center Plaza's ("TCP") Downtown area, and the Wedge Pizzeria, 2320 S Air Depot

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BLVD, opened in November 2018. Joining Wedge in the same vicinity is the Metro area's second Drum Room, a trendy favorite amongst the millennial crowd.

A new McDonald's is slated to be built at 7551 E Reno AVE and another Del Rancho is in the works for 9201 SE 29<sup>th</sup> ST. Another quick service restaurant, Taco Bell, has filed a permit application to build on the last remaining lot in TCP.

Lastly, Johnnie's Charcoal Broiler Express, 6825 SE 29<sup>th</sup> ST, is opening in December 2018.

At least four other real estate scouts are currently searching Midwest City for new sites at the time of this report and we feel the restaurant sector will remain strong into the near future.

The Hampton Inn, 1833 Center Drive, completed a major renovation. However, the hotel industry remains sluggish due to overdevelopment in all price points throughout the OKC metro.

- **Industrial.** The final plat of the Soldier Creek Industrial Park ("SCIP") was recently approved, thereby opening up approximately 40 acres for industrial development with over 100 undeveloped acres remaining in reserve. We currently have a couple of prospects eyeing SCIP but interest in the park has been sporadic.

Tomcat Aviation moved into the former Chromalloy Gas Turbine building earlier this year bringing about four dozen employees along. This building, which had been vacant for years, promises to create 30 – 50 additional aerospace jobs in the forthcoming years.

- **Office and Professional.** The Mid-Town Office Park seems to be filling space as quickly as it is built out. There are other small, free-standing office buildings under construction and even more being proposed east of S Douglas BLVD. We have fielded inquiries about office space in the Medical District and along SE 29<sup>th</sup> ST as well.

A Texas-based call center operator, the Heller Group, is in the process of remodeling the former Furr's Cafeteria space in the Holiday Square Shopping Center, 1110 S Air Depot BLVD. Heller may create up to 250 positions by the end of 2018.

**FY 2018-2019 Budgets and Rates** - The fiscal year 2018-2019 expenditure budgets presented to the Council and Board of Trustees was \$96,905,009, which is net of \$47,144,215 inter/intra-fund transfers.



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The three major governmental funds reflect the following budgets adopted for FY 18-19:

	<u>Revenues</u>	<u>Transfers In</u>	<u>Expenditures</u>	<u>Transfer Out</u>	<u>(Use) of Fund Balance</u>
General	\$25,996,068	\$10,533,263	\$10,995,221	\$25,325,744	\$208,366
Police	\$ 5,605,434	\$ 9,402,609	\$13,326,707	\$ 650,000	\$1,031,336
Fire	\$ 4,173,303	\$ 7,522,644	\$10,690,303	\$ 250,000	\$755,644

Personal services were budgeted with merit steps included for all pay plans; non-represented, police and fire. A 2.9% cost of living (COLA) was included for non-represented employees. The non-represented employees participate in a defined contribution plan; the contribution by the City is 14%.

In November 2018, the City reached a labor agreement with the Police union for fiscal years 2019 and 2020. Currently, the statutory contribution requirement for the police defined benefit pension plan is 21%, with the City paying 13% and the employee paying 8%. The agreement includes the following for fiscal year 2019:

- 2.5% across the board wage increase;
- a \$25 increase to the longevity table making the yearly amount payable \$125 beginning in the fifth year of service instead of the sixth year of service;
- adding \$11.75 to the current education incentive per pay period (estimated cost of \$28,400 per year);
- addition \$10 per shift for the field officer training incentive (estimated cost of \$5,000 annually);

The agreement includes the following for fiscal year 2020:

- 2.25% across the board wage increase if the Police Fund revenues for fiscal year 2019 exceed budget by at least 3% on July 15, 2019 minus other revenues (grants, donations, etc.); or
- 2.5% across the board wage increase if the Police Fund revenues for fiscal year 2019 exceed budget by at least 3.5% on July 15, 2019 minus other revenues (grants, donations, etc.); or
- 3.0% across the board wage increase if the Police Fund revenues for fiscal year 2019 exceed budget by at least 4.25% on July 15, 2019 minus other revenues (grants, donations, etc.); or
- If none of the above revenue thresholds are met, the contract will be reopened for negotiations

The Fire union has not reached a labor agreement with the City for a fiscal year 2019 labor contract. Currently, the statutory contribution requirement for fire defined benefit pension plan is 23%, with the City paying 18% and the employee paying 5%.

The City through self-insurance sponsors medical, prescription and dental insurance to full time employees and qualifying retirees and their families. Annual health insurance premium amounts are established by the City Council. The “Affordable Care Act” (ACA) has certain costs that are not to be passed on to the employee or retiree. For FY 2018-2019, the budgeted amount is \$153,897.

The City is currently offering one medical insurance plan. The Blue Preferred Plan has a lower premium and reduced provider network compared to the Blue Option Plan which was previously provided as an option to City employees.

**Emergency reserves** are contained in the operational fund budgets of the City. The General fund is required to maintain a 10% reserve while all others are required to maintain a 5% reserve. The reserves are equal to the annual operating budget less transfer outs and capital outlay. The reserves are only accessible if a significant event should occur such as a downturn in the economy greatly affecting the funding of the City’s operations, uses for natural disasters or one-time non-recurring emergency that

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disrupts the cash receipts of the City. With this resolution in place for maintaining a reserve, the City becomes more financially stable and better equipped to handle any unforeseen emergencies or major loss of revenues.

**Request for Information.** This financial report is designed to provide a general overview of the City's finances, comply with finance-related laws, regulations and demonstrate the City's commitment to public accountability. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the City of Midwest City, Finance Department, 100 N. Midwest Boulevard, Midwest City, Oklahoma 73110.

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**BASIC FINANCIAL STATEMENTS – GOVERNMENT-WIDE**

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**Statement of Net Position– June 30, 2018**

	Primary Government		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 24,885,522	\$ 4,372,425	\$ 29,257,947
Cash and cash equivalents, restricted	13,616,757	2,990,013	16,606,770
Investments	114,365,122	12,918,037	127,283,159
Land held for economic development	3,439,804	-	3,439,804
Accounts receivable, net	1,916,274	3,335,264	5,251,538
Interest receivable	54,427	22,833	77,260
Other receivable	229,788	91,138	320,926
Inventory	2,364,402	276,343	2,640,745
Internal balances	418,650	(418,650)	-
Prepaid items	4,612	6,278	10,890
Due from other governments	6,186,323	-	6,186,323
Lease receivable	62,677,553	-	62,677,553
Deposits held by others	5,566	-	5,566
Investments, non- current, restricted	-	1,101,582	1,101,582
Capital assets:			
Land, water rights, and construction in progress	40,463,649	13,983,418	54,447,067
Other capital assets, net of depreciation	270,100,695	141,826,490	411,927,185
Total assets	<u>540,729,144</u>	<u>180,505,171</u>	<u>721,234,315</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred amount on refunding	-	819,874	819,874
Deferred amount related to pensions	9,080,969	-	9,080,969
Deferred amount related to OPEB	630,939	238,722	869,661
Total deferred outflows	<u>9,711,908</u>	<u>1,058,596</u>	<u>10,770,504</u>
<b>LIABILITIES</b>			
Accounts payable and accrued liabilities	1,280,805	1,236,490	2,517,295
Wages payable	1,590,621	463,003	2,053,624
Claims payable	2,310,403	-	2,310,403
Due to other governments	8,569	-	8,569
Accrued interest payable	708,626	675,054	1,383,680
Unearned revenue	7,100,725	-	7,100,725
Long-term liabilities:			
Due within one year	3,732,243	5,218,320	8,950,563
Due in more than one year	140,931,600	55,281,567	196,213,167
Total liabilities	<u>157,663,592</u>	<u>62,874,434</u>	<u>220,538,026</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred amount related to pensions	2,652,752	-	2,652,752
Deferred amount related to property taxes	322,688	-	322,688
Deferred amount related to OPEB	1,536,654	581,407	2,118,061
Total deferred inflows	<u>4,512,094</u>	<u>581,407</u>	<u>5,093,501</u>
<b>NET POSITION</b>			
Net investment in capital assets	308,252,543	105,458,542	413,711,085
Restricted for:			
Debt service	149,038	2,019,906	2,168,944
Hospital	94,580,194	-	94,580,194
Capital improvements	6,987,796	-	6,987,796
Public Safety	10,319,736	-	10,319,736
Street operations	2,341,418	-	2,341,418
Culture and recreation	1,319,154	-	1,319,154
Economic Development	10,043,482	-	10,043,482
Other	2,681,659	-	2,681,659
Unrestricted (deficit)	(48,409,654)	10,629,478	(37,780,176)
Total net position	<u>\$ 388,265,366</u>	<u>\$ 118,107,926</u>	<u>\$ 506,373,292</u>

See accompanying notes to the basic financial statements.

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**Statement of Activities –Year Ended June 30, 2018**

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
<b>Primary government</b>							
Governmental activities							
General government	\$ 7,653,254	\$ 3,728,037	\$ 84,067	\$ 270,388	\$ (3,570,762)	\$ -	\$ (3,570,762)
Public safety	29,069,958	2,063,875	3,245,101	-	(23,760,982)	-	(23,760,982)
Streets	15,082,019	568,008	503,666	2,254,850	(11,755,495)	-	(11,755,495)
Culture and recreation	1,928,455	466,061	113,308	-	(1,349,086)	-	(1,349,086)
Health and welfare	416,456	-	-	-	(416,456)	-	(416,456)
Economic development	13,829,278	1,861,753	514,069	-	(11,453,456)	-	(11,453,456)
Interest expense	2,378,801	-	-	-	(2,378,801)	-	(2,378,801)
Total governmental activities	<u>70,358,221</u>	<u>8,687,734</u>	<u>4,460,211</u>	<u>2,525,238</u>	<u>(54,685,038)</u>	<u>-</u>	<u>(54,685,038)</u>
Business-type activities:							
Water	6,647,472	7,998,054	-	2,080	-	1,352,662	1,352,662
Wastewater	8,098,410	8,107,156	-	-	-	8,746	8,746
Sanitation	4,579,243	6,342,135	-	-	-	1,762,892	1,762,892
Drainage	661,479	484,385	-	-	-	(177,094)	(177,094)
Conference center	7,749,424	5,157,031	-	-	-	(2,592,393)	(2,592,393)
Golf	1,153,318	1,072,355	-	-	-	(80,963)	(80,963)
Mobile home park	4,104	160	-	-	-	(3,944)	(3,944)
Industrial park	57,073	-	-	-	-	(57,073)	(57,073)
Total business-type activities	<u>28,950,523</u>	<u>29,161,276</u>	<u>-</u>	<u>2,080</u>	<u>-</u>	<u>212,833</u>	<u>212,833</u>
Total primary government	<u>\$ 99,308,744</u>	<u>\$ 37,849,010</u>	<u>\$ 4,460,211</u>	<u>\$ 2,527,318</u>	<u>(54,685,038)</u>	<u>212,833</u>	<u>(54,472,205)</u>
<b>General revenues:</b>							
Taxes:							
Sales and use taxes					36,830,105	-	36,830,105
Property tax					300,987	-	300,987
Payment in lieu of taxes					1,004,282	-	1,004,282
Franchise and public service taxes					2,910,373	-	2,910,373
Hotel/motel taxes					598,486	-	598,486
Intergovernmental revenue not restricted to specific programs					494,009	-	494,009
Investment income					12,571,687	8,724	12,580,411
Miscellaneous					803,457	100,241	903,698
Transfers - internal activity					(2,745,121)	2,745,121	-
Total general revenues and transfers					<u>52,768,265</u>	<u>2,854,086</u>	<u>55,622,351</u>
Change in net position					(1,916,773)	3,066,919	1,150,146
Net position - beginning, restated					390,182,139	115,041,007	505,223,146
Net position - ending					<u>\$ 388,265,366</u>	<u>\$ 118,107,926</u>	<u>\$ 506,373,292</u>

See accompanying notes to the basic financial statements.

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**BASIC FINANCIAL STATEMENTS - GOVERNMENTAL FUNDS**

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**Governmental Funds Balance Sheet - June 30, 2018**

	General Fund	Police Fund	Fire Fund	Midwest City		Economic	Other	Total
				Hospital Authority	Sooner Rose TIF	Development Authority	Governmental Funds	Governmental Funds
<b>ASSETS</b>								
Cash and cash equivalents	\$ 1,670,610	\$ 712,877	\$ 448,579	\$ 13,604,928	\$ 7,578,565	\$ 6,336,064	\$ 3,717,262	\$ 34,068,885
Investments	4,733,836	2,176,144	1,626,021	91,401,970	739,460	269,871	11,263,173	112,210,475
Land held for economic development	-	-	-	5,684,054	-	-	-	5,684,054
Receivables:								
Accounts receivable	1,343,248	85,906	2,784	20,726	20,556	149,261	425,167	2,047,648
Accrued interest receivable	9,164	4,407	2,726	6,901	-	-	20,115	43,313
Due from other funds	103,791	2,217,372	1,746,982	2,689	-	-	92,387	4,163,221
Deposits held by others	-	-	-	-	-	-	5,566	5,566
Prepaid items	4,612	-	-	-	-	-	-	4,612
Other receivable	18,941	4,439	874	-	-	-	-	24,254
Due from other governments	3,048,973	736,553	580,338	-	-	-	1,820,459	6,186,323
Inventory	-	-	-	-	-	-	60,000	60,000
Advance to other funds	885,203	-	-	-	-	-	49,530	934,733
Total assets	<u>\$ 11,818,378</u>	<u>\$ 5,937,698</u>	<u>\$ 4,408,304</u>	<u>\$ 110,721,268</u>	<u>\$ 8,338,581</u>	<u>\$ 6,755,196</u>	<u>\$ 17,453,659</u>	<u>\$ 165,433,084</u>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>								
<b>Liabilities:</b>								
Accounts payable and accrued liabilities	\$ 301,638	\$ 38,340	\$ 18,184	\$ 312,882	\$ 143,780	\$ -	\$ 211,969	\$ 1,026,793
Wages payable	432,294	579,726	436,970	8,826	-	-	73,705	1,531,521
Unearned revenue	-	-	-	7,100,724	-	-	-	7,100,724
Refundable deposits - court	52,230	-	-	-	-	-	-	52,230
Due to other funds	3,881,783	-	-	-	-	-	828,611	4,710,394
Due to other governments	8,569	-	-	-	-	-	-	8,569
Advance from other funds	49,530	-	885,203	-	-	-	-	934,733
Total liabilities	<u>4,726,044</u>	<u>618,066</u>	<u>1,340,357</u>	<u>7,422,432</u>	<u>143,780</u>	<u>-</u>	<u>1,114,285</u>	<u>15,364,964</u>
<b>Deferred inflows of resources:</b>								
Unavailable revenue	1,061,884	71,650	-	689,532	-	-	590,839	2,413,905
<b>Fund balances:</b>								
Nonspendable	889,815	-	-	5,684,054	-	-	115,096	6,688,965
Restricted	1,595,346	5,247,982	3,067,947	95,501,195	8,194,801	6,755,196	14,473,465	134,835,932
Committed	-	-	-	1,424,055	-	-	-	1,424,055
Assigned	1,100,028	-	-	-	-	-	1,159,974	2,260,002
Unassigned	2,445,261	-	-	-	-	-	-	2,445,261
Total fund balances	<u>6,030,450</u>	<u>5,247,982</u>	<u>3,067,947</u>	<u>102,609,304</u>	<u>8,194,801</u>	<u>6,755,196</u>	<u>15,748,535</u>	<u>147,654,215</u>
Total liabilities, deferred inflows, and fund balances	<u>\$ 11,818,378</u>	<u>\$ 5,937,698</u>	<u>\$ 4,408,304</u>	<u>\$ 110,721,268</u>	<u>\$ 8,338,581</u>	<u>\$ 6,755,196</u>	<u>\$ 17,453,659</u>	<u>\$ 165,433,084</u>

See accompanying notes to the basic financial statements.

**CITY OF MIDWEST CITY, OKLAHOMA**  
**ANNUAL FINANCIAL REPORT**  
**For the Year Ended June 30, 2018**

**Reconciliation of Governmental Funds and Government-Wide Financial Statements:**

**Fund Balance – Net Position Reconciliation – June 30, 2018:**

**Fund balances of governmental funds** \$ 147,654,215

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds, net of accumulated depreciation of \$239,258,155 309,704,528

Certain long-term assets are not available to pay for current fund liabilities and, therefore, along with deferred outflows, are either reported as deferred outflows of resources in the funds or not reported in the funds at all:

Due from other governments	68,310
Other receivable, net of allowance	2,022,906
HMA hospital receivable	<u>62,677,553</u>
	<u>64,768,769</u>

The net pension liability and the total OPEB liability and the pension and OPEB related deferred outflows and deferred inflows are not due and payable from current financial resources, and therefore, are not reported in these fund financial statements, but are reported in the governmental activities of the Statement of Net Position.

Pension related deferred outflows	9,080,969
Net pension liability	(32,280,170)
Pension related deferred inflows	(2,652,752)
OPEB related deferred outflows	604,153
Total OPEB liability	(16,024,043)
OPEB related deferred inflows	<u>(1,471,417)</u>
	<u>(42,743,260)</u>

Internal service funds are used by management to charge the cost of certain activities to individual funds. An allocation of the assets and liabilities of the internal service funds are included in governmental activities in the statement of net position, net of amount allocated to business-type activities. 5,029,938

Certain other long-term liabilities are not due and payable from current financial resources and, therefore, along with deferred inflows, are not reported in the funds:

General obligation bonds payable	(975,000)
Notes payable	(20,652,140)
Bonds payable	(68,405,000)
Accrued compensated absences	(5,408,058)
Accrued interest payable	<u>(708,626)</u>
	<u>(96,148,824)</u>

**Net position of governmental activities** \$ 388,265,366

See accompanying notes to the basic financial statements.



**CITY OF MIDWEST CITY, OKLAHOMA  
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**Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances – Year Ended June 30, 2018**

	<u>General Fund</u>	<u>Police Fund</u>	<u>Fire Fund</u>	<u>Midwest City Hospital Authority</u>	<u>Sooner Rose TIF</u>	<u>Economic Development Authority</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>								
Taxes	\$ 23,630,293	\$ 4,200,304	\$ 3,476,181	\$ 1,004,282	\$ 20,556	\$ -	\$ 9,327,991	\$ 41,659,607
Intergovernmental	698,259	801,553	3,355,239	-	-	-	1,160,794	6,015,845
Charges for services	2,306,506	98,790	5,408	-	-	1,503,861	1,498,039	5,412,604
Fines and forfeitures	1,248,027	68,666	-	-	-	-	112,030	1,428,723
Licenses and permits	452,608	2,900	8,300	-	-	-	125,456	589,264
Investment income	17,896	(32,984)	(36,451)	13,150,764	47,008	-	(25,474)	13,120,759
Miscellaneous	657,889	12,028	9,348	1,236,928	-	-	261,770	2,177,963
Total revenues	<u>29,011,478</u>	<u>5,151,257</u>	<u>6,818,025</u>	<u>15,391,974</u>	<u>67,564</u>	<u>1,503,861</u>	<u>12,460,606</u>	<u>70,404,765</u>
<b>EXPENDITURES</b>								
Current:								
General government	5,396,446	-	-	1,408,240	-	-	526,983	7,331,669
Public safety	998,372	13,435,411	13,619,975	-	-	-	629,899	28,683,657
Streets	2,753,935	-	-	-	-	-	131,570	2,885,505
Culture and recreation	942,952	-	-	-	-	-	621,416	1,564,368
Health and welfare	366,339	-	-	-	-	-	-	366,339
Economic development	2,912,973	-	-	-	9,365,622	43,903,665	1,208,915	57,391,175
Capital outlay	295,606	731,334	99,638	122,293	1,336,801	-	2,591,975	5,177,647
Debt service:								
Principal retirement	-	-	-	683,969	16,475,000	-	325,000	17,483,969
Interest and fiscal charges	3,762	-	37,218	1,169,425	420,340	-	51,750	1,682,495
Total expenditures	<u>13,670,385</u>	<u>14,166,745</u>	<u>13,756,831</u>	<u>3,383,927</u>	<u>27,597,763</u>	<u>43,903,665</u>	<u>6,087,508</u>	<u>122,566,824</u>
Excess (deficiency) of revenues over expenditures	<u>15,341,093</u>	<u>(9,015,488)</u>	<u>(6,938,806)</u>	<u>12,008,047</u>	<u>(27,530,199)</u>	<u>(42,399,804)</u>	<u>6,373,098</u>	<u>(52,162,059)</u>
<b>OTHER FINANCING SOURCES (USES)</b>								
Proceeds from issuance of debt	-	-	-	-	35,725,000	49,155,000	-	84,880,000
Transfers in	11,723,187	10,598,482	8,568,242	325,357	-	-	613,619	31,828,887
Transfers out	(27,380,741)	-	(166,000)	(424,638)	-	-	(6,735,537)	(34,706,916)
Total other financing sources and uses	<u>(15,657,554)</u>	<u>10,598,482</u>	<u>8,402,242</u>	<u>(99,281)</u>	<u>35,725,000</u>	<u>49,155,000</u>	<u>(6,121,918)</u>	<u>82,001,971</u>
Net change in fund balances	(316,461)	1,582,994	1,463,436	11,908,766	8,194,801	6,755,196	251,180	29,839,912
Fund balances - beginning	6,346,911	3,664,988	1,604,511	90,700,538	-	-	15,497,355	117,814,303
Fund balances - ending	<u>\$ 6,030,450</u>	<u>\$ 5,247,982</u>	<u>\$ 3,067,947</u>	<u>\$ 102,609,304</u>	<u>\$ 8,194,801</u>	<u>\$ 6,755,196</u>	<u>\$ 15,748,535</u>	<u>\$ 147,654,215</u>

See accompanying notes to the basic financial statements.

**CITY OF MIDWEST CITY, OKLAHOMA**  
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**Changes in Fund Balances – Changes in Net Position Reconciliation – Year Ended June 30, 2018:**

Net change in fund balances - total governmental funds: \$ 29,839,912

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:

Capital asset purchases capitalized	4,594,546
Capital asset donated	2,525,238
Gain (loss) on disposal of capital assets	(173,690)
Depreciation expense	(14,392,483)
	(7,446,389)

Repayment of debt principal is an expenditure and collections of leasehold receivables are a revenue in the governmental funds. However, the repayments reduce long-term liabilities or the long-term assets in the Statement of Net Position:

Leasehold receivable receipts	(863,485)
Loan to leasehold	43,903,665
Debt proceeds	(84,880,000)
Note payable principal payments	17,158,969
General obligation bond principal payments	325,000
	(24,355,851)

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:

Change in unavailable revenue	266,520
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:

Other poste employment benefits	(206,050)
Interest expense	(700,068)
Pension expense	98,572
Accrued compensated absences	(54,798)
	(862,344)

Internal service fund activity is reported as a proprietary fund in fund financial statements, but certain net revenues/expenses are reported in governmental activities on the Statement of Activities, net of amount allocated to business-type activities

Total change in net position for internal service funds	641,379
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Change in net position of governmental activities	\$ (1,916,773)
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See accompanying notes to the basic financial statements.

**CITY OF MIDWEST CITY, OKLAHOMA  
ANNUAL FINANCIAL REPORT  
For the Year Ended June 30, 2018**

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**BASIC FINANCIAL STATEMENTS - PROPRIETARY FUNDS**

**CITY OF MIDWEST CITY, OKLAHOMA**  
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**Proprietary Funds Statement of Net Position - June 30, 2018**

	<u>Midwest City Municipal Authority</u>	<u>Nonmajor Enterprise Funds</u>	<u>Total</u>	<u>Internal Service Funds</u>
<b>ASSETS</b>				
Current assets:				
Cash and cash equivalents	\$ 4,089,812	\$ 208,967	\$ 4,298,779	\$ 1,477,477
Cash and cash equivalents, restricted	2,990,013	-	2,990,013	-
Investments	11,960,894	707,594	12,668,488	5,433,759
Accounts receivable, net	3,335,264	-	3,335,264	74,160
Other receivable	91,138	-	91,138	-
Accrued interest receivable	22,833	-	22,833	11,114
Prepaid items	6,278	-	6,278	-
Inventory	276,343	-	276,343	60,152
Due from other funds	814,420	-	814,420	202
Total current assets	<u>23,586,995</u>	<u>916,561</u>	<u>24,503,556</u>	<u>7,056,864</u>
Non-current assets:				
Investments, restricted	1,101,582	-	1,101,582	-
Land, construction in progress, and water rights	7,806,389	6,177,029	13,983,418	-
Other capital assets, net	139,003,682	2,693,997	141,697,679	988,627
Total non-current assets	<u>147,911,653</u>	<u>8,871,026</u>	<u>156,782,679</u>	<u>988,627</u>
Total assets	<u>171,498,648</u>	<u>9,787,587</u>	<u>181,286,235</u>	<u>8,045,491</u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>				
Deferred amount on refunding	819,874	-	819,874	-
Deferred amount related to OPEB	221,676	-	221,676	43,832
	<u>1,041,550</u>	<u>-</u>	<u>1,041,550</u>	<u>43,832</u>
<b>LIABILITIES</b>				
Current liabilities:				
Accounts payable and accrued liabilities	1,236,573	-	1,236,573	264,703
Claims liability	-	-	-	784,403
Wages payable	424,628	-	424,628	86,701
Due to other funds	-	-	-	267,449
Accrued interest payable	675,054	-	675,054	-
Accrued compensated absences	463,750	-	463,750	109,437
Refundable deposits	202,387	-	202,387	-
Revenue bonds payable	4,495,000	-	4,495,000	-
Total current liabilities	<u>7,497,392</u>	<u>-</u>	<u>7,497,392</u>	<u>1,512,693</u>
Non-current liabilities:				
Accrued compensated absences	840,071	-	840,071	218,879
Claims liability	-	-	-	1,526,000
Total OPEB liability	5,879,556	-	5,879,556	1,162,532
Refundable deposits	1,319,237	-	1,319,237	-
Revenue bonds payable, net	46,676,240	-	46,676,240	-
Total non-current liabilities	<u>54,715,104</u>	<u>-</u>	<u>54,715,104</u>	<u>2,907,411</u>
Total liabilities	<u>62,212,496</u>	<u>-</u>	<u>62,212,496</u>	<u>4,420,104</u>
<b>DEFERRED INFLOW OF RESOURCES</b>				
Deferred amount related to OPEB	539,893	-	539,893	106,751
<b>NET POSITION</b>				
Net investment in capital assets	96,458,705	8,871,026	105,329,731	988,627
Restricted for debt service	2,019,906	-	2,019,906	-
Restricted for other purposes	100,883	216,134	317,017	-
Unrestricted	11,208,315	700,427	11,908,742	2,573,841
Total net position	<u>\$ 109,787,809</u>	<u>\$ 9,787,587</u>	<u>\$ 119,575,396</u>	<u>\$ 3,562,468</u>

Some amounts reported for business-type activities in the Statement of Net Position are different because certain internal service fund balances are included with business-type activities and reported as interfund balances

(1,467,470)

Total net position per Government-Wide financial statements

\$ 118,107,926

See accompanying notes to the basic financial statements.

**CITY OF MIDWEST CITY, OKLAHOMA**  
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**Proprietary Funds Statement of Revenues, Expenses, and Changes in Net Position - Year Ended June 30, 2018**

	<b>Midwest City Municipal Authority</b>	<b>Nonmajor Enterprise Funds</b>	<b>Total</b>	<b>Internal Service Funds</b>
<b>OPERATING REVENUES</b>				
Charges for services	\$ 28,928,927	\$ 145	\$ 28,929,072	\$ 10,751,710
Fees, licenses and permits	88,420	-	88,420	-
Miscellaneous	140,001	-	140,001	181,999
Total operating revenues	<u>29,157,348</u>	<u>145</u>	<u>29,157,493</u>	<u>10,933,709</u>
<b>OPERATING EXPENSES</b>				
Personal services	10,451,525	-	10,451,525	1,856,796
Materials and supplies	3,748,406	-	3,748,406	1,389,170
Other services and charges	7,064,863	4,104	7,068,967	951,160
Insurance claims and expense	-	-	-	5,915,695
Depreciation and amortization	5,858,416	57,073	5,915,489	83,165
Total operating expenses	<u>27,123,210</u>	<u>61,177</u>	<u>27,184,387</u>	<u>10,195,986</u>
Operating income (loss)	<u>2,034,138</u>	<u>(61,032)</u>	<u>1,973,106</u>	<u>737,723</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Investment income (loss)	78,662	14,474	93,136	(25,111)
Interest expense and fiscal charges	(1,967,261)	-	(1,967,261)	-
Gain on asset retirement	16,596	-	16,596	-
Total non-operating revenue (expenses)	<u>(1,872,003)</u>	<u>14,474</u>	<u>(1,857,529)</u>	<u>(25,111)</u>
Income (loss) before contributions and transfers	<u>162,135</u>	<u>(46,558)</u>	<u>115,577</u>	<u>712,612</u>
Capital contributions	89,266	-	89,266	-
Transfers in	13,651,407	69,166	13,720,573	135,636
Transfers out	<u>(11,065,366)</u>	<u>-</u>	<u>(11,065,366)</u>	<u>-</u>
Change in net position	2,837,442	22,608	2,860,050	848,248
Total net position - beginning, restated	106,950,367	9,764,979	116,715,346	2,714,220
Total net position - ending	<u>\$ 109,787,809</u>	<u>\$ 9,787,587</u>	<u>\$ 119,575,396</u>	<u>\$ 3,562,468</u>
Change in net position per above			\$ 2,860,050	
Some amounts reported for business-type activities in the Statement of Activities are different because the net revenue (expense) of certain internal service funds is reported with business-type activities			206,869	
Change in Business-Type Activities in Net Position per Government-Wide Financial Statements			<u>\$ 3,066,919</u>	

See accompanying notes to the basic financial statements.

**CITY OF MIDWEST CITY, OKLAHOMA**  
**ANNUAL FINANCIAL REPORT**  
**For the Year Ended June 30, 2018**

**Proprietary Funds Statement of Cash Flows - Year Ended June 30, 2018**

	Midwest City Municipal Authority	Nonmajor Enterprise Funds	Total	Internal Service Funds
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Receipts from customers	\$ 29,499,302	\$ 145	\$ 29,499,447	\$ 10,896,149
Payments to suppliers	(10,911,529)	(21,698)	(10,933,227)	(1,663,386)
Payments to employees	(10,421,269)	-	(10,421,269)	(1,845,126)
Receipts (payments) from interfund loans	(47,687)	-	(47,687)	(16,897)
Receipt of customer deposits	499,379	-	499,379	-
Return of customer deposits	(466,176)	-	(466,176)	-
Claims and benefits paid	-	-	-	(6,499,427)
<b>Net cash provided by (used in) operating activities</b>	<b>8,152,020</b>	<b>(21,553)</b>	<b>8,130,467</b>	<b>871,313</b>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>				
Transfers from other funds	13,651,407	69,166	13,720,573	-
Transfers to other funds	(11,065,366)	-	(11,065,366)	135,636
<b>Net cash provided by noncapital financing activities</b>	<b>2,586,041</b>	<b>69,166</b>	<b>2,655,207</b>	<b>135,636</b>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Capital assets purchased	(1,324,763)	-	(1,324,763)	(15,591)
Principal paid on capital debt	(4,325,000)	-	(4,325,000)	-
Payments of interfund loan for capital purchases	-	(65,063)	(65,063)	-
Interest and fiscal charges paid on capital debt	(2,235,062)	-	(2,235,062)	-
Proceeds from sale of capital assets	34,609	-	34,609	-
<b>Net cash provided by (used in) capital and related financing activities</b>	<b>(7,850,216)</b>	<b>(65,063)</b>	<b>(7,915,279)</b>	<b>(15,591)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Sale (Purchase) of investments	(2,653,939)	(3,359)	(2,657,298)	(2,809,741)
Interest and dividends	421,701	14,474	436,175	118,999
<b>Net cash provided by (used in) investing activities</b>	<b>(2,232,238)</b>	<b>11,115</b>	<b>(2,221,123)</b>	<b>(2,690,742)</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>655,607</b>	<b>(6,335)</b>	<b>649,272</b>	<b>(1,699,384)</b>
<b>Balances - beginning of year</b>	<b>6,424,218</b>	<b>215,302</b>	<b>6,639,520</b>	<b>3,176,861</b>
<b>Balances - end of year</b>	<b>\$ 7,079,825</b>	<b>\$ 208,967</b>	<b>\$ 7,288,792</b>	<b>\$ 1,477,477</b>
<b>Reconciliation to Statement of Net Position:</b>				
Cash and cash equivalents	\$ 4,089,812	\$ 208,967	\$ 4,298,779	\$ 1,477,477
Restricted cash and cash equivalents	2,990,013	-	2,990,013	-
<b>Total cash and cash equivalents</b>	<b>\$ 7,079,825</b>	<b>\$ 208,967</b>	<b>\$ 7,288,792</b>	<b>\$ 1,477,477</b>
<b>Reconciliation of operating income (loss) to net cash provided by operating activities:</b>				
Operating income (loss)	\$ 2,034,138	\$ (61,032)	\$ 1,973,106	\$ 737,723
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation expense	5,858,416	57,073	5,915,489	83,165
Change in assets and liabilities:				
Receivables, net	281,364	-	281,364	(37,560)
Other receivable	54,026	-	54,026	-
Due from other funds	(21,970)	-	(21,970)	(196)
Prepaid items	(6,278)	-	(6,278)	-
Inventory	(15,128)	-	(15,128)	(9,855)
Deferred outflows OPEB	(1,388)	-	(1,388)	(292)
Accounts payable	(76,854)	(17,594)	(94,448)	69,060
Claims liability	-	-	-	34,007
Due to other funds	(25,717)	-	(25,717)	(16,701)
Accrued payroll and related liabilities	(24,840)	-	(24,840)	(824)
Refundable deposits	39,767	-	39,767	-
OPEB liability	(462,527)	-	(462,527)	(91,454)
Accrued compensated absences	(20,882)	-	(20,882)	(2,511)
Deferred inflows OPEB	539,893	-	539,893	106,751
<b>Net cash provided by (used in) operating activities</b>	<b>\$ 8,152,020</b>	<b>\$ (21,553)</b>	<b>\$ 8,130,467</b>	<b>\$ 871,313</b>
<b>Noncash activities:</b>				
Contributed capital assets - from governmental funds	\$ 89,266	\$ -	\$ 89,266	\$ -

See accompanying notes to the basic financial statements.

**FOOTNOTES TO BASIC FINANCIAL STATEMENTS**

## **Note 1. Summary of Significant Accounting Policies**

The City of Midwest City's (the "City") accounting and financial reporting policies conform to accounting principles generally accepted in the United State of America (GAAP). GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

### **1.A. Financial Reporting Entity**

**The City of Midwest City** – operates the public safety, health and welfare, streets and highways, parks and recreation, and administrative activities

The City of Midwest City is an incorporated municipality located in central Oklahoma. The City operates under a council-manager form of government with a charter that provides for three branches of government:

- Legislative – the governing body includes an elected seven-member City Council and Mayor
- Executive – the City Manager is the Chief Executive Officer and is appointed by the City Council
- Judicial – the Municipal Judges are practicing attorneys appointed by the City Council

In determining the financial reporting entity, the City of Midwest City complies with the provisions of Governmental Accounting Standards Board and includes all component units for which the City is financially accountable. The City's financial reporting entity primary government presentation includes the City of Midwest City and certain component units as follows:

**Blended Component Units:** Separate legal entities for which the City Council members also serve as the trustees/governing body of the Authorities and /or the City is able to impose its will on the Authorities through required approval of all debt obligations issued by these entities. These component units funds are blended into the City's by appropriate fund type to comprise part of the primary government presentation.

**Midwest City Utilities Authority** –created for industrial development.

**Midwest City Municipal Authority** – created to operate the water, wastewater, sanitation and conference center/hotel.

**Midwest City Hospital Authority** – created to operate the hospital, however, in 1996 the hospital was leased for a 30 year term. In March 2009, this lease was extended to May 2048. The Trustees manage activities related to the hospital lease. Economic development is also a principal mission of the Authority.

**Urban Renewal Authority** – created for economic development.

**Economic Development Authority** – created for economic development.

Each of these component units listed above are Public Trusts established pursuant to Title 60 of Oklahoma State law. Public Trusts (Authorities) have no taxing power. The Authorities are generally created to finance City services through issuance of revenue bonds or other non-general obligation debt and to enable the City Council to delegate certain functions to the governing body (Trustees) of the Authority. The Authorities generally retain title to assets which are acquired or constructed with Authority debt or other Authority generated resources. In addition, the City has leased certain existing



assets at the creation for the Authorities to the Trustees on a long-term basis. The City, as beneficiary of the Public Trusts, receives title to any residual assets when a Public Trust is dissolved.

In accordance with state law, the City Council must approve, by two-thirds vote, all debt obligations of these public trusts prior to incurring the obligation. This is considered sufficient imposition of will to demonstrate financial accountability and to include the trusts within the City's financial reporting entity. The public trusts do not issue separate annual financial statements.

### **1.B. Basis of Presentation and Accounting**

This annual report is presented in a format that substantially meets the presentation requirements of the Governmental Accounting Standards Board (GASB) in accordance with generally accepted accounting principles. The presentation includes financial statements that communicate the City's financial condition and changes therein at two distinct levels:

- **The City as a Whole** (a government-wide presentation)
- **The City's Funds** (a presentation of the City's major and aggregate non-major funds)

#### **Government-Wide Financial Statements:**

The Government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. In the Statement of Net Position and the Statement of Activities, the City presents two kinds of activities:

*Governmental activities* - Most of the City's basic services are reported here, including the police, fire, general administration, streets, parks and recreation. Sales taxes, franchise fees, fines, and state and federal grants finance most of these activities.

*Business-type activities* – Services where the City charges a fee to customers to help cover all or most of the cost of the services it provides. The City's water, sewer, sanitation systems and the hotel/conference center activities are reported here.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The statements of net position and activities are reported on the accrual basis of accounting and economic resources measurement focus. Under the accrual basis of accounting, revenues are recognized when earned and expenses (including depreciation and amortization) are recorded when the liability is incurred or economic asset used.

**Fund Financial Statements:**

***Governmental Funds:***

Most of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances remaining at year-end. Governmental funds report their activities on the modified accrual basis of accounting and current financial resources measurement focus that is different from other funds. For example, these funds report the acquisition of capital assets and payments for debt principal as expenditures and not as changes to asset and debt balances. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period except for reimbursement type grants that are recorded as revenues when the related expenditures are recognized and available within 120 days of year end. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, claims, judgments, and net pension liabilities are recorded only when payment is due.

Sales and use taxes, property taxes, franchise taxes, licenses, court fines and interest associated with the current fiscal period are all considered to be susceptible to accrual, and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps one determine (through a review of changes to fund balance) whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. The City's governmental funds include:

**Major Funds:**

- General Fund – accounts for all activities not accounted for in other special-purpose funds. For reporting purposes the General Fund also includes the activities of the Reimbursed Projects Account, Employee Activity Account, Activity Account, Animals Best Friend Account, Disaster Relief Account, and Retiree Health Claims Account.
- Police Fund – is a special revenue fund that accounts for police services funded by a restricted sales tax, a transfer of 34.21% of General Fund revenues per ordinance legally restricted for police operations, and fines and fees restricted for traffic enforcement operations. For reporting purposes, the Police Fund includes the Jail Fund.
- Fire Fund — is a special revenue fund that accounts for fire protection services funded by sales tax legally restricted for fire and a transfer of 27.66% of General Fund revenues per ordinance legally restricted for fire operations.
- Midwest City Hospital Authority – is a special revenue fund that manages activities related to the hospital lease, funded by interest income and in lieu of taxes. The Hospital Authority also makes investments and expenditures in economic development activities.
- Economic Development Authority – is a special revenue fund that manages activities related to economic development, funded by lease income.
- Sooner Rose TIF– is a special revue fund that manages the activities related to the Sooner Rose development district, funded by sales and use tax, interest income and property taxes.

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Aggregated Non-Major Funds (reported as Other Governmental Funds):

Special Revenue Funds include Grants, Juvenile, Parks and Recreation, Emergency Operations, Technology, Welcome Center, Police Impound Fees, Street and Alley, Police Special Projects, Police Lab Fee, Convention/Visitors Bureau, Urban Renewal Authority Funds, Tax Increment Financing, Street Light Fee, and General Government Sales Tax.

Debt Service Fund – accounts for ad-valorem taxes levied by the City for use in retiring general obligation bonds, and their related interest expenses.

Capital Project Funds:

- Capital Improvement Fund – accounts for assessed fees that help fund capital projects for various functions of the City.
- Downtown Redevelopment Authority – accounts for the lease proceeds from the 29<sup>th</sup> street redevelopment. Proceeds are used to fund various needs of the City.
- 2002 Street Project Fund – accounts for the proceeds from the 2002 General Obligation Street Bonds which funds capital street projects.
- Dedicated Tax 2012 Fund – accounts for the sales tax restricted for street, parks, trails, sidewalks and public transportation projects.
- Sales Tax Capital Improvement Fund – accounts for sales tax restricted by a vote of the citizens for capital improvements, including debt retirements.
- Capital Outlay Reserve Fund – accounts for funds set aside to fund the five year capital needs projects.

The reconciliation of the governmental funds financial statements to the governmental activities presentation in the government-wide financial statements is the result of the use of the accrual basis of accounting and economic resources measurement focus at the government-wide level.

***Proprietary Funds:***

When the City charges customers for the services it provides, these services are generally reported in proprietary funds. Proprietary funds include enterprise funds and internal service funds. Enterprise funds are used to account for business-like activities provided to the general public. Internal service funds are used to account for business-like activities provided to other funds or departments of the City. Proprietary funds are reported on the accrual basis of accounting and economic resources measurement focus. For example, proprietary fund capital assets are capitalized and depreciated and principal payments on long-term debt are recorded as a reduction to the liability.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Midwest City Municipal Authority (Municipal Authority), non major enterprise funds and of the City's internal service funds are charges to customers for sales and services. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The City's proprietary funds include the following:

### **Enterprise Funds**

Major:

The Municipal Authority includes the following accounts:

- Water Account (includes the Water Operating Account and the Water Capital Projects Account) accounts for the activities providing water services to the public.
- Sewer Account (includes the Sewer Operating Account and the Sewer Capital Projects Account) accounts for the activities providing sewer services to the public.
- Sanitation Account (includes the Sanitation Operating Account) accounts for the activities providing sanitation services to the public.
- Conference Center/Hotel Account (includes the Conference and Hotel Operating Account) accounts for the activities related to the Conference Center and Hotel.
- Drainage Account (includes the Drainage Operating Fund and the Capital Projects Account) accounts for the activities providing drainage services to the public.
- Debt Service Account accounts for the debt activities related to the 2011 and 2011A Revenue Bonds.
- Utility Services Fund – accounts for activities related to billing for water, sewer, sanitation, storm water, and drainage.
- Utilities Capital Fund – accounts for capital purchases for the water, sewer, and sanitation systems.
- Customer Deposit Fund –accounts for utility customer deposits.
- Golf Course Fund –accounts for activities of the John Conrad and the Hidden Creek golf courses.

Non-Major:

- Utilities Authority Fund –accounts for industrial development activities.
- 29<sup>th</sup> and Douglas –accounts for activities of the trailer park at 29<sup>th</sup> and Douglas.

### **Internal Service Funds** (aggregated in a single column for reporting purposes)

- Risk Management Fund - accounts for the cost of providing various insurance services (i.e, general liability, vehicle and property) to other funds and departments of the City
- Public Works Administration Fund - accounts for the cost of centralization of administrative resources to various departments of the City. This fund primarily serves the business-type activities.
- Fleet Services Fund - accounts for fuel, maintenance and repairs for the City's fleet.
- Surplus Property Fund - accounts for the disposal of surplus property on behalf of all departments.
- L&H Benefits Fund - accounts for health and life benefits to employees.
- Workers Compensation Fund – accounts for the cost of providing workers compensation insurance services to the other funds and departments of the city

**1.C. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance**

**Deposits and Investments:**

Cash and cash equivalents includes all demand and savings accounts, certificates of deposit or short-term investments with an original maturity of three months or less, and money market investments. Trust account investments in open-ended mutual fund shares are also considered cash equivalents.

Investments, other than Hospital Authority investments, consist of long-term certificates of deposit, U.S. Treasury bonds and notes, and U.S. agency securities. Certificates of deposit are reported at cost, while the U.S. Treasury and agency securities are reported at fair value. Hospital investment consist of mutual funds, equities, and foreign equities. Investments are reported at fair value.

Except where otherwise required, cash resources have been pooled in order to maximize investment opportunities. Income from investments purchased with pooled cash is allocated to individual funds based on the funds' average cash balance and legal requirements.

**Restricted Assets:**

Certain proceeds of the enterprise funds' promissory notes, as well as certain resources set aside for their repayment, are classified as restricted assets on the Statement of Net Position because they are maintained in separate bank accounts, and their use is limited by applicable loan covenants. The debt service fund accounts are used to segregate resources accumulated for debt service payments over the next 12 months. In addition, amounts held for meter deposit refunds are considered restricted.

**Receivables**

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivable balances for the governmental activities include sales and use taxes, franchise taxes, grants and court fines. Business-type activities report utilities as its major receivable.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as sales tax, franchise tax, and grants and other similar intergovernmental revenues. Non-exchange transactions collectible but not available are reported as a deferred inflow of resources in the fund financial statements in accordance with the modified accrual basis of accounting, but not reported as a deferred inflow of resources in the government-wide financial statements in accordance with the accrual basis. Interest on investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. Proprietary fund material receivables consist of all revenues earned at year-end and not yet received. Utility accounts receivable and interest earnings comprise the majority of proprietary fund receivables. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable.

**Inventories:**

Inventories are valued at average cost. Governmental fund inventory is related to parts of vehicle and equipment maintenance. Proprietary fund inventory is related to material on hand for repairs and improvements to the utility system. The cost of inventories are recorded as expenditures when consumed rather than when purchased.

**Land Held for Economic Development:**

The Hospital Authority owns land that is being held for future economic development. This land is carried at the lower of cost or market.

**Capital Assets:**

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

The City early implemented GAS Statement 89, *Accounting for Interest Cost Incurred before the End of the Construction Period*, and no longer capitalizes interest costs, in proprietary funds or business-type activities.

Depreciable capital assets are depreciated on a straight-line basis over their useful lives. The range of estimated lives by type of assets is as follows:

- Buildings/improvements 25-60 years
- Utility systems 25-99 years
- Infrastructure 25-99 years
- Machinery and equipment 5-20 years
- Vehicles 5-25 years

Depreciation of capital assets is included in total expenses and is charged or allocated to the activities primarily benefiting from the use of the specific asset.

**Unearned Revenue**

In 1996, the Hospital Authority entered into a long-term lease agreement with a third party to lease the Midwest City Municipal Hospital for a 30 year period. The lessee prepaid the entire amount of the rent for the 30 years, a total of \$26.9 million. This amount is being recognized in income over the 30 year period.

**Long-term obligations:**

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statements of Net Position. Bond premiums and discounts are amortized over the life of the bonds using the straight line method. Bonds payable are reported net of bond premium or discount. Deferred amount on refundings are amortized over the shorter of the life of the new debt or the remaining life of the refunded debt using the straight line method. Deferred amounts are shown as deferred inflows or outflows.

Long-term obligations of governmental funds are not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures.

The City's long term debt consists of general obligation bonds, revenue bonds and notes, accrued compensated absences, contracts payable, net pension liability, net OPEB obligation, and refundable deposits.

**Compensated Absences:**

Under the terms of union contracts and City personnel policies, City employees are granted vacation and sick leave in varying amounts. Regular full-time civilian employees earn vacation leave per pay period in varying amounts from 80.08 hours per year to 204.10 hours per year based upon years of service. Upon separation from the city, a civilian employee is paid for accrued vacation up to a maximum of 192 hours plus current year accrual earned to date of separation. Civilian employees earn sick leave per pay period of 3.7 hours, for a total of 96.20 hours per year with the exception of Fire Rookies working 24 hour shifts who earn 5.54 hours per pay period for an annual total of 144.04 hours per year. Civilian employees who separate from employment with the city will be compensated for all accrued but unused sick leave as follows: Upon separation from the city after 10 years of service, a civilian employee is paid for accrued sick leave up to a maximum of 960 hours plus current year accrual earned to date of separation at 1/2 his/her hourly rate of pay. Civilian employees who separate from employment prior to 10 years of service shall receive no compensation for accrued sick leave benefits.

Police union employees earn vacation leave per pay period in varying amounts from 80.08 hours per year to 204.10 hours per year based upon years of service. Upon separation from the city, a police union employee is paid for accrued vacation up to a maximum of 216 hours plus current year accrual earned to date of separation. Police union employees earn sick leave per pay period of 4.6 hours for an annual total of 119.60 hours. Police union employees who separate from employment with the city will be compensated for all accrued but unused sick leave as follows: Upon separation from the city after 10 years or more of service, a police union employee is paid for accrued sick leave up to a maximum of 11,000 hours plus current year accrual earned to date of separation at 1/2 his/her hourly rate of pay. Police union employees who separate from employment prior to 10 years of service shall receive no compensation for accrued sick leave benefits. 100% of the sick leave balance shall be paid to the police union employee's named beneficiary in the event an employee is killed in the line of duty.

Fire union employees earn vacation leave per pay period in varying amounts from 80.08 hours per year to 301.34 hours per year based upon shift worked and years of service. Upon separation from the city, a fire union employee is paid for accrued vacation up to a maximum of 300 hours plus current year accrual earned to date of separation for 24 hour workers; up to a maximum of 216 hours plus current

year accrual earned to date of separation for 8 hour workers. Fire union employees earn sick leave per pay period of 5.54 for a total of 144.04 hours per year for 24 hour workers and 96.20 hours per year for 8 hour workers. Fire union employees who separate from employment with the city will be compensated for all accrued but unused sick leave as follows: Upon separation from the city after 10 years or more of service or with an on-the-job injury, a fire union employee is paid for accrued sick leave up to a maximum of 1,314 hours for 24 hour workers; up to a maximum of 939 hours for 8 hour workers at 1/3 his/her hourly rate of pay. Hours accumulated over the maximum are paid at the rate of 1/2 his/her hourly rate of pay each bi-weekly pay period. Employees, regardless of years of service, will be paid out at 1/2 for separation due to on the job injury. Fire union employees who separate from employment prior to 10 years of service and without an on-the-job injury shall receive no compensation for accrued sick leave benefits.

**Deferred Outflow/Inflows of Resources:**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources until then. The City has three items that qualify for reporting in this category. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The city also reports deferred outflows for pension and OPEB-related amounts.

In addition to liabilities, the financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenues) until that time. The governmental funds report unavailable revenues from court fines and property taxes. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. In the City's government-wide statements the property tax revenues remain as a deferred inflow under the full accrual basis of accounting and will become an inflow in the year for which they are levied. The government-wide Statement of Net Position also reports deferred inflows for pension and OPEB-related amounts.

**Fund Equity:**

*Government-Wide and Proprietary Fund Financial Statements:*

Net position is displayed in three components:

- a. *Net investment in capital assets* - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets, plus the remaining construction proceeds of debt issued for capital improvements.
- b. *Restricted net position* - Consists of net position with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- c. *Unrestricted net position* - All other net position that does not meet the definition of "restricted" or "net investment in capital assets."



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It is the City's policy to first use unrestricted net position prior to the use of restricted net position when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

*Governmental Fund Financial Statements:*

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned. These classifications are defined as:

- a. Nonspendable – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
- b. Restricted – consists of fund balance with constraints placed on the use of resources either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) laws through constitutional provisions or enabling legislation.
- c. Committed – includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the city's highest level of decision-making authority. The City's highest level of decision-making authority is made by ordinance. The Municipal Authority, Hospital Authority and Urban Renewal Authority highest level of decision-making authority is made by resolution.
- d. Assigned – includes amounts that are constrained by the city's intent to be used for specific purposes but are neither restricted nor committed. Assignments of fund balance may be made by city council action or management decision when the city council has delegated that authority. Assignments for revenues in other governmental funds are made through budgetary process.
- e. Unassigned – represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the General Fund.

It is the City's policy to first use unrestricted fund balance prior to the use of the restricted fund balance when an expenditure is incurred for purposes for which both restricted and unrestricted resources are available. The City's policy for the use of fund balance amounts require that unassigned amounts would be reduced first followed by assigned amounts and then committed amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

## **1.D. Revenues, Expenditures and Expenses**

### **Program Revenues:**

Program revenues within the Statement of Activities that are derived directly from each activity or from parties outside of the City's taxpayers are reported as program revenues. The City has the following program revenues in each activity:

- Public Safety – Fire, Police, 911 – fines and forfeitures, restricted operating grants, 911 revenue, and restricted capital grants, property seizure, donations, state on-behalf pension contributions
- Streets – commercial vehicle and gasoline excise tax shared by the State.
- Culture and recreation – pool fees, rental of community center and senior center, programming fees, park fees, softball fees, operating and capital grants

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- Health and Welfare – FEMA grants
- Economic Development – rental income and operating grants
- General Government – license and permits, technology and false alarm fees, impact fees, and operating grants

All other governmental revenues are reported as general revenues. All taxes are classified as general revenue even if restricted for a specific purpose.

**Sales Tax Revenue:**

Sales tax revenue represents a 3.85 cents tax on each dollar of taxable sales which is collected by the Oklahoma Tax Commission and remitted to the City. Upon final allocation the sales tax is broken down as follows:

	<b>July 1 to December 31, 2017</b>		<b>Starting January 2018</b>	
General Government	1.04	27.01%	1.25	27.17%
Police	1.10	28.57%	1.42	30.87%
Fire	.92	23.90%	1.14	24.78%
911	.04	1.04%	.04	.87%
Capital Improvements	.25	6.49%	.25	5.43%
Parks and Recreation	.05	1.30%	.05	1.09%
Sewer Plant	.40	10.39%	.40	8.70%
Streets/Parks/Sidewalks/Trails/and Public Transportation	.05	1.30%	.05	1.09%
<b>Totals</b>	<b>3.85</b>	<b>100%</b>	<b>4.6</b>	<b>100%</b>

In November 2017, voters approved an increase in the City’s sales tax rate from 3.85% to 4.6%, effective January 1, 2018.

**Property Tax Revenue:**

In accordance with state law, a municipality may only levy a property tax to retire general obligation debt approved by the voters and to pay judgments rendered against the City. Property taxes levied by the City are billed and collected by the County Treasurer's Office and remitted to the City in the month following collection. Property tax is levied each October 1st on the assessed valuation of non-exempt real property located in the City as of the preceding January 1st, the lien date. Property taxes are due on November 1st following the levy date, although they may be paid in two equal installments (if the first installment is paid prior to January 1st, the second installment is not delinquent until April 1st). Property taxes are collected by the County Treasurer and are remitted to the City. Property tax receivables are recorded on the lien date, although the related revenue is reported as a deferred inflow of resources and will not be recognized as revenue until the year for which it is levied. Property taxes unpaid for the fiscal year are attached by an enforceable lien on property in the following October. For the year ended June 30, 2018, the City's net assessed valuation of taxable property was \$330,156,570. The taxes levied by the City per \$1,000 of net assessed valuation for the year ended June 30, 2018 was \$0.92.

Property tax accrued on the lien date of January 1, 2018 and recorded as a deferred inflow of resources was \$322,688.

**Expenditures and Expenses:**

In the government-wide financial statements, expenses, including depreciation of capital assets, are reported by function or activity. In the governmental fund financial statements, expenditures are reported by class as current (further reported by function), capital outlay and debt service. In the proprietary fund financial statements, expenses are reported by object or activity.

**1.E. Internal and Interfund Balances and Activities**

In the process of aggregating the financial information for the government-wide statement of net position and statement of activities, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

*Government-Wide Financial Statements:*

Interfund activity, if any, are eliminated or reclassified in the government-wide financial statements as follows:

1. *Internal balances* – amounts reported in the fund financial statements as interfund receivable and payables are eliminated in the governmental and business-type activities columns of the statement of net position, except for the net residual amounts due between governmental and business-type activities, which are reported as Internal Balances.
2. *Internal activities* - amounts reported in the fund financial statements as interfund transfers are eliminated in the government-wide statement of activities except for the net amount of transfers between governmental and business-type activities, which are reported as Transfers - Internal Activities. The effect of interfund services between funds is not eliminated in the statement of activities.

*Fund Financial Statements:*

Interfund activity, if any, within and among the governmental and proprietary fund categories is reported as follows in the fund financial statements:

1. Interfund loans - amounts provided with a requirement for repayment are reported as interfund receivables and payables.
2. Interfund services - sales or purchases of goods and services between funds are reported as revenues and expenditures/expenses.
3. Interfund reimbursements - repayments from funds responsible for certain expenditures/expenses to the funds that initially paid for them are not reported as reimbursements but as adjustments to expenditures/expenses in the respective funds.
4. Interfund transfers - flow of assets from one fund to another where repayment is not expected are reported as transfers in and out.

**1.F. Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in

the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

### **1.G. New Accounting Pronouncements**

The City implemented the following new accounting standards during the year ended June 30, 2018.

The City implemented Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* – GASB No. 75 was issued in June 2015, and addresses accounting and financial reporting for OPEB that is provided to the employees of state and local governmental employers. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For a defined benefit OPEB, this Statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about defined benefit OPEB also are addressed. This Statement resulted in a restatement of net position by decreasing net position by \$14,225,371.

The City implemented GASB Statement No. 81, *Irrevocable Split-Interest Agreements* – GASB 81 was issued in March 2016, to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. Implementation of GASB 81 did not significantly affect the City's financial statements.

The City implemented GASB Statement 85, *Omnibus 2017*, This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits. Implementation of GASB 85 did not significantly affect the City's financial statements.

The City implemented GASB Statement 86, *Certain Debt Extinguishment Issues* - The primary objective of this Statement is to improve the consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources – resources other than the proceeds of refunding debt – are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. Implementation of GASB 86 did not significantly affect the City's financial statements.

The City early implemented GASB 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period* – This statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or proprietary type funds. Implementation of GASB 89 did not significantly affect the City's financial statements.

## **2. Cash and Cash Equivalents, Deposits and Investments**

### **Deposits and Investments Risks**

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Fair value is the price that would be received to sell an investment in an orderly transaction between market participants at the measurement date. The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Total Fair Value
US agency securities	\$ -	\$ 34,723,247	\$ -	\$ 34,723,247
Real Estate	-	-	566,668	566,668
Mutual Fund - equities	28,185,127	-	-	28,185,127
Mutual Fund - Fixed Income	5,573,304	-	-	5,573,304
	<u>\$ 33,758,431</u>	<u>\$ 34,723,247</u>	<u>\$ 566,668</u>	<u>\$ 69,048,346</u>

As of June 30, 2018, the City's investments in U.S. agency securities are valued using Level 2 inputs. The value is determined using quoted prices for similar assets or liabilities in active markets.

Real estate investments classified in Level 3 are valued using the change in assessed property tax land values for similar properties from the county assessor.

Certain investments that do not have a readily determinable fair value are measured at net asset value (NAV), or its equivalent. NAV per share is calculated as of the City's year-end in a manner consistent with the Governmental Accounting Standards Board's measurement principles. The valuation method for investments measured at the NAV per share (or its equivalent) is presented on the following table.

Investments Measured at Net Asset Value	Fair Value	Redemption Frequency	Redemption Notice Period
US equity index funds <sup>(1)</sup>	\$ 42,531,012	Daily	2 days
US fixed income debt funds <sup>(2)</sup>	8,437,211	Daily	2 days
	<u>\$ 50,968,223</u>		

- (1) **US equity index funds** – The Fund is an index fund that seeks investment results that correspond generally to the S&P 500 Index. The Fund is invested and reinvested in a portfolio of equity securities with the objective of approximating as closely as practicable the capitalization weighted total rate of return of that segment of the U.S. market for publicly traded equity securities represented by the larger capitalized companies. The investment is valued at the net asset value of units held at the end of the period based upon the fair value of the underlying investments.
- (2) **US fixed income debt funds** – The US fixed income debt fund is an index fund that establishes an objective of delivering investment performance approximating as closely as practicable the total rate of return of the market for debt securities as defined by the Barclays U.S. Aggregate Bond Index. The Fund uses a "passive" or indexing approach to try to achieve the Fund's investment objective. The investment is valued at the net asset value of units held at the end of the period based upon the fair value of the underlying investments.

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The City of Midwest City primary government and blended component units are governed by the deposit and investment limitations of state law and trust indentures. The deposits and investments held at June 30, 2018 by these entities are as follows:

Type	Carrying Value	Credit Rating	Maturities in Years				
			On Demand	Less Than One	1 - 5	6 - 10	More than 10
Demand deposits	\$ 31,123,668	n/a	\$ 31,123,668	\$ -	\$ -	\$ -	\$ -
Time deposits	11,452,962	n/a	-	6,500,000	4,952,962	-	-
Government Money Market Accounts	11,656,259	AAAm	11,656,259	-	-	-	-
U.S. Agencies Obligations	34,723,247	n/a	-	-	7,952,421	148,765	26,622,061
Sub-total	88,956,136		<u>\$ 42,779,927</u>	<u>\$ 6,500,000</u>	<u>\$ 12,905,383</u>	<u>\$ 148,765</u>	<u>\$ 26,622,061</u>
Real Estate	566,668						
Mutual Funds - equities	70,716,140						
Fixed Income	14,010,514						
Sub-total	85,293,322						
Total Deposits and Investments	<u>\$ 174,249,458</u>						
Reconciliation to Financial Statements:							
Cash and cash equivalents	\$ 29,257,947						
Cash and cash equivalents, restricted	16,606,770						
Investments	127,283,159						
Investments, restricted	1,101,582						
	<u>\$ 174,249,458</u>						

*Custodial Credit Risk* – Exposure to custodial credit risk related to deposits exists when the City holds deposits that are uninsured and uncollateralized; collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the City’s name; or collateralized without a written or approved collateral agreement. Exposure to custodial credit risk related to investments exists when the City holds investments that are uninsured and unregistered, with securities held by the counterparty or by its trust department or agent but not in the City’s name.

The City’s policy as it relates to custodial credit risk is to secure its uninsured deposits with collateral, valued at no more than market value, at a minimum level of 110% of the uninsured deposits and accrued interest thereon. The City’s policy limits acceptable collateral to U.S. Treasury securities, federally insured obligations, or direct debt obligations of municipalities, counties, and school districts in Oklahoma. Also, as required by Federal 12 U.S.C.A., Section 1823(e), all financial institutions pledging collateral to the City must have a written collateral agreement

At June 30, 2018, the City had no exposure to custodial credit risk as defined above.

*Investment Credit Risk* – The City’s investment policy limits investments, excluding the Hospital Authority and Municipal Authority, to the following:

- a. Obligations of the U. S. Government, its agencies and instrumentalities;
- b. Collateralized or insured non-negotiable certificates of deposit or other evidences of deposit that are either insured or secured with acceptable collateral with an in-state financial institution, and fully insured deposits in out-of-state institutions;
- c. Insured or fully collateralized negotiable certificates of deposit;
- d. Repurchase agreements that have underlying collateral consisting of those items specified in paragraph a above; and
- e. Money market funds regulated by the SEC and in which investments consist of the investments mentioned in the previous paragraph a.

Investment credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City has no formal policy limiting investments based on credit rating, but discloses any such credit risk associated with their investments by reporting the credit quality ratings of investments in debt securities as determined by nationally recognized statistical rating organizations—rating agencies—as of the year end. Unless there is information to the contrary, obligations of the U.S. government or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk and do not require disclosure of credit quality.

*Investment Interest Rate Risk* – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The City’s investment policy indicates that the investment portfolio, shall remain sufficiently liquid to enable the City to meet all operating requirements as anticipated. The City discloses its exposure to interest rate risk by disclosing the maturity dates of its various investments by date range.

As noted in the preceding schedule of deposits and investments, at June 30, 2018, the investments held by the City mature between 2018 through 2030.

*Concentration of Investment Credit Risk* - Exposure to concentration of credit risk is considered to exist when investments in any one issuer represent a significant percent of total investments of the City (any over 5% are disclosed). Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are excluded from this consideration. The City’s investments in Blackrock (classified as mutual funds – equities) and Vanguard mutual funds each exceed 5%.

### **Hospital Authority Investments:**

The Hospital Authority policy provides that assets be invested to preserve its principal, produce a proscribed level of income, and provide for growth of principal with no outside additions to the fund being anticipated. Assets are to be invested in a diversified portfolio to achieve attractive real rates of return. The investment policy of the Hospital Authority allows for the investment of funds in domestic and international common stocks, government and corporate bonds, short-term fixed income securities maturing in one year or less (cash equivalents); by utilizing primarily index funds, mutual funds, or collective trust funds. In addition, the Hospital Authority may invest portions of the fund corpus, or income, in real estate. Such real estate investments would typically include developed or undeveloped real property located in Midwest City, Oklahoma or its environs, or commingled funds which invest in various kinds of property located throughout the United States. The overall rate of return objective of the portfolio is a highest possible rate of return consistent with the risk levels established by the Board.

The acceptable long-term rate of return is expected to provide equal or superior results, using a three to five year moving average, relative to the following benchmarks:

1. An absolute return objective of the Consumer Price Index plus 4% compounded annually.
2. An income return sufficient to meet any disbursement requirement as stipulated by the Board.
3. A return exceeding the 90 Day U.S. Treasury Bill rate (risk-free rate).
4. Domestic equity fund returns which exceed the S&P 500 Stock index return by 1% (100 basis points), per year and fixed income return which exceed the Barclays Capital Aggregate Bond Index by ½% per year (50 basis points).

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5. Stock and bond returns which fall into the top 25% of the Consultant's Universe (or other representative universe approved by The Board) of common stock and bond funds (referred to as equity and fixed income), with some consistency.
6. Passive domestic returns which replicate the return of the Standard and Poor's 500 Stock Index, passive fixed returns which replicate the return of the Barclays Capital Aggregate Bond Index, and passive international returns which replicate the return of the MSCI EAFE International Index.

Asset allocation guidelines for the Hospital Authority are as follows:

Class	Target	Maximum	June 2018 Percent
Equities - Domestic	20%-70%	85%	73.3%
Fixed Income	2.5%-30%	80%	14.6%
Cash Equivalents	0%	20%	12.1%

**Restricted Cash and Investments**

The amounts reported as restricted assets on the Statement of Net Position are comprised of amounts held for Debt Service accounts by the trustee bank for revenue bond retirement and revenue bond construction funds, and the Customer Deposit Account for refundable deposits held by others. The restricted assets as of June 30, 2018 are as follows:

Cash and Cash Equivalents:	
Restricted for Debt Service	\$ 16,311,717
Restricted for Refundable Deposits	295,053
	\$ 16,606,770
Investments:	
Investments Restricted for Refundable Deposits	\$ 1,101,582
	\$ 1,101,582

**3. Leases Receivable**

The Hospital Authority entered into an agreement with the Midwest Regional Medical Center (now known as Alliance Health Midwest) to provide funds up to \$25,000,000 to construction two additional floors onto the existing six floor patient tower. The loan is amortized over a 25 year period with an interest rate of 7.5%, will be repaid within 9 years from December 2010, with a balloon payment in November 2019. The loan is secured with a lease receivable for future rental of the facility. At the end of the fiscal year, the City reflects a \$19.1 million receivable in the governmental activities.

The Economic Development Authority entered into an agreement with Sooner Town Center, LLC to provide funds up to \$49,155,000 for the Town Center Plaza Project. The loan is amortized over a 30 year period with interest rates of 2.40% to 4.70%. The loan is secured with a lease receivable for future rental of the facility. At the end of the fiscal year, the City reflects a \$43.6 million receivable in the



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governmental activities. At the end of the fiscal year, the borrower had not drawn \$5.2 million of the available loan proceeds.

**4. Capital Assets and Depreciation**

**Capital Assets:**

For the year ended June 30, 2018, capital assets balances changed as follows:

	Balance at July 1, 2017	Additions	Disposals	Balance at June 30, 2018
<b>PRIMARY GOVERNMENT:</b>				
<i>Governmental activities:</i>				
Capital assets not being depreciated:				
Land	\$ 32,766,690	\$ 1,610,727	\$ 75,720	\$ 34,301,697
Construction in progress	5,946,526	2,117,027	1,901,601	6,161,952
Total capital assets not being depreciated	<u>38,713,216</u>	<u>3,727,754</u>	<u>1,977,321</u>	<u>40,463,649</u>
Capital assets being depreciated:				
Buildings	29,619,008	157,173	-	29,776,181
Machinery and equipment	20,534,768	1,034,360	272,586	21,296,542
Vehicles	9,400,303	456,682	296,425	9,560,560
Infrastructure	446,306,606	3,661,007	63,500	449,904,113
Total other capital assets	<u>505,860,685</u>	<u>5,309,222</u>	<u>632,511</u>	<u>510,537,396</u>
Less accumulated depreciation for:				
Buildings	12,354,697	659,623	-	13,014,320
Machinery and equipment	15,123,996	974,458	238,723	15,859,731
Vehicles	5,141,463	600,895	278,658	5,463,700
Infrastructure	193,889,360	12,226,749	17,159	206,098,950
Total accumulated depreciation	<u>226,509,516</u>	<u>14,461,725</u>	<u>534,540</u>	<u>240,436,701</u>
Capital assets being depreciated, net	<u>279,351,169</u>	<u>(9,152,503)</u>	<u>97,971</u>	<u>270,100,695</u>
Governmental activities capital assets, net	<u>\$ 318,064,385</u>	<u>\$ (5,424,749)</u>	<u>\$ 2,075,292</u>	<u>\$ 310,564,344</u>

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	Balance at July 1, 2017	Additions	Disposals	Balance at June 30, 2018
<b>Business-type activities:</b>				
Capital assets not being depreciated:				
Land	\$ 7,572,449	\$ -	\$ -	\$ 7,572,449
Water rights	4,672,610	-	-	4,672,610
Construction in progress	2,693,397	78,000	1,033,038	1,738,359
Total capital assets not being depreciated	<u>14,938,456</u>	<u>78,000</u>	<u>1,033,038</u>	<u>13,983,418</u>
Capital assets being depreciated:				
Buildings	32,111,141	362,957	-	32,474,098
Machinery and equipment	13,773,839	266,283	41,295	13,998,827
Vehicles	8,765,073	422,276	35,791	9,151,558
Utility systems	179,948,561	1,322,672	37,296	181,233,937
Total other capital assets	<u>234,598,614</u>	<u>2,374,188</u>	<u>114,382</u>	<u>236,858,420</u>
Less accumulated depreciation for:				
Buildings	10,631,012	732,664	-	11,363,676
Machinery and equipment	9,131,108	628,114	23,992	9,735,230
Vehicles	4,767,000	487,160	35,791	5,218,369
Utility systems	64,634,550	4,081,474	1,369	68,714,655
Total accumulated depreciation	<u>89,163,670</u>	<u>5,929,412</u>	<u>61,152</u>	<u>95,031,930</u>
Capital assets being depreciated, net	<u>145,434,944</u>	<u>(3,555,224)</u>	<u>53,230</u>	<u>141,826,490</u>
Business-type activities capital assets, net	<u>\$ 160,373,400</u>	<u>\$ (3,477,224)</u>	<u>\$ 1,086,268</u>	<u>\$ 155,809,908</u>

**Depreciation:**

Depreciation expense has been allocated as follows:

**Governmental Activities:**

General government	\$ 434,040
Public safety	1,223,632
Streets	12,041,992
Culture and recreation	347,304
Health and welfare	31,258
Economic development	314,257
Sub-total governmental funds depreciation	<u>14,392,483</u>

Depreciation on capital assets held by the City's internal service funds is charged to the various functions based upon usage

69,242
<u>\$ 14,461,725</u>

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**Business-Type Activities:**

Water	\$ 1,142,275
Sewer	2,916,708
Sanitation	495,141
Drainage	278,351
Conference center/hotel	909,561
Golf	116,380
Industrial park	<u>57,073</u>
Total Business Type Activities	<u>5,915,489</u>

Depreciation on capital assets held by the City's internal service funds is charged to the various functions based upon usage	13,923
Total	<u>\$ 5,929,412</u>

**5. Internal and Interfund Balances and Transfers**

**Internal and Interfund Balances:**

Interfund receivables and payables at June 30, 2018 were as follows:

Receivable Fund	Payable Fund	Amount	Nature of Interfund Balance			
General Gov. Sales Tax	Surplus Property	\$ 60,581	Surplus properties sales proceeds to be distributed			
General Fund	Comm Dev Block Grant	75,905	To cover negative balance in pooled cash			
General Fund	Housing Grant	27,886	To cover negative balance in pooled cash			
General Fund	Fire Fund	885,203	Long-term loan for capital improvements			
Police Fund	General Fund	2,146,368	Restricted sales tax payable			
Police Fund	Surplus Property	71,004	Surplus properties sales proceeds to be distributed			
Juvenile Fund	Surplus Property	780	Surplus properties sales proceeds to be distributed			
Fire Fund	General Fund	1,735,415	Restricted sales tax payable			
Fire Fund	Surplus Property	11,567	Surplus properties sales proceeds to be distributed			
Welcome Center	Surplus Property	350	Surplus properties sales proceeds to be distributed			
Convention & Visitor Bureau	Surplus Property	148	Surplus properties sales proceeds to be distributed			
Emergency Operating Fund	Surplus Property	287	Surplus properties sales proceeds to be distributed			
Grant Fund	Surplus Property	1,222	Surplus properties sales proceeds to be distributed			
Grant Fund	Police Impound Fee	403	Revenue accrued to be transferred			
Downtown Redevelopment	Reimbursed Project	49,530	Long-term loan for capital improvements			
Hospital Authority	Surplus Property	2,689	Surplus properties sales proceeds to be distributed			
Capital Improvements Fund	Debt Service	28,616	Revenue accrued to be transferred			
Public Works Administration	Surplus Property	3	Surplus properties sales proceeds to be distributed			
Fleet Services Fund	Surplus Property	199	Surplus properties sales proceeds to be distributed			
Storm Water Quality	Surplus Property	54	Surplus properties sales proceeds to be distributed			
Sanitation Fund	Surplus Property	72,398	Surplus properties sales proceeds to be distributed			
Water Fund	Surplus Property	17,760	Surplus properties sales proceeds to be distributed			
Sewer	Surplus Property	13,213	Surplus properties sales proceeds to be distributed			
Hotel	Surplus Property	12,680	Surplus properties sales proceeds to be distributed			
Golf	Surplus Property	2,514	Surplus properties sales proceeds to be distributed			
Debt Service	Sales Tax Capital Improvement	695,801	Revenue accrued to be transferred			
		<u>\$ 5,912,576</u>				
		<b>Due From Other Funds</b>	<b>Advance From Other Funds</b>	<b>Due To Other Funds</b>	<b>Advance To Other Funds</b>	<b>Net Internal Balances</b>
<b>Reconciliation to Fund Financial Statements:</b>						
Governmental Funds		\$ 4,163,221	\$ 934,733	\$ 4,710,394	\$ 934,733	\$ (547,173)
Proprietary Funds		814,420	-	-	-	814,420
Internal Service Funds		202	-	267,449	-	(267,247)
Total		<u>\$ 4,977,843</u>	<u>\$ 934,733</u>	<u>\$ 4,977,843</u>	<u>\$ 934,733</u>	<u>\$ -</u>
<b>Reconciliation to Statement of Net Position:</b>						
Net Internal Balances		\$ 814,420				
Internal Service Fund Activity reported in Business-Type Activities		(1,233,070)				
Net Internal Balances		<u>\$ (418,650)</u>				

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**Internal and Interfund Transfers:**

The City's policy is to eliminate interfund transfers between funds in the Statement of Activities to avoid the grossing up of balances. Only the residual balances transferred between governmental and business-type activities are reported as internal transfers and then offset in the total column. Internal activities between funds and activities for the year ended June 30, 2018 were as follows:

Transfer In	Transfer Out	Amount	Nature of Transfer
General Fund	Fire Fund	\$ 166,000	Code Enforcement Allocation
General Fund	Storm Water Quality Fund	66,908	Indirect Cost Allocation
General Fund	Sanitation Fund	913,936	Indirect Cost Allocation
General Fund	Water Fund	848,460	Indirect Cost Allocation
General Fund	Sewer Fund	922,099	Indirect Cost Allocation
General Fund	Capital Improvement Revenue Bond Fund	8,275,056	Debt Service Subsidy
General Fund	Downtown Redevelopment Authority	15,364	Retired Employee Insurance Subsidy
General Fund	Hospital Authority	515,364	Retired Employee Insurance Subsidy
General Gov Sales Tax	General Fund	27,667	Capital Outlay Subsidy
General Gov Sales Tax	G.O.Debt Services	3,084	Capital Outlay Subsidy
Street and Alley Fund	Water Fund	38,907	Capital Outlay Subsidy
Technology Fund	Emergency Operations Fund	50,354	Contract Cost Allocation
Police Fund	General Fund	10,485,539	Ordinance Obligation
Police Fund	Downtown Redevelopment Authority	56,472	Retired Employee Insurance Subsidy
Police Fund	Hospital Authority	56,471	Retired Employee Insurance Subsidy
Juvenile Fund	General Fund	37,000	Operating Subsidy
Fire Fund	Grants Fund	8,398,232	Ordinance Obligation
Fire Fund	Downtown Redevelopment Authority	85,005	Retired Employee Insurance Subsidy
Fire Fund	Hospital Authority	85,005	Retired Employee Insurance Subsidy
Emergency Management Fund	Grants Fund	11,250	Grant Subsidy
Community Development Block Grant	General Fund	157,247	City Match of CDBG Program
Community Development Block Grant	Downtown Redevelopment Authority	1,797	Retired Employee Insurance Subsidy
Community Development Block Grant	Hospital Authority	1,797	Retired Employee Insurance Subsidy
Grants Fund	Police Impound Fee	4,469	Grant Subsidy
Downtown Redevelopment	Hospital Authority	359	Retired Employee Insurance Subsidy
Hospital Authority	Downtown Redevelopment Authority	325,357	Return on owners investment
Capital Improvement Fund	Grants Fund	28,000	Grant Subsidy
Capital Improvement Fund	Revenue Bond Sinking Fund	251,688	Capital Outlay Subsidy
Public Works Administration	Downtown Redevelopment Authority	1,364	Retired Employee Insurance Subsidy
Public Works Administration	Hospital Authority	1,364	Retired Employee Insurance Subsidy
Interservice fund	Downtown Redevelopment Authority	2,745	Retired Employee Insurance Subsidy
Interservice fund	Hospital Authority	2,745	Retired Employee Insurance Subsidy
Risk Management	General Gov Sales Tax	599	Reimbursement of cost
Risk Management	Downtown Redevelopment Authority	598	Retired Employee Insurance Subsidy
Risk Management	Hospital Authority	597	Retired Employee Insurance Subsidy
L&H Benefit	Downtown Redevelopment Authority	125,312	Operating Subsidy
L&H Benefit	Hospital Authority	312	Retired Employee Insurance Subsidy
29th & Douglas Fund	Downtown Redevelopment Authority	69,166	Debt Service Subsidy
Utility Services	Downtown Redevelopment Authority	527	Retired Employee Insurance Subsidy
Utility Services	Hospital Authority	526	Retired Employee Insurance Subsidy
Sanitation	Downtown Redevelopment Authority	1,891	Retired Employee Insurance Subsidy
Sanitation	Hospital Authority	1,891	Retired Employee Insurance Subsidy
Water Fund	Downtown Redevelopment Authority	4,215	Retired Employee Insurance Subsidy
Water Fund	Hospital Authority	4,214	Retired Employee Insurance Subsidy
Sewer Fund	Downtown Redevelopment Authority	3,993	Retired Employee Insur
Sewer Fund	Hospital Authority	3,993	Retired Employee Insurance Subsidy
Capital Improvement Revenue Bond Fund	Revenue Bond Sinking Fund	5,355,101	Debt Service Subsidy
Capital Improvement Revenue Bond Fund	General Fund	8,275,056	Debt Service Subsidy
		<u>\$ 45,685,096</u>	

**Reconciliation to Fund Financial Statements:**

	Transfers From Other Funds	Transfers To Other Funds	Net Transfers
Governmental Funds	\$ 31,828,887	\$ (34,706,916)	\$ (2,878,029)
Proprietary Funds	13,720,573	(11,065,366)	2,655,207
Internal Service Funds	135,636	-	135,636
Total	<u>\$ 45,685,096</u>	<u>\$ (45,772,282)</u>	<u>\$ (87,186)</u>

**Reconciliation to Statement of Activities:**

Net Transfers	\$ 2,655,207
Capital Contributions to Enterprise Fund	89,914
Transfers - Internal Activity	<u>\$ 2,745,121</u>

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**6. Long-Term Liabilities and Obligations**

The City's long term obligations consist of general obligation bonds, notes payable, revenue bonds payable accrued compensated absences, total OPEB liability and net pension liabilities. For the year ended June 30, 2018, the City's long-term debt balances changed as follows:

**Primary Government:**

<u>Type of Debt</u>	<u>Balance July 1, 2017</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 2018</u>	<u>Due Within One Year</u>
<b>Governmental Activities:</b>					
General Obligation Bonds	\$ 1,300,000	\$ -	\$ 325,000	\$ 975,000	\$ 325,000
Notes Payable	21,336,110	-	683,969	20,652,141	723,100
Revenue Bonds Payable	-	68,405,000	-	68,405,000	795,000
Accrued Compensated Absences	5,517,182	2,953,028	2,905,387	5,564,823	1,836,913
Refundable Deposits	70,333	218,818	236,921	52,230	52,230
Total Governmental Activities	<u>\$ 28,223,625</u>	<u>\$ 71,576,846</u>	<u>\$ 4,151,277</u>	95,649,194	3,732,243
<b>Reconciliation to Statement of Net Position:</b>					
Plus: Total OPEB Liability				16,734,479	-
Net Pension Liability				32,280,170	-
				<u>\$ 144,663,843</u>	<u>\$ 3,732,243</u>
<b>Business-Type Activities:</b>					
Revenue Bonds Payable	\$ 53,675,000	\$ -	\$ 4,325,000	\$ 49,350,000	\$ 4,495,000
Revenue Bonds Premium	2,087,133	-	265,891	1,821,242	-
Refundable Deposits	1,481,856	499,349	459,582	1,521,623	202,387
Accrued Compensated Absences	1,491,608	747,970	764,208	1,475,370	520,933
Total Business-Type Activities	<u>\$ 58,735,597</u>	<u>\$ 1,247,319</u>	<u>\$ 5,814,681</u>	\$ 54,168,235	\$ 5,218,320
<b>Reconciliation to Statement of Net Position:</b>					
Plus: Total OPEB Liability				6,331,652	-
				<u>\$ 60,499,887</u>	<u>\$ 5,218,320</u>

Accrued compensated absences liability of the governmental activities is liquidated by the General Fund, Police Fund, the Fire Fund, Juvenile Fund, Grant Fund, Welcome Center Fund, Convention and Visitors Bureau Fund, Technology Fund, Park and Recreation Fund, Downtown Redevelopment Fund, Hospital Authority, and the Emergency Operations Fund. Net pension liability and total OPEB liability are paid from the General Fund, Police Fund and Fire Fund.

*Governmental activities* long-term debt payable from property tax levies or other governmental revenues includes the following:

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**General Obligation Bonds:**

\$4,500,000 general obligation bonds dated May 1, 2006 for public safety, payable in annual installments of \$275,000 the first year and \$325,000, thereafter, with interest rates of 3.75% to 3.95%, repaid by property tax levies. Final maturity in May 2021.	<u>\$ 975,000</u>
Total general obligation bonds	<u>\$ 975,000</u>
Current	\$ 325,000
Non-current	<u>650,000</u>
Total	<u>\$ 975,000</u>

**Notes Payable:**

\$25,000,000 construction loan for hospital addition, payable in monthly installments beginning December 2010 of \$154,710; final payment due November 2019 of \$19,773,124; interest rate equal to the variable rate equal to the "Prime Rate," as quoted in the Money Rates Section of The Wall Street Journal, adjusted daily, with a minimum interest rate of five and one-half percent (5.50%) per annum and a maximum interest rate of eleven percent (11%) per annum with payments adjusted annually; current rate is 5.5%; construction interest rate of 5.5%. Secured by a first mortgage lien on the property.	<u>\$ 20,652,141</u>
Total notes payable	<u>\$ 20,652,141</u>
Current	\$ 723,100
Non-current	<u>19,929,041</u>
Total	<u>\$ 20,652,141</u>

**Revenue Bonds Payable:**

\$49,155,000 Economic Development Revenue Bonds due in annual principal installments of \$795,000 to \$4,265,000 through February 1, 2048; interest rate ranges from 2.40% to 4.70%. Secured by mortgage lien on the property.	<u>\$ 49,155,000</u>
Total Revenue Bonds, Net	<u>\$ 49,155,000</u>
Current	\$ 795,000
Non-current	<u>48,360,000</u>
Total	<u>\$ 49,155,000</u>

\$19,250,000 Tax Apportionment Refunding Bonds due in annual principal installments of \$795,000 to \$1,810,000 starting July 1, 2021 through July 1, 2037; interest rate ranges from 3.45% to 4.75%. Repaid by property tax levies and sales/use tax apportioned.	<u>\$ 19,250,000</u>
Total Revenue Bonds, Net	<u>\$ 19,250,000</u>
Current	\$ -
Non-current	<u>19,250,000</u>
Total	<u>\$ 19,250,000</u>

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*Business-type activities* long-term debt payable from net revenues generated and taxes pledged to the City's business-type activities include the following:

**Revenue Bonds Payable:**

\$26,630,000 Series 2011 Capital Improvement Revenue Bonds, due in annual principal installments of \$855,000 to \$1,740,000 through September 1, 2033; interest rate from 0.4% to 5.0%.		\$ 21,205,000
	Unamortized Revenue Bond Premium	86,773
	Total Revenue Bonds, Net	<u>\$ 21,291,773</u>
	Current	\$ 985,000
	Non-current	<u>20,220,000</u>
	Total	<u>\$ 21,205,000</u>

\$46,550,000 Series 2011A Capital Improvement Revenue Bonds, due in annual principal installments of \$2,605,000 to \$4,530,000 through June 30, 2025; interest rate from 0.5% to 5.0%.		\$ 28,145,000
	Unamortized Revenue Bond Premium	1,734,466
	Total Revenue Bonds, Net	<u>\$ 29,879,466</u>
	Current	\$ 3,510,000
	Non-current	<u>24,635,000</u>
	Total	<u>\$ 28,145,000</u>

**Long-term debt service requirements to maturity are as follows:**

Governmental-Type Activities							
Year Ending June 30,	G.O. Bonds Payable		Notes Payable		Revenue Bonds Payable		
	Principal	Interest	Principal	Interest	Principal	Interest	
2019	\$ 325,000	\$ 38,513	\$ 723,100	\$ 1,133,429	\$ 795,000	\$ 2,768,805	
2020	325,000	25,675	19,929,041	462,927	910,000	2,900,430	
2021	325,000	12,837	-	-	1,730,000	2,876,315	
2022	-	-	-	-	1,790,000	2,822,240	
2023	-	-	-	-	1,850,000	2,762,555	
2024-2028	-	-	-	-	10,290,000	12,764,060	
2029-2033	-	-	-	-	12,555,000	10,488,830	
2034-2038	-	-	-	-	14,235,000	7,422,700	
2039-2043	-	-	-	-	10,105,000	4,728,750	
2044-2048	-	-	-	-	14,145,000	2,190,200	
	<u>\$ 975,000</u>	<u>\$ 77,025</u>	<u>\$ 20,652,141</u>	<u>\$ 1,596,356</u>	<u>\$ 68,405,000</u>	<u>\$ 51,724,885</u>	

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Business-Type Activities

<u>Year Ending June 30,</u>	<u>Revenue Bonds Payable</u>	
	<u>Principal</u>	<u>Interest</u>
2019	\$ 4,495,000	\$ 2,000,538
2020	4,715,000	1,774,662
2021	4,925,000	1,575,288
2022	5,130,000	1,366,350
2023	5,365,000	1,132,338
2024-2028	15,280,000	3,068,313
2029-2033	7,700,000	1,178,306
2034	1,740,000	35,888
	<u>\$ 49,350,000</u>	<u>\$ 12,131,683</u>

**Short-term Debt**

The Midwest City Memorial Hospital Authority issued the \$16,475,000 Bond Anticipation Note, Series 2017 in July 2017 and paid off the note on June 29, 2018. The note provided funds for project cost related to the Sooner Rose Project and to fund capitalized interest on the note.

<u>Type of Debt</u>	<u>Balance July 1, 2017</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 2018</u>
<b>Governmental Activities:</b>				
Bond Anticipation Note	\$ -	\$ 16,475,000	\$ 16,475,000	\$ -

**Pledge of Future Revenues**

Sales Tax Pledge - The City has pledged one-fourth of one percent (or .25%) of future sales tax revenues to repay the 2011 Revenue Bonds which are payable through 2033. Proceeds from the bond provided financing to advance refund the 2003 Revenue Bonds which were originally used for construction and equipping the Sheraton Hotel and the Reed Conference Center. The total principal and interest payable for the remainder of the life of the bond is \$28,516,594. Pledged sales taxes transferred in the current year was \$13,630,157. Debt service payments on 2011 Revenue Bonds of \$1,803,425 for the current fiscal year were 13.2% of pledged sales tax. Other sources of revenues such as water and sewer are also pledged. Total net revenues including utilities and sales tax pledged was \$18,993,249.

Sales Tax Pledge - The City has pledged one-fourth of one percent (or .25%) of future sales tax revenues to repay the 2011A Revenue Bonds which are payable through 2025. Proceeds from the bond provided financing for construction and improvements to the wastewater treatment plant. The total principal and interest payable for the remainder of the life of the bond is \$32,965,088. Pledged sales taxes transferred in the current year was \$13,630,157. Debt service payments on the bonds were \$4,707,363 for the current fiscal year or 34.5% of pledged sales tax. Other sources of revenues such as water and sewer are also pledged. Total net revenues including utilities and sales tax pledged was \$18,993,249.



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**7. Net Position and Fund Balances**

The following table shows the net position that is restricted:

Fund	Restricted By	Amount
Hospital Authority	Enabling legislation	\$ 94,580,194
Technology Fund	Enabling legislation	260,312
Police Impound Fund	Enabling legislation	208,040
Urban Renewal Authority	Enabling legislation	3,804
Capital Outlay Reserve Fund	Enabling legislation	746,651
Street Lighting Fund	Enabling legislation	1,113,954
Economic Development Authority	Enabling legislation	1,214,770
		<u>98,127,725</u>
Street and Alley Fund	Statutory requirements	1,227,464
Juvenile Fund	Statutory requirements	59,656
Police Special Projects	Statutory requirements	210,166
Police Lab Fee	Statutory requirements	17,864
		<u>1,515,150</u>
Grant Fund	External contracts	152,600
General Fund	External contracts	1,595,346
Police Fund	External contracts	5,247,982
Fire Fund	External contracts	3,067,947
Park and Recreation Fund	External contracts	602,464
Emergency Operation Fund	External contracts	684,098
Welcome Center	External contracts	356,499
Convention and Visitors Bureau	External contracts	193,492
GO Debt Service Fund	External contracts	149,038
2002 GO Street Bond	External contracts	457,727
Downtown Redevelopment	External contracts	1,818,804
Dedicated Tax Fund	External contracts	1,294,801
Capital Improvement Fund	External contracts	2,409,501
General Government Sales Tax Fund	External contracts	2,554,502
Sooner Rose TIF	External contracts	8,194,801
		<u>28,779,602</u>
Total Restricted Net Position		<u>\$ 128,422,477</u>
Restricted for:		
Debt service		\$ 149,038
Hospital		94,580,194
Capital improvements		6,987,796
Public Safety		10,319,736
Street operations		2,341,418
Culture and recreation		1,319,154
Economic Development		10,043,482
Other		2,681,659
		<u>\$ 128,422,477</u>

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The following table shows the fund balance classifications as shown on the Governmental Funds Balance Sheet:

	Major Special Revenue Funds						Other Governmental Fund	Total
	General Fund	Police Fund	Fire Fund	Hospital Authority	Sooner Rose TIF	Economic Development Authority		
<b>Fund Balance:</b>								
<b>Nonspendable:</b>								
Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
Deposits held by others	885,203	-	-	5,684,054	-	-	5,566	6,574,823
Advance from other funds	-	-	-	-	-	-	49,530	49,530
Prepaid expenses	4,612	-	-	-	-	-	-	4,612
	<u>889,815</u>	<u>-</u>	<u>-</u>	<u>5,684,054</u>	<u>-</u>	<u>-</u>	<u>115,096</u>	<u>6,688,965</u>
<b>Restricted:</b>								
Public safety	823,983	5,247,982	3,067,947	-	-	-	1,179,824	10,319,736
Hospital	-	-	-	95,501,195	-	-	-	95,501,195
General obligation debt service	-	-	-	-	-	-	131,132	131,132
Capital improvements	-	-	-	-	-	-	6,220,227	6,220,227
Street improvements	-	-	-	-	-	-	457,727	457,727
Street operations	-	-	-	-	-	-	2,341,418	2,341,418
Technology improvements	-	-	-	-	-	-	260,312	260,312
Culture and rec programs	360,191	-	-	-	-	-	958,963	1,319,154
Economic development	284,015	-	-	-	8,194,801	6,755,196	369,360	15,603,372
Public works	82,751	-	-	-	-	-	-	82,751
Health and welfare programs	32,406	-	-	-	-	-	-	32,406
General government	12,000	-	-	-	-	-	2,554,502	2,566,502
Sub-total restricted	<u>1,595,346</u>	<u>5,247,982</u>	<u>3,067,947</u>	<u>95,501,195</u>	<u>8,194,801</u>	<u>6,755,196</u>	<u>14,473,465</u>	<u>134,835,932</u>
<b>Committed to:</b>								
Economic development	-	-	-	1,424,055	-	-	-	1,424,055
<b>Assigned to:</b>								
Culture and rec programs	41,846	-	-	-	-	-	-	41,846
Health and welfare programs	47,373	-	-	-	-	-	-	47,373
Capital improvements	-	-	-	-	-	-	1,108,944	1,108,944
Public safety	426,522	-	-	-	-	-	-	426,522
Economic development	-	-	-	-	-	-	51,030	51,030
General government	14,254	-	-	-	-	-	-	14,254
Public works	94,219	-	-	-	-	-	-	94,219
General government - encumbrances	34,063	-	-	-	-	-	-	34,063
Public safety - encumbrances	435	-	-	-	-	-	-	435
Public works - encumbrances	68,920	-	-	-	-	-	-	68,920
Culture and rec - encumbrances	5,895	-	-	-	-	-	-	5,895
Economic development - encumbrances	86,776	-	-	-	-	-	-	86,776
Health and welfare - encumbrances	279,725	-	-	-	-	-	-	279,725
Sub-total assigned	<u>1,100,028</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,159,974</u>	<u>2,260,002</u>
<b>Unassigned:</b>	2,445,261	-	-	-	-	-	-	2,445,261
<b>TOTAL FUND BALANCE</b>	<u>\$ 6,030,450</u>	<u>\$ 5,247,982</u>	<u>\$ 3,067,947</u>	<u>\$ 102,609,304</u>	<u>\$ 8,194,801</u>	<u>\$ 6,755,196</u>	<u>\$ 15,748,535</u>	<u>\$ 147,654,215</u>

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The following is a breakdown of encumbrances at June 30, 2018:

<b>Fund</b>	<b>Balance</b>
<b>Major Funds:</b>	
General Fund	\$ 300,802
Police Fund	44,695
Fire Fund	13,211
Hospital Authority	679,001
Sooner Rose TIF	4,889,466
	<u>\$ 5,927,175</u>
<b>Non Major Fund:</b>	
General Govt Sales Tax	\$ 148,057
Street and Alley Fund	160,096
Technology Fund	12,585
Street Lighting	3,275
Police Lab Fund	432
Welcome Center Fund	150
Convention and Visitor Bureau	12,836
Street Tax Fund	80,756
Emergency Operations Fund	8,959
Park and Recreation Fund	12,460
Grant Fund	55,658
Capital Improvement Fund	89,270
Downtown Redevelopment Fund	308,071
Urban Renewal Authority	16,000
	<u>\$ 908,605</u>

Per resolution, the City Council has established a minimum fund balance policy for the General Fund equal to ten percent (10%) of the fund's budgetary operating expenditures each fiscal year. In addition, a reserve equal to five percent (5%) of the budgetary operating expenditures for each fund has been established for the following funds: Police Fund, Fire Fund, Welcome Center Fund, Convention and Visitors Bureau Fund and the Juvenile Fund. The reserves are to ensure the fiscal solvency of the City as a safeguard and all or a portion of the reserves may be appropriated by the city council as necessary in the event of a natural disaster or other catastrophic circumstances, or in the event of significant accounting errors.

The City restated beginning net position of the governmental activities, business-type activities, the major enterprise fund and internal service funds as follows:

	<b>Governmental Activities</b>	<b>Business Type Activities</b>	<b>Major Enterprise Fund</b>	<b>Internal Service Funds</b>
Beginning net position, as previously reported	\$ 400,575,924	\$ 118,872,593	\$ 120,245,170	\$ 3,418,929
Change in accounting principal related to implementation of GASB 75				
Total OPEB liability	(18,050,928)	(6,829,744)	(6,342,083)	(1,253,986)
Deferred outflows related to OPEB	625,918	236,822	219,912	43,481
Removal of net OPEB obligation	7,031,225	2,761,336	2,592,347	505,796
Beginning net position, restated	<u>\$ 390,182,139</u>	<u>\$ 115,041,007</u>	<u>\$ 116,715,346</u>	<u>\$ 2,714,220</u>

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The net position was restated due to adoption of a new accounting principle related to the implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pension*. This restatement decreased beginning total net position by \$14,225,371.

**8. Risk Management**

The City is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employee health and life; and natural disasters. The City manages these various risks of loss as follows:

- General Liability – Covered through self-insurance with stop-loss for individual claims in excess of \$250,000 and aggregate stop loss of \$1,000,000.
- Physical Property – Covered through purchased insurance with deductibles, by coverage as follows:

Wind/hail	\$100,000
All other losses	25,000
EDP	1,000
Inland marine	5,000
Fine arts deductible	1,000
Automobile physical damage	2,500

- Workers' Compensation – Workers' compensation is covered through self-insurance with the a third party administering the claims process. The City carry's stop-loss insurance for individual claims in excess of \$450,000 for non-uniform employees and \$500,000 for uniform employees with an aggregate stop loss of \$1,000,000.
- Employee's Group Medical –Covered through self-insurance using a third party administrator to process medical claims. The City uses the third party processor's estimates to record group insurance claims payable. The City also has a stop-loss policy which covers individual claims in excess of \$150,000 during any year with aggregate stop loss of \$7,591,989.

Management believes the insurance coverage listed above is sufficient to preclude any significant uninsured losses to the City. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

Claims Liability Analysis

The claims liabilities related to the above noted risks of loss that are retained are determined in accordance with the requirements of GASB Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. For the internal service self-insurance funds, changes in the claims liability for the City from June 30, 2015, to June 30, 2018, are as follows:

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	<u>Workers Comp</u>	<u>Health Care</u>	<u>Total</u>
Claims liability, June 30, 2015	2,205,000	539,571	2,744,571
Claims and changes in estimates	597,468	5,761,091	6,358,559
Claims payments	<u>(998,468)</u>	<u>(5,751,574)</u>	<u>(6,750,042)</u>
Claims liability, June 30, 2016	1,804,000	549,088	2,353,088
Claims and changes in estimates	1,307,827	4,848,703	6,156,530
Claims payments	<u>(1,213,827)</u>	<u>(5,019,395)</u>	<u>(6,233,222)</u>
Claims liability, June 30, 2017	1,898,000	378,396	2,276,396
Claims and changes in estimates	1,498,024	5,069,940	6,567,964
Claims payments	<u>(1,354,024)</u>	<u>(5,179,933)</u>	<u>(6,533,957)</u>
Claims liability, June 30, 2018	<u>\$ 2,042,000</u>	<u>\$ 268,403</u>	<u>\$ 2,310,403</u>

**9. Retirement Plan Participation**

The City of Midwest City participates in three pension or retirement plans:

1. Oklahoma Police Pension and Retirement System (OPPRS) - a statewide cost-sharing plan
2. Oklahoma Firefighter's Pension and Retirement System (OFPRS) – a statewide cost-sharing plan
3. Oklahoma Municipal Retirement Fund (OMRF-DCP) – an agent multiple-employer defined contribution plan

**Summary Defined Benefit Plans Balances:**

	<u>Governmental Activities</u>
Net Pension Liability	
Police Pension System	\$ 155,991
Firefighter's Pension System	<u>32,124,179</u>
Total Net Pension Liability	<u>\$ 32,280,170</u>
Deferred Outflows of Resources	
Police Pension System	\$ 2,081,780
Firefighter's Pension System	<u>6,999,189</u>
Total Deferred Outflows of Resources	<u>\$ 9,080,969</u>
Deferred Inflows of Resources	
Police Pension System	\$ 1,028,983
Firefighter's Pension System	<u>1,623,769</u>
Total Deferred Inflows of Resources	<u>\$ 2,652,752</u>

**Oklahoma Police Pension and Retirement Systems**

**Pensions** - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oklahoma Police Pension & Retirement System (OPPRS) and additions to/deductions from OPPRS's fiduciary net position have been determined on the same basis as they are reported by OPPRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Plan description** - The City of Midwest City, as the employer, participates in the Oklahoma Police Pension and Retirement Plan—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Police Pension and Retirement System (OPPRS). Title 11 of the Oklahoma State Statutes, through the Oklahoma Legislature, grants the authority to establish and amend the benefit terms to the OPPRS. OPPRS issues a publicly available financial report that can be obtained at [www.ok.gov/OPPRS](http://www.ok.gov/OPPRS).

**Benefits provided** - OPPRS provides retirement, disability, and death benefits to members of the plan. The normal retirement date under the Plan is the date upon which the participant completes 20 years of credited service, regardless of age. Participants become vested upon completing 10 years of credited service as a contributing participant of the Plan. No vesting occurs prior to completing 10 years of credited service. Participants' contributions are refundable, without interest, upon termination prior to normal retirement. Participants who have completed 10 years of credited service may elect a vested benefit in lieu of having their accumulated contributions refunded. If the vested benefit is elected, the participant is entitled to a monthly retirement benefit commencing on the date the participant reaches 50 years of age or the date the participant would have had 20 years of credited service had employment continued uninterrupted, whichever is later.

Monthly retirement benefits are calculated at 2.5% of the final average salary (defined as the average paid base salary of the officer over the highest 30 consecutive months of the last 60 months of credited service) multiplied by the years of credited service, with a maximum of 30 years of credited service considered.

Monthly benefits for participants due to permanent disability incurred in the line of duty are 2.5% of the participants' final average salary multiplied by 20 years. This disability benefit is reduced by stated percentages for partial disability based on the percentage of impairment. After 10 years of credited service, participants who retire due to disability incurred from any cause are eligible for a monthly benefit based on 2.5% of their final average salary multiplied by the years of service. This disability benefit is also reduced by stated percentages for partial disability based on the percentage of impairment. Effective July 1, 1998, once a disability benefit is granted to a participant, that participant is no longer allowed to apply for an increase in the dollar amount of the benefit at a subsequent date.

Survivor's benefits are payable in full to the participant's beneficiary upon the death of a retired participant. The beneficiary of any active participant killed in the line of duty is entitled to a pension benefit.

**Contributions** - The contributions requirements of the Plan are at an established rate determine by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 8% of their annual pay. Participating cities are required to contribute 13% of the employees' annual pay.

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Contributions to the pension plan from the City were \$813,621. The State of Oklahoma also made on-behalf contributions to OPPRS in the amount of \$691,229 that is reported as both revenue and expenditure in the Police Fund Statement of Revenues, Expenditures, and Changes in Fund Balance. In the government-wide Statement of Activities, revenue is recognized for the state's on-behalf contributions on an accrual basis of \$695,246. These on-behalf payments do not meet the criteria of a special funding situation.

The City's contract with the union provides that member contributions will be 3% and employer contributions will be 18%.

***Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*** - At June 30, 2018, the City reported a liability of \$155,991 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017. The City's proportion of the net pension liability was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2017. Based upon this information, the City's proportion was 2.028% at June 30, 2018, which was a decrease of .251% compared to its proportion at June 30, 2017.

For the year ended June 30, 2018, the City recognized pension expense of \$967,720. At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 7,834	\$ 943,078
Net difference between projected and actual earnings on pension plan investments	1,161,861	-
Changes in proportion and differences between City contributions and proportionate share of contributions	15,296	59,626
City Contributions during measurement date	83,168	26,279
City contributions subsequent to the measurement date	813,621	-
Total	\$ 2,081,780	\$ 1,028,983

The \$813,621 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other deferred outflows and deferred inflows of resources related to pensions are being amortized over a closed period equal to the average of the expected service lives of all employees as of the beginning of the measurement period. The net deferred outflows related to the difference between expected and actual investment earnings and is being amortized over a closed 5-year period as of the beginning of each measurement period. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

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Year ended June 30:			
	2019	\$	(22,315)
	2020		588,458
	2021		272,838
	2022		(485,444)
	2023		(114,361)
	Thereafter		-
		<u>\$</u>	<u>239,176</u>

**Actuarial Assumptions**-The total pension liability was determined by an actuarial valuation as of June 30, 2017, using the following actuarial assumptions, applied to all prior periods included in the measurement:

- Inflation: 3%
- Salary increases: 4.5% to 17% average, including inflation
- Investment rate of return: 7.5% net of pension plan investment expense
- Mortality rates:
  - Active employees (pre-retirement) RP-2000 Blue Collar Healthy Combined table with age set back 4 years with fully generational improvement using Scale AA.
  - Active employees (post-retirement) and nondisabled pensioners: RP-2000 Blue Collar Healthy Combined table with fully generational improvement using scale AA.
  - Disabled pensioners: RP-2000 Blue Collar Healthy Combined table with age set forward 4 years with fully generational improvement using Scale AA.
- Cost-of-living Adjustment: Police officers eligible to receive increased benefits according to repealed Section 50-150 of Title 11 of the Oklahoma Statutes pursuant to a court order receive and adjustment of 1/3 to 1/2 of the increase or decrease of any adjustment to the base salary of a regular police officer, based on an increase in base salary.

The actuarial assumptions used in the July 1, 2017, valuation were based on the results of an actuarial experience study for the period July 1, 2007 to June 30, 2012.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best



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estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2017, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	4.51%
Domestic equity	6.62%
International equity	9.70%
Real estate	6.96%
Private equity/debt	9.86%
Commodities	5.18%

The current allocation policy is that approximately 60% of assets in equity instruments, including public equity, long-short hedge, venture capital, and private equity strategies; approximately 25% of assets in fixed income to include investment grade bonds, high yield and non-dollar denominated bonds, convertible bonds, and low volatility hedge fund strategies; and 15% of assets in real assets to include real estate, commodities, and other strategies.

**Discount Rate**-The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Projected cash flows also assume the State of Oklahoma will continue contributing 14% of the insurance premium, as established by statute. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**-The following presents the net pension liability (asset) of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employers' net pension liability (asset)	\$ 5,272,074	\$ 155,991	\$ (4,165,313)

**Pension plan fiduciary net position** - Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the OPPRS; which can be located at [www.ok.gov/OPPRS](http://www.ok.gov/OPPRS) .

**Oklahoma Fire Pension and Retirement Systems**

**Pensions** - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oklahoma Firefighters Pension & Retirement System (FPRS) and additions to/deductions from FPRS's fiduciary net position have been determined on the same basis as they are reported by FPRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Plan description** - The City of Midwest City, as the employer, participates in the Firefighters Pension & retirement—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Firefighters Pension & Retirement System (FPRS). Title 11 of the Oklahoma State Statutes grants the authority to establish and amend the benefit terms to the FPRS. FPRS issues a publicly available financial report that can be obtained at [www.ok.gov/fprs](http://www.ok.gov/fprs).

**Benefits provided** - FPRS provides retirement, disability, and death benefits to members of the plan. Benefits for members hired prior to November 1, 2013 are determined as 2.5 percent of the employee's final average compensation times the employee's years of service and have reached the age of 50 or have complete 20 years of service, whichever is later. For volunteer firefighters, the monthly pension benefit for normal retirement is \$150.60 per month. Benefits vest with 10 years or more of service

Benefits for members hired after November 1, 2013 are determined as 2.5 percent of the employee's final average compensation times the employee's years of service and have reached the age of 50 or have complete 22 years of service, whichever is later. For volunteer firefighters, the monthly pension benefit for normal retirement is \$165.66 per month. Benefits vest with 11 years or more of service

All firefighters are eligible for immediate disability benefits. For paid firefighters, the disability in-the-line-of-duty benefit for firefighters with less than 20 years of service is equal to 50% of final average monthly compensation, based on the most recent 30 months of service. For firefighters with over 20 years of service, a disability in-the-line-of-duty is calculated based on 2.5% of final average monthly compensation, based on the most recent 30 months, per year of service, with a maximum of 30 years of service. For disabilities not-in-the-line-of-duty, the benefit is limited to only those with less than 20 years of service and is 50% of final average monthly compensation, based on the most recent 60-month salary as opposed to 30 months. For volunteer firefighters, the not-in-line-of-duty disability is also limited to only those with less than 20 years of service and is \$7.53 per year of service. For volunteer firefighters, the in-line-of-duty pension is \$150.60 with less than 20 years of service, or \$7.53 per year of service, with a maximum of 30 years.

A \$5,000 lump sum death benefit is payable to the qualified spouse or designated recipient upon the participant's death. The \$5,000 death benefit does not apply to members electing the vested benefit.

**Contributions** - The contributions requirements of the Plan are at an established rate determine by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 9% percent of their annual pay. Participating cities are required to contribute 14% of the employees' annual pay. Contributions to the pension plan from the City were \$1,164,029. The State of Oklahoma also made on-behalf contributions to FPRS in the amount of \$2,257,611 that is reported as both a revenue and an expenditure in the General Fund Statement of Revenues, Expenditures, and Changes in

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Fund Balance. In the government-wide Statement of Activities, revenue is recognized for the state's on-behalf contributions on an accrual basis of \$2,251,068. These on-behalf payments did not meet the criteria of a special funding situation.

The City's contract with the union provides that member contributions will be 5% and employer contributions will be 18%.

***Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*** - At June 30, 2017, the City reported a liability of \$32,124,179 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017. The City's proportion of the net pension liability was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2017. Based upon this information, the City's proportion was 2.554%, at June 30, 2018, which was a decrease of .073% compared to its proportion at June 30, 2017.

For the year ended June 30, 2018, the City recognized pension expense of \$3,857,672. At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 4,291,237	\$ -
Net difference between projected and actual earnings on pension plan investments	-	895,191
Changes in proportion and differences between City contributions and proportionate share of contributions	1,447,622	677,674
City contributions during the measurement period	96,301	50,904
City contributions subsequent to the measurement date	1,164,029	-
Total	\$ 6,999,189	\$ 1,623,769

The \$1,164,029 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other deferred outflows of resources related to pensions are being amortized over a closed period equal to the average of the expected service lives of all employees as of the beginning of the measurement period. The net deferred outflows of resources related to the difference between expected and actual investment earnings and is being amortized over a closed 5-year period as of the beginning of each measurement period. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

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Year ended June 30:

2019	\$	557,529
2020		1,551,501
2021		1,237,816
2022		117,179
2023		612,131
Thereafter		135,235
	<u>\$</u>	<u>4,211,391</u>

**Actuarial Assumptions**-The total pension liability was determined by an actuarial valuation as of June 30, 2017, using the following actuarial assumptions, applied to all prior periods included in the measurement:

Inflation:	3%
Salary increases:	3.5% to 9.0% average, including inflation
Investment rate of return:	7.5% net of pension plan investment expense
Mortality rates:	Active employees (pre-retirement) RP-2000 Blue Collar Healthy Combined table with generational mortality improvement using scale AA.
	Active employees (post-retirement) and nondisabled pensioners: RP-2000 Blue Collar Healthy Combined table with generational improvement using scale AA.
	Disabled pensioners: RP-2000 Blue Collar Healthy Combined table.

The actuarial assumptions used in the July 1, 2017, valuation were based on the results of an actuarial experience study for the period July 1, 2007 to June 30, 2012.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2017, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	20%	4.38%
Domestic equity	47%	7.72%
International equity	15%	9.70%
Real estate	10%	6.96%
Other assets	8%	5.75%

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**Discount Rate**-The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Projected cash flows also assume the State of Oklahoma will continue contributing 36% of the insurance premium, as established by statute. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**-The following presents the net pension liability of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employers' net pension liability	\$ 42,142,224	\$ 32,124,179	\$ 23,634,119

**Pension plan fiduciary net position** - Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the FPRS; which can be located at [www.ok.gov/fprs](http://www.ok.gov/fprs).

**OMRF Defined Contribution Plan:**

The City has provided a defined contribution plan and trust known as the City of Midwest City Plan and Trust (the "Plan") in the form of the Oklahoma Municipal Retirement System Master Defined Contribution Plan an agent multiple employer defined contribution plan. OMRF operations are supervised by a nine-member Council of Trustees elected by the participating municipalities. The Plan is administered by JPMorgan Chase of Oklahoma City. The defined contribution plan is available to all full-time employees on a voluntary basis who are not participating in a state sponsored plan. According to City Ordinance, the employee and employer are required to contribute amounts equal to 0.0% and 14%, respectively, of the employee's salary each month. The employer's contributions for each employee are 50% vested after five years, with 10% vesting for each subsequent year thereafter. If an employee terminates before becoming fully vested, the employer's contributions that are forfeited are allocated to the remaining fund participants based on percentage of contribution. The authority to establish and amend the provisions of the plan rests with the City Council. For the year ended June 30, 2018, the City contributed \$2,101,868 to the plan, while the employee contributions totaled \$9,302.

OMRF issues separate plan financial statements which may be obtained by contacting the Oklahoma Municipal Retirement Fund, 525 Central Park Drive, Suite 320, Oklahoma City, Oklahoma, 73105, by calling (405) 606-7880, or at [www.okmrf.org](http://www.okmrf.org).

**10. Postemployment Healthcare Plan**

*Plan Description.* The City offers post-employment benefit (OPEB) options Medical, Rx, and Dental insurance to qualifying retirees and their dependents. Coverage is provided through self-insurance that collectively operates as a substantive single-employer defined benefit plan. A substantive plan is one in which the plan terms are understood by the employer and the plan members. This understanding is based on communications between the employer and plan member and the historical pattern of practice with regard to the sharing of benefit costs. Qualifying retirees are those employees who are eligible for immediate disability or retirement benefits under the Oklahoma Police Pension and Retirement System, Oklahoma Firefighter’s Pension and Retirement System, or the City of Midwest City Retirement Plan. Retirees may continue coverage with the City by paying the determined rate. Coverage is available for each of the lifetimes of retirees and their spouses. Authority to establish and amend benefit provisions rest with the City Council. Retirees may continue coverage with the City by paying 50% of the premium rate. Benefits are paid from general operating assets of the City as assessed by the self-insurance fund. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75. The plan does not issue separate financial statements.

*Benefits provided* - The Plan covers all current retirees of the City who elected postretirement medical coverage through the City Health Plan and future retired employees of the City fully self-insured health plan. In accordance with administrative policy, the benefit levels are the same as those afforded to active employees; this creates an implicit rate subsidy. The benefits offered by the City to retirees include health, RX, and dental benefits. The retiree retains coverage with the City, by making an election within 30 days of termination of service and have 10+ years of creditable service in with the City and are at least 55 years old at the time of termination.

The amount of benefit payments during fiscal year June 30, 2018 were \$862,742.

*Employees Covered by Benefit Terms*

Active Employees	463
Inactive not yet receiving benefits	147
Inactive or beneficiaries receiving benefits	<u>112</u>
Total	<u>722</u>

*Total OPEB Liability* – The total OPEB liability was determined based on actuarial valuation performed as of June 30, 2017 which is also the measurement date.

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*Actuarial Assumptions-* The total OPEB liability in the June 30, 2017 valuation, was determined using the following actuarial assumptions:

- Actuarial Cost Method - Entry Age
- Discount Rate – 3.58% based on the 20 year municipal bond yield
- Retirement Age – Civilians - 55 with 10 years of service, Police and Fire 20 years of service
- Medical Trend Rates

<u>Year</u>	<u>Rate</u>
2017	6.09%
2018	6.05%
2019	6.02%
2020	5.99%
2030	5.99%
2035	5.87%
2040	5.33%
2045	5.15%
2050	5.03%
2060	4.87%

*Changes in Total OPEB Liability –*

	<b>Total OPEB Liability</b>
<b>Balances at Beginning of Year</b>	\$ 24,880,674
<b>Changes for the Year:</b>	
Service cost	948,827
Interest expense	671,955
Change in assumptions	(2,572,581)
Benefits paid	(862,742)
<b>Net Changes</b>	(1,814,541)
<b>Balances End of Year</b>	\$ 23,066,133

*OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB -* For the year ended June 30, 2018, the City recognized a negative OPEB expense of (\$857). At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of assumptions	\$ -	\$ 2,118,061
City Contributions subsequent to the measurement date	869,661	-
Total	\$ 869,661	\$ 2,118,061

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The \$869,661 reported as deferred outflows of resources related to OPEB resulting from City benefit payments subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2019. Any other amounts reported as deferred outflows or resources and deferred inflows of resources related to OPEB will be recognized in pension expense as follows:

<b>Year Ended June 30:</b>	
2019	\$ (454,520)
2020	(454,520)
2021	(454,520)
2022	(454,520)
2023	(299,981)
	\$ (2,118,061)

*Sensitivity of the City's total OPEB liability to changes in the discount rate-* The following presents the City's total net OPEB liability, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.58 percent) or 1-percentage-point higher (4.58 percent) than the current discount rate:

	1% Decrease ( 2.58%)	Current Discount Rate ( 3.58%)	1% Increase ( 4.58%)
Employers' total OPEB liability	\$ 28,385,251	\$ 23,066,133	\$ 19,071,491

*Sensitivity of the City's total OPEB liability to changes in the healthcare cost trend rates -* The following presents the City's total OPEB liability, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.09 percent decreasing to 3.876 percent) or 1-percentage-point higher (7.09 percent decreasing to 5.87 percent) than the current healthcare cost trend rates:

	1% Decrease (5.09 % decreasing to 3.87%)	Current Discount Rate (6.09 % decreasing to 4.87%)	1% Increase ( 7.09% decreasing to 5.87%)
Employers' total OPEB liability	\$ 19,191,295	\$ 23,066,133	\$ 28,087,783

## 11. Commitments and Contingencies

### Litigation

The City is a party to various legal proceedings which normally occur in the course of governmental operations. The financial statements do not include accruals or provisions for loss contingencies that may result from these proceedings. State statutes provide for the levy of an ad valorem tax over a three-year period by a City Sinking Fund for the payment of any court assessed judgment rendered against the City. While the outcome of the above noted proceedings cannot be predicted, due to the insurance coverage maintained by the City and the State statute relating to judgments, the City feels that any settlement or judgment not covered by insurance would not have a material adverse effect on the financial condition of the City.



## **Grant Programs**

The City of Midwest City participates in various federal or state grant/loan programs from year to year. The grant/loan programs are often subject to additional audits by agents of the granting or loaning agency, the purpose of which is to ensure compliance with the specific conditions of the grant or loan. The City has not been notified of any noncompliance with federal or state award requirements. Any liability for reimbursement which may arise as a result of these audits cannot be reasonably determined at this time, although it is believed the amount, if any, would not be material.

## **12. Subsequent Events**

In August 2018, the citizens approved the issuance of General Obligation Bonds. The bonds will fund the following projects: \$15,965,000 for streets, \$5,560,000 for a water booster station, \$21,635,000 park and recreation improvements, and \$10,490,000 public safety improvements. The bonds will be issued in 2019.

## **13. Future Accounting Pronouncements**

The GASB has issued several new accounting pronouncements, which will be effective in subsequent years. A description of the new accounting pronouncements, the fiscal year in which they are effective, and the City's consideration of the impact of these pronouncements are described below:

GASB Statement No. 83, *Certain Asset Retirement Obligations*, issued December 2016, will be effective for the City beginning with its fiscal year ending June 30, 2019. Under Statement No. 83, a government that has legal obligations to perform future asset retirement activities related to its tangible capital assets is required to recognize a liability and a corresponding deferred outflow of resources. The Statement identifies the circumstances that trigger the recognition of these transactions. The Statement also requires the measurement of an asset retirement obligation to be based on the best estimate of the current value of outlays expected to be incurred while the deferred outflow of resources associated with the asset retirement obligation will be measured at the amount of the corresponding liability upon initial measurement and generally recognized as an expense during the reporting periods that the asset provides service. The Statement requires disclosures including a general description of the asset retirement obligation and associated tangible capital assets; the source of the obligation to retire the assets; the methods and assumptions used to measure the liability; and other relevant information. The City has not yet determined the impact that implementation of GASB 83 will have on its net position.

GASB Statement 84, *Fiduciary Activities*, issued January 2017, will be effective for the City for the City beginning with its fiscal year ending June 30, 2019. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The City has not yet determined the impact that implementation of GASB 84 will have on its net position.

GASB Statement 87, *Leases*, issued June 2017, will be effective for the City beginning with its fiscal year ending June 30, 2021. The primary objective of this Statement is to increase the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for

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leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The City has not yet determined the impact that implementation of GASB 87 will have on its net position.

GASB Statement 88, *Certain Disclosures Related to Debt* - GASB No. 87 was issued April 2018, the primary objective of this Statement is to improve the information that is disclosed in the notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. It defines debt for purposes of disclosure in the notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date of the contractual obligation is established. This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. This Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

GASB Statement 90, *Majority Equity Interests (An amendment of GASB Statement 14 and 61)* –issued August 2018, will be effective for the City beginning with its fiscal year ending June 30, 2020. The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value. The City has not yet determined the impact that implementation of GASB 90 will have on its net position.

**REQUIRED SUPPLEMENTARY INFORMATION**

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**Budgetary Comparison Schedules – Year Ended June 30, 2018**

	GENERAL FUND			
	Budgeted Amounts		Actual Amounts	Variance with
	Original	Final	(Budget Basis)	Final Budget Positive (Negative)
<b>Beginning Budgetary Fund Balance:</b>	\$ 1,882,037	\$ 1,882,037	\$ 4,284,487	\$ 2,402,450
<b>Resources (Inflows):</b>				
Taxes	22,985,448	22,985,448	23,493,172	507,724
Charges for services	468,669	683,246	669,038	(14,208)
Fines and forfeitures	1,364,728	1,386,801	1,230,313	(156,488)
Licenses and permits	360,851	360,851	452,607	91,756
Investment income	88,470	126,679	124,997	(1,682)
Intergovernmental	461,937	808,808	811,737	2,929
Miscellaneous	202,046	409,472	540,225	130,753
<b>Total Resources (Inflows)</b>	<u>25,932,149</u>	<u>26,761,305</u>	<u>27,322,089</u>	<u>560,784</u>
<b>Amounts available for appropriation</b>	<u>27,814,186</u>	<u>28,643,342</u>	<u>31,606,576</u>	<u>2,963,234</u>
<b>Charges to Appropriations (Outflows):</b>				
City Manager	477,202	478,243	461,445	16,798
City Clerk	94,014	94,015	90,829	3,186
Human Resources	443,787	443,787	424,813	18,974
City Attorney	54,201	54,201	51,160	3,041
Community Development	1,906,877	2,190,662	2,241,091	(50,429)
Park & Recreation	845,350	937,579	786,346	151,233
Finance	677,772	680,847	647,937	32,910
Animal Welfare	459,241	510,334	423,822	86,512
Municipal Court	493,402	493,922	438,251	55,671
Streets	2,948,686	3,057,667	2,755,698	301,969
General Government	1,230,035	1,262,834	1,000,845	261,989
Neighborhood Services	1,543,080	1,612,900	1,306,560	306,340
Information Technology	553,497	565,802	533,202	32,600
Emergency Response	994,479	1,193,061	1,055,023	138,038
Swimming Pools	292,598	294,998	240,453	54,545
<b>Total Charges to Appropriations</b>	<u>13,014,221</u>	<u>13,870,852</u>	<u>12,457,475</u>	<u>1,413,377</u>
<b>Other financing sources (uses)</b>				
Transfers from other funds	11,574,312	11,869,999	11,731,728	(138,271)
Transfers to other funds	(25,793,324)	(26,283,324)	(26,303,052)	(19,728)
<b>Total other financing sources (uses)</b>	<u>(14,219,012)</u>	<u>(14,413,325)</u>	<u>(14,571,324)</u>	<u>(157,999)</u>
<b>Ending Budgetary Fund Balance</b>	<u>\$ 580,953</u>	<u>\$ 359,165</u>	<u>\$ 4,577,777</u>	<u>\$ 4,218,612</u>

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	<b>POLICE FUND</b>			
	<b>Budgeted Amounts</b>		<b>Actual Amounts</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>(Budget Basis)</b>	<b>Final Budget Positive (Negative)</b>
<b>Beginning Budgetary Fund Balance:</b>	\$ 1,045,203	\$ 1,045,203	\$ 1,917,030	\$ 871,827
<b>Resources (Inflows):</b>				
Taxes	2,835,087	2,835,087	3,822,365	987,278
Intergovernmental	-	-	4,205	4,205
Charges for services	45,705	45,705	98,790	53,085
License and permits	-	2,717	2,900	183
Investment income	40,904	40,903	40,505	(398)
Fines and forfeitures	122,277	122,277	68,716	(53,561)
Miscellaneous	2,717	24,000	38,707	14,707
<b>Total Resources (Inflows)</b>	<b>3,046,690</b>	<b>3,070,689</b>	<b>4,076,188</b>	<b>1,005,499</b>
<b>Amounts available for appropriation</b>	<b>4,091,893</b>	<b>4,115,892</b>	<b>5,993,218</b>	<b>1,877,326</b>
<b>Charges to Appropriations (Outflows):</b>				
Public Safety	13,486,028	13,977,302	13,347,447	629,855
<b>Total Charges to Appropriations</b>	<b>13,486,028</b>	<b>13,977,302</b>	<b>13,347,447</b>	<b>629,855</b>
<b>Other financing sources (uses)</b>				
Transfers from other funds	9,814,127	9,939,127	10,013,743	74,616
<b>Total other financing sources (uses)</b>	<b>9,814,127</b>	<b>9,939,127</b>	<b>10,013,743</b>	<b>74,616</b>
<b>Ending Budgetary Fund Balance</b>	<b>\$ 419,992</b>	<b>\$ 77,717</b>	<b>\$ 2,659,514</b>	<b>\$ 2,581,797</b>

	<b>FIRE FUND</b>			
	<b>Budgeted Amounts</b>		<b>Actual Amounts</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>(Budget Basis)</b>	<b>Final Budget Positive (Negative)</b>
<b>Beginning Budgetary Fund Balance:</b>	\$ 867,211	\$ 867,211	\$ 1,542,193	\$ 674,982
<b>Resources (Inflows):</b>				
Taxes	2,533,769	2,533,769	3,216,367	682,598
Charges for services	22,304	22,304	5,408	(16,896)
Investment income	31,037	31,037	28,787	(2,250)
Licenses and permits	10,001	10,001	8,300	(1,701)
Miscellaneous	11,857	16,530	13,392	(3,138)
<b>Total Resources (Inflows)</b>	<b>2,608,968</b>	<b>2,613,641</b>	<b>3,272,254</b>	<b>658,613</b>
<b>Amounts available for appropriation</b>	<b>3,476,179</b>	<b>3,480,852</b>	<b>4,814,447</b>	<b>1,333,595</b>
<b>Charges to Appropriations (Outflows):</b>				
Public Safety	10,716,922	11,220,204	10,597,683	622,521
<b>Total Charges to Appropriations</b>	<b>10,716,922</b>	<b>11,220,204</b>	<b>10,597,683</b>	<b>622,521</b>
<b>Other financing sources (uses)</b>				
Transfers from other funds	934,063	8,034,063	8,095,459	61,396
Transfers to other funds	(166,000)	(166,000)	(166,000)	-
<b>Total other financing sources (uses)</b>	<b>768,063</b>	<b>7,868,063</b>	<b>7,929,459</b>	<b>61,396</b>
<b>Ending Budgetary Fund Balance</b>	<b>\$ (6,472,680)</b>	<b>\$ 128,711</b>	<b>\$ 2,146,223</b>	<b>\$ 2,017,512</b>

**Footnotes to Budgetary Comparison Schedule:**

1. The budgetary comparison schedules and budgetary fund balance amounts are reported on the modified cash basis of accounting. In addition, obligations that are required to be funded from ending budgetary fund balances are subtracted from total ending budgetary fund balances to arrive at the

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unreserved budgetary fund balance. This presentation of unreserved fund balances on a budgetary basis is used to demonstrate compliance with Article 10, § 26 of the Oklahoma State Constitution.

2. The legal level of appropriation control is the department level within a fund. Transfers of appropriation between departments and object categories require the approval of the City Manager. All supplemental appropriations require the approval of the City Council. Supplemental appropriations must be filed with the Office of the State Auditor and Inspector.

3. The Hospital Authority does not present a budget to actual comparison because it is a Title 60 Public Trust. Title 60 Trust are only required to prepare a budget and submit to the beneficiary, but there are no requirements related to form, content or monitoring.

4. The budgetary basis differs from the modified accrual (GAAP) basis as shown in the schedules below:

GENERAL FUND	<u>Fund Balance</u> <u>June 30, 2017</u>	<u>Net Change in</u> <u>Fund Balance</u>	<u>Fund Balance</u> <u>June 30, 2018</u>
<b>Budget to GAAP Reconciliation:</b>			
<b>Fund Balance - GAAP Basis</b>	\$ 6,346,911	\$ (316,461)	\$ 6,030,450
Increases (Decreases):			
Revenues:			
Receivable	(3,948,692)	(377,904)	(4,326,596)
Change in fair value of investments	(2,640)	7,104	4,464
Other misc items	72,066	(282,425)	(210,359)
Expenditures:			
Payables	4,231,526	1,253,398	5,484,924
Encumbrances	(104,795)	(91,241)	(196,036)
Impact of combining accounts:			
Reimbursed Projects Account	(660,304)	6,586	(653,718)
Employee Activity Account	(19,606)	(796)	(20,402)
Activity Account	(333,476)	(3,584)	(337,060)
Animals Best Friend Account	(100,227)	22,553	(77,674)
Disaster Relief Account	(1,196,270)	76,054	(1,120,216)
<b>Fund Balance - Budgetary Basis</b>	<u>\$ 4,284,493</u>	<u>\$ 293,284</u>	<u>\$ 4,577,777</u>

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<b>POLICE FUND</b>	<u>Fund Balance June 30, 2017</u>	<u>Net Change in Fund Balance</u>	<u>Fund Balance June 30, 2018</u>
<b>Budget to GAAP Reconciliation:</b>			
<b>Fund Balance - GAAP Basis</b>	\$ 3,664,988	\$ 1,582,994	\$ 5,247,982
Increases (Decreases):			
Revenues:			
Receivable	(2,089,011)	(959,666)	(3,048,677)
Change in fair value of investments	(1,036)	3,800	2,764
Other misc items	(309,161)	76,890	(232,271)
Expenditures:			
Payables	651,250	38,466	689,716
<b>Fund Balance - Budgetary Basis</b>	<u>\$ 1,917,030</u>	<u>\$ 742,484</u>	<u>\$ 2,659,514</u>
<b>FIRE FUND</b>	<u>Fund Balance June 30, 2017</u>	<u>Net Change in Fund Balance</u>	<u>Fund Balance June 30, 2018</u>
<b>Budget to GAAP Reconciliation:</b>			
<b>Fund Balance - GAAP Basis</b>	\$ 1,604,511	\$ 1,463,436	\$ 3,067,947
Increases (Decreases):			
Revenues:			
Receivable	(1,598,768)	(734,936)	(2,333,704)
Change in fair value of investments	-	1,710	1,710
Other misc items	-	69,913	69,913
Expenditures:			
Payables	1,536,450	(196,093)	1,340,357
<b>Fund Balance - Budgetary Basis</b>	<u>\$ 1,542,193</u>	<u>\$ 604,030</u>	<u>\$ 2,146,223</u>

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***Required Supplementary Information – Pensions***

**Schedules of Required Supplementary Information  
SCHEDULE OF THE CITY OF MIDWEST CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY  
OKLAHOMA FIREFIGHTERS PENSION & RETIREMENT SYSTEM  
Last 10 Fiscal Years\***

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Measurement date	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017
City's proportion of the net pension liability	2.392%	2.613%	2.627%	2.554%
City's proportionate share of the net pension liability	\$ 24,598,661	\$ 27,733,504	\$ 32,089,584	\$ 32,124,179
City's covered payroll	\$ 6,734,825	\$ 7,151,904	\$ 6,922,999	\$ 7,259,523
City's proportionate share of the net pension liability as a percentage of its covered payroll	365%	388%	464%	443%
Plan fiduciary net position as a percentage of the total pension liability	68.12%	68.27%	64.87%	66.61%

**Notes to Schedule:**

Only four previous fiscal years are presented because 10-year data is not yet available.

**Schedules of Required Supplementary Information  
SCHEDULE OF THE CITY OF MIDWEST CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)  
OKLAHOMA POLICE PENSION & RETIREMENT SYSTEM  
Last 10 Fiscal Years\***

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Measurement date	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017
City's proportion of the net pension liability (asset)	2.2929%	2.3249%	2.2789%	2.0280%
City's proportionate share of the net pension liability (asset)	\$ (772,001)	\$ 94,795	\$ 3,490,072	\$ 155,991
City's covered payroll	\$ 6,171,257	\$ 6,571,604	\$ 6,720,857	\$ 6,047,423
City's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	12.51%	1.44%	51.93%	2.58%
Plan fiduciary net position as a percentage of the total pension liability (asset)	101.53%	99.82%	93.50%	99.68%

**Notes to Schedule:**

Only four previous fiscal years are presented because 10-year data is not yet available.



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**SCHEDULE OF CITY CONTRIBUTIONS**  
**OKLAHOMA FIREFIGHTERS PENSION & RETIREMENT SYSTEM**  
**Last 10 Fiscal Years**

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Measurement date	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017
Statutorily required contribution	\$ 1,001,267	\$ 969,220	\$ 1,016,333	\$ 1,164,029
Contributions in relation to the statutorily required contribution	<u>1,064,424</u>	<u>969,270</u>	<u>1,016,378</u>	<u>1,164,029</u>
Contribution deficiency (excess)	<u>\$ (63,157)</u>	<u>\$ (50)</u>	<u>\$ (45)</u>	<u>\$ -</u>
City's covered payroll	\$ 7,151,904	\$ 6,922,999	\$ 7,259,523	\$ 7,458,084
Contributions as a percentage of covered payroll	14.88%	14.00%	14.00%	15.61%

\*The amounts present for each fiscal year were determined as of 6/30

**Notes to Schedule:**

Only four previous fiscal years are presented because 10-year data is not yet available.

The City's contract with the union provides that member contributions will be 5% and employer contributions will be 18%.

**SCHEDULE OF CITY CONTRIBUTIONS**  
**OKLAHOMA POLICE PENSION & RETIREMENT SYSTEM**  
**Last 10 Fiscal Years**

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Statutorily required contribution	\$ 854,309	\$ 873,711	\$ 786,165	\$ 813,621
Contributions in relation to the statutorily required contribution	<u>1,021,780</u>	<u>873,705</u>	<u>786,167</u>	<u>813,621</u>
Contribution deficiency (excess)	<u>\$ (167,471)</u>	<u>\$ 6</u>	<u>\$ (2)</u>	<u>\$ -</u>
City's covered payroll	\$ 6,571,604	\$ 6,720,857	\$ 6,047,423	\$ 6,230,526
Contributions as a percentage of covered payroll	15.55%	13.00%	13.00%	13.06%

\*The amounts present for each fiscal year were determined as of 6/30

**Notes to Schedule:**

Only four previous fiscal years are presented because 10-year data is not yet available.

The City's contract with the union provides that member contributions will be 3% and employer contributions will be 18%.

There were no changes in the trends that affected the amounts reported in the schedules.

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*Required Supplementary Information – Other Post Employment Benefit (OPEB)*

**Schedule of Changes in Total OPEB Liability and Related Ratios**  
Postemployment Health Insurance Implicit Rate Subsidy Plan

		<u>2018</u>
Total OPEB Liability		
Service cost	\$	948,827
Interest		671,955
Changes in assumptions		(2,572,581)
Experience Gan/(Loss)		(862,742)
<b>Net increase (decrease) in total OPEB liability</b>		<u>(1,814,541)</u>
<b>Balances at Beginning of Year</b>		<u>24,880,674</u>
<b>Balances End of Year</b>	<b>\$</b>	<b><u>23,066,133</u></b>
Covered payroll	\$	27,950,000
Total OPEB liability as a percentage of covered-payroll		82.53%

**Notes to Schedule:**

Only the current fiscal year is presented because 10-year data is not yet available

**OTHER SUPPLEMENTARY INFORMATION**

**CITY OF MIDWEST CITY, OKLAHOMA  
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**Combining Balance Sheet – General Fund Accounts – June 30, 2018**

	General Fund Accounts						Totals
	General Fund	Reimbursed Projects Account	Employee Activity Account	Activity Account	Animals Best Friend Account	Disaster Relief Account	
<b>ASSETS</b>							
Cash and cash equivalents	\$ 1,089,359	\$ 173,606	\$ 20,717	\$ 81,445	\$ 73,944	\$ 231,539	\$ 1,670,610
Investments	3,005,143	588,261	-	275,977	-	864,455	4,733,836
Accounts receivable	1,148,033	2,361	-	-	12,041	180,813	1,343,248
Accrued interest receivable	7,117	-	-	-	-	2,047	9,164
Other receivable	14,511	-	-	4,430	-	-	18,941
Due from other governments	3,048,535	-	-	-	-	438	3,048,973
Due from other funds	103,791	-	-	-	-	-	103,791
Prepaid items	4,612	-	-	-	-	-	4,612
Advance from other funds	885,203	-	-	-	-	-	885,203
Total assets	<u>\$ 9,306,304</u>	<u>\$ 764,228</u>	<u>\$ 20,717</u>	<u>\$ 361,852</u>	<u>\$ 85,985</u>	<u>\$ 1,279,292</u>	<u>\$ 11,818,378</u>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>							
<b>Liabilities:</b>							
Accounts payable and accrued liabilities	\$ 203,690	\$ 60,980	\$ 315	\$ 24,228	\$ -	\$ 12,425	\$ 301,638
Wages payable	424,565	-	-	564	-	7,165	432,294
Due to other governments	8,569	-	-	-	-	-	8,569
Refundable deposits	52,230	-	-	-	-	-	52,230
Due to other funds	3,881,783	-	-	-	-	-	3,881,783
Advance to other funds	-	49,530	-	-	-	-	49,530
Total liabilities	<u>4,570,837</u>	<u>110,510</u>	<u>315</u>	<u>24,792</u>	<u>-</u>	<u>19,590</u>	<u>4,726,044</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>							
Unavailable revenue	914,087	-	-	-	8,311	139,486	1,061,884
<b>Fund balances:</b>							
Nonspendable	889,815	-	-	-	-	-	889,815
Restricted	10,490	545,245	-	315,616	30,301	693,694	1,595,346
Assigned	475,814	108,473	20,402	21,444	47,373	426,522	1,100,028
Unassigned	2,445,261	-	-	-	-	-	2,445,261
Total fund balances	<u>3,821,380</u>	<u>653,718</u>	<u>20,402</u>	<u>337,060</u>	<u>77,674</u>	<u>1,120,216</u>	<u>6,030,450</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 9,306,304</u>	<u>\$ 764,228</u>	<u>\$ 20,717</u>	<u>\$ 361,852</u>	<u>\$ 85,985</u>	<u>\$ 1,279,292</u>	<u>\$ 11,818,378</u>

**CITY OF MIDWEST CITY, OKLAHOMA**  
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**For the Year Ended June 30, 2018**

**Combining Schedule of Revenues, Expenditures and Changes in Fund Balance – General Fund Accounts – Year Ended June 30, 2018**

	General Fund Accounts						Totals
	General Fund	Reimbursed Projects Account	Employee Activity Account	Activity Account	Animals Best Friend Account	Disaster Relief Account	
<b>REVENUES</b>							
Taxes	\$ 23,630,293	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,630,293
Intergovernmental	494,009	204,250	-	-	-	-	698,259
Charges for services	2,115,345	81,891	-	53,990	-	55,280	2,306,506
Investment income	(2,212)	12,046	321	5,620	1,134	987	17,896
Fines & forfeitures	1,222,662	-	-	-	25,365	-	1,248,027
Licenses & permits	452,608	-	-	-	-	-	452,608
Miscellaneous	344,367	113,669	2,619	101,926	3,519	91,789	657,889
<b>Total revenues</b>	<b>28,257,072</b>	<b>411,856</b>	<b>2,940</b>	<b>161,536</b>	<b>30,018</b>	<b>148,056</b>	<b>29,011,478</b>
<b>EXPENDITURES</b>							
Current:							
General government	5,133,524	29,168	9,644	-	-	224,110	5,396,446
Public Safety	985,567	12,805	-	-	-	-	998,372
Streets	2,753,935	-	-	-	-	-	2,753,935
Culture and recreation	819,786	10,000	-	113,166	-	-	942,952
Health & welfare	361,655	-	-	-	4,684	-	366,339
Economic development	2,754,035	158,938	-	-	-	-	2,912,973
Capital outlay	-	202,933	-	44,786	47,887	-	295,606
Debt service:							
Interest and fiscal charges	-	3,762	-	-	-	-	3,762
<b>Total expenditures</b>	<b>12,808,502</b>	<b>417,606</b>	<b>9,644</b>	<b>157,952</b>	<b>52,571</b>	<b>224,110</b>	<b>13,670,385</b>
Revenues over (under) expenditures	15,448,570	(5,750)	(6,704)	3,584	(22,553)	(76,054)	15,341,093
<b>OTHER FINANCING SOURCES (USES)</b>							
Transfers in	11,723,187	-	-	-	-	-	11,723,187
Transfers out	(27,379,905)	(836)	-	-	-	-	(27,380,741)
Transfers in - interaccount	-	-	7,500	-	-	-	7,500
Transfers out - interaccount	(7,500)	-	-	-	-	-	(7,500)
<b>Total other financing sources (uses)</b>	<b>(15,664,218)</b>	<b>(836)</b>	<b>7,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15,657,554)</b>
Net change in fund balances	(215,648)	(6,586)	796	3,584	(22,553)	(76,054)	(316,461)
Fund balances - beginning of year	4,037,028	660,304	19,606	333,476	100,227	1,196,270	6,346,911
<b>Fund balances - end of year</b>	<b>\$ 3,821,380</b>	<b>\$ 653,718</b>	<b>\$ 20,402</b>	<b>\$ 337,060</b>	<b>\$ 77,674</b>	<b>\$ 1,120,216</b>	<b>\$ 6,030,450</b>

**CITY OF MIDWEST CITY, OKLAHOMA**  
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**As of and for the Year Ended June 30, 2018**

**Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2018**

	Special Revenue Funds										
	Grant Fund	Juvenile Fund	Park & Recreation Fund	Emergency Operations Fund	Technology Fund	Welcome Center Fund	Police Impound Fund	Street & Alley Fund	Police Special Projects Fund	Police Lab Fee Fund	Convention/Visitors Bureau Fund
<b>ASSETS</b>											
Cash and cash equivalents	\$ 160,572	\$ 55,803	\$ 127,315	\$ 151,268	\$ 58,579	\$ 78,672	\$ 47,498	\$ 249,717	\$ 211,007	\$ 16,064	\$ 38,931
Investments	-	-	431,406	512,569	198,496	266,577	160,945	932,320	-	-	131,916
Accrued interest receivable	-	-	-	-	-	-	-	2,208	-	-	-
Deposits held by others	-	-	-	-	-	-	-	-	-	-	-
Other receivable	48,141	66,645	2,600	2,271	195,900	-	-	-	-	6,899	-
Due from other governments	152,771	-	65,664	57,265	-	19,556	-	44,479	-	-	36,505
Due from other funds	1,625	780	-	287	-	350	-	-	-	-	148
Inventory	60,000	-	-	-	-	-	-	-	-	-	-
Advance from other funds	-	-	-	-	-	-	-	-	-	-	-
Total assets	<u>423,109</u>	<u>123,228</u>	<u>626,985</u>	<u>723,660</u>	<u>452,975</u>	<u>365,155</u>	<u>208,443</u>	<u>1,228,724</u>	<u>211,007</u>	<u>22,963</u>	<u>207,500</u>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>											
<b>Liabilities:</b>											
Accounts payable and accrued liabilities	42,155	-	22,106	20,962	30,178	1,253	-	1,260	841	319	3,954
Wages payable	21,215	3,494	2,415	18,600	7,402	7,403	-	-	-	-	10,054
Due to other funds	103,791	-	-	-	-	-	403	-	-	-	-
Total liabilities	<u>167,161</u>	<u>3,494</u>	<u>24,521</u>	<u>39,562</u>	<u>37,580</u>	<u>8,656</u>	<u>403</u>	<u>1,260</u>	<u>841</u>	<u>319</u>	<u>14,008</u>
<b>Deferred inflows:</b>											
Unavailable revenue	23,884	60,078	-	-	155,083	-	-	-	-	4,780	-
<b>Fund balances:</b>											
Nonspendable	60,000	-	-	-	-	-	-	-	-	-	-
Restricted	172,064	59,656	602,464	684,098	260,312	356,499	208,040	1,227,464	210,166	17,864	193,492
Assigned	-	-	-	-	-	-	-	-	-	-	-
Total fund balances	<u>232,064</u>	<u>59,656</u>	<u>602,464</u>	<u>684,098</u>	<u>260,312</u>	<u>356,499</u>	<u>208,040</u>	<u>1,227,464</u>	<u>210,166</u>	<u>17,864</u>	<u>193,492</u>
Total liabilities, deferred inflows, and fund balances	<u>\$ 423,109</u>	<u>\$ 123,228</u>	<u>\$ 626,985</u>	<u>\$ 723,660</u>	<u>\$ 452,975</u>	<u>\$ 365,155</u>	<u>\$ 208,443</u>	<u>\$ 1,228,724</u>	<u>\$ 211,007</u>	<u>\$ 22,963</u>	<u>\$ 207,500</u>

(continued)

**CITY OF MIDWEST CITY, OKLAHOMA**  
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**Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2018**

	Special Revenue Funds			Capital Project Funds					Debt Service Fund		Totals
	Urban Renewal Authority	General Government Sales Tax Fund	Street Light Fee	Downtown Development Authority	2002 Street Project Fund	Dedicated Tax 2012 Fund	Sales Tax Capital Improvement Fund	Capital Improvement Fund	Capital Outlay Reserve Fund	G.O. Debt Services Fund	
<b>ASSETS</b>											
Cash and cash equivalents	\$ 57,066	\$ 477,264	\$ 218,105	\$ 556,081	\$ 104,302	\$ 263,362	\$ -	\$ 510,453	\$ 210,765	\$ 124,438	\$ 3,717,262
Investments	-	1,781,868	814,298	2,076,133	353,425	983,265	-	1,905,781	714,174	-	11,263,173
Accrued interest receivable	-	4,220	1,928	4,917	-	2,329	-	4,513	-	-	20,115
Deposits held by others	-	-	-	500	300	-	-	4,766	-	-	5,566
Other receivable	-	-	79,623	23,088	-	-	-	-	-	-	425,167
Due from other governments	-	297,844	-	-	-	55,973	724,417	12,277	-	353,708	1,820,459
Due from other funds	-	60,581	-	-	-	-	-	28,616	-	-	92,387
Inventory	-	-	-	-	-	-	-	-	-	-	60,000
Advance from other funds	-	-	-	49,530	-	-	-	-	-	-	49,530
Total assets	<u>57,066</u>	<u>2,621,777</u>	<u>1,113,954</u>	<u>2,710,249</u>	<u>458,027</u>	<u>1,304,929</u>	<u>724,417</u>	<u>2,466,406</u>	<u>924,939</u>	<u>478,146</u>	<u>17,453,659</u>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>											
Liabilities:											
Accounts payable and accrued liabilities	2,232	67,275	-	9,306	-	10,128	-	-	-	-	211,969
Wages payable	-	-	-	3,122	-	-	-	-	-	-	73,705
Due to other funds	-	-	-	-	-	-	724,417	-	-	-	828,611
Total liabilities	<u>2,232</u>	<u>67,275</u>	<u>-</u>	<u>12,428</u>	<u>-</u>	<u>10,128</u>	<u>724,417</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,114,285</u>
Deferred inflows:											
Unavailable revenue	-	-	-	-	-	-	-	-	-	347,014	590,839
Fund balances:											
Nonspendable	-	-	-	50,030	300	-	-	4,766	-	-	115,096
Restricted	3,804	2,554,502	1,113,954	1,769,274	457,727	1,294,801	-	2,409,501	746,651	131,132	14,473,465
Assigned	51,030	-	-	878,517	-	-	-	52,139	178,288	-	1,159,974
Total fund balances	<u>54,834</u>	<u>2,554,502</u>	<u>1,113,954</u>	<u>2,697,821</u>	<u>458,027</u>	<u>1,294,801</u>	<u>-</u>	<u>2,466,406</u>	<u>924,939</u>	<u>131,132</u>	<u>15,748,535</u>
Total liabilities, deferred inflows, and fund balances	<u>\$ 57,066</u>	<u>\$ 2,621,777</u>	<u>\$ 1,113,954</u>	<u>\$ 2,710,249</u>	<u>\$ 458,027</u>	<u>\$ 1,304,929</u>	<u>\$ 724,417</u>	<u>\$ 2,466,406</u>	<u>\$ 924,939</u>	<u>\$ 478,146</u>	<u>\$ 17,453,659</u>

**CITY OF MIDWEST CITY, OKLAHOMA**  
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**Combining Statement of Revenues, Expenditures and Changes in Fund Balance - Nonmajor Governmental Funds – Year Ended June 30, 2018**

	Special Revenue Funds										
	Grant Fund	Juvenile Fund	Park & Recreation Fund	Emergency Operations Fund	Technology Fund	Welcome Center Fund	Police Impound Fund	Street & Alley Fund	Police Special Projects Fund	Police Lab Fee Fund	Convention/Visitors Bureau Fund
<b>REVENUES</b>											
Taxes	\$ -	\$ -	\$ 522,572	\$ 526,001	\$ -	\$ 179,546	\$ -	\$ -	\$ -	\$ -	\$ 335,152
Intergovernmental	655,476	-	-	-	-	-	-	503,666	-	-	-
Charges for services	-	-	700	27,250	237,806	-	64,350	-	-	-	-
Investment income	20	528	10,184	9,465	4,422	5,472	3,227	(36,377)	2,867	288	2,634
Fines & forfeitures	-	76,484	-	-	14,260	-	-	-	10,889	10,397	-
Licenses & permits	-	-	-	-	19,200	-	-	-	-	-	-
Miscellaneous	25,586	-	38,735	750	-	23,027	-	-	12,350	3,195	5,300
Total revenues	<u>681,082</u>	<u>77,012</u>	<u>572,191</u>	<u>563,466</u>	<u>275,688</u>	<u>208,045</u>	<u>67,577</u>	<u>467,289</u>	<u>26,106</u>	<u>13,880</u>	<u>343,086</u>
<b>EXPENDITURES</b>											
Current:											
General government	-	-	-	-	451,334	-	-	-	-	-	-
Public safety	109,206	71,478	-	404,310	-	-	11,844	-	18,551	14,510	-
Streets	-	-	-	-	-	-	-	38,448	-	-	-
Culture and recreation	-	-	437,792	-	-	183,624	-	-	-	-	-
Economic development	604,797	-	-	-	-	-	-	-	-	-	327,589
Capital outlay	89,714	596	111,834	57,320	-	27,896	33,215	131,357	998	-	555
Debt service:											
Principal retirement	-	-	-	-	-	-	-	-	-	-	-
Interest and fiscal charges	-	-	-	-	-	-	-	-	-	-	-
Total expenditures	<u>803,717</u>	<u>72,074</u>	<u>549,626</u>	<u>461,630</u>	<u>451,334</u>	<u>211,520</u>	<u>45,059</u>	<u>169,805</u>	<u>19,549</u>	<u>14,510</u>	<u>328,144</u>
Revenues over (under) expenditures	<u>(122,635)</u>	<u>4,938</u>	<u>22,565</u>	<u>101,836</u>	<u>(175,646)</u>	<u>(3,475)</u>	<u>22,518</u>	<u>297,484</u>	<u>6,557</u>	<u>(630)</u>	<u>14,942</u>
<b>OTHER FINANCING SOURCES (USES)</b>											
Transfers in	165,310	37,000	-	11,250	50,354	-	-	38,907	-	-	-
Transfers out	(39,250)	-	(81,000)	(50,354)	-	-	(4,469)	-	-	-	-
Total other financing sources (uses)	<u>126,060</u>	<u>37,000</u>	<u>(81,000)</u>	<u>(39,104)</u>	<u>50,354</u>	<u>-</u>	<u>(4,469)</u>	<u>38,907</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	3,425	41,938	(58,435)	62,732	(125,292)	(3,475)	18,049	336,391	6,557	(630)	14,942
Fund balances - beginning of year	228,639	17,718	660,899	621,366	385,604	359,974	189,991	891,073	203,609	18,494	178,550
Fund balances - end of year	<u>\$ 232,064</u>	<u>\$ 59,656</u>	<u>\$ 602,464</u>	<u>\$ 684,098</u>	<u>\$ 260,312</u>	<u>\$ 356,499</u>	<u>\$ 208,040</u>	<u>\$ 1,227,464</u>	<u>\$ 210,166</u>	<u>\$ 17,864</u>	<u>\$ 193,492</u>

(continued)



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**Combining Statement of Revenues, Expenditures and Changes in Fund Balance - Nonmajor Governmental Funds – Year Ended June 30, 2018**

	Special Revenue Funds				Capital Project Funds				Debt Service Fund		Totals
	Urban Renewal Authority	General Government Sales Tax Fund	Street Light Fee	Downtown Development Authority	2002 Street Project Fund	Dedicated Tax 2012 Fund	Sales Tax Capital Improvement Fund	Capital Improvement Fund	Capital Outlay Reserve Fund	G.O. Debt Services Fund	
<b>REVENUES</b>											
Taxes	\$ -	\$ 1,296,608	\$ -	\$ -	\$ -	\$ 434,396	\$ 5,604,120	\$ 113,235	\$ -	\$ 316,361	\$ 9,327,991
Intergovernmental	-	-	-	-	-	-	-	-	-	1,652	1,160,794
Charges for services	-	-	568,008	599,925	-	-	-	-	-	-	1,498,039
Investment income	975	(26,864)	(33,392)	17,724	8,004	(2,087)	2,669	(12,926)	14,608	3,085	(25,474)
Fines & forfeitures	-	-	-	-	-	-	-	-	-	-	112,030
Licenses & permits	-	-	-	-	-	-	-	106,256	-	-	125,456
Miscellaneous	-	100,517	-	50	-	-	-	52,260	-	-	261,770
Total revenues	975	1,370,261	534,616	617,699	8,004	432,309	5,606,789	258,825	14,608	321,098	12,460,606
<b>EXPENDITURES</b>											
Current:											
General government	-	75,649	-	-	-	-	-	-	-	-	526,983
Public safety	-	-	-	-	-	-	-	-	-	-	629,899
Streets	-	-	-	-	-	89,626	-	3,496	-	-	131,570
Culture and recreation	-	-	-	-	-	-	-	-	-	-	621,416
Economic development	4,137	-	-	272,392	-	-	-	-	-	-	1,208,915
Capital outlay	5,264	443,221	-	940,767	96,924	310,670	-	341,644	-	-	2,591,975
Debt service:											
Principal retirement	-	-	-	-	-	-	-	-	-	325,000	325,000
Interest and fiscal charges	-	-	-	-	-	-	-	-	-	51,750	51,750
Total expenditures	9,401	518,870	-	1,213,159	96,924	400,296	-	345,140	-	376,750	6,087,508
Revenues over (under) expenditures	(8,426)	851,391	534,616	(595,460)	(88,920)	32,013	5,606,789	(86,315)	14,608	(55,652)	6,373,098
<b>OTHER FINANCING SOURCES (USES)</b>											
Transfers in	-	30,751	-	359	-	-	-	279,688	-	-	613,619
Transfers out	-	(6,785)	-	(943,806)	-	-	(5,606,789)	-	-	(3,084)	(6,735,537)
Total other financing sources (uses)	-	23,966	-	(943,447)	-	-	(5,606,789)	279,688	-	(3,084)	(6,121,918)
Net change in fund balances	(8,426)	875,357	534,616	(1,538,907)	(88,920)	32,013	-	193,373	14,608	(58,736)	251,180
Fund balances - beginning of year	63,260	1,679,145	579,338	4,236,728	546,947	1,262,788	-	2,273,033	910,331	189,868	15,497,355
Fund balances - end of year	\$ 54,834	\$ 2,554,502	\$ 1,113,954	\$ 2,697,821	\$ 458,027	\$ 1,294,801	\$ -	\$ 2,466,406	\$ 924,939	\$ 131,132	\$ 15,748,535

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**Combining Schedule of Net Position – Midwest City Municipal Authority Accounts – June 30, 2018**

Midwest City Municipal Authority											
	Water Account	Sewer Account	Sanitation Account	Conference Center/Hotel Account	Drainage Account	Debt Service Account	Utility Services	Utilities Capital Fund	Customer Deposit Fund	Golf Courses Fund	Total
<b>ASSETS</b>											
Current assets:											
Cash and cash equivalents	\$ 824,876	\$ 1,288,561	\$ 462,139	\$ 725,566	\$ 121,013	\$ -	\$ 81,952	\$ 465,357	\$ -	\$ 120,348	\$ 4,089,812
Cash and cash equivalents, restricted	-	-	-	-	-	2,694,960	-	-	295,053	-	2,990,013
Investments	3,020,209	4,337,286	1,725,402	502,550	360,340	-	277,693	1,737,414	-	-	11,960,894
Accounts receivable, net	1,104,047	1,104,763	856,669	134,859	63,152	-	69,644	-	2,130	-	3,335,264
Other receivable	-	-	-	74,543	-	-	-	11,572	-	5,023	91,138
Accrued interest receivable	5,769	6,254	4,086	-	-	-	-	4,115	2,609	-	22,833
Prepaid items	-	-	-	6,278	-	-	-	-	-	-	6,278
Inventory	180,946	93,734	-	-	-	-	-	-	-	1,663	276,343
Due from other funds - interaccount	-	7,923	-	-	-	-	-	-	64,445	-	72,368
Due from other funds	17,760	13,267	72,398	12,680	-	695,801	-	-	-	2,514	814,420
Total current assets	5,153,607	6,851,788	3,120,694	1,456,476	544,505	3,390,761	429,289	2,218,458	364,237	129,548	23,659,363
Non-current assets:											
Investments, restricted	-	-	-	-	-	-	-	-	1,101,582	-	1,101,582
Due from other funds - interaccount	1,085,994	-	-	-	-	-	-	-	-	-	1,085,994
Land, construction in progress, and water rights	5,958,036	915,046	700,000	-	1,250	-	-	-	-	232,057	7,806,389
Other capital assets, net	17,641,973	75,566,913	3,765,213	20,881,465	13,675,581	-	13,776	6,024,140	-	1,434,621	139,003,682
Total non-current assets	24,686,003	76,481,959	4,465,213	20,881,465	13,676,831	-	13,776	6,024,140	1,101,582	1,666,678	148,997,647
Total assets	29,839,610	83,333,747	7,585,907	22,337,941	14,221,336	3,390,761	443,065	8,242,598	1,465,819	1,796,226	172,657,010
<b>DEFERRED OUTFLOWS OF RESOURCES</b>											
Deferred amount on refunding	-	-	-	-	-	819,874	-	-	-	-	819,874
Deferred amount related to OPEB	61,311	84,009	32,438	-	5,740	-	23,568	-	-	14,610	221,676
Total deferred inflows	61,311	84,009	32,438	-	5,740	819,874	23,568	-	-	14,610	1,041,550
<b>LIABILITIES</b>											
Current liabilities:											
Accounts payable and accrued liabilities	352,215	249,380	159,089	352,686	3,195	-	2,949	104,535	-	12,524	1,236,573
Wages payable	101,373	141,868	54,183	44,402	11,760	-	36,428	-	-	34,614	424,628
Due to other funds - interaccount	64,445	-	-	-	-	7,923	-	-	-	-	72,368
Accrued interest payable	-	-	-	-	-	675,054	-	-	-	-	675,054
Accrued compensated absences	125,154	146,309	43,536	48,821	14,101	-	40,104	-	-	45,725	463,750
Refundable deposits	-	-	-	55,805	-	-	-	-	146,582	-	202,387
Revenue bonds payable	-	-	-	-	-	4,495,000	-	-	-	-	4,495,000
Total current liabilities	643,187	537,557	256,808	501,714	29,056	5,177,977	79,481	104,535	146,582	92,863	7,569,760
Non-current liabilities:											
Accrued compensated absences	250,309	292,617	87,073	10,211	28,202	-	80,209	-	-	91,450	840,071
Total OPEB liability	1,626,162	2,228,188	860,367	-	152,236	-	625,092	-	-	387,511	5,879,556
Due to other funds - interaccount	-	-	-	-	-	-	-	1,085,994	-	-	1,085,994
Refundable deposits	-	-	-	-	-	-	-	-	1,319,237	-	1,319,237
Revenue bonds payable, net	-	-	-	-	-	46,676,240	-	-	-	-	46,676,240
Total non-current liabilities	1,876,471	2,520,805	947,440	10,211	180,438	46,676,240	705,301	1,085,994	1,319,237	478,961	55,801,098
Total liabilities	2,519,658	3,058,362	1,204,248	511,925	209,494	51,854,217	784,782	1,190,529	1,465,819	571,824	63,370,858
<b>DEFERRED INFLOW OF RESOURCES</b>											
Deferred amount related to OPEB	149,323	204,605	79,004	-	13,979	-	57,399	-	-	35,583	539,893
<b>NET POSITION</b>											
Net investment in capital assets	23,600,009	76,481,959	4,465,213	20,881,465	13,676,831	(50,351,366)	13,776	6,024,140	-	1,666,678	96,458,705
Restricted for debt service	-	-	-	-	-	2,019,906	-	-	-	-	2,019,906
Restricted for other purposes	-	-	-	-	-	-	47,813	-	-	53,070	100,883
Unrestricted (deficit)	3,631,931	3,672,830	1,869,880	944,551	326,772	687,878	(437,137)	1,027,929	-	(516,319)	11,208,315
Total net position	\$ 27,231,940	\$ 80,154,789	\$ 6,335,093	\$ 21,826,016	\$ 14,003,603	\$ (47,643,582)	\$ (375,548)	\$ 7,052,069	\$ -	\$ 1,203,429	\$ 109,787,809

**CITY OF MIDWEST CITY, OKLAHOMA**  
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**Combining Schedule of Revenues, Expenses and Changes in Net Position – Midwest City Municipal Authority Accounts – Year Ended June 30, 2018**

Midwest City Municipal Authority											
	Water Account	Sewer Account	Sanitation Account	Conference Center/Hotel Account	Drainage Account	Debt Service Account	Utility Services	Utilities Capital Fund	Customer Deposit Fund	Golf Courses Fund	Total
<b>OPERATING REVENUES</b>											
Charges for services	\$ 7,222,501	\$ 7,883,032	\$ 6,071,073	\$ 5,163,899	\$ 451,208	\$ -	\$ 1,091,770	\$ -	\$ -	\$ 1,045,444	\$ 28,928,927
Fees, licenses and permits	16,950	20,860	-	-	-	-	50,610	-	-	-	88,420
Miscellaneous	11,854	3,054	109,766	-	867	-	-	14,460	-	-	140,001
Total operating revenues	<u>7,251,305</u>	<u>7,906,946</u>	<u>6,180,839</u>	<u>5,163,899</u>	<u>452,075</u>	<u>-</u>	<u>1,142,380</u>	<u>14,460</u>	<u>-</u>	<u>1,045,444</u>	<u>29,157,348</u>
<b>OPERATING EXPENSES</b>											
Personal services	2,071,268	3,259,935	1,254,251	2,070,205	286,404	-	792,305	-	-	717,157	10,451,525
Materials and supplies	679,155	628,797	779,574	1,354,134	65,567	-	30,562	-	-	210,617	3,748,406
Other services and charges	1,781,992	1,376,428	2,087,263	1,507,323	38,624	-	149,644	-	-	123,589	7,064,863
Depreciation and amortization	703,876	2,916,708	495,141	909,561	278,351	-	4,333	434,066	-	116,380	5,858,416
Total operating expenses	<u>5,236,291</u>	<u>8,181,868</u>	<u>4,616,229</u>	<u>5,841,223</u>	<u>668,946</u>	<u>-</u>	<u>976,844</u>	<u>434,066</u>	<u>-</u>	<u>1,167,743</u>	<u>27,123,210</u>
Operating income (loss)	<u>2,015,014</u>	<u>(274,922)</u>	<u>1,564,610</u>	<u>(677,324)</u>	<u>(216,871)</u>	<u>-</u>	<u>165,536</u>	<u>(419,606)</u>	<u>-</u>	<u>(122,299)</u>	<u>2,034,138</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>											
Investment income	(65,858)	68,274	(15,985)	-	7,415	18,180	5,397	62,215	(2,838)	1,862	78,662
Interest expense and fiscal charges	-	-	-	-	-	(1,923,987)	-	(43,274)	-	-	(1,967,261)
Gain (loss) on asset retirement	3,051	(834)	2,414	315	-	-	-	(15,261)	-	26,911	16,596
Total non-operating revenue (expenses)	<u>(62,807)</u>	<u>67,440</u>	<u>(13,571)</u>	<u>315</u>	<u>7,415</u>	<u>(1,905,807)</u>	<u>5,397</u>	<u>3,680</u>	<u>(2,838)</u>	<u>28,773</u>	<u>(1,872,003)</u>
Income (loss) before contributions and transfers	<u>1,952,207</u>	<u>(207,482)</u>	<u>1,551,039</u>	<u>(677,009)</u>	<u>(209,456)</u>	<u>(1,905,807)</u>	<u>170,933</u>	<u>(415,926)</u>	<u>(2,838)</u>	<u>(93,526)</u>	<u>162,135</u>
Capital contributions	8,266	-	-	-	-	-	-	-	-	81,000	89,266
Transfers in - interaccount	22,777	-	-	-	-	1,201,964	-	738,576	25,615	-	1,988,932
Transfers out - interaccount	(25,615)	(1,201,964)	(457,000)	-	-	-	(281,576)	-	(22,777)	-	(1,988,932)
Transfers in	8,429	7,986	3,782	-	-	13,630,157	1,053	-	-	-	13,651,407
Transfers out	(887,367)	(989,007)	(913,936)	-	-	(8,275,056)	-	-	-	-	(11,065,366)
Change in net position	1,078,697	(2,390,467)	183,885	(677,009)	(209,456)	4,651,258	(109,590)	322,650	-	(12,526)	2,837,442
Total net position - beginning, restated	26,153,243	82,545,256	6,151,208	22,503,025	14,213,059	(52,294,840)	(265,958)	6,729,419	-	1,215,955	106,950,367
Total net position - ending	<u>\$ 27,231,940</u>	<u>\$ 80,154,789</u>	<u>\$ 6,335,093</u>	<u>\$ 21,826,016</u>	<u>\$ 14,003,603</u>	<u>\$ (47,643,582)</u>	<u>\$ (375,548)</u>	<u>\$ 7,052,069</u>	<u>\$ -</u>	<u>\$ 1,203,429</u>	<u>\$ 109,787,809</u>

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**Combining Schedule of Cash Flows – Midwest City Municipal Authority Accounts – June 30, 2018**

	Midwest City Municipal Authority										
	Water Account	Sewer Account	Sanitation Account	Conference Center/Hotel Account	Drainage Account	Debt Service Account	Utility Services	Utilities Capital Fund	Customer Deposit Fund	Golf Courses Fund	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>											
Receipts from customers	\$ 7,341,410	\$ 7,917,398	\$ 6,155,452	\$ 5,379,431	\$ 451,796	\$ -	\$ 1,205,236	\$ 2,888	\$ 427	\$ 1,045,264	\$ 29,499,302
Payments to suppliers	(2,493,468)	(2,001,940)	(2,846,807)	(2,978,344)	(101,016)	-	(190,718)	36,914	-	(336,150)	(10,911,529)
Payments to employees	(2,049,112)	(3,214,906)	(1,204,044)	(2,168,981)	(283,943)	-	(772,670)	-	-	(727,613)	(10,421,269)
Receipts (payments) from interfund loans	24,190	(7,919)	(2,413)	(315)	-	(32,078)	58,958	(58,958)	(27,241)	(1,911)	(47,687)
Receipt of customer deposits	-	-	-	-	-	-	-	-	499,379	-	499,379
Return of customer deposits	-	-	-	-	-	-	-	-	(466,176)	-	(466,176)
<b>Net cash provided by (used in) operating activities</b>	<b>2,823,020</b>	<b>2,692,633</b>	<b>2,102,188</b>	<b>231,791</b>	<b>66,837</b>	<b>(32,078)</b>	<b>300,806</b>	<b>(19,156)</b>	<b>6,389</b>	<b>(20,410)</b>	<b>8,152,020</b>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>											
Transfers from other funds - interaccount	22,777	-	-	-	-	1,201,964	-	738,576	25,615	-	1,988,932
Transfers to other funds - interaccount	(25,615)	(1,201,964)	(457,000)	-	-	-	(281,576)	-	(22,777)	-	(1,988,932)
Transfers from other funds	8,429	7,986	3,782	-	-	13,630,157	1,053	-	-	-	13,651,407
Transfers to other funds	(887,367)	(989,007)	(913,936)	-	-	(8,275,056)	-	-	-	-	(11,065,366)
<b>Net cash provided by (used in) noncapital financing activities</b>	<b>(881,776)</b>	<b>(2,182,985)</b>	<b>(1,367,154)</b>	<b>-</b>	<b>-</b>	<b>6,557,065</b>	<b>(280,523)</b>	<b>738,576</b>	<b>2,838</b>	<b>-</b>	<b>2,586,041</b>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>											
Capital assets purchased	(357,435)	(201,342)	(442,601)	(131,640)	(63,545)	-	-	(125,000)	-	(3,200)	(1,324,763)
Principal paid on capital debt	-	-	-	-	-	(4,325,000)	-	-	-	-	(4,325,000)
Payments of interfund loan for capital purchases	124,687	-	-	-	-	-	-	(124,687)	-	-	-
Interest and fiscal charges paid on capital debt	-	-	-	-	-	-	-	(43,274)	-	-	(2,235,062)
Proceeds from sale of capital assets	3,051	1,918	2,414	315	-	-	-	-	-	26,911	34,609
<b>Net cash provided by (used in) capital and related financing activities</b>	<b>(229,697)</b>	<b>(199,424)</b>	<b>(440,187)</b>	<b>(131,325)</b>	<b>(63,545)</b>	<b>(6,516,788)</b>	<b>-</b>	<b>(292,961)</b>	<b>-</b>	<b>23,711</b>	<b>(7,850,216)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>											
Sale (purchase) of investments	(1,469,457)	(433,877)	(268,290)	46,787	(46,956)	-	(22,011)	(429,800)	(30,335)	-	(2,653,939)
Interest and dividends	66,465	145,525	35,855	7,415	18,180	5,397	115,918	25,084	1,862	1,862	421,701
<b>Net cash provided by (used in) investing activities</b>	<b>(1,402,992)</b>	<b>(288,352)</b>	<b>(232,435)</b>	<b>46,787</b>	<b>(39,541)</b>	<b>18,180</b>	<b>(16,614)</b>	<b>(313,882)</b>	<b>(5,251)</b>	<b>1,862</b>	<b>(2,232,238)</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>308,555</b>	<b>21,872</b>	<b>62,412</b>	<b>147,253</b>	<b>(36,249)</b>	<b>26,379</b>	<b>3,669</b>	<b>112,577</b>	<b>3,976</b>	<b>5,163</b>	<b>655,607</b>
<b>Balances - beginning of year</b>	<b>516,321</b>	<b>1,266,689</b>	<b>399,727</b>	<b>578,313</b>	<b>157,262</b>	<b>2,668,581</b>	<b>78,283</b>	<b>352,780</b>	<b>291,077</b>	<b>115,185</b>	<b>6,424,218</b>
<b>Balances - end of year</b>	<b>\$ 824,876</b>	<b>\$ 1,288,561</b>	<b>\$ 462,139</b>	<b>\$ 725,566</b>	<b>\$ 121,013</b>	<b>\$ 2,694,960</b>	<b>\$ 81,952</b>	<b>\$ 465,357</b>	<b>\$ 295,053</b>	<b>\$ 120,348</b>	<b>\$ 7,079,825</b>
<b>Reconciliation to Statement of Net Position:</b>											
Cash and cash equivalents	\$ 824,876	\$ 1,288,561	\$ 462,139	\$ 725,566	\$ 121,013	\$ -	\$ 81,952	\$ 465,357	\$ -	\$ 120,348	\$ 4,089,812
Restricted cash and cash equivalents	-	-	-	-	-	2,694,960	-	-	295,053	-	2,990,013
<b>Total cash and cash equivalents</b>	<b>\$ 824,876</b>	<b>\$ 1,288,561</b>	<b>\$ 462,139</b>	<b>\$ 725,566</b>	<b>\$ 121,013</b>	<b>\$ 2,694,960</b>	<b>\$ 81,952</b>	<b>\$ 465,357</b>	<b>\$ 295,053</b>	<b>\$ 120,348</b>	<b>\$ 7,079,825</b>
<b>Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:</b>											
Operating income (loss)	\$ 2,015,014	\$ (274,922)	\$ 1,564,610	\$ (677,324)	\$ (216,871)	\$ -	\$ 165,536	\$ (419,606)	\$ -	\$ (122,299)	\$ 2,034,138
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:											
Depreciation expense	703,876	2,916,708	495,141	909,561	278,351	-	4,333	434,066	-	116,380	5,858,416
Change in assets and liabilities:											
Receivables, net	90,105	10,452	(25,387)	143,370	(279)	-	62,856	-	427	(180)	281,364
Other receivable	-	-	-	65,598	-	-	-	(11,572)	-	-	54,026
Due from other funds	(3,051)	(7,919)	(2,413)	(315)	-	(38,078)	58,958	-	(27,241)	(1,911)	(21,970)
Prepaid items	-	-	-	(6,278)	-	-	-	-	-	-	(6,278)
Inventory	(15,634)	107	-	-	-	-	-	-	-	399	(15,128)
Accounts payable	(16,687)	3,178	20,030	(110,609)	3,175	-	(10,512)	36,914	-	(2,343)	(76,854)
Deferred outflows OPEB	(488)	(668)	(258)	-	(46)	-	188	-	-	(116)	(1,388)
Due to other funds	27,241	-	-	-	(46)	6,000	-	(58,958)	-	-	(25,717)
Due to employees	4,055	4,416	5,495	(35,164)	189	-	(548)	-	-	(3,283)	(24,840)
Refundable deposits	-	-	-	6,564	-	-	-	-	33,203	-	39,767
Total OPEB liability	(127,926)	(175,285)	(67,682)	-	(11,976)	-	(49,174)	-	-	(30,484)	(462,527)
Accrued compensated absences	(2,808)	11,961	33,648	(63,612)	315	-	11,770	-	-	(12,156)	(20,882)
Deferred inflows OPEB	149,323	204,605	79,004	-	13,979	-	57,399	-	-	35,583	539,893
<b>Net cash provided by (used in) operating activities</b>	<b>\$ 2,823,020</b>	<b>\$ 2,692,633</b>	<b>\$ 2,102,188</b>	<b>\$ 231,791</b>	<b>\$ 66,837</b>	<b>\$ (32,078)</b>	<b>\$ 300,806</b>	<b>\$ (19,156)</b>	<b>\$ 6,389</b>	<b>\$ (20,410)</b>	<b>\$ 8,152,020</b>
<b>Noncash activities:</b>											
Contributed capital assets - from governmental funds	\$ 8,266	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,000	\$ 89,266

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**Combining Statement of Net Position - Nonmajor Enterprise Funds – June 30, 2018**

	<u>Utilities Authority</u>	<u>29th &amp; Douglas Fund</u>	<u>Total</u>
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 208,823	\$ 144	\$ 208,967
Investments	707,594	-	707,594
Total current assets	916,417	144	916,561
Non-current assets:			
Land, construction in progress, and water rights	677,029	5,500,000	6,177,029
Other capital assets, net	2,693,997	-	2,693,997
Total non-current assets	3,371,026	5,500,000	8,871,026
Total assets	4,287,443	5,500,144	9,787,587
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable and accrued liabilities	-	-	-
Total current liabilities	-	-	-
Non-current liabilities:			
Advance to other funds	-	-	-
Total non-current liabilities	-	-	-
Total liabilities	-	-	-
<b>NET POSITION</b>			
Net investment in capital assets	3,371,026	5,500,000	8,871,026
Restricted for other purposes	216,134	-	216,134
Unrestricted	700,283	144	700,427
Total net position	\$ 4,287,443	\$ 5,500,144	\$ 9,787,587

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**Combining Statement of Revenues, Expenses and Changes in Net Position - Nonmajor Enterprise Funds – Year Ended June 30, 2018**

	<u>Utilities Authority</u>	<u>29th &amp; Douglas Fund</u>	<u>Total</u>
<b>OPERATING REVENUES</b>			
Total operating revenues	\$ -	\$ 145	\$ 145
<b>OPERATING EXPENSES</b>			
Other services and charges	-	4,104	4,104
Depreciation and amortization	57,073	-	57,073
Total operating expenses	57,073	4,104	61,177
Operating income (loss)	(57,073)	(3,959)	(61,032)
<b>NON-OPERATING REVENUES (EXPENSES)</b>			
Investment income	14,474	-	14,474
Total non-operating revenue (expenses)	14,474	-	14,474
Income (loss) before transfers	(42,599)	(3,959)	(46,558)
Transfers in	-	69,166	69,166
Change in net position	(42,599)	65,207	22,608
Total net position - beginning, restated	4,330,042	5,434,937	9,764,979
Total net position - ending	<u>\$ 4,287,443</u>	<u>\$ 5,500,144</u>	<u>\$ 9,787,587</u>

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**Combining Statement of Cash Flows - Nonmajor Enterprise Funds – June 30, 2018**

	<u>Utilities Authority</u>	<u>29th &amp; Douglas Fund</u>	<u>Total</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from customers	\$ -	\$ 145	\$ 145
Payments to suppliers	(17,594)	(4,104)	(21,698)
Net cash provided by (used in) operating activities	<u>(17,594)</u>	<u>(3,959)</u>	<u>(21,553)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>			
Transfers from other funds	-	69,166	69,166
Net cash provided by noncapital financing activities	<u>-</u>	<u>69,166</u>	<u>69,166</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Capital assets purchased	-	-	-
Payments of interfund loan for capital purchases	-	(65,063)	(65,063)
Net cash provided by (used in) capital and related financing activities	<u>-</u>	<u>(65,063)</u>	<u>(65,063)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Sale (purchase) of investments	(3,359)	-	(3,359)
Interest and dividends	14,474	-	14,474
Net cash provided by investing activities	<u>11,115</u>	<u>-</u>	<u>11,115</u>
Net increase (decrease) in cash and cash equivalents	(6,479)	144	(6,335)
Balances - beginning of year	<u>215,302</u>	<u>-</u>	<u>215,302</u>
Balances - end of year	<u>\$ 208,823</u>	<u>\$ 144</u>	<u>\$ 208,967</u>
<b>Reconciliation to Statement of Net Position:</b>			
Cash and cash equivalents	\$ 208,823	\$ 144	\$ 208,967
Restricted cash and cash equivalents	-	-	-
Total cash and cash equivalents	<u>\$ 208,823</u>	<u>\$ 144</u>	<u>\$ 208,967</u>
<b>Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:</b>			
Operating income (loss)	\$ (57,073)	\$ (3,959)	\$ (61,032)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:			
Depreciation expense	57,073	-	57,073
Change in assets and liabilities:			
Accounts payable	(17,594)	-	(17,594)
Net cash provided by (used in) operating activities	<u>\$ (17,594)</u>	<u>\$ (3,959)</u>	<u>\$ (21,553)</u>

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**Combining Statement of Net Position— Internal Service Funds – June 30, 2018**

	Public Works Administration	Fleet Services Fund	Surplus Property Fund	Risk Management Fund	L & H Benefits Fund	Worker's Comp Fund	Totals
<b>ASSETS</b>							
Current assets:							
Cash and cash equivalents	\$ 73,646	\$ 67,992	\$ 78,890	\$ 342,699	\$ 396,743	\$ 517,507	\$ 1,477,477
Investments	249,549	230,390	260,990	1,279,468	1,481,244	1,932,118	5,433,759
Receivables:							
Accounts receivable	-	-	3,661	30,981	39,518	-	74,160
Accrued interest receivable	-	-	-	3,030	3,508	4,576	11,114
Due from other funds	3	199	-	-	-	-	202
Inventories	-	60,152	-	-	-	-	60,152
Total current assets	<u>323,198</u>	<u>358,733</u>	<u>343,541</u>	<u>1,656,178</u>	<u>1,921,013</u>	<u>2,454,201</u>	<u>7,056,864</u>
Non-current assets:							
Capital Assets:							
Non-depreciable	-	-	-	-	-	-	-
Depreciable, net of accumulated depreciation	128,811	765,275	94,541	-	-	-	988,627
Total non-current assets	<u>128,811</u>	<u>765,275</u>	<u>94,541</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>988,627</u>
Total assets	<u>452,009</u>	<u>1,124,008</u>	<u>438,082</u>	<u>1,656,178</u>	<u>1,921,013</u>	<u>2,454,201</u>	<u>8,045,491</u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>							
Deferred amount related to OPEB	<u>17,046</u>	<u>22,176</u>	<u>1,044</u>	<u>3,566</u>	<u>-</u>	<u>-</u>	<u>43,832</u>
<b>LIABILITIES</b>							
Current liabilities:							
Accounts payable and accrued liabilities	-	68,388	566	16,046	152,210	27,493	264,703
Claims liability	-	-	-	152,000	268,403	364,000	784,403
Wages payable	38,292	36,129	1,110	9,319	1,851	-	86,701
Due to other funds	-	-	267,449	-	-	-	267,449
Accrued compensated absences	57,183	37,095	1,389	13,529	241	-	109,437
Total current liabilities	<u>95,475</u>	<u>141,612</u>	<u>270,514</u>	<u>190,894</u>	<u>422,705</u>	<u>391,493</u>	<u>1,512,693</u>
Non-current liabilities:							
Accrued compensated absences	114,367	74,191	2,779	27,059	483	-	218,879
Total OPEB liability	452,096	588,186	27,679	94,571	-	-	1,162,532
Claims liability	-	-	-	230,000	-	1,296,000	1,526,000
Total non-current liabilities	<u>566,463</u>	<u>662,377</u>	<u>30,458</u>	<u>351,630</u>	<u>483</u>	<u>1,296,000</u>	<u>2,907,411</u>
Total liabilities	<u>661,938</u>	<u>803,989</u>	<u>300,972</u>	<u>542,524</u>	<u>423,188</u>	<u>1,687,493</u>	<u>4,420,104</u>
<b>DEFERRED INFLOW OF RESOURCES</b>							
Deferred amount related to OPEB	<u>41,514</u>	<u>54,011</u>	<u>2,542</u>	<u>8,684</u>	<u>-</u>	<u>-</u>	<u>106,751</u>
<b>NET POSITION</b>							
Net investment in capital assets	128,811	765,275	94,541	-	-	-	988,627
Unrestricted (deficit)	(363,208)	(477,091)	41,071	1,108,536	1,497,825	766,708	2,573,841
Total net position	<u>\$ (234,397)</u>	<u>\$ 288,184</u>	<u>\$ 135,612</u>	<u>\$ 1,108,536</u>	<u>\$ 1,497,825</u>	<u>\$ 766,708</u>	<u>\$ 3,562,468</u>



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**Combining Statement of Revenues, Expenses and Changes in Net Position – Internal Service Funds – Year Ended June 30, 2018**

	<u>Public Works Administration</u>	<u>Fleet Services Fund</u>	<u>Surplus Property Fund</u>	<u>Risk Management Fund</u>	<u>L &amp; H Benefits Fund</u>	<u>Worker's Comp Fund</u>	<u>Totals</u>
<b>OPERATING REVENUES</b>							
Charges for services	\$ 968,686	\$ 2,348,110	\$ 43,286	\$ 908,407	\$ 5,370,221	\$ 1,113,000	\$ 10,751,710
Miscellaneous	3	199	100	13,625	168,072	-	181,999
Total operating revenues	<u>968,689</u>	<u>2,348,309</u>	<u>43,386</u>	<u>922,032</u>	<u>5,538,293</u>	<u>1,113,000</u>	<u>10,933,709</u>
<b>OPERATING EXPENSES</b>							
Personal services	813,433	794,503	31,262	184,500	33,098	-	1,856,796
Materials and supplies	4,401	1,380,339	759	3,671	-	-	1,389,170
Other services and charges	134,357	89,181	7,218	690,417	29,987	-	951,160
Insurance claims and expenses	-	-	-	-	5,179,933	735,762	5,915,695
Depreciation and amortization	13,923	62,793	6,449	-	-	-	83,165
Total operating expenses	<u>966,114</u>	<u>2,326,816</u>	<u>45,688</u>	<u>878,588</u>	<u>5,243,018</u>	<u>735,762</u>	<u>10,195,986</u>
Operating income (loss)	<u>2,575</u>	<u>21,493</u>	<u>(2,302)</u>	<u>43,444</u>	<u>295,275</u>	<u>377,238</u>	<u>737,723</u>
<b>NON-OPERATING REVENUES</b>							
Investment income	4,921	4,343	5,512	76,674	(10,335)	(106,226)	(25,111)
Total non-operating revenue	<u>4,921</u>	<u>4,343</u>	<u>5,512</u>	<u>76,674</u>	<u>(10,335)</u>	<u>(106,226)</u>	<u>(25,111)</u>
Income before transfers	<u>7,496</u>	<u>25,836</u>	<u>3,210</u>	<u>120,118</u>	<u>284,940</u>	<u>271,012</u>	<u>712,612</u>
Transfers in	2,728	5,490	-	1,794	125,624	-	135,636
Transfers out	-	-	-	-	-	-	-
Change in net position	<u>10,224</u>	<u>31,326</u>	<u>3,210</u>	<u>121,912</u>	<u>410,564</u>	<u>271,012</u>	<u>848,248</u>
Total net position (deficit) - beginning, restated	(244,621)	256,858	132,402	986,624	1,087,261	495,696	2,714,220
Total net position - ending	<u>\$ (234,397)</u>	<u>\$ 288,184</u>	<u>\$ 135,612</u>	<u>\$ 1,108,536</u>	<u>\$ 1,497,825</u>	<u>\$ 766,708</u>	<u>\$ 3,562,468</u>

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**Combining Statement of Cash Flows – Internal Service Funds – Year Ended June 30, 2018**

	Public Works Administration	Fleet Services Fund	Surplus Property Fund	Risk Management Fund	L & H Benefits Fund	Worker's Comp Fund	Totals
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>							
Receipts from customers	\$ 968,689	\$ 2,348,309	\$ 40,825	\$ 891,173	\$ 5,534,153	\$ 1,113,000	\$ 10,896,149
Payments to suppliers	(142,522)	(1,493,056)	(8,124)	10,303	(29,987)	-	(1,663,386)
Payments to employees	(801,775)	(797,322)	(30,774)	(182,534)	(32,721)	-	(1,845,126)
Claims and benefits paid	-	-	-	(798,417)	(5,242,755)	(458,255)	(6,499,427)
Payment from (to) other funds	3	(199)	(16,701)	-	-	-	(16,897)
<b>Net cash provided by (used in) operating activities</b>	<b>24,395</b>	<b>57,732</b>	<b>(14,774)</b>	<b>(79,475)</b>	<b>228,690</b>	<b>654,745</b>	<b>871,313</b>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>							
Operating transfers in	2,728	5,490	-	1,794	125,624	-	135,636
<b>Net cash provided by noncapital financing activities</b>	<b>2,728</b>	<b>5,490</b>	<b>-</b>	<b>1,794</b>	<b>125,624</b>	<b>-</b>	<b>135,636</b>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>							
Capital assets purchased	-	(15,591)	-	-	-	-	(15,591)
<b>Net cash provided by (used in) capital and related financing activities</b>	<b>-</b>	<b>(15,591)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15,591)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>							
Sale (purchase) of investments	(26,570)	(41,677)	2,984	(383,733)	(316,235)	(2,044,510)	(2,809,741)
Interest and dividends	4,921	4,344	5,512	66,012	36,620	1,590	118,999
<b>Net cash provided by (used in) investing activities</b>	<b>(21,649)</b>	<b>(37,333)</b>	<b>8,496</b>	<b>(317,721)</b>	<b>(279,615)</b>	<b>(2,042,920)</b>	<b>(2,690,742)</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>5,474</b>	<b>10,298</b>	<b>(6,278)</b>	<b>(395,402)</b>	<b>74,699</b>	<b>(1,388,175)</b>	<b>(1,699,384)</b>
<b>Balances - beginning of year</b>	<b>68,172</b>	<b>57,694</b>	<b>85,168</b>	<b>738,101</b>	<b>322,044</b>	<b>1,905,682</b>	<b>3,176,861</b>
<b>Balances - end of year</b>	<b>\$ 73,646</b>	<b>\$ 67,992</b>	<b>\$ 78,890</b>	<b>\$ 342,699</b>	<b>\$ 396,743</b>	<b>\$ 517,507</b>	<b>\$ 1,477,477</b>
<b>Reconciliation to Statement of Net Position:</b>							
Cash and cash equivalents	\$ 73,646	\$ 67,992	\$ 78,890	\$ 342,699	\$ 396,743	\$ 517,507	\$ 1,477,477
Total cash and cash equivalents	<u>\$ 73,646</u>	<u>\$ 67,992</u>	<u>\$ 78,890</u>	<u>\$ 342,699</u>	<u>\$ 396,743</u>	<u>\$ 517,507</u>	<u>\$ 1,477,477</u>
<b>Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:</b>							
Operating income (loss)	\$ 2,575	\$ 21,493	\$ (2,302)	\$ 43,444	\$ 295,275	\$ 377,238	\$ 737,723
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:							
Depreciation expense	13,923	62,793	6,449	-	-	-	83,165
Change in assets and liabilities:							
Receivables, net	-	-	(2,561)	(30,859)	(4,140)	-	(37,560)
Due from other funds	3	(199)	-	-	-	-	(196)
Inventory	-	(9,855)	-	-	-	-	(9,855)
Deferred inflows OPEB	(136)	(176)	(9)	29	-	-	(292)
Accounts payable	(3,764)	(13,681)	(147)	13,974	47,171	25,507	69,060
Claims liability	-	-	-	(108,000)	(109,993)	252,000	34,007
Due to employees	1,200	(3,076)	35	959	58	-	(824)
Due to other funds	-	-	(16,701)	-	-	-	(16,701)
Total OPEB liability	(35,565)	(46,271)	(2,178)	(7,440)	-	-	(91,454)
Accrued compensated absences	4,645	(7,307)	98	(266)	319	-	(2,511)
Deferred outflows OPEB	41,514	54,011	2,542	8,684	-	-	106,751
<b>Net cash provided by (used in) operating activities</b>	<b>\$ 24,395</b>	<b>\$ 57,732</b>	<b>\$ (14,774)</b>	<b>\$ (79,475)</b>	<b>\$ 228,690</b>	<b>\$ 654,745</b>	<b>\$ 871,313</b>

**CITY OF MIDWEST CITY, OKLAHOMA  
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**Debt Service Coverage Schedule - Year Ended June 30, 2018**

	<b>2011 and 2011A Revenue Bonds</b>
<b>GROSS REVENUE AVAILABLE:</b>	
Water revenue	\$ 7,251,305
Wastewater revenue	7,906,946
Pledged sales tax	13,630,157
Investment income	2,416
Total Gross Revenue Available	28,790,824
<b>OPERATING EXPENSES:</b>	
Total Operating Expenses	9,797,575
Net Revenue Available for Debt Service	\$ 18,993,249
<b>Average Annual Debt Service</b>	
2011 Revenue Bonds	\$ 1,808,379
2011A Revenue Bonds	4,709,500
	\$ 6,517,879
Computed Coverage	291%
Coverage Requirement	125%

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**STATISTICAL INFORMATION**

**CITY OF MIDWEST CITY, OKLAHOMA  
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**General Government Expenditures by Function  
Last Ten Fiscal Years**

<u>Fiscal Year</u>	<u>General Government</u>	<u>Public Safety</u>	<u>Streets</u>	<u>Health and Welfare</u>	<u>Culture &amp; Recreation</u>	<u>Economic Development</u>	<u>Debt Services</u>	<u>Total</u>
2008-09	\$ 4,731,952	\$ 28,025,096	\$ 5,832,627	\$ 23,077,926	\$ 1,720,807	\$ 4,523,604	\$ 2,241,289	\$ 70,153,301
2009-10	4,341,709	25,474,931	14,974,806	1,491,596	1,657,029	4,648,669	2,811,624	55,400,364
2010-11	6,459,976	25,157,469	6,006,443	160,983	1,120,863	4,915,834	3,679,296	47,500,864
2011-12	5,423,037	27,570,275	3,702,871	629	1,989,113	4,813,173	3,745,698	47,244,796
2012-13	5,216,187	27,388,784	3,460,381	110,935	2,841,490	4,704,086	3,856,073	47,577,936
2013-14	6,972,885	27,386,699	4,382,912	463,886	2,112,589	5,028,554	3,753,029	50,100,554
2014-15	6,704,404	28,657,862	5,138,517	410,969	1,746,966	3,792,050	3,650,604	50,101,372
2015-16	7,714,835	27,494,864	4,865,569	755,691	2,037,909	4,644,064	3,505,294	51,018,226
2016-17	8,009,505	27,757,453	7,336,480	387,911	1,647,320	6,686,814	3,426,604	55,252,087
2017-18	8,766,825	28,544,968	3,800,063	441,065	1,797,029	58,846,663	19,166,464	121,363,077

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**Governmental Revenues By Source  
Last Ten Fiscal Years**

Fiscal Year	Taxes	Intergov- ernmental	Licenses & Permits	Charges for Services	Fines & Forfeitures	Investment Income	Misc Revenues	Total
2008-09	\$ 32,399,044	\$ 4,903,868	\$ 420,663	\$ 2,127,414	\$ 2,104,237	\$ (9,252,051)	\$ 775,469	\$ 33,478,644
2009-10	33,166,047	4,906,373	385,949	2,066,991	1,878,424	6,582,036	2,445,317	51,431,137
2010-11	33,566,216	6,440,504	395,511	2,193,602	2,001,322	14,546,261	552,201	59,695,617
2011-12	36,586,145 *	5,462,968	330,553	2,636,087	2,170,041	2,749,217	742,978	50,677,989
2012-13	39,796,809	5,205,283	392,512	2,249,961	1,960,694	10,846,574	1,492,193	61,944,026
2013-14	40,546,435	5,668,145	304,395	2,545,726	1,976,580	15,736,403	2,367,115	69,144,799
2014-15	39,781,445	5,543,732	349,439	3,662,747	2,045,294	8,377,665	2,381,400	62,141,722
2015-16	40,296,979	5,367,958	567,942	4,259,051	1,971,146	3,546,362	1,938,936	57,948,374
2016-17	37,327,650	5,011,809	504,832	4,564,074	1,581,638	13,120,184	2,856,002	64,966,189
2017-18	41,659,607 **	4,812,098	589,264	5,412,604	1,428,723	13,120,759	2,177,963	69,201,018

\* A new sales/use Tax became effective January 1, 2012 changing the rate from 3.3 to 3.85

\*\* A new sales/use Tax became effective January 1, 2018 changing the rate from 3.85 to 4.60

**CITY OF MIDWEST CITY, OKLAHOMA  
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**Assessed Value of Taxable Property  
Last Ten Fiscal Years**

Fiscal Year	Real Property	Personal Property	Public Service Property	Veteran and Homestead Exemption	Total Actual		Ratio of Total Assessed Value to Total Estimated Actual Value
					Assessed Value	Estimated Actual Value	
2009	244,609,641	29,359,839	12,004,561	14,504,429	271,469,612 (1)	2,467,905,563	11%
2010	252,013,094	27,856,671	13,374,321	10,453,302	278,216,075 (1)	2,529,237,045	11%
2011	258,517,927	27,728,562	13,697,571	10,398,494	284,605,074 (1)	2,587,318,855	11%
2012	259,775,001	27,954,136	13,431,063	10,164,671	285,884,862 (1)	2,598,953,291	11%
2013	263,908,805	28,917,523	11,834,175	15,286,274	289,374,229 (1)	2,630,674,809	11%
2014	267,452,466	28,135,094	11,407,389	15,250,420	291,744,529 (1)	2,652,222,991	11%
2015	272,926,268	26,469,753	11,878,425	9,320,146	296,030,326 (1)	2,691,184,782	11%
2016	283,028,134	25,089,341	11,544,013	9,165,223	304,059,153 (1)	2,764,174,118	11%
2017	296,756,210	35,937,171	13,524,628	9,022,864	330,156,570 (1)	3,001,423,364	11%
2018	309,104,061	35,772,442	13,613,786	8,855,111	341,997,736 (1)	3,109,070,327	11%

(1) New established exemption for veterans

**CITY OF MIDWEST CITY, OKLAHOMA  
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Property Tax Rates – All Overlapping Governments  
(Per \$1,000 of Assessed Value)  
Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>City Sinking Fund</u>	<u>MWC Schools</u>	<u>Rose State College</u>	<u>Oklahoma County</u>	<u>Total Midwest City Resident</u>	<u>Choctaw Schools</u>	<u>Total Midwest City Resident</u>	<u>OKC Schools</u>	<u>Total Midwest City Resident</u>
2009	7.24	65.83	17.40	24.79	115.26	68.50	117.93	58.43	107.86
2010	6.81	65.60	17.32	24.27	114.00	69.41	117.81	58.70	107.10
2011	6.62	64.64	17.18	24.06	112.50	70.22	118.08	62.09	109.95
2012	6.09	66.55	17.10	23.97	113.71	72.49	119.65	59.29	106.45
2013	5.78	64.98	17.02	23.87	111.65	76.19	122.86	60.39	107.06
2014	5.44	70.32	20.33	23.58	119.67	76.18	125.53	59.36	108.71
2015	5.18	71.03	19.88	23.72	119.81	76.17	124.95	59.71	108.49
2016	0.96	70.64	19.65	23.81	115.06	76.17	120.59	59.36	103.78
2017	0.92	65.54	19.21	23.28	108.95	76.16	119.57	59.36	102.77
2018	0.94	66.72	18.92	23.64	110.22	76.15	119.65	58.84	102.34



**CITY OF MIDWEST CITY, OKLAHOMA  
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Computation of Legal Debt Margin  
June 30, 2018

Net assessed valuation	\$341,997,736
Debt limit (a)	\$34,199,774
Applicable bonds outstanding	\$975,000
Legal debt margin	\$33,224,774

(a) Article 10, Section 26 of the Constitution of the State of Oklahoma limits municipal debt to 10% of net assessed valuation for certain types of general obligation bonds.

**CITY OF MIDWEST CITY, OKLAHOMA**  
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Ratio of Annual Debt Service Expenditures for General Obligation Bonded Debt  
To Total General Governmental Expenditures  
Last Ten Fiscal Years

Fiscal Year	Principal	Interest (1)	Total Debt Service	Total General Governmental Expenditures	Ratio of Debt Service to Government Expenditures
2007-08	\$ 1,350,000	\$ 1,102,596	\$ 2,452,596	\$ 50,037,088	4.90%
2008-09	1,400,000	635,560	2,035,560	70,153,301	2.90%
2009-10	1,400,000	569,623	1,969,623	55,400,364	3.56%
2010-11	1,400,000	503,685	1,903,685	47,500,864	4.01%
2011-12	1,400,000	437,342	1,837,342	47,244,796	3.89%
2012-13	1,400,000	370,754	1,770,754	47,577,936	3.72%
2013-14	1,400,000	304,167	1,704,167	50,100,554	3.40%
2014-15	1,400,000	259,975	1,659,975	50,101,372	3.31%
2015-16	1,400,000	190,700	1,590,700	51,018,226	3.12%
2016-17	1,400,000	121,425	1,521,425	57,389,574	2.65%
2017-18	325,000	51,750	376,750	121,363,077	0.31%

(1) Excludes bond issuance and other costs

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Ratio of Annual Debt Service Expenditures for General Obligation Bonded Debt  
 To Assessed Value and Net General Obligation Bonded Debt Per Capita  
 Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>Population</u>	<u>Assessed Value</u>	<u>Gross Bonded Debt</u>	<u>Less Debt Service Money Available</u>	<u>Net Bonded Debt</u>	<u>Ratio of Net Bonded Debt to Assessed Value</u>	<u>Net Bonded Debt Per Capita</u>
2008-09	54,088	\$ 271,469,612	\$ 12,500,000	\$ 1,513,528	\$ 10,986,472	4.05%	203
2009-10	54,088	278,216,075	11,100,000	1,500,619	9,599,381	3.45%	177
2010-11	54,371	284,605,074	9,700,000	1,504,457	8,195,543	2.88%	151
2011-12	54,371	285,884,862	8,300,000	1,551,565	6,748,435	2.36%	124
2012-13	54,371	289,374,229	6,900,000	1,428,884	5,471,116	1.89%	101
2013-14	54,371	291,744,529	5,500,000	1,373,216	4,126,784	1.41%	76
2014-15	54,371	296,030,326	4,100,000	1,364,980	2,735,020	0.92%	50
2015-16	54,371	304,059,153	2,700,000	1,392,720	1,307,280	0.43%	24
2016-17	54,371	330,156,570	1,300,000	189,868	1,110,132	0.34%	20
2017-18	54,371	341,997,736	975,000	131,132	843,868	0.25%	16

**CITY OF MIDWEST CITY, OKLAHOMA**  
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Revenue Bond and Note Coverage  
Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>Gross Revenues</u>	<u>Direct Operating Expenses</u>	<u>Net Revenue Available for Debt Service</u>	<u>Maximum Annual Debt Service</u>	<u>Debt Service Coverage</u>
2008-09	\$ 14,535,584	\$ 8,191,452	\$ 6,344,132	\$ 2,000,344	3.17
2009-10	14,822,864	7,867,225	6,955,639	2,000,344	3.48
2010-11	15,207,582	8,004,126	7,203,456	2,000,344	3.60
2011-12	17,702,453	8,669,659	9,032,794	6,517,879	1.39
2012-13	27,258,461	9,443,537	17,814,924	6,517,879	2.73
2013-14	28,567,824	9,583,902	18,983,922	6,517,879	2.91
2014-15	28,465,993	9,581,604	18,884,389	6,517,879	2.70
2015-16	28,685,573	11,425,998	17,259,575	6,517,879	2.65
2016-17	28,580,650	9,823,029	18,757,621	6,517,879	2.88
2017-18	28,790,824	9,797,575	18,993,249	6,517,879	2.91

**CITY OF MIDWEST CITY, OKLAHOMA  
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Demographic Statistics

<u>Year</u>	<u>Population</u>	<u>Population Percent Change</u>
1950	10,166	0.00%
1960	36,058	254.69%
1970	48,212	33.71%
1980	49,559	2.79%
1990	52,267	5.46%
2000	54,088	3.48%
2010	54,371	0.50%

Population is taken from US Census conducted every 10 years.

**CITY OF MIDWEST CITY, OKLAHOMA**  
**ANNUAL FINANCIAL REPORT**  
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New Construction  
Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>Commercial Construction</u>		<u>Residential Construction</u>		<u>Total Construction</u>
	<u>Number of Units</u>	<u>Value</u>	<u>Number of Units</u>	<u>Value</u>	
2008-09	264	\$ 28,032,074	504	\$ 29,169,569	\$ 57,201,643
2009-10	184	11,614,006	457	18,846,251	30,460,257
2010-11	98	14,052,174	203	23,937,338	37,989,512
2011-12	28	97,003,650	237	20,332,200	117,335,850
2012-13	27	54,561,650	120	19,020,411	73,582,061
2013-14	8	6,398,000	69	11,878,466	18,276,466
2014-15	15	6,748,210	103	16,365,722	23,113,932
2015-16	26	69,362,500	126	23,727,017	93,089,517
2016-17	14	22,360,831	94	14,092,784	36,453,615
2017-18	195	26,137,283	19	28,127,450	54,264,733

**CITY OF MIDWEST CITY, OKLAHOMA  
ANNUAL FINANCIAL REPORT  
As of and for the Year Ended June 30, 2018**

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Miscellaneous Statistics  
June 30, 2018

Date of Incorporation	1943
Form of government	Council-manager
Square miles in city limits	24.37
Miles of streets	794.38 Lane miles
<b>Education</b>	
Number of primary schools	8
Number of secondary schools	3
Number of High schools	2
Number of colleges	1
<b>Police Protection</b>	
Number of officers	95
<b>Fire Protection</b>	
Number of stations	6
Number of headquarters	1
Number of personnel per shift	25
<b>Public Works</b>	
Water storage capacity (millions of gallons)	9.5
Miles of water lines	302.8
Miles of sanitary sewer lines	286.8

**CITY OF MIDWEST CITY, OKLAHOMA**  
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Miscellaneous Statistics, Continued  
June 30, 2018

**City Employees**

<u>Fiscal Year</u>	<u>Full Time Government</u>	<u>Full Time Hotel/Conference Center</u>
2007-08	499	-
2008-09	499	-
2009-10	502	60
2010-11	494	62
2011-12	493	62
2012-13	491	-
2013-14	489	-
2014-15	477	-
2015-16	472	-
2016-17	470	-
2017-18	471	-



**CITY OF MIDWEST CITY, OKLAHOMA**  
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Miscellaneous Statistics, Continued  
June 30, 2018  
City Water Usage (Gallons)

<u>Fiscal Year</u>	<u>Annual Usage</u>	<u>Average Daily Usage</u>
2007-08	1,863,117,000	5,104,430
2008-09	1,931,741,887	5,292,444
2009-10	1,910,755,000	5,234,945
2010-11	1,953,204,878	5,351,246
2011-12	2,025,176,197	5,548,428
2012-13	1,902,831,000	5,213,236
2013-14	1,699,549,985	4,656,301
2014-15	1,604,378,570	4,395,558
2015-16	1,778,171,000	4,871,701
2016-17	2,193,795,000	6,010,397
2017-18	1,993,392,000	5,461,348



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December 21, 2018

City Council and Management  
City of Midwest City, Oklahoma

This letter is to inform the City Council of the City of Midwest City about significant matters related to the conduct of our audit as of and for the year ended June 30, 2018, so that it can appropriately discharge its oversight responsibility and we comply with our professional responsibilities.

The following summarizes various matters that must be communicated to you under auditing standards generally accepted in the United States of America.

### **The Respective Responsibilities of the Auditor and Management**

Our responsibility under auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States have been described to you in our arrangement letter dated July 10, 2018. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

### **Overview of the Planned Scope and Timing of the Financial Statement Audit**

We have issued a separate communication dated June 30, 2018 regarding the planned scope and timing of our audit and have discussed with you our identification of, and planned audit response to, significant risks of material misstatement.

### **Significant Accounting Practices, Including Policies, Estimates and Disclosures**

Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice. Management has the ultimate responsibility for the appropriateness of the accounting policies used by the City. The City adopted Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. As a result of the implementation, the City added disclosures in Note 10 of the basic financial statements and restated beginning net position. The City also adopted GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*. As a result of the implementation, the City has ceased capitalizing interest on construction in progress for proprietary funds.

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

The following is a list of the significant estimates which you may wish to monitor for your oversight responsibilities of the financial reporting process:

- Allowance for doubtful accounts
- Depreciable life of capital assets
- Net pension liability (NPL) assumptions
- Fair value of investments
- Other post-employment benefits (OPEB) liability
- Worker's compensation, healthcare and other risk ,management liabilities

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**Audit Adjustments**

There were no audit adjustments proposed by us and recorded by the City.

**Uncorrected Misstatements**

We identified the following uncorrected misstatements that management has concluded are not, individually or in the aggregate, material to the financial statements. We agree with management's conclusion in that regard.

**Opinion Unit: Governmental Type Activities**

Description	Effect - Debit (Credit)				
	Assets	Liabilities	Net Position	Revenue	Expense
To adjust OPEB liability for errors in actuarial assumptions	\$ -	\$ 610,259	\$ (863,877)	\$ 253,618	\$ -
	<u>\$ -</u>	<u>\$ 610,259</u>	<u>(863,877)</u>	<u>\$ 253,618</u>	<u>\$ -</u>
Current year effect on net position			253,618		
<b>Total</b>			<u>\$ (610,259)</u>		

**Opinion Unit: Business Type Activities and Midwest City Municipal Authority**

Description	Effect - Debit (Credit)				
	Assets	Liabilities	Net Position	Revenue	Expense
To adjust OPEB liability for errors in actuarial assumptions	\$ -	\$ 223,981	\$ (317,066)	\$ -	\$ 93,085
	<u>\$ -</u>	<u>\$ 223,981</u>	<u>(317,066)</u>	<u>\$ -</u>	<u>\$ 93,085</u>
Current year effect on net position			93,085		
<b>Total</b>			<u>\$ (223,981)</u>		

**Opinion Unit: General Fund**

Description	Effect - Debit (Credit)				
	Assets	Liabilities	Net Position	Revenue	Expense
Double entry for Hospital Authority Mowing Fee, booked PY revenue in FY18.	\$ -	\$ -	\$ (16,122)	\$ 16,122	\$ -
Expenses incurred in FY18 but not recorded in FY18		(29,878)			29,878
	<u>\$ -</u>	<u>\$ (29,878)</u>	<u>(16,122)</u>	<u>\$ 16,122</u>	<u>\$ 29,878</u>
Current year effect on net position			29,878		
<b>Total</b>			<u>\$ 13,756</u>		

**Opinion Unit: Internal Service Funds**

Description	Effect - Debit (Credit)				
	Assets	Liabilities	Net Position	Revenue	Expense
To adjust OPEB liability for errors in actuarial assumptions	\$ -	\$ 44,287	\$ (62,692)	\$ -	\$ 18,405
	<u>\$ -</u>	<u>\$ 44,287</u>	<u>(62,692)</u>	<u>\$ -</u>	<u>\$ 18,405</u>
Current year effect on net position			18,405		
<b>Total</b>			<u>\$ (44,287)</u>		

**Internal Control Matters**

We have issued our report dated December 21, 2018, on internal controls over financial reporting and compliance and other matters, as required by *Government Auditing Standards*. That report is attached to this letter, and will also be filed with the Oklahoma State Auditor & Inspector's office upon acceptance by the City Council.

**Disagreements with Management**

We encountered no significant difficulties with management over the application of significant accounting principles, the basis of management's judgments on any significant matters, the scope of the audit or significant disclosures to be included in the financial statements.

**Consultation With Other Accountants**

We are not aware of any consultations management had with other accountants about accounting or auditing matters, other than those services provided by Crawford and Associates to prepare the year end financial statements.

**Significant Issues Discussed with Management**

No significant issues arising from the audit were discussed or were the subject of correspondence with management.

**Difficulties Encountered in Performing the Audit**

We did not encounter any significant difficulties in dealing with management during the audit.

**Management Representations**

Attached are copies of the management representation letters for the financial statement audit and the Single Audit.

**Other Communications with Management**

Attached is a letter describing deficiencies in internal controls that we determined were not material weaknesses or significant deficiencies, and other recommendations to management to improve processes and efficiencies.

**Closing**

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the City of Midwest City.

This report is intended solely for the information and use of the City Council and management and is not intended to be, and should not be, used by anyone other than these specified parties.

*RSM US LLP*



RSM US LLP

**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***

Honorable Mayor and Members of City Council  
City of Midwest City, Oklahoma  
Midwest City, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Midwest City, Oklahoma, (the City) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 21, 2018. Our report on our audit of the City's basic financial statements contains an emphasis of matter paragraph describing a restatement due to the implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. Our opinion was not modified with respect to this matter.

**Internal Control Over Financial Reporting**

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses that we consider to be a material weakness. The material weakness is identified as Finding 2018-001.

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**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City'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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**City of Midwest City's Response to Findings**

The City's response to the findings identified in our audit are described in the accompanying schedule of findings over the financial statements. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

**Purpose of this Report**

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

*RSM US LLP*

Oklahoma City, Oklahoma  
December 21, 2018

**City of Midwest City, Oklahoma**

**Schedule of Findings and Responses  
June 30, 2018**

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**Findings Related to the Financial Statements:**

**A. Internal Control**

**Finding 2018-001**

Audit finding: In 2018, the City's did not submit accurate census data to its actuarial specialist to determine the net other post-employment benefit obligation and the related deferred outflows, deferred inflows, and benefit expense under Governmental Accounting Standards Board (GASB) Statement No. 75.

Criteria: GASB Statement No. 75 requires that assumptions be based on the actual experience of the covered group, to the extent that credible experience data are available, but should emphasize expected long-term future trends rather than give undue weight to recent past experience. These include the expected point in time at which benefit payments will begin to be made and marital and dependency status.

Condition and context: The City had several instances of employees covered under the health plan having incorrect hire dates, incorrect plan elections, and errors in marital status when testing the census data submitted to the plan actuary for valuation under GASB Statement No. 75.

Cause: The City's human resources director did not adequately review the census data prior to its submission to the actuarial specialist.

Effect: The City's actuary calculated an estimate using inaccurate census data. The error in the calculation was deemed to be immaterial. However, future errors in census data could result in material misstatements in the City's financial report.

Recommendation: We recommend that the City review the census data in full prior to its submission to actuaries and confirm that the data represents accurate information prior to the estimates calculation.

Management response and corrective action plan: Concur. We will perform a comprehensive review of the census data in Spring 2018/Summer 2018. After open enrollment, we will update the census data for any changes that occur.

**B. Compliance Findings**

No matters to report.



# THE CITY OF MIDWEST CITY

December 21, 2018

RSM US LLP  
210 Park Avenue, Suite 1725  
Oklahoma City, Oklahoma 73102

This representation letter is provided in connection with your audit of the basic financial statements of the City of Midwest City, Oklahoma (the "City") as of and for the year ended June 30, 2018 for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

We confirm, to the best of our knowledge and belief, as of December 21, 2018:

## **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated July 10, 2018, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.
2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable and reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take.
5. Related party transactions and interfund transactions, including interfund accounts and advances receivable and payable, sale and purchase transactions, interfund transfers, long-term loans, leasing arrangements and guarantees, have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
6. All events subsequent to the date of the financial statements, and for which U.S. GAAP requires adjustment or disclosure, have been adjusted or disclosed.
7. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
8. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with Statement of Financial Accounting Standards No.5 and/or GASB Statement No.10.



9. We have no direct or indirect, legal or moral obligation for any debt of any organization, public or private, or to special assessment bond.
10. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance. In connection therewith, we specifically represent that we are responsible for determining that we are not subject to the requirements of the Single Audit Act because we have not received, expended or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.
11. The City has satisfactory title to all owned assets.
12. Net positions (net investment in capital assets; restricted; and unrestricted) and fund balances are properly classified and when applicable, approved.
13. Expenses or expenditures have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
14. Revenues are appropriately classified in the statements of activities within program revenues and general revenues.
15. Capital assets, including infrastructure assets, are properly capitalized, reported, and depreciated.
16. We agree with the findings of the actuary specialists used by the City of Midwest, Oklahoma Firefighters Pension and Retirement System (the "OFPRS"), and Oklahoma Police Pension and Retirement System (the "OPPRS") in evaluating the assumptions and financial amounts related to the defined benefit plans and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
17. We believe the implementation of GASB Statement Nos. 75, 81, 85, 86 and 89 is appropriate and the disclosures regarding their impact, or lack thereof, is also appropriate.
18. We have informed you of all uncorrected misstatements.

As of and for the year ended June 30, 2018, we believe that the effects of the uncorrected misstatements aggregated by you and summarized below are immaterial, both individually and in the aggregate, to the opinion units of the financial statements. For purposes of this representation, we consider items to be material, regardless of their amount, if they involve the misstatement or omission of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

### Opinion Unit: Governmental Type Activities

Description	Effect - Debit (Credit)				
	Assets	Liabilities	Net Position	Revenue	Expense
To adjust OPEB liability for errors in actuarial assumptions	\$ -	\$ 610,259	\$ (863,877)	\$ 253,618	-
	<u>\$ -</u>	<u>\$ 610,259</u>	<u>(863,877)</u>	<u>\$ 253,618</u>	<u>\$ -</u>
Current year effect on net position			253,618		
Total			<u>\$ (610,259)</u>		

### Opinion Unit: Business Type Activities and Midwest City Municipal Authority

Description	Effect - Debit (Credit)				
	Assets	Liabilities	Net Position	Revenue	Expense
To adjust OPEB liability for errors in actuarial assumptions	\$ -	\$ 223,981	\$ (317,066)	\$ -	93,085
	<u>\$ -</u>	<u>\$ 223,981</u>	<u>(317,066)</u>	<u>\$ -</u>	<u>\$ 93,085</u>
Current year effect on net position			93,085		
Total			<u>\$ (223,981)</u>		

### Opinion Unit: General Fund

Description	Effect - Debit (Credit)				
	Assets	Liabilities	Net Position	Revenue	Expense
Double entry for Hospital Authority Mowing Fee, booked PY revenue in FY18.	\$ -	\$ -	\$ (16,122)	\$ 16,122	-
Expenses incurred in FY18 but not recorded in FY18		(29,878)			29,878
	<u>\$ -</u>	<u>\$ (29,878)</u>	<u>(16,122)</u>	<u>\$ 16,122</u>	<u>\$ 29,878</u>
Current year effect on net position			29,878		
Total			<u>\$ 13,756</u>		

### Opinion Unit: Internal Service Funds

Description	Effect - Debit (Credit)				
	Assets	Liabilities	Net Position	Revenue	Expense
To adjust OPEB liability for errors in actuarial assumptions	\$ -	\$ 44,287	\$ (62,692)	\$ -	18,405
	<u>\$ -</u>	<u>\$ 44,287</u>	<u>(62,692)</u>	<u>\$ -</u>	<u>\$ 18,405</u>
Current year effect on net position			18,405		
Total			<u>\$ (44,287)</u>		

### Information Provided

19. We have provided you with:

- a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
- b. Additional information that you have requested from us for the purpose of the audit;
- c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.

- d. Minutes of the meetings of the governing boards and committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 20. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- 21. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
- 22. We have no knowledge of allegations of fraud or suspected fraud, affecting the City's financial statements involving:
  - a. Management.
  - b. Employees who have significant roles in the internal control.
  - c. Others where the fraud could have a material effect on the financial statements.
- 23. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements received in communications from employees, former employees, analysts, regulators, or others.
- 24. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations whose effects were considered when preparing financial statements.
- 25. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
- 26. We have disclosed to you the identity of the City's related parties and all the related-party relationships and transactions of which we are aware.
- 27. We have informed you of a material weakness in the design or operation of internal controls that could adversely affect the City's ability to record, process, summarize and report financial data.
- 28. We are aware of no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

### **Supplementary Information**

- 29. With respect to supplementary information presented in relation to the financial statements as a whole:
  - a. We acknowledge our responsibility for the presentation of such information.
  - b. We believe such information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America.
  - c. The methods of measurement have not changed from the prior period.
  - d. Underlying significant assumptions or interpretations regarding the measurement or presentation of such information are disclosed in the financial statements.
  - e. When supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.
- 30. With respect to the required supplementary information presented as required by the Governmental Accounting Standards Board to supplement the basic financial statements:
  - a. We acknowledge our responsibility for the presentation of such required supplementary information.

- b. We believe such required supplementary information is measured and presented in accordance with guidelines prescribed by accounting principles generally accepted in the United States of America and/or budgetary accounting principles as described in the financial statements.
- c. The methods of measurement or presentation have not changed from those used in the prior period.
- d. Underlying significant assumptions or interpretations regarding the measurement or presentation of such information are disclosed in the financial statements, including the notes to the required supplementary information.

### **Compliance Considerations**

31. In connection with your audit conducted in accordance with *Government Auditing Standards*, we confirm that management:

- a. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
- b. Is responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the auditee.
- c. Is not aware of any instances that have occurred, or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- d. Is not aware of any instances that have occurred, or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts.
- e. Is not aware of any instances that have occurred, or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- f. Is responsible for the design, implementation and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- g. Acknowledges its responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud.
- h. Has a process to track the status of audit findings and recommendations.
- i. Has identified for the auditor that there are no previous audits, attestation engagements, and other studies related to the audit objectives.
- j. Has provided views on the auditor's reported findings, conclusions, and recommendations, as well as management's planned corrective actions, for the report.

During the course of your audit, you may have accumulated records containing data which should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

City of Midwest City, Oklahoma

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J. Guy Henson  
City Manager



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Tim Lyon  
Assistant City Manager



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Christy Barton  
Finance Director



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Frank Chen  
Deputy Finance Director



RSM US LLP

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December 21, 2018

To Management and the City Council  
City of Midwest City  
Midwest City, Oklahoma

In planning and performing our audit of the financial statements of the City of Midwest City (the City) as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing, or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

We communicated the significant deficiencies and material weaknesses identified during our audit in a separate communication dated December 21, 2018.

Certain deficiencies in internal control that have been previously communicated to you, in writing, by us or by others within your organization are not repeated herein.

Following are descriptions of other identified deficiencies in internal control that we determined did not constitute significant deficiencies or material weaknesses:

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**Consideration of Removal of 29<sup>th</sup> and Douglas Fund**

The 29<sup>th</sup> and Douglas Fund was formerly an active enterprise fund with fees collected from residents of a trailer park. This trailer park is no longer active and the land has remained in the 29<sup>th</sup> and Douglas Fund. We recommend that the City have an appraisal done of the land and make a determination as to an effective use of the land and account for it accordingly.

The following deficiencies were communicated to management in the prior year and are being included in this letter. We believe that management should consider implementing controls and procedures to address these deficiencies.

**Review of SOC1 Reports by Management**

During our review of the transaction cycles related to health insurance and workers compensation, RSM noted that the SOC 1 reports, which outline the results of the audits over internal controls of the City's third party administrators related to the self-insured plans, were not being reviewed by management prior to providing them to the auditors. Management should review these reports as they are available to ensure that all user controls are appropriately implemented and that the controls for the third party administrators are operating effectively.

**Recording of Government Wide Entries**

The City engages Crawford & Associates to record their GASB 34 entries as part of the preparation of the year-end financial statements. Crawford & Associates record these transactions in the financial statements, but the City does not record them in their general ledger. This has caused some issues in reconciling the capital asset balances and ensuring all assets have been recorded. We recommend that the City record these entries as part of the year-end close process each year and update these balances prior to sending the general ledger to Crawford & Associates.

**Capitalization Threshold for Capital Assets**

The City has a capitalization threshold of \$1,000 for its capital assets. In February 2006, the Governmental Financial Officers Association (GFOA) recommended that state and local governments not establish a capitalization threshold of less than \$5,000 for any individual items in any case. We recommend that the City adopt a capitalization threshold of at least \$5,000 for individual capital assets and consider whether a higher threshold, such as \$10,000, might be appropriate. Note that if the City adopts a policy greater than \$5,000, it would need to modify that policy for assets acquired with Federal funds.

This letter is intended solely for the information and use of management, the City Council, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties. We appreciate serving the City of Midwest City and would be happy to assist you in addressing and implementing any of the suggestions in this letter.

*RSM US LLP*



**Human Resources**  
100 N. Midwest Boulevard  
Midwest City, OK 73110  
office 405.739.1235

### **Memorandum**

**TO:** Honorable Mayor and Council

**FROM:** Catherine Wilson, Human Resources Director

**DATE:** January 8, 2019

**RE:** Discussion and consideration of accepting the monthly report on the City of Midwest City Employees' Health Benefits Plan by the City Manager and action as deemed necessary by the Council to maintain the plan.

This item is placed on the agenda at the request of the Council. Attached to this memo is information regarding the current financial condition of the City Employees' Health Benefits Plan for the month of November 2018 which is the fifth (5) period of the FY 2018/2019.

This is a staff update

A handwritten signature in black ink, appearing to read "Catherine Wilson", with a long horizontal line extending to the right.

Catherine Wilson, Human Resources Director



<b>FISCAL YEAR 2018-2019</b>	<b>Jul -18</b>	<b>Aug -18</b>	<b>Sep -18</b>	<b>Oct -18</b>	<b>Nov -18</b>	<b>Dec -18</b>	<b>Jan -19</b>	<b>Feb -19</b>	<b>Mar -19</b>	<b>Apr -19</b>	<b>May -19</b>	<b>Jun -19</b>
<b>PLAN INCOME</b>												
Budgeted (MTD)	590,806	886,209	590,806	590,806	590,806	590,806	590,806	590,806	886,209	590,806	590,806	590,806
Actual (MTD)	580,003	778,717	869,305	675,077	605,701							
Budgeted (YTD)	590,806	1,477,015	2,067,821	2,658,627	3,249,433							
Actual (YTD)	580,003	1,358,720	2,228,025	2,903,102	3,508,803							
<b>PLAN CLAIMS/ADMIN COSTS</b>	<b>Jul -18</b>	<b>Aug -18</b>	<b>Sep -18</b>	<b>Oct -18</b>	<b>Nov -18</b>	<b>Dec -18</b>	<b>Jan -19</b>	<b>Feb -19</b>	<b>Mar -19</b>	<b>Apr -19</b>	<b>May -19</b>	<b>Jun -19</b>
Budgeted (MTD)	569,824	854,736	569,824	569,824	569,824	569,824	569,824	569,824	854,736	569,824	569,824	569,824
Actual (MTD)	697,154	533,729	955,290	867,993	682,361							
Budgeted (YTD)	569,824	1,424,560	1,994,384	2,564,208	3,134,032							
Actual (YTD)	697,154	1,230,883	2,186,173	3,054,166	3,736,527							
<b>EXCESS INCOME vs. EXPENDITURES</b>	<b>Jul -18</b>	<b>Aug -18</b>	<b>Sep -18</b>	<b>Oct -18</b>	<b>Nov -18</b>	<b>Dec -18</b>	<b>Jan -19</b>	<b>Feb -19</b>	<b>Mar -19</b>	<b>Apr -19</b>	<b>May -19</b>	<b>Jun -19</b>
Budgeted (MTD)	20,982	31,473	20,982	20,982	20,982	20,982	20,982	20,982	31,473	20,982	20,982	20,982
Actual (MTD)	-117,151	244,988	-85,985	-192,916	-76,660							
Budgeted (YTD)	20,982	52,455	73,437	94,419	115,401							
Actual (YTD)	-117,151	127,837	41,852	-151,064	-227,724							
<b>FISCAL YEAR 2017-2018</b>	<b>**Jul -17**</b>	<b>Aug -17</b>	<b>Sep -17**</b>	<b>**Oct -17**</b>	<b>Nov -17</b>	<b>Dec -17</b>	<b>**Jan -18**</b>	<b>Feb -18</b>	<b>Mar -18**</b>	<b>Apr -18</b>	<b>**May -18**</b>	<b>Jun -18</b>
<b>PLAN INCOME</b>												
Budgeted (MTD)	583,812	583,812	875,718	583,812	583,812	583,812	583,812	583,812	875,718	583,812	583,812	583,812
Actual (MTD)	549,884	581,809	762,314	573,509	575,591	584,948	639,389	575,734	780,330	582,690	593,056	585,557
Budgeted (YTD)	583,812	1,167,624	2,043,342	2,627,154	3,210,966	3,794,778	4,378,590	4,962,402	5,838,120	6,421,932	7,005,744	7,589,556
Actual (YTD)	549,884	1,131,693	1,894,007	2,467,516	3,043,107	3,628,055	4,267,444	4,843,178	5,623,508	6,206,198	6,799,254	7,384,811
<b>PLAN CLAIMS/ADMIN COSTS</b>	<b>**Jul -17**</b>	<b>Aug -17</b>	<b>Sep -17</b>	<b>**Oct -17**</b>	<b>Nov -17</b>	<b>Dec -17</b>	<b>**Jan -18**</b>	<b>Feb -18</b>	<b>Mar -18</b>	<b>Apr -18</b>	<b>**May -18**</b>	<b>Jun -18</b>
Budgeted (MTD)	583,489	583,489	875,235	583,489	583,489	583,489	583,489	583,489	875,235	583,489	583,489	583,489
Actual (MTD)	570,148	531,432	564,791	564,182	535,313	709,157	594,992	427,810	594,358	566,711	655,998	551,006
Budgeted (YTD)	583,489	1,166,978	1,731,769	2,295,951	2,831,264	3,540,421	4,135,413	4,563,223	5,157,581	5,724,292	6,380,290	6,931,296
Actual (YTD)	570,148	1,101,580	1,666,371	2,230,553	2,765,866	3,475,023	4,070,015	4,497,825	5,092,183	5,658,894	6,314,892	6,865,898
<b>EXCESS INCOME vs. EXPENDITURES</b>	<b>**Jul -17**</b>	<b>Aug -17</b>	<b>Sep -17</b>	<b>**Oct -17**</b>	<b>Nov -17</b>	<b>Dec -17</b>	<b>**Jan -18**</b>	<b>Feb -18</b>	<b>Mar -18</b>	<b>Apr -18</b>	<b>**May -18**</b>	<b>Jun -18</b>
Budgeted (MTD)	323	323	483	323	323	323	323	323	483	323	323	323
Actual (MTD)	-20,264	50,377	197,523	9,327	40,278	-124,209	44,397	147,924	185,972	15,979	-62,942	34,551
Budgeted (YTD)	323	646	311,573	331,203	379,702	254,357	243,177	399,179	680,539	697,640	625,454	658,260
Actual (YTD)	-20,264	30,113	227,636	236,963	277,241	153,032	197,429	345,353	531,325	547,304	484,362	518,913

Nov. 5/FY 2019: \$1,978,052  
 Nov. 5/FY 2018: \$2,080,962  
 Nov. 5/FY 2017: \$1,574,165  
 Nov. 5/FY 2016: \$1,830,873

**AUGUST AND MARCH HAVE 3 PAYROLLS**

**\*\* HAD FIVE MONDAYS WITH REPORTED MEDICAL CLAIMS PAID\*\***



**City Manager**  
100 N. Midwest Boulevard  
Midwest City, OK 73110  
[ghenson@midwestcityok.org](mailto:ghenson@midwestcityok.org)  
Office: 405.739.1204/Fax: 405.739.1208  
[www.midwestcityok.org](http://www.midwestcityok.org)

MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: J. Guy Henson, City Manager  
DATE: January 8, 2019  
SUBJECT: Consider and adopt a resolution fixing the amount of bonds to mature each year, fixing the time and place the bonds are to be sold, authorizing the Clerk to give notice of said sale as required by law, and declaring an emergency.

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Per our legal counsel, the attached resolution is needed for the issuance of the Series 2019 General Obligation Bonds.

Staff recommends approval.

J. GUY HENSON, AICP, City Manager

**THE CITY COUNCIL OF THE CITY OF MIDWEST CITY, STATE OF OKLAHOMA,  
MET IN REGULAR SESSION IN THE COUNCIL CHAMBERS AT THE CITY HALL, 100  
NORTH MIDWEST BOULEVARD, IN SAID CITY ON THE 8TH DAY OF JANUARY,  
2019, AT 6:00 O'CLOCK P.M.**

PRESENT:

ABSENT:

Notice of the regular meetings of the City Council for calendar year 2019 having been given in writing to the City Clerk of Midwest City, Oklahoma prior to December 15, 2018, and public notice having been posted in prominent public view at the City Hall, 100 North Midwest Boulevard, Midwest City, Oklahoma, twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays and legal holidays, all in compliance with the Oklahoma Open Meeting Act.

**(OTHER PROCEEDINGS)**

Thereupon there was introduced a resolution which was read in full by the Clerk and considered by sections. Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the resolution was adopted by the following vote:

**AYE:**

**NAY:**

**THEREUPON**, the resolution was signed by the Mayor, attested by the Clerk, sealed with the seal of said municipality and is as follows:

**RESOLUTION NO. 2019-01**

**A RESOLUTION FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR, FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD AND AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW AND DECLARING AN EMERGENCY.**

**WHEREAS**, the issuance of \$53,650,000,000.00 of General Obligation Bonds by the City of Midwest City, Oklahoma, described as follows: \$15,965,000.00 bonds for the purpose of constructing, reconstructing, improving, and repairing streets within said City; \$21,635,000.00 bonds for the purpose of purchasing, constructing, equipping, improving, extending, renovating, repairing and beautifying public parks and parklands, cultural and recreational facilities, all to be owned exclusively by said City; and \$10,490,000.00 bonds for the purpose of acquiring, constructing, reconstructing, improving, remodeling, and repairing public safety buildings and facilities and acquiring necessary lands therefor and purchasing and installing public safety equipment all to be owned exclusively by said City, has been duly authorized at an election held on August 28, 2018; and

**WHEREAS**, The Council of the City of Midwest City, Oklahoma, pursuant to Title 62, Oklahoma Statutes 2011, Section 354, desires to sell at this time \$20,000,000.00 in General Obligation Bonds consisting of a combined issue of \$7,945,000.00 bonds for the purpose of constructing, reconstructing, improving, and repairing streets within said City; \$4,345,000.00 bonds for the purpose of purchasing, constructing, equipping, improving, extending, renovating, repairing and beautifying public parks and parklands, cultural and recreational facilities, all to be owned exclusively by said City; and \$7,710,000.00 bonds for the purpose of acquiring, constructing, reconstructing, improving, remodeling, and repairing public safety buildings and facilities and acquiring necessary lands therefor and purchasing and installing public safety equipment all to be owned exclusively by said City as authorized in the 2018 election.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MIDWEST CITY, OKLAHOMA:**

**Section 1.** That \$20,000,000.00 of General Obligation Bonds of the City of Midwest City, Oklahoma, voted on the 28<sup>th</sup> day of August, 2018, shall be offered for sale at City Hall, 100 North Midwest Boulevard, in said municipality on the 12th day of February, 2019, at 10:30 o'clock A .M. Central Standard Time, by receipt of sealed bids and electronic bids as set forth in the Notice of Sale and Instructions to Bidders to be used in connection with the sale of the Bonds and that said Bonds shall become due \$795,000.00 in two years from their date and \$835,000.00 annually each year thereafter until paid.

**Section 2.** That the Clerk of said City is hereby ordered and directed to cause notice of the sale of said Bonds to be given as required by law.

**ADOPTED AND APPROVED** this 8th day of January, 2019.

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Mayor

ATTEST:

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SARA HANCOCK, City Clerk

(SEAL)

APPROVED as to form and legality this 8th day of January, 2019.

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HEATHER POOLE, City Attorney

I, the undersigned, the duly qualified and acting Clerk of the City of Midwest City, Oklahoma hereby certify that the foregoing is a true and complete copy of a Resolution calling for the sale of Bonds adopted by the governing body of said municipality and transcript of proceedings of said governing body at a regular meeting thereof held on the date therein set out, insofar as the same relates to the introduction, reading and adoption thereof as the same appears of record in my office.

I hereby certify that a true and complete copy of the Public Notice, attached hereto as Exhibit "A", was posted in prominent public view at the city Hall, 100 North Midwest Boulevard, Midwest City, Oklahoma, twenty-four (24) hours prior to the date of the meeting therein described, excluding Saturdays, Sundays and legal holidays. I further certify that a true, correct and complete copy of the schedule of regularly scheduled meetings of the City Council of the City for calendar year 2019 was filed in the office of the City Clerk of Midwest City, Oklahoma, as proscribed by law and in accordance with the Oklahoma Open Meeting Act.

**WITNESS** my hand and seal this 8th day of January, 2019.

---

City Clerk



**City Manager**  
100 N. Midwest Boulevard  
Midwest City, OK 73110  
[ghenson@midwestcityok.org](mailto:ghenson@midwestcityok.org)  
Office: 405.739.1204/Fax: 405.739.1208  
[www.midwestcityok.org](http://www.midwestcityok.org)

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: J. Guy Henson, City Manager

DATE: January 8, 2019

SUBJECT: Discussion and consideration of appointing the Mayor's nominee of Aaron Budd as the Midwest City representative to the newly formed Regional Transportation Authority of Central Oklahoma.

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As you may recall, on November 27, 2018, the Council approved Resolution 2018-31 authorizing Midwest City's involvement in the execution of the Trust Agreement and Indenture of the Regional Transportation Authority of Central Oklahoma (Attached for your reference).

As a member of the Trust Agreement and Indenture, the Council appoints a citizen from Midwest City to represent the financial and logistic interests of the City as the newly formed Authority proceeds as established "for the purpose of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of the regional transportation district." (Res. 2018-31)

The Mayor has nominated Mr. Aaron Budd, PLLC as the Midwest City Citizen to sit on the Authority.

J. GUY HENSON, AICP, City Manager

RESOLUTION NO. 2018-31

**A RESOLUTION OF THE COUNCIL OF THE CITY OF MIDWEST CITY, OKLAHOMA AUTHORIZING EXECUTION OF THE TRUST AGREEMENT AND INDENTURE OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA**

WHEREAS, the City of Midwest City, Oklahoma, together with other interested Central Oklahoma municipalities, formed the Regional Transit Authority Task Force (Task Force) of the Association of Central Oklahoma Governments (ACOG) for the purpose of developing a Regional Transportation Authority (RTA); and

WHEREAS, the Task Force has worked diligently since August 2015 to study the issues involved in developing an RTA including the structure, design, and rules of operation of the RTA; the geographic boundaries, districting, and rules of modification of the RTA; the form of governance and board representation on the RTA; the organizational structure and staffing for the RTA; and the structure of the relationship among the RTA and existing transit systems; and

WHEREAS, on September 27, 2018, the Task Force unanimously approved the draft Trust Agreement and Indenture of the Regional Transportation Authority of Central Oklahoma which will serve to create the RTA;

WHEREAS, the Council has had the opportunity to consider the draft Trust Agreement and Indenture of the Regional Transportation Authority of Central Oklahoma;

NOW THEREFORE BE IT RESOLVED that the Trust Agreement and Indenture of the Regional Transportation Authority of Central Oklahoma which will serve to create the RTA under the provisions of Title 68, Oklahoma Statutes 2014, § 1370.7; Title 60, Oklahoma Statutes §176, et seq., as amended by Title 60, Chapter 4, Oklahoma Session Laws 1953; and the Oklahoma Trust Act and other applicable statutes of the State of Oklahoma for the purpose of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of the regional transportation district is the result of a long, deliberate, and collaborative process among the Central Oklahoma municipalities and should be adopted.

PASSED AND APPROVED this 27 day of NOVEMBER, 2018.

Attest:

Sara Hancock  
SARA HANCOCK, City Clerk

Matthew D. Dukes II  
MATTHEW D DUKES II, Mayor

APPROVED as to form this 29<sup>th</sup> day of November, 2018.

Heather Poole  
HEATHER POOLE, City Attorney





MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Mike Bower, Emergency Management Manager

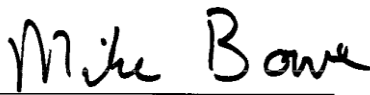
DATE: January 8, 2019

SUBJECT: Discussion and consideration of accepting a State and Local Assistance Performance Grant from and entering into an Agreement for the Sub-Grant of Emergency Management Performance Grant Program Funds with The State of Oklahoma Department of Emergency Management (OEM) in the amount of \$20,000 effective October 1, 2018 to encourage the development of comprehensive disaster preparedness and assistance plans, programs, capabilities, and organizations by Tribal, State and Political Subdivisions.

For 2019 we have received a \$5,000 increase over previous years. This sub-grant will provide the basis for dealing effectively with disasters and emergencies. Payments to the local jurisdiction will be made on a quarterly basis according to the schedule provided in this performance grant.

This award is designed to assist our community in meeting the cost of our emergency management program. Future grant eligibility is contingent upon completion of the scope of work contained in the attached performance grant agreement.

Staff recommends approval.



MIKE BOWER  
Emergency Management Manager

Attachment: Proposed Performance Grant Agreement

# **FY 2019 Emergency Management Performance Grant Contractual Agreement**

This agreement is entered into by and between the State of Oklahoma Department of Emergency Management, and, **The City of Midwest City** , 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 **20,000.00** 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 are to assist a 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. 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 2019 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 2019 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 2019 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 2019 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
- b. Hiring full or part-time staff, contractors or consultants
- c. Travel
- d. Supplies

### 5. Equipment

In accordance with 44 CFR 13.32 allowable equipment categories for the FY 2019 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 3. 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 2019, 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 2019 to the Oklahoma Department of Emergency Management.
3. **The FY 2019 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**

1<sup>st</sup> Quarter: October 1, 2018 – December 31, 2018

2<sup>nd</sup> Quarter: January 1, 2019 – March 31, 2019

3<sup>rd</sup> Quarter: April 1, 2019 – June 30, 2019

4<sup>th</sup> Quarter: July 1, 2019 – September 30, 2019

#### **Article 4. Payment Terms**

All payments will be contingent upon the Political Subdivision jurisdiction's payment requests and the Oklahoma Department of Emergency Management Regional Coordinator's review of required tasks. Should the Political Subdivision meet the EMPG Sub-Grant performance requirements, the following shall occur:

1. Payment in the amount of 25% of the awarded FY 2019 EMPG Sub-Grant will be made by the Oklahoma Department of Emergency Management for the First Quarter, after January 15, 2019 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 2019 EMPG Sub-Grant will be made for the Second Quarter after April 15, 2019 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 2019 EMPG Sub-Grant will be made for the Third Quarter after July 15, 2019 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 2019 EMPG Sub-Grant will be made for the fourth quarter after October 15, 2019, 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 5. 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 6. Waiver of Scope of Work Line Items**

During the performance period of the Sub-Grant, only one (1) waiver relieving the jurisdiction from having to complete a basic scope of work line item (Article 1 Scope of Work 1-10) 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 (Reference Article 8).

#### **Article 7. 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 8. 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 9. Termination**



Either party may cancel this agreement by providing 15 days notice in writing to the other party.

#### **Article 10. 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 11. 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 12. 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](http://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 13. Trafficking in Persons**

#### **A. Provisions applicable to a recipient.**

1. You as the recipient, your employees, sub-recipients under this award, and sub-recipients' employees may not:
  - a. Engage in several 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 sub-recipient 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 sub-recipient 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 sub-recipient 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 sub-recipient 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 sub-award 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 sub-recipient 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. “Several 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).

# **FY 2019 Emergency Management Performance 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

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FEDERAL EMERGENCY MANAGEMENT AGENCY  
**SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS**

FOR  
 FY 2019

CA FOR (Name of Applicant)

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 - Non-construction Programs
- Part II  FEMA Form 20-16C, Certification 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.

Mike Bower  
 Typed Name of Authorized Representative

Emergency Manager  
 Title

Mike Bower  
 Signature of Authorized Representative

12-18-18  
 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.



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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 your 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 all Federal statutes relating to Service Act of 1912 (42 U.S.C. 290-d-3 and 290-ee-3), as relating to nondiscrimination on the basis of drug abuse or alcoholism; (g) 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; (h) 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; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) 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.
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 non-discrimination. 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 discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) 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; (g) Sections 523 and 527 of the Public Health, the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction sub-agreements.
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 of 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 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 Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, 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.

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 (Non-procurement) 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 sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontract(s) and that all sub-recipients shall certify and disclose accordingly.

Standard Form LLL, "Disclosure of Lobbying Activities" attached. (This form must be attached to certification if non-appropriated 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 had a civilian judgement rendered against the 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 transaction (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).

8. 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)

City of Midwest City  
100 N. Midwest Blvd.  
Midwest City Oklahoma, 73110

Check here  if there are workplaces on file that are not identifier 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

<b>1. Type of Federal Action:</b> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of Last Report: _____
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<b>4. Name and Address of Reporting Entity:</b> Prime Sub-awardee  Tier, if known: _____ Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is a Sub-awardee, Enter Name and Address of Prime</b>  Congressional District, if known: <u>4 + 5</u>
---	--

<b>6. Federal Department/Agency:</b>  <p align="center" style="font-size: 2em;">N/A</p>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____
---	--

<b>8. Federal Action Number, if known:</b> <p align="center" style="font-size: 2em;">N/A</p>	<b>9. Award Amount, if known:</b>  <p align="center" style="font-size: 2em;">\$</p>
---	---

<b>10a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI)</i> <p align="center" style="font-size: 2em;">N/A</p>	<b>10b. Individuals Performing Services</b> <i>(last name, first name, MI, and address if different from No. 10a)</i>
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<b>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.</b>	Signature: <u>Mike Bower</u> Print Name: <u>Mike Bower</u> Title: <u>Emergency Manager</u> Telephone No: <u>405 739 1386</u> Date: <u>12-18-18</u>
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**Federal Use Only:**

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# FY 2019 Emergency Management Performance Grant Signature Page

Approved by the Oklahoma Department of Emergency Management

this 11<sup>th</sup> day of December, 2018:

Name Michelle Ann Steen  
**Director, Oklahoma Department of Emergency Management**

I certify the The City of Midwest City is budgeting \$20,000.00 (The aforementioned amount must be equal to or exceed the grant dollar amount you are receiving) to match this EMPG Sub-Grant of 20,000.00 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 Midwest City, Oklahoma

this \_\_\_\_\_ day of \_\_\_\_\_, 2018:

Name

\_\_\_\_\_  
**Chief Elected Official**





**Grants Management**  
100 N. Midwest Boulevard  
Midwest City, OK 73110  
**405.739.1216**

TO: Honorable Mayor and City Council

FROM: Terri L. Craft, Grants Manager

DATE: January 8, 2019

RE: Discussion and consideration of approving and entering into an agreement for professional services with Freese and Nichols, Inc. in the lump sum amount of \$36,000 and an additional not to exceed fee of \$5,000 (special services, if needed) for the engineering and design of the concrete trail along N.E. 23<sup>rd</sup> St. and improvements under the Crutcho Creek Bridge being part of Phase II of the SCIP Recreational Trail Project. (Grants Management – T. Craft)

The following agreement for professional services will produce engineered construction plans for the first segment of Phase II of the SCIP Recreational Trail. The 2018 Recreational Trail Grant Agreement was approved at the December 11, 2018 council meeting.

Staff recommends approval.

A handwritten signature in black ink that reads "Terri L. Craft". The signature is written in a cursive, flowing style.

Terri L. Craft  
Grants Manager

**AGREEMENT FOR PROFESSIONAL SERVICES**

STATE OF OKLAHOMA §

COUNTY OF OKLAHOMA §

This Agreement is entered into by the City of Midwest City, Oklahoma, hereinafter called "City" and Freese and Nichols, Inc., hereinafter called "FNI." In consideration of the Agreements herein, the parties agree as follows:

- I. **EMPLOYMENT OF FNI:** In accordance with the terms of this Agreement: City agrees to employ FNI; FNI agrees to perform professional services in connection with the Project; City agrees to pay to FNI compensation. The Project is described as follows: **SCIP Phase 2, 23<sup>rd</sup> Street (SH-62) Trail Crossing at Crutcho Creek**
- II. **SCOPE OF SERVICES:** FNI shall render professional services in connection with Project as set forth in Attachment SC - Scope of Services and Responsibilities of City which is attached to and made a part of this Agreement.
- III. **COMPENSATION:** City agrees to pay FNI for all professional services rendered under this Agreement in accordance with Attachment CO - Compensation which is attached hereto and made a part of this Agreement. FNI shall perform professional services as outlined in the "Scope of Services" for a lump fee of \$36,000.00 and a not to exceed sum fee of \$5,000.00. Details concerning the fee are included in Attachment CO.  
If FNI's services are delayed or suspended by City, or if FNI's services are extended for more than 60 days through no fault of FNI, FNI shall be entitled to equitable adjustment of rates and amounts of compensation to reflect reasonable costs incurred by FNI in connection with such delay or suspension and reactivation and the fact that the time for performance under this Agreement has been revised.
- IV. **TERMS AND CONDITIONS OF AGREEMENT:** The Terms and Conditions of Agreement as set forth as Attachment TC shall govern the relationship between the City and FNI.

Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than City and FNI, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of City and FNI and not for the benefit of any other party.

This Agreement constitutes the entire Agreement between City and FNI and supersedes all prior written or oral understandings.

This contract is executed in two counterparts.

IN TESTIMONY HEREOF, they have executed this Agreement, the \_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

**City of Midwest City, Oklahoma**  
(City)

\_\_\_\_\_

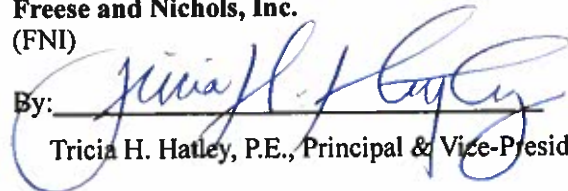
By: \_\_\_\_\_

Print Name and Title

ATTEST:

**Freese and Nichols, Inc.**  
(FNI)



By: 

Tricia H. Hatley, P.E., Principal & Vice-President

## SCOPE OF SERVICES AND RESPONSIBILITIES OF CITY

### ARTICLE I

**BASIC SERVICES:** FNI shall render the following professional services in connection with the development of the Project:

FNI shall prepare construction documents for the Project. All engineering activities are to be closely coordinated with appropriate personnel to assure that the design concept and the construction documents are prepared in accordance with the requirements of the City. Coordination activities will include those required to secure ODOT acceptance of the Right of Way Agreement and OG&E utility clearance requirements. FNI's duties during the bidding phase will be coordinated with the City in that the City will assume some of the duties for the bidding process as part of their normal procedures. Construction phase services and Environmental permitting will be handled by the City and are not part of this contract. The City shall issue written notice to the FNI prior to any work beyond this scope of services. The City owns the design and all supporting files related to the project.

The Project includes:

Construction of a ten (10) foot wide concrete trail starting approximately 175 feet west of the existing trail head parking lot, continuing west to the bridge over Crutch Creek before crossing to the north side of 23rd Street. These improvements will include paving and grading work for the placement of the trail. Minor drainage headwall consolidation work will be investigated and designed to alleviate encroachment into the existing ditch to the south with a common structure (Standard detail). The trail crossing underneath the 23rd Street bridge will include excavation to achieve the required vertical clear distance with a slope wall from the existing abutment to the east edge of sidewalk. Scour protection will be recommended and designed to protect the slope leading from the west side of the sidewalk towards the creek but hydraulic modeling is not included with this contract. The City provided flood model impacted cross sections will be updated to incorporate the improvements, but no modeling will be performed. It is assumed traffic control plans will not be needed and construction will be handled through ODOT standard details. R/W and Easement investigation and acquisition document generation are not included. The City will be responsible for right-of-entry to property owner property for construction activity to reconstruct driveways, sidewalks, and any other pertinent work. Record Drawing creation is not included as part of this contract and will be handled by the City.

Professional engineering services shall include, but are not limited to the following:

- I. 30% DESIGN PHASE (PLAN SUBMITTAL & DESIGN MEETING)
  - A. Data Collection
    1. Aerials (Provided by City)
    2. As-built Utility, Bridge, and Roadway Information (Provided by City/ODOT)
    3. Topographic Contour Data of the surrounding area encompassing each project location (Provided by City)
  - B. Site visit – A site visit and field reconnaissance of the project area by the project team to determine the general layout for trail improvements and other related appurtenances.
  - C. Prepare engineering design for the following:
    1. Conceptual design for the horizontal layout of the Trail with vertical considerations to estimate impacts of grading

2. Determine driveway replacement limits based on horizontal and vertical trail crossing
3. Review feasibility of combining 3 outfall headwall structures into junction box or drop inlet. Draw revised plan view configuration of storm drain system at this location.
4. Determine slope wall limits and placement adjacent to the abutment underneath the bridge structure.
5. Evaluate/design scour protection west of the trail, under the bridge structure to protect the adjacent trail.
6. Identify potential lighting solutions for illuminating underneath the bridge structure.
7. Coordinate with OG&E to determine design considerations for the Trail when crossing franchise utility lines.

**D. Conceptual Design Plan Submittal and Review Meeting Charette**

1. Prepare double plan view sheets of the proposed trail improvements for review with City Staff.
2. Prepare Opinion of Probable Construction Cost (OPCC) using the latest ODOT Pay Item Pricing history.
3. Attend one (1) meeting with City Staff to review the proposed improvements and make revisions as needed.

**E. ODOT Coordination**

1. Attend meetings with ODOT to discuss the planned trail improvements (meet with ODOT staff as needed to generate the necessary approvals)
  - a. Review meeting– ENGINEER will meet with ODOT to discuss the planned improvements, schedule, and procedures to start the process for ODOT approval and R/W Agreement.

**II. FINAL DESIGN PHASE (90% & FINAL PLAN SUBMITTAL)**

**A. Prepare engineering design for the following:**

1. Finalize the Horizontal and Vertical elements of the trail design.
2. Design final driveway tie-ins and curb replacement for closing off chosen drives.
3. Finalize Drainage drop inlet structure and alignment configuration
4. Design final project grading.
5. Develop design for chosen Lighting Method
6. Prepare Miscellaneous Details
7. Prepare Specifications in accordance with City of Midwest City requirements: City of Midwest City Contract Documents/General Conditions and ODOT Technical Specifications.
8. Prepare Opinion of Probable Construction Cost Estimate (OPCC) using current ODOT pay item history.

**B. Final Design Plan Submittal, plan sheets to include:**

1. Title sheet
2. General notes and Typical Sections
3. Pay Quantity Summary and notes

4. Horizontal Control
  5. Removal Plans
  6. Trail Layout Sheets
  7. Grading Plan
  8. Lighting Sheets
  9. Miscellaneous Details
- C. Submit half-size (11x17) digital PDF of the plan set and one (1) digital PDF of the Construction Cost Estimate (OPCC) to the City for review.
  - D. Project meeting will be arranged to discuss the Final design with the City (assumed 1 meeting).
  - E. R/W and Easement acquisition and document generation is not included. The City will be responsible for right-of-entry to property owner property for construction activity to reconstruct driveways, sidewalks, and any other pertinent work. These items can be added by supplemental if needed.
  - F. FNI will update the City provided flood model cross sections that are impacted with these improvements. Modeling is not included in the contract.
  - G. FNI will provide .dwg format base files to the City at the completion of design.

### III. . BID PHASE

- A. Attendance at Pre-Bid Conference (assumed 1 meeting). Additional meetings can be added at the City's request through supplemental.
- B. At City's request, FNI will assist City in responding to Requests for Information, in the opening, tabulating, and analyzing the bids received as needed. Pre- qualification of all prospective bidders, reviewing qualifications, recommending award of contracts, and issuing a list of eligible bidders prior to the bid opening would be additional services.
- C. City will be responsible for: generating the required plan sets for distribution during the bid phase, generating conformed construction documents, and all printing associated with the bid or construction phases. FNI printed sets of documents can be provided as an additional service.

### Special Services

#### I. SURVEY

The Consultant will provide survey services in accordance with the items below:

- A. Limits of Survey – per attached Exhibit
- B. Scope of Work
  1. Horizontal & Vertical Control:
    - a. Set a minimum of 2 control points for horizontal and vertical purposes. The primary control points will be derived from an OPUS solution of a GPS static session – unless otherwise directed by the City.
    - b. Establish benchmarks at no more than 400' intervals throughout the survey limits
    - c. Run a differential level loop through all control points and benchmarks

2. Topographic Survey
  - a. Topographical survey will include all the following existing surface features: roads, curbs, drives, sidewalks, buildings, finished floor at thresholds, signs, fences, walls, decorative trees, flowerbeds, all visible drainage structures, and visible and/or marked utilities.
  - b. All utility companies servicing the project area will be contacted through "OKIE811" 48 hours prior to survey and the locations will be obtained. Private utilities that are not members of "OKIE811" will not be researched and locates will not be requested for these non-members. If utility markers/evidence is found during the survey, we will attempt to contact the corresponding owner to have them located.
  - c. Storm sewer manholes, sanitary sewer manholes, water valves and their inverts will be measured for depth (to the connection outside of survey limits).

C. Deliverables

1. Submit a MicroStation CAD file containing all above described items with proper annotations (per FNI CAD Standards), as well as the following:
  - a. Surface model with contours at a 1.0' interval
  - b. Control point and benchmark elevation adjustment spreadsheet

ARTICLE II

**ADDITIONAL SERVICES:** Additional Services to be performed by FNI, if authorized by City, which are not included in the above described basic services, are described as follows:

- A. GIS mapping services or assistance with these services.
- B. ALTA/NSPS Survey.
- C. FEMA floodplain determination.
- D. Providing Construction Staking services.
- E. Coordination of locating private utility lines.
- F. Utility potholing or 4-way sweep locating.
- G. Making property, boundary and right-of-way surveys, preparation of easement and deed descriptions, including title search and examination of deed records.
- H. Providing services to investigate existing conditions or facilities, or to make measured drawings thereof, or to verify the accuracy of drawings or other information furnished by City.
- I. Providing renderings, model, and mock-ups requested by the City.
- J. Making revisions to drawings, specifications or other documents when such revisions are 1) not consistent with approvals or instructions previously given by City or 2) due to other causes not solely within the control of FNI.
- K. Providing consultation concerning the replacement of any Work damaged by fire or other cause during the construction, and providing services as may be required in connection with the replacement of such Work.
- L. Investigations involving consideration of operation, maintenance and overhead expenses, and the

preparation of rate schedules, earnings and expense statements, feasibility studies, appraisals, evaluations, assessment schedules, and material audits or inventories required for certification of force account construction performed by City.

- M. Preparing applications and supporting documents for government grants, loans, or planning advances and providing data for detailed applications.
- N. Providing shop, mill, field or laboratory inspection of materials and equipment. Observe factory tests of equipment at any site remote to the project or observing tests required as a result of equipment failing the initial test.
- O. Preparing data and reports for assistance to City in preparation for hearings before regulatory agencies, courts, arbitration panels or any mediator, giving testimony, personally or by deposition, and preparations therefore before any regulatory agency, court, arbitration panel or mediator.
- P. Furnishing the services of a Resident Project Representative to act as City's on-site representative during the Construction Phase. The Resident Project Representative will act as directed by FNI in order to provide more extensive representation at the Project site during the Construction Phase. Through more extensive on-site observations of the work in progress and field checks of materials and equipment by the Resident Project Representative and assistants, FNI shall endeavor to provide further protection for City against defects and deficiencies in the work. Furnishing the services of a Resident Project Representative is subject to the provisions of Article I, D and Attachment RPR.

If City provides personnel to support the activities of the Resident Project Representative who is FNI or FNI's agent or employee, the duties, responsibilities and limitations of authority of such personnel will be set forth in an Attachment attached to and made a part of this Agreement before the services of such personnel are begun. It is understood and agreed that such personnel will work under the direction of and be responsible to the Resident Project Representative. City agrees that whenever FNI informs him in writing that any such personnel provided by the City are, in his opinion, incompetent, unfaithful or disorderly, such personnel shall be replaced.

- Q. Furnishing Special Inspections required under chapter 17 of the International Building Code. These Special Inspections are often continuous, requiring an inspector dedicated to inspection of the individual work item, and they are in addition to General Representation and Resident Representation services noted elsewhere in the contract. These continuous inspection services can be provided by FNI as an Additional Service.
- R. Preparation of Conformed or "As Bid" plans and specifications for use during the construction phase. These documents shall involve the incorporation of addenda items into the Contract Documents through modification of the electronic files and reprinting of the plans and specifications inclusive of the incorporated changes.
- S. Assisting City in preparing for, or appearing at litigation, mediation, arbitration, dispute review boards, or other legal and/or administrative proceedings in the defense or prosecution of claims disputes with Contractor(s).
- T. Performing investigations, studies and analyses of substitutions of equipment and/or materials or deviations from the drawings and specifications.
- U. Assisting City in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this Agreement. Such services, if any, shall be furnished by FNI on a fee basis negotiated by the respective parties outside of and in addition to this Agreement.

- V. Providing environmental support services including the design and implementation of ecological baseline studies, environmental monitoring, impact assessment and analyses, permitting assistance, and other assistance required to address environmental issues.
- W. Performing investigations, studies, and analysis of work proposed by construction contractors to correct defective work.
- X. Design, contract modifications, studies or analysis required to comply with local, State, Federal or other regulatory agencies that become effective after the date of this agreement.
- Y. Services required to resolve bid protests or to rebid the projects for any reason.
- Z. Visits to the site in excess of the number of trips included in Article I for periodic site visits, coordination meetings, or contract completion activities.
- AA. Any services required as a result of default of the contractor(s) or the failure, for any reason, of the contractor(s) to complete the work within the contract time.
- BB. Providing services after the completion of the construction phase not specifically listed in Article I.
- CC. Providing basic or additional services on an accelerated time schedule. The scope of this service include cost for overtime wages of employees and consultants, inefficiencies in work sequence and plotting or reproduction costs directly attributable to an accelerated time schedule directed by the City.
- DD. Providing services made necessary because of unforeseen, concealed, or differing site conditions or due to the presence of hazardous substances in any form.
- EE. Providing services to review or evaluate construction contractor(s) claim(s), provided said claims are supported by causes not within the control of FNI.
- FF. Providing value engineering studies or reviews of cost savings proposed by construction contractors after bids have been submitted.
- GG. Preparing statements for invoicing or other documentation for billing other than for the standard invoice for services attached to this professional services agreement.
- HH. Provide follow-up professional services during Contractor's warranty period.
- II. Provide Geotechnical investigations, studies and reports.

### ARTICLE III

**TIME OF COMPLETION:** FNI is authorized to commence work on the Project upon execution of this Agreement and agrees to complete the services in accordance with the following schedule: Delivery of the 30% plan submittal will be 3 months from NTP with final plans being delivered 2 months from written ODOT approval of the 30% planned improvements. The aforementioned contract time frames are contingent upon City review time and the ODOT approval process and will be adjusted as needed

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay. These delays may include but are not limited to delays in City or regulatory reviews, delays on the flow of information to be provided to FNI, governmental approvals, etc. These delays may result in an adjustment to compensation as outlined on the face of this Agreement and in Attachment CO.



## ARTICLE IV

**RESPONSIBILITIES OF CITY:** City shall perform the following in a timely manner so as not to delay the services of FNI:

- A. City recognizes and expects that certain Change Orders may be required. Unless noted otherwise, the City shall budget a minimum of 5% for new construction and a minimum of 10% for construction that includes refurbishing existing structures.

Further, City recognizes and expects that certain Change Orders may be required to be issued as the result in whole or part of imprecision, incompleteness, errors, omission, ambiguities, or inconsistencies in the Drawings, Specifications, and other design documentation furnished by Engineer or in the other professional services performed or furnished by Engineer under this Agreement ("Covered Change Orders"). Accordingly, City agrees to pay for Change Orders and otherwise to make no claim directly or indirectly against Engineer on the basis of professional negligence, breach of contract, or otherwise with respect to the costs of approved Covered Change Orders unless the aggregate costs of all such approved Covered Change Orders exceed 2% for new construction and 4% for reconstruction. Any responsibility of Engineer for the costs of Covered Changed Orders in excess of such percentage will be determined on the basis of applicable contractual obligations and professional liability standards. For purposes of this paragraph, the cost of Covered Change Orders will not include:

- any costs that City would have incurred if the Covered Change Order work had been included originally in the Contract Documents and without any other error or omission of Engineer related thereto,
- Any costs that are due to unforeseen site conditions, or
- Any costs that are due to changes made by the City.
- Any costs that are due to the Contractor

Nothing in this provision creates a presumption that, or changes the professional liability standard for determining if, Engineer is liable for the cost of Covered Change Orders in excess of the percent of Construction Cost stated above or for any other Change Order. Wherever used in this document, the term Engineer includes Engineer's officers, directors, partners, employees, agents, and Engineers Consultants.

- B. Designate in writing a person to act as City's representative with respect to the services to be rendered under this Agreement. Such person shall have contract authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to FNI's services for the Project.
- C. Provide all criteria and full information as to City's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which City will require to be included in the drawings and specifications.
- D. Assist FNI by placing at FNI's disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project.
- E. Arrange for access to and make all provisions for FNI to enter upon public and private property as required for FNI to perform services under this Agreement.
- F. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by FNI, obtain advice of an attorney, insurance counselor and other consultants as City

deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of FNI.

- G. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
- H. City shall make or arrange to have made all subsurface investigations, including but not limited to borings, test pits, soil resistivity surveys, and other subsurface explorations. City shall also make or arrange to have made the interpretations of data and reports resulting from such investigations. All costs associated with such investigations shall be paid by City.
- I. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as City may require or FNI may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as City may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as City may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.
- J. City shall determine, prior to receipt of construction bid, if FNI is to furnish Resident Project Representative service so the Bidders can be informed.
- K. If City designates a person to serve in the capacity of Resident Project Representative who is not FNI or FNI's agent or employee, the duties, responsibilities and limitations of authority of such Resident Project Representative(s) will be set forth in an Attachment attached to and made a part of this Agreement before the Construction Phase of the Project begins. Said attachment shall also set forth appropriate modifications of the Construction Phase services as defined in Attachment SC, Article I, C, together with such adjustment of compensation as appropriate.
- L. Attend the pre-bid conference, bid opening, preconstruction conferences, construction progress and other job related meetings and substantial completion inspections and final payment inspections.
- M. Give prompt written notice to FNI whenever City observes or otherwise becomes aware of any development that affects the scope or timing of FNI's services, or any defect or nonconformance of the work of any Contractor.
- N. Furnish, or direct FNI to provide, Additional Services as stipulated in Attachment SC, Article II of this Agreement or other services as required.
- O. Bear all costs incident to compliance with the requirements of this Article IV.

**ARTICLE V**

**DESIGNATED REPRESENTATIVES:** FNI and City designate the following representatives:

City's Designated Representative

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

City's Accounting Representative

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

FNI's Designated Representative

Brandon Huxford  
6303 N. Portland Avenue, Suite 100  
Oklahoma, City, Oklahoma 73112  
405-252-5938  
bjh@freese.com

FNI's Accounting Representative

Stephanie Kirchstein  
2711 North Haskell Avenue, Suite 3300  
Dallas, Texas 75204  
Phone: 214-217-2212  
Stephanie.Kirchstein@freese.com

Compensation to FNI for the Basic Services described in Attachment SC shall be a lump sum fee of Thirty-Six Thousand Dollars (\$36,000.00) and a not to exceed fee of Five Thousand Dollars (\$5,000.00) for Special Services in Attachment SC. If FNI sees the Scope of Services changing so that Additional Services are needed, including but not limited to those services described as Additional Services in Attachment SC, FNI will notify the City for the City's approval before proceeding. Additional Services shall be computed based on the Schedule of Charges.

**Schedule of Charges:**

<u>Position</u>	<u>Min</u>	<u>Max</u>
Professional 1	70	110
Professional 2	91	133
Professional 3	115	185
Professional 4	125	218
Professional 5	174	270
Professional 6	183	332
Construction Manager 1	73	145
Construction Manager 2	100	150
Construction Manager 3	142	170
Construction Manager 4	153	229
CAD Technician/Designer 1	55	107
CAD Technician/Designer 2	86	126
CAD Technician/Designer 3	102	167
Corporate Project Support 1	41	97
Corporate Project Support 2	59	137
Corporate Project Support 3	79	215
Intern / Coop	38	65

**Rates for In-House Services**

**Technology Charge**

\$8.50 per hour

**Bulk Printing and Reproduction**

	<u>B&amp;W</u>	<u>Color</u>
Small Format (per copy)	\$0.10	\$0.25
Large Format (per sq. ft.)		
Bond	\$0.25	\$0.75
Glossy / Mylar	\$0.75	\$1.25
Vinyl / Adhesive	\$1.50	\$2.00
Mounting (per sq. ft.)	\$2.00	
Binding (per binding)	\$0.25	

**Travel**

Standard IRS Rates

**OTHER DIRECT EXPENSES:**

Other direct expenses are reimbursed at actual cost times a multiplier of 1.00. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office and other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members. For Resident Representative services performed by non-FNI employees and CAD services performed in-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

**These ranges and rates will be adjusted annually in February. Last updated February 2018.**

310022018

**TERMS AND CONDITIONS OF AGREEMENT**

1. **DEFINITIONS:** The term City as used herein refers to the City of Midwest City, Oklahoma. The term FNI as used herein refers to Freese and Nichols, Inc., its employees and agents; also its subcontractors and their employees and agents. As used herein, Services refers to the professional services performed by Freese and Nichols pursuant to the AGREEMENT.
2. **CHANGES:** City, without invalidating the AGREEMENT, may order changes within the general scope of the Work required by the AGREEMENT by altering, adding to and/or deducting from the Work to be performed. If any change under this clause causes an increase or decrease in FNI's cost of, or the time required for, the performance of any part of the Services under the AGREEMENT, an equitable adjustment will be made by mutual agreement and the AGREEMENT modified in writing accordingly.
3. **TERMINATION:** The obligation to provide services under this AGREEMENT may be terminated by either party upon ten days' written notice. In the event of termination, FNI will be paid for all services rendered and reimbursable expenses incurred to the date of termination and, in addition, all reimbursable expenses directly attributable to termination.
4. **CONSEQUENTIAL DAMAGES:** In no event shall FNI or its subcontractors be liable in contract, tort, strict liability, warranty, or otherwise for any special, indirect, incidental or consequential damages, such as loss of product, loss of use of the equipment or system, loss of anticipated profits or revenue, non-operation or increased expense of operation or other equipment or systems.
5. **INFORMATION FURNISHED BY CITY:** City will assist FNI by placing at FNI's disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project. FNI shall have no liability for defects or negligence in the Services attributable to FNI's reliance upon or use of data, design criteria, drawings, specifications or other information furnished by City and City agrees to indemnify and hold FNI harmless from any and all claims and judgments, and all losses, costs and expenses arising therefrom. FNI shall disclose to City, prior to use thereof, defects or omissions in the data, design criteria, drawings, specifications or other information furnished by City to FNI that FNI may reasonably discover in its review and inspection thereof.
6. **INSURANCE:** FNI shall provide to City certificates of insurance which shall contain the following minimum coverage:
 

<b>Commercial General Liability</b>		<b>Workers' Compensation</b>	
General Aggregate	\$2,000,000	Each Accident	\$1,000,000
<b>Automobile Liability (Any Auto)</b>		<b>Professional Liability</b>	
CSL	\$1,000,000	\$3,000,000 Annual Aggregate	
7. **SUBCONTRACTS:** If, for any reason, at any time during the progress of providing Services, City determines that any subcontractor for FNI is incompetent or undesirable, City will notify FNI accordingly and FNI shall take immediate steps for cancellation of such subcontract. Subletting by subcontractors shall be subject to the same regulations. Nothing contained in the AGREEMENT shall create any contractual relation between any subcontractor and City.
8. **OWNERSHIP OF DOCUMENTS:** All drawings, reports data and other project information developed in the execution of the Services provided under this AGREEMENT shall be the property of the City upon payment of FNI's fees for services. FNI may retain copies for record purposes. City agrees such documents are not intended or represented to be suitable for reuse by City or others. Any reuse by City or by those who obtained said documents from City without written verification or adaptation by FNI will be at City's sole risk and without liability or legal exposure to FNI, or to FNI's independent associates or consultants, and City shall indemnify and hold harmless FNI and FNI's independent associates and consultants from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle FNI to further reasonable compensation. FNI may reuse all drawings, report data and other project information in the execution of the Services provided under this AGREEMENT in FNI's other activities. Any reuse by FNI will be at FNI's sole risk and without liability or legal exposure to City, and FNI shall indemnify and hold harmless City from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

9. **POLLUTANTS AND HAZARDOUS WASTES:** It is understood and agreed that FNI has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at the site, if any, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposures to such substances or conditions. The parties agree that in performing the Services required by this AGREEMENT, FNI does not take possession or control of the subject site, but acts as an invitee in performing the services, and is not therefore responsible for the existence of any pollutant present on or migrating from the site. Further, FNI shall have no responsibility for any pollutant during clean-up, transportation, storage or disposal activities.
10. **OPINION OF PROBABLE COSTS:** FNI will furnish an opinion of probable project development cost based on present day cost, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs prepared by FNI hereunder will be made on the basis of FNI's experience and qualifications and represent FNI's judgment as an experienced and qualified design professional. It is recognized, however, that FNI does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices.
11. **CONSTRUCTION REPRESENTATION:** If required by the AGREEMENT, FNI will furnish Construction Representation according to the defined scope for these services. FNI will observe the progress and the quality of work to determine in general if the work is proceeding in accordance with the Contract Documents. In performing these services, FNI will endeavor to protect City against defects and deficiencies in the work of Contractors; FNI will report any observed deficiencies to City, however, it is understood that FNI does not guarantee the Contractor's performance, nor is FNI responsible for the supervision of the Contractor's operation and employees. FNI shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or the safety precautions and programs incident to the work of the Contractor. FNI shall not be responsible for the acts or omissions of any person (except his own employees or agent) at the Project site or otherwise performing any of the work of the Project. If City designates a person to serve in the capacity of Resident Project Representative who is not a FNI's employee or FNI's agent, the duties, responsibilities and limitations of authority of such Resident Project Representative(s) will be set forth in writing and made a part of this AGREEMENT before the Construction Phase of the Project begins.
12. **PAYMENT:** Progress payments may be requested by FNI based on the amount of services completed. Payment for the services of FNI shall be due and payable upon submission of a statement for services to CITY and in acceptance of the services as satisfactory by the CITY. Statements for services shall not be submitted more frequently than monthly. Any applicable new taxes imposed upon services, expenses, and charges by any governmental body after the execution of this AGREEMENT will be added to FNI's compensation.

If CITY fails to make any payment due FNI for services and expenses within thirty (30) days after receipt of FNI's statement for services therefore, the amounts due FNI will be increased at the rate of one percent (1%) per month from said thirtieth (30th) day, and, in addition, FNI may, after giving seven (7) days' written notice to CITY, suspend services under this AGREEMENT until FNI has been paid in full, all amounts due for services, expenses and charges.

13. **ARBITRATION:** No arbitration arising out of, or relating to, this AGREEMENT involving one party to this AGREEMENT may include the other party to this AGREEMENT without their approval.
14. **SUCCESSORS AND ASSIGNMENTS:** CITY and FNI each are hereby bound and the partners, successors, executors, administrators and legal representatives of CITY and FNI are hereby bound to the other party to this AGREEMENT and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this AGREEMENT.

Neither CITY nor FNI shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this AGREEMENT without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this AGREEMENT. Nothing contained in this paragraph shall prevent FNI from employing such independent associates and consultants as FNI may deem appropriate to assist in the performance of services hereunder.

15. **PURCHASE ORDERS:** If a Purchase Order is used to authorize FNI's Services, only the terms, conditions/instructions typed on the face of the Purchase Order shall apply to this AGREEMENT. Should there be any conflict between the Purchase Order and the terms of this AGREEMENT, then this AGREEMENT shall prevail and shall be determinative of the conflict.



**Information Technology**  
100 N. Midwest Boulevard  
Midwest City, OK 73110  
Office 405.739.1374  
Fax 405.869.8602

## MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Ryan Rushing, Information Technology Director

**DATE:** January 8, 2019

**SUBJECT:** Discussion and consideration of approving and entering into an IBM Maintenance Services Agreement from February 1, 2019 to April 30, 2019 with SPS VAR, LLC in the amount of \$1,895.00 for hardware and software maintenance.

Midwest City has been utilizing CentralSquare's ERP Software System since 1999. As you may recall, this system runs mainly on an IBM iSeries and our current hardware warranty ends on January 31, 2019. This agreement will maintain continuous support with IBM on this equipment.

Staff recommends approval.

Ryan Rushing, Information Technology Director



# Statement of Work for ServiceElite

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Both of us agree to add the following Services as part of our ServiceElite contract.

## Hardware Support Extension

### 1. Scope of Services

Notwithstanding the terms of the Attachment, IBM's sole responsibilities under this Statement of Work (SOW) are limited to the items set forth in this Section 1. Scope of Services.

Under this SOW for Hardware Support Extension (HW Support Extension), IBM will provide remote assistance, from IBM's support center or via electronic access, and on-site assistance in response to Client requests for hardware support on the specified End of Service (EOS) Machines. IBM neither warrants i) uninterrupted or error-free operation of this IBM Service or Machines covered hereunder; nor ii) that IBM will correct all defects or prevent third party disruptions or unauthorized third party access to the Machines. On-site repair is subject to the availability of repair parts and skilled resources and does not include repairs that require Software Engineering or Development Support. The eligible EOS Machines, Contract Period (the HW Support Extension Effective Date to the HW Support Extension End Date), locations, options selected, and charges, all as applicable, are specified in the applicable Schedule. Newly added Machines are reflected in separate Schedules.

IBM will:

- a. provide remote technical support for problem determination (PD) and problem source identification (PSI);
- b. provide on-site technical resources, if necessary, for hardware defect resolution (for example, but not limited to, the exchange of field replaceable units (FRUs), provided that the parts are generally commercially available); and
- c. determine an applicable resolution which may include patches or workarounds.

For the avoidance of doubt, IBM's responsibilities do not include any preventive service, support for newly reported defects, engineering change management, or development of any new machine code updates, patches or fixes (including those designed to address security).

### 2. Client Responsibilities

Client agrees to provide IBM with all relevant and available diagnostic information (including product or system information) pertaining to hardware problems for which Client request assistance.

### 3. Termination

IBM may withdraw this Service upon one month's written notice to Client. Client may terminate the Service by giving one month's written notice to IBM. Client will receive a credit for any remaining prepaid period associated with Services terminated in accordance with this provision. This Service does not automatically renew.

## Service Extension Support

Notwithstanding the IBM Software Maintenance terms of the ServiceElite contract or Passport Advantage Agreement, as applicable, the following terms govern Service Extension Support.

### 1. Scope of Work

Service Extension Support (Service) includes remote assistance (from IBM's support center or by electronic access as specified below) in response to problems discovered after a Product reaches end of service.

Product-specific terms are in Appendix A. Unless otherwise specified in Appendix A, default Service includes usage, known defect, and newly discovered defect support as described below. IBM Software Maintenance or IBM Passport Advantage coverage are prerequisites for this Service.

#### 1.1 Usage and Known Defect Support

IBM will provide assistance for routine, short-duration installation and usage (how-to) questions and code related questions. IBM will also assist on supported product known defects for which corrective service information and fixes are available. This Service does not include preventive service, or the provision of patches, bypasses, or fixes designed to address security.

#### 1.2 New Defect Support

If the supported Product contains defects such that it does not conform to Program specifications when properly used in the supported operating system environment for which the Program was designed, IBM will attempt to provide a corrective restriction, bypass, or fix package, that may require prerequisite or co-requisite fix packages. IBM may determine that a resolution is not feasible due to size, complexity, or risk factors associated with code implementation and dependent architectural modifications. Any fix is provided at the then-current maintenance level for the supported Product.



## 2. Client Responsibilities

Client agrees to install fix packages to update software to assist with problem resolution. If the fix package does not pass Client's test, IBM will use reasonable efforts to re-work the problem. Client will maintain IBM Software Maintenance or IBM Passport Advantage coverage as appropriate for the given Product.

## 3. Termination

IBM may withdraw this Service upon three months' written notice. Client may terminate the Service upon one month's written notice, after the Service has been in effect for at least two months for each of the Eligible Machines and supported Products. Client will receive a credit for any remaining prepaid period associated with the terminated Service. This Service does not automatically renew.

### Appendix A: Product Specific Terms

#### A-1: AIX, i5/OS and IBM i

Refer to the supported Products listing for supported product and end of service details at <https://www-03.ibm.com/services/supline/products/>

Any newly acquired Eligible Machines and supported Products may be added upon written request, and once accepted by IBM will be reflected in the Schedule and may result in changes to the charge for this Service.

#### A-2: Licensed Program Products

The following support is covered for AIX Licensed Program Products (LPPs) and IBM i LPPs. Refer to the supported products listing for supported product and end of service details at <https://www-03.ibm.com/services/supline/products/>

Any newly acquired Eligible Machines and supported products may be added upon written request, and once accepted by IBM will be reflected in the Schedule and may result in changes to the charge for this Service.

##### A-2a: AIX Usage and Known Defect Support for (LPPs) Option

If Client has chosen full shift hours of coverage, IBM will use commercially reasonable efforts to respond to all other service calls within four hours.

##### A-2b: AIX New Defect Support for (LPPs) Option

IBM will provide new defect assistance for Severity 1 and Severity 2 problems on supported Products for which Client is entitled to receive support under the terms of the IBM Program license.

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IBM's Data Processing Addendum (DPA) at <http://ibm.com/dpa> and the DPA Exhibit at <https://www.ibm.com/mysupport/s/article/support-privacy> apply and supplement the Agreement, if and to the extent the European General Data Protection Regulation (EU/2016/679) applies to Client Personal Data, as described in the DPA.

This Statement of Work, its applicable Transaction Documents, applicable Attachments, and the Agreement in effect between us comprise the complete agreement regarding the Services described and replace any prior oral or written communications between Client and IBM. Each party accepts the terms of this Statement of Work by signing this Statement of Work by hand or, where recognized by law, electronically.

As used in this Statement of Work, "Client", "Customer", "you" and "your" refer to the contracting entity identified below.

**Agreed to:**

City of Midwest City (Client)

**Agreed to:**

International Business Machines Corporation (IBM)

By

By

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Authorized signature

Name (type or print):

Name (type or print):

Date:

Date:

Enterprise number: 05858900

Reference Attachment number: MA3C7DK

Statement of Work number: AYCF8L

Enterprise address:

IBM address:

IBM CORPORATION  
7100 HIGHLAND PARKWAY  
SMYRNA, GA 30082



# Remarketed IBM Maintenance Agreement

Extending Contract AN0PHT to 4/30/19

## Maintenance Services Description

Contract Term : 10/22/18 - 10/21/19  
Customer Name: Midwest City

Customer Ad 100 North Midwest Blvd  
Midwest City, OK 73110

Description	Type	Mod/Feat	Serial Number	Charge Start Date	Charge Stop Date	Type of Service	Charges
HWMA	9407	515	19DBA	2/1/2019	4/30/2019	24x7	\$645.00
SWMA Subscription with Supportline	9407	515	19DBA	2/1/2019	4/30/2019	24x7	\$625.00
Service Extension for V7R1 Support	9407	515	19DBA	2/1/2019	4/30/2019	24x7	\$625.00

**Total Charges** \$ **1,895.00**



***The City Of Midwest City***  
***Neighborhood Services Department***  
*Neighborhoods In Action • Code Enforcement • Neighborhood Initiative*

MEMO

To: Tim Lyon, Assistant City Manager  
 From: Mike S. Stroh, Neighborhood Services Director  
 Date: January 8, 2019  
 Subject: Monthly Neighborhood Services report for November 2018

In November 2018, the Code Enforcement Division had 6 officers for the month. City Clerk's, Code Officer was also included in these numbers. Together they opened 330 new cases, cleared 487 cases, contracted 24 properties, and wrote 37 new citations. This makes 8,005 cases for the year and we currently have 388 open cases.

Here is a breakdown of all the violations worked for the month.

	November 2017	Total 2017	November 2018	Total 2018
Tall Grass & Weeds	16	1,408	27	2,518
Rubbish	25	607	24	715
Trash & Debris	70	1,283	93	1,621
Other Nuisance	65	1,529	108	1,409
Structures	18	675	33	841
Vehicles	62	375	40	526

This shows a comparison between 2017 and 2018 of the total cases worked by each ward.

	November 2017	Total 2017	November 2018	Total 2018
Ward 1	71	1,675	91	2,496
Ward 2	39	1,021	22	804
Ward 3	43	978	98	1,432
Ward 4	9	641	36	697
Ward 5	81	1,113	34	1,512
Ward 6	14	411	49	966

For the total in the Tall Grass & Weeds we only count the one notice type.

For the total in the Rubbish we only count the one notice type.

For the total in the Trash & Debris we only count the one notice type.

For the total in the Other Nuisance we count thirty-three notice types; Alcoholic Beverages, Assistance to Another Officer, Beer License, Coin Amusement Devices, Collection/Donation Boxes-Debris, Collection/Donation Boxes-Maintenance, Collection/Donation Boxes-Registered, Computer Work, Courtesy Notice, Family Amusement License, Garage Sale-Permit Required, Graffiti, Health License, Litter, Misc. Violation, Nuisance Yard, Personal Storage Units (Commercial), Personal Storage Units (Residential), PM-Sewer, PM-Utilities Required-Water, Polycarts, Pool and Billiard Halls, Sight Triangle, Solicitor-Permit Required, Sports Equipment, Temporary Signs, Thank You Cards, Trim Trees, Utilities Required-Sanitation, Zoning-Group Residential, Zoning-Merchandise For Sale, and Zoning-C-3.

For the total in the Structures we count thirteen notice types; Address Numbers, PM-Accessory Structure, PM-Blighting Influence, PM-Boarded Dwellings, PM-Condemned Structure, PM-Exterior Paint, PM-Garage Doors, PM-General Exterior, PM-Open and Unsecure, PM-Roofs & Drainage, PM-Stairways and Porches, PM-Swimming Pools, Spas & Hot Tubs, PM-Vacant (Dilapidated) Structures, and PM-Windows and Glazing.

For the total in the Vehicle we count six notice types; Commercial Soft Surface, Handicap Parking Violation, Inoperative Vehicle, Parking in Fire Lane, Parking or Storing Commercial Vehicles, and Soft Surface Parking.

*Mike S. Stroh*

Mike S. Stroh, Neighborhood Services Director



**Public Works Administration**  
**Vaughn Sullivan, Director**  
[vsullivan@midwestcityok.org](mailto:vsullivan@midwestcityok.org)  
**R. Paul Streets, Assistant Director**  
[rstreets@midwestcityok.org](mailto:rstreets@midwestcityok.org)  
8730 S.E. 15<sup>th</sup> Street,  
Midwest City, Oklahoma 73110  
O: 405-739-1060 /Fax: 405-739-1090

### **Memorandum**

To: Honorable Mayor and Council

From: Vaughn K. Sullivan, Public Works Director

Date: January 8, 2019

Subject: Discussion and consideration of appointing Mr. Thomas Galbraith to fill the remaining term of Mr. Jeremy Griffin, ending March 26, 2019, on the Midwest City Park and Recreation Board, as Mr. Griffin has resigned, and to fill a full three-year term ending March 22, 2022.

As you may know, the Park and Recreation Board was created by an act of the council in 1972. The purpose of the Park and Recreation Board is to foster and promote the maintenance and operation of city parks and recreation facilities. The board is comprised of residents of the City appointed by the Council, assisted by representatives of the Parks and Recreation Department. Members are appointed by the Mayor, approved by the City Council, and serve 3-year terms. They meet the third Wednesday of each month at 5:00 PM at the Community Center.

On December 15, 2018, Mr. Griffin resigned from the Board due to work conflicts. Mr. Griffin represented Ward 3 on the Board and Councilmember Bowen has recommended to Mayor Dukes a replacement nominee, Mr. Galbraith. Mayor Dukes wishes to make this recommendation.

Action on this item is at the discretion of the Council.

Vaughn K. Sullivan  
Public Works Director



**City Manager**

100 N. Midwest Boulevard

Midwest City, OK 73110

[ghenson@midwestcityok.org](mailto:ghenson@midwestcityok.org)

Office: 405.739.1204/Fax: 405.739.1208

[www.midwestcityok.org](http://www.midwestcityok.org)

## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: J. Guy Henson, City Manager

DATE: January 8, 2019

SUBJECT: Discussion and consideration of accepting a proposal from Managing Results, LLC in the amount of \$28,934 to prepare a City Strategic Plan.

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The current Strategic Plan was prepared in 2015. Because strategic plans typically have a two to five year horizon, the Mayor requested staff to look into developing a new strategic plan.

Coincident with this, Councilmember Byrne introduced staff to a program that has been in place in Oklahoma City for just over ten years. The program is commonly referred to as Managing for Results, although it goes by Leading for Results in Oklahoma City. The program is an integrated government performance management system. This program integrates planning, budgeting, employee performance, management and performance reporting into a single process focused on efficiently and effectively achieving high value results for customers.

Managing for Results typically begins with the development of a Strategic Plan created by the Mayor, City Council, and City Manager's office. The Strategic Plan sets the strategic direction for the city and provides the direction for departments in how they align their operations to help contribute to the priorities and goals of the elected body.

The Strategic Plan is then followed by the preparation of Department Strategic Business Plans. When appropriate, these Department Plans align to the City's Strategic Plan. In addition, these Department Plans identify City and/or Departmental issues, strategies for addressing these issues, assessing results, lines of business/programs and performance measures. Typically, the development of Department Strategic Business Plans is a multi-year process.

Attached is a proposal for the development of a City Strategic Plan submitted by Managing Results, LLC (MR), "A Weidner Company." The estimated cost is \$28,934 as shown on page 13 of the attached document. Staff has also received favorable comments from Oklahoma City officials, who were familiar with this company's work. Funds for this project were not included in this year's budget. If approved, a supplement to the General Government Sales Tax (009) Fund will be submitted at the next Council meeting to fund this project.

J. GUY HENSON, AICP, City Manager



## **Midwest City, OK**

### **Proposal for Creation of City Strategic Plan**

**Submitted By:**

**Managing Results, LLC (MR)  
'A Weidner Company'  
203 Tomichi Trail  
Gunnison, CO 81230  
(970) 901-0039**

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## City Strategic Plan for Midwest City, Oklahoma

### Introduction

Per the City's request, Managing Results, LLC (MR) proposes to provide the City of Midwest City, Oklahoma with a 2-5 year results-based City Strategic Plan. The presence of a City Strategic Plan provides direction and also mitigates organizational anxiety that can occur when the Priorities are either vague or uncertain. Departments and even members of the private sector can move forward with a sense of confidence knowing what the City's leadership is focused on and wants to accomplish. Converting those Priorities to measurable Strategic Results makes it possible to allocate resources (both personnel and financial), to accomplish what the City believes is most important to the people who live, work and pay taxes in Midwest City.

MR's proposal provides best practices and the project budget reflects the level of focus and effort required to achieve best practices in leadership and staff engagement in the creation of a customer-focused, results-based City Strategic Plan.

### Expected Outcomes

- Provides the opportunity for the City Council to set the direction for strategic, operational, resource and policy decisions.
- Communicates the Measurable Results the community can expect to experience as a consequence of City services and efforts.
- Provides strategic direction and priorities for City leadership.
- Provides the 'North Star' to which all Departments can align their Strategic Business Plans, Budgets and Employee Performance.
- Provides the basis for the City Council's long-term performance dashboard.

### City Strategic Plan Process

MR recommends the following steps to create a City Strategic Plan for Midwest City.

➤ Review Documents to Identify Issues and Trends that will Impact the Residents and the Midwest City Government

A senior MR Consultant will review materials and documents to gain a sense of the Issues that are important and a history of the accomplishments and values that have governed Midwest City. Documents will include but are not limited to current and previous Strategic Plans and Strategic Plan updates, Comprehensive Plan, Capital Facility Plan, financial projections, current and recent budgets, tables of organization, performance reports, City Council actions, policies and statements, press and media articles, public surveys, employee surveys, demographic information, economic development plans and projections, land use plans, economic analysis and plans, other reports on topics such as education, health, environment, arts and culture, tourism, etc.

➤ Interviews with the Mayor, City Council and Executive Team

A senior MR Consultant will interview the Mayor, City Council and Executive Team. These interviews will take place via phone (or onsite if desired) and will illuminate and document the perspectives of Leadership, which will then guide the planning process. These one-on-one interviews will focus on two primary questions:

- What are the most important Issues the residents of Midwest City and the City government will be facing over the next 2-5 years?
- What results do you want to be able to say have been accomplished 2-5 years from now?

An MR consultant will compile the information from the interviews and identify the common Issues and Trends identified by the Mayor, City Council and Executive Team.

➤ Facilitated Strategic Planning Retreat

In a 2-day Strategic Planning Retreat, two of MR's most senior consultants will provide a Managing for Results education session and will facilitate the Mayor and City Council to develop the City Strategic Plan through the following steps:

- MR will provide an education session on Managing for Results that includes examples from best practice jurisdictions.
- MR will summarize the Issues and Trends identified in the document review and one-on-one interviews that will have a major impact on the residents of Midwest City and the City government over the next 2-5 years;
- The Mayor and City Council will identify 3-5 Strategic Priorities that will emerge from the Issues identified. These are broad categories of focus within which measurable Strategic Results will be established.
- The Mayor and City Council will identify Measurable, Customer-focused Strategic Results for/within each Priority. The Strategic Results are time specific, measurable, observable customer results.
- The Mayor and City Council will develop a Mission Statement that speaks to the City's purpose, its customers and how the accomplishment of the Organization's Strategic Results will impact the residents of Midwest City.

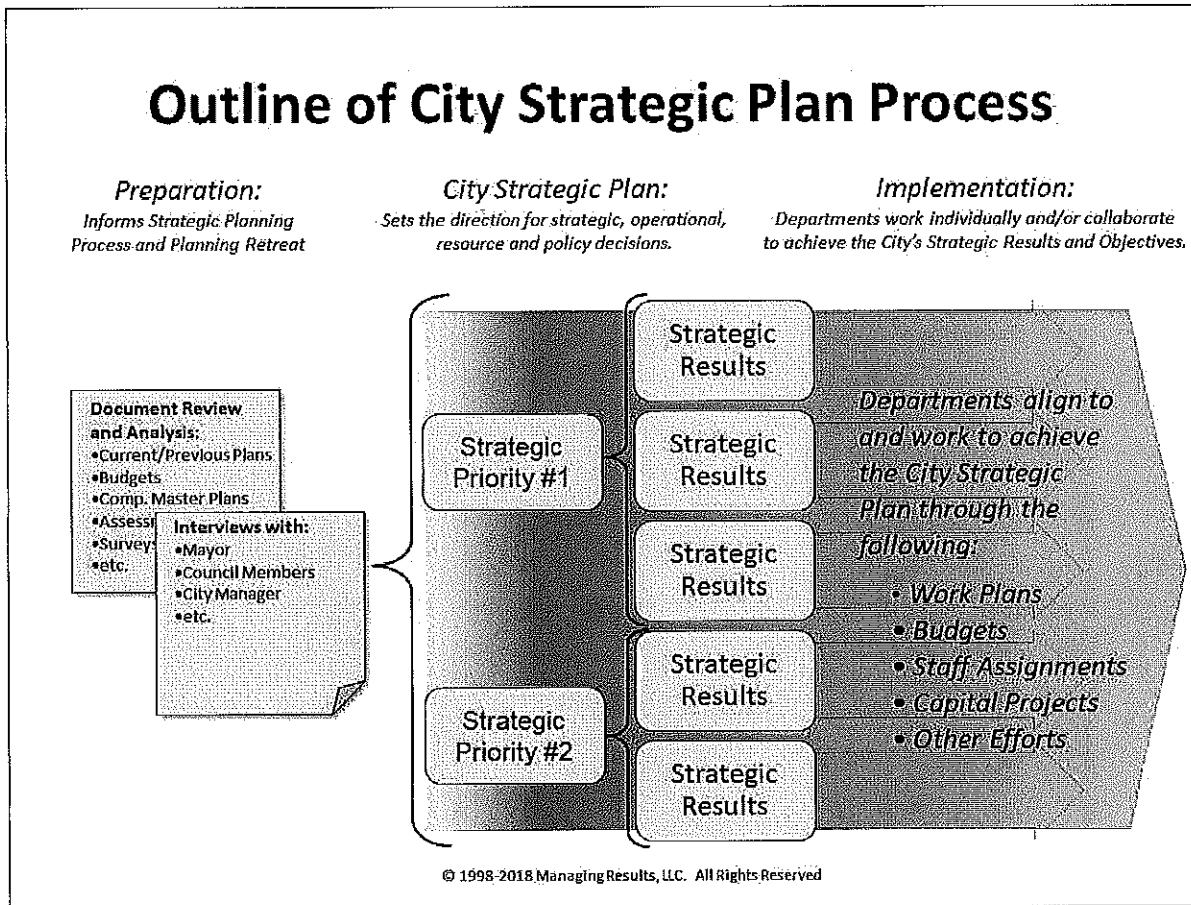
MR facilitates the development of strategic plans in a way that is built on consensus, which means that no votes are taken. The Strategic Priorities provide ample room for individual Council Member's desired results to be included - built on consensus of the City Council.

➤ Preparation of Draft City Strategic Plan Document

Following the Strategic Planning Retreat, MR will compile the retreat work products and deliver a draft City Strategic Plan document to the City Manager in Microsoft Word and Adobe PDF formats. The Plan can be incorporated into budget conversations, and the City can begin working to achieve the results set forth in the Midwest City Strategic Plan.

*Note: Midwest City is responsible for the creation of any publishable City Strategic Plan that contains information outside of the scope of this proposal and/or creative visuals that require the expertise of a professional graphic designer.*

## Process Flow Chart



*Note: The process flow chart above is a representation of the City Strategic Plan process.*

### Company Background Information

MR (formerly known as Weidner, Inc.) was founded in Iowa in 1998 by Marv Weidner, and from 2000 to 2012 was located in Austin, Texas. In 2012, Marv and Marty Weidner moved to the Gunnison Valley in Southwest Colorado and established Managing Results, LLC to continue to provide all of the services and systems that have been provided to Weidner, Inc. customers for the past 20 years.

As a firm MR has:

- Assisted 75+ governmental jurisdictions across the country,
- Facilitated 35 jurisdiction-wide strategic plans,
- Developed Department Strategic Plans for over 1,800 departments and agencies,
- Provided Performance Budget design and implementation services to departments and agencies that annually budget between \$38-\$40 Billion connected to customer results,
- Developed *Lumanas*, an enterprise performance dashboard and reporting system,
- Provided services in City and County Strategic Planning, Department Strategic Business Planning, Performance Budgeting, Performance Reporting, Data Collection and Analysis, Management

## Training on How to Use Performance Information to Manage and Communicate, Management and Efficiency Studies and Executive Coaching.

MR's tools have been continuously refined to help governments articulate their desired results with uncommon clarity. MR customers are able to successfully use Strategic Plans and performance measurement with a degree of consistency and scalability that enables decision-makers to accomplish great things and make important trade-off choices in complex political environments – and within budget restrictions.

Our engagements include large and complex governments such as Maricopa County, City of Austin, the District of Columbia, US Forest Service, Oklahoma City, City of Long Beach, Nashville/Davidson County, Chester Co, PA and smaller governments like Gunnison County, CO and Cannon Beach, OR.

MR customers use our methodologies to satisfy GFOA's standards of Performance Management, federal Government Performance and Results Acts (GPRA) requirements, Governing Magazine's Government Performance Project (GPP) criteria, and International City/County Management Association's (ICMA's) standards for performance management. Our goal is to provide our customers with the best Strategic Plan possible that reflects their organizational values, culture and goals and allows them to tell their story of challenges and achievements.

By design, MR is a small firm, a 'wisdom and expertise' firm, which allows us to stay relentlessly focused on our customers' success. MR consultants are well trained in the Managing for Results methodology and experienced in leading enterprise change processes. MR's consultants bring a wealth of experience from their former government positions working in jurisdictions across the nation.

### **Demonstration of Experience and Qualifications**

MR's strategic planning framework supports the dynamic needs of government officials, executives and staff – it is replicable, scalable and sustainable. The practical methodology and comprehensive training and capacity building services characteristic of MR projects are keys to our customers' success – and help to ensure the completed work continues to provide value for years after the initial Strategic Plan is complete. For example, MR projects with Maricopa County, AZ, Austin, TX and Oklahoma City, OK are systems that have more than 10 years of successful, continuous use of MR Strategic Plans.

Working with MR, the City will create a City Strategic Plan that is focused on measurable results for customers, including timelines for achieving the target. Most Strategic Plans are best characterized as 'general statements of good intentions'. Most strategic plans are more like hoping for results, rather than managing for results.

Traditional strategic plans lack a clear customer focus and often are written in terms of what the government will DO rather than what the customer will Experience - thus the Plan is (often unconsciously) talking about the organization rather than customers. MR's methodology, known widely as Managing for Results, can be characterized as the 'relentless pursuit of clarity'. Strategic Plans developed with MR's approach leave no doubt about what the City's Strategic Priorities are and what Strategic Results or experiences the City expects to create for the customers of City services.

MR's approach provides elected officials the ability to both communicate clearly with constituents and provide clear direction to City Departments and staff. An MR facilitated Strategic Plan will communicate with unmistakable clarity that the City is on purpose and focused on results for customers.

Because the Strategic Plan will include measurable customer results, City Departments can more easily align their operations to achieve the City's Strategic Plan, and Budgets can be aligned to support the Plan as well. This is the foundation of building an entire management system focused on results for customers – what MR refers to as Managing for Results.

Lastly, because of the qualities of MR facilitated Strategic Plans, cities and counties that have worked with MR have accomplished some remarkable things for their community. By focusing on measurable results and engaging the organization in creating those customer experiences, major accomplishments that had previously been considered out of reach become a reality for the community. And this, more than anything else, builds confidence in the City organization

#### Strategic Plan Structure & Modified Consensus Decision-Making

One measure of success in any strategic planning effort is the support it generates for successful implementation. Key to that is for all members of the City Council to all fully support the Strategic Plan.

MR developed a decision-making process we call 'modified consensus'. As we develop the Plan, no votes are taken. Votes create winners and losers, which is not a good foundation for moving a Strategic Plan forward.

The Strategic Plan structure used by MR provides the way for the Mayor and all Council members to support the Plan as it is developed and later as it is implemented. The Strategic Priorities are broad categories agreed to unanimously by the City Council. As each Strategic Priority is further developed by delineating Strategic Results, it is easy to create the 'room' necessary for individual Council member interests to be expressed. We never need to take votes but instead our customers achieve consensus. Modified consensus means that everyone can support the decisions made, not that everyone equally agrees. Thus far in 20 years of partnering with Cities and Counties, our customers have not had to take votes on what is included in the Strategic Plan.

#### Inclusive Process – You create the plan, not the consultants.

MR's customers develop the Strategic Plan, not MR. MR provides, facilitates and manages the process and the Mayor and Council create the content. This aspect of planning comes up often, sometimes in RFP's where a city is asking the consultant to write the Plan. We won't do that because the Plan is very specific to the community and only leaders of the community can, therefore, provide the content of the Plan. This may not be an issue for Midwest City. The MR approach ensures that the Strategic Plan expresses what the community wants, not what the consultant thinks you want or, worse, thinks you should want in your Plan.

#### **Consultant Team**

The distinguishing characteristic of this MR proposal is the unique methodology and the exceptional depth of the Consultant Team's experience. MR's team includes individuals who have themselves had the specific responsibility for designing and implementing Strategic Planning in their own government positions and who have provided similar services to dozens of customer jurisdictions. They have personally experienced and successfully met the challenges Midwest City will face in creating and implementing its City Strategic Plan.

- Marv Weidner – Founder and CEO

Marv Weidner has a background of more than 20 years of senior government experience. His last position was Director of Policy and Strategic Planning for the State of Iowa where he led the Governor's Managing for Results efforts that included the development of agency and enterprise strategic planning, performance budgeting and performance accountability systems. For five years prior, Marv was the head of economic assistance policy and led Iowa's highly successful welfare reform initiative. In his first ten years in state government he led Iowa's innovative refugee resettlement program, recognized by the State Department as the best in the nation.

Marv founded Managing Results in 1998 and has since led engagements with 75+ jurisdictions across the country delivering strategic planning and performance management products and services. Marv has been the lead consultant for numerous enterprise-wide Managing for Results and cultural change initiatives in some of the nation's best-managed governments. Marv's team has successfully helped some of America's best managed governments build a fully integrated management system that integrates strategic planning, program performance, accounting, program-structured/performance-informed budgeting, and individual performance planning. Using MR methodologies, MR's customers now repurpose between \$38-\$40 Billion in annual budgets on results for customers. And likewise, Marv and his team have served some very challenged governments.

In addition to being the lead on the vast majority of MR engagements, Marv has often been asked to keynote, chair and sponsor national conferences and speak to various graduate level classes. His workshops on Cultural Change Management, Performance Budgeting and Integrated Management Systems Focused on Results and Continuous Improvement consistently receive excellent ratings by participants.

- Jeremy Stephens – VP of Development and Operations/Senior Consultant

Jeremy Stephens is the VP of Development and Operations as well as a Senior Consultant for Managing Results, LLC (MR). He has over 15 years experience working in performance management in both the public and private sectors.

In addition to being lead in all of MR's systems implementation projects, Jeremy's role in co-leading Nashville-Davidson County's Strategic Planning/Performance Based Budgeting project and his subsequent 10 years with MR has given Jeremy the opportunity to become a recognized expert in Strategic Planning and Performance Based Budgeting. As a Senior Consultant for MR, Jeremy has facilitated strategic plans and delivered MFR services in Clackamas County, OR, El Paso, TX, Las Cruces, NM, Arvada, CO, Gahanna, OH, Savannah, GA, Maricopa County, AZ, and the ADAMH Board of Franklin County, OH.

Prior to joining MR, Jeremy worked for three years as the Director of Strategic Planning and Performance Management for Ticketmaster Entertainment's online marketing and branding company Echo. While at Echo he spearheaded the company's first comprehensive strategic business planning initiative and managed all aspects of the company's performance reporting that encompassed both internal metrics and metrics pertaining to the company's 250+ entertainment industry clients.

Before joining Ticketmaster in 2007, Jeremy served as the Performance Management Coordinator for the Metropolitan Government of Nashville and Davidson County. During his 5-year tenure at Metro Nashville, he helped drive the government's pioneering deployment of Managing for Results through the facilitation of 20+ departmental Strategic Business Plans as well as providing critical consultation, training and technical assistance across all facets of Managing for Results.

Jeremy is a recognized conference speaker and has had the opportunity to present at a variety of conferences – including GFOA, the Advanced Learning Institute, and the Performance Institute – to share the lessons learned from his experiences creating and implementing strategic plans and performance budgets.

- *Paula Swenson – Senior Consultant*

Paula Swenson is a Senior MR Consultant and has 16 years' experience in city and county government. She served two terms as a City of Gunnison, Colorado Council Member and served as a Gunnison County, Colorado Commissioner from January 2005 through December 2016. In that capacity, she was a principal champion of the County's well-known Managing for Results efforts that includes a County Strategic Plan, Implementation Plan, Department Strategic Business Plans and a Performance Budget that links resources to results for customers. Through the strategic and results-oriented planning with Managing for Results, she led her community to successful achievements ranging from new facility construction projects (without raising taxes) to performance-based budget management that continues to receive achievement awards.

Her leadership of the local Tourism Association, the Rural Transportation Authority and the Regional Housing Authority also to a Managing for Results model, brought successes to each of these entities. She is well known for her can do attitude and abilities to bring diverse opinions together. She understands that the Managing for Results model ensures well thought out decision making processes elected officials can utilize to achieve success for their community while limiting the push and pull of conflicting interests.

Paula has facilitated strategic plans and delivered MFR services in Las Cruces, NM, Savannah, GA, Grand County, CO and Clackamas County, OR.

- *Michael Calderazzo- Senior Consultant*

Mike Calderazzo is Senior MR Consultant and has 23 years of local government experience, primarily in the fire service. Currently, he serves as the Fire Chief of Boulder, CO, after serving 2 years as its Deputy Chief of Emergency Services.

Before becoming Deputy Chief of Emergency Services in Boulder, CO, Mike spent 21 years as a firefighter with the City of El Paso, TX, working through the ranks from firefighter to Assistant Chief of planning and technical services. As a senior member of the El Paso Fire Department, Mike led the department's accreditation team during El Paso's Managing for Results initiative in 2012. In addition to his present operational duties with Boulder Fire, Mike continues work with the Center for Public Safety Excellence, where he has participated as a Level 1 Peer Assessor for accreditation since 2009.

While in El Paso, Mike was trained by Marv and Marty Weidner as an internal Facilitator of Department Strategic Business Plans and has facilitated Strategic Plans and delivered MFR services in Orange County, FL, Maricopa County, AZ, Gunnison County, CO and Las Cruces, NM.

- Aaron Huckstep- Senior Consultant  
Aaron Huckstep ("Huck") is a Senior Consultant and the founder of Huckstep Law, LLC, a business, real estate and land use firm founded in 2011.

Huck served two terms as Mayor of the Town of Crested Butte, Colorado, from November 2011 to November 2015. During his tenure, he worked diligently to strengthen relationships between Crested Butte, Mt. Crested Butte and Crested Butte Mountain Resort, and to proactively address issues facing the Town. Huck is a past Board President of the Colorado Association of Ski Towns and also served as the Chairperson of Crested Butte's local organizing committee for the USA Pro Cycling Challenge in 2011, 2012 and 2014. As a Gates Family Foundation Fellow, Huck was selected to attend an Executive Education program at Harvard's Kennedy School in 2015. In addition to his public service commitments, Huck's professional career is extensive. He practiced as a CPA until 2003, when he turned his focus to the practice of law. Huck's firm is based out of Crested Butte but serves clients throughout Colorado on a wide variety of disciplines including business, real estate and land use matters. Personally, Huck is an avid mountain biker and skier, and enjoys exploring the Rocky Mountains in every season.

Huck has been involved in MR's Cannon Beach, OR, Clackamas County, OR and Grand County, CO strategic planning engagements.

*\*Note: Consultant Team resumes in their entirety are available upon request.*

## References

In addition to the first (4) references listed below, MR is also including Oklahoma City, OK and Maricopa County, AZ as examples of how MR Strategic Plans and the Managing for Results methodology conveyed to our customers can be successfully and continuously used over many years.

### 1. Gunnison County, Colorado

200 East Virginia, Suite #104  
Gunnison, CO 81230

**Matthew Birnie, County Manager**  
[mbirnie@gunnisoncounty.org](mailto:mbirnie@gunnisoncounty.org)  
(970) 641-0248

#### Summary

Gunnison County began their Strategic Planning with MR in 2008 and has continued with their Managing for Results initiative since that time. As an example of how the process and plan continues to provide value after the initial engagement, the County Commissioners of Gunnison County, with MR assistance, have updated the County Strategic Plan five times since 2008 (2009, 2011, 2013, 2015, 2017) to ensure that issues on the horizon are considered and new priorities have customer-focused strategic results attached to them so that success is defined and results are achievable.

Gunnison has engaged MR to develop Strategic Business Plans for each department and align those plans with the County's budget. Gunnison produced a performance-based budget and has used performance budgeting with great results.



In 2011-12 Gunnison was able to lower property taxes, provide a cost of living increase for employees for the first time in three years and maintain core service levels. The County Strategic Plan and Managing for Results in Gunnison County also resulted in the building of Public Safety and Public Works facilities without raising taxes, after talking about each of them for over 20 years. Gunnison County has used its County Strategic Plan to achieve remarkable things and save taxpayers real money.

**2. Gahanna, OH**

200 S. Hamilton Rd.  
Gahanna, OH 43230

**Tom Kneeland, Mayor**  
[tom.kneeland@gahanna.gov](mailto:tom.kneeland@gahanna.gov)  
(614) 342-4047

Summary

Beginning in January 2016, Gahanna partnered with MR to develop a City Strategic Plan focused on delivering measurable and meaningful results for the community. On February 20-21, 2016, MR facilitated the City Council and Senior Leadership to develop a measurable, results-oriented City Strategic Plan. The City's Strategic Plan is the cornerstone of its performance initiative entitled "Go Forward Gahanna." The City is planning to update its GoForward Gahanna City Strategic Plan in Q1 2019.

**3. Clackamas County, OR**

2051 Kaen Road  
Oregon City, OR 97045

**Don Krupp**  
County Administrator  
[dkrupp@clackamas.us](mailto:dkrupp@clackamas.us)  
(503) 655-8581

Summary

In the spring of 2014 and again in 2017, MR facilitated the County Commissioners of Clackamas County, OR to develop a measurable, results-oriented, County Strategic Plan. The County's Strategic Plan is the cornerstone of its Managing for Results initiative 'Performance Clackamas' that also includes Department Strategic Business Plans, a Program Structured Performance Based Budget and Performance Reporting.

**4. Arvada, CO**

8101 Ralston Rd.  
Arvada, CO 80001

**Mark Devin**  
Arvada City Manager  
[mdeven@arvada.org](mailto:mdeven@arvada.org)  
(970) 898-7500

Summary

In April 2013 as part of their new Managing for Results effort entitled 'FOCUS,' MR facilitated the Arvada City Council to develop a City Strategic Plan. Arvada's 'FOCUS' initiative also includes Department Strategic Business Plans integrated into their Performance Based Budget and Performance Reporting.

**5. Oklahoma City, OK**

100 N Walker, Fourth Floor  
Oklahoma City, OK 73102

**Craig Freeman**

Finance Director

[craig.freeman@okc.gov](mailto:craig.freeman@okc.gov)

(405) 297-2257

Summary

Oklahoma City began their Strategic Planning with MR in 2005, and their initiative continues today using MR's approach to performance budgeting. Well known for its motto: "We Deliver What We Promise", Managing for Results was the City's initiative to take their strategic planning and performance management efforts to the next level to make their promise clear and to enhance their ability to deliver. Oklahoma City named their Managing for Results effort 'Leading for Results' and it includes City Strategic Planning, Department Strategic Business Plans integrated into their Performance Based Budget and Performance Reporting. The reason we have included Oklahoma City is that like Maricopa County, they demonstrate the staying power of the MR methodology.

**6. Maricopa County, AZ**

301 W. Jefferson St.  
Phoenix, AZ 85003

**Sandi Wilson, Retired Deputy County Manager**

[sandi.wilson0@icloud.com](mailto:sandi.wilson0@icloud.com)

(602) 751-8304

**Managing Results, LLC Representative: Marv Weidner, Founder & CEO**

Summary

Sandi Wilson is the recently retired (December 31, 2016) Deputy County Manager of Maricopa County, Arizona. Beginning in 2000, Maricopa partnered with MR to develop their Strategic Planning and Performance Budget system (MFR). Maricopa continues to use the approach MR provided over 15 years ago. Most of the Strategic Planning for the County's 50+ departments were completed, and the plans were integrated with the Budget all within 2 years. From time to time, Maricopa engages MR to help on specific projects related to MFR. The reason we have included Maricopa County is that they demonstrate the staying power of the MR methodology.

## Fee Proposal

Prices include all costs associated with completing each major task.

Strategic Planning Process: Tasks	Cost
<p><u>Document Review</u></p> <p>a) Includes review of existing City materials and documents, e.g. past strategic plans, budgets, Comprehensive and Master Plans, department plans, etc.</p> <ul style="list-style-type: none"> <li>Includes 1 day of review, 1 consultant at a cost of \$2,400.</li> </ul>	\$2,400
<p><u>Interviews with Mayor, City Council and Executive Team</u></p> <p>b) Includes individual phone interviews with the (1) Mayor, (6) City Council Members and City Manager and Assistant City Manager to discuss emerging issues facing the community and the results most important to achieve over the next 2-5 years.</p> <ul style="list-style-type: none"> <li>Includes 2 days of interviews, 1 day of compiling the information gathered in the interviews, 1 consultant at a cost of \$7,200.</li> </ul> <p><i>Note: If desired by the City, MR is happy to conduct the interviews onsite. Estimated travel costs to conduct the interviews onsite in Midwest City, OK are \$2,017.</i></p>	\$7,200
<p><u>Facilitated City Council Strategic Plan Session</u></p> <p>c) Includes Assessment of the Future Review, Strategic Priorities and measurable Strategic Goals/Results and Objectives.</p> <ul style="list-style-type: none"> <li>Includes 1 day of preparation, 2 days for Planning Session, ½ day for follow-up consultations with Mayor and Council, 2 consultants at a cost of \$13,200 with associated travel costs of \$3,734.</li> </ul>	\$16,934
<p><u>Preparation of Draft City Strategic Plan Document</u></p> <p>d) Includes compiling and delivery of Draft City Strategic Plan in Microsoft Word and Adobe PDF formats.</p> <ul style="list-style-type: none"> <li>Includes 1 day of compiling the information from the Planning Retreat and delivery of draft Plan, 1 consultant at a cost of \$2,400</li> </ul>	\$2,400
<p><u>Total Price</u></p>	<b>\$28,934</b>

*Note: Travel costs are estimated using present market prices and the per diem lodging and food rates as set by the U.S. General Services Administration. Only actual travel costs will be submitted for reimbursement.*

### **Consulting Methodology Intellectual Property**

Managing Results, LLC (MR) Methodology (both standard and modified) is the proprietary intellectual property of MR. The MR methodology contains, and is imbedded in various methodologies, trade secrets, software, definitions, graphics, presentations, and guidelines that are the sole proprietary intellectual property of MR. Through this proposal and after a contract has been signed, MR is providing a non-exclusive, perpetual license for use by the City of Midwest City, OK of the MR Methodology. Much of the MR Methodology is contained but is not limited to the copyrighted Managing Results Resource Guide to Strategic Business Planning. The City of Midwest City may use it only for its own internal purposes and shall keep the MR Methodology confidential, and under no circumstances will the City of Midwest City or other staff or agencies of Midwest City, except as agreed by MR in writing, disclose the MR Methodology to other third parties, either individuals, or governmental or private sector organizations. All changes or derivative work made to the MR Methodology shall remain the exclusive property of MR. Notwithstanding the foregoing; all information produced by the City of Midwest City utilizing the MR Methodology, including the Strategic Plan, shall be considered the exclusive property of the City of Midwest City, OK.



**City Manager**

100 N. Midwest Boulevard  
Midwest City, OK 73110  
[ghenson@midwestcityok.org](mailto:ghenson@midwestcityok.org)  
Office: 405.739.1204/Fax: 405.739.1208  
[www.midwestcityok.org](http://www.midwestcityok.org)

MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: J. Guy Henson, City Manager  
DATE: January 8, 2019  
SUBJECT: Discussion and consideration of approving a list of candidates for Municipal Judges consisting of Adam Bush, Gary Bachman, David Howell, and Joel Porter.

---

Pursuant to Article V, Municipal Court, of the City Charter municipal judges are appointed by the Mayor from a list of candidates submitted by the Council. The Mayoral appointments are subsequently approved by the City Council.

If these names are approved, they will be submitted to the Mayor, who will formally appoint them, subject to approval by the City Council.

Action on this item is at the Council's discretion.

J. GUY HENSON, AICP, City Manager



DISCUSSION ITEMS





The City of  
**MIDWEST CITY**  
 COMMUNITY DEVELOPMENT DEPARTMENT

ENGINEERING DIVISION  
 Patrick Menefee, City Engineer  
 CURRENT PLANNING DIVISION  
 Kellie Gilles, Manager  
 COMPREHENSIVE PLANNING  
 Comprehensive Planner  
 BUILDING INSPECTION DIVISION  
 Christine Brakefield, Building Official  
 GIS DIVISION  
 Greg Hakman, GIS Coordinator

Billy Harless, Community Development Director

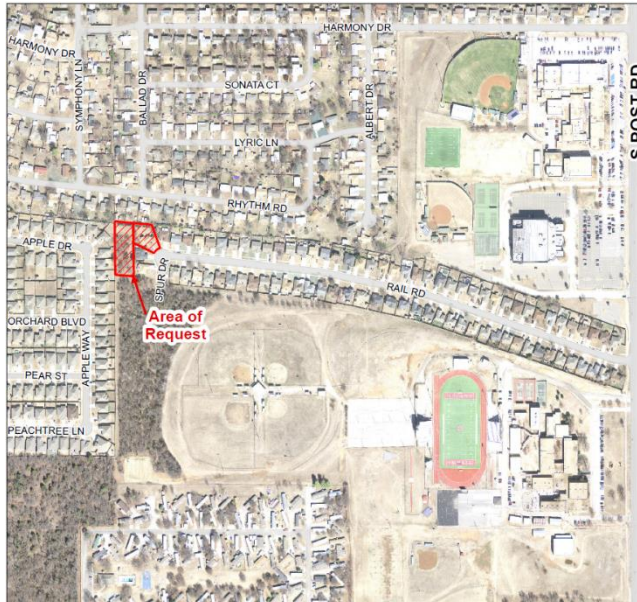
**To:** Honorable Mayor and City Council

**From:** Billy Harless, Community Development Director

**Date:** January 8, 2019

**Subject:** (MP-13) Discussion and consideration of approval of the Nash’s Addition Minor Plat located in the SE/4 of Section 12, T-11-N, R-2-W of the Indian Meridian, Oklahoma County, Oklahoma.

**Executive Summary:** This minor plat is being requested to combine an existing subdivided lot with an unplatted lot located directly behind. The applicant would like to combine the two to create a larger backyard to have a large accessory building. Combining the two parcels would alleviate the issue of a land-locked parcel. This request conforms to the requirements for minor platting and staff recommends approval.



**Dates of Hearing:** Planning Commission – January 2, 2019  
 City Council – January 8, 2019

**Ward:** Ward 6, Councilmember Jeff Moore

**Owner/Applicant:** Lowell & Marcella Nash

**Land Use:** Single-family detached residential

**Size:**  
 The area of request has frontage along Rail Road of approximately 39.44 feet and a depth of approximately 200 feet, containing an area of approximately 0.85 acres, more or less.

**Zoning Districts:**

Area of Request – R-6, Single-Family Detached Residential  
 North, South, East and West – R-6, Single-Family Detached Residential

**Municipal Code Citation:**

Subdivision Regulations

Sec. 38-20.1. Purpose

The purpose of a minor plat is to provide a limited means for simple land division under certain circumstances, which result in minimal lot creation.

In circumstances where adequate infrastructure, easements, and right-of-way already exist and the extension of any City facilities to serve any lot within the subdivision is not required, then a minor plat may be suitable as an instrument to subdivide one lot into three or fewer lots.

In agreement with the intent of this subdivision ordinance, minor plats are intended to ensure that public facilities are available and will have sufficient capacity to serve the proposed subdivision. Additionally, minor plats are intended to ensure the future growth and development of the entire city by ensuring new development does not hinder the provision of public facilities and services to neighborhood and nearby properties.

**History:**

1. The parcel on the east was subdivided as part of the Santa Fe Crossing Section Two Addition in 1984.
2. This area has been zoned residential since the adoption of the 1985 zoning map.
3. The Planning Commission recommended approval of this Minor Plat January 2, 2019.

**Engineer's Comments:**

This application is a request to create two lots in an unplatted residential development. It does meet current engineering requirements. No new engineering improvements are required with this application.

**Water Supply and Distribution**

A six (6) inch public water main is located on the east side of Spur Drive in the street right-of-way adjacent to the east side of the area of request.

Extension of the water supply to serve this property is not required as outlined in Municipal Code 43-32.

Connection to the public water supply system for domestic service is a building permit requirement per Municipal Code 43-32 for any new building applications.

**Sanitary Sewerage Collection and Disposal**

An eight (8) inch public sewer main is located on the west side of Spur Drive in the street right-of-way adjacent to the west side of the area of request.

Public sanitary sewer line improvements are not required with this application.

Connection to the public sanitary sewer system for service is a building permit requirement per Municipal Code 43-109 for any new building applications.

**Streets and Sidewalks**

Access to the area of request is available from Spur Drive, exclusively.

Spur Drive is classified as a local street in the 2008 Comprehensive Plan. Spur Drive is a two (2) lane, 26-foot wide asphalt concrete roadway. Current code requires a total street right-of-way width of fifty feet (50) adjacent to the area of request and presently, Spur



Drive has fifty (50) feet of right-of-way adjacent to and parallel to the east side of the area of request.

Right of way grants are not required with this application.

Street improvements are not required with this application.

Sidewalk is not required with this application.

**Drainage and Flood Control, Wetlands, and Sediment Control**

Drainage across the area of request is via surface flow from the north to the south. Currently, the area of request is developed with a residential development. None of the area of request is affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate Map (FIRM) number 40109C0330H, dated December 12, 2009.

Drainage improvements are not required with this application.

Detention improvements are not required with this application.

No identified wetlands are located on or abutting the area of request as shown on the Choctaw quadrangle of the 1989 National Wetlands Inventory map as prepared by the United States Department of the Interior Fish and Wildlife Service.

All future development on the proposed tracts must conform to the applicable requirements of Municipal Code Chapter 13, "Drainage and Flood Control."

Resolution 84-20 requires that developers install and maintain sediment and/or erosion controls in conjunction with their construction activities. Any proposed development must conform to the applicable requirements of Municipal Code Chapter 43, "Erosion Control." Sediment control plans must be submitted to and approved by the city before any land disturbance is done on-site. The developer is responsible for the cleanup of sediment and other debris from drainage pipes, ditches, streets and abutting properties as a result of his activities.

**Easements and Right-of-Way**

All proposed side lot and rear lot utility easements, as well as previously dedicated utility and drainage easements are required to be illustrated on the minor plat.

All easements and right of way dedications are to comply with Code Sections 38-41 and 38-44.

**Fire Marshal's Comments:**

The fire department has reviewed the application for MP-13. The property is required to meet and maintain the requirements of Midwest City Ordinances Section 15.

**Staff Comments:**

The applicant is requesting to combine an existing subdivided lot with an unplatted lot located directly behind. The applicant would like to combine the two to create a larger backyard to have a large accessory building.

Although the parcel would be an irregular shape, combining the two parcels would alleviate the issue the western parcel being landlocked. The parcel will still meet the street frontage requirement of 50' at the front building line.

Code requires a 17' perimeter easement in new subdivisions. Because the lot abutting the west property line already has a 15' easement, staff recommends approval of a 10' perimeter easement along the west property line of Nash's Addition.

This request conforms to the requirements for minor platting and staff recommends approval subject to the comments within the MP-13 file.

**Action Required:** Approve or reject the Nash's Addition Minor Plat for the property located as noted herein, subject to the staff comments and found in the January 8, 2019 agenda packet and made a part of MP-13 file.

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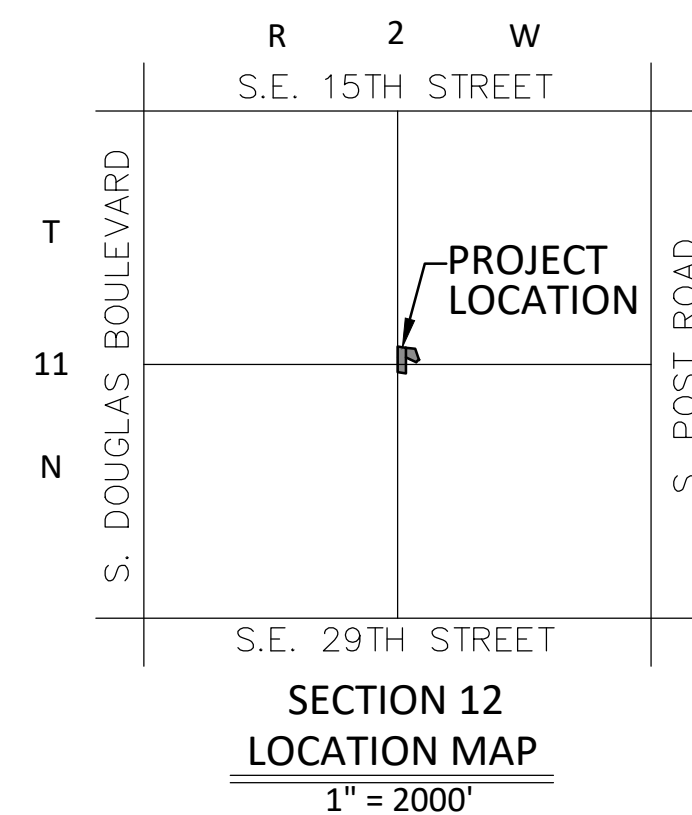
Billy Harless, AICP  
Community Development Director

LG



# MINOR PLAT NASH'S ADDITION

A REPLAT OF LOT 25, BLOCK 5 IN SANTA FE CROSSING SECTION TWO  
AND AN UNPLATTED TRACT OF LAND ALL IN THE EAST HALF OF SECTION 12, TOWNSHIP 11 NORTH, RANGE 2 WEST OF THE I.M.  
CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA



### LEGAL DESCRIPTION

Lot Twenty-Five (25), in Block Five (5), of Santa Fe Crossing Section Two to Midwest City, Oklahoma County, Oklahoma according to the plat recorded in Book 51 of Plats, Page 2

AND

A tract of land lying in the East Half (E/2) of Section Twelve (12), Township Eleven (11) North, Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma being more particularly described as follows:

BEGINNING at the northwest corner of the Southeast Quarter (SE/4) of said Section 12;

THENCE North 00°54'34" West, along the east line of Block 1, THE ORCHARD 2ND ADDITION PHASE II recorded in Book 63 of Plats, Page 50 and the west line of the Northeast Quarter (NE/4) of said Section 12, a distance of 185.94 feet to the southwest corner of Lot 1, in Block 15, of RHAPSODY HEIGHTS ADDITION SECTION 3 according to the plat recorded in Book 36 of Plats, Page 20;

THENCE South 84°13'30" East, along the south line of said Block 15, a distance of 89.84 feet to the northwest corner of Lot 25, in Block 5 of SANTA FE CROSSING, SECTION TWO recorded in Book 51 of Plats, Page 2;

THENCE South 00°39'00" East, along the west line of said Block 15, a distance of 266.67 feet to the southwest corner of Lot 27 in said Block 5, said point also being a point on the north line of Block 1, VILLAGE OAKS ADDITION recorded in Book 43 of Plats, Page 62;

THENCE North 84°13'30" West, along north line of said Block 1, a distance of 89.84 feet to a point on the east line of Block 1, THE ORCHARD 2ND ADDITION PHASE II recorded in Book 63 of Plats, Page 50;

THENCE North 00°03'09" West, along the east line of said Block 1, a distance of 80.74 feet to the POINT OF BEGINNING.

Said described tract of land contains an area of 37,754 square feet or 0.8667 acres, more or less

### OWNER'S CERTIFICATE AND DEDICATION

Know All Men By These Presents:

That the undersigned, Lowell Mark Nash and Marcella Nash, Trustees of the Nash Revocable Trust dated August 22, 2006, hereby certify they are the owners of, and the only persons having any right, title or interest in, and to the land shown on the annexed plat of NASH'S ADDITION and have caused the same to be surveyed and platted, and does hereby dedicate all the streets and easements shown hereon to the public for streets, utilities and drainage, for themselves, their heirs, executors, administrators, successors and assigns forever and have caused the same to be released from all encumbrances so that title is clear, except telephone, cable, and gas lines, any duplicate lines, including transformers and pedestals, must be installed completely underground.

In witness whereof, the undersigned having caused this instrument to be executed this day of \_\_\_\_\_, 20\_\_\_\_.

Nash Revocable Trust dated August 22, 2006

Lowell Mark Nash, Trustee

Marcella Nash, Trustee

STATE OF OKLAHOMA )  
COUNTY OF \_\_\_\_\_ ) SS

Before me, the undersigned, a notary public in and for said County and State on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, Trustees of the Nash Revocable Trust dated August 22, 2006 to me known to be the identical person who executed the within and foregoing instrument and duly acknowledged to me that he executed the 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

### CERTIFICATE OF CITY CLERK

I, \_\_\_\_\_, City Clerk of the City of the City of Midwest City, Oklahoma, hereby certify that I have examined the records of said City and find that all deferred payments on unimproved installations have been paid in full and that there are no special assessment procedure now pending against the land on the annexed plat of NASH'S ADDITION, to the City of Midwest City, Oklahoma.

Signed by the City Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

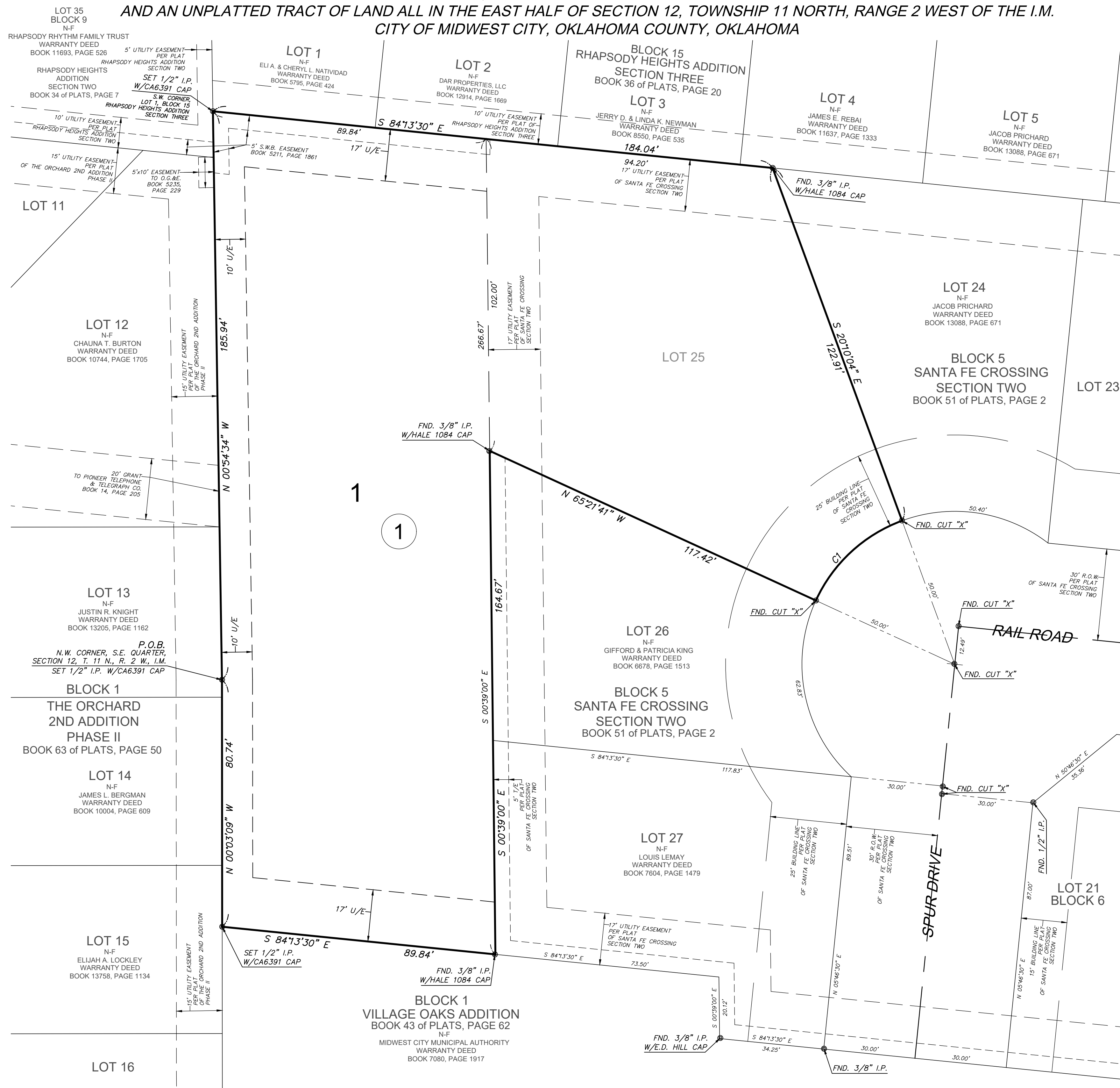
City Clerk

### CERTIFICATE OF PLANNING COMMISSION

I, \_\_\_\_\_, Chair of the City Planning Commission, of the City of Midwest City, Oklahoma, hereby certify that the said Planning Commission duly approved the Minor Plat of NASH'S ADDITION, an addition to the City of Midwest City, Oklahoma,

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Chairman



### NOTES

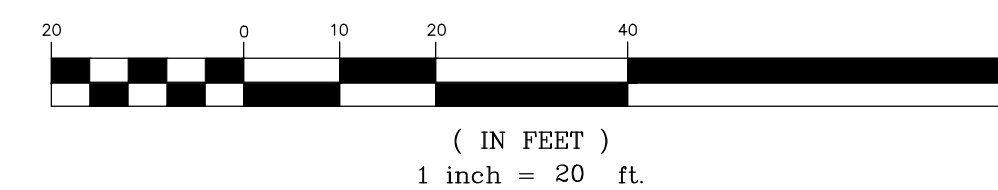
- 1. Easements shown hereon by specific recording information are shown hereon for information purposes only and are not dedicated as a part of this plat.
- 2. The bearing of South 00°39'00" East along the west line of Block 5 in SANTA FE CROSSING SECTION 2 according to the plat recorded in Book 51 of Plats, Page 2 and as shown hereon was used as the basis of bearings for this survey.

### LEGEND

P.O.B. - POINT OF BEGINNING  
U/E - UTILITY EASEMENT

Curve #	Radius	Length	Delta	Tangent	Chord Bearing	Chord Length
C1	50.00'	39.44'	45°11'41"	20.81'	S 47°14'11" W	38.43'

### GRAPHIC SCALE



### COUNTY TREASURER'S CERTIFICATE

I, \_\_\_\_\_ do hereby certify that I am the duly qualified and acting County Treasurer of Oklahoma County, Oklahoma, that the tax records of said county show all taxes are paid for the year 20\_\_\_\_ and prior years on the land shown on the annexed plat of NASH'S ADDITION to the City of Midwest City, Oklahoma, that the required statutory security has been deposited in the offices of the County Treasurer guaranteeing payment of the current year's taxes.

In witness whereof, said County Treasurer has caused this instrument to be executed this day of \_\_\_\_\_, 20\_\_\_\_.

County Treasurer

### ACCEPTANCE OF DEDICATION BY CITY COUNCIL

Be it resolved by the Council of the City of Midwest City, Oklahoma, that the dedications shown on the annexed plat of NASH'S ADDITION to the City of Midwest City, Oklahoma are hereby accepted.

Adopted by the Council of the City of Midwest City, Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

City Clerk

Mayor

### BONDED ABTRACTOR'S CERTIFICATE

The undersigned, a duly qualified and lawfully bonded abtractor of titles in and for Oklahoma County, State of Oklahoma, hereby certify that the records of said county show that the Title to the land shown on the annexed plat of NASH'S ADDITION to the City of Midwest City, Oklahoma is vested in Lowell Mark Nash and Marcella Nash, Trustees of the Nash Revocable Trust dated August 22, 2006, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that there are no actions pending or judgments of any nature in any court or on file with the clerk of any court in said county and state against said land or owners thereof, that the taxes are paid for the year of 20\_\_\_\_, and prior years, that there are no outstanding tax sales certificates against said land and no tax deeds are issued to any person, that there are no liens, or other encumbrances of any kind against the land included in the Minor Plat; except, mortgages, rights-of-way, easements, and mineral conveyances of record.

In witness whereof, said Bonded Abtractor has caused this instrument to be executed this day of \_\_\_\_\_, 20\_\_\_\_.

First American Title Insurance Company

Authorized Officer

### LICENSED PROFESSIONAL LAND SURVEYOR'S CERTIFICATE

I, Christopher L. Tripp, do hereby certify that I am a Licensed Professional Land Surveyor in the State of Oklahoma, and that the Minor Plat of NASH'S ADDITION to the City of Midwest City, Oklahoma, Oklahoma, consisting of one (1) sheet, represents a careful survey made under my supervision on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that monuments shown thereon exist and their positions are correctly shown, that this survey meets the Oklahoma Minimum Standards for the Practice of Land Surveyors as adopted by the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors.

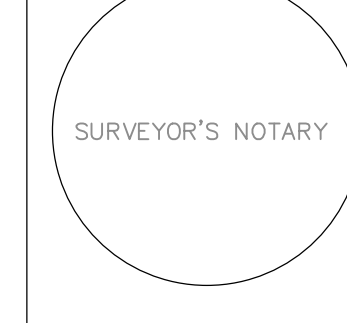
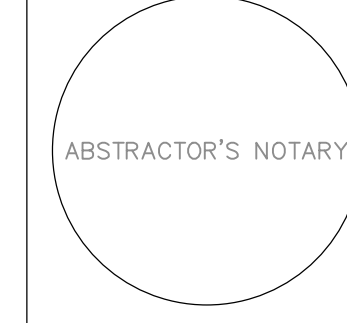
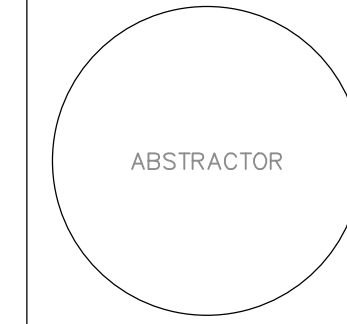
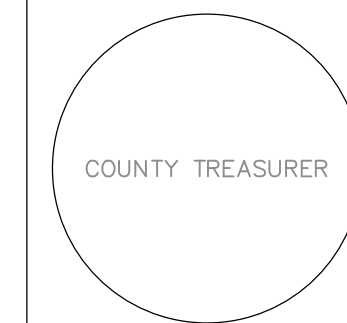
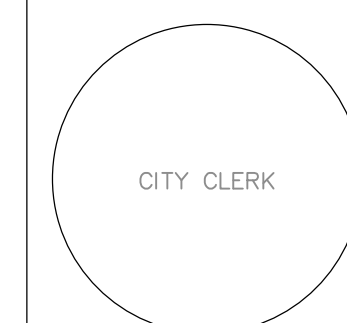
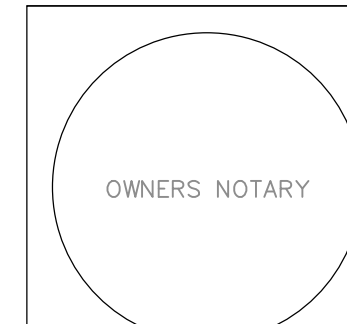
Christopher L. Tripp, PLS 1685

STATE OF OKLAHOMA )  
COUNTY OF \_\_\_\_\_ ) JSS

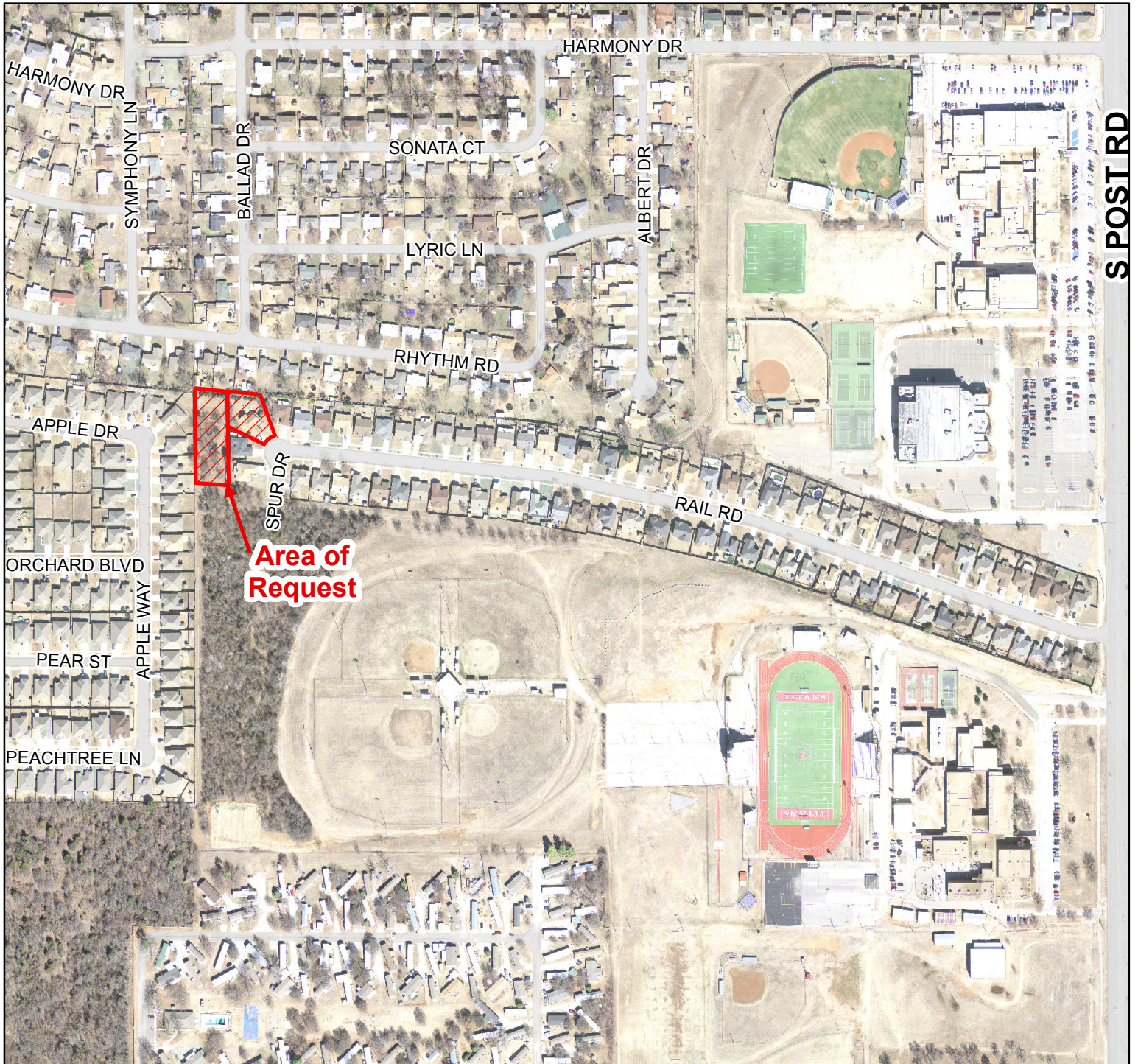
Before me, the undersigned, a notary public in and for said county and state on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ to me known to be the identical person who executed the foregoing instrument, and duly acknowledged to me that he executed the same as his free 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 \_\_\_\_\_

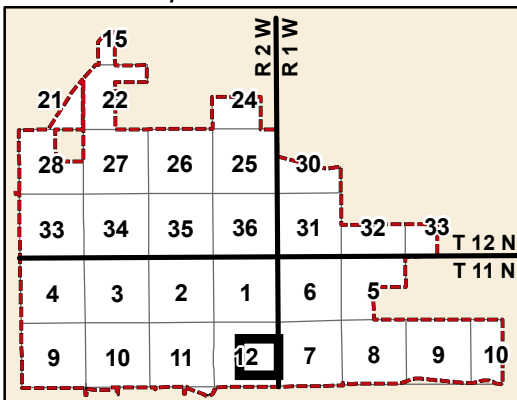
Notary Public



**DODSON - THOMPSON - MANSFIELD, PLLC**  
20 NE 38th Street Phone: 405-601-7402 email: randym@dtm-ok.com  
Oklahoma City, OK 73105 Fax: 405-601-7421  
Surveying - Engineering - Earthwork  
CERTIFICATE OF AUTHORIZATION NO: 6391 EXPIRES JUNE 30, 2020



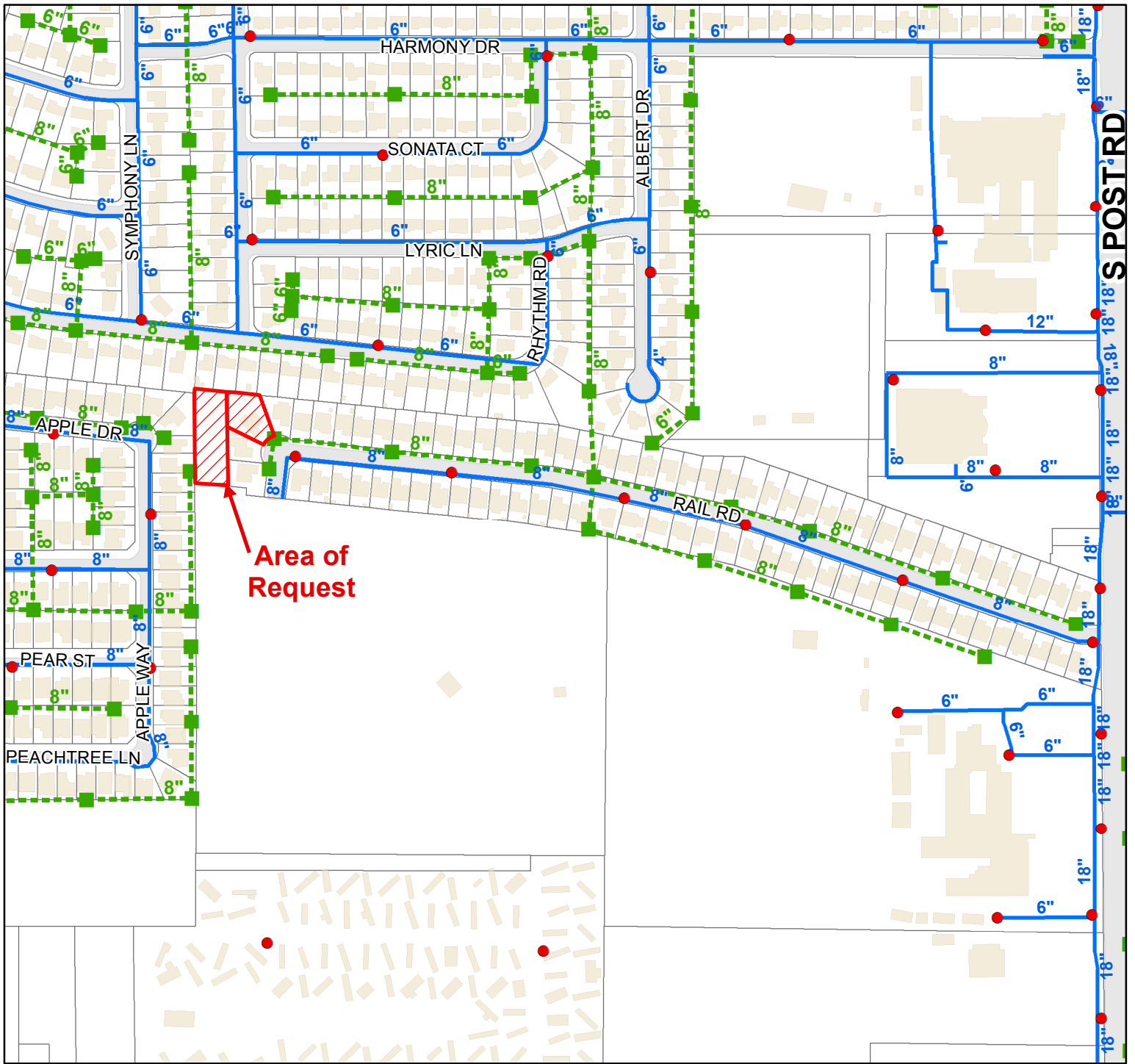
Locator Map



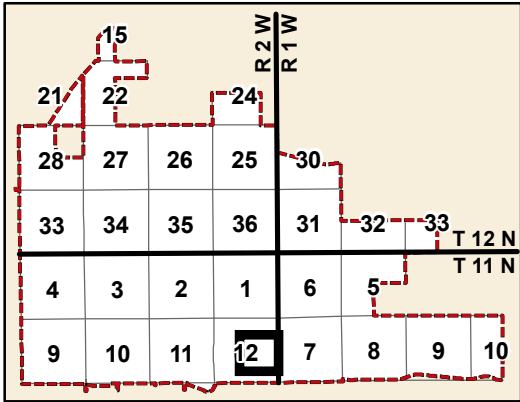
**2017 DOP (AERIAL) VIEW FOR  
MP-13  
(E/2, Sec. 12, T11N, R2W)**



THIS MAP IS A GENERAL INFORMATION PUBLIC RESOURCE. THE CITY OF MIDWEST CITY MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE AS TO THE CONTENT, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE INFORMATION PROVIDED ON THIS MAP. ANY PARTY'S USE OR RELIANCE ON THIS MAP OR ANY INFORMATION ON IT IS AT THAT PARTY'S OWN RISK AND WITHOUT LIABILITY TO THE CITY OF MIDWEST CITY, ITS OFFICIALS OR ITS EMPLOYEES FOR ANY DISCREPANCIES, ERRORS OR VARIANCES THAT MAY EXIST.



Locator Map

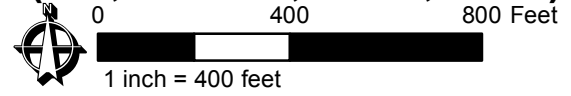


**Water/Sewer Legend**

- Fire Hydrants
- Water Lines
  - Distribution
  - Well
  - OKC Cross Country
  - Sooner Utilities
  - Thunderbird
  - Unknown
- Sewer Manholes
- Sewer Lines

**WATER/SEWER LINE LOCATION MAP FOR MP-13**

(E/2, Sec. 12, T11N, R2W)



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The City of  
**MIDWEST CITY**  
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION  
Patrick Menefee, City Engineer  
CURRENT PLANNING DIVISION  
Kellie Gilles, Manager  
COMPREHENSIVE PLANNING  
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BUILDING INSPECTION DIVISION  
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GIS DIVISION  
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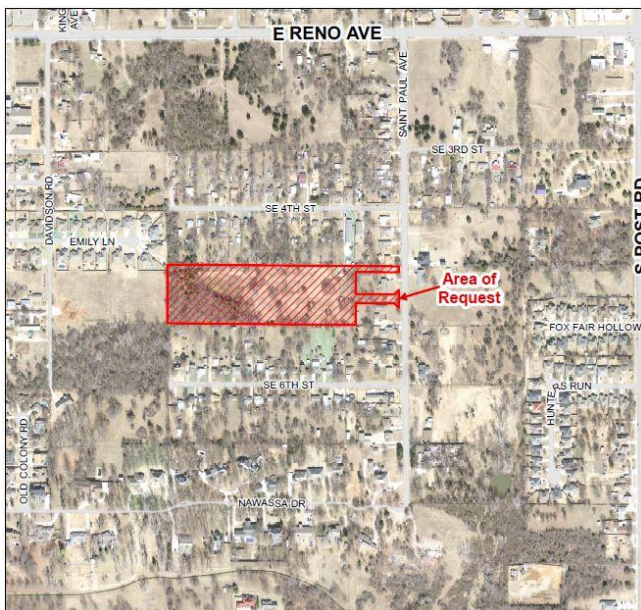
**To:** Honorable Mayor and City Council

**From:** Billy Harless, Community Development Director

**Date:** January 8, 2019

**Subject:** (PC – 1983) Public hearing with discussion and consideration of approval of an ordinance redistricting from R-6, Single Family Detached Residential to a Planned Unit Development (PUD) governed by the R-6, Single Family Detached Residential District, for the property described as a part of the NE/4 of Section 1, T-11-N, R-2-W, located in the 500 block of St. Paul Avenue.

**Executive Summary:** This PUD is being requested in order to create a single family residential subdivision. The PUD is governed by the R-6, Single Family Detached Residential zoning district. The applicant and engineer brought a preliminary plat before the Planning Commission and City Council in the Fall of 2018, however, that application was withdrawn by the applicant due to concerns regarding drainage, water quality, density and the street length. This PUD shows thirty-five (35) single family residential lots. The original plat submitted in 2018 included thirty-eight (38) lots. While the Zoning Ordinance does not place restrictions on the lengths of residential cul-de-sac streets, the Subdivision Ordinance requires that any cul-de-sacs over 1,000 feet in length be zoned as a PUD. The applicant is not requesting any variances to any of the requirements of the Zoning Ordinance. Due to concerns brought up during the preliminary plat hearing in 2018, the applicant has submitted information regarding drainage and environmental concerns that were brought up with the preliminary plat hearing. That information is highlighted in the engineering portion of the staff report. Staff recommends approval of the request to rezone to a PUD.



**Dates of Hearing:** Planning  
Commission – January 2, 2019  
City Council – January 8, 2019

**Council Ward:** Ward 2,  
Councilmember Pat Byrne

**Owner:** Walter and Sara Ballew

**Applicant:** Frank McLendon, MLB  
Homes

**Engineer:** Derek Jackson

**Proposed Use:** 35 single family residential lots

**Size:**

The area of request has a frontage along Saint Paul Avenue of approximately 100 ft. and contains an area of approximately 8.25 acres.

**Development Proposed by Comprehensive Plan:**

Area of Request – LDR, Low Density Residential  
North, South, East and West – LDR, Low Density Residential

**Zoning Districts:**

Area of Request – R-6, Single Family Detached Residential  
North, South, East and West – R-6, Single Family Detached Residential

**Land Use:**

Area of Request – vacant  
North, South and East – single family residences

**Comprehensive Plan Citation:**

Single-Family Detached (SFD) Land Use

This use is representative of traditional, single-family detached dwelling units. Of the residential categories, it is recommended that single-family detached land use continues to account for the largest percentage. The areas designated for single-family detached residential land use are generally not adjacent to incompatible land uses, and are in proximity to existing single-family residential land use. The City should strive for a range of lot sizes to develop, and should reinforce this by providing a choice of several single-family zoning districts with various lot sizes in the Zoning Ordinance.

**Municipal Code Citation:**

2.25 PUD, Planned Unit Development

2.25.1 General Provisions

The planned unit development, herein referred to as PUD, is a special zoning district category that provides an alternate approach to conventional land use controls to produce unique, creative, progressive, or quality land developments.

The PUD may be used for particular tracts or parcels of land that are under common ownership and are to be developed as one unit according to a master development plan. The PUD is subject to special review procedures within the PUD application and review and once approved by the City Council it becomes a special zoning classification for the property it represents.

2.25.2 Intent and Purpose

The intent and purpose of the PUD provisions are as follows:

(A) Innovative land development

Encourage innovative land development while maintaining appropriate limitations on the character and intensity of use, assuring compatibility with adjoining and proximate properties, and following the guidelines of the comprehensive plan.

(B) Flexibility within developments

Permit flexibility within the development to maximize the unique physical features of the particular site.

- (C) Efficient use of land  
Encourage efficient use of land, facilitate economic arrangements of buildings and circulation systems, and encourage diversified living environments and land uses.
- (D) Function, design and diversity  
Achieve a continuity of function and design within the development and encourage diversified living environments and land uses.
- (E) Modifications to development requirements  
Provide a vehicle for negotiating modifications in standard development requirements in order to both encourage innovative development and protect the health, safety and welfare of the community.

**History:**

1. This property has been zoned residentially since the adoption of the 1985 Zoning Map and has never been platted.
2. (PC-1960) A preliminary plat for the area of request was withdrawn at the September 11, 2018 City Council meeting.
3. The Planning Commission recommended approval of the Windsor Meadows PUD January 2, 2019.

**Staff Comments:**

**Engineer's Report:**

Water Supply and Distribution

A six (6) inch public water main is located on the west side of Saint Paul Avenue in the street right-of-way extending along the east side of the area of request.

The applicant proposes to construct a public water line extension along the north side of the area of request in the proposed S.E. 5th Street right of way.

Improvement plans for the water line extension must be prepared by a registered professional engineer and be submitted to staff for plan review and approval.

Extension of the water supply to serve this property is required as outlined in Municipal Code 43-32.

Connection to the public water supply system for domestic service is a building permit requirement per Municipal Code 43-32 for all new buildings.

Sanitary Sewer Collection and Disposal

Section 38-18 in the Subdivision Regulations requires all existing and proposed public sanitary sewer mains be reflected on the preliminary plat.

An eight (8) inch public sewer main is located in a dedicated utility easement along the west side of the area of request.

The applicant proposes to construct a public sewer line extension along the south side of the area of request in the proposed S.E. 5th Street right of way.

Improvement plans for the sewer line extension must be prepared by a registered professional engineer and be submitted to staff for plan review and approval.



Connection to the public sanitary sewer system for domestic service is a building permit requirement per Municipal Code Chapter 43-109 for all lots.

#### Streets and Sidewalks

Section 38-18 in the Subdivision Regulations requires all existing and proposed public streets and sidewalks be reflected on the preliminary plat.

Access to the area of request is available from Saint Paul Avenue. Saint Paul Avenue is classified as a collector street in the 2008 Comprehensive Plan. Saint Paul Avenue is a two (2) lane, 32-foot wide, curbed, asphalt concrete roadways. Current code requires a total street right-of-way width of sixty (60) feet for collector roads and presently, Saint Paul Avenue has sixty (60) feet of right-of-way adjacent to and parallel to the east side of the area of request.

The applicant proposes to construct a public local street, S.E. 5th Street, with sidewalks to service the area of request. The proposed street will include at least two roundabouts that will serve as traffic calming features as well as landscaping improvements for the roadway.

Improvement plans for the street and sidewalks must be prepared by a registered professional engineer and be submitted to staff for plan review and approval.

#### Drainage and Flood Control, Wetlands, ODEQ Water Sampling, and Sediment Control

Drainage across the area of request is from the east to the west to the south via overland flow. Currently, the area of request is undeveloped. Drainage from the site continues west, joining an unimproved channel that drains southwest, eventually draining into Soldier Creek, Tributary 6.

The applicant proposes multiple on-site detention ponds to service the area of request. The applicant, in lieu of building just one pond at the bottom of the hill serving the whole subdivision, is proposing multiple drainage features that will slow water throughout the site, slowing water flow down along the cul de sac east to the west. The proposed roundabouts will have detention built into them, serving as both traffic calming devices and water collection systems.

The drainage proposal will not cause backwater onto the properties uphill from the area and it will not increase water discharge downhill from the area.

The initial drainage report is attached to this packet and has been reviewed by both the City's third party consultant and the city engineer. This initial submittal meets with the city's current code requirements for detention.

Improvement plans for the detention ponds and any accompanying drainage structures must be prepared by a registered professional engineer and be submitted to staff for plan review and approval.

As noted, during the previous meeting concerning the area of request, an identified wetland is located on the area of request as shown on the Choctaw quadrangle of the National Wetlands Inventory map as prepared by the United States Department of the Interior Fish and Wildlife Service. The pond is a provisional wetland, therefore when it

is holding water, it is identified on the accompanying map. The applicant was tasked with getting clearance from the Oklahoma Department of Wildlife Conservation to eliminate the pond and providing that documentation to city staff prior to the issuance of any permits. The accompanying report shows that this review has been completed and the demolition of the pond is allowed as per the U.S. Army Corps of Engineers and Department of Wildlife Conservation statutes.

Also noted during the previous Planning Commission meeting, residents adjacent to the area of request voiced concerns about the cleanliness of the pond water, asking for it to be tested for toxicity. The water was tested for pathogens. O.D.E.Q., who has jurisdiction over testing this type of body of water, issued no pond reclamation orders mandating any treatments to the pond.

The area of request is not affected by flood zone AE (the 100-year floodplain) as shown on the effective Flood Insurance Rate Map (FIRM) number 40109C0330H, dated December 12, 2009.

All future development on the proposed tracts must conform to the applicable requirements of Municipal Code Chapter 13, "Drainage and Flood Control."

Resolution 84-20 requires that developers install and maintain sediment and/or erosion controls in conjunction with their construction activities. Any proposed development must conform to the applicable requirements of Municipal Code Chapter 43, "Erosion Control." Sediment control plans must be submitted to and approved by the city before any land disturbance is done on-site. The developer is responsible for the cleanup of sediment and other debris from drainage pipes, ditches, streets and abutting properties as a result of his activities.

#### Easements and Right-of-Way.

The required easements and existing and proposed right of way for the area of request must be illustrated on the preliminary plat and will be dedicated to the city when the final plat is filed.

All easements and right of way dedications are to comply with Code Sections 38-41 and 38-44.

#### **Fire Marshal's Report:**

The Fire Department has reviewed this request. The property is required to meet and maintain the requirements of Midwest City Ordinances, Section 15. The cul-de-sac for this development shall be a minimum of 96'-0" diameter with a street clear width minimum of 26'-0".

#### **Plan Review Comments:**

The intention of the proposed Windsor Meadows PUD is to create a thirty-four (34) home, single family residential subdivision. There is one (1) additional lot intended for detention.

The proposed PUD is governed by the R-6, Single Family Detached Residential Zoning District. No other uses are proposed within this request.

The Master Development Plan shows one proposed access point from St. Paul Avenue.

No variances to the Zoning Ordinance are requested within this PUD. If approved, the applicant plans to submit an application for a preliminary plat. The Subdivision Regulations do require that cul-de-sacs that are proposed to exceed 1,000' in length shall only be approved in subdivisions zoned as a PUD. The proposed cul-de-sac as shown on the Master Development Plan is 1,186.13'.

The length of the cul-de-sac is the reason that this PUD is being requested. The PUD Design Statement states that at least one (1) traffic calming island will be constructed within the right-of-way. The Subdivision Regulations require at least one island for every 500' of street length. Staff will require a minimum of two (2) traffic calming islands to be constructed in the right-of-way of the proposed street.

Regarding the street length, staff has studied the abutting subdivisions, Kanaly's Homeland 2<sup>nd</sup> Addition (SE 4<sup>th</sup> Street) and Homeland Addition (SE 6<sup>th</sup> Street). SE 4<sup>th</sup> Street is approximately 1,318' in length and serves 34 lots. SE 6<sup>th</sup> Street is approximately 1,320' in length and serves 32 lots. The proposed street of SE 5<sup>th</sup> in this PUD is shorter than SE 4<sup>th</sup> and SE 6<sup>th</sup> and provides an adequate turn-around at the end of the cul-de-sac. Due to the current configuration of this lot, a reasonable way to subdivide and develop the lot is with a cul-de-sac street running down the center.

As no variances are being requested, development must meet all requirements of the Zoning Ordinance including but not limited to 85% masonry materials, 25' front setback, 7' side setbacks, 20' rear setbacks, 40% maximum coverage, 2 trees in each front yard and J-Drives or setback garages for 70% of the lots. The proposed lots have a width between 56' and 60' and a depth between 123' and 153'. The proposed lot sizes exceed the minimum requirement for the R-6, Single Family Zoning District.

During pre-application meetings between staff and the applicant prior to the initial preliminary plat hearing in 2018, there were many discussions about how to proceed with the 33' strip of land that abuts Saint Paul Ave. on the far north side of the area of request. The lot was created many years ago and is non-conforming to current codes due to it being a flag shape. Section 38-48.5(A) of the Subdivision Regulations requires that lots be shaped regularly and prohibits flag shaped lots. Prior to submission of the withdrawn preliminary plat application, the applicant met with the property owner abutting the 33' strip to the south. The applicant and property owner have agreed to deed the 33' strip of land to the abutting property owner contingent upon approval of this preliminary plat. They submitted a letter signed by both parties detailing the agreement. If this zoning is approved and a new preliminary plat application is submitted, this agreement must be renewed and submitted as part of the application. Staff met with an Escrow Assistant at American Eagle Title on June 20, 2018 and confirmed that the transfer of property would be allowed by quit claim deed.

Due to concerns from the surrounding neighbors when the initial preliminary plat was heard by the Planning Commission and City Council, staff recommended that the applicant meet with the neighbors prior to the hearings for this PUD.

During the Planning Commission meeting on January 2, 2019, a resident of St. Paul Avenue brought up several concerns regarding the length of the cul-de-sac, the density, increased traffic on St. Paul and drainage. Staff explained that the PUD zoning designation is intended to provide flexibility in design. The Subdivision Regulations do allow for cul-de-sacs to exceed 1,000' in length if approved through a PUD. The current configuration of the lot does not allow for much flexibility in design, other than to have a cul-de-sac down the middle.

Regarding the density, the Master Development Plan lists a density of 4.242 lots per acre with 35 lots and a total of 8.25 acres. The strip of land that will be deeded to the owner of the property at 521 St. Paul Avenue is approximately .17 acres. With this area excluded, the approximate area will be 8.08 acres.  $35 \text{ lots} / 8.08 \text{ acres} = 4.33 \text{ lots per acre}$ .

In comparison, the proposed Windsor Meadows PUD is more dense than the subdivisions on 4<sup>th</sup> and 6<sup>th</sup> streets. The lots are comparable in width but the lots on 4<sup>th</sup> and 6<sup>th</sup> are deeper than the proposed Windsor Meadows lots, however, the Windsor Meadows lots do exceed the depth requirements of the Zoning Ordinance. The Zoning Ordinance requires a minimum of 100' of depth for single family residential lots. The lots on the north side of the development are approximately 153' deep and the lots on the south side are approximately 123' deep.

If this PUD is approved, the applicant may begin the process for submitting a preliminary plat application. The first step in this process is a pre-application meeting with staff. It was stated during the Planning Commission meeting that the density may decrease during preparation of a preliminary plat to account for necessary drainage and detention as well as the roundabout as noted in the engineering portion of this report.

Staff recommends approval of the request.

**Action Required:** Approve or reject the ordinance to redistrict to Planned Unit Development for the property as noted herein, subject to the staff comments and recommendations as found in the January 8, 2019 agenda packet and made a part of PC-1983 file.

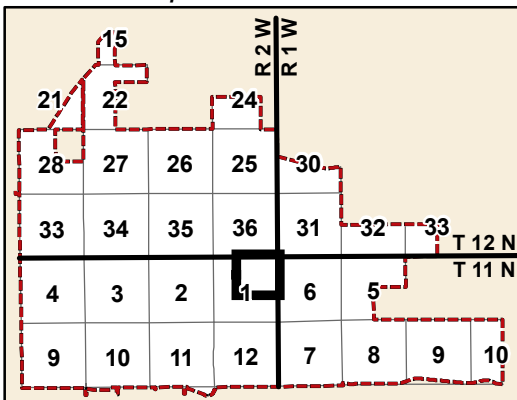
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Billy Harless, AICP  
Community Development Director

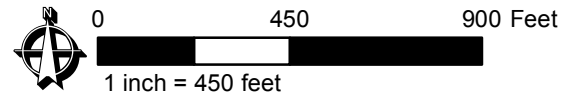
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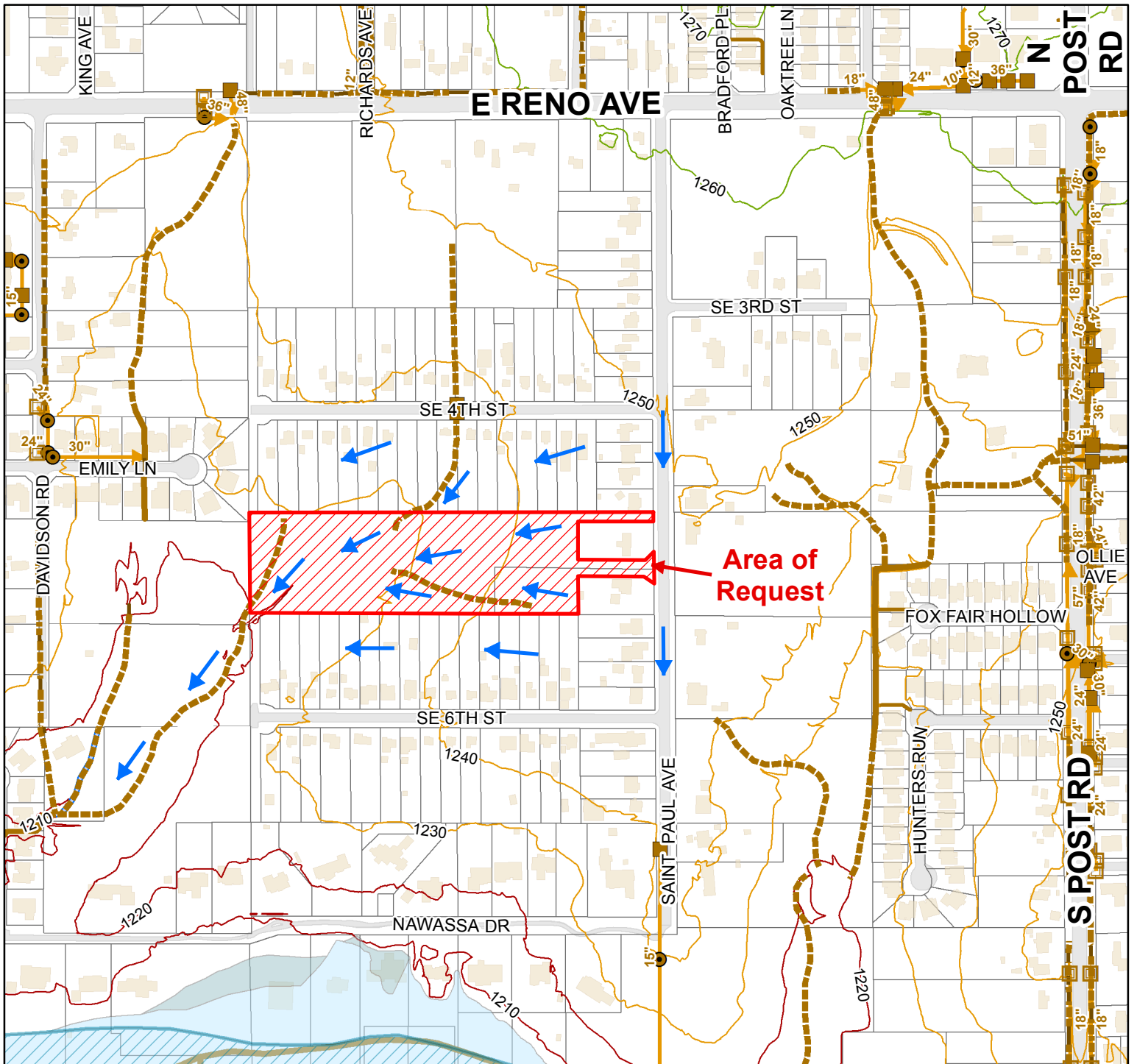
Locator Map



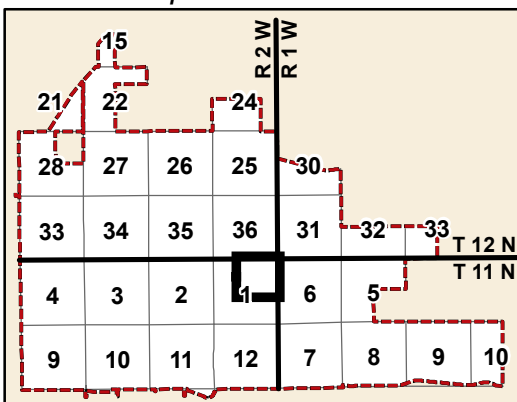
**2017 DOP (AERIAL) VIEW FOR  
PC-1983  
(NE/4, Sec. 1, T11N, R2W)**



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Locator Map



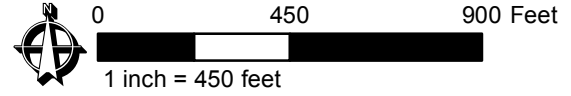
- Drainage Legend**
- Curb Inlets
  - Inlets
  - Junction Box
  - Culverts
  - Flumes
  - Developed Channels
  - Trickle Channels
  - Undeveloped Channels
  - Storm Lines
  - Creeks
- ELEVATION**
- 1166-1204 ft
  - 1204-1228 ft
  - 1228-1250 ft
  - 1250-1278 ft
  - 1278-1324 ft

**2009 FEMA Floodplains**

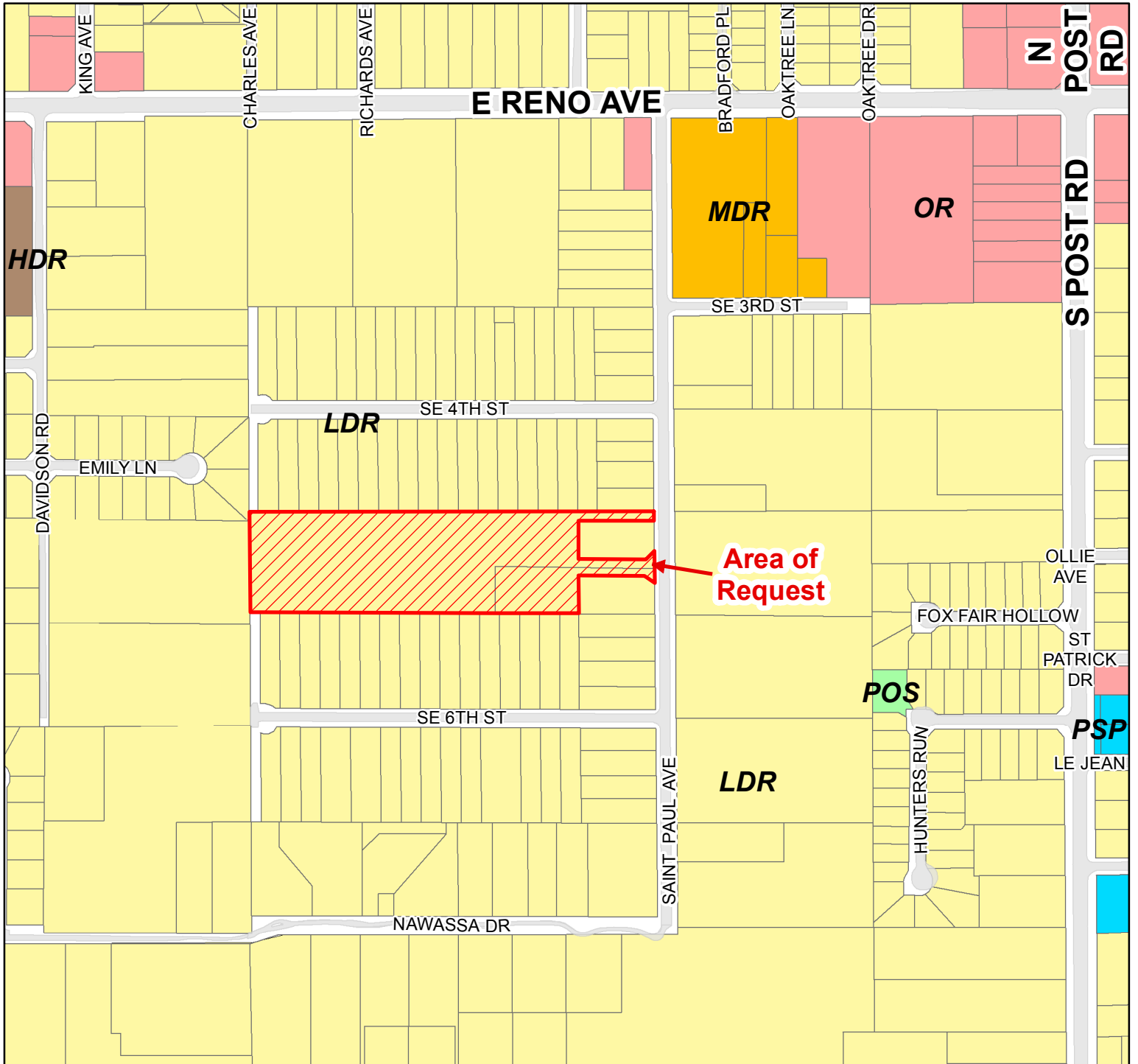
- 500-yr floodplain
- 100-yr floodplain
- 2009 FEMA Floodway

**DRAINAGE LOCATION MAP FOR PC-1983**

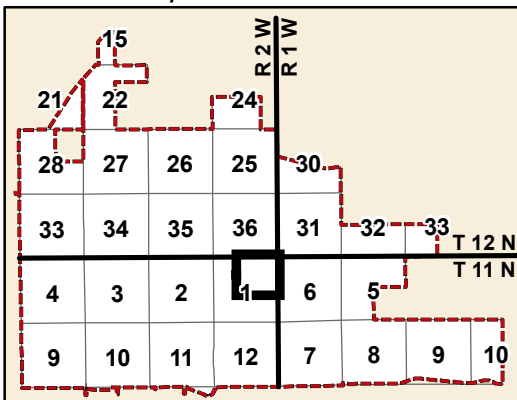
(NE/4, Sec. 1, T11N, R2W)



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Locator Map



Future Land Use Legend

- Single-Family Detached Residential
- Medium Density Residential
- High Density Residential
- Manufactured Home
- Public/Semi-Public
- Parks/Open Space
- Office/Retail
- Commercial
- Industrial
- Town Center

**FUTURE LAND USE  
MAP FOR  
PC-1983**

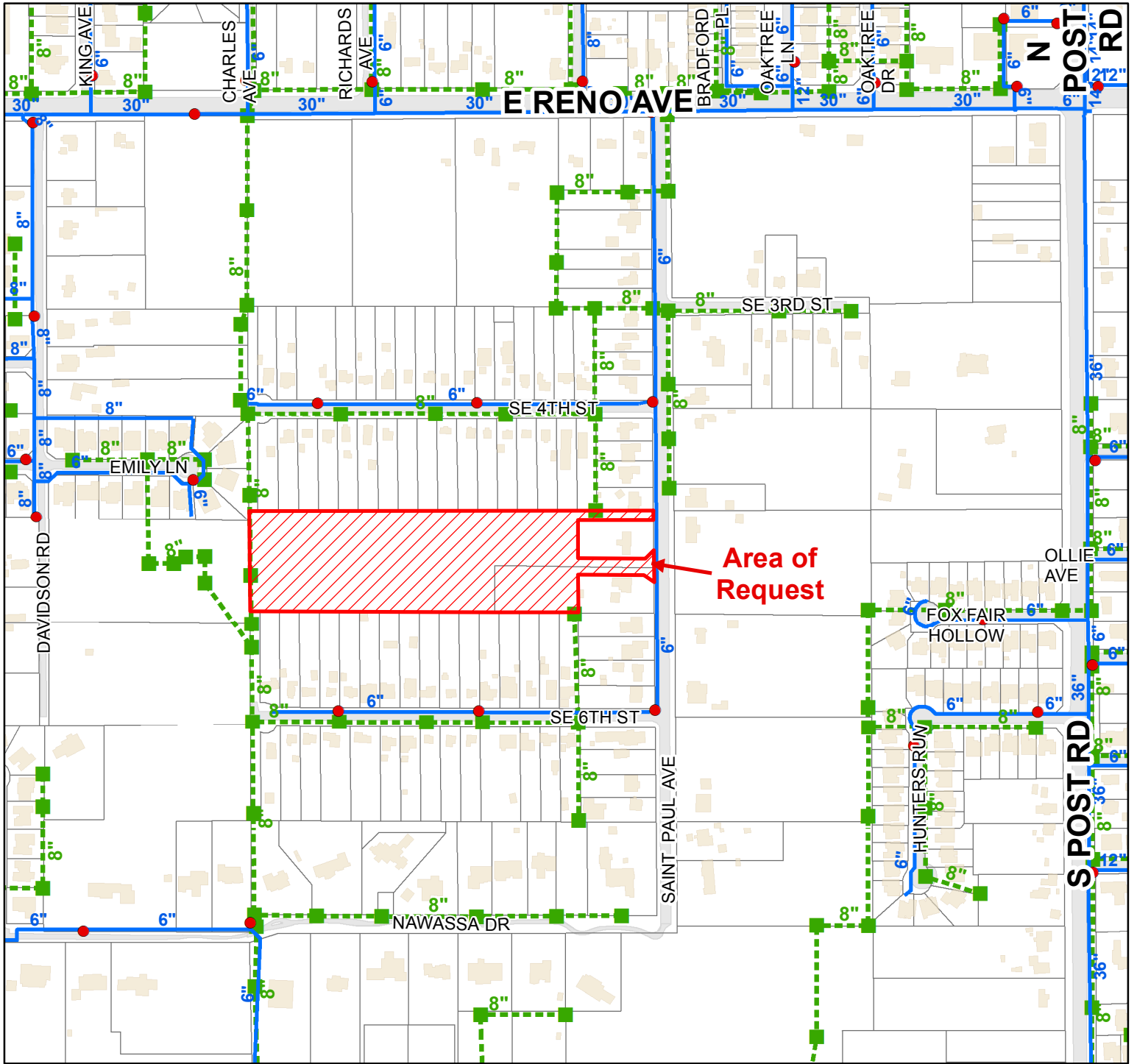
**(NE/4, Sec. 1, T11N, R2W)**



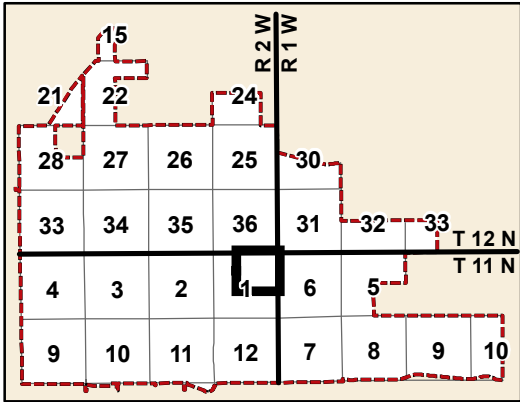
0 450 900 Feet

1 inch = 450 feet

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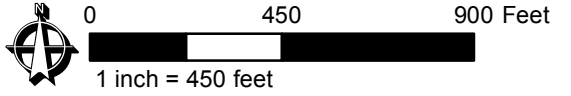
Locator Map



**Water/Sewer Legend**

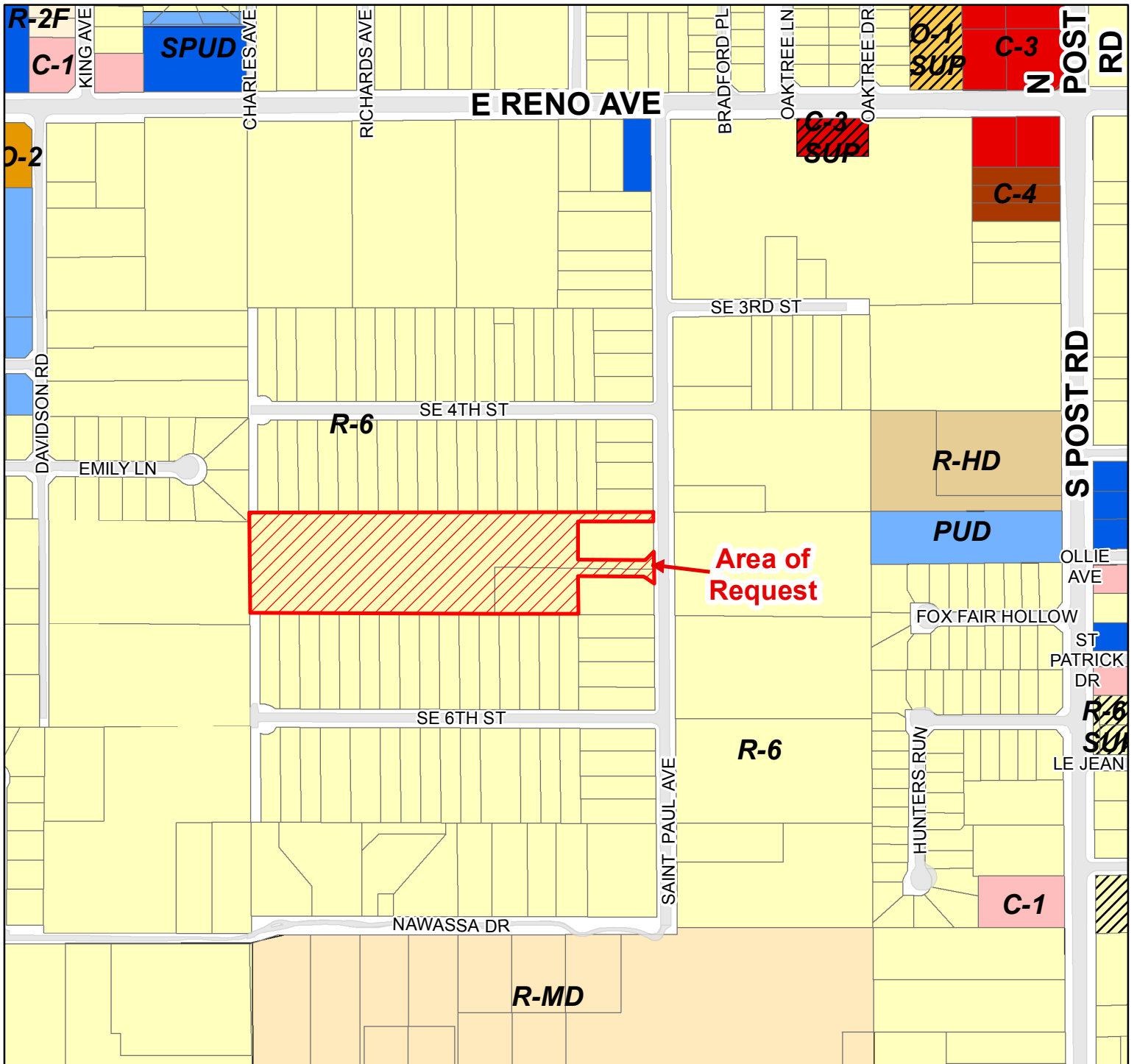
- Fire Hydrants
- Water Lines
  - Distribution
  - Well
  - OKC Cross Country
  - Sooner Utilities
  - Thunderbird
  - Unknown
- Sewer Manholes
- Sewer Lines

**WATER/SEWER LINE  
LOCATION MAP FOR  
PC-1983  
(NE/4, Sec. 1, T11N, R2W)**

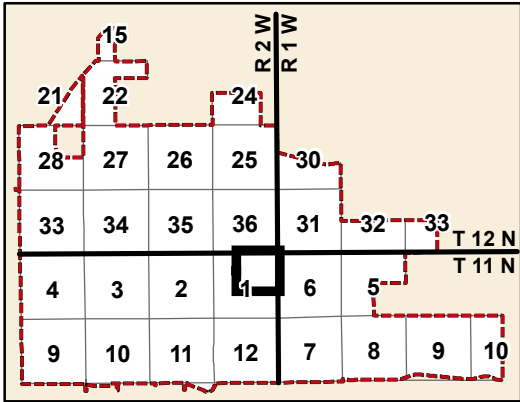


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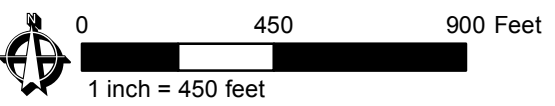
Locator Map



Current Zoning Legend

A-1	I-2 SUP	R-35
A-1 SUP	I-3	R-2F
C-1	O-1	R-MD
C-1 SUP	O-1 SUP	R-MD SUP
C-2	O-2	R-HD
C-3	O-2 SUP	R-HD SUP
C-3 SUP	R-6	R-MH-1
C-4	R-6 SUP	R-MH-2
C-4 SUP	R-8	PUD
I-1	R-10	SPUD
I-2	R-22	HOS
		HOS SUP

**ZONING MAP FOR  
PC-1983  
(NE/4, Sec. 1, T11N, R2W)**



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**THE CITY OF MIDWEST CITY  
PLANNED UNIT DEVELOPMENT**

**PUD- \_\_\_\_\_**

**DESIGN STATEMENT FOR WINDSOR MEADOWS**

**PREPARED BY:**

- \* Frank McLendon
- \* *1723 W. Britton Road*
- \* Oklahoma City, OK 73120
- \* *(405) 657-7909/286-1949*
- \* *mclendon.frank@yahoo.com*

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## SECTION 1.0 INTRODUCTION

The Planned Unit Development (PUD) of Windsor Meadows, consisting of 8.25 acres is located within the NE/4 of Section 1, Township 11N, Range 2W, of the Indian Meridian, Midwest City, Oklahoma County, Oklahoma. The subject property is generally located in the 500 block of St. Paul Avenue.

## SECTION 2.0 LEGAL DESCRIPTION

A part of the N/2 of the N/2 of the SW/4 of the NE/4 of Section 1. Township 11 North Range 2 West of the Indian Meridian more particularly described as follows; Commencing at the Southeast Corner of said N/2 thence N89°27'29"W and along the South line of said N/2 a distance of 30.00 feet: thence due North and parallel to the East line of said N/2 a distance of 328.64 to the Point of Beginning; thence N89°34'27"W a distance of and parallel with the South line of said SW/4 a distance of 1,289.25; thence S0°01'30"E a distance of 326.03 feet; thence S89°27'29"E along the North line of the SE/4 of said SW/4 a distance of 1,049.13 feet; thence due north and parallel to said East Line a distance of 122.85 feet: thence S89°27'29"E a distance of 215.00 feet;; thence S44°43'45"E a distance of 35.52 feet; thence due North and parallel to the East line of said N/2 a distance of 100.00 feet; thence S45°16'15"W a distance of 35.19 feet; thence N89°27'29"W a distance of 215 feet ; thence due North and parallel to the East line of said N/2 a distance of 122.30 feet; thence S89°34'27"E a distance of 240.00 feet; thence due North and parallel to the East line of said N/2 a distance of 33.00 feet to the Point of Beginning and containing 8.25 Acres More or Less.

## SECTION 3.0 OWNER/DEVELOPER

The owner of this property described in Section 2.0 is Walter and Sara Ballew Legacy Wealth Trust. The developer of the property is Frank McLendon with Windsor Development, LLC.

## SECTION 4.0 SITE AND SURROUNDING AREA

The subject property is presently undeveloped. Surrounding properties are zoned and used for:

North: R-6 District and used for [Single Family Residential](#)\*.  
East: R-6 District and used for [Single Family Residential](#)\*.  
South: R-6 District and used for [Single Family Residential](#)  
West: R-6 District and used for [Single Family Residential](#)\*

## SECTION 5.0 PHYSICAL CHARACTERISTICS

The elevation of the subject property is 1,247' to 1,269' MSE and the slope analysis reveals the stormwater runoff drains from the northeast to the southwest. The subject property has mostly sandy loam soils characteristics and the tree cover on the property is approximately 46%. This property is in the Soldier Creek drainage basin and there are 8.25 acres in the drainage area. None of the property is in the FEMA 100 year flood plain.

## **SECTION 6.0 CONCEPT**

The concept for this PUD is R-6 Single Family Residential. The subdivision will be marketed to residents 55 years of age and older with a minimum house size of 1,400 s.f.

## **SECTION 6.1 DEVELOPMENT AND SUBDIVISION VARIATIONS**

The following represents variations to the R-6 single Family Residential base zoning district or other sections of the Midwest City Zoning Ordinance:

Maximum Street Length: 1,000 feet

Requested Street Length: 1,180 feet

## **SECTION 7.0 SERVICE AVAILABILITY**

### **7.1 STREETS**

The nearest street to the north is SE 4th Street which has a right-of-way width of 30 feet and is not paved to city standards. The nearest street to the east is St. Paul Avenue which has a right-of-way width of 50' and is paved to local street standards. The nearest street to the south is SE 6<sup>th</sup> Street which has a right-of-way width of 50 feet and is paved to local street standards.

Proposed streets in this Planned Unit Development shall be public and shall have right-of-way widths of fifty feet (50') and at least one traffic calming island constructed within the street right-of-way.

### **7.2 SANITARY SEWER**

Sanitary sewer facilities for this property are available. An eight inch sanitary sewer main is located along the east right-of-way of St. Paul Avenue and along the west property line.

### **7.3 WATER**

Water facilities for this property are available. An eight inch (8") water main is located along the west right-of-way of St Paul Avenue. Extension of the waterline to serve all of the proposed lots within the subdivision

### **7.4 FIRE PROTECTION**

The nearest fire station to this property is located at 7316 SE 15th Street approximately 2.0 miles to the southwest.

## 7.5 GAS SERVICE, ELECTRICAL SERVICE, AND TELEPHONE SERVICE

Proper coordination with the various utility companies will be made in conjunction with this development.

## 7.6 DRAINAGE

The property within this Planned Unit Development is not within a FEMA 100 year flood plain and the location of the FEMA 100 year flood plain is delineated on the Preliminary Plat. A detention pond to manage stormwater runoff is proposed.

## 9.0 USE AND DEVELOPMENT REGULATIONS

The use and development regulations of the **R-6 Single Family Residential District** shall govern this PUD, except as herein modified, including accessory uses subject to their appropriate conditions and review procedures for public hearings where applicable, unless otherwise noted herein.

### 9.1 FAÇADE REGULATIONS

Exterior building wall finish on all structures, exclusive of windows and doors, shall consist of a minimum **85%** brick veneer, rock or stone masonry.

### 9.2 LANDSCAPING REGULATIONS

The subject parcel shall meet all requirements of the City of Midwest City's Landscaping Ordinance in place at the time of development.

### 9.3 PLATTING REGULATIONS

All land within this PUD shall be contained within a final plat and any plat dedications shall be approved by the City Council prior to any occupancy permits being issued in the PUD.

### 9.4 DRAINAGE REGULATIONS

Development of this parcel will comply with the Midwest City Municipal Code.

### 9.5 ACCESS REGULATIONS

There shall be one access point from S. St Paul Avenue in this PUD.

Streets or driveways on adjacent property within 200 feet of this Planned Unit Development shall be shown on the Master Development Plan.

Sidewalks shall be constructed within the subdivision at the time of home building activity in order to avoid damage to the sidewalk during home building.

## 9.6 SETBACK REGULATIONS

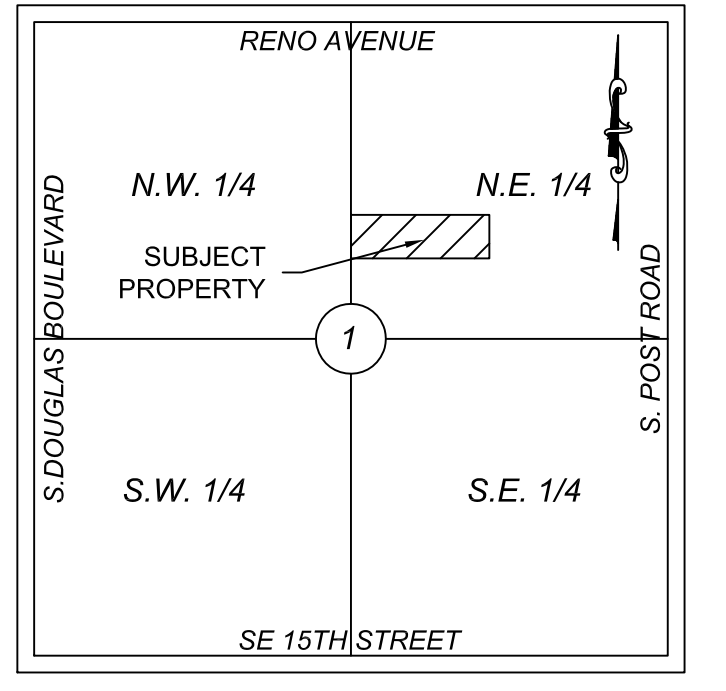
Unless modified herein, side yard requirements in this PUD shall be **seven feet (7') as required by the subdivision regulations.**

## 9.8 COMMON AREAS

Maintenance of all common areas in the development and maintenance of all amenities located within the common areas shall be the responsibility of the homeowner association (HOMA). No structures, storage of material, grading, fill, or other obstructions, including fences, either temporary or permanent, that shall cause a blockage of flow or an adverse effect on the functioning of the storm water facility, shall be placed within the common areas intended for the use of conveyance of storm water, and/or drainage easements shown. Certain amenities such as, but not limited to, walks, benches, piers, and docks, shall be permitted if installed in a manner to meet the requirements specified above.

# MASTER DEVELOPMENT PLAN OF WINDSOR MEADOWS

A PART OF THE NORTHEAST QUARTER OF SECTION 1, T11N, R2W, I.M.  
MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA



**Vicinity Map**  
Section 1, Township 11N, Range 2W  
Not To Scale

**OWNER'S CERTIFICATE AND DEDICATION**

KNOW ALL MEN BY THESE PRESENTS:

THAT MIB HOMES ARE THE OWNERS OF ALL THE PROPERTY CONTAINED AND INCLUDED IN THE ANNEXED PLAT OF WINDSOR MEADOWS, AN ADDITION TO THE CITY OF MIDWEST CITY, OKLAHOMA BEING A PART OF THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 11 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, IN OKLAHOMA COUNTY, OKLAHOMA AND HAS CAUSED THE SAID PREMISES TO BE SURVEYED AND PLATTED INTO LOTS, BLOCKS, STREETS AND EASEMENTS AS SHOWN ON SAID ANNEXED PLAT, WHICH SAID PLAT REPRESENTS A CAREFUL SURVEY OF ALL PROPERTY CONTAINED AND INCLUDED THEREIN AND IS HEREBY ADOPTED AS THE PLAT OF SAID LAND UNDER THE NAME OF WINDSOR MEADOWS, AN ADDITION TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.

THE UNDERSIGNED DOES HEREBY FURTHER CERTIFY THAT IT IS THE OWNER OF THE LAND AND THE ONLY COMPANY, CORPORATION, PARTNERSHIP, PERSON OR ENTITY HAVING ANY RIGHT, TITLE OR INTEREST IN AND TO THE LAND INCLUDED IN SAID ANNEXED PLAT, EXCEPT AS SET FORTH IN THE BONDED ABSTRACTOR'S CERTIFICATE, AND DOES HEREBY DEDICATE ALL STREETS AND UTILITY EASEMENTS SHOWN HEREON TO THE PUBLIC FOR USE AS PUBLIC STREETS AND UTILITY EASEMENT FOR THEIR HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS AND ASSIGNS FOREVER AND SHALL CAUSE THE SAME TO BE RELEASED FROM ALL ENCUMBRANCES SO THAT TITLE IS CLEAR.

DAY OF \_\_\_\_\_ 20\_\_.

WINDSOR DEVELOPMENT, LLC  
1723 W. BRITTON ROAD  
OKC, OK 73120

STATE OF OKLAHOMA SS  
COUNTY OF OKLAHOMA

THEREIN SET FORTH.

MY COMMISSION EXPIRES:

NOTARY PUBLIC

**BONDED ABSTRACTER'S CERTIFICATE**

THE UNDERSIGNED DULY QUALIFIED AND LAWFULLY BONDED ABSTRACTOR OF TITLES IN AND FOR THE COUNTY OF OKLAHOMA, STATE OF OKLAHOMA, HEREBY CERTIFIES THAT THE RECORDS OF SAID COUNTY AND STATE SHOW THAT TITLE TO THE LAND SHOWN ON THE ANNEXED PLAT OF WINDSOR MEADOWS, AN ADDITION TO THE CITY OF MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA, APPEARS TO BE VESTED IN WINDSOR DEVELOPMENT LLC, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_ THERE WERE NO ACTIONS PENDING, OR JUDGMENTS OF ANY NATURE IN ANY COURT, OR ON FILE WITH ANY CLERK OF ANY COURT IN SAID COUNTY AND STATE AGAINST SAID LAND OR THE OWNERS THEREOF, AND THAT THE TAXES ARE PAID FOR 201\_\_ AND PRIOR YEARS, AND THAT THERE ARE NO OUTSTANDING TAX SALES CERTIFICATES, TAX DEEDS OUTSIDE THE CHAIN OF TITLE RELIED ON AND IS SUBJECT TO MORTGAGES, EASEMENTS, RIGHTS-OF-WAY, OIL AND GAS LEASES AND MINERAL CONVEYANCES OF RECORD.

ATTEST: FIRST AMERICAN TITLE COMPANY

SECRETARY PRESIDENT

STATE OF OKLAHOMA S.S.  
COUNTY OF OKLAHOMA

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED TO ME KNOWN TO BE THE IDENTICAL PERSON WHO EXECUTED THE WITHIN AND FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE AND VOLUNTARY ACT AND DEED FOR THE USES AND PURPOSES THEREIN SET FORTH ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

**CERTIFICATE OF SURVEYOR**

I, TROY DEE, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR IN AND FOR THE STATE OF OKLAHOMA, AND THAT THE FINAL PLAT OF WINDSOR MEADOWS, AN ADDITION TO MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA, CONSISTING OF ONE SHEET, REPRESENTS A SURVEY MADE UNDER MY SUPERVISION ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_, AND THAT ALL MONUMENTS SHOWN THEREON ACTUALLY EXIST AND THEIR POSITIONS ARE CORRECTLY SHOWN, THAT THIS SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYORS AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS; AND THAT SAID FINAL PLAT COMPLIES WITH THE REQUIREMENTS OF TITLE 11 SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.

TROY DEE, REGISTERED LAND SURVEYOR #1745

STATE OF OKLAHOMA S.S.  
COUNTY OF OKLAHOMA

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED TROY DEE TO ME KNOWN TO BE THE IDENTICAL PERSON WHO EXECUTED THE ABOVE INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE AND VOLUNTARY ACT AND DEED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

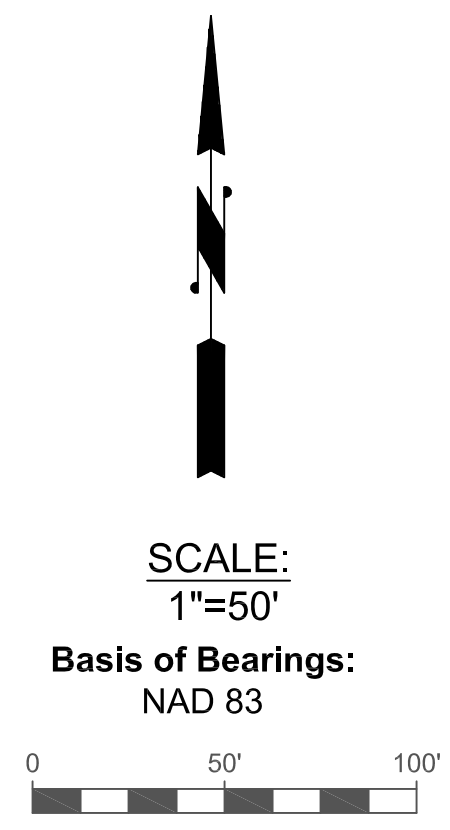
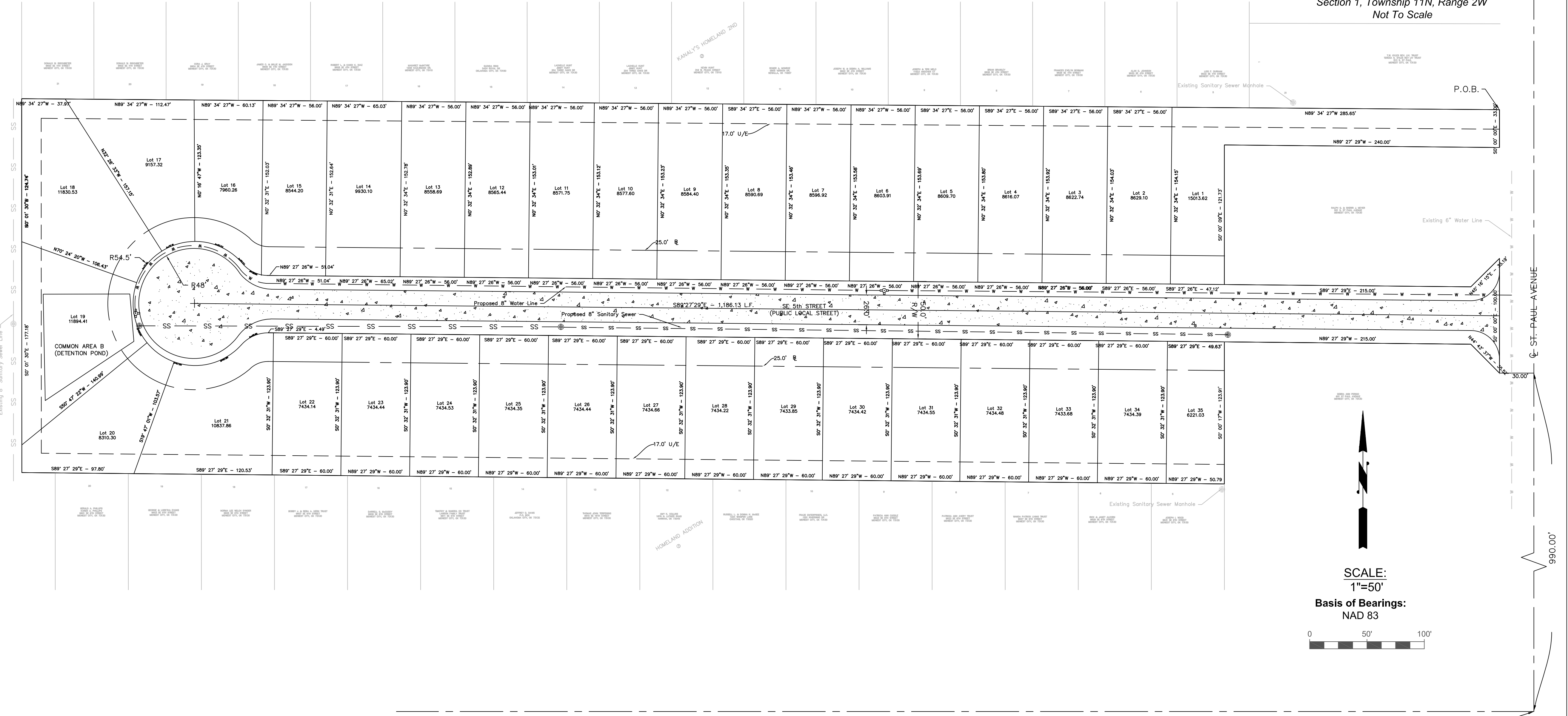
**ACCEPTANCE OF DEDICATION BY THE CITY COUNCIL**

BE IT RESOLVED BY THE COUNCIL OF MIDWEST CITY, OKLAHOMA, THAT THE DEDICATIONS SHOWN ON THE ANNEXED PLAT OF WINDSOR MEADOWS, ARE HEREBY ACCEPTED.

ADOPTED BY THE CITY COUNCIL OF MIDWEST CITY, OKLAHOMA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.

ATTEST: \_\_\_\_\_

MAYOR



DENSITY:  
35 LOTS/8.25 ACRES = 4.242 LOTS/ACRE

**LEGAL DESCRIPTION:**

A PART OF THE N/2 OF THE N/2 OF THE SW/4 OF THE NE/4 OF SECTION 1, TOWNSHIP 11 NORTH RANGE 2 WEST OF THE INDIAN MERIDIAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID N/2 THENCE N89°27'29"W AND ALONG THE SOUTH LINE OF SAID N/2 A DISTANCE OF 30.00 FEET; THENCE DUE NORTH AND PARALLEL TO THE EAST LINE OF SAID N/2 A DISTANCE OF 328.64 TO THE POINT OF BEGINNING; THENCE N89°34'27"W A DISTANCE OF \_\_\_\_\_ AND PARALLEL WITH THE SOUTH LINE OF SAID SW/4 A DISTANCE OF 1,289.25 FEET; THENCE S0°01'30"E A DISTANCE OF 326.03 FEET; THENCE S89°27'29"E ALONG THE NORTH LINE OF THE SE/4 OF SAID SW/4 A DISTANCE OF 1,049.13 FEET; THENCE DUE NORTH AND PARALLEL TO SAID EAST LINE A DISTANCE OF 122.85 FEET; THENCE S89°27'29"E A DISTANCE OF 215.00 FEET; THENCE S44°43'45"E A DISTANCE OF 35.52 FEET; THENCE DUE NORTH AND PARALLEL TO THE EAST LINE OF SAID N/2 A DISTANCE OF 100.00 FEET; THENCE S45°16'15"W A DISTANCE OF 35.19 FEET; THENCE N89°27'29"W A DISTANCE OF 215 FEET; THENCE DUE NORTH AND PARALLEL TO THE EAST LINE OF SAID N/2 A DISTANCE OF 122.30 FEET; THENCE S89°34'27"E A DISTANCE OF 240.00 FEET; THENCE DUE NORTH AND PARALLEL TO THE EAST LINE OF SAID N/2 A DISTANCE OF 33.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 8.25 ACRES MORE OR LESS.

**CERTIFICATE OF COUNTY TREASURER**

I, \_\_\_\_\_, HEREBY CERTIFY THAT I AM THE DULY ELECTED, QUALIFIED AND ACTING COUNTY TREASURER OF OKLAHOMA COUNTY, STATE OF OKLAHOMA, THAT THE TAX RECORDS OF SAID COUNTY SHOW ALL TAXES PAID FOR THE YEAR 201\_\_ AND ALL PRIOR YEARS ON THE LAND SHOWN ON THE ANNEXED PLAT OF WINDSOR MEADOWS, AN ADDITION TO MIDWEST CITY, OKLAHOMA COUNTY, OKLAHOMA.

IN WITNESS WHEREOF, SAID COUNTY TREASURER HAS CAUSED THIS INSTRUMENT TO BE EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.

BY: \_\_\_\_\_ COUNTY TREASURER CHIEF DEPUTY

**CITY PLANNING COMMISSION APPROVAL**

I, \_\_\_\_\_, SECRETARY OF THE PLANNING COMMISSION OF THE CITY OF MIDWEST CITY, OKLAHOMA, DO HEREBY CERTIFY THAT THE SAID PLANNING COMMISSION DULY APPROVED THE ANNEXED PLAT OF WINDSOR MEADOWS, AN ADDITION TO MIDWEST CITY, OKLAHOMA, AT A MEETING HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.

**CERTIFICATE OF CITY CLERK**

I, \_\_\_\_\_, CITY CLERK OF THE CITY OF MIDWEST CITY, OKLAHOMA, HEREBY CERTIFY THAT I HAVE EXAMINED THE RECORDS OF SAID CITY AND FIND ALL DEFERRED PAYMENTS OR UNMATURED INSTALLMENTS UPON SPECIAL ASSESSMENTS HAVE BEEN PAID IN FULL AND THAT THERE IS NO SPECIAL ASSESSMENT PROCEDURE NOW PENDING AGAINST THE LAND SHOWN ON THE ANNEXED PLAT OF WINDSOR MEADOWS.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

- LEGEND:**
- B/L - BUILDING LIMIT LINE
  - U/E - UTILITY EASEMENT
  - D/E - DRAINAGE EASEMENT
  - D&U/E - DRAINAGE AND UTILITY EASEMENT
  - LNA - LIMITS OF NO ACCESS
  - RAD. - RADIUS
  - R/W - RIGHT OF WAY

**MASTER DEVELOPMENT PLAN: WINDSOR MEADOWS**

**JACKSON & JACKSON ENGINEERING**  
5350 S. WESTERN AVENUE, SUITE 222  
OKLAHOMA CITY, OK 73109  
PHONE: (405) 225-1978; FAX: (844) 278-2997  
CERT. AUTH. #3770, EXPIRES JUNE 30, 2019



**PRELIMINARY DRAINAGE & DETENTION  
REPORT**

**FOR**

**WINDSOR MEADOWS - RESIDENTIAL SUBDIVISION  
MIDWEST CITY, OKLAHOMA**

**PREPARED BY:  
JOHN DEREK JACKSON, P.E.  
5350 S. WESTERN AVENUE, SUITE 222  
OKLAHOMA CITY, OK 73109  
(405) 225-1978**

**DECEMBER 10, 2018**

## **Drainage & Detention Report – Windsor Meadows in Midwest City, Oklahoma**

### **DETENTION POND ANALYSIS**

The proposed site is located in the Northeast Quarter of Section 1, Township 11 North, Range 2 West, and eventually drains into Tributary 6 of Soldier Creek in Oklahoma County, Oklahoma. The existing site consists of 8.25 acres of land that drains from east to southwest.

A drainage analysis was performed using the Rationale Method and the IDF curves as outlined in the Oklahoma City Drainage Manual. A weighted runoff coefficient of 0.75 is used for the developed site.

Surface runoff from the developed site will flow into a detention pond located in a common area at the end of the proposed cul-de-sac. The total runoff from the detention pond does not exceed the historic runoff from the site

<b><u>Historic Condition:</u></b>	<b><u>Developed Condition</u></b>	<b><u>Detention Pond Release</u></b>
2-yr	7.763 cfs	28.93 cfs
5-yr	9.056	32.88
10-yr	10.31	37.44
25-yr	11.95	43.38
50-yr	13.58	49.31
100-yr	15.09	54.79

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# Hydrograph Return Period Recap

Hydroflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

Hyd. No.	Hydrograph type (origin)	Inflow hyd(s)	Peak Outflow (cfs)								Hydrograph Description
			1-yr	2-yr	3-yr	5-yr	10-yr	25-yr	50-yr	100-yr	
1	Rational	----	----	7.763	-----	9.056	10.31	11.95	13.58	15.09	Existing Conditions
2	Rational	----	----	28.93	-----	32.88	37.44	43.38	49.31	54.79	Developed Conditions
3	Reservoir	2	----	5.483	-----	6.424	7.662	8.952	10.05	10.96	Detention Pond

# Hydrograph Summary Report

Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

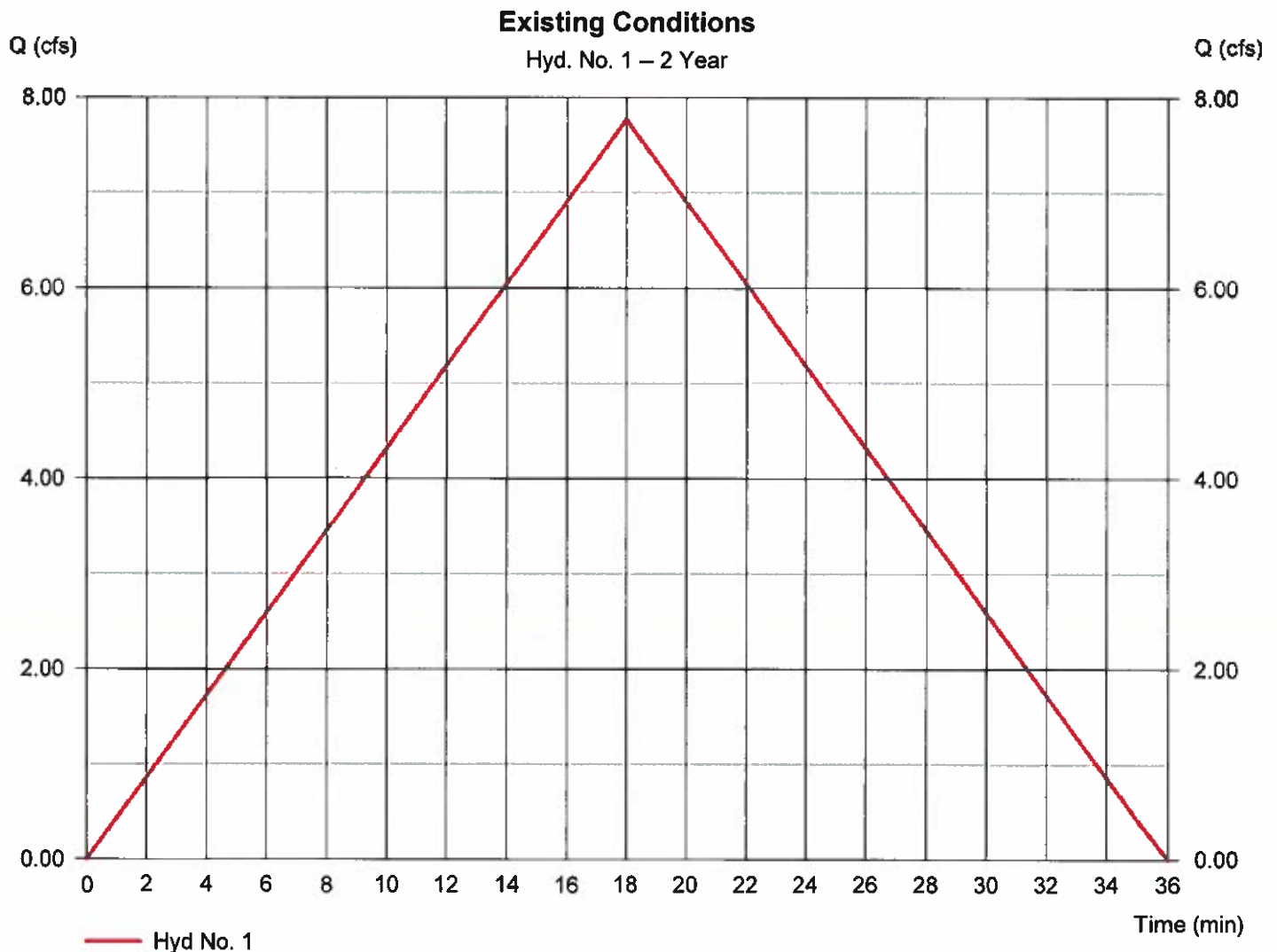
Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	Rational	7.763	1	18	8,384	---	---	---	Existing Conditions
2	Rational	28.93	1	11	18,091	---	---	---	Developed Conditions
3	Reservoir	5.483	1	20	19,036	2	1221.94	15,517	Detention Pond
windsor meadows.gpw					Return Period: 2 Year		Monday, 12 / 10 / 2018		

# Hydrograph Report

## Hyd. No. 1

### Existing Conditions

Hydrograph type	= Rational	Peak discharge	= 7.763 cfs
Storm frequency	= 2 yrs	Time to peak	= 18 min
Time interval	= 1 min	Hyd. volume	= 8,384 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.25
Intensity	= 3.764 in/hr	Tc by User	= 18.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1

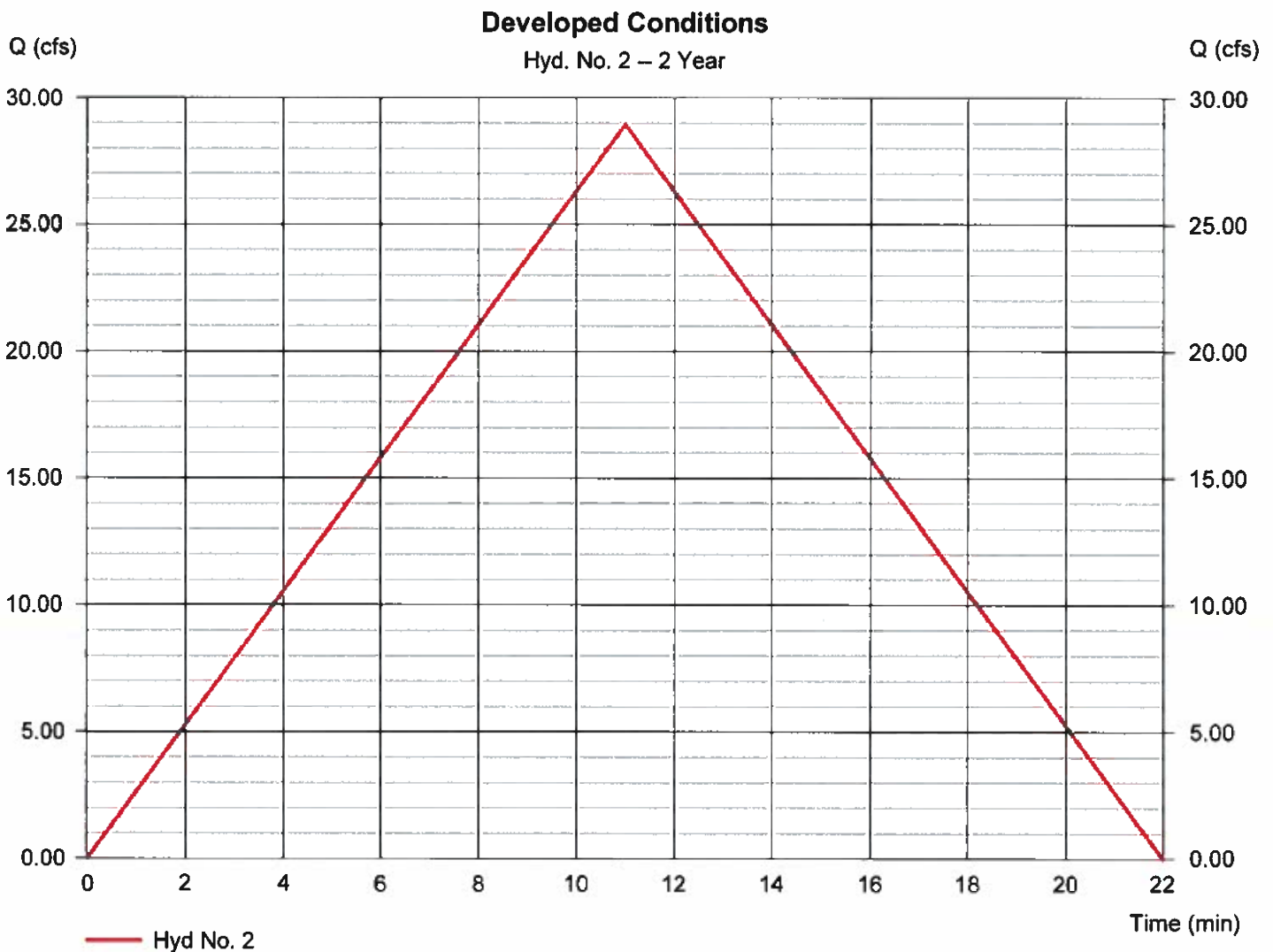


# Hydrograph Report

## Hyd. No. 2

### Developed Conditions

Hydrograph type	= Rational	Peak discharge	= 28.93 cfs
Storm frequency	= 2 yrs	Time to peak	= 11 min
Time interval	= 1 min	Hyd. volume	= 19,091 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.75
Intensity	= 4.675 in/hr	Tc by User	= 11.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1



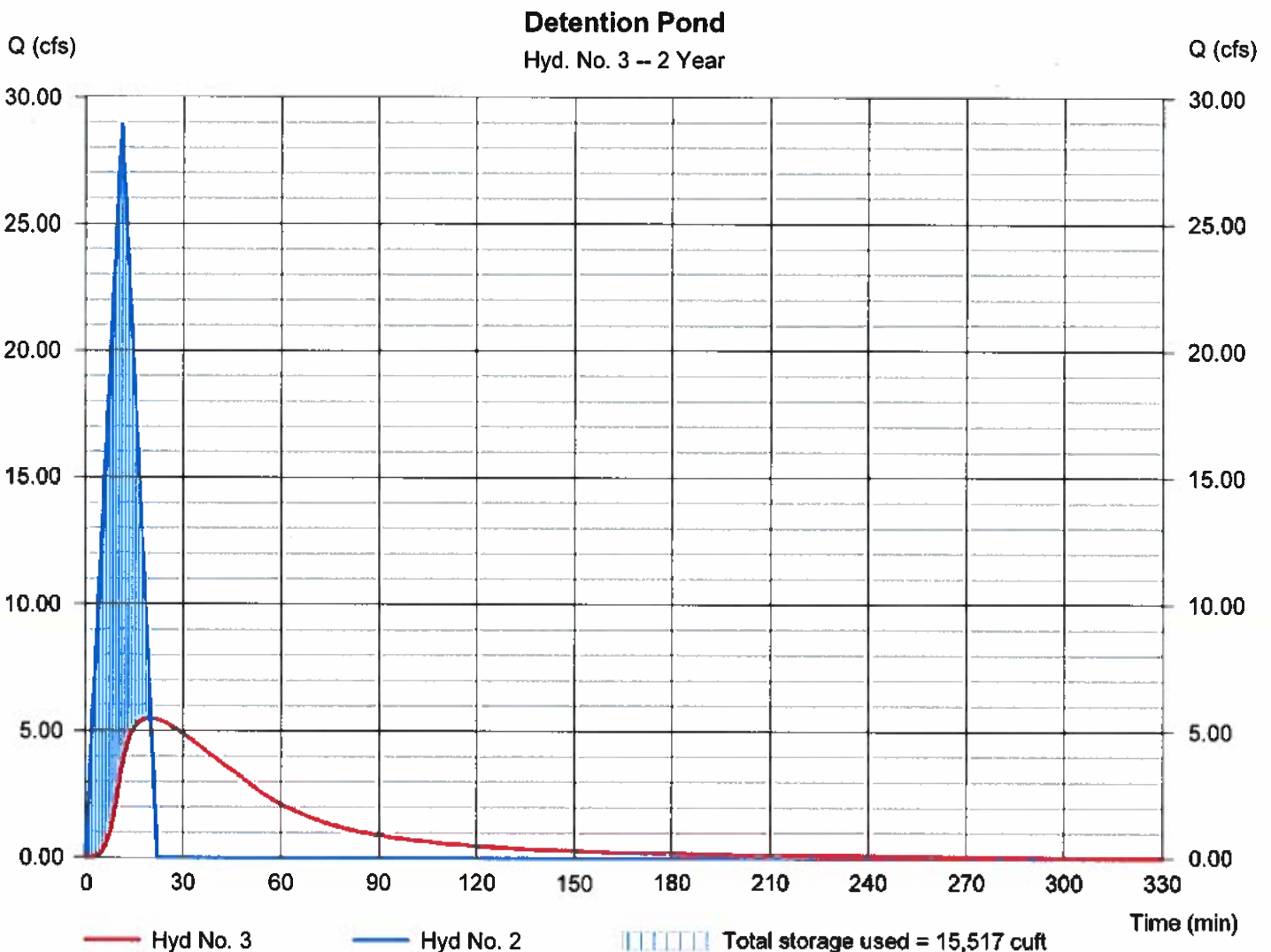
# Hydrograph Report

## Hyd. No. 3

### Detention Pond

Hydrograph type	= Reservoir	Peak discharge	= 5.483 cfs
Storm frequency	= 2 yrs	Time to peak	= 20 min
Time interval	= 1 min	Hyd. volume	= 19,036 cuft
Inflow hyd. No.	= 2 - Developed Conditions	Max. Elevation	= 1221.94 ft
Reservoir name	= <New Pond>	Max. Storage	= 15,517 cuft

Storage Indication method used.





# Pond Report

## Pond No. 1 - <New Pond>

### Pond Data

Trapezoid -Bottom L x W = 110.0 x 60.0 ft, Side slope = 4.00:1, Bottom elev. = 1220.00 ft, Depth = 4.00 ft

### Stage / Storage Table

Stage (ft)	Elevation (ft)	Contour area (sqft)	Incr. Storage (cuft)	Total storage (cuft)
0.00	1220.00	6,600	0	0
0.40	1220.40	7,154	2,750	2,750
0.80	1220.80	7,729	2,976	5,726
1.20	1221.20	8,324	3,210	8,936
1.60	1221.60	8,940	3,452	12,388
2.00	1222.00	9,576	3,702	16,091
2.40	1222.40	10,233	3,961	20,052
2.80	1222.80	10,910	4,228	24,279
3.20	1223.20	11,607	4,503	28,782
3.60	1223.60	12,325	4,786	33,568
4.00	1224.00	13,064	5,077	38,645

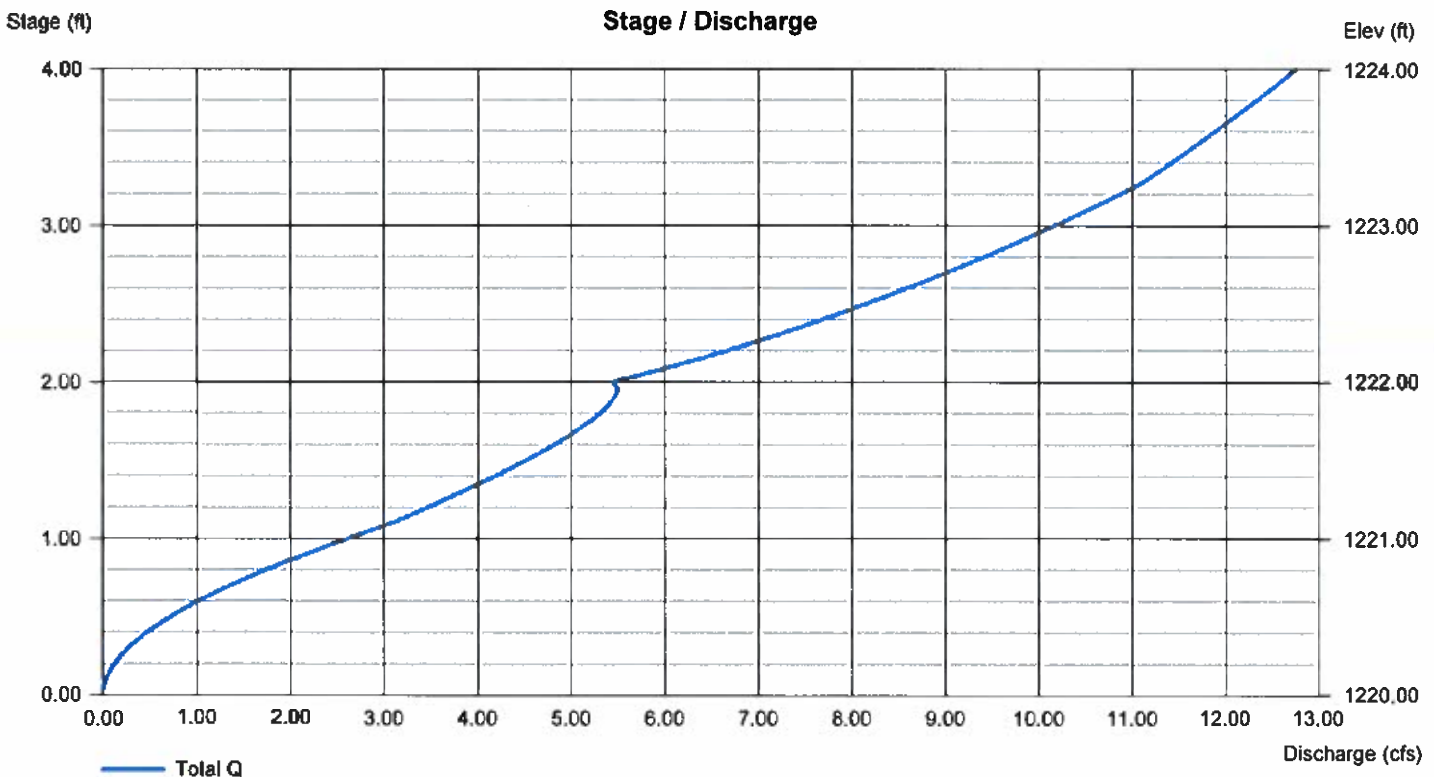
### Culvert / Orifice Structures

	[A]	[B]	[C]	[PrfRsr]
Rise (in)	= 24.00	0.00	0.00	0.00
Span (in)	= 24.00	0.00	0.00	0.00
No. Barrels	= 1	0	0	0
Invert El. (ft)	= 1220.00	0.00	0.00	0.00
Length (ft)	= 30.00	0.00	0.00	0.00
Slope (%)	= 1.00	0.00	0.00	n/a
N-Value	= .013	.013	.013	n/a
Orifice Coeff.	= 0.60	0.60	0.60	0.60
Multi-Stage	= n/a	No	No	No

### Weir Structures

	[A]	[B]	[C]	[D]
Crest Len (ft)	= 5.00	0.00	0.00	0.00
Crest El. (ft)	= 1222.50	0.00	0.00	0.00
Weir Coeff.	= 3.33	3.33	3.33	3.33
Weir Type	= Rect	---	---	---
Multi-Stage	= No	No	No	No
Exfil.(in/hr)	= 0.000 (by Contour)			
TW Elev. (ft)	= 0.00			

Note: Culvert/Orifice outflows are analyzed under inlet (ic) and outlet (oc) control. Weir risers checked for orifice conditions (ic) and submergence (s).



# Hydrograph Summary Report

Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time Interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	Rational	9.056	1	18	9,780	---	---	---	Existing Conditions
2	Rational	32.88	1	11	21,698	---	---	---	Developed Conditions
3	Reservoir	6.424	1	20	21,643	2	1222.16	17,662	Detention Pond
windsor meadows.gpw					Return Period: 5 Year		Monday, 12 / 10 / 2018		

# Hydrograph Report

## Hyd. No. 1

### Existing Conditions

Hydrograph type	= Rational	Peak discharge	= 9.056 cfs
Storm frequency	= 5 yrs	Time to peak	= 18 min
Time interval	= 1 min	Hyd. volume	= 9,780 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.25
Intensity	= 4.391 in/hr	Tc by User	= 18.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1



# Hydrograph Report

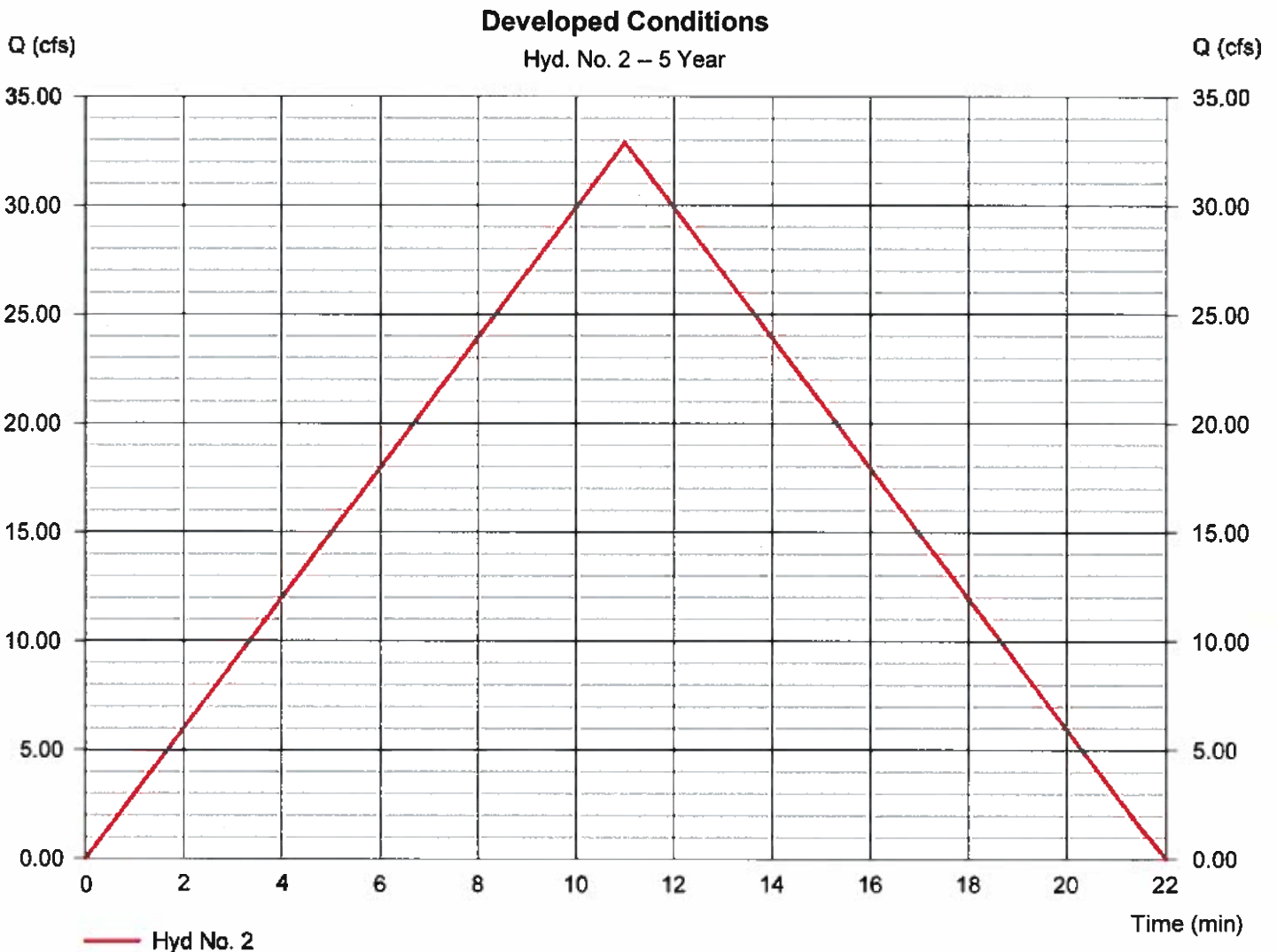
Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

Monday, 12 / 10 / 2018

## Hyd. No. 2

### Developed Conditions

Hydrograph type	= Rational	Peak discharge	= 32.88 cfs
Storm frequency	= 5 yrs	Time to peak	= 11 min
Time interval	= 1 min	Hyd. volume	= 21,698 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.75
Intensity	= 5.313 in/hr	Tc by User	= 11.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1



# Hydrograph Report

Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

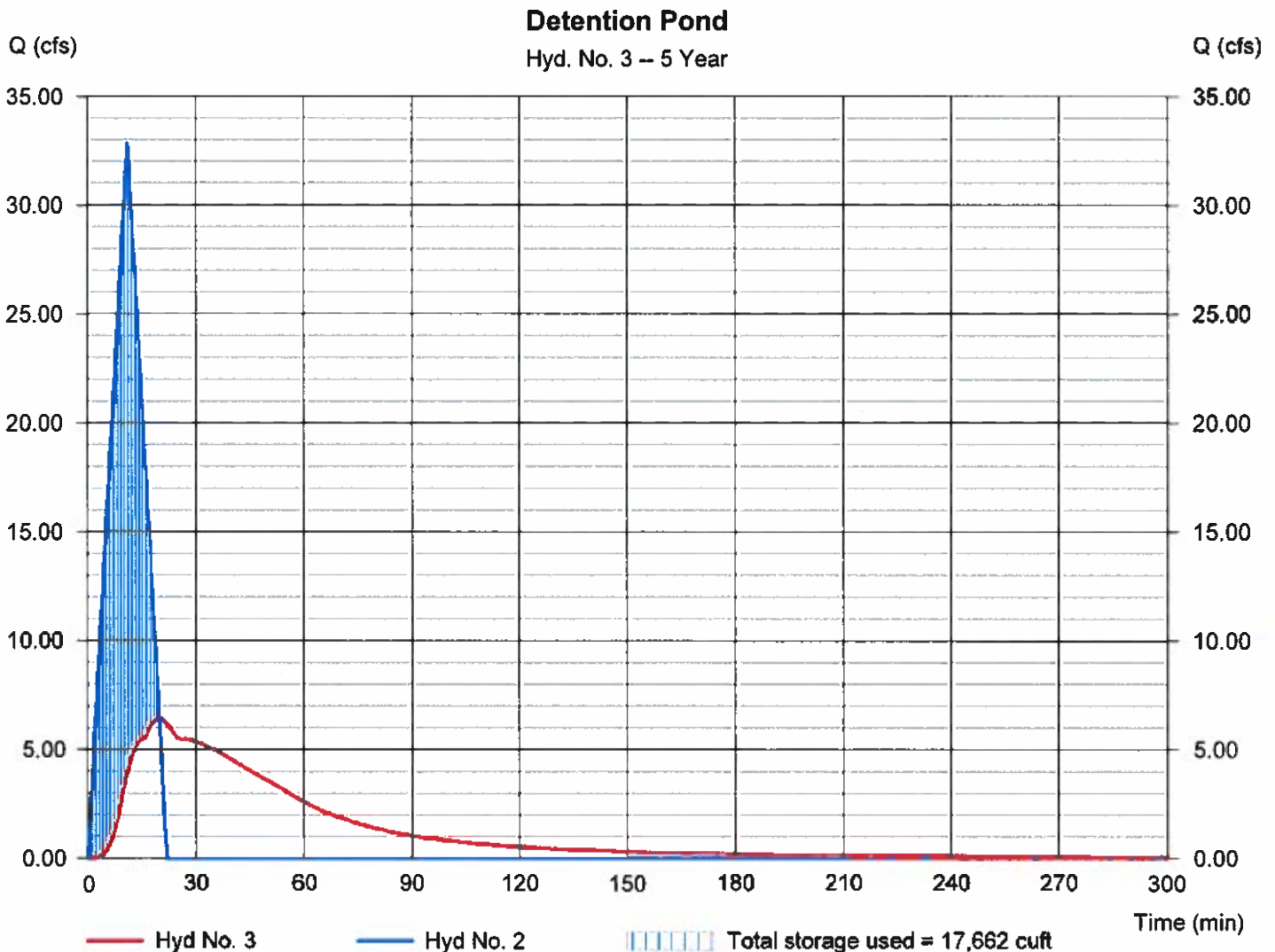
Monday, 12 / 10 / 2018

## Hyd. No. 3

### Detention Pond

Hydrograph type	= Reservoir	Peak discharge	= 6.424 cfs
Storm frequency	= 5 yrs	Time to peak	= 20 min
Time interval	= 1 min	Hyd. volume	= 21,643 cuft
Inflow hyd. No.	= 2 - Developed Conditions	Max. Elevation	= 1222.16 ft
Reservoir name	= <New Pond>	Max. Storage	= 17,662 cuft

Storage Indication method used.



# Hydrograph Summary Report

Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	Rational	10.31	1	18	11,138	----	----	---	Existing Conditions
2	Rational	37.44	1	11	24,711	---	---	----	Developed Conditions
3	Reservoir	7.662	1	20	24,656	2	1222.40	20,001	Detention Pond
windsor meadows.gpw					Return Period: 10 Year			Monday, 12 / 10 / 2018	

# Hydrograph Report

## Hyd. No. 1

### Existing Conditions

Hydrograph type	= Rational	Peak discharge	= 10.31 cfs
Storm frequency	= 10 yrs	Time to peak	= 18 min
Time interval	= 1 min	Hyd. volume	= 11,138 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.25
Intensity	= 5.000 in/hr	Tc by User	= 18.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1

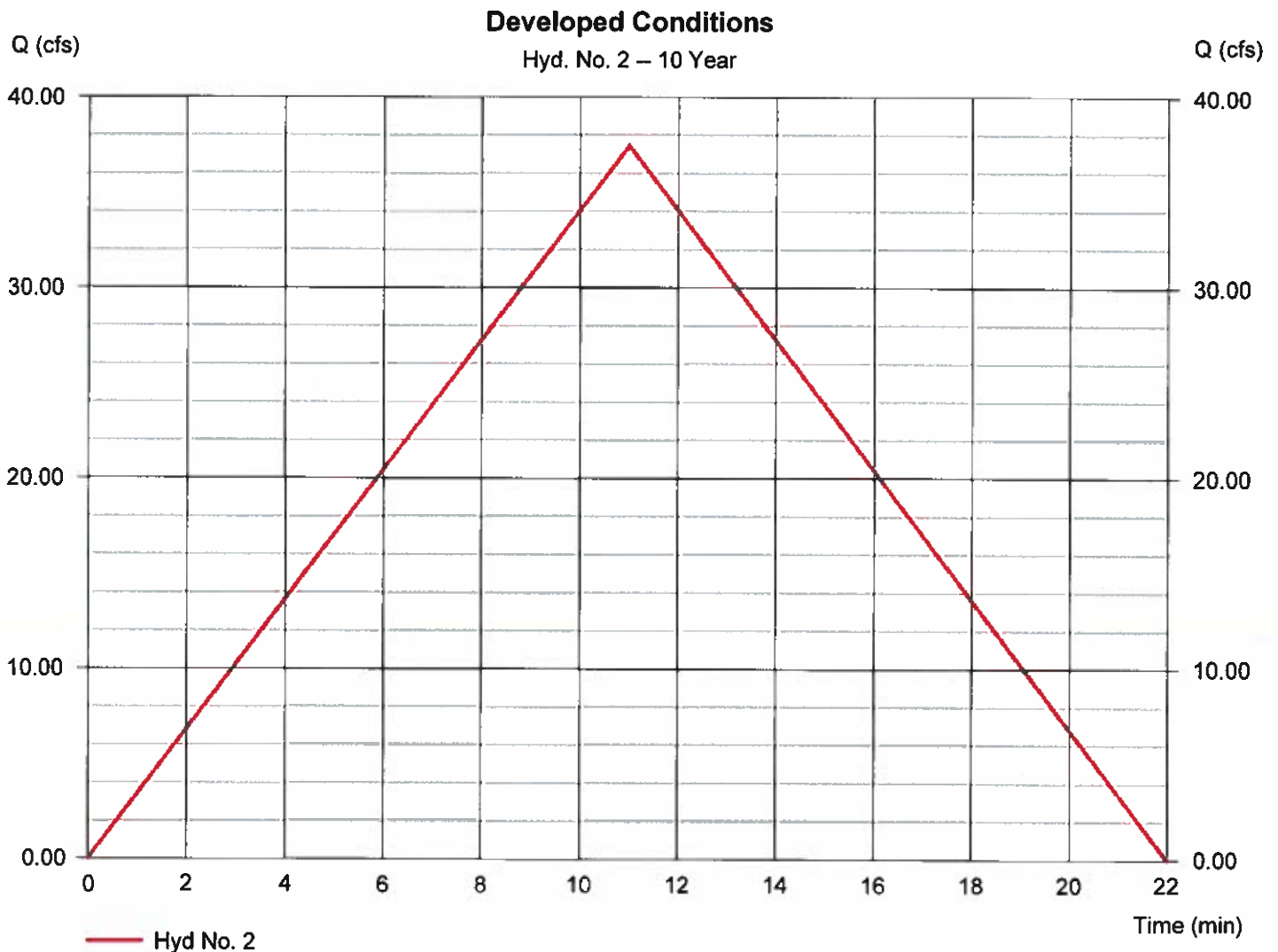


# Hydrograph Report

## Hyd. No. 2

### Developed Conditions

Hydrograph type	= Rational	Peak discharge	= 37.44 cfs
Storm frequency	= 10 yrs	Time to peak	= 11 min
Time interval	= 1 min	Hyd. volume	= 24,711 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.75
Intensity	= 6.051 in/hr	Tc by User	= 11.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1





# Hydrograph Report

Hydraulflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

Monday, 12 / 10 / 2018

## Hyd. No. 3

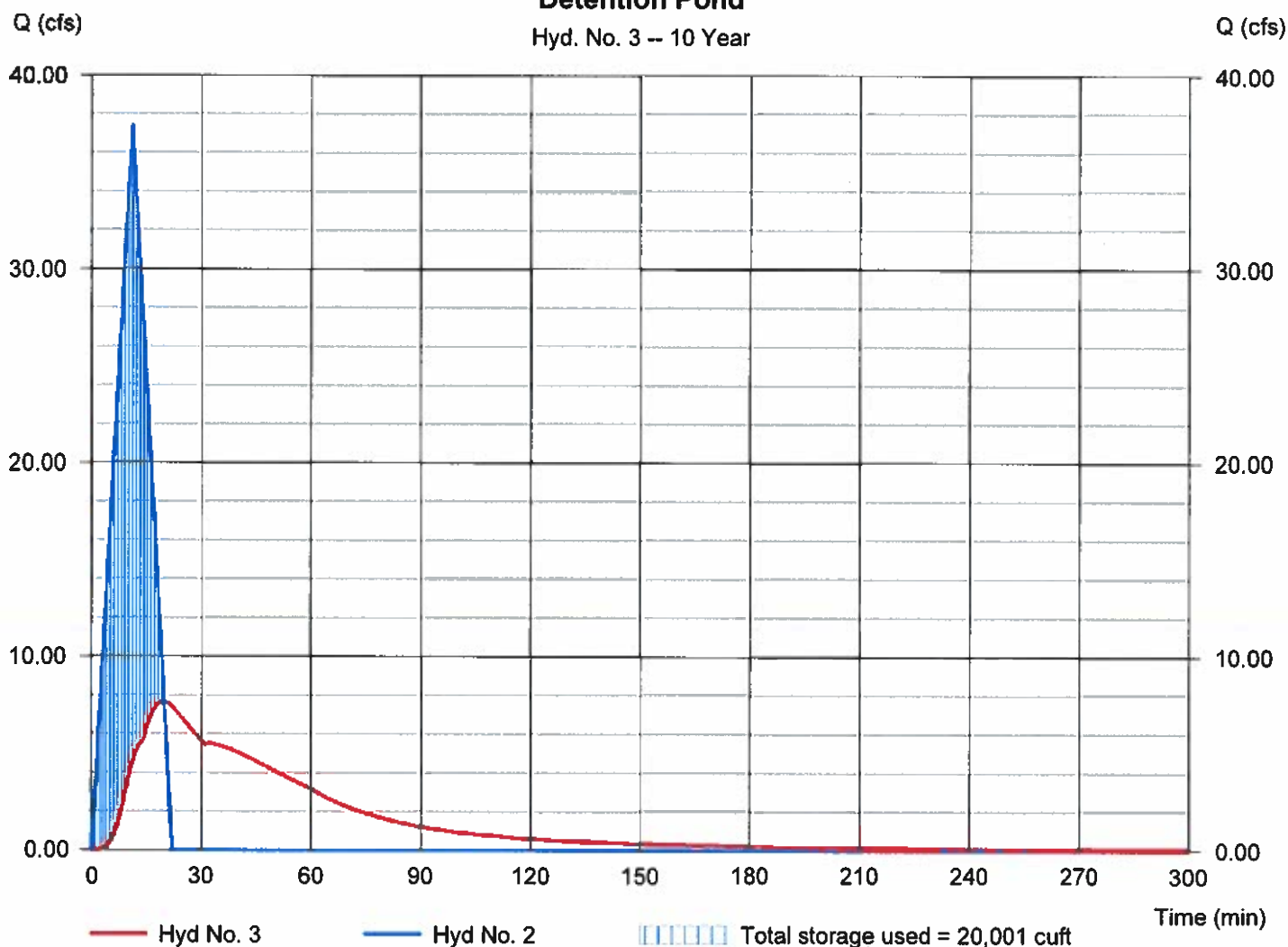
### Detention Pond

Hydrograph type	= Reservoir	Peak discharge	= 7.662 cfs
Storm frequency	= 10 yrs	Time to peak	= 20 min
Time interval	= 1 min	Hyd. volume	= 24,656 cuft
Inflow hyd. No.	= 2 - Developed Conditions	Max. Elevation	= 1222.40 ft
Reservoir name	= <New Pond>	Max. Storage	= 20,001 cuft

Storage Indication method used.

### Detention Pond

Hyd. No. 3 -- 10 Year



# Hydrograph Summary Report

Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	Rational	11.95	1	18	12,904	----	----	----	Existing Conditions
2	Rational	43.38	1	11	28,629	----	----	----	Developed Conditions
3	Reservoir	8.952	1	20	28,574	2	1222.69	23,062	Detention Pond
windsor meadows.gpw					Return Period: 25 Year			Monday, 12 / 10 / 2018	

# Hydrograph Report

## Hyd. No. 1

### Existing Conditions

Hydrograph type	= Rational	Peak discharge	= 11.95 cfs
Storm frequency	= 25 yrs	Time to peak	= 18 min
Time interval	= 1 min	Hyd. volume	= 12,904 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.25
Intensity	= 5.793 in/hr	Tc by User	= 18.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1

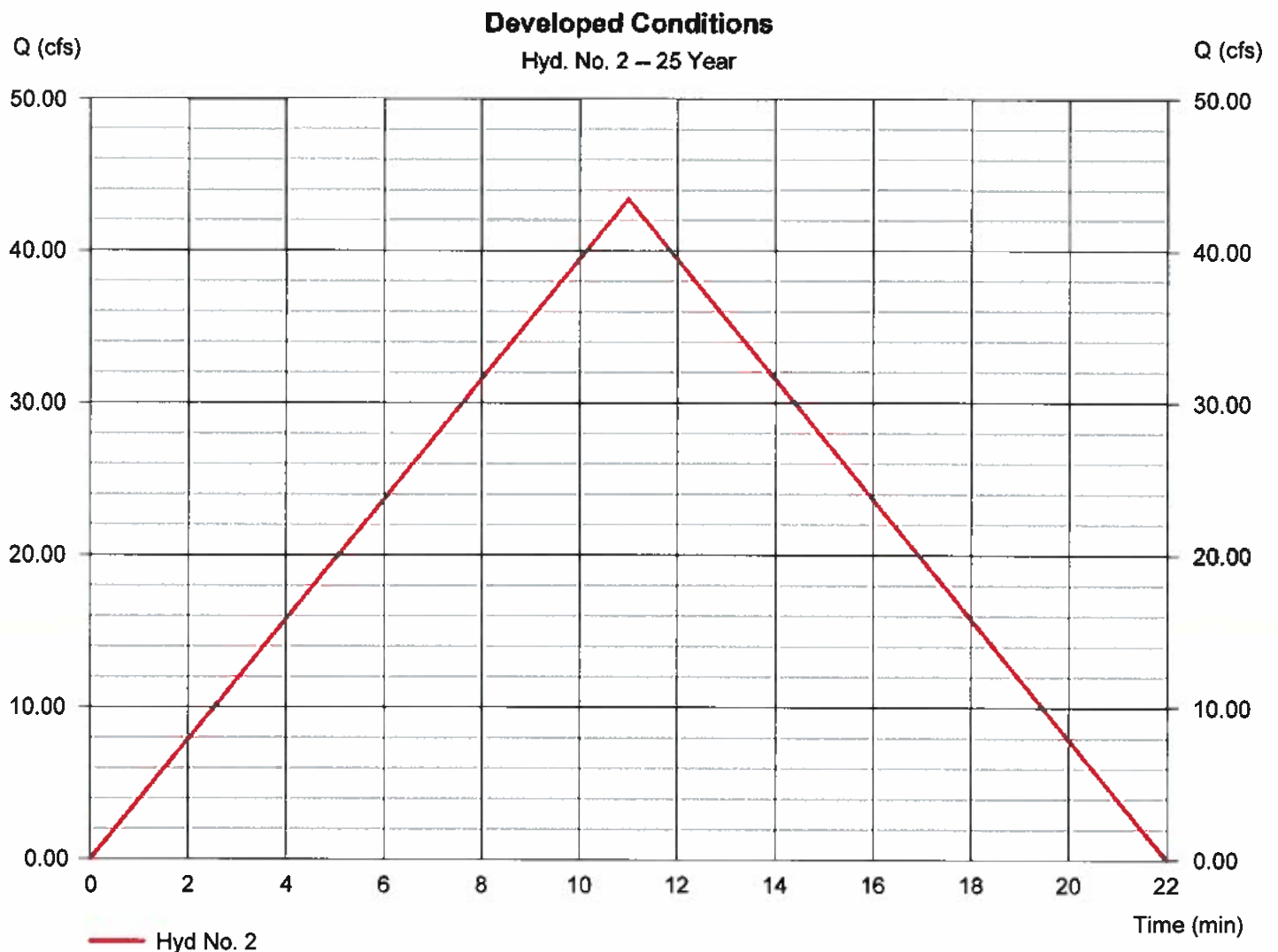


# Hydrograph Report

## Hyd. No. 2

### Developed Conditions

Hydrograph type	= Rational	Peak discharge	= 43.38 cfs
Storm frequency	= 25 yrs	Time to peak	= 11 min
Time interval	= 1 min	Hyd. volume	= 28,629 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.75
Intensity	= 7.010 in/hr	Tc by User	= 11.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1



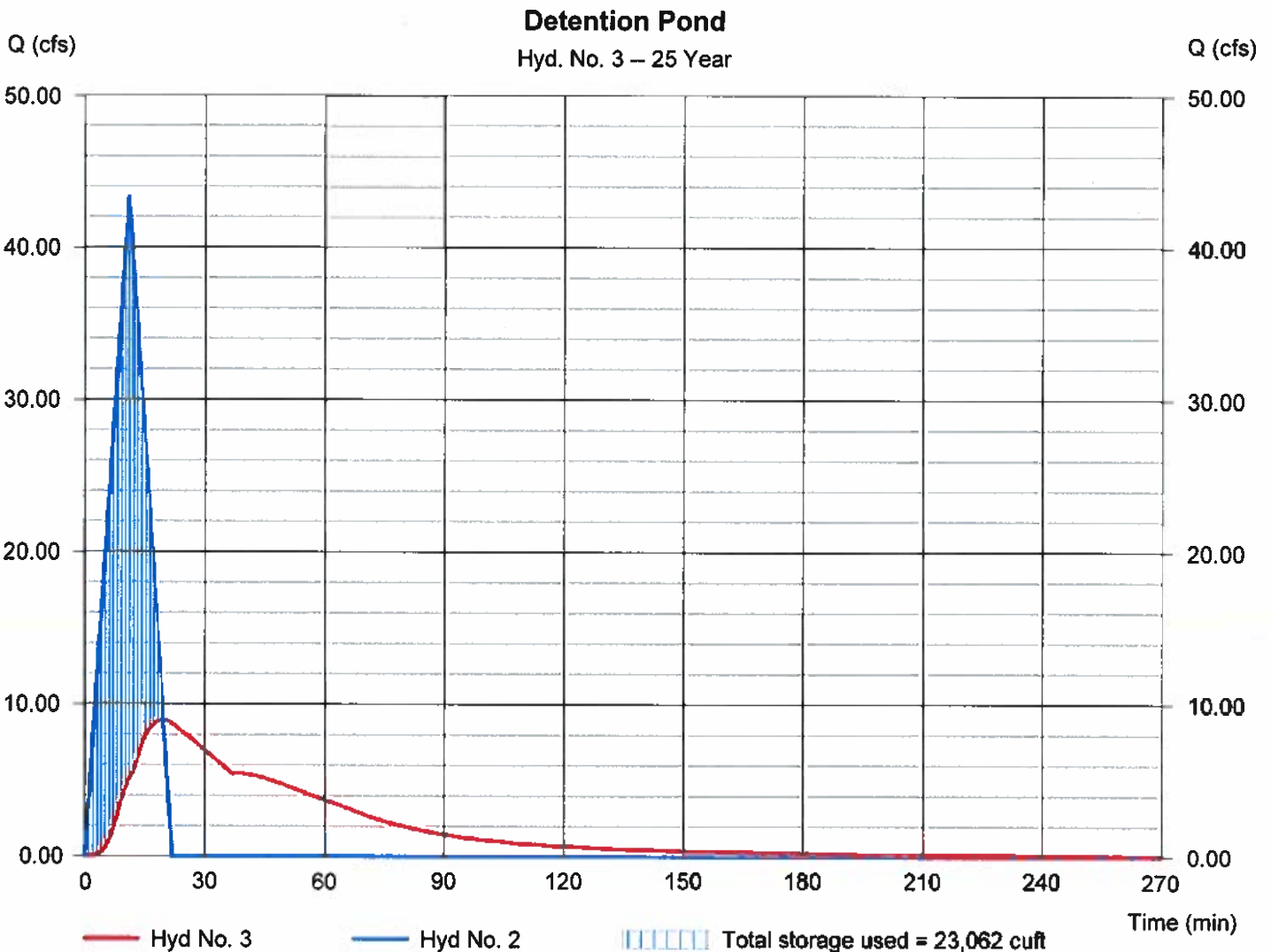
# Hydrograph Report

## Hyd. No. 3

### Detention Pond

Hydrograph type	= Reservoir	Peak discharge	= 8.952 cfs
Storm frequency	= 25 yrs	Time to peak	= 20 min
Time interval	= 1 min	Hyd. volume	= 28,574 cuft
Inflow hyd. No.	= 2 - Developed Conditions	Max. Elevation	= 1222.69 ft
Reservoir name	= <New Pond>	Max. Storage	= 23,062 cuft

Storage Indication method used.



# Hydrograph Summary Report

Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time Interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description	
1	Rational	13.58	1	18	14,670	---	---	---	Existing Conditions	
2	Rational	49.31	1	11	32,546	---	---	---	Developed Conditions	
3	Reservoir	10.05	1	20	32,492	2	1222.97	26,177	Detention Pond	
windsor meadows.gpw					Return Period: 50 Year			Monday, 12 / 10 / 2018		

# Hydrograph Report

## Hyd. No. 1

### Existing Conditions

Hydrograph type	= Rational	Peak discharge	= 13.58 cfs
Storm frequency	= 50 yrs	Time to peak	= 18 min
Time interval	= 1 min	Hyd. volume	= 14,670 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.25
Intensity	= 6.586 in/hr	Tc by User	= 18.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1



# Hydrograph Report

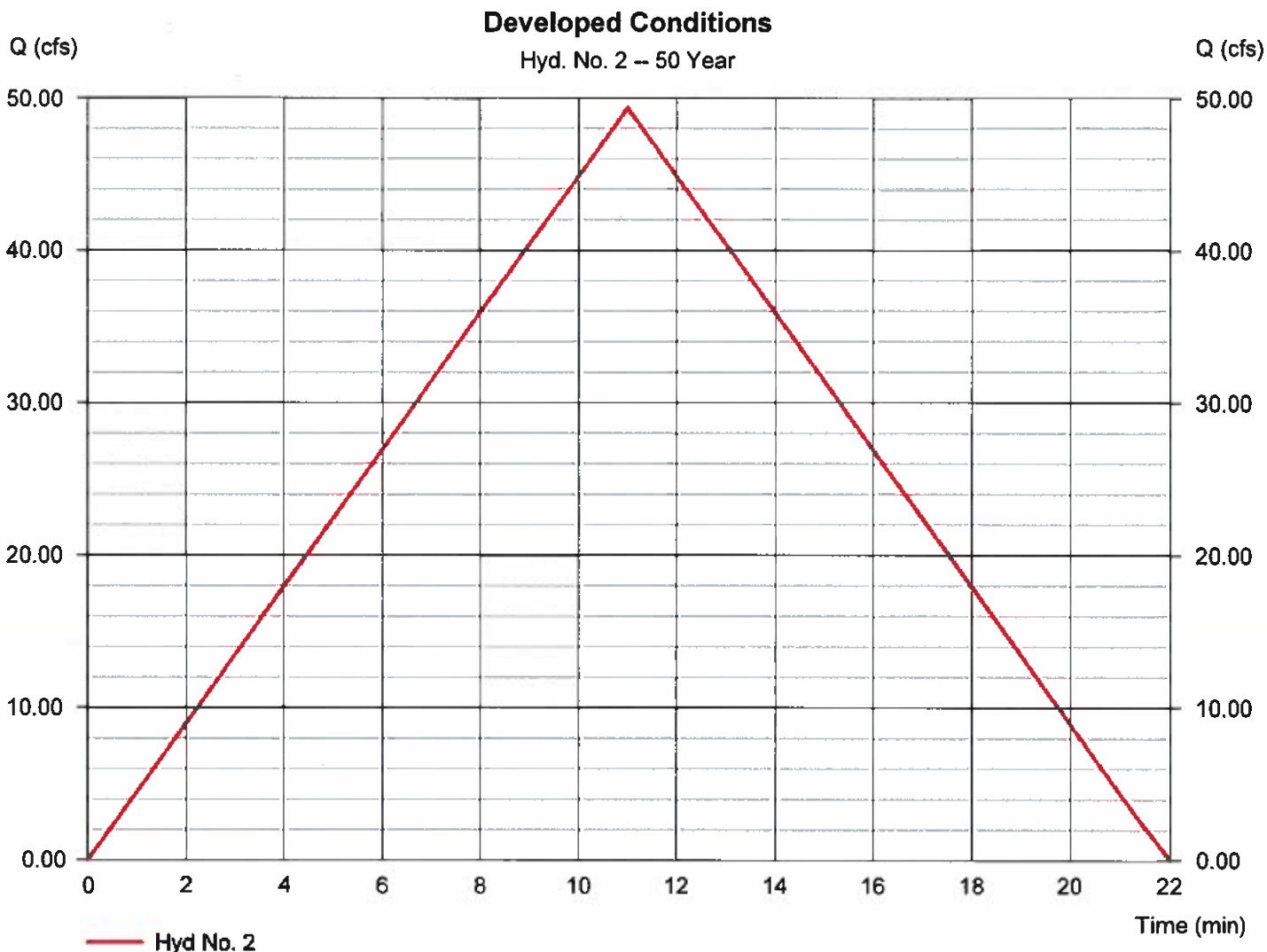
Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

Monday, 12 / 10 / 2018

## Hyd. No. 2

### Developed Conditions

Hydrograph type	= Rational	Peak discharge	= 49.31 cfs
Storm frequency	= 50 yrs	Time to peak	= 11 min
Time interval	= 1 min	Hyd. volume	= 32,546 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.75
Intensity	= 7.970 in/hr	Tc by User	= 11.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1





# Hydrograph Report

Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

Monday, 12 / 10 / 2018

## Hyd. No. 3

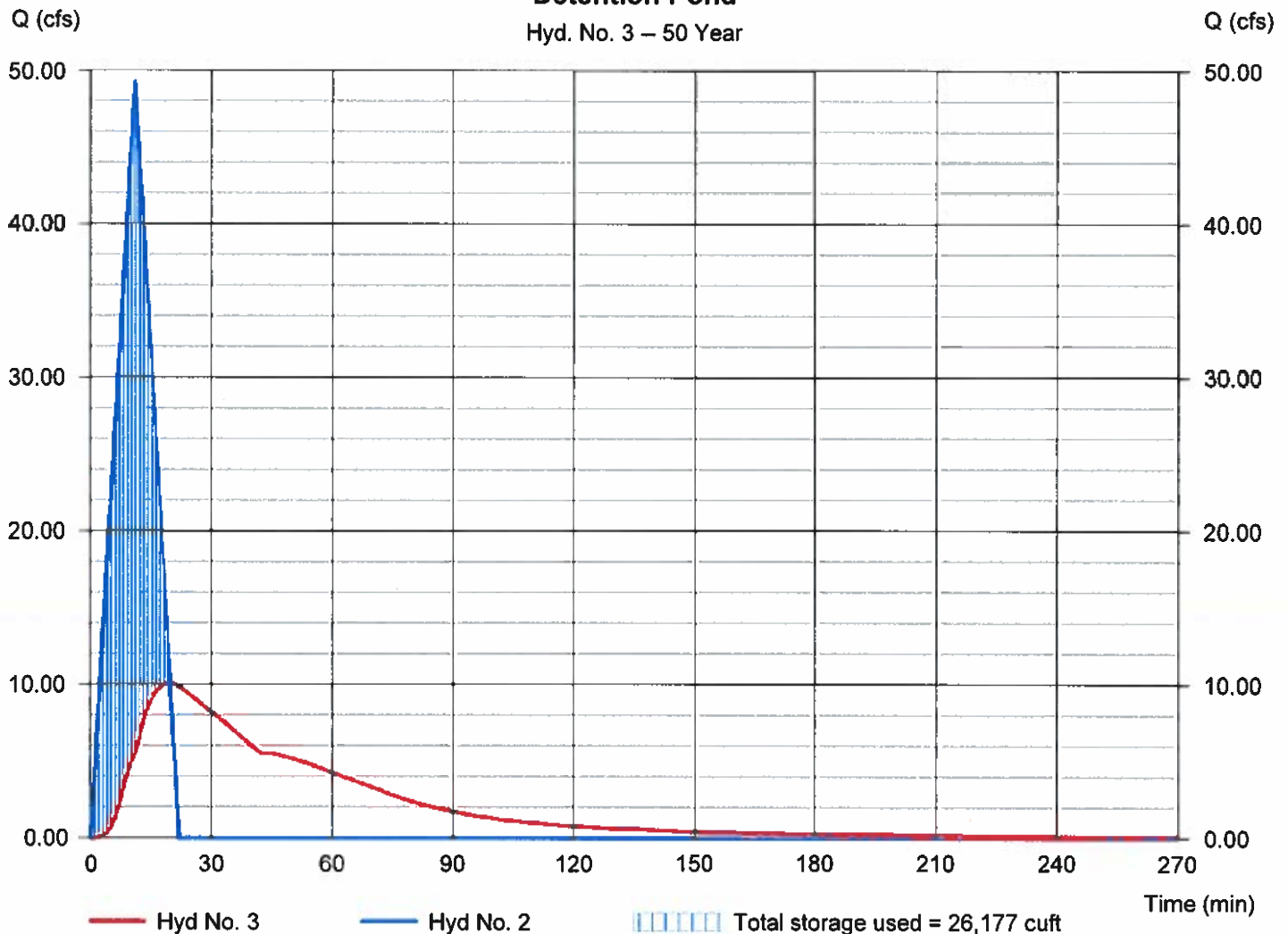
### Detention Pond

Hydrograph type	= Reservoir	Peak discharge	= 10.05 cfs
Storm frequency	= 50 yrs	Time to peak	= 20 min
Time interval	= 1 min	Hyd. volume	= 32,492 cuft
Inflow hyd. No.	= 2 - Developed Conditions	Max. Elevation	= 1222.97 ft
Reservoir name	= <New Pond>	Max. Storage	= 26,177 cuft

Storage Indication method used.

### Detention Pond

Hyd. No. 3 – 50 Year



# Hydrograph Summary Report

Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time Interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description	
1	Rational	15.09	1	18	16,300	—	—	—	Existing Conditions	
2	Rational	54.79	1	11	36,163	—	—	—	Developed Conditions	
3	Reservoir	10.96	1	20	36,108	2	1223.23	29,108	Detention Pond	
windsor meadows.gpw					Return Period: 100 Year			Monday, 12 / 10 / 2018		

# Hydrograph Report

Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

Monday, 12 / 10 / 2018

## Hyd. No. 1

### Existing Conditions

Hydrograph type	= Rational	Peak discharge	= 15.09 cfs
Storm frequency	= 100 yrs	Time to peak	= 18 min
Time interval	= 1 min	Hyd. volume	= 16,300 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.25
Intensity	= 7.318 in/hr	Tc by User	= 18.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1

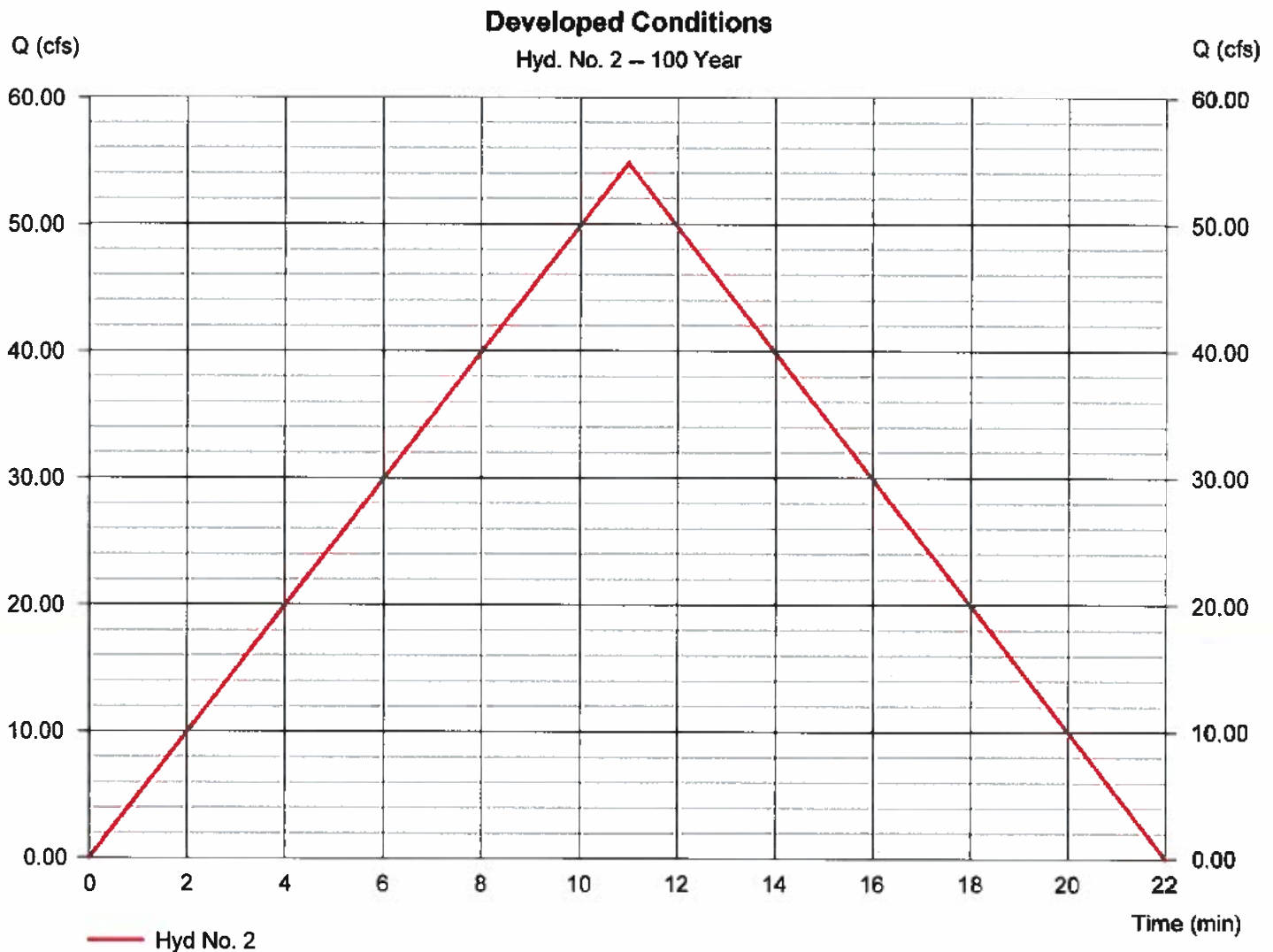


# Hydrograph Report

## Hyd. No. 2

### Developed Conditions

Hydrograph type	= Rational	Peak discharge	= 54.79 cfs
Storm frequency	= 100 yrs	Time to peak	= 11 min
Time interval	= 1 min	Hyd. volume	= 36,163 cuft
Drainage area	= 8.250 ac	Runoff coeff.	= 0.75
Intensity	= 8.855 in/hr	Tc by User	= 11.00 min
IDF Curve	= ODOT IDF Coefficients.IDF	Asc/Rec limb fact	= 1/1



# Hydrograph Report

Hydraflow Hydrographs Extension for AutoCAD® Civil 3D® 2018 by Autodesk, Inc. v12

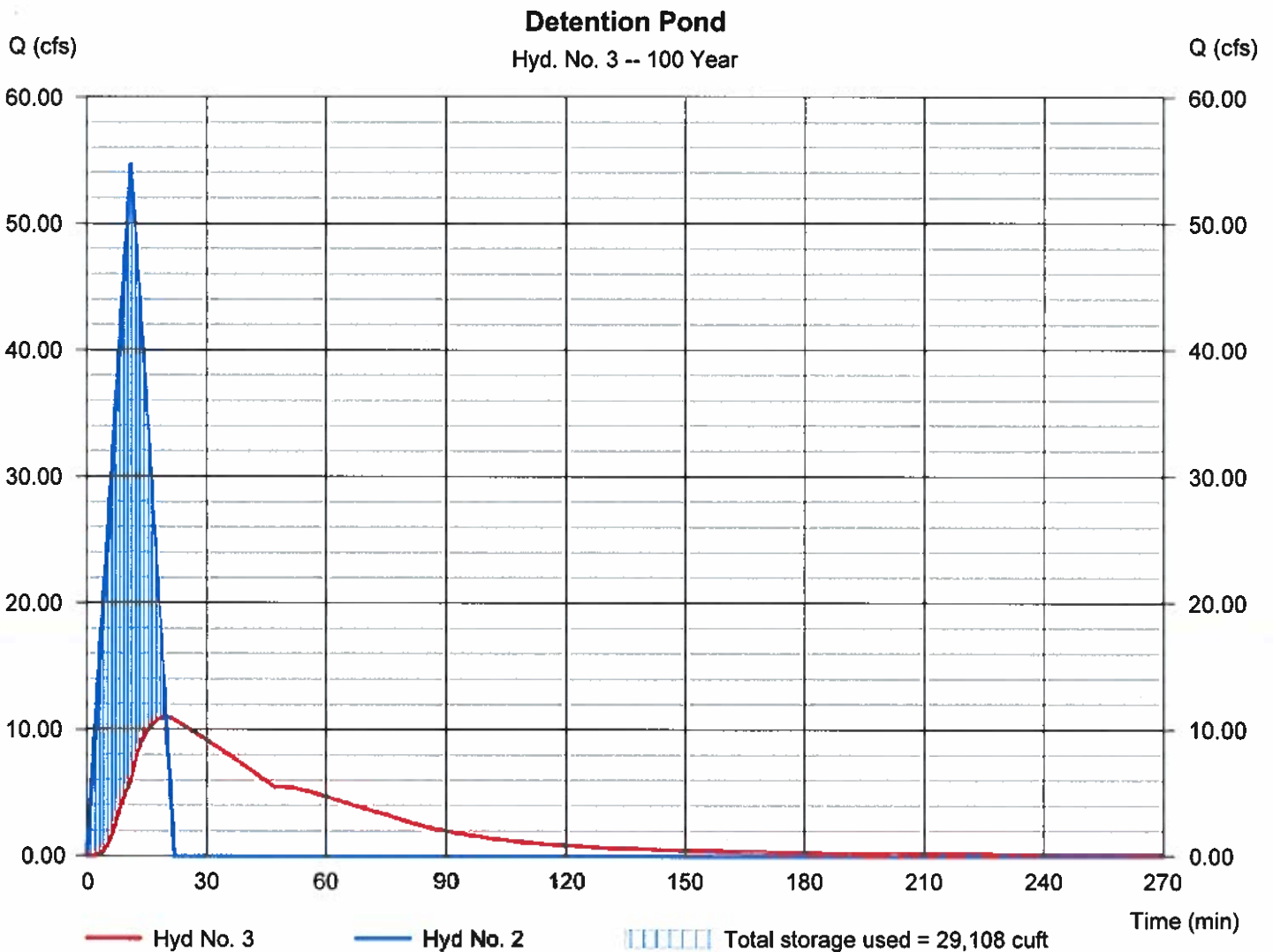
Monday, 12 / 10 / 2018

## Hyd. No. 3

Detention Pond

Hydrograph type	= Reservoir	Peak discharge	= 10.96 cfs
Storm frequency	= 100 yrs	Time to peak	= 20 min
Time interval	= 1 min	Hyd. volume	= 36,108 cuft
Inflow hyd. No.	= 2 - Developed Conditions	Max. Elevation	= 1223.23 ft
Reservoir name	= <New Pond>	Max. Storage	= 29,108 cuft

Storage Indication method used.



## **DRAINAGE BASIN PEAK RUNOFF CALCULATION SPREADSHEET**

PROJECT NAME: **Windsor Meadows**  
 OFFICE PROJECT NUMBER:  
 SUB-BASIN NUMBER: **Existing**  
 OKLAHOMA CLIMATE ZONE: **2**  
**TOTAL DRAINAGE BASIN (ac) : 8.250**

DATE: **12/10/18**  
 DESIGN ENGINEER: **JACKSON**  
 SPREADSHEET FILE NAME:  
 ( Refer to the OKC Drainage Manual for climatic zones )  
 ( As determined by survey, USGS mapping, aerial survey, ect. )

In order to determine an accurate runoff coefficient, a weighted average of the drainage basin will be made.

Land use:	Sub-Area (Acres)	*Runoff Coefficient	Partial CA Product
Residential:	0.000	0.50	0.00
Cultivated:	8.250	0.25	2.06
Light Industrial:	0.000	0.80	0.00
Commercial:	0.000	0.90	0.00
Landscaped:	0.000	0.50	0.00
Paved:	0.000	0.95	0.00
<b>Total Area:</b>	<b>8.250</b>		<b>Sum CA: 2.06</b>

\* Estimated Runoff Coefficients may be found in the OKC DRAINAGE ORDINANCES. The following runoff coefficients are commonly used. To calculate the Weighted "C" Coefficient, divide the Sum of Coefficient Products by the total Drainage Basin.

**WEIGHTED "C" : 0.25**

<u>Land Use</u>	<u>Coefficient</u>	<u>Land Use</u>	<u>Coefficient</u>
Rural Single Family	0.60	Apartments	0.85
Single Family Residential	0.70	Commercial	0.90
Light Industrial	0.80	Shopping Center	0.95
Paved	0.95	Industrial	0.80

To determine the time of concentration, both overland and channel flows must be computed.

### A. Overland Flow:

Length of overland flow,  $L_o$  in feet : **335.82** ( As determined by survey, USGS mapping, aerial survey, ect. )  
 Overland average slope,  $S_o$  in feet : **0.0298** ( As determined by survey, USGS mapping, aerial survey, ect. )

If the overland flow path crosses different types of ground cover a weighted "k" factor must be calculated.

Ground Cover	Incremental Length (ft)	K Factor	Partial Length & K Factor Product
Pavement:	0	0.372	0
Commercial:	0	0.445	0
Residential:	0	0.511	0
Rocky, Bare Soil:	0	0.604	0
Cultivated:	0	0.775	0
Timber, Thin Grass:	0	0.942	0
Average Pasture:	335.82	1.04	349.2528
Tall Grass:	0	1.113	0
<b>Total Overland Length:</b>	<b>336</b>		<b>Sum of "K" Factor Products: 349.2528</b>

**WEIGHTED OVERLAND "K" : 1.0400**

$$T_o = (L_o)^{0.37} / S_o^{0.20}$$

$$T_o = 18.07 \text{ minutes}$$

**B. Channel Flow:**

Length of channel flow,  $L_f$  in feet: **0.0** ( As determined by survey, USGS mapping, aerial survey, ect. )  
 Channel average slope,  $S_f$  in feet: **0.0000** ( As determined by survey, USGS mapping, aerial survey, ect. )  
 Channel Velocity,  $V_f$  in fps: **0.0**

$$T_f = L_f / V_f \qquad T_f = 0 \text{ minutes}$$

The total time of concentration is the sum of the overland time ( $T_o$ ) and channel time ( $T_f$ ):  $T_c = T_o + T_f$

The total time of concentration must exceed 10 minutes. (ODOT drainage manual)

$$\text{TOTAL TIME OF CONCENTRATION, } T_c = 18.07 \text{ minutes}$$

The formula for the average historical rainfall intensity as defined in the ODOT DRAINAGE MANUAL is as follows:

$$I = A / (B + TC)^E$$

	<u>2 year</u>	<u>5 year</u>	<u>10 year</u>	<u>25 year</u>	<u>50 year</u>	<u>100 year</u>
A =	104.333	79.655	87.535	101.482	98.925	102.769
B =	17.298	14.828	15.882	16.774	15.865	15.860
E =	0.935	0.825	0.811	0.806	0.775	0.760

Rainfall Intensity Formula Nomenclature as per OKC DRAINAGE MANUAL for the Climatic Zone chosen :

The rational method will be used to calculate the peak runoff. (Not extremely accurate for large drainage basins)

$Q = CIA$

C - Runoff coefficient of the drainage basin  
 I - Average historical rainfall intensity in units of inches/hour  
 A - Area in units of acres

	<u>2 year</u>	<u>5 year</u>	<u>10 year</u>	<u>25 year</u>	<u>50 year</u>	<u>100 year</u>
Intensity (I)	3.72	4.46	5.01	5.80	6.44	7.05
Runoff (Q)	7.676	9.200	10.341	11.969	13.273	14.537

## **DRAINAGE BASIN PEAK RUNOFF CALCULATION SPREADSHEET**

PROJECT NAME: **Windsor Meadows** DATE: **12/10/18**  
 OFFICE PROJECT NUMBER: DESIGN ENGINEER: **JACKSON**  
 SUB-BASIN NUMBER: **Proposed** SPREADSHEET FILE NAME:  
 OKLAHOMA CLIMATE ZONE: **2** ( Refer to the OKC Drainage Manual for climatic zones )  
**TOTAL DRAINAGE BASIN (ac)** : **8.25** ( As determined by survey, USGS mapping, aerial survey, ect. )

In order to determine an accurate runoff coefficient, a weighted average of the drainage basin will be made.

Land use:	Sub-Area (Acres)	*Runoff Coefficient	Partial CA Product
Residential:	<b>8.25</b>	<b>0.75</b>	<b>6.19</b>
Cultivated:	<b>0.00</b>	<b>0.40</b>	<b>0.00</b>
Light Industrial:	<b>0.00</b>	<b>0.80</b>	<b>0.00</b>
Commercial:	<b>0.00</b>	<b>0.90</b>	<b>0.00</b>
Landscaped:	<b>0.00</b>	<b>0.50</b>	<b>0.00</b>
Paved:	<b>0.00</b>	<b>0.95</b>	<b>0.00</b>
<b>Total Area:</b>	<b>8.25</b>		<b>Sum CA: 6.19</b>

\* Estimated Runoff Coefficients may be found in the OKC DRAINAGE ORDINANCES. The following runoff coefficients are commonly used. To calculate the Weighted "C" Coefficient, divide the Sum of Coefficient Products by the total Drainage Basin.

**WEIGHTED "C" : 0.75**

<u>Land Use</u>	<u>Coefficient</u>	<u>Land Use</u>	<u>Coefficient</u>
Rural Single Family	0.60	Apartments	0.85
Single Family Residential	0.70	Commercial	0.90
Light Industrial	0.80	Shopping Center	0.95
Paved	0.95	Industrial	0.80

To determine the time of concentration, both overland and channel flows must be computed.

### A. Overland Flow:

Length of overland flow,  $L_o$  in feet : **1179.13** ( As determined by survey, USGS mapping, aerial survey, ect. )  
 Overland average slope,  $S_o$  in feet : **0.0254** ( As determined by survey, USGS mapping, aerial survey, ect. )

If the overland flow path crosses different types of ground cover a weighted "K" factor must be calculated.

Ground Cover	Incremental Length (ft)	K Factor	Partial Length & K Factor Product
Pavement:	<b>1179.13</b>	<b>0.372</b>	<b>438.6364</b>
Commercial:	<b>0</b>	<b>0.445</b>	<b>0</b>
Residential:	<b>0</b>	<b>0.511</b>	<b>0</b>
Rocky, Bare Soil:	<b>0</b>	<b>0.604</b>	<b>0</b>
Cultivated:	<b>0</b>	<b>0.775</b>	<b>0</b>
Timber, Thin Grass:	<b>0</b>	<b>0.942</b>	<b>0</b>
Average Pasture:	<b>0</b>	<b>1.04</b>	<b>0</b>
Tall Grass:	<b>0</b>	<b>1.113</b>	<b>0</b>
<b>Total Overland Length:</b>	<b>1179</b>		<b>Sum of "K" Factor Products: 438.6364</b>

**WEIGHTED OVERLAND "K" : 0.3720**

$$T_o = (L_o)^{0.37} / S_o^{0.20}$$

$$T_o = 10.62 \text{ minutes}$$



**B. Channel Flow:**

Length of channel flow,  $L_f$  in feet: **0.0** ( As determined by survey, USGS mapping, aerial survey, ect. )  
 Channel average slope,  $S_f$  in feet: **0.0000** ( As determined by survey, USGS mapping, aerial survey, ect. )  
 Channel Velocity,  $V_f$  in fps: **0.0**

$$T_f = L_f / V_f \qquad T_f = 0 \text{ minutes}$$

The total time of concentration is the sum of the overland time ( $T_o$ ) and channel time ( $T_f$ ):  $T_c = T_o + T_f$

The total time of concentration must exceed 10 minutes. (ODOT drainage manual)

$$\text{TOTAL TIME OF CONCENTRATION, } T_c = 10.62 \text{ minutes}$$

The formula for the average historical rainfall intensity as defined in the ODOT DRAINAGE MANUAL is as follows:

$$I = A / (B + TC)^E$$

	2 year	5 year	10 year	25 year	50 year	100 year
A =	104.333	79.655	87.535	101.482	98.925	102.769
B =	17.298	14.828	15.882	16.774	15.865	15.860
E =	0.935	0.825	0.811	0.806	0.775	0.760

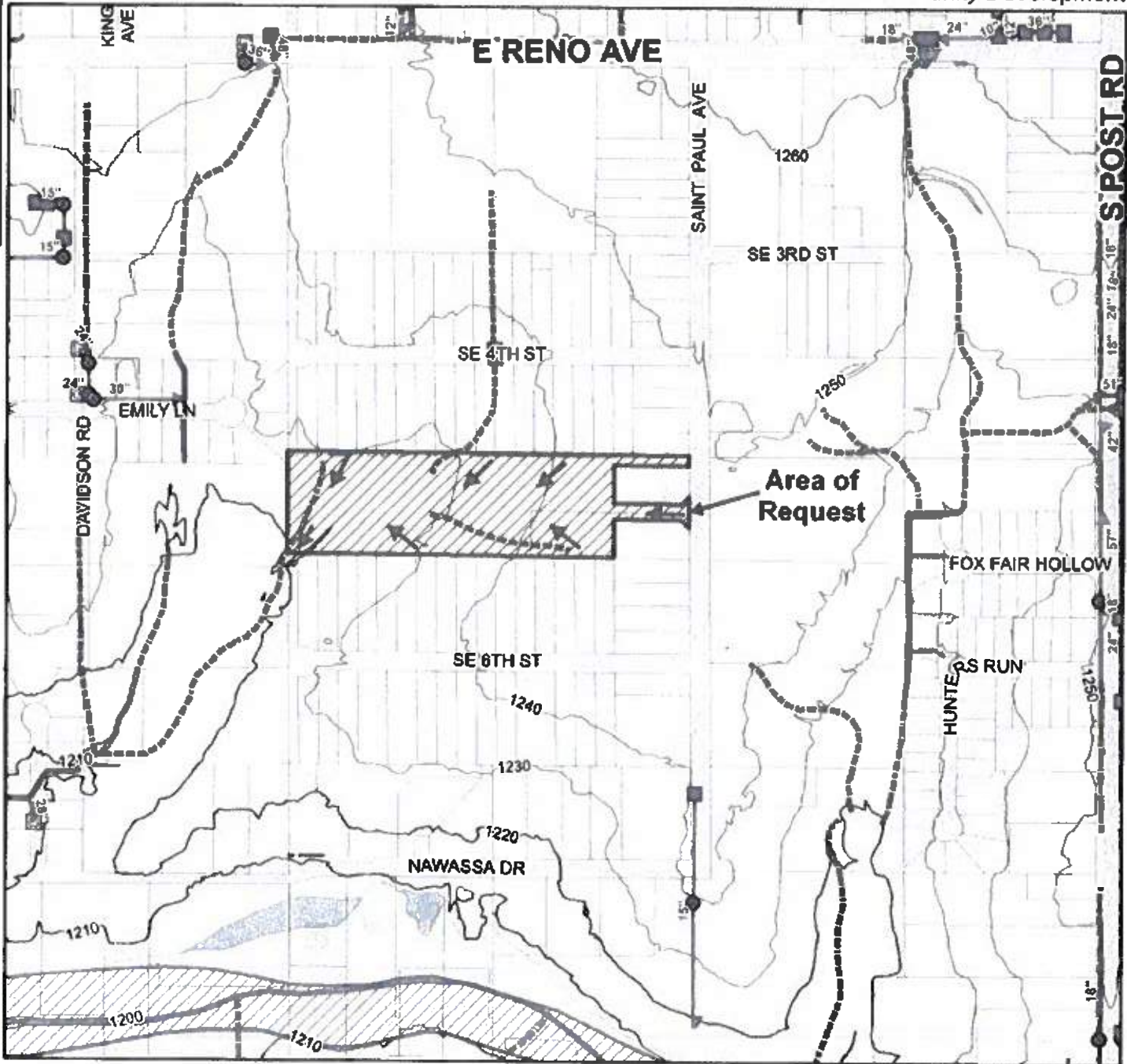
Rainfall Intensity Formula Nomenclature as per OKC DRAINAGE MANUAL for the Climatic Zone chosen :

The rational method will be used to calculate the peak runoff. (Not extremely accurate for large drainage basins)

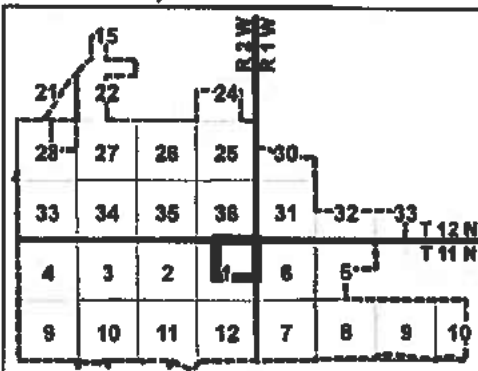
$$Q = CIA$$

C - Runoff coefficient of the drainage basin  
 I - Average historical rainfall intensity in units of inches/hour  
 A - Area in units of acres

	2 year	5 year	10 year	25 year	50 year	100 year
Intensity (I)	4.64	5.51	6.13	7.04	7.80	8.51
Runoff (Q)	28.725	34.113	37.927	43.586	48.252	52.656



Locator Map



- Drainage Legend**
- Curb Inlets
  - Inlets
  - Junction Box
  - Culverts
  - Flumes
  - Developed Channels
  - Trickle Channels
  - Undeveloped Channels
  - Storm Lines
  - Creeks
- ELEVATION**
- 1106-1204 ft
  - 1204-1226 ft
  - 1226-1250 ft
  - 1250-1278 ft
  - 1278-1324 ft

- 2009 FEMA Floodplains**
- 500-yr floodplain
  - 100-yr floodplain
- 2008 FEMA Floodway**
- FLOODWAY

**DRAINAGE LOCATION MAP FOR PC-1960 (NE/4, Sec. 1, T11N, R2W)**



THIS MAP IS A GENERAL INFORMATION PUBLIC RESOURCE. THE CITY OF MIDWEST CITY MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE AS TO THE CONTENT, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE INFORMATION PROVIDED ON THIS MAP. ANY PARTY'S USE OR RELIANCE ON THIS MAP OR ANY INFORMATION ON IT IS AT THAT PARTY'S OWN RISK AND WITHOUT LIABILITY TO THE CITY OF MIDWEST CITY, ITS OFFICIALS OR ITS EMPLOYEES FOR ANY DISCREPANCIES, ERRORS OR VARIANCES THAT MAY EXIST.

# *Jackson & Jackson Engineering*

---

5350 S. Western Avenue, Suite 222  
Oklahoma City, OK 73109  
(405) 225-1978

December 17, 2018

City of Midwest City  
Attn: Patrick Menefee, P.E., City Engineer  
100 N. Midwest Boulevard  
Midwest City, OK 73110

Re: Wetland Delineation in Windsor Meadows

In determining whether an area is a jurisdictional wetland, a consultant is retained to investigate the site in question and look for evidence that meets established criteria of whether an area is a jurisdictional wetland and a Section 404 permit is required. The U.S. Army Corps of Engineers lists several consultants who they identify as having the experience and knowledge in preparing a report for their review and concurrence. Once the report is submitted to the Corps by the consultant, the Corps will make issue the final and official determination as far as the designation of any area as a wetland and the required permit and mitigation if necessary.

As a requirement for submitting the PUD application for the proposed Windsor Meadows Addition, a wetland delineation was performed by Enercon Services Inc as part of the process in determining if a wetland is present on the site and if the it will be regulated by a Section 404 of the Clean Water Act. Based on the summary of the report, a wetland is present on the site but it is Enercon's opinion that it will not be regulated by Section 404, therefore the developer would be allowed to fill-in the area in question. The report will be submitted to the Corps by the developer and he is aware that if the Corps' official determination is different from Enercon's conclusions, he will be required to comply with the Corps' requirements for mitigation in order to develop the site as submitted to the City of Midwest City.

If you have any questions please call me at 225-1978.

Sincerely,



John D. Jackson, P.E.  
President

Attachemnts



October 16, 2018

St. Charles Development  
ATTN: Mr. Frank McLendon  
1723 East Britton Road  
Oklahoma City, OK 73120

**RE: Threatened and Endangered Species - Windsor Meadows Development  
Section 1, T11N, R2W  
Oklahoma County, Oklahoma**

Dear Mr. McLendon:

Enercon Services, Inc. (ENERCON) evaluated the proposed Windsor Meadows Development. On September 25, 2018, biologist Bradley W. Barnes assessed the proposed project area for potential threatened and endangered species habitat. The proposed project area is comprised of mixed grass pasture and urban upland forest.

The U.S. Fish and Wildlife Service (USFWS) threatened and endangered species list was reviewed prior to the site walk. The following are listed as threatened and endangered species by the USFWS in Oklahoma County, Oklahoma: interior least tern (Endangered), piping plover (Threatened), red knot (Threatened), whooping crane (Endangered), and Arkansas River shiner (ARS) (Threatened). None of the listed species were observed during site reconnaissance. Suitable habitat for interior least terns, piping plovers, red knots, or ARS is not present within the proposed pipeline ROW.

An emergent wetland within the proposed project area may provide suitable foraging habitat for migrating whooping cranes; however, the proposed project will not affect suitable nesting or roosting habitat. The whooping crane is a bi-annual migrant through Oklahoma, migrating in the fall and spring each year. The fall migration usually begins mid-September and lasts through mid-November. The spring migration usually begins by the end of March and lasts through the end of May. The mobility of avian species and urban location of the site should remove much of the risk for direct impacts to the whooping crane. The proposed project is unlikely to affect whooping cranes.

The bald eagle receives protection under the Migratory Bird Treaty Act (MBTA) and the Bald and Golden Eagle Protection Act (BGEPA). These acts do not provide the same level of protection as the Endangered Species Act (ESA), but protect eagles from take of their offspring, eggs, parts, or nests. These acts also protect the bald eagle from direct harm. The MBTA and BGEPA are enforced by the USFWS. No bald eagles or eagle nests were observed within the proposed project area. Large rivers or reservoirs do not occur within 1-mile of the project area; therefore, nesting eagles are unlikely to utilize large trees within the project area.

Should you have any questions, or require any additional information, please do not hesitate to contact us at 405-722-7693.

Sincerely,  
**Enercon Services, Inc.**



**Bradley W. Barnes**  
**Biologist**

**Reviewed By:**



**Andrew Ward**  
**Biologist/Project Manager**  
**OKC NEPA/Ecological Services Lead**

**SECTION 404 DELINEATION**

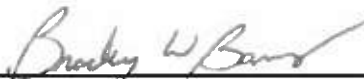
**WINDSOR MEADOWS DEVELOPMENT  
OKLAHOMA COUNTY, OKLAHOMA**

**ENERCON PROJECT NUMBER: STCHARLES~00001**

Prepared For:

**St. Charles Development  
1723 East Britton Road  
Oklahoma City, Oklahoma 73120**

Prepared By:

  
\_\_\_\_\_  
Bradley W. Barnes  
Biologist

Reviewed By:

  
\_\_\_\_\_  
Andrew Ward  
Biologist/Project Manager

**Enercon Services, Inc.  
1601 Northwest Expressway; Suite 1000  
Oklahoma City, Oklahoma 73118**

**Field Investigation Conducted By: Bradley W. Barnes  
Field Investigation Date: September 25, 2018**

October 2018

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## **INTRODUCTION**

St. Charles Development (the client) contracted with Enercon Services, Inc. (ENERCON) of Oklahoma City, Oklahoma to delineate Section 404 wetlands and other potentially jurisdictional waters of the United States (US) within the project study area of the proposed Windsor Meadows Residential Development property. Please be advised that the US Army Corps of Engineers (Corps) allows consultants to prepare Section 404 delineations, but they are considered preliminary until approved by the Corps. To verify the jurisdictional status of the delineated wetlands, ENERCON recommends sending this delineation report to the Corps for approval.

### ***Project Location***

The property is approximately 8 acres in size and located approximately 335 feet south of SE 4<sup>th</sup> Street on St. Paul Avenue in the City of Midwest City, Oklahoma County, Oklahoma (Figure 1). The study area is mapped on US Geological Survey (USGS) topographic quadrangle Choctaw, OK (7.5-minute series) (Figure 2). Coordinates for the approximate center of the project area are 35.4600 x -97.3601 (NAD 83). Legal description of the site is Part of the NE/4 of Section 1, Township 11 North, Range 2 West. This part of Oklahoma County is comprised of commercial and residential urban development and few undeveloped lots and wooded riparian corridors (Figure 3). This site is located in the Lower North Canadian Watershed (HUC #11100302).

### ***Ecological Setting***

The property is located in the Northern Cross Timbers subset of the Cross Timbers ecoregion of Oklahoma (29a). The Central Great Plains ecoregion contains a mix of savanna, woodland, and prairie and separates the forests of eastern ecoregions from the prairies of the drier western ecoregions. Eastern redcedar (*Juniperus virginiana*) has recently invaded many areas that have had fire suppression. The Northern Cross Timbers consists of hills, cuestas, and ridges covered by oak savanna, scrub oak forest, eastern redcedar, and tall grass prairie. Livestock farming is the main land use (Woods et al., 2005).

### ***General Site Description***

The majority of the property consists of mixed grass pasture and urban upland forest. The property appears to have been historically used for urban livestock while being maintained near the entrance on the eastern portion of the property. One (1) emergent wetland in the remnant of what appears to have historically been an agricultural pond was observed within the area of delineation.



**Vegetation and Community Types**

The project study area was comprised of the following community types:

**Maintained Lawn:** Dominant vegetation in this community type included bermuda grass (*Cynodon dactylon*) (Photograph 1).

**Mixed Grass Pasture:** Dominant vegetation in this community type included bermuda grass, giant ragweed (*Ambrosia trifida*), foxtail (*Setaria spp.*), annual ragweed (*Ambrosia artemisiifolia*), horseweed (*Erigeron canadensis*), and windmill grass (*Chloris spp.*) (Photograph 2).

**Urban Upland Forest:** Dominant vegetation in this community type included hackberry (*Celtis occidentalis*), elm (*Ulmus spp.*), eastern redcedar, pecan (*Carya illinoensis*), cottonwood (*Populus deltoides*), and greenbriar (*Smilax spp.*) (Photograph 3).

**Emergent Wetland:** Dominant vegetation in this community type was smartweed (*Persicaria hydropiperoides*) and black willow (*Salix nigra*) (Photograph 4).

**Project Area Soils**

The following soil map units are listed for the project study area: Harrah fine sandy loam, Littleaxe-Urban land complex, Stephenville-Darsil complex, and Water (Figure 4). Spatial data and other information regarding soils were obtained via Natural Resources Conservation Service (NRCS) Web Soil Survey (WSS) for Oklahoma County (NRCS, 2018). None of the listed map units represent a mapped hydric soil or a soil with the potential for hydric inclusions (NRCS, 2018). Soil map units for the project study area are discussed in Table 1.

**Table 1: Soils Table**

<b>SERIES NAME (SYMBOL)</b>	<b>% SLOPES</b>	<b>DRAINAGE CLASS</b>	<b>HYDRIC RATING</b>	<b>DESCRIPTION</b>
Harrah fine sandy loam (HarC)	3 – 5	Well Drained	No	Found on footslopes, Moderate Available Water Storage
Littleaxe-Urban land complex (LtUC)	1 – 5	Well Drained	No	Found on summits, Moderate Available Water Storage
Stephenville-Darsil complex (StDC)	1 – 5	Well Drained	No	Found on summits and backslopes, Moderate Available Water Storage
Water	NA	NA	NA	NA

## POTENTIAL JURISDICTIONAL WATERS AND WETLANDS EVALUATION

### **Materials and Methods**

ENERCON conducted a level 3, routine wetland delineation as described in *US Army Corps of Engineers (Corps) Wetlands Delineation Manual* (USACE, 1987) and the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Great Plains Region (Version 2.0)* (USACE, 2010). Field investigations for the delineation were conducted on September 25, 2018 by Bradley W. Barnes. ENERCON evaluated the project study area for the presence of wetlands and other potentially jurisdictional waters of the US.

Sampling point locations were selected to evaluate those low-lying areas and other areas appearing to have at least some potential for Corps regulation under Section 404 of the Clean Water Act (CWA). Two (2) sampling point locations were established and data were collected on vegetation, hydrology, and soils at each of those locations (Figures 2 and 3).

R. J. Tyrl's *Field Guide to Oklahoma Plants* (2008) and Carl Hunter's *Wildflowers of Arkansas* (1984) were used to confirm certain plant identifications and the *2016 National Wetland Plant List* (Lichvar, 2016) was used to determine the wetland indicator status for the dominant species. Soil pits were dug with a sharpshooter shovel to a depth of approximately 18 to 20 inches, where possible, and soil colors were determined with the aid of Munsell color charts. Soil survey data from Oklahoma County (NRCS WSS) was used to determine map units for the area (Figure 4). Also, the NRCS WSS was used to assist in the selection of sampling points appearing to have a potential for the occurrence of hydric soils.

Attachment 1 provides representative photographs of onsite features. Attachment 2 of this document provides completed Corps field data forms specific to a total of 2 sampling point locations.

### **Findings and Results**

#### **Wetlands**

One (1) emergent wetland (approximately 0.505 acres in size) was delineated within the project study area. The sampling point established within this wetland met technical criteria for Section 404 wetlands as described in the *1987 Corps Manual* and the *Great Plains Regional Supplement*. Positive indicators for all three wetland criteria were observed at Sampling Point 1 (Attachment 2). Table 2 provides a summary of the feature. The Cowardin classification is provided for the feature (Cowardin, 1979). Figure 5 shows the National Wetlands Inventory (NWI) map for the project area. Feature W1 is mapped by NWI as Palustrine, Unconsolidated Bottom, Semipermanently Flooded, Diked/Impounded (PUBFh).

**Table 2: Summary of Wetlands in the Project Study Area**

FEATURE NAME	GENERAL TYPE	COWARDIN CLASSIFICATION	PREDICTED JURISDICTIONAL STATUS*	AREA (ACRES) WITHIN STUDY AREA
W1	Emergent Wetland	PUBFh	No	0.505
<b>POTENTIALLY JURISDICTIONAL WETLANDS TOTAL: 0 ACRES</b>				

*\*Jurisdictional status is subject to Corps approval.*

**Wetland 1 (W1) – 0.505 Acres (Sampling Point 1; Photograph 4)**

***Cowardin Class***

Palustrine, Unconsolidated Bottom, Semipermanently Flooded, Diked/Impounded (PUBFh)

***Wetland Vegetation***

Dominant vegetation observed in Wetland 1 was smartweed and black willow. One hundred percent (100%) of the dominant vegetation was comprised of obligate (OBL) or facultative wet (FACW) wetland plants (Attachment 2).

***Wetland Hydrology***

Wetland 1 occurs within a mapped pond. Sources of wetland hydrology are run-off from upland areas and precipitation. The primary hydrology indicator observed was inundation visible on aerial imagery (B7). Secondary hydrology indicators observed were geomorphic position (D2) and FAC-Neutral Test (D5) (Attachment 2).

***Hydric Soils***

Sampling Point 1 is located in a Water map unit. This unit is precluded from the *National Hydric Soils List*. The sampling point soil profile featured redox concentrations in approximately 10% of the soil matrix. The hydric soil indicator observed was depleted matrix (F3).

***Predicted Jurisdictional Status***

Wetland 1 (W1) occurs within the remnant of a silted in agricultural pond constructed on uplands and does not feature an observable nexus to a likely jurisdictional channel. Therefore, Wetland 1 is hydrologically isolated and will potentially, but not likely, be regulated by the Corps under Section 404.

**Streams and Drainages**

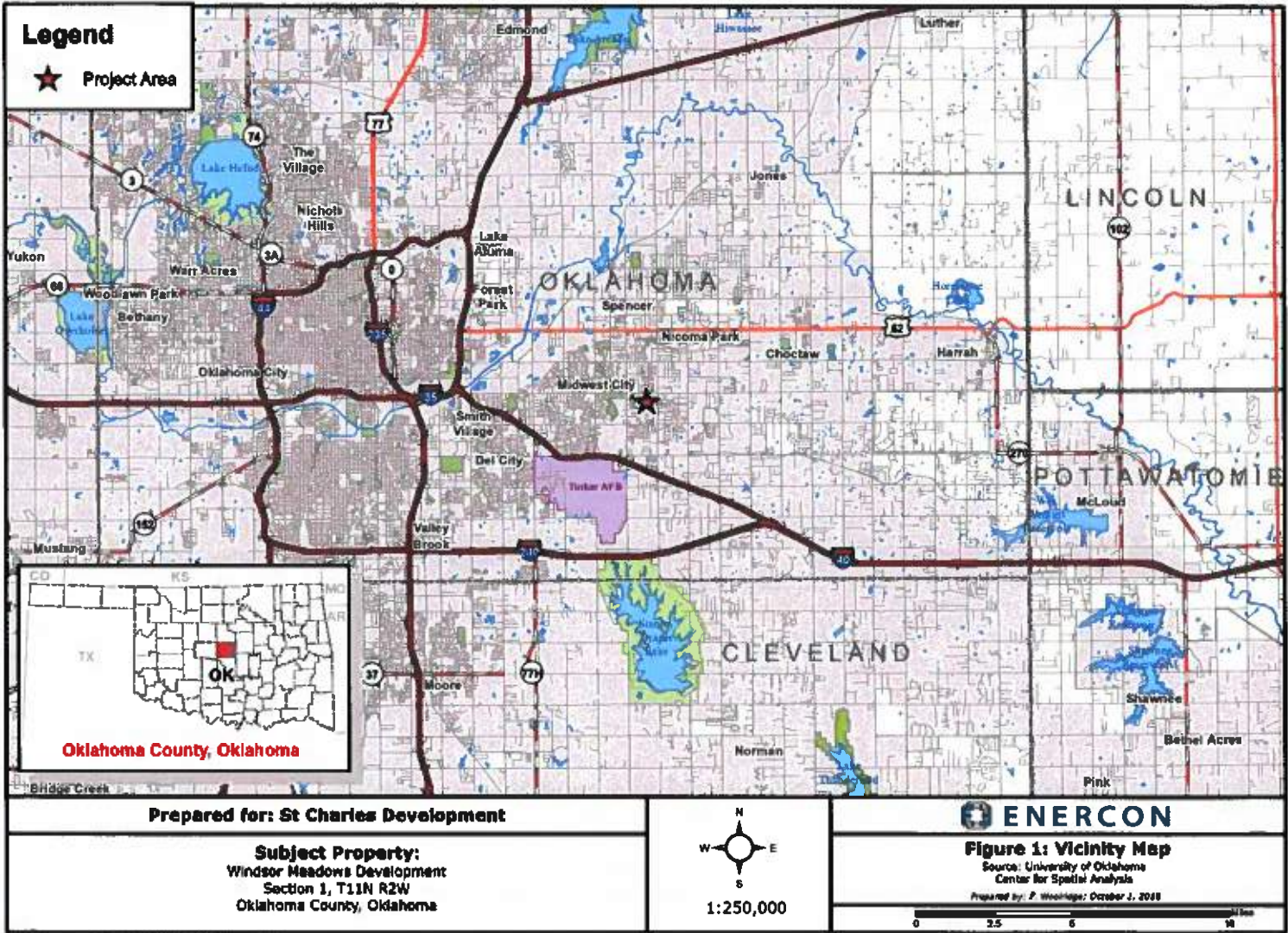
No mapped or unmapped streams or drainages were identified within the project study area.

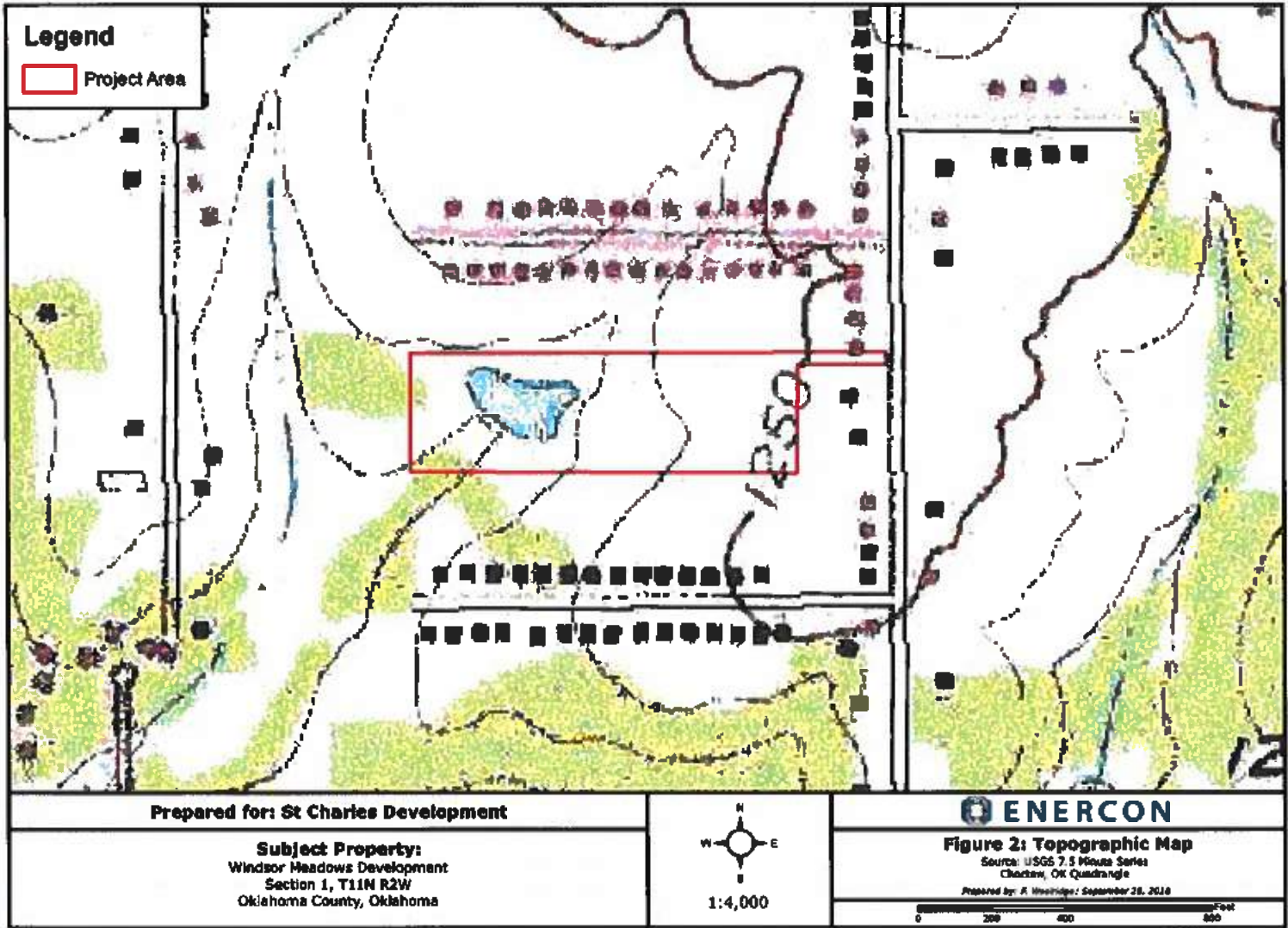
## LITERATURE CITED

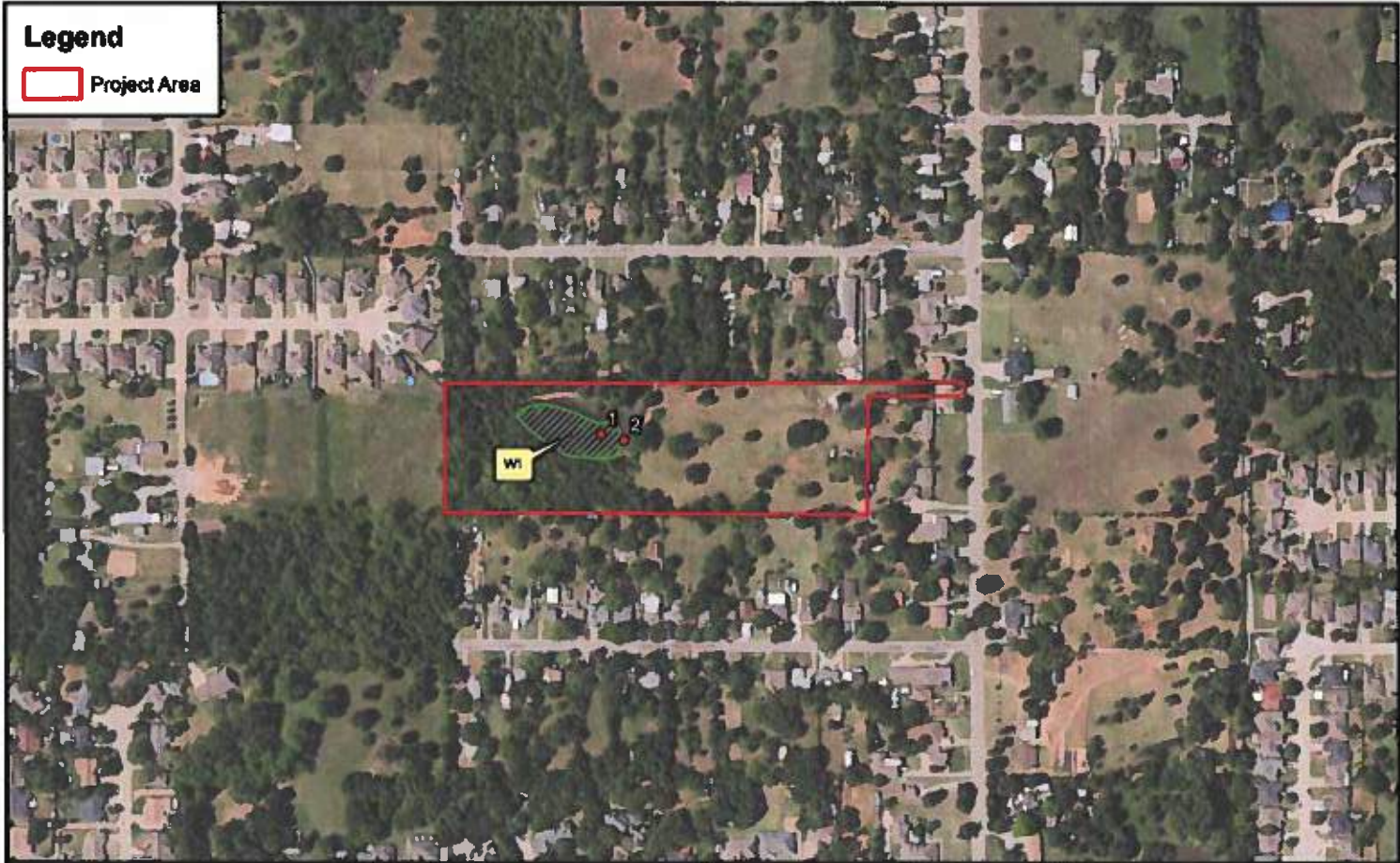
- Cowardin, L.M., V. Carter, F.C. Golet, and E.T. LaRoe. 1979. *Classification of Wetlands and Deepwater Habitats of the United States*. FWS/OBS-79/31, United States Fish and Wildlife Service, Washington, DC. 103pp.
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- United States Department of the Army, Corps of Engineers (USACE). March 2010. *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Great Plains Region (Version 2.0)*. Wetlands Regulatory Assistance Program. ERDC/EL TR-10-1.
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## LIST OF PREPARERS

- Bradley W. Barnes, Biologist / Project Manager; Enercon Services, Inc., Oklahoma City, Oklahoma. Mr. Barnes holds a B.S. degree in Zoology and has 10 years of experience in regulatory compliance, environmental assessments, ecological field studies, wetland evaluations, and endangered species issues.
- Andrew Ward, Biologist / Project Manager; Enercon Services, Inc., Oklahoma City, Oklahoma. Mr. Ward holds a B.S. degree in Biology and has 11 years of experience in regulatory compliance, environmental assessments, ecological field studies, wetland evaluations, and endangered species issues.







**Legend**

 Project Area

**Prepared for: St Charles Development**

**Subject Property:**  
Windsor Meadows Development  
Section 1, T11N R2W  
Oklahoma County, Oklahoma



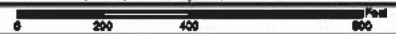
1:4,000



**Figure 3: Aerial Photography**

Source: 2017 USDA NAIP  
Oklahoma County, Oklahoma

Prepared by: F. Weidinger; September 28, 2020



**Legend**

 Project Area

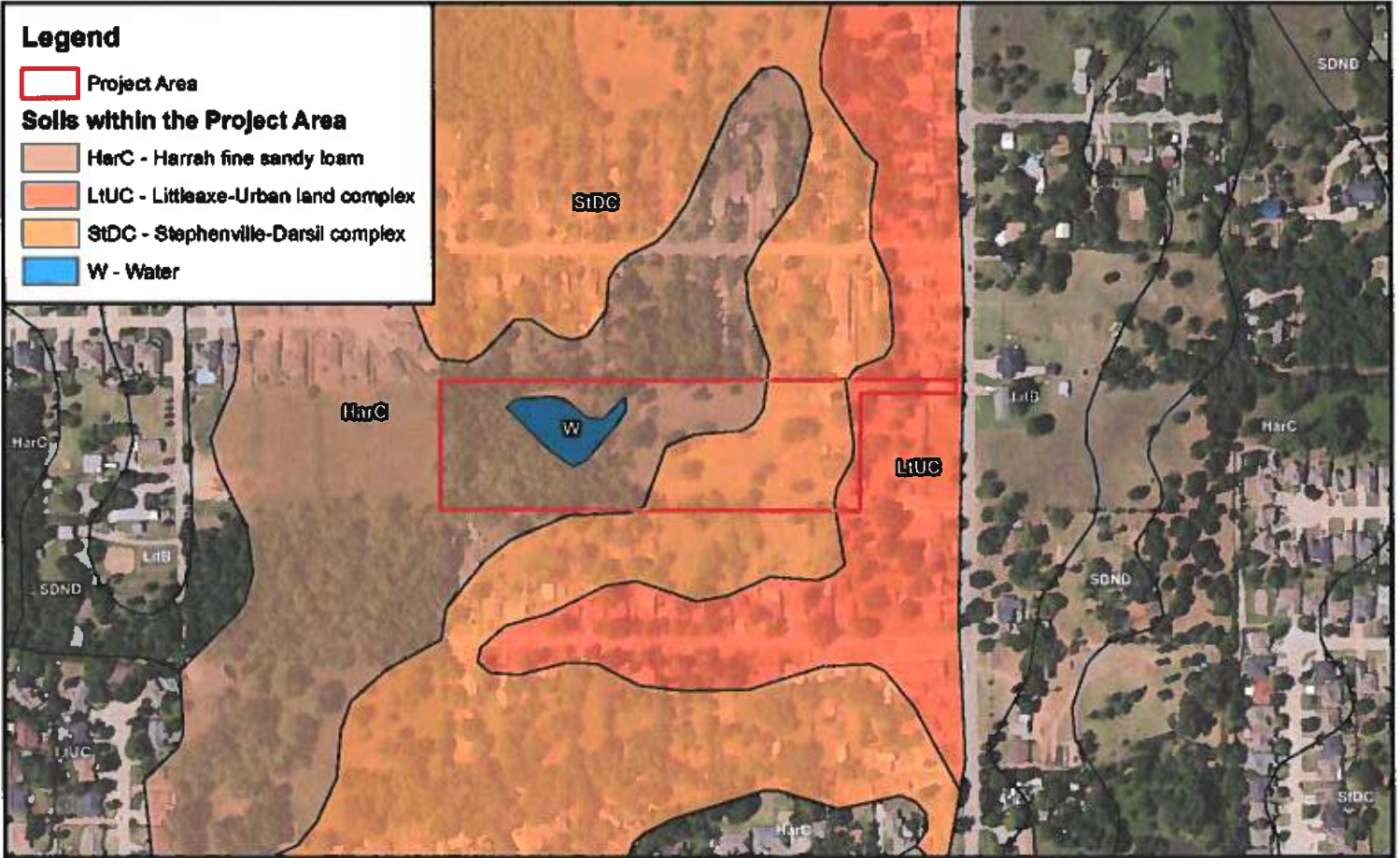
**Soils within the Project Area**

 HarC - Harrah fine sandy loam

 LiUC - Littleaxe-Urban land complex

 StDC - Stephenville-Darsil complex

 W - Water



**Prepared for: St Charles Development**

**Subject Property:**  
Windsor Meadows Development  
Section 1, T11N R2W  
Oklahoma County, Oklahoma



1:4,000



**Figure 4: Soil Survey Map**

Source: USDA NRCS Soil Survey Geographic Database  
Oklahoma County, Oklahoma; 2017 USDA NAIP

Prepared by: F. Wainright; September 26, 2019





**Legend**

-  Project Area
-  NWI Wetland



**Prepared for: St Charles Development**

**Subject Property:**  
Windsor Meadows Development  
Section 1, T11N R2W  
Oklahoma County, Oklahoma



1:4,000



**Figure 5: NWI Map**

Source: US Fish and Wildlife Service - NWI  
Choctaw, OK Quadrange; 2017 USDA NAIP - Oklahoma County, Oklahoma  
Prepared by: F. Wehnke; September 28, 2018



**Legend**

 Project Area

ZONE X - AREA OF MINIMAL FLOOD HAZARD



**Prepared for: St Charles Development**

**Subject Property:**  
Windsor Meadows Development  
Section 1, T11N R2W  
Oklahoma County, Oklahoma



1:4,000



**Figure 6: Flood Insurance Rate Map**

Source: Federal Emergency Management Agency  
Map #40109C0330H - December 18, 2009; 2017 USDA NADP  
Oklahoma County, Oklahoma

Prepared by: F. Woodruff; September 26, 2018



**REPRESENTATIVE SITE PHOTOGRAPHS**



**Photograph 1: Maintained Lawn**



**Photograph 2: Mixed Grass Pasture**

**REPRESENTATIVE SITE PHOTOGRAPHS**



**Photograph 3: Urban Upland Forest**



**Photograph 4: Emergent Wetland**

**WETLAND DETERMINATION DATA FORM – Great Plains Region**

Project/Site: Windsor Meadows Development City/County: Oklahoma County Sampling Date: 9/25/2018  
 Applicant/Owner: St. Charles Development State: OK Sampling Point: 1  
 Investigator(s): Bradley W. Barnes Section, Township, Range: Section 1, Township 11 North, Range 2 West  
 Landform (hillslope, terrace, etc.): Depression Local relief (concave, convex, none): Concave Slope (%): 0  
 Subregion (LRR): LRR H Lat: 35.46013 Long: -97.36070 Datum: NAD83  
 Soil Map Unit Name: Water NWI classification: PUBFh

Are climatic / hydrologic conditions on the site typical for this time of year? Yes  No  (If no, explain in Remarks.)  
 Are Vegetation No, Soil No, or Hydrology No significantly disturbed? Are "Normal Circumstances" present? Yes  No   
 Are Vegetation No, Soil No, or Hydrology No naturally problematic? (If needed, explain any answers in Remarks.)

**SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.**

Hydrophytic Vegetation Present?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Is the Sampled Area within a Wetland? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Hydric Soil Present?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Wetland Hydrology Present?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Remarks: <b>Indicators for all three wetland criteria were observed.</b>			

**VEGETATION – Use scientific names of plants.**

Tree Stratum (Plot size: <u>30' radius</u> )	Absolute % Cover	Dominant Species?	Indicator Status	
1. <u>Salix nigra</u>	5	<input checked="" type="checkbox"/>	FACW	<b>Dominance Test worksheet:</b> Number of Dominant Species That Are OBL, FACW, or FAC (excluding FAC-): <u>2</u> (A) Total Number of Dominant Species Across All Strata: <u>2</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>100%</u> (A/B)
2. _____		<input type="checkbox"/>		
3. _____		<input type="checkbox"/>		
4. _____		<input type="checkbox"/>		
5 = Total Cover				<b>Prevalence Index worksheet:</b> Total % Cover of: _____ Multiply by: _____ OBL species _____ x 1 = _____ FACW species _____ x 2 = _____ FAC species _____ x 3 = _____ FACU species _____ x 4 = _____ UPL species _____ x 5 = _____ Column Totals: _____ (A) _____ (B) Prevalence Index = B/A = _____
<b>Sapling/Shrub Stratum (Plot size: <u>15' radius</u>)</b>				
1. _____		<input type="checkbox"/>		
2. _____		<input type="checkbox"/>		
3. _____		<input type="checkbox"/>		
4. _____		<input type="checkbox"/>		
5. _____		<input type="checkbox"/>		
_____ = Total Cover				
<b>Herb Stratum (Plot size: <u>5' radius</u>)</b>				
1. <u>Persicaria hydropiperoides</u>	100	<input checked="" type="checkbox"/>	OBL	<b>Hydrophytic Vegetation Indicators:</b> <input type="checkbox"/> 1 - Rapid Test for Hydrophytic Vegetation <input checked="" type="checkbox"/> 2 - Dominance Test is >50% <input type="checkbox"/> 3 - Prevalence Index is ≤3.0 <sup>1</sup> <input type="checkbox"/> 4 - Morphological Adaptations <sup>1</sup> (Provide supporting data in Remarks or on a separate sheet) <input type="checkbox"/> Problematic Hydrophytic Vegetation <sup>1</sup> (Explain) <sup>1</sup> Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.
2. _____		<input type="checkbox"/>		
3. _____		<input type="checkbox"/>		
4. _____		<input type="checkbox"/>		
5. _____		<input type="checkbox"/>		
6. _____		<input type="checkbox"/>		
7. _____		<input type="checkbox"/>		
8. _____		<input type="checkbox"/>		
9. _____		<input type="checkbox"/>		
10. _____		<input type="checkbox"/>		
100 = Total Cover				
<b>Woody Vine Stratum (Plot size: <u>30' radius</u>)</b>				
1. _____		<input type="checkbox"/>		
2. _____		<input type="checkbox"/>		
_____ = Total Cover				
% Bare Ground in Herb Stratum <u>0%</u>				
<b>Hydrophytic Vegetation Present?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				

Remarks:  
**Indicators of hydrophytic vegetation were observed.**

**SOIL**

Sampling Point: 1

**Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)**

Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type <sup>1</sup>	Loc <sup>2</sup>		
0-1	10YR 2/1	100					Organic	
1-18	7.5YR 5/8	90	5YR 5/8	10	C	M	SCL	

<sup>1</sup>Type: C=Concentration, D=Depletion, RM=Reduced Matrix, CS=Covered or Coated Sand Grains. <sup>2</sup>Location: PL=Pore Lining, M=Matrix.

**Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)**

<input type="checkbox"/> Histic Epipedon (A2)	<input type="checkbox"/> Sandy Gleyed Matrix (S4)	<b>Indicators for Problematic Hydric Soils<sup>3</sup>:</b> <input type="checkbox"/> 1 cm Muck (A9) (LRR I, J) <input type="checkbox"/> Coast Prairie Redox (A16) (LRR F, G, H) <input type="checkbox"/> Dark Surface (S7) (LRR G) <input type="checkbox"/> High Plains Depressions (F16) (LRR H outside of MLRA 72 & 73) <input type="checkbox"/> Reduced Vertic (F18) <input type="checkbox"/> Red Parent Material (TF2) <input type="checkbox"/> Very Shallow Dark Surface (TF12) <input type="checkbox"/> Other (Explain in Remarks) <sup>3</sup> Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.
<input type="checkbox"/> Black Histic (A3)	<input type="checkbox"/> Sandy Redox (S5)	
<input type="checkbox"/> Hydrogen Sulfide (A4)	<input type="checkbox"/> Stripped Matrix (S6)	
<input type="checkbox"/> Stratified Layers (A5) (LRR F)	<input type="checkbox"/> Loamy Mucky Mineral (F1)	
<input type="checkbox"/> 1 cm Muck (A9) (LRR F, G, H)	<input type="checkbox"/> Loamy Gleyed Matrix (F2)	
<input type="checkbox"/> Depleted Below Dark Surface (A11)	<input checked="" type="checkbox"/> Depleted Matrix (F3)	
<input type="checkbox"/> Thick Dark Surface (A12)	<input type="checkbox"/> Redox Dark Surface (F6)	
<input type="checkbox"/> Sandy Mucky Mineral (S1)	<input type="checkbox"/> Depleted Dark Surface (F7)	
<input type="checkbox"/> 2.5 cm Mucky Peat or Peat (S2) (LRR G, H)	<input type="checkbox"/> Redox Depressions (F8)	
<input type="checkbox"/> 5 cm Mucky Peat or Peat (S3) (LRR F)	<input type="checkbox"/> High Plains Depressions (F16) (MLRA 72 & 73 of LRR H)	

**Restrictive Layer (if present):**  
 Type: \_\_\_\_\_  
 Depth (inches): \_\_\_\_\_

Hydric Soil Present? Yes  No

Remarks:  
 Indicators of hydric soil were observed.

**HYDROLOGY**

**Wetland Hydrology Indicators:**

<b>Primary Indicators (minimum of one required; check all that apply)</b>		<b>Secondary Indicators (minimum of two required)</b>	
<input type="checkbox"/> Surface Water (A1)	<input type="checkbox"/> Salt Crust (B11)	<input type="checkbox"/> Surface Soil Cracks (B6)	
<input type="checkbox"/> High Water Table (A2)	<input type="checkbox"/> Aquatic Invertebrates (B13)	<input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)	
<input type="checkbox"/> Saturation (A3)	<input type="checkbox"/> Hydrogen Sulfide Odor (C1)	<input type="checkbox"/> Drainage Patterns (B10)	
<input type="checkbox"/> Water Marks (B1)	<input type="checkbox"/> Dry-Season Water Table (C2)	<input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) (where tilled)	
<input type="checkbox"/> Sediment Deposits (B2)	<input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) (where not tilled)	<input type="checkbox"/> Crayfish Burrows (C8)	
<input type="checkbox"/> Drift Deposits (B3)	<input type="checkbox"/> Presence of Reduced Iron (C4)	<input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)	
<input type="checkbox"/> Algal Mat or Crust (B4)	<input type="checkbox"/> Thin Muck Surface (C7)	<input checked="" type="checkbox"/> Geomorphic Position (D2)	
<input type="checkbox"/> Iron Deposits (B5)	<input type="checkbox"/> Other (Explain in Remarks)	<input checked="" type="checkbox"/> FAC-Neutral Test (D5)	
<input checked="" type="checkbox"/> Inundation Visible on Aerial Imagery (B7)		<input type="checkbox"/> Frost-Heave Hummocks (D7) (LRR F)	
<input type="checkbox"/> Water-Stained Leaves (B9)			

**Field Observations:**

Surface Water Present?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Depth (inches):	NA	Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Water Table Present?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Depth (inches):	NA	
Saturation Present? (includes capillary fringe)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Depth (inches):	NA	

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:  
 One primary indicator and two secondary indicators of wetland hydrology were observed.

## WETLAND DETERMINATION DATA FORM – Great Plains Region

Project/Site: Windsor Meadows Development City/County: Oklahoma County Sampling Date: 9/25/2018  
 Applicant/Owner: St. Charles Development State: OK Sampling Point: 2  
 Investigator(s): Bradley W. Barnes Section, Township, Range: Section 1, Township 11 North, Range 2 West  
 Landform (hillslope, terrace, etc.): Terrace Local relief (concave, convex, none): None Slope (%): 1-3  
 Subregion (LRR): LRR H Lat: 35.46009 Long: -97.36051 Datum: NAD83  
 Soil Map Unit Name: Harrah fine sandy loam NWI classification: NA

Are climatic / hydrologic conditions on the site typical for this time of year? Yes  No  (If no, explain in Remarks.)  
 Are Vegetation No, Soil No, or Hydrology No significantly disturbed? Are "Normal Circumstances" present? Yes  No   
 Are Vegetation No, Soil No, or Hydrology No naturally problematic? (If needed, explain any answers in Remarks.)

### SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Is the Sampled Area within a Wetland?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Hydric Soil Present?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Wetland Hydrology Present?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Remarks: Indicators were not observed for any of the three wetland criteria					

### VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: <u>30' radius</u> )	Absolute % Cover	Dominant Species?	Indicator Status	Dominance Test worksheet:			
1. <u>Populus deltoides</u>	30	<input checked="" type="checkbox"/>	FAC	Number of Dominant Species That Are OBL, FACW, or FAC (excluding FAC-): <u>0</u> (A)			
2. _____		<input type="checkbox"/>		Total Number of Dominant Species Across All Strata: <u>2</u> (B)			
3. _____		<input type="checkbox"/>		Percent of Dominant Species That Are OBL, FACW, or FAC: <u>0%</u> (A/B)			
4. _____		<input type="checkbox"/>					
30 = Total Cover							
Sapling/Shrub Stratum (Plot size: <u>15' radius</u> )	Absolute % Cover	Dominant Species?	Indicator Status	Prevalence Index worksheet:			
1. _____		<input type="checkbox"/>				Total % Cover of: _____ Multiply by: _____	
2. _____		<input type="checkbox"/>				OBL species _____ x 1 = _____	
3. _____		<input type="checkbox"/>				FACW species _____ x 2 = _____	
4. _____		<input type="checkbox"/>				FAC species <u>30</u> x 3 = <u>90</u>	
5. _____		<input type="checkbox"/>				FACU species <u>75</u> x 4 = <u>300</u>	
_____ = Total Cover				UPL species _____ x 5 = _____			
				Column Totals: <u>105</u> (A) <u>390</u> (B)			
				Prevalence Index = B/A = <u>3.71</u>			
Herb Stratum (Plot size: <u>5' radius</u> )	Absolute % Cover	Dominant Species?	Indicator Status	Hydrophytic Vegetation Indicators:			
1. <u>Ambrosia artemisiifolia</u>	75	<input checked="" type="checkbox"/>	FACU			<input type="checkbox"/> 1 - Rapid Test for Hydrophytic Vegetation <input type="checkbox"/> 2 - Dominance Test is >50% <input type="checkbox"/> 3 - Prevalence Index is ≤3.0 <sup>1</sup> <input type="checkbox"/> 4 - Morphological Adaptations <sup>1</sup> (Provide supporting data in Remarks or on a separate sheet) <input type="checkbox"/> Problematic Hydrophytic Vegetation <sup>1</sup> (Explain)	
2. <u>Setaria spp.</u>	5	<input type="checkbox"/>	---				
3. <u>Festuca spp.</u>	5	<input type="checkbox"/>	---				
4. _____		<input type="checkbox"/>					
5. _____		<input type="checkbox"/>					
6. _____		<input type="checkbox"/>					
7. _____		<input type="checkbox"/>					
8. _____		<input type="checkbox"/>					
9. _____		<input type="checkbox"/>					
10. _____		<input type="checkbox"/>					
85 = Total Cover				<sup>1</sup> Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.			
Woody Vine Stratum (Plot size: <u>30' radius</u> )	Absolute % Cover	Dominant Species?	Indicator Status			Hydrophytic Vegetation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
1. _____		<input type="checkbox"/>					
2. _____		<input type="checkbox"/>					
_____ = Total Cover							
% Bare Ground in Herb Stratum <u>15%</u>							
Remarks: Indicators of hydrophytic vegetation were not observed.							

**SOIL**

Sampling Point: 2

**Profile Description: (Describe to the depth needed to document the Indicator or confirm the absence of indicators.)**

Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type <sup>1</sup>	Loc <sup>2</sup>		
0-2	10YR 3/3	100					SL	
1-18	7.5YR 4/6	100					CL	

<sup>1</sup>Type: C=Concentration, D=Depletion, RM=Reduced Matrix, CS=Covered or Coated Sand Grains.      <sup>2</sup>Location: PL=Pore Lining, M=Matrix.

**Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)**

<input type="checkbox"/> Histosol (A1)	<input type="checkbox"/> Sandy Gleyed Matrix (S4)	<input type="checkbox"/> 1 cm Muck (A9) (LRR I, J)
<input type="checkbox"/> Histic Epipedon (A2)	<input type="checkbox"/> Sandy Redox (S5)	<input type="checkbox"/> Coast Prairie Redox (A16) (LRR F, G, H)
<input type="checkbox"/> Black Histic (A3)	<input type="checkbox"/> Stripped Matrix (S6)	<input type="checkbox"/> Dark Surface (S7) (LRR G)
<input type="checkbox"/> Hydrogen Sulfide (A4)	<input type="checkbox"/> Loamy Mucky Mineral (F1)	<input type="checkbox"/> High Plains Depressions (F16)
<input type="checkbox"/> Stratified Layers (A5) (LRR F)	<input type="checkbox"/> Loamy Gleyed Matrix (F2)	<b>(LRR H outside of MLRA 72 &amp; 73)</b>
<input type="checkbox"/> 1 cm Muck (A9) (LRR F, G, H)	<input type="checkbox"/> Depleted Matrix (F3)	<input type="checkbox"/> Reduced Vertic (F18)
<input type="checkbox"/> Depleted Below Dark Surface (A11)	<input type="checkbox"/> Redox Dark Surface (F6)	<input type="checkbox"/> Red Parent Material (TF2)
<input type="checkbox"/> Thick Dark Surface (A12)	<input type="checkbox"/> Depleted Dark Surface (F7)	<input type="checkbox"/> Very Shallow Dark Surface (TF12)
<input type="checkbox"/> Sandy Mucky Mineral (S1)	<input type="checkbox"/> Redox Depressions (F8)	<input type="checkbox"/> Other (Explain in Remarks)
<input type="checkbox"/> 2.5 cm Mucky Peat or Peat (S2) (LRR G, H)	<input type="checkbox"/> High Plains Depressions (F16)	<sup>3</sup> Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.
<input type="checkbox"/> 5 cm Mucky Peat or Peat (S3) (LRR F)	<b>(MLRA 72 &amp; 73 of LRR H)</b>	

**Restrictive Layer (if present):**

Type: \_\_\_\_\_

Depth (inches): \_\_\_\_\_

Hydric Soil Present? Yes  No

Remarks:

Indicators of hydric soil were not observed.

**HYDROLOGY**

**Wetland Hydrology Indicators:**

<b>Primary Indicators (minimum of one required; check all that apply)</b>		<b>Secondary Indicators (minimum of two required)</b>
<input type="checkbox"/> Surface Water (A1)	<input type="checkbox"/> Salt Crust (B11)	<input type="checkbox"/> Surface Soil Cracks (B6)
<input type="checkbox"/> High Water Table (A2)	<input type="checkbox"/> Aquatic Invertebrates (B13)	<input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)
<input type="checkbox"/> Saturation (A3)	<input type="checkbox"/> Hydrogen Sulfide Odor (C1)	<input type="checkbox"/> Drainage Patterns (B10)
<input type="checkbox"/> Water Marks (B1)	<input type="checkbox"/> Dry-Season Water Table (C2)	<input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)
<input type="checkbox"/> Sediment Deposits (B2)	<input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)	<b>(where tilled)</b>
<input type="checkbox"/> Drift Deposits (B3)	<b>(where not tilled)</b>	<input type="checkbox"/> Crayfish Burrows (C8)
<input type="checkbox"/> Algal Mat or Crust (B4)	<input type="checkbox"/> Presence of Reduced Iron (C4)	<input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)
<input type="checkbox"/> Iron Deposits (B5)	<input type="checkbox"/> Thin Muck Surface (C7)	<input type="checkbox"/> Geomorphic Position (D2)
<input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)	<input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> FAC-Neutral Test (D5)
<input type="checkbox"/> Water-Stained Leaves (B9)		<input type="checkbox"/> Frost-Heave Hummocks (D7) (LRR F)

**Field Observations:**

Surface Water Present? Yes  No  Depth (inches): NA

Water Table Present? Yes  No  Depth (inches): NA

Saturation Present? Yes  No  Depth (inches): NA  
(includes capillary fringe)

Wetland Hydrology Present? Yes  No

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

Indicators of hydrology were not observed.



2 **ORDINANCE NO. \_\_\_\_\_**

3 **AN ORDINANCE RECLASSIFYING THE ZONING DISTRICT OF THE PROPERTY**  
4 **DESCRIBED IN THIS ORDINANCE TO PUD, PLANNED UNIT DEVELOPMENT,**  
5 **AND DIRECTING AMENDMENT OF THE OFFICIAL ZONING DISTRICT MAP TO**  
6 **REFLECT THE RECLASSIFICATION OF THE PROPERTY’S ZONING DISTRICT;**  
7 **AND PROVIDING FOR REPEALER AND SEVERABILITY**

8 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY, OKLAHOMA:

9 **ORDINANCE**

10 **SECTION 1.** That the zoning district of the following described property is hereby reclassified  
11 to PUD, Planned Unit Development, subject to the conditions contained in the PC-1983 file, and  
12 that the official Zoning District Map shall be amended to reflect the reclassification of the prop-  
13 erty’s zoning district as specified in this ordinance:

14 A part of the N/2 of the N/2 of the SW/4 of the NE/4 of Section 1, Township 11 North  
15 Range 2 West of the Indian Meridian more particularly described as follows:  
16 Commencing at the Southeast Corner of said N/2 thence N89°27’29”W and along the  
17 South line of said N/2 a distance of 30.00 feet: thence due North and parallel to the East  
18 line of said N/2 a distance of 328.64 to the Point of Beginning;  
19 Thence N89°34’27”W a distance of and parallel with the South line of said SW/4 a dis-  
20 tance of 1,289.25;  
21 Thence S0°01’30”E a distance of 326.03 feet;  
22 Thence S89°27’29”E along the North line of the SE/4 of said SW/4 a distance of  
23 1,049.13 feet;  
24 Thence due north and parallel to said East line a distance of 122.85 feet;  
25 Thence S89°27’29”E a distance of 215.00 feet;  
26 Thence S44°43’45”E a distance of 35.52 feet;  
27 Thence due North and parallel to the East line of said N/2 a distance of 100.00 feet;  
28 Thence S45°16’15”W a distance of 35.19 feet;  
29 Thence N89°27’29”W a distance of 215 feet;  
30 Thence due North and parallel to the East line of said N/2 a distance of 122.30 feet;  
31 Thence S89°34’27”E a distance of 240 feet;  
32 Thence due North and parallel to the East line of said N/2 a distance of 33 feet to the  
33 Point of Beginning and containing 8.25 acres more or less.

34 **SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict herewith are here-  
35 by repealed.

36 **SECTION 3. SEVERABILITY.** If any section, sentence, clause or portion of this ordinance is  
for any reason held to be invalid, such decision shall not affect the validity of the remaining por-  
tions of the ordinance.

PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma,  
on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

THE CITY OF MIDWEST CITY, OKLA-  
HOMA

\_\_\_\_\_  
MATTHEW D. DUKES II, Mayor

ATTEST:

\_\_\_\_\_  
SARA HANCOCK, City Clerk

APPROVED as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
HEATHER POOLE, City Attorney



**City of Midwest City Police Department**

100 N. Midwest Boulevard

Midwest City, OK 73110

Office 405.739.1320

Fax 405.739.1398

**MEMORANDUM**

TO: Honorable Mayor and City Council

FROM: Brandon Clabes, Chief of Police

DATE: January 08, 2018

SUBJECT: Discussion and consideration of appointing a Ward 5 and Ward 6 citizen to the Animal Ordinance Review Committee established at the December 11, 2018 City Council meeting to review and make recommendations regarding Midwest City animal ordinances relating to Chapter 8 – Animals and Fowl including Articles I through IX.

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The Animal Ordinance Review Committee was established at the December 11, 2018 City Council meeting with Councilmembers Christine Allen, Jeff Moore and Española Bowen; and citizens from each ward. Appointees from Wards 1, 2, 3, and 4 were approved which included Amy Otto, Lindsey Hutchinson, Kim Templeman, and Sydney Boyd.

The Committee would review Chapter 8 portion of the Midwest City ordinances (The list is attached.) and present their suggestions to the full Council at the March 12, 2019 Council meeting for consideration.

Action is at the discretion of the council.

Respectfully,

---

Brandon Clabes  
Chief of Police

# Midwest City Ordinances – Chapter 8 – Animals and Fowl

- **Chapter 8 - ANIMALS AND FOWL**

- **ARTICLE I. - IN GENERAL**

- Sec. 8-1. - Cruelty to animals; abandonment; etc.
- Sec. 8-2. - Definitions.
- Sec. 8-3. - Transfer of pets and small animals.
- Sec. 8-4. - Bird sanctuary—Designated.
- Sec. 8-5. - Acts prohibited; exception.
- Sec. 8-6. - Notice of dead and found animals.
- Sec. 8-7. - Duty to report injury or death of animals hit by automobiles.
- Sec. 8-8. - Diseased and injured animals.
- Sec. 8-9. - Inspection authorized.
- Sec. 8-10. - Penalty for violation.
- Secs. 8-11—8-20. - Reserved.

- **ARTICLE II. - IMPOUNDMENT**

- Sec. 8-21. - Stock pound master in charge of impounding animals; dogs excepted.
- Sec. 8-22. - Disposition of impounded animals by public sale.
- Sec. 8-23. - Notice of sale of impounded animals.
- Sec. 8-24. - Redemption of impounded animals.
- Sec. 8-25. - Monthly report by stock pound master.
- Sec. 8-26. - Fees and charges.
- Sec. 8-27. - Obstruction of impounding of animals prohibited.
- Sec. 8-28. - Breaking open pound prohibited.
- Sec. 8-29. - Penalty for violation.
- Secs. 8-30—8-40. - Reserved.

- **ARTICLE III. - DOMESTIC ANIMALS OTHER THAN DOGS AND CATS**

- **DIVISION 1. - GENERALLY**

- Sec. 8-41. - Applicability.
- Sec. 8-42. - Area, enclosure, location for large animals, except swine.
- Sec. 8-43. - Area, enclosure, location for small animals, except dogs and cats.
- Sec. 8-44. - Requirements for fences.
- Sec. 8-45. - Sanitation standards generally.
- Sec. 8-46. - Sanitation standards for pigeons.
- Sec. 8-47. - Swine keeping.
- Sec. 8-48. - Running at large prohibited.
- Sec. 8-49. - Tethering on right-of-way.
- Sec. 8-50. - Violations.
- Secs. 8-51—8-65. - Reserved.

## Midwest City Ordinances – Chapter 8 – Animals and Fowl

- DIVISION 2. - PERMIT
  - Sec. 8-66. - Required; application generally.
  - Sec. 8-67. - Contents of permit application.
  - Sec. 8-68. - Permit application to show compliance.
  - Sec. 8-69. - Health approval prerequisite.
  - Sec. 8-70. - Reserved.
  - Sec. 8-71. - Permits to keep pigeons.
  - Sec. 8-72. - Medical laboratories, educational institutions, veterinary hospitals exempted from distance requirements.
  - Sec. 8-73. - Preexisting nonconforming commercial establishments.
  - Sec. 8-74. - Violations.
  - Secs. 8-75—8-85. - Reserved.
  
- ARTICLE IV. - DOGS
  - Sec. 8-86. - Authority to seize, impound dog.
  - Sec. 8-87. - Running at large.
  - Sec. 8-88. - Failure to surrender violating dogs.
  - Sec. 8-89. - Tethering of dogs.
  - Sec. 8-90. - Reserved.
  - Sec. 8-91. - Nuisance dogs prohibited.
  - Sec. 8-92. - When a dog constitutes a nuisance.
  - Sec. 8-93. - Procedure for nuisance dogs.
  - Sec. 8-94. - Reclaiming dogs.
  - Sec. 8-95. - Unreclaimed dogs.
  - Sec. 8-96. - Animal waste.
  - Sec. 8-97. - Noisy dogs; complaints.
  - Sec. 8-98. - Violations.
  - Secs. 8-99—8-110. - Reserved.
  
- ARTICLE V. - CATS
  - Sec. 8-111. - Authority to seize, impound cats.
  - Sec. 8-112. - Failure to surrender violating cats.
  - Sec. 8-113. - Tethering of cats.
  - Sec. 8-114. - Reserved.
  - Sec. 8-115. - When cat constitutes a nuisance.
  - Sec. 8-116. - Nuisance cats prohibited.
  - Sec. 8-117. - Procedure for nuisance cats.
  - Sec. 8-118. - Reclaiming cats.
  - Sec. 8-119. - Unreclaimed cats.
  - Sec. 8-120. - Animal waste.
  - Sec. 8-121. - Noisy cats; complaints.
  - Sec. 8-122. - Isolation.
  - Sec. 8-123. - Release from pound.
  - Sec. 8-124. - Violations.
  - Secs. 8-125—8-130. - Reserved.

## Midwest City Ordinances – Chapter 8 – Animals and Fowl

- **ARTICLE VI. - VACCINATION AND REGISTRATION**
  - Sec. 8-131. - Rabies vaccination, registration, license fee required.
  - Sec. 8-132. - Certification of rabies vaccination.
  - Sec. 8-133. - Frequency of rabies vaccination.
  - Sec. 8-134. - Exemption for transient dogs or cats.
  - Sec. 8-135. - Veterinarian's records.
  - Sec. 8-136. - License fees; term.
  - Sec. 8-137. - Violations and penalties.
  - Secs. 8-138—8-150. - Reserved.
  
- **ARTICLE VII. - RABIES REGULATIONS**
  - Sec. 8-151. - Proclamation of rabies epidemic.
  - Sec. 8-152. - Procedure when rabies suspected.
  - Secs. 8-153—8-159. - Reserved.
  
- **ARTICLE VIII. - ANIMAL WELFARE SHELTER OPERATION**
  - Sec. 8-160. - Animal welfare shelter created.
  - Sec. 8-161. - Authorization to contract.
  - Sec. 8-162. - Fees.
  - Secs. 8-163—8-170. - Reserved.
  
- **ARTICLE IX. - ANIMALS—KEEPING PROHIBITED**
  - Sec. 8-171. - Animals—Keeping prohibited.
  - Secs. 8-172—8-180. - Reserved.
  
- **ARTICLE X. - VICIOUS ANIMALS**
  - Sec. 8-181. - Vicious animals prohibited.
  - Sec. 8-182. - Attacks prohibited.
  - Sec. 8-183. - Summons and complaint.
  - Sec. 8-184. - Impoundment.
  - Sec. 8-185. - Hearing.
  - Sec. 8-186. - Determination.
  - Sec. 8-187. - Violation and penalties.



**City Manager**  
100 N. Midwest Boulevard  
Midwest City, OK 73110  
ghenson@midwestcityok.org  
Office: 405-739-1204  
Fax: 405-739-1208  
www.midwestcityok.org

MEMORANDUM

TO: Honorable Mayor and Council

FROM: J. Guy Henson, City Manager

DATE: January 8, 2019

SUBJECT: Discussion and consideration of 1) establishing an Ad-Hoc Ordinance Oversight Council Committee to oversee ordinance updates; and 2) appoint three members of the City Council.

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As you may recall, this item was on the November 27<sup>th</sup> City Council Agenda for consideration. No action was taken at that time and it was requested to return to the agenda on January 8, 2019.

Mayor Dukes is requesting this item for the purpose of receiving updates on ordinance change suggestions. He anticipates quarterly meetings. He is recommending Susan Eads, Pat Byrne, and himself.

Action is at the Council's discretion.

J. GUY HENSON  
City Manager



City Attorney, Heather Poole  
100 N. Midwest Boulevard  
Midwest City, OK 73110  
HPoole@MidwestCityOK.org  
Office: 405.739.1203 /Fax: 405.739.1208  
www.midwestcityok.org

**Memorandum**

TO: Honorable Mayor and Council

FROM: Heather Poole, City Attorney

DATE: January 8, 2019

SUBJECT: Discussion and Consideration of an Ordinance Amending the Midwest City Municipal Code Chapter 1, General Provisions, Section 1-15 and Municipal Code Chapter 28, Offenses - Miscellaneous, Article VIII, Dangerous Drugs, Section 28-133, Providing For Repealer and Severability.

Oklahoma voters approved State Question 788, which provided for the licensing of medical marijuana recipients, dispensaries, commercial growers, and processors.

The attached ordinance, in keeping with Title 63 of Oklahoma Statutes, Section 420A, distinguishes between the possession of legally sanctioned medical marijuana and the possession of marijuana without such sanction. Chapter 28, Section 28-133, provides an exemption for the possession of approved medical marijuana and a sliding scale of both fine and jail terms determined by the number of offenses committed by the defendant.

Chapter 1, Section 1-15, decreases the criminal fines related to the first and second convictions for possession of marijuana without proper licensing from the Oklahoma Medical Marijuana Authority.

Action at the Council's discretion.

---

Heather Poole, City Attorney

**Estimate of Effect of Changing Fines for Possession of Marijuana  
(Midwest City Ordinances 1-15 and 28-133)**

Based Upon the 207 Citations Issued in FY 2017-2018

**Calculations based upon Current Fines and Fees**

Fine	\$800	
Fees <sup>1</sup>	<u>\$266</u>	
Total Fees and Fines per Citation	\$1,066	
Potential Assessments	\$220,662	
Judicial Reduction of Fines <sup>2</sup>	<u>-\$11,386</u>	
Actual Payments	\$209,276	\$209,276

**Projection of Future Fines and Fees**

Average Fine <sup>3</sup>	\$130	
Fees	<u>\$266</u>	
Total Fees and Fines per Citation	\$396	
Potential Future Assessments	\$81,972	
Estimated Judicial Reduction in Proposed Fines	<u>-\$4,099</u>	
Estimated Payments	\$77,873	<u>\$77,873</u>

**Estimated Annual Effect on Revenue -\$131,403**

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<sup>1</sup> Breakdown of Fees

Fees Payable to the State of Oklahoma	
Oklahoma Board of Narcotics Fee	\$5
Oklahoma Bureau of Investigation Fee	\$150
Automated Fingerprint Identification System Fee	\$10
Council on Law Enforcement Education and Training Fee	\$10
Forensic Fee	<u>\$10</u>
Subtotal of State Fees	\$185
Fees Retained by the City of Midwest City	
Police Fee	\$6
Technology Fee	\$45
Court Costs	\$30
Subtotal of City Fees	<u>\$81</u>
Total Fees	\$266

<sup>2</sup> Approximately 5%.

<sup>3</sup> Using citations consisting of 90% first and second time offenders and 10% third time offenders.





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	24-88.1	600.00	60 days
	24-88.2(c)(1)	800.00	60 days
	24-88.2(c)(2)	200.00	
	24-89	300.00	30 days
	24-90	600.00	60 days
	24-143	200.00	
	24-145	300.00	30 days
28	28-8	800.00	60 days
	28-9	800.00	60 days
	28-25	100.00	30 days
	28-40	300.00	30 days
	28-41	750.00	60 days
	28-43	600.00	60 days
	28-54	300.00	30 days
	28-57	600.00	60 days
	28-57.1	600.00	60 days
	28-58	450.00	30 days
	28-60	450.00	30 days
	28-61	450.00	30 days
	28-62	450.00	30 days

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	28-75	600.00	60 days
	28-86	750.00	60 days
	28-86.1	750.00	60 days
	28-90	750.00	60 days
	28-90.1	600.00	60 days
	28-104	750.00	60 days
	28-122	500.00	30 days
	28-123	500.00	30 days
	28-124	750.00	60 days
	28-125	300.00	30 days
	28-127	500.00	60 days
	28-128	800.00	60 days
	28-133(a)	800.00	60 days
	<u>28-133(b)(3)</u>		
	<u>First and Second Offenses</u>	<u>100.00</u>	
	<u>Third and Subsequent Offenses</u>	<u>400.00</u>	
	<u>28-133 (b)(4)</u>		
	<u>First and Second Offenses</u>	<u>100.00</u>	<u>10 days</u>
	<u>Third and Subsequent Offenses</u>	<u>800.00</u>	<u>60 days</u>

**SECTION 2.** The Midwest City Municipal Code 3005, Chapter 28, Offenses—Miscellaneous, Article VIII, Dangerous Drugs, Section 28-133 is hereby amended to read as follows:

1           **Sec. 28-133. - Penalty.**

2           (a) Any person who violates any provision of this article ~~shall, upon conviction, and~~  
3           is convicted after trial, pleads of guilty, or enters a plea of nolo contendere, shall be  
4           punished by a fine or imprisonment in accordance with section 1-15 of this Code,  
5           plus costs, or by both such fine and imprisonment, and such punishment may be run  
6           consecutively for each separate offense.

7           **(b) Exceptions:**

8           1. Any person who presents a valid, unexpired, license from the Oklahoma  
9           Medical Marijuana Authority will not be in violation if this Article, provided  
10           the person does not legally possess:

11           a. More than three (3) ounces of marijuana on their person;

12           b. More than six (6) mature marijuana plants;

13           c. More than six (6) seedling plants;

14           d. More than one (1) ounce of concentrated marijuana;

15           e. More than seventy-two (72) ounces of edible marijuana; and

16           f. More than to eight (8) ounces of marijuana in their residence;

17           2. The exception and restrictions of (b)(1) shall apply to an authorized parent  
18           of a license holder under 18 years of age or caregiver of an adult, who pre-  
19           sents a valid, unexpired, license from the Oklahoma Medical Marijuana Au-  
20           thority.

21           3. Any person who does not present a valid, unexpired, license from the Okla-  
22           homa Medical Marijuana Authority, and is convicted after trial, pleads guilty,  
23           or enters a plea of nolo contendere for possessing up to one and a half (1.5)  
24           ounces of marijuana and also claims a medical condition, shall be guilty of a  
25           misdemeanor, and shall be punished by a separate fine in accordance with sec-  
26           tion 1-15 of this Code, plus costs, and such punishment may be run consecu-  
27           tively for each separate offense.

28           4. Any person to whom the previous exceptions do not apply, who, upon con-  
29           viction of possession of marijuana, pleads guilty or enters a plea of nolo con-  
30           tendere, shall be liable in accordance with section 1-15 of this Code, plus  
              costs, or by both fine and imprisonment, and such punishment may be run  
              consecutively for each separate offense.

              5. Any persons or entities who are convicted because they do not possess a  
              valid, unexpired, license from the Oklahoma Medical Marijuana Authority to  
              dispense, grow, process, or transport marijuana shall be liable under subsec-

tion (a), in accordance with section 1-15 of this Code, plus costs, or by both fine and imprisonment, and such punishment may be run consecutively for each separate offense.

**SECTION 3. REPEALER.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 4. SEVERABILITY.** If any section, sentence, clause or portion of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 2019.

THE CITY OF MIDWEST CITY, OKLAHOMA

\_\_\_\_\_  
MATTHEW D. DUKES, II, Mayor

ATTEST:

\_\_\_\_\_  
SARA HANCOCK, City Clerk

APPROVED as to form and legality this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
HEATHER POOLE, City Attorney

1 **ORDINANCE NO. \_\_\_\_\_**

2  
3 **AN ORDINANCE AMENDING THE MIDWEST CITY MUNICIPAL CODE 3121,**  
4 **CHAPTER 1, GENERAL PROVISIONS, SECTION 1-15 AND MUNICIPAL CODE 3005,**  
5 **CHAPTER 28, OFFENSES—MISCELLANEOUS, ARTICLE VIII, DANGEROUS**  
6 **DRUGS, SECTION 28-133; AND PROVIDING FOR REPEALER AND SEVERABILITY.**

7 BE IT ORDAINED BY THE CITY OF THE CITY OF MIDWEST CITY, OKLAHOMA:

8 **ORDINANCE**

9 **SECTION 1.** The Midwest City Municipal Code 3121, Chapter 1, General Provisions, Section  
10 1-15 is hereby amended to read as follows:

11 **Sec. 1-15. - Specific penalty for violations of Code.**

12 The following table is adopted with regard to specific violations of this Code, including the maximum  
13 fine and imprisonment for each specific offense noted:

Chapter	Section	Maximum Fine	Imprisonment
5	5-42(b)	\$200.00	10 days
	5-51	1,000.00	60 days
	5-90	200.00	
	5-90.1(a)	1,000.00	90 days
	5-91	200.00	
24	24-81(a)	300.00	30 days
	24-81(b)	200.00	
	24-83	600.00	60 days
	24-84	300.00	
	24-88	800.00	60 days

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	24-88.1	600.00	60 days
	24-88.2(c)(1)	800.00	60 days
	24-88.2(c)(2)	200.00	
	24-89	300.00	30 days
	24-90	600.00	60 days
	24-143	200.00	
	24-145	300.00	30 days
28	28-8	800.00	60 days
	28-9	800.00	60 days
	28-25	100.00	30 days
	28-40	300.00	30 days
	28-41	750.00	60 days
	28-43	600.00	60 days
	28-54	300.00	30 days
	28-57	600.00	60 days
	28-57.1	600.00	60 days
	28-58	450.00	30 days
	28-60	450.00	30 days
	28-61	450.00	30 days
	28-62	450.00	30 days

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	28-75	600.00	60 days
	28-86	750.00	60 days
	28-86.1	750.00	60 days
	28-90	750.00	60 days
	28-90.1	600.00	60 days
	28-104	750.00	60 days
	28-122	500.00	30 days
	28-123	500.00	30 days
	28-124	750.00	60 days
	28-125	300.00	30 days
	28-127	500.00	60 days
	28-128	800.00	60 days
	28-133(a)	800.00	60 days
	<u>28-133(b)(3)</u>		
	<u>First and Second Offenses</u>	<u>100.00</u>	
	<u>Third and Subsequent Offenses</u>	<u>400.00</u>	
	<u>28-133 (b)(4)</u>		
	<u>First and Second Offenses</u>	<u>100.00</u>	<u>10 days</u>
	<u>Third and Subsequent Offenses</u>	<u>800.00</u>	<u>60 days</u>

**SECTION 2.** The Midwest City Municipal Code 3005, Chapter 28, Offenses—Miscellaneous, Article VIII, Dangerous Drugs, Section 28-133 is hereby amended to read as follows:



1           **Sec. 28-133. - Penalty.**

2           (a) Any person who violates any provision of this article ~~shall, upon conviction, and~~  
3           is convicted after trial, pleads of guilty, or enters a plea of nolo contendere, shall be  
4           punished by a fine or imprisonment in accordance with section 1-15 of this Code,  
5           plus costs, or by both such fine and imprisonment, and such punishment may be run  
6           consecutively for each separate offense.

7           (b) Exceptions:

8           1. Any person who presents a valid, unexpired, license from the Oklahoma  
9           Medical Marijuana Authority will not be in violation if this Article, provided  
10           the person does not legally possess:

- 11           a. More than three (3) ounces of marijuana on their person;
- 12           b. More than six (6) mature marijuana plants;
- 13           c. More than six (6) seedling plants;
- 14           d. More than one (1) ounce of concentrated marijuana;
- 15           e. More than seventy-two (72) ounces of edible marijuana; and
- 16           f. More than to eight (8) ounces of marijuana in their residence.

17           2. The exception and restrictions of (b)(1) shall apply to an authorized parent  
18           of a license holder under 18 years of age or caregiver of an adult, who pre-  
19           sents a valid, unexpired, license from the Oklahoma Medical Marijuana Au-  
20           thority.

21           3. Any person who does not present a valid, unexpired, license from the Okla-  
22           homa Medical Marijuana Authority, and is convicted after trial, pleads guilty,  
23           or enters a plea of nolo contendere for possessing up to one and a half (1.5)  
24           ounces of marijuana and also claims a medical condition, shall be guilty of a  
25           misdemeanor, and shall be punished by a separate fine in accordance with sec-  
26           tion 1-15 of this Code, plus costs, and such punishment may be run consecu-  
27           tively for each separate offense.

28           4. Any person to whom the previous exceptions do not apply, who, upon con-  
29           viction of possession of marijuana, pleads guilty or enters a plea of nolo con-  
30           tendere, shall be liable in accordance with section 1-15 of this Code, plus  
              costs, or by both fine and imprisonment, and such punishment may be run  
              consecutively for each separate offense.

              5. Any persons or entities who are convicted because they do not possess a  
              valid, unexpired, license from the Oklahoma Medical Marijuana Authority to  
              dispense, grow, process, or transport marijuana shall be liable under subsec-

tion (a), in accordance with section 1-15 of this Code, plus costs, or by both fine and imprisonment, and such punishment may be run consecutively for each separate offense.

**SECTION 3. REPEALER.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 4. SEVERABILITY.** If any section, sentence, clause or portion of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 2019.

THE CITY OF MIDWEST CITY, OKLAHOMA

\_\_\_\_\_  
MATTHEW D. DUKES, II, Mayor

ATTEST:

\_\_\_\_\_  
SARA HANCOCK, City Clerk

APPROVED as to form and legality this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
HEATHER POOLE, City Attorney



NEW BUSINESS/  
PUBLIC DISCUSSION





## MUNICIPAL AUTHORITY AGENDA



The 6:00 PM meetings will be shown live on Channel 20.



The recorded video will be available on Youtube and the City's website within 48 hours at [www.youtube@midwestcityok.org](http://www.youtube@midwestcityok.org).



The meeting minutes and video can be found on the City's website in the Agenda Center: <https://midwestcityok.org/AgendaCenter>.



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## **MIDWEST CITY MUNICIPAL AUTHORITY AGENDA**

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

January 08, 2019 - 6:01 PM

- A. **CALL TO ORDER.**
- B. **CONSENT AGENDA.** These items are placed on the Consent Agenda so that Trustees, by unanimous consent, can approve routine agenda items by one motion. If any item proposed does not meet with approval of all Trustees, or members of the audience wish to discuss an item, it will be removed and heard in regular order.
- 1.** Discussion and consideration of approving the minutes of the staff briefing and regular meeting of December 11, 2018 as submitted. (City Clerk - S. Hancock)
  - 2.** Discussion and consideration of accepting the report on the current financial condition of the Sheraton Midwest City Hotel at the Reed Center for the period ending November 30th, 2018. (City Manager - T. Lyon)
  - 3.** Discussion and consideration of rejecting all bids for the one hundred fifty (150) LED Hospitality Televisions with Pro Idiom Technology for the Midwest City Sheraton Hotel. (City Manager - T. Lyon)
- C. **NEW BUSINESS/PUBLIC DISCUSSION.** The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the Authority on any Subject not scheduled on the Regular Agenda. The Authority shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Authority will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. **THOSE ADDRESSING THE AUTHORITY ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE AUTHORITY.**
- D. **ADJOURNMENT.**



CONSENT AGENDA



A notice for staff briefings of the Midwest City Municipal Authority was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website ([www.midwestcityok.org](http://www.midwestcityok.org)).

### **Midwest City Municipal Authority Staff Briefing Minutes**

December 11, 2018 – 6:00 PM

This regular meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Matthew Dukes called the meeting to order at 6:12 PM with the following members present: Trustees Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore; and Secretary Sara Hancock. Absent: none.

#### **Discussion.**

**Clarification of agenda items, handouts, and presentation of new or additional information for items on the Municipal Authority agenda for December 11, 2018.** The Trustees had no questions regarding the agenda.

Chairman Dukes adjourned the meeting at 6:13 PM.

ATTEST:

\_\_\_\_\_  
MATTHEW D. DUKES II, Chairman

\_\_\_\_\_  
SARA HANCOCK, Secretary

A notice for the regular Midwest City Municipal Authority was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website ([www.midwestcityok.org](http://www.midwestcityok.org)).

### **Midwest City Municipal Authority Minutes**

December 11, 2018 – 7:01 PM

This meeting was held in the Midwest City Council Chamber in City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. Chairman Matt Dukes called the meeting to order at 7:37 PM with the following members present: Trustees \*Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore; and Secretary Sara Hancock. Absent: none.

Consent Agenda. Eads made a motion to approve the Consent Agenda, as submitted, seconded by Bowen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: none. Motion carried.

1. Discussion and consideration of approving the minutes of the staff briefing and regular meeting of November 27, 2018 as submitted.
2. Discussion and consideration of accepting the report on the current financial condition of the Sheraton Midwest City Hotel at the Reed Center for the period ending October 31, 2018.

NEW BUSINESS/PUBLIC DISCUSSION. There was no new business or public discussion.

At 7:38 PM, Allen made a motion to recess the meeting, seconded by Byrne.

At 7:41 PM, Reed made a motion to return to the meeting and enter into executive session, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: none. Motion carried.

#### EXECUTIVE SESSION.

1. Discussion and consideration of 1) entering into executive session as allowed under 25 O.S., § 307(B)(3) for the purpose of discussing the purchase or appraisal of real property; and 2) in open session, authorizing the city manager to take action as appropriate based on the discussion in executive session.

\*At 8:22 PM, Eads left the meeting.

At 8:45 PM, Reed made a motion to return to open session and authorize the city manager to proceed as discussed in executive session, seconded by Bowen. Voting aye: Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: Eads. Motion carried.

ADJOURNMENT. There being no further business, Chairman Dukes closed the meeting at 8:46 PM.

ATTEST:

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MATTHEW D. DUKES II, Chairman

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SARA HANCOCK, Secretary





**THE CITY OF**  
**MIDWEST CITY**

**MEMORANDUM**

TO: Honorable Chairman and Trustees  
Midwest City Municipal Authority

FROM: Tim Lyon, Assistant City Manager

DATE: January 8, 2019

RE: Discussion and consideration of accepting the report on the current financial condition of the Sheraton Midwest City Hotel at the Reed Center for the period ending November 30th, 2018.

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This item is on the agenda at the request of the Authority. Attached to this memorandum is information concerning the status of the Sheraton Midwest City Hotel at the Reed Center.

Any time you have a question concerning the conference center and hotel, please feel free to contact me at 739-1201.

*Tim L. Lyon*

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Tim Lyon  
Assistant City Manager

Attachment (1)

**SHERATON MIDWEST CITY HOTEL AT THE REED CENTER**

<b>Fiscal Year 2018-2019</b>	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
<b>Revenue</b>												
Budgeted (MTD)	341,442	447,668	431,838	532,961	405,584							
Actual (MTD)	384,934	454,587	328,389	590,459	430,083							
Budgeted (YTD)	341,442	789,110	1,220,948	1,753,909	2,159,493							
Actual (YTD)	384,934	839,521	1,167,910	1,758,369	2,188,452							
<b>Expenses</b>												
Budgeted (MTD)	418,478	449,923	421,755	478,040	410,232							
Actual (MTD)	418,401	431,481	383,381	506,459	399,967							
Budgeted (YTD)	418,478	863,401	1,285,156	1,763,196	2,173,428							
Actual (YTD)	418,401	849,882	1,233,263	1,739,721	2,139,688							
<b>Revenue vs. Expenses</b>												
Budgeted (MTD)	(77,036)	2,745	10,083	54,921	(4,648)							
Actual (MTD)	(33,467)	23,106	(54,992)	84,000	30,117							
Budgeted (YTD)	(77,036)	(74,291)	(64,208)	(9,287)	(13,935)							
Actual (YTD)	(33,467)	(10,361)	(65,353)	18,648	48,764							
<b>Key Indicators</b>												
Hotel Room Revenue	243,661	218,190	192,145	252,000	200,126							
Food and Banquet Revenue	114,062	191,794	115,059	291,647	183,751							

<b>Fiscal Year 2017-2018</b>	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
<b>Revenue</b>												
Budgeted (MTD)	345,872	508,778	430,804	639,312	424,595	308,205	303,680	379,330	547,825	516,519	495,730	425,810
Actual (MTD)	324,600	469,661	409,957	620,373	440,973	298,992	237,909	395,947	529,803	530,409	402,933	502,338
Budgeted (YTD)	372,126	854,650	1,285,454	1,924,766	2,349,361	2,657,566	2,961,246	3,340,576	3,888,401	4,404,920	4,900,650	5,326,460
Actual (YTD)	324,600	794,261	1,204,218	1,824,592	2,265,564	2,564,556	2,802,465	3,198,412	3,728,215	4,258,624	4,661,557	5,163,895
<b>Expenses</b>												
Budgeted (MTD)	345,872	474,833	419,305	526,754	414,341	383,878	389,188	392,180	494,172	482,514	455,507	418,995
Actual (MTD)	398,222	466,528	391,915	410,925	430,597	434,233	326,576	366,587	482,215	465,386	418,445	482,536
Budgeted (YTD)	345,126	846,959	1,266,264	1,793,018	2,207,359	2,591,237	2,980,425	3,372,605	3,866,777	4,349,291	4,804,798	5,223,793
Actual (YTD)	398,222	864,750	1,256,665	1,667,591	2,098,188	2,532,421	2,858,997	3,225,584	3,707,800	4,173,185	4,591,630	5,074,166
<b>Revenue vs. Expenses</b>												
Budgeted (MTD)	(26,254)	33,945	11,499	112,558	10,254	(75,373)	(85,508)	(12,850)	53,653	34,005	40,223	6,815
Actual (MTD)	(73,622)	3,133	18,042	209,448	10,375	(135,242)	(88,666)	29,360	47,587	65,023	(15,512)	19,802
Budgeted (YTD)	(26,254)	7,691	19,190	131,748	142,002	66,329	(19,179)	(32,029)	21,624	55,629	95,852	102,667
Actual (YTD)	(73,622)	(70,489)	(52,447)	157,001	167,376	32,134	(56,532)	(27,172)	20,415	85,439	69,926	89,729



**THE CITY OF**  
**MIDWEST CITY**

To: Honorable Chairman and Trustees  
Midwest City Municipal Authority

From: Tim Lyon, Assistant City Manager

Date: January 8, 2019

Subject: Discussion and consideration of rejecting all bids for the one hundred fifty (150) LED Hospitality Televisions with Pro Idiom Technology for the Midwest City Sheraton Hotel.

On Tuesday, December 11, 2018 at 10:00 a.m. the City of Midwest City Municipal Authority opened bids for the purchase of One hundred fifty (150) or more New LED Hospitality Televisions with Pro Idiom Technology. Six (6) companies submitted bids. The request to reject all bids is due to the original specifications inadvertently requesting technology, Pro Idiom specifically, that is unnecessary and very costly. The mistake was not realized until after the bid opening. The City will make changes to the bid specifications to correct the mistake and re-bid for the purchase One hundred fifty (150) or more new televisions at a later date.

Staff recommends rejecting all bids.

Attached is the bid tabulation for the project.

If you have any questions, please give me a call at 739-1201.

*Tim L. Lyon*

---

Tim L. Lyon, Assistant City Manager

Attachment

Bid Tabulation: 150 or more LED Hospitality TVs

	screen	brand	model	cost each	quantity	total	option 1	option 2	option 3	option 4	option 5a	option 5b
<b>ACCEPTABLE BIDS</b>												
Commercial Sales & Services, Inc.	55	(LG)	55LV560H	\$663.00	150	\$99,450.00	\$35.00	\$0.00	\$2,900.00	\$0.00	\$10.00	\$35.00
Commercial Sales & Services, Inc.	55	(Samsung)	HG55NJ678UFXZA	\$679.00	150	\$101,850.00	\$35.00	\$0.00	\$2,900.00	\$0.00	\$10.00	\$35.00
Knitec, Inc.	49	(Samsung)	HG49NJ477MFXZA	\$399.00	150	\$59,850.00	\$59.00	\$0.00	\$4,900.00	\$0.00	\$5.00	\$20.00
Knitec, Inc.	55	(Samsung)	HG55NJ477BFXZA	\$589.00	150	\$88,350.00	\$59.00	\$0.00	\$4,900.00	\$0.00	\$5.00	\$20.00
RCA Commercial Electronics	55	(RCA)	J55LV842	\$540.00	150	\$81,000.00	\$35.00	\$0.00	\$2,900.00	\$0.00	\$10.00	\$35.00
<b>BIDS WITHOUT TRADE-IN</b>												
Troxell Communications 3	49	(Samsung)	HG49NJ477MFX	\$398.95	150	\$59,842.50	\$128.12	\$143.61	\$1,035.00	\$0.00	TBD	TBD
Troxell Communications 4	55	(Samsung)	HG55NJ678UFXZA	\$661.05	150	\$99,157.50	\$128.12	\$143.61	\$1,035.00	\$0.00	TBD	TBD
<b>INCOMPLETE BIDS</b>												
SHI International Corp	49	(LG)	49LV560H	\$459.30	150	\$68,895.00	\$121.80	NB	NB	NB	NB	NB
SHI International Corp	55	(LG)	55LV560H	\$671.20	150	\$100,680.00	\$121.80	NB	NB	NB	NB	NB
Troxell Communications 1	49	(LG)	49LV560H	\$476.84	150	\$71,526.00	\$128.12	NB	NB	NB	NB	NB
Troxell Communications 2	55	(LG)	55LV560H	\$696.84	150	\$104,526.00	\$128.12	NB	NB	NB	NB	NB
Lodging Kit Company	55	(Samsung)		\$747.55	\$849.64	150	\$127,446.00	NB	\$15,313.72	NB	\$0.00	\$0.00
Lodging Kit Company	49	(Samsung)		\$450.98	150	\$67,647.00	NB	\$15,314.72	NB	\$0.00	\$0.00	

- OPTION 1 Television installation
- OPTION 2 Remote management appliance
- OPITON 3 Remote management appliance installation
- OPTION 4 Training
- OPTION 5a Trade-in allowance 32"
- OPTION 5b Trade-in allowance 42"

**BIDDER CONTACT INFORMATION**

- Commercial Sales & Services, Inc., John Gomez, (972) 247-3906
- Knitec, Inc., Jeff Jacobs, (949) 481-9372
- Lodging Kit Company / Almo Corp., James Coombs, (800) 345-2566
- RCA Commercial Electronics, Scott Adams, (423) 293-0824
- SHI International Corp., Sunni Groom, (405) 531-7962
- Troxell Communications, Cody Faas, (405) 323-7526



NEW BUSINESS/  
PUBLIC DISCUSSION





# MEMORIAL HOSPITAL AUTHORITY AGENDA



The 6:00 PM meetings will be shown live on Channel 20.



The recorded video will be available on Youtube and the City's website within 48 hours at [www.youtube@midwestcityok.org](http://www.youtube@midwestcityok.org).



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## MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

January 08, 2019 - 6:02 PM

- A. CALL TO ORDER.
- B. CONSENT AGENDA. These items are placed on the Consent Agenda so that the Trustees, by unanimous consent, can approve routine agenda items by one motion. If any item proposed does not meet with approval of all Trustees, or members of the audience wish to discuss an item, it will be removed and heard in regular order.
1. Discussion and consideration of approving the minutes of the staff briefing, and regular meeting of December 11, 2018, as submitted. (City Clerk - S. Hancock)
  2. Discussion and Consideration of Approving the Fifth Amendment to the Sooner Rose Phase II - Theatre Development Financing Assistance Agreement with MWC Warren Theatre, Inc. (Economic Development - R. Coleman)
- C. DISCUSSION ITEM.
1. Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives. (City Manager - G. Henson)
- D. NEW BUSINESS/PUBLIC DISCUSSION. The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the Authority on any Subject not scheduled on the Regular Agenda. The Authority shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Authority will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. THOSE ADDRESSING THE AUTHORITY ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE AUTHORITY.
- E. EXECUTIVE SESSION.
1. Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(C)(10), to confer on matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to remain or to locate within the City; and 2) in open session, authorizing the city manager to take action as appropriate based on the discussion in executive session. (City Manager - G. Henson)
- F. ADJOURNMENT.



CONSENT AGENDA





A notice for staff briefings of the Midwest City Memorial Hospital Authority was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website ([www.midwestcityok.org](http://www.midwestcityok.org)).

**Midwest City Memorial Hospital Authority Staff Briefing Minutes**

December 11, 2018 – 6:00 PM

This regular meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Matthew Dukes called the meeting to order at 6:13 PM with the following members present: Trustees Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore; and Secretary Sara Hancock. Absent: none.

**Discussion.**

**Clarification of agenda items, handouts, and presentation of new or additional information for items on the Hospital Authority agenda for December 11, 2018.** J.R. Reskovac with Capitol Decisions, Inc. spoke with the Council. Staff and the Trustees discussed individual agenda items.

Chairman Dukes adjourned the meeting at 6:24 PM.

ATTEST:

\_\_\_\_\_  
MATTHEW D. Dukes II, Chairman

\_\_\_\_\_  
SARA HANCOCK, Secretary

A notice for the regular Midwest City Memorial Hospital Authority was filed for the calendar year with the City Clerk of Midwest City. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website ([www.midwestcityok.org](http://www.midwestcityok.org)).

## Midwest City Memorial Hospital Authority Minutes

December 11, 2018 – 7:02 pm

This meeting was held in the Midwest City Council Chambers at City Hall, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Matt Dukes called the meeting to order at 7:38 PM with the following members present: Trustees \*Susan Eads, Pat Byrne, Española Bowen, Sean Reed, Christine Allen, and Jeff Moore; and Secretary Sara Hancock. Absent: none.

CONSENT AGENDA. Bowen made a motion to approve the minutes, as submitted, seconded by Allen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: none. Motion carried.

- 1. Discussion and consideration of approving the minutes of the staff briefing, and regular meeting of November 27, 2018, as submitted.**
- 2. Discussion and consideration of approving the use of \$75,000 from the Hospital Authority In Lieu/ROR/Misc 9060, capital outlay budget to fund the local match of \$75,000 for Phase II of the SCIP Recreational Trail.**
- 3. Discussion and consideration of approving the following agreement with Capitol Decisions, Inc. in the total amount of \$60,000 to continue to provide consultant services regarding economic, community development and redevelopment interests in Midwest City for the period from January 1, 2019 through June 30, 2019.**

### DISCUSSION ITEM.

- 1. Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives.** No action needed.

### NEW BUSINESS/PUBLIC DISCUSSION.

There was no new business or public discussion.

At 7:40 PM, Reed made a motion to recess, seconded by Bowen. Voting aye: Eads, Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: none. Motion carried.

At 8:46 PM, Allen made a motion to return to the meeting and enter into executive session, seconded by Bowen. Voting aye: Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: Eads. Motion carried.

EXECUTIVE SESSION.

1. Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(C)(10), to confer on matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to remain or to locate within the City, and 2) in open session, authorizing the general manager/ administrator to take action as appropriate based on the discussion in executive session.

At 9:16 PM, Byrne made a motion to return to open session, seconded by Allen. Voting aye: Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: Eads. Motion carried.

Reed made a motion to authorize the city manager to proceed as directed in executive session, seconded by Byrne. Voting aye: Byrne, Bowen, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: Eads. Motion carried.

ADJOURNMENT.

There being no further business, Chairman Dukes adjourned the meeting at 9:16 PM.

ATTEST:

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MATTHEW D. DUKES II, Chairman

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SARA HANCOCK, Secretary



Midwest City Memorial Hospital Authority  
100 North Midwest Boulevard  
Midwest City, Oklahoma 73110  
Office (405) 739-1207/Fax (405) 739-1208  
[www.midwestcityok.org](http://www.midwestcityok.org)

## MEMORANDUM

To: Honorable Chairman and Trustees

From: Robert Coleman / Director of Economic Development

Date: January 8, 2019

Subject: Discussion and consideration of approving the Fifth Amendment to the Sooner Rose Phase II – Theatre Development Financing Assistance Agreement with MWC Warren Theatre, Inc.

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In August 2017, the Authority contracted with Enerfin Gathering (“Enerfin”) to relocate a decades old pipeline that diagonally cut across the property where the Warren Theatre was planned. The Authority’s contract engineer, Terry Haynes of SMC Consulting, provided plans to Enerfin that called for the pipe to be moved to a new easement near the Buena Vista Avenue right-of-way. It was supposed to be buried a minimum of three (3) feet below *finished* grade. Enerfin completed the work about two months later and the Authority promptly paid the \$125,000 invoice.

Key (“Key”) Construction Company working on behalf of Warren Theatres, on July 30, 2018, discovered the pipeline was buried too shallow as it was excavating dirt and preparing the parking lot base. Key brought the problem to the attention of Mr. Haynes and the Authority. Enerfin was contacted shortly thereafter and agreed to dispatch the contractor, Allred Construction Company, to correct the error.

Allred arrived onsite on or about September 1, 2018 and began excavating a trench approximately 8’ – 10’ wide the length of the existing pipeline. After repositioning the pipe, Allred began back filling in the trench with the same soil it had removed. Key Project Foreman Rick Coleman expressed concerns that Allred was not taking any measures to properly irrigate or compact the soil. Enerfin refused to absorb the additional expense to compact the backfill.

A series of heavy rainfalls inhibited Key’s efforts to complete the parking lot. When Key was finally able to work again, there were several areas over the trench that appeared to be unstable. Key hired a geotechnical engineering firm to conduct a very limited compaction test. The test taken near the main Warren Theatre driveway near Buena Vista Avenue failed.

Key and Warren Theatre then approached the Authority about the problem. Key refused to perform base stabilization or to pave over the trench line until it was properly compacted. The Authority enlisted the help of EST Engineering to conduct more thorough testing. EST found that compaction was lacking the entire length of the trench.

The City Attorney’s Office on December 14, 2018 transmitted a letter via FedEx to CEO David C. Cremer requesting his involvement in the matter, hoping he would be willing to authorize the work Enerfin’s local field office had rejected. He was given a December 20<sup>th</sup> deadline by which to respond.

Enerfin did not respond.

J. Guy Henson, General Manager/Administrator  
Trustees: Matthew D. Dukes II, Susan Eads, Pat Byrne, Espaniola Bowen, Sean Reed, Christine Allen, and Jeff Moore

We then transmitted a second letter demanding that Enerfin properly reconstruct the trench on or before January 8, 2019. No one has responded to this letter. Something must be done now or the Theatre's opening could be setback even further.

This latest Amendment empowers the Authority to contract directly with Warren Theatres to subcontract the excavation, backfill, stabilization and testing of the trench at a total estimated cost of \$24,000. We will then bill Enerfin directly for the work.

Staff recommends approval of this 5<sup>th</sup> Amendment.

Please contact my office at (405) 739-1218 with any question.



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ROBERT COLEMAN  
Director of Economic Development

Attachments:            Proposed 5<sup>th</sup> Amendment  
                                  Original Pipeline Reconstruction Plan



STATE OF OKLAHOMA

SOONER ROSE PHASE II – THEATRE  
FIFTH AMENDMENT TO DEVELOPMENT  
FINANCING ASSISTANCE AGREEMENT

COUNTY OF OKLAHOMA

**THIS SOONER ROSE PHASE II – THEATRE FIFTH AMENDMENT TO DEVELOPMENT FINANCING ASSISTANCE AGREEMENT** (this “Fifth Amendment”) is entered into as of the 8<sup>th</sup> day of January, 2019 (the “Effective Date”), by and between the Midwest City Memorial Hospital Authority, an Oklahoma public trust (the “Authority”), and MWC Warren Theatre, Inc., a Kansas corporation (“Warren”).

**RECITALS**

**WHEREAS**, the Authority, the City of Midwest City and Warren entered into that certain Sooner Rose II – Theatre Development Financing Assistance Agreement, dated April 24, 2017 (the “Original Theatre DFAA”), as amended by the Sooner Rose Phase II - Theatre First Amendment to Development Financing Assistance Agreement, dated July 25, 2017; and the Second Amendment to the Development Financing Assistance Agreement dated September 26, 2017; and the Third Amendment to the Development Financing Assistance Agreement dated October 24, 2017; and the Fourth Amendment to the Development Financing Assistance Agreement dated December 12, 2017 (collectively, the “Theatre DFAA”); all associated with the redevelopment and gentrification of an approximate 16.6-acre parcel of property located in the northwest quadrant of the intersection of Southeast 15<sup>th</sup> Street and Buena Vista Avenue, defined as the “Theatre Property” in the Original Theatre DFAA; and

**WHEREAS**, the Authority and Warren desire to amend the Theatre DFAA as set forth herein.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

- 1. Recitals.** The Recitals set forth above are true and correct and are hereby incorporated by reference.
- 2. Definitions.** Capitalized terms used in this Fifth Amendment shall have the same meaning as provided in the Theatre DFAA unless otherwise expressly provided in this Fifth Amendment.
- 3. 4.4.1.1 Warren’s Obligation.** Warren agrees to contract with Key Construction, Inc. to remove, replace and compact the soil covering the Gas Line on Lot 1, Sooner Rose Warren Theatre Addition as described on Attachment A-and to contract with EST, Inc. for performance of testing services as described on Attachment B. Such contract shall require the work and testing to be performed in accordance with EST Engineering’s November 16, 2018 recommendation (Attachment B). Warren shall submit to the Authority a detailed invoice along with all test results to the Authority within two (2) weeks of the completion of the work, or as soon as reasonably possible thereafter.
- 4. 7.1.1 Construction Contribution.** In addition to other commitments outlined in the Theatre DFAA, within thirty (30) days of receiving the described invoice, the Authority shall pay to Warren-the actual cost of excavating, backfilling, compacting and testing the Gas Line trench as described in the EST Engineering Report (dated November 16, 2018 and Attached as Attachment

B) in an amount not to exceed \$24,000 (Twenty-Four Thousand Dollars and No Cents) without prior written approval by the Authority in advance of incurring additional expenses, which approval shall not be unreasonably withheld provided the request for any additional expense is based on good engineering practices.

5. **No Further Amendments.** Except as otherwise provided herein, the Theatre DFAA shall remain in full force and effect.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**IN WITNESS WHEREOF**, the parties hereto have executed this Fifth Amendment as of the Effective Date.

Approved and agreed to by the Authority on the Effective Date.

**ATTEST:**

**MIDWEST CITY MEMORIAL HOSPITAL  
AUTHORITY**, an Oklahoma public trust

\_\_\_\_\_  
Secretary

\_\_\_\_\_

\_\_\_\_\_, Chairman

Approved as to form and legality on the Effective Date.

\_\_\_\_\_  
General Counsel for the Authority

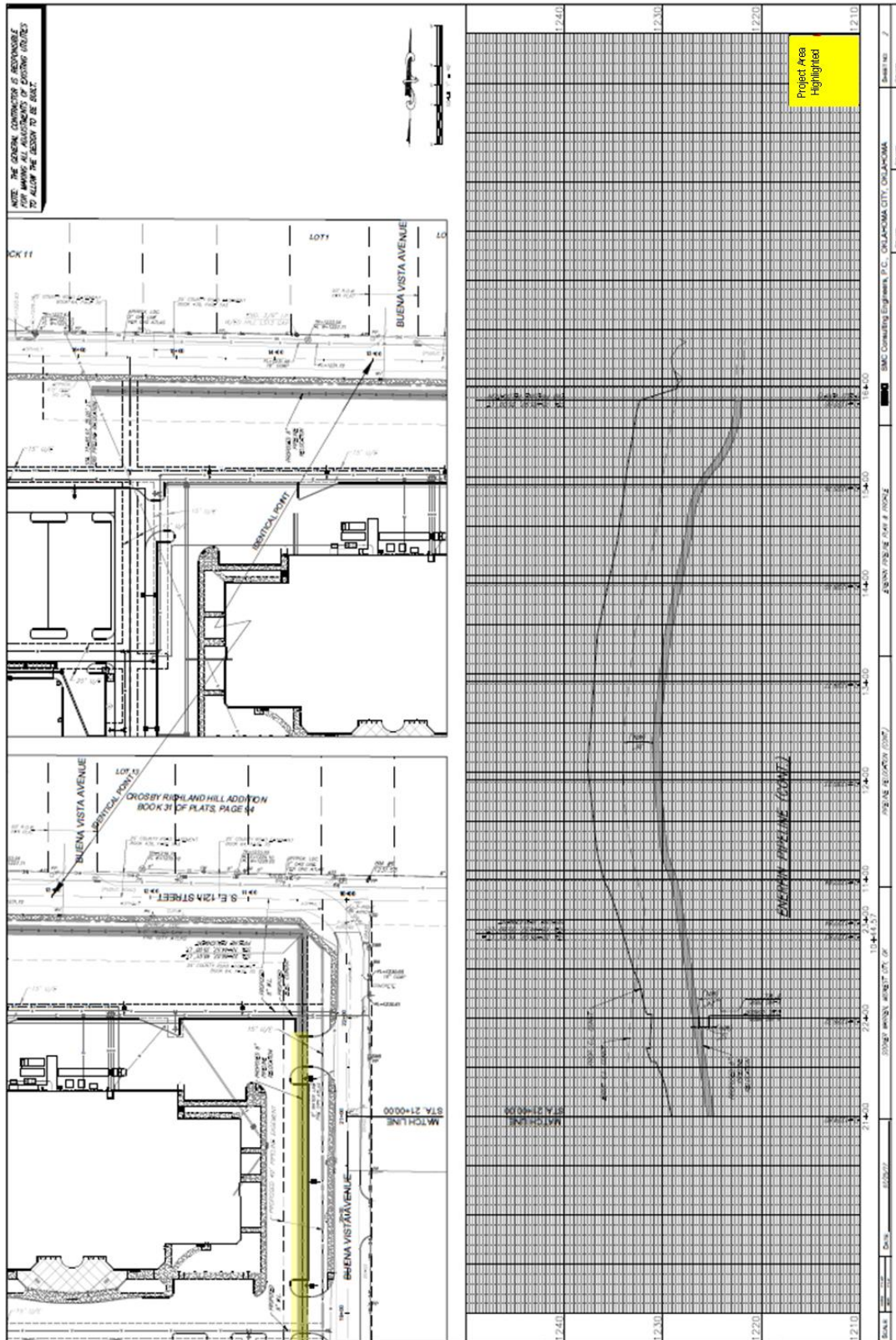
Approved and agreed to by Warren on the Effective Date.

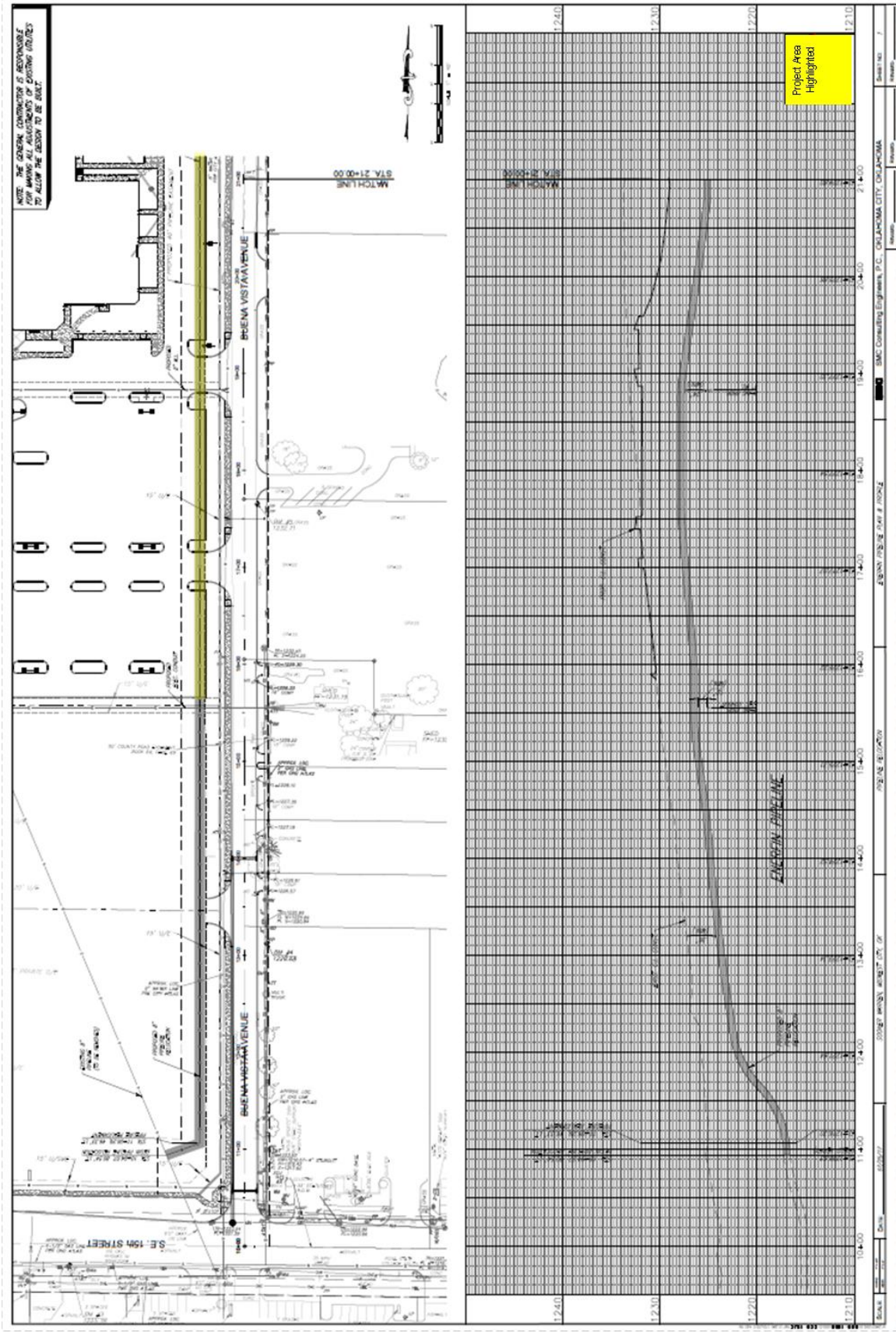
**MWC WARREN THEATRE, INC.**, a Kansas corporation

\_\_\_\_\_  
William J. Warren, President



# "Attachment A" Work Location





**“Attachment B”**  
Recommendations from EST Engineering



Comprehensive Engineering Services

615 N. Hudson Avenue  
Oklahoma City, Oklahoma 73102  
P (405) 815.3600 F (405) 815.4080

November 16, 2018

City of Midwest City  
100 N. Midwest Boulevard  
Midwest City, Oklahoma 73110

**Attn:** *Mr. Robert Coleman, Economic Development Director*

**RE:** *Utility Trench Backfill Reparation Recommendations Letter and Testing Cost Estimate  
Proposed Warren Theatre  
Northeast of the Intersection of SE 15<sup>th</sup> Street and S. Sooner Road  
Midwest City, Oklahoma*

Dear Mr. Coleman:

After you contacted EST on November 15, 2018, we visited the Warren Theatre project site later that day and met with Rick Coleman, the project superintendent with Key Construction LLC. Rick Coleman described to us the conditions that he had encountered and showed us specific locations where excessive settlement had occurred from equipment loading due to improper utility trench backfill. Rick Coleman said he observed the improper backfilling procedures and believes the poor utility trench compaction extends along the entire east boundary of the property for nearly 1,200 feet, starting at SE 15<sup>th</sup> Street and extending north. We understand the constructed utility trench was approximately 8 feet wide and the soil cover above the buried petroleum transfer pipeline varies from 5 feet for the north 1/4 of the trench (approximately 300 feet) to 3 feet for the south 3/4 of the trench length (approximately 900 feet).

Based on the observed site conditions and information provided by Rick Coleman, we recommend the following reparation procedure for the utility trench backfill:

1. We recommend over excavating the existing utility trench backfill soils to a depth of 6 inches above the installed pipeline. EST, Inc. should be on-site during the excavation procedure to identify all of the materials that were used for the backfill. EST, Inc. will then collect samples of all of different soils and test each of them for Moisture Density Relationship (Proctor) and soil classification (particle analysis and plasticity index). On our estimate, we have predicted there will be 4 different soils encountered.
2. We then recommend reconstructing the utility trench backfill in 6 inch lifts and compacting each lift to a minimum of 95 percent of the material's maximum dry density at a moisture content of plus or minus (±) three percent (3%) of the optimum moisture content. Compaction procedures should done in way as to not damage the installed pipeline.
3. We recommend nuclear density tests be performed on each lift at a rate of one test for every 100 linear feet of utility trench backfill. Thus, we would expect that up to approximately 12 nuclear density tests will be required for each lift of backfill for the 1,200 feet long utility trench. As previously described, we expect 5 feet of backfill for the north 1/4 of the trench (approximately 300 feet) to 3 feet of backfill for the south 3/4 of the trench length (approximately 900 feet). Our provided nuclear density testing hours in the attached estimate was intentionally conservative/ high for budgeting. We expect the actual testing hours to be less, and will charge only for actual hours and testing performed using the unit rates provided in the attached testing fee estimate.

Colorado

Oklahoma

Texas

Mr. Coleman, we look forward to providing these services to you. Our fee estimate to complete the required testing described in this letter is included as an attachment. Should you have any questions, please contact me at (405) 618-0655 or by email at [bryceh@estinc.com](mailto:bryceh@estinc.com).

Respectfully,  
EST, Inc.



Bryce Hanlon, P.E.  
Geotechnical Engineer

Attachment: Fee Estimate for Field and Laboratory Testing

FROM: EST, INC.  
 201 Industrial Blvd.  
 Moore, Oklahoma 73160  
 405-912-8378 405-912-7558 Fax  
 Email: aaroni@estinc.com  
 Contact: Aaron Irons



EST, Inc.  
 www.estinc.net

TO: City of Midwest City  
 Attn: Robert Coleman  
 100 N Midwest Boulevard  
 Midwest City, Ok 73110

# ESTIMATE

Project:	Warren Theatre	Prep. Date:	11/16/2018
Project #:	15th and Sooner Rd	Client:	City of Midwest City
Location:	Midwest City, Ok	Page Number:	1 of 1

Item No.	Description	Quantity	Unit	Amount
<b>BACKFILL AND COMPACTION (UTILITIES AND STRUCTURES)</b>				
	Moisture and Density Relationship (Proctor)	4.000	TESTS	\$ 500.00
	Particle Analysis	4.000	TESTS	\$ 200.00
	Plasticity Index	4.000	TESTS	\$ 240.00
	Soil Classification D2487	4.000	TESTS	\$ 80.00
	Nuclear Density Testing	22.000	HOURS	\$ 1,210.00
<b>ADDITIONAL ITEMS</b>				
	Trip Charges from Moore EST, Inc.	13.000	TRIPS	\$ 622.44
	Review and Reporting	19.000	REPORTS	\$ 380.00
	<b>TOTAL ESTIMATED</b>			<b>\$ 3,232.44</b>

**Terms and Conditions:**

**Inclusions:**

Services performed from our Moore office/lab.  
 Technician will only be available during testing, and testing estimated is only for those line items listed above.  
 Testing will be billed on a per test basis for actual work performed.  
 The above is an estimate based on information provided. Actual testing required will vary based on construction needs.

**Exclusions:**

Traffic Control  
 Prices for Asphalt Mix Designs, Concrete Mix Designs, and Soil Stabilization Designs are also available upon request.  
 Any testing not specifically stated in this estimate.  
 Does not include cutting cores. Prices for cutting cores available upon request.

AARON C IRONS, LAB MANAGER

	<b>OKC OFFICE</b> 615 N HUDSON AVE. OKC, OK 73102 (405) 815-3600 (405) 815-4080 FAX	<b>MOORE OFFICE</b> 201 INDUSTRIAL BLVD. MOORE, OK 73160 (405) 912-8378 (405) 912-7558 FAX	<b>ARDMORE OFFICE</b> 1960 COOPER DRIVE ARDMORE, OK 73401 (580) 223-6518 (580) 223-6972 FAX	<b>LAWTON OFFICE</b> 713 SW C AVENUE LAWTON, OK, 73501 (580) 771-2555 (580) 771-2553 FAX	<b>TULSA OFFICE</b> 6106 E 32ND STE. 101 TULSA, OK 74135 (918) 660-7141 (918) 660-7167 FAX	<b>NORMAN OFFICE</b> 3201 S BERRY ROAD NORMAN, OK 73072 (405) 307-8378 (405) 329-1914 FAX	<b>ANTLERS OFFICE</b> 709 SW C ST ANTLERS, OK, 74523 (580) 982-5252 (580) 298-5010 FAX	
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DISCUSSION ITEM





Midwest City Memorial Hospital Authority  
100 North Midwest Boulevard  
Midwest City, Oklahoma 73110  
Office (405) 739-1207/Fax (405) 739-1208  
[www.midwestcityok.org](http://www.midwestcityok.org)

## MEMORANDUM

To: Honorable Chairman and Trustees

From: Sara Hancock, Secretary

Date: January 08, 2019

Subject: Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives.

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Jim Garrels, President, Fiduciary Capital Advisors, asked staff to put this item on each agenda in the event the Hospital Authority's investments need to be reallocated, an investment fund manager needs to be changed or changes need to be made to the Statement of Investment Policy on short notice.

Action is at the discretion of the Authority.

*Sara Hancock*

Sara Hancock, Secretary



NEW BUSINESS/  
PUBLIC DISCUSSION







EXECUTIVE SESSION





Midwest City Memorial Hospital Authority  
100 North Midwest Boulevard  
Midwest City, Oklahoma 73110  
Office (405) 739-1207/Fax (405) 739-1208  
www.midwestcityok.org

## MEMORANDUM

To: Honorable Chairman and Trustees

From: Guy Henson, General Manager/Administrator

Date: January 8, 2018

Subject: Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(C)(10), to confer on matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to remain or to locate within the City; and 2) in open session, authorizing the city manager to take action as appropriate based on the discussion in executive session.

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Appropriate information will be provided in executive session.

A handwritten signature in black ink, reading "J. Guy Henson", is written over a horizontal line.

J. Guy Henson, City Manager