AGENDA
JENKS CITY COUNCIL
TUESDAY, MAY 16, 2023, 6:00 P.M.
JENKS CITY HALL, 211 NORTH ELM

If you require special accommodations pursuant to the Americans with Disabilities Act, please notify the City Clerk's Office at (918)299-5883 or email agendas@jenksok.org.

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

ANIMAL WELFARE SPOTLIGHT

CITIZEN COMMENTS

BUSINESS
Official action can only be taken on items which appear on the agenda. The City Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item (except for Item 1).

1. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)

   A. Approve minutes of the regular meeting held on May 02, 2023 pg. 3
   B. Approve minutes of the Budget Committee meeting held on April 17, 2023 pg. 7
   C. Approve Encumbrances and Expenditures pg. 8
   D. Monthly Reports pg. 42
   E. Approve a proposal for professional auditing services from Elfrink & Associates for the Fiscal Year ending June 30, 2023, for the City of Jenks and its related entities in an estimated amount of $27,400, to be paid from the within the FY 2024 budgets [Sauceda] pg. 44
   F. Approve a proposal for accounting consulting services from Crawford & Associates for the Fiscal Year ending June 30, 2023, for the City of Jenks and its related entities in an estimated amount of $52,500, to be paid from the within the FY 2024 budgets [Sauceda] pg. 52
   G. Continue PA 23-28 to the June 06, 2023, City Council Meeting, a request for a Comprehensive Land Use Map Amendment from Parks and Open Space to Local Commercial. General Location: 10596 S Peoria

2. Consideration and appropriate action relating to items removed from the Consent Agenda

3. PA 23-27, a request for a Comprehensive Land Use Map Amendment from Parks and Open Space to Local Commercial. General Location: 106th and Elm [Hilton] pg. 58

4. Ordinance No. 1614, an Ordinance amending Sec 14-2-22 “Furnishing Tobacco Products to Minors”; Repealing all Ordinances or parts thereof in conflict herewith; Providing for Severability; and declaring an emergency. [Nowlin] pg. 64

5. Emergency Clause for Ordinance No. 1614, making it effective immediately upon passage since the immediate operation of the provisions of the Ordinance is necessary for the preservation of public health, welfare and safety.

6. Conduct a public hearing regarding the proposed amendment of Increment District No. 4, City of Jenks and the City of Jenks Tax Increment District No. 4 Project Plan. pg. 70

7. Conduct a public hearing regarding the proposed creation of two increment districts and adoption of the Coal Creek Village Economic Development Project Plan.

OTHER BUSINESS

1. City Manager’s Report pg. 90
2. Committee Reports
3. Mayor’s Report

ADJOURNMENT

MINUTES
JENKS CITY COUNCIL
TUESDAY, MAY 02, 6:00 P.M.
JENKS CITY HALL, 211 NORTH ELM

The Agenda for the Jenks City Council was posted on the City's website at 12:23 p.m. on April 28, 2023. The meeting was called to order at 6:00 p.m. on the above date with Councilor Kevin Short presiding at Jenks City Hall.

A roll call vote of members was taken as follows:

Jere Schelling	Present
Gary Isbell	Present
Craig Murray	Present
Rodney Cline	Present
Kevin Short	Present
Donna Ogez	Absent
Mayor Cory Box	Absent

Invocation was done by Paster Buddy Hunter

Pledge of Allegiance was given

Animal Welfare Spotlight Animal Control Officer Fred Reid present an animal for adoption

Citizen Comments Heath Coleman (1121 W 108th Pl S) gave a comment concerning economic development.

Business
Official action can only be taken on items which appear on the agenda. The City Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item (except for Item 1).

1. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)
   A. Approve minutes of the regular meeting held on March 21, 2023
   B. Approve Encumbrances and Expenditures
   C. Monthly Reports
   D. Approve PA 23-26: request for a Comprehensive Land Use Map Amendment to amend the map from Parks and Open Space to Regional Commercial. General Location: 101st St and Lewis
   E. Continue PA 23-27 to the May 16, 2023, City Council Meeting, a request for a Comprehensive Land Use Map Amendment from Parks and Open Space to Local Commercial. General Location: 106th and Elm

F. Continue PA 23-28 to the May 16, 2023, City Council Meeting, a request for a Comprehensive Land Use Map Amendment from Parks and Open Space to Local Commercial. General Location: 10596 S Peoria

G. Continue JZ 23 PUD 141 to the June 6, 2023, City Council Meeting, a request by Christopher Challis for a Zone Change from AG (Agriculture) & CG (Commercial General) to CS (Commercial Shopping) and a Planned Unit Development to allow for mixed use development. General Location: West of HWY 75 and north of 121st St.

H. Approve Resolution No. 800, a resolution approving purchase agreement and declaring certain real property located on the west side of South Union Right-of-Way and North of 121st St to be surplus to the needs of the City; authorizing the city Manger to execute contract documents and the Mayor to execute the Special Warranty Deed

I. Approve authorization to pay the invoice for construction management costs for the Main Street Improvement Project (TSU Railroad to Date Street)(ODOT project number STP-31550(04)) in the amount of $307,140.93; funding for the same to be paid from a supplemental appropriation from the 2020 G.O. Bond Fund to Account No. 27-860-5393 – Main Street Improvements – Roads & Bridges. [Cloyde]

J. Approve Resolution No. 801, a resolution amending the annual appropriations by $307,500 in account number 27-860-5393 (City 2020 GO Bond Fund – Main Street Improvement – Roads and Bridges) for Fiscal Year ending June 30, 2023, to fund the payment to ODOT for the City's portion of construction management costs for the Main Street improvement project (Elm Street to the railroad tracks) of $307,140.93.

K. Annual review and acknowledgement of Council Code of Ethics

L. Accept the FY 21-22 Audit Report prepared by Elfrink and Associates, PLLC.

Craig Murray made a motion to approve Item 1. Gary Isbell seconded the motion. A roll call vote of members was taken as follow:

Jere Schelling	Yes
Gary Isbell	Yes
Craig Murray	Yes
Rodney Cline	Yes
Kevin Short	Yes

Motion Carried.

2. Consideration and appropriate action relating to items removed from the Consent Agenda. *Withdrawn*

3. Presentation relating to City of Jenks Tax Increment District No. 4 Project Plan, and proposed Coal Creek Village Economic Development Project Plan. Nate Ellis of Public Finance Law Group gave a presentation on the proposed TIFs. He and City Manager Christopher Shrout answered questions.

4. Conduct a public hearing regarding the proposed amendment of Increment District No. 4, City of Jenks and the City of Jenks Tax Increment District No. 4 Project Plan. The floor was opened for both Item 4 and Item 5. Charlotte Montgomery (10612 S Fir Ave) addressed the Council and asked questions about the TIF. City Manager Christopher Shrout and Nate Ellis answered the questions.

5. Conduct a public hearing regarding the proposed creation of two increment districts and adoption of the Coal Creek Village Economic Development Project Plan. The floor was opened at the same time as Item 4. No additional comments were given.

6. Ordinance No. 1614, an Ordinance amending Sec 14-2-22 "Furnishing Tobacco Products to Minors"; Repealing all Ordinances or parts thereof in conflict herewith; Providing for Severability; and declaring an emergency. [Macy] City Clerk Brandon Macy introduced Item 6 and stated that there was a missing section in the Ordinance. Staff recommended tabling the Ordinance until the next meeting. Vicki Wagner (Tulsa Health Department) addressed the Council about the Ordinance. Rodney Cline made a motion to table Item 6 until the March 16th meeting. Gary Isbell seconded the motion. A roll call vote of members was taken as follow:

Jere Schelling	Yes
Gary Isbell	Yes
Craig Murray	Yes
Rodney Cline	Yes
Kevin Short	Yes

Motion Carried

7. Emergency Clause for Ordinance No. 1614, making it effective immediately upon passage since the immediate operation of the provisions of the Ordinance is necessary for the preservation of public health, welfare and safety. *Withdrawn*

8. Ordinance No. 1615, relating to JZ 23 PUD 130.ma1, a major amendment to PUD 130 to allow for a medical use with therapy animals at the general location of 9330 S Elwood Ave. [Hilton] City Planner Marcaé Hilton introduced Item 8 and answered questions. Gary Isbell made a motion to approve Item 8. Craig Murray seconded the motion. A roll call vote of members was taken as follow:

Jere Schelling	Yes
Gary Isbell	Yes
Craig Murray	Yes
Rodney Cline	Yes
Kevin Short	Yes

Motion Carried

9. Emergency Clause for Ordinance No. 1615, making it effective immediately upon passage since the immediate operation of the provisions of the Ordinance is necessary for the preservation of public health, welfare and safety. *Withdrawn*

10. Resolution 798 requesting the Indian Nations Council of Governments to program Tulsa Urbanized Area Surface Transportation Block Grant (STBG) Funds for consideration of funding in Federal Fiscal Year 2025 for construction of the Elwood Avenue (91st Street to 96th Street) Widening Project (Phase 1). Phase 1 will be the southern portion (1,340 feet) of the roadway section between 91st Street and 96th Street. [Cloyde] City Engineer Chris Cloyde introduced Items 10 and 11. He then answered questions about both Items. Gary Isbell made a motion to approve Item 10. Rodney Cline seconded the motion. A roll call vote of members was taken as follow:

Jere Schelling	Yes
Gary Isbell	Yes
Craig Murray	Yes
Rodney Cline	Yes
Kevin Short	Yes

Motion Carried

11. Resolution 799 requesting the Indian Nations Council of Governments to program Tulsa Urbanized Area Surface Transportation Block Grant (STBG) Funds for consideration of funding in Federal Fiscal Year 2025 for construction of the Elwood Avenue (91st Street to 96th Street) Widening Project (Phase 1). Phase 2 will be the norther portion (1,280 feet) of the roadway section between 91st Street and 96th Street. [Cloyde] Gary Isbell made a motion to approve Item 11. Rodney Cline seconded the motion. A roll call vote of members was taken as follow:

Jere Schelling	Yes
Gary Isbell	Yes
Craig Murray	Yes
Rodney Cline	Yes
Kevin Short	Yes

Motion Carried.

Other Business

1. City Manager's Report City Manager Christopher Shrout gave his report and answered questions.
2. INCOG Report Not given
3. Committee Reports None given
4. Mayor's Report None give

Adjournment. The Jenks City Council adjourned at 6:59 p.m.

Cory Box, **MAYOR** **CITY CLERK**

MINUTES
BUDGET COMMITTEE – SPECIAL MEETING
JENKS CITY COUNCIL
MONDAY, APRIL 17, 2023, 11:00 A.M.
JENKS CITY HALL, 211 NORTH ELM

The Agenda for the Jenks City Council was posted on the City's website at 4:51 p.m. on April 13, 2023. The meeting was called to order at 11:00 a.m. on the above date by Mayor Cory Box. A roll call vote of members was taken as follows.

Donna Ogez	Present
Craig Murray	Present
Mayor Cory Box	Present

Business

1. Review of proposed changes to the approved FY 2022-2024 Biennial Budget Finance Director Robert Sauceda introduced Item 1. He, along with City Manager Christopher Shrout and Assistant City Manager Robert Carr, answered questions from the Committee. Donna Ogez requested that the fee to surrender an animal be updated to $50.

   No vote was taken.

2. Request to recommend to the Jenks City Council the Fiscal Year Two of the FY 2022-2024 Biennial Budget and its related documents to implement same. Donna Ogez made a motion to approve Item 2. Craig Murray seconded the motion. A roll call vote of members was taken as follows:

Donna Ogez	Yes
Craig Murray	Yes
Mayor Cory Box	Yes

Adjournment. The Jenks City Council Budget Committee meeting adjourned at 12:00 p.m.

____
Cory Box, **MAYOR**

____
CITY CLERK

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 231		GENERAL GOVERNMENT				
224251	1 -1212	TULSA COUNTY CLERK	ROW DEDICATION	5/2023	11569 04-28	24.00
224120	1 -2199	LEE ENTERPRISES INC	ADVERTISING INVOICE	5/2023	I0000803214-0421	58.40
					DEPARTMENT TOTAL:	82.40
DEPARTMENT: 241		CITY PLANNER				
224120	1 -2199	LEE ENTERPRISES INC	ADVERTISING INVOICE	5/2023	I0000802437-0414	512.32
224190	1 -2510	LEKTRON LED TECHNOLOGIES LL	PUBLIC NOTICE PLANNING SI	5/2023	0000046676 04-26	30.00
					DEPARTMENT TOTAL:	542.32
DEPARTMENT: 311		UNIFORMED PATROL				
220138	1 -1542	CINTAS CORPORATION	MONTHLY WATER COOLER	5/2023	9221825253 05-01	50.00
224194	1 -2225	JD YOUNG COMPANY	BUSINESS CARDS	5/2023	1121668 04-13	566.73
224196	1 -4011	PARKWAY CHEVROLET	TRANSPORTATION OF PD TAHO	5/2023	TPJENKS 04-25	2,300.00
					DEPARTMENT TOTAL:	2,916.73
DEPARTMENT: 321		CENTRAL DISPATCH				
222446	1 -1542	CINTAS CORPORATION	WATER COOLER DISP KITCHEN	5/2023	9221825253A 05-01	49.50
					DEPARTMENT TOTAL:	49.50
DEPARTMENT: 411		FIRE SUPPRESSION				
224227	1 -0022	MICHAEL P O'BRIEN	FDIC CONFRENECE UBER& CKD	5/2023	04-22-23 AMERICAN	134.71
224236	1 -2503	ALL MAINTENANCE SUPPLY	SUPPLIES FOR STATION 2	5/2023	00125286-01 04-26	205.30
224228	1 -2747	WITMER PUBLIC SAFETY GROUP	LEATHER FRONT FOR HELMET	5/2023	S0215768 05-02	54.48
224238	1 -2747	WITMER PUBLIC SAFETY GROUP	HELMET	5/2023	INV248205 04-28	1,118.80
224233	1 -2794	SAFE KIDS WORLDWIDE	SAFE KIDS RECERT CLASS	5/2023	ORG772512 05-02	55.00
224248	1 -2870	IAFC MEMBERSHIP	MEMB FOR CHIEF OSTRUM	5/2023	MEMBERSHIP FOR CHI	245.00
224232	1 -2922	PENGUIN MANAGEMENT INC	CAP SRVCE 06-01-23-05-31-	5/2023	74235 05-01	1,572.00
224249	1 -3170	DONALD E BRADFORD	NEW HIRE BACKGROUND CHK	5/2023	CT-204205 05-02	541.00
224235	1 -3185	TROJAN TIRE & AUTOMOTIVE	TRUCK TIRES FOR # 601	5/2023	73998 05-02	893.95
224234	1 -3285	MATTHEW MITCHELL	PKING FOR FDIC CLASSES	5/2023	04-23-23 TIA PARKI	128.68
224160	1 -3304	ALEXANDER WATKINS	GUIDON FOR CLASS 23	5/2023	04-22-23 ANLEY	16.94
224171	1 -3921	JERRY LAMBDIN	HOTEL, FOOD FOR ROPES 1A	5/2023	04-21-23 SUPER 8 H	231.76
224247	1 -3921	JERRY LAMBDIN	ROPES B COURSE 04-28 THRU	5/2023	04-30-23 SUPER8 HO	311.81
					DEPARTMENT TOTAL:	5,509.43

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 521		STREET MAINTENANCE				
224137	1 -1054	LOCKE SUPPLY	SUP PLANT & HERB FEST	5/2023	49235427-00 04-18	379.48
224263	1 -1558	COOPER N JILL INC	BATTERY FOR TRUCK 645	5/2023	42144884 04-25	137.95
224140	1 -1712	TULSA COUNTY HIGHWAY CONSTR	SUPLIES FOR ST SIGN MAINT	5/2023	10004259 04-12	2,559.00
224141	1 -1753	BERRY COMPANIES INC	SUP TO REPAIR BOBCAT #566	5/2023	07295161 04-18	346.49
223680	1 -3927	J&A TRAFFIC PRODUCTS	REPLACEMENT ST SIGN POSTS	5/2023	35905 04-24	4,025.00
					DEPARTMENT TOTAL:	7,447.92
DEPARTMENT: 522		GENERAL MAINTENANCE				
220950	1 -3302	LAMPTON WELDING SUPPLY CO I	WELDING CYL RENT 22-23	5/2023	0001050724 04-30	73.34
					DEPARTMENT TOTAL:	73.34
DEPARTMENT: 561		PARKS & GROUNDS				
224137	1 -1054	LOCKE SUPPLY	SUP PLANT & HERB FEST	5/2023	49225534-00 04-17	157.05
224139	1 -1081	STOUT LAWN EQUIPMENT LLC	CHAIN FOR CHAINSAWS	5/2023	160657 04-19	92.00
220195	1 -1254	OUTDOOR HOME SERVICES HOLDI	VEGETATION CONTROL	5/2023	174063269 04-24	1,293.25
224150	1 -3186	JEFFERY SCOTT HEAD	ELEC WK @ VETERANS PK	5/2023	1968 04-23	400.00
223681	1 -3346	RANDY HAZELWOOD	MOWING/WEEDEAT. 4/1-6-23	5/2023	16 04-30	310.00
224136	1 -3751	GREENPRO LLC	APP BROADLEAF WEED CNT	5/2023	INV-31137 04-21	74.90
					DEPARTMENT TOTAL:	2,327.20
DEPARTMENT: 562		ANIMAL CONTROL				
224193	1 -1029	JOHN DEERE FINANCIAL	DOG FOOD & GAP FILLER PD	5/2023	M69071 04-26	290.81
					DEPARTMENT TOTAL:	290.81
					FUND TOTAL:	19,239.65

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 522		** INVALID DEPARTMENT **				
222969	1 -3838	WILLARD B SMITH	DRAINAGE SYS MASTER PLAN	5/2023	2 05-05	11,747.50
					DEPARTMENT TOTAL:	11,747.50
					FUND TOTAL:	11,747.50

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 750		VISION SALES TAX				
223587	1 -3873	TULSA ENGINEERING & PLANNIN	PROF DESIGN SERVICES	5/2023	3 04-25	2,652.76
					DEPARTMENT TOTAL:	2,652.76
					FUND TOTAL:	2,652.76
					GRAND TOTAL:	33,639.91

PERIOD	G/L ACCOUNT	NAME	AMOUNT	TOTAL
5/2023	10 5-231-5256	LEGAL NOTICES	82.40	
5/2023	10 5-241-5256	LEGAL NOTICES	542.32	
5/2023	10 5-311-5242	MATERIALS AND SUPPLIES	2,350.00	
5/2023	10 5-311-5246	PRINTING & BINDING	566.73	
5/2023	10 5-321-5242	MATERIALS AND SUPPLIES	49.50	
5/2023	10 5-411-5125	TRAINING & SCHOOLS	861.96	
5/2023	10 5-411-5128	MEMBERSHIP DUES	245.00	
5/2023	10 5-411-5240	VEHICLE PARTS/REPAIRS	893.95	
5/2023	10 5-411-5242	MATERIALS AND SUPPLIES	1,395.52	
5/2023	10 5-411-5252	PROFESSIONAL SERVICES	541.00	
5/2023	10 5-411-5258	COMMUNICATIONS	1,572.00	
5/2023	10 5-521-5240	VEHICLE PARTS/REPAIRS	137.95	
5/2023	10 5-521-5242	MATERIALS AND SUPPLIES	6,963.48	
5/2023	10 5-521-5248	REPAIR AND MAINTENANCE	346.49	
5/2023	10 5-522-5250	CONTRACTUAL SERVICES	73.34	
5/2023	10 5-561-5240	VEHICLE PARTS/REPAIRS	92.00	
5/2023	10 5-561-5242	MATERIALS AND SUPPLIES	157.05	
5/2023	10 5-561-5250	CONTRACTUAL SERVICES	2,078.15	
5/2023	10 5-562-5242	MATERIALS AND SUPPLIES	290.81	19,239.65
5/2023	24 5-522-5393	ROADS AND BRIDGES	11,747.50	11,747.50
5/2023	33 5-750-5393	ROADS AND BRIDGES	2,652.76	2,652.76

GRAND TOTAL ESTIMATE: 0.00
GRAND TOTAL ACTUAL: 33,639.91

REPORT TOTAL: 33,639.91

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 750		VISION SALES TAX				
202228	1 -2111	PROFESSIONAL ENGINEERING CO	SUPPLEMENT AGREEMENT	5/2023	529483 05-02	5,194.50
					DEPARTMENT TOTAL:	5,194.50
					FUND TOTAL:	5,194.50
					GRAND TOTAL:	5,194.50

G / L R E C A P

PERIOD	G/L ACCOUNT	NAME	AMOUNT	TOTAL
5/2023	33 5-750-5393	ROADS AND BRIDGES	5,194.50	5,194.50

GRAND TOTAL ESTIMATE:	0.00
GRAND TOTAL ACTUAL:	5,194.50
REPORT TOTAL:	5,194.50

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 231		GENERAL GOVERNMENT				
220157	1 -3433	ETHERFLOW	MONTHLY MAINT AGREE	5/2023	1334 05-01	1,048.00
220889	1 -3433	ETHERFLOW	CLOUD BACKUP SERVICE	5/2023	1332 05-01	1,037.50
221316	1 -3433	ETHERFLOW	BITWARDEN USER LICENSES	5/2023	1333 05-01	51.34
					DEPARTMENT TOTAL:	2,136.84
					FUND TOTAL:	2,136.84
					GRAND TOTAL:	2,136.84

G / L R E C A P

PERIOD	G/L ACCOUNT	NAME	AMOUNT	TOTAL
5/2023	10 5-231-5250	CONTRACTUAL SERVICES	2,085.50	
5/2023	10 5-231-5254	SUBSCRIPTIONS	51.34	2,136.84

GRAND TOTAL ESTIMATE:	0.00
GRAND TOTAL ACTUAL:	2,136.84
REPORT TOTAL:	2,136.84

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 231		GENERAL GOVERNMENT				
224121	1 -3849	ELFRINK & ASSOCIATES PLLC	ANNUAL AUDIT SERVICES	4/2023	230118 04-18	10,640.00
					DEPARTMENT TOTAL:	10,640.00
DEPARTMENT: 311		UNIFORMED PATROL				
224124	1 -3312	WEX BANK-QUIKTRIP	88643984 04-23-23 FUEL	4/2023	88643984 04-23-23	4,967.96
					DEPARTMENT TOTAL:	4,967.96
DEPARTMENT: 315		POLICE RESERVE				
224124	1 -3312	WEX BANK-QUIKTRIP	88643984 04-23-23 FUEL	4/2023	88643984 04-23-23	1,170.34
					DEPARTMENT TOTAL:	1,170.34
DEPARTMENT: 331		CODE ENFORCEMENT				
224124	1 -3312	WEX BANK-QUIKTRIP	88643984 04-23-23 FUEL	4/2023	88643984 04-23-23	175.60
					DEPARTMENT TOTAL:	175.60
DEPARTMENT: 411		FIRE SUPPRESSION				
224124	1 -3312	WEX BANK-QUIKTRIP	88643984 04-23-23 FUEL	4/2023	88643984 04-23-23	2,246.58
					DEPARTMENT TOTAL:	2,246.58
DEPARTMENT: 512		PROTECTIVE INSPECTIONS				
224124	1 -3312	WEX BANK-QUIKTRIP	88643984 04-23-23 FUEL	4/2023	88643984 04-23-23	342.54
					DEPARTMENT TOTAL:	342.54
DEPARTMENT: 521		STREET MAINTENANCE				
224124	1 -3312	WEX BANK-QUIKTRIP	88643984 04-23-23 FUEL	4/2023	88643984 04-23-23	445.42
					DEPARTMENT TOTAL:	445.42

Paid Unapproved

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 522		GENERAL MAINTENANCE				
224124	1 -3312	WEX BANK-QUIKTRIP	88643984 04-23-23 FUEL	4/2023	88643984 04-23-23	38.64
					DEPARTMENT TOTAL:	38.64
DEPARTMENT: 561		PARKS & GROUNDS				
224124	1 -3312	WEX BANK-QUIKTRIP	88643984 04-23-23 FUEL	4/2023	88643984 04-23-23	559.15
					DEPARTMENT TOTAL:	559.15
DEPARTMENT: 562		ANIMAL CONTROL				
224124	1 -3312	WEX BANK-QUIKTRIP	88643984 04-23-23 FUEL	4/2023	88643984 04-23-23	394.47
					DEPARTMENT TOTAL:	394.47
					FUND TOTAL:	20,980.70
					GRAND TOTAL:	20,980.70

Paid Unapproved

G / L   R E C A P

PERIOD	G/L ACCOUNT		NAME	AMOUNT	TOTAL
4/2023	10	5-231-5252	PROFESSIONAL SERVICES	10,640.00	
4/2023	10	5-311-5238	VEHICLE FUEL	4,967.96	
4/2023	10	5-315-5238	VEHICLE FUEL	1,170.34	
4/2023	10	5-331-5238	VEHICLE FUEL	175.60	
4/2023	10	5-411-5238	VEHICLE FUEL	2,246.58	
4/2023	10	5-512-5238	VEHICLE FUEL	342.54	
4/2023	10	5-521-5238	VEHICLE FUEL	445.42	
4/2023	10	5-522-5238	VEHICLE FUEL	38.64	
4/2023	10	5-561-5238	VEHICLE FUEL	559.15	
4/2023	10	5-562-5238	VEHICLE FUEL	394.47	20,980.70

GRAND TOTAL ESTIMATE:	0.00
GRAND TOTAL ACTUAL:	20,980.70
REPORT TOTAL:	20,980.70

Paid Unapproved

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 242		ACCOMMODATIONS TAX				
224167	1 -3806	RAINBOW FIREWORKS	BOOMFEST FIREWORKS 2023	4/2023	50% DEPOSIT 04-27	25,000.00
					DEPARTMENT TOTAL:	25,000.00
					FUND TOTAL:	25,000.00
					GRAND TOTAL:	25,000.00

Paid Unapproved

G/L RECAP

PERIOD	G/L ACCOUNT	NAME	AMOUNT	TOTAL
4/2023	23 5-242-5268	CONTINGENCY	25,000.00	25,000.00

GRAND TOTAL ESTIMATE:	0.00
GRAND TOTAL ACTUAL:	25,000.00
REPORT TOTAL:	25,000.00

Paid Unapproved

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 213		CITY TREASURER				
224128	1 -3763	CRAWFORD & ASSOCIATES PC	PROF SERVICES FY 22 REPOR	5/2023	16946 04-15	2,310.00
					DEPARTMENT TOTAL:	2,310.00
DEPARTMENT: 216		PERSONNEL				
220007	1 -2013	BENEFIT RESOURCES INC	FSA PARTICIPANTS FEES	5/2023	18-22711 05-01-23	206.16
					DEPARTMENT TOTAL:	206.16
DEPARTMENT: 231		GENERAL GOVERNMENT				
220010	1 -1596	COMMUNITY CARE HMO INC	APR 23 EAP MONTHLY FEES	5/2023	APR 23 EAP FEES	58.75
					DEPARTMENT TOTAL:	58.75
DEPARTMENT: 311		UNIFORMED PATROL				
224218	1 -1047	JENKS PUBLIC WORKS AUTHOR	MAY 2023 WATER SERVICE	5/2023	05-0230-01 MAY 23	47.30
224215	1 -3312	WEX BANK-QUIKTRIP	88869105 04-30-23 FUEL	5/2023	88869105 04-30-23	213.71
					DEPARTMENT TOTAL:	261.01
DEPARTMENT: 411		FIRE SUPPRESSION				
224218	1 -1047	JENKS PUBLIC WORKS AUTHOR	MAY 2023 WATER SERVICE	5/2023	05-0160-01 MAY 23	310.85
224169	1 -1750	LOWE'S BUSINESS ACCOUNT	WATER FILTERS STATION 2	5/2023	12808 04-21	102.58
224170	1 -1750	LOWE'S BUSINESS ACCOUNT	WATER FILTER STATION 2 FR	5/2023	12736 04-21	57.00
224162	1 -2286	CONRAD FIRE EQUIPMENT INC	FIRETRUCK MAINT	5/2023	562278 08-15	904.12
224161	1 -3740	CONSOLIDATED FLEET SERVICES	LADDER TRUCK INSPECTIONS	5/2023	2023MC0028 03-18	2,280.00
224119	1 -3983	SUMMIT FIRE & SECURITY LLC	DRY CHEMICAL EXTINGUISHER	5/2023	583019527 02-06	1,172.00
					DEPARTMENT TOTAL:	4,826.55
DEPARTMENT: 521		STREET MAINTENANCE				
224138	1 -1750	LOWE'S BUSINESS ACCOUNT	SUPPLIES FOR SIGN SHOP	5/2023	01041 04-14	75.45
					DEPARTMENT TOTAL:	75.45

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P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 561		PARKS & GROUNDS				
224218	1 -1047	JENKS PUBLIC WORKS AUTHOR	MAY 2023 WATER SERVICE	5/2023	01-2801-00 MAY 23	8,610.02
					DEPARTMENT TOTAL:	8,610.02
DEPARTMENT: 562		ANIMAL CONTROL				
224218	1 -1047	JENKS PUBLIC WORKS AUTHOR	MAY 2023 WATER SERVICE	5/2023	05-2105-00 MAY 23	268.61
					DEPARTMENT TOTAL:	268.61
					FUND TOTAL:	16,616.55

Paid Unapproved

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 611		DEBT SERVICE				
224221	1 -2661	BANCFIRST CORPORATE TRUST	CITY JENKS 2010 GO BONDS	5/2023	G6000 2010 06-01	319,500.00
					DEPARTMENT TOTAL:	319,500.00
					FUND TOTAL:	319,500.00

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P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 321		CENTRAL DISPATCH				
220011	1 -1039	INCOG	E-911 ADMINISTRATIVE SERV	5/2023	E-002029 MAY 23	5,917.27
					DEPARTMENT TOTAL:	5,917.27
					FUND TOTAL:	5,917.27
					GRAND TOTAL:	342,033.82

Paid Unapproved

G/L RECAP

PERIOD	G/L ACCOUNT		NAME	AMOUNT	TOTAL
5/2023	10	5-213-5250	CONTRACTUAL SERVICES	2,310.00	
5/2023	10	5-216-5252	PROFESSIONAL SERVICES	206.16	
5/2023	10	5-231-5262	INSURANCE	58.75	
5/2023	10	5-311-5238	VEHICLE FUEL	213.71	
5/2023	10	5-311-5260	UTILITIES	47.30	
5/2023	10	5-411-5240	VEHICLE PARTS/REPAIRS	904.12	
5/2023	10	5-411-5242	MATERIALS AND SUPPLIES	159.58	
5/2023	10	5-411-5252	PROFESSIONAL SERVICES	3,452.00	
5/2023	10	5-411-5260	UTILITIES	310.85	
5/2023	10	5-521-5242	MATERIALS AND SUPPLIES	75.45	
5/2023	10	5-561-5260	UTILITIES	8,610.02	
5/2023	10	5-562-5260	UTILITIES	268.61	16,616.55
5/2023	11	5-611-5252	PROFESSIONAL SERVICES	500.00	
5/2023	11	5-611-5264	INTEREST	44,000.00	
5/2023	11	5-611-5266	MATURED BONDS	275,000.00	319,500.00
5/2023	16	5-321-5254	SUBSCRIPTIONS	5,917.27	5,917.27

GRAND TOTAL ESTIMATE: 0.00
GRAND TOTAL ACTUAL: 342,033.82

REPORT TOTAL: 342,033.82

Paid Unapproved

5/05/2023 1:22 PM P U R C H A S E O R D E R C L A I M R E G I S T E R PAGE: 1
FUND: 10 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 214		CITY ATTORNEY				
220045	1 -1228	WEST PUBLISHING CORPORATION	SUBSCRIPTION 2022-2023	5/2023	848242829 MAY 23	409.69
					DEPARTMENT TOTAL:	409.69
DEPARTMENT: 245		COMMUNITY DEVELOPMENT				
224243	1 -1701	PUBLIC SERVICE CO. OF OKL	MAY 23 ELECTRIC SERVICE	5/2023	95094298213 MAY 23	574.05
220009	1 -2101	AMERICAN WASTE CONTROL INC	TRASH SERVICE 22-23	5/2023	0006580502 MAY 23	76.26
					DEPARTMENT TOTAL:	650.31
DEPARTMENT: 311		UNIFORMED PATROL				
220481	1 -1228	WEST PUBLISHING CORPORATION	INVESTIGATIVE SOFTWARE	5/2023	848232994 05-01	207.00
224191	1 -1457	O'REILLY AUTO PARTS	OIL FILTER & WIPER BLADES	5/2023	2075-324688 03-23	76.81
224192	1 -1457	O'REILLY AUTO PARTS	ROTORS, WIPERS,OIL FILTER	5/2023	2075-322943 03-09	642.49
224243	1 -1701	PUBLIC SERVICE CO. OF OKL	MAY 23 ELECTRIC SERVICE	5/2023	95471419218 MAY 23	361.99
					DEPARTMENT TOTAL:	1,288.29
DEPARTMENT: 411		FIRE SUPPRESSION				
224243	1 -1701	PUBLIC SERVICE CO. OF OKL	MAY 23 ELECTRIC SERVICE	5/2023	95483091716 MAY 23	1,189.25
220009	1 -2101	AMERICAN WASTE CONTROL INC	TRASH SERVICE 22-23	5/2023	0006581132 MAY 23	200.37
					DEPARTMENT TOTAL:	1,389.62
DEPARTMENT: 521		STREET MAINTENANCE				
224242	1 -1082	PUBLIC SERVICE COMPANY OF	MAY 23 ELECTRIC SERVICE	5/2023	95013387303 MAY 23	8,760.66
220004	1 -2027	O G & E ELECTRIC SERVICES	ELECTRIC SERVICE 22-23	5/2023	128515769-7 MAY 23	29.46
					DEPARTMENT TOTAL:	8,790.12
DEPARTMENT: 561		PARKS & GROUNDS				
224242	1 -1082	PUBLIC SERVICE COMPANY OF	MAY 23 ELECTRIC SERVICE	5/2023	95116418005 MAY 23	622.05
					DEPARTMENT TOTAL:	622.05

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P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 562		ANIMAL CONTROL				
224243	1 -1701	PUBLIC SERVICE CO. OF OKL	MAY 23 ELECTRIC SERVICE	5/2023	95323119305 MAY 23	205.30
					DEPARTMENT TOTAL:	205.30
					FUND TOTAL:	13,355.38
					GRAND TOTAL:	13,355.38

Paid Unapproved

G / L R E C A P

PERIOD	G/L ACCOUNT	NAME	AMOUNT	TOTAL
5/2023	10 5-214-5254	SUBSCRIPTIONS	409.69	
5/2023	10 5-245-5250	CONTRACTUAL SERVICES	76.26	
5/2023	10 5-245-5260	UTILITIES	574.05	
5/2023	10 5-311-5240	VEHICLE PARTS/REPAIRS	719.30	
5/2023	10 5-311-5254	SUBSCRIPTIONS	207.00	
5/2023	10 5-311-5260	UTILITIES	361.99	
5/2023	10 5-411-5250	CONTRACTUAL SERVICES	200.37	
5/2023	10 5-411-5260	UTILITIES	1,189.25	
5/2023	10 5-521-5260	UTILITIES	8,790.12	
5/2023	10 5-561-5260	UTILITIES	622.05	
5/2023	10 5-562-5260	UTILITIES	205.30	13,355.38

GRAND TOTAL ESTIMATE: 0.00
GRAND TOTAL ACTUAL: 13,355.38

REPORT TOTAL: 13,355.38

Paid Unapproved

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 221		MUNICIPAL COURT				
220030	1 -2586	A T & T MOBILITY	AIRCARDS/IPADS/PH 22-23	5/2023	704-4299 MAY 23	62.41
					DEPARTMENT TOTAL:	62.41
DEPARTMENT: 231		GENERAL GOVERNMENT				
220030	1 -2586	A T & T MOBILITY	AIRCARDS/IPADS/PH 22-23	5/2023	287291914369 MAY23	207.70
					DEPARTMENT TOTAL:	207.70
DEPARTMENT: 245		COMMUNITY DEVELOPMENT				
223530	1 -1073	OKLAHOMA NATURAL GAS	GAS SERVICE 2022/2023	5/2023	113491891 MAY 23	254.90
					DEPARTMENT TOTAL:	254.90
DEPARTMENT: 311		UNIFORMED PATROL				
220030	1 -2586	A T & T MOBILITY	AIRCARDS/IPADS/PH 22-23	5/2023	287291914369MAY23	1,333.70
					DEPARTMENT TOTAL:	1,333.70
DEPARTMENT: 411		FIRE SUPPRESSION				
220008	1 -1073	OKLAHOMA NATURAL GAS	GAS SERVICE 2022-2023	5/2023	109782864 05-23	258.85
220030	1 -2586	A T & T MOBILITY	AIRCARDS/IPADS/PH 22-23	5/2023	287291914369 05-23	447.94
					DEPARTMENT TOTAL:	706.79
DEPARTMENT: 561		PARKS & GROUNDS				
220030	1 -2586	A T & T MOBILITY	AIRCARDS/IPADS/PH 22-23	5/2023	28729191436905-23	200.20
					DEPARTMENT TOTAL:	200.20
DEPARTMENT: 562		ANIMAL CONTROL				
220008	1 -1073	OKLAHOMA NATURAL GAS	GAS SERVICE 2022-2023	5/2023	251827736 05-23	90.49
					DEPARTMENT TOTAL:	90.49
					FUND TOTAL:	2,856.19
					GRAND TOTAL:	2,856.19

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G / L R E C A P

PERIOD	G/L ACCOUNT	NAME	AMOUNT	TOTAL
5/2023	10 5-221-5258	COMMUNICATIONS	62.41	
5/2023	10 5-231-5258	COMMUNICATIONS	207.70	
5/2023	10 5-245-5260	UTILITIES	254.90	
5/2023	10 5-311-5258	COMMUNICATIONS	1,333.70	
5/2023	10 5-411-5258	COMMUNICATIONS	447.94	
5/2023	10 5-411-5260	UTILITIES	258.85	
5/2023	10 5-561-5258	COMMUNICATIONS	200.20	
5/2023	10 5-562-5260	UTILITIES	90.49	2,856.19

GRAND TOTAL ESTIMATE: 0.00
GRAND TOTAL ACTUAL: 2,856.19

REPORT TOTAL: 2,856.19

Paid Unapproved

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 411		** INVALID DEPARTMENT **				
220000	1 -1112	BANCFIRST	0490090378 05-23 PR	5/2023	0490090378 05-23PR	27,225.77
					DEPARTMENT TOTAL:	27,225.77
					FUND TOTAL:	27,225.77
					GRAND TOTAL:	27,225.77

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G / L R E C A P

PERIOD	G/L ACCOUNT	NAME	AMOUNT	TOTAL
5/2023	14 5-411-5396	MOTOR VEHICLES	27,225.77	27,225.77

GRAND TOTAL ESTIMATE:	0.00
GRAND TOTAL ACTUAL:	27,225.77
REPORT TOTAL:	27,225.77

Paid Unapproved

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: N/A		NON-DEPARTMENTAL				
224241	1 -2653	OKLAHOMA UNIFORM BUILDING C	BUILDING PERMIT FEES	5/2023	APR 23 BLDG PEEMIT	500.00
					DEPARTMENT TOTAL:	500.00
					FUND TOTAL:	500.00
					GRAND TOTAL:	500.00

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G / L R E C A P

PERIOD	G/L ACCOUNT	NAME	AMOUNT	TOTAL
5/2023	10 2100-024	DUE TO STATE OF OKLAHOMA	500.00	500.00
		GRAND TOTAL ESTIMATE:		0.00
		GRAND TOTAL ACTUAL:		500.00
		REPORT TOTAL:		500.00

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P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 411		FIRE SUPPRESSION				
223640	1 -0022	MICHAEL P O'BRIEN	PER DIEM 05-15 THRU 05-19	5/2023	PER DIEM MAY 15-19	354.00
					DEPARTMENT TOTAL:	354.00
DEPARTMENT: 521		STREET MAINTENANCE				
224264	1 -1779	GRAYBAR ELECTRIC COMPANY	INLT FOR PED BDGE& AQ DRIVE	5/2023	9331787000 04-20	2,779.90
					DEPARTMENT TOTAL:	2,779.90
					FUND TOTAL:	3,133.90
					GRAND TOTAL:	3,133.90

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PERIOD	G/L ACCOUNT	NAME	AMOUNT	TOTAL
5/2023	10 5-411-5125	TRAINING & SCHOOLS	354.00	
5/2023	10 5-521-5248	REPAIR AND MAINTENANCE	2,779.90	3,133.90

GRAND TOTAL ESTIMATE:	0.00
GRAND TOTAL ACTUAL:	3,133.90
REPORT TOTAL:	3,133.90

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P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 521		STREET MAINTENANCE				
222809	1 -2994	CAPITAL ONE TRADE CREDIT	CONCRETE SAW	5/2023	6803082775 02-03	9,008.82
					DEPARTMENT TOTAL:	9,008.82
					FUND TOTAL:	9,008.82
					GRAND TOTAL:	9,008.82

Paid Unapproved

G / L R E C A P

PERIOD	G/L ACCOUNT	NAME	AMOUNT	TOTAL
5/2023	10 5-521-5242	MATERIALS AND SUPPLIES	9,008.82	9,008.82

GRAND TOTAL ESTIMATE:	0.00
GRAND TOTAL ACTUAL:	9,008.82
REPORT TOTAL:	9,008.82

Paid Unapproved

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 321		CENTRAL DISPATCH				
220132	1 -1022	OKLAHOMA DEPT OF PUBLIC SAF	MONTHLY OLETS FULL ACCESS	5/2023	LET-009806 04-13	350.00
220136	1 -1022	OKLAHOMA DEPT OF PUBLIC SAF	MONTHLY OLETS CAR/LAPTOP	5/2023	LET-009806B 04-13	160.00
221119	1 -1022	OKLAHOMA DEPT OF PUBLIC SAF	OLETS FULL ACCESS TERM 2	5/2023	LET-009806A 04-13	350.00
					DEPARTMENT TOTAL:	860.00
					FUND TOTAL:	860.00
					GRAND TOTAL:	860.00

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G / L R E C A P

PERIOD	G/L ACCOUNT	NAME	AMOUNT	TOTAL
5/2023	16 5-321-5254	SUBSCRIPTIONS	860.00	860.00

GRAND TOTAL ESTIMATE:	0.00
GRAND TOTAL ACTUAL:	860.00
REPORT TOTAL:	860.00

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City of Jenks
Fund 10
Financial Position
As of 04/30/2023

	Actual FY 22-23 Jul 1 - Apr 30	Budget Year 1 FY 22-23	Actual FY 21-22 Jul 1 - Apr 30
Gross Revenues:			
Sales Tax Collections	$ 8,833,688.87	$ 10,110,000.00	$ 8,049,689.28
Use Tax Collections	2,276,352.20	2,620,000.00	2,109,476.44
Other Licenses & Permits	3,634.00	7,500.00	6,702.50
Electrical Licenses	8,900.00	15,000.00	7,375.00
Plumbing Licenses	10,875.00	15,000.00	7,089.50
Mechanical Licenses	5,850.00	9,800.00	5,625.00
Beverage Licenses	7,495.00	32,000.00	13,935.00
Solicitors Licenses	510.00	2,000.00	305.00
Sign Permits	2,425.00	2,000.00	796.00
Electrical Permits	22,573.75	30,000.00	37,182.50
Plumbing Permits	29,938.25	30,000.00	41,753.50
Mechanical Permits	20,523.75	30,000.00	33,915.00
Building Permits	84,018.90	220,000.00	182,200.56
Fire Permits	14,269.00	10,000.00	8,625.00
Solid Waste Revenue	45,476.61	55,000.00	42,397.38
Fireworks Permits	6,150.00	10,000.00	7,440.00
Inspection/Reinspection Fees	6,201.00	12,000.00	9,390.50
Engineering Fees	22,950.00	25,000.00	47,672.00
Building Permits Admin Fee	1,245.50	1,500.00	1,531.50
Zoning Applications	14,945.00	10,000.00	4,355.00
Alcoholic Beverage Tax	68,470.51	65,000.00	61,374.85
Franchise Fees	1,284,558.77	1,053,410.00	1,045,111.09
McDonald's Rental Income	48,840.00	53,000.00	39,960.00
Assessment Letter	500.00	1,000.00	750.00
Miscellaneous Revenue*	2,252,525.57	100,000.00	2,199,864.58
Municipal Court Fine	123,946.32	175,000.00	130,108.69
Miscellaneous Zoning Fees	33,161.75	40,000.00	46,210.00
Gross Receipts	199,165.80	150,000.00	166,167.04
Community Room Rental	1,220.00	1,400.00	1,510.00
Auction Sales	-	10,000.00	-
Interest	136,303.57	2,000.00	398.08
Interest on Investment	20,697.16	41,300.00	22,071.84
Total Gross Revenues:	**$ 15,587,411.28**	**$ 14,938,910.00**	**$ 14,330,982.83**

Expenditures:			
City Manager	$ 199,062.87	$ 299,900.00	$ 188,940.32
City Clerk	252,778.79	300,400.00	235,439.12
City Treasurer	195,286.25	218,900.00	101,110.65
City Attorney	156,949.51	199,100.00	41,495.07
Personnel	180,400.11	222,300.00	173,166.68
Admin Support / Records	67,855.52	81,600.00	66,211.21
Municipal Court	78,701.18	91,400.00	74,160.67
General Government	191,497.90	231,500.00	146,235.43
City Planner	25,074.83	99,500.00	10,206.06
Community Development	64,264.87	30,000.00	20,632.41
Uniformed Patrol	2,504,593.25	3,068,500.00	2,322,980.04
Police Reserves	173,138.65	276,100.00	196,806.37
Central Dispatch	422,728.85	625,000.00	355,004.20
Code Enforcement	64,508.22	79,800.00	56,396.20
Fire Suppression	2,587,631.92	2,963,500.00	2,247,137.78
Fire Volunteers	11,104.24	74,400.00	21,941.71
Protective Inspections	229,994.32	288,400.00	225,483.84
Street Maintenance	421,545.20	576,000.00	387,119.24
General Maintenance	16,835.53	27,000.00	24,696.99
Parks & Grounds	578,320.18	607,000.00	398,928.99
Animal Control	147,771.48	180,200.00	114,547.07
Total Operating Expenditures:	**$ 8,570,043.67**	**$ 10,540,500.00**	**$ 7,408,640.05**
Capital Expenditures:			
Small Capital Projects	**$ -**	**$ 3,872,500.00**	**$ -**
Excess (deficiency) of Revenues over Expenditures:	**$ 7,017,367.61**	**$ 525,910.00**	**$ 6,922,342.78**
Transfers (In/Out)			
Transfers In	6,624,760.58	$ 7,876,990.00	$ 6,082,168.13
Transfers Out	(11,160,041.07)	(12,856,400.00)	(10,795,790.52)
Total Transfers:	**$ (4,535,280.49)**	**$ (4,979,410.00)**	**$ (4,713,622.39)**
Net Change in Fund Balance:	**$ 2,482,087.12**	**$ (4,453,500.00)**	**$ 2,208,720.39**

*Miscellaneous Revenue includes $2,085,292.48 in FY22-23 and $2,075,516.48 in FY21-22 from Federal ARPA funds for Coronavirus Local Fiscal Recovery.

CITY OF JENKS
211 NORTH ELM STREET • P.O. BOX 2007
JENKS, OKLAHOMA 74037-2007
PHONE (918) 299-5883 • FAX (918) 299-4489

Memorandum

To: Mayor & Members of Council

From: Robert Sauceda, Finance Director

Date: May 16, 2023

Re: Auditors for the FY 2022-2023 Annual Audit

Council approved a five-year proposal from Elfrink & Associates to conduct our annual audit. Elfrink performed the 2020, 2021, and 2022 fiscal year audits and staff is pleased with the quality of their work.

The fee for the FY2023 audit is estimated at $27,400, plus an additional $2,800 if we require a single audit. We would need a single audit if we spent over $750,000 in federal funds during the fiscal year.

Staff recommends approval of their engagement letter for the FY2023 audit.

Elfrink and Associates, PLLC
Certified Public Accountants

April 10, 2023

To the City Council, Chris Shrout, City Manager, and Robert Sauceda, Finance Director

City of Jenks
1501 N Jenks Road
Jenks, OK 73064

We are pleased to confirm our understanding of the services we are to provide for City of Jenks, Oklahoma for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City of Jenks, Oklahoma ("City") as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's 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. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding 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 will 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. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.
2) Pension and OPEB Schedules
3) Budgetary Comparison Schedule – General Fund

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1) Schedule of expenditures of federal awards.
2) Combining schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would

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influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Preparation of the Annual Survey of City and Town Finances (SAI2643)

We will also prepare the Annual Survey of City and Town Finances (SAI 2643) for the year ended June 30, 2023, in a form prescribed by the Oklahoma State Auditor and Inspector. The preparation is limited to presenting in the prescribed form information that is representative of the City's management. We will not audit or review the SAI 2643 and, accordingly, will not express an opinion or any other form of assurance on it.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Audit standards require that we communicate our identification of significant risks of material misstatement that have been incorporated in our audit testing. Risk assessment is the identification of what could go wrong, and is not specific to the City of Jenks, but, instead, planned for a municipal client. If we become aware of an additional risk area in our planning procedures, we may design additional procedures specifically for the City of Jenks. However, based on our assessment of an Oklahoma municipal client, we have identified the following significant risks of material misstatement as part of our audit planning and will incorporate the consideration in our testing, however we do not provide assurance that it did not occur:

- Ownership and valuation of bank accounts and investments may not be properly recorded; restrictions on cash may not be properly disclosed; and/or transfers from another bank account or between entities may not be properly recorded.
- Revenue is may not recorded or recorded in the wrong account; utility billing rates may not have been properly set up and applied; and/or revenue that is earmarked for a specific purpose is not spent appropriately
- A disbursement may be recorded to the general ledger and be miscoded or may not exist; invoices at the department level may be retained and not submitted until the next year due to budget considerations; expenditures may be made for a personal or non-public purpose; competitive bidding requirements may not be followed, or be made for a personal purpose, or split to avoid the requirement; a payment document may be falsified to conceal misappropriating or embezzling of public resources for personal gain; purchase commitments may be in excess of available appropriation or legal spending limits; accounts may be misclassified due to budgetary considerations; and/or an invoice may be recorded when paid and not when goods or services are received.
- Payroll payments may be made to an unauthorized or non-existent employee; employees with payroll control may be overpaying themselves or others; errors may occur in determining accruals for employee benefits, an employee may not be properly enrolled in a benefit category or may be receiving benefits s/he does not qualify for; time worked or leave earned/taken may be falsified in time records; paid overtime is unneeded (abuse or waste); an employee may have been paid at an unauthorized rate or misclassified in the ledger; and/or non-payroll expenditures could be classified as payroll or vice-versa.
- Capital assets shown on the asset listing may not be owned or in use by the City; assets meeting the capitalization threshold may have been expensed; assets may be shown that are not owned by or titled to the City; asset cost may have been capitalized in error; the asset may have been reported and depreciated in the wrong fund or entity; and/or invoices related to an asset addition may not have been recorded to the general ledger.
- The City may show debt that has been fully paid or has incurred a debt obligation that is not recorded; debt may not be an obligation of the City but is recorded to the ledger; the City may not be complying with contractual debt covenants; debt may be recorded to the wrong entity; and/or a payment may have been made that is not recorded or vice-versa.
- A fund may be shown in the ledger that no longer exists or has been omitted from the ledger inappropriately; fund balances may not be properly classified as restricted, committed, assigned, etc.; the equity in the trial balance may not agree with the prior year financial statements; transfers and due from/due to accounts may not balance; and/or transfers may be unauthorized or unrecorded.
- The City may have exposure for self-insurance that is not disclosed; a paid claim may not be recorded; the City's insurance may have been cancelled or non-renewed; the entity may show insured property that it does not own or has not recorded; the reserve account for self-insurance may not have been properly valued; and/or a policy may have been paid that materially overlaps fiscal years and no prepaid amount is shown.
- The City may have grant revenue that is misclassified or not recorded; grant receipts may have been recorded in the incorrect entity or fund; grant receipts may have been recorded as a credit to an expense account instead of revenue resulting in "netting"; the City may have received advance payments on grants that are unearned but has recorded a revenue instead of a liability; the City may not have met the material provisions of the grant.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We understand that City management will prepare the financial statements and supporting schedules and that we will not be expected to provide any non-audit services. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes. It is our understanding that City has engaged another accounting firm to assist in the preparation of the financial statements and that we are not expected to perform any non-audit services. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Elfrink and Associates, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oklahoma State Auditor and Inspector's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Elfrink and Associates, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oklahoma State Auditor's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Anne Elfrink is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them. We expect to begin our audit on approximately July 1, 2023.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed $27,400, plus an additional $2,800 if a single audit is required (an additional $1,000 for each major program more than two). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Management and the City Council of the City of Jenks, Oklahoma. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Jenks, Oklahoma and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Elfrink and Associates, PLLC

Elfrink and Associates, PLLC

RESPONSE:

This letter correctly sets forth the understanding of the City of Jenks, Oklahoma.

Management signature: ______________________________

Title: ______________________________

Date: ______________________________

Governance signature: ______________________________

Title: ______________________________

Date: ______________________________

CITY OF JENKS
211 NORTH ELM STREET • P.O. BOX 2007
JENKS, OKLAHOMA 74037-2007
PHONE (918) 299-5883 • FAX (918) 299-4489

Memorandum

To: Mayor & Members of Council

From: Robert Sauceda, Finance Director

Date: May 16, 2023

Re: Engagement for Accounting Consulting Services by Crawford & Associates

The engagement letter that follows this memo is for Fiscal Year 2023-2024. They will help with the preparation of our financials for the upcoming audit of Fiscal Year 2022-2023. They helped us with the previous six audits and staff is very pleased with the quality of their work.

The estimate of costs for the services will be $52,500.00. This will include providing audit preparation services for all entities and for stand-alone financials for the Jenks Aquarium Authority for grant and debt purposes. Crawford & Associates have a timeline of personnel beginning work at the end of August and then coming back in October to try to wrap up the fieldwork before final work is completed in November.

Staff recommends the approval of Crawford & Associates audit preparation services proposal for Fiscal Year 2023-2024 for the City and its related entities in an estimated amount of $52,500.00 to be paid within the FY2024 budgets.

CRAWFORD & ASSOCIATES P.C.

May 2, 2023

Mr. Robert Sauceda, Finance Director
City of Jenks
PO Box 2007
Jenks, OK 74037

Dear Mr. Sauceda:

Crawford & Associates, P.C. is pleased that the City of Jenks (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Jenks management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Jenks contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Jenks are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

- Preparation of Annual Financial Statements for the City's reporting entity
- Preparation of separate Annual Financial Statements for Jenks Aquarium Authority
- General Accounting and Advisory Assistance

T: 405-691-5550
F: 405-691-5646 | W: www.crawfordcpas.com
E: info@crawfordcpas.com | 10308 Greenbriar Place, Oklahoma City, OK 73159

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Jenks, Oklahoma and the Jenks Aquarium Authority as of and for the year ended June 30, 2023. Such financial statements will include:

a. Basic Financial Statements, including notes to the financial statements
b. Required Supplementary Information
c. Supplementary Information (to the extent management elects to include)
d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSs:

a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements

b. The prevention and detection of fraud

c. To ensure that the entity complies with the laws and regulations applicable to its activities

d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements *e.* To provide us with:

i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,

ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and

iii. Unrestricted access to persons within the City of Jenks Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like.

Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President $265
- Shareholders $180
- Senior Managers $160
- Managers $140
- Senior Professional Staff $120
- Professional Staff $80
- Clerical Staff $50

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we estimate that the fees for the services anticipated at this time, as defined in the Scope of Services section of this letter, for an estimated cost of $52,500, unless the City requests additional services outside the scope of this agreement, or substantial changes are made to the City's reporting entity or annual activity, or turnover of key staff at the City occurs, at which we will approach management and possibly the governing body at that time about possible adjustments to our fee range. In the event we complete FY 2023 prior to the end of FY 2024, we may begin interim preparations in the spring of 2024 to facilitate a more timely issuance of FY 2024's financial statements.

The term of this engagement is a period from July 1, 2023 through June 30, 2024. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Jenks.

Respectfully submitted and agreed to by,

Frank Crawford
Crawford and Associates, P.C.
Accepted and agreed to for the City of Jenks:

By: ______________________________

Title: ______________________________

Date: ______________________________

Jenks | City Council Staff Report

To	Mayor Cory Box and City Council Christopher Shrout, City Manager
Hearing Date	May 16, 2023
Case Number(s)	PA 23-27
Request	Future Land Use Map Amendment for parcel east of Elm and north of 106th
Applicant	City of Jenks on behalf of property owner

Staff Report

Preparer | Marcaé Hilton

Attachments

- ☐ Legal Notices
- ☐ Future Land Use Map

Preparer

City of Jenks
Houseal Lavigne Associates

Background Information

PC SUMMARY: April 20, 2023 I Approved 4/3/0 (Four Affirmative Votes I Brown, Wilson, Bowman, West) The Planning Commission took comments from many citizens. Staff answered questions from Chair West regarding the project request. In addition, staff received multiple emails. Please see attached background information.

- Roddy Roberts (702 W 108th St)
- Terry Brennan (Tulsa, OK)
- Catherine Lenhart (777 W 106th St S)
- Charlotte Montgomery (10612 S Fir Ave)
- Brad Lenhart (777 W 106th St S)
- Emily Yang (12203 S 4th St)
- Shannon Wilburn (2224 W 111th St S)
- Ivy Repasky (708 W 108th St S)
- Tim Batson (12305 S Ash Ave)
- Marla Batson (12305 S Ash Ave)
- Jared Newcomb (10533 S Koa St)

The Commission took a break at 7:31 p.m. and returned at 7:47 p.m. Public comments continued after the break.

- Jim Chin (10524 S Koa St)
- Justin Little (10531 S Koa St)
- Citizen's name was inaudible (422 E Beaver St)

- Skyler Robinson (516 E Beaver)

Chair West closed the floor and the Commissioner discussed the case. John Brown made a motion to approve Item 9, changing the Comprehensive Land Use map to ***Local Commercial***, with the following conditions for any further steps/development: a traffic study, an environmental/floodplain study be done before development, an any development to have a percentage of green space dedicated to public space/trails/parks in the zoning application. Amy Bors seconded the motion. A roll call vote of members was taken as follows:

CC SUMMARY: May 02, 2023 | This item was continued to the May 16, 2023 City Council meeting.

FAQ

1. Comprehensive Future Land Use Map Amendments are specific to "land use" decisions.
2. Comprehensive Plan amendments are considered "Planning" not "Zoning".
3. The Comp Plan is a living document and provides guidance for future development of land.
4. Parks and Open Space is a development sensitive area but could be developed according to local, state, and federal regulations for flood plain designations.
5. Sites Amendment:
   a. Currently Parks and Open Space.
   b. Zoned AG (Agriculture).
   c. Part of the approved "Jenks River Entertainment District" TIF collection project areas. Increment District C | Potential Baseball Venue & Commercial Uses
6. Application
   a. Planning staff requested the change adjacent to Elm Street based on conversations/predevelopment meetings.
   b. The developer and owner are in agreement to the changes being requested.
7. The Planning Commission had 3 approval options (PC Approved 4-3-0):
   - ***Approve***
   - ***Approve with Conditions***
   - ***Deny***

CASE SUMMARY | PA 23-27 | Staff requested a change to the "Land Use Map" on behalf of the developer. During the PC hearing on April 20, 2023, staff asked PC to consider lessening the intensity of Regional Commercial to Local Commercial.

General Location: North and south of 106th and east of Elm.

Applicant: City of Jenks in conjunction with the owner/developer in anticipation of needed retail along Elm:

ACCT_NUM	98330833024440
ACCT_NUM	98330833040740
ACCT_NUM	98330833028940 (part of this parcel)

CURRENT LAND USE DESIGNATION:	Parks and Open Space
REQUESTED LAND USE:	AMEND APPROXIMATELY 5 (FIVE) TO 7 (SEVEN) ACRES ALONG ELM I TO LOCAL COMMERCIAL
ZONING:	AG (Agriculture)
PROTECTED AREAS:	Mitigation No. 1, Mitigation No. 2 (untouched)
PLANNED USES:	CS (Commercial Shopping) and baseball fields
RECOMMENDATION:	Staff recommends approval of Local Commercial adjacent to Elm for the purpose of allowing Commercial Uses.
PROJECT DETAILS (FROM DEVELOPER):	Estimated green space: 63 of 122 Acres. Roughly 52 % of total area will be Green Space

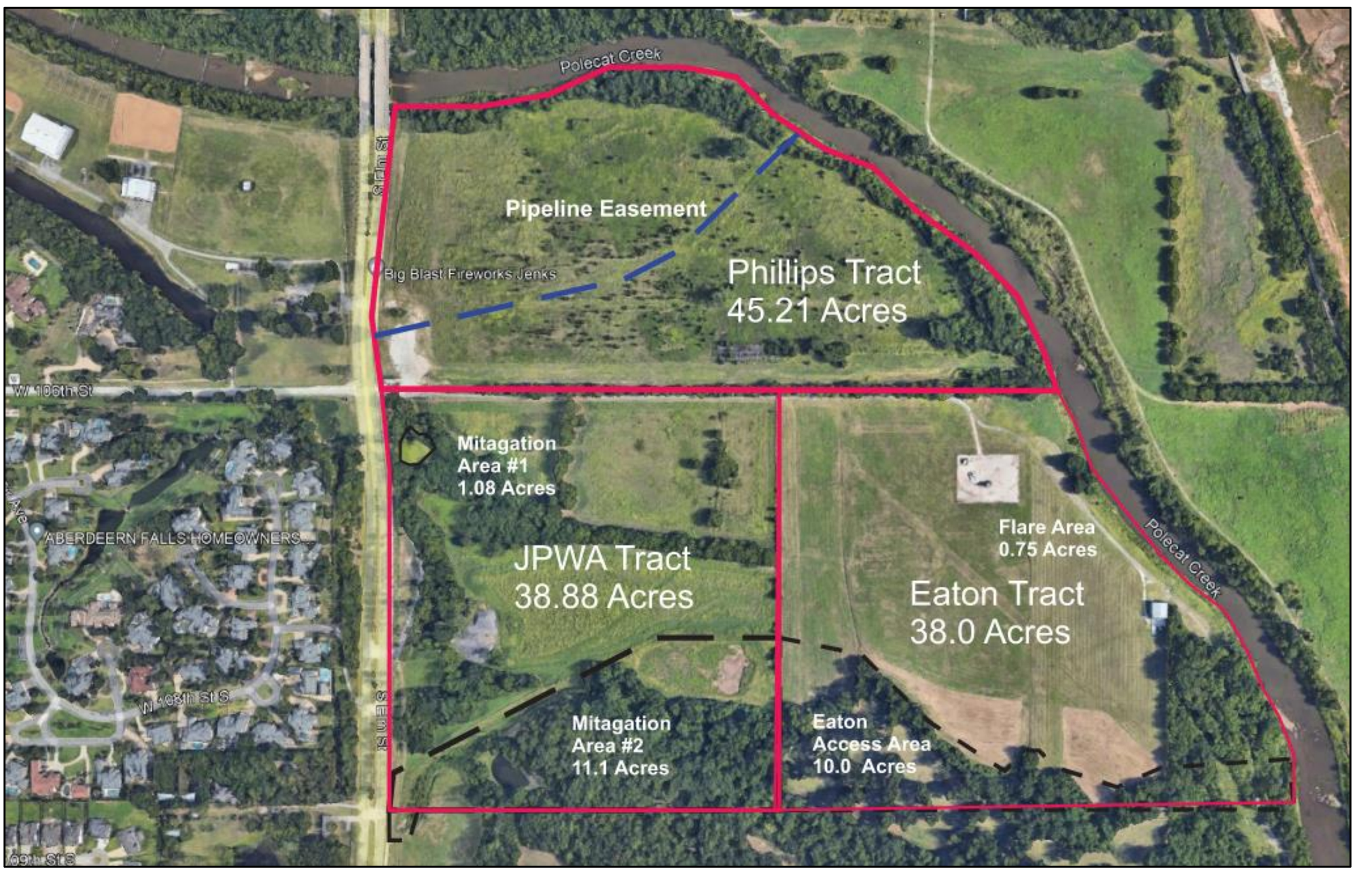


Figure 1: Baseball Experience location

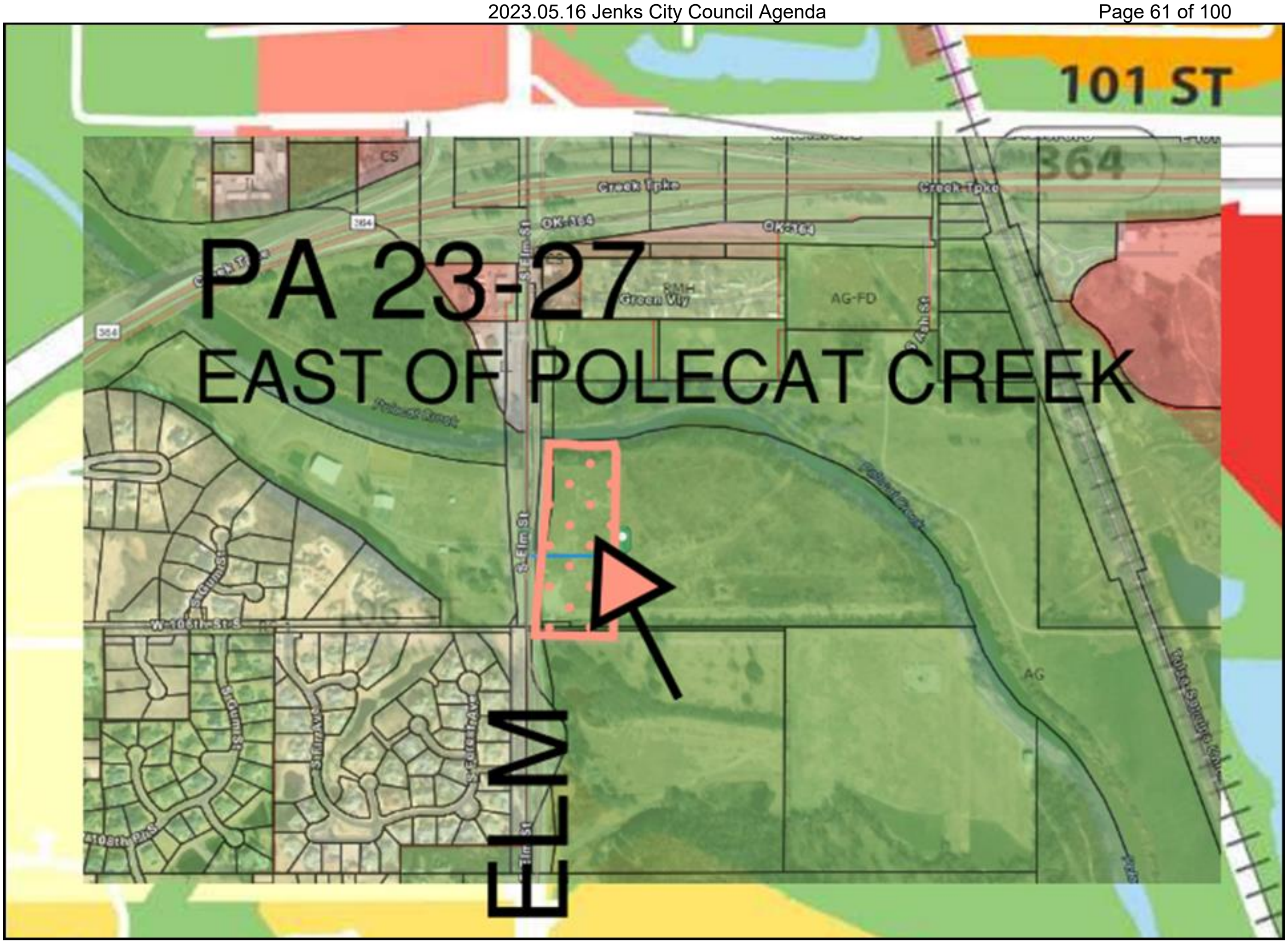


Figure 2: Comprehensive Plan Land Use Map

GENERAL INFORMATION ON HORIZON JENKS | The Horizon Jenks Plan was adopted by Resolution 712, September 1, 2020. The process, which began in May of 2019, took over a year and provided the citizens of Jenks the ability to partner with staff on creating community vision of Jenks to guide the City in its decision making for the next 20 years. The Comprehensive Plan is a set of policies that direct future growth and development for the City of Jenks.

What are the contents of the Horizon Jenks Comprehensive Plan?

A typical Comprehensive Plan outlines the existing conditions of the City, describes future goals and objectives for development, and includes an action plan on how to achieve these goals and objectives. The Jenks Comprehensive Plan addresses the following:

- Land Use & Development
- Commercial Areas
- Transportation & Mobility

- Parks, Open Space, and Environmental Features
- Agricultural and Cultural Facilities
- Housing & Neighborhoods
- Economic Development Framework
- Community Facilities & Utilities
- Implementation Strategy

Staff Evaluation

EVALUATION I The Comprehensive Plan was adopted by Resolution 712; State Statute gives the Municipality the authority as follows:

> **Oklahoma Statutes; Title 11. Cities and Towns; Chapter 1 - Oklahoma Municipal Code; Article; Article XLIII-Buildings and Zoning; Section 43-103 - Purpose of Regulations – Comprehensive Plan**
>
> Municipal regulations as to buildings, structures and land shall be made in accordance with a comprehensive plan and be designed to accomplish any of the following objectives:
>
> 1. To lessen congestion in the streets;
> 2. To secure safety from fire, panic and other dangers;
> 3. To promote health and the general welfare, including the peace and quality of life of the district;
> 4. To provide adequate light and air;
> 5. To prevent the overcrowding of land;
> 6. To promote historical preservation;
> 7. To avoid undue concentration of population; or
> 8. To facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements. The regulations shall be made with reasonable consideration, among other things, as to the character of the district and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the municipality. *The governing body shall provide the manner in which regulations, restrictions and district boundaries shall be determined, established and enforced, and amended, supplemented or changed.*

Per State Statute, Municipalities are to regulate buildings, structures and land in accordance with the comprehensive plan and be designed to accomplish any of a list of objectives.

All of the parcels are currently designated as Open Space: *Open space (both public and private) throughout the City. Open space areas are largely located within the floodplain of the Polecat Creek, making development undesirable*. Staff understands the ability to develop within a floodplain is far more costly and requires additional layers of engineering, this makes the property undesirable to develop, but not impossible.

Horizon Jenks* | *Local Commercial: *Local Commercial areas should be developed at key high-traffic intersections to serve the needs of the immediate surrounding area and support growing residential neighborhoods. This focused approach to Local Commercial development will help to maintain the open character of the City's arterial corridors south of the Turnpike. Local Commercial areas are auto-oriented but proximity to residential areas means these nodes should also be accessible on foot from surrounding neighborhoods. Areas designated for local commercial are primarily located at intersections along Elm Street and 131st Street and are intended to provide for retail and service for locals; uses such as grocery stores, pharmacies, doctors or dentist offices, banks, and other small scale and stand-alone developments serving the daily needs of nearby residents. The City should continue to reserve zones for the land use type at key intersections to ensure that new neighborhoods have easy access to daily shopping and service needs.*

Staff Recommendations

RECOMMENDATIONS | Staff and Planning Commission recommends this item (PA 23-27, East of Elm and south of Pole Cat Creek near 106th) be approved for Local Commercial on the Land Use Map.

CITY OF JENKS
211 NORTH ELM STREET • P.O. BOX 2007
JENKS, OKLAHOMA 74037-2007
PHONE (918) 299-5883 • FAX (918) 299-4489

To: Councilmembers

From: Brandon Macy, City Clerk

Date: April 26, 2023

Re: Ordinance 1614 – Youth Tobacco Prevention Ordinance

Last year, the City of Jenks was contacted by the Tobacco Settlement Endowment Trust (TSET) Healthy Living Program serving Tulsa County. They asked to work with us to update our City Code to reflect the changes made by the State Legislature, specifically SB 1423 which increased the legal age requirement to purchase tobacco from 18 to 21. This ordinance will also update our code to include vapor products as well as updating the penalties for providing underage individuals with tobacco products. Both the Police Department and Legal Department have been involved in the creation of this Ordinance.

Staff recommends approval of Ordinance No. 1614.

ORDINANCE NO. 1614

AN ORDINANCE AMENDING SEC 14-2-22 "FURNINGH TOBACCO PRODUCTS TO MINORS"; REPEALING ALL ORDINANCES OR PARTS THEREOF IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY

WHEREAS, in 2020, Senate Bill 1423 increased the age requirement to buy tobacco products to 21 in the State of Oklahoma

WHEREAS, in updating this section the City of Jenks in enabling enforcement against retailers who unlawfully supply tobacco products to those under 21 years of age.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JENKS, OKLAHOMA:

SECTION I. That Sec. 14-2-22 (A) and (B) be repealed and replaced with the following:

(A) Definitions - The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning

1. **Nicotine product:** means any product that contains nicotine extracted or isolated from plants, vegetables, fruit, herbs, weeds, genetically modified organic matter, or that is synthetic in origin and is intended for human consumption; provided, however, this term shall not include products approved by the United States Food and Drug Administration for smoking cessation;
2. **Person**: means any individual, firm, fiduciary, partnership, corporation, trust, or association, however formed;
3. **Proof of age**: means a driver license, license for identification only, or other generally accepted means of identification that describes the individual as twenty-one (21) years of age or older and contains a photograph or other likeness of the individual and appears on its face to be valid;
4. **Sample:** means a tobacco product, nicotine product or vapor product distributed to members of the public at no cost for the purpose of promoting the product;
5. **Sampling:** means the distribution of samples to members of the public in a public place;
6. **Tobacco product**: means any product that contains tobacco and is intended for human consumption;
7. **Transaction scan:** means the process by which a seller checks, by means of a transaction scan device, the validity of a driver license or other government-issued photo identification;
8. **Transaction scan device:** means any commercial device or combination of devices used at a point of sale or entry that is capable of deciphering in an electronically readable format the information encoded on the magnetic strip or bar code of a driver license or other government-issued photo identification; and

9. **Vapor product:** means noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor products" do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act.

(B) Unlawful to sell or furnish tobacco, nicotine, or vapor product to persons under twenty-one years of age

1. It is unlawful for any person to sell, give or furnish in any manner any tobacco product, nicotine product or vapor product to another person who is under twenty-one (21) years of age, or to purchase in any manner a tobacco product, nicotine product or vapor product on behalf of any such person. It shall not be unlawful for an employee under twenty-one (21) years of age to handle tobacco products, nicotine products or vapor products when required in performance of the employee's duties.
2. A person engaged in the sale or distribution of tobacco products, nicotine products or vapor products shall demand proof of age from a prospective purchaser or recipient if an ordinary person would conclude on the basis of appearance that the prospective purchaser may be less than twenty-one (21) years of age. If an individual engaged in the sale or distribution of tobacco products, nicotine products or vapor products has demanded proof of age from a prospective purchaser or recipient who is not under twenty-one (21) years of age, the failure to subsequently require proof of age shall not constitute a violation of this subsection.
3. Any violation of subsection A or B of this article is an offense against the City of Jenks; upon conviction of any such offense, the violator shall be punished as follows:
    a. Not more than One Hundred Dollars ($100.00) for the first offense;
    b. Not more than Two Hundred Dollars ($200.00) for the second offense within a two-year period following the first offense;
    c. Not more than Three Hundred Dollars ($300.00) for the third offense within a two-year period following the first offense. In addition to any other penalty, the store's license to sell tobacco products or nicotine products or the store's sales tax permit for a store that is predominantly engaged in the sale of vapor products in which the sale of other products is merely incidental may be suspended for a period not exceeding thirty (30) days, or
    d. Not more than Three Hundred Dollars ($300.00) for a fourth or subsequent offense within a two-year period following the first

offense. In addition to any other penalty, the store's license to sell tobacco products or nicotine products or the store's sales tax permit for a store that is predominantly engaged in the sale of vapor products in which the sale of other products is merely incidental may be suspended for a period not exceeding sixty (60) days.

4. Proof that the defendant demanded, was shown, and reasonably relied upon proof of age shall be a defense to any action brought pursuant to this section. A person cited for violating this section shall be deemed to have reasonably relied upon proof of age, and such person shall not be found guilty of the violation if such person proves that:
   a. the individual who purchased or received the tobacco product, nicotine product or vapor product presented a driver license or other government-issued photo identification purporting to establish that such individual was twenty-one (21) years of age or older, or
   b. the person cited for the violation confirmed the validity of the driver license or other government-issued photo identification presented by such individual by performing a transaction scan by means of a transaction scan device.

   Provided, that this defense shall not relieve from liability any person cited for a violation of this section if the person failed to exercise reasonable diligence to determine whether the physical description and picture appearing on the driver license or other government-issued photo identification was that of the individual who presented it. The availability of the defense described in this subsection does not affect the availability of any other defense under any other provision of law.

(C) Distribution of tobacco product and vapor product samples

1. It shall be unlawful for any person or retailer to distribute, tobacco products, nicotine products, vapor products or product samples to any person under twenty-one (21) years of age.
2. No person shall distribute tobacco products, nicotine products, vapor products or product samples in or on any public street, sidewalk, or park that is within three hundred (300) feet of any playground, school, or other facility when the facility is being used primarily by persons under twenty-one (21) years of age.
3. When a person is convicted or enters a plea and receives a continued sentence for a violation of subsections A or B of this section, the total of any fines, fees, or costs shall not exceed the following:
   a. Not more than One Hundred Dollars ($100.00) for the first offense
   b. Not more than Two Hundred Dollars ($200.00) for the second offense; and
   c. Not more than Three Hundred Dollars ($300.00) for a third or subsequent offense.

(D) Public Access to Displayed Tobacco, Nicotine, or Vapor Products

1. It is unlawful for any person or retail store to display or offer for sale tobacco products, nicotine products, or vapor products in any manner that allows

public access to the tobacco products, nicotine products or vapor products without assistance from the person displaying the tobacco products, nicotine products or vapor products or an employee or the owner of the store. The provisions of this subsection shall not apply to retail stores which do not admit into the store persons under twenty-one (21) years of age.

2. When a person is convicted or enters a plea and receives a continued sentence deferred sentence, or probation for a violation of this subsection C, the total of any fines, fees, or costs shall not exceed Two Hundred Dollars ($200.00) for each offense.

(E) Enforcement

1. Any conviction for a violation of this section and any compliance checks by a municipal police officer pursuant to subsection C of this section shall be reported in writing to the Alcoholic Beverage Laws Enforcement (ABLE) Commission within thirty (30) days of such conviction or compliance check. Such reports shall be compiled in the manner prescribed by the ABLE Commission. Convictions shall be reported by the Court Clerk or their designee and compliance checks shall be reported by the Chief of Police or their designee.
2. For the purpose of determining second or subsequent violations, both the offenses penalized by the ABLE Commission as administrative fines and the offenses penalized by the municipality and reported to the ABLE Commission, shall be considered together in such determination.
3. Persons under twenty-one (21) years of age may be enlisted by the Police Department to assist in compliance checks and enforcement of this Article pursuant to the rules of the ABLE Commission.

SECTION II. That all ordinances or parts of ordinances in conflict herewith be and the same are hereby expressly repealed.

SECTION III. If any section, sentence, clause or phrase of this ordinance or any part thereof is for any reason found to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of this ordinance or any part thereof.

Approved this ______ day of __________ 2023

CITY OF JENKS, OKLAHOMA

____

MAYOR

SECTION IV. Since the immediate operation of the provisions of the Ordinance is necessary for the preservation of public health, welfare and safety, an emergency is hereby declared to exist and this ordinance shall be in full force and effect from and after its passage by the City Council.

Emergency Clause approved separately this _____ day of __________ 2023.

CITY OF JENKS, OKLAHOMA

____

MAYOR

Attest:

____

CITY CLERK

Approved as to form:

____

CITY ATTORNEY

Tax Increment Districts
City of Jenks
Coal Creek Village

<u>City of Jenks TIF Review Committee</u>

Coal Creek Village
Economic Development Project Plan

and proposed

Amendment to Increment District No. 4

Creation of Increment Districts “D” and “E”

May 2, 2023

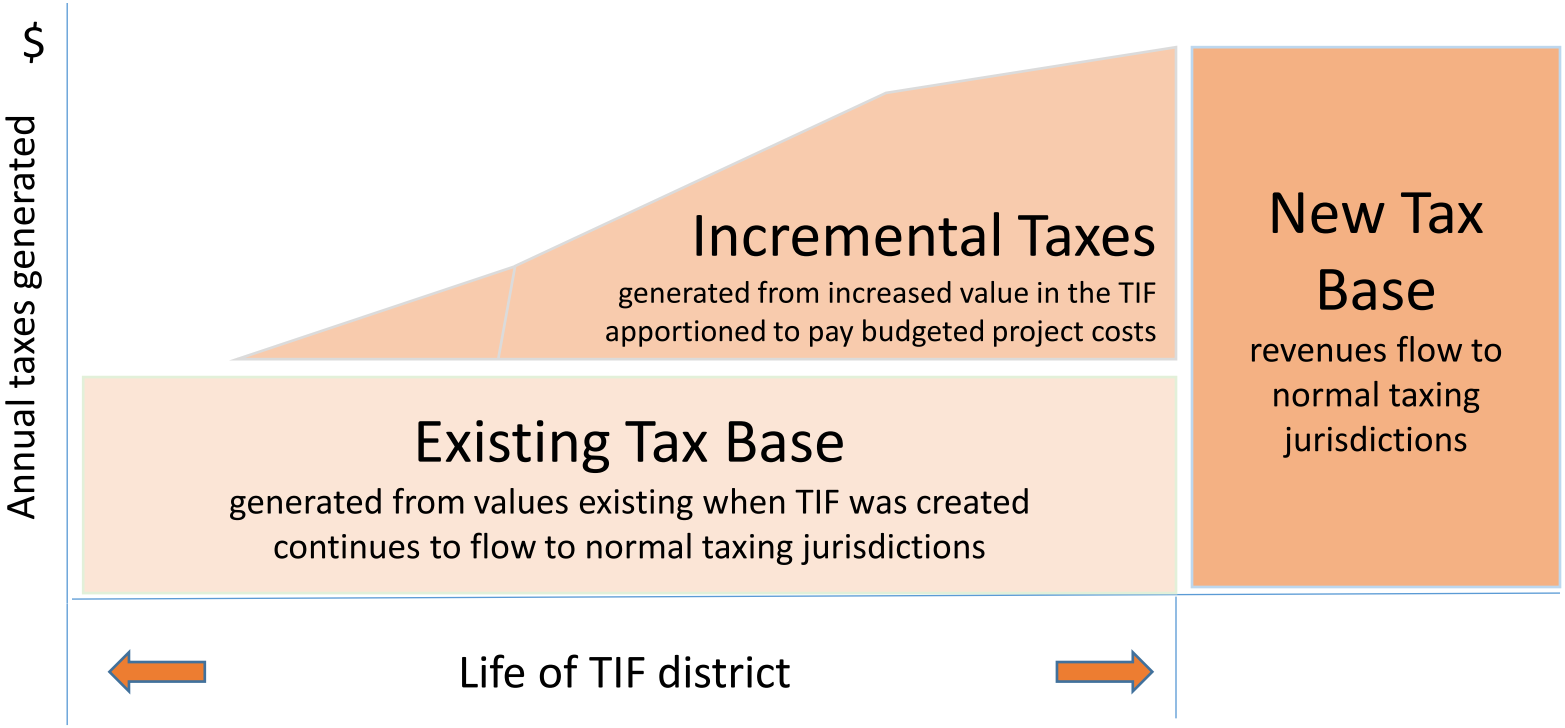
Tax Increment Districts – City of Jenks

What is a TIF?

- Tax Increment District (TIF)
  - Authorized by Article X, Section 6C of Oklahoma Constitution
  - Established pursuant to Local Development Act, Title 62, Oklahoma Statutes, Section 850 *et seq.*
  - Apportions the “increment” of new tax revenue generated within the TIF to finance certain identified project costs
- A TIF is an economic development tool used to incentivize capital investment in undeveloped or underdeveloped property in order to enhance the tax base and create employment opportunities within the City.
- Created by City Ordinance after completion of the TIF Process

Tax Increment Districts – City of Jenks

What is a TIF?



Basic TIF Model – Value Generation and Capture

Tax Increment Districts – City of Jenks

What is the TIF Process?

- Determination of Eligibility
  - Enterprise Area; Historic Preservation Area; Reinvestment Area
- Development of Project Plan
  - Duration (up to 25 full fiscal years from Commencement Date)
  - Capture of TIF Revenues (up to 100% of local tax revenues – ad valorem, sales tax,hotel tax, etc.)
  - Boundaries
    - Increment District – area where new tax revenues are captured
    - Project Area – area where project related activities may occur
  - Proposed Project and related Infrastructure Improvements
  - Proposed Allocation of TIF Revenues
- Statutory TIF Review Committee
  - Comprised of representatives of City Council, City Planning Commission, affected taxing jurisdictions and other at-large community members

Tax Increment Districts – City of Jenks

What is the TIF Process?

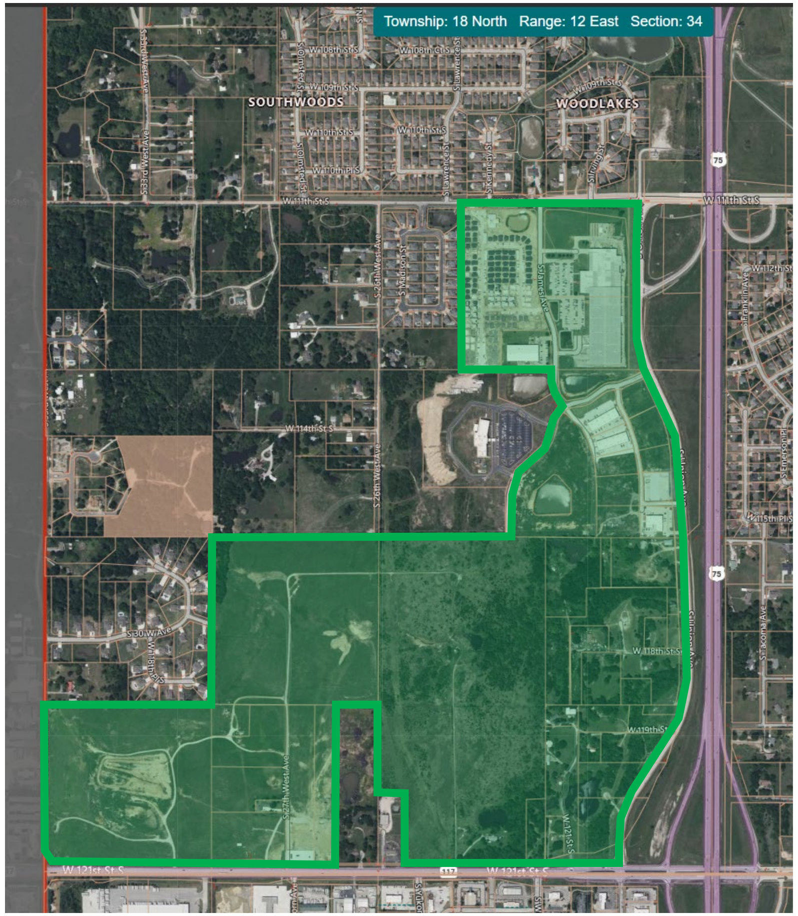
- Affected ad valorem taxing jurisdictions represented on TIF Review Committee
  - Jenks Public Schools (ISD No. 5 of Tulsa County)
  - Tulsa Technology Center (Vo-Tech District No. 18)
  - Tulsa County
  - Tulsa County Health Department
  - Tulsa Community College
  - Tulsa City-County Library
  - City of Jenks
- Project Plan Reviewed by TIF Review Committee
  - Make findings of eligibility and financial impacts on taxing jurisdictions and business activities
  - Make recommendation to City regarding approval of Project Plan
- Project Plan Reviewed by City's Planning Commission
  - Make recommendation to City regarding approval of Project Plan
- Hold two Public Hearings
- City Council considers an Ordinance approving Project Plan and creating TIF

Increment District No. 4, City of Jenks (Proposed Amendment)

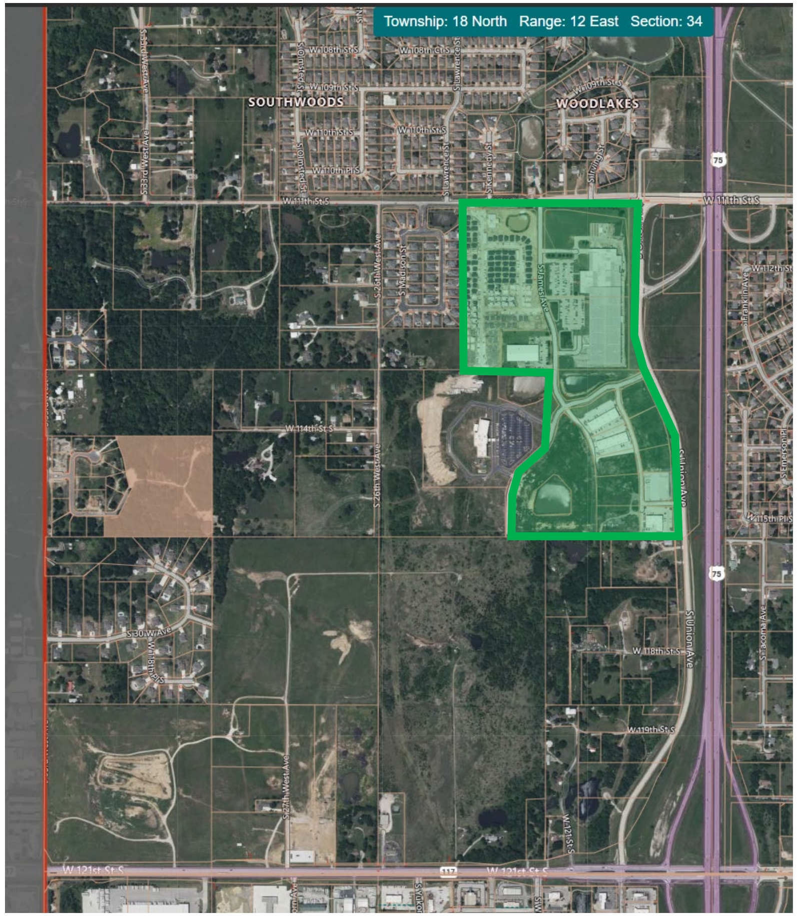
- General location: Between W 111th Street S and W 121st Street S, west of U.S. 75
- Established in 2014 (Ord. 1364)
  - Expires in 2030 (16 year term)
- Captures 100% of ad valorem tax increment
  - 80% to public infrastructure reimbursement (to developers)
  - 20% to taxing entities
  - $418,263 captured since inception (as of June 2022)
- Captures sales tax increment equal to 0.5% sales tax
  - 100% for public infrastructure reimbursement (to developers)
  - $36,001 captured since inception ($255,621 total sales tax generated) (as of June 2022)
- Authorized Project Costs: $29.49 million
  - Approved applications for reimbursement: $4.06 million
- Proposed Amendment:
  - Remove the area south of 116th Street from Increment District No. 4
  - Proposed development (Coal Creek Village Project) not supported by existing parameters of Increment District No. 4
  - Removal does not impact existing development

Increment District No. 4, City of Jenks (Proposed Amendment)

Existing Boundaries



Amended Boundaries



Proposed Increment Districts, City of Jenks

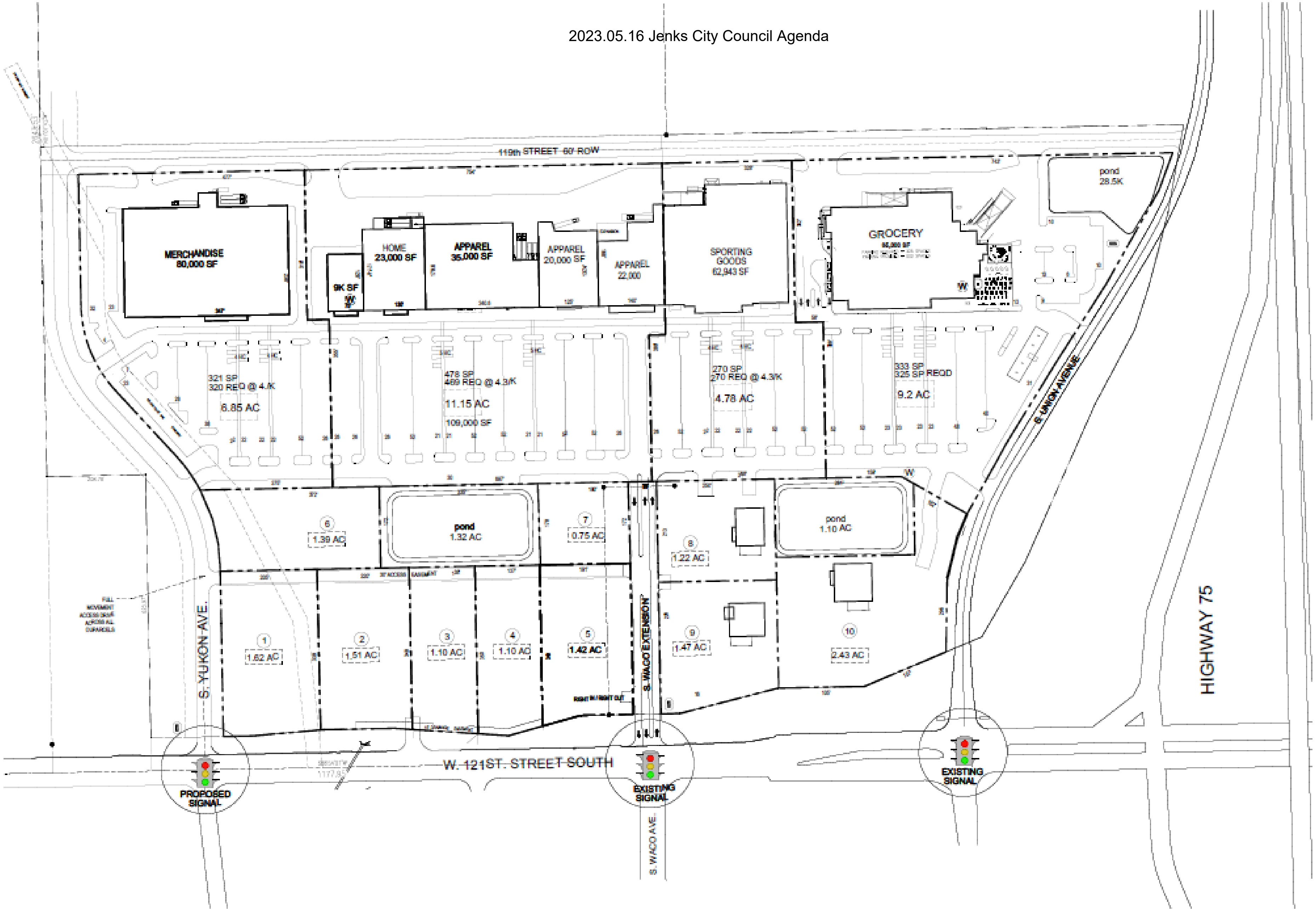
What are the proposed new TIF details?

- Creation of two new TIF areas:
  - Increment District "D" – Coal Creek Village Project
  - Increment District "E" – 121st Street Development Project
- Original Terms of approximately 25 years from Commencement Date (as established by City Council)
- Capture 100% of new "incremental" ad valorem, sales, and hotel tax revenues
  - Existing "baseline" taxes unaffected
  - 75% of ad valorem tax apportioned to Project Costs
    - Remaining 25% apportioned to Jenks Public Schools
  - 56.34% of sales and use tax apportioned to Project Costs
    - Represents 2.0% of total 3.55% City sales tax
    - Remaining 43.66% retained by City
  - 100% of hotel tax apportioned to Project Costs
    - Represents all of total 5.0% City hotel tax

Proposed Increment District "D"

What is the Coal Creek Village Project?

- Develop a transformative commercial center on the undeveloped area located on the northwest corner of the intersection of 121st Street and U.S. Highway 75
- Existing land conditions preclude development without significant public improvements
- 351,000 square feet of retail, service industry, and food service space
  - Estimated $174.3 million project investment
  - Projected $132.3 million annual retail sales
  - Estimated TIF Revenue generated over 25 years:
    - Sales Tax: $138.78 million
    - Ad valorem Tax: $51.78 million
      - $12.94 million to Jenks Public Schools



SHOPPING CENTER CONCEPTUAL SITE PLAN

Increment District "D", City of Jenks (Proposed Creation)

Coal Creek Village Project

South of (W 116th Street),
West of U.S. 75,
North of W 121st Street,
East of (26th W Avenue)

Proposed Increment District "E"

What is the 121st Street Development Project?

- Additional mixed use development immediately to the west of the Coal Creek Village Project
- The City anticipates that the Coal Creek Village Project will help spur additional development that will facilitate payment of the City Infrastructure Projects necessary to support full development within the Project Area
- City has not made specific site development projections, but anticipated TIF Revenues could be generated of a similar magnitude to the Coal Creek Village Project

Increment District "E", City of Jenks (Proposed Creation)

121st Street Development Project

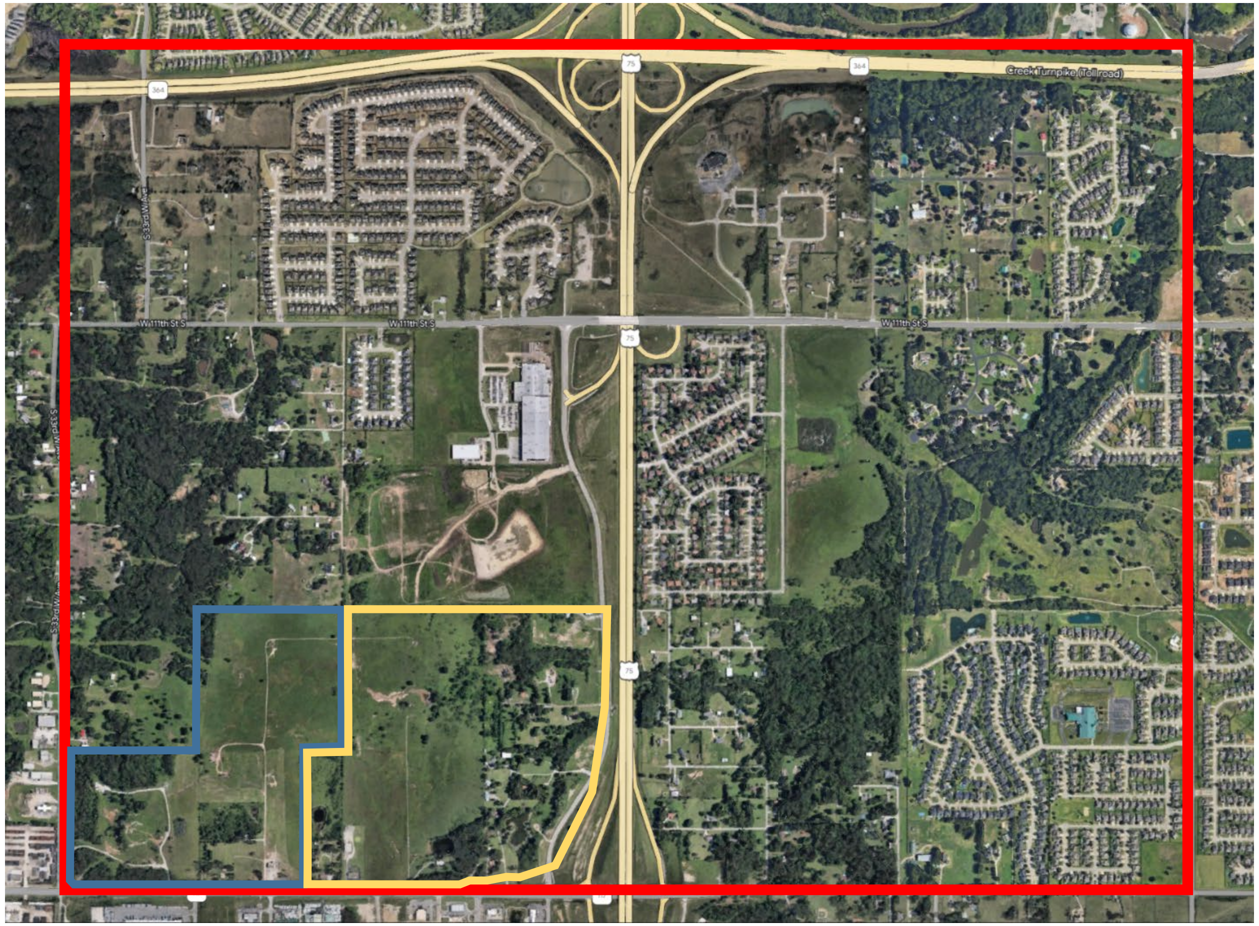
North of W 121st Street S, West of (S 26th W Ave), South of (W 116th Street), East of S. 33rd W Ave

Proposed Increment Districts - Project Area

Project Area Boundaries

South of Creek Turnpike,
East of S. 33rd W. Ave.,
North of 121st Street S,
West of S. Elwood Ave.

3 square mile area where project activities may occur



Proposed Increment Districts, City of Jenks

What are the Identified TIF Project Costs?

Estimated Project Costs totaling not-to-exceed $217,100,000

- Coal Creek Project Costs ($42.6 million)
  - Internal infrastructure and site improvements within the Coal Creek Village Project, including water, sewer, storm water/drainage, site reclamation, streets, landscaping, environmental remediation, wetlands remediation, pipeline relocation, and other assistance in development financing
- City Infrastructure Project Costs ($174.5 million)
  - Infrastructure costs necessary to support full development of the Increment Districts and expected impacts on the Project Area, including water, sewer, stormwater, streets, site reclamation, drainage studies, easement and right-of-way acquisition, streetscaping, and other related costs

Other Estimated Project Costs uses totaling approximately $218,650,000

- Debt Service Costs in connection with Coal Creek Project Costs (estimated $48 million)
- Debt Service Costs in connection with City Infrastructure Project Costs (estimated $140 million)
- School District Capital Costs (initially estimated at $12.94 million, potentially $30 million)
- Organizational Costs, including annual administration costs ($650,000)

Proposed Increment Districts, City of Jenks

What are the projected TIF revenues?

Based on Coal Creek Village Project only:

- Estimated $51.78 million aggregate projected Ad Valorem TIF Revenues
  - $38.84 million allocated to TIF Project Costs
  - $12.94 million allocated to Jenks Public Schools
- Estimated $329.05 million aggregate projected Sales Tax Revenues (State, County, and City)
  - TIF Revenues: $78.19 million allocated to TIF Project Costs (2.0% City Sales Tax)
  - $60.59 million allocated to the City of Jenks (1.55% City Sales Tax)
  - $14.35 million allocated to Tulsa County (0.367% County Sales Tax)
  - $175.92 million allocated to State of Oklahoma (4.5% State Sales Tax)
- Total Projected TIF Revenues: $129.97 million (estimate based on conceptual buildout of Coal Creek Village Project)
- Similar order of magnitude TIF Revenues would be expected in connection with 121st Street Development Project

Proposed Increment Districts, City of Jenks

What is the oversight of the TIF revenues?

- City will apportion TIF revenues pursuant to the respective Project Plan
  - City Manager listed as person in charge of implementation
  - City will approve public agreements with developers as appropriate
  - City will disburse School District allocation of Ad Valorem TIF Revenues
- Assistance in Development Financing for Developers
  - Direct Incentive representing reimbursement of public infrastructure costs incurred by developer(s) on behalf of City
  - Pursuant to a public development agreement approved by City and/or public trust on behalf of City
- Infrastructure Projects undertaken by City
  - Public construction contracts (subject to competitive bidding), approved by City, subject to City annual auditing

Proposed Increment Districts, City of Jenks

What are the expected impacts of the Projects?

- Impacts on Taxing Entities
  - Increase in population/students and associated needs (capital infrastructure and service demands)
  - Taxing Entity Revenue allocation to Jenks Public Schools provides enhanced funding
    - Estimated to $12.94 million, potentially $30 million
  - Significant retail development will attract increased visitors to the City and reduce sales tax lost to surrounding municipalities
  - Ancillary development outside of TIF districts may generate additional revenue for taxing entities

Proposed Increment Districts, City of Jenks

What are the expected impacts of the Projects?

- Impacts on Business Activities
  - New business inside Increment District areas will create short-term and long-term employment opportunities
    - Short-term and long-term payroll will likely result in increased spending within the City benefitting local businesses
  - Attraction of increased visitors to the City
    - These visitors result in new spending within the City that will enhance opportunities for local merchants to provide additional goods and services

Proposed Increment Districts, City of Jenks

Remaining Steps

- April 14 – TIF Review Committee Meeting at 3:00pm
  - Committee unanimously recommended approval of TIF #4 amendment and creation of Increment Districts “D” and “E”
- April 20 – Planning Commission Regular Meeting at 6:00pm
  - Planning Commission unanimously recommended approval of TIF #4 amendment and creation of Increment Districts “D” and “E”
- May 2 – Public Hearing #1 at 6:00pm
  - To be held during Jenks City Council Regular Meeting, 211 N. Elm Street, Jenks, OK 74037
- May 16 – Public Hearing #2 at 6:00pm
  - To be held during Jenks City Council Regular Meeting, 211 N. Elm Street, Jenks, OK 74037
- May 16 – City Council Meeting to consider adoption of TIF Ordinances (TIF #4 amendment, creation of Increment Districts “D”, and “E”)

JENKS POLICE DEPARTMENT

918-299-6311
918-556-7498 (fax)
www.jenks.com

211 N Elm ST
PO Box 2007
Jenks, OK 74037

4/26/2023- 5/2/2023

Patrol

- There were 93 traffic stops, 8 motor vehicle accidents, 4 arrest, 331 calls for service, and 17 reports taken during this reporting period.
- 2 Domestic Assault and Battery
- 1 Mental Health Calls
- 3 Fraud
- 2 Larceny
- 2 DUI

Training

- Records Training
- Traffic Stops and Shooting Decisions
- 2 Drone Search and Rescue Training
- FBI Crisis Negotiators Certification

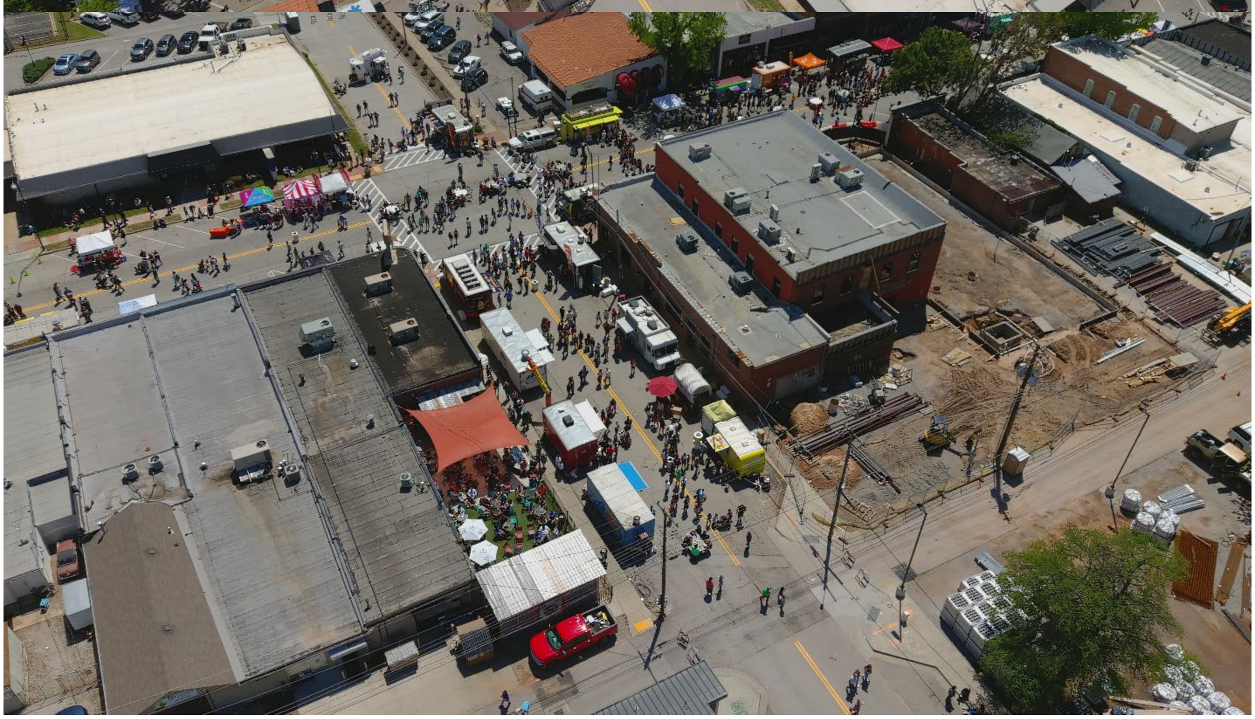
Events

- Food Truck Festival
- MS Walk
- Girl Scout sign up event
- Legislative Luncheon
- JPWA Luncheon
- Car Seat Install Event
- JTIC Joy to the Cause Luncheon

Dorne Division

Roys Chicken

Food Truck Festival



Animal Control

Calls (per SOMS records)

At Large:	3
Animal Bite:	2
Missing:	3
Barking Dog:	1
Livestock All:	0
Trap:	0
Vicious Animal:	1
Welfare/Cruelty:	3
Wildlife:	0
Assist Other Agency:	0
Dead Animal Pickup:	0
Other:	3

Other Calls Not In SOMS:

1 voicemail re: chicken coop

1 voicemail re: dog at large











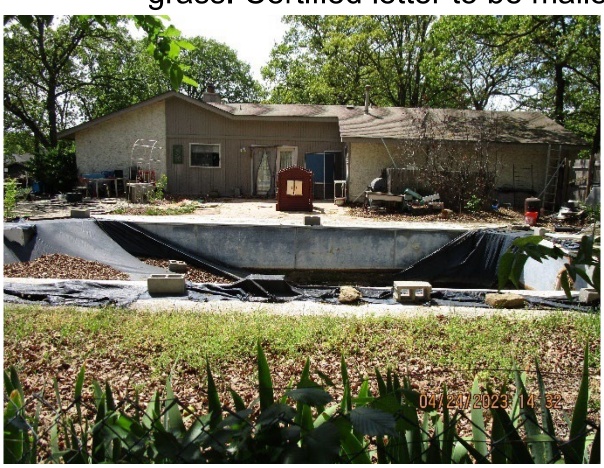
Code Enforcement

1 case closed.

Administrative Hearing to be scheduled for semi-trailer at 1401 W. 121st St. Owner's property manager was contacted on February 14, 2023 and Code Enforcement Officer Malea Stoner was told that the trailer would be removed from the property within 2 weeks. Trailer has never been removed. Complaint was received from residents in the area on April 13 that people were living in the trailer. Officer Josh Semke checked the trailer at approximately 10:15 p.m. on April 13 and found no evidence of anyone living in the trailer. This was the third such complaint, and no evidence has ever been found that anyone was living in the trailer. Once again all that was found was dirt and trash. Both Code Enforcement and Planning have sent letters to the owner that have been ignored. Since the trailer is illegally parked and being used as a sign illegally on private property, the trailer cannot be removed from the property without an administrative hearing. On April 14 Malea Stoner again called the owner's property manager and left a voicemail that if the trailer was not promptly removed that an administrative hearing would be held to force the removal of the trailer. The owner's property manager has never contacted anyone regarding the matter.

Health and Safety

- 516 E. 118th St. S – Stagnant pool, trash and debris, tall grass and weeds, and unsecured structure reported. This is an old case wherein the renter/buyer was supposed to replace the pool liner and temporarily covered the pool. Pseudo cover ripped and fell into pool. Liner never replaced. Pool full of black water and trash again. Mosquito dunks thrown over fence and into pool by Code Enforcement Officer Malea Stoner. Structure is unsecured, as back garage door from pool is wide open. Trash and debris and tall grass and weeds present. Trailer parked on grass. Certified letter to be mailed to record owner and renter/buyer.

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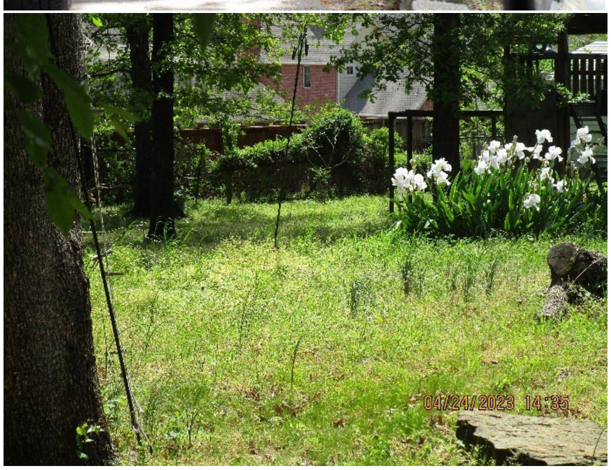
04/24/2023 14:33


04/24/2023 14:30


04/24/2023 14:34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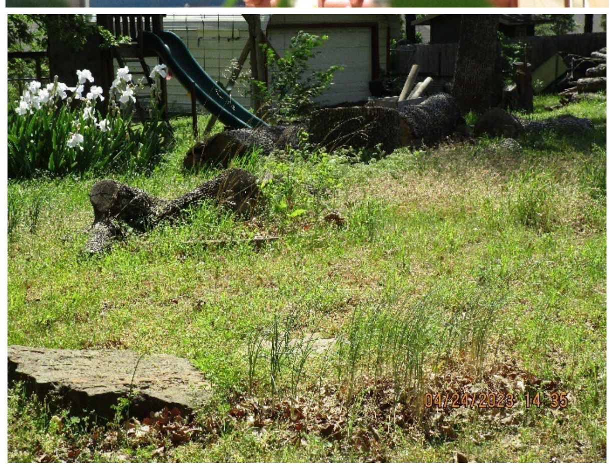
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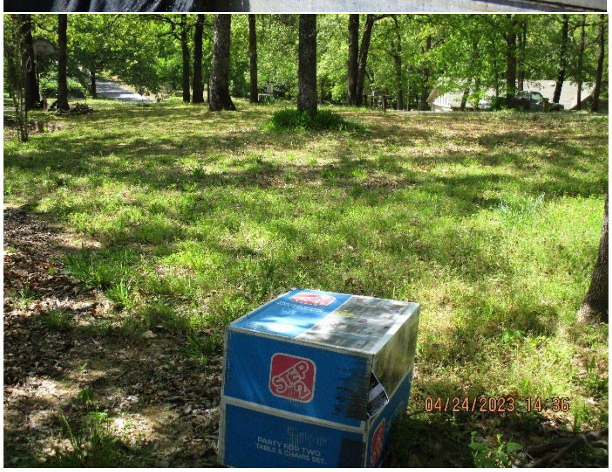
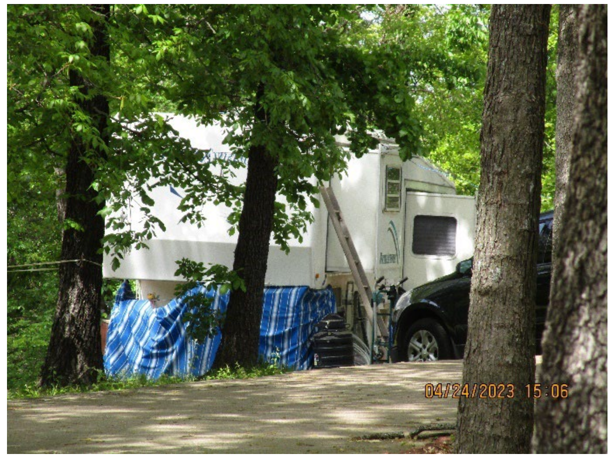


Travel Trailer on Grass/Being Utilized for Living Quarters

- 523 W. 118th St. S. – Report of travel trailer on grass with people using it as a residence. By all appearance someone is living in the travel trailer. There is also an old pickup bed trailer full of junk on the property. Have to get with Planning to get exact wording from UDO regarding this situation. Although this is a residential area, the entire neighborhood is still zoned AG.


04/24/2023 15:06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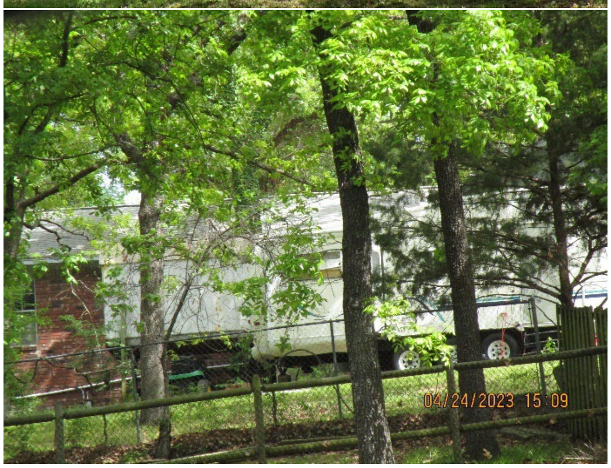

Inoperable Vehicle

- 11105 S. 1st St. – Report of inoperable vehicle in driveway. Inoperable vehicle found in driveway. Record owner to be sent a Certified letter.

<u>Tall Grass and Weeds</u>

- 518 N. Willow Ct. – Report of tall grass and weeds. Yard definitely overgrown. Certified letter to be mailed to record owner.