

AGENDA
SHAWNEE MUNICIPAL AUTHORITY
July 18, 2022 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the July 5, 2022 regular meeting.
2. Consideration of a budget amendment for Fiscal Year 2022-2023 Fund 501 Shawnee Municipal Authority Fund to appropriate fund balance for Shawnee Municipal Authority Fund for encumbrances in Fiscal Year 2021-2022 which goods and services were not received in Fiscal Year 2021-2022 but will be received in Fiscal Year 2022-2023. Also, for additional transfers to General Fund due to Fiscal Year 2021-2022 reduced actual transfers for issues of timing.
3. New Business

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

Respectfully submitted,

Lisa Lasyone, CMC, City Clerk

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

Shawnee Municipal Authority

1. a.

Meeting Date: 07/18/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the July 5, 2022 regular meeting.

Fiscal Impact

Attachments

Minutes

THE TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION, TUESDAY, JULY 5, 2022, DURING THE BOARD OF CITY COMMISSIONER MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW AT 3:53 P.M. ON JUNE 30, 2022. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Matthews, Engles, Flood, Bolt, Rutherford, Sehorn, Salter

ABSENT: None

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the June 20, 2022 regular meeting.

A motion was made by Trustee Matthews, seconded by Trustee Engles, to approve Consent Agenda Item No. 1(a). Motion carried 7-0.

AYE: Matthews, Engles, Flood, Bolt, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 2:

Consideration of a budget amendment for Fiscal Year 2021 – 2022 Fund 501 Shawnee Municipal Authority Fund to increase loan proceeds and other contractual services in order to properly fund the Water Treatment Plant Expansion Project for Fiscal Year 2021 – 2022.

Mr. Jacob Foos, Assistant City Manager, advised that the proposed budget amendment is to close out accounts for Fiscal Year 2021 – 2022.

A motion was made by Trustee Sehorn, seconded by Trustee Rutherford, to approve the budget amendment for Fiscal Year 2021 – 2022 Fund 501 Shawnee Municipal Authority Fund to increase loan proceeds and other contractual services in order to properly fund the Water Treatment Plant Expansion Project for Fiscal Year 2021 – 2022. Motion carried 7-0.

AYE: Sehorn, Rutherford, Salter, Matthews, Engles, Flood, Bolt

NAY: None

AGENDA ITEM NO. 3:

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

There was no New Business.

AGENDA ITEM NO. 4:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:19 p.m.)

ED BOLT, CHAIRMAN

ATTEST:

LISA LASYONE, CMC, CITY CLERK

Shawnee Municipal Authority

2.

Meeting Date: 07/18/2022

Budget Amendment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a budget amendment for Fiscal Year 2022-2023 Fund 501 Shawnee Municipal Authority Fund to appropriate fund balance for Shawnee Municipal Authority Fund for encumbrances in Fiscal Year 2021-2022 which goods and services were not received in Fiscal Year 2021-2022 but will be received in Fiscal Year 2022-2023. Also, for additional transfers to General Fund due to Fiscal Year 2021-2022 reduced actual transfers for issues of timing.

Fiscal Impact

Attachments

Budget Amendment



Finance

16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: July 14, 2022
To: City Commission
From: Jacob Bussell, Assistant Finance Director
Subject: Consideration of budget amendments to appropriate fund balance for FY22 Encumbrances for which goods or services will be received in FY23.

Background: In estimating fund balances for the fiscal year 2022-2023 (FY23) budget, staff's calculations utilized all fiscal year 2021-2022 (FY22) encumbrances, counting them as expenses in FY22. Due to the timing of invoices, some of the FY22 encumbrances will be expensed in FY23, as goods and services will be rendered in FY23. Since June 30, 2022, staff has gathered all FY22 encumbrances for which goods and services will not be rendered until FY23 and are requesting that fund balance be appropriated to cover them. The amount for appropriation, is as follows:

- \$193,824.30 – Shawnee Municipal Fund - FY22 Encumbrances to be expensed in FY23

In addition, for FY22 the Shawnee Municipal Fund (SMA Fund) was budgeted to transfer approximately \$4.6M to the General Fund. A portion of the transfer was delayed to allow for the processing of reimbursements from loan proceeds for the Water Treatment Plant project. Staff is requesting the appropriation of SMA fund balance to complete this FY22 transfer to the General Fund. The amount to be transferred is as follows:

- \$2,000,000 – Transfers from SMA Fund to General Fund.

Financial Impact: See Attached Budget Amendment.

Attachment: Amendment.

Staff Recommendation: Approval of the item.

