

**BOARD OF CITY COMMISSIONERS AND  
THE BOARD OF TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY AND  
THE SHAWNEE AIRPORT AUTHORITY**

CITY OF SHAWNEE  
SPECIAL CALLED SESSION  
MAY 31, 2017

The Board of City Commissioners and the Board of Trustees of the Shawnee Municipal Authority and the Shawnee Airport Authority met in Special Called Session at the Heart of Oklahoma Exposition Center, 1700 West Independence, Shawnee, Oklahoma, Wednesday, May 31, 2017 at 9:00 a.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. The following members were in attendance and a quorum was declared.

Richard Finley  
Chairman

Absent  
Commissioner Ward 1

Ron Gillham  
Commissioner Ward 2

James Harrod  
Commissioner Ward 3-Vice Mayor

Darren Rutherford  
Commissioner Ward 4

Absent  
Commissioner Ward 5

Ben Salter  
Commissioner Ward 6

Absent: Bushong, Shaw

The Call for said meeting was entered upon the records by the City Clerk, said Call being as follows:

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NOTICE OF A CALLED SPECIAL SESSION OF THE BOARD OF CITY  
COMMISSIONERS, TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY AND  
TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE,  
OKLAHOMA

You and each of you are hereby notified that by virtue of a call issued by me on this 23rd day of May, 2017, a Special Called Session will be held of the Board of Commissioners, Shawnee Municipal Authority and Shawnee Airport Authority of the City of Shawnee, Oklahoma at the Heart of Oklahoma Exposition Center, 1700 West Independence, Shawnee, Oklahoma at 9:00 a.m. on the 31st day of May, 2017, and you are hereby notified to be present at said meeting.

The purpose of said meeting will be for a Budget and Strategic Planning Workshop to present, review and discuss the proposed City of Shawnee, Shawnee Municipal Authority and Shawnee Airport Authority budgets for FY 2017-2018. As part of said discussion, City projects, goals, long-term needs and funding options will be discussed along with the draft Shawnee Strategic Plan.

Witness my hand this 23<sup>rd</sup> day of May, 2017.

(SEAL)

ATTEST:

s/s Phyllis Loftis  
PHYLLIS LOFTIS, CMC  
CITY CLERK

s/s Justin Erickson  
JUSTIN ERICKSON  
CITY MANAGER

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE, SS.

I received this notice on the 24<sup>th</sup> day of May, 2017 at 10:04 a.m., and executed the same by delivering a true and correct copy thereof to the Mayor and to each of the Commissioners of the Board of City Commissioners for the City of Shawnee, Oklahoma as follows:

A read verification was not received from Mayor Richard Finley via e-mail.

A read verification was received from Commissioner Dub Bushong via e-mail at 5:11 o'clock p.m. on May 18, 2017.

A read verification was not received from Commissioner Ron Gillham via e-mail.

A read verification was received from Commissioner/Vice Mayor James Harrod via e-mail at 5:10 p.m. on May 27, 2017.

A read verification was received from Commissioner Darren Rutherford via e-mail at 12:05 p.m. on May 24, 2017.

A read verification was not received from Commissioner Lesa Shaw via e-mail.

A read verification was received from Commissioner Ben Salter via e-mail at 3:17 p.m. on May 24, 2017.

s/s Phyllis Loftis  
Phyllis Loftis, CMC, City Clerk

CALL FOR SPECIAL SESSION OF THE SHAWNEE BOARD OF CITY COMMISSIONERS, TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY AND TRUSTEES OF THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, OKLAHOMA TO BE HELD ON THE 31ST DAY OF MAY, 2017 AT 9:00 A.M. AT THE HEART OF OKLAHOMA EXPOSITION CENTER, 1700 WEST INDEPENDENCE, SHAWNEE, OKLAHOMA. THE PURPOSE OF SAID MEETING WILL BE FOR A BUDGET AND STRATEGIC PLANNING WORKSHOP TO PRESENT, REVIEW AND DISCUSS THE PROPOSED CITY OF SHAWNEE, SHAWNEE MUNICIPAL AUTHORITY AND SHAWNEE AIRPORT AUTHORITY BUDGETS FOR FY 2017-2018. AS PART OF SAID DISCUSSION, CITY PROJECTS, GOALS, LONG-TERM NEEDS AND FUNDING OPTIONS WILL BE DISCUSSED ALONG WITH THE DRAFT SHAWNEE STRATEGIC PLAN.

By virtue of the authority vested in me by Section 4, Article IV of the Charter of the City of Shawnee, Oklahoma, a Special Session of the Board of City Commissioners, Shawnee Municipal Authority and Shawnee Airport Authority of the City of Shawnee, Oklahoma is hereby called to meet at the Heart of Oklahoma Exposition Center, 1700 West Independence, Shawnee, Oklahoma at 9:00 a.m. on the 31st day of May, 2017 for the purpose of holding a public meeting for a Budget and Strategic Planning Workshop to present, review and discuss the proposed City of Shawnee, Shawnee Municipal Authority and Shawnee Airport Authority budgets for FY 2017-2018. As part of said discussion, City projects, goals, long-term needs and funding options will be discussed along with the draft Shawnee Strategic Plan.

Witness my hand this 23<sup>rd</sup> day of May, 2017.

s/s Justin Erickson

JUSTIN ERICKSON, CITY MANAGER

(SEAL)

ATTEST:

s/s Phyllis Loftis

PHYLLIS LOFTIS, CMC, CITY CLERK

THE BOARD OF CITY COMMISSIONERS AND THE TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY AND THE SHAWNEE AIRPORT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN SPECIAL CALLED SESSION AT THE HEART OF OKLAHOMA EXPOSITION CENTER, 1700 WEST INDEPENDENCE, SHAWNEE, OKLAHOMA, WEDNESDAY, MAY 31, 2017 AT 9:00 A.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. MAYOR FINLEY PRESIDED AND CALLED THE MEETING TO ORDER. THE FOLLOWING MEMBERS WERE IN ATTENDANCE.

CALL TO ORDER AT 6:30 P.M.

PRESENT AT ROLL CALL: Gillham, Harrod, Finley, Rutherford, Salter  
ABSENT: Bushong, Shaw

#### DECLARATION OF A QUORUM

City Staff in Attendance:

- Justin Erickson, City Manager
- Joe Vorndran, City Attorney
- James Bryce, Director of Operations
- Justin DeBruin, Planning Director
- Phyllis Loftis, City Clerk
- Keenan English, Airport Manager
- Cynthia Arnold, Finance Director
- Diane Smith, Finance Dept.
- John Krywicki, City Engineer
- Don Lynch, Emergency Management Director
- Mason Wilson, Police Chief
- Dru Tischer, Fire Chief
- Brad Schmidt, Assistant Utility Director
- Randall Wiley, Municipal Judge

#### AGENDA ITEM NO. 1: Strategic Planning overview.

City Manager Justin Erickson explain the strategic planning process and briefly outlined the city's proposed Strategic Plan. He shared the Plan's mission statement "Serve the community, strive for progress and support and improve the quality of life" with those in attendance. He highlighted the Plan's core values, as well as the Plan's six strategic themes. He reminded Commissioners that this proposed Strategic Plan will be on the June 6, 2017 City Commission agenda for approval.

Mayor Finley encouraged the Department Heads present at the meeting to get behind the Plan and to carry the message to other staff members and city employees.

AGENDA ITEM NO. 2:

Budget Workshop to present, review and discuss the proposed City of Shawnee, Shawnee Municipal Authority and Shawnee Airport Authority budgets for FY 2017-2018.

Finance Director Cynthia Arnold presented the budget review by introducing the Capital Improvement Plan project funding. Noting that the projects total \$49,774,467.00, Ms. Arnold stated that after all city funding, grants and allocations are deducted, there still remains \$7,703.712 unfunded at this time. Additional budget cuts are been reviewed.

A comparison of city sales tax was shown that indicates the City of Shawnee currently has the lowest sales tax of surrounding cities.

Ms. Arnold then presented the General Fund proposed budget with a small increase in projected revenues. Insurance rates for non-union employees and retirement contributions were discussed. A list of funds paid for by sales tax was provided as well as the percentages of the General Fund allocated for each city department. It was noted that of the \$23.5 million in General Fund expenses, Personnel Services accounts for 89.93% of that amount. A 1% employee cost of living adjustment is included in the proposed budget, as well as 2.5% merit increases.

In response to questions from Mayor Finley, the city's current vacation and sick leave accruals were discussed.

Ms. Arnold discussed the capital outlay requests for each department. She highlighted which requests had been included in the proposed budget and which requests had been cut. She noted that additional cuts will still be required.

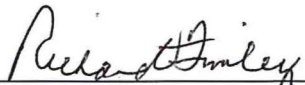
After a brief lunch break, the Shawnee Municipal Authority budget proposal was presented. Revenues were projected at a 2.5% increase and sanitation at a 1% increase. Capital Outlay for Shawnee Twin Lakes and Water Production was discussed.

At the conclusion of the SMA budget, the Shawnee Regional Airport proposed budget was reviewed. Projected revenues and expenditures were discussed, as well as Capital projects and repair and maintenance needs.

AGENDA ITEM NO. 3:

ADJOURNMENT

There being no further business to be considered, the meeting was adjourned by power of the Chair.

  
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RICHARD FINLEY, MAYOR



*Phyllis Loftis*  
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PHYLLIS LOFTIS, CMC, CITY CLERK