

AGENDA
BOARD OF CITY COMMISSIONERS
March 5, 2018 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

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

1. Consider approval of Consent Agenda:
 - a. Minutes for February 20, 2018 regular meeting.
 - b. Acknowledge the following minutes:
 - Traffic Commission Minutes from October 24, 2017 meeting.
 - c. Authorize staff to enter into a contract with U.S. Digital Designs for installation of a Fire Station Alerting System at Fire Station No. 2 and the Dispatch Center at City Hall.
 - d. Mayor's Appointments

Shawnee Beautification Committee
Sue Nelson 1st Full Term Expires 01/01/2022
Appointment to New Committee
 - e. Traffic Commission Recommendations
 1. Consideration of request by Tina Hanna to install stop signs for East and West bound traffic at the intersection of Ninth Street and Louisa Avenue.

BOARD RECOMMENDATION: Board recommends approval of request.
STAFF RECOMMENDATION: Staff recommends approval of request.
2. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
3. Mayor's Proclamations:

"Arbor Day"
March 15, 2018

4. Discussion and possible action regarding the Contract Review Committee.
5. Discussion and consideration of a Consulting Agreement with INSURICA to provide insurance consulting and employee benefit services to the City of Shawnee.
6. Discussion relating to the calling of an election to amend Section Two of Article III of the City Charter regarding electing City Commissioners at-large.
7. Consider an ordinance related to terms of mayor and city commissioners and election of vice mayor, amending Section Four and Section Six of Article III of the charter of the City of Shawnee, Oklahoma, changing the time for the beginning of terms for mayor and city commissioners to conform with election dates and setting the time for election of vice mayor; and setting the effective date and providing for severability. *(Deferred from the August 21, 2017 City Commission meeting.)*
8. Consider a resolution calling for, and providing for the holding of a general election in the City of Shawnee, Oklahoma, for the purpose of adopting an ordinance amending Section Four and Section Six of Article III of the charter of the City of Shawnee, Oklahoma, changing the time for the beginning of terms for the mayor and city commissioners to conform with election dates and setting the time for election of the vice mayor; and providing for said election to be conducted by the Pottawatomie County Election Board, and providing for voting by absentee ballot. *(Deferred from the August 21, 2017 City Commission meeting.)*
9. Consider an ordinance related to the calling of an election, amending Section Seven of Article XIV of the charter of the City of Shawnee, Oklahoma, changing the method of ordering the holding of elections by resolution, which conforms with state law; and setting the effective date and providing for severability. *(Deferred from the August 21, 2017 City Commission meeting.)*
10. Consider a resolution calling for, and providing for the holding of a general election in the City of Shawnee, Oklahoma, for the purpose of adopting an ordinance amending Section Seven of Article XIV of the charter of the City of Shawnee, Oklahoma, changing the method of ordering the holding of elections by resolution, which conforms to state law; and providing for said election to be conducted by the Pottawatomie County Election Board, and providing for voting by absentee ballot. *(Deferred from the August 21, 2017 City Commission meeting.)*
11. Consider an ordinance calling for a general and runoff election for Ward 1, Ward 5, and Ward 6.
12. Consider a resolution calling for a general and runoff election for Ward 1, Ward 5, and Ward 6.
13. Discussion and possible action to direct staff to prepare an ordinance and resolution relating to the calling of an election for the purpose of a one-half (1/2) cent sales tax for June 26, 2018 general election.
14. New Business

(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
15. Commissioners Comments

16. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

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

Regular Board of Commissioners**1.a.**

Meeting Date: 03/05/2018

CC Minutes 02-20-2018

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes for February 20, 2018 regular meeting.

AttachmentsMinutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
FEBRUARY 20, 2018 AT 6:00 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Tuesday, February 20, 2018 at 6:00 p.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley
Mayor

Dub Bushong
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: Lesa Shaw

INVOCATION

The Lord's Prayer

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes for February 5, 2018 regular meeting.
- b. Acknowledge the following reports:
 - License Payment Report for January 2018
 - Project Payment Report for January 2018
- c. Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Randy Newton.

- d. Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Diane Smith.
- e. Acknowledge a Declaration of Gift for a 2013 White Ford Taurus Sedan to the City of Shawnee Police Department.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve Consent Agenda Item Nos. 1 (a-e). Motion carried 6-0.

AYE: Harrod, Gillham, Finley, Rutherford, Salter, Bushong

NAY: None

AGENDA ITEM NO. 2:

Citizens Participation

(A three-minute limit per person)

(A twelve-minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 3:

Presentation by City Manager to Employee of the Month, Rebecca Reyes, Utility Billing Department.

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

AGENDA ITEM NO. 4:

Consider a resolution of appreciation to Diane Smith for over 33 years of service to the City of Shawnee and presentation to Diane Smith.

Diane Smith was present to accept the resolution of appreciation presented by Mayor Finley.

Resolution No. 6555 was introduced.

A RESOLUTION EXPRESSING APPRECIATION TO DIANE SMITH FOR OVER 33 YEARS OF LOYAL SERVICE TO THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO DIANE SMITH.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Salter, to approve a resolution of appreciation to Diane Smith for over 33 years of service to the City of Shawnee. Motion carried 6-0.

AYE: Harrod, Salter, Bushong, Gillham, Finley, Rutherford

NAY: None

AGENDA ITEM NO. 5:

Consider approval of a contract with RDG Planning and Design for an update to the City's Comprehensive Plan.

Community Development Director Justin DeBruin gave a brief background on the City's Comprehensive Plan. Mr. DeBruin explained that eight firms submitted plans and four of those were selected for interviews. The Selection Committee is recommending RDG Planning and Design for this project. A Plan Advisory Committee will be formed of eight to ten people to provide direction and to assist with any mid-course correction. The total process should be finished in thirteen to fourteen months.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to approve a contract with RDG Planning and Design for an update to the City's Comprehensive Plan. Motion carried 6-0.

AYE: Harrod, Rutherford, Salter, Bushong, Gillham, Finley

NAY: None

AGENDA ITEM NO. 6:

Discussion, consideration, and possible action to approve a prorated increase in funding to the Shawnee Economic Development Foundation in accordance with the clause related to the merger with the Greater Shawnee Area Chamber of Commerce in the *Agreement Between the City of Shawnee and Shawnee Economic Development Foundation* for Fiscal Year 2017-2018. (*Deferred from the February 5, 2018 City Commission meeting.*)

City Manager Justin Erickson stated staff recommends approval of this item. The original contract was approved on June 5, 2017.

A motion was made by Commissioner Rutherford, seconded by Commissioner Bushong, to approve a prorated increase in funding to the Shawnee Economic Development Foundation in accordance with the clause related to the merger with the Greater Shawnee Area Chamber of Commerce in the *Agreement Between the City of Shawnee and Shawnee Economic Development Foundation* for Fiscal Year 2017-2018. Motion carried 5-0-1

AYE: Rutherford, Bushong, Gillham, Finley, Salter

NAY: None

ABSTAIN: Finley

AGENDA ITEM NO. 7: Acknowledge Sales Tax Report received February 2018.

Finance Director Cindy Arnold reported that January sales tax collected this month was \$1,652,541.00, which is down 1.42% from 2017. For the year, the City is up 1.12%, which is slightly below budget.

AGENDA ITEM NO. 8: City Manager

City Manager Justin Erickson gave updates on the following:

- a. C-SPAN – The Shawnee special will air on March 3rd and 4th, and will also be available online at c-span.org/citiestour.
- b. City Commission Special Call Meeting – A Special Call Workshop will be held Thursday, March 1, 2018 at 11:00 a.m. at the Heart of Oklahoma Exposition Center.
- c. Website Redesign – Training on the new website will be held tomorrow. All Department Heads will have the chance to make changes to their pages before the website launches in mid-March.

AGENDA ITEM NO. 9: New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda.)

There was no New Business.

AGENDA ITEM NO. 10: Commissioners Comments

The Commissioners reminded citizens to be careful during the winter weather we are experiencing.

AGENDA ITEM NO. 11: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:13 p.m.)

RICHARD FINLEY, MAYOR

(Attest)

KACIE ECK, DEPUTY CITY CLERK

Regular Board of Commissioners

1.b.

Meeting Date: 03/05/2018

Acknowledge minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following minutes:

- Traffic Commission Minutes from October 24, 2017 meeting.

Attachments

Traffic Comm. Minutes

MINUTES
TRAFFIC COMMISSION
October 24, 2017 MEETING
COMMISSION CHAMBERS ROOM AT CITY HALL

I. ROLL CALL

MEMBERS PRESENT

Jack Barrett- Chairman
Reuben Peltier- Vice Chairman
Paul Roberts
Peggy Rider
Rebecca Dolin
Travis Flood

MEMBERS ABSENT

Rebecca Dolin
Paul Roberts

EX-OFFICIO MEMBERS

Michael Ludi, Assistant City Engineer
Shalah Yates, Traffic Commission Secretary
Keith Mangus, Traffic Supervisor

CITIZENS PRESENT

None

II. Approval of August 22, 2017 Minutes

Motion was made by Peggy Rider Second by Rueben Peltier to approve the August 22, 2017 Minutes, Motion carried 4-0

Roll Call: Aye: Barrett, Peltier, Rider, Flood
Nay:

III. Approval of 2018 Schedule of Regular Meetings

Motion was made by Rueben Peltier, Second by Peggy Rider to approve the 2018 Schedule of regular Meetings. Motion carried 4-0

Roll Call: Aye: Barrett, Peltier, Rider, Flood
Nay:

IV. CITIZEN PARTICIPATION

None

V. ADMINISTRATIVE REPORTS

Michael Ludi presented a slide show of the new traffic circle at Burns and Chapman. He advised that it was paid for by an American of Retired Persons (AARP) grant. He also discussed the operation and flow of traffic through the traffic circle.

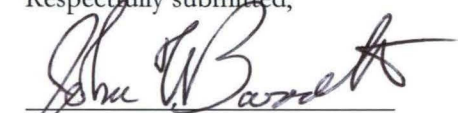
VI. BOARD MEMBERS COMMENTS

None

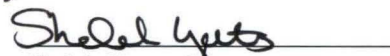
There being no further business to come before the Transportation Commission, a motion was made by Peggy Rider, seconded by Travis Flood recommending the meeting be adjourned.
Motion carried. 4-0

Roll Call: Aye: Barrett, Peltier, Rider, Flood
Nay:

Respectfully submitted,



Jack Barrett, Chairman



Shalah Yates, Secretary

Regular Board of Commissioners

1.c.

Meeting Date: 03/05/2018

Fire Station Alterring System Contract Req

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to enter into a contract with U.S. Digital Designs for installation of a Fire Station Alerting System at Fire Station No. 2 and the Dispatch Center at City Hall.

Attachments

FSAS Memo



16 West 9th Street
P (405) 878-1671 | F (405) 878-1618



ADMINISTRATION

Dru Tischer, Fire Chief
(405) 878-1556

Andy Starkey, Deputy Fire Chief
(405) 878-1538

Dani Turner, Administrative Asst.
(405) 878-1671

DATE: January 26, 2018
TO: Mayor, Vice Mayor and City Commissioners
CC: Justin Erickson, City Manager; Cindy Arnold, Finance Director
FROM: Dru Tischer, Fire Chief *DT*
SUBJECT: Request Permission to Contract w/ U.S. Digital Designs for Installation of Fire Station Alerting System at Fire Station 2 and the COS Dispatch Center

I am respectfully requesting permission to contract with U.S. Digital Designs in the amount of \$87,922.39 (\$44,382.05 for Station 2 and \$43,540.34 for the COS Dispatch Center) for installation of a needed Fire Station Alerting System (FSAS) at Fire Station 2 (as part of our current renovation project) and in the City of Shawnee Dispatch Center. This pricing has been secured through our membership in the Fire Rescue GPO cooperative purchasing program. The \$44,382.05 for Station 2 is budgeted for in the overall renovation project and the \$43,540.34 will be taken from 911 fees.

In addition to providing for the emergency radio speakers and amplifier for Station 2, this system will provide a commercial station alerting system that will allow Station 2 to receive redundant emergency traffic from COS Dispatch over both our 800 MHz emergency radio system and our IP infrastructure providing redundancy in the event that one of these systems fail. The FSAS will also provide the capability for Station 2 to be dispatched individually to emergency incidents (currently, all 3 stations are alerted to every emergency incident whether or not they need to respond; we will budget for installation of similar systems in Station 1 and Station 3 in the near future to allow this capability at all SFD stations; no additional equipment or installation will be required in the Dispatch Center to allow the addition of Station 1 and Station 3 to the FSAS). The FSAS will take stress off our dispatchers by providing text-to-speech capability that will begin the dispatch process when the dispatcher starts typing into the CAD system. It will also enhance our ability to comply with the dispatch provisions of NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations to the Public by Career Fire Departments by expediting emergency call processing. Please see the attached diagram and quote from U.S. Digital Designs.

- NOTES:
1. SEE ARCHITECTURAL SPECIFICATIONS FOR ALL ROUGH-IN AND INSTALLATION DETAILS.
 2. US DIGITAL DESIGNS DOES NOT SUPPLY BACK BOXES, CONDUITS, OR MOUNTING FASTENERS.
 3. US DIGITAL DESIGNS FIRE STATION ALERTING PLANS ARE DIAGRAMMATIC AND FOR QUOTING PURPOSES ONLY. DRAWING MAY NOT BE TO SCALE.
 4. PHOENIX G2 SYSTEM IS ABLE TO SIGNAL OWNER-FURBISHED SYSTEMS, (EXHAUST, LIGHT, GAS SHUT OFF, ETC.) BUT USDD DOES NOT SUPPLY THESE SYSTEMS AND CANNOT WARRANT OR SUPPORT ANY OF THEIR PERFORMANCE BEYOND THE TRANSMISSION OF RELAY SIGNAL TO THEM.

- INSTALLER NOTES:
1. INSTALLER TO INCLUDE CONNECTION BETWEEN ATX STATION CONTROLLER'S LINE-LEVEL AUDIO OUTPUT AND (EXISTING) OWNER-FURBISHED HOUSE AUDIO SYSTEM (AMP).(IF APPLICABLE)
 2. INSTALLER TO PROVIDE 1 CAT5/6 CABLE FROM ATX CONTROLLER TO CUSTOMER EXISTING STATION RADIO AND NETWORK SYSTEM FOR BACKUP.
 3. INSTALLER TO PROVIDE CONNECTION BETWEEN (EXISTING) OWNER-FURBISHED STATION LIGHTING CONTROL SYSTEM AND RELAY OUTPUT FROM ATX STATION CONTROLLER OR I/O REMOTE. (IF APPLICABLE)
 4. INSTALLER TO VERIFY WALL AND CEILING TYPE TO DETERMINE NEED FOR FLUSH OR SURFACE MOUNT INSTALLATION OF EQUIPMENT SPECIFIED.

US DIGITAL DESIGNS	
Count	Name
1	EXTERNAL AMPLIFIER (60-100W)
1	G2 ATX STATION CONTROLLER
4	G2 HDTV REMOTE
9	G2 LED SPEAKER (G2-LVL-HC-70)
3	PUSH BUTTON
8	SPEAKER FLUSH MOUNT
9	SPEAKER WEATHER-PROOF
2	SPEAKER-METAL BOX

SYMBOL	DESCRIPTION
ATX	G2 ATX STATION CONTROLLER
G2	PHOENIX G2 STATION CONTROLLER
EXP	G2 EXPANSION MODULE
I/O	G2 I/O REMOTE
MR	G2 MESSAGE REMOTE
MS	G2 MESSAGE SIGN
RR	G2 ROOM REMOTE
RR2	G2 ROOM REMOTE 2
HDT	G2 HDTV REMOTE
CIR	G2 COLOR INDICATOR REMOTE
SR	G2 SIGN REMOTE
UPS	G2-UNINTERRUPTIBLE POWER SUPPLY
I/O	G2 I/O REMOTE
PB	OEM PUSH BUTTON
STR	OEM STROBE LIGHT
AMP	OEM AMPLIFIER
T	OEM TRANSFORMER
	G2 LED SPEAKER, FLUSH MOUNT
	G2 LED SPEAKER, METAL BOX
	SPEAKER, WEATHER-PROOF
	SPEAKER, FLUSH MOUNT
	SPEAKER, METAL BOX
	G2 FLAT PANEL MONITOR, XX", WITH MOUNT
ADS	APPARATUS DETECTION SENSOR
GSS	G2 MESSAGE SIGN
VC	VOLUME CONTROL (CUSTOMER SUPPLIED)
OH	OFF-HOOK
FPD	OEM FLAT PANEL DISPLAY
MX1	24 PORT MIXER v1
MX2	24 PORT MIXER v2
MSML	ARTICULATING ARM MOUNT FOR GSS
ADP	ADAPTER PLATE FOR MSML/GSS

SHAWNEE FIRE DEPARTMENT, OK

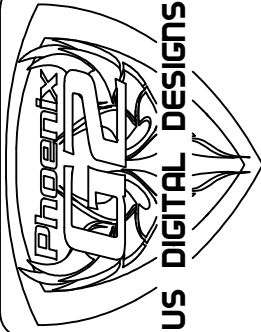
FIRE STATION 2

USDD.OK_SHAW.FS02NEW.FSAA.DWG

24-Jan-2018

project
building
filename
date

JA design by



www.stationalerting.com

US DIGITAL DESIGNS

Tempe, Arizona USA

Phoenix G2 - Automated Fire Station Alerting

Quotation to:

City of Shawnee, Oklahoma
Shawnee Fire Department

Project:

G2 Fire Station Alerting System
Dispatch Center System and Station 02 System

Proposal number:

OK_SHAW002

Revision #

1

Quote Date:

19-Feb-2018

Quote Expires:

18-Aug-2018

FOR FINAL INSTALLATION CONTACT:

[High Tech Tronics](#)

Wayland Reeves / (405) 413-3886 / <mailto:wreeves@hightechtronics.com>

By:

Erik Hanson

Project Manager

US Digital Designs, Inc.

1835 E Sixth St #27

Tempe, AZ 85281

602-687-1739 direct

480-290-7892 fax

ehanson@usdd.com

This Proposal is subject to corrections due to Errors or Omissions

US DIGITAL DESIGNS

1835 E. Sixth St. Suite #27

Tempe, Arizona 85281

877-551-8733 tel

480-290-7892 fax

QUOTE

DATE: 2/19/18

Expires: 8/18/18

Quote SUBMITTED TO:

City of Shawnee, Oklahoma

G2 Fire Station Alerting System

REF PROPOSAL

OK_SHAW002 v1

Dispatch-Level Equipment/Services

DISPATCH CENTER

Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	USDD Direct Unit	USDD Direct Ext	
COMMUNICATIONS GATEWAY EQUIPMENT									
1a	PR	USDD	1	G2 Communications Gateway Pair (Hardware for CAD interface) 2@2RU each	G2-GW	\$ 9,250.00	\$ 8,325.00	\$ 8,325.00	
2	Kit	USDD	1	Multi-Port Ethernet Interface Pair (8 Ports Total) to support additional networks	MPE-	\$ 1,175.00	\$ 1,057.50	\$ 1,057.50	
3a	Kit	USDD	1	G2 Gateway Audio Radio Interface (GaRi) - Rack Mount	GaRi-RM	\$ 1,885.00	\$ 1,696.50	\$ 1,696.50	
3b	Kit	USDD	0	G2 Gateway Audio Radio Interface (GaRi) - Flange Mount	GaRi-FM	\$ 1,885.00	\$ 1,696.50	\$ -	
4	Kit	USDD	0	G2 HDTV REMOTE Module (TV & Electrical Outlet by Others)	TVR	\$ 875.00	\$ 787.50	\$ -	
5	Kit	USDD	0	G2 Light Tower Interface	LTI	\$ 520.00	\$ 468.00	\$ -	
COMMUNICATIONS GATEWAY INTERFACES									
6	LOT	USDD	0	Radio System Interface	RSI	\$ 13,650.00	\$ 12,285.00	\$ -	
7	LOT	USDD	0	Radio System Interface Modification	RSI-CM	\$ 4,225.00	\$ 3,802.50	\$ -	
8	LOT	USDD	0	Additional Radio Channel	ARC	\$ 4,225.00	\$ 3,802.50	\$ -	
9	LOT	CAD	1	CAD Interface - GLOBAL CAD (USDD-side Only - Customer responsibility to discuss CAD-side costs (if any) with their vendor)	CAD-I	\$ 10,890.00	\$ 9,801.00	\$ 9,801.00	
COMMUNICATIONS GATEWAY SERVICES									
10	HR	USDD	50	Gateway Configuration & Modifications	GW-CM	\$ 280.00	\$ 252.00	\$ 12,600.00	
11	LOT	USDD	1	Gateway Installation and Start-up	GW-ISU	\$ 5,825.00	\$ 5,242.50	\$ 5,242.50	
12	LOT	USDD	1	Gateway Project Management	GW-PM	\$ 417.60	\$ 375.84	\$ 375.84	
13	LOT	USDD	1	Training - System Administrator	TRA-SA	\$ 2,400.00	\$ 2,160.00	\$ 2,160.00	
14	LOT	USDD	1	Training - Dispatch Operator	TRA-DO	\$ 2,400.00	\$ 2,160.00	\$ 2,160.00	
15	LOT	USDD	0	Training - Installation Contractor / USDD G2 Certification (TBD - only needed if using non-certified contractor)	TRA-IC	\$ 4,325.00	\$ 3,892.50	\$ -	
16	LOT	USDD	0	Misc Option 1		\$ -	\$ -	\$ -	
DISPATCH CENTER SUBTOTAL								\$ 43,418.34	

All Dispatch-Level Equipment and Services / Running Total: \$43,418.34

All Dispatch-Level Shipping / Running Total: \$122.00

GRAND TOTAL / This Dispatch Center: \$43,540.34

Dispatch center costs typically only need to be assumed once per dispatching agency, no matter how many stations are dispatched (unless redundant centers or further modifications are needed). Costs for this part of the system are often shared between consolidated agencies.

US DIGITAL DESIGNS

1835 E. Sixth St. Suite #27
Tempe, Arizona 85281
877-551-8733 tel 480-290-7892 fax

QUOTE

DATE: 2/19/18
Expires: 8/18/18

Quote SUBMITTED TO:
City of Shawnee, Oklahoma
G2 Fire Station Alerting System

REF PROPOSAL

OK_SHAW002 v1 Station-Level Equipment/Services

STATION 02

Based from USDD G2 Fire Station Alerting System Design Drawing # USDD.OK_SHAW.FS02.FSA.2018.01.24.pdf

Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	USDD Direct Unit	USDD Direct Ext	
------	------	-----	-----	-------------	----------	--------------	------------------	-----------------	--

STATION LICENSES

L1	Ea	USDD	1	G2 VOICEALERT - Single Station License. One-Time/Perpetual (unless further USDD modification is needed)	VA	\$ 927.00	\$ 834.30	\$ 834.30	
L2	Ea/Yr	USDD	24	G2 MOBILE FSAS APP - Single Device License. Up to 24 Licenses-Per-ATX are offered at \$0.00 cost each as long as system is currently under warranty or elected recurring annual support coverage. See 'Mobile' Section for more detail.	G2-APP-DL	\$ -	\$ -	\$ -	

PHOENIX G2 - STATION CONTROLLER (Required)

Control up to (8) peripherals

1	Kit	USDD	1	G2 ATX STATION CONTROLLER - Power/Signal/Control up to 8 peripheral Remote Options. 4 Unique Amps/Zones available.	ATX	\$ 20,000.00	\$ 18,000.00	\$ 18,000.00	
2	Kit	USDD	0	Rack Mount Ears	ATX-E	\$ 54.00	\$ 48.60	\$ -	
3	Kit	USDD	0	Base Plate	ATX-P	\$ 54.00	\$ 48.60	\$ -	

STATION CONTROLLER OPTIONS

4	Kit	USDD	0	ATX EXPANSION KIT - Allows ability to Power/Signal/Control up to 12 more peripheral Remote options per EXP.	EXP	\$ 6,660.00	\$ 5,994.00	\$ -	
5	Kit	USDD	0	Rack Mount Ears	ATX-E	\$ 54.00	\$ 48.60	\$ -	
6	Kit	USDD	0	Base Plate	ATX-P	\$ 54.00	\$ 54.00	\$ -	

STATION PERIPHERAL OPTIONS

7	Ea	USDD	0	G2 ROOM REMOTE Module	RR	\$ 1,830.00	\$ 1,647.00	\$ -	
8	Ea	USDD	0	G2 ROOM REMOTE Module / 2016 version 2	RR2	\$ 1,830.00	\$ 1,647.00	\$ -	
8	Ea	USDD	0	RR Trim Plate, for Flush-Mount	RR-TP	\$ 46.00	\$ 41.40	\$ -	
9	Ea	USDD	0	RR Back-Straps, for solid-wall flush-mounting	RR-BS	\$ 27.00	\$ 24.30	\$ -	
10	Ea	USDD	0	RR Back-Box, for solid-wall flush-mounting	RR-BB	\$ 86.00	\$ 77.40	\$ -	
11	Ea	USDD	0	G2 MESSAGE REMOTE Module	MR	\$ 1,167.00	\$ 1,050.30	\$ -	
12	Ea	USDD	0	G2 SIGN REMOTE Module	SR	\$ 583.00	\$ 524.70	\$ -	
13	Ea	USDD	4	G2 HDTV REMOTE Module (TV & Electrical Outlet by Others)	TVR	\$ 875.00	\$ 787.50	\$ 3,150.00	
14	Ea	USDD	0	G2 MESSAGE SIGN, Digital LED (STANDARD GammaSign / 24" Active Screen Width)	MS-G-S	\$ 943.00	\$ 848.70	\$ -	
15	Ea	USDD	0	G2 MESSAGE SIGN, Digital LED (EXTENDED GammaSign / 36" Active Screen Width)	MS-G-E	\$ 1,414.50	\$ 1,273.05	\$ -	
16	Ea	USDD	0	GS Adapter Plate, SINGLE. VESA 100, joins (1) MS-G-S(or-E) to any standard mount with VESA 100 hole patterns (mount not	AP-S	\$ 38.00	\$ 34.20	\$ -	
17	Ea	USDD	0	GS Adapter Plate, DOUBLE, VESA 100, joins (2) MS-G-S(or-E) to any standard mount with VESA 100 hole patterns (mount not	AP-D	\$ 49.00	\$ 44.10	\$ -	
18	Ea	USDD	0	MESSAGE SIGN, Digital LED (BetaBrite - LEGACY Replacement 24" Screen Width)	MS-B	\$ 360.00	\$ 324.00	\$ -	
19	Ea	USDD	0	MS Adapter Plate, VESA 100	MS-ADPT-V100	\$ 60.00	\$ 54.00	\$ -	
20	Ea	USDD	0	MS Tie-Straps (pair) - join two MSs	MS-ADPT-STRP	\$ 27.00	\$ 24.30	\$ -	
21	Ea	USDD	0	MS Mount - Articulating, Long reach	MS-MNT-ART-L	\$ 287.00	\$ 258.30	\$ -	
22	Ea	USDD	0	G2 DOUBLE MS KIT (MR, 90-deg Mount, x2MS)	MS-X2K	\$ 2,065.00	\$ 1,858.50	\$ -	
23	Ea	USDD	0	G2 I/O REMOTE w/ 8 In & 8 Out	IOR	\$ 1,165.00	\$ 1,048.50	\$ -	

24	Ea	USDD	0	G2 Strobe Light / Red LED	STR	\$ 500.00	\$ 450.00	\$ -	
25	Ea	USDD	0	G2 Color Indicator Remote - Up to 8 unique colors	CIR	\$ 635.00	\$ 571.50	\$ -	
26	Ea	USDD	2	Push Button, Standard (Black)	PB-B	\$ 100.00	\$ 90.00	\$ 180.00	
27	Ea	USDD	1	Push Button, Emergency (Red)	PB-R	\$ 100.00	\$ 90.00	\$ 90.00	
28	Ea	Atlas	1	Audio Amplifier, External, Standard	AMP	\$ 987.00	\$ 888.30	\$ 888.30	
29	Ea	Atlas	1	Shelf, Under Table or Wall Mount, for 1U 1/2 Rack	AMP-S	\$ 66.00	\$ 59.40	\$ 59.40	
30	Ea	Bogn	9	Speaker-APP/Weatherized (A2T), Surface, 70v	SPK-W-SM	\$ 280.00	\$ 252.00	\$ 2,268.00	
31	Ea	Bogn	8	Speaker - Standard, Flush Mount, 70v (S86)	SPK-STD-FM	\$ 73.00	\$ 65.70	\$ 525.60	
32	Ea	Bogn	2	Speaker - Standard, Surface Mount (MB), 70v	SPK-STD-SM	\$ 73.00	\$ 65.70	\$ 131.40	
33	Ea	USDD	9	G2 LED SPEAKER - Flush Mount, 70v	SPK-LED-FM	\$ 297.00	\$ 267.30	\$ 2,405.70	
34	Ea	USDD	0	G2 LED SPEAKER - Surface Mount (MB), 70v	SPK-LED-SM	\$ 297.00	\$ 267.30	\$ -	
35	Ea	TIC	0	Transformer, 8ohm to 70V, External	XFMR	\$ 53.00	\$ 47.70	\$ -	
36	Ea	TBD	1	ATX UPS, Standard	UPS-STD	\$ 923.00	\$ 830.70	\$ 830.70	
37	Ea	TBD	1	Shelf/Bracket, Wall-Mount for UPS	UPS-WMB	\$ 57.00	\$ 51.30	\$ 51.30	
38	Ea	USDD	0	UPS Extended Runtime Battery	UPS-EXT	\$ 2,765.00	\$ 2,488.50	\$ -	

STATION-LEVEL SERVICES

39	Ea	USDD	1	Station Installation (HighTechTronics)	ST-INST	\$ 12,125.22	\$ 10,912.69	\$ 10,912.69	
40	Ea	USDD	0	Station Remediation (Removal and Disposal of Legacy Equipment Not currently Assumed or Included, nor is any related Remediation to Paint, Drywall, etc.)	ST-INST	\$ -	\$ -	\$ -	
41	Ea	USDD	0	Station Installation Supervision	ST-IS	\$ -	\$ -	\$ -	
42	Ea	USDD	1	Station Configuration & Start-Up	ST-SU	\$ 2,000.63	\$ 1,800.57	\$ 1,800.57	
43	Ea	USDD	1	Station Project Management	ST-PM	\$ 857.41	\$ 771.67	\$ 771.67	
44	Ea	USDD	1	Station Engineering / Design Services	ST-ES	\$ 428.71	\$ 385.84	\$ 385.84	
45	Ea	USDD	1	Station Documentation	ST-DM	\$ 42.87	\$ 38.58	\$ 38.58	
46	Ea	USDD	0	Station Training - User/Technician via streamed online video with per-station license and participant registration/verification.	TRA-UT-VID	\$ -	\$ -	\$ -	
47	Ea	USDD	0	Station Training - User/Technician. On-Site @ Station. 1 Hour, 1 Visit. (3 Units/Hours suggested to cover 3 shifts)	TRA-UT-OS	\$ -	\$ -	\$ -	
48	Ea	USDD	0	Training - Installation Contractor / USDD G2 Certification (TBD - only needed if using non-certified contractor)	TRA-IC	\$ -	\$ -	\$ -	
49	Ea	USDD	0	Miscellaneous/TBD	MISC	\$ -	\$ -	\$ -	

STATION 02	Individual Station Equipment & Services Subtotal	\$ 43,324.05
	Individual Station Shipping	\$ 1,058.00
	INDIVIDUAL STATION GRAND TOTAL	\$ 44,382.05

Installation Notes:
01 - Unless specifically detailed in this proposal, no installation by USDD or it's subcontractors is assumed or provided.
02 - Because these are mission-critical systems, USDD can only warrant and support systems installed by G2 Trained and Certified Contractors.
03 - USDD can source, qualify, train and certify Local Licensed Regional Subcontractors where needed.
04 - Installation warranted by installation contractor - G2 FSAS warranted, serviced and supported by USDD.
05 - Unless specifically detailed in this proposal, installation to be performed during normal working hours.
06 - Unless specifically detailed in this proposal, no permit fees or material charges have been included.
07 - Unless specifically detailed in this proposal, no removal or remediation has been assumed or included.
08 - Unless specifically detailed in this proposal, no bonds of any type (performance, bid) have been assumed, included or budgeted for in this proposal.
09 - USDD FSAS Equipment to be made available by owner to Installation Contractor prior to on-site arrival.
10 - Structural backing for system devices and other millwork (not specifically detailed) by others.
11 - If applicable, Gas Control Shutoff Valve Addendum (to USDD and installation contractor) must be signed prior to installation.
12 - All electrical power, including (but not limited to) raceway, conduit, backboxes, service panels, high-voltage wiring and fixtures by others.
13 - All communications pathway infrastructure (network, radio, etc.) by others unless specifically detailed in this proposal.
14 - USDD cannot warrant nor support any owner-furnished (3rd-Party) system or component we are required to integrate with.

US DIGITAL DESIGNS

1835 E. Sixth St. Suite #27
Tempe, Arizona 85281
877-551-87335 tel 480-290-7892 fax

QUOTE

DATE: 2/19/18
Expires: 8/18/18

Quote SUBMITTED TO:
City of Shawnee, Oklahoma
G2 Fire Station Alerting System

REF PROPOSAL

OK_SHAW002 v1

Recurring Annual Support Options

Customer must elect to choose any coverage required beyond 1st Year of Standard Warranty

Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	USDD Direct Unit	USDD Direct Ext	
------	------	-----	-----	-------------	----------	--------------	------------------	-----------------	--

STANDARD Annual Support Options

1	LOT	USDD	1	[STANDARD] 1st YEAR SUPPORT Telephone / Remote Access Support (8:00 AM - 5:00 PM MST)	RS-1YR-STD	\$ 5,029.47	\$ 4,526.52	No Charge - Included in Purchase	
2	LOT	USDD	0	[STANDARD] ADDITIONAL / RECURRING ANNUAL SUPPORT OPTION (PER YEAR) Telephone / Remote Access Support (8:00 AM - 5:00 PM MST)	RS-AYR-STD	\$ 5,029.47	\$ 4,526.52	\$ -	

SUPPORT OPTIONS TOTAL:

\$ -

Support Agreements subject to change if system design is modified. For additional details, please review current USDD Warranty Statement and Service Agreement

US DIGITAL DESIGNS

1835 E. Sixth St. Suite #27
Tempe, Arizona 85281

877-551-8733 tel 480-290-7892 fax

QUOTE

DATE: 2/19/18

Expires: 8/18/18

Quote SUBMITTED TO:

City of Shawnee, Oklahoma

G2 Fire Station Alerting System

REF PROPOSAL

OK_SHAW002 v1

Section Totals

(unless otherwise noted, all prices are \$US)

Dispatch Center G2 FSAS Subtotal	\$	43,540.34
----------------------------------	----	-----------

Station 02 G2 FSAS Subtotal	\$	44,382.05
-----------------------------	----	-----------

Mobile-Level FSAS APP Subtotal (see 'Mobile' section for more detail)	\$	-
--	----	---

Support-Level FSAS Subtotal (TBD By Customer)	\$	-
--	----	---

US Digital Designs System Total	\$	87,922.39
--	-----------	------------------

USDD G2 Mobile FSA App:

USDD has developed the new Phoenix G2 FSA Mobile Application (the "App") to provide a remote extension of the customer's existing G2 FSAS. The App is supported by Apple and Android devices. The App will interface with the Agency's CAD to send simultaneous mobile alerts, including dispatch announcements, administrative alerts, IT support notifications and application update notifications to authorized personnel via their smartphones and tablets. The App alerts personnel as individuals or groups (e.g., stations, battalions, districts, etc.) wherever they are, making it especially ideal for volunteers and reserves. The mobile alerts plays the same tones as those in the station, shows incident location using the device's built-in mapping capabilities and enables users to save notifications for future reference and search for previous notifications. In addition, the App provides an easy-access email address and phone link to local IT support. Each ATX Station Controller will enable x24 App licenses at no additional charge while the System is under warranty or annual service and support. Additional licenses can be obtained on a sliding cost scale. It should be noted, however, that the performance of mobile alerting is subject to network reliability and coverage.

So your eventual needs will be determined when you let us know how many device licenses you would need, versus the 24 devices-licenses-per-ATX-purchased and currently under warranty or support. As long as the purchased/installed ATX Station Controller is currently under warranty or elected recurring annual support, then there is no additional annual cost for up to x24 individual device licenses for the G2 Mobile FSA App.

TERMS AND CONDITIONS OF SALE

(Contract Sales)

1. **REMITTANCES** All invoices shall be due and payable upon receipt in United States currency, free of exchange, or any other charges, or as otherwise agreed in writing by US Digital Designs, Inc. (hereinafter called "USDD").
2. **PROPOSALS** This proposal expires 30 days after its date. Prices are subject to correction for error.
3. **PROGRESS PAYMENTS** USDD reserves the right to invoice Customer monthly for all materials delivered. Invoices are due NET 30 upon receipt by Customer. If the Customer becomes overdue in any progress payment, USDD shall be entitled to suspend further shipments, shall be entitled to interest at the annual rate of 18%, and also to avail itself of any other legal remedies. Customer agrees that it will pay and/or reimburse USDD for any and all reasonable attorneys' fees and costs which are incurred by USDD in the collection of amounts due and payable hereunder.
4. **CANCELLATION AND SUSPENSION** Any order resulting from this proposal is subject to cancellation or instructions to suspend work by the Customer only upon agreement to pay USDD for all work in progress and all inventoried or ordered project parts and materials, and all other costs incurred by USDD related to the contract.
5. **TAXES** All taxes of any kind levied by any federal, state, municipal or other governmental authority, which tax USDD is required to collect or pay with respect to the production, sale, or delivery of products sold to Customer shall be the responsibility of Customer. Customer agrees to pay all such taxes and further agrees to reimburse USDD for any such payments made by USDD.
6. **LOSS, DAMAGE OR DELAY** USDD shall not be liable for any loss, damage, or delay occasioned by any causes beyond USDD's control, including, but not limited to, governmental actions or orders, embargoes, strikes, differences with workmen, fires, floods, accidents, or transportation delays. IN NO EVENT SHALL USDD BE LIABLE FOR ANY CONSEQUENTIAL OR SPECIAL DAMAGES.
7. **WARRANTY:** USDD warrants and guarantees its products for 12 months from the day of shipment to Customer (the "Warranty Period"), subject to the terms and limitations set forth herein. The Customer's rights and remedies with respect to a product found to be defective in material or workmanship shall be limited exclusively to the rights and remedies set forth herein.

7.1 **PRODUCT DEFECTS.** If a product is defective and a valid claim is made within the Warranty Period, at its option, USDD will either (1) repair the defective product at no charge, using new parts or parts equivalent to new in performance and reliability or (2) exchange the product with a product that is new or equivalent to new in performance and reliability and is at least functionally equivalent to the original product. Any replacement product or part, including a user-installable part that has been installed in accordance with instructions provided by USDD, shall remain under warranty during the Warranty Period or for 90 days from the date of repair, whichever is later. When a product or part is exchanged, any replacement item becomes the Customer's property and the replaced item becomes the property of USDD. Customer shall be responsible for and bear all risks and costs of shipping any products to USDD for repair. USDD shall be responsible for and bear all risks and costs of returning any product to Customer after repair or replacement. Replacement products will be returned to Customer configured as it was when the product was originally purchased, subject to applicable updates.

7.2 **CLAIMS.** Prior to making a Warranty claim, Customer is encouraged to review USDD's online help resources. Thereafter, to make a valid claim hereunder, Customer must contact USDD technical support and describe the problem or defect with specificity. The first such contact must occur during the Warranty Period. USDD's technical support contact information can be found on USDD's web site at <http://stationalerting.com/home/about-usdd/contact-usdd/>. Customer must use its best efforts to assist in diagnosing defects, follow USDD's technical instructions, and fully cooperate in the diagnostic process. Failure to do so shall relieve USDD of any further obligation hereunder.

7.3 **EXCLUSIONS AND LIMITATIONS.** USDD does not warrant that the operation of its product or any related peripherals will be uninterrupted or error-free. USDD is not responsible for damage arising from Customer's failure to follow instructions relating to the product's use. This Warranty does not apply to any Hardware or Software (as defined below) not used for its intended purpose. This Warranty does not apply to monitors or televisions manufactured by third parties. Repair or replacement of such components shall be subject exclusively to the manufacturer's warranty, if any. Recovery and reinstallation of Hardware and user data (including passwords) are not covered under this Warranty. This Warranty does not apply: (a) to consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship; (b) to cosmetic damage, including but not limited to scratches, dents and broken plastic on ports; (c) to damage caused by use with non-USDD products; (d) to damage caused by accident, abuse, misuse, flood, lightning, fire, earthquake or other external causes; (e) to damage caused by operating the product outside the permitted or intended uses described by USDD; (f) to damage or failure caused by installation or service (including upgrades and expansions) performed by anyone who is not a representative of USDD or a USDD authorized installer or service provider; (g) to a product or part that has been modified to alter functionality or capability without the written permission of USDD; or (h) if any serial number has been removed or defaced.

TO THE EXTENT PERMITTED BY LAW, THIS WARRANTY AND REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, REMEDIES AND CONDITIONS, WHETHER ORAL OR WRITTEN, STATUTORY, EXPRESS OR IMPLIED. AS PERMITTED BY APPLICABLE LAW, USDD SPECIFICALLY DISCLAIMS ANY AND ALL STATUTORY OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND WARRANTIES AGAINST HIDDEN OR LATENT DEFECTS. If USDD cannot lawfully disclaim statutory or implied warranties then to the extent permitted by law, all such warranties shall be limited in duration to the duration of this express Warranty and to repair or replacement service as determined by USDD in its sole discretion. No reseller, agent, or employee is authorized to make any modification, extension, or addition to this Warranty. If any term is held to be illegal or unenforceable, the legality or enforceability of the remaining terms shall not be affected or impaired.

EXCEPT AS PROVIDED IN THIS WARRANTY AND TO THE EXTENT PERMITTED BY LAW, USDD IS NOT RESPONSIBLE FOR DIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY OTHER LEGAL THEORY, INCLUDING BUT NOT LIMITED TO LOSS OF USE; LOSS OF REVENUE; LOSS OF THE USE OF MONEY; LOSS OF ANTICIPATED SAVINGS; LOSS OF GOODWILL; LOSS OF REPUTATION; and LOSS OF, DAMAGE TO OR CORRUPTION OF DATA. USDD IS NOT RESPONSIBLE FOR ANY INDIRECT LOSS OR DAMAGE HOWSOEVER CAUSED INCLUDING THE REPLACEMENT OF EQUIPMENT AND PROPERTY, ANY COSTS OF RECOVERING PROGRAMMING OR REPRODUCING ANY PROGRAM OR DATA STORED OR USED WITH USDD PRODUCTS, AND ANY FAILURE TO MAINTAIN THE CONFIDENTIALITY OF DATA STORED ON THE PRODUCT. USDD disclaims any representation that it will be able to repair any product under this Warranty or make a product exchange without risk to or loss of the programs or data stored thereon.

8. **SERVICE AGREEMENT.** The Product being purchased hereunder is not subject to any post warranty service agreement or maintenance program unless specifically contracted for between USDD and Customer. USDD offers a comprehensive post warranty Service Agreement at additional cost. Customer should contact USDD regarding its Service Agreement and costs associated therewith.
9. **INTELLECTUAL PROPERTY:** Customer hereby agrees and acknowledges that USDD owns all rights, title, and interest in and to the Intellectual Property (as defined below). Customer agrees to not remove, obscure, or alter USDD's or any third party's copyright notice, trademarks, or other proprietary rights notices affixed to or contained within or accessed in conjunction with or through USDD's Product (as defined below). Nothing herein shall be deemed to give, transfer, or convey to Customer any rights in the Intellectual Property other than the License, as set forth below.
 - 9.1 **LICENSE:** At all times that Customer is in compliance with the terms of this Agreement and all other agreements between the parties, Customer shall have a non-exclusive, non-transferable, fully paid license to use the Software, but only in conjunction with the Hardware provided by USDD and only in conjunction with Customer's fire station alerting system pursuant to the terms of this Agreement.
 - 9.2 **DEFINITIONS:** For purposes of this Section the following terms shall have the following definitions:
 - 9.2.1 "Intellectual Property " means any and all rights of USDD related to USDD's Product existing from time to time under patent law, copyright law, trade secret law, trademark law, unfair competition law, and any and all other proprietary rights, and any and all derivative works, work product, applications, renewals, extensions and restorations thereof, now or hereafter in force and effect worldwide;
 - 9.2.2 "USDD's Product" means any and all Hardware and Software provided to Customer by USDD under this Agreement or any other contract, purchase order, or arrangement;
 - 9.2.3 "Hardware" means a physically tangible electro-mechanical system or sub-system and associated documentation but specifically excludes any televisions or monitors manufactured by a third party; and
 - 9.2.4 "Software" means software programs, including embedded software, firmware, executable code, linkable object code, and source code, including any updates, modifications, revisions, copies, documentation and design data that are licensed under this Agreement.
10. **GOVERNING LAW** Any contract resulting from this proposal shall be governed by, construed, and enforced in accordance with the laws of the State of Arizona.
11. **ACCEPTANCE OF TERMS** This proposal shall become a binding contract between the Customer and USDD when accepted in writing by the Customer. Without limiting the foregoing, issuance by Customer of a purchase order to USDD for any of the goods or services herein described shall constitute acceptance. Any such acceptance shall be with the mutual understanding that the terms and conditions of this proposal are a part thereof with the same effect as though signed by both parties named herein and shall prevail over any inconsistent provision of said order. No waiver, alteration, or modification of these terms and conditions shall be binding unless in writing and signed by an authorized representative of USDD.
12. **THIS QUOTE SUBJECT TO REVIEW FOR ERRORS AND OMISSIONS.**

Regular Board of Commissioners**1.d.**

Meeting Date: 03/05/2018

Mayor Appts

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments

Shawnee Beautification CommitteeSue Nelson 1st Full Term

Expires 01/01/2022

Appointment to New Committee

AttachmentsNelson Application



APPLICATION TO SERVE
Boards, Committees and Commissions

- ☒ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>SUE NELSON</u>	Application Date: _____
Address: <u>29 BROOKRIDGE</u>	Date of Birth: _____
Mailing Address: <u>SHAWNEE, OK 74804</u>	
Daytime Phone: <u>481-2812</u>	Fax: <u>405-395-9466</u> Email: <u>SNELSON@VisionBankOK.com</u>
Profession: <u>BANKER</u>	
Business Name: <u>VISION BANK</u>	
Business Address: <u>4301 N. HARRISON</u>	
Business Phone: <u>395-9455</u>	Fax: <u>405-395-9466</u> Email: <u>SAME AS ABOVE</u>

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

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

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 50

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

☐ Airport Advisory Board ☒ Beautification Committee ☐ Board of Adjustment (Zoning) ☐ Civic and Cultural Development Authority ☐ Community Service Contracts Review Committee ☐ Housing Authority	☐ Library Board ☐ Oklahoma Baptist University Trust Authority ☐ Planning Commission ☐ Shawnee Hospital Authority ☐ Shawnee Urban Renewal Authority ☐ Traffic Commission ☐ Other _____
--	--

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

I SERVED ON THE CHAMBER BEAUTIFICATION COMMITTEE
AND WOULD LIKE TO CONTINUE

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

DEPENDABLE, GREAT COMMUNITY CONTACTS, PREVIOUS KNOWLEDGE

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

SHAWNEE HOME BUILDERS, THE SALVATION ARMY & AUXILIARY
TREASURER, FAITH 7 BASKET BALL BOUL, IFXB COMMITTEE

List education, including degree(s) earned:

HIGH SCHOOL

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

NO

Have you ever been charged and/or convicted of a felony? NO

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? NO

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>BOBBY CANTY</u>	<u>FRIEND</u>	<u>365-4603</u>
<u>MARILYN BRADFORD</u>	<u>FRIEND</u>	<u>275-3668</u>
<u>KEN McDOWELL</u>	<u>FRIEND</u>	<u>275-0266</u>

PLEASE READ CAREFULLY:

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

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

Signature Lou Nelson

Date 2-15-18

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

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
llasyone@shawneeok.org

Regular Board of Commissioners

1.e.

Meeting Date: 03/05/2018

Traffic Commission Recommendations

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Traffic Commission Recommendations

1. Consideration of request by Tina Hanna to install stop signs for East and West bound traffic at the intersection of Ninth Street and Louisa Avenue.

BOARD RECOMMENDATION: Board recommends approval of request.

STAFF RECOMMENDATION: Staff recommends approval of request.

Attachments

Traffic Comm. Recom.

**BOARD RECOMMENDATIONS
TRAFFIC COMMISSION
FEBRUARY 27, 2018 MEETING**

- I. Consideration of request by Tina Hanna to install stop signs for East & West bound traffic at the intersection of 9th & Louisa

STAFF RECOMMENDATION: Staff recommends approval of request

BOARD RECOMMENDATION: Board recommends approval of request

Regular Board of Commissioners

3.

Meeting Date: 03/05/2018

Mayor Proclamation

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Proclamations:

"Arbor Day"

March 15, 2018

Attachments

Arbor Day Proc.



Proclamation

“Arbor Day”

Whereas, Arbor Day is celebrated nationally to encourage Americans to maintain and replenish our country’s vast forests, orchards, and woodlands; and

Whereas, in March 1982, Oklahoma declared a full “Arbor Week” to better recognize the value of tree planting as well as to avoid the harsh planting conditions of late winter; and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, reduce heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife. Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, beautify our community, and are a source of joy and spiritual renewal; and

Whereas, the City of Shawnee has been named as a 2017 Tree City USA community by the Arbor Day Foundation; this is the sixteenth year Shawnee has received this national recognition; and

Whereas, trees, wherever they are planted contribute immeasurably to our wonderful city of which we are most proud. In honor of Arbor Day, the Shawnee Beautification Committee will be planting a tree at the Fairview Cemetery located at 1400 N. Center Street, on March 15th at 4:00 p.m. and they would like to invite everyone to attend.

Now, Therefore, I, Richard Finley, Mayor of the City of Shawnee, Oklahoma, by the authority vested in me, do hereby proclaim March 15, 2018, as

“Arbor Day”

In the City of Shawnee, Oklahoma
Dated this 5th day of March, 2018

Richard Finley, Mayor

ATTEST:

Phyllis Loftis, CMC, City Clerk



Regular Board of Commissioners

4.

Meeting Date: 03/05/2018

Contract Rev Comm

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion and possible action regarding the Contract Review Committee.

Attachments

Contract Rev Comm Memo



Office of the City Manager

MEMORANDUM

AGENDA: March 5, 2018

TO: Honorable Mayor and Members of the City Commission

FROM: *Justin Erickson*
Justin Erickson, City Manager

RE: **Contract Review Committee**

SUMMARY AND BACKGROUND

The City has utilized a Community Service Contract Review Committee since 1993. Committee members have historically included up to three City Commissioners, the City Attorney and the City Treasurer with staff support provided by the City Clerk. In addition, two non-employee members (members of the public at-large) were added over time.

The purpose of the Contract Review Committee is to review funding requests by agencies and entities that serve the public on behalf of the City or in-lieu of the City hiring staff and directly providing a public good or service. The committee meets in the Spring of each year during the budget season and makes a formal recommendation to the City Commission on each individual contract.

Current contracts include:

- Shawnee Economic Development Foundation (SEDF)
- Safe Events for Families (SEFF)
- Senior Citizens of Shawnee
- Central Oklahoma Transit System (COTS)
- Historic Shawnee Alliance (HSA)
- Visit Shawnee, Inc. (VSI)

On May 3, 1993, the Shawnee City Commission adopted guidelines for the Contract Review Committee (attached). These guidelines have been used over the last 25 years, but have not ever been codified or established by resolution. Further, some key details such as composition of the committee, terms, etc. are not included in the guidelines and have essentially been established ad-hoc as needed.

The current annual review/renewal process has been streamlined over the last few years and the number of requests has remained consistent. City staff is able to perform the core functions of the review committee should the Commission desire to eliminate the Contract Review Committee.

RECOMMENDATION

Staff recommends that the City Commission consider two options:

1. Disband the Contract Review Committee for Fiscal Year 2018-2019, allowing staff to proceed with contracts and proposals that will be presented to the City Commission in May or June 2018; or
2. Direct staff to formalize the Contract Review Committee through the creation of a formal resolution or ordinance to be considered by the City Commission at a future date.

Attachment

BOARD OF CITY COMMISSIONERS PROCEEDINGS

MAY 3, 1993 AT 7:30 P. M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, May 3, 1993 at 7:30 p.m., pursuant to notice duly posted as prescribed by law. Vice Mayor Barnard presided and called the meeting to order. Upon roll call, the following members were in attendance:

Dr. Robert J. Barnard
Commissioner Ward 1-Vice Mayor

Ronald A. Gillham, Sr.
Commissioner Ward 2

Carl E. Young
Commissioner Ward 3

Chris Harden
Commissioner Ward 4

Arnold Davis
Commissioner Ward 5

Dick Miller
Commissioner Ward 6

ABSENT: Pierre F. Taron
Mayor

INVOCATION

Reverend Lester Patterson
Cooper Memorial Baptist Church

FLAG SALUTE

Vice Mayor Barnard

AGENDA ITEM NO. 1:

Commission appointment of a
Vice Mayor (per Article III,
Section 6 of City Charter).

Vice Mayor Barnard called for nominations for the office of Vice Mayor.

Motion by Commissioner Harden, seconded by Commissioner Davis, that Vice Mayor Barnard be reappointed to the position of Vice Mayor for one year, with said term to expire the first Commission

Motion by Commissioner Gillham, seconded by Commissioner Davis, that the Title and Sections 1 and 2, be approved. Motion carried.

AYE: Gillham, Davis, Miller, Barnard, Young, Harden
NAY: None

Motion by Commissioner Young, seconded by Commissioner Gillham, that Section 3, the emergency clause, be approved. Motion carried.

AYE: Young, Gillham, Harden, Davis, Miller, Barnard
NAY: None

Thereupon Vice Mayor Barnard declared Ordinance No. 1639NS duly passed and adopted.

AGENDA ITEM NO. 6:

Consider adopting Community Service Contract guidelines.

The Commission next reviewed the Community Service Contract guidelines.

Vice Mayor Barnard explained that the Review Committee for Community Service Contracts chaired by Commissioner Harden had the task of establishing guidelines and regulation procedures for determining eligibility for financial assistance from the City of Shawnee for community service programs.

Motion by Commissioner Davis, seconded by Commissioner Young, that the Community Service Contract guidelines be approved. Motion carried.

AYE: Davis, Young, Harden, Miller, Barnard, Gillham
NAY: None

AGENDA ITEM NO. 7:

Consider Bids.

- a. Fire Department Breathing Air System (Deferred from 4/19/93 meeting)

Motion by Commissioner Miller, seconded by Commissioner

INFORMATION REQUESTED FOR DETERMINATION OF ELIGIBILITY FOR
CONTRACTING FOR SERVICES WITH THE CITY OF SHAWNEE

I. DEFINITIONS OF ELIGIBILITY - PROGRAMS FOR MUNICIPAL
FUNDING

A. A CITY OR TOWN MAY SPEND ITS MONEY FOR GOODS OR SERVICES WHICH AID THE MUNICIPALITY, EITHER AS A GOVERNMENT OR AS A CORPORATION. THIS INCLUDES ANY PROJECT OR PROGRAM WHICH IS OPERATED BY OR ON BEHALF OF THE CITY. THESE EXPENDITURES MUST BE FOR A PUBLIC PURPOSE.

B. A PUBLIC PURPOSE IS (1) AFFECTED WITH A PUBLIC INTEREST AND (2) PERFORMED BY THE PUBLIC BODY IN THE EXERCISE OF ITS GOVERNMENTAL FUNCTIONS.

C. A FUNCTION OF THE GOVERNMENTAL BODY IS NOT TO BE CONFUSED WITH A BENEFIT TO THE COMMUNITY. MERE BENEFIT TO THE COMMUNITY AND/OR A WHOLESOME PURPOSE ARE NOT ENOUGH. MUNICIPAL FUNDS CANNOT BE USED AS DONATIONS OR SUBSIDIES TO PRIVATE ENTITIES.

D. A MUNICIPALITY CANNOT SPEND PUBLIC FUNDS FOR A PURPOSE THAT THE CITY HAS NO POWER TO PERFORM. IT MUST BE A MUNICIPAL GOVERNMENT FUNCTION. THE CITY MUST HAVE CONTROL OF THE FUNDED PROGRAM/FUNCTION. WHEN THE CITY HAS THE POWER TO PERFORM THE FUNCTION AND THE REQUISITE CONTROL, THEN IT CAN CONTRACT FOR THE SERVICE. IF THE CITY CONTRACTS-OUT THE SERVICE, IT MUST PROVIDE FOR ACCOUNTABILITY FROM THE CONTRACTOR AND INTERNAL CONTRACT ADMINISTRATION.

II. INFORMATION REQUIRED TO DETERMINE ELIGIBILITY.

A. HOW DOES THE PROGRAM COMPLY WITH THE ABOVE REQUIREMENT THAT THE SERVICE BE ONE THAT WOULD BE NORMALLY OFFERED BY THE MUNICIPALITY?

B. HOW DOES THE OBJECTIVE OF THE PROGRAM SERVE THE COMMUNITY AND SPECIFICALLY THE MUNICIPALITY IN PROVIDING SERVICES FOR THE CITIZENS?

C. GIVE A DESCRIPTION OF THE PROGRAM INCLUDING LOCATION OF THE FACILITY, NUMBER OF EMPLOYEES, LENGTH OF TIME OF SERVICE.

D. ARE THE SERVICES OFFERED BY OTHER AGENCIES OR ORGANIZATIONS IN SHAWNEE?

E. PROVIDE A FINANCIAL STATEMENT OF ALL THE ORGANIZATION'S RESOURCES. (GRANTS, DONATIONS, ETC.)

F. INDICATE THE AMOUNT OF FUNDS REQUESTED AND SPECIFICALLY STATE HOW THE FUNDS WILL BE EXPENDED.

PRESENTED TO CITY COMMISSION

Date 5-3-93

Action Approved

G. ARE THE FUNDS REQUESTED FROM THE CITY MATCHING OTHER REVENUE FROM LOCAL, STATE OR FEDERAL ORGANIZATIONS?

H. IF THIS IS A REQUEST FOR A RENEWAL OF AN EXISTING CONTRACT PROVIDE LAST YEAR'S ACCOMPLISHMENTS, NUMBER OF PERSONS SERVED AND THE OVERALL PROGRAM FOR THE COMMUNITY.

I. WHEN WILL THE PROGRAM BE SELF-SUFFICIENT AND NO LONGER DEPENDENT UPON FUNDS FROM THE MUNICIPALITY?

J. IF THE PROGRAM HAS BEEN FUNDED PROVIDE CURRENT CONTRACT AND ANY AMENDMENTS REQUESTED.

K. IS THERE A CHARGE TO THE PUBLIC FOR SERVICES RENDERED? IF SO, HOW MUCH?

APPLICANTS MUST COMPLETE THESE QUESTIONS TO BE CONSIDERED FOR ASSISTANCE.

100 m Cap

99.1

Regular Board of Commissioners

5.

Meeting Date: 03/05/2018

Ins Consulting Agreement

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion and consideration of a Consulting Agreement with INSURICA to provide insurance consulting and employee benefit services to the City of Shawnee.

Attachments

Ins. Memo

Ins. Proposal

Ins. Agreement



Office of the City Manager

MEMORANDUM

AGENDA: March 5, 2018

TO: Honorable Mayor and Members of the City Commission

FROM: *Justin Erickson*
Justin Erickson, City Manager

RE: **City Insurance and Employee Benefit Consultant**

SUMMARY AND BACKGROUND

On December 18, 2017, the City Commission authorized staff to request proposals from qualified firms interested in serving as the City's insurance and employee benefit consultant. The City received four proposals, all from very qualified firms including: Insurica, Gallagher, McGriif, Seibels & Williams, and NFP.

On January 16, the Commission established a subcommittee to review submitted proposals consisting of Mayor Finley, Commissioner Shaw and up to three local human resources professionals. The Committee met and interviewed all four firms. The Committee narrowed finalists to three firms and fee information was obtained from all three. Upon further review and analysis, a consensus was made to select Insurica, which is the City's current provider.

RECOMMENDATION

Staff recommends that the City Commission approve an agreement with Insurica for employee benefit consulting services in the amount of \$30,000. The contract will be for one year and will be reviewed annually by the City Commission.

Attachments

FEBRUARY 19, 2018



PROPOSED PRICING

PROPOSED PRICING

PRESENTED BY: DUSTIN BRAND

INSURICA

EMPLOYEE BENEFITS

PROPOSED PRICING

INSURICA's team remains committed to providing City of Shawnee and its' health plan members access to best in class service backed by our partnerships with vendors providing cutting-edge technology. An overview of services and technology are outlined below:

Renewal Services	Underwriting analysis of renewal
	Claims analysis to isolate problematic areas using data analytics
	Claims analysis to isolate problematic areas using customized plan adhoc reports
	Interpretation of claims analysis & development of action plan
	Mid-Year Underwriting and renewal review
	Insurance carrier contract renewal
	Carrier evaluation
	Voluntary needs analysis & market study
	Creation of Request for Proposal (RFP), rate negotiation and contract negotiation
	Plan Design Modeling
	Ancillary lines renewal & negotiation
Strategic Services	Employee questionnaire to gain an accurate picture of employees' needs & priorities. (Provided upon request by City of Shawnee)
	Creation of employee benefits strategic action plan
	Benchmark – study to compare normative benchmarks given the plan's region, plan type, group size and industry
	New employee administration
	Ongoing member advocacy to ensure successful resolution of claims issues, ongoing administration & communication of claims, case approvals through work with underwriters and carriers – quickly resolved problems and managed outcomes.
Enrollment	Employee Enrollment Meetings – highly customized approach to managing the City's annual open enrollment to include design, development & printing of the City's Open Enrollment Guide.
	Post 65 Retiree Support & Service – INSURICA is committed to providing the City's post-age 65 Retiree population to a dedicated contact who has fulfilled additional educational retirements allowing them to consult & plan Medicare supplement health plans and PDP prescription coverage.
	Scrubbing of enrollment materials to ensure smooth transition to new carrier setup.

	Enrollment communication to carrier to include assistance with review, plan setup, implementation and successful plan setup
	Enrollment communication campaign – design of customized communication materials targeting plan specifics and various options, including consumer-driven health plans when necessary
Wellness & Benefit Education	Employee newsletters – designed to promote wellness initiatives & healthy living provided on a monthly basis
	Benefits Education Campaign – materials for employee benefits education, promoting smart benefit use
	Employee Benefit Statements – tools provided for City to uncover the “hidden paycheck” by highlighting the cost and value of the City’s investment into the benefit program
	Wellness Campaign - assistance provided with design & implementation of an employee wellness campaign
	Marketing for new Wellness partners to include implementation setup and ongoing monitoring of projected ROI
	National Wellness Observances Calendar
	<i>Live Well, Work Well</i> monthly wellness newsletter available for distribution to City of Shawnee’s employees & retiree populations
	Customized Wellness campaigns focused on: Weight Loss, Promoting Exercise, Tobacco Cessation and much more!
Legislative Compliance	Health Care Reform (ACA) – provide up-to-date information on legislative developments, easy-to-understand explanations of what they mean to you!
	Health Care Reform Penalty Modeling – estimate of the potential share responsibility penalties your organization could incur under health care reform
	COBRA
	HIPAA
	FMLA
	Section 125
	Medicare Part D
	Additional employment law compliance – CHIPRA, GINA, EEOC, ADA, etc.
	Customized plan documents and Summary Plan Descriptions
	Section 6055 & 6056 Reporting – Assistance with understanding nuances of ACA reporting requirements, but will also assist with outsourcing to qualified third-party

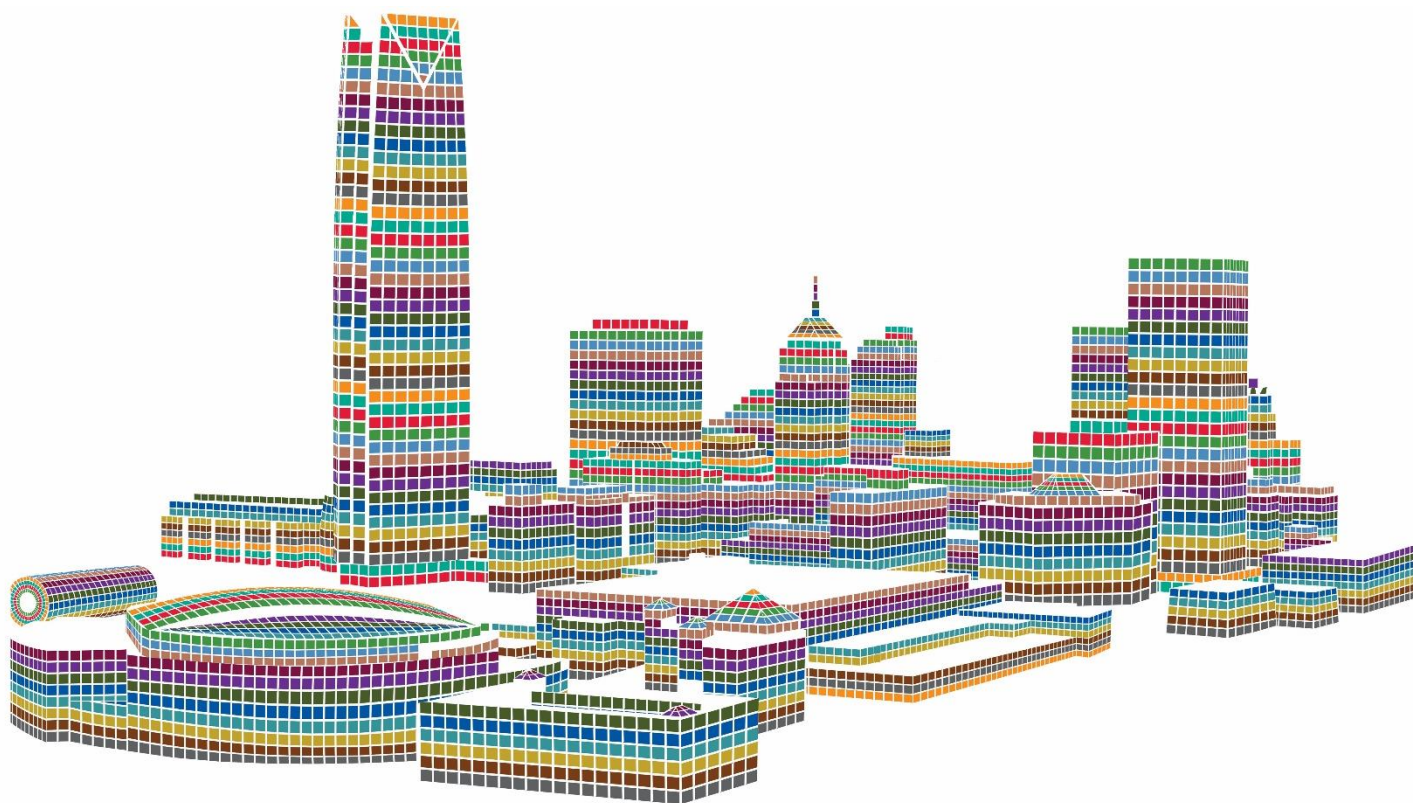
	HR HOTLINE (ThinkHR) – on-demand support provided for tough HR and compliance questions. Answers provided by team of PHR & SPHR certified professionals who are backed by Benefit & ERISA Attorneys
	Monthly compliance webinar designed to educate clients on current legislative changes that could impact the landscape of the Employee Benefits industry
Human Resources	Employee Handbook
	Access to professional community “MyCommunity” – enables City of Shawnee’s HR team access to post questions and receive peers responses to those questions.
	Benchmark survey studies – City of Shawnee’s HR Team have access to endless industry surveys and studies which have been compiled to help guide and direct the strategic planning process for benefit related programs. This would include health, life, dental, disability and wellness initiatives
	HR Library- library of fillable HR forms provided on-demand to City of Shawnee’s HR team.
	Monthly HR newsletter provided to the City’s HR Team which focuses solely upon HR related discussion topics, trends and emerging strategies
Actuarial Services	Actuarial assistance – detailed modeling of health plan design; allows for side-by-side comparisons of benefit designs & circumstances. Graphically illustrates the impact of planned changes.
	Experience & Migration – robust experience analysis based on a consistent & actuarially sound methodology; simulation of employee enrollment in plans for the upcoming period based on the group’s experience; set budget rates based on the experience analysis & predictive modeling of employee migration between plans
	Self-funded feasibility study illustrating risk/reward tradeoffs in stop loss structures and measures fully-insured employer ample information with which to properly evaluate the opportunity to move to a self-funded strategy.
INSURICA Technology	MyWave – HR Library
	MyCommunity – Peer-to-peer communication access
	Client’s online enrollment software needs differ dramatically, which is why INSURICA has partnered with a number of providers to include: Plan Source, Employee Navigator, Maxwell Health, Benefit Express and HRConnection.
	INSURICA’s INNOVU data analytics software places our clients in proactive position when manage their self-funded health plan. INNOVU’s ability to integrate multiple risks and its’ ability to provide a 360 degree view of the emerging risk allows our teams to work with our clients to avoid unnecessary exposures!
	Windsor Strategy Solutions – Actuarial software used by INSURICA’s consulting team

PROPOSED PRICING

INSURICA remains committed to continuing its' partnership with City of Shawnee, and our team is eager to begin work on the City's 2018-2019 benefit program renewal strategy.

It's our team's intent to continue providing City of Shawnee full transparency in pricing, which is why we're proposing our fee as a fixed price and void of any commissions. The fee is presented as follows:

Proposed Fee	✓ INSURICA proposes an annual fee of \$30,000 for consulting services outlined above. This would include software licensing for: ○ ThinkHR – HR hotline ○ Benefit Comply – Compliance Support ○ MyWave – HR Library ○ HRConnection – electronic enrollment software ○ MyCommunity – access to electronic bulletin board giving City of Shawnee's HR team access to peers across the nation ○ Monthly Wellness and HR newsletters ○ Monthly Compliance webinars
Optional	INSURICA's consulting fee does not encompass additional licensing or service fees charged by independent third-party vendors which the City selects as a partner. This would include: ✓ Requests by the City for additional legal opinions from an Attorney ✓ Specific request for Actuarial projects ✓ Retirement Planning Assistance ✓ Consulting with P&C, Work Comp and Risk Management ✓ INNOVU – data analytics software ✓ Selected electronic enrollment platform, however INSURICA does provide preferred pricing for: Plan Source, Maxwell Health, Employee Navigator, & Benefit Express



CITY OF SHAWNEE

INSURICA Employee Benefits Response to Proposal

Presented By:
Dustin Brand



INSURICA's RESPONSE:

Firm Profile & Summary

- 1. Please provide a description of your firm, including a brief history, size, number/location of offices and other pertinent information. Describe your organizational structure, including an overall history description of your firm?**

INSURICA was originally founded as North American Group in 1959 by Oklahoma business leader, C.W. Cameron. Almost 58 years later the firm remains headquartered in Oklahoma City and continues to operate under the ownership of the Cameron Family.

While the firm was originally established with only 2 employees, INSURICA today employs more than 500 employees working in more than 30 offices located in 5 states throughout the Midwest. In addition to INSURICA's own extensive network of experts, we are able to leverage the expertise of other insurance leaders throughout the US and the world throughout partnership with Assurex Global.

Assurex Global is the world's largest privately held commercial insurance, risk management and employee benefits brokerage group. When aggregated together, Assurex Global partners like INSURICA produce nearly \$28 billion in premiums annual. The difference being, however, that each Partner remains privately owned, maintaining their local presence.

INSURICA's employees consistently strive to uphold the agency's Mission & Core Values statements. We operate as a cohesive team with Integrity, Attitude, and Purpose. We cultivate a corporate culture based on ethical behavior in the marketplace and fun in the workplace, INSURICA has been recognized many times as both a *Best Practices Agency* and a *Best Places to Work* employer by local and national publications.

With more than \$800 million in annual premiums, INSURICA is among the 50 largest insurance brokers in the United States and is currently the 30th largest privately-held independent agency in the country.

Our private ownership afford us a unique position in the market with many advantages. We do not answer to shareholders or demands of Wall Street. We have the ability to exercise judgement in order to make decisions that are in the best interest of our clients. Our success is measured on the satisfaction and longevity of our clients, as well as, our internal colleagues. Our focus on investing in our internal teams, coupled with the resources of Assurex Global and Cameron Enterprises, positions INSURICA as one of the preeminent insurance brokerage firms in the country and further emphasizes our customer pledge that we "Specialize in You".

Please refer to our Executive Overview, Tab 2

2. Confirmation that you serve as an independent consultant, and are not affiliated with any insurance company, third party administrative agency or provider network.

INSURICA is the largest Oklahoma based privately held independent insurance agency. We have expanded markets including AR, TX, AZ, and CA placing more than \$800M in insurance premiums annually. We are part of the Cameron family of companies that includes American Fidelity Assurance, Inc. and First Fidelity Bank with combined family holdings that produce more than \$1.4 billion in revenue which holds more than 9.8 billion in assets.

As an independent Consultant, INSURICA is not affiliated with any medical carrier, medical third-party administrator, Preferred Provider Organization or pharmacy benefit manager.

3. The name(s) of the person(s) assigned to perform the work for the City of Shawnee and a brief biography for each one.

City of Shawnee's assigned INSURICA team will continue to be supported by Dustin Brand, Sherry Kettner and Margaret Ramos. In addition, our team leverages the talent of additional team members to ensure we deliver a comprehensive service model which not only fulfills but exceeds your colleagues' expectations.

Below you will find brief backgrounds and descriptions of the primary team's work history:

Dustin Brand – Sr. Consultant & Manager

Dustin graduated from Oklahoma State University where he earned a Bachelor of Science degree in Business Administration which he focused studies on both Marketing and Accounting.

He first entered the industry over 20-years ago by accepting a position with Blue Cross & Blue Shield of Oklahoma. It was in this position that he first became introduced to the advantages of self-funding, and his financial background allowed him to build upon that understanding and to share those disciplines with his large group client base.

With so few Brokers and Consultants truly having an understanding of the self-funding and multiple funded arrangements, he soon was a key recruit for independent Brokerage and Consulting firms. It was this attention which lead him to his next position as Consultant with MARSH which is the largest global consultant in the world. During this tenure, he continued to develop and hone his understanding of the strategy to include working with multi-national firms and MARSH' typical market segment with clients having a minimum of 2,000 employees or more.

After spending several years with MARSH, he realized the underserved market was employers operating in the middle market segment having 150 to 1,000 employees. He returned to his Oklahoma roots by a new position with INSURICA, and it was here that he has continued to work to develop and grow the company's Employee Benefits Division that he now manages.

Dustin was recently appointed by Aetna to their National Consulting Advisory Board, he is the only Consultant in Oklahoma appointed to this prestigious position.

Sherry Kettner – Account Executive & Manager

Sherry attended University of Central Oklahoma where she focused studies in Business Administration.

After college, she accepted her first position in the insurance industry over 35 years ago with a large Oklahoma based consulting firm McEldowney, McWilliams, Deardeuff & Journey. It early in this position that she learned the value she brought with helping others navigate their insurance and benefit program.

She continued a long tenure with the firm until being recruited by Prudential Health which was later acquired by Aetna Health in 2000. Her positions with both Prudential and Aetna afforded her different opportunities to continue her work in the service field. She gained knowledge of different health plan strategies to include consumerism, managed care, as well as, multiple funding arrangements.

By 2002, Sherry left Aetna to join another business partner to establish their own employee benefits brokerage firm, Partners In Benefit Planning Inc., and by 2010 she witnessed President Obama signing into law the Affordable Care Act (ACA) also known as Health Care Reform which introduced the industry to over 2,000 pages of new employer mandates tied to stiff penalties!

With studying the new legislation, she came to the realization clients would need to partner with a firm who could afford expensive resources and tools designed to help them navigate the ever-changing industry. So by 2013, she made a strategic decision to transition her client base to INSURICA giving them access to expanded resources and access to larger service teams.

Margaret Ramos – Account Manager

Margaret attended University of Central Oklahoma where she earned a Bachelor of Science in Business Administration.

Upon graduating, she pursued her entrepreneurial drive in real estate by joining a large Oklahoma City based firm. In this position she continued to develop in areas of project planning, sales, marketing and customer service.

She joined INSURICA in 2012 where she's quickly rose through the ranks on our customer service team. By 2013, she'd completed her NAHU PPACA accreditation and continues her pursuit of being a decorated student of the game.

Her most recent accomplishment was being recognized the 2015 winner of the Mackey Customer Service Award. The Mackey Award recognizes one person who has been a shining example of going above and beyond for her colleagues and clients alike.

Please refer to Team Biographies, Tab 2

4. Indicate how long your company has been providing employee insurance benefit services.

INSURICA was founded in 1959 to help Oklahomans manage their property & casualty risk, but through the years we've continued to evolve to fulfill client expectations and needs.

By 1972, INSURICA expanded its' scope of service to include a growing demand to help employers manage Employee Benefits risk. As this demand continues to grow the firm remains steadfast in our commitment to grow and continue our pursuit of becoming the preeminent Employee Benefits broker in the States we serve!

5. **The names, telephone numbers and addresses of three current clients (preferably municipal, government or Oklahoma communities) for whom you provide services related to health plan benefit analysis and design** For each client, please specify the type of work performed by your company, the size of the client's group and the period of time you have provided services to this client. In addition, please list the names and addresses of your Firm's five largest clients.

With local government working in a market segments that's underserved by many large national consulting firms, INSURICA has successfully developing a service niche in the industry which has resulted in significant expansion with service the needs of Oklahoma municipalities to include the following cities: City of Altus, City of Duncan, City of Durant, City of Duncan City of El Reno, City of Eufaula, City of Crescent, City of Hobart, City of Norman, City of Oklahoma City, City of Sand Springs, City of Sapulpa and City of Yukon.

Per your request, INSURICA is sharing the following 3 references and would be please to provide additional references upon request. Our references are:

City of Altus

Janice Cain – City Manager
509 S. Main Street
Altus, OK
(580) 481-2202

City of Altus is located in Jackson County and employs approximately 260 employees and includes 35 retirees. The City Manager had previously worked with INSURICA during her tenure as City Manager at City of Marlow and Assistant City Manager for City of Duncan.

City of Altus previously used a national consultant, NFP for almost 10-years and the commissions paid annually to this firm were in excess of \$90,000. Having had a history with INSURICA the City Manager understood our approach to fixed fee pricing, so she asked our team to review the City's program and submit a proposal for consulting and brokerage services.

Ultimately INSURICA was awarded the City's business, and while our fixed fee pricing worked to control the cost for Consulting Services our team uncovered over \$200,000 in savings when we introduced a carrier change and cost saving strategies! Last, INSURICA's team organized a comprehensive enrollment of INSURE OKLAHOMA, which helped reduce qualified employees' premium cost by as much as 85% for their spouse's insurance and 60% for their own coverage.

City of Durant

Tim Rundel – City Manager
300 W. Evergreen
Durant, OK 74701
(580) 931-6650

City of Durant is located in Bryan County and employs approximately 255 employees and includes over 33 retirees.

City of Durant brought INSURICA in to “fix” their ongoing issues with their self-funded health plan. The City had previously used Resource One to serve as their claims administrator and accessed their Consulting services from Premier Source (Summit).

With the health plans risk factors out of control coupled with their former TPA administering claims incorrectly came together to create a catastrophic year for the City’s budget. With INSURICA’s help, City of Durant was able to exit their self-funded health plan strategy and transition to a fully-insured contact with Blue Cross which was delivered by INSURICA’s consulting team.

In addition, INSURICA’s team deployed a comprehensive enrollment strategy with INSURE OKLAHOMA earning many of the City’s staff additional subsidies designed to help offset the cost of their health insurance.

In addition to lowering the City’s health plan cost by \$2 million dollars, INSURICA created an opportunity to capture an additional \$285,000 in premium subsidies paid by INSURE OKLAHOMA.

City of Nichols Hills

Sherry Dickson – Assistant Finance Director & City Clerk
6407 Avondale Dr.
Nichols Hills, OK 73116
(405) 843-6637

City of Nichols Hills employs more than 70 employees and is located in Oklahoma County.

This account previously used Jim Duncan and his team with Benchmark Financial Group. INSURICA succeeded Mr. Duncan and since become the client’s longtime Consultant developing a relationship that’s spanned over 17-years. We’d believe the City would share their commitment to retaining our firm as a result to INSURICA’s unwavering commitment to service for both their organization and to employees.

INSURICA specializes in clients in the mid and large market segments having from as few as 100 employees up to, as many as, 3,000+ employees. Below is a listing of INSURICA’s largest Employee Benefits clients, and in listing these employers we have not asked and received their approval to serve as a reference so please do not contact them directly without allowing INSURICA to get that approved with their office:

1. Balon Corporation
3245 S. Hattie Ave
Oklahoma City, OK 73129
2. Baptist General Convention of Oklahoma
3800 N. May Ave.
Oklahoma City, OK 73112
3. Choctaw Defense and Choctaw Contracting (Division of Choctaw Nation)
2701 Liberty Parkway Ste 311
Midwest City, OK 73110
4. KGI Gaming / Kaw Nation
P.O. Box 465
Newkirk, OK 74647
5. CompSource Mutual Insurance
1901 N. Walnut Ave
Oklahoma City, OK 73105

6. Describe the overall administration services that are provided for benefits, billing, claim research and administrative training/consultation.

City of Shawnee's dedicated INSURICA service team will provide a multi-level approach to supporting your benefit programs throughout the year. First, the account management team will provide day-to-day support of all coverage and programs. This support will encompass serving as your member's claims advocate with the carriers, assist with any billing issues, compliance audits, presentation of actuarial analysis, monthly new hire orientation meetings, and will provide customer communications for both employer and employee as needed.

Secondly, your consultant will work directly with your team to execute the strategic initiatives outlined through the collaborative process between City of Shawnee and INSURICA. This includes proactively providing information on industry trends and emerging strategies, leading the effort for compliance education, understanding and evaluating claims and utilization data, leading review meetings, and working with all team members to ensure a cohesive strategy and service delivery.

If the City transitioned its' current fully-insured group health plan to a self-funded strategy, it'd discover the need for data analytics. INSURICA's team utilizes powerful claims analysis and modeling tools that allow us to build renewal projections and forecast future plan performance based on existing claims data. The cornerstone of this analysis is our analytics software powered by INNOVU. This allows INSURICA to provide detailed, laser focus on areas of the plan that are susceptible to the most risk – namely, pharmacy. Claims data is integrated into our system on a monthly basis, allowing our team to pinpoint areas where the plan is at risk due to disengage members, plan members who are non-compliant with medical care, medical claims likely to grow into large or ongoing claims, and areas of pharmacy utilization which could become susceptible to converting to high-cost drugs.

This allows us insight into the interworking utilization, and enables our consultants to design and recommend benefit plan designs that accommodate the members most effectively – ultimately providing tangible cost-control deliverables that are in line with our long-term strategy.

7. Describe your experience working with clients that have a self-funded insurance plan and describe your experience assisting in the transition therewith.

INSURICA is aligning our most experienced account management team with our lead Consultant who brings to the City over 20-years of experience. It was our team, who initially introduced the City to new strategies focused on self-funding and the advantages available through a health plan captive, so we hope to assist the City with next steps toward delivering qualified options for the 2018 renewal.

Today, INSURICA's team is limited in providing the City and its' Administrative Teams with detailed data related to the City's health plan, however our teams have worked with what is available and successfully managed the integrity of the City's plan for more than 10-years!

Going forward with a self-funded strategy, INSURICA will introduce new software which will work to integrate data for the City in order to provide a 360 degree view of the City's current and emerging risk. This might include any risk for which we can provide a direct feed to our software solution, INNOVU.

With INNOVU, our Consultants will provide detailed consultative services to the City which would allow the City to take a "deep dive" into risk drivers and make decisions in managing its' self-funded plan from a proactive position versus a reactive position. This level of consultative analysis will likely not be found with our competitors.

In addition, INSURICA will leverage our own Pharmacy Consultant to expand the City's knowledge of drugs which might be going off patent meaning we could assist in providing steerage to more affordable like generics which are designed to save both the client and the City's health plan money.

Bottom-line, INSURICA's Consultant bringing 20-years of self-funded experience and combining our tools/software and financial background presents our team as a best in class fit for the City's goal of transitioning its' health plan to a self-funded contract.

8. Describe your experience in provider network development, recruitment, negotiation and maintenance. Outline your ability to provide expertise and experience in the areas of health plan benefit analysis and design.

INSURICA's commitment to service is not solely focused on the City of Shawnee, but to the members insured in the City's sponsored benefit program. A huge part of achieving a positive experience for health plan members is making sure they've got access to contracted providers.

INSURICA remains in tune with the size and depth of Provider networks and our teams evaluate the threat of disruption. As providers have threatened to leave networks in recent years, INSURICA remained on the pulse of events surrounding those negotiations.

In addition, we've worked to help expand access through nomination of prospective providers. An example of our work with helping expand a network was our ability to get First Physicians Hospitals in Anadarko and Stroud added to United Healthcare's Choice Plus-PPO in recent years.

Another example of the expansion we worked with a partner TPA to achieve for a client's referenced base price self-funded health plan. While our team successfully helped expand the members' access to care, we proved our fluid understanding of this emerging cost savings strategy!

9. A detailed explanation of your ability to monitor regulatory and legislative developments at both the state and federal levels and how this will be communicated to the City and its legal counsel.

INSURICA provides access to regulatory analysts and legal professional unmatched in their depth of experience and ability to assist employers with a wide variety of employee benefits compliance related issues including:

- Health Care Reform (PPACA)
- Monthly Compliance Webinars
- Benefit Comply – Benefits Attorney
- HIPAA Privacy & Security
- COBRA & State Continuation
- ERISA
- Section 125
- HIPAA
- HRA and HSA rules & regulations
- State insurance rules & regulations

INSURICA releases timely communications when important compliant events occur, legislation is passed or regulations are released. A more detailed analysis and whitepapers on important compliance topics are then sent out to the clients.

Please refer to Legislative Updates & Communication, Tab 9

10. Indicate your firm's capabilities and resources concerning communication to include ongoing employee communication, open enrollment and online enrollment services. Be sure to include information regarding on-line services.

A sustainable benefit program is dependent on the engagement of the plan members. At INSURICA, our team is highly experienced in working with employers who strive to heighten the degree of member education so that the benefit plans can be used most efficiently. We understand that insurance may not be on the forefront of the plan members' minds, and it can be "out of sight, out of mind" until a need arises. We have found that employees and plan members need an overview of the coverage and the way it works at the time of open enrollment. However, beyond enrollment it's imperative to develop engaging and effective methods of teaching and training plan members on the best ways to access care and use their benefits.

We make employee education a proactive strategy that aligns with the overall long-term objectives that we've outlined together. This is not an afterthought, but rather a key component of developing a benefit platform with longevity. To this end, we customize an employee communication strategy specific to the goals of each client. We often use multiple strategies for different locations, employee segments, or entities as one group may have different needs than another. Some of INSURICA's communications include:

- **Benefit Enrollment Guide** (Highly Customized)- INSURICA will highly customize the Benefit Enrollment Guide to each client's specific plan details. This guide is updated each year just before the annual open enrollment period. The guide outlines the plan's eligibility requirements, benefits details, any waiting periods and then illustrates the exact cost per paycheck the employee might encounter when enrolling in the benefit. In addition to being used during Open Enrollment, we will also use the guide during monthly new hire orientation meetings.
- **Benefit Statements** – summary of an employee's benefits package showing overall compensation including salary and benefits. Employees are more likely to appreciate their benefits packages if they truly understand all that is provided to them. INSURICA can help give employees a visual that shows the portion of their total compensation that is employee benefits.
- **Benefits Announcements & Educational Material** – provided in different forms such as: flyers, posters, memos, video presentations all geared toward the introduction of new benefits and educates employees on how to access and use certain benefits.
- **Consumer Directed Health Care (CDHC)**
- **Live Well, Work Well** – monthly wellness newsletters offering employees valuable tips and information about fitness, nutrition, safety, overall health, medical issues and more.
- **Know Your Benefits** – communications series which provides your employees insight and information about insurance and employee benefits topics. INSURICA's custom communications cover just about every imaginable topic related to Human Resources & Employee Benefits.

In addition to INSURICA's team customizing the communication materials outlined above, we grant clients access to our web-based technology powered by: MyWave which houses most of the communication templates our teams use when developing a powerful communication campaign. In addition, City of Shawnee's team has access to INSURICA compliant tool and HR consulting hotline powered by ThinkHR.

Last, the communication campaigns outlined above, plus any other customized communication can be integrated into any of INSURICA's electronic enrollment platform options which include: HRConnection, Maxwell Health, Plan Source, Benefit Express and Employee Navigator. While these are the leading technologies serving the industry our Technology Consultant, BTR can be made available to the City to Consult and assist in selecting and implementing a desired technology partner of the City's choice.

Please refer to Employee Communications, Tab 7

11. Describe the type (i.e. face-to-face, conference calls, email only, etc.) and frequency (daily, monthly, etc.) of communication that will be made available for city officials and employees. Again, please describe in detail your on-line capabilities and services.

Throughout our partnership, INSURICA has always been on-call to assist the City with any service need, question or concerns as they might relate to the City's benefit program. This same commitment to service will be ongoing provided our firm is selected as the City's Consultant of Record.

INSURICA will continue to be committed to arming our colleagues who work on the City's consulting team with the same cutting-edge resources required to serve the needs of the City's growing workforce. In addition, INSURICA's corporate teams will continue to vet and test new and emerging resources as they become available in our industry.

12. Describe the support you provide for the development and enhancement of employee wellness programs.

INSURICA can help City of Shawnee design and implement a simple or complex wellness program. Many programs require minimal investment of time and money. More substantial programs require more resources, but the long-term return on your investment can outweigh the cost.

Specifically, INSURICA provides client access to Health Shop, our library of customized wellness programs that includes: Employer Implementation Guides, Employee User Guides, results tracking tools and promotional posters. Presentations and flyers used to help engage the employee in the program. This is the most basic first-line of wellness that is relatively easy to implement for our clients.

In addition, INSURICA maintains relationships with firms focused solely upon providing comprehensive wellness programs to employer. These vendors are evaluated by your INSURICA consultant and wellness coordinator, and programs are specifically designed and tailored to client needs. We work with vendors who provide "out-of-the-box" wellness solutions, as well as those who support highly customized plans for clients with more complex wellness initiatives. Depending on the type of data collected through the wellness program, information can be integrated along with our data analytics platform to bolster data used in the decision-making process.

Please refer to Wellness, Tab 10

13. Describe in detail the assistance you provide in Affordable Care Act and other regulatory compliance and reporting.

INSURICA take compliance very seriously, so as a result our firm has invested significant capital into client resources designed to help them navigate what many view as troublesome ACA reporting requirements.

First, INSURICA provides all clients user friendly step-by-step guide prepared by our legal experts at Benefit Comply. In addition, INSURICA will work directly with clients to assist them with this requirement and can arrangement for direct calls between our clients and the Attorneys with Benefit Comply who can also provide direct support to clients who wish to prepare and file their own ACA reports each year.

While some clients may want to file their own reports others elect to outsource the task 100% to a third party vendor. If that's our clients design, INSURICA has several partners who we've vetted and have partnered with to offer as a resource at a discounted cost.

Our ACA reporting partnership will assume 100% responsibility for filing and to date we've not had to address or defend any past filings with the IRS, which speaks highly for the accuracy in reporting performed by the partner firms.

Last, employers are now beginning to find themselves exposed to penalties associated for incorrectly reporting but have the opportunity to defend any imposed fine related to ACA reporting. This is a challenge for most, which is why INSURICA has available support services to assist employers in defending their filing position and working to overturn any imposed penalties associated to the ACA filing requirements.

Please refer to HR Support & Legislative Updates, Tabs 8 and 9

14. Describe other consulting or support services your firm could provide to the City's group benefit plans.

While this questionnaire primarily focuses on employee benefits consulting, INSURICA offers our clients access to a team of highly skilled professionals practicing across multiple lines of insurance coverage.

As an existing client with our Employee Benefits Division, City of Shawnee could gain access to INSURICA's Property & Casualty, Risk Management, Safety Consulting, Data Analytics (INNOVU), Bonds, Surety and Workers' Compensation. INSURICA's commitment to managing overall risk allows for unique integration and services tailored specifically to clients who trust us with their risk management in both Property and Casualty and Employee Benefits.

When managing both areas of risk for our clients, we have the unique ability to integrate the data we collect across all lines of coverage. This allows us to extrapolate trends in data that are unable to be discovered without this customer integration of risk data. Our team is able to search for trends in claims and utilization, overlap between Worker's Compensation and Medical Benefit claims, carrier processing mistakes, billing duplications, and more City of Shawnee will be poised to manage the total cost of risk armed with data many companies cannot access.

Below is a listing of many of INSURICA's additional services:

- Financial Services
 - Key Person/Executive Benefits
 - 529 College Savings Plan
 - 401(k)
 - 403(b)
- Needs Risk Assessment
- Commercial Property & Casualty
- Personal Property & Casualty
- Workers' Compensation
- Actuarial Consulting
- ACA Reporting Assistance
- Electronic Enrollment Platform
- Technology Consulting (BTR)

- Data Analytics (INNOVU)

Strategy & Plan Design

15. Describe the process you would use to assist the City in developing a multi-year benefits strategy. Include in your description:

- a. The systems/tools you would use to benchmark the City's current benefit program to the programs of governmental and private sector employers.**
- b. The process you would use to review the City's current employee benefit plans and recommend changes to the program.**
- c. The systems/tools you would use to develop, assess and quantify plan design changes and the impact on population health.**

Benchmarking – Valuable benefit trends statistics and surveys are one of the core pieces of information that INSURICA provides to our clients to help support their benefit plan design strategy and decisions. The benchmark data encompasses national and regional data, and is narrowed to include employers in similar size, region, and industry. The data covers the following topics:

- Ancillary Benefits
- Benefits Costs
- Benefit Management
- Health Care Costs
- Health Care Reform (PPACA)
- Health Plan Design
- Prescription Drug Design
- Retirement Plans
- Wellness Benefits
- Paid Time Off Benefits

In addition to INSURICA's benchmarking analysis, INSURICA's team can develop thousands of cohort illustrations by accessing INNOVU's multi-mission life data-base. The cohorts will have the same age/sex model and will duplicate the City's program allowing our team to run cohorts to test and evaluate proposed plan changes which is instrumental in successfully modeling the City's future self-funded health plan.

Benchmarks, organizational goals and forecasts would come together to develop a long-term range of plan goals. INSURICA would work to develop an action plan with possible solutions which would be ranked by degree of difficulty to implement, potential savings and last align them to the overall plan strategy.

Once the long-term strategy is developed, INSURICA would continuously revisit the Strategic Action Plan with the City to determine plan satisfaction and evaluate changes and then implement strategies throughout the strategic time period as outlined and agreed upon by the City's Administrative Team.

Please refer to Data Analytics, Tab 6

16. What are the three biggest benefits-related challenges that you anticipate the City will face over the next five years? What do you propose to help the City overcome them?

The three most common concerns clients have are:

Controlling benefit program costs, maintaining a compliant benefit program and last controlling soaring prescription drug costs.

Benefits are most often one of the highest expenses for employers – right behind payroll. This is an intentional investment within the overall compensation strategy for employees. We almost always find employers that want to do more for their employees, but their hands are tied because of rising costs and budget constraints. We strive to deploy strategies that support employers in controlling costs within the framework of long-term objectives. Because the benefit package is so closely tied to employee recruitment and retention, we understand that it is vital to leave no stone unturned regarding cost-control strategies for our clients.

To address all three concerns, INSURICA first provides clients with a team that is staffed with the industry top professionals. We then arm our professionals with the resources needed to audit our client' plans and apply valuable solutions geared toward ensuring cost effectiveness and plan compliance. INSURICA has the unique ability to dig deeper into our clients' claims information identifying areas of high utilization. From here, we identify the root cause of the problem and develop recommended actions involve plan design changes, our team models these changes to allow us to illustrate the projected financial and disruptive impact the change might have to the benefit program.

This analysis is all accomplished using our clients' actual plan data. To address our clients' concerns in maintaining a compliant plan, INSURICA continuously audits our clients' plans using checklists and audit wizards. This allows our teams to develop a list of potential gaps in coverage our client's might have within their plans. We then work with our legal resources to obtain guidance on how to close those risk gaps. Our legal resources used in this ongoing process are: INSURICA's Pharmacy Consulting partner, ARMS Rx, Benefits Attorney, Data Analytics software solutions and last compliance partner, Benefit Comply.

Financial Management

17. Describe the analytic capabilities your firm offers to assist with plan management, including a comprehensive description of the financial reporting you will provide.

INSURICA provides powerful actuarial analysis for our self-funded clientele through our data analytics software, INNOVU. This system extracts and integrates data across multiple risk programs to provide unmatched insight into population and health utilization, trends, and cost drivers. Our system integrates and analyzes data from risk programs which have historically been managed by most companies separately, rather than reviewing and evaluating the correlation between different risk programs. The areas of risk where data is extracted and subsequently integrated are:

- Medical
- Pharmacy
- Lab/Biometric

- Absence Management
- Ancillary Lines (Dental, Life, Disability, Vision)
- Workers' Comp
- Compensation
- Safety
- Work Productivity
- Property & Casualty
- Operational Risk

This data is then cleansed and validated to ensure accuracy before any analysis begins. Errors noted are sent back to the respective carrier providing the data feed with a request for correction and reprocessing. This along will work to ensure claims are paid correctly, which could result in additional savings for the City when errors are caught and overturned for correction.

The INSURICA team leverage INNOVU to analyze each level of the plan on a monthly basis. We utilize the data extracted to work with the City of Shawnee team to establish Key Performance Indicators – or areas of the plan we'd like to pay close attention to in addition to our standard monthly analysis. These areas often include identifying emerging or impending chronic risk within the plan, portions of the member population non-compliant with treatment plans, brand to generic pharmacy overlap and overpayment, specialty and opioid pharmacy insights, gaps in preventative care, and pre-disease predictive scoring. Additional, City of Shawnee would have the unique ability to identify areas of overlap and duplication in and across risk programs between workers' compensation and medical benefit claims. The data is then used to identify correlations between the two programs. The INSURICA team uses INNOVU to model potential plan adjustments and their impact on other areas of risk.

By integration this risk data we can identify high-volume, high-cost, and high-risk members for targeted medial management. This gives us the data necessary to control overall risk costs and improve member health. In addition to INNOVU, INSURICA leverages Independent Actuarial Analysis as needed. We model the financial impact of plan design changes before they are executed through our plan modeling tool, Plan Advisor.

Additionally, we leverage internal software to develop funding feasibility analysis for our clients considering changes in stop loss structures or plan funding. This analysis provides the fully-insured employer the ability to evaluate the opportunity and risk associated with moving to a self-funded benefit plan. It provides the self-funded employer with the ability to compare different stop loss structures. This software allows us to perform a detailed modeling of health plan designs, and provides a side by side comparison of benefit designs, circumstances and the impact of changes. This software also allows us to predict and model employee migration patterns when launching or adjusting layered plan offers. We can assist City off Shawnee in setting budgeted rates based on experience analysis and modeling of employee migration between plans.

18. Describe your quality review process for rate setting (including annual premium renewals), contribution development and plan design modeling.

INSURICA will use fixed costs which include TPA fees, stop loss premiums and other service fees then combine this with soft dollar costs which are the plan's claims to power actuarial software which will work to soundly develop plan design funding and rate tiers.

The analysis would take into account projected claims trends tied to planned benefit changes and then provide a range or rates which our teams will review with the City to set final risk thresholds.

19. Describe how your firm will assist the City in identifying current and future exposures to risk.

INSURICA views exposures in different ways, because we take legislative compliance seriously and for a client who is non-compliant the threat of penalty could be catastrophic. So by monitoring compliant risk, INSURICA provides access to regulatory analysts and legal professionals unmatched in their depth of experience and ability to assist employers with a wide variety of employee benefits compliance related issues including:

- Health Care Reform (PPACA)
- Monthly Compliance Webinars
- Benefit Comply – Benefits Attorneys and Compliance Experts
- HIPAA Privacy & Security
- COBRA & State Continuation
- ERISA
- Section 125
- HIPAA
- HRA and HSA rules & regulations
- State Insurance rules & regulations

In addition, INSURICA will provide the City a comprehensive service model that includes supporting the City's HR team. We make available to the team our training catalog of over 200 courses which can be used to in turn extend necessary training to the City's workforce to cover emerging risks associated to Sexual Harassment, FMLA and other hot topics that if managed incorrectly create an unforeseen risk for the City resulting in serious financial penalties.

Last, INSURICA's team serves our clients as students of the game in that we're constantly training and honing our expertise to properly guide the City in managing its' overall risk program needs. Regular communication and market updates are shared with the City, which again work to be informative in avoiding unnecessary exposure to the City or its' workforce.

Marketing for Existing & New Lines of Coverage

20. Describe the services you would provide for request for proposal projects. Your description should include your approach to the following:

- a. Vendor identification
- b. Proposal development and analysis
- c. Negotiating, contract development and transition support

INSURICA seeks mutually beneficial relationships with each of the many carriers, third-party administrators and vendors who supply needed services. Examples of our valued relationships include: Blue Cross & Blue Shield, Aetna, United Healthcare, Cigna, Pareto Captive Administrators, Unum, Prudential, MetLife, SisCo TPA, Healthcheck 360 Wellness, Delta Dental, Maxwell Health and ThinkHR.

We handle our carrier partnership with care, as our industry is still driven by a foundation of established relationships. We continuously vet and monitor the performance of our vendors and their services for our clients. We routinely evaluate and provide feedback to our partners regarding their performance, and request adjustments as necessary. As an Assurex Global firm, we have access to vendor partners which have been thoroughly vetted by hundreds of other firms across the nation. This allow us to forge new relationships, as needed, with partners who have already develop a proven track record of success.

Please refer Strategic Benefit Plan Action Timetable, Tab 6

21. Describe your firm's marketplace leverage in negotiating with carriers regarding rates, policy terms and plan designs.

INSURICA places in excess of \$800 million in insurance premiums in Oklahoma which makes our firm the largest consultant in the State of Oklahoma. It's that premium volume which often times earns our clients additional flexibility in negotiations.

In addition, INSURICA aggregates its' own premium volume with that of other Assurex partner to achieve added discounts to services we provide our clients access to! For example INSURICA's own INNOVU data analytics software is heavily discounted, and the discount is directly tied to INSURICA's exclusive Assurex partnership.

The aggregated premium placement positions INSURICA with weight not only in the local Oklahoma industry but nationally and globally too.

22. Please provide a description of the methodology your Firm undertakes for the annual renewal and negotiation process. What services will your Firm provide to assist the City during the open enrollment process?

Our renewal process is an ongoing effort throughout the year. We analyze plan and utilization data on a monthly basis to monitor plan performance. We present this analysis to the client on a quarterly basis. As we review claims data, our consultants begin the rate development process. We utilize the data we've collected to forecast proper rate adjustment prior to the plan's renewal. This allows our client to plan and budget for impending plan expenses, rather than guess at potential renewal increases. We then review these projections with you about 120 days prior to the renewal.

Once projections are reviewed, our collective team discusses the findings and evaluates them against our overall long-term plan strategy. If plan changes are desired or recommended, we then provide plan modeling. This modeling allows us to demonstrating the financial impact of proposed or requested plan changes. This gives us a quantitative result allowing our team to review rate expectations based on desired plan changes.

Once we have evaluated plan utilization and design changes we develop a feasibility study. This allow sour team to search for trends in the utilization of the plan, and determine if a different funding mechanism might be more beneficial. We evaluate options including: fully-insured, self-insured bundled, self-insured unbundled, level-funding, heterogeneous captives and homogeneous captives,

direct primary care, accountable care, medical tourism, reference based pricing, direct contracting, and more. We determine if a funding or conceptual change would be beneficial and when the appropriate timing might be.

Once the renewal is received from the carrier, the negotiation process begins. If plan marketing is an agreed upon strategy, we then prepare a formal Request for Proposal (RFP) that will be distributed to carriers City of Shawnee has approved. INSURICA will track carrier' responses and prepare a detailed comparative analysis of all quotations and proposal submitted by insurers. We will present the best alternatives and present all options even if we feel the incumbent program is strongest. We will demonstrate how we have created competition within the marketplace to ensure that you receive the best renewals terms. This analysis will be presented to you along with our team's recommendations addressing any concerns or questions you might have about the information.

INSURICA's management of more than \$800 million in client premium provides our team with significant market leverage that proves to be beneficial in negotiating renewals. We are recognized among carriers as a top producing insurance agency which grants our team preferential status in renewal negotiations, claims resolution and other issues as we bring them to the carrier's attention. This preferred status provides INSURICA's clients with the best possible renewal solution.

Please refer to Employee Communications, Tab 7

Vendor Management

23. Describe the services you would provide to assist the City in monitoring the performance of the various benefit plan vendors including their compliance with functional plan design and established service levels.

INNOVU provides INSURICA's team access to aggregated data and enables our team to align implemented plan changes that are made with the City's self-funded health plan and align it against thousands of virtual plans having the same demographic makeup.

Using INNOVU cohorts we can continuously test the performance of the plan design changes and evaluate the ongoing success of the program. Actuarial support allows our teams to be in a laser focused position to then model additional changes designed to help control costs while preserving the integrity of the plan for the City's workforce.

24. Describe how you would help the City increase the performance of their benefit plan vendors. Include an example of success increasing the performance of a benefit plan vendor on behalf of one of your clients.

INSURICA's unsurpassed commitment to service has rewarded our teams with client relationships that have spanned 40 to 50 years.

The firm's reputation speaks for itself in the industry, so our carrier partners anticipate our teams constantly vetting their services. In addition, INNOVU's ability to cleanse data and to constantly scrub the quality of the carriers services alerts of teams of errors in claims processing and payment across multiple lines of coverage.

INNOVU's alerts enable our teams to work directly with the carriers and other service providers to submit feedback and to request corrections to claims errors. All this works to ensure our clients are getting the very best service and provides additional accuracy that their benefit dollars aren't being paid out to unnecessary carrier waste and oversight!

25. Describe the systems/tools you would use to analyze health care data including data on cost, care gaps and member risk. Explain how your systems/tools are superior to those offered by your competitors.

INSURICA would apply four resources: Internal Risk Decision Support, Plan Advisor, Innovu and ARMS Rx. These four resources combined allow our team the ability to dig deeper into City of Shawnee's self-funded health plan claims and utilization. These tools allow our team the ability to:

- **Benchmark** - your benefit plan against other plans in the industry, region, nationally and by size.
- **Mid-Year Renewal Projection** – projects plan costs for the coming year providing your finance team with forecasted cost projection. This analysis can also be helpful when working directly with the carrier's underwriting when negotiating the final renewal.
- **Management Report** – comprehensive report of City of Shawnee's claims data along with highlighted areas of high utilization and recommendations to curb continued spending.
- **PPACA Impact Analysis** – This analysis measures and forecasts the impact to your plan of ever-changing ACA regulations. Provides cost projections relating to current and impending taxes, fees, and penalties associated with ACA. Our team uses this analysis to forecast required or recommended plan design changes and assess the financial impact.
- **Prescription Management Report** – allows our team to assess whether the costs are appropriate and where problem areas may exist. Includes information for: paid summary, member cost share, mail service utilization, brand versus generic utilization, specialty, maintenance, compounding, prior to current trends, and rebate accountability.

Health & Productivity Management

26. Describe your firm's approach and philosophy to developing a wellness strategy for the City. What is your process for measuring the success of health improvement programs?

With the City focused on transitioning to a self-funded strategy, INSURICA would highly recommend partnering with a third-party administrator who can incorporate the wellness resources designed to track the ROI.

Without having a proven ROI, City of Shawnee's decision makers will likely lose interest in the continued investment of resources into the program. Coupling INSURICA's support with that of the service provide, together we could work alongside the City's team to design a best in class program

INSURICA partners with a number of wellness strategies including but not limited to: Viverae, Total Wellness and Health Check 360 which is owned by SisCo. All provide a unique range of strategies which are packaged with technology designed to track and report ROI.

27. Please provide an example of how you have worked with a client to develop, implement, manage and measure a health improvement program that has proven results.

When implementing a wellness initiative also known as health improvement program, it's imperative the program have the support of the organization's senior management down to the front-line workforce. With that leadership's support and a financial backing a program often times dies out after only a short period of time rendering absolutely no ROI!

While tracking a direct ROI with a wellness program can be difficult without sophisticated technology that's usually only found in the more complex programs funded by an outside wellness firm like, Viverae or Total Wellness.

While the most complex wellness strategy can be expensive, INSURICA always encourages bariatric measures being available to colleagues at no cost. With assisting one client with partnering with a firm to achieve base line measures for their colleagues one member's results came back with a rather alarming results.

The Nurse assisting this member directed the member to go immediately to their Doctor who in turn discovered with additional testing the member was suffering with blocked arteries. While on the surface they appear a-symptomatic results uncovered what would have been a massive coronary episode for this member.

By gaining baseline bariatric measure this potentially high-cost claim was caught early and easily treated with heart cath therapy. Had the condition not been caught early it would have likely resulted in not only being a high cost claim for the health plan, but worst case scenario resulted in death for the member.

Education & Engagement

28. Describe the services you would provide to facilitate benefit plan understanding, engagement and consumerism.

INSURICA begins by aligning only the industry's top professionals who are tasked with the responsibility of disseminating emerging market trends, but more importantly working as an extension of our client's HR Team to educate employees on their benefit plan.

Understanding this role is paramount for the Consultant to manage, INSURICA also invest significant capital into client resources and cutting-edge technology. Our clients can leverage one of several electronic enrollment platforms to manage onboarding and enrollment. These technologies have been selected by a third-party Consultant, BTR who is also available to assist City of Shawnee with technology placement on a project basis.

By aligning the very best team and state-of-the art technology, we believe our clients and their benefit plan members are among the most educated in the industry

Other Services

29. Describe how your firm stays up to date with benefit trends and best practices as well as regulatory and legislative developments.

All INSURICA colleagues working in the Benefits Division are required to complete a minimum of 16 hours of continuing education ever two years. In addition, INSURICA provides monthly compliance webinars facilitated by our legal team at Benefit Comply and ThinkHR. Our colleagues routinely travel to carrier specific training programs to learn about the interworking's of our carrier partners. Last, our ERISA Attorney facilitates routine training focused on keeping our colleagues updated on the latest in legislative changes.

30. Describe the process you use to keep the clients advised of benefit trends and best practices, as well as, legal and regulatory changes that relate to the client's plans?

In addition to the INSURICA team working with our clients one-on-one to help educate them on industry developments, INSURICA subscribes to several tools which provide our clients access to online training. HR Professionals who participate in INSURICA's ThinkHR training can receive continuing education credit towards their PHR and SPHR designations. INSURICA also provides weekly emails outlining the top HR questions and provides industry alerts of recent legislative announcements.

Our clients are all encouraged to participate in our monthly compliance webinars which INSURICA hosts through our Assurex partnership. Clients are also provided access to an HR hotline where representatives assist by answering tough question the client might be dealing with such as difficult terminations or workplace harassment issues. Professionals provide answers and follow-up with written responses to the client along with cited legislative sources. This service includes an employee training portal allowing employers to arrange training classes for their workforce. The training portal covers more than 200 different topics tied to the Human Resources and Benefits industry.

Please refer to Legislative Updates & Compliance, Tab 9

Consulting Agreement

This Consulting Agreement (Agreement) is between City of Shawnee (Client) and INSURICA (Consultant), effective as of April 1, 2018

WHEREAS, Client wishes to obtain the assistance of Consultant with strategic benefit planning, design, funding, administration and communication with respect to its employee benefit programs;

WHEREAS, Consultant has superior knowledge and expertise in assisting employers with designing and servicing employee benefit plans; and

WHEREAS, the parties wish to set forth their respective expectations;

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the parties hereby agree as follows:

1. Scope of Services to be Provided by Consultant

Consultant will provide Client with the consulting, actuarial and brokerage services listed below:

A. Renewal Services.

- Underwriting analysis of renewal
- Creating actuarial rates using Windsor Strategy Solutions actuarial software
- Claims analysis to isolate problematic areas using single period reports
- Interpret claims data and develop action plan
- Mid-year plan review and assistance with forecasting cost
- Insurance carrier contract renewal
- Carrier evaluation
- Voluntary needs analysis and market study
- RFP creation
- Plan design modeling using Windsor Solutions actuarial software
- Ancillary lines of coverage renewal

B. Strategic Services.

- Employee questionnaire provided upon request by the Client
- Creation of employee benefits strategic plan
- Benchmark plan design for comparison
- Ongoing dedicated member advocacy providing day-to-day service with carrier

C. Enrollment.

- Employee enrollment meetings
- Collection and review of enrollment materials

- Enrollment communication to carrier
- Access to HRConnection enrollment platform
- Enrollment communication campaign

D. Employee Communication.

- Employee newsletters
- Benefits education campaign
- Employee benefit statements
- Wellness campaign

E. Compliance Resources.

- Health Care Reform news and information
- Health Care Reform penalty modeling
- Information on compliance with federal and/or state laws including:
 - o COBRA
 - o HIPAA
 - o FMLA
 - o Internal Revenue Code Section 125
 - o Medicare Part D
 - o Additional employment laws

F. Human Resources.

- Portal for employees to access HR/benefits information
- ThinkHR – HR Hotline, HR Library
- Employee handbook wizard
- Access to professional community – My Community
- Benchmark survey data
- HR library of forms – MyWave, ThinkHR

2. Client's Responsibilities

Client will make available such reasonable information as required for Consultant to conduct its services. Such data will be made available as promptly as possible. It is understood by Consultant that the time of Client's personnel is limited, and judicious use of that time is a requirement of this Agreement. Client will make timely payments of the service fees as set forth elsewhere in this Agreement.

3. Disclosure and Recordkeeping

A. Full Disclosure.

Client has the right to approve any arrangements and/or the utilization of any intermediaries in connection with, or arising out of, or in any way related to Client's insurance and risk management program. Consultant must seek approval from Client prior to the use of any of the above in connection with the Client's insurance and risk management program.

B. Recordkeeping.

Consultant will maintain accurate and current files including, but not limited to, insurance policies and correspondence with insurers or brokers in accordance with industry standard record retention practice or as otherwise directed by Client.

4. Term & Termination

A. Term.

The initial term of this Agreement shall be one year, commencing on April 1, 2018 and ending March 31, 2019 (Initial Term). Thereafter, this Agreement will remain in effect until terminated as described below.

B. Termination.

This Agreement may be terminated by either party only as follows:

- a) Effective upon thirty (30) days' advance written notice to the other party stating that such other party is in breach of any of the provisions of this Agreement, provided such breach (if able to be cured) is not cured within fifteen (15) days after the notice is received;
- b) effective upon six (60) days' advance written notice to the other party given with or without reason; provided such notice is given after the Initial Term; or
- c) By mutual written agreement of the parties.

5. Cost of Services

Consultant's Professional Fees are based upon time expended by specific individuals. The fees do not include out-of-pocket expenses, including expenses related to travel outside of the state. Client agrees to pay Consultant Professional Fees as outlined in Exhibit 1. These annual fees are payable in quarterly installments and Consultant agrees to submit invoices to Client on a quarterly basis.

Additional programs and services will be provided on a project basis for an additional fee to be disclosed in writing and shall be undertaken upon mutual agreement between Consultant and Client. Such programs and services may include, but not be limited to, retiree medical plans, special employee surveys, employee communication materials and long-term care insurance.

6. Personnel

Consultant will assign its personnel according to the needs of Client and according to the disciplines required to complete the appointed task in a professional manner. Consultant retains the right to substitute personnel with reasonable cause. The Account Management Team consists of the following individuals:

Primary Service Team: Dustin Brand, Sr. Consultant
 Sherry, Kettner, Account Executive
 Margaret Ramos, Account Manager

Additional Key Resources: Kathryn Stafford, Client Resources

7. Records and Information

Consultant agrees to keep any information provided by Client confidential and to exercise reasonable and prudent cautions in protecting the confidentiality of such information. If the services provided by Consultant involve the use of protected health information, Client and Consultant agree to enter into an appropriate business associate agreement.

8. Independent Contractor.

It is understood and agreed that Consultant is engaged by Client to perform services under this Agreement as an independent contractor. Consultant shall use its best efforts to follow written, oral or electronically transmitted (i.e., sent via facsimile or email) instructions from Client as to policy and procedure.

9. Fiduciary Responsibility.

Client acknowledges that: (i) Consultant shall have no discretionary authority or discretionary control respecting the management of any of the employee benefit plans; (ii) Consultant shall exercise no authority or control with respect to management or disposition of the assets of Client's employee benefit plans; and (iii) Consultant shall perform services pursuant to this Agreement in a non-fiduciary capacity.

Client agrees to notify Consultant as soon as possible of any proposed amendments to the plans' legal documents to the extent that the amendments would affect Consultant in the performance of its obligations under this Agreement. Client agrees to submit (or cause its agent, consultants or vendors to submit) all information in its (or their) control reasonably necessary for Consultant to perform the services covered by this Agreement.

10. Entire Agreement

This constitutes the entire Agreement between the parties, and any other warranties or agreements are hereby superseded.

Subsequent amendments to this Agreement shall only be in writing signed by both parties.

City of Shawnee

Signature

Date

Title

INSURICA

Signature

Date

Title

Exhibit 1: Professional Fees

Client agrees to an annual Consulting fee of \$30,000 which is to be paid by Client to Consultant on a quarterly basis being four equal installments of \$7,500 with the first installment being billed on April 1, 2018 with payment due no later than 30-days after receipt of invoice.

Additional cost charged by third-party administrators and/or technology service firms are billed directly to the City by those providers. Those fees are not included as part of this Consulting Agreement.

Regular Board of Commissioners

6.

Meeting Date: 03/05/2018

At-Large Election Req

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion relating to the calling of an election to amend Section Two of Article III of the City Charter regarding electing City Commissioners at-large.

Attachments

No file(s) attached.

Regular Board of Commissioners

7.

Meeting Date: 03/05/2018

Terms of Mayor & Commissioners Ord

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider an ordinance related to terms of mayor and city commissioners and election of vice mayor, amending Section Four and Section Six of Article III of the charter of the City of Shawnee, Oklahoma, changing the time for the beginning of terms for mayor and city commissioners to conform with election dates and setting the time for election of vice mayor; and setting the effective date and providing for severability. *(Deferred from the August 21, 2017 City Commission meeting.)*

Attachments

Terms of Mayor & Comm Ord

ORDINANCE NO. _____NS

AN ORDINANCE RELATED TO TERMS OF MAYOR AND CITY COMMISSIONERS AND ELECTION OF THE VICE MAYOR, AMENDING SECTION FOUR AND SECTION SIX OF ARTICLE III OF THE CHARTER OF THE CITY OF SHAWNEE, OKLAHOMA, CHANGING THE TIME FOR THE BEGINNING OF TERMS FOR THE MAYOR AND CITY COMMISSIONERS TO CONFORM WITH ELECTION DATES AND SETTING THE TIME FOR ELECTION OF VICE MAYOR; AND SETTING THE EFFECTIVE DATE AND PROVIDING FOR SEVERABILITY.

BE IT ENACTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

Section 1. AMENDATORY. That Section Four of Article III of the Charter of the City of Shawnee, Oklahoma, is hereby amended to read as follows:

Section 4. Terms of office of mayor and commissioners.

The mayor shall serve for four (4) years or until their successor is elected and qualified. The other commissioners shall serve for four (4) years or until their successors are elected and qualified. The terms of office of mayor and commissioners shall begin on the first Monday in the month following the general election, or runoff election as applicable. The terms of office of those commissioners or the mayor elected to fill vacancies at a special election, as provided in Article VIII hereof, shall begin with the next meeting of the board of commissioners following the official results of the special election.

Section 2. AMENDATORY. That Section Six of Article III of the Charter of the City of Shawnee, Oklahoma, is hereby amended to read as follows:

Section 6. Vice-mayor.

The council shall appoint one (1) of its members vice-mayor for a term of one (1) year on the first Monday in the month following the general election or after the runoff election if applicable that particular year, or on the first Commission meeting in July in years without an election. The vice-mayor shall act as mayor during the absence of the mayor. If the office of mayor becomes vacant, then the vice-mayor shall serve as mayor until the next general or special municipal election, and until a new mayor is elected and qualified. Provided, where the office of mayor becomes vacant and the vice-mayor serves as mayor until the next general or special municipal election, the commissioner's seat held by the vice-mayor shall not be deemed vacant. The vice-mayor shall have no authority to make appointments or remove officers appointed by the mayor, except where a vacancy exists in the office of mayor and the vice-mayor is serving as mayor until the election of a successor.

Section 3. EFFECTIVE DATE. This ordinance shall become and be effective on and after a majority of the votes cast in the election on the charter amendment, as certified by the secretary of the county election board, are in favor of adopting the proposed amendments to the charter, the charter shall be so amended, certified and authenticated by the mayor, and submitted to the Governor for approval. Upon approval, the charter as amended shall become the organic law of the municipality and supersede any existing charter and all ordinances in conflict with it. This ordinance shall remain in effect and not be repealed unless repealed by a majority of the registered voters of the City of Shawnee, Oklahoma, voting to repeal the same in the manner required by law.

Section 4. SEVERABILITY. The provisions above are hereby declared to be severable and if any section, paragraph, sentence or clause of this ordinance is for any reason held invalid or inoperative by any Court of competent jurisdiction, such decision shall not affect any other section, paragraph, sentence or clause hereof.

PASSED AND APPROVED this _____ day of _____, 2018.

ATTEST:
(SEAL)

RICHARD FINLEY, MAYOR

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____, 2018.

JOSEPH M. VORNDRAN
CITY ATTORNEY

Regular Board of Commissioners

8.

Meeting Date: 03/05/2018

Terms of Mayor & Commissioners Reso

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider a resolution calling for, and providing for the holding of a general election in the City of Shawnee, Oklahoma, for the purpose of adopting an ordinance amending Section Four and Section Six of Article III of the charter of the City of Shawnee, Oklahoma, changing the time for the beginning of terms for the mayor and city commissioners to conform with election dates and setting the time for election of the vice mayor; and providing for said election to be conducted by the Pottawatomie County Election Board, and providing for voting by absentee ballot. *(Deferred from the August 21, 2017 City Commission meeting.)*

Attachments

Terms of Mayor & Comm Res

RESOLUTION NO. _____

A RESOLUTION CALLING FOR, AND PROVIDING FOR, THE HOLDING OF A GENERAL ELECTION IN THE CITY OF SHAWNEE, OKLAHOMA, FOR THE PURPOSE OF ADOPTING AN ORDINANCE AMENDING SECTION FOUR AND SECTION SIX OF ARTICLE III OF THE CHARTER OF THE CITY OF SHAWNEE, OKLAHOMA, CHANGING THE TIME FOR THE BEGINNING OF TERMS FOR THE OFFICE FOR THE MAYOR AND THE CITY COMMISSIONERS, AND ALSO PROVIDING FOR THE DATES OF ELECTION OF THE VICE MAYOR; PROVIDING FOR SAID ELECTION TO BE CONDUCTED BY THE POTTAWATOMIE COUNTY ELECTION BOARD, AND PROVIDING FOR VOTING BY ABSENTEE BALLOT.

WHEREAS, in 2013 the people of the City of Shawnee enacted certain amendments to the City's Charter in order to conform with changes to Oklahoma election law; and

WHEREAS, as a result of those changes, the terms of the Mayor and Commissioners do not begin until the first Monday in the month following their election; and

WHEREAS, as further result of the changes, the Vice-Mayor is elected annually on the first Monday in the month following the Election of the Mayor and Commissioners; or on the first Monday in the month following a Runoff Election; or on the first Commission meeting in July in those years without an election; and

WHEREAS, these results were unintended and interfere with the orderly conduct of City business; and

WHEREAS, the Mayor and City Commission of the City of Shawnee have determined that the Charter should be amended to correct these unintended results; and

WHEREAS, the ordinance making the corrections cannot become law without an election being set and a favorable vote by more than one-half of the voters taking part in said election.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

Section 1. Call for Election.

That the general question be set for election on the 26th day of June, 2018, to allow the electorate of the City of Shawnee, Oklahoma to vote whether or not to adopt the proposed amendments to the Charter of the City of Shawnee, pursuant to 26 O.S. Section 1-102; 26 O.S. Section 1-103 and 26 O.S. Section 5-110.

Section 2. Purpose of Election.

The special questions to be voted on in said election is to determine whether the City of Shawnee will adopt an Ordinance amending the Charter to set the term of office for Mayor and

Commissioners to begin on the first Monday in the month following their election or runoff election and to elect the vice-mayor annually on the first Monday in the month following the general election or after the runoff election, if applicable, that particular year, or on the first Commission meeting in July in years without an election.

Section 3. Propositions

Proposition I

SHALL THE CITY OF SHAWNEE, STATE OF OKLAHOMA, APPROVE SECTION 1 OF ORDINANCE NO. _____NS AMENDING SECTION FOUR, ARTICLE III OF THE CHARTER OF THE CITY OF SHAWNEE, OKLAHOMA, TO PROVIDE THAT THE MAYOR AND COMMISSIONERS OF THE CITY SHALL TAKE OFFICE ON THE FIRST MONDAY IN THE MONTH FOLLOWING THEIR ELECTION, OR RUNOFF ELECTION AS APPLICABLE?

☐	For the above proposition
☐	Against the above proposition

Proposition II

SHALL THE CITY OF SHAWNEE, STATE OF OKLAHOMA, APPROVE SECTION 2 OF ORDINANCE NO. _____NS AMENDING SECTION SIX, ARTICLE III OF THE CHARTER OF THE CITY OF SHAWNEE, OKLAHOMA, TO PROVIDE THAT THE VICE MAYOR SHALL BE ELECTED ANNUALLY ON ONE OF THE FOLLOWING APPROPRIATE DATES:

- (A) ON THE FIRST MONDAY IN THE MONTH FOLLOWING THE GENERAL ELECTION OF THE MAYOR AND COMMISSIONERS; OR
- (B) ON THE FIRST MONDAY IN THE MONTH FOLLOWING A RUNOFF ELECTION, IF APPLICABLE THAT PARTICULAR YEAR; OR
- (C) ON THE FIRST COMMISSION MEETING IN JULY IN YEARS WITHOUT AN ELECTION?

☐	For the above proposition
☐	Against the above proposition

Section 4. Conduct of Election.

The County Election Board shall prepare all ballots and conduct the election provided for herein in the manner set forth in accordance with the Charter of the City of Shawnee and the laws of the State of Oklahoma. The polls of said election shall be open at seven o'clock a.m., and shall remain open continuously until and be closed at seven o'clock p.m. on the designated day.

Section 5. Absentee ballots.

Registered, qualified electors may vote in said election by absentee ballot. Absentee ballots shall be obtained from the Secretary of the County Election Board and shall be requested, cast and returned in the manner described by the election laws of the State of Oklahoma relating to voting by absentee ballot.

PASSED AND APPROVED this _____ day of _____, 2018.

RICHARD FINLEY, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners

9.

Meeting Date: 03/05/2018

Method of Calling Election Ord

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider an ordinance related to the calling of an election, amending Section Seven of Article XIV of the charter of the City of Shawnee, Oklahoma, changing the method of ordering the holding of elections by resolution, which conforms with state law; and setting the effective date and providing for severability.
(Deferred from the August 21, 2017 City Commission meeting.)

Attachments

Calling for Election Ord

ORDINANCE NO. _____NS

AN ORDINANCE RELATED TO THE CALLING OF AN ELECTION, AMENDING SECTION SEVEN OF ARTICLE XIV OF THE CHARTER OF THE CITY OF SHAWNEE, OKLAHOMA, CHANGING THE METHOD OF ORDERING THE HOLDING OF ELECTIONS BY RESOLUTION, WHICH CONFORMS WITH STATE LAW; AND SETTING THE EFFECTIVE DATE AND PROVIDING FOR SEVERABILITY.

BE IT ENACTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

Section 1. AMENDATORY. That Section Seven of Article XIV of the Charter of the City of Shawnee, Oklahoma, is hereby amended to read as follows:

Section 7. Conduct of election period.

The Board of Commissioners of the City of Shawnee shall, by resolution, order the holding of all elections, except as otherwise provided in the Charter. All municipal elections in the City of Shawnee shall be conducted by the County Election Board of Pottawatomie County. The election shall be held at the same place and in the same manner as provided for conduct of state and county elections. Polling places shall be open from seven o'clock a.m. to seven o'clock p.m. The precinct election board shall be the same as for state and county elections, provided substitutions, if necessary, may be made by the Pottawatomie County Election Board. Except as otherwise provided by this chapter (Charter), the laws governing state and county runoff and general elections shall be applicable to municipal elections in the City of Shawnee.

Section 2. EFFECTIVE DATE. This ordinance shall become and be effective on and after a majority of the votes cast in the election on the charter amendments, as certified by the secretary of the county election board, are in favor of adopting the proposed amendments to the charter, the charter shall be so amended, certified and authenticated by the mayor, and submitted to the Governor for approval. The Governor shall approve the charter amendments if they are not in conflict with the Constitution and laws of Oklahoma. Upon approval, the charter as amended shall become the organic law of the municipality and supersede any existing charter and all ordinances in conflict with it. This ordinance shall remain in effect and not be repealed unless repealed by a majority of the registered voters of the City of Shawnee, Oklahoma, voting to repeal the same in the manner required by law.

Section 3. SEVERABILITY. The provisions above are hereby declared to be severable and if any section, paragraph, sentence or clause of this ordinance is for any reason held invalid or inoperative by any Court of competent jurisdiction, such decision shall not affect any other section, paragraph, sentence or clause hereof.

PASSED AND APPROVED this _____ day of _____, 2018.

RICHARD FINLEY, MAYOR

ATTEST:
(SEAL)

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____, 2018.

JOSEPH M. VORNDRAH
CITY ATTORNEY

Regular Board of Commissioners

10.

Meeting Date: 03/05/2018

Method of Calling for Election Reso

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider a resolution calling for, and providing for the holding of a general election in the City of Shawnee, Oklahoma, for the purpose of adopting an ordinance amending Section Seven of Article XIV of the charter of the City of Shawnee, Oklahoma, changing the method of ordering the holding of elections by resolution, which conforms to state law; and providing for said election to be conducted by the Pottawatomie County Election Board, and providing for voting by absentee ballot. *(Deferred from the August 21, 2017 City Commission meeting.)*

Attachments

Calling for Election Res

RESOLUTION NO. _____

A RESOLUTION CALLING AND PROVIDING FOR THE HOLDING OF A GENERAL ELECTION IN THE CITY OF SHAWNEE, OKLAHOMA, FOR THE PURPOSE OF ADOPTING AN ORDINANCE AMENDING SECTION SEVEN OF ARTICLE XIV OF THE CHARTER OF THE CITY OF SHAWNEE, OKLAHOMA, CHANGING THE METHOD OF ORDERING THE HOLDING OF ELECTIONS BY RESOLUTION, WHICH CONFORMS WITH STATE LAW; PROVIDING FOR SAID ELECTION TO BE CONDUCTED BY THE POTTAWATOMIE COUNTY ELECTION BOARD, AND PROVIDING FOR VOTING BY ABSENTEE BALLOT.

WHEREAS, in 1999 the people of the City of Shawnee enacted certain amendments to the City's Charter in order to conform with changes to Oklahoma election law; and

WHEREAS, as a result of those changes the conduct of election period requires an ordinance be adopted by the Commission rather than a resolution, which is what the Pottawatomie County Election Board requires; and

WHEREAS, a further result of the changes is that the Commission must adopt and approve by an ordinance and a resolution to hold an election; and

WHEREAS, these results were unintended and interfere with the orderly conduct of City business; and

WHEREAS, the Mayor and City Commission of the City of Shawnee have determined that the Charter should be amended to correct these unintended results; and

WHEREAS, the ordinance making the corrections cannot become law without an election being set and a favorable vote by more than one-half of the voters taking part in said election.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

Section 1. Call for Election.

That the general question be set for election on the 26th day of June, 2018, to allow the electorate of the City of Shawnee, Oklahoma to vote whether or not to adopt the proposed amendments to the Charter of the City of Shawnee, pursuant to 26 O.S. Section 1-102; 26 O.S. Section 1-103 and 26 O.S. Section 5-110.

Section 2. Purpose of Election.

The special question to be voted on in said election is to determine whether the City of Shawnee will adopt an Ordinance amending the Charter to change the method of calling for elections by resolution, which conforms to state law.

Section 3. Proposition.

Proposition I

SHALL THE CITY OF SHAWNEE, STATE OF OKLAHOMA, APPROVE SECTION 1 OF ORDINANCE NO. _____NS AMENDING SECTION SEVEN, ARTICLE XIV OF THE CHARTER OF THE CITY OF SHAWNEE, OKLAHOMA, TO CHANGE THE METHOD OF ORDERING THE HOLDING OF ELECTIONS BY RESOLUTION, WHICH CONFORMS WITH STATE LAW?

☐	For the above proposition
☐	Against the above proposition

Section 4. Conduct of Election.

The County Election Board shall prepare all ballots and conduct the election provided for herein in the manner set forth in accordance with the Charter of the City of Shawnee and the laws of the State of Oklahoma. The polls of said election shall be open at seven o'clock a.m., and shall remain open continuously until and be closed at seven o'clock p.m. on the designated day.

Section 5. Absentee ballots.

Registered, qualified electors may vote in said election by absentee ballot. Absentee ballots shall be obtained from the Secretary of the County Election Board and shall be requested, cast and returned in the manner described by the election laws of the State of Oklahoma relating to voting by absentee ballot.

PASSED AND APPROVED this _____ day of _____, 2018.

RICHARD FINLEY, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners

11.

Meeting Date: 03/05/2018

Calling for Ward Election Ord

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider an ordinance calling for a general and runoff election for Ward 1, Ward 5, and Ward 6.

Attachments

Election Ord

ORDINANCE NO. _____NS

AN ORDINANCE CALLING AND PROVIDING FOR THE HOLDING OF A GENERAL AND RUNOFF ELECTION IN THE CITY OF SHAWNEE, OKLAHOMA, FOR THE PURPOSE OF NOMINATING AND ELECTING CANDIDATES FOR THE OFFICES OF CITY COMMISSIONER OF THE FIRST WARD, CITY COMMISSIONER OF THE FIFTH WARD AND CITY COMMISSIONER OF THE SIXTH WARD; ESTABLISHING A FILING PERIOD AND QUALIFICATIONS FOR SUCH OFFICES; DESIGNATING THE MANNER OF ELECTING THE VARIOUS CITY OFFICES NAMED HEREIN; PROVIDING FOR SAID ELECTIONS TO BE CONDUCTED BY THE POTTAWATOMIE COUNTY ELECTION BOARD; PROVIDING FOR VOTING BY ABSENTEE BALLOT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

BE IT ENACTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1. By virtue of the provisions of the City Charter of the City of Shawnee, Oklahoma, nonpartisan general and general runoff elections are hereby authorized and called to be held in the City of Shawnee, Oklahoma. The general election shall be held on the 26th day of June, 2018, the same being the fourth Tuesday in June, for the purpose of submitting to the registered, qualified voters of the City of Shawnee, the names of all persons who have properly filed or been filed as candidates in the general election for the offices of Commissioner of the First Ward, Commissioner of the Fifth Ward, and Commissioner of the Sixth Ward. The general runoff election shall be held on the 28th day of August, 2018, the same being the fourth Tuesday in August, for the purpose of submitting to the registered, qualified voters of the City of Shawnee the names of the nominees for the offices of Commissioner of the First Ward, Commissioner of the Fifth Ward, and Commissioner of the Sixth Ward. Provided, that except as otherwise in the City Charter specifically provided, the election laws of the state of Oklahoma applicable to municipal elections are adopted and put into effect hereby and the results of the elections shall be canvassed, published and declared as provided by law.

SECTION 2. The filing period for the elections authorized herein shall be during normal business hours on the 11th, 12th and 13th days of April, 2018. Any qualified elector may become a candidate for the offices named herein by filing with the Secretary of the Pottawatomie County Election Board, during the filing period, a written declaration of candidacy as provided in the Charter of the City of Shawnee, provided that any qualified elector can be a candidate for only one (1) office. Any qualified elector so filing for Mayor, or Commissioner may withdraw from the election by filing written notice with the Secretary of the County Election Board no later than 5:00 o'clock p.m. on April 17, 2018. Provided, that no person shall be qualified to become a candidate for any office herein unless such person shall have attained the age of twenty-five (25) years and shall have been, for at least six (6) months prior to filing a declaration of candidacy, a qualified elector as provided by the Charter of the City of Shawnee and the laws of the State of Oklahoma and a resident within the ward for which such person files for office, or, in the case of the office of Mayor, a resident within the City of Shawnee. All declarations of candidacy, petitions and election ballots shall be nonpartisan in form and shall have no party designation of any kind and no sign, mark, symbol or device of a partisan character.

SECTION 3. If on the date of closing of filing for candidacy for any office herein, only one (1) candidate has filed for any particular office or offices, said candidate or candidates shall be chosen to their respective offices and no election shall be held. Provided further, that if on the date of closing of filing for the offices herein, only two (2) candidates have filed for any office, said candidates shall be placed on the ballot at the general election and no general runoff election shall be held. Provided further, that if on the date of closing of filing for the offices herein, more than two (2) candidates have filed for any office, their names shall be placed on the ballot at the general election. If at the general election provided for herein no candidate receives a majority of the votes cast, the two (2) candidates receiving the largest number of votes shall be nominated, and their names shall be placed on the ballot and they shall be voted upon at the ensuing general runoff city election, and the person receiving the largest number of votes shall be elected. Provided further, that if in the general election one (1) candidate receives a majority of all votes cast for that office, said candidate is ipso facto elected thereto and shall be issued a certificate of election. Said candidate's name shall not appear upon the general runoff election ballot. Provided further, that the candidate for each office receiving the highest number of votes in the

general runoff election shall be elected and shall be issued a certificate of election. In the event of a tie vote in any election provided for herein, the successful candidate shall be determined by the flip of a coin. If one (1) of the two (2) candidates nominated for an office dies or removes from the city or from his ward, the remaining candidate is elected ipso facto and shall be issued a certificate of election and his name shall not appear upon the general runoff election ballot.

SECTION 4. The County Election Board shall prepare all ballots and conduct the elections provided for herein in the manner set forth in, and in accordance with, the Charter of the City of Shawnee and the laws of the State of Oklahoma. The names of the candidates for the offices provided herein shall be submitted to the registered, qualified electors of the City of Shawnee and each office shall be voted on at large. The precinct boundary lines for the purpose of holding said elections shall be those as designated by the County Election Board of Pottawatomie County, Oklahoma, as changed by city ordinance and shall include all the area within the city limits of the City of Shawnee, and where there shall be a conflict between the area designated by the Election Board and said ordinances, the area as designated by ordinance shall prevail. The polls of said elections shall be opened at seven o'clock a.m., and shall remain open continuously until and be closed at seven o'clock p.m. on the designated day.

SECTION 5. Registered, qualified electors may vote in said elections by absentee ballot. Absentee ballots shall be obtained from the Secretary of the County Election Board and shall be requested, cast, and returned in the manner prescribed by the general election laws of the state of Oklahoma relating to voting by absentee ballot.

SECTION 6. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

SECTION 7. By reason of the provisions of law requiring the holding of a general election on the statewide primary election date of each even numbered year, and by reason of the requirements of law providing for the publication of an ordinance calling and authorizing the holding of municipal elections, an emergency is hereby declared to exist, by reason whereof this ordinance shall become effective and be in full force and effect immediately from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

ATTEST:
(SEAL)

RICHARD FINLEY, MAYOR

PHYLLIS LOFTIS, CMC, CITY CLERK

EMERGENCY SEPARATELY APPROVED THIS _____ DAY OF _____, 2018.

ATTEST:
(SEAL)

RICHARD FINLEY, MAYOR

PHYLLIS LOFTIS, CMC, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS _____ DAY OF _____, 2018.

JOSEPH VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

12.

Meeting Date: 03/05/2018

Calling for Ward Electin Reso

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider a resolution calling for a general and runoff election for Ward 1, Ward 5, and Ward 6.

Attachments

Election Res

RESOLUTION NO. _____

A RESOLUTION CALLING AND PROVIDING FOR THE HOLDING OF NONPARTISAN GENERAL AND GENERAL RUNOFF ELECTIONS IN THE CITY OF SHAWNEE, OKLAHOMA, FOR THE PURPOSE OF NOMINATING AND ELECTING CANDIDATES FOR THE OFFICES OF CITY COMMISSIONER OF THE FIRST WARD, CITY COMMISSIONER OF THE FIFTH WARD, AND CITY COMMISSIONER OF THE SIXTH WARD; ESTABLISHING A FILING PERIOD AND QUALIFICATIONS FOR SUCH OFFICES; DESIGNATING THE MANNER OF ELECTING THE VARIOUS CITY OFFICES NAMED HEREIN; PROVIDING FOR SAID ELECTIONS TO BE CONDUCTED BY THE POTTAWATOMIE COUNTY ELECTION BOARD; PROVIDING FOR VOTING BY ABSENTEE BALLOT.

WHEREAS, the City of Shawnee, Oklahoma, nonpartisan general and general runoff elections are hereby authorized and called to be held in the City of Shawnee, Oklahoma, and;

WHEREAS, the general election shall be held on the 26th day of June, 2018, the same being the fourth Tuesday in June, for the purpose of submitting to the registered, qualified voters of the City of Shawnee, the names of all persons who have properly filed or been filed as candidates in the general election for the offices of Commissioner of the First Ward, Commissioner of the Fifth Ward, and Commissioner of the Sixth Ward, and;

WHEREAS, any qualified elector may become a candidate for the offices named herein by filing with the Secretary of the Pottawatomie County Election Board, during the filing period, a written declaration of candidacy as provided in the Charter of the City of Shawnee, provided that any qualified elector can be a candidate for only one (1) office, and;

WHEREAS, provided, that no person shall be qualified to become a candidate for any office herein unless such person shall have attained the age of twenty-five (25) years and shall have been, for at least six (6) months prior to filing a declaration of candidacy, a qualified elector as provided by the Charter of the City of Shawnee and the laws of the State of Oklahoma and a resident within the ward for which such person files for office, and;

WHEREAS, all declarations of candidacy, petitions and election ballots shall be nonpartisan in form and shall have no party designation of any kind and no sign, mark, symbol or device of a partisan character.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

Section 1. Call for Election.

That the question be set for election on the 26th day of June, 2018, to allow the electorate of the City of Shawnee, Oklahoma to vote for the offices of Commissioner of the First Ward, Commissioner of the Fifth Ward, and Commissioner of the Sixth Ward.

Section 2. Purpose of Election.

That the purpose of submitting to the registered, qualified voters of the City of Shawnee, the names of all persons who have properly filed or been filed as candidates in the general election for the offices of Commissioner of the First Ward, Commissioner of the Fifth Ward, and Commissioner of the Sixth Ward.

Section 3. Conduct of Election.

The County Election Board shall prepare all ballots and conduct the election provided for herein in the manner set forth in accordance with the Charter of the City of Shawnee and the laws of the State of Oklahoma.

The polls of said election shall be open at seven o'clock a.m., and shall remain open continuously until and be closed at seven o'clock p.m. on the designated day.

Section 4. Absentee Ballots

Registered, qualified electors may vote in said election by absentee ballot. Absentee ballots shall be obtained from the Secretary of the County Election Board and shall be requested, cast and returned in the manner described by the general election laws of the State of Oklahoma relating to voting by absentee ballot.

PASSED AND APPROVED THIS ____ DAY OF _____, 2018

RICHARD FINLEY, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

(SEAL)

Regular Board of Commissioners

13.

Meeting Date: 03/05/2018

Discuss 1/2 cent sales tax

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion and possible action to direct staff to prepare an ordinance and resolution relating to the calling of an election for the purpose of a one-half (1/2) cent sales tax for June 26, 2018 general election.

Attachments

No file(s) attached.
