

AGENDA
SHAWNEE MUNICIPAL AUTHORITY
JUNE 20, 2023 AT 6:00 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

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

CALL TO ORDER

DECLARATION OF QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the May 15, 2023 regular meeting and June 9, 2023 special call meeting.
2. Consideration of a budget amendment to the Fiscal Year 2022-2023 Budget - Shawnee Municipal Authority Fund - 501 - to fund a final debt service payment.
3. Consideration of a resolution adopting the Fiscal Year 2023-2024 Budget for the Shawnee Municipal Authority for the period of July 1, 2023 through June 30, 2024.
4. New Business
5. Adjournment

Respectfully submitted,



Lisa Lasyone, CMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If

participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting, and necessary accommodations will be made. (ADA 28 CFR 36)

SHAWNEE MUNICIPAL AUTHORITY PROCEEDINGS

MAY 15, 2023 AT 6:00 PM

The Shawnee Municipal Authority of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Monday, May 15, 2023 at 6:00 PM, pursuant to notice duly posted as prescribed by law at 6:24 p.m. on Thursday, May 11, 2023. Mayor Bolt presided and called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Chairman/Mayor

Daniel Matthews
Trustee Ward 1

Cami Engles
Trustee Ward 2

Travis Flood
Trustee Ward 3

Darren Rutherford
Trustee Ward 4

Mark Sehorn
Trustee Ward 5

Lauren Richter
Trustee Ward 6

ABSENT: None

CALL TO ORDER DECLARATION OF QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the April 17, 2023 regular meeting and April 17, 2023 special call meeting.
 - b. Confirm action taken by the City Commission on Consent Agenda Item No. 3(h) regarding acknowledgement of the Contract for Solid Waste Collection, Recycling, and Disposal Services with Central Disposal for Fiscal Year 2023-2024.

A motion was made by Trustee Matthews, seconded by Trustee Rutherford, to approve Consent Agenda Item Nos. 1(a-b). Motion Carried 7-0-0.

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

NAY: None

ABSTAIN: None

2. Public hearing for the Shawnee Municipal Authority Proposed Budget for Fiscal Year 2023-2024.

Finance Director Lindsey McNabb-Fox provided a Staff report of the Shawnee Municipal Authority proposed budget for Fiscal Year 2023-2024.

Chairman Bolt declared a public hearing in session to consider the Fiscal Year 2023-2024 Shawnee Municipal Authority budget. No one appeared to speak during the public hearing. The

public hearing was closed.

3. New Business

There was no new business.

4. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:35 p.m.)

ED BOLT, CHAIRMAN/MAYOR

ATTEST:

LISA LASYONE, CMC, CITY CLERK
SECRETARY

DRAFT

SHAWNEE MUNICIPAL AUTHORITY PROCEEDINGS

JUNE 9, 2023 AT 1:00 PM

The Shawnee Municipal Authority of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Friday, June 9, 2023 at 1:00 PM, pursuant to notice duly posted as prescribed by law at 12:06 p.m. on the 7th day of June, 2023. Mayor Bolt presided and called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Chairman/Mayor

Daniel Matthews
Trustee Ward 1

Cami Engles
Trustee Ward 2

Travis Flood
Trustee Ward 3

Darren Rutherford
Trustee Ward 4

Mark Sehorn
Trustee Ward 5

Absent
Trustee Ward 6

ABSENT: Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of the following budget amendments for Fiscal Year 2022 – 2023: 501 - Shawnee Municipal Authority Fund - \$3,000,000.

Finance Director Lindsey McNabb-Fox advised that the proposed budget amendment was to transfer Three Million Dollars (\$3,000,000.00) in fund balance from the Shawnee Municipal Authority Fund to the Grant Fund for emergency service contracts in response to the tornado event on April 19, 2023.

A motion was made by Trustee Matthews, seconded by Trustee Flood, to approve a budget amendment for Fiscal Year 2022 – 2023 in Fund 501 Shawnee Municipal Authority Fund for Three Million Dollars (\$3,000,000.00). Motion carried 6-0-0.

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

NAY: None

ABSTAIN: None

2. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (1:13 p.m.)

ED BOLT, MAYOR
CHAIRMAN

ATTEST:

LISA LASYONE, CMC, CITY CLERK
SECRETARY



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

Date: June 20, 2023
To: Shawnee Municipal Authority
From: Lindsey McNabb-Fox, Finance Director
Subject: Consideration of a budget amendment to the Fiscal Year 2022-2023 Budget - Shawnee Municipal Authority Fund - 501 - to fund a final debt service payment.

Background: Debt Service in Shawnee Municipal Fund

This amendment is to give budget authority for the final debt service payment for the 2013 Promissory Note. It was not previously added to the budget since the funds were already accounted for in a reserve account, but the fund still needs the budget authority to make the payment. The amount for appropriation is as follows:

- \$1,325,000 – Debt Service - Principal
- \$35,775 – Debt Service – Interest
- \$875 – Debt Service – Other Fees

Financial Impact: See budget amendment

Attachments: 06-20-2023 - 501 - Debt Service

Staff Recommendation: Approval of the item

Shawnee Municipal Authority
2022-2023 Budget Amendment
Shawnee Municipal Authority Fund

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
							-
							-
				Total	-	-	-

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
501	5-5010-55100			DEBT SERVICE - PRINCIPAL	-	1,325,000.00	1,325,000.00
501	5-5010-55200			DEBT SERVICE - INTEREST		35,775.00	35,775.00
501	5-5010-55300			DEBT SERVICE - OTHER FEES		875.00	875.00
							-
							-
							-
					-	-	-
					-	1,361,650.00	1,361,650.00

Approved by the City Commission this

Explanation of Budget Amendment:

To give budget authority for the final debt service payment for the 2013 Promissory Note paid from a reserve account.

Approved:

Mayor _____

Attest: _____

City Clerk _____

On Date _____

Posted By _____ Date _____ BA# _____ Pkt.# _____



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

Date: June 20, 2023
To: Shawnee Municipal Authority
From: Lindsey McNabb-Fox, Finance Director
Subject: Consideration of a resolution adopting the Fiscal Year 2023-2024 Budget for the Shawnee Municipal Authority for the period of July 1, 2023 through June 30, 2024.

Background: On April 17, 2023, the proposed Fiscal Year 2023-2024 Budget was presented to the City of Shawnee Board of Commissioners.

On May 15, 2023, following the April 19, 2023 tornado, the revised Fiscal Year 2023-2024 Budget proposal was made available for review on the City of Shawnee website; it was also presented to the City Commission and was the subject of a formal public hearing.

Prepared in accordance with the City of Shawnee's Municipal Code, Section 2-96, and in compliance with the Oklahoma Municipal Budget Act, Title 11 of the Oklahoma Statutes, Section 17-201 et seq., City staff is requesting that the City Commission consider the approval of a resolution to adopt the Fiscal Year 2023-2024 Budget for the City of Shawnee, finding all things requisite and necessary have been done in the preparation and presentation of the budget.

Financial Impact: See attached public hearing notice

Attachments: Revised Public Hearing Notice - FY23-24 Budget, SMA FY23-24 Budget Resolution

Staff Recommendation: Approval of the resolution

Notice of Public Hearing
City of Shawnee, Oklahoma
Shawnee Municipal Authority
Shawnee Airport Authority
REVISEDProposed Budget Summary*

Fiscal Year 2023-2024

	001	010	101	102	104	105	106	107	108	112	190	191	301	302	303	304	306	350	501	502	503	504	511	601	701	702	709	
Description	General Fund	Grant Fund	Street & Alley Fund	E 911 Fund	Economic Development Fund	Spay/ Neuter Fund	Hotel/Motel Surcharge Fund	Police Sales Tax Fund	Fire Sales Tax Fund	Tax Increment Fund	CDBG Grant Fund	CDBG-CV- ODOC Fund	Capital Improvement Fund	Street Improvement Fund	2018 Capital Improvement Fund	American Rescue Plan Fund	2023 Capital Improvement Fund	Aquatic Center Fund	Shawnee Municipal Authority	Water System Capital Imprv Fund	Wastewater Capital Imprv Fund	Meter Maintenance Fund	Shawnee Airport Authority	Workers Compensation Self-Insurance Fund**	Library Fund	Cemetery Perpetual Care Fund	Sister Cities Fund	Total
ESTIMATED REVENUES & BUDGETARY FUND BALANCE																												
1 Beginning Budgetary Fund Balance	4,163,342	29,000	-	350,651	158,739	-	543,042	-	-	670,000	-	-	2,756,094	1,538,704	14,551,529	7,238,085	350,000	-	1,731,584	-	-	-	355,872	-	-	183,173	42,500	34,662,315
2 Taxes	20,470,390	-	283,900	280,000	367,212	-	474,500	459,131	459,131	120,000	-	-	2,845,889	3,213,101	3,672,115	-	3,672,115	-	-	-	-	-	-	-	-	-	-	36,317,483
3 Intergovernmental	444,000	289,500	-	-	-	-	-	-	-	-	828,557	164,872	-	111,500	-	11,000,000	-	-	-	-	-	-	925,001	-	-	-	-	13,763,430
4 License and Permits	492,000	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,025	-	-	-	-	-	-	-	-	522,025
5 Fines and Forfeitures	476,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	476,000
6 Gifts and Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7 Charges for Services	238,234	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	127,000	15,409,315	-	-	850,000	-	-	-	-	-	16,624,549
8 Rental Revenues	49,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000	-	-	-	-	523,961	-	-	-	-	587,061
9 Interest Income	85,600	-	-	-	-	-	-	-	-	-	-	-	2,000	2,500	1,500	-	-	-	-	-	-	-	-	-	-	-	-	91,600
10 Other Revenues	322,000	-	6,360	-	-	2,200	-	-	-	-	13,200	-	-	-	-	-	-	45,000	280,000	4,000,000	75,000,000	-	346,250	-	-	4,000	-	80,019,010
11 Transfers In	5,478,262	-	187,000	-	-	-	-	-	-	-	-	-	-	-	-	-	1,163,458	208,448	4,772,115	910,000	1,240,000	-	230,230	724,484	85,000	-	-	14,998,997
TOTAL	32,218,928	318,500	479,260	630,651	525,951	2,200	1,017,542	459,131	459,131	790,000	841,757	164,872	5,603,983	4,865,805	18,225,144	18,238,085	5,185,573	394,448	22,221,039	4,910,000	76,240,000	850,000	2,381,314	724,484	85,000	187,173	42,500	198,062,470
APPROPRIATIONS :																												
1 Administration	1,589,350	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,988	-	-	-	1,591,338
2 Accounting	717,156	-	-	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	-	-	-	-	-	-	2,978	-	-	-	722,134
3 Information Systems	595,740	-	-	-	-	-	-	-	-	-	-	-	221,700	-	-	-	-	-	-	-	-	-	-	1,985	-	-	-	819,425
4 City Clerk	415,855	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,489	-	-	-	-	417,344
5 Municipal Court	488,228	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,985	-	-	-	-	490,213
6 Utility Billing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	827,788	-	-	-	5,413	-	-	-	-	833,201
7 Human Resources	476,833	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,489	-	-	-	-	478,322
8 Community Development	414,829	29,000	-	-	-	-	-	-	-	-	828,430	164,872	25,000	-	338,280	-	-	-	-	-	-	-	-	8,182	-	-	-	1,808,593
9 Police Department and Emergency Management	11,397,219	273,500	-	276,000	-	2,200	-	-	-	-	-	-	748,861	-	-	-	-	-	-	-	-	-	-	442,371	-	-	-	13,140,152
10 Fire Department	6,757,402	-	-	-	-	-	-	-	-	-	-	-	722,362	-	2,000,000	-	-	-	-	-	-	-	-	166,636	-	-	-	9,646,400
11 Engineering	438,738	-	-	-	-	-	-	-	-	-	-	-	89,000	-	-	-	-	-	-	-	-	-	-	1,489	-	-	-	529,227
12 Code Enforcement	1,001,373	-	-	-	-	-	-	-	-	-	-	-	70,000	-	-	-	-	-	-	-	-	-	-	3,475	-	-	-	1,074,848
13 Public Works	1,462,512	-	470,000	-	-	-	-	-	-	-	-	-	535,000	2,842,000	3,580,000	13,185,000	-	-	9,268,576	4,906,000	76,239,000	-	-	43,526	-	-	112,531,614	
14 Parks, Culture and Recreation	1,691,786	16,000	-	-	-	-	-	-	-	-	-	-	713,500	-	1,282,500	-	-	377,448	-	-	-	-	-	27,417	81,926	-	-	4,190,577
15 Expo Center	928,948	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	-	-	-	-	-	-	-	-	-	-	-	-	1,028,948
16 Building Maintenance	338,594	-	-	-	-	-	-	-	-	-	-	-	23,000	-	-	-	-	-	-	-	-	-	-	11,083	-	-	-	372,677
17 Tourism	-	-	-	-	-	-	465,274	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	993	-	-	-	466,267
18 Economic Development	-	-	-	-	295,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	295,000
19 Sister Cities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42,500	-	42,500
20 Airport	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,053,111	1,985	-	-	-	2,055,096
21 Contingency Reserve	596,000	-	8,900	-	-	-	9,400	-	-	-	-	-	-	-	-	-	-	8,500	415,000	-	-	-	42,000	-	1,650	-	-	1,081,450
22 Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	279,443	-	3,118,569	-	-	-	2,858,747	-	-	431,793	-	-	-	-	-	6,688,552
23 Transfers Out	696,948	-	-	-	-	-	-	459,131	459,131	-	-	-	500,000	600,000	-	-	3,672,115	-	7,873,458	-	-	-	-	-	-	-	-	14,260,783
TOTAL	30,007,510	318,500	478,900	276,000	295,000	2,200	474,674	459,131	459,131	-	828,430	164,872	3,929,866	3,442,000	10,419,349	13,185,000	3,672,115	385,948	21,243,569	4,906,000	76,239,000	431,793	2,095,111	724,484	83,576	-	42,500	174,564,660
ENDING BUDGETARY FUND BALANCE RESERVE	2,211,418	-	360	354,651	230,951	-	542,868	-	-	790,000	13,327	-	1,674,117	1,423,805	7,805,795	5,053,085	1,513,458	8,500	977,470	4,000	1,000	418,207	286,203	-	1,424	187,173	-	23,497,811
Percent of Ending Fund Balance/Annual Expenses	7.37%	0.00%	0.08%	128.50%	78.29%	0.00%	114.37%	0.00%	0.00%	N/A	1.61%	0.00%	42.60%	41.37%	74.92%	38.32%	41.21%	2.20%	4.60%	0.08%	0.00%	96.85%	13.66%	0.00%	1.70%	N/A	0.00%	13.46%
Impact to Fund Balance - Gain/(Loss)	(1,951,924)	(29,000)	360	4,000	72,212	-	(174)	-	-	120,000	13,327	-	(1,081,977)	(114,899)	(6,745,734)	(2,185,000)	1,163,458	8,500	(754,114)	4,000	1,000	418,207	(69,669)	-	1,424	4,000	(42,500)	(11,164,504)

This Summary documents the preliminary budgeted estimates of Revenues and Appropriations for the funds of the City of Shawnee, Oklahoma, including its Authorities, for the budget period July 1, 2023 through June 30, 2024, as identified on May 3, 2023.

* Not included in the summary are funds with no activity: 103 - Oil & Gas Revenue, 113 - Drug Forfeiture, 192 - ESG ODOC Fund, 201 - Debt Service, 706 - Gifts and Contributions

** The Workers Compensation Self-Insurance Fund - 601, reflects "Transfers In" from other funds. The associated expense in other funds is reflected within the division where the payroll occurs, and is therefore not shown in the general "Transfers Out" expenditure line.

*** After the Public Hearing was held on May 15, 2023, revisions were made to the Beginning Fund Balances in the General Fund (\$2 mil), Street Improvement Fund (\$3 mil) and the Shawnee Municipal Authority Fund (\$3 mil).

For a downloadable PDF, visit <http://www.ShawneeOK.org>

A public hearing will be held on the Preliminary Budget Summary of Revenues and Appropriations in the City Commission Chamber at City Hall, 16 West 9th Street, Shawnee, Oklahoma, at 6:00 p.m. on May 15, 2023.

Andrea Weckmueller-Behringer, City Manager

(Seal)

Attest:

s/s Lisa Lasyone, City Clerk

RESOLUTION NO. SMA-2023-__

A RESOLUTION APPROVING AND ADOPTING THE FISCAL YEAR 2023-2024 BUDGET FOR SHAWNEE MUNICIPAL AUTHORITY, OKLAHOMA FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024.

WHEREAS, the Charter of the City of Shawnee, Oklahoma, and statutes of the State of Oklahoma, require that an annual budget be prepared and presented to the City Commission of the City of Shawnee, Oklahoma, prior to the beginning of the fiscal year of said City, and that a public hearing be held thereon prior to the adoption of said budget; and

WHEREAS, the budget for the fiscal year July 1, 2023 through June 30, 2024, has heretofore been presented to the City Commission and due deliberation had thereon, and a public hearing having been held as required by Charter and/or statute, and all comments and objections have been considered; and a public hearing was held May 15, 2023 at City Hall Commission Chambers at 16 West 9th Street, Shawnee, Oklahoma.

WHEREAS, the following is a summary of the anticipated sources of revenue, and of the amounts appropriated, to wit:

501 SHAWNEE MUNICIPAL AUTHORITY	21,243,569
502 WATER SYSTEM CAPITAL PROJECTS FUND	4,906,000
503 WASTEWATER SYSTEM CAPITAL PROJECTS FUND	76,239,000
504 METER MAINTENANCE FEE FUND	431,793

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

THAT the budget for the SHAWNEE MUNICIPAL AUTHORITY, Oklahoma, now before the said City Commission for consideration, as herein above summarized, a complete copy of which is on file with the City Clerk, be, and the same is hereby adopted as the budget for the said City of Shawnee, Oklahoma, for the period of July 1, 2023 through June 30, 2024.

Passed and approved this 20th day of June, 2023

CITY OF SHAWNEE, OKLAHOMA
A MUNICIPAL CORPORATION

SEAL
ATTEST:

ED BOLT, MAYOR

LISA LASYONE, CMC, CITY CLERK