

AGENDA
BOARD OF CITY COMMISSIONERS
October 1, 2018 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Consider approval of Consent Agenda:
 - a. Minutes from the September 17, 2018 regular meeting.
 - b. Mayor's Appointment:

Shawnee Library Board
Rebecca "Becky" Brown 1st Partial Term Expires 06/30/2021
Replaces David Houghton – Term expired
 - c. Authorize staff to advertise Request for Proposal's (RFP's) for City Manager Executive Search Firm.
 - d. Acknowledge receipt of Pioneer Library Systems Second Revised Budget for July 1, 2018 through June 30, 2019.
2. Presentation by Animal Control to present the Pet of the Week.
3. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
4. Mayor's Proclamation:

"Fire Prevention Week"
October 7-13, 2018
5. Consider a resolution declaring certain items of personal property surplus and authorizing the sale of said items at auction or disposal at the City of Shawnee/Shawnee Regional Airport's discretion; with all funds collected to be allocated to the Shawnee Regional Airport.

6. Discussion, consideration, and possible action on an ordinance amending the retirement system defined benefit plan of the City of Shawnee, Oklahoma, by providing a special retirement option for certain eligible employees based on the age and years of credited service of such employees; providing for severability; and declaring an emergency.
7. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
8. Commissioners Comments
9. 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)

Regular Board of Commissioners

1.a.

Meeting Date: 10/01/2018

CC Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Presentation by Animal Control to present the Pet of the Week.

Minutes from the September 17, 2018 regular meeting.

Attachments

CC Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
SEPTEMBER 17, 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, Monday, September 17, 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

Ed Bolt
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Mark Sehorn
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: None

INVOCATION

Don Lynch, Emergency Management
Director

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the September 4, 2018 regular meeting.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for August 2018
 - Project Payment Report for August 2018
 - Planning Commission Minutes from August 1, 2018 meeting
- c. Acknowledge waiving Sections 8-431 and 8-434 of the Code of the City of Shawnee involving Garage Sale licenses and fees for the days of September 28-30, 2018.

d. Mayor's Appointment

Shawnee Library Board

Melanne Greenwood 1st Partial Term Expires 06/30/2021

Replaces Kevin Huddleston – Term expired.

A motion was made by Commissioner Gillham, seconded by Commissioner Bolt, to approve Consent Agenda Item Nos. 1(a-d). Motion carried 7-0.

AYE: Gillham, Bolt, Harrod, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 2:

Presentation by Animal Control to present the Pet of the Week.

Animal Control Officer Derek Woody presented Terry, a two-and-a-half-year-old neutered male Pitbull. Officer Woody stated the adoption fee is \$5.00. If the adopter resides within the City limits, they will be required to purchase a \$10.00 city license.

AGENDA ITEM NO. 3:

Citizens Participation
(A three-minute limit per person)
(A twelve-minute limit per topic)

Ms. Norma Sapp, Mr. James McLeod, Mr. Shawn Cook, Mr. Ron Loftis and Ms. Pamela Street spoke regarding the medicinal use marijuana ordinance and resolution that is to be considered at tonight's meeting.

AGENDA ITEM NO. 4:

Discussion, consideration, and possible approval of an ordinance to amend Chapter 8 of the City Code to add an article regarding medical marijuana. *(Deferred form the September 4, 2018 City Commission meeting.)*

Community Development Director Justin DeBruin provided updates to the ordinance from the previous City Commission meeting. He noted research facilities may be located in areas zoned C-3; Highway Commercial District and C-4; Central Business District by conditional use permit. After further discussion,

Section 8-515 8(d) “another licensed establishment, unless such establishment is owned and operated by the same entity and is located on adjacent or contiguous lots.” was requested to be stricken from the presented ordinance. Mr. DeBruin noted all fees are annual.

A motion was made by Mayor Finley, seconded by Commissioner Bolt, to approve an ordinance to amend Chapter 8 of the City Code to add an article regarding medical marijuana and striking Section 8-515(8)(d).

Ordinance No. 2641NS was introduced.

AN ORDINANCE AMENDING CHAPTER 8 (BUSINESSES, PERMITS AND LICENSES), BY ADDING ARTICLE VIII. – MEDICAL MARIJUANA TO THE CODE OF ORDINANCES OF THE CITY OF SHAWNEE, MAKING FINDINGS OF FACT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

Motion carried 7-0.

AYE: Finley, Bolt, Gillham, Harrod, Rutherford, Sehorn, Salter

NAY: None

Ordinance No. 2641NS was adopted by the City Commission.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Sehorn, to approve emergency clause relating to Ordinance No. 2641NS. Motion carried 7-0.

AYE: Harrod, Sehorn, Salter, Bolt, Gillham, Finley, Rutherford

NAY: None

AGENDA ITEM NO. 5:

Consider a resolution for establishing a fee for the permitting of a medical marijuana establishment or the registration of a marijuana growing facility for personal medical use.

A motion was made by Commissioner Gillham, seconded by Commissioner Bolt, to approve a resolution for establishing a fee for the permitting of a medical marijuana establishment of the registration of a marijuana growing facility for personal medical use.

Resolution No. 6572 was introduced.

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA ESTABLISHING A FEE FOR THE PERMITTING OF A MEDICAL MARIJUANA ESTABLISHMENT OR THE REGISTRATION OF A MARIJUANA GROWING FACILITY FOR PERSONAL MEDICAL USE.

Motion carried 7-0.

AYE: Gillham, Bolt, Harrod, Finley, Rutherford, Sehorn, Salter

NAY: None

AGENDA ITEM NO. 6:

Public hearing and consideration of an ordinance to rezone property located at 1 Country Club Road from A-1; Rural Agricultural District to R-1; Single Family Residential District. Case No. P14-18. Applicant: Charles and Connie Rutherford.

Community Development Director Justin DeBruin provided a staff report.

Mayor Finley declared a public hearing in session to consider an ordinance rezoning property from A-1; Rural Agricultural District to R-1; Single Family Residential District for property located at 1 Country Club Road. No one appeared in favor or against said rezoning. The public hearing was closed.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve an ordinance to rezone property located at 1 Country Club Road from A-1; Rural Agricultural District to R-1; Single Family Residential District.

Ordinance No. 2642NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND IN THE SW/4 OF SECTION 16 TOWNSHIP 10 N RANGE 4 E DESCRIBED FURTHER AND SHOWN ON SURVEY PLAT DRAWING NUMBER JN 1522 FROM KNIGHT LAND SURVEY, POTTAWATOMIE COUNTY, OKLAHOMA FROM ZONING CLASSIFICATION A-1; RURAL AGRICULTURAL DISTRICT TO R-1; SINGLE FAMILY RESIDENTIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 7-0.

AYE: Harrod, Gillham, Finley, Rutherford, Sehorn, Salter, Bolt
NAY: None

Ordinance No. 2642NS was adopted by the City Commission.

AGENDA ITEM NO. 7: Acknowledge monthly Sales Tax and City Treasurer Report.

Finance Director Chance Allison provided the monthly Sales Tax and City Treasurer Report.

AGENDA ITEM NO. 8: City Manager Report

Interim City Manager Eric Benson had no additional information to report.

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

Commissioner Bolt thanked everyone who spoke at the City Commission meeting. He stated he appreciated everyone who attended the Comprehensive Plan meeting and provided input. He encouraged everyone to get involved and provide input in the Comprehensive Planning.

Commissioner Gillham stated he understood the need for medical marijuana. He stated he was happy of the success of the Cops and Kids event. He also stated he believes the relationships between police officers and children is important.

Commissioner Sehorn stated that people who need marijuana should have access to it but he does not want it to be abused.

Mayor Finley clarified that the City set out to do the minimum required by state law regarding medical marijuana. He stated changes will most likely be made at the state level, which will require changes at the City level. He welcomed feedback from citizens.

AGENDA ITEM NO. 11:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:27 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

LISA LASYONE, CMC
CITY CLERK

Regular Board of Commissioners

1.b.

Meeting Date: 10/01/2018

Library Appointment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Presentation by Animal Control to present the Pet of the Week.

Mayor's Appointment:

Shawnee Library Board

Rebecca "Becky" Brown 1st Partial Term Expires 06/30/2021

Replaces David Houghton – Term expired

Attachments

Library Application



APPLICATION TO SERVE
Boards, Committees and Commissions

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

Name: Rebecca Brown Application Date: 9-20-18
 Address: 1958 Glenbrook Dr Date of Birth: 9-7-77
 Mailing Address: 1958 Glenbrook Dr Shawnee, OK 74804
 Daytime Phone: 405-496-4470 Fax: _____ Email: littlebrown421@gmail.com
 Profession: Payroll Clerk
 Business Name: Finley & Cook, PLLC
 Business Address: 601 N. Broadway Shawnee, OK 74801
 Business Phone: 405-395-5116 Fax: 405-395-3116 Email: dbrown@finley-cook.com

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? 41

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

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

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

Enjoy reading and have spent many hours in the library. I want my child to have the same experience and want to better the community I live in.

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?

I love people and have human relation skills. I've been in my position at work for 12 yrs and have learn payroll, insurance and "people" skills.

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

Relay For Life.

List education, including degree(s) earned:

BA in Business

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
Kevin Huddleston	Owner of place of employment	405-395-5083
Will Wilson	Pastor	405-706-2945
Misty Mader	Friend	405-517-4001

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 Becky B

Date 9-20-18

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.c.

Meeting Date: 10/01/2018

CM RFP

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Presentation by Animal Control to present the Pet of the Week.

Authorize staff to advertise Request for Proposal's (RFP's) for City Manager Executive Search Firm.

Attachments

CM RFP

REQUEST FOR PROFESSIONAL SERVICES PROPOSAL

CITY OF SHAWNEE
City Clerk's Office
16 W 9th Street, Shawnee, Oklahoma 74801
PHONE (405) 878-1609

CLOSING DATE: Nov 5, 2018
CLOSING TIME: 4:00 PM

Request for Proposal for Executive Search Services for the City of Shawnee

The Request for Professional Services Proposal is part of a competitive procurement process which will facilitate a fair opportunity for qualified firms to offer their plans and services for consideration. The process of competitive negotiation being used should not be confused with competitive sealed bidding where goods and services can be precisely described and price is generally the determination factor. The competitive Request for Proposal will provide the City the flexibility to negotiate with firms to arrive at a mutually agreeable relationship, where price alone is not the major determination factor; however, price will be a priority factor.

<u>Organization of Request for Proposal</u>	<u>Page No.</u>
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4 - CUSTOMER REFERENCES	3
5 - TERMS & CONDITIONS	3
6 - RFP STATUS	4-5
7 - SPECIFICATIONS AND OFFER	4-5
8 - NON-COLLUSION AFFIDAVIT	6

FOR QUESTIONS REGARDING THIS RFP CONTACT TAMERA JOHNSON AT (405) 878-1626.

_____, of lawful age, being first duly sworn, on oath, says:

(s)he is the agent authorized by the bidder to submit the attached RFP. Affiant further states that the bidder has not been a part to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or refrain from bidding; or with any city or town official or employee of the City of Shawnee, Oklahoma, as to quantity, quality or price in the prospective contract, or any other terms or said prospective contract; or in any discussion between bidders and any city or town official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

COMPANY NAME

COMPANY REPRESENTATIVE'S SIGNATURE

ADDRESS

CITY STATE ZIP

TOLL FREE TELEPHONE NUMBER

TELEPHONE NUMBER

FEDERAL EMPLOYER IDENTIFICATION NUMBER

FAX NUMBER

Subscribed and sworn before me this _____ day of

_____, 20____

NOTARY PUBLIC

My Commission Expires: _____

REQUEST FOR PROFESSIONAL SERVICES PROPOSAL

CITY OF SHAWNEE
City Clerk's Office
16 W 9th Street, Shawnee, Oklahoma 74801
PHONE (405) 878-1609

CLOSING DATE: Nov 5, 2018
CLOSING TIME: 4:00 PM

1. Purpose:

- 1.1 In response to the resignation of the current City Manager in September, 2018; the City of Shawnee is requesting proposals from Executive Search firms to provide professional assistance to the Mayor and City Commission of Shawnee, Oklahoma, to fill the vacancy of City Manager.

2. Award:

- 2.1. The City reserves the right to award this contract, not necessarily to the firm with the lowest cost, but to the firm that best meets the requirements and needs of the City as determined by the City.
- 2.2. Upon submission of the responses to this RFP, the City will evaluate the responses of the firms. Interviews with the finalists may be conducted by the City.

3. RFP Organization/Submittal:

- 3.1 One (1) unbound original and seven (7) bound copy(ies) of proposal(s) should be mailed or hand delivered no later than the closing date and time to the following location:

City Clerk's Office
City of Shawnee
16 W 9th Street
Shawnee, OK 74801
Phone (405) 878-1609

- 3.2 All proposals must be delivered to the City Clerk's Office for the City of Shawnee before the FINAL CLOSING DATE AND HOUR as shown on this RFP. Proposals received AFTER the time set for receipt of proposals WILL NOT BE CONSIDERED.
- 3.3 Mailed in proposals or proposals hand delivered directly to the City Clerk's Office are to be received in sealed envelopes with the name of the Proposer, RFP number (CM-001-2018), project name (City Manager Executive Search) and closing date plainly stated on the face of the sealed envelope. When submitting more than one (1) proposal, they should be in separate envelopes. All costs associated directly or indirectly with responding to this RFP including but not limited to, preparation of a response, any oral presentation or meetings required to supplement and/or clarify a proposal, which may be required by the City shall be the sole responsibility of and shall be borne by the respondent.
- 3.4 Proposals are to be original and hard copy. Facsimile proposals will not be accepted.
- 3.5 The proposal shall be in the specific format prescribed herein. Proposals should not contain promotional or display materials, and all material shall pertain to the requirements. Proposals shall be straightforward, providing a concise description of the proposer's ability to meet the requirements of this RFP. Emphasis should be on completeness and clarity of content. Submitted proposals are subject to release under the Oklahoma Open Records Act.
- 3.6 Failure to provide required data to allow for evaluation of proposal or failure to complete the RFP form(s) may be grounds for rejecting the RFP.
- 3.7 All proposals must be signed and the non-collusion affidavit form must be executed and notarized at time of RFP submission.
- 3.8 Inquiries: Inquiries should be submitted in writing by mail or e-mail:

City of Shawnee
Tamera Johnson, Human Resources Director
16 W 9th Street
Shawnee, OK 74801
Email: tjohnson@Shawneeok.org

REQUEST FOR PROFESSIONAL SERVICES PROPOSAL

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CLOSING DATE: Nov 5, 2018
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3.9 Schedule of Events:

Proposal Issued	10/01/2018
Proposal(s) Due	11/05/2018
Anticipated Date of Award	11/19/2018

4. Customer References:

4.1 **Provide the names and phone numbers of five (5) references for which the responder has provided executive search services, including municipalities. Include a brief description of each project with the proposal.**

4.2 Company Name	Contact	Phone No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Terms & Conditions:

5.1 Terms and conditions below will govern the submission and evaluation of proposals and the award. Bidders are requested to carefully review the following:

5.1.1 Award Status: The response to this RFP will be considered as a legal offer to contract. An acceptance of any proposal will be issued by the City of Shawnee in accordance with the following paragraphs of this section and constitutes a legal and binding contract.

5.1.2 Contract Format/Requirements: The resulting City acceptance will incorporate this Request for Proposal. All additional agreement(s) and stipulations and the results of any final negotiations will be incorporated. The only valid conditions of the contract are the ones contained within this specification and proposal.

5.2 Contract Modification: All modifications and/or changes to the contract must be agreed to in writing by both parties and approved by the City prior to executing any change.

5.3 Contract Termination: The City may terminate any resulting contract for cause by providing a Show Cause Letter to the contractor citing the instances of noncompliance with the contract.

5.3.1 If the noncompliance is not cured within 15 days, the City may terminate the contract.

5.3.2 The City reserves the right to terminate the contract for convenience by providing fifteen (15) days written notice to the contractor.

5.4 Conflict of Interest: In the event there is a potential or actual conflict of interest, the vendor(s) shall provide full disclosure to the City of Shawnee. The City shall determine if the conflict, whether potential or actual, is material.

5.5 Disclosure of Proposal Content: All proposals become a matter of public record once opened. Proposals with information marked "confidential" will be rejected upon discovery of such statement. By submitting a proposal, a proposer specifically assumes any and all risks and liabilities associated with the information contained in the proposal and the release of that information.

REQUEST FOR PROFESSIONAL SERVICES PROPOSAL

CITY OF SHAWNEE
City Clerk's Office
16 W 9th Street, Shawnee, Oklahoma 74801
PHONE (405) 878-1609

CLOSING DATE: Nov 5, 2018
CLOSING TIME: 4:00 PM

- 5.6 Choice of Law and Venue: The resulting contract shall be construed under the laws of the State of Oklahoma and venue in any action and/or litigation commenced to enforce the contract shall be instituted in the appropriate courts in Pottawatomie County, in the State of Oklahoma.
- 5.7 Federal, State and Local Laws and Regulations: The successful contractor will comply with all laws and regulations on taxes, licenses and permits.

6. RFP Status:

6.1 City of Shawnee Rights:

- 6.1.1 The City of Shawnee and its designees reserve the right to determine whether a proposal is responsive and has the ability and resources to perform the contract in full and comply with the specifications.
- 6.1.2 The City reserves the right to reject proposal which incorporates counter proposals and conditions in the form of vendor's pre-printed clauses.
- 6.1.3 The City reserves the right to accept or reject all or part of any proposal, waive informalities, minor irregularities or substitute items as desired if deemed in the best interest of the City, therefore selecting the optimum proposal or issue a new RFP.
- 6.1.4 The City reserves the right to reject proposals when procedures stated within are not followed.
- 6.2 Effective Period: Proposals submitted must remain in effect for a period of sixty (60) days after the closing date. An award will be signed and issued within that time or at a negotiated later date.
- 6.3 Withdrawal of Proposals: Proposals may be withdrawn at any time prior to the closing date, however, the City reserves the right to withdraw vendor(s) from future proposals who have withdrawn a proposal after the closing date and prior to the effective period of RFP without the City's approval.
- 6.4 Changes: It shall be the proposer's responsibility to bring to the attention of the City any discrepancies in, omissions from or errors in the documents, or enhancements which would be in the best interest of the City, or if they are in doubt as to the meaning of any part of this RFP.
- 6.5 Examinations: Before submitting a proposal, contractor shall thoroughly examine the RFP as well as location and otherwise be fully informed as to all existing conditions and limitations.
- 6.6 Modifications of RFP: Oral modifications will not be considered. Any bidder may modify their RFP in writing prior to date and time of RFP closing. Only modifications received in sealed envelopes with RFP number, closing date and project name clearly marked on outside will be accepted. Written confirmation must be received under the same signature as prior submitted RFP. All modifications are to be clearly numbered and dated as to determine the final one.
- 6.7 Sales Tax Exemption: All proposals must be submitted exclusive of Federal Excise Tax and Oklahoma State Tax. The City of Shawnee is exempt from Federal Excise Tax and Oklahoma State Tax. When proof of a tax exemption status is required, a notation should be made on this RFP and an Exemption Letter shall be furnished.

7. Specifications and RFP Offer:

- 7.1 Scope of Work: The successful provider shall be required to provide, at minimum, the following service(s) to assist the Mayor and City Commission in selecting the ideal candidate:
- 7.1.1 Working with elected officials and others deemed appropriate, profile the City's needs into a detailed recruiting strategy to support a nationwide search. This shall include, but not be limited to:
- 7.1.1.1 Develop a community profile to be used to attract qualified applicants.
- 7.1.1.2 Develop a statement of significant challenges the new city manager will face upon taking office.
- 7.1.1.3 Develop a position profile to include desired management style, personality traits, preferred experience, salary and benefits offered, etc.

REQUEST FOR PROFESSIONAL SERVICES PROPOSAL

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City Clerk's Office
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CLOSING DATE: Nov 5, 2018
CLOSING TIME: 4:00 PM

- 7.1.2 Prepare a recruitment brochure to be used to attract qualified applicants, said brochure to be approved by the Mayor and City Commission prior to distribution.
- 7.1.3 Conduct an aggressive and proactive recruiting campaign including, but not limited to, placement of ads in appropriate publications, on-line job services, etc.
- 7.1.4 Network to attract applicants who meet the job description, background, and qualifications who might otherwise not apply.
- 7.1.5 Receive all applications/resumes. The City of Shawnee will refer interested parties to the Search Firm. Interested parties who do not apply through the search firm will not be considered applicants.
- 7.1.6 Screen and evaluate applicants to match the recruitment profile.
- 7.1.7 Provide the Mayor and City Commission with access to all applicant information with a comparison of applicable qualifications.
- 7.1.8 Work with the Mayor and City Commission to screen applicants into a list of finalists.
- 7.1.9 Conduct extensive background checks on finalist candidates to include criminal; credit; education verification; previous employment verification and references.
- 7.1.10 Assist the Mayor and City Commission in preparing for the interview process.
- 7.1.11 Assist the Mayor and City Commission in negotiation of an employment agreement.
- 7.2 Proposal Format: Each proposal submitted should include the following:
 - 7.2.1 A statement of qualifications, history and experience of the firm.
 - 7.2.2 Identification of key personnel who will be assigned to the project and the specific role of each individual, along with a brief professional resume for each person.
 - 7.2.3 A step by step analysis of the firm's methodology to be employed in each step of the process.
 - 7.2.4 Anticipated timelines for accomplishment of each step.
 - 7.2.5 Project description as referenced in Section 4.1.
 - 7.2.6 Non-collusion affidavit.
 - 7.2.7 Fee Proposal, as described in 7.3.
- 7.3 Fee Proposal: The fee proposal submitted shall include, at minimum, the following:
 - 7.3.1 Fees for services rendered for the total scope of work.
 - 7.3.2 Direct expense reimbursement such as travel.
 - 7.3.3 Any indirect expenses.
 - 7.3.4 Total expected fee inclusive of services and expenses.

REQUEST FOR PROFESSIONAL SERVICES PROPOSAL

CITY OF SHAWNEE
City Clerk's Office
16 W 9th Street, Shawnee, Oklahoma 74801
PHONE (405) 878-1609

CLOSING DATE: Nov 5, 2018
CLOSING TIME: 4:00 PM

NON-COLLUSION AFFIDAVIT To Accompany Contractor's Bid

STATE OF _____)
) ss:
COUNTY OF _____)

(Contractor's Authorized Agent), of lawful age, being first duly sworn upon his/her oath, states:

1. I am the duly authorized agent of _____ (Bidder's Company Name), the bidder submitting the attached competitive bid (the "bid"), for the purpose of certifying the facts pertaining to the existence or nonexistence of collusion among bidders or between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the award of any contract associated with the bid attached to this document;
2. I am fully aware of the facts and circumstances surrounding the making of the bid and have been personally and directly involved in the proceedings leading to the submission of such bid;
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party to: Any collusion among bidders to restrain the freedom of competition by agreement to bid at a fixed price or to refrain from bidding; any collusion with any municipal official or employee as to quantity, quality, or price in the bid or contemplated contract, or as to any other terms of such bid or contemplated contract; nor any discussions between bidders and any municipal official or employee concerning the exchange of money or other thing of value for special consideration in the award of the contemplated contract.

Further, Affiant saith not.

Signature of Authorized Agent

Title (printed)

Subscribed and sworn to before me this _____ day of _____, 2018.

(SEAL)

My commission expires:

Notary Public

Regular Board of Commissioners

1.d.

Meeting Date: 10/01/2018

Library Budget - Revised

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Presentation by Animal Control to present the Pet of the Week.

Acknowledge receipt of Pioneer Library Systems Second Revised Budget for July 1, 2018 through June 30, 2019.

Attachments

Library Budget - Revised

**PIONEER LIBRARY SYSTEM
REVISED BUDGET
JULY 1, 2018 - JUNE 30, 2019**

REVENUES

Ad Valorem Taxes			
Cleveland County	\$13,420,994		
McClain County	1,957,826		
Pottawatomie County	2,378,858		
Total Ad Valorem Taxes		\$17,757,678	
Oklahoma Department of Libraries			
State Aid	\$143,468		
Total State Aid		\$143,468	
Other Revenue	\$454,396		
		\$454,396	
Subtotal All Revenue			\$18,355,542
Release of Fund Balance			
Use of Assigned Fund Balance			\$620,440
Use of Unassigned Fund Balance			\$479,120
Fund Balance			
Fund Balance Carryover			
Assigned Fund Balance			\$568,556
Committed Fund Balance			\$116,187
Unassigned Fund Balance			\$6,986,092
Total Fund Balance			\$7,670,835
TOTAL REVENUE			\$27,125,937

EXPENDITURES

Personnel Services	\$11,804,452		
Books and Other Materials	3,250,000		
General & Administrative	1,140,750		
Technology	2,653,900		
System Services	606,000		
(Development, Literacy, Programming, Strategy and Innovation)			
(Marketing and Communication, Outreach, Continuing Education)			
Subtotal All Expenditures		\$19,455,102	
Fund Balance			
Fund Balance Carryover - Prior Year			
Assigned Fund Balance			\$568,556
Committed Fund Balance			\$116,187
Unassigned Fund Balance			\$6,986,092
Total Fund Balance			\$7,670,835
TOTAL GENERAL FUND EXP & FUND BALANCE			\$27,125,937


Jon Myers, Chair


Lisa Wells, Secretary

9/25/2018

INCOME	Revised Budget August 2018/2019	Revised Budget September 2018/2019	Change From 2018/19	% Change From 2018/19 Budget
Cleveland Co.	\$13,229,780	\$13,420,994	\$191,214	1.45%
McClain Co.	\$1,957,826	\$1,957,826	\$0	0.00%
Pott Co.	\$2,378,858	\$2,378,858	\$0	0.00%
Total Ad Valorem	\$17,566,464	\$17,757,678	\$191,214	1.09%
State Revenue				
State Aid	\$143,468	\$143,468	\$0	0.00%
Miscellaneous				
Fines	\$110,000	\$110,000	\$0	0.00%
Reprographics	\$92,000	\$92,000	\$0	0.00%
Public Printers	\$5,000	\$5,000	\$0	0.00%
Promotional Sales	\$0	\$0	\$0	
Headphone Sales	\$400	\$400	\$0	0.00%
Lost Book Reimburs	\$8,000	\$8,000	\$0	0.00%
Non Resident Fees	\$1,100	\$1,100	\$0	0.00%
Fax Income	\$19,200	\$19,200	\$0	0.00%
Interest Income	\$65,000	\$65,000	\$0	0.00%
Lease Income	\$60,336	\$60,336	\$0	0.00%
Loan Proceeds	\$59,375	\$59,375	\$0	0.00%
Miscellaneous	\$3,300	\$3,300	\$0	0.00%
Contractual Services	\$30,685	\$30,685	\$0	0.00%
Total Miscellaneous	\$454,396	\$454,396	\$0	0.00%
Subtotal All Revenue	\$18,164,328	\$18,355,542	\$191,214	1.05%
Release of Fund Balance				
Reserved for Encumbrances				
Use of Assigned Fund Balance	\$620,440	\$620,440	\$0	0.00%
Use of Unassigned Fund Balance	\$670,334	\$479,120	(\$191,214)	-28.53%
Fund Balance				
Assigned Fund Balance	\$568,556	\$568,556	\$0	
Committed Fund Balance	\$116,187	\$116,187	\$0	0.00%
Unassigned Fund Balance	\$6,986,092	\$6,986,092	\$0	0.00%
Total Fund Balance	\$7,670,835	\$7,670,835	\$0	0.00%
TOTAL REVENUE	\$27,125,937	\$27,125,937	\$0	0.00%

Regular Board of Commissioners

4.

Meeting Date: 10/01/2018

Proclamation

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Presentation by Animal Control to present the Pet of the Week.

Mayor's Proclamation:

"Fire Prevention Week"

October 7-13, 2018

Attachments

Proclamation Fire Prevention



“FIRE PREVENTION WEEK”

Whereas, the City of Shawnee is committed to ensuring the safety and security of all those living in and visiting our city. Fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

Whereas, Home fires killed 2,735 people in the United States in 2016, according to the National Fire Protection Association (NFPA), and fire departments in the United States responded to 352,000 home fires; and

Whereas, the majority of United States fire deaths (4 out of 5) occur at home each year. The fire death rate per 1000 home fires reported to United States fire departments was ten percent (10%) higher in 2016 than in 1980; and

Whereas, Shawnee’s residents should identify places in their home where fires can start and eliminate those hazards. Working smoke alarms cut the risk of dying in reported home fires in half; and

Whereas, Shawnee’s residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home. Residents should listen for the sound of smoke alarm and when it sounds respond by going outside immediately to the designated meeting place; and

Whereas, Shawnee’s residents who have planned and practiced a home fire escape plan are more prepared and will therefor be more likely to survive a fire; and

Whereas, Shawnee’s first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education. Shawnee’s residents are responsive to public education measures and are able to take action to increase their safety from fire, especially in their homes; and

Whereas, the 2018 Fire Prevention Week theme, “Look. Listen. Learn. Be aware – fire can happen anywhere™” effectively serves to remind us that we need to take personal steps to increase our safety from fire; and

Now, Therefore, I, Richard Finley, Mayor of the City of Shawnee, Oklahoma by the authority vested in me, do hereby proclaim October 7-13, 2018, to be

“FIRE PREVENTION WEEK”

In the City of Shawnee, Oklahoma
Dated this 1st day of October, 2018

Richard Finley, Mayor

Lisa Lasyone, CMC, City Clerk



Regular Board of Commissioners

5.

Meeting Date: 10/01/2018

Airport Surplus

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Presentation by Animal Control to present the Pet of the Week.

Consider a resolution declaring certain items of personal property surplus and authorizing the sale of said items at auction or disposal at the City of Shawnee/Shawnee Regional Airport's discretion; with all funds collected to be allocated to the Shawnee Regional Airport.

Attachments

Airport Auction Memo

Airport Auction Reso



Date: September 21, 2018

To: Board of City Commissioners

The Honorable Richard Finley, Mayor
James Harrod, Vice Mayor
Ed Bolt, Commissioner
Ron Gillham, Commissioner
Darren Rutherford, Commissioner
Ben Salter, Commissioner
Mark Sehorn, Commissioner

From: Bonnie A. Wilson, CM Airport Manager

Subject: Internet Based Auction of Surplus Property

Nature of Request:

Staff has undertaken an assessment of vehicles, equipment and materials owned by, or otherwise stored at, the Shawnee Regional Airport to determine what if any value these items provide to the operation and maintenance of the facility. Having determined that certain real and personal property in its current state provides no value to the Airport, staff made inquiries with an internet-based auction service to explore the opportunity to declare the property surplus and offer it for sale to the highest bidder.

Staff Analysis and Considerations:

The items recommended for surplus include:

1. An aircraft tug (Jeep brand) manufactured in 1986, and an associated large gauge aircraft tow bar. The tug was last operational in 2016. A mechanical assessment indicates the necessity of rebuilding or replacing the carburetor at a minimum. The Airport purchased new tug, capable of supporting a wider range and gauge of aircraft without the necessity of a tow bar. Therefore neither of these two items is in active use, nor is it economically feasible to attempt to repair the tug.
2. Broyce Pavement Sweeper, manufactured in 1991, used to address debris on the aircraft operating surfaces. The engine on the broom is functional but the hydraulic system that operates the broom feature is not. Parts and equipment necessary to support the broom are no longer readily available. A non-powered Foreign Object Debris (FOD) sweeper has been purchased to replace the broom and has proven to be an effective means of addressing debris. The broom is no longer in active use, nor is it economically feasible to attempt further repairs.

3. Runway and taxiway lights and airfield directional signs were removed and replaced with LED technology as part of a project to correct deficiencies and upgrade the runway and taxi way surfaces. The “old” incandescent fixtures are not compatible with the new LED technology and cannot serve as a source for replacement parts for the current system. The equipment is being stored in space that could be made available for rent and thereby generating funds for the Airport.
4. In 2015 the Airport installed security flood lights on the aircraft parking ramp. Following installation two of the poles developed stress fractures and were replaced. The damaged materials were left on the airport. For safety reasons it is not recommended that these poles be utilized.
5. A large metal machinery enclosure, adjacent to Hangar 13, cannot be sourced and appears to be abandoned by a prior tenant. The Airport has no plans to install machinery requiring such an enclosure.
6. A photoelectric switch, which cannot be sourced, appears to be abandoned by a prior tenant. The functionality is not known, and the Airport has no need for the device.
7. Two air handlers (Reznor brand) that may have been used for ventilation of a former aircraft paint shop, are located in a hangar owned by the Shawnee Airport Authority. The hangar has been leased to several tenants over time. The functionality of the air handlers is not known. The Airport has no need for these devices.

PublicSurplus.com provides an internet platform for the auction of the type of equipment listed above including an airport equipment forum and a notice/alert feature to advise prior customers of the availability of new items for sale. PublicSurplus.com’s fee of 10.5% over the bid price are paid directly to the auction service by the successful bidders. There is no cost to the Shawnee Regional Airport to utilize the service. All items are sold “as is”. Successful bidders are responsible for removal and shipping of any items purchased.

Recommendation:

The Airport Advisory Board and airport staff are recommending the Shawnee Airport Authority declare the items listed above as surplus and authorize the auction of these items to the highest bidder via PublicSurplus.com.

Budget Consideration:

Funds generated from the sale of the equipment and materials will be used to support general maintenance and operational requirements at the Shawnee Regional Airport.

RESOLUTION NO. _____

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY OF SHAWNEE/SHAWNEE REGIONAL AIRPORT PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF SAID ITEMS BY AUCTION AND, IN THE EVENT ITEMS DO NOT SELL AT AUCTION, DISPOSAL AT THE CITY OF SHAWNEE/SHAWNEE REGIONAL AIRPORT'S DISCRETION; FUNDS FROM SAID AUCTION OR OTHER DISPOSAL REMEDIES WILL BE ALLOCATED TO THE SHAWNEE REGIONAL AIRPORT.

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

That the items of personal property are described as set out in attached Exhibit "A".

Said property is hereby declared City of Shawnee/Shawnee Regional Airport owned items which are surplus items no longer needed for City of Shawnee/Shawnee Regional Airport purposes; that the City of Shawnee/Shawnee Regional Airport is authorized to sell said items to the public by auction. If any items do not sell at the auction, said items may be disposed at the City of Shawnee/Shawnee Regional Airport's discretion. All funds received from auction or other disposal remedies will be allocated to the Shawnee Regional Airport.

Adopted this 1st day of October, 2018.

ATTEST:

Richard Finley, Mayor

(Seal)

Lisa Lasyone, CMC, City Clerk

Exhibit “A”

ASSET NUMBER	YEAR	QUANTITY	MAKE/DESCRIPTION	MODEL NUMBER	VIN/SERIAL NUMBER
3351	1986	1	Jeep Aircraft Tug and Tow Bar	N/A	3V0TA24XXEM000441
1477	1991	1	Broce Sweeper (No title)	RJ-300 Sweeper	16907010
N/A	N/A	Approximately 1,000	Component Parts for approximately 200 Airfield Lights	N/A	N/A
N/A	N/A	2	Poles	N/A	N/A
N/A	N/A	1	Large Metal Machinery Enclosure	N/A	N/A
N/A	N/A	1	Photoelectric Switch	N/A	N/A
N/A	N/A	2	Reznor Air Handlers	N/A	N/A

Regular Board of Commissioners

6.

Meeting Date: 10/01/2018

Retirement Ordinance

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Presentation by Animal Control to present the Pet of the Week.

Discussion, consideration, and possible action on an ordinance amending the retirement system defined benefit plan of the City of Shawnee, Oklahoma, by providing a special retirement option for certain eligible employees based on the age and years of credited service of such employees; providing for severability; and declaring an emergency.

Attachments

Retirement Ordinance

AN ORDINANCE AMENDING THE RETIREMENT SYSTEM DEFINED BENEFIT PLAN OF THE CITY OF SHAWNEE, OKLAHOMA, BY PROVIDING A SPECIAL RETIREMENT OPTION FOR CERTAIN ELIGIBLE EMPLOYEES BASED ON THE AGE AND YEARS OF CREDITED SERVICE OF SUCH EMPLOYEES; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1. Amendatory

The Retirement System Defined Benefit Plan of the City of Shawnee, Oklahoma is hereby amended to include the following retirement option:

SPECIAL RETIREMENT OPTION: A current employee of the Employer who is a Participant and meets the eligibility requirements of Alternative #1 or Alternative #2 set forth below on October 1, 2018, and who retires from employment with the Employer on or before December 7, 2018, may elect to receive a distribution of his or her Early Pension retirement benefit hereunder, calculated in the manner described in Section 6.2 of the Employees Retirement System of Shawnee, Oklahoma (the "Plan"), as modified by Alternative #1 or Alternative #2 below, as applicable. Such election must be made by the Participant on or before November 30, 2018. The Early Pension provided hereunder shall be in lieu of any other benefit under the Plan.

Alternative #1: Plus 2 Alternative

As of October 1, 2018, a current employee of this employer who is eligible for Rule of 80 Retirement, shall receive two (2) additional years of benefit service credit in calculating plan benefits. No lump sum payments will be allowed for this Special Retirement Option. The election must be made prior to November 30, 2018 and the employee's retirement date shall not be later than December 7, 2018.

Alternative #2: Rule of 70

As of October 1, 2018, a current employee of this employer whose integral age would be at least fifty-five (55), or more, and their years of vesting service at least 7 and age rounded to two decimals plus years of vesting service rounded to two decimals total 70 or more as of the October 1, 2018 measurement date may elect to retire and draw a monthly check and the early retirement reduction described in Article V, Paragraph 5.2 of the Plan shall not apply. No lump sum payments will be allowed for this Special Retirement Option. The election must be made prior to November 30, 2018 and the employee's retirement date shall not be later than December 7, 2018.

SECTION 2. Severability

If any part, article, section or subsection of this ordinance shall be held invalid or unconstitutional for any reason, such holding shall not be construed to impair or invalidate the remainder of this ordinance, notwithstanding such holding.

SECTION 3. Emergency Clause

It being immediately necessary for the preservation of the public peace, health, safety and welfare of the City of Shawnee and the inhabitants thereof that this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall be in full force and effect from and after its passage and approval.

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PASSED AND APPROVED this 1st day of October, 2018.

ATTEST:

(SEAL)

RICHARD FINLEY, MAYOR

LISA LASYONE, CMC, CITY CLERK

Emergency clause separately approved this 1st day of October, 2018.

ATTEST:

(SEAL)

RICHARD FINLEY, MAYOR

LISA LASYONE, CMC, CITY CLERK

Approved as to form and legality this 1st day of October, 2018.

JOSEPH M. VORNDRAN, CITY ATTORNEY