

AGENDA
SHAWNEE MUNICIPAL AUTHORITY
September 19, 2022 AT 6:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

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

CALL TO ORDER

DECLARATION OF A QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the September 6, 2022 regular meeting.
2. Consideration of a budget amendment for Fiscal Year 2022 – 2023 for Fund 501 Shawnee Municipal Authority Fund to fund expenditures for Meter Reader positions and Retiree health insurance with the addition of Water sales revenue over budget estimates.
3. New Business

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

Respectfully submitted,

Lisa Lasyone, CMC, City Clerk

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

Shawnee Municipal Authority

1. a.

Meeting Date: 09/19/2022

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the September 6, 2022 regular meeting.

Fiscal Impact

Attachments

Minutes

THE TRUSTEES OF THE SHAWNEE MUNICIPAL AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN REGULAR SCHEDULED SESSION, TUESDAY, SEPTEMBER 6, 2022, DURING THE BOARD OF CITY COMMISSIONER MEETING AT 6:00 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW AT 3:33 P.M. ON SEPTEMBER 1, 2022. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT: Matthews, Flood, Bolt, Sehorn, Salter

ABSENT: Engles, Rutherford

Call to Order

Declaration of a Quorum

AGENDA ITEM NO. 1:

Consider approval of Minutes from the August 15, 2022 regular meeting and the August 29, 2022 special call meeting.

A motion was made by Trustee Matthews, seconded by Trustee Sehorn, to approve Minutes from the August 15, 2022 regular meeting and the August 29, 2022 special call meeting. Motion carried 5-0.

AYE: Matthews, Sehorn, Salter, Flood, Bolt

NAY: None

RECESS SHAWNEE MUNICIPAL AUTHORITY MEETING BY THE POWER OF THE CHAIR TO RECONVENE CITY COMMISSION MEETING (6:16 P.M.)

RECONVENE SHAWNEE MUNICIPAL AUTHORITY MEETING BY THE POWER OF THE CHAIR (8:50 P.M.)

AGENDA ITEM NO. 2:

Consider approval of Consent Agenda:

- a. Approve Change Order No. 3 for Water Treatment Plant Expansion.

A motion was made by Trustee Flood, seconded by Trustee Sehorn, to approve Consent Agenda Item No. 2 (a). Motion carried 5-0.

AYE: Flood, Sehorn, Richter, Matthews, Bolt

NAY: None

AGENDA ITEM NO. 3:

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

There was no New Business.

AGENDA ITEM NO. 4:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:51 p.m.)

ED BOLT, CHAIRMAN

ATTEST:

LISA LASYONE, CMC, CITY CLERK

DRAFT

Shawnee Municipal Authority

2.

Meeting Date: 09/19/2022

Budget Amendment

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a budget amendment for Fiscal Year 2022 – 2023 for Fund 501 Shawnee Municipal Authority Fund to fund expenditures for Meter Reader positions and Retiree health insurance with the addition of Water sales revenue over budget estimates.

Fiscal Impact

Attachments

Budget Amendment



Finance

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

Date: September 15, 2022
To: City Commission
From: Lindsey McNabb-Fox, Finance Director
Subject: Consideration of budget amendments for the General Fund, Aquatics Center Fund, Capital Improvement Fund, Street Improvement Fund, Shawnee Municipal Authority Fund, CDBG Grant Fund and the ESG-ODOC Fund.

Background: A total budget amendment in the amount of \$1,028,825 across all funds should be considered.

Police Vehicles - Included in the Fiscal Year 22-23 budget is the authority to purchase and equip two (2) police vehicles. Since the approval of the budget, the cost of the vehicles has increased by \$6,000 each. Also, the Police Department is requesting to purchase an additional three (3) vehicles due to the availability of the vehicles. The amount for appropriation, is as follows:

- \$159,178 – Capital Improvement Fund

This additional appropriation will be funded by Sales Tax collections projecting to exceed budget estimates.

Position Adjustments - It has been recently discovered that, during the FY22-23 budget process, four and a half positions (FTEs) were inadvertently excluded from the budget in the General Fund, the Aquatics Center Fund and the Shawnee Municipal Authority (SMA) Fund. Even though these positions were funded in the prior fiscal year, they were vacant for a portion of the year and their vacant status caused the error. Currently, one position is filled with a City employee, two are filled with contracted employees and the other position and a half remain vacant.

An additional part of this amendment includes a transfer from the General Fund to the Aquatics Center Fund, since program revenue in the Aquatics Center Fund does not fully support operation costs. The amount for appropriation and position description, are as follows:

- \$55,170 – Aquatics Supervisor – 1 FTE – Aquatics Center Fund
- \$55,170 – Transfer to the Aquatics Center Fund – General Fund
- \$16,820 – Recreation Aide – 0.5 FTE – General Fund
- \$88,150 – Meter Reader/Maintenance I – 3 FTEs – Shawnee Municipal Authority Fund

This additional appropriation will be funded by Sales Tax collections projecting to exceed budget estimates for the 1.5 FTEs in the General Fund and the Aquatics Center Fund. The 3 FTEs in the SMA will be funded by the Charges for Services revenue that is currently exceeding budget estimates.

Prior Year Projects - There are three projects funded in FY21-22 that were not yet completed. This budget amendment would give the departments authority to finish those projects in FY22-23. Below is a summary of the amounts along with the funding.

- \$20,000 – General Fund – Love Your Block Grant
- \$63,813 – General Fund – Patch Truck for Streets Department
- \$7,650 – Street Improvement Fund – Lighted Stop Signs for Highland Street

This additional appropriation will be funded by fund balance.

Grants - There are two grants that need additional budget authority in FY22-23. The first is the new Community Development Block Grant – CARES Act (CDBG-CV) for \$361,874 that will primarily be used for Mortgage/Rental Assistance and Utility Assistance. The second is a grant from Department of Housing and Urban Development-Emergency Solutions Grant (HUD-ESG). This project is to support homelessness prevention, emergency shelter, and related services. It began in FY21-22 and is continuing into this fiscal year until the award is completed. An additional appropriation of \$50,000 is needed. The amount for appropriation, is as follows:

- \$361,874 – CDBG Fund
- \$50,000 – ESG-ODOC Fund

This additional appropriation will be funded by Grant reimbursements.

Retiree Health Insurance - As part of the retirement incentive program in 2018, the City agreed to pay a portion of health insurance premiums for select retirees. During the budget process for FY22-23, these payments were not included in the budget. The amount for appropriation, is as follows:

- \$134,500 – General Fund
- \$16,500 – Shawnee Municipal Authority Fund

The additional appropriation will be funded by Sales Tax collections projecting to exceed budget estimates for the General Fund and Charges for Services revenue that is currently exceeding budget estimates in the SMA.

Financial Impact: See Budget Amendment

Attachment: Budget Amendment.

Staff Recommendation: Approval of the item.

City of Shawnee
2022-2023 Budget Amendment
Shawnee Municipal Authority

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
501	45010			WATER SALES	7,231,218.90	104,650.00	7,335,868.90
				Total	7,231,218.90	104,650.00	7,335,868.90

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
501	5-0310-51010			REGULAR SALARIES	149,769.41	77,562.00	227,331.41
501	5-0310-51110			SOCIAL SECURITY	9,503.65	4,809.00	14,312.65
501	5-0310-51120			MEDICARE	2,222.63	1,125.00	3,347.63
501	5-0310-51150			OMRF RETIREMENT	17,620.27	4,654.00	22,274.27
501	5-1010-51130			HEALTH INSURANCE	29,848.08	16,500.00	46,348.08
							-
					-	-	-
					208,964.04	104,650.00	313,614.04

Approved by the City Commission this

Explanation of Budget Amendment:
To fund expenditures for Meter Reader positions and
Retiree health insurance with the addition of Water
sales revenue over budget estimates.

Approved:

Mayor _____
Attest: _____

City Clerk _____

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