

City Manager Report

December 2016



City Manager December Highlights

Wayfinding

The Shawnee City Commission approved staff to solicit bids for the Wayfinding Project at their December 19 Commission meeting. Bids will be opened on February 6, with a possible award on February 20. The project is expected to be complete by the first half of 2017.

Community Survey

The City's Community Survey is now complete and results are being tabulated. A final report will be presented to the City Commission in February or March.

EXPO Operations

December events included several holiday parties, a major poultry show, and the *Bikes for Kids* event, among other happenings. Staff is working on implementation of the Avedis Grant for the Conference Center remodel with the first major portion to be bid out in January.

For a complete listing of scheduled EXPO events, please see: <http://www.shawneeexpo.org/calendar.html>

OTHER UPDATES BY DEPARTMENT

Finance/Treasurer Report

Sales Tax. December sales tax collected was \$1,405,364, compared to December 2015 we were down \$111,889 or 6.73%. For the fiscal year, we are down \$136,067 or 1.51%. The entire state was down \$19 million and \$2.1 million in use tax. The City is still down for the year, but we are encouraged that we have not seen the rapid decline that some other cities have. With new commercial development underway and more on the horizon, we are optimistic going into the New Year.

Shawnee Municipal Authority

Master Plan Implementation. In 2014, the SMA adopted a Comprehensive Water and Wastewater Master Plan which evaluated all water supply, water treatment, collection systems and wastewater treatment facilities. The Plan included a Capital Improvement Plan (CIP) with recommendations for prioritization and phasing of the recommended short term (0-5 years and 5-10 years) and long term (10-20 years) Capital Improvements Plan (CIP) projects.

Meetings and Noteworthy Items

City Commission – January 17

Planning Commission – February 1

Beautification Meeting – January 19

Traffic Commission – January 24

Note: Meetings are subject to addition, cancellation and change. Agendas are posted on www.shawneeok.org

Other Important Dates

Third Friday Downtown Block Party:
January 20

Police Foundation Banquet- January 20

Other Events:

www.visitshawnee.com/Calendar

<http://www.shawneeexpo.org/calendar.html>

Board Openings:

Beautification Committee

Traffic Commission

Note: Applications can be obtained: www.shawneeok.org/gov/Boards/

City Manager Report

December 2016



The projects to be considered for this RFQ are short term recommendations of the Master Plan. Interested Engineers and SMA staff met for site visits at each Plant on July 21, 2016. The City Commission authorized staff to enter into contract negotiations for engineering services on 08/15/2016. Staff is still in the negotiation phase.

Bathymetry Study. The City of Shawnee has entered into a joint-funding agreement with the U.S. Geological Survey to conduct a bathymetry study. The total cost of the project is \$46,000 and the City's share is \$15,500. Bathymetric data can be used for a myriad of purposes ranging from determination of the elevation, area, and capacity of a body of water, to sediment deposition patterns. The objective of this project will be to conduct complete bathymetric surveys of the Twin Lakes. The study will be completed in 2017. An initial kickoff Meeting was held on May 12, 2016. As of June 27, 2016, USGS advised the field work is almost complete. Maps are being generated and USGS is currently looking for data holes. Staff is reviewing the draft copy – the USGS sent the draft out for peer review before submitting the final study.

DATA Collection for Sewer Collections Manholes/Pipe Data. The purpose of this initiative is to complete the wastewater hydraulic model and build an accurate sewer collections map that can be used by staff in the field. The agreement between Smith Roberts Baldischwiler, LLC (SRB) and SMA/City of Shawnee was signed by the City Manager on June 8, 2016. SRB will collect up to a maximum of 2,500 manholes over three months. Work began the week of June 13. SRB presented a presentation to SMA staff on September 26, 2016. Project is estimated to be completed in January 2017.

Operations Department

Auditorium HVAC Design. This project is nearing completion with possible acceptance on January 17, 2017. The contractor is waiting on the unit smoke detectors to be connected to the fire alarm panel. The system is running and appears to be operating well.

Painting and repair is going on inside the auditorium to give the building a fresh look.

Parks Landscape and Feature Redesign. Staff is working on a contract with the selected consultant (CLS) and CLS will be touring the Parks on January 12.

Library HVAC work. Staff will be opening bids on this project January 17, 2016. Eight (8) contractors attended the pre-bid meeting.

Engineering and Streets

Downtown Streetscape. Contract awarded to CGC Construction in the amount of \$3,156,371.00. All paving is in place. Oklahoma intersection scheduled to be opened by January 13, 2017. OGE on site installing light poles and installing wiring, scheduled to be completed by January 13, 2017. Joint sealing, striping, landscape installation, resealing of Bell intersection, and removal of Bell signals will occur over the next weeks. Final determination of as-built quantities and final construction costs will be determined within the next few weeks.

City Manager Report

December 2016



Rehab Asphalt Streets Project. All asphalt has been placed and striping is complete along Mall Drive. The Center and 11th Street portion is scheduled to be completed the week of spring break in March.

Sidewalk/ADA Handicap Ramps Project. The annual project is underway and the contractor is working on intersections along Main Street between Harrison and Pesotum.

Planning Department

Clean-up Efforts. The Action Center maintains a very active caseload, with many complaints related to tall grass and weeds continuing to come in daily. For a complete list of Action Center cases or to submit a complaint online, see: <http://www.shawneeok.org/actioncenter/default.asp>

Transportation Alternatives Program. The City was notified in August that its application to the Oklahoma Department of Transportation for a Transportation Alternatives Program grant was approved. The planned sidewalk will bridge a critical missing gap along MacArthur Street east of Harrison. The Avedis Foundation has agreed to provide matching funds equal to ten percent of the project cost. Staff is working with ODOT on scheduling of this project.

The Planning Commission has an active docket. Complete agendas are posted here:

<http://www.shawneeok.org/Documents/>

Fire Department

Station 2 Rehab/Renovation. Work on this project continues. We are scheduled to receive the biddable construction documents from Fritz Baily this week. Chief Tischer hopes to include a request for permission to solicit bids for the construction phase of this project on the February 6th Commission meeting agenda.

Hydrant Painting (ISO requirement). Recent cold weather has hampered our efforts on this project but, work will continue once it warms up.

Blue Card Incident Command Certification. All SFD Chief Officers are currently working on this 50-hour incident command certification program. Our goal is to have all department Chief Officers complete the program and receive Blue Card certification by March 31, 2017.

Southwestern Association of Fire Chiefs Leadership Academy. All department Chief Officers are enrolled in this fire-service specific leadership academy that is designed to focus on the interpersonal dynamics that are specific to the fire service. This is a 6 month program that includes a 2-day symposium and 6 monthly online sessions.

Lieutenant Academy. SFD has 3 department members (FF Derrick Rollins, FF Jake Anthony and FF Devin Abney) scheduled to complete the written exam and apparatus skills evaluation portion of the Lieutenant Academy this week.

City Manager Report

December 2016



Retirement of Battalion Chief Jim VanAntwerp. BC VanAntwerp's last shift with the Fire department is January 18. Chief Tischer plans to submit a Personnel Requisition this week requesting permission to fill the Battalion Chief position vacancy and advertise for applications to fill the staffing vacancy his retirement creates.

Police Department

Administration. Officer John Bristow started with department in January 2017. Chris Thomas is working on submitting grant applications for VOCA & OHSO totaling approximately \$83,000.00. The Sheriff's Office received remaining body cameras purchased with their part of Edward Byrnes Grant and staff will work on closing grant out. Yearly Police Foundation Dinner is set for 6:30 January 20th at the Expo, tickets available in Chief's Office.

Patrol. EOD mileage for 2016 was over 26,000, with 403 Emergency Orders for Detention in 2016. Several officers participated in Drive Sober or Get Pulled Over Campaign over the holidays. There were a total of 44,563 police calls in 2016.

CID. During 2016, detectives were assigned 630 cases, of cases assigned 628 were cleared, 203 cases filed with DA's Office, 34 arrest made and recovered property valued at \$75,904.24. Currently, in the process of working first homicide investigation for 2017. In 2016, 171 devices were ran for digital forensic evidence.

Animal Welfare. Electric service and heat and air have been connected to building two and depending on weather, concrete work scheduled for January 9. Work continuing on spreadsheets to track animals entering/exiting shelter. ACO responded to 170 calls for month of December. Calls included impounding 5 miniature horses, pig and a wolf hybrid. Horses were claimed by owner, pig rescued by American Mini Pig rescue. Wolf was rescued by APEX in California. Several organizations including Oklahoma Wolf Rescue and FOSA working together made this possible.

Dispatch. For 2016, dispatchers handled 87,648 calls for service. We are continuing with the hiring process for three dispatcher positions.

Emergency Management

EOC Remodel. Re-installation of furniture, computers, televisions and communications equipment in Operations and Radio rooms 60% complete.

Regional Airport

Delta Wings Hanger Construction. Water and sewer lines are complete. Concrete is scheduled to begin the week of January 16th. Working on negotiations with engineers to design a new taxiway to the new t-hangars.
