

City Manager Report

December 2017



Highlights

Park Plan Adopted

The Shawnee City Commission approved a park plan that provides for improvements to six key parks: Woodland Veterans, Boy Scout, Kid's Space, Optimist, Dean Weigant and Celebration of Life. This plan was the culmination of six months of design work that included several opportunities for the public to weigh in on design elements. The City is now exploring ways to implement the plan over the next 5-10 years.

Cleanup Campaign a Huge Success

Many thanks to the Kickapoo Tribe of Oklahoma and the Absentee Shawnee Tribe for their financial support of the Household Hazardous Waste collection event that was held on November 18. Central Disposal was also instrumental in making the event a success. Over 12,000 pounds were collected and 108 individuals dropped over materials at this free event. Total cost for the event was approximately \$25,000, which was fully covered by the tribal grant funds and donations. With partners, the City is investigating ways to make this an annual event.

Citywide Street Assessment Begins

On December 18, the City Commission approved a staff proposal to hire Infrastructure Management Services (IMS) to prepare a citywide street assessment. The firm will evaluate pavement conditions along all 260 miles of City roadways that are hard surfaced. The resulting data will be used to prioritize repairs and development funding models that ensure proper maintenance of the City's roadway system. The work by IMS should be completed by mid-2018.

OTHER UPDATES BY DEPARTMENT

Finance/Treasurer Report

Sales Tax. December deposit of November sales tax collected was \$1,436,804 compared to December 2016 we are up \$31,439 or 2.24 percent. For the year, the City is up 1.63 percent which is slightly below what was budgeted for this fiscal 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

Meetings and Noteworthy Items

City Commission – January 16, February 5

(Note: All regular Commission meetings now start at 6:00 PM in 2018)

Planning Commission – February 7

Beautification – January 18

Other Important Dates:

3rd Friday Block Party – January 19

City Hall Closed- January 15

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/

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Plan (CIP) projects. The City Commission hired an engineering consultant, C.H. Guernsey, to lead the effort to design and construct the first phase of improvements. Guernsey and staff had an official kickoff meeting March 24 that started with a presentation by Guernsey and ended with Guernsey and SMA staff touring the Southside Sewer Plant, Water Treatment Plant and the Northside Sewer Plant. Guernsey conducted a detailed immersion of the plants on April 27 and 28. SMA staff and Guernsey presented the Capital Improvement Plans to DEQ on Tuesday, May 9, 2017. SMA met with Guernsey Engineering and Lemke Survey on June 16 to discuss surveying of the plants. Survey crews began surveying the week of August 21. Engineering is 35% complete. Staff toured the Midwest City plant on Friday, October 27, 2017. Staff toured 3 Wastewater Plants in Austin, TX in November to get a look at what the new proposed Southside Wastewater Plant could resemble.

Annual Pipe Bursting. Notice to Bidders will run in paper on September 25 and October 5th. Pre Bid meeting will be held on October 12, 2016. Bids were opened on October 17th, 2016. Project was awarded on November 7th, 2016 to IPR South Central. Contracts and Bonds have been signed by City Manager and Contractor. Pre-work meeting scheduled for February 7th, 2017. Notice to Proceed was signed on 2/8/17. Lot Maintenance has been performing television work for IPR throughout Shawnee. IPR began work on February 28, 2017. Commissioners approved the request on May 1st to extend pipe burst quantities. Contractors began work on June 20th on the extended quantities. Contractors have completed the extended quantities. SMA is currently creating a punch list to give to Contractors to complete. Contractors are completing post video for review. Contractors corrected the manhole issues that were on the Punch List. SMA is currently reviewing post inspection videos. Project is 100 percent complete. Currently, awaiting updated maintenance bond from contactors to send to Commission in order for it to go into effect.

Operations Department (Parks, Cemetery, Fleet Management)

Parks Master Plan Design Phase. On December 18, 2017, a final presentation of the Parks Master Plan design phase went to the Commission and was approved. Staff is currently seeking funding for the project.

Classes at the Community Center: (call #275-3986 for more information)

Martial Arts- Monday, Wednesday and Friday 6-8:30pm (\$)

Pound Course- Tuesday and Thursday starting January 16th from 5:30-6:30 pm. (\$)

Engineering and Streets

Rehab Concrete Streets Project. This project has completed panels in the Harbor Estates subdivision. This will complete the project using the budgeted money from last year. After the holidays, we will be choosing to extend the contract for one additional year to use the current budgeted funds.

Kickapoo Street from Farrall to Spur. Preliminary Right-of-Way and Utility Plans were submitted for review. A meeting is scheduled with POE and Associates to go over changes and revisions needed before meeting with ODOT. Anticipate being able to begin right-of-way acquisition mid-2018.

Avedis/City Sidewalk Project. The second phase of this project has begun starting on the east side of Broadway just north of Highland. They have completed approximately six blocks to date and will continue along the east side until they reach Federal Street.

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Planning Department

Clean-up Efforts. The Action Center maintains a very active caseload, with numerous complaints received daily. For a complete list of Action Center cases or to submit a complaint anonymously online, see:

<http://www.shawneeok.org/actioncenter/default.asp>

Transportation Alternatives Program. The City was notified in August 2016 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 Shawnee Engineering Department is providing the engineering design of this project, saving the City considerable funds. The project is expected to be ready to bid in Spring 2018.

Comprehensive Plan Update. The City is starting the process of updating its Comprehensive Plan – a long range planning document that encompasses all aspects of the community and helps to ensure positive long-term growth and development. The City is currently reviewing proposals from professional consultants that seek to assist the City with the process. It is expected that the new Comprehensive Plan will be adopted in March 2019. The process will involve extensive public outreach and work by various boards and committees. More information will be forthcoming.

Fire Department

Station 2 Rehab/Renovation. Work continues on this project. An on-site progress meeting is scheduled for Wednesday, January 12, 2018 to review progress and the overall project timeline.

Hydrant Flowing (ISO requirement). Work continues on this project.

Hydrant Painting (ISO requirement). Work continues on this project.

Blue Card Incident Command Certification. Nine (9) Fire Department Captains are now enrolled in the Blue Card program. They have been given until March 31, 2018 to complete the 50hr online portion of the class. Currently, the Fire Department is working towards development of a Blue Card Command Training Center at Fire Station 3.

Annual Awards. During the annual Christmas party, three firefighters received awards based on nomination by their peers (see photos below). Denis Taron is the recipient of the 2017 Firefighter of the Year Award, Chaplain/ Lieutenant Jim Ogle is the recipient of the 2017 Chief James D. Roberts Award for Progress, and Captain Mike VanAntwerp is the recipient of the 2017 Honorary Fire Chief Fritz Anderson Award for Dedication.

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Police Department

Administration. New motorcycle funded by the Edward Byrnes Memorial Grant and the City of Shawnee has been received. Staff is working on purchasing helmets and equipment before spring 2018.

Patrol. New officers have started with the department. They will begin their CLEET or FTO training in January. Community Oriented Policing Program is starting with officers selected to concentrate on high crime areas, to build relationships with the citizens, and work together to lower the criminal activity.

Animal Control. We are gradually making some improvements to the appearance at the Animal Shelter. The outside has received some new paint and there is a covered area allowing citizens to interact with the animals they wish to adopt.

Dispatch. The hiring process will begin soon to fill one dispatcher position.

Emergency Management

Planning Projects. A variety of planning efforts are underway, including an update to the Emergency Operations Plan, EOC Standard Operations Guide, and the Elected Officials Briefing Book.

Regional Airport

Maintenance projects. Gutter installation for various hangars and t-hangars is complete. Installation of electric heaters in the maintenance hangar is underway. Drainage issues are being repaired, along with removal of waste water tanks, replacing floor drain pumps in various areas.

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SFD Captain Denis Taron receiving the 2017 Shawnee Fire Department Firefighter of the Year Award. Captain Taron was nominated by one of his peers for this award for his “steady demonstration of the utmost respect and integrity for the Shawnee Fire Department and the citizens of Shawnee”. The nomination went on to describe how Captain Taron “selflessly places others needs and wants before his own, always going above and beyond to serve the citizens of Shawnee and surrounding communities.” Chief Tischer absolutely agreed with the sentiment shared in the nomination form for Captain Taron and he was honored to present him with the award.

SFD Captain Mike VanAntwerp receiving the 2017 Honorary Fire Chief Fritz Anderson Award for Dedication. This award is for Honorary Fire Chief Fritz Anderson who was a friend and historian for the Shawnee Fire Department for over 80 years. It is intended to recognize a department member who has displayed dedication to the Shawnee Fire Department in an exemplary and consistent manner over a period of several years. Captain Mike VanAntwerp was selected to receive this award for his selfless dedication to the department. During the course of his 25-year career, so far, he has tirelessly worked to ensure that department apparatus and equipment are properly maintained, spending countless hours educating himself and others on proper operation and maintenance. All this was done in addition to his regular duties as a member of the department. His work has made our firefighters safer and more effective while saving city funds from being wasted on unnecessary repairs. He is incredibly thorough and his attention to detail is legendary. He leads by example and finishes any tasks he starts, no matter how big or small, the right way and he never looks for recognition for doing so.



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SFD Chaplain/Lieutenant Jim Ogle receiving the 2017 Chief James D. Roberts Award for Progress from Kathy Roberts. This award is named for retired Chief James D. Roberts who served as the 15th Fire Chief of the Shawnee Fire Department. During the 7 years he served as Fire Chief, the Shawnee Fire Department enjoyed some of the largest steps forward in its history in all aspects including firefighter health and safety, training, equipment, apparatus, morale and customer service. This award is intended to recognize a department member who has contributed in a substantial and meaningful way to the positive progress of the Shawnee Fire Department throughout their career. Chaplain/Lieutenant Jim Ogle was chosen to receive this award for his tireless work with the

Shawnee Fire Clown program and his service as our Fire Department Chaplain. He has been a member of the Fire Clown program for 22 years and served for many years as the coordinator of the program. He recognized the need for a Fire Department Chaplain and worked to become an ordained minister so he could meet that need for us. He has served in that position since 2009 counseling and taking care of the members of the SFD so they can take care of the citizens of Shawnee.



Top: Cars wait to drop off hazardous waste at a City event held November 18.



Right: Just some of the 12,000+ pounds of waste collected.