

City Manager Report

February 2017



City Manager February Highlights

Ward Boundaries

The Shawnee City Commission will consider changes to the City's Ward Boundaries at their March 20 regular meeting. More information can be obtained here:

<http://www.shawneeok.org/Default.asp?PID=1745>

Wayfinding

The Shawnee City Commission approved staff to solicit bids for the Wayfinding Project at their December 19 Commission meeting. No bids were obtained the first bid cycle, so the project was rebid. Bids will be opened on March 6.

Community Survey Results

The City's first comprehensive Community Survey is now complete and a presentation was made to the City Commission February 21. The presentation and a summary of the results may be viewed here:

<http://www.shawneeok.org/Default.asp?PID=1748>

EXPO Conference Center Remodel

Staff is working on implementation of the Avedis Grant for the Conference Center remodel. Bids were received for the HVAC replacement project on February 21. Bids are due for the flooring part of the project on March 6.

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. February sales tax collected was \$1,676,413, compared to February 2016 we are up \$71,211 or 4.44%. For the fiscal year, the City is down just slightly at \$53,097 or .44%.

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

Meetings and Noteworthy Items

City Commission – March 6, March 20

Planning Commission – April 5

Beautification Meeting – March 16

Traffic Commission – March 28

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

Other Important Dates

Third Friday Downtown Block Party: March 17

Other Events:

Gordon Cooper Classic- April 1

www.visitshawnee.com/Calendar

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

Board Openings:

Beautification Committee

Traffic Commission

Planning Commission

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

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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.

The projects to be considered for this RFQ are short term recommendations of the Master Plan. Interested Engineers met and SMA met for site visits for each Plant on July 21, 2016. The City Commission authorized staff to enter into contract negotiations with Burns & McDonnell for engineering services on August 15, 2016. The parties were unable to agree upon contract terms for engineering services and negotiations ceased in January 2017. Staff resumed negotiating contract terms for engineering services with C.H. Guernsey. A contract with C.H. Guernsey will be presented to the City Commission on March 6.

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. The Bathymetric Lake study has been completed. At the March 20 City Commission meeting, SMA/USGS will do a joint presentation to the City Commission.

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. Data Collection is 95% complete, SRB will present the Sewer Map and Hydraulic Model to the SMA in March.

Operations Department

Parks Landscape and Feature Redesign. Design firm has been down inventorying the Parks for the design phase. Staff has a list questions and information from the firm to go through.

Library HVAC Project. Staff has awarded the project and will be meeting with the contractor on March 3 to go over the work.

Rotary Boy Scout Park Splash Pad. The new shade structures are installed and concrete work is scheduled to begin the first week of March. The work will be completed prior to the normal seasonal opening of the splash pad.

Cemetery Columbarium. The Cemetery has a new feature added, it is a 48 niche marble columbarium for cremation burials. Each niche will hold one cremation. Cost per niche is still being looked at.

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Engineering and Streets

Downtown Streetscape. Contractor has completed the overall project and is open to traffic. A detailed punch list of items to correct has been given to CGC (Contractor) whom is currently working on those. Final as-built quantities are being measured and calculated for final payment, and that determination should be completed within the next several weeks. Upon completion of punch list items, the project will be brought forward to the City Commission for their acceptance and placing maintenance bonds into effect. The City of Shawnee was awarded the “Outstanding Project of the Year” award by the Historic Shawnee Alliance at their annual awards ceremony on February 23 for the Downtown Streetscape Project.

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. Project is ongoing at various locations around the City. Currently, the Contractor (Parathon Construction) has completed ramps on Main Street from Harrison to Pesotum. Final quantities and costs being determined at this time and if any funds left, we will move contractor to other locations.

Kickapoo Street from Farrall to Spur. We held a meeting with ODOT Project Management on February 7th, along with Poe & Associates (Engineering firm designing project) to finalize the scope of services for Poe to complete design of the project. ODOT anticipates issuing a supplemental contract by first of April to Poe to allow them to complete final design plans and the right of way acquisition documents and exhibits that will enable the City to start purchasing the easements and right of way needed for project. Tentative schedule by ODOT is to have the project let for bids for construction early-Spring 2018.

Avedis/City Sidewalk Project. New sidewalks will be installed along Main Street from Harrison to Pesotum (both sides), and then from Pesotum to Bryan (north side). Sidewalks will also be installed along Wallace from Kickapoo to Broadway (both sides) and along Independence from Sequoyah to Center, then south along Center to Kid Space Park.

45th & Harrison Intersection Project. Project is to improve the intersection to accommodate future four-laning of 45th Street. Field survey and data has been acquired and project currently under design. Approximately 40% design complete.

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>

The City of Shawnee hit a code compliance milestone in February, when the 200th structure was demolished since 2011. These demolitions have removed blight throughout the City, stabilized neighborhoods and encouraged others to invest in the community.

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

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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.

Development Projects. A number of significant projects are in the development or construction phases. Shawnee Marketplace is nearly built out with one structure under construction next to CVS (Freddie's Frozen Custard and Aspen Dental) and another new business forthcoming. The developer of the Domino Plaza project at Harrison and 45th Street has started on earthwork. This 15-acre projects includes (per a preliminary plan) a large service station, two hotels, four eating establishments and a dog park. Increased interest in downtown Shawnee has also been seen, with the nearing completion of the Main Street Streetscape Project.

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

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

Fire Department

Station 2 Rehab/Renovation. The City is currently advertising for bids for the construction phase of this project. Bids are due to be opened at the April 3rd Commission Meeting.

Hydrant Painting (ISO requirement). Work is picking up on this project again as the weather warms-up.

Blue Card Incident Command Certification. All SFD Chief Officers are currently working on this 50-hour incident command certification program. We are scheduled to complete the program and test for Blue Card certification on March 28, 29 and 30th. Once the Chief Officers complete the program, we plan to enroll all department Company Officers (Captains).

Southwestern Association of Fire Chiefs Leadership Academy. After completing the 2-day symposium portion of this academy, department Chief Officers continue this class with monthly online sessions for the next 6 months.

National Fire Academy New Fire Chief Course. Chief Tischer is currently in Emmitsburg, MD attending this 6-day course and is finding it to be very valuable training 3 days into the course.

Police Department

Administration. Completed and submitted request for next fiscal year's budget. Ballistic vest grant reimbursement in the amount of \$4,555.02 has been received.

Patrol. Officer Bristow has started Cleet training.

CID. Detectives cleared 43 cases, recovered stolen property and worked a combination of 13 digital forensic cases for SPD and other agencies.

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Animal Control. Going through applications for new AC officer. New fencing around expansion has started, should be completed by March 1. Receiving estimates for blown insulation in attic of Building 2.

Dispatch. Four new dispatchers have completed orientation phase and starting their first full phase of call taking. As of February 28 dispatchers have processed 6,710 calls.

Emergency Management

EOC Remodel. Re-installation of furniture, computers, televisions and communications equipment in Operations and Radio rooms 98% complete. The IT Department has reconnected network outlets in Operations Room, we will need to work with them to determine what user devices will be installed in the room. We also need to work with them on installing a couple of devices in the Radio Room. Monitors have been mounted on South wall of Operations Room.

Implementation of Everbridge Mass Notification System. This is a new system that will be utilized by the City for notification purposes. Staff is working on configuration required for system roll-out.

Communications and Warning Systems. Staff are replacing batteries for outdoor warning sirens and related equipment and are working to reset warning systems at other locations.

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

Delta Wings Hanger Construction. Water and sewer lines are complete. Concrete is currently being hauled off. Working on negotiations with engineers to design a new taxiway to the new t-hangers.



The City of Shawnee was awarded the Outstanding Project of the Year award by the Historic Shawnee Alliance on February 23.

Left to right: City Manager, Justin Erickson, HSA President, Linda Agee, Community Development Director, Justin DeBruin, Vice-Mayor, James Harrod, State Representative, Dell Kerbs.