

# City Manager Report

January 2017



## City Manager January Highlights

### Main Street is Open!

The Downtown Streetscape is nearing completion and Main Street is now open for vehicle traffic. The City thanks the community and downtown merchants for your support of this project over the last year.

### 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 on February 21 or March 6.

### EXPO Operations

January events included a Triangle Horse Sale, Central District Livestock Show, and the fourth annual Wellness Fair among other happenings. Staff is working on implementation of the Avedis Grant for the Conference Center remodel with the HVAC replacement project out for bid and due February 21.

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. January sales tax collected was \$1,552,155, compared to January 2016 we are up \$5,204 or .34%. For the fiscal year, we are down \$130,862 or 1.24%. With new commercial development underway and more on the horizon, we are optimistic for 2017.

### *Meetings and Noteworthy Items*

City Commission – February 6, February 21

Planning Commission – March 1

Beautification Meeting – February 16

Traffic Commission – February 28

Note: Meetings are subject to addition, cancellation and change. Agendas are posted on [www.shawneeok.org](http://www.shawneeok.org)

### *Other Important Dates*

Third Friday Downtown Block Party: February 17

City Hall closed for Presidents' Day: February 20

### *Other Events:*

[www.visitshawnee.com/Calendar](http://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/](http://www.shawneeok.org/gov/Boards/)

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## 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.

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 August 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. Staff is waiting on the final paperwork from the contractor in order to close this project out, with an expected item on the February 21, City Commission meeting agenda. Painting and floor cleaning is also complete.

Parks Landscape and Feature Redesign. Contract with CLS will be in front of the Commission on February 6 for approval, staff is excited to get started on the new designs.

Library HVAC Project. Staff will be awarding this bid on February 6 and setting up a preconstruction meeting to go over dates and special instructions.

Rotary Boy Scout Park Splash Pad. The new shade structures are in for the splash Pad at Rotary Boy Scout Park and will be installed in the month of February. The Rotary Club got a grant for \$10,000 to purchase the shade structures.

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Cemetery Columbarium. The Cemetery will have a new feature added at the end of February, a 48 niche marble columbarium will be installed to give another option for cremation burials. Each niche will hold one cremation. Cost per niche is still being examined.

### Engineering and Streets

Downtown Streetscape. Contract awarded to CGC Construction in the amount of \$3,156,371. All paving is in place and Contractor is working on 'punch list' of items to correct. Entire project from Oklahoma to Beard is completed and now opened to traffic. OGE has completed installation of lights, and final landscaping remaining. Final determination of as-built quantities and final construction costs will be determined within the next few weeks.

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

Sidewalk/ADA Handicap Ramps Project. The project is underway. Contractor has been working on all intersections from Main St. between Harrison and Pesotum, and should be completed within the next several weeks. We plan on advertising for bids the Avedis/City sidewalk project which will include sidewalks along both sides of the streets of Main Street from Harrison to Pesotum and along Wallace Street from Kickapoo to Broadway, and will request authorization to advertise at the February 6, 2017, City Commission meeting.

Kickapoo Street from Farrall to Spur. ODOT Project Management Division has advised that ODOT and consultant (Poe & Associates) have a meeting scheduled for February 7th to finalize contract negotiations so that final design and right-of-plans can be completed.

### 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 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.

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 and another forthcoming. The developer of the Domino Plaza project at Harrison and 45<sup>th</sup> 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.

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The Planning Commission has an active docket. Complete agendas are posted here: <http://www.shawneeok.org/Documents/>

## Fire Department

Station 2 Rehab/Renovation. We are requesting permission to solicit bids for the construction phase of this project during the February 21 City Commission Meeting.

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 six month program that includes a two-day symposium and six monthly online sessions.

## Police Department

Administration. Applications have been submitted for VOCA and OHSO grants.

Patrol. In the past week, patrol has made arrest and recovered stolen vehicle before it was even reported. Patrol made arrest of suspect from burglaries and recovered stolen property. K9 officers are working highway safety grant and doing drug interdiction on roadways. Officers working AG Grant and concentrating on downtown area. Implementing new body camera system, which allows videos to download automatically when officer check into station.

CID. Arrest made in first homicide of year. Assisted DA's Office and Tecumseh with solicitation for murder case. There were 45 cases cleared for the month.

Animal Welfare. Most of the bugs have been worked out on animal tracking spread sheet. Projected to start concrete work for outside kennel remodel project February 3. Receiving applications for volunteer program.

Dispatch. Four new dispatchers hired last week and they have started their training.

## Emergency Management

EOC Remodel. Re-installation of furniture, computers, televisions and communications equipment in Operations and Radio rooms 95% complete.

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Implementation of Everbridge Mass Notification System. This is a new system that will be utilized by the City for notification purposes. Staff is finalizing system roll-out and additional public information will be released soon.

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-hangars.

