

City Manager Report

May 2017



Highlights May/Early-June

Strategic Plan Adopted

On June 5, the Shawnee City Commission adopted Resolution #6542, formally approving the Shawnee Strategic Plan 2017-2022. This is the City's first Strategic Plan. For more information, please see: www.shawneeok.org/strategicplan.

Website Update

On April 3, the City Commission authorized staff to solicit proposals from qualified firms skilled to completely update the City's website. Staff has now reviewed 10 proposals and narrowed the field to three firms that will be interviewed in July. A contract should be presented to the City Commission on July 17. The new website should launch in December or January.

EXPO Highlights – It's Rodeo Time!

Staff is working on implementation of the Avedis Grant for the Conference Center remodel. All flooring has now been installed along with the new sound system. The HVAC and lighting work is expected to wrap up soon.

The International Finals Youth Rodeo will be held at the EXPO July 9-14. This is the 25th Anniversary of this incredible event. For a complete schedule, see: <http://www.ifyr.com/>

OTHER UPDATES BY DEPARTMENT

Finance/Treasurer Report

Sales Tax. May sales tax collected was \$1,573,986 compared to May 2016 we are up \$80,587 or 5.40 percent. For the fiscal year, the City is down only \$653. The budget situation is challenging for many communities in Oklahoma and Shawnee is holding up well. We continue to encourage citizens to "Shop Shawnee" so we can maintain and improve our service levels.

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. Staff concluded negotiating contract terms for engineering services with C.H. Guernsey, the selected consultant. Guernsey and staff had an official kickoff meeting March 24

Meetings and Noteworthy Items

City Commission – June 19, **July 3 meeting cancelled**, July 17

Planning Commission – July 5

Beautification Meeting – July 20

Traffic Commission – June 27

Other Important Dates

Knights Auto Show- June 24

Veterans Independence Day parade- July 4

IFYR- July 9-14 (25th Anniversary)

Third Friday Block Party- July 21

Other Events:

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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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.

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. Data Collection is 100% complete. SRB presented the Sewer Map and Hydraulic Model to SMA on March 22. The Model and GPS Data was delivered on April 17, but was incomplete. The Sewer Model is 100% complete and GPS Data has a few minor details needed before completion.

Operations Department

Parks Master Plan Design Phase. A public meeting was held on May 18 at the EXPO Center showing the preliminary drawings of the new Park designs and gathering the public's input. The designs were also posted on the City's website for public review and comment. The comments are now being sent to the landscape architect to be incorporated into the designs. Another public meeting will be scheduled in the near future to review the final drafts. For more information on the preliminary design, please see "news" at www.shawneeok.org.

EXPO Conference Center Remodel. The lighting contractor has been installing the new can lighting and is awaiting the arrival of the 2' x 4' retrofits for the florescent lighting. The concrete pad extensions on the East side of the building has been poured and the contractor is preparing to begin installation for the HVAC. All three contractors are due to be finished by July 1 in time for the IFYR.

Engineering and Streets

Rehab Concrete Streets Project. Project was let for bids and the Bid Opening occurred at the May 15 Commission meeting. Bids have been tabulated and references checks completed, and Staff will make a recommendation of award to the City Commission at their June 19, 2017 commission meeting. This project is a maintenance type project with the removal and replacement of badly broken and cracked concrete paving panels at various locations throughout the City.

Kickapoo Street from Farrall to Spur. We held a meeting with ODOT Project Management on February 7, along with Poe & Associates (engineering firm designing project) to finalize the scope of services for Poe to complete design of the project. ODOT is currently reviewing and processing Poe's supplemental contract that will allow Poe to proceed on finalizing design plans. Final approved contract may be completed by end of April 2017 that will then allow Poe 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 the project. Tentative schedule by ODOT is to have the project let for bids for construction early spring 2018.

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Avedis/City Sidewalk Project. Project was awarded to MTZ construction in the amount of \$503,555.00. Pre-work meeting had been held on April 18, 2017 with MTZ, and a notice to proceed effective April 24, 2017 was issued. MTZ has begun work on the project by removing/replacing sidewalk along the south side of Main Street from Harrison to Pesotum thus far. For this 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 KidSpace Park. Additionally, Main Street from Pesotum to Bryan along the south side of the street will be installed, upon completion of all the other project areas.

45th & Harrison Intersection Project. Project is to improve the intersection to accommodate future four-lane of 45th Street. Field survey and data has been acquired and project currently under design. Approximately 75% 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>

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.

Development Projects. A number of significant projects are in the development or construction phases. Shawnee Marketplace is nearly built out with one additional structure now completed 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 and installation of public infrastructure. 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 bid award for the construction phase of this project was awarded by the City Commission to Jim Cooley Construction of OKC at the May 1 Commission meeting. Staff is currently waiting to receive the contract signed by Jim Cooley Construction back for City signatures the second week of June.

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

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Blue Card Incident Command Certification. Chief Tischer has scheduled 3 Battalion Chiefs and the Training Chief to attend the Train-the-Trainer portion of this project during the week of August 7. He has also scheduled training for each shift with the retired Phoenix FD Captain John Brunacini, who designed the Blue Card program. That training is scheduled on August 22, 23 and 24.

Police Department

Administration. Continuing to go through hiring process for new officers. Working on preparations and scheduling other agencies for Cops & Kids event August 26 in Woodland Park.

Patrol. Scheduling officers/bike patrol to cover Redbud night on the Bricks and Trail Days events June 16-17. School resource officers have been moved to swimming pool and lake area for the summer.

CID. There were 45 cases assigned to CID, 56 cleared, 13 filed with DA, 3 arrests were made cash totaling \$3,600 recovered.

Animal Control. New building/kennels should be open in 30-40 days. Work on new fencing and gate should be completed in June.

Dispatch. Chrissy Oldham, Communication Manager was a guest speaker at this year's National Emergency Number Association Conference in San Antonio TX held on June 7. Four new dispatchers will be released from training by August. Haley Wright received award of recognition for her assistance with sexual assault victims.

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

Delta Wings Hanger Construction. Steel frame in the hangar is nearing completion.

Enterprise Parking Construction. The airport constructed a new parking area for Enterprise Rent-A-Car to support their growing business and inventory of cars. Enterprise leases space from the Airport.



MISSION

Serve the community, strive for progress and support and improve the quality of life

Serve – Strive – Improve

VISION

Shawnee features small town values and charm with big city amenities and is the center of commerce, education, and culture for Pottawatomie County and the surrounding area. Shawnee is a place of family and community with optimism for the future. Shawnee is on a path of continuous improvement that will result in a more prosperous, healthier, attractive, and connected community. Shawnee collaborates with all governments and organizations and strives to be a trusted and transparent partner.

CORE VALUES

Transparency	Collaboration	Pride
Wellness	Fiscal Responsibility	Customer Service
Continual Progress	Strategic Focus	Safety