

# City Manager Report

October 2017



## Highlights

### Snowflake season is here!

The City of Shawnee Parks department is checking the bulbs in every snowflake before they start to go up around town on November 6. The City has approximately 350 snowflakes with 90 bulbs in each one for a total of 31,500 bulbs that must be checked and changed, as needed.

### Household Hazardous Waste Event November 18

This event is a free and features easy drop-off for household hazardous waste (excluding commercial waste) brought to you by a partnership between the Kickapoo Tribe of Oklahoma, The City of Shawnee, The Absentee Shawnee Tribe and Central Disposal. This event on Saturday, November 18, 2017 from 10am to 2pm is open to City of Shawnee residents and members of participating tribes. For more information, please see: [www.shawneeok.org](http://www.shawneeok.org).

### Downtown Revitalization Work Progresses

The City's Downtown Revitalization Project Review Committee ("TIF Committee") met twice in October and submitted their unanimous recommendation and findings to the Shawnee Planning Commission. The Project Plan specifies revitalization efforts planned for downtown over the next 25 years. The City Commission will hold public hearings on the Plan on November 20 and December 4. For more information, please see: <http://www.shawneeok.org/revitalizationproject/>

## OTHER UPDATES BY DEPARTMENT

### Finance/Treasurer Report

Sales Tax. September sales tax collected was \$1,493,326 compared to September 2016 we are up \$2,493 or .17 percent. For the year, we are just under what we budgeted for.

### 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 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

### Meetings and Noteworthy Items

City Commission – November 20, December 4

Planning Commission – December 6

Beautification November 16

Traffic Commission – November 28

### Other Important Dates:

Veterans Day Ceremony – Veterans Memorial – November 11 at 11:00 a.m.

Pie Bake off – Community Center (804 S Park) November 11 – 1:30 p.m. – 3:30 p.m.

3rd Friday Block Party and Christmas tree Lighting- November 17

### Other Events:

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

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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 MWC plant on Friday, October 27, 2017, and will be touring Wastewater Plants in Austin, TX November 14-16, 2017.

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.

## Operations Department (Parks, Cemetery, Fleet Management)

Parks Master Plan Design Phase. The City's consultant has prepared final draft plans for Woodland Park, Boy Scout Park, KidSpace Park and the downtown area. Two parks (Dean Weigant, and Optimist) have been added to the Design Phase through funding allocated for the new fiscal year. The next public meeting will be held at the Expo Center on November 2, 2017, at 6:00 p.m. for input on the Park Design Phase of the Parks Master Plan.

## Engineering and Streets

Rehab Concrete Streets Project. The project was awarded to MTZ Construction in the amount of \$480,250, and they continue working in the Northridge Area. The 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. Supplemental engineering contract was approved by ODOT with Poe & Associates to complete the design and right of way plans for the project. The supplemental contract was approved at the ODOT July 10, 2017 Transportation Commission Meeting. Poe has initiated work on finalizing design plans and preparing all the right-of-way documents and easement necessary for the project. Anticipate being able to begin right-of-way acquisition March of 2018. Right-of-way acquisition and utility relocations projected to begin March 2018 and be completed by December 2018, which would allow ODOT to let the project for construction bids early-2019.

Avedis/City Sidewalk Project. MTZ construction was awarded the contract in the amount of \$503,555.00. MTZ has completed sidewalks on Main Street from Pesotum to Harrison, on Wallace Street from Kickapoo to Broadway, on Center Street from Wayne to Independence, and on Independence Street from Center to Sequoyah. MTZ is currently working on the south side of Main Street from Pesotum to Bryan

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and should be completed within the next 6-8 weeks. Upon completion of this year's sidewalk projects, City staff will review progress of the Contractor and consider extending the contract to begin work on the second year of the Avedis/City Sidewalk projects. The second phase will be Broadway from Highland to MacArthur.

## 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.

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 (Harbor Freight). The developer of the Domino Plaza project at Harrison and 45<sup>th</sup> Street has completed much of the earthwork and installation of public infrastructure and has final platted the first phase, with construction of the first structure now started. 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 completion of the Main Street Streetscape Project.

## Fire Department

Station 2 Rehab/Renovation. Work continues on this project. The entry tower has been erected and much of the steel for the structural repairs has been installed. The dedicated water supply line for the fire sprinkler line is installed and all exterior materials (roof, brick, metal siding) has been selected and ordered. The building should be "weathered-in" within the next 3 weeks, weather permitting. Our fourth progress meeting is scheduled for Wednesday, November 9 at 2pm.

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.

## Police Department

Administration. New hire Jacob Niblett has started with department and will begin CLEET in November.

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Members from the police department will travel with Community Renewal to Lawton to discuss the partnership we have formed.

Patrol. Officers are on extra patrols in the Fairview Cemetery area.

Animal Control. Adoptions have been steadily increasing at the shelter.

Dispatch. Three dispatchers moving into the second phase of their training. Channa Pauley was recognized as the District 23rd Dispatcher for Domestic Violence Victims. Dispatch participated in the Heels on for Her Event by providing an educational booth for 911- Three dispatchers attended the Oklahoma Public Safety Conference in October.

### 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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The Shawnee Fire Department new Chief 6 apparatus was recently placed into service. It is a 2017 Chevrolet Suburban that was special-ordered and then up-fitted with emergency lights, radios, equipment and graphics. It replaces a 2010 Chevrolet Tahoe that will be retired from service as a front-line unit after responding to over 2,500 emergency incident and logging over 150,000 miles. The Chief 6 unit designation in our department is given to

the Battalion Chief's vehicle that is used 24/7 by all 3 shifts. The Battalion Chief is the commander of the on-duty shift and is responsible for overseeing emergency operations as the incident commander within our 117 square mile response area. This apparatus is designed to carry all the equipment needed to serve as a mobile command post for emergency operations. This new unit features upgrades such as a slide-out command equipment toolbox with a mobile radio interface unit, thermal imaging camera, wireless mobile radio headsets, upgraded emergency lighting and storage area for personal protective equipment. Chief 6 is one of our busiest units so the citizens will see this unit out in the community a lot. This unit was purchased with funds from the third penny capital sales tax.

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Chamber and SEDF  
Community Collaborative  
Meeting held at the City  
Auditorium on October 26.



The City of Shawnee welcomed the Sister Cities Delegation from Nikaho, Japan. They enjoyed a question/answer session with Mayor Finley, games in the Fire Department and a demonstration by a K-9 officer and handler in the Police Department.