

AMENDED AGENDA
BOARD OF CITY COMMISSIONERS
August 7, 2017 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

All motions will be made in the affirmative. The fact that a commissioner makes or offers a second to a motion does not mean that the commissioner must vote in favor of passage.

1. Consider approval of Consent Agenda:
 - a. Minutes from the July 17, 2017 regular meeting.
 - b. Acknowledge the following reports and minutes:
 - License Payment Report for July 2017
 - Project Payment Report for July 2017
 - Shawnee Urban Renewal Authority Minutes from May 2, 2017 meeting and June 13, 2017 Special Call meeting
 - Planning Commission Minutes from June 12, 2017 meeting
 - c. Lake Lease Renewal/Transfer:

TRANSFER:
Lot 1 Mosler Tract, 16200 Archery Range Road
From: Mehdi Azimi
To: Derrick and Jessica Carpenter
 - d. Approve renewal of the Pottawatomie County Public Safety Center Jail Services Agreement for FY2017-2018.
 - e. Approve Change Order for Shawnee Convention Center HVAC and Lighting Upgrade Project.
 - f. Authorize Parks and Cemetery staff to purchase four (4) - half (1/2) ton pickups at the state bid price of \$21,425.00 each and one (1) - one (1) ton truck at the state bid price of \$34,590.00 each.
 - g. Authorize staff to apply for sub-grant of Emergency Management Performance Grant from the Oklahoma Department of Emergency Management.

h. Mayor's Appointments

Traffic Commission

Travis Flood 1st Full Term Expires 1/1/2020
Replaces Wayne Ardrey – Termed Out

Shawnee Housing Authority

Marion McMillan 1st Full Term Expires 2/4/2020
Replaces Donna Houston – Termed Out

Shawnee Beautification Committee

Tom Terry 1st Full Term Expires 1/1/2021
Appointment to New Committee

Sherry Lankford 1st Full Term Expires 1/1/2021
Appointment to New Committee

2. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
3. Consideration and possible action regarding an agreement with Revize Software Systems for professional services related to the complete redesign of the City's website.
4. Consideration and possible action regarding a Memorandum of Understanding between the City of Shawnee and the State of Oklahoma, Commissioners of the Land Office related to master planning, engineering and installation of public improvements on land located in the SE quarter of Section 36, T11N, R3E.
5. Public hearing and consideration of an ordinance to rezone with a conditional use permit for property located at 1215 East Farrall Street to allow for a manufactured home. Case No. P08-17. Applicant: Lehomahte Wassana
6. Public hearing and consideration of an ordinance to rezone property located at 4010 North Kickapoo Street from R-1; Single Family Residential District to C-3; Highway Commercial District. Case No. P09-17. Applicant: Nelmon Brauning.
7. Consideration of a Final Plat for Avedis Park located at 1500 East Independence Street. Case No. S04-17. Applicant: ADG, PC
8. Discussion and possible action to direct staff regarding potential election items including, but not limited to, a charter change regarding election processes to clarify terms of office and Ward 6 Commissioner election for remainder of term.
9. Discussion, consideration and possible action on an ordinance amending Ordinance No. 2520NS, which shall re-instate Chapter 12, Section 13, of the Shawnee City Code entitled "Municipal Courts – *Failure to Appear Before the Court.*"
10. City Manager Report

11. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
12. Commissioners Comments
13. Consider an Executive Session for discussion and possible action on litigation pending against the City of Shawnee by Wesley Treece (Workers Compensation Court Case No. 2009-05510R) as authorized by 25 O. S. §307(B)(4) on the recommendation of counsel that public discussion would impair the ability of the City Attorney to adequately defend the City.
14. Consider matters discussed in Executive Session regarding pending against the City of Shawnee by Wesley Treece (Workers Compensation Court Case No. 2009-05510R) as authorized by 25 O. S. §307(B)(4) on the recommendation of counsel that public discussion would impair the ability of the City Attorney to adequately defend the City.
15. Adjournment

Respectfully submitted

Phyllis Loftis, CMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made. (ADA 28 CFR/36)

Amended Regular Board of Commissioners

1.a.

Meeting Date: 08/07/2017

CC Minutes 07-17-2017

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the July 17, 2017 regular meeting.

Attachments

CC Minutes 07-17-2017

BOARD OF CITY COMMISSIONERS PROCEEDINGS
JULY 17, 2017 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, July 17, 2017 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley
Mayor

Dub Bushong
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

Absent
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Lesha Shaw
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: James Harrod

INVOCATION

Lord's Prayer

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes from the June 19, 2017 regular meeting.
- b. Acknowledge the following reports and minutes:
 - License Payment Report for June 2017
 - Project Payment Report for June 2017
 - Traffic Commission Minutes from October 25, 2016 meeting.

c. Traffic Commission Recommendations

1) Approval of October 25, 2016 Minutes

STAFF RECOMMENDATION: Staff recommends approval of request.

BOARD RECOMMENDATION: Board recommends approval of request.

2) Consideration of request by Staff, to add flexible delineator devices along the centerline of Highland west of Harrison.

STAFF RECOMMENDATIONS: Staff recommends approval of request.

BOARD RECOMMENDATIONS: Board recommends to defer the request to the July 25, 2017 meeting.

d. Mayor's Appointments

Airport Advisory Board

Will Smallwood

2nd Full Term

Expires 07/01/2020

Reappointment

e. Lake Lease Renewal/Transfer:

TRANSFER:

Lot 7 Green Tract, 32005 Hornbeck Road

From: Lon and Kathryne Spencer

To: Robert and Lisa Silvy

f. Approve renewal of the Pioneer Library System Agreement for library services, facilities, and maintenance for FY 2017-2018.

g. Approval of a Memorandum of Understanding with District Attorney's Office, 23rd Judicial District, for services to victims of domestic violence and sexual assault.

h. Approval of an interlocal agreement between the City of Shawnee and Pottawatomie County for the paving/repair of streets and roads owned by the City.

- i. Budget Amendment – Fund 190
To allocate 2017-2018 Federal Award for CDBG.
- j. Acceptance of the EXPO Conference Center Flooring Project and place warranties into effect.
- k. Request Authorization to advertise for bids for the Santa Fe Parking Lot Improvements Project.
- l. Request Authorization to negotiate a contract with IMS (Infrastructure Management Services) for Pavement Management, Inspection, Condition Rating, and Reporting Services, and then bring back for City Commission consideration.

Mayor Finley asked to pull Consent Agenda Items Nos. 1(c)(2) and 1(k) for separate consideration.

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to approve Consent Agenda Item Nos. 1(a-l), less items 1(c)(2) and 1(k). Motion carried 6-0.

AYE: Gillham, Rutherford, Shaw, Salter, Bushong, Finley

NAY: None

Regarding Consent Agenda Item No. 1(c)(2), Mayor Finley stated that the Traffic Commission recommended deferring this item to the July 25, 2017 Traffic Commission meeting.

A motion was made by Commissioner Gillham, seconded by Commissioner Salter, to defer Consent Agenda Item No. 1(c)(2) to the August 7, 2017 City Commission meeting. Motion carried 5-0-1.

AYE: Gillham, Salter, Bushong, Finley, Rutherford

NAY: None

ABSTAIN: Shaw

Regarding Consent Agenda Item No. 1(k), Mayor Finley stated the current plans of the Santa Fe Parking Lot Improvement Project do not provide access to a neighboring property. Mayor Finley asked if the item should be deferred until plans can be corrected. City Manager Justin Erickson explained that staff recommends the authorization to advertise for bids. He noted the plans were only

fifty to sixty percent complete and there is enough time to move forward with said plans and accommodate the landowner, if possible. Mr. Erickson stated the final plans will return before the Commission for approval.

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to authorize staff to advertise for bids for the Santa Fe Parking Lot Improvements Project, Consent Agenda Item No. 1(k). Motion carried 6-0.

AYE: Gillham, Rutherford, Shaw, Salter, Bushong, Finley

NAY: None

AGENDA ITEM NO. 2:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

Mr. Monty Garner introduced himself as the neighbor and contractor of the Pottawatomie County Museum. Mr. Garner explained that the access issue would be worked out in the plans, but he had concerns of heavy dirt work in the area damaging the new road and parking lot. Mr. Garner stated that he felt that the parking lot project was out of sequence with the construction of the Pottawatomie County Museum.

Ms. Kate Joyce thanked the Commission and City Staff for the contract received to support the Senior Citizen services. She announced the Fifty's Dance Event being held on July 29, 2017 at the Senior Center from 7:00 p.m. to 9:30 p.m.

AGENDA ITEM NO. 3:

Presentation by City Manager to Employee of the Month, Sabrina Hutchinson, Building Maintenance.

Sabrina Hutchinson was present to accept the Employee of the Month Certificate presented by City Manager Justin Erickson.

AGENDA ITEM NO. 4:

Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Zane Qualls.

A motion was made by Commissioner Bushong, seconded by Commissioner Gillham, to approve Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Zane Qualls. Motion carried 6-0.

AYE: Bushong, Gillham, Finley, Rutherford, Shaw, Salter
NAY: None

AGENDA ITEM NO. 5: Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Daniel Murrell.

A motion was made by Commissioner Gillham, seconded by Commissioner Bushong, to approve Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Daniel Murrell. Motion carried 6-0.

AYE: Gillham, Bushong, Salter, Shaw, Rutherford, Finley
NAY: None

AGENDA ITEM NO. 6: Authorize staff to purchase three (3) 2017 Ford Police Interceptor SUV's at the state bid price of \$52,000.00 each.

Police Chief Mason Wilson noted that the purchase of these vehicles was in the approved budget. He explained that the vehicles come fully equipped and will be purchased at the state bid pricing of \$52,000.00 each. Commissioner Shaw asked about a price increase from the approved budget. Chief Wilson said there was a \$2,000.00 increase due to paint and graphic cost rising.

A motion was made by Commissioner Shaw, seconded by Commissioner Rutherford, to authorize staff to purchase three (3) 2017 Ford Police Interceptor SUV's at the state bid price of \$52,000.00 each. Motion carried 6-0.

AYE: Shaw, Rutherford, Salter, Bushong, Gillham, Finley
NAY: None

AGENDA ITEM NO. 7: Consider approval of a professional services agreement with the Center for Economic Development Law to review and possibly update the City's Tax Increment Financing District.

City Manager Justin Erickson gave a brief background on the City's Tax Increment Financing (TIF) District. He explained the district was established in 2003 to support downtown revitalization efforts, and is set to expire after 15 years. In the last 13 years, the area has generated approximately \$692,000.00 to assist

with streetscape efforts. With the completion of the Main Street Streetscape Project, staff would like to reevaluate the TIF District. The Center for Economic Development Law assisted the City of Shawnee with the creation of the original TIF District. Mr. Erickson stated that if this item is approved tonight, a review committee will be created to assist with the process. Mr. Erickson said he is confident City staff will be able to conduct as much work in-house as possible keeping the estimated cost approximately \$30,000.00. Commissioner Shaw requested a cap of \$30,000.00 be implemented and require Commission approval should cost exceed that amount.

A motion was made by Commissioner Shaw, seconded by Commissioner Gillham, to approve a professional services agreement with the Center for Economic Development Law to review and possibly update the City's Tax Increment Financing District, capped at \$30,000.00 maximum with required City Commission approval should cost exceed that amount. Motion carried 6-0.

AYE: Shaw, Gillham, Finley, Rutherford, Shaw, Salter

NAY: None

AGENDA ITEM NO. 8:

Consider acceptance of Main Street Streetscape Project and placing maintenance bond into effect.

City Manager Justin Erickson stated that staff was pleased with the work performed on the Main Street Streetscape Project. The project was 8.9% over budget due to unforeseen infrastructure issues. The overage was funded by the Street Department and Shawnee Municipal Authority funds.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to accept the Main Street Streetscape Project and placing maintenance bond into effect. Motion carried 6-0.

AYE: Shaw, Bushong, Gillham, Finley, Rutherford, Salter

NAY: None

AGENDA ITEM NO. 9:

Acknowledge Sales Tax Report received July 2017.

Finance Director Cindy Arnold reported that July sales tax collected this month was \$1,537,860.00, which is up 4.22% or \$62,340.00 from July of 2016.

AGENDA ITEM NO. 10:

City Manager Report

City Manager Justin Erickson gave updates on the following city issues:

- a. The International Youth Finals Rodeo (IFYR) was held at The Heart of Oklahoma Exposition Center from July 9th to July 14th. This year marked the 25th Anniversary of this event. Many great complements were received about the new facility; the remodel project is about 90% complete.
- b. The demolition on Fire Station No. 2 has begun. A grand opening for the Station is scheduled for the Spring of 2018.
- c. The Police Department is actively pursuing many grant opportunities; including the Edward Byrne Memorial Justice Assistance Grant, which will provide for the purchase of rifle plates and extra ballistic protection for our Police Officers.
- d. The official Blue Zones Launch Event will kick off on August 26th at the Shawnee High School Performing Arts Center from 10:00 a.m. to 12:00 p.m.
- e. The Cops and Kids event will be held at Woodland Park on August 26th from 1:00 p.m. to 4:00 p.m. This event will include fun activities, food, and members of all local Law Enforcement.

AGENDA ITEM NO. 11:

New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda.)

There was no New Business.

AGENDA ITEM NO. 12:

Commissioners Comments

Commissioner Gillham commented on how peaceful the current Commission is and stated his appreciation that the Commission as a whole can work together in one direction.

Mayor Finley echoed Commissioner Gillham's statement.

Commissioner Rutherford thanked all the volunteers that assisted with the International Finals Youth Rodeo (IFYR).

Commissioner Rutherford shared his excitement for the Cops and Kids event on August 26th; he also mentioned Shawnee Splash would be open that day.

Commissioner Shaw spoke about the Traffic Commission. She addressed concerns regarding their board having only met one time this year. She asked that City staff work with the Traffic Commission. Commissioner Shaw mentioned the closing of University Street and that the Traffic Commission should have been able to give their recommendation regarding that issue.

Commissioner Shaw also stressed the importance of recommendations to accommodate all businesses and intersections, not only specific businesses. She stated her appreciation for the Centrac Management System being implemented.

Commissioner Shaw stated that she wanted to be able to knowledgably inform citizens of new businesses coming to Shawnee. She asked that the City keep citizens informed of what is being built within the City.

Commissioner Salter reminded everyone of the Downtown Block Party this Friday, July 21st, starting at 6:00 p.m. He also mentioned several visitors returning to Shawnee this weekend for the 50th reunion of the Shawnee High School Class of 1967.

AGENDA ITEM NO. 13:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:03 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

KACIE BACHHOFFER, DEPUTY CITY CLERK

Amended Regular Board of Commissioners**1.b.**

Meeting Date: 08/07/2017

Acknowledge Rpts & Minutes

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports and minutes:

- License Payment Report for July 2017
- Project Payment Report for July 2017
- Shawnee Urban Renewal Authority Minutes from May 2, 2017 meeting and June 13, 2017 Special Call meeting
- Planning Commission Minutes from June 12, 2017 meeting

Attachments

License Pymt Rpt 07-2017

Project Pymt Rpt 07-2017

SURA Minutes 05-02-2017

SURA Minutes 06-13-2017

Planning Minutes 06-12-2017

8/01/2017 2:29 PM
LICENSES: THRU ZZZZZZZZZZ

L I C E N S E P A Y M E N T R E P O R T
SORTED BY: CODE

PAGE:
PAYMENT DATES: 7/01/2017 TO 7/31/2017

** FEE CODE TOTALS **

FEE CODE	DESCRIPTION		FEE	PENALTY	TAX	INTEREST	TOTAL PAID
ALARM	BURGLAR/FIRE ALARM LICENSE	7	175.00CR				175.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	15	225.00CR				225.00
BEER1	BEER CONSUMPTION ON PREMISE	19	380.00CR				380.00
BEER2	BEER PACKAGE FEE	30	300.00CR				300.00
BEERWINER	BEER AND WINE RENEWAL	1	450.00CR				450.00
BOATREG	BOAT REGULAR PERMIT	51	1,326.00CR				1,326.00
DEMOL	DEMOLITION LICENSE FEE	1	75.00CR				75.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	4	400.00CR				400.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	4	300.00CR				300.00
FISHANNUAL	FISHING ANNUAL FEE	14	210.00CR				210.00
IMERC	ITINERANT MERCHANT FEE	5	150.00CR				150.00
LAKEINSP	LAKE LEASE INSPECTION	4	300.00CR				300.00
LAKELEASE	LAKE LEASE	21	10,091.15CR				10,091.15
LAKEXFER	LAKE LEASE TRANSFER FEE	2	1,000.00CR				1,000.00
LAKEXSCHOO	LAKE SCHOOL SPECIAL LEASE	1	200.00CR				200.00
MECH1	MECHANICAL CONTRACTOR INITIAL	5	500.00CR				500.00
MECH2	MECHANICAL CONTRACTOR RENEW	5	375.00CR				375.00
PLUM1	PLUMBING CONTRACTOR INITIAL	2	200.00CR				200.00
PLUM2	PLUMBING CONTRACTOR RENEW	5	375.00CR				375.00
REFUND	REFUND	2	932.85CR				932.85
RESAL	RESIDENTIAL SALE	110	1,100.00CR				1,100.00
SOLIC	SOLICITOR ANNUAL LICENSE	1	50.00CR				50.00
SOLID	SOLICITOR DAILY LICENSE	1	3.00CR				3.00
SOLIW	SOLICITOR WEEKLY LICENSE	4	51.00CR				51.00
STORM	STORM CELLAR LICENSE FEE	1	75.00CR				75.00
TOTAL			19,244.00CR				19,244.00

08/01/2017 2:19 PM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

P R O J E C T P A Y M E N T R E P O R T

PAGE: 3
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 7/01/2017 TO 7/30/2017
SORTED BY: PROJECT

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	14,347.66CR
B2-ADD	BUILDING CONSTRUCTION ADD	1,029.11CR
B3-REMODEL	BUILDING CONSTRUCTION REM	1,698.71CR
B4-SHELTER	BUILDING SHELTER	147.50CR
B4-STORAGE	BUILDING STORAGE SHED	1,114.25CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	318.00CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	1,937.50CR
P3-REMODEL	PLUMBING REMODEL	1,271.50CR
P4-WELL	WELL PERMIT	200.00CR
P5-SEPTIC	SEPTIC PERMIT	25.00CR
X-BORE/CUT	BORING & PAVING CUT PERMI	60.00CR
X-CURBCUT	CURBCUT/DRIVEWAY/SIDEWALK	100.00CR
X-DEMO	DEMOLITION PERMIT	50.00CR
X-SIGN	SIGN PERMIT	275.00CR
X-SWIMPOOL	SWIMMING POOL PERMIT	64.50CR
Z-OCCUP	OCCUPANCY PERMIT	150.00CR
TOTAL		22,788.73CR

08/01/2017 2:19 PM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

P R O J E C T P A Y M E N T R E P O R T

PAGE: 5
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 7/01/2017 TO 7/30/2017
SORTED BY: PROJECT

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	291.50CR
001-4202	BUILDING PERMITS	16,443.23CR
001-4203	PLUMBING PERMITS	1,675.00CR
001-4204	ELECTRICAL PERMITS	300.00CR
001-4206	HEATING & A/C PERMITS	1,847.50CR
001-4249	OTHER PERMITS	535.00CR
001-4822	OTHER MISC. REVENUE	36.50CR
101-4249	OTHER PERMITS	160.00CR
501-4510	WATER TAPS	1,500.00CR
799-1023	BANCFIRST GENERAL	22,788.73

SHAWNEE URBAN RENEWAL AUTHORITY

MINUTES OF May 2, 2017

The Board of Commissioners of the ***Shawnee Urban Renewal Authority*** met for a regular meeting Tuesday, May 2, 2017 at 9:00 a.m. in the CDBG Conference Room, 227 N. Broadway, Suite C, Shawnee, Oklahoma.

Larry Gill called the meeting to order at 9:00 a.m.

AGENDA ITEM NO. 2

ROLL CALL:

Roll call was taken showing the following members present:

Commissioner	Larry Gill
Commissioner	Renee' Wortham
Commissioner	Johnie Maxwell

Absent: Vice Chair Stephen Rice
Chairman Tiffany Barrett

Also present:

Justin Debruin, Planning Director
Bryan Logan, CDBG Program Manager, SURA
Karen Drain, Secretary, SURA

A quorum was declared.

AGENDA ITEM NO. 3

APPROVAL OF MINUTES:

A motion to approve the minutes of February 7, 2017 was made by ***Commissioner Wortham***, seconded by ***Commissioner Maxwell***. Motion carried with no abstentions.

VOTING YES: Wortham, Maxwell and Gill
VOTING NO: None

AGENDA ITEM NO. 4

APPROVAL OF CLAIMS:

A motion to approve claims totaling \$ 54,303.90 was made by ***Commissioner Wortham***, seconded by ***Commissioner Maxwell***. Motion carried with no abstentions.

VOTING YES: Wortham, Maxwell and Gill
VOTING NO: None

**AGENDA ITEM NO. 5
UPDATE ON BID OPENINGS:**

Bryan Logan, CDBG Program Manager reported the following results:

- a) **Home Repair: Electrical rewire**
Cost Estimate: \$8,400.00 - 4 bids received
Bid was awarded to OPES Construction for \$5,840.00
- b) **Home Repair: Roof replacement**
Cost Estimate: \$7,450.00 – 5 bids received
Bid was awarded to Pizano Construction for \$5,632.00
- c) **Special Project: Roof replacement**
Cost Estimate: \$6,050.00
Bid was awarded to OPES Construction for \$5,970.00
- d) **Home Repair: HVAC**
Cost Estimate: \$5,800.00
Bid was awarded to A/C Doctors \$5,150.00

**AGENDA ITEM NO. 6
UPDATE ON CLOSED PROJECTS:**

Bryan Logan, CDBG Program Manager reported 5 projects were closed out.

**AGENDA ITEM NO. 7
OLD/NEW BUSINESS:**

There was no old or new business.

**AGENDA ITEM NO. 8
PROGRAM MANAGER'S REPORT:**

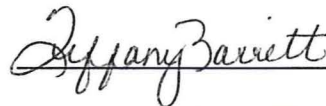
Bryan Logan, CDBG Program Manager reported that HUD has been in the news with the President proposed budget cuts to CDBG. We have not received word on what our grant will be for next year.

Bryan reported that he met with the city manager and planning director to discuss changing our in-house policy. The proposed changes would help our residents and help us to meet our timeliness deadline. Bryan stated he may have a workshop or special meeting to discuss amending the policy.

AGENDA ITEM NO. 9
ADJOURNMENT

There being no further business to come before the Board at this time, a motion to adjourn at 9:20 a.m. was made by **Commissioner Wortham** seconded by **Commissioner Maxwell**. Motion carried with no abstentions.

VOTING YES: Wortham, Maxwell and Gill
VOTING NO: None


Chairman, Tiffany Barrett


Secretary, Larry Gill

SHAWNEE URBAN RENEWAL AUTHORITY

MINUTES OF June 13, 2017, Special Call

The Board of Commissioners of the **Shawnee Urban Renewal Authority** met for a Special Call meeting Tuesday, June 13, 2017 at 9:00 a.m. in the CDBG Conference Room, 227 N. Broadway, Suite C, Shawnee, Oklahoma.

Chairman Tiffany Barrett called the meeting to order at 9:05 a.m.

AGENDA ITEM NO. 2

ROLL CALL:

Roll call was taken showing the following members present:

Chairman	Tiffany Barrett
Commissioner	Johnie Maxwell
Commissioner	Stephen Rice
Commissioner	Renee' Wortham

Absent: Commissioner Larry Gill

Also present:

Justin Debruin, Planning Director
Bryan Logan, CDBG Program Manager, SURA
Karen Drain, Secretary, SURA
Elaine Shrum, Administrative Specialist, SURA

A quorum was declared.

AGENDA ITEM NO. 3

REQUEST FOR APPROVAL:

SURA Policy Changes.

Bryan Logan, CDBG Program Manager explained the proposed policy changes and answered questions.

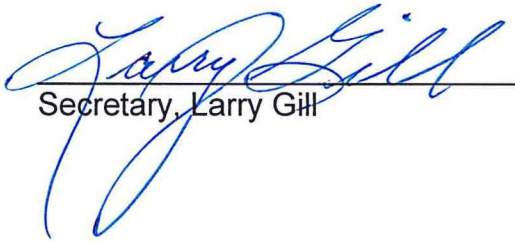
A motion to approve the proposed policy changes was made by **Commissioner Rice**, seconded by **Commissioner Wortham**. Motion carried with one abstention.

VOTING YES:	Barrett, Rice and Wortham
VOTING NO:	None
ABSTAIN:	Maxwell

AGENDA ITEM NO. 4
ADJOURNMENT

There being no further business to come before the Board at this time, a motion to adjourn at 9:25 was made by **Commissioner Wortham** seconded by **Commissioner Rice**. Motion carried with no abstentions.

VOTING YES: Barret, Maxwell, Rice and Wortham
VOTING NO: None


Secretary, Larry Gill


Chairman, Tiffany Barrett

PLANNING COMMISSION MINUTES

DATE: JUNE 12TH, 2017
RESCHEDULED FROM JUNE 7TH, 2017

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Monday, June 12th, 2017 at 1:30 p.m., rescheduled from Wednesday, June 7th, 2017 pursuant to notice duly posted as prescribed by law.

AGENDA ITEM NO.1:

Roll Call

Upon roll call the following members were present:

Present: Clinard, Walker, Bergsten, Kienzle

Absent: Cowen

Meeting was called to Order.

AGENDA ITEM NO. 2:

Consideration of Approval of the minutes from the May 3rd, 2017 Planning Commission Meeting

Chairman Bergsten asked if the Board had time to review the minutes and if there were any questions or comments. Commissioner Kienzle made a motion to approve, seconded by Commissioner Walker.

Motion passed:

AYE: Clinard, Walker, Bergsten, Kienzle

NAY:

ABSTAIN:

AGENDA ITEM NO. 3:

Swearing in of Tom Rowell to the Planning Commission

Tom Rowell was sworn in.

AGENDA ITEM NO. 4:

Citizens' Participation

Marlene Wilson came forward to speak about two single wide mobile homes next to her property and why they are allowed to be there. Chairman Bergsten offered for Justin Debruin to check into the situation. Mr. Debruin mentioned he was aware of the complaint and would check into it further.

AGENDA ITEM NO. 5:

**Case #P04-17 – A public hearing for consideration of approval of a
Rezone from A-1; Rural Agricultural District to C-3; Highway
Commercial District, located at the southwest corner of 45th Street
and Union Avenue, Shawnee, OK**

Applicant: Sky Ortho/SWM & Sons, INC

Chairman Bergsten asked for the staff report. Justin Debruin presented staff report and explained that the property is roughly 1 ½ acres in size and request is to construct orthodontist office. Staff finds that request conforms to zoning code and commercial allowances are shown in surrounding area for comprehensive plan. Mr. Debruin stated that Staff requests approval and briefly described the commercial building requirements.

Chairman Bergsten asked for the ingress and egress locations and the direction for which the building would face. Justin Debruin informed him that property would have two points of access; one on 45th Street and one on Union Avenue and structure would face to the east. Chairman Bergsten opened the public portion of the meeting and asked if anyone in opposition to the case would like to come forward to speak. No one came forward and Chairman Bergsten asked if anyone in favor would like to come forward. No one came forward to speak in favor. Chairman Bergsten closed the public portion of the meeting and asked if there were any comments, questions or a motion from the Commissioners. Commissioner Kienzle made a motion to approve, seconded by Commissioner Walker.

Motion passed:

AYE: Clinard, Walker, Bergsten, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO. 6:

**Case #P06-17 – A public hearing for consideration of approval of a Rezone from R-1; Single Family Residential District to C-3; Highway Commercial District, located at 4006 N. Kickapoo Street, Shawnee, OK
Applicant: Nelmon Brauning**

Chairman Bergsten asked for a staff report. Justin Debruin presented staff report and mentioned that around five rezones have been conducted in the area in the exact same way. Mr. Debruin checked the comprehensive plan and the requested zoning fits into it, no letters of protest have been received and staff has no objection. Justin Debruin stated he would be happy to answer any questions. Chairman Bergsten asked if there was any idea on the intent for the location. Mr. Debruin informed him that restaurant/retail is the idea for the property. Commissioner Walker asked if residential homes backed up to property and if there were any fencing requirements. Justin Debruin agreed and informed him six foot, sight proof fencing is required if abutting residential. Chairman Bergsten opened the public portion of the meeting and asked if anyone in opposition to the case would like to come forward to speak. No one came forward and Chairman Bergsten asked if anyone in favor would like to come forward. No one came forward to speak in favor. Chairman Bergsten closed the public portion of the meeting and asked if there were any comments, questions or a motion from the Commissioners. Commissioner Kienzle made a motion to approve, seconded by Commissioner Clinard.

Motion passed:

AYE: Clinard, Walker, Bergsten, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO. 7:

Case #P07-17 – A public hearing for consideration of approval of a Conditional Use Permit to allow for a manufactured home for property located at 31807 Lake Road, Shawnee, OK

Applicant: Paige Giddens

Chairman Bergsten asked for a staff report. Justin Debruin presented staff report and described request as to obtaining a conditional use permit for a manufactured home at the lake. Mr. Debruin explained the change to the zoning code in 2014 which allows manufactured homes in A-1 designated zoning. Justin Debruin mentioned that manufactured homes are present at the lake and one was previously on the site. The lot is around 1 ½ acres in size and is zoned agricultural. Staff looked into the definitions regarding mobile, manufactured and modular homes and Mr. Debruin stated that HUD developed standards that structures had to be built to and any built after 1976 that follows HUD standards are considered manufactured homes and this request does meet

standards. Justin Debruin also mentioned that staff looked for consistency regarding same uses elsewhere and found that to be true. Staff recommends approval. Mr. Debruin informed the commissioners that a protest letter was submitted and explained the general comment as being that there is change in the area with new homes in the price ranges of \$150,000 to \$200,000 being constructed and Justin Debruin stated that staff cannot be exclusionary regarding manufactured homes and mentioned that staff would need to look at zoning code to include the HUD standards. Chairman Bergsten asked if conditional use permit goes away after property changes hands and Mr. Debruin disagreed, saying it persists and basically changes zoning on property. Commissioner Clinard asked what owners could do with land if request is not approved and Justin Debruin informed her that they could construct a single family residential home besides a manufactured home. Mr. Debruin handed photos of home out. Commissioner Walker asked for definition regarding permanent chassis and Justin Debruin believed it to involve skirting on home. Commissioner Clinard had questions regarding the homes in pictures and Chairman Bergsten asked if this was intended to be a permanent residence and Mr. Debruin agreed. Chairman Bergsten questioned visibility of manufactured home to surrounding homes. Commissioner Clinard asked about comprehensive plan for the lake area. Justin Debruin mentioned staff checking into redoing the comprehensive plan in the future. Commissioner Kienzle asked if there was an additional structure next to picture showing new home coming in and Mr. Debruin stated it was all one property and other structure would go away. Chairman Bergsten opened the public portion of the meeting and asked if anyone in opposition to the case would like to come forward to speak. Marlene Wilson came forward and stated her only concern was if it was a single or double wide home. Commissioners answered that it was a double wide. Dana Marsh came forward and asked if it was new. Commissioners answered that it showed to be a 2007. Dana stated she did not have a problem with request as long as codes were followed and that there were no big homes out there. Chairman Bergsten asked if anyone in favor would like to come forward. Paige Giddens came forward to speak in favor and passed photos around to commissioners. Paige Giddens explained reasons for request. Commissioner Clinard asked if it would be a permanent home and Paige agreed. Chairman Bergsten closed the public portion of the meeting and asked if there were any comments, questions or a motion from the Commissioners. Chairman Bergsten made a statement regarding abiding by the codes. Commissioner Kienzle made a motion to approve, seconded by Commissioner Rowell.

Motion passed:

AYE: Clinard, Walker, Bergsten, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO. 8:

Case #S01-17 – Consideration of approval of a Preliminary Plat for Dockrey Addition, located at 5000 N. Union Avenue, Shawnee, OK

Applicant: The Landrun Group, LLC

Chairman Bergsten asked for a staff report. Justin Debruin presented staff report and stated he would be presenting a combined staff report for the preliminary and final plats. There is a total of 160 acres for preliminary plat and 2 acres for final plat, located north of the Shawnee Mall. Mr. Debruin stated that a plan had to be implemented prior to platting and an agreement would need to be turned in from Shawnee Mall before a roadway is approved. Development will be completed in phases. Staff has listed four conditions for both preliminary and final plats and recommends approval. Chairman Bergsten opened the public portion of the meeting and asked if anyone in opposition to the case would like to come forward to speak. No one came forward and Chairman Bergsten asked if anyone in favor would like to come forward. Steven Landes spoke in favor and to answer any questions. Chairman Bergsten closed the public portion of the meeting and asked if there were any comments, questions or a motion from the Commissioners. Commissioner Clinard made a motion to approve with conditions, seconded by Commissioner Walker.

Motion passed:

AYE: Clinard, Walker, Bergsten, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO. 9:

Case #S02-17 – Consideration of approval of a Final Plat for Dockrey Addition, located at 5000 N. Union Avenue, Shawnee, OK

Applicant: The Landrun Group, LLC

Combined staff report. Chairman Bergsten opened the public portion of the meeting and asked if anyone in opposition to the case would like to come forward to speak. No one came forward and Chairman Bergsten asked if anyone in favor would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting and asked if there were any comments, questions or a motion from the Commissioners. Commissioner Clinard made a motion to approve with conditions, seconded by Commissioner Kienzle.

Motion passed:

AYE: Clinard, Walker, Bergsten, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO. 10:

Case #S03-17 – Consideration of approval of a Final Plat for Domino Plaza Addition Section I, located at the northeast corner of 45th Street and Harrison Avenue, Shawnee, OK

Applicant: Shawnee Harrison, LLC

Chairman Bergsten asked for staff report. Justin Debruin presented staff report and described property as covering the south half of previous preliminary plat, roughly seven acres. First lot includes the convenience store/gas station, second lot includes the hotel and the remainder is made up of the dog park and detention pond. Construction documents are not required. Staff did require additional right of way and Mr. Debruin mentioned lots lined up with preliminary plat. Justin Debruin also informed commissioners that a building permit was turned in for the gas station. Staff recommends approval with conditions. Chairman Bergsten asked if there would be any alterations or changes to 45th street or Harrison Avenue. Mr. Debruin explained there would be some widening on 45th street and signalization on Harrison Avenue along John C. Bruton Drive. The John C. Bruton Drive would be changed as well. Chairman Bergsten asked where the sign would be installed and Mr. Debruin informed him it would be placed by the John C. Bruton Drive. Chairman Bergsten opened the public portion of the meeting and asked if anyone in opposition to the case would like to come forward to speak. No one came forward and Chairman Bergsten asked if anyone in favor would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting and asked if there were any comments, questions or a motion from the Commissioners. Commissioner Walker made a motion to approve with conditions, seconded by Commissioner Kienzle.

Motion passed:

AYE: Clinard, Walker, Bergsten, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO. 11:

Planning Director's Report

Chairman Bergsten asked for report. Mr. Debruin informed commissioners that there was no report but could go over developments and would be happy to answer any questions. Commissioner Clinard asked about property located next to the Owl shoppe and Justin Debruin explained that a building permit was turned in. Mr. Debruin discussed the other existing downtown property maintenance code properties. Chairman Bergsten asked for any new business coming in and Justin Debruin discussed information with commissioners. Mr. Debruin also gave information regarding the Blue Zones project.

AGENDA ITEM NO. 12:

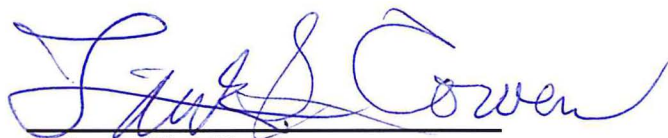
Commissioners Comments and/or New Business

Chairman Bergsten welcomed new commissioner, Tom Rowell.

AGENDA ITEM NO. 13:

Adjournment

Meeting was adjourned.


Chairman/Vice-Chairman

Cheyenne Pettigrew
Planning Commission Secretary

Amended Regular Board of Commissioners

1.c.

Meeting Date: 08/07/2017

Lake Lease

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Lake Lease Renewal/Transfer:

TRANSFER:

Lot 1 Mosler Tract, 16200 Archery Range Road

From: Mehdi Azimi

To: Derrick and Jessica Carpenter

Attachments

Lake Lease Carpenter



City of Shawnee
Community Development Department
222 N. Broadway
Shawnee, OK 74801
(405) 878-1665 Fax (405) 878-1587
www.ShawneeOK.org

SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY/INSPECTION REPORT – FOR RENEWALS/TRANSFERS

Date	06/28/2017	License No. #031167
Type	☐ Renewal ☒ Transfer (Fee: \$1,000)	
Commission Meeting Date	August 7 th , 2017	
Property Address	16200 ARCHERY RANGE RD	
Lake Site Location	LOT 1 MOSLER TRACT	
Lease Dates	08/07/2017 – 08/07/2047	
Lease Fee (changes annually)	\$689.00	
Inspection Fee	\$75.00 Applicable: ☐ Yes ☒ No	
Lessee (Transfer To)		
Name(s)	DERRICK & JESSICA CARPENTER	
Address	SEE FILE	
Phone	SEE FILE	
Current Lessee (Transfer From) (if applicable)		
Name(s)	MEHDI AZIMI	
Address	SEE FILE	
Phone	SEE FILE	
Inspection Information		
Inspection Required	☐ Yes ☐ No	
DEQ Report on File	☒ Yes ☐ No	
Type of Septic System	☐ Conventional ☒ Aerobic	
Last Inspected/Pumped	06/17/2013	
Misc. Comments	Mehdi Azimi provided letter stating lot has not been occupied since June 2008 and aerobic system has never been used. Requested waiver to have septic pumped/inspected. Total Charges Paid: \$1,764.00	

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE
LEASE# 031167**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of August 7th, 2017 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

DERRICK CARPENTER
of 4 DONNA LANE SHAWNEE OK 74801 ,
JESSICA CARPENTER
of 4 DONNA LANE SHAWNEE OK 74801,
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of **\$ 689.00** dollars for **2017**, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**16200 ARCHERY RANGE RD
LOT 1 MOSLER TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____

MAYOR
PARTY OF THE FIRST PART

ATTEST:

CITY CLERK


PARTY OF THE SECOND PART

PARTY OF THE SECOND PART

Amended Regular Board of Commissioners**1.d.**

Meeting Date: 08/07/2017

Jail Contract

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Approve renewal of the Pottawatomie County Public Safety Center Jail Services Agreement for FY2017-2018.

AttachmentsJail Contract

POTTAWATOMIE COUNTY PUBLIC SAFETY CENTER
JAIL SERVICES AGREEMENT

This Jail Services Agreement made and entered into this 1st day of July 2017, by and between the Board of City Commissioners on behalf of the City of Shawnee, Oklahoma ("City of Shawnee") and the Pottawatomie County Public Safety Center ("PCPSC").

WITNESSETH:

WHEREAS, the PCPSC has a jail facility with sufficient capacity to aid the City of Shawnee, should the need occur, in housing its inmates and detainees; and

WHEREAS, Title 19 of the Oklahoma Statutes (1981), Sections 751 and 752 contemplate such agreements between cities and counties; and

WHEREAS, Title 74 of the Oklahoma Statutes (1981), Section 195, requires such contracts to be executed in accordance with the inter-local Cooperation Act and that the jail facility involved shall meet certain standards; and

WHEREAS, this Agreement is consistent with the provisions of Title 74 of the Oklahoma Statutes, Sections 1001 et seq., known as the inter-local Cooperation act; and

NOW, THEREFORE, the Parties, in consideration of the premises and the mutual covenants set forth below, do hereby agree as follows:

1) **TERM/RENEWAL:**

- (a) The term of the Agreement shall commence on the date of execution, and terminate on the 30th day of June 2018.
- (b) This Agreement may be renewed upon the same or different conditions between the Parties annually. No Agreement or Renewal Agreement contemplated herein shall be effective absent its approval of the Board of City Commissioners on behalf of the City of Shawnee and the Executive Director of the PCPSC.

2) **CHANGE(S):**

Both Parties shall agree in writing to any terms that would cause an increase in the cost of any part of this agreement. Any effort undertaken by either party without such agreement, involving legal fees, shall be at their own expense.

3) **NO SEPARATE LEGAL ENTITY:**

No separate legal entity or organization shall be deemed created by virtue hereof.

4) **PURPOSE:**

The purpose of this Agreement is to provide for the incarceration of City of Shawnee inmates, under the custody of County officials; and to otherwise coordinate booking and detention functions.

5) **MANNER OF FINANCING:**

This Agreement shall be financed by the City Commissioners on behalf of the City of Shawnee under the applicable Statutes of the state of Oklahoma.

6) **TERMINATION/DISPOSITION OF PROPERTY:**

In the event of any termination of this agreement earlier than the 30th day of June 2018, "compensation" as set out below (paragraph 8) shall be based on the usage to the date of termination.

7) **OTHER MATTERS:**

The purpose of this Inter-Local Cooperation agreement shall be accomplished as anticipated and set out herein.

8) **COMPENSATION:**

As compensation for the services set out below, the City of Shawnee agrees to pay the PCPSC the sum of Fifty-four Dollars (\$54.00) per day for each person incarcerated in said facility to be paid on a monthly basis. PCPSC agrees to prepare and submit statements no later than the 15th day of each month. Provided further all payments shall be made upon the timely submission of a claim form, approved by the Board of City Commissioners of Shawnee, to Statutory and Charter requirements. The City of Shawnee agrees to pay all invoiced amounts within thirty (30) days of receipt.

Any additional fees being sought for the housing of inmates shall be paid by the inmate and collected by the PCPSC.

The City of Shawnee will be charged one (1) day's compensation for an inmate booked into the jail at 8:00 p.m. or after and booked out prior to 12:00 midnight. If an inmate is booked in at 8:00 p.m. or after and remains incarcerated beyond 12:00 a.m., the first day's fee is waived.

In consideration of said payments, the PCPSC will operate and maintain a jail and shall assume responsibility for the incarceration therein consistent with applicable Statutes of the State of Oklahoma and the laws of the United States of America.

9) **SERVICES:**

In exchange for the compensation (paragraph 8), the PCPSC agrees to provide the following services:

- (a) The PCPSC hereby assumes all detention and incarceration functions, consistent with applicable laws, for every person delivered to their jail.
- (b) The PCPSC shall permit the law enforcement officers of the City of Shawnee and their agents, in the pursuance of official duties, as approved by the Executive Director and the Chief of Police of the City of Shawnee, to enter the jail at any and all hours for the purpose of conducting official business in the course of the investigative process.
- (c) The Executive Director of the PCPSC shall permit and encourage the Chief of Police of the City of Shawnee and all officers to tour and/or utilize the facility for training or familiarity purposes.
- (d) The City of Shawnee through the Police Department, Municipal Court and Municipal Prosecutor shall have full access to and rights to copies of all fingerprint records, mug shots, video/audio recording, booking records or any other information regarding inmates at no additional charge.

10) **TRANSPORTATION:**

The City of Shawnee shall be responsible for all transportation of City of Shawnee inmates to and from the jail facility.

11) **TRANSITION:**

The PCPSC shall assume custody and control over City of Shawnee inmates as requested by the City of Shawnee, as set out below, pursuant to this Agreement on the 1st day of July 2017.

12) **MEDICAL CARE:**

The PCPSC agrees to accept and provide for the secure custody, care and safekeeping of City of Shawnee inmates in accordance with the State and local laws, standards, policies, procedures or court orders applicable to the operations of the facility.

PCPSC agrees to provide the City of Shawnee inmates with the same level of medical care and services provided other inmates.

PCPSC and the City of Shawnee agree that in the event an arresting officer delivers an inmate to the jail and it is determined that said inmate requires immediate medical care, the City of Shawnee shall be responsible for transporting the inmate to medical care while preserving the City of Shawnee's protection from medical expenses pursuant to 110.S. 14-113, 21 O.S. 533.

13) **SEVERABLE LIABILITY:**

This Agreement shall not be construed as creating any agency or third party beneficiary agreements in any form or manner whatsoever.

Both Parties assume responsibility for their personnel, and will make all deductions for Social Security, withholding taxes, contributions for employment compensation funds and shall comply with all requirements of the Oklahoma Workers Compensation Act and the Oklahoma Governmental Tort Claims Act.

Both Parties herein, shall be exclusively liable for loss resulting from torts or the torts of their employees acting within the scope of their employment subject to the limitations and expectations specified in the Governmental Tort Claims act, 51 O.S. 1990 Supp. 151-171, therefore, neither Party shall be liable for the acts or omissions of the other Party.

14) **TERMINATION:**

- (a) This Agreement may be terminated by either Party for any reason, or for no reason, upon one hundred twenty (120) days written notice to the other party.
- (b) This agreement may be terminated by either Party for a cause upon the passage of sixty (60) days, subsequent to the mailing of notice stating the cause and the requested cure, where cause has failed to be cured.

15) **NOTICES:**

All notices required under this agreement shall be in writing and shall be mailed to the following addresses:

If to the City of Shawnee: Board of City Commissioners
 16 W. 9th
 Shawnee, OK 74801

Mason Wilson
Chief of Police
16 W. 9th
Shawnee, OK 74801

If to PCPSC: Breonna Thompson, Executive Director
 Pottawatomie County Public Safety Center
 14209 HWY 177
 Shawnee, OK 74804

16) **FISCAL LIMITATIONS:**

The obligation of the Parties to pay out funds in support of this Agreement is specifically subject to the appropriation of sufficient funds for said purpose under the laws of the State of Oklahoma. In the event of failure to so appropriate, timely notice shall be given and this Agreement may be terminated by the other Party.

17) **NON-ASSIGNABLE:**

This Agreement shall be non-assignable, but shall be binding upon and shall adhere to the benefit of the Parties and their respective successors.

18) **SEVERABLE:**

The provisions of this Agreement shall be considered severable and, in the event any part or provisions shall be held void by a court of competent jurisdiction, the remaining parts shall then constitute the Agreement.

19) **LAWS/REGULATIONS:**

This Agreement shall be subject to the Constitution and laws of the United States and the State of Oklahoma; in particular, the provisions of Title 74 Oklahoma Statutes, Section 192 et. Seq., pertaining to minimum standards for jails shall specifically apply.

20) **MULTIPLE COUNTERPARTS:**

This Agreement shall be executed in multiple counterparts, each of which shall be deemed an original.

21) **SECURITY:**

City of Shawnee personnel shall at all times comply with all security and confidentiality regulations provided to them in effect at PCPSC's premises. Information belonging to PCPSC will be safeguarded by the City of Shawnee to the same extent as each city/county safeguards their information of like kind relating to its own operation.

22) **COMPLETE AGREEMENT:**

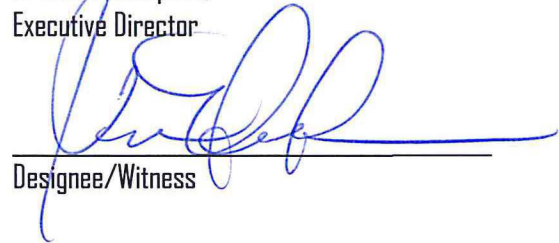
This Agreement is the complete Agreement of the Parties regarding matters addressed herein, no oral agreements or representations shall be considered binding on the Parties.

IN WITNESS WHEREOF, the Parties have approved this agreement and authorized the signatures below as of the dates there set out.

APPROVED by the Executive Director (or his Designee) of the Pottawatomie County Public Safety Center on this 20th day of July 2017.



Breonna Thompson,
Executive Director



Designee/Witness

APPROVED by the Board of City Commissioners of Shawnee, Oklahoma this _____ day of _____ 2017.

BOARD OF CITY COMMISSIONERS OF
SHAWNEE, OKLAHOMA

Richard Finley, Mayor

ATTEST:

Phyllis Loftis, CMC, City Clerk

APPROVED as to form and legality this _____ day of _____ 2017.

Joseph M. Vorndran, City Attorney

Amended Regular Board of Commissioners

1.e.

Meeting Date: 08/07/2017

EXPO HVAC & Lighting Upgrade Change Order

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Approve Change Order for Shawnee Convention Center HVAC and Lighting Upgrade Project.

Attachments

EXPO Lighting Change Order Memo

EXPO Lighting Change Order Quote



Office of the Director of Operations

Date: August 1, 2017
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: **Approval of the change order for EXPO HVAC & Lighting Project**

Staff requests approval of the change order submitted by Cooley Construction for changes in the Shawnee EXPO Conference Center HVAC & Lighting Project.

During construction the HVAC contractor ran into 3 problems where the new return vents were to be cut in through the side of the building.

1. Z Purlins running the length of the building. Right off as the first hole was opened up crews found that there were two rows of Z purlins that were going to run through each return vent. Through further inspection of the old openings we found that when the 8 return vents were originally cut in there was a Z purlin that ran through the middle of all openings. The original contractor cut this Z purlin out of all 8 openings and did substandard bracing around the opening. Staff decided to leave the Z purlins intact so not to compromise the integrity of the wall and to cut the return duct in around the Z purlins.
2. As the HVAC crew looked further in to the project they found that the return vents for the units on each end were going to be split by a wall. Staff decided at that time to move those two return vents back to the original openings. This required rework and reordering of duct work.
3. As crews were continuing to open up holes for the other return vents they came across an I beam that was in the opening. At this time we went back to the original drawings and made the assumption that one other opening could encounter another I beam. Staff then made the decision to take those two return vents and locate them in the original opens. This also required rework and reordering of duct work.

Attached is the work sheet from the contractor that shows the change of contract price in the amount of \$35,582.51.

It is staff's recommendation to approve the change in contract amount totaling \$35,582.51.

Original contract amount \$483,400.00

New contract amount \$518,982.51

This is roughly a 7.5% increase in the cost of the project.

This project is being tracked through the Economic Development Fund where the money for the project was deposited.

Account # 104 5-1310-5420 1310-01

Jim Cooley Construction P.O. Box 54619 Oklahoma City, OK 73111

Date: 11-Feb-16

**COST ITEMIZATION FOR SUPPORT
OF REQUESTED COST QUOTATION**

RFP/ASI/RFI:
Proposal JCC #1

Project: HVAC & LIGHTING UPGRADES SHAWNEE CONVENTION CENTER

Description: Re-routing of new HVAC return air duct
Supply and install return air duct to work around existing structure that could not be altered.
This existing conditions affected 8 of the 9 new units. Two weeks of additional time will
need to be added to the period of performance.

<i>Material Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>TOTALS</i>
	ea	0	0.00	\$0.00
	ea	0	0.00	\$0.00
	ea	0	0.00	\$0.00
	ea	0	0.00	\$0.00
	ea	0	0.00	\$0.00
Total Material				\$0.00
Admin Costs related to proposal				
<i>Labor Cost Item</i>	<i>Crew No.</i>	<i>Hours</i>	<i>Hourly Rate</i>	
Field Manager	1	2.0	\$99.22	\$198.44
Project Manager	1	2.0	\$85.78	\$171.56
Project Engineer	1	0.0	\$72.55	\$0.00
Project Coordinator	1	0.0	\$38.25	\$0.00
Cleanup Labor	1	0.0	\$30.12	\$0.00
Extendend Supervision Costs				
Field Manager	1	8.0	\$99.22	\$793.76
Project Manager	1	2.0	\$85.78	\$171.56
Project Engineer	1	1.0	\$72.55	\$72.55
Project Coordinator	1	0.0	\$38.25	\$0.00
Cleanup Labor	1	0.0	\$30.12	\$0.00
Total Labor				\$1,407.87
<i>Rental & Equipment Cost Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Rate</i>	
	ea	0	0.00	\$0.00
	ea	0	0.00	\$0.00
	ea	0	0.00	\$0.00
Total Equipment				\$0.00
<i>Subcontractor Cost Item</i>				
Federal Mechanical	ls	1	\$27,576.00	\$27,576.00
	ls	0	\$0.00	\$0.00
	ls	0	\$0.00	\$0.00
	ls	0	\$0.00	\$0.00
Total Subcontract Estimates				\$27,576.00
Total Direct Cost				\$28,983.87
Overhead				\$2,898.39
				<u>\$31,882.26</u>
Fee				\$3,188.23
				<u>\$35,070.48</u>
Bond				\$512.03
				<u>\$35,582.51</u>
Total Cost				1/0/1900 \$35,583

Justin W. Wofford
company representative

E'Mail: justin@cooleyconstruction.com



Date: 10-Jul-17 ITEMIZED ESTIMATE WORKSHEET ESTIMATE # 2009049-01

Project: City of Shawnee Expo Center HVAC Upgrades
Description: Provide labor and material to re-route return air ductwork .
Ductwork could not be installed per plans due to unforeseen condition. (I-Beam and Z-perli path) **WILL REQUIRE 45 DAY TIME EXTENSION**

Material	Unit	Quantity	Unit Price	TOTAL
Ductwork		1	4760.00	\$4,760.00
				\$0.00
				\$0.00
				\$0.00
Total Material				\$4,760.00

Labor	Crew No.	Hours	Hourly Rate	
Project Manager	1	8	98	\$784.00
Foreman (Straight Time)	1	80	68.97	\$5,517.60
Journeyman (Staight Time)	1	80.0	\$68.97	\$5,517.60
Foreman (Overtime)	1	12.0	\$104.38	\$1,252.56
Journeyman (Overtime)	1	12.0	104.38	\$1,252.56
Total Labor				\$14,324.32

Equipment Rental	Unit	Quantity	Unit Rate	
Forklift		1	3500.00	\$3,500.00
		0	0.00	\$0.00
Total Equipment				\$3,500.00

Subcontractor	Unit	Quantity	Unit Rate	
	1	1	\$0.00	\$0.00
				\$0.00
				\$0.00
Total Subcontract Estimates				\$0.00

Total Direct Cost \$22,584.32

Overhead \$2,484.75

Profit \$25,069.07

\$2,506.90

\$27,575.97

Total Cost \$27,575.97

Company Representative

Amended Regular Board of Commissioners

1.f.

Meeting Date: 08/07/2017

Parks Vehicle Req

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize Parks and Cemetery staff to purchase four (4) - half (1/2) ton pickups at the state bid price of \$21,425.00 each and one (1) - one (1) ton truck at the state bid price of \$34,590.00 each.

Attachments

Parks Vehicle Req Memo

Parks Vehicle Req 1/2 Ton Quote

Parks Vehicle Req 1 Ton Quote

Parks Vehicle Req Replace



Office of the Director of Operations

Date: July 31, 2017
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: **Authorization to purchase vehicles**

Staff requests permission to purchase 4 half ton pickups and 1 one ton flatbed truck off of the State Bid contract #SW035

In order to present a good image for the City and to reduce cost and down time staff is requesting to replace 5 vehicles. The Parks and Cemetery Departments are generally rotating their fleet with vehicle from other Departments as they turn them for replacement and feel that it is time to replace those with new vehicles. The vehicles chosen for replacement have been well used and in a couple of cases parted together from other vehicles to make one. Replacing these vehicles will bring the Departments fleet to 90% 2012 or newer. Replaced vehicles will be auctioned off.

It is staff's recommendation to purchase 5 vehicles from the State Bid Contract.

Parks Department

3 half ton pickups	\$21,425/ea	\$64,275.00
1 one ton truck	\$34,590/ea	<u>\$34,590.00</u>
		\$98,865.00

Budgeted \$110,000.00 Account # 0940-57

Cemetery Department

1 Half ton pickup	\$21,425/ea	\$21,425.00
-------------------	-------------	--------------------

Budgeted \$22,000.00 Account# 0950-51



6000 Tinker Diagonal
Midwest City, OK 73110
(405)737-3389

QUOTE

QUOTE NO. 013117L

DATE January 31, 2017

PREPARED FOR DAMON
CITY OF SHAWNEE

PREPARED BY RYAN ROBERSON

In Stock: ☐
Order: ☒ XX
Locate: ☐

Vehicle

Model Code	Description
CC15903	2017 CHEVY SILVERADO 1500 REG CAB LONG BED 1WT

Pricing

<u>Subtotal</u>	Contract Price
Vehicle Price	\$ 20,595.00
TOW PACK	\$ 375.00
BACK UP CAMERA	\$ 455.00
Delivery Charge	\$ -
Tax Title License	\$ -
Total	\$ 21,425.00

Fleet Discount

Grand Total **\$ 21,425.00**

The price includes all discounts rebates and/or concessions. Tag title license and delivery not included unless stated above.

BUY LIKE THE PROS

www.hudiburgfleet.com





6000 Tinker Diagonal
Midwest City, OK 73110
(405)737-3389

QUOTE

QUOTE NO. 013117K

DATE January 31, 2017

PREPARED FOR DAMON
CITY OF SHAWNEE

PREPARED BY RYAN ROBERSON

In Stock:	
Order:	XX
Locate:	

Vehicle

Model Code	Description
CC36043	2017 CHEVY 3500 CAB & CHASSIS 2X4

Pricing

<u>Subtotal</u>	Contract Price
Vehicle Price	\$ 25,430.00
11 FOOT DUMP BED WITH STAKE SIDES	\$ 8,400.00
BACK UP CAMERA	\$ 760.00
Delivery Charge	\$ -
Tax Title License	\$ -
Total	\$ 34,590.00

Fleet Discount

Grand Total **\$ 34,590.00**

The price includes all discounts rebates and/or concessions. Tag title license and delivery not included unless stated above.

BUY LIKE THE PROS

www.hudiburgfleet.com



Asset Number 1610
2000 GMC 2500 SL
78,554 miles



Asset Number - 1716
2001 Chevy Sivarado 1500
Last service miles 147,615
(Truck caught on fire under hood)





Asset Number 1718 - 2001 Chevy 3500 1 ton
92,292 miles



**Asset number 1943 - Chevy 1500 half ton
135,747 miles**



Asset Number 2110 - 1997 Ford F150
123,864 miles

Amended Regular Board of Commissioners

1.g.

Meeting Date: 08/07/2017

Em Mgt Grant

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to apply for sub-grant of Emergency Management Performance Grant from the Oklahoma Department of Emergency Management.

Attachments

Emer Mgt Grant

City of Shawnee Memorandum

To: Honorable Mayor and City Commissioners
Through: Justin Erickson, City Manager *D.L.*
From: Donald D. Lynch, Emergency Management Director
Date: August 2, 2017
Re: Request to apply for EMPG Sub-Grant



NATURE OF THE REQUEST:

I am requesting permission for staff to apply for a sub-grant of Emergency Management Performance Grant (EMPG) funds from the Oklahoma Department of Emergency Management

STAFF ANALYSIS /CONSIDERATIONS:

This is the annual sub-grant program that the City has participated in for many years which helps defray the costs associated with the administration of our emergency management program.

The EMPG is a funding source provided by the Federal Emergency Management Agency to states for the development and maintenance of emergency management programs. The State of Oklahoma, in turn, makes a large portion of this funding available to local emergency management agencies through their State and Local Assistance Program.

This request is for submission of an application for funding in the Federal Fiscal Year 2018 cycle. Under our sub-grant, we will be required to demonstrate performance benchmarks that are specific and measurable. Quarterly reports and billings will document our progress.

The grant guidance is attached for your review. Upon notice of award of the grant, Commission approval will again be sought for acceptance of the grant.

RECOMMENDATION:

Staff recommends approval.

BUDGET CONSIDERATION:

The 2017 funding amount was \$50,000. I anticipate level funding awards for 2018, but will request an increase in our application equating to 50% of our budget.

Thank you for your favorable attention to this request.

ALBERT ASHWOOD
State Director



MARY FALLIN
Governor

STATE OF OKLAHOMA
DEPARTMENT OF EMERGENCY MANAGEMENT

July 27, 2018

Dear Director:

The City of Shawnee is invited to submit a sub-grant funding application for the Emergency Management Performance Grant (EMPG), Fiscal Year 2018 (October 1, 2017 to September 30, 2018) for an amount to be determined as funds become available. EMPG is a **performance based** sub-grant. Contingent upon successful completion of the identified requirements in the application, applicants will receive twenty-five Percent (25%) of the awarded sub-grant to be paid in quarterly disbursements.

Please review the eligibility and performance requirements in the FY 2018 EMPG sub-grant agreement carefully before applying. **Applicants must submit all of the required documentation in order to receive EMPG sub-grant approval.** The omission of any document will result in a rejected application without further inquiry. It is the Oklahoma Department of Emergency Managements intent to supplement city, county and tribal Emergency Management program funds. This can only be achieved by the commitment and compliance of EMPG applicants.

The application must be received no later than September 15, 2017 to be eligible. **No grant funds will be awarded to The City of Shawnee if the application is not submitted by September 15, 2017.** If you have any questions, please contact your Oklahoma Department of Emergency Management Regional Coordinator.



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Emergency Management Grant Program

FY2018 Sub-Grant Agreement

This agreement is entered into by and between **The State of Oklahoma Department of Emergency Management**, and The City of Shawnee, Oklahoma, hereinafter referred to as the Political Subdivision. **Witnesses that** Oklahoma Department of Emergency Management and the Political Subdivision for the considerations named agree as follows:

Article 1. Eligibility Criteria

To be eligible for an Emergency Management Performance Grant (EMPG) Sub-grant, a local jurisdiction must meet the following eligibility requirements:

1. The Jurisdiction must have a paid Emergency Management Director, either full or part time, who works at least 20 hours a week and is employed as defined under Oklahoma State Statute, Title 63-683.11 to 13, Emergency Management Compact and Fair Labor Standards Act (See Title 63 excerpt attachment provided in application packet).
2. The Emergency Management Program budget must exceed the Emergency Management Performance Grant dollar amount and cover the entire cost of the jurisdiction's emergency management office, independent of any sub-grant monies. The Emergency Management Performance Grant is based on a 50/50 match (50% local and 50% state). A certified copy of the Emergency Management Budget for the jurisdiction must be included with the application.* For the Emergency Management Program Grant closeout, during the 4th quarter only, provide a notarized copy of the local jurisdiction's year end emergency manager's treasurer / county clerk's report.
3. A list of All Hazard, Whole Community Planning Group Annexes or Emergency Support Function (ESF) representatives, Tribal representatives, Higher-Education representatives,

business partners as well as any other persons the Planning Group deems necessary to promote the “whole community” concept of planning. The Planning Group list will include name, position, email and phone number.

4. *Maintain a 24 hour point of contact who will promptly report to Oklahoma*

Department of Emergency Management Duty Officer, (800) 800-2481, all significant events happening within the jurisdiction. (Per State Statute, Title 63–683.11.E)

5. Current Emergency Operations Plan (EOP)

6. State Approved Hazard Mitigation Plan (HMP)

7. National Incident Management System (NIMS) Compliance Certificate

* **Please note:** The Jurisdiction cannot replace the Emergency Management program’s budget with Emergency Management Performance Grant funds. This means the previously budgeted Jurisdictional Emergency Management program cannot be reduced when receiving the EMPG funds. The EMPG funds are supplemental funds for improving and/or increasing the Jurisdiction’s Emergency Management Program only.

Article 2. Minimum Task/Activity Requirements

The following 10 activities are the minimum task requirements that shall be completed by the Political Subdivision. All Deliverables will be submitted to the Oklahoma Department of Emergency Management Regional Coordinator assigned to the jurisdiction.

1. Quarterly ALL Hazard, Whole Community Planning Group Meetings

An All-Hazard, Whole Community Planning group will be formed consisting of all Annexes or Emergency Support Function (ESF) representatives, Tribal representatives, Higher Education representatives and business partners as well as any other persons the

Planning Group deems necessary to promote the “whole community” concept of planning to meet quarterly.

Measurement Methods:

- a. A meeting invitation letter for each meeting to include a mailing list (can be an email copy).
- b. An agenda for each quarterly meeting
- c. Minutes of each quarterly meeting.
- d. Sign-in sheets for each quarterly meeting (dated).

2. Emergency Operations Plan

The Jurisdiction must have an Emergency Operations Plan to participate in the Emergency Management Performance Grant. The All Hazard, Whole Community Planning Group will be directly involved in the quarterly planning and updates of the Jurisdiction’s Emergency Operations Plan. The Emergency Operations Plan will be updated according to CPG 101-v.2

Measurement Methods:

- a. The quarterly report submitted to Oklahoma Department of Emergency Management.
- b. Sign-in Sheet from Quarterly Planning Meetings.
- c. An Emergency Operations Plan approval page signed by each of the Annexes or ESF representatives and the jurisdiction’s highest elected official (form provided).

3. A Hazard Mitigation Plan Approved by the State and Updated as Required

The Jurisdiction must have a State approved Hazard Mitigation Plan to participate in the Emergency Management Performance Grant. The All Hazard, Whole Community

Planning Group will update the Hazard Mitigation plan according to the evaluation matrix provided by Oklahoma Department of Emergency Management.

Measurement Methods:

- a. The quarterly report submitted to Oklahoma Department of Emergency Management.
- b. A Hazard Mitigation plan approval page signed by each of the Annexes or ESF representatives and the jurisdiction's highest elected official (form provided).

4. A Current List of Training and Exercises

The current Training and Exercise plans will be a topic of discussion of the All Hazard, Whole Community Planning Group.

Measurement Methods:

- a. Quarterly, submit a list of Annex or ESF training activities to the Oklahoma Department of Emergency Management.
- b. Quarterly, submit a list of Annex or ESF exercise activities to the Oklahoma Department of Emergency Management.

5. Four (4) Exercises of Any Type

The Jurisdiction must conduct four (4) exercises of any type. The types of exercises are Seminars, Workshops, Tabletop, Games, Drills, Functional, and Full-Scale. (You can only count one WebEOC drill as part of the four.) All exercises need to test all or part of the Emergency Operations Plan. You may also count one actual event as an exercise.

Measurement Methods:

- a. A copy of the After Action Report-Improvement Plan (AAR-IP) for each exercise must be submitted to the Oklahoma Department of Emergency Management.

6. One (1) Full Scale Exercise

The Jurisdiction must participate in one Full-Scale Exercise. The Statewide Earth Wind and Fire exercise will count as an Emergency Operations Center full scale exercise.

Measurement Methods:

- a. The AAR-IP for the jurisdiction's part of the exercise must be generated by the jurisdiction and a copy of the AAR-IP must be submitted to Oklahoma Department of Emergency Management.

7. Attendance of the Strategic Regional Planning Workshop

The Oklahoma Department of Emergency Management Regional Coordinator, in conjunction with local Emergency Managers, will host a Professional Development Workshop. The Emergency Management Director shall attend their Area's Workshop, in its entirety.

Measurement Methods:

- a. A copy of the Certificate or other appropriate documentation shall be submitted to Oklahoma Department of Emergency Management.

8. Attendance of the Annual Oklahoma Emergency Management Conference

The Emergency Management Director shall attend the Annual Oklahoma Emergency Management Conference, in its entirety.

Measurement Methods:

- a. A copy of the Certificate or other appropriate documentation shall be submitted to Oklahoma Department of Emergency Management.

9. Attendance of Two (2) Oklahoma Department of Emergency Management Strategic Regional Planning Meetings

The Emergency Management Director shall attend the Oklahoma Department of Emergency Management Regional Coordinator's Quarterly Quadrant meetings.

Measurement Methods:

- a. A copy of the sign-in sheet.

10. Whole Community Preparedness Projects

A current list of Emergency Response Agencies'/Organizations' efforts in Whole Community Preparedness projects.

Measurement Methods:

- a. Submit a list of whole community preparedness activities to the Oklahoma Department of Emergency Management.

Article 3. Authorized Representatives

The Agency Director of the Oklahoma Department of Emergency Management and the Political Subdivision Director of Emergency Management shall be the authorized representatives to complete work and negotiate changes to this agreement. The Political Subdivision will, on a form provided by the Oklahoma Department of Emergency Management, identify a Director of Emergency Management for the Political Subdivision, an alternate, and the Political Subdivision's official mailing address. The Director of Emergency Management for the Political Subdivision will serve as the Political Subdivision's official point of contact (POC), responsible for reporting on, or responding to inquiries regarding the four (4) phases of emergency management (mitigation, preparedness, response and recovery) plus the recently added mission areas of Prevention and Protection, to include incident reporting.

Article 4. Duration

This agreement shall be in full force and effective at 12:01 a.m. on October 1, 2017 by both parties and terminating at 12:00 p.m. on September 30, 2018, unless terminated by either party prior to that time, in writing. The Oklahoma Department of Emergency Management may extend the term of this Agreement by giving written notice to the Political Subdivision 30 days prior to the end of this Agreement. If the Oklahoma Department of Emergency Management exercises this option, the extended Agreement shall be considered to include this option provision. The total duration of this Agreement, including the exercise of any options under this clause, shall not exceed three years.

Article 5. Purpose

The purpose of this agreement is to provide a 50/50 sub-grant with a portion of the funds awarded to the State of Oklahoma under the Federal Emergency Management Agency (FEMA)'s Emergency Management Performance Grant (EMPG) program. The EMPG program encourages the development of a comprehensive emergency preparedness system for all hazards by the State and local governments.

Article 6. Authorities

The authorities for this award are:

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. § 5121 et. Seq. (the Stafford Act); Title 44, Code of Federal Regulations (CFR), Part 302, et. Seq.; Title 2, Code of Federal Regulations (CFR), U.S. Department of Homeland Security Presidential Directive 5 (HSPD-5); Oklahoma Emergency Management Act 2003, 63 O.S. 683. 1 et. Seq.; State Administrative Plan adopted by the Oklahoma Department of Emergency Management.

Article 7. Time of Completion

All work shall be completed by the Political Subdivision during Federal Fiscal Year 2018, with the exception that the auditor's opinion letter which accompanies the jurisdiction's annual audit must be submitted as soon as the audit is completed.

Article 8. Suspension of Sub-Grant/Debarment from Future Awards

If the Political Subdivision fails to complete the agreed scope of work they may be barred from participation in the sub-grant program for the following Federal Fiscal Year.

Article 9. General Provisions

- A. All work shall be completed in a professional manner and in compliance with all applicable laws.
- B. To the extent required by law, individuals duly licensed and authorized by law to do so shall perform all work.
- C. The Political Subdivision warrants that it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of the Political Subdivision or its employees or agents.
- D. The Political Subdivision agrees that neither it nor its employees or agents are covered under insurance paid for by the State of Oklahoma, and are not authorized to obligate the State of Oklahoma, its employees or agents.
- E. The Standard Assurances for Federal Funds submitted by the Political Subdivision, as part of their application package, are hereby referenced and incorporated into this agreement.

FY 2018 Emergency Management Grant Program

Required Application Documents

Listed below are the documents required for the successful completion of the FY 2018 EMPG application.

Please complete the following provided documents:

1. Sub-Grant Funding Worksheet (See Excel Attachment)
2. All Hazard, Whole Community Planning Group Member's List
3. State of Oklahoma Designation of Political Sub-Division Agent
4. Elected Official, City Manager, Tribal Officials Signature Page

Please supply the following documents:

1. Certified Jurisdiction's Official Emergency Management Program Budget
2. Jurisdiction's NIMS Compliance Certificate
3. Notarized Copy of the Local Jurisdiction's Year End Emergency Manager's Treasurer / County Clerk's Report (Grants Program Closeout - 4th Quarter Only).

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Amended Regular Board of Commissioners**1.h.**

Meeting Date: 08/07/2017

Mayors Appts

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Mayor's Appointments

Traffic Commission

Travis Flood 1st Full Term

Expires 1/1/2020

*Replaces Wayne Ardrey – Termed Out***Shawnee Housing Authority**

Marion McMillan 1st Full Term

Expires 2/4/2020

*Replaces Donna Houston – Termed Out***Shawnee Beautification Committee**

Tom Terry 1st Full Term

Expires 1/1/2021

Appointment to New Committee

Sherry Lankford 1st Full Term

Expires 1/1/2021

Appointment to New Committee

Attachments

Flood Appl

McMillan Appl

Terry Appl

Lankford Appl



RECEIVED
JUL 26 2017
CITY CLERK

APPLICATION TO SERVE
Boards, Committees and Commissions

- ☐ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>TRAVIS Flood</u>	Application Date: <u>7-26-17</u>
Address: <u>324 W. 36th Shawnee 74804</u>	Date of Birth: <u>12-17-76</u>
Mailing Address: <u>SAME</u>	
Daytime Phone: <u>405-765-4522</u> Fax: _____	Email: <u>travis@communityrenewal.org</u>
Profession: <u>Friendship House Coordinator</u>	
Business Name: <u>Community Renewal Pct. Co</u>	
Business Address: <u>1000 N. Kickerpoo</u>	
Business Phone: <u>405-273-1035</u> Fax: _____	Email: _____

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or No (please circle)

If so, please list the board/committee: _____

How many years have you lived in Shawnee? 9

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board	☐ Library Board
☐ Beautification Committee	☐ Oklahoma Baptist University Trust Authority
☐ Board of Adjustment (Zoning)	☐ Planning Commission
☐ Civic and Cultural Development Authority	☐ Shawnee Hospital Authority
☐ Community Service Contracts Review Committee	☐ Shawnee Urban Renewal Authority
☐ Housing Authority	☒ Traffic Commission
	☐ Other _____

Why are you interested in serving on the Board/Committee/Commission selected above?

I was asked to help by a board member, and I desire for Shawnee to grow and improve as a city.

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

I am observant, work well with others, have a wide variety of experience in life, I love people, and have a job that allows me to be in the community.

What civic or volunteer activities (if any) are you currently involved in?

Church, Family Promise

List education, including degree(s) earned:

Associate from UTI Houston
Bachelor of Arts from OBU Shawnee

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

NO

Have you ever been charged and/or convicted of a felony? NO

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? yes

If so, please explain:

21 years old medical bankruptcy

Please include up to three personal or professional references:

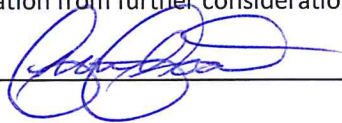
Name	Relationship	Telephone Number
<u>Brandon Dyer</u>	<u>Employer</u>	<u>308-8711</u>
<u>Jack Barrett</u>	<u>Friend</u>	<u>802 2264</u>
<u>George Wright</u>	<u>Friend</u>	<u>201-2779</u>

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature



Date

7-26-17

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
llasyone@shawneeok.org



RECEIVED
JUL 24 2017
CITY CLERK

APPLICATION TO SERVE
Boards, Committees and Commissions

- ☒ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Marion S. McMillan</u>	Application Date: <u>7/19/2017</u>
Address: <u>101405 S. 3420 Road</u>	Date of Birth: <u>09/13/1952</u>
Mailing Address: <u>Meeker, OK 74804</u>	
Daytime Phone: <u>405-878-7235</u> Fax: _____	Email: <u>marion.mcmillan@bancofirst.com</u>
Profession: <u>President of BancoFirst Shawnee</u>	
Business Name: _____	
Business Address: <u>1939 N. Harrison, Shawnee, OK</u>	
Business Phone: <u>405-878-7235</u> Fax: _____	Email: <u>same</u>

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or No (please circle)

If so, please list the board/committee: _____

How many years have you lived in Shawnee? Resided in Shawnee 1998-2012
Moved to Meeker, OK & now commute to work.

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board	☐ Library Board
☐ Beautification Committee	☐ Oklahoma Baptist University Trust Authority
☐ Board of Adjustment (Zoning)	☐ Planning Commission
☐ Civic and Cultural Development Authority	☐ Shawnee Hospital Authority
☐ Community Service Contracts Review Committee	☐ Shawnee Urban Renewal Authority
☒ Housing Authority	☐ Traffic Commission
	☐ Other _____

Why are you interested in serving on the Board/Committee/Commission selected above?

I have followed for a number of years the efforts of the Shawnee Housing Authority to provide affordable housing to our citizens. I think my background in finance will allow me to assist the Housing Authority Executive & the Board.

Revised April 4, 2017

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

- Finance and banking career for 43 years.
- Have made a number of loans for housing that utilize HUD Tax Credits, etc.

What civic or volunteer activities (if any) are you currently involved in?

Chair of Shawnee Economic Development Foundation
Past Chair & or board member of Chamber of Commerce,
PottCo United Way, YMCA

List education, including degree(s) earned:

Kansas State University B.S. Ag Economics
University of Wisconsin - Graduate School of Banking

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

N/A

Have you ever been charged and/or convicted of a felony? No

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Richard Finley	business associate	405-820-3869
Marty Lewis	" "	405-623-9944
Chuck Skillings	" "	405-245-8838

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Marvin D. McMillan

Date 7/19/2017

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
llasyone@shawneeok.org



APPLICATION TO SERVE
Boards, Committees and Commissions

- ☒ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Tom Terry</u>	Application Date: <u>6/26/17</u>
Address: <u>10 E Franklin St</u>	Date of Birth: <u>7/3/1930</u>
Mailing Address: <u>10 E Franklin St</u>	
Daytime Phone: <u>273-7882</u>	Fax: _____ Email: <u>tom.terry@att.net</u>
Profession: <u>retired</u>	
Business Name: <u>N/A</u>	
Business Address: <u>N/A</u>	
Business Phone: <u>N/A</u>	Fax: _____ Email: _____

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or ~~No~~ (please circle)

If so, please list the board/committee: Oklahoma Baptist Trust Authority

How many years have you lived in Shawnee? 50

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board	☐ Library Board
☒ Beautification Committee	☐ Oklahoma Baptist University Trust Authority
☐ Board of Adjustment (Zoning)	☐ Planning Commission
☐ Civic and Cultural Development Authority	☐ Shawnee Hospital Authority
☐ Community Service Contracts Review Committee	☐ Shawnee Urban Renewal Authority
☐ Housing Authority	☐ Traffic Commission
	☐ Other _____

Why are you interested in serving on the Board/Committee/Commission selected above?

I have worked on city beautification for over 30 years

RECEIVED

JUN 28 2017

CITY CLERK

Revised April 4, 2017

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

Beautification experience
Master Gardener

What civic or volunteer activities (if any) are you currently involved in?

Both County Historical Society, Shawnee Lions,
Friends of Shawnee Public Library, Blue Zones Steering Committee

List education, including degree(s) earned:

BBA - Baylor University
Graduate Study - University of Texas

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

yes Beautification Committee about 8 years

Have you ever been charged and/or convicted of a felony? NO

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? NO

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>Mike Uambran</u>	<u>neighbor</u>	<u>275-3201</u>
<u>John Parrish</u>	<u>friend</u>	<u>275-0977</u>
<u>Gordon Richards</u>	<u>former neighbor</u>	<u>275-1807</u>

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Tom Jerry

Date 6/26/17

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
llasyone@shawneeok.org



APPLICATION TO SERVE
Boards, Committees and Commissions

- ☒ Appointment
☐ Reappointment – Partial/First/Second Term

Name: <u>Sherry Lankford</u>	Application Date: <u>6-28-17</u>
Address: <u>2201 Bryant Via Shawnee, OK 74804</u>	Date of Birth: <u>02-27-56</u>
Mailing Address: _____	
Daytime Phone: <u>405-640-4378</u>	Fax: _____ Email: <u>sherry.lankford@att.net</u>
Profession: <u>Branch Office Administrator</u>	
Business Name: <u>Edward Jones</u>	
Business Address: <u>318 W MacArthur</u>	
Business Phone: <u>405-215-2030</u>	Fax: <u>888-758-6042</u> Email: <u>sherry.lankford @</u> <u>edward.jones.com</u>

Do you live within the City Limits of the City of Shawnee? Yes or No (please circle)

Do you currently serve on a City board, committee or commission? Yes or No (please circle)

If so, please list the board/committee: Housing Authority

How many years have you lived in Shawnee? 37 years

Select the Board/Committee/Commission you are interested in serving on: (please check)

☐ Airport Advisory Board	☐ Library Board
☒ Beautification Committee	☐ Oklahoma Baptist University Trust
☐ Board of Adjustment (Zoning)	Authority
☐ Civic and Cultural Development Authority	☐ Planning Commission
☐ Community Service Contracts Review Committee	☐ Shawnee Hospital Authority
☐ Housing Authority	☐ Shawnee Urban Renewal Authority
	☐ Traffic Commission
	☐ Other _____

Why are you interested in serving on the Board/Committee/Commission selected above?

Served in the Chamber of Commerce Beautification Committee for
several years

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

Love working outdoors. Reliable to serve

What civic or volunteer activities (if any) are you currently involved in? Rotary sponsored
Shawnee Rotary Club, board member & involved in KnightVision character
building program at Horace Mann for past 10 years

List education, including degree(s) earned:

High School Grad

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

Yes currently on Housing Authority Board

Have you ever been charged and/or convicted of a felony? NO

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? NO

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
<u>James B Smith</u>	<u>Co-worker</u>	<u>405-275-2030</u>
<u>Christina Walker</u>	<u>Friend</u>	<u>w/ 405-214-3933</u>
<u>Cindy Lantz</u>	<u>Friend</u>	<u>405-275-3217</u>

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature

Sherry Johnsonford

Date

6-28-17

Revised April 4, 2017

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk
PO Box 1448
Shawnee OK 74802
Phone 405-878-1605
Fax 405-878-1581
llasyone@shawneeok.org

Revised April 4, 2017

Amended Regular Board of Commissioners

3.

Meeting Date: 08/07/2017

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration and possible action regarding an agreement with Revize Software Systems for professional services related to the complete redesign of the City's website.

Attachments

Revize Website Memo

Revize Website Qual

Revize Website Agreement



Office of the City Manager

MEMORANDUM

AGENDA: August 7, 2017

TO: Honorable Mayor and Members of the City Commission

FROM: Justin Erickson
Justin Erickson, City Manager

RE: City Website Redesign – Award of Contract

SUMMARY AND BACKGROUND

The City of Shawnee maintains an active online presence and the City's website has been internally managed and designed since inception. Given available staff resources and the critical importance of web function to a City's image and customer service capabilities, staff has determined that it is time utilize a website design firm with expertise in governmental operations to redesign the City's site. The new website is expected to be visually stunning and incorporate new City branding and logo elements. In summary, the goals of this effort are to:

- Enhance public communication and the City's overall image;
- Reduce transaction costs for the City and citizens;
- Provide better smart phone and tablet access;
- Facilitate streamlined permitting, payment for services, citizen inquiries, etc.;
- Allow for easy internal use, modification, adaptation; and
- Simplify content management and administration.

On April 3, the City Commission authorized staff to issue a Request for Qualifications (RFQ) for the redesign of the City's website. The City issued the RFQ with a submittal date of May 8. Ten firms submitted proposals and City staff selected three finalists to interview on July 11.

The firm **Revize** from Troy, Michigan was determined to be the preferred vendor after additional reference checks, discussion and portfolio/proposal review. Revize has worked with over 800 governmental clients around the United States and is well-qualified (see attached pricing and proposal packet which includes reference websites). Staff has negotiated the following fee structure:

YEAR	ACTIVITY	PRICE
1	Complete website redesign, migration, training, etc.	\$43,500
2	Annual maintenance	\$5,900
3	Annual maintenance	\$5,900
4	Annual maintenance and website	\$5,900

	update	
5	Annual maintenance	\$5,900
TOTAL 5-YEAR PRICE		\$67,100 (\$13,420 yearly average)

FINANCIAL CONSIDERATION

See above for fee structure. The proposed cost is under the budgeted amount for this work. Based on a review of other municipalities and our needs, the expected range of cost for this project was expected to be between \$40,000 and \$50,000.

The annual maintenance fees are very reasonable based on our review and would be budgeted annually after this fiscal year.

RECOMMENDATION

Staff recommends approval of the proposal from Revize Software Systems in the amount of \$43,500.

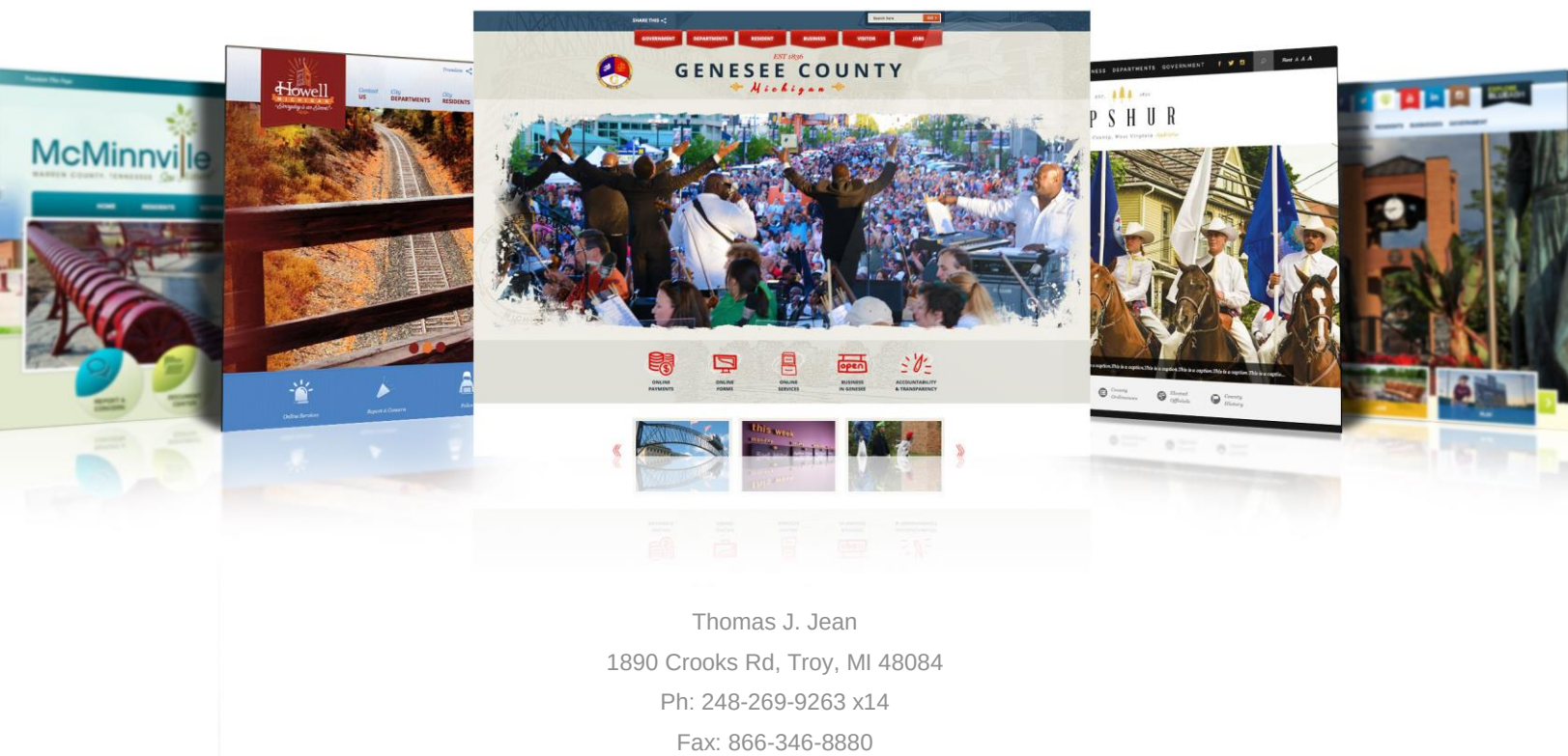
TIMEFRAME

The new website is scheduled to launch by December 15, 2017.

Attachments



Website Qualifications for
The City of Shawnee,
Oklahoma
Completely new. Completely amazing.



Thomas J. Jean

1890 Crooks Rd, Troy, MI 48084

Ph: 248-269-9263 x14

Fax: 866-346-8880

www.revize.com

5-3-17

Dear City of Shawnee Website Committee,

Thank you for considering Revize as your branding and web development partner.

For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Highlights of our proposal include:

- A full branding process with style guide included
- On-site Design Kick-off/Discovery Meeting
- Content consultation, writing, and expert content migration
- Multiple Avenues of Social Media Integration
- Mobile App with Push Notifications
- Public Service Request System with Mapping (included in mobile app)
- Agenda Builder
- HR and Permit Application
- 4 Automatic Technology Updates per year
- Mobile First Responsive Website
- Free redesign of all sites in year 4
- "Know you by Name" tech support
- Graphic staff available to you at during tech support hours

Revize Websites build engagement with your constituents.

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,

Thomas J. Jean

Thomas J. Jean
Proposal Manager
248-269-9263 x14
thomas.jean@revize.com

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Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly.

In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the ***right balance between the total cost of the solution and the quality of the design, online apps and user functionality***. In simpler terms, you need a solution that works for you and serves your constituents.

About Us:

With more than 1,200 municipal clients nationwide, Revize Software Systems is one of the industry's eminent providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps:

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors. Here you will find the communication tools you need such as:

- ✓ Public Service Request App
- ✓ Calendar of Events
- ✓ E-Notification Modules
- ✓ On-Line Payment Portal

- ✓ Facilities Reservations
- ✓ News Center with Facebook/Twitter Integration
- ✓ Emergency Alerts
- ✓ Online Forms / Survey Tools
- ✓ E-Newsletter Applications
- ✓ Job Posting and Tracking Module
- ✓ Public Records Request Tracker

Our Award-Winning Government CMS:

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. **With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more,** Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support:

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients ***in less than half the time it takes our competitors.*** Our training program is customized based on each client's needs, and **we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful.** Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.

Company Profile



REVIZE, LLC
FOUNDED: 1995
HEADQUARTERS: 1890 Crooks Road,
Troy, MI 48084
PHONE: 248-269-9263
WEB SITE: www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 1200 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art **Revize Government CMS**. **Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads: The empowerment of people through simplified information management technologies.**

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision.

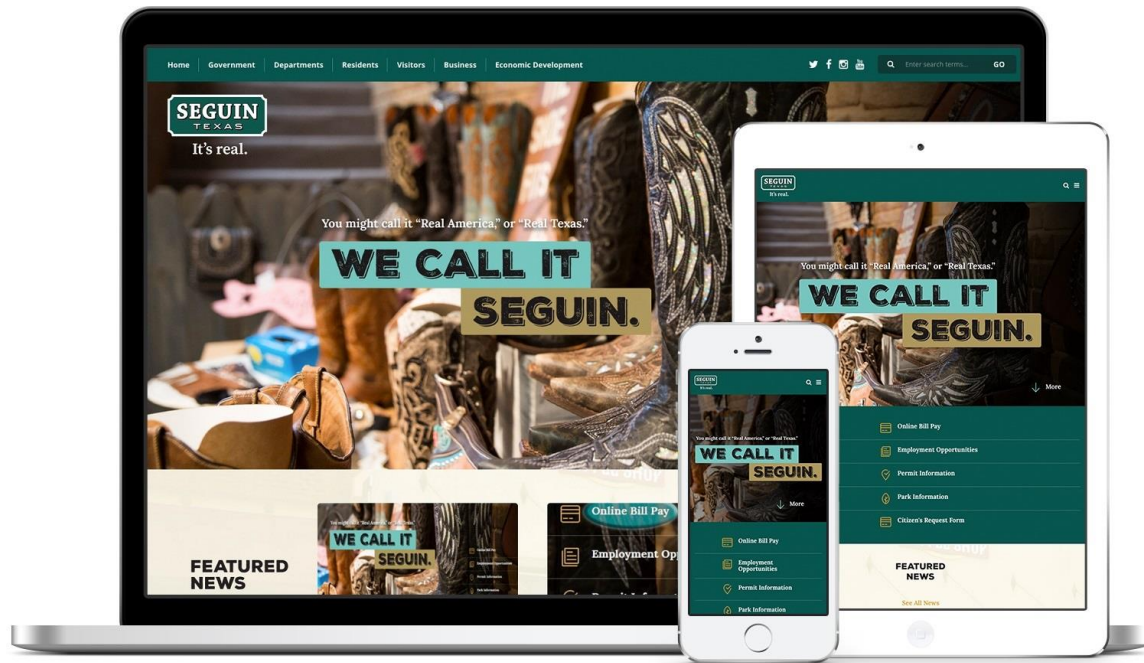
While many municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry's top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.

Government Website Experience

City of Seguin, Texas

www.SeguinTexas.gov



Contact: Morgan Ash, PIO (830) 386-2590 mash@seguintexas.gov

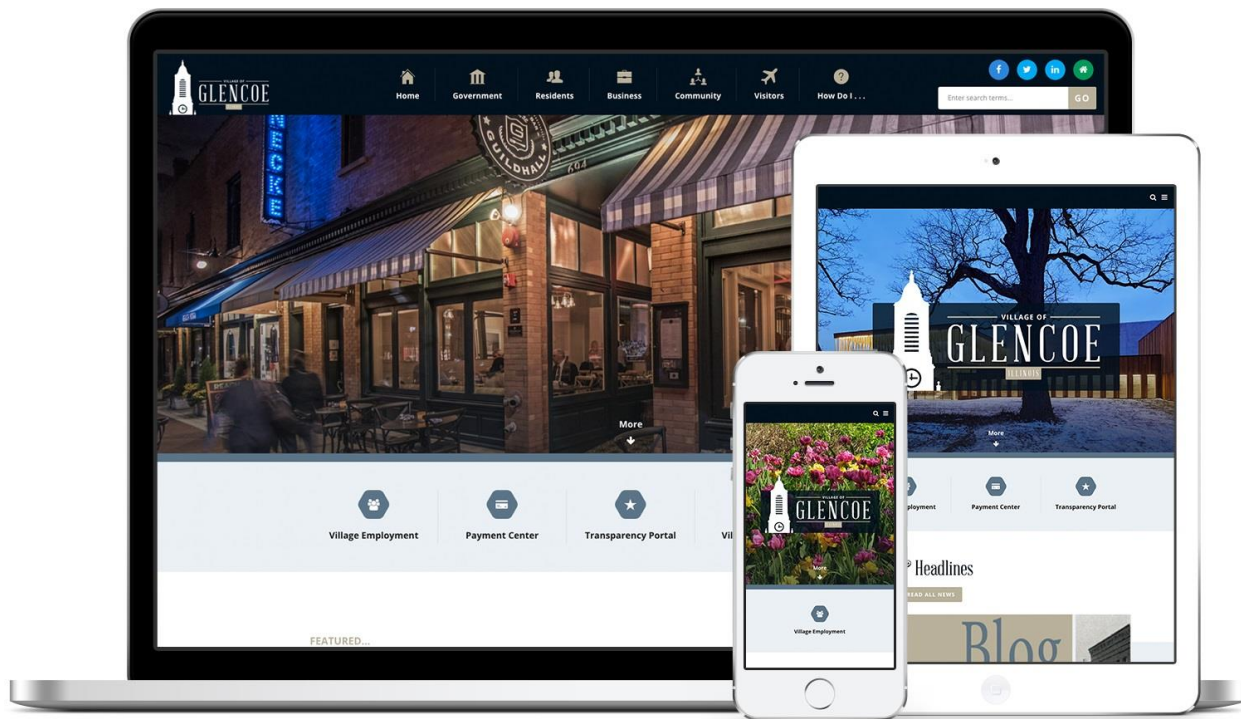
Project Start to Hard Go Live: June 2016-February 2017

The City of Seguin, Texas is a clear example of how we adapt to our clients' needs and custom tailor our process. During our on-site discovery meeting in Seguin, we determined that, in addition to the city website, there were some overarching goals of economic development and increasing the library's presence online. Therefore, instead of "shoehorning" those departments in the main City website, we built a new City website, EDC website, Visitors website, and Library website, all with a similar brand but a unique design. Our focus is to help achieve the goals of our clients. While we cannot guarantee this type of addition, we are always looking for ways to deliver more than our clients expect!

- www.seguintexas.gov
- www.seguinedc.com
- library.seguintexas.gov
- www.visitseguin.com

Village of Glencoe, Illinois

www.villageofglencoe.org



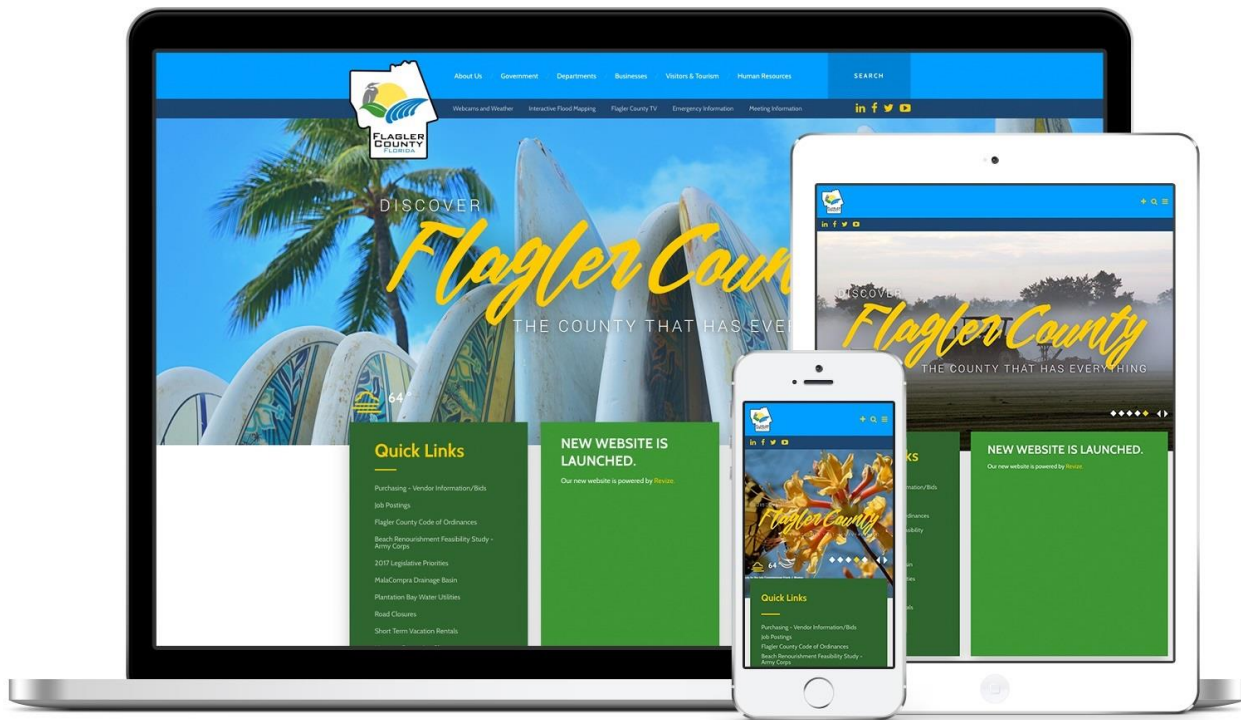
Contact: Laura Boll, Management Analyst (847) 835-4114 LBoll@villageofglencoe.org

Project Start to Hard Go Live: August 2016-March 2017

The Village of Glencoe is beautiful community on the shores of Lake Michigan just north of Chicago. This website brings together an amazing design with a full suite of web apps to engage Village residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. The Revize Public Service Request App, Village Manager's Blog, fillable online form database, and a high traffic featured news and headlines area round out this website!

Flagler County, Florida

www.flaglercounty.org
(Submitted to award agency)



Contact: Julie Murphy, Public Information Officer (386) 313-4039 jmurphy@flaglercounty.org

Project Start to Hard Go Live: July 2016-February 2017

Flagler County is a County of over 100,000 residents about 24 miles north of Daytona Beach. Flagler has many departments with varying levels of needs on the website. The success of any county or large city website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting the County's history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. Also, the Revize HR application was added into this website for a seamless hiring process. All 3rd party applications are integrated in a way that was right for each particular department. This website is the perfect mix of functionality and design!

Additional Revize Websites



WYLIE, TEXAS– WWW.WYLIENTEXAS.GOV

LAUNCHED: 2016

Responsive Web Design Details: City website designed to make you feel like you are in this charming community. The website not only functions as a community engagement center but has special SEO attraction for tourism interests with easy navigation!

Feature Spotlight: Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment



CITY OF CAMARILLO, CALIFORNIA – WWW.CITYOFCAMARILLO.ORG

LAUNCHED: 2017

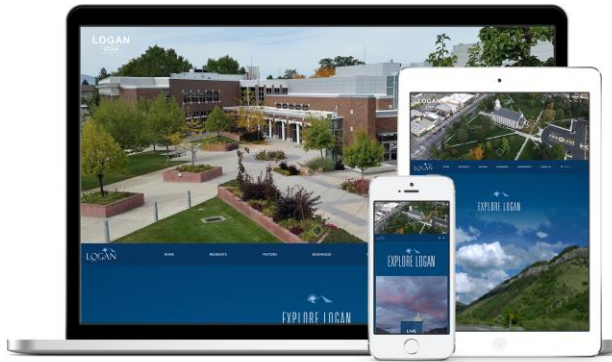
Web Design Details: City website designed to make you feel like you are in this charming community. The website not only functions as a community engagement center but has special SEO attraction for tourism interests with easy navigation!

Feature Spotlight: Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment



CITY OF ST.PETERSBURG, FLORIDA – WWW.STPETE.ORG

As Florida's 5th largest, St. Petersburg is an iconic City with something to offer everyone. Because St. Pete is a longtime Revize client, their team worked very closely with ours and actually provided their own design concepts. We did the integration/pre-launch work and their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! St. Petersburg also uses the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.



LOGAN, UTAH– WWW.LOGANUTAH.ORG

Logan, Utah wanted a design unlike any City out there. With this design we pushed the limit of what people think when they see a City website. We integrated a video that plays on the full width homepage. In addition, this site features more scrolling than you may notice on more traditional websites. That is a good thing! With more scrolling we are able to give the user a lot of information, without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This design extends the City's brand in a way that is unmatched in the industry!



CEDAR RAPIDS, IOWA – WWW.CEDAR-RAPIDS.ORG

Cedar Rapids is a City of over 125,000 residents in The State of Iowa. If there was any website build where a customer service mandate was necessary, this was it. A high priority was places on compliance with the Americans with Disabilities Act (Section 508) and WCAG 2.0. For Cedar Rapids, accessibility and ease of use was of utmost importance. To achieve this goal we built a modern design with a clean feeling across all pages.

Subtle features like styled buttons, custom 404 pages, and “leaving this site” notifications make for a highly professional experience. Excellent imagery and a clear focus of content make this one of the most intuitive city websites in The United States.



BRISTOL BAY, ALASKA – WWW.BRISTOLBAYBOROUGHAK.US

Bristol Bay, Alaska is one of our smallest clients. And while it is not representative of your project, it is a great depiction of what our design staff is capable of. Bristol Bay provided limited input other than “give us your best.” That freedom resulted in this site becoming somewhat of a cult favorite among our clients and staff here at Revize! Features a panoramic photo slider along with a next generation side navigation. Also features beautifully incorporated mega menus. This is not your average government website!

References Contact Info

CLIENT: CITY OF WYLIE, TX

Craig Kelly, Public Information Officer

Office: (972) 516-6016

Email: craig.kelly@wylietexas.gov

Website: www.ci.wylie.tx.us

CLIENT: CITY OF SEGUIN, TX

Morgan Ash, Public Information Officer

Office: (830) 386-2590

Email: mash@seguintexas.gov

Website: www.seguintexas.gov

CLIENT: FLAGLER COUNTY, FL

Julie Murphy, Public Information Officer

Phone: (386) 313-4039

Email: JMurphy@FlaglerCounty.org

Website: www.FlaglerCounty.org

CLIENT: ARKANSAS CITY, KS

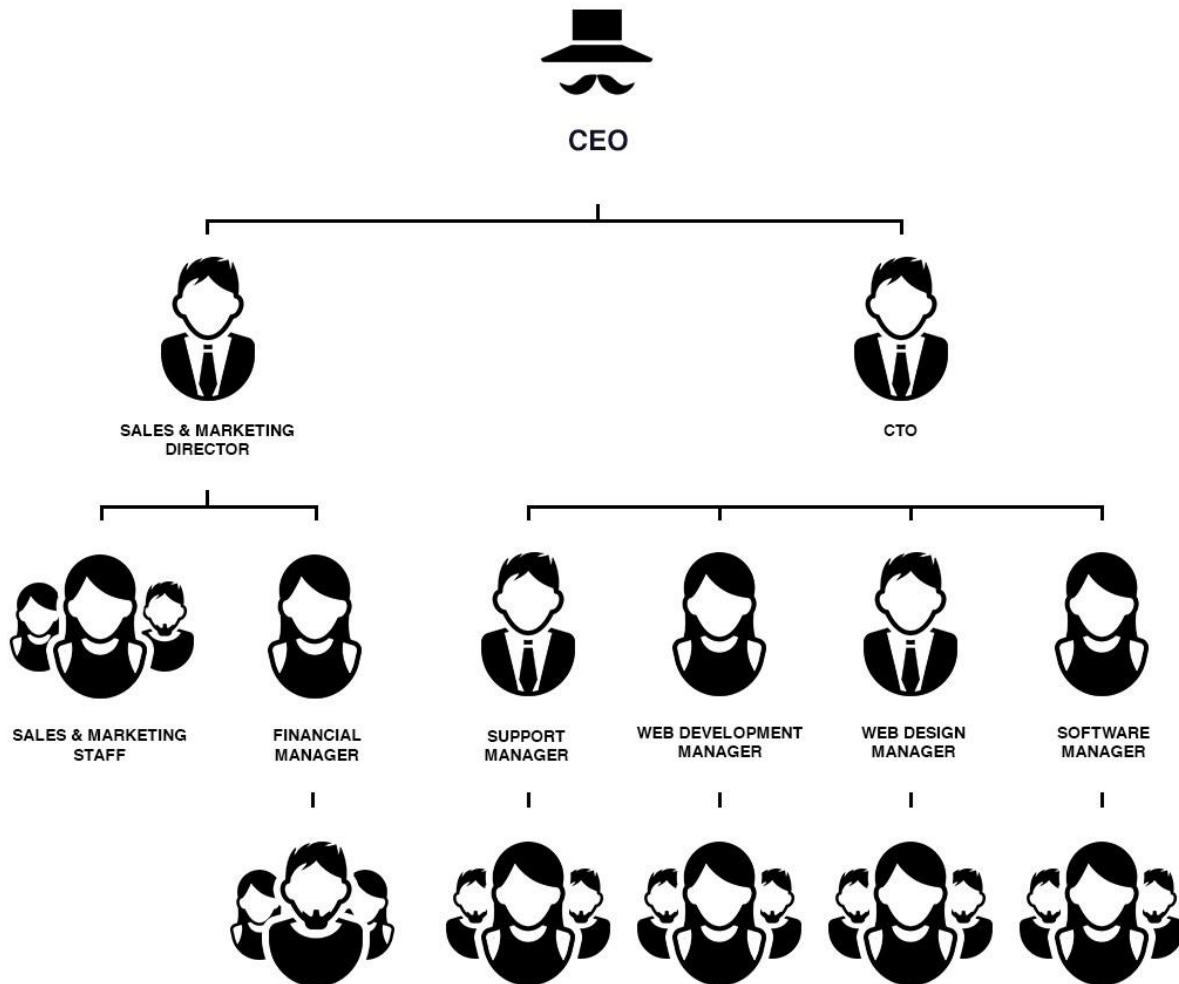
Andrew Lawson, Public Information Officer

Office: (620) 441-4415

Email: alawson@arkansascityks.gov

Website: www.arkansascityks.gov

Revize Organization Chart



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

We Build Superior Technology into Every Website with CMS Performance & Reliability That's Second to None.

What sets Revize apart from other companies? **Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today.** By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

We Always Provide Knowledgeable, Friendly and Responsive Service!

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup

infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come

The Client Owns the CMS License and the Code!

We often hear the question: “What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?” The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

Top Ten Reasons Why Revize gives you the Greatest Value!

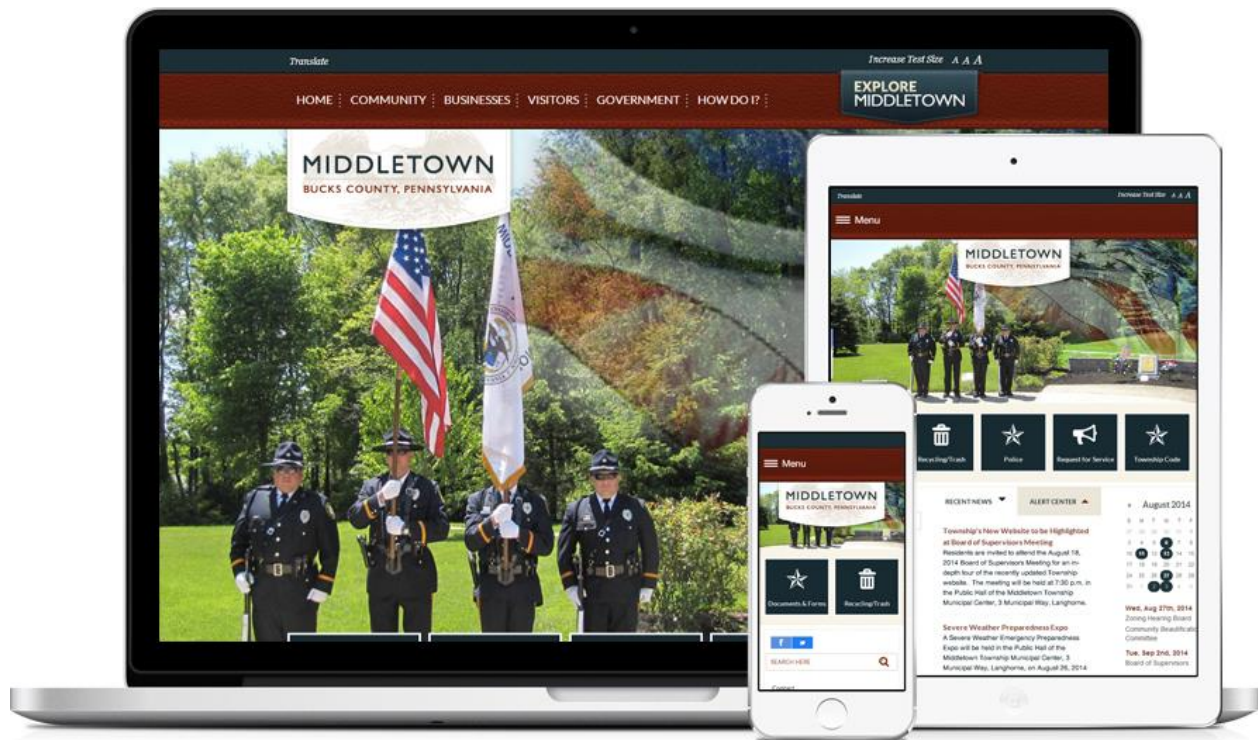
- ✓ Modern, timeless and unique website design integrated with online Government apps
 - ✓ On-time delivery
 - ✓ Competitive pricing
 - ✓ Responsible stewardship of the organization’s stakeholders
 - ✓ Full functionality to update and manage your website
 - ✓ All the tools/apps needed to increase communications with citizens
 - ✓ An easy CMS to train employees quickly
 - ✓ Extended phone and email support
 - ✓ Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
 - ✓ 1,200+ satisfied government clients
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website’s progressive look captures the vibrant culture of our community.”—Craig Kelly, Public Information Officer, City of Wylie, TX

Awards & Accolades

Middletown, Pennsylvania

Digital Cities Survey



Genesee County, Michigan

Horizon Interactive Award Winner



The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences. We don't utilize a "one size fits all" approach because it doesn't make sense. However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

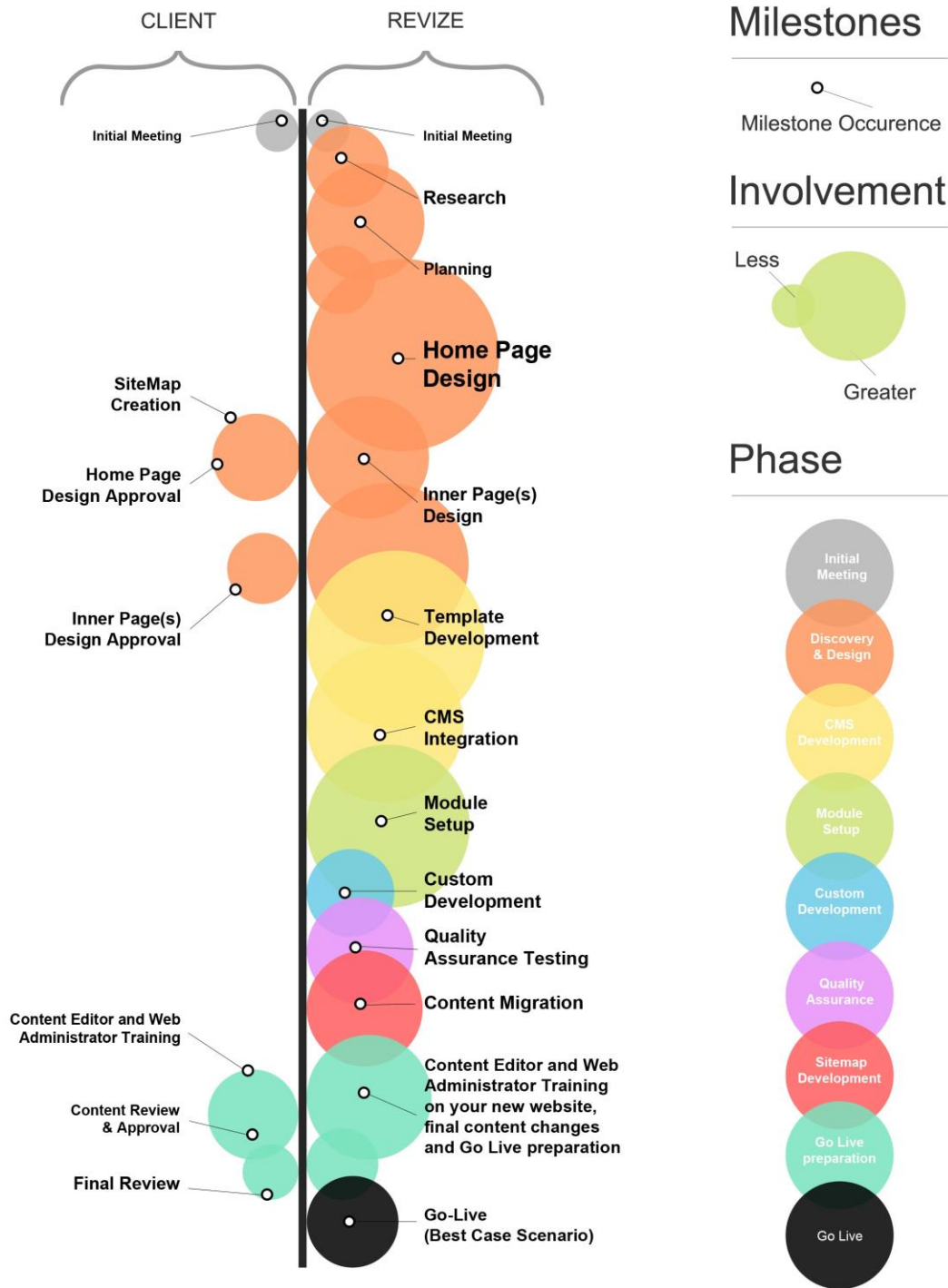
24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

The Revize Eight-Steps and Go Live!

Project Timeline

Phases	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Week
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Week
Go-Live (Average)		16-21 Weeks

REVIZE PROJECT LIFE CYCLE



Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site. Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting. The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site?
etc..

Phase 2: Discovery & Design

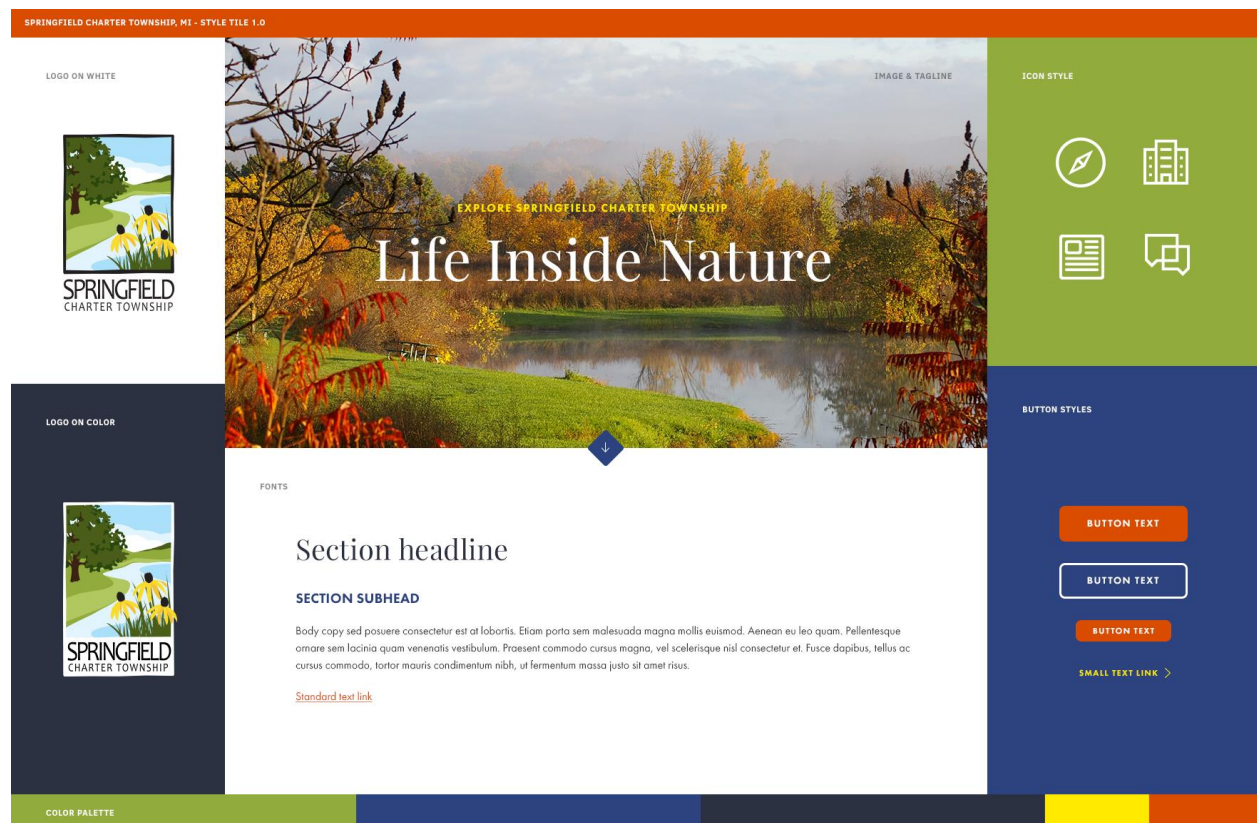
If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period. Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and

development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

Revize Provides a Website Style Guide

From all of the research that we have conducted, the surveys, the in-person meetings, and looking at historical information we have what we need to get started on your brand. However, we take one extra step. And that step is providing you with a website style guide. This is a guide that brings together your logos, colors, branding, typography, image treatments, and overall branding into a style guide. While this extra step may add to the total project timeline, it makes a significant difference in your final design outcome. Your organization may already have a style guide, no problem. We have worked with many clients who do and we are able to incorporate that brand as if we created it ourselves!

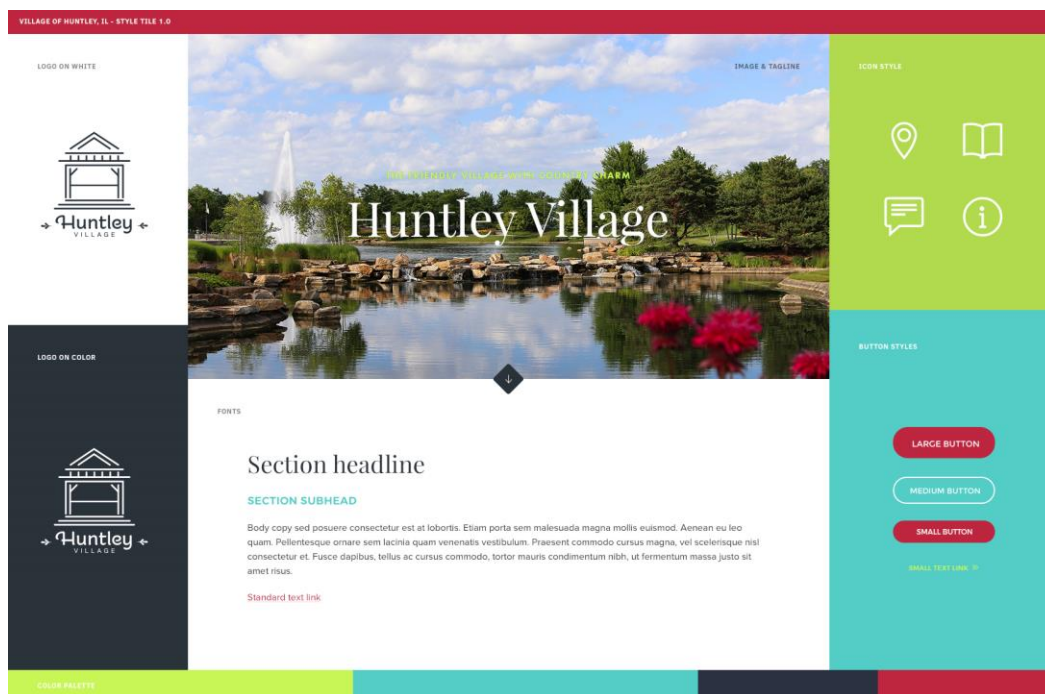
Springfield, Michigan Style Guide



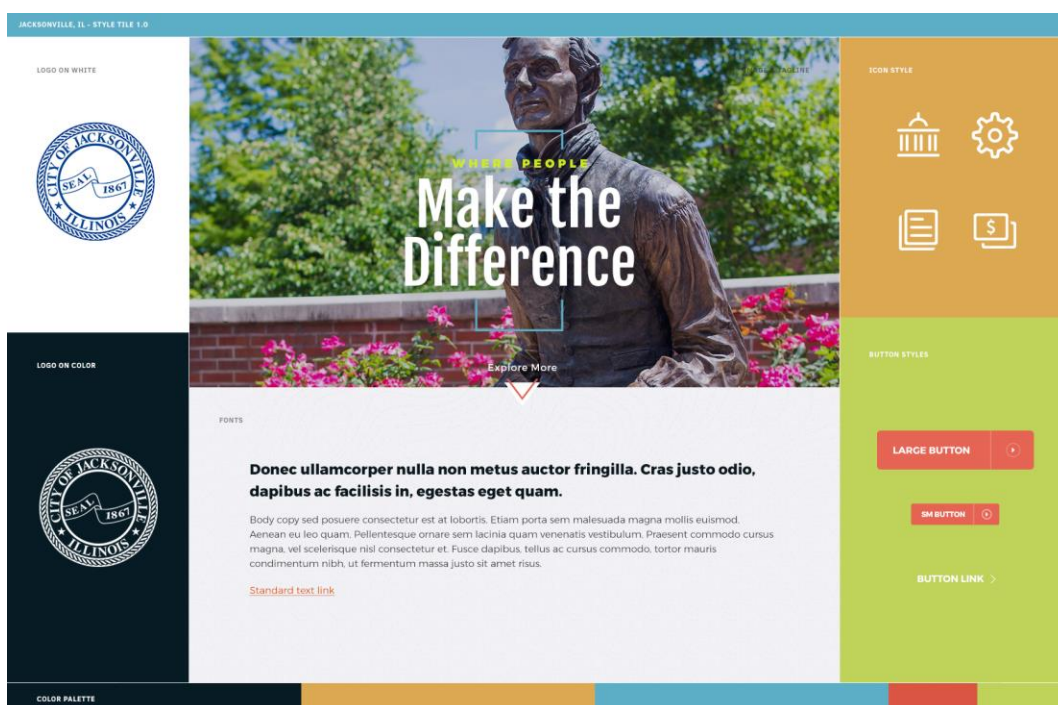
Take a look at how this style guide translated to a breathtaking website at the following link:

www.springfield-twp.us

Huntley, Illinois Style Guide (Rebrand and Website Still in Development)



Jacksonville, Illinois Style Guide (Rebrand and Website Still in Development)



Revize Design Principles

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

Revize Design Trends

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

#1 Responsive Web Design – The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

#2 Liquified Content – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and,

therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

#3 Image Tiles – This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

#4 Parallax Scrolling – This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

#5 Innovative Typography – This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#6 Social Feeds – With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

Key Phase Objectives & Deliverables:

Over the past 20 years, Revize has mastered the art of designing government websites. The following steps are followed while designing new sites

- ▶ **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.
- ▶ **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your

home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.

- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

Please Note: The home page “wireframe” will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.

WIRE FRAME TO CONCEPT



- ▶ **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.
- ▶ **Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.
- ▶ **Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.

Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 – 4.

Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.. **There are no limits to the number of pages you can create after you have gone through training.**

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 8: Training Your Staff (in-person or web based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

Standard Training Agendas

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Training on use of specific Modules included, such as:

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center

- Frequently Asked Questions
- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation:

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing:

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Training, Technical Support & Hosting

Free Training Refresher

Should members of your staff resign or retire, Revize will provide a second refresher training for your new staff members at no cost. The training would be followed by online video tutorials and links to downloadable training manual, so you will never lack the knowledge required to manage your website effectively. Our training team continuously improves our training materials to make sure that we teach all the tricks and essentials necessary to edit the content of the site and build new pages. The Revize support portal is accessible 24/7 to report any post-training issues so that we can take care of it right away.

Service Level Assurance

Our clients expect their websites to be up and running 24/7. Revize is proud to boast an impressive 99.99 percent uptime – the best in the industry. We constantly invest in the newest technology and innovations to ensure the smooth running of your website. However, in the highly unlikely event that your website is down for two hours or more, Revize will provide monthly prorated credit equal to one day of your annual service contract (example: Annual Service Contract divided by 365 days = daily credit). Each two hour increment will entitle you to one day of credit.

Unlimited Technical Support

The Revize technical support staff is available to assist you with content management and technical issues, 'round-the-clock, via either phone or email. You can contact Revize's friendly and knowledgeable support and customer service representatives 24/7 for assistance with our website solutions including our content management technology, online interactive tools, training and hosting services. Telephone support is available between 8 a.m. – 8 p.m. EST Monday through Friday (excluding federal holidays); email support and our customer online portal is available 24 hours a day 365 days a year.

Maximum Response Times:

- › 1 hour for crisis issues
- › 4-6 hours for critical issues
- › 24 hours for normal issues

Revize Support:

- ▶ **8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)**
- ▶ **24X7X365 Portal & Email Support**
- ▶ **Dedicated support staff to provide assistance and answer all questions**
- ▶ **New and existing user training**
- ▶ **Training refreshers**
- ▶ **Video tutorials and online training manual**
- ▶ **Automatic integration of enhancements**
- ▶ **E-Newsletter module support**
- ▶ **Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...**

Software Maintenance:

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. **As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.** When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

Revize Maintenance Covers:

- ▶ **4 CMS upgrades per year**
- ▶ **Software and modules upgrades (Automatic Install)**
- ▶ **Server Hardware & OS upgrades**
- ▶ **Immediate bug fixes/patches**
- ▶ **'Round the clock server monitoring**
- ▶ **Data Center network upgrades**
- ▶ **Security and antivirus software upgrades**
- ▶ **Firewall and router upgrades**
- ▶ **Bandwidth and network infrastructure upgrades**
- ▶ **Remote backup of all website assets**
- ▶ **Tape backup of all website assets**
- ▶ **Quarterly newsletters on major feature updates**
- ▶ **Regular Webinars on CMS features and usage**

Hosting Service

Revize has four state-of-the-art physical data centers located in Chicago, Detroit, San Diego and Houston with around-the-clock (24/7/365) monitoring of all server activities. Remote data backups are scheduled nightly with Carbonite data backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance, as well as accurate security and data restoration for your website. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to the several hours or days timeframe our competitors offer).

Revize provides our clients with **unlimited** data storage server space for each website. Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

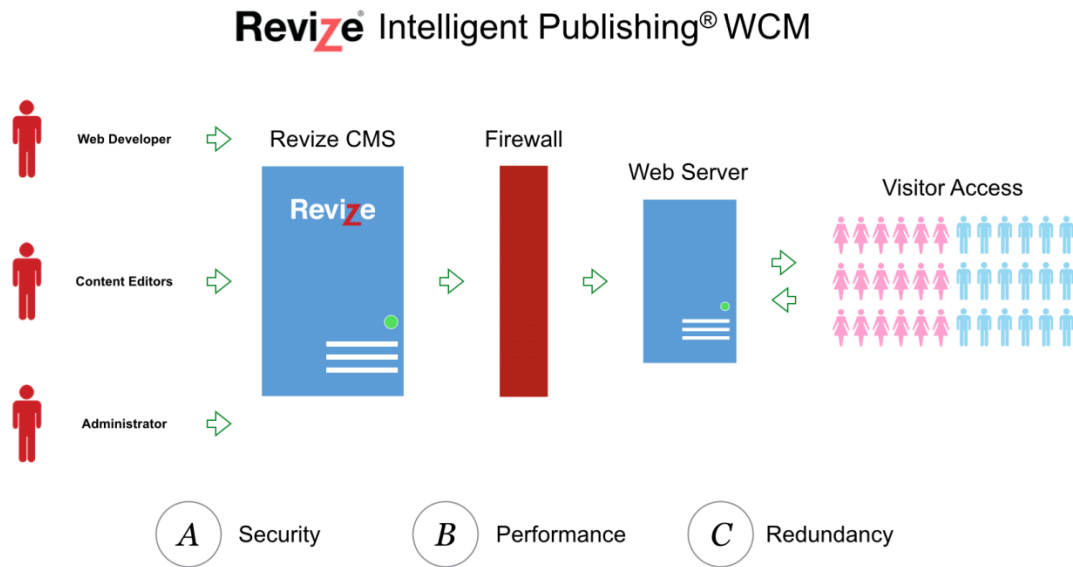
Security Controls and Protocols

- › Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- › Shield Plus Security Bundle to prevent DDoS attacks
- › Intrusion detection and prevention software (such as file integrity checking software)
- › Host-based firewalls to protect CMS servers from unauthorized access
- › Patch management software
- › Security and Authentication Gateways
- › Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- › HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- › SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS

Application Security Authentication

- › **Role-Based Security:** Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- › **Permission-Based Security:** Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
- › **Global & Department Workflow Management:** Create workflow management and approval processes where authorized department personnel become approvers for department level content changes. Or create global workflow where all content changes are routed through one central approver.

Revize Technology Architecture



The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

THOMAS JEAN

Proposal/Project Manager

As a Government Subject Matter Expert, business development and account executive, Thomas has brought to Revize a very special skill set. Not only does he sell Revize products and services, he is also a genuine subject matter expert when it comes to the inner workings of government. As an elected Township Trustee in Genesee Township Michigan, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background as an elected official, president of a non-profit organization, and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- ▶ **Philosophy:** As a township trustee, I know the challenges that elected officials face and what is important to them. I very much enjoy helping them by showing them all of the advantages of modernizing a community's technology.
- ▶ **Education:** BA degree in Political Science from University of Michigan; studied under top government academics.
- ▶ **Expertise:** Business development, business management, government procedure, public affairs, community development.
- ▶ **Role on your website project:** Account and client management

JOSEPH J NAGRANT

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government

discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- ▶ **Philosophy:** "Always put yourself in the client's shoes and do what is best for them."
- ▶ **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- ▶ **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- ▶ **Role on your website project:** Supervisor of account management between client and project team.

RAY AKSHAYA

Technical Director

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- ▶ **Philosophy:** "Work Hard, Help People and Live Honest."
- ▶ **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- ▶ **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- ▶ **Role on your website project:** Technical Director

SAMIR ALLEY

Creative Arts Director/Lead Designer

Samir has more than a decade of experience in managing web site design projects. He has deployed 260+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- ▶ **Philosophy:** "Empathy, Focus, and... Impute"
- ▶ **Education:** Design and Development Coursework, Wayne State University

- ▶ **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- ▶ **Role on your website project:** Graphic design of website and backup support.

TOM GOODEN

Website Developer/ Graphic Designer, Illustrator

Tom is a senior front-end developer and designer with Revize with more than 10 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent design work.

- ▶ **Philosophy:** Design and development are constantly evolving, and learning new methods and practices gives me a “geeky” excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose.
- ▶ **Expertise:** Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5
- ▶ **Role on your website project:** Graphic design of website and backup support.

DENISE BRAZIER

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state’s quality committee evaluating organizational policies and procedures for recognition.

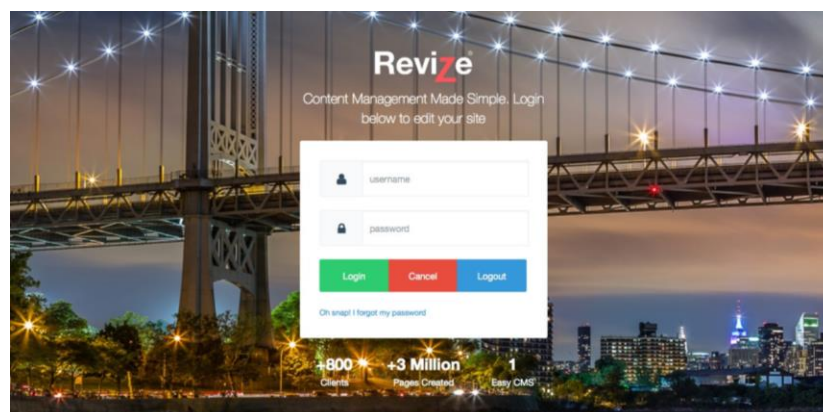
- ▶ **Philosophy:** “Always explain things in the terms of your audience to ensure their understanding”
- ▶ **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- ▶ **Expertise:** Training, education, teaching, public affairs and project management.
- ▶ **Role on your website project:** Trainer for the Content Management toolset and project manager

Revize Government CMS User Interface

1. Revize CMS User Interface Home Page



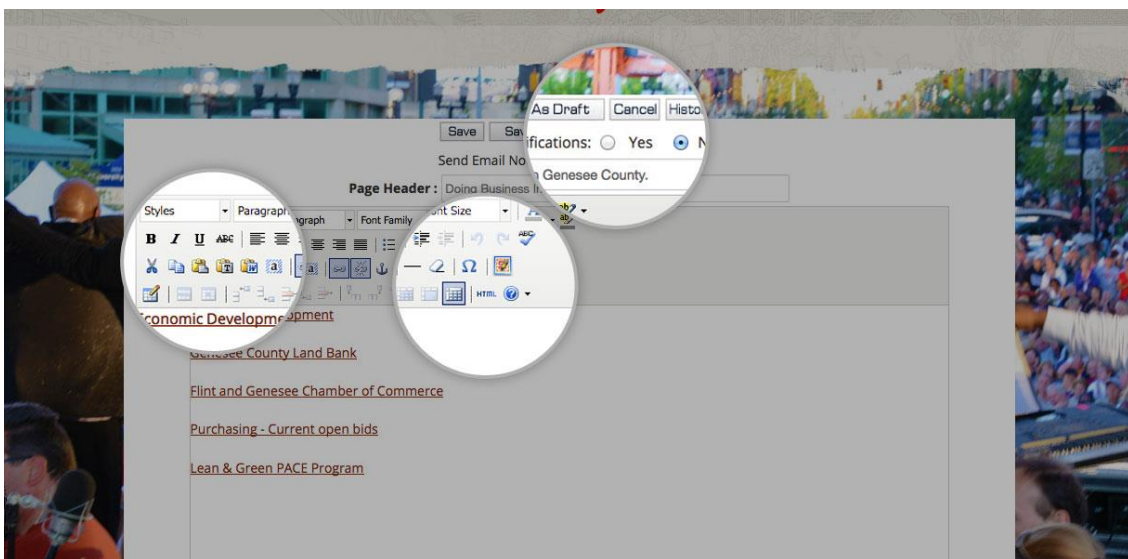
2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.



3. Edit buttons appear on the page after the Login executes. Based on user roles/permissions, the appropriate buttons are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.



After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

The Following Applications & Features will be integrated into Your Website Project

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- ▶ **Citizen's Communication Center Apps**
- ▶ **Citizen's Engagement Center Apps**
- ▶ **Staff Productivity Apps**
- ▶ **Site Administration and Security Features**
- ▶ **Mobile Device and Accessibility Features**

CITIZEN'S COMMUNICATION CENTER APPS:

- ✓ Notification Center with Text/Email Alerts
- ✓ Bid Posting
- ✓ Document Center
- ✓ Email Notify
- ✓ FAQs
- ✓ Job Posting
- ✓ Multi use Business Directory
- ✓ News Center with Facebook/Twitter Integration
- ✓ Online Forms
- ✓ Photo Gallery
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar
- ✓ "Share This" Social Media Flyout App
- ✓ Sliding Feature Bar
- ✓ Language Translator

CITIZEN'S ENGAGEMENT CENTER APPS:

- ✓ Citizen Request Center with Captcha
- ✓ Public Service Request
- ✓ Public Records Request App

- ✓ Citizen Connect (Community Blog)
- ✓ Parks Reservation App
- ✓ Online Bill Pay
- ✓ RSS Feed

STAFF PRODUCTIVITY APPS:

- ✓ Agenda Posting Center
- ✓ Job Posting App
- ✓ Image Manager
- ✓ iCal Integration
- ✓ Intranet
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Online Form Builder
- ✓ Staff Directory
- ✓ Website Content Archiving
- ✓ Website Content Scheduling
- ✓ Newsletter App

SITE ADMINISTRATION AND SECURITY FEATURES:

- ✓ Audit Trail
- ✓ Auto Site Map Generator
- ✓ Dreamweaver Extension (Revize API)
- ✓ History Log
- ✓ Intranet (Secure Area)
- ✓ URL Redirect Setup
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor
- ✓ Web Statistics and Analytics
- ✓ Workflows by Department

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ✓ Font Size Adjustment
- ✓ Alt-Tags
- ✓ Responsive Website Design (RWD) –Latest Government Design Trend to accommodate better viewing of text and graphics for any size screen, i.e smart phones, tablets, iPads, iPhones, Windows and Android devices

Revize Support Includes:

- ✓ 8 AM – 8PM EST Phone Support (Monday thru Friday)
- ✓ 24X7X365 Portal and Email Support
- ✓ Staff provides assistance and answers all questions
- ✓ Dedicated support staff
- ✓ New/existing user training
- ✓ Free Training Refreshers
- ✓ Video tutorials and online training manual
- ✓ Automatic integration of enhancements
- ✓ E-Newsletter Module support
- ✓ Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- ✓ Four major CMS upgrades per year
- ✓ Software and modules upgrades (automatic install)
- ✓ Server hardware and OS upgrades
- ✓ Immediate bug fixes/patches
- ✓ Round the clock server monitoring
- ✓ Data Center Network upgrades
- ✓ Security and antivirus software upgrades
- ✓ Firewall and router upgrades
- ✓ Bandwidth and network infrastructure upgrades
- ✓ Remote backup of all website assets
- ✓ Tape backup of all website assets
- ✓ Quarterly Newsletters on major feature updates
- ✓ Regular webinars on CMS features and usage
- ✓ Free website design upgrade every 5th year

Citizen's Communication Center Apps



NOTIFICATION CENTER

Simple Yet Powerful

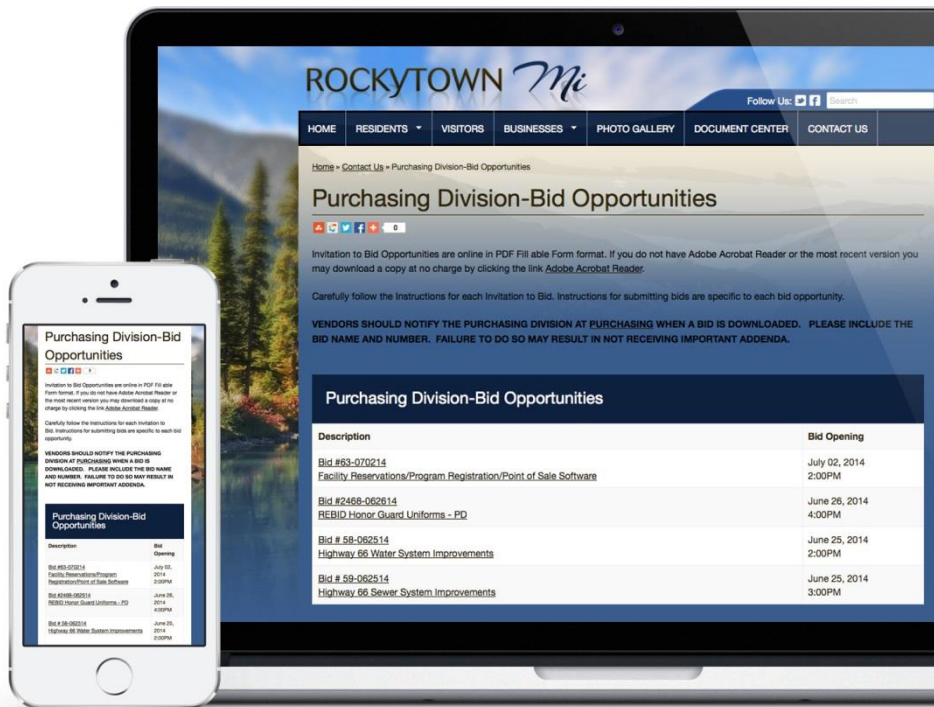
You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.



BID POSTING

Quick and Easy

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.

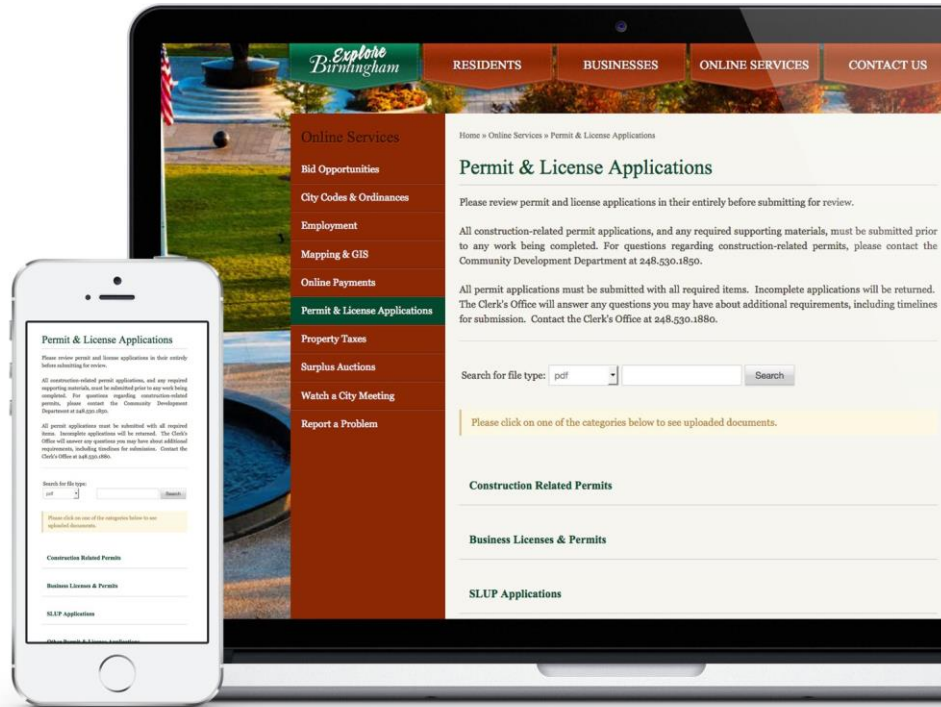




DOCUMENT CENTER APP

Documents Done Right

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.



FAQ

Handy and Convenient

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!





JOB POSTING

Find The Best

Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.

**CITY OF WEBSTER CITY
EMPLOYMENT APPLICATION**

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

PERSONAL INFORMATION

* Date

* Name
Last First Middle

* Address
No. Street City State Zip

* Social Security No.
Social Security No.

Telephone No.
Telephone No.

* Are you eligible for employment in the USA?
Are you eligible for employment in the USA?

State age if under 18
State age if under 18

* Have you ever been convicted of a felony?
Have you ever been convicted of a felony?

EMPLOYMENT DESIRED

* Position applying for
Position applying for

Rate of expected pay
Rate of expected pay

Were you previously employed by us?
Were you previously employed by us?

If yes, when?
If yes, when?

If your application is considered favorably, on what date will you be available for work?
If your application is considered favorably, on what date will you be available for work?



INTERACTIVE MAP

Navigate With Ease

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them to navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins

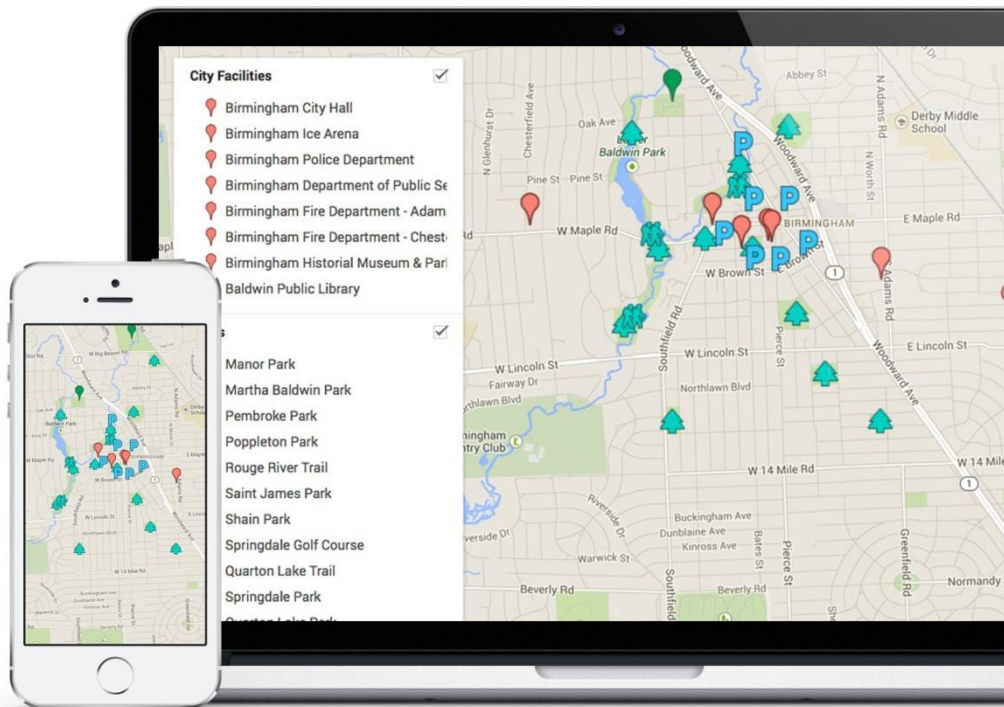
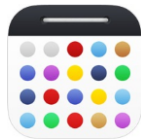




PHOTO GALLERY

Eye-Catching

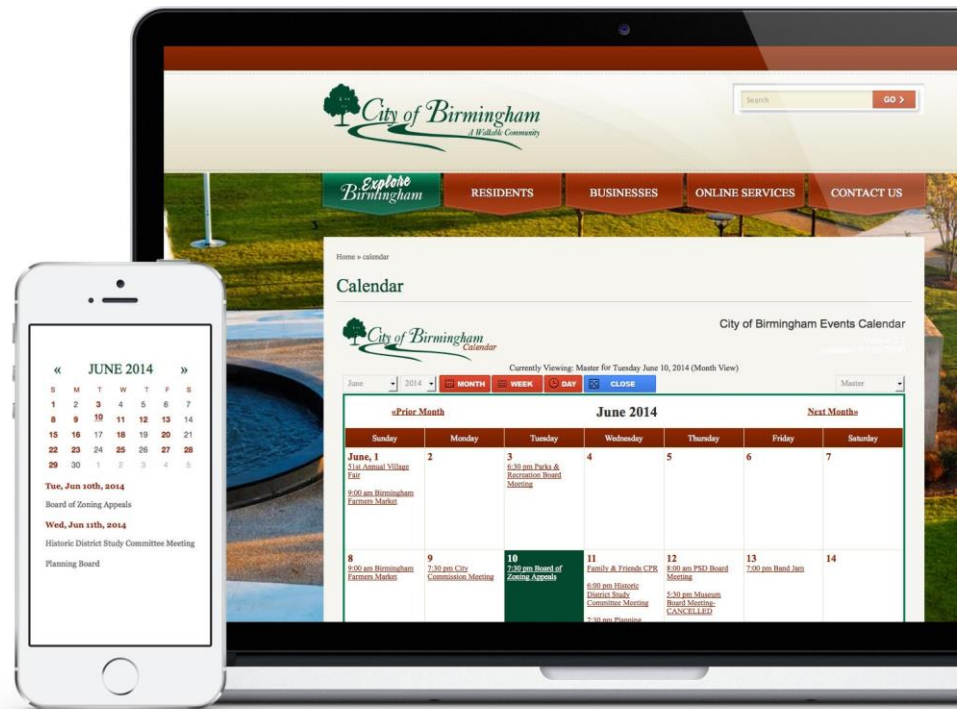
A picture is worth a thousand words and photos are a proven way to increase the amount of time people spend on any given website. Great for showcasing photos or videos of events in and around your community, the Photo gallery has a slider to scroll through photos and also has thumbnails for each picture with On/Off features.



Calendar App

Intuitive and Robust

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings





BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.



E-NOTIFY

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



NEWS CENTER WITH FACEBOOK INTEGRATION

Website visitors can see all the news stories in a given time frame on one full page of the website, they can click on subjects and get the full details of any specific news event. Users can also subscribe to news and press releases through email, RSS Feeds, Facebook and Twitter.



ONLINE FORMS

Using this module, you can create -- from scratch -
- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.



QUICK LINKS

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs.

Examples for users:

Where do I...Get Registered for Summer Camp

Where do I...Get a Marriage License



SHARING APP

Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.



SLIDING FEATURE BAR

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions



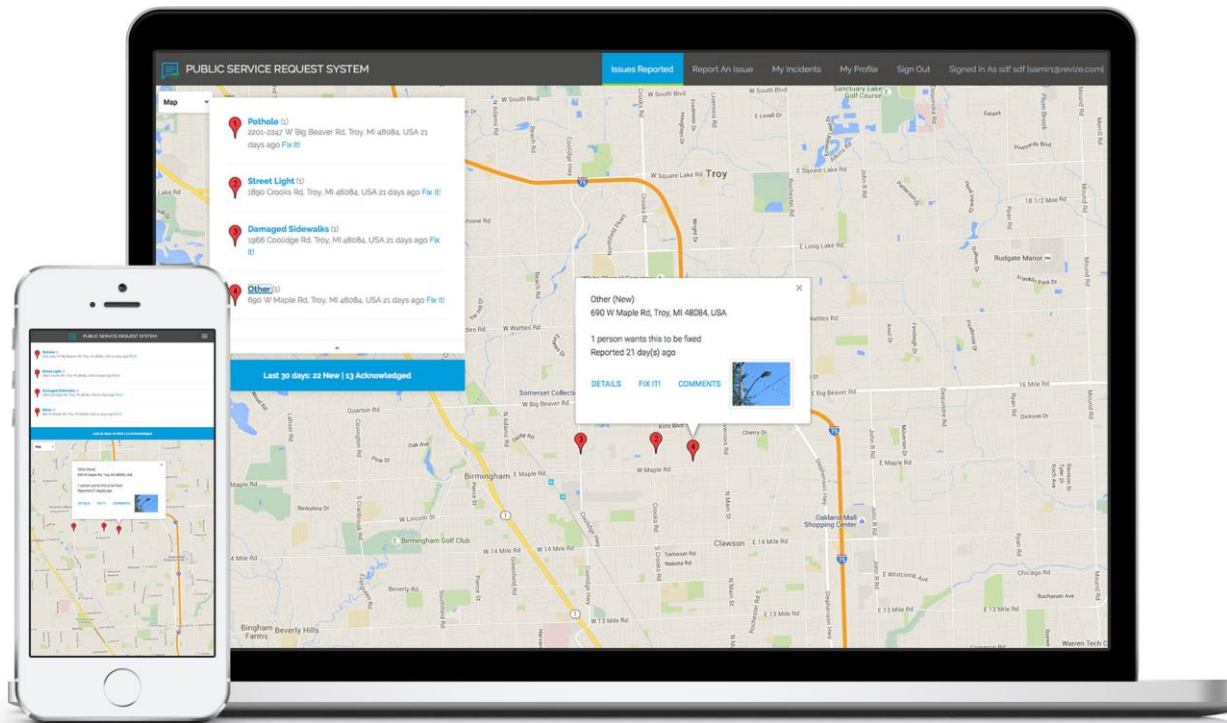
TRANSLATOR

Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.

Citizen's Engagement Center Apps:

PUBLIC SERVICE REQUEST APP

Make a Difference



1

Allows governments to easily track issues reported by citizens and provide resolution information and updates.

2

Integrates easily into government websites and works well on mobile devices as well as desktop and laptop computers.

3

Department managers will have the ability to route service requests within the department and automatic escalation can be set.



CITIZEN REQUEST CENTER

This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not a spam.



PUBLIC RECORDS REQUEST TRACKER

This app allows public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and automated response is generated with a unique tracking number. The system allows the full tracking, correspondence and online handling of all types of public record request. The record request form is very flexible and customizable for every municipality.



CITIZEN CONNECT

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).



PARKS RESERVATION

This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.



ONLINE BILL PAY

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments; Purchasing items on-line; or making donations to non-profit organizations.



RSS FEED

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.

Staff Productivity Apps



AGENDA POSTING CENTER

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.



JOB POSTING APP

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.



IMAGE MANAGER

Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.



INTRANET

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.



LINK CHECKER

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.



MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.



NEWS LETTER APP

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.



ONLINE FORM BUILDER

Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.



WEB CONTENT ARCHIVING

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.



WEB CONTENT SCHEDULE

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.

Site Admin & Security Apps



AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.



AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.



HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.



ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.



SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.



WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.



WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

Mobile Device and Accessibility Apps



ALT-TAGS

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.



FONT SIZE ADJUSTMENT

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.



RESPONSIVE WEB DESIGN

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, i.e., smart phones, tablets, iPads and iPhones.

Revize Web Services Sales Agreement

This Sales Agreement is between The City of Shawnee, Oklahoma ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 7-20-17

CLIENT INFORMATION:		REVIZE LLC:
Company Name:	<u>City of Shawnee</u>	Revize Software Systems
Company Address:	<u>16 W 9th St</u>	1890 Crooks, Suite 340
Company City/State/Zip:	<u>Shawnee OK 74801-6812</u>	Troy, MI 48084
Contact Name:	<u>Justin Erickson</u>	248-269-9263
Phone:	<u>405-878-1601</u>	
Email:	<u>jerrickson@shawneeok.org</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	Phase 1 – Project Planning and Analysis, onetime fee:	\$4,500.00
1	Phase 2 – Website Design, 1 concept, 3 rounds of changes, onetime fee: Includes Airport Template	\$13,100.00
1	Phase 3 & 4 – Revize Template Development, CMS module Integration, onetime fee:	\$15,600.00
1	Phase 5 – Quality Assurance Testing, onetime fee:	\$2,800.00
1	Phase 6 – Content Migration up to 1,475 webpages & documents from current site to new site :	\$6,400.00
1	Phase 7 – Content Editing/Administrator Training, one-day session, onetime fee:	\$1,100.00
1	Phase 8 – Go Live, onetime fee:	Included
1	Revize Annual Software Subscription, Tech Support, CMS Updates, and Website Hosting, pre-paid annual fee, Unlimited Users, Unlimited GB website storage: First year Included	\$5,900.00
1	Grand Total First Year	\$43,500.00

Five-year agreement with free website re-design during year four. Revize requires a check for \$23,500 to start this Initiative. The reminder will be due \$16,000 upon completion of phase 7 (training) and \$4,000 upon website go live. Revize annual services start the day of the Kick Off Meeting. Revize will take every reasonable step to have this website project ready for Go Live by December 15th, 2017. Kickoff meeting should be scheduled no later than 30 days from the date of this agreement.

Terms:

1. *Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.*
2. *Additional content migration, if requested, is available for \$3 per web page or document.*
3. *This Sales Agreement is the only legal document governing this sale.*
4. *Both parties must agree in writing to any changes or additions to this Sales Agreement.*
5. *This Sales Agreement is subject to the laws of the State of Oklahoma.*
6. *This agreement can be terminated at any time with 30-day notice.*
7. *Annual maintenance fee is subject to the annual budgetary appropriation of Client.*
8. *Client agrees to provide design changes/approval during phase 2 within 72 business hours.*

AGREED TO BY:

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person

Date:

CLIENT

REVIZE

Thomas Jean

Project Manager

Please sign and return to:

Thomas@revize.com

Fax 1-866-346-8880

The Following Applications & Features will be integrated into Your Website Project

Citizen's Communication Center Apps:

- ✓ Notification Center with Text/Email Alerts
- ✓ Bid Posting
- ✓ Document Center
- ✓ Email Notify
- ✓ FAQs
- ✓ Job Posting
- ✓ Multi use Business Directory
- ✓ News Center with Facebook/Twitter Integration
- ✓ Online Forms
- ✓ Photo Gallery
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar
- ✓ "Share This" Social Media Flyout App
- ✓ Sliding Feature Bar
- ✓ Language Translator

Citizen's Engagement Center Apps:

- ✓ Citizen Request Center with Captcha
- ✓ Public Service Request
- ✓ Public Records Request App
- ✓ Citizen Connect (Community Blog)
- ✓ Parks Reservation App
- ✓ Online Bill Pay
- ✓ RSS Feed

Staff Productivity Apps:

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- ✓ Online Form Builder
- ✓ Staff Directory
- ✓ Website Content Archiving
- ✓ Website Content Scheduling
- ✓ Newsletter App

Site Administration and Security Features:

- ✓ Audit Trail
- ✓ Auto Site Map Generator
- ✓ Dreamweaver Extension (Revize API)
- ✓ History Log
- ✓ Intranet (Secure Area)
- ✓ URL Redirect Setup
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor
- ✓ Web Statistics and Analytics
- ✓ Workflows by Department

Mobile Device and Accesibility Features:

- ✓ Font Size Adjustment
- ✓ Alt-Tags
- Responsive Website Design (RWD)

Amended Regular Board of Commissioners

4.

Meeting Date: 08/07/2017

CLO MOU

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration and possible action regarding a Memorandum of Understanding between the City of Shawnee and the State of Oklahoma, Commissioners of the Land Office related to master planning, engineering and installation of public improvements on land located in the SE quarter of Section 36, T11N, R3E.

Attachments

CLO MOU



Office of the City Manager

MEMORANDUM

AGENDA: August 7, 2017

TO: Honorable Mayor and Members of the City Commission

FROM: *Justin Erickson*
Justin Erickson, City Manager

RE: **Memorandum of Understanding between City and Commissioners of the Land Office**

SUMMARY AND BACKGROUND

The State of Oklahoma, Commissioners of the Land Office (CLO) own several hundred acres of land located north and south of Interstate 40, west of Kickapoo Street and east of Leo Street (see Attachment A for south holdings). Portions of this property have been sold or leased over the last two decades for commercial use. A recent example, is the Shawnee Marketplace development that sits on former CLO property.

Staff was recently made aware that the Shawnee Marketplace Phase 2 property was no longer under contract or lease by a private developer. Given the significance of the property and the potential development of land to the west, discussions were held with CLO staff regarding the launch of a collaborative effort to facilitate development of the CLO property, which would generate significant taxes for multiple parties and be a benefit to the State.

The attached Memorandum of Understanding (MOU), sets forth a cooperative agreement between the City and the CLO that provides for the following:

The CLO will be responsible for:

- Engaging a licensed engineering firm to produce an ALTA survey of CLO Land.
- Engineering firm will work with CLO, with the assistance of CITY, to develop a conceptual design and layouts for future development of CLO Land.
- CLO and Engineering firm will coordinate with CITY to properly plan for roads, utilities, drainage and other public improvements required.
- CLO will pay all costs for survey, conceptual design and layouts.

The CITY will be responsible for:

- Engineering of public improvements.
- Bidding work for public improvements.
- Project management, inspections, acceptance and ongoing maintenance for installed public improvements.

Further, the CLO and City agree to share the cost of any public improvements that are installed as part of this process. The geographic extent of this exercise is limited to the CLO property south of I-40 and may be further reduced as the planning process continues.

The MOU includes several “out clauses” for both parties should the cost of improvements be beyond the ability or desire of either party to fund. In such case, the survey, design, and engineering work will still be valuable for future development of the site by public or private parties.

The CLO does not normally collaborate with cities to the extent set forth in the MOU and this would provide a major opportunity to help induce additional economic development in the City. The CLO will consider the MOU at their Board meeting on August 10.

TIMEFRAME

It is anticipated that the planning and engineering work will take 6-12 months to complete. The City’s expenses at first will be limited to staff time to plan and design the site in cooperation with the CLO. Any major expenditure of funds for capital improvements will be brought back to the City Commission for consideration and authorization to bid or construct.

RECOMMENDATION

Staff recommends approval of the MOU between the City of Shawnee and the State of Oklahoma, Commissioners of the Land Office.

Attachments



Attachment A: State of Oklahoma property located south of I-40 and west of Kickapoo (and Marketplace Development)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered in to by the State of Oklahoma Commissioners of the Land Office ("CLO"), and the City of Shawnee, Oklahoma (CITY), (collectively, the "Parties") on this ____ day of _____, 2017.

RECITALS

WHEREAS, the CLO is willing to develop a master plan with a survey, conceptual design layout, phasing and potentially platting/zoning for CLO trust property located in the Southeast Quarter (SE/4) Section 36-11N-3 EIM, Pottawatomie County, Oklahoma containing 101.67 acres' m/l (CLO Land).

WHEREAS, the CITY is willing to contribute time and expense for public improvements engineering, project bidding, project management, inspections, acceptance and ongoing maintenance, of said public improvements to be located on said CLO Land.

WHEREAS, both CLO and CITY are each willing to pay for Fifty Percent (50%) of the cost for installation of public improvements.

WHEREAS, the purpose of this MOU is to further delineate the Parties' mutual expectations, agreements and requirements and to memorialize the understanding of the CLO and CITY for the potential development of the CLO Land, as set forth herein.

NOW THEREFORE, it is hereby acknowledged, the CLO and CITY agree to the following:

1. Master plan development. The CLO will be responsible for the following:
 - A) Engaging a licensed engineering firm to produce an ALTA survey of CLO Land.
 - B) Engineering firm will work with CLO, with the assistance of CITY, to develop a conceptual design and layouts for future development of CLO Land.
 - C) CLO and Engineering firm will coordinate with CITY to properly plan for roads, utilities, drainage and other public improvements required.
 - D) CLO will pay all costs for survey, conceptual design and layouts.
2. Engineering of Public Improvements. The CITY will be responsible for the following:
 - A) Engineering of public improvements.

B) Bidding work for public improvements.

C) Project management, inspections, acceptance and ongoing maintenance for installed public improvements.

3. Payment for Public Improvements Installation. CLO and CITY agree that each will pay Fifty Percent (50%) of the total cost for installation of platted public improvements developed on the CLO Land within the term of this agreement. Should the City of Shawnee receive financial assistance from Pottawatomie County for any portion of the installed public improvements, the City and CLO shall share equally in the cost savings.
4. Term of MOU. In the event the Parties do not conclude the proposed public improvement work contemplated in this MOU within twenty-four (24) months of the date hereof (the "Termination Date"), this MOU shall terminate and be of no further force or effect. The term of this MOU may be extended by a mutual written agreement signed by the authorized representatives of the Parties.
5. Performance. CLO shall have six (6) months from the date of this MOU in which to perform its survey, conceptual design and layout due diligence. The CITY shall have four (4) months from completion of the survey, conceptual design and layout phase to develop engineering specifications and cost estimates for public improvements. It is understood that either party's request for additional time shall be honored provided a good faith effort is being made to complete the work.
6. Public Improvement Installation: Parties shall have four (4) months from the date of completion of planning and engineering design (including cost estimates) to review and accept the public improvement development plan. At the end of this review period, and if accepted by both parties, CITY will prepare and deliver invitations to bid for the public improvement installation work, review bids. CITY, through consultation with CLO, will award, manage, inspect and accept the project. CLO will assist CITY in this task as requested. If in the opinion of either party, the cost estimates or actual bids are too high or funds are not available, the project may be placed on hold temporarily or indefinitely. Public improvements may also be completed in more than one phase if so accepted by both parties and as so indicated on a phasing plan. It is further understood that either party may need the approval of their respective governing body to proceed with construction and the expenditure of funds.
7. Cooperation. The Parties agree that each party's cooperation and assistance which may be furnished pursuant to this MOU shall be consistent with the availability of resources.
8. Counterparts. This MOU may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute a single document.

9. MOU Acceptance. The purpose of this Memorandum of Understanding is to reach an understanding on the general terms of a proposed agreement before expending the time and cost required for the proposed public improvement planning and construction project. It is understood that neither the CLO nor CITY shall incur any liability or obligation by reason of this MOU to the other unless and until this MOU is executed.

IN WITNESS, WHEREOF, the Parties hereto have executed this Memorandum of

Understanding on the date indicated below their signatures intending to be bound thereby.

CITY OF SHAWNEE, OKLAHOMA

COMMISSIONERS OF THE LAND OFFICE:

BY:

Name/Title

Harry Birdwell, President

Attest:

Amended Regular Board of Commissioners

5.

Meeting Date: 08/07/2017

P08-17

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone with a conditional use permit for property located at 1215 East Farrall Street to allow for a manufactured home. Case No. P08-17. Applicant: Lehomahte Wassana

Attachments

P08-17 Staff Rpt

P08-17 Ord

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE
CITY OF SHAWNEE
PLANNING COMMISSION

RECOMMENDATION FROM:

SUBJECT:

APPLICANT: Lehomahte Wassana
FOR: Conditional Use Permit
LOCATION: 1215 E. Farrall Street, Shawnee, OK
PROJECT#: 170664 Case# P08-17

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION: A-1; Rural Agricultural District
REQUESTED CLASSIFICATION: A-1; Rural Agricultural District w/ CUP
PROPOSED PROPERTY USE: Manufactured Home

PLANNING COMMISSION MEETING DATE: August 2nd, 2017

PLANNING COMMISSION RECOMMENDATION: Motion carried 5-0

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 5

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
CLINARD		X	X			
WALKER			X			
BERGSTEN (CHAIRMAN)						ABSENT
COWEN (VICE-CHAIRMAN)			X			
KIENZLE	X		X			
ROWELL			X			

RESPECTFULLY SUBMITTED,

Cheyenne Pettigrew

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

City of Shawnee
Planning Department
222. N. Broadway
Shawnee, OK 74801
(405) 878-1616
Fax: (405) 878-1587
www.ShawneeOK.org



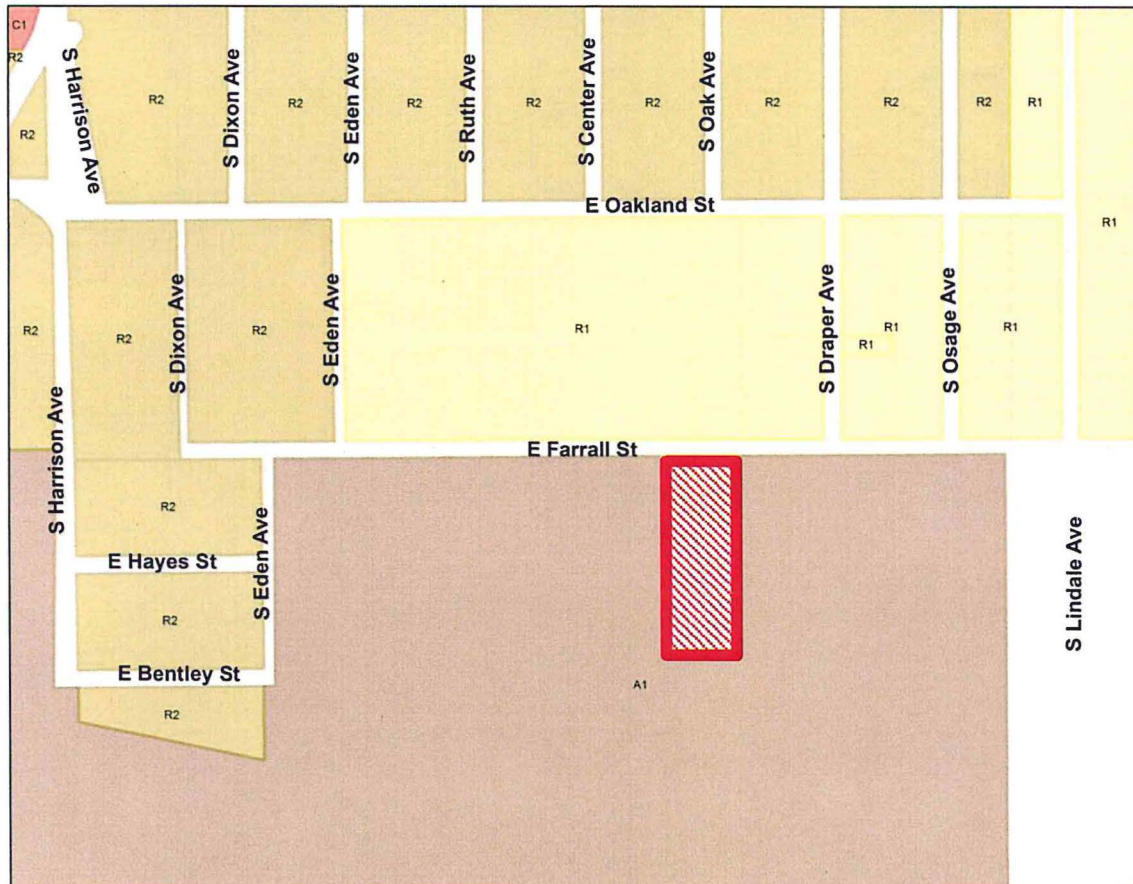
CASE # P08-17
PUBLIC HEARING DATE:
August 2nd, 2017
CITY COMMISSION DATE:
August 7th, 2017

APPLICANT:
Lehomahte Wassana

**910 Unit 21
Shawnee OK, 74801**

(405) 695-2899

PROPERTY ADDRESS/LOCATION: **1215 E. Farrall Shawnee OK, 74801**



The applicant, Lehomahte Wassana, is requesting Conditional Use Permit (CUP) approval for a manufactured home to be located at 1215 E. Farrall St. The property is currently zoned A-1 (Rural Agricultural) and is surrounded primarily by other Agricultural uses. The north side of Farrall St. is substantially zoned R-1 (Single Family Residential). The subject land is quite isolated from surrounding properties, with a tree-line buffer along Farrall St.

Per the City of Shawnee Zoning Code, a manufactured home is defined as a single-family dwelling built according to the United States Department of Housing and Urban Development Manufactured Home Construction and Safety Standards Act, which is a national preemptive building code. A manufactured home also: (1) includes plumbing, heating, air conditioning, and electrical systems; (2) is built on a permanent chassis; and (3) can be transported in one or more sections with each section at least eight (8') feet wide and forty (40') feet long when transported, or when installed on site is 320 square feet or greater. Homes built prior to June 15, 1976, even with modifications, do

not meet the HUD standards and cannot be accepted as compliant with the HUD code.				
EXISTING ZONING: A1	EXISTING LAND USE: Vacant Lot	SURROUNDING ZONING & LAND USE: A-1 (Agricultural)	School District: I-93 Shawnee	PROPERTY SIZE: 2.5 Acres
STAFF RECOMMENDATION				
Upon inspecting the site, Staff does recognize that several manufactured / mobile homes currently exist along the Farrall St. frontage. After reviewing the specifications and images of the proposed manufactured home, Staff finds that the quality is equal to or greater than the surrounding area.				
APPROVE		APPROVE WITH CONDITIONS		DENY
Staff has received no letters of protest from surrounding property owners.				
ATTACHMENTS: (CIRCLE)	SUBMITTED PLANS	PUBLIC HEARING PETITION/ APPLICATION FORM	LEGAL NOTICE	LEGAL DESCRIPTION
PUBLIC COMMENTS		AGENCY COMMENTS		RESPONSE TO STANDARDS

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only

Case Number: P08-17
Project Number: 170664
Date Filed: June 28th 2017
Cheyenne Pottier
Planning Commission Secretary

REQUEST:

☐ Rezoning
☒ Conditional Use Permit
☐ Rezoning w/Conditional Use Permit
☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from A-1 District to A-1 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 1215 E. FARRAL
LEGAL DESCRIPTION: A TRACT OF LAND DESCRIBED AS BEGINNING 644 FEET WEST OF THE NE CORNER OF THE SE QUARTER OF THE SW QUARTER OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 4 EAST, THEN WEST 165 FEET, THENCE SOUTH 660 FEET, THENCE EAST 165 FEET THENCE NORTH 660 FEET TO THE PLACE OF BEGINNING.
PROPERTY OWNER (S): LEHONAHTE WASSANA

PROPERTY AGENT (APPLICANT): LEHONAHTE WASSANA

APPLICANT'S ADDRESS: 910 SHAWNEE UNIT 21

CITY: SHAWNEE STATE: OK ZIP: 74801

EMAIL ADDRESS: LEHONAHTE@gmail.com

TELEPHONE NUMBER: (405) 695 2899 CONTACT NUMBER: (405) 423-6552

DIMENSIONS OF PROPERTY: AREA: _____ WIDTH: _____
LENGTH: _____ FRONTAGE: _____

CURRENT ZONING: A-1 CURRENT USE: Vacant Lot

PROPOSED ZONING: A-1 w/ CUP PROPOSED USE: Manufactured Home

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

APPLICATION, OWNERSHIP LIST AND PAYMENT
MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

[Signature]
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00
RECEIPT NO. 020519164

PLANNED UNIT DEVELOPMENT FEE \$ 550.00
SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns fee to City Commission Meeting)

PLANNING COMMISSION ACTION: _____ DATE: _____

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P08-17

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on an application for a Conditional Use Permit on property located within the City of Shawnee.

The applicant requests a conditional use permit for the following described property:

A tract of land described as beginning 644 feet West of the Northeast Corner of the Southeast Quarter (SE/4) of the Southwest Quarter (SW/4) of Section Twenty (20), Township Ten (10) North, Range Four (4) East, of the Indian Meridian, Pottawatomie County, Oklahoma, thence West 165 feet; thence South 660 feet; thence East 165 feet; thence North 660 feet to point of beginning. Also described as 1215 E Farrall Shawnee, OK.

General Location Known As:	<u>1215 E. Farrall Street, Shawnee, OK</u>
Current Zoning Classification:	<u>A-1; Rural Agricultural District</u>
Requested Zoning Classification:	<u>A-1; Rural Agricultural District w/ CUP</u>
Proposed Use of Property	<u>Manufactured Home</u>
Applicant:	<u>Lehomahte Wassana</u>

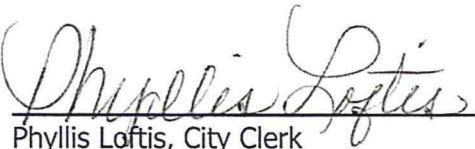
The public hearings will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

August 2 nd , 2017	AT 1:30 P.M.:	CITY OF SHAWNEE PLANNING COMMISSION
August 7 th , 2017	AT 6:30 P.M.:	CITY OF SHAWNEE CITY COMMISSION

At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the conditional use permit. The Commission reserves the right to limit discussion and debate on the proposed conditional use permit in the public hearing, in which event those persons appearing in support or opposition of the proposed conditional use permit will be allotted equal time. If there are any questions about the proposal, or you need additional information prior to the public hearing, please contact the Planning Department at 878-1616. A copy of the application is available for public inspection during normal working hours in the Planning Secretary's office at 222 N. Broadway.

Witness my hand this 13th day of July, 2017.

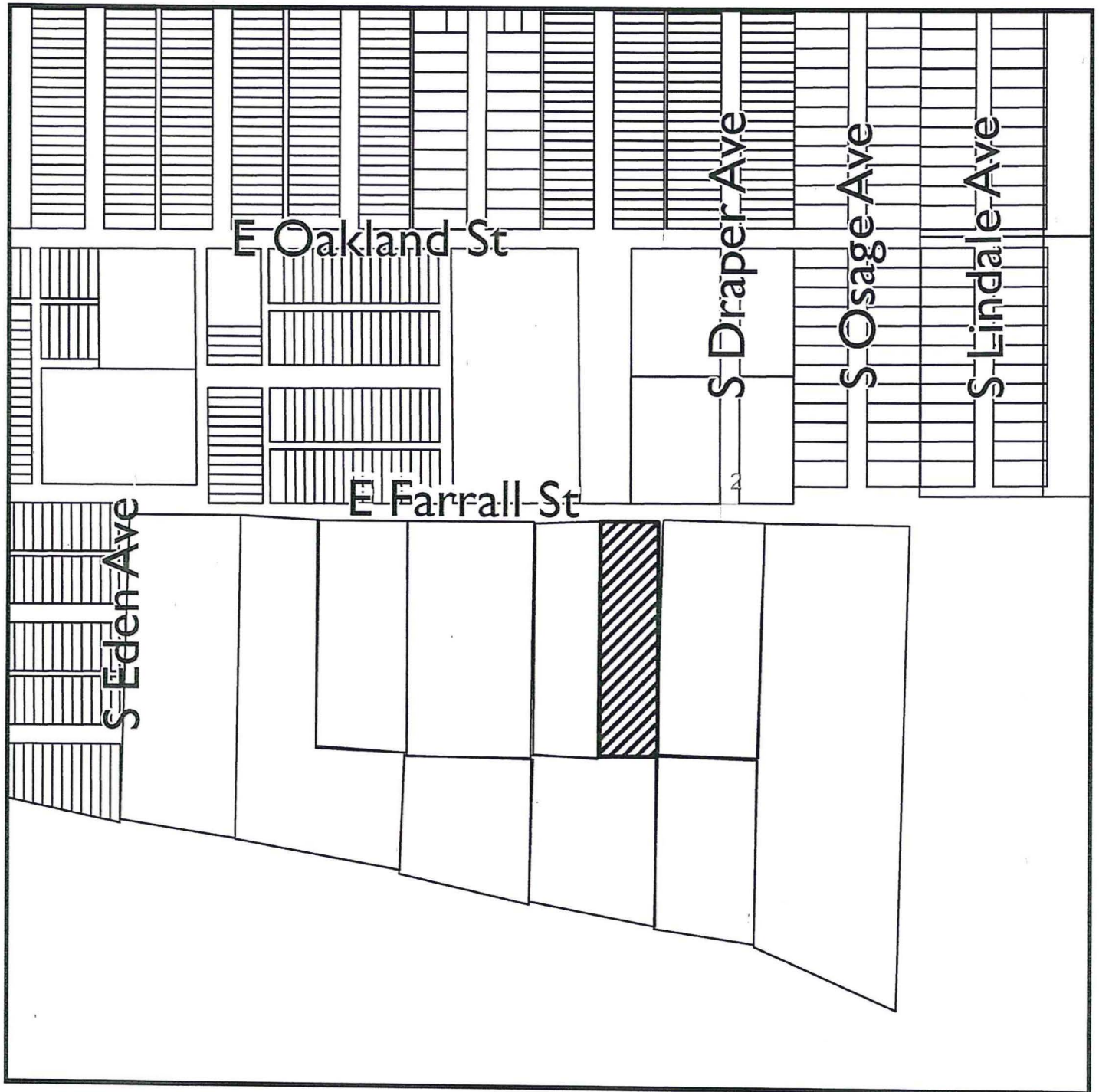



Phyllis Loftis, City Clerk

CASE # P08-17

CONDITIONAL USE PERMIT

1215 E. FARRALL



CERTIFICATE OF BONDED ABTRACTOR

300 FEET RADIUS REPORT

STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

The undersigned bonded abstractor in and for Pottawatomie County, State of Oklahoma, does hereby certify that the following Ownership is true and correct according to the current year's tax rolls in the office of the County Treasurer of Pottawatomie County, Oklahoma, as updated by the records of the County Clerk of Pottawatomie County, Oklahoma; that the owners, as reflected by said records, are based on the last conveyance or final decree of record of certain properties located within 300 feet in all directions of the following described land:

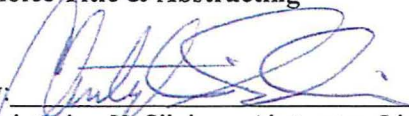
A tract of land described as beginning 644 feet West of the Northeast Corner of the Southeast Quarter (SE/4) of the Southwest Quarter (SW/4) of Section Twenty (20), Township Ten (10) North, Range Four (4) East, of the Indian Meridian, Pottawatomie County, Oklahoma, thence West 165 feet; thence South 660 feet; thence East 165 feet; thence North 660 feet to point of beginning. Also described as 1215 E Farrall Shawnee, OK.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from (1) to (2), both inclusive.

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and it is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the state of Oklahoma, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report, however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: 26th of June, 2017

Choice Title & Abstracting

By: 
Christopher H. Silvia Abstractor, License#4645
OAB Certificate of Authority #0167

OWNERSHIP LIST

1215 E FARRALL SHAWNEE OK 74801

CASEY WILSON

OWNER	LOT	BLK	ADDITION
ROY SADLER 1301 E FARRALL SHAWNEE OK 74801			20-10-4 BEG 380'W NE/C SE SW W264 S 660 E264 N660 1301 E FARRALL SHAWNEE OK 74801
MORRIS SHELTON PO BOX 3042 SHAWNEE OK 74802			20-10-4 BEG 974'W NE/C SE SW W330 S660 E330 N660 1135 E FARRALL SHAWNEE OK 74801
RICKEY & KATRINA STIDHAM 1307 E FARRALL SHAWNEE OK 74801			20-10-4 BEG SE/C SE SW N1320 W380 S1160.5 TO PT ON RR 1307 E FARRALL SHAWNEE OK 74801
BOARD OF COUNTY COMMISSIONERS 325 N BROADWAY SHAWNEE OK 74801	3	8	SPAULDING AP OUTLOT 8 NORTH SIDE OF E FARRALL
LUVERNE & RANDY BALL 15204 ROCK CREEK RD SHAWNEE OK 74801			20-10-4 BEG 809'W NE/C SE SW W165 S660 E165 N660 1201 E FARRALL SHAWNEE OK 74801
ERIC & PATTI SOLOMON 1214 E FARRALL SHAWNEE OK 74801	4 PT	8	SPAULDING AP OUTLOT 8 1214 E FARRALL SHAWNEE OK 74801
RHONDA HILL 1110 E FARRALL SHAWNEE OK 74801	ALL	11	SPAULDING OUTLOT 11 LESS PT 1110 E FARRALL ST SHAWNEE OK 74801
JOE MOODY JR 344 S DRAPER SHAWNEE OK 74801	4 PT	8	SPAULDING AP OUTLOT 8 344 S DRAPER SHAWNEE OK 74801
CHAD POWELL 340 S DRAPER SHAWNEE OK 74801	4 PT	8	SPAULDING AP OUTLOT 8 BEG S50 NE/C 338 S DRAPER SHAWNEE OK 74801
KEITH & VICKI WASHBURN 18214 GADDY RD SHAWNEE OK 74801	4 PT	8	SPAULDING AP OUTLOT 8 BEG NE/C LOT 4 322 S DRAPER SHAWNEE OK 74801
CHAD POWELL 340 S DRAPER SHAWNEE OK 74801	4 PT	8	SPAULDING AP OUTLOT 8 BEG S100 NE/C 340 S DRAPER SHAWNEE OK 74801
SAC & FOX HOUSING AUTHORITY 201 N HARRISON SHAWNEE 74801	5 PT	8	SPAULDING AP OUTLOT 8 N50' OF N100' LOT 5 319 S DRAPER SHAWNEE OK 74801
BOARD OF COUNTY COMMISSIONERS 14101 ACME RD SHAWNEE OK 74801	5 PT	8	SPAULDING AP OUTLOT 8 S50' LOT 5 321 S DRAPER SHAWNEE OK 74801

OWNERSHIP LIST

1215 E FARRALL SHAWNEE OK 74801

CASEY WILSON

LOGAN WOLLFORD 11552 NS 3640 SEMINOLE OK 74868	5 PT	8	SPAULDING AP OUTLOT 8 BEG S100' NW/C LOT 5 323 S DRAPER SHAWNEE OK 74801
JOHN TUCKER 325 S DRAPER SHAWNEE OK 74801	5 PT	8	SPAULDING AP OUTLOT 8 S165' LOT 5 325 S DRAPER SHAWNEE OK 74801







ORDINANCE NO. _____NS

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS BEGINNING 644 FEET WEST OF THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY (20), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST, OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA, THENCE WEST 165 FEET; THENCE SOUTH 660 FEET; THENCE EAST 165 FEET; THENCE NORTH 660 FEET TO POINT OF BEGINNING, ALSO DESCRIBED AS 1215 EAST FARRALL, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM A-1; RURAL AGRICULTURAL DISTRICT TO A-1; RURAL AGRICULTURAL DISTRICT WITH CONDITIONAL USE PERMIT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 7th day of August, 2017, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma from zoning classification A-1; Rural Agricultural District to A-1; Rural Agricultural District with Conditional Use Permit.

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to A-1; Rural Agricultural District with Conditional Use Permit.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: A TRACT OF LAND DESCRIBED AS BEGINNING 644 FEET WEST OF THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER (SE/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY (20), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST, OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA, THENCE WEST 165 FEET; THENCE SOUTH 660 FEET; THENCE EAST 165 FEET; THENCE NORTH 660 FEET TO POINT OF BEGINNING, ALSO DESCRIBED AS 1215 EAST FARRALL, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM A-1; RURAL AGRICULTURAL DISTRICT TO A-1; RURAL AGRICULTURAL DISTRICT WITH CONDITIONAL USE PERMIT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this _____ day of _____, 2017.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____, 2017.

JOSEPH VORNDRAN, CITY ATTORNEY

Amended Regular Board of Commissioners

6.

Meeting Date: 08/07/2017

P09-17

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Public hearing and consideration of an ordinance to rezone property located at 4010 North Kickapoo Street from R-1; Single Family Residential District to C-3; Highway Commercial District. Case No. P09-17. Applicant: Nelmon Brauning.

Attachments

P09-17 Staff Rpt

P09-17 Ord

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE
CITY OF SHAWNEE
PLANNING COMMISSION

RECOMMENDATION FROM:

SUBJECT:

APPLICANT: Nelmon Brauning

FOR: Rezone

LOCATION: 4010 N. Kickapoo Street, Shawnee, OK

PROJECT#: 170671 Case# P09-17

LEGAL DESCRIPTION:

SEE OWNERSHIP LIST

CURRENT CLASSIFICATION:

R-1; Single Family Residential District

REQUESTED CLASSIFICATION:

C-3; Highway Commercial District

PROPOSED PROPERTY USE:

Retial/Restaurant

PLANNING COMMISSION MEETING DATE: August 2nd, 2017

PLANNING COMMISSION RECOMMENDATION: Motion carried 5-0

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 5

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
CLINARD	X		X			
WALKER			X			
BERGSTEN (CHAIRMAN)						ABSENT
COWEN (VICE-CHAIRMAN)			X			
KIENZLE		X	X			
ROWELL			X			

RESPECTFULLY SUBMITTED,

Cheyenne Pettigrew

SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

ORDINANCE NO. _____

City of Shawnee
Planning Department
222. N. Broadway
Shawnee, OK 74801
(405) 878-1616
Fax: (405) 878-1587
www.ShawneeOK.org



CASE # P09-17
PUBLIC HEARING DATE:
August 2, 2017
CITY COMMISSION DATE:
August 7, 2017

APPLICANT:
**Nelmon
Brauning**

**35963 EW 99A
Seminole, OK 74868**

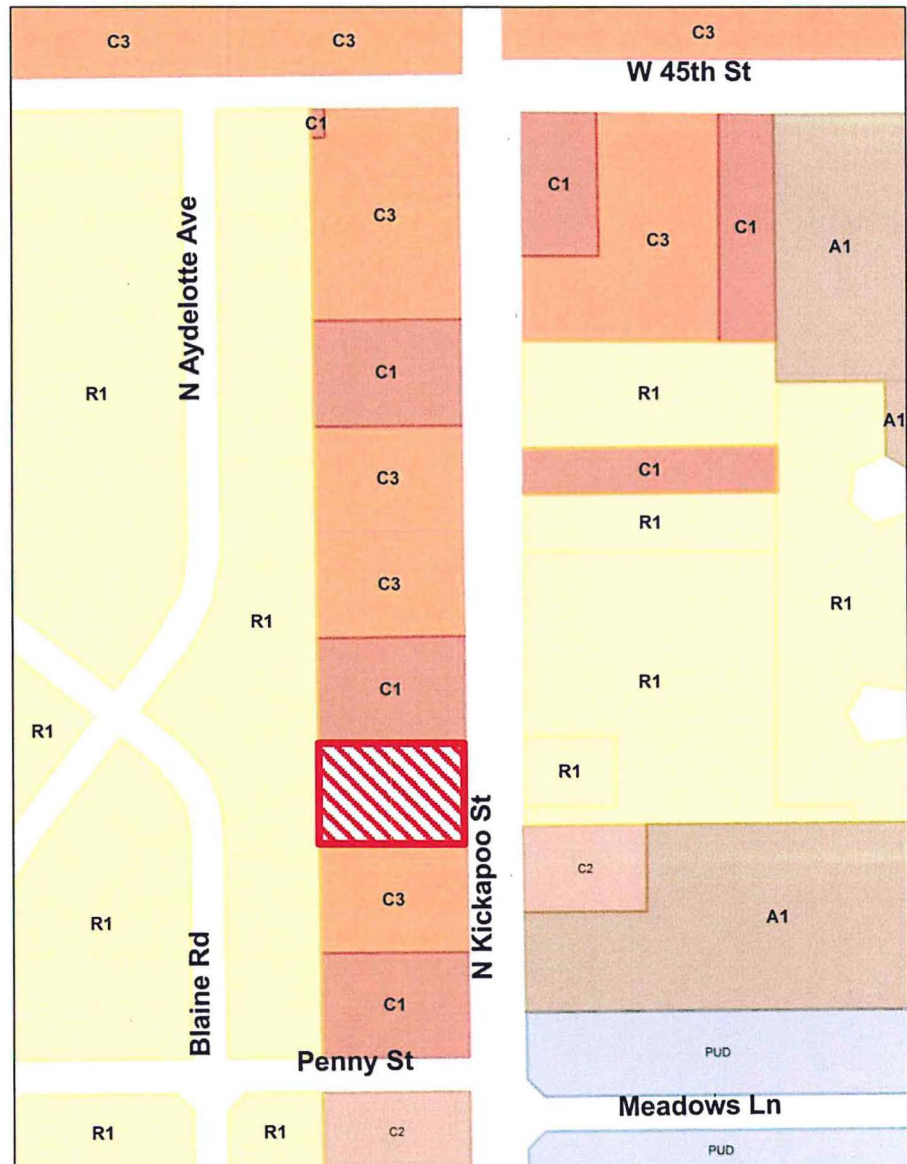
(405) 370-0394

PROPERTY ADDRESS/LOCATION:
**4010 N. Kickapoo Ave.
Shawnee, OK 74804**

The applicant, Nelmon Brauning, is requesting a rezone from R-1 (Single Family Residential) to C-3 (Highway Commercial) for a property located at 4010 N. Kickapoo. This property is generally located north of Penny Street, on the west side of Kickapoo Street.

The proposed use for this site is a restaurant or retail services. The subject site is approximately 0.72 Acres in size and is generally surrounded by other commercial uses. A rezone to C-3 does conform with the Shawnee Comprehensive Plan and remains consistent with similar rezoning cases in the area.

Staff has no objection to the requested rezone.



EXISTING ZONING: R1	EXISTING LAND USE: Residence	SURROUNDING ZONING & LAND USE: A-1 (Agricultural) R-1 (Single Family Residential) C-1(Neighborhood Commercial) C-2(Surburban Office Commercial) PUD (Planned Unit Development)	School District: I-93 Shawnee	PROPERTY SIZE: 0.72 Acres
STAFF RECOMMENDATION				
Based on consistency with the Shawnee Comprehensive Plan and the Shawnee Zoning Code, Staff does hereby recommend approval for the proposed from R1 (Single Family Residential) to C3 (Highway Commercial)				
APPROVE		APPROVE WITH CONDITIONS	DENY	
If approved for rezone, any construction on site would require: 1. A six (6') foot sidewalk along Union Ave. and 45th ST. 2. Landscaping to cover 10% of the overall site. 3. Façade treatment to a total of 60% where facing Harrison Ave. 4. Appropriate off-street parking. Staff has received no letters of protest from surrounding property owners.				
ATTACHMENTS: 1	SUBMITTED PLANS	PUBLIC HEARING PETITION/ APPLICATION FORM	LEGAL NOTICE	LEGAL DESCRIPTION
PUBLIC COMMENTS		AGENCY COMMENTS	RESPONSE TO STANDARDS	
Attachments:				
Exhibit 1: Letter from property owner.				

EXHIBIT

1

June 20, 2017

To Whom it may concern:

I William M. Malone, Owner of the property located at 4010 N Kickapoo Ave, Shawnee, OK ...Also known as Block 2 Lot 3 College View Addition to the city of Shawnee, hereby give Nelmon Brauning permission to rezone my property from R1 to C3.

Respectfully,

William E. Malone

William E. Malone

Date 6/20/17

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only

Case Number: P09-17
Project Number: 170671
Date Filed: June 29th 2017
Cheylene Pettisnew
Planning Commission Secretary

REQUEST:

☒ Rezoning
☐ Conditional Use Permit
☐ Rezoning w/Conditional Use Permit
☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from R1 District to C3 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 4010 N. KICKAPOO AVE. SHAWNEE

LEGAL DESCRIPTION: College View Add. BLOCK 2 LOT 3

PROPERTY OWNER (S): WILLIAM M. MALONE

PROPERTY AGENT (APPLICANT): NELMON BRAUNING

APPLICANT'S ADDRESS: 35963 EWING

CITY: SEMINOLE STATE: OK ZIP: 74868

EMAIL ADDRESS: nbrauning@hotmail.com

TELEPHONE NUMBER: (405) 370-0394 CONTACT NUMBER: (405) 370-0394

DIMENSIONS OF PROPERTY: AREA: .72 WIDTH: 151'
LENGTH: 207' FRONTAGE: 151'

CURRENT ZONING: RES CURRENT USE: RES

PROPOSED ZONING: C3 PROPOSED USE: Retail/Rest.

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

APPLICATION, OWNERSHIP LIST AND PAYMENT
MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

Nelson Brauning
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. 02057188

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

SIGN DEPOSIT \$ 50.00

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

PLANNING COMMISSION ACTION: _____ DATE: _____

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

CITY OF SHAWNEE
PUBLIC HEARING NOTICE
CASE #P09-17

Notice is hereby given that the City of Shawnee, Oklahoma, will conduct a public hearing on a proposed Rezone of property located within the City of Shawnee.

The property requesting rezoning is described as follows:

Lot Three (3), in Block Two (2), COLLEGE VIEW ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

General Location Known As:	<u>4010 N. Kickapoo Street, Shawnee, OK</u>
Current Zoning Classification:	<u>R-1; Single Family Residential District</u>
Requested Zoning Classification:	<u>C-3; Highway Commercial District</u>
Proposed Use of Property:	<u>Retail / Restaurant</u>
Applicant:	<u>Nelmon Brauning</u>

The "Zoning Map of the City of Shawnee, Oklahoma" will be amended accordingly to reflect such change if approved by the City Commission.

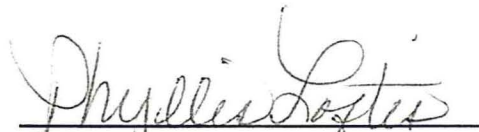
The public hearings will be held in the City Commission Chambers in City Hall, 16 W. 9th St. Shawnee, Oklahoma, as follows:

August 2 nd , 2017	AT 1:30 P.M.:	CITY OF SHAWNEE PLANNING COMMISSION
August 7 th , 2017	AT 6:30 P.M.:	CITY OF SHAWNEE CITY COMMISSION

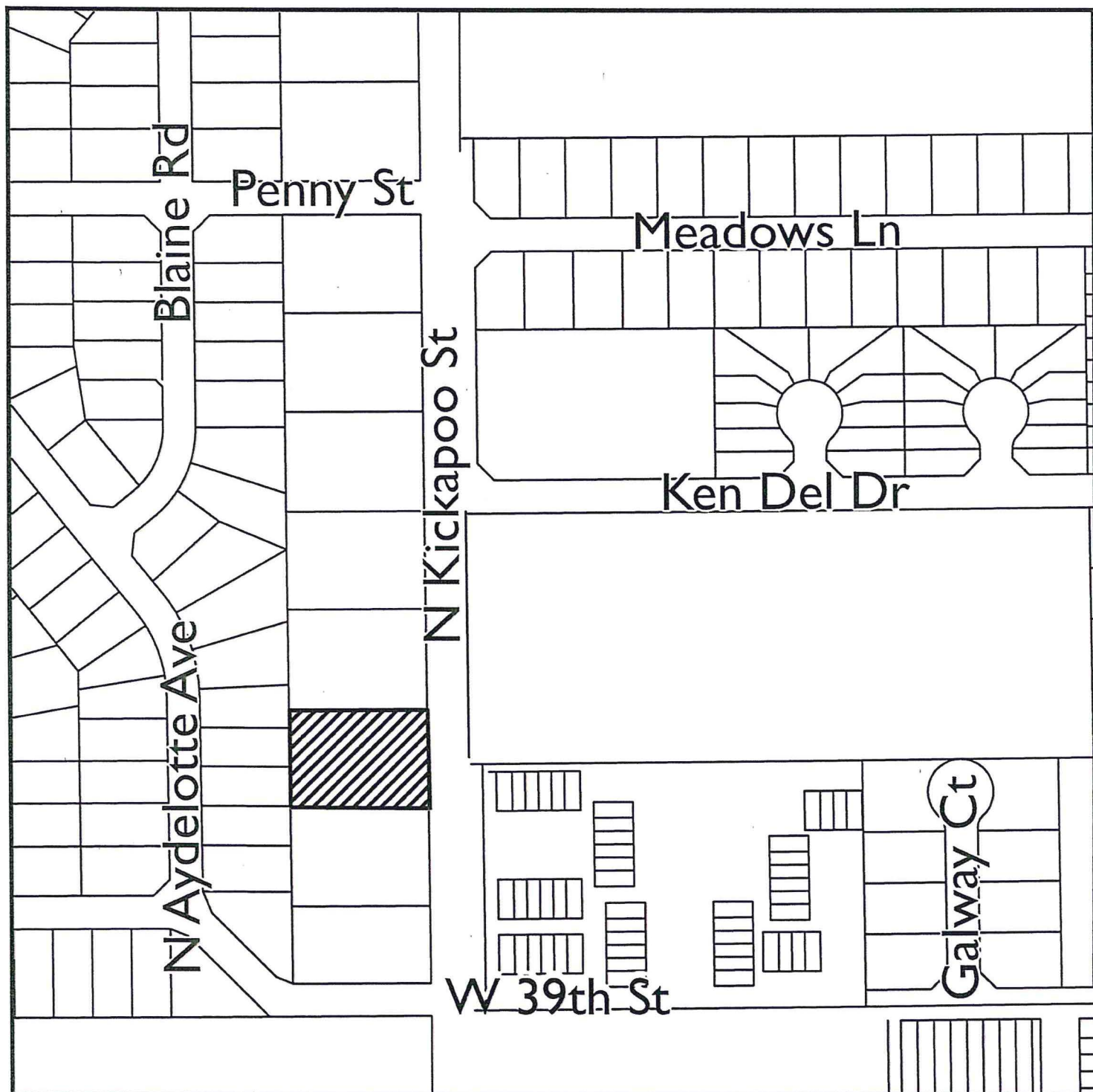
At this time any interested citizen of Shawnee, Oklahoma will have the opportunity to appear and be heard with regard to the rezone. The Commission reserves the right to limit discussion and debate on the proposed rezone in the public hearing, in which event those persons appearing in support or opposition of the proposed rezone will be allotted equal time. Any formal protest must be filed in writing with the City Clerk during normal working hours before 5:00 p.m. a minimum of three (3) days prior to the hearing. If there are any questions about the proposal, or you need additional information prior to the public hearing, please contact the Planning Department at 878-1616. A copy of the application is available for public inspection during normal working hours in the Planning Secretary's office at 222 N. Broadway.

Witness my hand this 13th day of July, 2017.




Phyllis Loftis, City Clerk

CASE # P09-17
REZONE
4010 N. KICKAPOO



STATE OF OKLAHOMA)
) §:
COUNTY OF POTTAWATOMIE)

By: Michelle Cook
Michelle Cook
Abstractor License No. 3286
OAB Certificate of Authority # 017
File No. 2252733-SH99

OWNERSHIP LIST

ORDER NO. 2252733

DATE PREPARED: June 30, 2017

EFFECTIVE DATE: June 23, 2017

OWNER	LOT	BLK	ADDITION
MALONE WM E & DREXEL W TRUST 4010 N KICKAPOO SHAWNEE OK 74804-0000	3	2	COLLEGE VIEW
MASON AMIR PROPERTIES, LLC 10601 S. WESTERN OKLAHOMA CITY, OK 73170	2	2	COLLEGE VIEW
ABSENTEE SHAWNEE TRIBE OF OKLA 2025 S GORDON COOPER DR SHAWNEE OK 74801-0000	1	2	COLLEGE VIEW
EDMONSON RANDY D SEPARATE HOLDINGS TRUST 4016 N KICKAPOO SHAWNEE OK 74804-0000	4	2	COLLEGE VIEW
SKS HOLDINGS 8801 NW 119 TH STREET OKLAHOMA CITY, OK 73162	5	2	COLLEGE VIEW
BROOKS LONNIE DEWAYNE 4101 BLAINE RD SHAWNEE OK 74804-0000	S4' OF 17 & ALL OF 18	1	BISON
LOHDEN WALTER M 4103 BLAINE RD SHAWNEE OK 74804-0000	S14' OF 16 & N66' OF 17	1	BISON
HOUSING AUTH OF THE CITY OF SHAWNEE P O BOX 3427 SHAWNEE OK 74802-0000	S9 OF 15 & N56' OF 16	1	BISON
ALDANA JENNIFER 4203 BLAINE RD SHAWNEE OK 74804-0000	N61' OF 15	1	BISON
GEAR RUSSELL CRAIG & DIANNA L 4205 BLAINE RD SHAWNEE OK 74804-0000	14	1	BISON
BURDINE KRISTIN 4207 BLAINE RD SHAWNEE OK 74804-0000	13	1	BISON

KATIE ELIZABETH ALLEN 4305 NORTH AYDELOTTE AVENUE SHAWNEE, OK 74804	10	1	BISON
ADAIR MANOI S 4303 N AYDELOTTE SHAWNEE OK 74804-1230	11	1	BISON
MINER AMANDA & HYRUM 4301 N AYDELOTTE SHAWNEE OK 74804-0000	12	1	BISON
RAMSEYER ANDREW R 4205 N AYDELOTTE SHAWNEE OK 74804-0000	1	2	BISON
OLERS BEAUTY LLC 16 GRANADA SHAWNEE OK 74804-0000	2	2	BISON
DAUMAN JIMMY D & MICHELLE L 4201 N AYDELOTTE SHAWNEE OK 74804-0000	3	2	BISON
DAUMAN JIMMY D & MICHELLE 4201 N AYDELOTTE AVE SHAWNEE OK 74804-0000	4	2	BISON
JONES C LEROY TR OF LEROY JONES REV TRUST 15 JUEL DR SHAWNEE OK 74804-0000	5	2	BISON
STONEHAM RICHARD L & KAREN L 4101 N AYDELOTTE SHAWNEE OK 74804-0000	6	2	BISON
JONES ANN E TRUSTEE OF THE ANN E JONES LIVING TRUST AGREEMENT 2010 N MINNESOTA SHAWNEE OK 74804-0000	7	2	BISON
MILES EILEEN 4104 BLAINE RD SHAWNEE OK 74804-0000	8	2	BISON
LITTLEHEAD DONNETTE 4202 BLAINE RD SHAWNEE OK 74804-0000	9	2	BISON
WHITED CLIFFORD E & PATSY J 4204 BLAINE RD SHAWNEE OK 74804-0000	10	2	BISON
WILLIAMS ZACHARY A 102 MEADOWS LN SHAWNEE OK 74804-0000	1	1	THE MEADOWS AP

LAVALLEY TOM H & LUCY C PO BOX 1743 SHAWNEE OK 74802-1743	2	1	THE MEADOWS AP
MYLES CARRIE 106 MEADOWS LN SHAWNEE OK 74804-0000	3	1	THE MEADOWS AP
NORTHWEST MISSIONARY BAPTIST XXXXXXXXXX XXXXXXXXXX OK -0			93-SU BEG 333'E SW/C NW NW N239' W125' S124' W208' S115' E333' POB. LAND 120
JONES RICHARD N LIVING TRUST P O BOX 1852 SHAWNEE OK 74802-1852			93-SU BEG 115'N & 33'E SW/C NW NW N125' E175' S124' W175' POB NW NW 6-10N-4E
FARLEY CHARLES TRACY & RICHARD FRAZIER FARLEY 13306 MUSSON RD SHAWNEE OK 74804-0000			93-SU BEG 289'N SW/C NW NW E183' N100' W183' S100' POB. NW 6-10N-4E
STOBER JAMES R & CYNTHIA A 4009 N KICKAPOO SHAWNEE OK 74804-0000			93-SU BEG 333'E SW/C NW NW E657' N264' W990' S25' E333' S239' POB. NW4 6-10N-4E
HOUSING AUTHORITY OF THE SAC & FOX NATION 201 N HARRISON SHAWNEE OK 74801-0000			BEG 690'S NW/C TH E420' N690' E570' S1056' W468.9' N21*W 13.72' N88*W 333.31' N 100'W183' N244'POB LESS PART PLATTED FOUR WINDS EST 2.85 Acres NW4 6-10N-4E
INTEGRO HOLDING COMPANY LLC P O BOX 720125 OKC OK 73172-0000			93-SU BEG 690'S NW/C LOT 4 E420' N78' W420' S78' POB.

ORDINANCE NO. _____NS

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: LOT THREE (3), IN BLOCK TWO (2), COLLEGE VIEW ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM R-1; SINGLE FAMILY RESIDENTIAL DISTRICT TO C-3; HIGHWAY COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

WHEREAS, pursuant to notice duly given as required by law, a public hearing conducted by the Board of Commissioners of the City of Shawnee, Oklahoma on the 7th day of August, 2017, upon an application to rezone certain properties located in the City of Shawnee, Oklahoma from zoning classification R-1; Single Family Residential District to C-3; Highway Commercial District.

WHEREAS, the Planning Commission of the City of Shawnee has conducted one or more public hearings on said application pursuant to notice as required by law and has submitted its final report and recommendation upon said application to the Board of Commissioners; and,

WHEREAS, it appears to be in the best interest of the City of Shawnee and the inhabitants thereof for said properties to be rezoned to C-3; Highway Commercial District.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

SECTION 1: That the following described property located in the City of Shawnee, Oklahoma, to-wit: LOT THREE (3), IN BLOCK TWO (2), COLLEGE VIEW ADDITION, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM R-1; SINGLE FAMILY RESIDENTIAL DISTRICT TO C-3; HIGHWAY COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

PASSED AND APPROVED this _____ day of _____, 2017.

RICHARD FINLEY, MAYOR

(SEAL)

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____, 2017.

JOSEPH VORNDRAN, CITY ATTORNEY

Amended Regular Board of Commissioners

7.

Meeting Date: 08/07/2017

S04-17

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a Final Plat for Avedis Park located at 1500 East Independence Street. Case No. S04-17. Applicant: ADG, PC

Attachments

S04-17 Staff Rpt

RECOMMENDATION TO:

MAYOR
BOARD OF CITY COMMISSIONERS
CITY OF SHAWNEE

RECOMMENDATION FROM:

CITY OF SHAWNEE
PLANNING COMMISSION

SUBJECT:

APPLICANT: ADG, PC
FOR: Final Plat for Avedis Park
LOCATION: 1500 E. Independence Street, Shawnee, OK
PROJECT# 170593 CASE# S04-17

PLANNING COMMISSION MEETING DATE: August 2nd, 2017

PLANNING COMMISSION RECOMMENDATION: Motion carried 5-0 w/ following conditions:

1. Sixty (60%) percent of the structural façade shall be of masonry material.
2. Site landscaping of ten (10%) shall be required.
3. Perimeter sidewalks, as proposed.
4. Proper site storm water detention.
5. Required fencing or dense landscaping where adjacent to residential properties.
6. All other applicable City standards apply.

VOTE OF THE PLANNING COMMISSION:

MEMBERS PRESENT: 5

MEMBERS:	1ST	2ND	AYE	NAY	ABSTAIN	COMMENTS
CLINARD			X			
WALKER		X	X			
BERGSTEN (CHAIRMAN)						ABSENT
COWEN (VICE-CHAIRMAN)			X			
KIENZLE	X		X			
ROWELL			X			

RESPECTFULLY SUBMITTED,

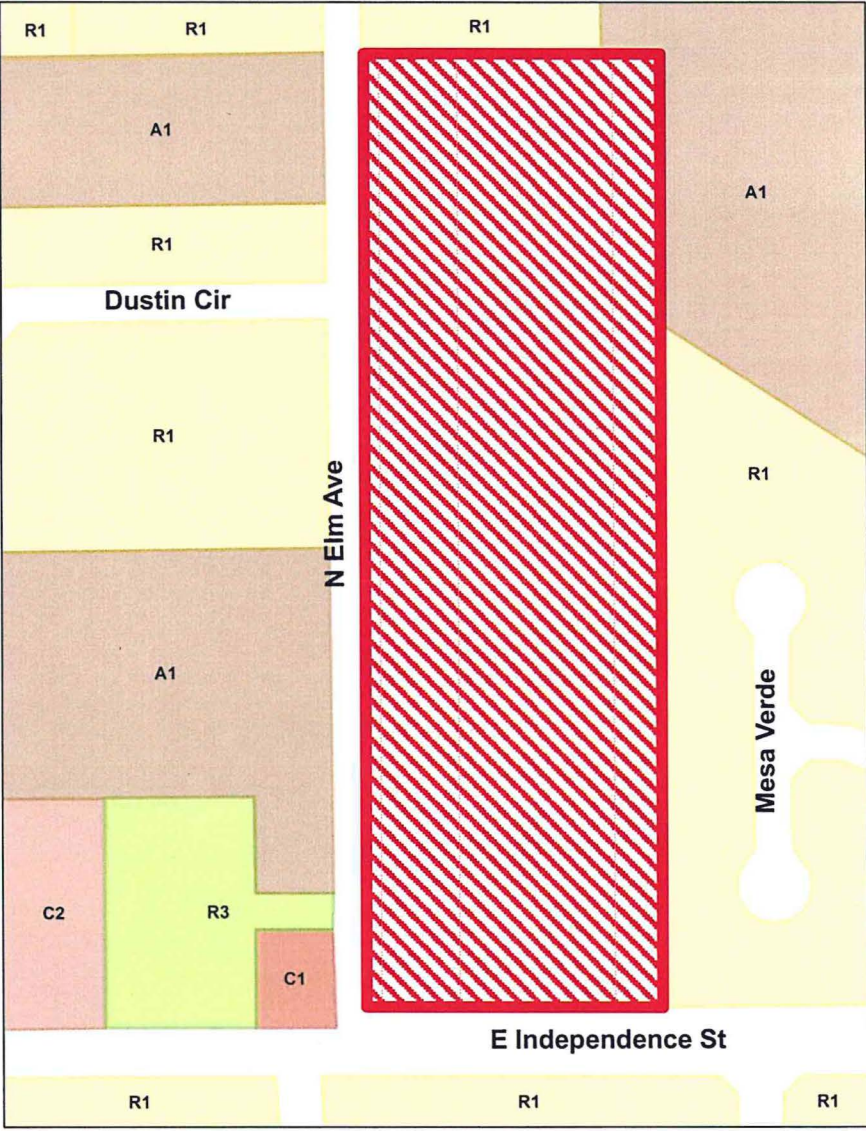
Cheyenne Pettigrew
SECRETARY, PLANNING COMMISSION

ACTION BY CITY COMMISSION:

PUBLIC HEARING SET: _____

DATE OF ACTION: _____

ADOPTED _____ DENIED _____

City of Shawnee Planning Department 222. N. Broadway Shawnee, OK 74801 (405) 878-1616 Fax: (405) 878-1587 www.ShawneeOK.org		CASE # S04-17 PUBLIC HEARING DATE: August 2nd, 2017 CITY COMMISSION DATE: August 7, 2017		
APPLICANT: ADG, PC 920 W. Main Shawnee, OK 74801 (405) 232-5700				
PROPERTY ADDRESS/LOCATION: 1500 E. Independence				
BRIEF SUMMARY OF REQUEST: The applicant is requesting final plat approval for Avedis Park, located at 1500 E. Independence. The preliminary plat and Planned Unit Development (PUD) were approved by the City Commission on October 17, 2016. Proposed on the subject site is one (1) single-story office building, approximately 7,000 square feet in size and will include a deck/patio. The office is centrally located with adequate parking, a private drive lined with trees, a detention pond, and perimeter sidewalks. Because only a small portion of the site will be developed, the applicant intends to preserve the abundance of existing trees, providing an environmental buffer between the site and surrounding homeowners.				
EXISTING ZONING: PUD	EXISTING LAND USE: Vacant	SURROUNDING ZONING & LAND USE: A-1 (Agricultural) R-1 (Single Family Residential) C-1(Neighborhood Commercial) C-2(Surburban Office Commercial)	School District: Grove	PROPERTY SIZE: 12 Acres

STAFF RECOMMENDATION

The subject final plat is in full conformance with the approved preliminary plat, PUD, and the City of Shawnee Subdivision Regulations; Therefore, Staff recommends approval of Avedis Park Final Plat.

Staff hereby recommends approval for the Avedis Park Final Plat , with the following conditions:

1. Sixty (60%) percent of the structural façade shall be of masonry material.
2. Site landscaping of ten (10%) shall be required.
3. Perimeter sidewalks, as proposed.
4. Proper site storm water detention.
5. Required fencing or dense landscaping where adjacent to residential properties.
6. All other applicable City standards apply.

APPROVE WITH CONDITIONS

DENY

Staff has received no letters of protest from surrounding property owners.

**ATTACHMENTS:
(CIRCLE)**

**SUBMITTED
PLANS**

**PUBLIC HEARING
PETITION/
APPLICATION FORM**

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

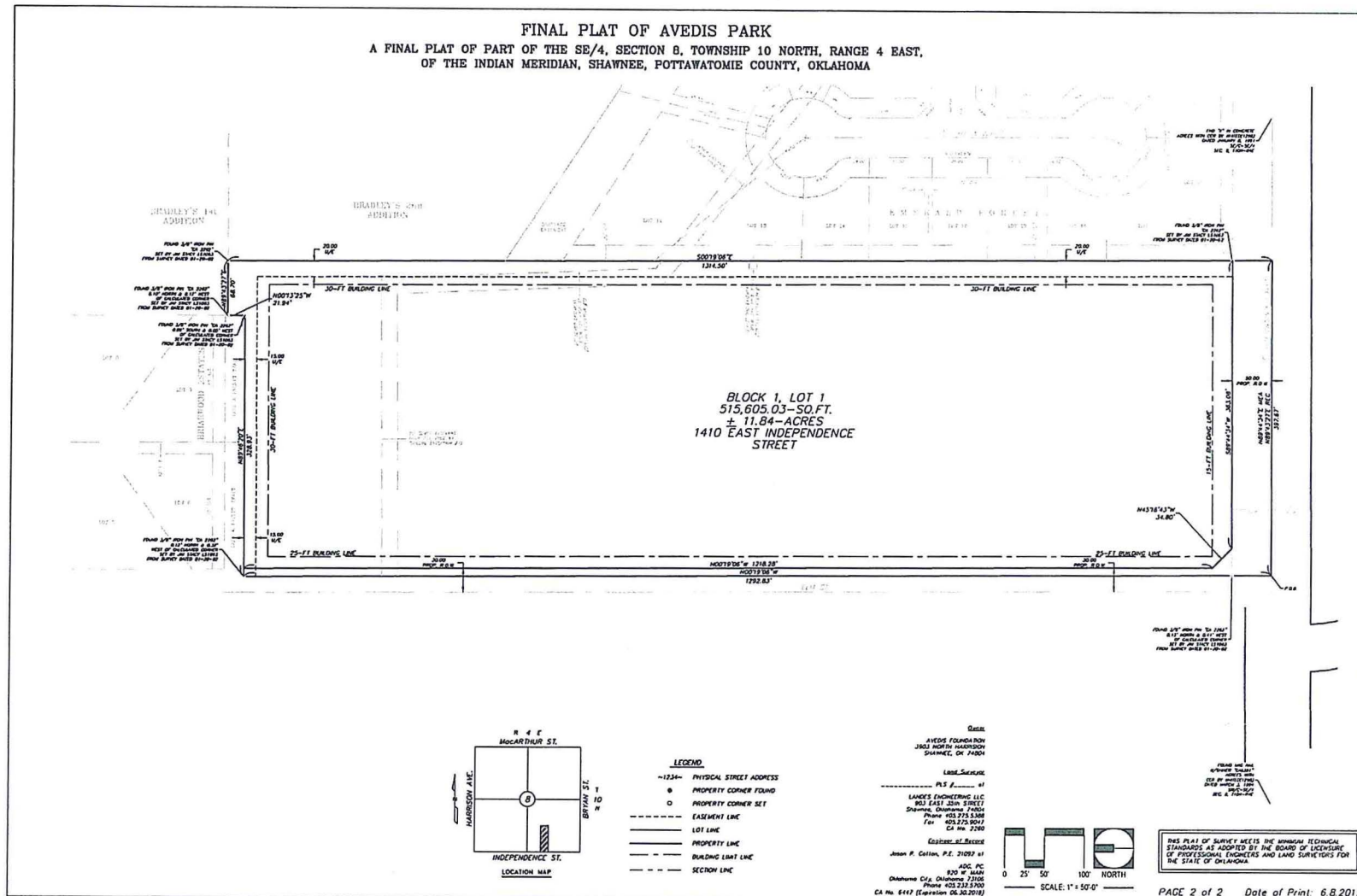
AGENCY COMMENTS

RESPONSE TO STANDARDS

Attachments:

Exhibit 1: Avedis Park Final Plat
Exhibit 2: Avedis Park Preliminary Plat

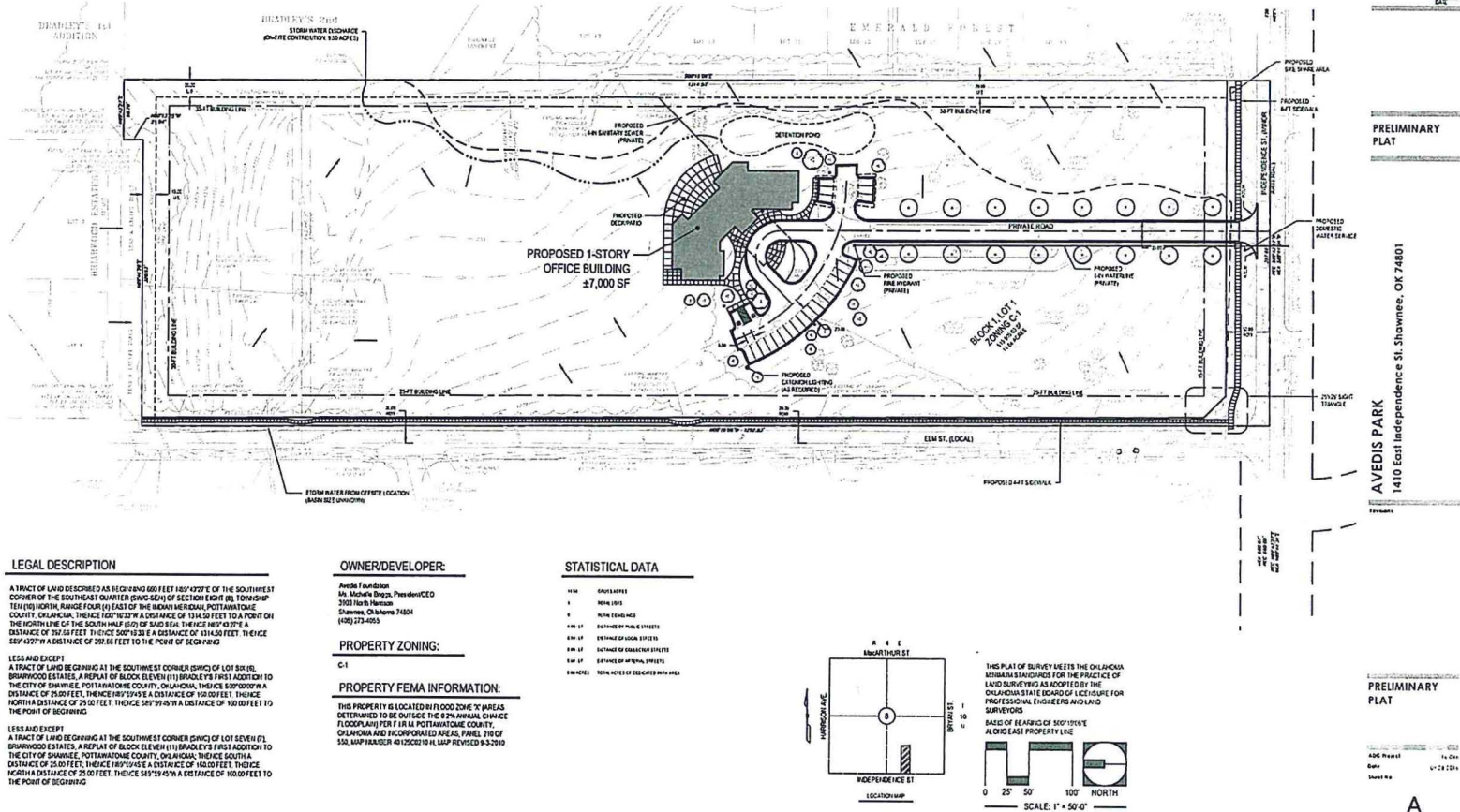
A FINAL PLAT OF PART OF THE SE/4, SECTION 8, TOWNSHIP 10 NORTH, RANGE 4 EAST,
OF THE INDIAN MERIDIAN, SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA



PRELIMINARY PLAT FOR
AVEDIS PARK
PART OF THE SE¼, SECTION 8, TOWNSHIP 10N, RANGE 4E
SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA

AIDG
920 W. MAIN
Oklahoma City, OK 73106
CA: 6447 expires: 6.30.2018
phone: 405.232.5700
web: www.aidgokc.com


 DE 28 76
 25



FINAL PLAT APPLICATION



City of Shawnee Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only

Case Number: 504-17
Project Number: 170393
Date Filed: June 12th 2017
Amount Paid: \$ 228.00
Receipt No.: 02052348

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1616 with any questions.

APPLICANT ADG, PC
APPLICANT ADDRESS 920 West Main Street
APPLICANT PHONE NUMBERS office 405.232.5700, cell 405.613.0022
EMAIL ADDRESS j cotton@adgokc.com
NAME OF PLAT Avedis Park
LOCATION 1500 East Independence Street, Shawnee, Oklahoma 74804
NUMBER OF ACRES 11.8-acres NUMBER OF LOTS 2

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00
PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS x 1 \$3.00
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST \$228.00

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00
PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS _____
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST _____

OWNER/DEVELOPER INFORMATION:

NAME Avedis Foundation, Ms. Michelle Briggs, President/CEO
ADDRESS 3903 North Harrison, Shawnee, Oklahoma 74804
CONTACT NUMBERS office 405.273.4055, cell 405.990.9739
EMAIL ADDRESS michelle@avedisfoundation.org

PROJECT ENGINEER INFORMATION:

NAME ADG, PC, Mr. Jason Cotton
ADDRESS 920 West Main Street
CONTACT NUMBERS office 405.232.5700, cell 405.613.0022
EMAIL ADDRESS j cotton@adgokc.com

APPLICATION, SITE PLAN, CONSTRUCTION DOCUMENTS, PAYMENT, ETC... MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

Amended Regular Board of Commissioners

8.

Meeting Date: 08/07/2017

Discuss Election

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion and possible action to direct staff regarding potential election items including, but not limited to, a charter change regarding election processes to clarify terms of office and Ward 6 Commissioner election for remainder of term.

Attachments

No file(s) attached.

Amended Regular Board of Commissioners

9.

Meeting Date: 08/07/2017

Ch 12 Muni Ct

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action on an ordinance amending Ordinance No. 2520NS, which shall re-instate Chapter 12, Section 13, of the Shawnee City Code entitled "Municipal Courts – *Failure to Appear Before the Court.*"

Attachments

Ch 12 Muni Ct Ord

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO 2520NS, DATED OCTOBER, 21, 2013, TO INCLUDE SECTION 56, WHICH SHALL RE-INSTATE CHAPTER 12, SECTION 13 OF THE SHAWNEE CITY CODE CHAPTER ENTITLED “MUNICIPAL COURTS - *FAILURE TO APPEAR BEFORE THE COURT*”; PROVIDING FOR SEVERABILITY, CODIFICATION, AND REPEALER; AND DECLARING AN EMERGENCY.

WHEREAS, the Code of Ordinances of the City of Shawnee must be amended from time to time to comply with the laws of the State of Oklahoma and the Charter of the City of Shawnee; and

WHEREAS, the Mayor and City Commission have determined that other amendments must be made for the more efficient and practical operations for the City of Shawnee:

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

Section 1. AMENDATORY. That Section 56 of Ordinance No. 2520NS is now included, specifically to be codified as Sec. 12-13 of the City Code is hereby incorporated and amended to read as follows:

Section 12-13. Failure to appear before the court.

- (a) Any person who is charged with a violation of this Code and who, having been duly issued a summons or citation or having been arraigned and released on recognizance or having made a promise to appear and violates such recognizance or fails to answer the summons or citation or fails to honor a promise to appear and does not voluntarily appear before the court on the appointed date and time, regardless of the disposition of the charge for which the summons or citation was originally issued, shall be guilty of an offense.
- (b) Any person who shall violate this section by failing to appear in the municipal court shall be deemed guilty of an offense and, upon conviction, shall be punishable by a fine not exceeding \$500.00 and costs.

Section 2: SEVERABILITY. The provisions of this ordinance are severable and, if any sentence, provision, or other part of this Ordinance shall be held invalid, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this ordinance.

Section 3: CODIFICATION. This Ordinance shall be codified in the Shawnee Municipal Code, and the codifier is authorized to set out the ordinance as appropriate.

Section 4: REPEALER. All sections, subsections, clauses, and sentences of existing law in conflict with this ordinance, are repealed.

Section 5: EMERGENCY. Because it is necessary for the protection of the public’s health, safety, and welfare, an emergency is declared to exist. This ordinance shall be effective immediately upon its passage and publication.

PASSED AND APPROVED this _____ day of _____, 2017.

RICHARD FINLEY, MAYOR

ATTEST:

(SEAL)

PHYLLIS LOFTIS, CMC, CITY CLERK

Emergency separately approved this _____ day of _____, 2017.

RICHARD FINLEY, MAYOR

ATTEST:

(SEAL)

PHYLLIS LOFTIS, CMC, CITY CLERK

Approved as to form and legality this _____ day of _____, 2017.

JOSEPH M. VORNDRAN
CITY ATTORNEY

Amended Regular Board of Commissioners**10.**

Meeting Date: 08/07/2017

CM Rpt

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

City Manager Report

AttachmentsCM Rpt 07-2017

City Manager Report

July 2017

Highlights

Cops and Kids and Blue Zones® Events August 26

Two exciting events are occurring on August 26. The Blue Zones Kickoff event occurs from 10:00-12:00 at the Performing Arts Center at Shawnee High School. For more information, please see: <https://pottawatomie.bluezonesproject.com/>

From 1:00-4:00 PM the City and area law enforcement agencies will host the **Cops and Kids** event (see flyer on Page 5) at Woodland Park in downtown Shawnee.

Commission Approves TIF Agreement

The Shawnee City Commission approved an agreement with the Center for Economic Development Law on July 17. The firm will assist the City as it examines its Tax Increment Financing District and assesses downtown revitalization efforts and tools.

The process is expected to be completed by the end of the year and could include a new or modified financing district. The current district (which does not increase taxes) has generated approximately \$700,000 for downtown streetscape improvement efforts since 2003.

OTHER UPDATES BY DEPARTMENT

Finance/Treasurer Report

Sales Tax. July sales tax collected was \$1,537,860 compared to July 2016 we are up \$62,340 or 4.22 percent. It is a great start to the new year, but we all know that sales tax can be up one month and down the next. So, we need to remember to Shop Shawnee!

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 Southside Sewer Plant, Water Treatment



Meetings and Noteworthy Items

City Commission – August 7, August 21
Planning Commission – August 2, September 6
Beautification Meeting – August 17
Traffic Commission – August 22

Other Important Dates

Touch-A-Truck: August 12- Shawnee Mall
OBU Move-In Day- August 19 (traffic on University Drive will be East bound only)

Back to School in Shawnee- August 17

Third Friday Block Party- August 18

Cops and Kids Event, August 26, 1-4 PM, Woodland Park

Blue Zones Launch Event, August 26, 10:00-12:00, Shawnee Performing Arts Center

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/

City Manager Report

July 2017



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 will start within a couple of weeks.

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 6/8/16. SRB will collect up to a maximum of 2500 manholes over three months. Work began the week of June 13th. Data Collection is 100% complete. SRB presented the Sewer Map and Hydraulic Model to SMA on March 22nd, 2017 in OKC. The Model and GPS Data was delivered on April 17th, but was incomplete. The Sewer Model is 100% complete and GPS Data has a few minor details needed before completion. SRB delivered 96% of the data, original expectations was 88%. City staff is inputting the data into our maps and locating the few manholes that were not found.

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. We have added two Parks to the Design Phase through funding allocated for the new fiscal year. The next public meeting will be planned when the newly added parks have preliminary designs that the public can review and comment on.

Engineering and Streets

Rehab Concrete Streets Project. The project was awarded to MTZ Construction in the amount of \$480,250. MTZ is currently working on the streets in Northridge Addition, north of MacArthur. 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. MTZ is scheduled to meet with Shawnee Streets Superintendent on Monday, July 17, 2017, to go over locations that MTZ will be working.

Kickapoo Street from Farrall to Spur. ODOT has approved the supplemental contract with Poe & Associates to complete the design and right of way plans for the project. The supplemental contract was approved at the July 10, 2017, ODOT Transportation Commission Meeting. We hope to have a revised, tentative schedule outlined very soon.

Avedis/City Sidewalk Project. Project was awarded to MTZ construction in the amount of \$503,555.00. Construction of this project has been underway for the past several months and the Contractor has completed sidewalks on both sides of Main Street from Harrison to Pestoum, and along both sides of Wallace Street from Kickapoo to Broadway. MTZ has moved over to Center Street and began sidewalk construction along east side from Independence at KidSpace Park and working north towards Independence Street.

City Manager Report

July 2017



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 45th 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.

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

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

Fire Department

Station 2 Rehab/Renovation. Jim Cooley Construction was given official notice to proceed on the construction phase of this project on July 1, 2017. They have 275 days to complete the project without penalty which would make the target completion date April 2, 2018. The demolition phase of the construction on this project is nearly complete (photo below) and the structural engineer is scheduled to re-evaluate the remaining "red-iron" structure on Tuesday, August 1.

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

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

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



City Manager Report

July 2017



Captain John Brunacini, who designed the Blue Card program. That training is scheduled on August 22, 23 and 24.

Police Department

Administration. New officers have begun their FTO training phase. The Department has received several donations in the form of either monetary or supplies from local business to help with covering expenses for Cops & Kids event set on August 26 and would like to thank the community for the support.

Patrol. Members of Swat and officers from department participated in the Community Renewal Kids Camp. Ordered three Ford Explorer police units. Received new Tasers for all officers on patrol.

CID. Of the 26 cases assigned to detectives; 16 were cleared and 10 cases filed with DA's Office. They were also called out 3 times assisted 17 other agencies and recovered property valued at \$4,994.38.

Animal Control. Contractor completed cutting the holes in the walls for dog kennel doors so remodeling is nearing completion. Currently using the expanded kennel space for overflow. The expansion is operational, which provides greater capabilities in the number of animals that can be housed.

Dispatch. Starting hiring process to fill 3 dispatcher positions, beginning with Critical testing at GCTC on August 7.

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

Land lease. Lease approved for Brown Derby Drive-In by the City Commission on July 17.

Environmental Study. H.W. Lochner was hired to perform an environmental study of 2.48 acres of non-aeronautical land.

City Manager Report

July 2017



The City is pleased to introduce two of our new officers to the community. Zachary Andrews (R) and Brad Sherrill (L). Officer Andrews and Officer Sherrill are CLEET certified and will start the Field Training Program the week of July 31.

Cops and Kids is coming up on August 26. This will be the first time this event has happened in around 10 years. Police staff and the Shawnee Police Foundation are currently raising funds and trying to get the word out so that lots of families will come to enjoy a fun and educational time with lots of emergency responders. A special thank you to all participating agencies!

Cops N Kids

August 26, 2017
101 E. Highland Shawnee OK
1-4PM

Woodland Park

Join City, Tribal, County and State Emergency Responders as they combine forces with one another to host Cops N Kids Event on Saturday, August 26 from 1-4 p.m. at 101 E. Highland

Events will include:

- * Rides in emergency vehicles and the opportunity to safely experience emergency responder equipment
- * Dunk tank
- * Face painting
- * Games and scavenger hunt
- * Inflatables
- * Finger printing
- * Petting zoo
- * Prizes and giveaways
- * Bicycle maintenance and bike rodeo (kids must provide their own bikes to participate in the bike rodeo)
- * Car seat checks
- * Fire alarm giveaways
- * Tow sack races
- * 3 Legged Races

Food and drinks will be provided to guests!

Amended Regular Board of Commissioners

13.

Meeting Date: 08/07/2017

Enter ES

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider an Executive Session for discussion and possible action on litigation pending against the City of Shawnee by Wesley Treece (Workers Compensation Court Case No. 2009-05510R) as authorized by 25 O. S. §307(B)(4) on the recommendation of counsel that public discussion would impair the ability of the City Attorney to adequately defend the City.

Attachments

No file(s) attached.

Amended Regular Board of Commissioners

14.

Meeting Date: 08/07/2017

Discuss ES

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider matters discussed in Executive Session regarding pending against the City of Shawnee by Wesley Treece (Workers Compensation Court Case No. 2009-05510R) as authorized by 25 O. S. §307(B)(4) on the recommendation of counsel that public discussion would impair the ability of the City Attorney to adequately defend the City.

Attachments

No file(s) attached.
