

AGENDA
BOARD OF CITY COMMISSIONERS
February 20, 2018 AT 6:00 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 for February 5, 2018 regular meeting.
 - b. Acknowledge the following reports:
 - License Payment Report for January 2018
 - Project Payment Report for January 2018
 - c. Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Randy Newton.
 - d. Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Diane Smith.
 - e. Acknowledge a Declaration of Gift for a 2013 White Ford Taurus Sedan to the City of Shawnee Police Department.
2. Citizens Participation

(A three minute limit per person)
(A twelve minute limit per topic)
3. Presentation by City Manager to Employee of the Month, Rebecca Reyes, Utility Billing Department.
4. Consider a resolution of appreciation to Diane Smith for over 33 years of service to the City of Shawnee and presentation to Diane Smith.
5. Consider approval of a contract with RDG Planning and Design for an update to the City's Comprehensive Plan.

6. Discussion, consideration, and possible action to approve a prorated increase in funding to the Shawnee Economic Development Foundation in accordance with the clause related to the merger with the Greater Shawnee Area Chamber of Commerce in the *Agreement Between the City of Shawnee and Shawnee Economic Development Foundation* for Fiscal Year 2017-2018. (Deferred from the February 5, 2018 City Commission meeting.)
7. Acknowledge Sales Tax Report received February 2018.
8. City Manager Report
9. New Business
(Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda)
10. Commissioners Comments
11. 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)

Regular Board of Commissioners

1.a.

Meeting Date: 02/20/2018

CC Minutes 02-05-2018

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes for February 5, 2018 regular meeting.

Attachments

Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
FEBRUARY 5, 2018 AT 6:00 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, February 5, 2018 at 6:00 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

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Lesha Shaw
Commissioner Ward 5

Ben Salter
Commissioner Ward 6

ABSENT: None

INVOCATION

Don Lynch,
Emergency Management Director

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Minutes for January 16, 2018 regular meeting and January 17, 2018 Special Call meeting.
- b. Acknowledge the following minutes:
 - Shawnee Beautification Committee Minutes from December 21, 2017 meeting.
- c. Approve Change Order No. 2 for Fire Station No. 2 Rehab Project.

- d. Acceptance of a letter of credit in lieu of completing public improvements for Chicken Express Addition, authorizing obtainment of signatures and recording of final plat.
- e. Approve prorated increase in funding to the Shawnee Economic Development Foundation in accordance with the clause related to the merger with the Greater Shawnee Area Chamber of Commerce in the *Agreement Between the City of Shawnee and Shawnee Economic Development Foundation* for Fiscal Year 2017-2018.
- f. Mayor's Appointments

Shawnee Library Board

Brent Newsom 1st Full Term
Replaces Robert Currie – Resigned

Expires 06/30/2020

Shawnee Beautification Committee

Carla Smith 1st Full Term
Appointment to New Committee

Expires 01/01/2021

Commissioner Shaw asked that Consent Agenda Item 1(e) be pulled for separate consideration. A motion was made by Commissioner Bushong, seconded by Vice Mayor Harrod, to approve Consent Agenda Item Nos. 1 (a-f), less item 1(e). Motion carried 7-0.

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

NAY: None

Regarding Consent Agenda Item No. 1(e), Commissioner Shaw asked for the item to be deferred to allow time for her to meet with the City Manager and City Attorney to discuss the item.

A motion was made by Commissioner Shaw, seconded by Mayor Finley, to defer Consent Agenda Item No. 1(e) to the February 20, 2018 City Commission meeting. Motion carried 6-1.

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

NAY: Rutherford

AGENDA ITEM NO. 2:

Citizens Participation
(A three-minute limit per person)
(A twelve-minute limit per topic)

Danielle Mason-Rains, Interim President at Visit Shawnee Inc., introduced herself to the Mayor and Commissioners.

Holly Gordon announced the 3rd Friday Event will be held on Friday, February 16, 2018. Ms. Gordon reported that more businesses were getting involved in the monthly event. Friday, February 23rd is the Blue Zones Community Glow Ride starting at 5:30 p.m. at the Blue Zones Office located at 420 East Main Street.

Peggy Cook, Regional Coordinator and Interim Branch Manager at the Shawnee Public Library, introduced herself to the City Commissioners. She stated she likes getting to know the City staff and leaders and is thankful for the continued support of the Shawnee Public Library.

AGENDA ITEM NO. 3:

Presentation by Ashley Hill, Producer/
Community Relations Representative for the
C-SPAN Cities Tour.

Ashley Hill, Producer/Community Relations Representative for the C-SPAN Cities Tour, introduced herself to the City Commission and Staff. She stated C-SPAN is based out of Washington D.C. and are partners with Vyve Broadband. Ms. Hill announced C-SPAN is looking to turn the spotlight on communities like Shawnee by interviewing local authors and businesses. C-SPAN will be holding a Community Outreach event at the Shawnee Public Library at 11:00 a.m. Tuesday, February 6th. The City of Shawnee tour will air March 3rd and 4th on C-SPAN, and will also be available to view online at c-span.org/citiestour.

AGENDA ITEM NO. 4:

Consider acceptance of real property from Pottawatomie County (808 West Main Street), the releases of liens, and the lease of said property to Community Renewal to facilitate the establishment of a community garden.

City Manager Justin Erickson gave a staff report explaining the location at 808 West Main Street will be used to facilitate a community garden under the management of Community Renewal.

A motion was made by Commissioner Gillham, seconded by Commissioner Rutherford, to accept the real property from Pottawatomie County, located at 808 West Main Street, release of liens, and authorize the City Manager to engage in a lease of said property to Community Renewal to facilitate the establishment of a community garden. Motion carried 7-0.

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

NAY: None

AGENDA ITEM NO. 5:

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. 6:

Commissioners Comments

Commissioner Shaw had two clarifications for the January 16, 2018 minutes regarding her comments under Agenda Item No. 17. The first clarification is that she had hoped Avedis would be breaking ground soon on their new location on Independence. The second clarification regarding the Fire Department responding to a water leak at her residence, she wanted to clarify that it was two Fire Department staff who had responded and stopped the leak.

Commissioner Shaw asked how far the Blue Zones Community Glow Ride was going to be. Ms. Holly Gordon advised the bike ride would be approximately three miles.

Vice Mayor Harrod said the Central District Livestock Show at the Heart of Oklahoma Exposition Center was a success with high attendance.

Commissioner Bushong urged citizens to get the influenza shot to limit their chances of contracting the flu virus this season.

AGENDA ITEM NO. 7:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:19 p.m.)

RICHARD FINLEY, MAYOR

(Attest)

LISA LASYONE, CMC
DEPUTY CITY CLERK

Regular Board of Commissioners

1.b.

Meeting Date: 02/20/2018

Acknowledge Reports

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following reports:

- License Payment Report for January 2018
 - Project Payment Report for January 2018
-

Attachments

License Pymt Rpt

Project Pymt Rpt

2/01/2018 11:16 AM
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: 1/01/2018 TO 1/31/2018

** FEE CODE TOTALS **

			===== PAYMENT DISTRIBUTION =====				
FEE CODE	DESCRIPTION		FEE	PENALTY	TAX	INTEREST	TOTAL PAI

ALARM	BURGLAR/FIRE ALARM LICENSE	6	150.00CR				150.00
ALARMRENEW	BURGLAR/FIRE ALARM RENEW	22	330.00CR				330.00
AUCD	AUCTION LICENSE FEE ONE DAY	1	10.00CR				10.00
DEMOL	DEMOLITION LICENSE FEE	1	75.00CR				75.00
ELEC1	ELECTRICAL CONTRACTOR INITIAL	5	500.00CR				500.00
ELEC2	ELECTRICAL CONTRACTOR RENEW	11	825.00CR				825.00
EXT	EXTERMINATOR LICENSE FEE	5	125.00CR				125.00
HUNT1	DOVES/QUAIL/SQUIIREL/RABBIT	3	24.00CR				24.00
HUNT2	MIGRATORY FOWL	14	112.00CR				112.00
LAKEINSP	LAKE LEASE INSPECTION	3	225.00CR				225.00
LAKELEASE	LAKE LEASE	7	4,921.00CR				4,921.00
MECH1	MECHANICAL CONTRACTOR INTIAL	3	300.00CR				300.00
MECH2	MECHANICAL CONTRACTOR RENEW	13	975.00CR				975.00
MIXER	MIXED BEVERAGE RENEWAL	1	900.00CR				900.00
PLUM1	PLUMBING CONTRACTOR INITIAL	7	700.00CR				700.00
PLUM2	PLUMBING CONTRACTOR RENEW	6	450.00CR				450.00
RESAL	RESIDENTIAL SALE	2	20.00CR				20.00
SIGN	SIGN HANGERS LICENSE FEE	7	525.00CR				525.00
STORM	STORM CELLAR LICENSE FEE	2	150.00CR				150.00
TREE	TREE TRIMMING LICENSE FEE	2	50.00CR				50.00

TOTAL			11,367.00CR				11,367.00

02/07/2018 3:11 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:
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 1/01/2018 TO 1/31/
SORTED BY: PRO

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-2133	UBCC FEE PAYABLE	312.00CR
001-4202	BUILDING PERMITS	6,113.98CR
001-4203	PLUMBING PERMITS	2,575.00CR
001-4204	ELECTRICAL PERMITS	900.00CR
001-4205	ZONING PERMITS & APPLICATIONS	1,341.00CR
001-4206	HEATING & A/C PERMITS	2,182.50CR
001-4249	OTHER PERMITS	650.00CR
001-4822	OTHER MISC. REVENUE	39.00CR
501-4510	WATER TAPS	2,095.50CR
799-1023	BANCFIRST GENERAL	16,208.98

02/07/2018 3:11 PM
STATUS: ALL
SEGMENT CODES: All
FEE CODES: All

PROJECT PAYMENT REPORT

PAGE:
PROJECTS: THRU ZZZZZZZZZZ
PAYMENT DATES: 1/01/2018 TO 1/31/
SORTED BY: PRO

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
B1-NEW	BUILDING CONSTRUCTION NEW	7,709.90CR
B2-ADD	BUILDING CONSTRUCTION ADD	54.50CR
B3-REMODEL	BUILDING CONSTRUCTION REM	681.58CR
B4-CARPORT	BUILDING CARPORT	59.00CR
B4-SHELTER	BUILDING SHELTER	59.00CR
B4-STORAGE	BUILDING STORAGE SHED	833.50CR
E1-NEW	ELECTRICAL NEW CONSTRUCTI	4.50CR
E3-REMODEL	ELECTRICAL REMODEL/REPAIR	958.50CR
M1-NEW	MECHANICAL NEW CONSTRUCTI	4.50CR
M3-REMODEL	MECHANICAL REMODEL/REPAIR	2,272.50CR
P3-REMODEL	PLUMBING REMODEL	1,580.50CR
X-DEMO	DEMOLITION PERMIT	150.00CR
X-MOVING	MOVING PERMIT	50.00CR
X-PLATREV	PLAT REVIEW PRELIM	231.00CR
X-SIGN	SIGN PERMIT	300.00CR
Z-OCCUP	OCCUPANCY PERMIT	150.00CR
Z-REZONING	REZONING REQUEST	1,110.00CR
TOTAL		16,208.98CR

Regular Board of Commissioners

1.c.

Meeting Date: 02/20/2018

OMRF Retirement Newton

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Randy Newton.

Attachments

No file(s) attached.

Regular Board of Commissioners

1.d.

Meeting Date: 02/20/2018

OMRF Retirement D Smith

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Oklahoma Municipal Retirement Fund Normal Retirement for Diane Smith.

Attachments

No file(s) attached.

Regular Board of Commissioners

1.e.

Meeting Date: 02/20/2018

Gift - 2013 Ford

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge a Declaration of Gift for a 2013 White Ford Taurus Sedan to the City of Shawnee Police Department.

Attachments

Declaration of Gift

DECLARATION OF GIFT

Desiring to promote the public welfare and benefit the City of Shawnee, Oklahoma and the citizens thereof and in consideration of acceptance by said City, I do hereby give, donate, convey and transfer unto said City, absolutely and without any condition, limitation or restriction whatever, the following described property, to-wit:

2013 White Ford Taurus Sedan

Oklahoma Title Number 810004554558

Vehicle Identification Number 1FAHP2M80DG181792

DATED this 12th day of February, 2018.

Printed Name: Chooses to remain anonymous
Company: _____

Regular Board of Commissioners

3.

Meeting Date: 02/20/2018

EOM

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by City Manager to Employee of the Month, Rebecca Reyes, Utility Billing Department.

Attachments

No file(s) attached.

Regular Board of Commissioners

4.

Meeting Date: 02/20/2018

Reso D Smith

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider a resolution of appreciation to Diane Smith for over 33 years of service to the City of Shawnee and presentation to Diane Smith.

Attachments

Retirement Reso.

RESOLUTION NO. 6555

A RESOLUTION EXPRESSING APPRECIATION TO DIANE SMITH FOR OVER 33 YEARS OF LOYAL SERVICE TO THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THAT SAID RESOLUTION BE INCLUDED IN THE OFFICIAL RECORDS OF THE CITY OF SHAWNEE, OKLAHOMA; AND AUTHORIZING A COPY BE PRESENTED TO DIANE SMITH.

WHEREAS, January 25, 1985 was a significant day in the City of Shawnee, for the reason that Diane Smith commenced her employment with the City as a Secretary II in the Engineering Department. On July 1, 1994, she transferred to the Finance Department as the Accounting Bookkeeper. On July 1, 1999, she was promoted to Accounting Clerk. On August 14, 2000, she was promoted to Payroll Technician, which was later called Payroll Officer. On January 30, 2012, Diane was appointed Assistant to Finance Director. Diane elected to retire effective February 28, 2018.

WHEREAS, Diane Smith has demonstrated her ability to meet the challenges given her with dedication and loyalty throughout the years; and

WHEREAS, it is both fitting and proper for the City of Shawnee to recognize Diane Smith for her many contributions to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA that they hereby express to Diane Smith their appreciation for her many years of service to the City and its inhabitants.

BE IT FURTHER RESOLVED that this resolution be included in the official records of the City of Shawnee, Oklahoma and that a copy hereof be presented to Diane with best wishes for many future years of happiness.

PASSED AND APPROVED THIS 20th day of February, 2018.

RICHARD FINLEY, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners

5.

Meeting Date: 02/20/2018

Comp Plan Contract

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consider approval of a contract with RDG Planning and Design for an update to the City's Comprehensive Plan.

Attachments

RDG Memo

RDG RFQ

RDG Agreement



Date: February 14, 2018

To: Shawnee City Commissioners

From: Justin DeBruin, Community Development Director

RE: Comprehensive Plan Update: Contract Approval

The Comprehensive Plan is the City's official guide for making decisions about growth and development. The Plan summarizes the goals, objectives, policies, strategies, programs, and projects that will enable the city to achieve its mission of focusing on the future, working together to build strong neighborhoods, develop a sound economy, and provide a safe community. A comprehensive plan is not a permanent document, as it should be changed and rewritten over time. For growing communities, it may be necessary to revise or update the comprehensive plan every five to ten years in order to keep the plan current and relevant to the community.

This Plan updates the City's current comprehensive plan, which was last modified in 2005, and will be coordinated and developed in the context of other plans and studies previously prepared by the City. The Plan is designed to acquaint the reader with the City by documenting existing conditions and characteristics while identifying the area's goals, expectations, and priorities for the coming years as well as specific action plans for achieving these goals. The Plan is intended to address long-term policies that will guide shorter-term decisions regarding development review and approval, budgeting and fiscal management, and capital improvements programming.

On November 6, 2017, Staff received authorization to solicit Requests for Qualifications (RFQ) from engineering and planning firms for an update to the City's Comprehensive Plan. Of the eight (8) submittals received, four firms were selected to participate in interviews. After excellent interviews, Staff proceeded to contact references and review available samples of work produced by each firm. After careful thought and consideration, the Selection Committee is recommending RDG Planning and Design (RDG) as the best fit for Shawnee.

RDG Planning and Design is a comprehensive team of architects, engineers, artists and planners. They have been in business for 51 years, currently employ 165 individuals, and maintain several offices nationwide including Kansas City, Omaha, and St. Louis. RDG is nationally recognized for their work concerning comprehensive plans, and have had recent, local experience including their work on planokc, Oklahoma City's comprehensive plan update. On behalf of the Selection Committee, Staff recommends approval of the subject contract regarding consultant services for the comprehensive plan update.

A handwritten signature in black ink, reading "Justin DeBruin". The signature is fluid and cursive, with a horizontal line drawn underneath it.

Justin DeBruin, AICP

Community Development Director

222 N. Broadway

Shawnee, OK 74801

(405) 878 - 1665

justin.debruin@shawneeok.org



Comprehensive Plan Update

Shawnee, Oklahoma

December 1, 2017

December 1, 2017

Justin DeBruin, AICP
Community Development Director
222 N. Broadway Avenue
Shawnee, Oklahoma 74801

RE: Statement of Qualifications to Prepare a Comprehensive Plan

Mr. DeBruin and Members of the Selection Committee:

Thank you for accepting our response to your request for qualifications for the Comprehensive Plan Update for the City of Shawnee. We appreciate the time you spent discussing this important and meaningful project with us on November 21, 2017.

A robust citizen engagement is critical in the development of public planning products like this. We are proposing multiple strategies that will encourage the active participation of residents, businesses, civic institutions and other key stakeholders. Our approach will guide the process and inform decisions to ensure that outcomes of the plan are meaningful, appropriate, and achievable. But most importantly, the plan will be tailored to the unique needs and desires of the community.

The solutions recommended in the final plan need to be technically feasible, politically acceptable, and financially realistic. We are committed to delivering an outstanding comprehensive plan for the city that meets that test because a plan that is not implemented is not useful.

RDG Planning & Design is a nationally-recognized leader in the preparation of comprehensive plans and other planning products. Our team consists of highly-talented people from multiple disciplines, including community planning, engineering, urban design, landscape architecture, geographic information systems, and graphic design. Together, we understand that good planning and design choices can make significant improvements in the lives of the people who live, work, play, shop, and study in the communities with whom we work.

All team members assigned to this project have workloads that will allow for the successful and timely completion of this project. We believe that the experience our team has working on many projects just like this have prepared us to be the team best able to deliver an outstanding plan.

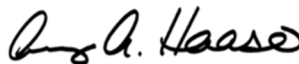
Trust is one of the key elements of professional services, and we want to be your trusted partner. We would be honored to be your partner in the development of the comprehensive plan, and we look forward to hearing from you.

Sincerely,

RDG Planning & Design



Thomas Dow, AICP
Senior Planner



Amy Haase, AICP
Principal Planner



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Company Profile	2
Management Team/Key Members	4
Project Development Approach	7
Scope of Work	14
Experience with Municipal Plan	15



Innovative Approaches and a Tailored Fit. We believe in applying new ways of thinking and innovative approaches to the preparation of plans. We never deliver a “cookie cutter” plan based on a template. Rather, we view ourselves as your partner. It is our job to develop a finished plan based your needs and priorities. Eager to learn from the community, we identify what makes Shawnee a special place to live. We help identify the areas of the community in need of more attention and apply lessons learned from prior plans and successful communities around the country. By incorporated these strategies in our process the final plan is unique and custom to the needs and goals of Shawnee.

Breadth and Depth of Experience. RDG’s Community and Regional Planning group has worked in more than 300 communities from Midland, Texas to Williston, North Dakota and from Rawlins, Wyoming to Wauwatosa, Wisconsin. Our work includes a wide range of plan types, including comprehensive plans, downtown plans, corridor plans, streetscape plans, active transportation plans, park master plans, and more. We fully understand that plans are not stand-alone documents. Each new plan must build on previous planning efforts. Together, we will learn how those planning pieces “fit together” to help shape Shawnee’s future.

Town-Gown Experience. We have had the honor of working with many college towns and understand the special challenges present in the plan development process. Additional college towns in which we have prepared comprehensive plans include Lincoln and Kearney, Nebraska; Iowa City, Iowa; Hays, Kansas; and Maryville, Missouri. We also have prepared neighborhood plans for neighborhoods adjacent to colleges and universities in Lincoln and Kearney, Nebraska; and Maryville, Missouri. RDG has also prepared numerous master plans for colleges and universities campuses around the country.

Robust Community Engagement. Our robust community engagement program strategically brings key stakeholders together at key stages in the planning process and involve as many community members as possible. Designed to give the public ample opportunities to shape their community’s future we utilize techniques in our engagement program to reach community members through town hall meetings, survey’s, and more. The information gathered and learned through this engagement program, will be integrated into the final plan.

Focus on Plan Implementation. We go beyond merely identifying “big ideas.” We assess those ideas against the practical aspects of implementation. Plan recommendations will be technically feasible, politically acceptable, and financially realistic. We will review your existing land use regulations and suggest needed changes for plan implementation.

company profile

Contact:

Thomas Dow, AICP

Contact's Office Location:

1712 Main Street

Suite 361

Kansas City, Missouri 64108

785.979.5802

www.rdgusa.com

Years in Business: 51

Current Employees: 165

Clients in past 5 years: 140

RDG

has been recognized as the AIA firm of the year in both Iowa and Nebraska

#118 OF 300

nation's top producing firms, *Architectural Record Magazine* - 2017

TOP 100

Green Design firms, *Engineering News Record Magazine* - 2015

#88 OF 333

architectural firms, *The Almanac of Architecture and Design* - 2016

GOLD LEVEL

bicycle friendly business, *The League of American Bicyclists*



RDG Planning & Design is a network of design and planning professionals, dedicated to applying our talents in extraordinary ways. **We're architects, landscape architects, engineers, artists and planners** with a passion for design, and a drive to make a difference. Beyond creating a space you love, we want you to enjoy the process of getting there. With offices in Omaha (NE); St. Louis and Kansas City (MO), Des Moines (IA), and Ft. Myers (FL), RDG Planning & Design is employee-owned. More than 69% of our employees own stock in the company.

From our newest staff to the founding fathers that began their practices in the 1960's; RDG Planning & Design is dedicated to the collaborative design process. Officially formed in 1989 as the Renaissance Design Group and crafted to bring well established firms together into practice, our organization provides the right people for integrated solutions. Areas of specialization, include: Community and Regional Planning, Historic Restoration, Public Art, Parks and Recreation, Government and Public Safety, Transportation Enhancements, Urban Design, Athletic Fields and Complexes, Corporate, Healthcare, Higher Education, K-12 Education, Senior Living and Worship Facilities.

RDG's Community and Regional Planning group provides a wide variety of design and planning services. With a growing national practice, RDG is a regional leader in urban design, downtown and housing planning, comprehensive planning, and enhancement of transportation corridors. Since our formation in 1989, we have worked in more than 300 large and small communities throughout the Midwest.

We believe in applying new ways of thinking and innovative approaches to the preparation of plans that address community and regional issues. At the same time, plan recommendations must be based upon a realistic assessment of the practicality of implementation. The resultant product, as evidenced by our numerous successful planning efforts and awards, is an innovative plan with an emphasis upon implementation.

Community and Regional Planning Awards and Recognitions:

- 2017 Nebraska APA Implementation Award; Plattsmouth Downtown Revitalization
- 2016 Iowa APA Implementation Award; Marshalltown City Center Plan
- 2015 Iowa APA for Daniel Burnham Award; EnvisionCR
- 2014 Iowa APA for Transportation; Activate Mason City Bicycle and Pedestrian Plan
- 2013 Iowa APA for Daniel Burnham Award; Tomorrow Plan for Des Moines Metropolitan Area
- 2012 Iowa APA for Urban Design; Federal Avenue Plaza Mason City
- 2011 Nebraska APA for Best Practice; Downtown Lexington Plan

165 EMPLOYEES | **87** LICENSED PROFESSIONALS | **32** OF STAFF LEED APS | **69%** OF STAFF ARE STOCKHOLDERS

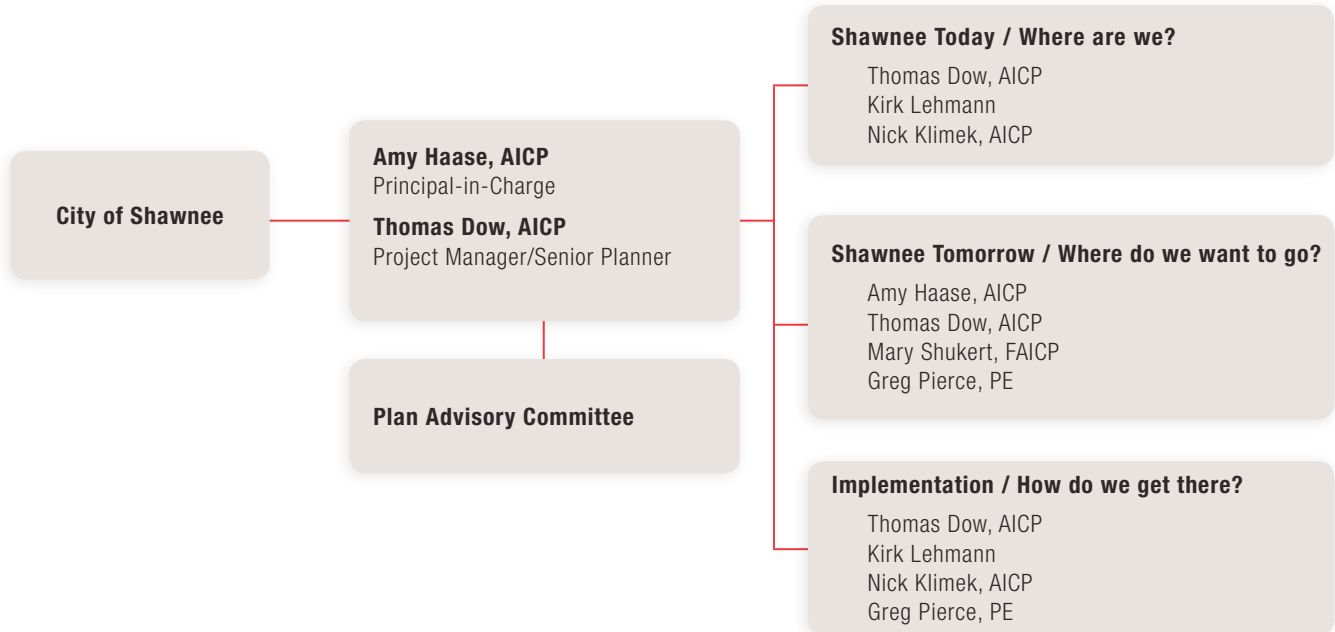


Why RDG?

RDG is excited to share our extensive experience and knowledge with Shawnee. The following pages describe our extensive experience on similar projects but our qualifications go beyond these examples and include the strengths we have in the following areas:

- Knowledge of and enthusiasm for the city
- Consensus-building among different interests
- Unparalleled experience in land use planning – both from public and private-sector viewpoints
- Understanding of community redevelopment as implementors
- Breadth of experience and creativity
- Knowledge of markets and development
- Experience in developing active transportation systems
- Ability to share experiences and lessons learned from other Midwestern (and world) communities
- Commitment to provide the documents and tools necessary to achieve the vision for Shawnee
- Our commitment to providing a plan tailored to your needs and committed to creating a healthy Shawnee

management team/key team members



Amy A. Haase, AICP - PRINCIPAL IN CHARGE

Amy has managed numerous projects including comprehensive plans, transportation studies, housing market studies, downtown and corridor redevelopment, neighborhood revitalization, and park master plans. She will over see the project and bring her 18 years of experience in comprehensive planning and housing market analysis to the project. Amy is a trusted leader in developing plans and leading public engagement processes that fit the needs of communities for communities of all sizes throughout the Midwest.

EDUCATION:

1999
University of Nebraska-
Omaha, Masters of
Science, Urban Studies
1995
Wayne State College,
Bachelor of Arts. Social
Science Field Endorsement

**YEARS OF
EXPERIENCE: 18**

REGISTRATIONS:

American Institute of
Certified Planners, 2003
Certified Public Facilitator,
International Association of
Public Participation(IAP2)

Comprehensive Plans

Oklahoma
Oklahoma City

Kansas
Hays*
Ellis County
Junction City
Geary County
Salina

Texas
Midland

Missouri
Excelsior Springs
Maryville*
Camdenton

Iowa
Grimes
Pella*

North Dakota
Bismarck

South Dakota
Brookings*
Sturgis
Yankton

Nebraska
Beatrice
Norfolk
Papillion
Plattsmouth
Ravenna
Schuyler
Seward

Superior
Wayne*
Waverly
Valentine
Douglas County
Sarpy County
Cuming County

* University or College cities

management team/key team members



Thomas Dow, AICP - PROJECT MANAGER

Thomas is an award winning planner with 26 years of experience. He joined RDG in 2015. Prior to joining RDG, he served for 2 1/2 years as the Transportation Manager for Olathe, Kansas and 15 years as the State Transportation Planner at the Kansas Department of Transportation. He assisted dozens of communities with preparing comprehensive plans during his 5 years at the Kansas Department of Commerce. Early in his career, he served as the Planning Director for two small cities in Missouri and Nebraska. He is a past president of the Kansas Chapter of the American Planning Association.

EDUCATION:

1991
University of Kansas, Master
of Urban Planning
1989
University of Kansas, Bachelor
of Arts in Political Science

YEARS OF

EXPERIENCE: 18

REGISTRATIONS:

American Institute of
Certified Planners, 1997

Comprehensive Plans

- Shawnee County - Topeka, KS
- Kinsley, KS*

Area Plans

- K-15 Area Plan - Derby, KS
- Southwest Johnson County Area Plan - Edgerton, KS*
- I-235 Interchange Area Plan - Wichita, KS*

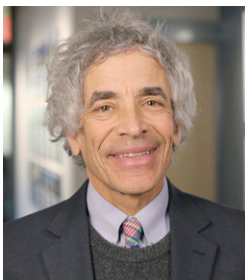
Regional Transportation Plans

- Topeka, KS
- Lawrence, KS*
- Wichita, KS*
- Kansas City, MO&KS*
- Olathe, KS

Corridor Plans

- I-35 Corridor Optimization Study - Kansas City*
- US-56 Corridor Management Plan*
- US-24 Corridor Management Plan - Topeka, KS*
- K-68 Corridor Management Plan*
- K-10 Transportation Plan - Lawrence, Lenexa & Olathe, KS*
- K-7 Corridor Management Plan - Leavenworth, Kansas City, Shawnee, Lenexa, Olathe & Spring Hill, KS*

*Projects completed prior to RDG



Martin Shukert, FAICP - PRINCIPAL DESIGNER

Martin is a city planner/urban designer with over 40 years of experience. He served as Omaha's Planning and Community Development Director in the 1980s, leading major downtown/neighborhood reinvestment programs. Since 1989, he has continued his commitment to planning excellence and innovation in a variety of areas including transportation, downtown; housing; large scale land use; redevelopment planning and implementation; corridor design; wayfinding; and more.

EDUCATION:

1974
University of California-
Berkeley, Masters
of Architecture
1971
Yale University,
Bachelor in Division IV
Studies (City Planning)
Magna Cum Laude

YEARS OF

EXPERIENCE: 43

REGISTRATIONS:

Fellow of the American
Institute of Certified Planners
American Institute of
Certified Planners

Comprehensive Plans

<i>Iowa</i>	Mount Vernon	<i>Missouri</i>	Norfolk	<i>Oklahoma</i>
Altoona	Oskaloosa	Excelsior Springs	Papillion	planOKC
Ankeny	Ottumwa	<i>Nebraska</i>	Plattsmouth	Oklahoma City
Bettendorf	Pella	Beatrice	Ralston	<i>Texas</i>
Cedar Rapids	<i>Kansas</i>	Columbus	Wayne	Midland
Clear Lake	Hays	Chadron	<i>North Dakota</i>	<i>Wyoming</i>
Denison	Junction City	Fremont	Dickinson	Gillette
Mason City		Kearney	Jamestown	

Master Planning for Innovative New Community Projects

- Millard Town Center - Omaha, NE
- McKinley Commons - Great Bend, KS
- Morningside Pointe - Fremont, NE
- Miami Heights - Omaha, NE

management team/key team members



Greg Pierce, PE | Water Resources Engineer | **YEARS OF EXPERIENCE:** 20

EDUCATION: 1997, University of Iowa, Bachelors of Science Engineering - Civil

Greg is a Water Resources Engineer with over 18 years experience as a Civil Engineer in planning, designing, and providing bid assistance/construction administration for both public and private projects.

- Big Bull Creek Park Master Plan - Johnson County, KS
- Douglas County Comprehensive Plan - Omaha, NE
- Walnut Creek Plan - Polk & Dallas Counties, IA
- Brookings Comprehensive Plan - Brookings, SD
- Central Park - Grinnell, IA
- Forest Grove Park: Phase 1 - Bettendorf, IA



Kirk Lehmann | Project Planner | **YEARS OF EXPERIENCE:** 7

EDUCATION: 2013, Luther College, Bachelor of Anthropology; 2015, University of Iowa Masters Urban & Regional Planning

Kirk gained valuable experience as a planner with Siouxland Interstate Metropolitan Planning Council in Sioux City, Iowa. Since joining RDG in July 2016, he has proven himself a capable and enthusiastic member of our team on several projects.

- Topeka Regional Transportation Plan - Topeka, KS
- Kansas Byways Interpretive Signage
- Envision Olathe Downtown Plan Update - Olathe, KS
- Iowa City Bicycle Master Plan - Iowa City, IA
- Shawnee County Comprehensive Plan - Topeka, KS
- Columbus Housing Task Force - Columbus, NE

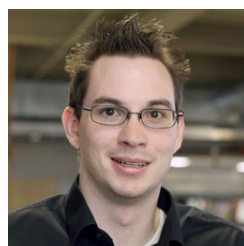


Nick Klimek | Project Planner | **YEARS OF EXPERIENCE:** 8

EDUCATION: 2009, University of Wisconsin - River Falls, Bachelor Community and Regional Planning, GIS

Nick has taken projects from a simple concept sketch to refining the idea with a master plan, securing financing, brokering development agreements, and framing the project, personally, with a hammer.

- Crete Downtown Revitalization Plan - Crete, NE
- Norfolk Downtown Revitalization Plan - Norfolk, NE
- Destination Camdenton - Camdenton, MO
- Seward Downtown Revitalization Plan - Seward, NE
- Brookings Comprehensive Plan - Brookings, SD
- York Comprehensive Plan - York, NE



Greg Jameson | GIS Specialist | **YEARS OF EXPERIENCE:** 6

EDUCATION: 2011, University of Nebraska - Lincoln, Bachelor Meteorology/Climatology

Greg interprets and builds geographic data for designers and engineers so they can deliver solutions that are tailored to any size of project.

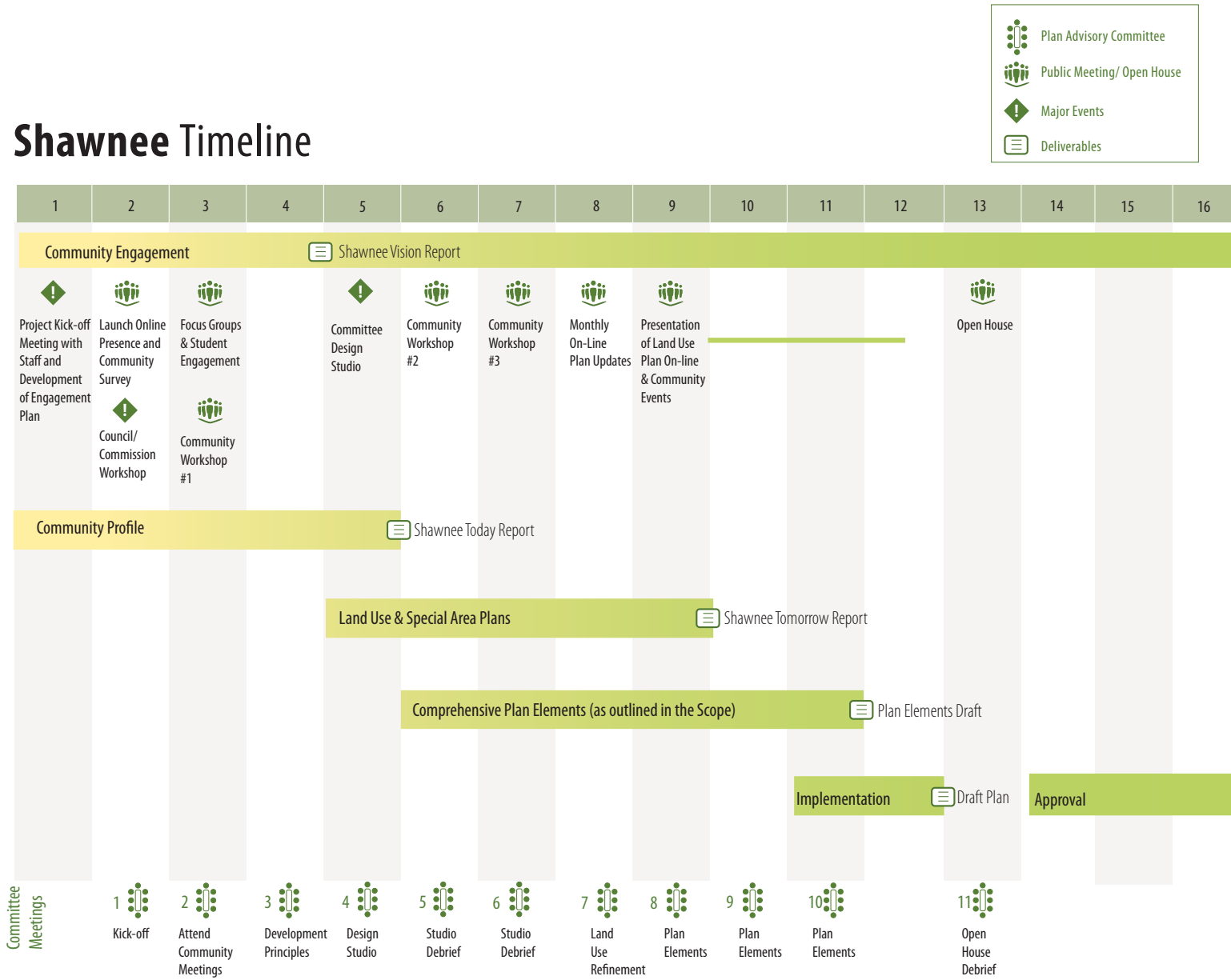
- Comprehensive Plans (~20) in Midwest
- Highway 100 Corridor Study – Cedar Rapids Metro, IA
- Bettendorf Comprehensive Plan – IA
- Jamestown, ND
- Cuming County Comprehensive Plan – NE
- Midland, TX
- EnvisionCR – Cedar Rapids, IA
- Plattsmouth – NE
- planokc – Oklahoma City, OK
- Valentine – NE

RDG Staff

Supporting the project team is a staff of about 168 people, including: community and regional planners, architects, landscape architects, urban designers, engineers, GIS specialists, and graphic designers. As project needs arise, we have the opportunity and capacity to share resources.



Shawnee Timeline



project development approach - timeline

project development approach

Project Development Approach

The following project approach provides a starting point for discussion, based on RDG's experience with comprehensive planning projects, and can be adjusted according to the priorities of staff and the steering committee. The five-part planning process focuses on answering three key questions: Where are we now? Where do we want to go? How do we get there? Part 2, public engagement, spans the length of the project, providing public engagement at every step of the way to help answer those questions.

- Part 1: Project Management
- Part 2: Public Engagement and Awareness Campaign
- Part 3: Shawnee Today / Where are we now?
- Part 4: Shawnee Tomorrow / Where do we want to go?
- Part 5: Implementation / How do we get there?

Part 1: Project Management

For this plan development project to be successful, effective project management is essential.

1.1 PROJECT KICK-OFF MEETING AND COMMUNITY TOUR

A kick-off meeting will be held involving both RDG and city officials. Ideally, the city manager and key department heads will participate in this meeting. The purpose of the kick-off meeting is to discuss the project scope and schedule, clarify expectations, and answer any questions that arise. RDG would like to tour the entire city with the planning director, the public works director, the Mayor and the Chair of the Planning Commission to hear directly from these key people about what issues are important at the onset of the planning process.

1.2 PROJECT MANAGEMENT MEETINGS

The RDG team will schedule regular meetings with the city's project director. These meetings help ensure that the team stays on track with both the scope and schedule. The meetings will allow the team to plan any upcoming events, ensure data collection, and review output from meetings and content development. Early in the process these meetings will occur weekly, transitioning to bi-weekly or monthly. Most meetings will be by telephone or videoconference.

Part 2: Public Engagement and Awareness Campaign

RDG's approach to public engagement, outlined in detail in the Approach section of the proposal, includes a variety of techniques to engage the citizens of Shawnee in building consensus and ultimately ownership in the Comprehensive Plan. The strategy will be refined at the Project Kick-Off and the first plan advisory committee meeting to ensure that we reach as many residents as possible. Elements will include:

- Steering Committee
- Online presence and social media
- Website and community survey
- Stakeholder groups
- Visioning workshops
- Open house
- Planning Commission/City Council workshop

Deliverable: Community Vision Report

- » A report will be prepared that summarizes the findings of this Part, including the community's vision and goals identified through public engagement efforts.



project development approach



Part 3: Shawnee Today - Where are we now?

3.1 POPULATION AND DEMOGRAPHICS SNAPSHOT

Analyze the city's population characteristics, including changes over time. Identify and analyze regional developments that may impact population growth. Prepare realistic population projections.

3.2 COMMUNITY HISTORY AND CHARACTER

Assess Shawnee's unique history, community attributes and distinctive character based on public input.

3.3 HOUSING AND DEVELOPMENT TRENDS

Analyze housing and development trends by type, price, occupancy and geography. Analyze retail, office and industrial development trends. Identify and map major greenfield development areas and areas with potential for in-fill or redevelopment. This will provide the foundational elements for a city-wide housing market assessment.

3.4 LAND USE INVENTORY

Prepare a land use inventory. Analyze existing land uses by density/compactness and use distribution. Analyze the impact of land use patterns on the transportation system and other infrastructure systems. Prepare a map of existing lands uses within the city and its growth area.

3.5 TRANSPORTATION PLAN

Review existing transportation plans prepared by the Association of Central Oklahoma Governments (ACOG) and the Oklahoma Department of Transportation. Review the 2007 Shawnee Trails Master Plan. Prepare a map of existing major thoroughfares and key gaps in the active transportation network.

3.6 ECONOMIC ANALYSIS

Review the 2017 Downtown TIF Plan. Review and analyze local, state and regional factors that influence the future development and redevelopment of Shawnee. Consider the economic impacts of Gordon Cooper Technology Center; St. Gregory's University and Oklahoma Baptist University; the downtown district; and the potential development and redevelopment of other areas within the City. The plan will indicate the biggest opportunities for the growth and enhancement of Shawnee.

3.7 PARKS, TRAILS AND OPEN SPACE

Review the 2016 Park Master Plan and the 2007 Shawnee Trails Master Plan. Compare these to national standards.

3.8 STORMWATER AND INFRASTRUCTURE

Review the 2014 Utility Master Plan. Assess the existing water, wastewater, stormwater, solid waste and energy systems at a planning level. If desired, a more detailed analysis can be prepared for an additional fee. This will include a description of the current operations, constraints, conditions, repair and expansion needs for these systems, based on interviews with staff, citizens, and analysis of available data, including maps and GIS files.

3.9 ENVIRONMENTAL RESOURCES AND HAZARD MITIGATION

Prepare an environmental constraints map that identifies floodplains, wetlands, and other key environmental features. Identify and analyze opportunities for mitigating natural hazards. RDG uses an environmentally-based approach to land use planning that preserves important areas and meets stormwater goals. Best practices for stormwater management will be identified.

Deliverable: Shawnee Today Report

» A report will be prepared that summarizes the findings of this part



project development approach



Part 4. Shawnee Tomorrow – Where do we want to go?

DEVELOP GOALS, OBJECTIVES, AND POLICIES

As described in Part 2, develop goals, objectives and policies of the Comprehensive Plan with significant public input. Doing so will yield a viable vision and guide for the community for future development and redevelopment. The Plan will present a set of recommendations that outlines future investments, policies and projects to move Shawnee toward these goals. The recommendations will fall into a variety of topic areas:

4.1 LAND USE AND GROWTH MANAGEMENT CONCEPT

Community trends and development scenarios will be integrated into a coherent vision of the city's physical development. The final plan will present a future land use concept that identifies strategic development areas, target areas for neighborhood improvement and infill, transportation improvements (motorized and non-motorized), new/enhanced natural areas, new/enhanced public facilities and amenities, key historic and cultural assets, and important corridors and community entrances. The future land use concept will also include locations for future growth and infrastructure needs. The major components of the land use section include:

Natural Resources Base. RDG uses an environmentally-based approach to land use planning that integrates the natural environment into the community and works with natural systems to manage water resources and mitigate flooding.

Development Principles. RDG will provide guidance for the design and character of future land use. This will include definition of Land Use Redirection and Growth Areas. Land use opportunities, alternative uses for underused parcels, potential redirection or redevelopment of obsolete land uses, neighborhood conservation and stabilization needs, land use conflicts, and areas of community significance

Future Land Use Plan. RDG will provide a city-wide map of land uses to guide development decisions, identify ways to strengthen the city's neighborhoods, and propose ties between community destinations. Based on public input, RDG will work with the plan advisory committee to establish a shared set of assumptions for development. Together with the public at the community workshops, the RDG team will look at the city's development patterns in new ways, drawing on expertise in planning with a long-term, sustainable perspective.

4.2 TRANSPORTATION

Recommendations from the existing transportation plans will be incorporated into the comprehensive plan as appropriate and strategies will be established to address the impact of new developments on current traffic corridors. We will identify the needs and implementation strategies associated with changing traffic patterns, street conditions, transit and active transportation systems that will increase accessibility from residential areas to shopping areas, schools, parks, employment and other destinations.

4.3 PARKS, TRAILS & OPEN SPACE

Recommendations from the Park and Trails Master Plans will be incorporated into the comprehensive plan as appropriate. The plan will identify future park, trail, and open space needs for the city and develop implementation strategies that provide a cohesive and consistent means to build parks, trails and open space systems in the community. Recommended facilities improvements will be included along with trail and pedestrian system enhancements.



project development approach



4.4 INFRASTRUCTURE

The comprehensive plan will provide general recommendations for stormwater, water, wastewater and solid waste to achieve the overall community vision and support the approved build-out scenario. This will include an identification of best practices the city should pursue to achieve a sustainable community.

4.5 HOUSING & NEIGHBORHOOD PLAN

Housing and neighborhood issues in Shawnee will be identified and a neighborhood conservation implementation policy will be developed. Areas with potential for in-fill housing development or redevelopment will be identified and if needed RDG will go beyond basic “bubble” diagrams to create detailed housing development concepts. Policies will be identified that will preserve the integrity of existing neighborhoods, including guidance for housing types, densities, conditions, site maintenance, streets, infrastructure, design, and appearance. If the city chooses, this section can be expanded to meet the requirements of a stand-alone housing market study.



4.6 ECONOMIC DEVELOPMENT AND TOURISM

The future directions for economic development and tourism to help the city achieve greater economic efficiency and full utilization of land resources will be identified. Local business districts and other special opportunity districts will be evaluated. This includes developing recommendations for development form, strategies for vacant properties, and policies to strengthen viability. Concepts and strategies for new or underutilized retail, office and business park sites in the city will be created. Some of these concepts may inject higher intensity mixed uses into areas previously conceived for single land uses.



4.7 SPECIAL INTEREST AREAS

The city can identify special planning areas or topics that may need further study beyond the scope for this project, as identified in this proposal. However, it is not uncommon for our team to include a second workshop that may focus on a strategic area of importance as part of our basic comprehensive plan approach. Our process will seamlessly integrate any additional special interest areas into the planning process, including more detailed workshops on those areas.

Deliverables: Shawnee Tomorrow Report

Part 5. Shawnee Implementation- How do we get there?

5.1. ZONING AND SUBDIVISION ORDINANCE REVIEW

Review current zoning and subdivision ordinances as they relate to the comprehensive plan. Base on this review, RDG will develop a staff report summarizing areas within the code that may need to be addressed.

5.2. CAPITAL IMPROVEMENTS PLAN, FINANCING, AND PRIORITIZATION

We will relate plan recommendations that impact infrastructure and other capital projects and outline a prioritized timetable that supports the plan recommendations. We will provide a chart of funding sources to support the plan’s initiatives. Milestones will be identified to track the plan’s implementation, along with indicators that will track changes that may warrant modifying the implementation schedule.

Deliverables: Plan Elements Report, Implementation Report, Final Comprehensive Plan

- » The plan will be user-friendly and graphic-focused, with maps, graphs, photos, and renderings used to illustrate the main points. We will provide the city with the final product, including but not limited to, a digital copy of the plan (PDF and InDesign), the printed plan, GIS and other map files, and high-resolution versions of graphics and maps. An executive summary will be included that outlines the vision, detailed goals and objectives, and policy statements that are laid out in the Comprehensive Plan. The executive summary will be located within the Comprehensive Plan document but can be a stand-alone document in a form that is suitable for easy distribution.



project development approach



Shawnee's distinctive character and its growth and development potential present important challenges and opportunities. This demands a both a carefully designed planning process and a final planning product that articulates the aspirations of community residents. A successful blueprint for the city should be holistic, integrating different systems and features into a coherent and realistic vision. Our approach will allow residents to think about change in terms that can create a stronger environment and quality of life for the city as a whole.



We believe in a truly collaborative process. We want to emphasize the time that we will take to get to know Shawnee. We pride ourselves on being recognized for our in-depth knowledge of the communities with which we work. Community engagement is essential to our approach. The following section highlights a variety of techniques with we have found great success with in the past.

COMMUNITY ENGAGEMENT PLAN

RDG will tailor the engagement plan with city staff prior to the start of the project. Elements of the engagement plan must be considered carefully to design an effective process that maximizes the city's resources and community participation. The engagement plan should include a spectrum of tools:

1. **Plan Advisory Committee.** The plan advisory committee meets monthly to provide direction, assist with any necessary mid-course correction, and review deliverables. Members of the RDG team may participate via teleconference.
2. **Online Tools.** E-mail blasts, social media, surveys, and discussion forums contribute to sharing ideas, concepts and receiving feedback.
 - **Project Website.** RDG can either develop a website that will provide updates of the planning process or provide content and copy for a city-maintained site.
 - **Social Media.** We have found the greatest success with existing social media pages and outlets. Directing residents to a new website can often be challenging, but leveraging existing city or chamber outlets, that already have hundreds of followers, supplies the process with an existing audience. RDG will schedule and create copy for any existing social media platforms.
 - **Survey Monkey.** RDG will develop a questionnaire to understand community perspectives of city operations, services and quality of life. We can also quickly create more specialized surveys, including workforce or senior housing surveys that capture residents living outside the city but working in Shawnee.
 - **Online Townhall.** RDG has worked with different outlets to development on-line discussions, including MySidewalk. Our project websites also have the capability to post questions and capture comments.



project development approach



3. On-site Tools. More traditional methods of attracting the public to meetings such as fliers, posters, postcards, business cards, letters, and ads can be used. We also believe strongly in bringing the process to residents rather than asking them to attend traditional meetings. During the development of the engagement plan, city staff should identify these opportunities and locations to help create a strategy for using these events. Some of the on-site approaches that we have found to be very effective include:

- **Planning Commission/City Council Workshop(s).** Both the Planning Commission and the City Council play key roles in plan adoption and implementation. This can be in the form of joint workshops or separate meetings. We believe it is imperative for both boards to think strategically about the community and identify the initial priorities for further exploration.
- **Kick-off Meeting and Community Roundtable.** The kick-off meeting will accomplish three things. 1) City staff will explain why the comprehensive plan needs to be updated now and how it will use the plan, once completed, to improve the quality of life for the community's residents. 2) RDG will explain the planning process and schedule. 3) Members of the public will help identify key community issues and concerns to be addressed through a collaborative process.
- **Focus Group Interviews.** Working with the Plan Advisory Committee and the city, RDG will identify stakeholders and conduct a two- to three-day program of small group discussions.
- **Student Engagement.** Working with the school district and the post secondary institutions, an event could be organized to engage the youth and young adults in the planning process.
- **Design Studios.** We will involve both the Plan Advisory Committee, key stakeholders and the general public in a highly participatory process to prepare and refine the Land Use Plan that will guide the future development of Shawnee.
- **Open Houses.** This half-day event will be held at the end of the process to allow residents to view the overall plan and provide final comments.
- **Other Meetings & Events.** We strongly believe that one of the most effect ways to engage residents in the planning process is to go to them. Our team will work closely with you to identify community events and organizations that can reach the most residents. In the past we have created Meeting-in-a-Box formats that can be used by local civic organizations or special booths that can be set up at community festivals.

4. Project Identity. A project identity will be developed to use in all communication related to the plan and ultimately in the final design of the document. Buttons, stickers, shirts, and magnets add interest to the project, create a consistent message, and add fun to the process.

COMPREHENSIVE PLAN DOCUMENT

Since the founding of the community planning studio in RDG, we have emphasized the importance of communicating a community's story and vision through a well-designed document. The plan will be user-friendly and graphic-focused, with maps, graphs, photos and renderings to illustrate main points. We pride ourselves on creating user-friendly documents that City Council and Planning Commission will want to refer to as much as city staff.



Scope of Work

PROJECT PHASE DELIVERABLES

- Shawnee Vision Report
- Shawnee Today Report
- Shawnee Tomorrow Report
- Implementation Report
- Final Plan Document

EXPECTATIONS OF CITY STAFF

- Provide past reports and studies and GIS data.
- Commit to frequent communication with RDG.
- Recruit 10 to 12 community leaders to participate on plan advisory committee.
- Recruit key stakeholders to participate in focus group meetings.
- Reserve meeting spaces and publicize events. Provide work space for RDG when in town.
- Make copies of meeting materials for distribution at meetings.
- Market meetings to the public, stakeholders, and other groups.
- Lead a tour of the community at the beginning of the process.
- Act as the point of contact for public input and feedback.
- Act as primary contact with the media.
- Review materials and provide feedback to RDG in a timely fashion.

EXPECTATIONS OF RDG STAFF

- Provide a team that has a reputation for project delivery exceeding client expectations.
- Provide a team that will listen and learn from city officials, residents, and community leaders.
- Commit to frequent communication with city staff.
- Lead the community through an engaging process organized around creating awareness, soliciting and receiving input, visualizing the future and developing concepts, and plan ownership.
- Prepare agendas, PowerPoint presentations, posters and other meeting materials.
- Develop content for use in press releases, on websites and on social media.
- Provide city staff with adequate time to review and provide feedback on materials produced.
- Deliver a high quality plan that meets the city's needs and expectations.

experience with municipal plan production

References:

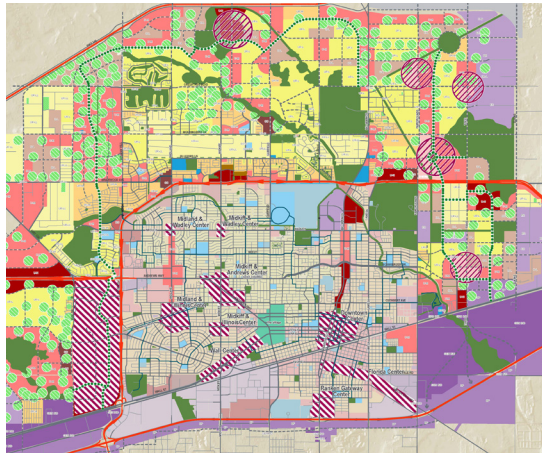
CLIENT NAME:

City of Midland, Texas

CLIENT CONTACT:

Chuck Harrington
Planning Director
432.685.7442
charrington@midlandtexas.gov

WEBSITE URL: www.midlandtexas.gov/532/Tall-City-Tomorrow



Tall City Tomorrow

MIDLAND, TEXAS

Midland grew up in the boom and bust oil market of the 20th Century. The Tall City Tomorrow Plan lays out action oriented initiatives that will help the city address these challenges. These include: transportation improvements that fill gaps and offer more multi-modal options; accommodating resources like drainageways and the ever present pumpjack; and quality of life features that attract and retain young families and retirees alike to the community.

CLIENT NAME:

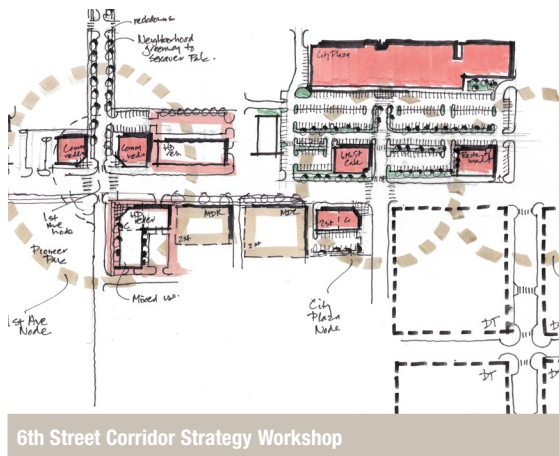
City of Brookings, South Dakota

WEBSITE URL:

CLIENT CONTACT:

Mike Struck
Community Development
Director
605.697.8635
MStruck@cityofbrookings.org

WEBSITE URL: www.brookingscountysd.gov/409/Comprehensive-Plan



6th Street Corridor Strategy Workshop

Brookings Comprehensive Plan

BROOKINGS, SOUTH DAKOTA

RDG is currently working with this thriving college community located just north of Sioux Falls. The city's quality of life and strong economy are known throughout the region but the city's environmental constraints and proximity to Sioux Falls create both challenges and opportunities. The Brookings Plan is creating a streamlined future land use plan with more detailed strategies for strategic areas of the city.

CLIENT NAME:

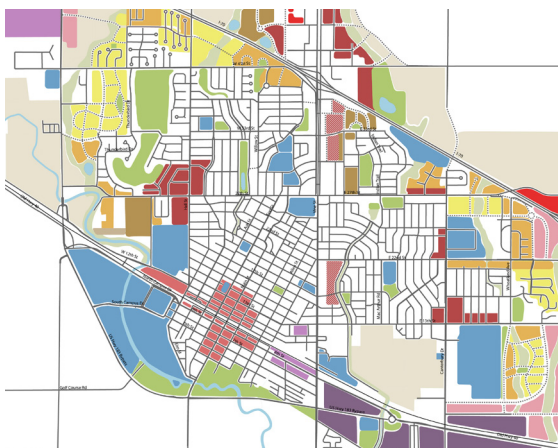
City of Hays, Kansas

WEBSITE URL:

CLIENT CONTACT:

Toby Dougherty
City Manager
785.628.7320
tdougherty@haysusa.com

WEBSITE URL: www.haysusa.com/2012ComprehensivePlan.pdf



Hays Comprehensive Plan

HAYS, KANSAS

While many parts of the United States have struggled through the downturn in the economy, Hays, home to Fort Hays State University, has continued to thrive in the past ten years. The region's strong economy has relied on a diverse base of agriculture, oil, and education. As the largest oil producing county in Kansas, Ellis County has seen expanded operations and explored new opportunities in the energy market, including wind energy.

experience with municipal plan production

**CLIENT NAME:**

Oklahoma Planning &
Urban Design Division

CLIENT CONTACT:

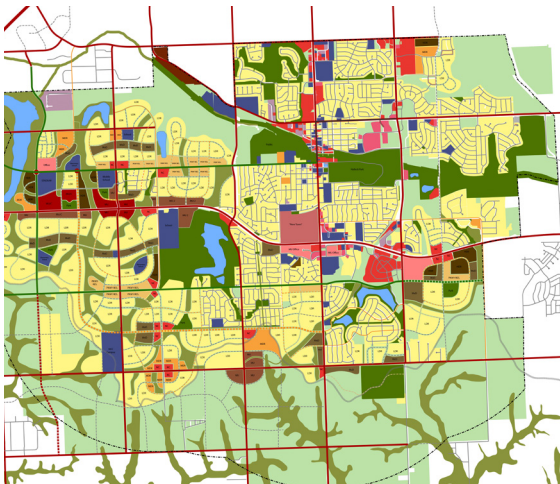
Geoffrey Butler
Assistant Planning Director
405.297.2288
geoffrey.butler@okc.gov

WEBSITE URL: www.okc.gov/departments/planning/what-we-do/plans-studies

planokc

OKLAHOMA CITY, OKLAHOMA

After nearly four years of working with local residents and completing important supporting studies, the city hired RDG to assist in the completion of planokc. RDG worked with city staff to coalesce the vision and policies that will guide development in Oklahoma City for many years to come. planokc represents the intersection of people, vision, time, and modern planning tools to create a practical vision for a healthy and sustainable city, based on the community spirit that has propelled Oklahoma City forward since its inception.

**CLIENT NAME:**

City of Papillion
122 E. Third St.
Papillion, NE 68046

CLIENT CONTACT:

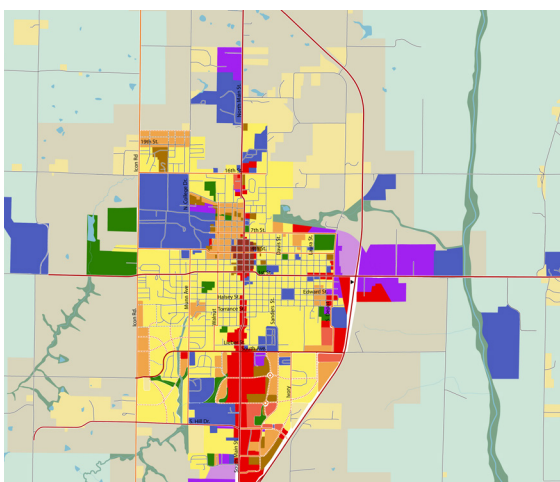
Mark Stursma
Planning Director
402.597.2027
mstursma@papillion.org

WEBSITE URL: www.papillion.org/539/Comprehensive-Plan-Information

Papillion Comprehensive Plan

PAPILLION, NEBRASKA

RDG has worked Papillion since the early 1990s and have assisted them in the development of a new zoning ordinance, two parks master plans, a downtown revitalization project, and their current Comprehensive Plan update in 2012. The 1995 Papillion Comprehensive Plan was built on a "Green Ribbon" unifying five existing and developing villages. During the late 1990s and early 2000s, Papillion experienced a significant surge in growth, adding more than 400 units annually at the peak.

**CLIENT NAME:**

City of Maryville, Missouri

CLIENT CONTACT:

Matthew LeCerf
Former City Administrator
720.382.5500
mlecerf@frederickco.gov

Greg McDanel
Current City Administrator
660.562.3271
gmcdanel@maryville.org

WEBSITE URL: www.maryville.org/pView.aspx?id=22905&catid=505

Maryville Comprehensive Plan

MARYVILLE, MISSOURI

The city of Maryville's connections with Northwest Missouri State University have presented it with exciting challenges and opportunities. The Maryville Comprehensive Plan is designed to provide a vision of the city's future, tackling the city's tough issues related to housing, downtown redevelopment and pedestrian access. Community involvement drove recommendations that were crafted to address the city's specific opportunities and make the city attractive for potential growth.

**AGREEMENT FOR CONSULTING SERVICES
BETWEEN THE CITY OF SHAWNEE, OKLAHOMA
AND
RDG SWB INC.**

This Agreement is entered into this _____ day of _____, 2018, by and between the City of Shawnee, Oklahoma, hereinafter referred to as the "City" and RDG SWB Inc., 900 Farnam St., Suite 100, Omaha, Nebraska 68102, hereinafter referred to as the "Consultant."

WHEREAS, the City has identified the need to prepare a comprehensive plan as a major priority. This comprehensive plan is hereinafter referred to as the "Plan"; and

WHEREAS, the City is committed to a planning process that provides community involvement in the preparation of the Plan; and

WHEREAS, the Consultant has indicated a willingness to provide professional planning services to the City in the preparation of this Plan.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

Section One. Scope of Services

The Consultant agrees to provide in a complete and professional manner the work elements set forth in Attachment A, Scope of Services, attached hereto and incorporated into this Agreement.

Section Two. Additional Services

2.1. If, during the progress or upon completion of the work outlined in the Scope of Services in this Agreement, it is desirable or necessary to cause the Consultant to perform additional services other than those outlined in the Scope of Services, an hourly schedule and reimbursable expense schedule may apply, or a fee may be negotiated.

2.2. Additional Tasks may be added to this agreement by amendment(s) at such time the City is prepared to proceed with each Task.

Section Three. Time of Performance

The time period for completion of the project is thirteen (13) months after issuance of a Notice to Proceed, as indicated on Attachment B: Comprehensive Plan Schedule. The projected time period does not include final approval process or delays caused by City or factors outside the Consultant's control.

Section Four. Responsibilities of the City

4.1. Access to Work. The City shall make best efforts to arrange access to and make provisions for the Consultant to enter upon public and private lands as required for the Consultant to perform such work as inventories, field surveys, and inspections in the development of the Plan.

4.2. Records, Files, and Previous Planning Efforts. The City shall make best efforts to arrange access to and make all records and files relevant to the Plan available to the Consultant as needed and furnish all

reasonable and necessary assistance in the use of such records and files. In addition, the City shall make best efforts to make previous reports and planning studies available to the Consultant, along with all other studies and work that provide information pertinent to the completion of the Plan.

4.3. Mapping. The City will assist the Consultant in obtaining all available electronic maps in a form usable by the Consultant, including recent plats and other changes since the completion of the last community comprehensive plan.

4.4. Consideration of Consultant's Work. The City shall give thorough consideration to all reports, drawings, and other documents presented for review by the Consultant and shall inform the Consultant of all decisions and comments within thirty (30) days.

4.5. Advisory Committee. The City shall appoint an Advisory or Steering Committee to carry out the citizen participation program of the planning process.

4.6. Meetings. The City shall provide logistical support for all meetings, including arranging for meeting places and notification of participants and citizens. The City shall be responsible for any costs associated with required public meetings, public notices, and other meetings associated with the project. The Consultant agrees to attend public meetings in Shawnee as identified on Attachment A: Scope of Services.

4.7. City's Representative. The City's representative, Mr. Justin DeBruin, or such other person as designated by the City, shall be responsible for the City's portion of the project management.

Section Five. Compensation and Method of Payment

5.1. Total compensation pursuant to the services specified in this Agreement, except as provided in Section 2.1, shall be in the sum of \$185,000.

5.2. Payment for services shall be made monthly in proportion to services performed.

5.3. All traveling and printing/duplication cost are included in 5.1. The Consultant will provide digital copies of committee presentations, draft plan chapters, final plan report, and one hard copy of the final plan.

Section Six. Ownership of Materials

6.1. The City shall control all media releases or other publicity related to the completion of this project.

6.2. No report, map, or other document produced in whole or part under this agreement shall be the subject of a copyright application by the Consultants.

Section Seven. Assignment

The Consultant agrees that they are prohibited from assigning an interest in this agreement or delegating the performance of any of its duties hereunder without the written consent of the City.

Section Eight. Amendments

Either party to this Agreement may request an amendment or modification. Such amendment will not take effect unless incorporated into this Agreement by written amendment executed by both parties.

Section Nine. Nondiscrimination

In the execution of this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, marital status, or receipt of public assistance.

Section Ten. Termination

This agreement may be terminated by either party upon ten (10) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the other. In the event of such termination, due to the fault of others than the Consultant, the Consultant shall be paid for services and expenses to the date of such termination.

Section Eleven. Independent Contractor

In relationship to the City, the status of the Consultant under and by virtue of this Agreement is that of independent contractor.

IN WITNESS WHEREOF, the AGREEMENT has been executed this ____ day of _____, 2018.

City of Shawnee, Oklahoma

By:

RDG SWB INC.

By:

Amy A. Haase, AICP
Principal

ATTACHMENT A: SCOPE OF SERVICES

Part 1: Project Management

1.1 PROJECT KICK-OFF MEETING AND COMMUNITY TOUR

A kick-off meeting will be held involving both RDG and city officials. Ideally, the city manager and key department heads will participate in this meeting. The purpose of the kick-off meeting is to discuss the project scope and schedule, clarify expectations, and answer any questions that arise. This meeting will be held via video-conferencing.

RDG will tour the entire city with the city's project manager and would encourage attendance by the public works director, the Mayor and the Chair of the Planning Commission. This tour should occur during the first visit by the RDG team.

1.2 PROJECT MANAGEMENT MEETINGS

The RDG team will schedule regular meetings with the city's project director. The purpose of the meetings are to plan upcoming events, ensure data collection, and review output from meetings and content development. Early in the process these meetings will occur weekly, transitioning to bi-weekly or monthly. Meetings will be by telephone or videoconference.

Part 2: Public Engagement and Awareness Campaign

The public engagement strategy will be refined at the Project Kick-Off and the first plan advisory committee meeting to ensure that we reach as many residents as possible. Elements will include:

- Advisory Committee
- Online presence and social media
- Website and community survey
- Stakeholder groups
- Visioning workshops
- Open house
- Planning Commission/City Council workshop

COMMUNITY ENGAGEMENT PLAN

RDG will tailor the engagement plan with city staff prior to the start of the project. Elements of the engagement plan must be considered carefully to design an effective process that maximizes the city's resources and community participation. The following items are included within the existing budget and schedule. Additional events that would require participation by RDG beyond the existing schedule may be considered an additional service.

Plan Advisory Committee. The plan advisory committee meets monthly to provide direction, assist with any necessary mid-course correction, and review deliverables. Members of the RDG team may participate via teleconference.

Online Tools. E-mail blasts, social media, surveys, and discussion forums contribute to sharing ideas, concepts and receiving feedback.

- **Project Website.** RDG can either develop a website that will provide updates of the planning process or provide content and copy for a city-maintained site.
- **Social Media.** RDG will schedule and create copy for any existing social media platforms.
- **Survey Monkey.** RDG will develop a questionnaire to understand community perspectives of city operations, services and quality of life. We can also quickly create more specialized surveys, including workforce or senior housing surveys that capture residents living outside the city but working in Shawnee.
- **Online Townhall.** RDG has worked with different outlets to development on-line discussions, including MySidewalk. Our project websites also have the capability to post questions and capture comments.

On-site Tools. More traditional methods of attracting the public to meetings such as fliers, posters, postcards, business cards, letters, and ads can be used. During the development of the engagement plan, city staff and RDG will identify opportunities to engage the public directly at existing events. Some of the on-site approaches that we have found to be very effective include:

- Planning Commission/City Council Workshop(s). This can be in the form of joint workshops or separate meetings if done within the existing schedule.
- Community Kick-off Meeting and Roundtable. The purpose of this meeting is for 1) City staff will explain why the comprehensive plan needs to be updated now and how it will use the plan, once completed, to improve the quality of life for the community's residents; 2) RDG to explain the planning process and schedule; 3) Members of the public will help identify key community issues and concerns to be addressed through a collaborative process.
- Focus Group Interviews. Working with the Plan Advisory Committee and the city, RDG will identify stakeholders and conduct a two- to three-day program of small group discussions.
- Student Engagement. Working with the school district and the post secondary institutions discussions will be organized to engage the youth and young adults in the planning process.
- Design Studios. RDG will involve both the Plan Advisory Committee, key stakeholders and the general public in a participatory process to prepare and refine the Land Use Plan that will guide the future development of Shawnee.
- Open Houses. A half-day event will be held at the end of the process to allow residents to view the overall plan and provide final comments.
- Other Meetings & Events. RDG will work with the city to identify community events and organizations that can reach the most residents.

Project Identity. A project identity will be developed to use in all communication related to the plan and ultimately in the final design of the document. Buttons, stickers, shirts, and magnets add interest to the project, create a consistent message, and add fun to the process.

Deliverable: Community Vision Report

Part 3: Shawnee Today - Where are we now?

3.1 POPULATION AND DEMOGRAPHICS SNAPSHOT

Analyze the city's population characteristics, including changes over time. Identify and analyze regional developments that may impact population growth. Prepare population projections.

3.2 COMMUNITY HISTORY AND CHARACTER

Assess Shawnee's history, community attributes and character based on public input.

3.3 HOUSING AND DEVELOPMENT TRENDS

Analyze housing and development trends by type, price, occupancy and geography. Analyze retail, office and industrial development trends. Identify and map major greenfield development areas and areas with potential for in-fill or redevelopment. This will provide the foundational elements for a city-wide housing market assessment.

3.4 LAND USE INVENTORY

Prepare a land use inventory based on existing city data and field verification. Analyze existing land uses by density/compactness and use distribution. Analyze the impact of land use patterns on the transportation system and other infrastructure systems. Prepare a map of existing lands uses within the city and its growth area.

3.5 TRANSPORTATION PLAN

Review existing transportation plans prepared by the Association of Central Oklahoma Governments (ACOG) and the Oklahoma Department of Transportation. Review the 2007 Shawnee Trails Master Plan. Prepare a map of existing major thoroughfares and key gaps in the active transportation network.

3.6 ECONOMIC ANALYSIS

Review the 2017 Downtown TIF Plan. Review and analyze local, state and regional factors that influence the future development and redevelopment of Shawnee. Consider the economic impacts of Gordon Cooper Technology Center; St. Gregory's University and Oklahoma Baptist University; the downtown district; and the potential development and redevelopment of other areas within the city. The plan will indicate the biggest opportunities for the growth and enhancement of Shawnee.

3.7 PARKS, TRAILS AND OPEN SPACE

Review the 2016 Park Master Plan and the 2007 Shawnee Trails Master Plan. Compare these to national standards.

3.8 STORMWATER AND INFRASTRUCTURE

Review the 2014 Utility Master Plan. Assess the existing water, wastewater, stormwater, solid waste and energy systems at a planning level. This will include a description of the current operations, constraints, conditions, repair and expansion needs for these systems, based on interviews with staff, citizens, and analysis of available data, including maps and GIS files.

3.9 ENVIRONMENTAL RESOURCES AND HAZARD MITIGATION

Prepare an environmental constraints map that identifies floodplains, wetlands, and other key environmental features. Identify and analyze opportunities for mitigating natural hazards. Best practices for stormwater management may be identified.

Deliverable: Shawnee Today Report

Part 4. Shawnee Tomorrow – Where do we want to go?

DEVELOP GOALS, OBJECTIVES, AND POLICIES

Building on the work in Part 2, RDG will work with staff and the Advisory committee to develop goals, objectives and policies of the Comprehensive Plan. Doing so will yield a viable vision and guide for the community for future development and redevelopment. The Plan will present a set of recommendations that outlines future investments, policies and projects to move Shawnee toward these goals. The recommendations will fall into a variety of topic areas:

4.1 LAND USE AND GROWTH MANAGEMENT CONCEPT

Community trends and development scenarios will be integrated into a coherent vision of the city's physical development. The final plan will present a future land use concept that identifies strategic development areas, target areas for neighborhood improvement and infill, transportation improvements (motorized and non-motorized), new/enhanced natural areas, new/enhanced public facilities and amenities, key historic and cultural assets, and important corridors and community entrances. The future land use concept will also include locations for future growth and potential infrastructure needs. The major components of the land use section include:

- Natural Resources Base.
- Development Principles. RDG will provide guidance for the design and character of future land use. This will include definition of Land Use Redirection and Growth Areas. Land use opportunities, alternative uses for underused parcels, potential redirection or redevelopment of obsolete land uses, neighborhood conservation and stabilization needs, land use conflicts, and areas of community significance
- Future Land Use Plan. RDG will provide a city-wide map of land uses to guide development decisions, identify ways to strengthen the city's neighborhoods, and propose ties between community destinations.

Based on public input, RDG will work with the plan advisory committee to establish a shared set of assumptions for development. Together with the public at the community workshops, the RDG team will look at the city's development patterns in new ways, drawing on expertise in planning with a long-term, sustainable perspective.

4.2 TRANSPORTATION

Recommendations from the existing transportation plans will be incorporated into the comprehensive plan as appropriate and strategies will be established to address the impact of new developments on current traffic corridors. We will identify the needs and implementation strategies associated with changing traffic patterns, street conditions, transit and active transportation systems that will increase accessibility from residential areas to shopping areas, schools, parks, employment and other destinations.

4.3 PARKS, TRAILS & OPEN SPACE

Recommendations from the Park and Trails Master Plans will be incorporated into the comprehensive plan as appropriate. The plan will identify future park, trail, and open space needs for the city and develop implementation strategies that provide a cohesive and consistent means to build parks, trails and open space systems in the community. Recommended facility improvements will be included along with trail and pedestrian system enhancements.

4.4 INFRASTRUCTURE

The comprehensive plan will provide general recommendations for stormwater, water, wastewater and solid waste to achieve the overall community vision and support the approved build-out scenario. This will include an identification of best practices the city should pursue to achieve a sustainable community.

4.5 HOUSING & NEIGHBORHOOD PLAN

Housing and neighborhood issues in Shawnee will be identified and a neighborhood conservation implementation policy will be developed. Areas with potential for in-fill housing development or redevelopment will be identified and if needed RDG will create detailed housing development concepts. Policies will be identified that will preserve the integrity of existing neighborhoods, including guidance for housing types, densities, conditions, site maintenance, streets, infrastructure, design, and appearance. If the city chooses, this section can be expanded to meet the requirements of a stand-alone housing market study.

4.6 ECONOMIC DEVELOPMENT AND TOURISM

The future directions for economic development and tourism to help the city achieve greater economic efficiency and full utilization of land resources will be identified. Local business districts and other special opportunity districts will be evaluated. This includes developing recommendations for development form, strategies for vacant properties, and policies to strengthen viability. Concepts and strategies for new or underutilized retail, office and business park sites in the city will be created. Some of these concepts may inject higher intensity mixed uses into areas previously conceived for single land uses.

4.7 SPECIAL INTEREST AREAS

The city can identify special planning areas or topics that may need further study beyond the scope for this project, as identified in this proposal. An additional workshop is included within the schedule to address any strategic areas of importance that are identified during the first two workshops.

Deliverables: Shawnee Tomorrow Report

Part 5. Shawnee Implementation- How do we get there?

5.1. ZONING AND SUBDIVISION ORDINANCE REVIEW

Review current zoning and subdivision ordinances as they relate to the comprehensive plan. Base on this review, RDG will develop a staff report summarizing areas within the code that may need to be addressed.

5.2. CAPITAL IMPROVEMENTS PLAN, FINANCING, AND PRIORITIZATION

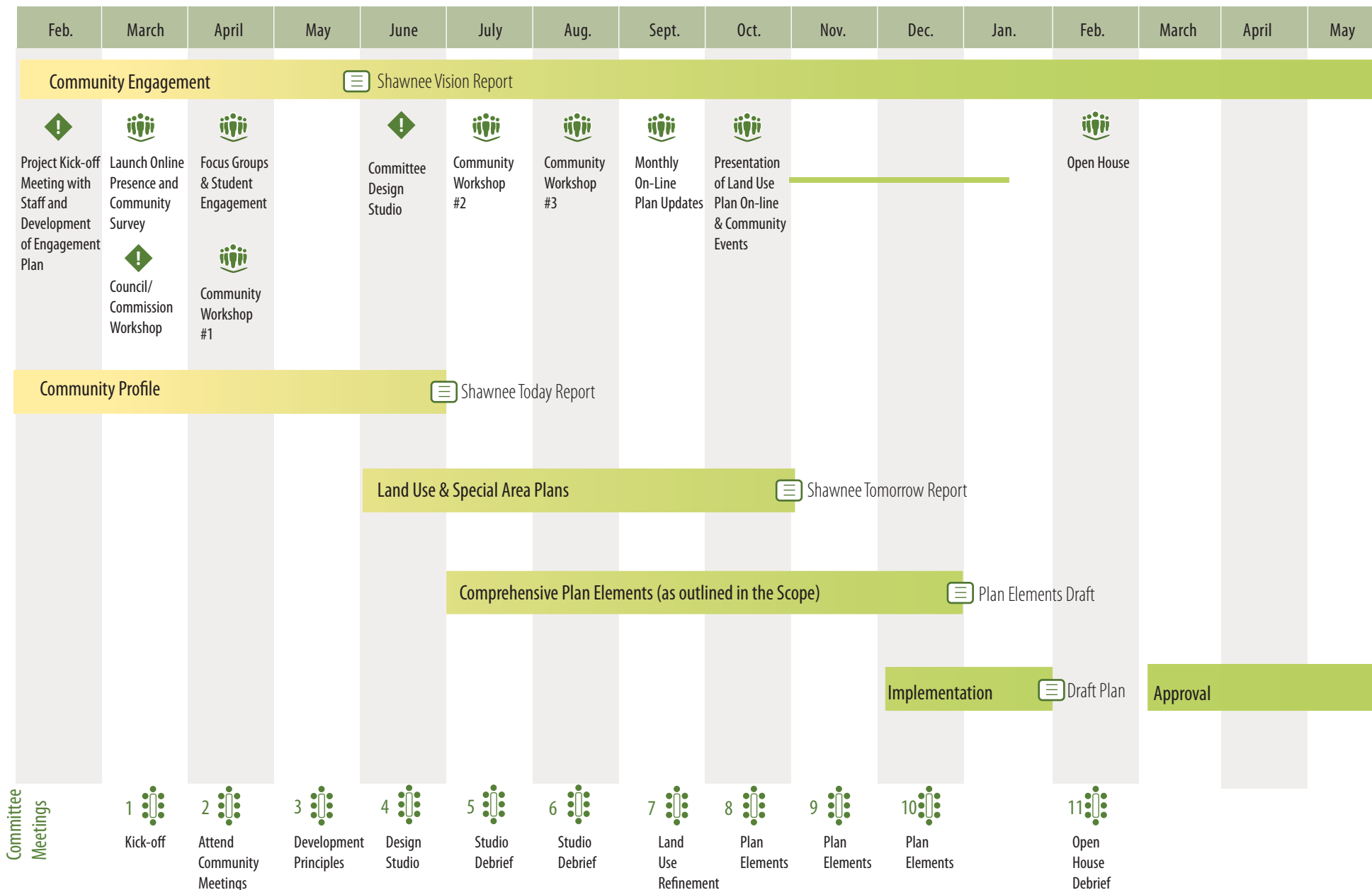
We will relate plan recommendations that impact infrastructure and other capital projects and outline a prioritized timetable that supports the plan recommendations. We will provide a chart of funding sources to support the plan's initiatives. Milestones will be identified to track the plan's implementation, along with indicators that will track changes that may warrant modifying the implementation schedule.

Deliverables: Plan Elements Report, Implementation Report, Final Comprehensive Plan

Final Deliverables: A digital copy of the plan (PDF and InDesign), one printed plan, GIS and other map files, and high-resolution versions of graphics and maps. An executive summary can also be compiled based on the final plan.

Attachment B: Comprehensive Plan Schedule

	Plan Advisory Committee
	Public Meeting/ Open House
	Major Events
	Deliverables



Regular Board of Commissioners

6.

Meeting Date: 02/20/2018

SEDF Funding

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration, and possible action to approve a prorated increase in funding to the Shawnee Economic Development Foundation in accordance with the clause related to the merger with the Greater Shawnee Area Chamber of Commerce in the *Agreement Between the City of Shawnee and Shawnee Economic Development Foundation* for Fiscal Year 2017-2018. (*Deferred from the February 5, 2018 City Commission meeting.*)

Attachments

SEDF Memo

SEDF Contract



Office of the City Manager

MEMORANDUM

AGENDA: February 5, 2018

TO: Honorable Mayor and Members of the City Commission

FROM: Justin Erickson
Justin Erickson, City Manager

RE: SEDF Funding – Merger Clause

SUMMARY AND BACKGROUND

The City maintains an annual agreement with the Shawnee Economic Development Foundation (SEDF). The contract for the current fiscal year was approved on June 5, 2017 by the Commission (attached). Anticipating a merger between the SEDF and the Greater Shawnee Area Chamber of Commerce, the contract includes a provision related to increased funding that would be required to facilitate the new organization (Shawnee Forward) and get it up and running. The merger was approved by both entities in January 2018, triggering this clause for consideration by the Commission:

3. Payment from the CITY to SEDF. The CITY will pay to SEDF on a monthly or quarterly basis a sum certain as specified in accordance hereunder to fund the marketing program and activities as SEDF in carrying out its duties on behalf of the CITY during the operation of the program. The CITY will provide the sum of \$231,000.00, and SEDF will actively pursue raising similar funds from the private sector. In the event of a merger occurring during Fiscal Year 2017-2018 between SEDF and the Shawnee Chamber of Commerce, the CITY will provide an additional \$50,000.00 to fund additional operations, subject to approval by the City Commission.

RECOMMENDATION

Staff recommends that the City Commission approve a pro rata increase to SEDF in the amount of \$4,167 per month from February through June for a total amount of \$20,835 over the remaining fiscal year.

Attachment

AGREEMENT BETWEEN THE CITY OF SHAWNEE and
SHAWNEE ECONOMIC DEVELOPMENT FOUNDATION

This Agreement made and entered into this 1st day of July, 2017, is between the City of Shawnee, a municipal corporation hereinafter referred to as "CITY", and the Shawnee Economic Development Foundation hereinafter referred to as "SEDF".

I. DUTIES AND RESPONSIBILITIES OF SEDF

1. Services Provided by SEDF. The purpose of this engagement is for the CITY to strive toward the fulfillment of both the long range strategic plan for economic and industrial development for the CITY and the present economic development goals and priorities of the Mayor and Board of City Commissioners and as such plan, goals and priorities may be hereinafter amended from time to time. For purpose of this contract said plan, goals and priorities are here adopted and incorporated herein by reference. SEDF shall use its good faith and best effort to fulfill as much of the plan, goals and priorities as possible within the limitation of its budget. Such scope for work includes but is not limited to SEDF using its best efforts to accomplish the following general objectives:

- a. Expanding the economic base of the CITY and Pottawatomie County by seeking diversification of employment opportunities to balance the area's dependency on petroleum-based industry and agriculture.
- b. Encouraging and assisting resident industry to maintain and expand employment opportunities.
- c. Implementing a comprehensive and aggressive marketing program to attract new industrial manufacturing jobs to CITY.
- d. Providing materials including graphics and photos where appropriate to those individuals or companies evaluating the CITY for industrial and commercial investments.
- e. Creating a variety of marketable industry facilities by making best use of existing industrial potential and the development of new facilities where required.
- f. Providing additional employment opportunities.

- g. Encouraging and assisting state installations and federal installations in CITY to maintain employment and seek way to expand those facilities and attract new facilities.
 - h. SEDF shall use its best efforts to prepare and develop industrial team visits, travel to various meetings, to encourage industrial prospect visits, state sponsored industrial team and international trade team visits and to train personnel, both professional and lay, to fulfill the purposes of job creation and job retention in the CITY as provided for by the budget in this Agreement.
 - i. SEDF shall have full responsibility for the filing of any tax documents necessary, keeping of records and detailed statements, keeping a detailed activity report, records for expenditures for training, travel and development account, and any other necessary record documentation.
 - j. The SEDF shall undertake retail recruitment and attraction on behalf of the City. These duties shall include but not be limited to: development of marketing materials tied to the development of retail and commercial sites, to be used in recruitment or attraction of retailers, interaction with retailers, retail brokers, retail site selectors and developers, retail consultants, and City staff, and additionally develop and maintain a database of available properties, (land and buildings), suitable for retail development. The SEDF staff shall, as deemed necessary or appropriate, and within the constraints of its budget, actively participate at the professional retail trade shows and become a member of the ICSC.
2. **CITY Representation on SEDF Board of Trustees.** At least three (3) CITY Representatives, (Mayor and two Commissioners), shall serve as Trustees of SEDF. No member of the Board of Commissioners shall hold any employment with SEDF or receive compensation for services rendered with SEDF.
3. **Incentive Program.** SEDF, in conjunction with the CITY, shall prepare an incentive program for the retention, recruitment and expansion of businesses within the CITY.
4. **Employees.** SEDF agrees to provide a qualified and competent staff to carry out a program of work that will meet the goals and objectives set out by the SEDF and the CITY. All employees carrying out tasks pursuant to this Agreement are employees of the SEDF and are not employees of the CITY.
5. **Expenses of Operation.** SEDF agrees to maintain office and work space suitable for its operation, and shall be responsible for all expenses relating thereto.

6. Records and Reporting.

- a. **Reports.** SEDF will provide a written monthly report of its activities to the CITY. SEDF will also provide quarterly report in an appearance before the CITY Commission. The report will include a financial report as well as accomplishments in the previous quarter and plans for the upcoming quarter.
 - b. **Inspection and Audit.** SEDF agrees to keep its books and records pertaining to its operation open during regular business hours for inspection by the CITY's Director of Finance, any designee, or persons designated by CITY to perform audits. SEDF agrees to include the funds paid to it pursuant to this Agreement in its annual audit and to provide a copy of that audit to CITY no later than September of each year. Copies of books and records shall be furnished to CITY, its staff, auditors, and elected officials at no additional charge.
 - c. **Compliance with Open Meeting and Open Records Laws.** All meetings of the SEDF shall be subject to the provisions of the Open Meeting Law (25 O.S. §§ 301-314). The records of the SEDF relating to its operation shall be subject to the provisions of the Open Records Law (51 O.S. §§ 24A 1-29 *et seq.*). SEDF staff shall post agendas for its meetings on the CITY's website. Copies of records shall be provided to CITY and its staff and elected officials without charge. Nothing in this Agreement shall require the disclosure of confidential or proprietary information submitted by any person or firm submitted in connection with the expansion, relocation, incentives or other support from SEDF.
7. **Budget.** SEDF will submit its request for funding each year to the CITY's Contract Review Committee, which shall review the request in accordance with its procedures and make its recommendation to the Mayor and CITY Commission. The submission is due April 1 and, as part of its submission to the Contract Review Committee, SEDF shall submit a clean, unqualified audit of its financials and be prepared to substantiate the annual services rendered and discuss general operations items of the previous year. The Contract Review Committee shall forward a recommendation to the CITY Commissioners for its consideration. CITY agrees its Contract Review Committee will meet in a timely fashion so as not to delay recommendation for budget and renewal.

II. TERM OF AGREEMENT, NO TRANSFER OR ASSIGNMENT

1. **Effective Date.** This Agreement shall take effect on July 1, 2017, and shall remain in effect until June 30, 2018. All modifications to this Agreement must be in writing and approved by SEDF and by the CITY. The Agreement will be reviewed annually in conformance with the budget request and appropriation as set out above. Approval

of a budget and appropriation of funds shall be deemed to be a one-year renewal of the Agreement.

2. **Transfer of Rights and Responsibilities.** No party to this agreement can transfer or assign its rights and responsibilities without approval of the other parties.
3. **Payment from the CITY to SEDF.** The CITY will pay to SEDF on a monthly or quarterly basis a sum certain as specified in accordance hereunder to fund the marketing program and activities as SEDF in carrying out its duties on behalf of the CITY during the operation of the program. The CITY will provide the sum of \$231,000.00, and SEDF will actively pursue raising similar funds from the private sector. In the event of a merger occurring during Fiscal Year 2017-2018 between SEDF and the Shawnee Chamber of Commerce, the CITY will provide an additional \$50,000.00 to fund additional operations, subject to approval by the City Commission.
4. **Renewal.** SEDF shall submit a request for renewal to the City Clerk's Office no later than March 30, 2018. As a part of this request, SEDF shall submit a clean, unqualified audit of its financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year. The City's Community Service Contract Review Committee will then review the request in accordance with its procedures and make its recommendation to the City Mayor and Commission.

III. NON-DISCRIMINATION

SEDF agrees not to discriminate against any employee, applicant for employment, or party seeking the services of SEDF because of race, creed, color, national origin, gender, ancestry, disability, or SEDF membership. SEDF shall take affirmative action to insure that employees are provided equal opportunity in employment, promotion, demotion, transfer, or termination, rates or pay, or other forms of compensation, and selection for training.

IV. WAIVER

The waiver by any part of any breach of any term, condition, or covenant herein contained shall not be deemed a waiver of any subsequent breach of the same, or any other term, condition, or covenant.

V. BREACH OF AGREEMENT

If either party to this Agreement fails, refuses, or neglects to abide by its duties and responsibilities hereunder, the other party may give notice of such breach. The breaching party shall be notified, in writing, of its alleged breach and shall be given ninety (90) days (unless such time is extended by the non-breaching party) to cure the breach. If the breach is due to violation of law or mismanagement or embezzlement of funds by the SEDF, the Agreement shall terminate immediately. If the breach is not remedied, the other party may

terminate the Agreement. The notice period shall not operate to extend the Agreement beyond its current term.

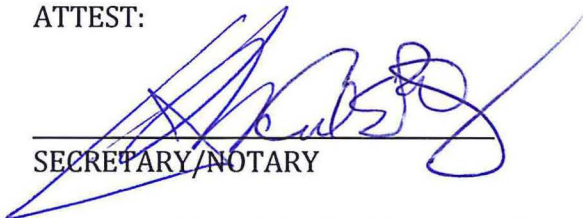
WITNESS our hands this ____ day of _____, 2017.

SHAWNEE ECONOMIC DEVELOPMENT
FOUNDATION



CHAIRMAN OF THE BOARD

ATTEST:



SECRETARY/NOTARY

APPROVED by the Mayor and the City Commissioners of the City of Shawnee this 5
____ day of June, 2017.

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

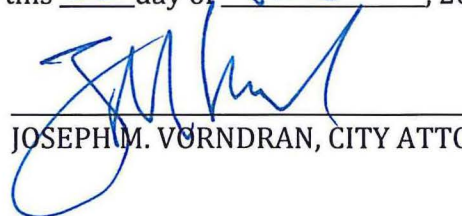


JUSTIN ERICKSON, CITY MANAGER



PHYLLIS LOFTIS, CMC, CITY CLERK

APPROVED as to form and legality this 22 day of June, 2017



JOSEPH M. VORNDRAN, CITY ATTORNEY

Regular Board of Commissioners

7.

Meeting Date: 02/20/2018

Sales Tax Rpt 02-2018

Submitted By: Lisa Lasyone, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge Sales Tax Report received February 2018.

Attachments

Sales Tax



Date: February 14, 2018
TO: Mayor and Commissioners
From: Cynthia S. Arnold, Finance Director (CSA)
Subject: January sales tax and use tax collections

Sales Tax Collections:

February deposit for January sales tax was \$1,652,541 which will be divided among the following funds:

General	\$ 1,101,694
Capital Improvements	\$ 213,453
Street Fund	\$ 240,996
Economic Development	\$ 27,542
Police Sales Tax Fund	\$ 34,428
Fire Sales Tax Fund	\$ 34,428

Compared to February 2017 we were down \$23,872 or 1.42% For the year we are up 1.12% which is slightly below what we budgeted for.

We need to remember to Shop Shawnee as much as possible to keep the sales tax steady.

Use tax deposit in February was \$109,994 up \$18,974 or 20.84 % from last year.

Compared to last year use tax is up \$141,835 or 11.55 % for the year.

Sales Tax Comparison:

	March 2015	March 2016	March 2017	Increase	(Decrease)
	through	through	through	Over Prior Year	
Month	February 2016	February 2017	February 2018	Amount	Percentage
March	1,292,781	1,316,044	1,370,990	54,946	4.18%
April	1,426,451	1,552,529	1,469,441	(83,088)	(5.35%)
May	1,466,536	1,493,399	1,573,986	80,587	5.40%
June	1,438,144	1,437,412	1,556,869	119,457	8.31%
July	1,442,218	1,475,520	1,537,860	62,340	4.22%
August	1,588,410	1,530,246	1,559,594	29,348	1.92%
Sept	1,494,203	1,490,836	1,493,327	2,491	0.17%
Oct	1,545,245	1,496,732	1,571,844	75,112	5.02%
Nov	1,426,192	1,468,286	1,412,195	(56,091)	(3.82%)
December	1,506,784	1,405,365	1,436,804	31,439	2.24%
January	1,546,951	1,558,709	1,573,267	14,558	0.93%
February	1,605,202	1,676,413	1,652,541	(23,872)	(1.42%)
Total	16,173,913	16,225,078	16,556,176	331,098	2.04%
.					
		Prior Year	Current Year	Increase	(Decrease)
Period		Actual	Actual	Over Prior Year	
Fiscal Year to Date		12,102,107	12,237,432	135,325	1.12%

Top sales tax codes: December Collections		January 2018	January 2017
Retail Trades	44-45	\$1,013,542	\$1,071,305
Accommodation and Food Service	72	\$269,695	\$259,335
Wholesale Trades	42	\$ 97,523	\$103,732
Utilities	22	\$70,399	\$78,819
Information	51	\$52,131	\$51,248
Manufacturing	31-33	\$29,540	\$45,443
Real Estate Rental & Leasing	53	\$15,167	\$36,970
Other Services	81	\$15,233	\$13,839
Unclassified	UNC	\$(675)	\$4,003
Arts & Entertainment	71	\$4,380	\$5,127
Professional	54	\$1,684	\$4,007
Other		\$4,648	\$2,285

TOP REVENUE THRU 01/31/2018		2017-2018	2016-2017	2015-2016	% to 2016	% to 2015
General Fund:	001					
Sales Tax	4001	\$ 7,046,863	\$ 6,941,561	\$ 7,034,582	1.52%	0.17%
Use Tax	4002	\$ 951,716	\$ 810,571	\$ 927,266	17.41%	2.64%
Alcoholic Beverage Tax	4003	\$ 74,742	\$ 75,370	\$ 68,046	-0.83%	9.84%
Cigarette Tax	4006	\$ 129,277	\$ 125,305	\$ 128,315	3.17%	.75%
Court Fines	4301	\$ 207,964	\$ 233,990	\$ 253,182	-11.12%	-17.86%
Court Cost	4302	\$ 50,505	\$ 63,388	\$ 72,283	-20.32%	-30.13%
		\$ 8,461,066	\$ 8,250,185	\$ 8,483,674	2.56%	.27%
Franchise Taxes:	001					
Cable - Vyve	4016	\$ 31,675	\$ 34,786	\$ 37,471	-8.94%	-15.47%
Electric-CVEC	4018	\$ 71,226	\$ 68,719	\$ 68,039	3.65%	4.68%
Electric-OG&E	4014	\$ 746,892	\$ 689,939	\$ 720,180	8.25%	3.71%
Gas-ONG	4013	\$ 149,192	\$ 129,513	\$ 126,625	15.20%	17.82%
Top Ten Revenue		\$ 9,460,051	\$ 9,173,242	\$ 9,435,989	3.13%	0.26%
Total Other Revenue		\$ 2,552,619	\$ 2,895,905	\$ 2,568,104		
Total Revenue		\$ 12,012,671	\$ 12,069,050	\$ 12,004,092	-.47%	.07%

Regular Board of Commissioners**8.**

Meeting Date: 02/20/2018

CM Report

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

City Manager Report

AttachmentsCM Report

City Manager Report

January 2018



Highlights

C-Span Visits Shawnee!

Mayor Richard Finley welcomed C-SPAN to Shawnee on Tuesday, February 6 at the Shawnee Public Library as they kicked off a visit to record the history and non-fiction literary life of Shawnee on the cable network's non-fiction book channel BookTV (on C-SPAN2) and history channel American History TV (on C-SPAN3). In conjunction with its cable partner, Vyve Broadband, C-SPAN producers will reveal the stories and segments that will be explored by the national network. Local segments recorded during the week of February 4-7 will air on BookTV (on C-SPAN2, Vyve Broadband channel 20) and American History TV (on C-SPAN3, Vyve Broadband channel 21) throughout C-SPAN's special Shawnee weekend, March 3-4.

Police Department Lands Major Grant

The City of Shawnee is pleased to be one of six agencies in the United States that was selected as a demonstrate site that will focus on law enforcement response to domestic violence, sexual assault, and stalking. The initiative, *Integrity, Action, and Justice: Strengthening Law Enforcement Response to Domestic and Sexual Violence*, will provide dedicated resources and technical assistance to selected agencies. This national effort is led by the [International Association of Chiefs of Police](#) (IACP), supported by the Office for Victims of Crime (OVC) and in partnership with the [National Crime Victim Law Institute](#) (NCVLI).

According to Police Chief Mason Wilson, "this grant is an exciting opportunity for the Shawnee Police Department and the citizens of Shawnee. The Shawnee Police Department will help establish strategies and policies for domestic and sexual violence, assisting officers and victims nationwide. Shawnee officers will receive training to ensure victims of domestic and sexual violence receive the best services and support possible. This grant will allow resource sharing with local and national advocacy groups. We are very fortunate to have so many local advocacy resources and this grant will strengthen these resources."

Commission Plans for the Future

On January 17, the City Commission held their first workshop for the new year. The conversation centered on major capital improvements and included an update on the City's efforts to improve water and wastewater treatment infrastructure. The next workshop is scheduled for March 1 at 11:00 AM at the Shawnee EXPO. The public is encouraged to attend.

Meetings and Noteworthy Items

City Commission – February 20, March 5

(Note: All regular Commission meetings now start at 6:00 PM in 2018)

City Commission Workshop – March 1, 11AM (special meeting held at the EXPO)

Planning Commission – March 7

Beautification – March 15

Other Important Dates:

3rd Friday Block Party – February 16, March 16

City Hall Closed- February 19

Other Events:

www.visitshawnee.com/Calendar

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

Board Openings:

Beautification Committee

Traffic Commission

Note: Applications can be obtained:

www.shawneeok.org/gov/Boards/

City Manager Report

January 2018



OTHER UPDATES BY DEPARTMENT

Finance/Treasurer Report

Sales Tax. January deposit of December sales tax collected was \$1,573,267 compared to January 2017 we are up \$14,558 or .9324 percent. For the year, the City is up 1.53 percent which is below what was budgeted for this fiscal year.

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 Plant and the Northside Sewer Plant. Guernsey conducted a detailed immersion of the plants on April 27 and 28. SMA staff and Guernsey presented the Capital Improvement Plans to DEQ on Tuesday, May 9, 2017. SMA met with Guernsey Engineering and Lemke Survey on June 16 to discuss surveying of the plants. Survey crews began surveying the week of August 21.

Engineering work is 35% complete. Staff toured the Midwest City plant on Friday, October 27, 2017. Staff toured 3 Wastewater Plants in Austin, TX in November to get a look at what the new proposed Southside Wastewater Plant could resemble. On January 17, 2018 Guernsey provided a comprehensive update to the City Commission at their special meeting/workshop.

Operations Department (Parks, Cemetery, Fleet Management)

Classes at the Community Center: (call #275-3986 for more information)

Martial Arts- Monday, Wednesday and Friday 6-8:30 pm (\$)

Pound Course- Tuesday and Thursday starting January 16th from 5:30-6:30 pm (\$)

Engineering and Streets

Rehab Concrete Streets Project. The project contractor is currently working on N. Pottenger Street.

Kickapoo Street from Farrall to Spur. Preliminary Right-of-Way and Utility Plans were submitted for review. A meeting is scheduled with POE and Associates to go over changes and revisions needed before meeting with ODOT. Anticipate being able to begin right-of-way acquisition mid-2018.

Avedis/City Sidewalk Project. The second phase of this project has begun starting on the east side of Broadway just north of Highland. They have completed approximately ten blocks to date and will continue along the east side until they reach Federal Street.

City Manager Report

January 2018



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. The project is expected to ready to bid in Spring 2018.

Comprehensive Plan Update. The City is starting the process of updating its Comprehensive Plan – a long range planning document that encompasses all aspects of the community and helps to ensure positive long-term growth and development. The City is currently reviewing proposals from professional consultants that seek to assist the City with the process. It is expected that the new Comprehensive Plan will be adopted in March 2019. The process will involve extensive public outreach and work by various boards and committees. More information will be forthcoming.

Fire Department

Station 2 Rehab/Renovation. Work continues on this project. The roof and insulation are being installed on the north side of the building.

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

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

Blue Card Incident Command Certification. Nine (9) Fire Department Captains are now enrolled in the Blue Card program. They have been given until March 31, 2018 to complete the 50hr online portion of the class. Currently, the Fire Department is working towards development of a Blue Card Command Training Center at Fire Station 3.

Police Department

Administration. The Police Foundation Banquet had a record turnout. The SPD was awarded a grant through the IACP for \$450,000 for the next 18 months. This grant will fund training towards domestic and sexual violence (see headline on Page 1)

Patrol. New officers have started with the department. They have begun their CLEET or FTO training. We are in the process of hiring two new officers. Community Oriented Policing officers are attending neighborhood meetings and functions to allow them to better know the citizens in their designated areas.

City Manager Report

January 2018



Animal Welfare. We are still working on improving the experience at the Animal Shelter. We are focused on more interaction between volunteers and potential animal owners with the animals at the shelter. Adoptions, rescues, and reuniting the animals with their owners remains at an all-time high. The Animal Shelter is still looking for volunteers. Applications are available at the shelter.

Dispatch. The County 911 board held their monthly meeting at the Shawnee City Hall and toured the facility. We continue to work together to ensure the best possible services for the citizens of Pottawatomie County.

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

Bonnie Wilson stated work as the new Airport Manager on January 22. Ms. Wilson have an extensive aviation background including over sixteen years of service at the Jackson Municipal Airport Authority in Mississippi, where she held several positions including: Director of Public Safety and Operations, Chief Operating Officer, Interim Chief Executive Officer and Chief Administrative Officer. She holds a Bachelor's Degree in History and Public Administration from the University of Houston and is a Certified Member of the American Association of Airport Executives.

City Manager Report

January 2018

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In conjunction with its cable partner, Vyve Broadband, C-SPAN producers will reveal the stories and segments that will be explored by the national network. During their time in Shawnee, C-SPAN producers will visit various literary and historic sites, interview local historians, non-fiction authors and conduct educational and community outreach in the area. Local segments recorded during the week of February 4-7 will air on BookTV (on C-SPAN2, Vyve Broadband channel 20) and American History TV (on C-SPAN3, Vyve Broadband channel 21) throughout C-SPAN's special Shawnee weekend, March 3-4.

