

AGENDA
BOARD OF CITY COMMISSIONERS
November 7, 2016 AT 6:30 P.M.
COMMISSION CHAMBERS AT CITY HALL
SHAWNEE, OKLAHOMA

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

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

1. Consider approval of Consent Agenda:

a. Minutes from the October 17, 2016 regular meeting.

b. Acknowledge the following minutes:

- Traffic Commission Minutes from October 27, 2015 meeting.

c. Traffic Commission Recommendations

1) Approval of October 27, 2015 Minutes

STAFF RECOMMENDATION: Staff recommends approval of request.

BOARD RECOMMENDATION: Board recommends approval of request.

2) Approval of 2017 Calendar of Meetings

STAFF RECOMMENDATION: Staff recommends approval of request.

BOARD RECOMMENDATION: Board recommends approval of request.

3) Consideration of request by Staff, to Remove the No Parking restriction of South Beard Street from 7th Street to Main Street on the East side.

STAFF RECOMMENDATION: Staff recommends approval of request.

BOARD RECOMMENDATION: Board recommends approval of request.

d. Budget Amendment – General Fund 001

To adjust budget for two (2) grants received by the Police Department – From OSHA (Oklahoma Highway Safety Office) and the Attorney General for overtime for speed enforcements and policing high crime areas.

- e. Budget Amendment – General Fund 001
To adjust budget for the VOCA (Victims of Crime Act) Grant and the Red Cross Shelter Grant
 - f. Acknowledge resignation of Regena Morton from the Planning Commission.
 - g. Authorize City Manager to execute an agreement with the Oklahoma Department of Emergency Management for the sub-grant of Emergency Management Performance Grant funds.
 - h. Authorize staff to purchase a 2017 Chevrolet Suburban from Hudiburg Chevrolet in the amount of \$45,753.00, for the Fire Department.
 - i. Authorize staff to purchase a 2017 Chevrolet Silverado 1500 Crew Cab Pickup in the amount of \$31,285.00 using county sales tax funds, for the Fire Department.
 - j. Transfer of funds to Shawnee Community Foundation in the amount of \$30,000.00 for black granite panels to be installed in the Veterans Memorial Park.
 - k. Accept water line improvements for Haag Addition and placing the maintenance bond into effect.
 - l. Grant an easement to Canadian Valley Electric Cooperative, Inc. to serve an existing City Lake Lot Lease site at Shawnee Twin Lakes.
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, James Kriwanek, Fire Prevention.
 4. Consideration of a resolution supporting the Avedis Blue Zones Project.
 5. Consideration of a resolution to declare certain items surplus property and authorizing the sale of said items at auction.
 6. Discussion, consideration and possible action to approve an agreement with Excel Auctions, LLC, to auction surplus City property.
 7. Consideration of estimate of probable costs for Fire Station No. 2 renovation and possible action to authorize staff to proceed with final plans, specifications and bid documents.
 8. Discuss and consider setting one or more special call meetings with regard to a workshop to discuss city projects, goals, long term needs, budget, and funding options.
 9. Authorization to negotiate a contract for the Park Planning and Design.
 10. City Manager Report

11. New Business

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

12. Commissioners Comments

13. 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: 11/07/2016

CC Minutes

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Minutes from the October 17, 2016 regular meeting.

Attachments

CC Minutes

BOARD OF CITY COMMISSIONERS PROCEEDINGS
OCTOBER 17, 2016 AT 6:30 P.M.

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, October 17, 2016 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley
Mayor

Dub Bushong
Commissioner Ward 1

Ron Gillham
Commissioner Ward 2

James Harrod
Commissioner Ward 3-Vice Mayor

Darren Rutherford
Commissioner Ward 4

Lesa Shaw
Commissioner Ward 5

Absent
Commissioner Ward 6

ABSENT: Micheal Dykstra

INVOCATION

The Lord's Prayer

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Shawnee Municipal Authority Agenda Item No. 2.
- b. Minutes from the October 3, 2016 regular meeting.
- c. Acknowledge the following reports and minutes:
 - License Payment Report for September 2016
 - Project Payment Report for September 2016
 - Shawnee Urban Renewal Authority Minutes from the July 5, 2016 meeting

- Planning Commission Minutes from the September 7, 2016 meeting
- d. Approve agreement with the Housing Authority of the City of Shawnee for supplemental police services.
- e. Acknowledge City of Shawnee Holiday Schedule for 2017.
- f. Acceptance of public improvement, i.e., sanitary sewer, for the Regal Addition and placing the maintenance bond into effect.
- g. Acceptance of public improvements, i.e., sanitary sewer, storm sewer, water, and paving for Deer Field Estates Addition, placing maintenance bonds into effect.
- h. Acknowledge Oklahoma Municipal Retirement Fund Early Retirement for Frank Loman.
- i. Mayor's Appointments:

Traffic Commission

John "Jack" Barrett 1st Partial Term Expires 1/1/2017
Replaces Darren Rutherford – Resigned

Shawnee Hospital Authority

Mike Warwick 6 Year Term Expires 9/30/2022
Reappointment

John Robinson, M.D. 6 Year Term Expires 9/30/2022
Reappointment

Charles Skillings 6 Year Term Expires 9/30/2022
Reappointment

Commissioner Shaw asked that Agenda Item No. 1(i) be pulled for separate consideration.

A motion was made by Commissioner Shaw, seconded by Commissioner Rutherford, to approve the Consent Agenda Item Nos. 1 (a-i), less item 1(i). Motion carried 6-0.

NAY: None

Regarding Agenda Item No. 1(i), Shawnee Hospital Authority reappointments, Commissioner Shaw asked why that board, as well as the Avedis Foundation board, has not changed their appointment application process to be consistent with the City of Shawnee's application process. Shawnee Hospital Authority Board member and Avedis Foundation board member Michael Adcock was present and briefly addressed the commission regarding the yearly meeting of the Shawnee Hospital Authority Board.

Commissioner Shaw made a motion to table Agenda Item No. 1(i) until uniform applications can be submitted to the City Clerk's office. Motion failed due to the lack of a second.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve Agenda Item No. 1(i). Motion carried 5-1.

AYE: Harrod, Gillham, Finley, Rutherford, Bushong

NAY: Shaw

AGENDA ITEM NO. 2:

Citizens Participation

(A three minute limit per person)

(A twelve minute limit per topic)

Mr. Douglas Gordon introduced himself as the co-owner of a new art gallery at 112 ½ East Main Street. He explained the concept behind the gallery and invited everyone to visit. He specifically mentioned events in November and an Opera and Art show scheduled for February, 2017.

AGENDA ITEM NO. 3:

Discussion, consideration and possible action on Clara and Juan Guerrero's appeal of an Administrative Order requiring the demolition of the residential structure located at 420 South Park Street. *(Reconsideration from September 6, 2016 City Commission meeting.)*

Community Development Director Justin DeBruin explained that Mr. and Mrs. Guerrero were issued a building permit and have six months to bring the property up to code. No action was taken.

AGENDA ITEM NO. 4:

Consideration of a Final Plat for Re-Plat of Vision Addition, Section I, located at 4301 North Harrison Street. Case No. S18-16. Applicant: Vision Bank, NA.

Community Development Director Justin DeBruin discussed Agenda Item Nos. 4 and 5. Mr. DeBruin explained that the properties in question are located on the Northeast corner of 42nd Street and Harrison Street. Staff recommends approval with four conditions, which includes a letter from the Federal Emergency Management Agency (FEMA). Mr. DeBruin stated that he did not expect any problems with either final plat.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Shaw, to approve a Final Plat for Re-Plat of Vision Addition, Section I, located at 4301 North Harrison Street, with the following conditions:

1. Present for review and approval an appropriate Letter of Map Revision (LOMR) from FEMA, indicating any changes to the floodplain due to channelization.
2. Final construction documents must be approved by the City Engineer prior to construction.
3. Any necessary drainage plans must be approved by the City Engineer prior to construction.
4. All other applicable City standards apply.

Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 5:

Consideration of a Final Plat for Vision Addition, Section II, located at 4301 North Harrison Street. Case No. S10-16. Applicant: Vision Bank, NA.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve a Final Plat for Vision Addition, Section II, located at 4301 North Harrison Street, with the following conditions:

1. Present for review and approval an appropriate Letter of Map Revision (LOMR) from FEMA, indicating any changes to the floodplain due to channelization.
2. Final construction documents must be approved by the City Engineer prior to construction.
3. Any necessary drainage plans must be approved by the City Engineer prior to construction.
4. All other applicable City standards apply.

Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 6:

Public hearing and consideration of an ordinance to rezone property located at 1500 East Independence Street from R-1; Single Family Residential to C-1; Neighborhood Commercial. Case No. P08-16. Application: ADG, PC.

Community Development Director Justin DeBruin gave a staff report for Agenda Item Nos. 6 and 7. Mr. DeBruin explained that this property is located on the Northeast corner of East Independence Street and North Elm Street and is approximately twelve acres. A seven thousand square foot office building for the Avedis Foundation will be constructed on the site. Developers plan on keeping an abundance of the trees on the property. This buffer provides a lower density than previous development requests for this location. Mr. DeBruin stated that staff recommends approval of the ordinance and the preliminary plat with four conditions listed.

Commissioner Shaw stated that she resides in this neighborhood and the neighbors she has spoken with support this rezoning, although some are concerned that their property value will be affected. She also has concerns and mentioned previous flooding issues on Elm Street as one of the concerns.

Mayor Finley declared a public hearing in session to consider an ordinance rezoning property located at 1500 East Independence Street from R-1; Single Family Residential to C-1; Neighborhood Commercial. Mr. Michael Adcock, representing the Avedis Foundation, appeared in favor of said rezoning and stated the Avedis Foundation plans on keeping the property as much like a park setting as possible. Project Engineer Jason Cotton addressed the commission noting the City's drainage ordinance will be used to control any flooding issues. Staff advised as the project develops the final plat will show drainage plan and will address any potential flooding problems. With no one else coming forward to speak in favor or in opposition, the public hearing was closed.

A motion was made by Commissioner Shaw, seconded by Vice Mayor Harrod, to approve the ordinance rezoning property located at 1500 East Independence Street from R-1; Single Family Residential to C-1; Neighborhood Commercial.

Ordinance No. 2587NS was introduced.

AN ORDINANCE CONCERNING THE ZONING CLASSIFICATION OF THE FOLLOWING DESCRIBED PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, TO-WIT: A TRACT OF LAND DESCRIBED AS BEGINNING 660 FEET N89°43'27"E OF THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER (SW/C SE/4) OF SECTION EIGHT (8), TOWNSHIP TEN (10) NORTH, RANGE FOUR (4) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA; THENCE N00°16'33"W A DISTANCE OF 1314.50 FEET TO A POINT ON THE NORTH LINE OF THE S/2 SE/4; THENCE N89°19'27"E A DISTANCE OF 397.66 FEET; THENCE S00°16'33"E A DISTANCE OF 1314.50 FEET; THENCE S89°43'27"W A DISTANCE OF 397.66 FEET TO THE POINT OF BEGINNING, TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF REZONING SAID PROPERTY FROM R-1; SINGLE FAMILY RESIDENTIAL DISTRICT TO C-1; NEIGHBORHOOD COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF SHAWNEE ACCORDINGLY.

Motion carried 6-0.

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

NAY: None

Ordinance No. 2587NS was adopted by the City Commission.

AGENDA ITEM NO. 7:

Consideration of a Preliminary Plat for Avedis Park located at 1500 East Independence Street. Case No. S17-16. Applicant: ADG, PC.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to approve a Preliminary Plat for Avedis Park located at 1500 East Independence Street, with the following conditions:

1. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
2. Any necessary drainage plans must be approved by the City Engineer concurrent with Final Plat approval.
3. Correction of minor details on the Preliminary Plat.
4. All other applicable City standards apply.

Motion carried 6-0.

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

NAY: None

AGENDA ITEM NO. 8:

Acknowledge Sales Tax Report received October 2016.

Finance Director Cynthia Arnold reported that October sales tax collected was \$1,496,732 which is down 3.14% from October 2015. She also provided current fiscal year figures against the previous fiscal year in revenue categories and provided top revenues in the general fund.

AGENDA ITEM NO. 9:

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. 10:

Commissioners Comments

Commissioner Shaw recommended reviewing the City Charter to restructure the ward boundaries in an effort to equalize the wards. She would like this information provided to the City Commission. City Attorney Vorndran noted that the City Manager was reviewing census information regarding this issue.

Commissioner Shaw stated she is excited about having the Avedis Foundation near and thanked them.

Commissioner Shaw invited Commissioners to attend the FAST Act Department of Transportation Rule Making Committee meetings being held at the Grand Casino/Hotel. All areas of transportation will be discussed.

Commissioner Gillham said he is proud that the Avedis Foundation has found a home in Shawnee and is enthusiastic with the work they have done and are continuing to do.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY (7:01 p.m.)

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (7:05 p.m.)

AGENDA ITEM NO. 11:

Discussion, consideration and possible action to enter into executive session to discuss confidential communications between the City and the City Attorney concerning a pending claim and investigation which the City, with the advice of the City Attorney, has determined that disclosure would seriously impair the ability to the City to process the claim and conduct an investigation in the public interest in compliance with its duty of confidentiality concerning investigation of complaints of the existence of a hostile work environment as authorized by 25 O.S. Section 307B(4).

A motion was made by Vice Mayor Harrod, seconded by Commissioner Gillham, to enter into executive session to discuss confidential communications between the City and the City Attorney concerning a pending claim and investigation which the City, with the advice of the City Attorney, has determined that disclosure would seriously impair the ability to the City to process the claim and conduct an investigation in the public interest in compliance with its duty of confidentiality concerning investigation of complaints of the existence of a hostile work environment as authorized by 25 O.S. Section 307B(4). Motion carried 6-0.

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

NAY: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 7:06 P.M. WITH ALL MEMBERS PRESENT

COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 7:37 P.M. WITH ALL MEMBERS PRESENT

AGENDA ITEM NO. 12:

Consider matters discussed in executive session regarding confidential communications between the City and the City Attorney concerning a pending claim and investigation which the City, with the advice of the City Attorney, has determined that disclosure would seriously impair the

ability to the City to process the claim and conduct an investigation in the public interest in compliance with its duty of confidentiality concerning investigation of complaints of the existence of a hostile work environment as authorized by 25 O.S. Section 307B(4).

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to authorize the City Manager and City Attorney to hire a qualified independent third-party to conduct investigation of a pending claim which the City, with the advice of the City Attorney, has determined that disclosure would seriously impair the ability of the City to process the claim and conduct an investigation in the public interest in compliance with its duty of confidentiality concerning investigation of complaints of the existence of a hostile work environment as authorized by 25 O.S. Section 307(B)(4). Motion carried 5-0-1.

AYE: Harrod, Rutherford, Bushong, Gillham, Finley

NAY: None

ABSTAIN: Shaw

AGENDA ITEM NO. 13:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (7:39 p.m.)

RICHARD FINLEY, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK

Regular Board of Commissioners

1. b.

Meeting Date: 11/07/2016

Acknowledge Traffic Comm. Minutes

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge the following minutes:

- Traffic Commission Minutes from October 27, 2015 meeting.

Attachments

Traffic Comm Minutes

**MINUTES
TRAFFIC COMMISSION
OCTOBER 27, 2015 MEETING
COMMISSION CHAMBERS ROOM AT CITY HALL**

I. CALL TO ORDER

II. ROLL CALL

MEMBERS PRESENT

Ronald Taffe - Chairman
Wayne Ardrey - Vice Chairman
Rebecca Dolin
Peggy Rider
Paul Roberts
Darren Rutherford
Ronald Gillham

MEMBERS ABSENT

none

EX-OFFICIO MEMBERS

Michael Ludi, Assistant City Engineer
Danielle Turner, Traffic Commission Secretary
Keith Mangus, Traffic Supervisor

CITIZENS PRESENT

none

I. APPROVAL OF AUGUST 25, 2015 MINUTES

Motion was made by Roberts, seconded by Rider to approve the August 25, 2015 minutes. Motion **carried**

Roll Call: Aye: Taffe, Ardrey, Dolin, Rider, Roberts, Rutherford, Gillham
Nay:

II. APPROVAL OF 2016 CALENDAR OF MEETINGS

Motion was made by Rider, seconded by Dolin to approve the 2016 Calendar of Meetings. Motion **carried**

Roll Call: Aye: Taffe, Ardrey, Dolin, Rider, Roberts, Rutherford, Gillham
Nay:

III. CONSIDERATION OF REQUEST

- A. Consideration of request by Staff, to name a new city street "R.J. Barnard St". The said street intersects with Kickapoo approximately 250 feet north of Wall St and runs west for approximately 500 feet.

Discussion:

Michael Ludi presented a power point presentation showing the new street that was placed during the Kickapoo Project just south of Arvest bank north of the empty lot connecting to Kickapoo Street and back to the Plaza area. The street needs to be named. This street would be a good honorary street with nothing being addressed off of it with all the addresses being off Kickapoo. Dr. Barnard has been a long time member of the community, a past City Commissioner, School teacher and local town historian. Staff believes this street would be a good way to honor R.J. Barnard for all he has done for our community. Gillham stated although Dr. Bob has been very ill lately he has managed to continue to make it to Sunday school. Gillham stated knowing Dr. Barnard for so long it is an honor to be part of this for him.

Motion was made by Dolin, seconded by Ardrey to approve the request by Staff, to name a new city street "R.J. Barnard St". The said street intersects with Kickapoo approximately 250 feet north of Wall St and runs west for approximately 500 feet.

Roll Call: Aye: Taffe, Ardrey, Dolin, Rider, Roberts, Rutherford, Gillham
Nay:

B. NEW BUSINESS

none

C. CITIZEN PARTICIPATION

none

D. ADMINISTRATIVE REPORTS

Michael Ludi stated in our previous meeting it was approved to place no parking signs on Slover and Plaza Dr. He stated these signs have been approved by the City Commission and are scheduled to be placed this week. Striping Projects are running behind this year therefore striping on Plaza Drive will probably be scheduled for the spring. The other request from our last meeting was to ask ODOT to update the traffic signal at Kickapoo and 45th Street. ODOT has lost the person responsible for this type of request and they have a hold on any projects until they have someone formally in the position to take such request. Ludi will be checking on the status and put in the request as soon as someone has been placed.

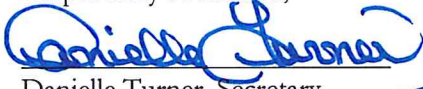
E. BOARD MEMBERS COMMENTS

none

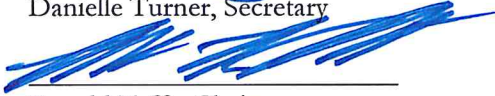
There being no further business to come before the Transportation Commission, a motion was made by Dolin, seconded by Ardrey recommending the meeting be adjourned.
Motion carried.

Roll Call: Aye: Taffe, Ardrey, Dolin, Rider, Roberts, Rutherford, Gillham
Nay:

Respectfully submitted,



Danielle Turner, Secretary



Ronald Taffe, Chairman

Regular Board of Commissioners**1. c.**

Meeting Date: 11/07/2016

Traffic Comm. Recommendations

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Traffic Commission Recommendations

1) Approval of October 27, 2015 Minutes

STAFF RECOMMENDATION: Staff recommends approval of request.

BOARD RECOMMENDATION: Board recommends approval of request.

2) Approval of 2017 Calendar of Meetings

STAFF RECOMMENDATION: Staff recommends approval of request.

BOARD RECOMMENDATION: Board recommends approval of request.

3) Consideration of request by Staff, to Remove the No Parking restriction of South Beard Street from 7th Street to Main Street on the East side.

STAFF RECOMMENDATION: Staff recommends approval of request.

BOARD RECOMMENDATION: Board recommends approval of request.

AttachmentsTraffic Comm. Recommendations

STAFF RECOMMENDATIONS TRAFFIC COMMISSION October 25, 2016 MEETING

1. APPROVAL OF OCTOBER 27, 2015 MINUTES

STAFF RECOMMENDATION: Staff recommends approval of request

BOARD RECOMMENDATION: Board recommends approval of request

2. APPROVAL OF 2017 CALENDAR OF MEETINGS

STAFF RECOMMENDATION: Staff recommends approval of request

BOARD RECOMMENDATION: Board recommends approval of request

3. Consideration of request by Staff, to Remove the No Parking restriction on S. Beard St. from 7th St. to Main St. on the East side.

STAFF RECOMMENDATION: Staff recommends approval of request

BOARD RECOMMENDATION: Board recommends approval of request

City of Shawnee

Traffic Commission



MAYOR
Richard Finley

BOARD OF COMMISSIONERS

Ronald Taffe
Rebecca Dolin
Paul Roberts
Darren Rutherford

Wayne Ardrey
Peggy Rider
Ronald Gillham

Please advise me of your attendance plans regarding this meeting at 405-878-1760 or
email at Danielle.turner@shawneeok.org.

NOTICE OF MEETING

Traffic Commission

TYPE OF MEETING

Regular Meeting (X) Rescheduled Regular Meeting ()
Special Meeting () Continued or Emergency Meeting ()
Reconvened Meeting ()

DATE
October 25, 2016

TIME
6:00 PM

PLACE OF MEETING
COMMISSION CHAMBERS
City Hall, Shawnee, OK

Name: Dani Turner
Title: Secretary
Address: P.O. Box 1448
Shawnee, OK 74802-1448
Phone: (405) 878-1760

Filed in the office of the municipal clerk at 9:52 am pm on 10/18 2016.

Signed: *Phyllis Loftis*
Phyllis Loftis, City Clerk

FOR CITY CLERK'S OFFICE ONLY

Date Notice released to news media: 10/18/16
Person filing notice: Danielle Turner
Notice verified by: Kaci Bachhofer

City of Shawnee

Traffic Commission

Traffic Board Commissioners:

Chairman, Ronald Taffe
Paul Roberts
Ronald Gillham

Traffic Board Commissioners:

Wayne Ardrey, Vice Chairman
Rebecca Dolin
Peggy Rider
Darren Rutherford

AGENDA

October 25, 2016 at 6:00 P.M.
Commission Chambers, City Hall

- I. Call to Order
- II. Roll Call
- III. Approval of October 27, 2015 Minutes
- IV. Approval of 2017 Calendar of Meetings
- V. Discussion, consideration and possible action to accept resignation of Traffic Commissioner Ronald Gillham.
- VI. Discussion, consideration and possible action to accept resignation of Traffic Commissioner Darren Rutherford.
- VII. Swear in of Reuben Peltier
- VIII. Swear in of Jack Barrett
- IX. Consideration of Requests Received
 - A. Consideration of request by Staff, to Remove the No Parking restriction on S. Beard St. from 7th St. to Main St. on the East side.
- X. Administrative Reports
- XI. Citizen Participation
- XII. Board Members Comments
- XIII. Adjournment

Respectfully submitted,


Dani Turner

Secretary

October 25, 2016 Agenda

Page 1 of 1

**STAFF RECOMMENDATIONS
TRAFFIC COMMISSION
October 25, 2016 MEETING**

A. APPROVAL OF OCTOBER 27, 2015 MINUTES

STAFF RECOMMENDATION: Staff recommends approval of request

B. APPROVAL OF 2017 CALENDAR OF MEETINGS

STAFF RECOMMENDATION: Staff recommends approval of request

C. Consideration of request by Staff, to Remove the No Parking restriction on S. Beard St. from 7th St. to Main St. on the East side.

STAFF RECOMMENDATION: Staff recommends approval of request

**MINUTES
TRAFFIC COMMISSION
OCTOBER 27, 2015 MEETING
COMMISSION CHAMBERS ROOM AT CITY HALL**

I. CALL TO ORDER

II. ROLL CALL

MEMBERS PRESENT

Ronald Taffe - Chairman
Wayne Ardrey - Vice Chairman
Rebecca Dolin
Peggy Rider
Paul Roberts
Darren Rutherford
Ronald Gillham

MEMBERS ABSENT

none

EX-OFFICIO MEMBERS

Michael Ludi, Assistant City Engineer
Danielle Turner, Traffic Commission Secretary
Keith Mangus, Traffic Supervisor

CITIZENS PRESENT

none

I. APPROVAL OF AUGUST 25, 2015 MINUTES

Motion was made by Roberts, seconded by Rider to approve the August 25, 2015 minutes. Motion **carried**

Roll Call: Aye: Taffe, Ardrey, Dolin, Rider, Roberts, Rutherford, Gillham
Nay:

II. APPROVAL OF 2016 CALENDAR OF MEETINGS

Motion was made by Rider, seconded by Dolin to approve the 2016 Calendar of Meetings. Motion **carried**

Roll Call: Aye: Taffe, Ardrey, Dolin, Rider, Roberts, Rutherford, Gillham
Nay:

III. CONSIDERATION OF REQUEST

- A.** Consideration of request by Staff, to name a new city street "R.J. Barnard St". The said street intersects with Kickapoo approximately 250 feet north of Wall St and runs west for approximately 500 feet.

Discussion:

Michael Ludi presented a power point presentation showing the new street that was placed during the Kickapoo Project just south of Arvest bank north of the empty lot connecting to Kickapoo Street and back to the Plaza area. The street needs to be named. This street would be a good honorary street with nothing being addressed off of it with all the addresses being off Kickapoo. Dr. Barnard has been a long time member of the community, a past City Commissioner, School teacher and local town historian. Staff believes this street would be a good way to honor R.J. Barnard for all he has done for our community. Gillham stated although Dr. Bob has been very ill lately he has managed to continue to make it to Sunday school. Gillham stated knowing Dr. Barnard for so long it is an honor to be part of this for him.

Motion was made by Dolin, seconded by Ardrey to approve the request by Staff, to name a new city street "R.J. Barnard St". The said street intersects with Kickapoo approximately 250 feet north of Wall St and runs west for approximately 500 feet.

Roll Call: Aye: Taffe, Ardrey, Dolin, Rider, Roberts, Rutherford, Gillham
Nay:

B. NEW BUSINESS

none

C. CITIZEN PARTICIPATION

none

D. ADMINISTRATIVE REPORTS

Michael Ludi stated in our previous meeting it was approved to place no parking signs on Slover and Plaza Dr. He stated these signs have been approved by the City Commission and are scheduled to be placed this week. Striping Projects are running behind this year therefore striping on Plaza Drive will probably be scheduled for the spring. The other request from our last meeting was to ask ODOT to update the traffic signal at Kickapoo and 45th Street. ODOT has lost the person responsible for this type of request and they have a hold on any projects until they have someone formally in the position to take such request. Ludi will be checking on the status and put in the request as soon as someone has been placed.

E. BOARD MEMBERS COMMENTS

none

There being no further business to come before the Transportation Commission, a motion was made by Dolin, seconded by Ardrey recommending the meeting be adjourned.
Motion carried.

Roll Call: Aye: Taffe, Ardrey, Dolin, Rider, Roberts, Rutherford, Gillham
Nay:

Respectfully submitted,

Danielle Turner, Secretary

Ronald Taffe, Chairman

2017 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS

TRAFFIC COMMISSION

DATE	TIME	PLACE OF MEETING
<u>January 24, 2017</u>	<u>6:00 PM</u>	<u>Commission Chambers</u> <u>Room at City Hall</u>
<u>February 28, 2017</u>	<u>6:00 PM</u>	<u>Commission Chambers</u> <u>Room at City Hall</u>
<u>March 28, 2017</u>	<u>6:00 PM</u>	<u>Commission Chambers</u> <u>Room at City Hall</u>
<u>April 25, 2017</u>	<u>6:00 PM</u>	<u>Commission Chambers</u> <u>Room at City Hall</u>
<u>May 23, 2017</u>	<u>6:00 PM</u>	<u>Commission Chambers</u> <u>Room at City Hall</u>
<u>June 27, 2017</u>	<u>6:00 PM</u>	<u>Commission Chambers</u> <u>Room at City Hall</u>
<u>July 25, 2017</u>	<u>6:00 PM</u>	<u>Commission Chambers</u> <u>Room at City Hall</u>
<u>August 22, 2017</u>	<u>6:00 PM</u>	<u>Commission Chambers</u> <u>Room at City Hall</u>
<u>September 26, 2017</u>	<u>6:00 PM</u>	<u>Commission Chambers</u> <u>Room at City Hall</u>
<u>October 24, 2017</u>	<u>6:00 PM</u>	<u>Commission Chambers</u> <u>Room at City Hall</u>
<u>November 28, 2017</u>	<u>6:00 PM</u>	<u>Commission Chambers</u> <u>Room at City Hall</u>
<u>December 26, 2017</u>	<u>-----</u>	<u>No Meeting Held In December</u>

Name: Dani Turner, Secretary
Address: P.O. Box 1448
Shawnee, OK 74802-1448
Phone Number: (405) 878-1760

Filed in the office of the municipal clerk at _____ am/pm on _____, 2016.

Signed _____
Clerk/Deputy Clerk

Danielle Turner

From: RONALD GILLHAM <ronquixote@yahoo.com>
Sent: Monday, July 25, 2016 4:15 PM
To: Danielle Turner
Subject: Resignation

Dani, Please accept this letter as my resignation from the Shawnee Traffic Commission, effective July 24th 2016. Ronald A Gillham Sr.

Danielle Turner

From: Darren Rutherford <DarrenR@FredsTire.net>
Sent: Monday, July 18, 2016 10:04 AM
To: Danielle Turner
Subject: RE: Published City of Shawnee Agenda Notification

I regret to inform you that effective August 31st I will resign my position on the City of Shawnee Traffic Commission. If there is the possibility of this position being filled before the August meeting I could offer this resignation effective July 31st.

It has been an honor to serve the City of Shawnee on this Board.

Thank you
Darren Rutherford

From: Danielle.Turner@shawneeok.org [mailto:Danielle.Turner@shawneeok.org]
Sent: Monday, July 18, 2016 9:51 AM
To: Darren Rutherford
Subject: Published City of Shawnee Agenda Notification

Darren Rutherford, Traffic Board

This is an automatic notification that the following agenda has been published and is available online.

Click on the hyperlink below to go directly to the agenda on the public web site.
[07/26/16 Traffic Commission](#)

You are receiving this notification per your request.

Click on the hyperlink below to unsubscribe.
[Unsubscribe](#)

MINUTES
TRAFFIC COMMISSION
October 25, 2016 MEETING
COMMISSION CHAMBERS ROOM AT CITY HALL

I. CALL TO ORDER

II. ROLL CALL
MEMBERS PRESENT

Ronald Taffe - Chairman
Wayne Ardrey- Vice Chairman
Peggy Rider
Paul Roberts

MEMBERS ABSENT

Rebecca Dolin

EX-OFFICIO MEMBERS

Michael Ludi, Assistant City Engineer
Danielle Turner, Traffic Commission Secretary
Keith Mangus, Traffic Supervisor

CITIZENS PRESENT

None

III. APPROVAL OF October 27, 2015 MINUTES

Motion was made by Rider seconded by Ardrey to **approve** the October 27, 2015 minutes.
Motion **carried**

Roll Call: Aye: Taffe, Ardrey, Rider, Roberts
Nay: none

IV. APPROVAL OF 2017 CALENDAR OF MEETINGS

Motion was made by Roberts seconded by Rider to approve the 2017 Calendar of Meetings. Motion **carried**

Roll Call: Aye: Taffe, Ardrey, Rider, Roberts
Nay: none

V. Discussion, consideration and possible action to accept resignation of Traffic Commissioner Ronald Gillham.

Motion was made by Rider seconded by Ardrey to accept the resignation of Traffic Commissioner Ronald Gillham. Motion **carried**

Roll Call: Roll Call: Aye: Taffe, Ardrey, Rider, Roberts
Nay: none

VI. Discussion, consideration and possible action to accept resignation of Traffic Commissioner Darren Rutherford.

Motion was made by Rider seconded by Ardrey to accept the resignation of Traffic Commissioner Ronald Gillham.
Motion **carried**

Roll Call: Roll Call: Aye: Taffe, Ardrey, Rider, Roberts
Nay: none

VII. SWEAR IN OF REUBEN PELTIER

VIII. SWEAR IN OF JACK BARRETT

IX. CONSIDERATION OF REQUEST RECEIVED

A. Consideration of request by Staff, to Remove the No Parking restriction on S. Beard St. from 7th St. to Main St. on the East side.

Discussion: Michael Ludi presented a power point presentation showing the location on Beard south of Main Street that before the Main St. Streetscape was used as a dual lane. A No Parking restriction was in place for this reason. Since a bump out has been placed in this location during the Streetscape Project

the street is a single lane and residents are able to park safely. Therefore, the No Parking restriction does not apply any longer and the location can have up to three additional parking spots placed if the restriction is removed.

Motion was made by Peltier seconded by Roberts to **approve** the removal of the No Parking restriction on S. Beard St. from 7th St. to Main St. on the East side. Motion **carried**

Roll Call: Roll Call: Aye: Taffe, Ardrey, Rider, Roberts Peltier, Barrett
Nay: none

X. ADMINISTRATIVE REPORTS

Main St. Streetscape is continuing with the project finish date expected to be January 2017. The streets may open before this time.

Bike routes signage is being placed. Two routes are left to place for completion of the signage

The City is working on the installation of the Centrac System. This system will give remote access to the signals from a computer that has access to the connection. This will allow monitoring of the signals, pull counts and change settings remotely. This system will also give the Traffic Department notice via cell phone of an issue with the signals automatically which will allow better response time since we would no longer have to depend on residents to call in issues. This should also cut down on 911 calls to dispatch regarding signal issues. Any issues that residents do call in for example: timing for signals could be checked and changed remotely instead of needing to send a technician out to check the issue which a high percentage of calls are false calls. Each signal will have its own modem. Firewalls and security will be addressed by the City's IT Department. The total number of signals with the Hawk systems (crosswalks) included would be fifty at this time. The fee for the software is a yearly fee. The timeline for completion is approximately four years. Most of the larger Cities have this system already deployed. This will help Shawnee get up to speed for a city our size.

XI. CITIZEN PARTICIPATION

None

XII. BOARD MEMBERS COMMENTS

Peggy Rider stated she received a letter from the City with regards to closing University Street. She does not know if it is coming for discussion or if a decision will be made the date is has been set for City Commission Agenda (November 21). She believes this should have been discussed on the Traffic Commission agenda before going to the City Commission with it being a traffic item. She requested for the Traffic Commission to be able to look at, discuss and give a recommendation to the City Commission before the City Commission makes a decision on closing the street.

Paul Roberts discussed what he knew of the possible closing of the street. He stated that OBU is looking to vacate the street and close the streets coming into University for safety reasons. This would limit access points to campus. OBU is considered to be a "walking campus" and there are three accessory buildings and an apartment complex that cause students to cross the street when walking on campus.

Rider stated for the residents that live in the area it would cause a lot of additional time driving around the smaller streets to get to the main streets. She also stated the students that live in the apartments if they drive to campus would have to drive out of the neighborhood to Airport drive and then down to University Street to get to campus.

Michael Ludi will speak with the City Manager about the request but cannot guarantee that the Traffic Commission will be able to place this item on the Traffic Commission Agenda.

XIII. There being no further business to come before the Traffic Commission, a motion was made by **Barrett** seconded by **Rider** recommending the meeting be adjourned. Motion **carried**.

Roll Call: Aye: Taffe, Ardrey, Rider, Roberts Peltier, Barrett
Nay: none

Respectfully submitted,

Dani Turner, Secretary

Ronald Taffe, Chairman

A. Consideration of Request to Remove “No Parking” Restriction on section of Beard St.



Regular Board of Commissioners

1. d.

Meeting Date: 11/07/2016

Budget Amendment PD

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Budget Amendment – General Fund 001

To adjust budget for two (2) grants received by the Police Department – From OSHA (Oklahoma Highway Safety Office) and the Attorney General for overtime for speed enforcements and policing high crime areas.

Attachments

Budget Amendment PD

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
							-
001	4101			FEDERAL GRANT REVENUE	150,000.00	33,000.00	183,000.00
001	4102			STATE GRANT REVENUE	-	57,000.00	57,000.00
							-
				Total	-	90,000.00	

Appropriations

[illegible]

Approved by the City Commission this
11/07/2016

Explanation of Budget Amendment:

Approved:

TO ADJUST BUDGET FOR TWO GRANTS RECEIVED BY POLICE DEPARTMENT
OHSO AND ATTORNEY GENERAL FOR OVERTIME FOR SPEED ENFORCEMENTS AND
POLICING HIGH CRIME AREA'S

Mayor _____

Attest: _____

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____

Grant Agreement Summary – Part 1

Title of Contract: Shawnee Speed Enforcement**OHSO Project Number:** SE-17-03-10-11**Award Amount:** \$33,000.00**CFDA Number:** 20.6000000
FAIN
Number: 18X92040200K17**OHSO Project Number:****Award Amount:****CFDA Number:**
FAIN Number:**TOTAL AWARD:** \$33,000.00**Project Period:** Oct 01, 2016 – Sep 30, 2017**Primary Program Area:** Speed Abatement**Organization:** City of Shawnee, Police
Department**Address:** P.O. Box 1448**City:** Shawnee**State:** OK **Zip:** 74802**FEI Number:** 736005424**DUNS Number:** 831457130**Project Director:** Chris Thomas**Title:** Administrator of
Support
Services**Phone Number:** (405) 878-1638**Fax Number:** (405) 878-1696**Project Goals:**

To decrease the number of unsafe speed KAB crashes in the City of Shawnee from 8 in 2014 (OHSO Crash Facts) to 6 in 2017.
To decrease the number of alcohol-related KAB crashes in the City of Shawnee from 8 in 2014 (OHSO Crash Facts) to 5 in 2017.

Problem Identification:

Shawnee is located in Pottawatomie County along Interstate 40, approx. 40 minutes east of OKC proper, or 10 minutes from OKC city limits. It is 30 minutes east of Midwest City on I-40. It has two major universities, the largest High School in the county and Gordon Cooper Technology Center located within its borders. Major construction continues on the I-40/Kickapoo corridor with phase one of a 125,000 sq foot "Shawnee Marketplace" complete and phase two about to begin of equal size. Traffic flow continues to increase with Shawnee Mall right off I-40 in the same area. With BOEING coming to S.W. OKC and ODOT plans to widen I-40 to Shawnee, considerable growth has been observed and planned with housing and infrastructure. Shawnee is becoming more and more of a destination suburb to the "metro area" and commuting traffic continues to grow. In 2014, Shawnee had a total of 86 KAB crashes within their city limits. Of these KAB crashes, 8 were unsafe speed related and 8 were alcohol-related KAB (according to data provided by OHSO).

Project Description:

The Shawnee Police Department will conduct enforcement and educational activities in support of State and National goals to reduce the incidence of unsafe speed and impaired driving violations in their community. This will be accomplished through enhanced enforcement efforts using officers working in an overtime capacity to identify speed related and impaired driving violations.

The Project Director will utilize all data and reference sources available to identify those times and locations having a significant crash rate involving unsafe speed, including but not limited to crash reports, arrest records, and public complaints. Approximately 70% of all grant hours worked will be utilized for speed enforcement efforts. Officers will be assigned to work high visibility enforcement and saturation patrols in the identified areas. In the high visibility enforcement model, officers focus on drivers who commit common aggressive driving actions such as speed, following too closely, and running red lights. Enforcement will be publicized using public information and education events conducted to inform the public of traffic safety issues and related events occurring in the city.



SAFE OK GRANT - 2016
\$57,000⁰⁰
P18-06205102

OFFICE OF ATTORNEY GENERAL
STATE OF OKLAHOMA

June 9, 2016

Chris Thomas
Shawnee Police Department
#16 West 9th Street
Shawnee, OK 74801

Dear Mr. Thomas,

Thank you for your application to the Attorney General's Safe Oklahoma Grant program. I am pleased to announce that the Shawnee Police Department will be awarded \$57,000.00 to fund overtime policing in violent and high crime areas in your community.

We are pleased your community is taking advantage of this opportunity. Past grantees have proven their efforts to combat violent crime in their communities with the support of this program's funding, and we are proud to partner with you to help achieve the same goal. Enclosed you will find a copy of the 2016 Safe Oklahoma Grant Program Contract. Please complete the contract and return a signed version to our office. It is our goal to get the grant funds to you as quickly as possible.

Thank you for your commitment to making your community and our state safe. We look forward to working with the Shawnee Police Department, and again, congratulations on your award for the Safe Oklahoma Grant.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Scott Pruitt", with a long horizontal line extending to the right.

E. Scott Pruitt
Oklahoma Attorney General

Enclosure.

Regular Board of Commissioners

1. e.

Meeting Date: 11/07/2016

Budget Amendment VOCA

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Budget Amendment – General Fund 001

To adjust budget for the VOCA (Victims of Crime Act) Grant and the Red Cross Shelter Grant

Attachments

Budget Amendment VOCA

November 7, 2016

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
001	4150			VOCA GRANT	-	99,156.00	99,156.00
001	4145			SHELTER GRANT	-	150,000.00	150,000.00
							-
							-
				Total	-	249,156.00	

Appropriations

[illegible]

Approved by the City Commission this
11/07/2016

Explanation of Budget Amendment:

Approved:

TO ADJUST BUDGET FOR THE VOCA GRANT
AND THE RED CROSS SHELTER GRANT

Mayor

Attest:

City Clerk

Posted By _____ Date _____ BA# _____ Pkt.# _____

Organization: Shawnee, City of

2016-VOCA-Shawnee CI-158

Award Notice

AWARD NOTICE
District Attorneys Council
421 N.W. 13th, Suite 290
Oklahoma City OK 73103
(405) 264-5006 FAX (405) 264-5097

Organization:	City of Shawnee, Police Department	SUBGRANT NO:	2016-VOCA-Shawnee CI-158
PHONE:	(405) 878-1638	Project Name:	Victim's Advocacy Service and Preparedness (ASAP) Coordinator
FAX:	(405) 878-1696	START DATE:	7/1/2016
		END DATE:	9/30/2017
Federal ID Number:	736005424	DAC CONTACT:	(405) 264-5006 or VOCAhelp@dac.state.ok.us
DUNS Number:	831457130		
CFDA:	16.575		
Federal Award Number:	2016VAGX	Program Director:	Chris Thomas
Grant Amount:	\$99,156.00		
Match Amount:	\$24,789.00		
Special Conditions:	Any newly hired VOCA funded employee who has less than 1 year experience in the Victim Services field, will complete Victim Assistance Training (VAT), or equivalent within the grant period.		
	Existing advocates who do not have continuing education requirements must complete a victim services training every 3 years.		

This grant is subject to the terms and conditions set forth in the application which was submitted to the District Attorneys Council. The award is authorized by the District Attorneys Council (DAC). The subgrantees shall administer the project for which this subgrant is awarded in accordance with the applicable rules, regulations, and conditions as set forth in the federal guidelines; the Administrative Guide published

Regular Board of Commissioners

1. f.

Meeting Date: 11/07/2016

Morton Resignation

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Acknowledge resignation of Regena Morton from the Planning Commission.

Attachments

Morton Resignation

RECEIVED CITY CLERK'S OFFICE

Date 10-17-16 Time _____

TO: MAYOR RICHARD FINLEY

FROM: REGENA MORTON

DATE: OCTOBER 14, 2016

REF: RESIGNATION - PLANNING COMMISSION

IT IS WITH REGRET THAT I SUBMIT MY RESIGNATION FROM THE SHAWNEE PLANNING COMMISSION, EFFECTIVE NOVEMBER 30, 2016. MY HUSBAND & I ARE MOVING AND WILL BE LIVING OUTSIDE THE CITY LIMITS. IT HAS BEEN A PLEASURE WORKING WITH THE PLANNING COMMISSIONERS AS WELL AS JUSTIN DeBRUIN AND HIS STAFF. THANK YOU.

cc: David Bergsten
Justin DeBruin
✓Phyllis Loftis

Regular Board of Commissioners

1. g.

Meeting Date: 11/07/2016

EM Grant

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize City Manager to execute an agreement with the Oklahoma Department of Emergency Management for the sub-grant of Emergency Management Performance Grant funds.

Attachments

EM Grant

City of Shawnee Memorandum

To: Honorable Mayor and City Commissioners
Through: Justin Erickson, City Manager *D.L.*
From: Donald D. Lynch, Emergency Management Director
Date: November 1, 2016
Re: Agreement with State Emergency Management for Sub-Grant

NATURE OF THE REQUEST:

I am writing to request your approval for staff to execute an agreement with the Oklahoma Department of Emergency Management for the sub-grant of Emergency Management Performance Grant funds. A copy of the Agreement is attached for your reference.

STAFF ANALYSIS /CONSIDERATIONS:

This is the annual grant we apply for to reimburse the City for part of the cost of administration for our Emergency Management program.

The City Commission authorized staff to apply for this grant at its September 6, 2016 meeting.

RECOMMENDATION:

Staff recommends approval.

BUDGET CONSIDERATION:

This will provide \$50,000 for Federal Fiscal Year 2017. This amount is equivalent to the amount we received in FFY 2016.

Thank you for your favorable attention to this request.

FY 2017 Emergency Management Program Grant

Contractual Agreement

This agreement is entered into by and between the State of Oklahoma Department of Emergency Management, and **The City of Shawnee**, Oklahoma, hereinafter referred to as the Political Subdivision. The Oklahoma Department of Emergency Management shall pay the Political Division local jurisdiction for required works performed under the EMPG application and this contractual agreement the sum of **50,000.00** dollars, **subject to the following terms and conditions:**

Article 1. Scope of Work

Advancing the Whole Community approach reinforces the concept that it is the community's responsibility to take necessary and appropriate actions to protect people and property from the consequences of local emergencies and disasters. Communities are challenged to develop collective local abilities to withstand the potential impacts of these events, respond quickly, and recover in a way that sustains or improves the community's overall well-being. Achieving this collective capability calls for innovative approaches across the community. The efforts of the Oklahoma Department of Emergency Management is to assist local jurisdiction's Emergency Management with the capabilities to prevent, protect against, respond to and recover from natural disasters, threats of terrorism, and attacks both foreign and domestic. This includes enhancing local jurisdiction's Emergency Management existing practices, programs, institutions and organizations.

1. Quarterly ALL Hazard, Whole Community Planning Group Meetings

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

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

Measurement Methods:

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

2. Emergency Operations Plan

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

Measurement Methods:

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

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

The Jurisdiction must have a State approved Hazard Mitigation Plan to participate in the Emergency Management Performance Grant. The All Hazard, Whole Community Planning Group will update the Hazard Mitigation plan according to the evaluation matrix provided by Oklahoma Department of Emergency Management.

Measurement Methods:

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

4. A Current List of Training and Exercises

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

Measurement Methods:

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

5. Four (4) Exercises of Any Type

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

Measurement Methods:

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

6. One (1) Full Scale Exercise

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

Measurement Methods:

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

7. Attendance of the Strategic Regional Planning Workshop

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

Measurement Methods:

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

8. Attendance of the Annual Oklahoma Emergency Management Conference

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

Measurement Methods:

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

9. Attendance of Four (4) Oklahoma Department of Emergency Management Strategic Regional Planning Meetings

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

Measurement Methods:

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

10. Current List of Ongoing Whole Community Preparedness Projects

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

Measurement Methods:

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

Article 2. EMPG Sub-Grant Required Cost Match

The EMPG Sub-Grant funds that are used towards the Political Subdivision's EMPG Program shall not exceed 50 percent of the total Political Subdivision's Emergency Management budget. The Political Subdivision must cost match (cash or in-kind) the Federal contribution according to the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended, 42 U.S.C. 5121-5207, specifically, Title VI, sections 611(j) and 613. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. Documentation of the cost match and actual expenditures of the Political Subdivision's EMPG Sub-Grant funds shall be supplied to the Oklahoma Department of Emergency Management.

Article 3. Funding Guidelines

EMPG Sub-Grant funds can only be used for the purposes set forth in this contract. **All EMPG Sub-Grant fund expenditures must be accounted for and follow this funding guidance.** Grant funds may not be used for matching funds for Federal grants, cooperative agreements, lobbying or intervention in Federal regulatory or adjudicatory proceedings. Additionally, EMPG Sub-Grant funds may not be used to sue the Federal government or any other government entity.

Authorized Expenditures:

1. Operations

FY 2017 EMPG Sub-Grant funds may be used for all hazards local Emergency Management operations activities that may include, but are not limited to:

- a. Staffing including salary and personnel costs
- b. Compensatory time off
- c. Overtime
- d. Day-to-day activities in support of Emergency Management
- e. Associated fringe benefits

2. Planning

FY 2017 EMPG Sub-Grant funds may be used for a range of Emergency Management planning activities that may include, but are not limited to:

- a. Community based planning to advance the Whole Community, Security and Emergency Management concept.
- b. Maintaining a current Hazard Mitigation plan inclusive of a Hazard Identification and Risk Assessment (HIRA).
- c. Maintaining current Emergency Operations procedures that conform to the guidelines outlined in CPG 101 v.2.
- d. Developing and/or enhancing comprehensive Emergency Management plans.

3. Training

FY 2017 EMPG Sub-Grant funds may be used for a range of Emergency Management related training activities **for the purposes of enhancing local Emergency Management's personnel capabilities.** Training related expenses may include, but are not limited to:

- a. Training development, delivery and/or evaluation

- b. Overtime
- c. Travel
- d. Hiring of full or part-time staff, contractors or consultants
- e. Certification or recertification of Instructors

4. Exercise

FY 2017 EMPG Sub-Grant funds may be used for a range of Emergency Management related exercise activities **for the purposes of testing and improving local jurisdiction's Emergency Management Operations plans**. Qualifiable exercises are those conducted within the Political Subdivision's jurisdictional boundaries. Exercise related expenses may include, but are not limited to:

- a. Exercise conduct, design, development and evaluation
- b. Hiring full or part-time staff, contractors or consultants
- c. Travel
- d. Supplies

5. Equipment

In accordance with 44 CFR 13.32 allowable equipment categories for the FY 2017 EMPG program are listed on the web based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <http://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory, regulatory and/or FEMA adopted standards to be eligible for purchase using these funds. Additionally, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Equipment expenses may come from the following AEL categories:

- a. Information Technology (Category 4)
- b. Cyber-Security Enhancement Equipment (Category 5)

- c. Detection Equipment (Category 7)
- d. Power Equipment (Category 10)
- e. Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- f. Physical Security Enhancement Equipment (Category 14)
- g. Other Authorized Equipment (Category 21)

Unauthorized Expenditures:

- a. Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g. construction vehicles). The only vehicle costs that are reimbursable are fuel and/or mileage.
- b. Equipment that is purchased for permanent installation and/or use beyond the scope of exercise conduct (e.g. electronic messaging signs).
- c. Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.
- d. Expenditures for weapons and ammunition.
- e. Costs to support the hiring of sworn safety officers (sworn law enforcement officers).
- f. Activities unrelated to the completion and implementation of the EMPG.
- g. Other items not in accordance with the aforementioned authorized expenses.

Article 4. Sub-Grant Administration Requirements

1. Any tasking the Oklahoma Department of Emergency Management receives from the U.S. Department of Homeland Security, FEMA or any other federal agency that is Emergency Management related and requires the assistance of the Political Subdivision shall also be considered as part of the required tasking elements under the EMPG Sub-Grant.

2. If the Political Subdivision receives 500,000 or more in Federal funds in Federal FY 2017, they are responsible for compliance with the provisions of the Single Audit Act amendments of 1996. The Political Subdivision shall submit a copy of their audit letter signed by the auditor for Federal FY 2017 to the Oklahoma Department of Emergency Management.
3. **The FY 2017 EMPG Sub-Grant is a performance based grant.** In an effort to ensure EMPG requirements compliance, each Political Subdivision's performance shall be monitored. The Political Subdivision jurisdiction's Emergency Management will be visited a minimum of four (4) times each year by a Regional Coordinator or other representative of the Oklahoma Department of Emergency Management. The field visits shall be conducted at a mutually, agreed date, time and location during each quarter.
4. Each quarter the EMPG Political Subdivision will submit a minimum of one (1) progress report to the jurisdiction's assigned Oklahoma Department of Emergency Management Regional Coordinator. Submitted documentation shall be maintained by the Political Subdivision and the Department of Emergency Management for a minimum of three (3) years.

*** Please Note**

1st Quarter: October 1, 2016 – December 31, 2016

2nd Quarter: January 1, 2017 – March 31, 2017

3rd Quarter: April 1, 2017 – June 30, 2017

4th Quarter: July 1, 2017 – September 30, 2017

Article 5. Payment Terms

All payments will be contingent upon the Political Subdivision jurisdiction's payment requests and the Oklahoma Department of Emergency Regional Coordinator's review of required tasks.

Should the Political Subdivision found to be in keeping with the EMPG Sub-Grant performance requirements, the following shall occur:

1. Payment in the amount of 25% of the awarded FY 2017 EMPG Sub-Grant will be made by the Oklahoma Department of Emergency Management for the First Quarter, after January 15, 2017 following receipt of the fully executed agreement and receipt of the quarterly payment request letter from the jurisdiction along with documentation of the first quarter's tasks. The Oklahoma Department of Emergency Management Regional Coordinator will approve each payment.
2. Payment in the amount of 25% of the awarded FY 2017 EMPG Sub-Grant will be made for the Second Quarter after April 15, 2017 upon receipt of the quarterly request letter and when terms of the agreement have been met and affirmed by the Oklahoma Department of Emergency Management Regional Coordinator.
3. Payment in the amount of 25% of the awarded FY 2017 EMPG Sub-Grant will be made for the Third Quarter after July 15, 2017 upon receipt of the quarterly request letter and when terms of the agreement have been met and affirmed by the Oklahoma Department of Emergency Management Regional Coordinator.
4. Final payment in the amount of 25% of the awarded FY 2017 EMPG Sub-Grant will be made for the fourth quarter after October 15, 2017, upon receipt of the quarterly request letter and terms of the agreement have been met and affirmed by the Oklahoma Department of Emergency Management Regional Coordinator.

Article 6. Amendments

Any alterations or deviations to this agreement shall be executed only upon written agreement of both parties, and if there is a change to the agreement award for such alteration or deviation, it shall be noted.

Article 7. Waiver of Scope of Work Line Items

During the performance period of the Sub-Grant, only one (1) waiver relieving the jurisdiction from having to complete a basic scope of work line item (Article 1 Scope of Work 1-10) may be approved. In no case will a Sub-Grant recipient be permitted to request a waiver for the same scope of work line item in two consecutive years (Reference Article 8).

Article 8. Award Reduction

If the Political Subdivision fails to complete or adhere to the performance based Sub-Grant requirements, the award amount is subject to a reduction.

Article 9. Suspension of Sub-Grant/Debarment from Future Awards

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

Article 10. Termination

This agreement may be cancelled by either party by providing 15 days' notice in writing to the other party.

Article 11. Audit Clause

In accepting this agreement, the Political Subdivision agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the Political Subdivision relevant to the agreement are subject to examination by the Federal Emergency Management Agency, the Oklahoma Department of Emergency Management, the State of Oklahoma and the State Auditor and Inspector.

Article 12. Non-Collusion

In accepting this agreement, the Political Subdivision acknowledges that they have not paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this agreement.

Article 13. National Environmental Policy Act (NEPA)

The recipient shall comply with all applicable Federal, State, and local environment and historic preservation (EHP) requirements and shall provide any information requested by FEMA to ensure compliance with applicable laws including: National Environment Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11990) and Environmental Justice (12898). Failure of the recipient to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding.

Recipients shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbance activities occur during project implementation, the recipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated prior to the full environmental and historic preservation review could result in non-compliance finding. The Screening Form is available at:

(www.fema.gov/doc/government/grant/bulletins/infor329_final_screening_memo.doc). For these

types of projects, grantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it, with all supporting documentation, to Oklahoma Department of Emergency Management. Grantees should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving their grant award.

Article 14. Trafficking in Persons

A. Provisions applicable to a recipient.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
 - a. Engage in sever forms of trafficking in persons during the period of time that the award is in effect;
 - b. Procure a commercial sex act during the period of time that the award is in effect;
or
 - c. Use forced labor in the performance of the award or subawards under the award.
2. We, as the State awarding agency, may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:
 - a. Is determined to have violated a prohibition in paragraph A.1 of this award term;
or
 - b. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph A.1 of this award term through conduct that is either;
 - i. Associated with performance under this award; or
 - ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government wide

Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR Part 3000.

B. Provisions applicable to a recipient other than a private entity. We as the State awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:

1. Is determined to have violated an applicable prohibition in paragraph A.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph A.1 of this award term through conduct that is either:
 - a. Associated with performance under this award; or
 - b. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 3000.

C. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph A.2 or B of this section:
 - a. Implements section 106(g) of the Trafficking Victims Protection Act 2000 (TVPA), as amended (22 U.S.C. 7104(g), and
 - b. Is in addition to all other remedies for noncompliance that are available to us under this award.

3. You must include the requirements of paragraph A.1 of this award term in any subaward you make to a private entity.

D. Definitions. For purposes of this award term:

1. "Employee" means either:
 - a. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - b. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provisions, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity" means:
 - a. Any entity other than a State, local government, Indian Tribe, or foreign public entity, as those terms are, defined in 2 CFR 175.25.
 - b. Includes:
 - i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian Tribe at 2 CFR 175.25(b).
 - ii. A for-profit organization.
4. "Severe forms of trafficking in person," "commercial sex act," and "coercion" have the meaning given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

Article 15. General Provisions

1. All work shall be completed in a professional manner and in compliance with all applicable laws.
2. To the extent required by law, individuals duly licensed and authorized by law to do so shall perform all work.
3. The Political Subdivision warrants that it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of the Political Subdivision or its employees or agents.
4. The Political Subdivision agrees that neither it nor its employees or agents are covered under insurance paid for by the State of Oklahoma, and are not authorized to obligate the State of Oklahoma, its employees or agents.
5. The Oklahoma Department of Emergency Management shall provide to the Political Subdivision technical assistance in fulfilling this contractual agreement to the extent resources are available.
6. The Standard Assurances for Federal Funds submitted by the Political Subdivision, as part of their application package, are hereby referenced and incorporated into this agreement.

FY 2017 Emergency Management Program Grant

Required Documentation

As proof of compliance with Federal regulations, the following documents must be submitted to the Oklahoma Department of Emergency Management.

Please read and/or complete the following provided documents:

1. FEMA Form 20-16, Summary Sheet for Assurances and Certifications
2. FEMA Form 20-16A, Assurances Non-Construction Programs
3. FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements
4. Disclosure of Lobbying Activities

This page left blank intentionally

FEDERAL EMERGENCY MANAGEMENT AGENCY
SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

FOR
FY

2017

CA FOR (Name of Applicant)

This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the application for Federal assistance.

An applicant must check each item that they are certifying to:

- Part I ☐ FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II ☐ FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Part III ☐ SF LLL, Disclosure of Lobbying Activities (If applicable)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurance and certifications.

Typed Name of Authorized
Representative

Title

Signature of Authorized Representative

Date

PLEASE NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Paperwork Burden Disclosure Notice

"Public reporting burden for this form is estimated to average 1.7 hours per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, retain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the form, including suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0206). You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Please do not send your completed form to the above address.

This page left blank intentionally

FEDERAL EMERGENCY MANAGEMENT AGENCY
ASSURANCES-NON-CONSTRUCTION PROGRAMS

Note: Certain assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Furthermore, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using your positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration) 5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-d-3 and 290-ee-3), as relating to nondiscrimination on the basis of drug abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will Comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P/L/ 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance of the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals and other non-profit organizations.

FEDERAL EMERGENCY MANAGEMENT AGENCY
CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

A. As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all subrecipients shall certify and disclose accordingly.

☐ Standard Form LLL, "Disclosure of Lobbying Activities" attached. (This form must be attached to certification if non-appropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17, Sections 17.615 and 17.620:

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Check here ☐ if there are workplaces on file that are not identified here. Section 17.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award		3. Report Type: a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of Last Report: _____	
4. Name and Address of Reporting Entity: Prime Subawardee Tier, if known: _____ Congressional District, if known: _____			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime Congressional District, if known: _____		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI)</i>			10b. Individuals Performing Services <i>(last name, first name, MI, and address if different from No. 10a)</i>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____		
Federal Use Only:					

This page left blank intentionally

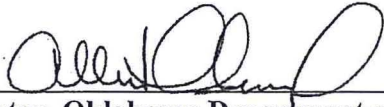
FY 2017 Emergency Management Program Grant

Signature Page

Approved by the Oklahoma Department of Emergency Management

this 12th day of October, 2016:

Name



Director, Oklahoma Department of Emergency Management

I certify the The City of Shawnee is budgeting \$50,000.00 (The aforementioned amount must be equal to or exceed the grant dollar amount you are receiving) to match this EMPG Sub-Grant of 50,000.00 dollars. The Political Subdivision matching dollars cannot be federal dollars, dollars from another grant or budgeted dollars used to match any other grant.

Approved by the Governing body of the The City of Shawnee, Oklahoma

this _____ day of _____, 2017: ^{6.02.}

Name

Chief Elected Official

Attest: _____

Phyllis Loftis CMC, City Clerk

Approved as to form by: _____

Joe Vorndran, City Attorney

Regular Board of Commissioners

1. h.

Meeting Date: 11/07/2016

Purchase Suburban - FD

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to purchase a 2017 Chevrolet Suburban from Hudiburg Chevrolet in the amount of \$45,753.00, for the Fire Department.

Attachments

Purchase Suburban FD



16 West 9th Street
P (405) 878-1671 | F (405) 878-1618



ADMINISTRATION

Dru Tischer, Fire Chief
(405) 878-1556

Andy Starkey, Deputy Fire Chief
(405) 878-1538

Clarice Brock, Secretary
(405) 878-1671

DATE: October 31, 2016
TO: Mayor, Vice Mayor and City Commissioners
CC: Justin Erickson, City Manager; Cindy Arnold, Finance Director; James Bryce, Operations Director
FROM: Dru Tischer, Fire Chief 
SUBJECT: Request Permission to Purchase Replacement Command Vehicle (2017 Chevrolet Suburban)

I am respectfully requesting permission to purchase a 2017 Chevrolet Suburban from Hudiburg Chevrolet (Hudiburg Chevrolet currently holds the state bid contract for this vehicle make and model) at a total cost of \$45,753.00 using funds from the Capital budget. This is a budgeted item to replace a 2010 Chevrolet Tahoe (76,739 miles) in the role as the shift commander's vehicle. Once this new unit is placed in service, The 2010 Chevrolet Tahoe will be assigned to the Deputy Fire Chief and the 2004 Ford Expedition (113,566 miles) that he currently drives will be retired from service with our department. The specifications for the 2017 Chevrolet Suburban I am requesting are listed in the state bid quote following this memo.



Ryan Roberson <ryan@hudiburgfleet.com>

State Website Quote

1 message

dee@hudiburgfleet.com <dee@hudiburgfleet.com>

Fri, Oct 7, 2016 at 12:43 PM

Reply-To: ASTARKEY@shawneeok.org

To: ryan@hudiburgfleet.com

Hudiburg Contact: Dee Roberson - (405)737-3389

Current Date: 10/07/2016

Agency or Business Name:: SHAWNEE FIRE DEPT

Contact Name:: ANDY STARKEY

Contact Email:: ASTARKEY@SHAWNEEOK.ORG

Contact Phone Number: 405-214-5005

Tahoe: White Suburban \$40,404 - *Reel*

Floor Mats: add \$0 - Rubber

Seats: add \$0 - Cloth

: add \$3,226 - 4WD w/ Skid Plates

: add \$295 - Locking Diff

: add \$295 - Deep Tinted Glass

: add \$175 - Husky Floor Mats

: add \$250 - Front Bucket Seats

: add \$85 - Front Tow Hooks

Additional Equipment not on the state contract: SEE NOTES

Price of equipment not on state contract: 1023

Notes / Special Instructions: 3.42 GEARS/ SUSPENSION - \$333.00

DUAL BATT - \$190.00

EMERGENCY WIRING - \$324.00

PAINT - \$176.00 - *Reel***Total Vehicle Price: : \$45,753**

:

ADDITIONAL INFORMATION

IP: 12.191.217.114

Server Time: 2016-10-07 17:43:01

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

<u>Code</u>	<u>Description</u>	<u>VQ2</u>	<u>MSRP</u>
CK15906	2017 Chevrolet Suburban 4WD 4dr 1500 Commercial	\$48,152.66	\$52,915.00

SELECTED VEHICLE COLORS - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

CATEGORY

<u>Code</u>	<u>Description</u>	<u>VQ2</u>	<u>MSRP</u>
SUSPENSION PKG			
Z71	OFF-ROAD PACKAGE includes Z71 Suspension, Z71 specific skid plates, Z71- specific (RCV) 18" wheels, (RBX) 18" all-terrain tires, Z71-specific grille design, (T3U) fog lamps, (BVV) Black tubular assist steps, (UD5) front and rear parking assist, (V76) black recovery hooks, Z71-specific front sill plates, (GU6) rear axle, (NQH) transfer case, Z71-specific rubber floor mats with logo, decal on cluster, badge on pillar and liftgate, (JHD) Hill decent control and (K47) High capacity air cleaner	INC	INC
EMISSIONS			
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00	\$0.00
ENGINE			
L83	ENGINE, 5.3L V8 ECOTEC3 WITH ACTIVE FUEL MANAGEMENT, DIRECT INJECTION AND VARIABLE VALVE TIMING includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)	\$0.00	\$0.00
TRANSMISSION			
MYC	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED with overdrive and tow/haul mode (STD)	\$0.00	\$0.00
AXLE			
GU6	REAR AXLE, 3.42 RATIO (Included and only available with (NHT) Maximum Trailering Package.)	\$0.00	\$0.00
PREFERRED EQUIPMENT GROUP			
1FL	COMMERCIAL PREFERRED EQUIPMENT GROUP Includes Standard Equipment	-\$1,276.00	-\$1,450.00
WHEEL TYPE			
RD6	WHEELS, 17" X 8" (43.2 CM X 20.3 CM) PAINTED STEEL (STD)	INC	INC
TIRES			
RC3	TIRES, P265/70R17 ALL-TERRAIN, BLACKWALL (STD)	INC	INC
SPARE TIRE			

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

October 07, 2016 12:45:43 PM

Page 1

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

CATEGORY

<u>Code</u>	<u>Description</u>	<u>VQ2</u>	<u>MSRP</u>
SPARE TIRE			
RC4	TIRE, SPARE P265/70R17 ALL-SEASON, BLACKWALL	INC	INC
SEAT TYPE			
A95	SEATS, FRONT BUCKET passenger seat includes power fore/aft, power recline and Power lumbar, 10-way power driver seat includes 6-way power cushion, 2-way power lumbar control and power recline (Includes (AYQ) frontal and side-impact for driver and front passenger air bags and (D07) front center console.)	\$220.00	\$250.00
SEAT TRIM			
H0U	JET BLACK, PREMIUM CLOTH SEAT TRIM	\$0.00	\$0.00
RADIO			
IO3	AUDIO SYSTEM, AM/FM STEREO WITH CD PLAYER AND AUXILIARY INPUT JACK includes USB port (STD)	\$0.00	\$0.00
ADDITIONAL EQUIPMENT			
NQH	TRANSFER CASE, ACTIVE, 2-SPEED ELECTRONIC AUTOTRAC with rotary controls, includes neutral position for dinghy towing	INC	INC
NZZ	UNDERBODY SHIELD (Requires 4WD models and a Fleet or Government sales order type.)	INC	INC
K4B	BATTERY, AUXILIARY, ISOLATED, 730 CCA	\$167.20	\$190.00
D07	CONSOLE, FLOOR with storage area, cup holders and auxiliary jack (Included and only available with (A95) front bucket seats.)	INC	INC
AYQ	AIR BAGS, FRONTAL AND SIDE-IMPACT FOR DRIVER AND FRONT PASSENGER driver inboard seat-mounted side-impact and head curtain side-impact for all rows in outboard seating positions (Included and only available with (A95) front bucket seats. Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)	INC	INC
SPECIAL EQUIPMENT OPTIONS			
9G3	SUSPENSION PACKAGE, OFF-ROAD includes (Z71) Off-Road suspension, (NQH) 2-speed active transfer case, (NZZ) Underbody Shield, (RD6) 17" x 8" painted steel wheels and (RC3) P265/70R17 all-terrain, blackwall tires (Does not include any other (Z71) Off-Road Package content. Not available with (NHT) Max Trailering Package or any LPO wheels.)	\$333.52	\$379.00
TGK	SPECIAL PAINT, SOLID, ONE COLOR All normally body colored non-sheet metal parts will be gloss Black. This includes front and rear fascias, liftgate handle, 'D' Pillars, mirrors and liftgate spoiler. Door handles will be flat Black. Body-side moldings will be deleted. May require extended lead time (Requires (01U) Special Paint with any SEO paint selection. May require extra lead time and GM will require 5 orders before sending to the plant.)	\$374.00	\$425.00
01U	SPECIAL PAINT	\$0.00	\$0.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

October 07, 2016 12:45:43 PM

Page 2

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

CATEGORY

<u>Code</u>	<u>Description</u>	<u>VQ2</u>	<u>MSRP</u>
SPECIAL EQUIPMENT OPTIONS			
5T4	EXTERIOR BODY COLORED PARTS, VICTORY RED Provides Victory Red special paint WA9260 and Victory Red special painted exterior body parts in lieu of glossy Black color normally installed with special paint. Victory Red painted parts will consist of front fascia, rear bumper fascia, rear liftgate handle, and door handles. Mirrors, rear D-pillar applique and liftgate spoiler will remain Black (Requires SEO (TGK) special paint and (V76) Recovery Hooks.)	\$176.00	\$200.00
OPTIONS TOTAL		-\$5.28	-\$6.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

October 07, 2016 12:45:43 PM

Page 3

PRICING SUMMARY

PRICING SUMMARY - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

	<u>VQ2</u>	<u>MSRP</u>
Base Price	\$48,152.66	\$52,915.00
Total Options:	-\$5.28	-\$6.00
Vehicle Subtotal	\$48,147.38	\$52,909.00
Advert/Adjustments	\$0.00	\$0.00
Destination Charge	\$1,195.00	\$1,195.00
GRAND TOTAL	\$49,342.38	\$54,104.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

October 07, 2016 12:45:43 PM

Page 4

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

ENTERTAINMENT

- Audio system, AM/FM stereo with CD player and auxiliary input jack includes USB port
- Audio system feature, single-slot CD/MP3 player
- Audio system feature, 6-speaker system
- XM Satellite Radio, delete
- Bluetooth for phone personal cell phone connectivity to vehicle audio system (Bluetooth for phone is deleted when (UE0) OnStar delete is ordered.)
- OnStar 4G LTE and built-in Wi-Fi hotspot connects to the Internet at 4G LTE speeds; includes OnStar Data Trial for 3 months or 3GB (whichever comes first) (Requires (UE1) OnStar Guidance plan. Visit www.onstar.com for coverage map, details and system limitations. Services vary by model. OnStar acts as a link to existing emergency service providers. Not all vehicles may transmit all crash data. Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T.)

EXTERIOR

- Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel
- Tires, P265/70R17 all-terrain, blackwall
- Wheel, full-size spare, 17" (43.2 cm) steel
- Tire carrier, lockable outside spare, winch-type mounted under frame at rear
- Fascia, front body-color
- Fascia, rear body-color
- Luggage rack side rails, roof-mounted
- Assist steps, Black
- Mirrors, outside heated power-adjustable, manual-folding and color keyed driver mirror includes spotter mirror
- Glass, deep-tinted
- Wipers, front intermittent, Rainsense
- Wiper, rear intermittent with washer
- Liftgate, rear manual

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

INTERIOR

- Seats, front 40/20/40 split-bench, with Premium Cloth, 3-passenger includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (With vinyl, does not include (AG1) Driver 6-way power seat adjuster or (AG2) Front passenger 6-way power adjuster.)
- Seat trim, cloth
- Seat adjuster, driver power, multidirectional
- Seat adjuster, front passenger 6-way power
- Seats, second row 60/40 split-folding bench, manual
- Seat, third row manual 60/40 split-folding bench, fold flat
- Floor covering, Black rubberized-vinyl
- Steering column, Tilt-Wheel
- Steering wheel, urethane
- Steering wheel controls, mounted cruise controls
- Driver Information Center, one-color
- Door locks, power programmable with lockout protection and delayed locking
- Remote Keyless Entry, extended-range
- Cruise control, electronic with set and resume speed
- Theft deterrent, electrical, unauthorized entry
- Windows, power, with Express-Down and Express-Up on front doors and lock out features
- Climate control, tri-zone automatic with individual climate settings for driver, right-front passenger and rear passengers
- Defogger, rear-window electric
- Power outlet, 110-volt
- Conversation mirror
- Assist handles, 1st row passenger and 2nd row outboard seats
- Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions
- Cargo management system
- Cargo net
- OnStar Basic plan for 5 years includes limited vehicle mobile app features, Monthly Diagnostics Report and Dealer Maintenance Notification (Basic Plan available for 5 years from the date of vehicle delivery and is transferable. Does not include Emergency, Security or Navigation services.)

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

MECHANICAL

- Engine, 5.3L V8 EcoTec3 with Active Fuel Management, Direct Injection and Variable Valve Timing includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm)
- Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode
- Rear axle, 3.08 ratio (Not available with (NHT) Max Trailering Package.)
- Suspension Package, Premium Smooth Ride (Not available with (NHT) Max Trailering Package.)
- E85 FlexFuel capable
- Transfer case, active, single-speed, electronic Autotrac with rotary controls, does not include neutral. Cannot be dinghy towed (Requires 4WD model. Not available with (NHT) Max Trailering Package.)
- Differential, heavy-duty locking rear
- 4-wheel drive
- Air cleaner, high-capacity
- Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator
- Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
- Battery, 720 cold cranking amps with 80 amp hour rating
- Alternator, 150 amps
- Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way sealed connector and 2" trailering receiver
- Trailer sway control
- Recovery hooks, 2 front, frame-mounted, Black (Standard with 4WD models. Available with 2WD models.)
- GVWR, 7500 lbs. (3402 kg) (Requires 4WD model.)
- Suspension, front coil-over-shock with stabilizer bar
- Suspension, rear multi-link with coil springs
- Hill Start Assist
- Steering, power

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15906 4WD 4dr 1500 Commercial

SAFETY

- Daytime Running Lamps, with automatic exterior lamp control
- Brakes, 4-wheel antilock, 4-wheel disc, VAC power with Brake Assist
- StabiliTrak, stability control system with brake assist, includes traction control
- Teen Driver mode a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report gives you information on your teen's driving habits and helps you to continue to coach your new driver
- Air bags, frontal and side-impact for driver and front passenger and head curtain side-impact for all rows in outboard seating positions (Included and only available with (AZ3) 40/20/40 split-bench front seat. Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Automatic Occupant Sensing System sensor indicator inflatable restraint, front passenger/child presence detector
- OnStar Guidance Plan for 3 months, including Automatic Crash Response, Stolen Vehicle Assistance, Roadside Assistance, Turn-by-Turn Navigation, Advanced Diagnostics and more (trial excludes Hands-Free Calling) for 6 months, including Automatic Crash Response, Stolen Vehicle Assistance, Roadside Assistance, Turn-by-Turn Navigation, Advanced Diagnostics and more (trial excludes Hands-Free Calling) (Fleet orders receive a 6-month trial. Visit www.onstar.com for coverage map, details and system limitations. Services vary by model. OnStar acts as a link to existing emergency service providers. Not all vehicles may transmit all crash data.) (Retail orders receive a 3-month trial. Visit www.onstar.com for coverage map, details and system limitations. Services vary by model. OnStar acts as a link to existing emergency service providers. Not all vehicles may transmit all crash data.)
- Rear Park Assist with audible warning
- Rear Vision Camera
- Door locks, rear child security
- LATCH system (Lower Anchors and Top tethers for Children), for child safety seats lower anchors and top tethers located in all second row seating positions, top tethers located in third row seating positions
- Tire Pressure Monitor System air pressure sensors in each tire with pressure display in Driver Information Center
- Warning tones headlamp on, key-in-ignition, driver and right-front passenger safety belt unfasten and turn signal on

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

Regular Board of Commissioners

1. i.

Meeting Date: 11/07/2016

Purchase Silverado - FD

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorize staff to purchase a 2017 Chevrolet Silverado 1500 Crew Cab Pickup in the amount of \$31,285.00 using county sales tax funds, for the Fire Department.

Attachments

Purchase Silverado FD



16 West 9th Street
P (405) 878-1671 | F (405) 878-1618



ADMINISTRATION

Dru Tischer, Fire Chief
(405) 878-1556

Andy Starkey, Deputy Fire Chief
(405) 878-1538

Clarice Brock, Secretary
(405) 878-1671

DATE: October 31, 2016
TO: Mayor, Vice Mayor and City Commissioners
CC: Justin Erickson, City Manager; Cindy Arnold, Finance Director; James Bryce, Operations Director
FROM: Dru Tischer, Fire Chief 
SUBJECT: Request Permission to Purchase Replacement Utility Truck (2017 Chevrolet Suburban)

I am respectfully requesting permission to purchase a 2017 Chevrolet Silverado Crew Cab Pickup from Hudiburg Chevrolet (Hudiburg Chevrolet currently holds the state bid contract for this vehicle make and model) at a total cost of \$31,285.00 using county sales tax funds that are designated for our department. This unit will replace a 2000 Chevrolet Pickup (136,106 miles) that will be retired from service with our department once the new unit is in service. The specifications for the 2017 Chevrolet Silverado 1500 I am requesting to purchase are listed in the state bid quote following this memo.

dee@hudiburgfleet.com <dee@hudiburgfleet.com>

Reply-To: ASTARKEY@shawneeok.org

To: ryan@hudiburgfleet.com

Hudiburg Contact: Dee Roberson - (405)737-3389

Current Date: 10/07/2016

Agency or Business Name:: SHAWNEE FIRE DEPT

Contact Name:: ANDY STARKEY

Contact Email:: ASTARKEY@SHAWNEEOK.ORG

Contact Phone Number: 405-555-1234

Select a Choice: White Chevrolet Silverado 1500 SSV Crew Cab - \$26,473

: add \$2490 - Four Wheel Drive 4WD w/ skid plates

: add \$395 - Limited Slip/Locking Dif

: add \$135 - 3:42 Rear Gear Ratio

: add \$252 - Add Deep Tinted Glass

: add \$685 - Add Chrome Steps

: add \$230 - Add Chrome Bumpers

: add \$200 - All Terrain Tires

: add \$375 - Add Hitch / Wiring / Receiver

: add \$50 - Front Tow Hooks

Additional Equipment not on the state contract:

Price of equipment not on state contract:

Notes / Special Instructions:

Total Vehicle Price: : \$31,285

:

ADDITIONAL INFORMATION

IP: 12.191.217.114

Server Time: 2016-10-07 17:57:57

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2017 Fleet/Non-Retail CK15543 4WD Crew Cab 143.5" Work Truck

<u>Code</u>	<u>Description</u>	<u>VQ2</u>	<u>MSRP</u>
CK15543	2017 Chevrolet Silverado 1500 4WD Crew Cab 143.5" Work Truck	\$36,246.13	\$39,185.00

SELECTED VEHICLE COLORS - 2017 Fleet/Non-Retail CK15543 4WD Crew Cab 143.5" Work Truck

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15543 4WD Crew Cab 143.5" Work Truck

<u>CATEGORY</u>			<u>VQ2</u>	<u>MSRP</u>
<u>Code</u>	<u>Description</u>			
EMISSIONS				
FE9	EMISSIONS, FEDERAL REQUIREMENTS		\$0.00	\$0.00
ENGINE				
L83	ENGINE, 5.3L ECOTEC3 V8 WITH ACTIVE FUEL MANAGEMENT, DIRECT INJECTION AND VARIABLE VALVE TIMING includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm; more than 300 lb-ft of torque from 2000 to 5600 rpm)		INC	INC
TRANSMISSION				
MYC	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD)		\$0.00	\$0.00
GVWR				
C5Z	GVWR, 7200 LBS. (3266 KG) (Requires Crew Cab or Double Cab 4WD models and (L83) 5.3L EcoTec3 V8 engine or (L86) 6.2L EcoTec3 V8 engine.)		INC	INC
AXLE				
GU4	REAR AXLE, 3.08 RATIO (Requires (L83) 5.3L EcoTec3 V8 engine. Not available with (RD2) 20" chrome wheels or (RD4) 20" polished-aluminum wheels.)		INC	INC
PREFERRED EQUIPMENT GROUP				
1WT	WORK TRUCK PREFERRED EQUIPMENT GROUP includes standard equipment		\$0.00	\$0.00
WHEELS				
RD6	WHEELS, 17" X 8" (43.2 CM X 20.3 CM) PAINTED STEEL (STD)		\$0.00	\$0.00
TIRES				
RC3	TIRES, P265/70R17 ALL-TERRAIN, BLACKWALL		\$176.00	\$200.00
PAINT SCHEME				
ZY1	PAINT, SOLID		\$0.00	\$0.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15543 4WD Crew Cab 143.5" Work Truck

CATEGORY

<u>Code</u>	<u>Description</u>	<u>VQ2</u>	<u>MSRP</u>
PAINT			
G7C	RED HOT	\$0.00	\$0.00
SEAT TYPE			
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER, DRIVER AND FRONT PASSENGER MANUAL RECLINE with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manual adjustable driver lumbar. (STD)	\$0.00	\$0.00
SEAT TRIM			
H2Q	DARK ASH WITH JET BLACK INTERIOR ACCENTS, VINYL SEAT TRIM	\$0.00	\$0.00
RADIO			
IO3	AUDIO SYSTEM, 4.2" DIAGONAL COLOR DISPLAY, AM/FM STEREO with USB ports and auxiliary jack (Not available with (AZ3) 40/20/40 split-bench seat.) (STD)	\$0.00	\$0.00
ADDITIONAL EQUIPMENT			
PCX	CHROME BUMPER PACKAGE includes (VJH) rear chrome bumper with (BWN) CornerSteps and (V46) chrome front bumper	\$176.00	\$200.00
PCR	WT FLEET CONVENIENCE PACKAGE All cabs include (DL8) outside heated power-adjustable mirrors, (A91) remote locking tailgate and (AQQ) Remote Keyless Entry. ((DL8) outside heated power-adjustable mirrors can be upgraded to (DPN) power camper mirrors. If (ZW9) pickup box delete is ordered (A91) remote locking tailgate will not be included.)	\$316.80	\$360.00
Z82	TRAILERING PACKAGE includes trailer hitch, 7-pin and 4-pin connectors	\$330.00	\$375.00
5W4	SPECIAL SERVICE PACKAGE includes (K4D) 730 cold-cranking amp auxiliary battery, (KW7) 170 amp alternator, (L83) 5.3L EcoTec3 V8 engine, (K47) high capacity air cleaner, (K14) 110-volt power outlet, calibration for interior and exterior lighting surveillance mode	\$1,575.20	\$1,790.00
G80	DIFFERENTIAL, HEAVY-DUTY LOCKING REAR (With (5W4) Special Service Package, Required with (9G3) suspension package.)	\$347.60	\$395.00
KNP	COOLING, AUXILIARY EXTERNAL TRANSMISSION OIL COOLER (Included and only available with (L83) 5.3L EcoTec3 V8 engine.)	INC	INC
K47	AIR CLEANER, HIGH-CAPACITY	INC	INC
—	BATTERY, HEAVY-DUTY 720 COLD-CRANKING AMPS/80 AMP-HR, MAINTENANCE-FREE with rundown protection and retained accessory power (Included and only available with V8 engines.)	INC	INC
K4D	BATTERY, 730 COLD-CRANKING AMPS, AUXILIARY (Included and only available with (5W4) Special Service Package.)	INC	INC
KW7	ALTERNATOR, 170 AMP (Included and only available with (5W4) Special Service Package.)	INC	INC
NZZ	UNDERBODY SHIELD, TRANSFER CASE PROTECTION	\$88.00	\$100.00
RC4	TIRE, SPARE P265/70R17 ALL-SEASON, BLACKWALL (Included and only available with (RC3), (QSS), (QT0), (R18) or (RC7).)	INC	INC
V46	BUMPER, FRONT CHROME (Included and only available with (PCX) Chrome Bumper Package.)	INC	INC

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
 © Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2017 Fleet/Non-Retail CK15543 4WD Crew Cab 143.5" Work Truck

CATEGORY

<u>Code</u>	<u>Description</u>	<u>VQ2</u>	<u>MSRP</u>
ADDITIONAL EQUIPMENT			
VJH	BUMPER, REAR CHROME (Included and only available with (PCX) Chrome Bumper Package.)	INC	INC
DL8	MIRRORS, OUTSIDE HEATED POWER-ADJUSTABLE (includes driver's side spotter mirror) (Black. Included and only available with (PCR) WT Fleet Convenience Package.)	INC	INC
AKO	GLASS, DEEP-TINTED	\$176.00	\$200.00
A91	REMOTE LOCKING TAILGATE (Included and only available with (AQQ) Remote Keyless Entry. Not available with (ZW9) pickup box delete.)	INC	INC
AQQ	REMOTE KEYLESS ENTRY, WITH 2 TRANSMITTERS (Included and only available with (PCR) WT Fleet Convenience Package. Includes (A91) remote locking tailgate.)	INC	INC
KI4	POWER OUTLET, 110-VOLT AC	INC	INC
OPTIONS TOTAL		\$3,185.60	\$3,620.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

PRICING SUMMARY

PRICING SUMMARY - 2017 Fleet/Non-Retail CK15543 4WD Crew Cab 143.5" Work Truck

	<u>VQ2</u>	<u>MSRP</u>
Base Price	\$36,246.13	\$39,185.00
Total Options:	\$3,185.60	\$3,620.00
Vehicle Subtotal	\$39,431.73	\$42,805.00
Advert/Adjustments	\$0.00	\$0.00
Destination Charge	\$1,195.00	\$1,195.00
GRAND TOTAL	\$40,626.73	\$44,000.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15543 4WD Crew Cab 143.5" Work Truck

ENTERTAINMENT

- Audio system, 4.2" diagonal color display, AM/FM stereo with USB port and auxiliary jack with USB ports and auxiliary jack (Not available with (AZ3) 40/20/40 split-bench seat.)
- SiriusXM Satellite Radio, delete
- 6-speaker audio system (Standard on Crew Cab and Double Cab models.)

EXTERIOR

- Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel
- Tires, P255/70R17 all-season, blackwall
- Wheel, full-size spare, 17" x 7" (43.2 cm x 17.8 cm) aluminum (Included and only available with model K15543 and (L83) 5.3L EcoTec3 V8 engine or (LV3) 4.3L EcoTec3 V6 engine or model *15703 and (LV3) 4.3L EcoTec3 V6 engine.)
- Tire, spare P255/70R17 all-season, blackwall (Included and only available with (RBZ) P255/70R17 all-season, blackwall tires.)
- Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door
- Bumpers, front, Black
- Bumpers, rear, Black
- Recovery hooks, front, frame-mounted, black (Included with 4WD models only.) (Standard with 4WD models. Available with 2WD models.)
- Lamps, cargo area, cab mounted with switch on center switch bank
- CornerStep, rear bumper
- Grille surround, chrome
- Active aero shutters, front
- Headlamps, high intensity discharge (HID) projector-beam with LED signature DRL
- Mirrors, outside manual, Black
- Glass, solar absorbing, tinted
- Door handles, Black
- Tailgate and bed rail protection cap, top
- Tailgate, locking utilizes same key as ignition and door (Not available with (AQQ) Remote Keyless Entry.) (Not available with (AQQ) Remote Keyless Entry. Not available with (ZW9) pickup box delete.)

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15543 4WD Crew Cab 143.5" Work Truck

INTERIOR

- Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger manual recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manual adjustable driver lumbar.
- Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab model.)
- Floor covering, Graphite-colored rubberized-vinyl, no floor mats included
- Steering column, Tilt-Wheel, manual with theft-deterrent locking feature
- Instrumentation, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center, 3.5-inch diagonal monochromatic display provides warning messages and basic vehicle information
- Windows, power front and rear with driver express up and down and express down on all other windows (Standard on Crew Cab and Double Cab.)
- Door locks, power
- Cruise control, electronic with set and resume speed, steering wheel-mounted
- Air conditioning, single-zone
- Assist handle, front passenger on A-pillar

MECHANICAL

- Engine, 4.3L FlexFuel EcoTec3 V6 with Active Fuel Management, Direct Injection and Variable Valve Timing includes aluminum block construction with (FHS) E85 FlexFuel capability, capable of running on unleaded or up to 85% ethanol (285 hp [212 kW] @ 5300 rpm, 305 lb-ft of torque [413 Nm] @ 3900 rpm) (Includes (FHS) E85 FlexFuel capability. Not available on C*15743 models.)
- Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking
- Rear axle, 3.42 ratio (Standard on 4WD (LV3) 4.3L EcoTec3 V6 engine. Available with (L83) 5.3L EcoTec3 V8 engine.)
- Pickup box
- GVWR, 7100 lbs. (3221 kg) (Requires Crew Cab or Double Cab 4WD models and (LV3) 4.3L EcoTec3 V6 engine.)
- Transfer case, with floor-mounted shifter (Included with 4WD models only.)
- Four wheel drive
- Cooling, external engine oil cooler
- Battery, heavy-duty 730 cold-cranking amps/70 Amp-hr, maintenance-free with rundown protection and retained accessory power
- Alternator, 150 amps
- Frame, fully-boxed, hydroformed front section
- Steering, Electric Power Steering (EPS) assist, rack-and-pinion
- Brakes, 4-wheel disc with DURALIFE rotors, 4-wheel antilock
- Capless Fuel Fill
- Exhaust, aluminized stainless-steel muffler and tailpipe

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016

© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail CK15543 4WD Crew Cab 143.5" Work Truck

SAFETY

- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist
- Daytime Running Lamps with automatic exterior lamp control
- Air bags, dual-stage frontal and side-impact, driver and front passenger and head-curtain and seat-mounted side-impact, front and rear outboard seating positions with Passenger Sensing System (Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Teen Driver mode a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report gives you information on your teen's driving habits and helps you to continue to coach your new driver
- Tire Pressure Monitoring System (does not apply to spare tire)

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 458.0, Data updated 9/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

Regular Board of Commissioners

1. j.

Meeting Date: 11/07/2016

Veterans Memorial Park

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Transfer of funds to Shawnee Community Foundation in the amount of \$30,000.00 for black granite panels to be installed in the Veterans Memorial Park.

Attachments

Veterans Memorial Park



Office of the Director of Operations

Date: October 31, 2016
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: Veterans Memorial Black Granite Panels

Nature of the Request:

Transfer of funds for the black granite panels to be installed in the Veterans Memorial.

Staff Analysis, Considerations:

At the April 18, 2016 Commission meeting the Commissioners were asked to help fund 8 Black Granite panels that would be placed in the Veterans Memorial honoring those 7500 + soldiers from the State of Oklahoma that lost their lives in battle. The Commission was asked to share the cost of \$120,000.00 with a match of \$30,000.00 from the current year and to budget another \$30,000.00 in the coming fiscal year (16/17). The commission approved the first \$30,000.00 and Staff has forwarded that on the Shawnee Community Foundation for the Veterans Memorial. The Veterans Committee is now ready for the second \$30,000.00 that will be need to help pay the final costs of the panels. A financial report as of September 30, 2016 is attached to show that the committee has their match. \$25,000.00 of the final balance is to be used for a museum as requested by Cecil Johnston when he donated it.

Recommendation:

It is Staff's recommendation that the transfer of funds be approved.

Budget Consideration:

Capital Outlay Account

301 5-0940-5420 709 0940-02 Black Granite Panels \$30,000.00

Shawnee Community Foundation
Veterans Memorial Park
1421 E 45th Street
Shawnee, Oklahoma 74804

Unaudited
Financial Statement
Prepared October 5, 2016
As Of
September 30, 2016

Complied By
Finley & Cook, P.L.L.C.
See Accountants'
Compilation Report



Accountants' Compilation Report

To Management
Shawnee Community Foundation
Veterans Memorial
PO Box 1903
Shawnee, OK 74802-1903

Management is responsible for the accompanying financial statements of Shawnee Community Foundation, which comprise the statement of selected financial information-income tax basis as of September 30, 2016, and the related statements of Receipt and disbursements-income tax basis for one month and nine months then ended, and for determining that the income tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the income tax basis of accounting, which is a basis of accounting other than accounting principles general accepted in the United States of America.

The management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the income tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's assets, liabilities, equity, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Shawnee Community Foundation.

Finley & Cook, P.L.L.C

October 5, 2016

**601 N. Broadway • P. O. Box 1447 • Shawnee, OK 74802-1447
(405) 275-1650 • Fax (405) 273-2691**

12:00 PM
10/05/16
Accrual Basis

Shawnee Veterans Memorial Park
Statement of Selected Financial Information
As of September 30, 2016

	Sep 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Bancfirst-0011475863	64,132.75
Total Checking/Savings	64,132.75
Total Current Assets	64,132.75
TOTAL ASSETS	<u>64,132.75</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	55,612.06
Net Income	8,520.69
Total Equity	64,132.75
TOTAL LIABILITIES & EQUITY	<u>64,132.75</u>

12:00 PM
10/05/16
Accrual Basis

Shawnee Veterans Memorial Park
Statement of Receipt and Disbursements
September 2016

	Sep 16	Jan - Sep 16
Ordinary Income/Expense		
Income		
Direct Public Support		
Individ, Business Contributions	49,895.81	123,412.81
Total Direct Public Support	49,895.81	123,412.81
Total Income	49,895.81	123,412.81
Gross Profit	49,895.81	123,412.81
Expense		
Bank Charges	0.00	27.00
Materials	29,201.62	114,763.12
Operations		
Postage, Mailing Service	102.00	102.00
Total Operations	102.00	102.00
Total Expense	29,303.62	114,892.12
Net Ordinary Income	20,592.19	8,520.69
Net Income	20,592.19	8,520.69

Regular Board of Commissioners

1. k.

Meeting Date: 11/07/2016

Haag Addition

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Accept water line improvements for Haag Addition and placing the maintenance bond into effect.

Attachments

Haag Addition



RLI Surety
A Division of RLI Insurance Company
P.O. Box 3967 Peoria IL 61612-3967
Phone: 309-692-1000 Fax: 309-692-8637

MAINTENANCE BOND

Bond No. RCB0004574

KNOW ALL MEN BY THESE PRESENTS;

That We, StoneBridge Construction, LLC
of PO Box 16787, Jonesboro, AR 72403
(hereinafter called the "Principal"), as Principal, and RLI Insurance Company, of
Peoria, Illinois, as Surety, an Illinois corporation duly licensed to
transact business in the State of Arkansas, (hereinafter called the "Surety"), as Surety, are held and firmly bound unto
City of Shawnee, Oklahoma (hereinafter called
the Obligee), in the sum of Two Thousand Three Hundred Seventeen & 90/100
Dollars (\$2,317.90), for the payment of which sum well and truly to be made, we, the said Principal and the said Surety, bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

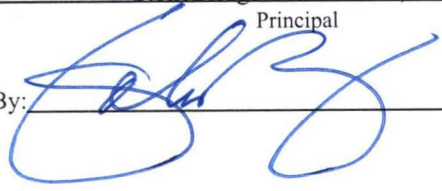
Sealed with our seals and dated this 26th day of October, 2016.

WHEREAS, the said Principal has heretofore entered into a contract with said Obligee dated _____, for
FFO Home, Shawnee, OK - Public Improvements, Water Main Extension and;

WHEREAS, the said Principal is required to guarantee the item/work installed under said contract, against defects in materials or
workmanship which may develop during the period beginning on the 26th day of October, 2016, and ending the
26th day of October, 2018.

In no event shall losses paid under this bond aggregate more than the amount of the bond.

NOW, THEREFORE, THE CONDITION OF THIS BOND IS SUCH, that if said Principal shall faithfully carry out and perform the said
guarantee, and shall, on due notice, repair and make good at its own expense any and all defects in materials or workmanship in the said
work which may develop during the period specified above or shall pay over, make good and reimburse to the said Obligee all direct loss
and damage which said Obligee may sustain by reason of failure or default of said Principal so to do, then this obligation shall be null and
void; otherwise shall remain in full force and effect.

StoneBridge Construction, LLC
Principal
By: 
RLI Insurance Company
By: Michael A. McDaniel
Michael A. McDaniel Attorney-In-Fact



9025 N. Lindbergh Dr. | Peoria, IL 61615
Phone: (800)645-2402 | Fax: (309)689-2036

POWER OF ATTORNEY

RLI Insurance Company

Contractors Bonding and Insurance Company

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That this Power of Attorney may be effective and given to either or both of **RLI Insurance Company** and **Contractors Bonding and Insurance Company**, required for the applicable bond.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each Illinois corporations (as applicable), each authorized and licensed to do business in all states and the District of Columbia do hereby make, constitute and appoint:

Michael A. McDaniel, Richard H. Whitley, James S. Brown, jointly or severally

in the City of Memphis, State of Tennessee, as Attorney in Fact, with full power and authority hereby conferred upon him/her to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds, undertakings, and recognizances in an amount not to exceed Ten Million Dollars (\$10,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon this Company as if such bond had been executed and acknowledged by the regularly elected officers of this Company.

RLI Insurance Company and **Contractors Bonding and Insurance Company**, as applicable, have each further certified that the following is a true and exact copy of the Resolution adopted by the Board of Directors of each such corporation, and now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the Corporation shall be executed in the corporate name of the Corporation by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Corporation. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the Corporation. The signature of any such officer and the corporate seal may be printed by facsimile or other electronic image."

IN WITNESS WHEREOF, **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 19th day of July, 2016.

RLI Insurance Company
Contractors Bonding and Insurance Company

B. A. W. Davis

Barton W. Davis

Vice President

State of Illinois
County of Peoria

} SS



On this 19th day of July, 2016, before me, a Notary Public, personally appeared Barton W. Davis, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, and acknowledged said instrument to be the voluntary act and deed of said corporation.

CERTIFICATE

I, the undersigned officer of **RLI Insurance Company**, and/or **Contractors Bonding and Insurance Company**, each Illinois corporations, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 26 day of October 2016.

RLI Insurance Company
Contractors Bonding and Insurance Company

B. A. W. Davis

Barton W. Davis

Vice President

Jacqueline M. Bockler
Jacqueline M. Bockler Notary Public



Regular Board of Commissioners

1. I.

Meeting Date: 11/07/2016

CVEC Easement

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Grant an easement to Canadian Valley Electric Cooperative, Inc. to serve an existing City Lake Lot Lease site at Shawnee Twin Lakes.

Attachments

CVEC Easement



Date: November 2, 2016

To: Mayor and City Commissioners

From: Justin DeBruin, Community Development Director

RE: Easement at Shawnee Twin Lakes, Lot 1, Roewe Tract (15511 Perry Road)

Raymond and Jennifer Burrell, lease Lot 1, Roewe Tract (15511 Perry Road) at Shawnee Twin Lakes. They obtained the lot through a transfer approved by the City Commission on June 7th, 2010. They have sought electric service from Canadian Valley Cooperative and Canadian Valley requires an easement from the property owner (the City) to properly serve the Burrell's.

Staff recommends approval of the easement. Canadian Valley pays a fee-in-lieu of franchise tax (3%), plus municipal sales tax (Ordinance #2423NS, #2424NS, Section 26-1 SMC) to the City of Shawnee.

CANADIAN VALLEY ELECTRIC COOPERATIVE
RIGHT-OF-WAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned grantor(s), _____
(Printed Name (s))

(whether one or more) (unmarried) (husband or wife), do hereby grant unto the Canadian Valley Electric Cooperative, Inc., a cooperative corporation, whose address is P.O. Box 751, Seminole, Oklahoma 74868, and to its successors or assigns, the right to enter upon the lands of the undersigned, situated in the county of check Pottawatomie, State of Oklahoma, and more particularly described as follows:

In the SE/4 of the NW/4 of

Section 15, Township 10 North, Range 02 East, containing n/a acres, more or less:

(*Right-of-Way to be 15 feet on each side of the proposed pole line and/or underground line center (total of 30 feet) beginning at a point approximately 2,180 feet East and 2,150 feet South of the NW corner of the NW/4 of said section and continuing Southwesterly approximately 105 feet, thence South-Southwesterly approximately 230 feet, thence Southeasterly approximately 100 feet,

and to construct, operate, upgrade, and maintain on the above described lands and in or upon all streets, roads, or highways abutting said lands, an electric transmission or distribution line or system and to cut and trim trees and shrubbery to the extent necessary to keep them clear of said electric line or facilities and to cut down from time to time all dead, weak, leaning, or dangerous trees that are tall enough to strike the wires in falling and the right to maintain, operate, upgrade, and repair electric wires and facilities for the distribution of electric energy and the right of ingress and egress over grantor(s) lands adjacent to the right-of-way for the purposes set forth herein.

The undersigned covenant that they are owners of the above described lands and that the said lands are free and clear of encumbrances and liens of whatsoever character except those held by the following persons:

IN WITNESS WHEREOF, the undersigned have set their hands and seals this _____ day of _____, 20 ____.

Witness

Representative Signature

REPRESENTATIVE CAPACITY

STATE OF OKLAHOMA)

COUNTY OF _____)

This instrument was acknowledged before me on this _____ day of _____, 20____
by _____ as _____ for
_____.

My Commission expires: _____
(SEAL)

Notary Public / Commission # _____

FORM MUST BE NOTARIZED

CVEC USE ONLY
W.O.# 47884

RETURN ORIGINAL TO: CVEC, P.O. Box 751, Seminole, OK 74868

Regular Board of Commissioners

3.

Meeting Date: 11/07/2016

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Presentation by City Manager to Employee of the Month, James Kriwanek, Fire Prevention.

Attachments

No file(s) attached.

Regular Board of Commissioners

4.

Meeting Date: 11/07/2016

Resolution Blue Zones

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution supporting the Avedis Blue Zones Project.

Attachments

Resolution Blue Zones

RESOLUTION NO. _____

A RESOLUTION PROCLAIMING SUPPORT FOR THE AVEDIS BLUE ZONES PROJECT, A COMMUNITY-WIDE WELL-BEING IMPROVEMENT INITIATIVE IN THE CITY OF SHAWNEE, OKLAHOMA; DIRECTING THE CITY MANAGER TO COLLABORATE IN THE COMMUNITY ASSESSMENT PROCESS AND REPORT ACTION REQUIRED OF THE CITY TO BECOME A BLUE ZONE COMMUNITY; PROVIDING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY.

WHEREAS, improving the well-being of citizens in the City of Shawnee, Oklahoma, will improve productivity, lower health care costs and improve the economy; and

WHEREAS, studies have shown that 80 percent of a person's lifespan is determined by lifestyle choices and environmental factors, while only 20 percent is genetic; and

WHEREAS, Blue Zones have been successfully implemented in communities across the United States; and

WHEREAS, the Avedis Blue Zones Project provides a community based approach to transform the environment to improve the emotional, physical and social health of the community; and

WHEREAS, there has been demonstrable progress in improving the well-being of communities participating in Blue Zone initiatives; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF SHAWNEE, STATE OF OKLAHOMA:

Section 1. That the City Commission of the City of Shawnee is committed to improving the health and well-being of community members and hereby proclaims its support for the Avedis Blue Zones Project in the City of Shawnee

Section 2. That the City Manager is directed to collaborate in the community assessment process and report the action required to the City of Shawnee to become a Blue Zone community

PASSED AND APPROVED THIS _____ DAY OF _____, 2016.

Richard Finley, Mayor

ATTEST:

Phyllis Loftis, CMC, City Clerk

Regular Board of Commissioners

5.

Meeting Date: 11/07/2016

Resolution Surplus

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of a resolution to declare certain items surplus property and authorizing the sale of said items at auction.

Attachments

Resolution Surplus

RESOLUTION NO. _____

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF SAID ITEMS BY PUBLIC AUCTION.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SHAWNEE, OKLAHOMA:

That the items of personal property are described as set out in attached Exhibit "A".

Said property is hereby declared city owned items which are surplus items no longer needed for city purposes; that the City of Shawnee is authorized to sell said items to the public by auction.

Adopted this 7th day of November, 2016.

RICHARD FINLEY, MAYOR

ATTEST:

PHYLLIS LOFTIS, CMC, CITY CLERK
(SEAL)

2016 AUCTION

EXHIBIT "A"
To Resolution No. _____

FUND	ASSET NUMBER	DESCRIPTION	SERIAL NUMBER	Model #	Brand
501					
UTILITY BILLING		Reebok Athletic Oxford Steel Toe Shoes - Size 11.5			
		Double H Steel Toe Work Boots - Size 12			
		Wolverine Steel Toe Work Boots - Size 10.5			
		Servus by Honeywell Steel Toe Work Boots - Size 11			
		Carhart Jeans - Relaxed Straight - Size 38x34			
		Cinch Jeans - Size 36x34			
		Carhart Pants - Size 34x32			
		Carhart Pants - Size 34x32			
		Carhart Jacket - Size 4XL			
		Gray letter size paper trays - Quantity 3			
		Black letter size paper trays - Quantity 2			
		Hartin Tray (small) (white) - Quantity 1			
		Yellow letter size paper tray - Quantity 1			
		Black Copy Paper Holder - Quantity 1			
		IBM Selectric Model 71 Black Intense T28 Ribbon - Quantity 11			
		Black/Red Ribbon - Quantity 2			
		Nukote Calculator Ink Roller Replacement NR-42 - Quantity 6			
		Imation 3M Double Density Diskettes - Quantity - 10 (full box), 4 (partial box), 10 (opened box)			
		Office Max Electric Stapler (Black) - Works sometimes - Quantity 3			
		Tape Dispenser (cream/yellow in color) - Quantity 1			
		Symbol scanner stand - Quantity 1			
		Radio Shack 6 foot (1.8m) Audio Cable - Quantity 1			
		Dictaphone foot pedal, headset and power cord			
		Staples mousepad (gray)			
511	N/A	AWOS III - AUTOMATED WEATHER OBSERVING SYSTEM			
801					
IT	2667	ARN-1 Router Equipped with one T1 DSU/CSU	NEU0092870	Advanced Remote Node (ARN)	Bay Networks
		ARN-1 Router Equipped with one T1 DSU/CSU	NEU0105782	Advanced Routing Node (ARN)	Bay Networks
		MXPro four channel NTSC video mixer	MX3000-207950	MX-3000 NTSC	Videonics
		Ink jet printer	MY15D670K7	HP DJ 9040c	HP
	CF-19 LAPTOP #2	wsmobile26 toughbook with no hard drive	7DKYA36396	CF19	Panasonic
	BTO PAN TB CF30	MU40 toughbook with no hard drive	8FKSB56693	CF30	Panasonic

FUND	ASSET NUMBER	DESCRIPTION	SERIAL NUMBER	Model #	Brand
		MU51 toughbook with no hard drive	9LKYA02659	CF30	Panasonic
		MU48 toughbook with no hard drive	9BKSA34473	CF30	Panasonic
	BTO PAN TB CF30 #6	MU42 toughbook with no hard drive	8EKSA36171	CF30	Panasonic
		MU52 toughbook with no hard drive	4LKYA01923	CF30	Panasonic
		MU45 toughbook with no hard drive	4CKYA36138	CF30	Panasonic
		MU49 toughbook with no hard drive	91KYA08221	CF30	Panasonic
		MU47 toughbook with no hard drive	9CKYA35828	CF30	Panasonic
	BTO PAN TB CG30 #5	MU39 toughbook with no hard drive	8EKA36179	CF30	Panasonic
	BTO PAN	MU36 toughbook with no hard drive	8AKYA03901	CF30	Panasonic
		MU44 toughbook with no hard drive	9CKYA36152	CF30	Panasonic
		MU46 toughbook with no hard drive	9CKYA36013	CF30	Panasonic
	BTO PAN TB CF30 #3	MU37 toughbook with no hard drive	8DKYA26675	CF30	Panasonic
		wsmobile20 toughbook with no hard drive	5LKSA89975	CF29	Panasonic
		Video Player	Z3204	VIP (Video Information Player)	MagicBox
		DVI / USB KVM Switch with Audio & USB Hub V 8.12	0922X000007	SV431UADVI	Starview
		DVI / USB KVM Switch with Audio & USB Hub V 8.12	0926X000021	SV431UADVI	Starview
		Box of misc Dell laptop AC power adapters	na	AC power adapters	Dell
		Box of misc HP laptop AC power adapters	na	AC power adapters	HP
		Network Camera - Not sure if any network info is on camera	na	IP8332	Vivotek
		DVR Remote Control Device	T071802698	KTD-405	GE
		Dell WS06 - Computer work station, with no hard drive	JW02J91	Optiplex GX620	Dell
	DELL PRECISIONS T3400	Dell computer workstation - with no hard drive	1PT8LH1	Precision T3400	Dell
		Dell Optiplex 755 PC with no hard drive	3FYRXH1		
	4339	Dell Optiplex 360 PC with no hard drive	66QRNK1		
		DVR - 6 port	A10849028002		
		HPLJ 3380 printer	CNGJ834012		
		Lexmark X502N printer	5831N08		
		HP CM2320X MFP printer	CNB992K528		
		HP Scanjet 4670	CN57WD1131		
		HP LJ 4050 printer	USB0021889		
		Dell 3100 CN printer	8U86D41		
		Dell 3000CN	28B1R71		
CITY CLERK		Pitney Bowes Print Head (Black) (78P-B) - Quantity 2			
		Pitney Bowes Black Ink Cartridge (787-3) - Quantity 3			
		Pitney Bowes Red Ink Cartridge (787-8) - Quantity 1			
		Pitney Bowes Cyan Ink Cartridge (787-D) - Quantity 1			
		Pitney Bowes Magenta Ink Cartridge (787-E) - Quantity 1			
		Pitney Bowes Yellow Ink Cartridge (787-F) - Quantity 1			
		Pitney Bowes Red Ink Cartridge (DM800 & DM900 Series - Quantity 1			
		Pitney Bowes Meter Tape (613-H) - Quantity 2			
		Pitney Bowes Reference Number Labels (LA0-1) - Quantity 2			
		Pitney Bowes Labels (LA0-5) - Quantity 1			
		Marantz Professional CD Recorder CDR310 (Broken)			

FUND	ASSET NUMBER	DESCRIPTION	SERIAL NUMBER	Model #	Brand
FIRE DEPT		Misc. fire hose – 12 sections 5”, 16 sections of 3”			
		“Hoist Fitness Systems” – Exercise equipment (old machine from bryan)			
	2006	Misc. weight equipment			
	2007	Misc. weight equipment			
	513	Schwinn exercise bike			
	2751	Projector screen			
		5 drawer desk			
		4 drawer desk			
		Leg lift/pullup station			
		Honda EG3500X generator (FMC)			
		Murry push-mower			
		Blue Lockers – Set of 3			
		Blue Lockers – Set of 4			
		Large 4 drawer filing cabinet			
		3 aluminum roof ladders			
		3 aluminum extension ladders			
		3 halogen lights			
		Maytag front load clothes washing machine			
		Maytag dryer			
		Large air compressor (Station 1 mechanics room)			
		“True” treadmill			
		Large Floto-pump			
		Kenmore electric range			
		Craftsman riding mower			
		A/V cart			
		Misc. fire extinguishers – x7			
	1584	Life Fitness 9100 stair machine			
		Kenmore front load clothes washing machine			
		Grey lockers – Set of 3			
	432 - 433	Misc. electronics - City I.D. 0432 & 0433 (Old station 1 radio equipment/Intercom)			
		Charbroil Propane grill			
	1963	Bauer – Junior G dive compressor			
		Dive Cylinders – x19			
		Misc. dive equipment – 9 vest, 4 wet suits, 4 pair flippers, weight belts, regulators			
		Washer & Dryer pedestools			
		Old skid units (removed from retired brush pumpers) x2			

Regular Board of Commissioners

6.

Meeting Date: 11/07/2016

Excel Auction Agreement

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discussion, consideration and possible action to approve an agreement with Excel Auctions, LLC, to auction surplus City property.

Attachments

Excel Auction Memo

Excel Auction Contract



Office of the Director of Operations

Date: October 31, 2016
To: Mayor and City Commissioners
From: James Bryce, Director of Operations
RE: Request to enter into contract

Nature of the Request:

Staff requests permission to enter into contract with Excel Auctions, LLC. to auction off surplus items that the City has stored and no longer needs.

Staff Analysis, Considerations:

The date for the auction will be Saturday November 26, 2016 at the Exposition Center in Shawnee, Oklahoma. The City's auction items will be sold in conjunction with a regularly scheduled auction that Excel already has going on. The cost to the City is 10% of the total sales of the City's items that do not bring over \$1000.00.

Recommendation:

It is staff's recommendation to enter into contract.

Budget Consideration:

The 10% will be deducted from the sale revenue before the auction company issues the City a check.



AGREEMENT

This is an Agreement between Mitchell Armitage, as sole proprietor of Excel Auctions, and the City of Shawnee for the sale of goods. All items provided by the City of Shawnee will be sold “as is” and without reserve prices during the Excel Auction sale at the Shawnee Expo Center on November 26, 2016. Said items will be located at the Shawnee Expo Center in Shawnee, Oklahoma.

Excel Auctions agrees to promote the sale of the items owned by the City of Shawnee to the best of their ability through advertising and fliers distributed to the current mailing list of approximately 1500 people and on the company’s website used for that purpose.

In consideration for the services rendered, Excel Auctions shall deduct a Ten Percent (10%) fee from the final sale price of only the items that sale for less than \$1000.00. All items that sell for more than \$1000.00 are free and clear of the fee. This percentage shall constitute the entire fee charged to the City of Shawnee for the services rendered as well as any advertising or operating expenses.

Additionally, Excel Auctions charges a Ten Percent (10%) Buyer’s Premium—paid by the Buyer—on all items sold.

Dated this _____ day of November, 2016.

City of Shawnee, Oklahoma
A Municipal Corporation

Mitchell Armitage
Excel Auctions, LLC

Justin Erickson, City Manager

Mitchell Armitage

336920 E Hwy 62
McLoud, OK 74851

(405) 641-9438

Attest: _____

Phyllis Loftis, CMC, City Clerk

APPROVED AS TO FORM

Joe Vorndran, City Attorney

Regular Board of Commissioners

7.

Meeting Date: 11/07/2016

Fire Station No. 2

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Consideration of estimate of probable costs for Fire Station No. 2 renovation and possible action to authorize staff to proceed with final plans, specifications and bid documents.

Attachments

Fire Station No. 2



16 West 9th Street
P (405) 878-1671 | F (405) 878-1618



ADMINISTRATION

Dru Tischler, Fire Chief
(405) 878-1556

Andy Starkey, Deputy Fire Chief
(405) 878-1538

Clarice Brock, Secretary
(405) 878-1671

DATE: November 2, 2016
TO: Mayor, Vice Mayor and City Commissioners
CC: Justin Erickson, City Manager; Cindy Arnold, Finance Director
FROM: Dru Tischler, Fire Chief 
SUBJECT: Station 2 Rehab Project (Request Authorization to Proceed with Next Phase)

Over the past several months, we have been working in the design and design development phases of this project with the goal of achieving an effective and efficient design that corrects all water intrusion problems, addresses current and future department operational needs and provides a minimum of 40 year building usability. As you will see in the estimate of probable costs attached to this memo, the plan calls for demolition of the current building down to the pre-engineered "red-iron" structure and concrete slab, expansion of the apparatus bay and construction of an updated fire station from that point. The estimate of probable costs indicates an estimate of \$945,335 before overhead, contractor fees and contingencies are included. The total overall maximum cost is expected to be between \$1.2 million and \$1.5 million, depending on what add-alternates are included. The project is subject to the Competitive Bidding Act and actual bids may come in lower. The costs for exterior drainage and concrete work is not included in this estimate. COS Engineering has designed an updated exterior site plan and will provide biddable construction documents for that plan to be added to the overall project bid packet.

During the April 4th, 2016 Commission meeting, a motion passed authorizing staff to enter into an agreement with Fritz Baily architects to provide design, engineering and biddable construction documents on this project with the stipulation that the City Commission will approve all plans and specifications before the biddable construction documents are prepared. After months of work, I am pleased to say that we have reached our design goals and we are now ready to request authorization to proceed with development of biddable construction documents. At this time, I respectfully recommend that the Commission approve the estimate of probable costs and authorize staff to proceed with final plans, specifications and bid documents. Currently, Fritz Baily Architects estimate completion of biddable construction documents by January 9th if we can give them authorization to proceed at this time.



PRELIMINARY ESTIMATE OF PROBABLE COSTS

City of Shawnee

Fire Station #2 Renovation

10/14/2016 REVISED

DESIGN DEVELOPMENT COST SUMMARY

Division 1 - General Requirements	\$30,450.00
Division 2 - Existing Conditions - Demolition	\$31,000.00
Division 3 - Concrete	\$45,100.00
Division 4 - Masonry	\$76,548.80
Division 5 - Metals	\$101,600.00
Division 6 - Wood and Plastics	\$36,060.00
Division 7 - Thermal and Moisture Protection	\$143,470.00
Division 8 - Doors and Windows	\$63,600.00
Division 9 - Finishes	\$111,437.50
Division 10 - Specialties	\$11,565.00
Division 11 - Equipment (Installation of Owner Supplied Appliance)	\$700.00
Division 12 - Furnishings	\$1,704.00
Division 21 - Fire Sprinkler System	\$30,500.00
Division 22 - Plumbing	\$53,500.00
Division 23 - Mechanical	\$89,800.00
Division 26 - Electrical	\$118,300.00
SUBTOTAL	\$945,335.30
Construction overhead at 15%	\$141,800.30
General Contractor Fee at 5%	\$54,356.78
Estimating Contingency at 5%	\$57,074.62
Construction Contingency at 5%	\$57,074.62
TOTAL ESTIMATED COST	\$1,255,641.61
<i>Original estimate (March 22, 2016)</i>	<i>\$1,165,320.21</i>
<i>Cost difference</i>	<i>\$90,321.40</i>

ADD ALTERNATES

1. Generator (150kW)	\$84,375.00
2. Entry Tower	\$40,680.31
3. Trellis at Patio	\$35,100.00
4-A. Upgrade Kitchen Cabinets from Wood To Painted Steel	\$8,910.00
4-B. Upgrade Kitchen Cabinets from Wood To Stainless Steel	\$24,435.00
5. Upgrade to 10-Foot High Brick Veneer at Exterior Walls	\$16,632.00
6. Upgrade to Polished Concrete Floors in Living Area	\$28,957.50
7. Add Brick Screen Wall	\$13,709.25
8. Upgrade to Full Glass Overhead Bay Doors	\$6,075.00
TOTAL ESTIMATED COST - ADD ALTERNATES 1 THRU 8 (4-B OPTION)	\$249,964.06
<i>Total BASE BID + ADD ALTERNATES (1 thru 7)</i>	<i>\$1,505,605.67</i>
<i>Cost difference over Original Estimate (March 22, 2016)</i>	<i>\$340,285.46</i>



PRELIMINARY ESTIMATE OF PROBABLE COSTS

City of Shawnee Fire Station #2 Renovation 9/30/2016 REVISED

ITEM	QUANTITY	UNIT	COST	SUBTOTAL
------	----------	------	------	----------

Division 1 - General Requirements

Interim construction cleaning	6	months	\$500.00	\$3,000.00
Final cleaning	5,400	s.f.	\$0.50	\$2,700.00
Job Office Trailer	9	months	\$2,000.00	\$18,000.00
Construction trash dumpster (By City)	9	months	\$0.00	\$0.00
Portable toilets	9	months	\$750.00	\$6,750.00
Subtotal				\$30,450.00

Division 2 - Existing Conditions - Demolition

Demolition to red iron, Arc Wrecking est.	1	l.s.	\$21,000.00	\$21,000.00
Trenching of concrete slab for new sanitary sewers using ground penetrating radar to locate post tension cables	1	l.s.	\$10,000.00	\$10,000.00
Subtotal				\$31,000.00

Division 3 - Concrete

Concrete brick ledge at existing footing	200	l.f.	\$80.00	\$16,000.00
Footings for addition	1	l.s.	\$3,960.00	\$3,960.00
Spot footings	8	ea.	\$360.00	\$2,880.00
Stem wall for addition	82	l.f.	\$120.00	\$9,840.00
Concrete slab & base for addition	900	s.f.	\$7.20	\$6,480.00
Concrete lid for storm shelter addition	126	s.f.	\$30.00	\$3,780.00
Concrete slab at patio	300	s.f.	\$7.20	\$2,160.00
Subtotal				\$45,100.00

Division 4 - Masonry

Exterior brick veneer (40" tall)	1,290	s.f.	\$20.00	\$25,800.00
Glazed brick accent bands	800	s.f.	\$10.00	\$8,000.00
Block wall at storm shelter	58	l.f.	\$153.60	\$8,908.80
Interior block veneer/apparatus bay to 10'	1,880	s.f.	\$18.00	\$33,840.00
Subtotal				\$76,548.80

Division 5 - Metals

Structural steel frame for addition	900	s.f.	\$24.00	\$21,600.00
Exterior metal stud walls, cold formed, with sheathing and thermal insulation	4,700	s.f.	\$12.00	\$56,400.00
Bracing repair	1	l.s.	\$20,000.00	\$20,000.00
Framing for overhang extension	180	l.f.	\$20.00	\$3,600.00
Subtotal				\$101,600.00

Division 6 - Wood and Plastics

Counter tops, solid surface	25	l.f.	\$245.00	\$6,125.00
Base cabinets, wood	25	l.f.	\$430.00	\$10,750.00
Overhead cabinets, wood	22	l.f.	\$370.00	\$8,140.00
Backsplash, solid surface	19	l.f.	\$155.00	\$2,945.00
Plastic laminate cabinets at Living Room	14	l.f.	\$350.00	\$4,900.00
Vanities, solid surface	10	l.f.	\$200.00	\$2,000.00
Rough carpentry - wood blocking	1	l.s.	\$1,200.00	\$1,200.00
Subtotal				\$36,060.00

Division 7 - Thermal and Moisture Protection

Metal siding	3,080	s.f.	\$12.00	\$36,960.00
Metal roofing	8,050	s.f.	\$10.00	\$80,500.00
Metal soffit panels	250	s.f.	\$10.00	\$2,500.00
Gutters and downspouts	550	l.f.	\$8.00	\$4,400.00
Insulation, acoustical, interior partitions	1,500	s.f.	\$1.50	\$2,250.00
Insulation, 6" at roof	7,580	s.f.	\$2.00	\$15,160.00
Fire stopping	1	l.s.	\$500.00	\$500.00
Sealant	1	l.s.	\$1,200.00	\$1,200.00
Subtotal				\$143,470.00

Division 8 - Doors and Windows

New exterior alum./glass doors & frames	2	ea.	\$1,800.00	\$3,600.00
New exterior hol. metal doors & frames	3	ea.	\$1,300.00	\$3,900.00
Storm shelter door & fr., hardened	1	ea.	\$3,500.00	\$3,500.00
New interior doors & frames	13	ea.	\$1,200.00	\$15,600.00
New interior sidelights	50	s.f.	\$30.00	\$1,500.00
Aluminum storefront	200	s.f.	\$50.00	\$10,000.00
Aluminum windows, 3'-4" x 3'-4"	11	ea.	\$500.00	\$5,500.00
Overhead door, 8' x 8'	1	ea.	\$2,000.00	\$2,000.00
Overhead doors, 14' x 14', insulated	3	ea.	\$6,000.00	\$18,000.00
Subtotal				\$63,600.00

Division 9 - Finishes

Walk off floor tile	100	s.f.	\$8.00	\$800.00
Decorative Quartz Slurry Flooring	360	s.f.	\$18.00	\$6,480.00
Sealed concrete floor, living quarters	1,650	s.f.	\$2.00	\$3,300.00
Bead blast/silane seal conc. floor at bays	3,900	s.f.	\$2.55	\$9,945.00
Rubber base	600	l.f.	\$1.75	\$1,050.00
Metal liner panels in apparatus bays	1,200	s.f.	\$6.00	\$7,200.00
Gyp board interior partitions	225	l.f.	\$110.00	\$24,750.00
Gyp board interior partition, fire rated	75	l.f.	\$150.00	\$11,250.00
Gyp board on exterior walls	2,160	s.f.	\$4.00	\$8,640.00
Exterior soffits	240	l.f.	\$7.00	\$1,680.00
Ceilings, acoustical	1,370	s.f.	\$3.25	\$4,452.50
Ceilings, gyp board	508	s.f.	\$5.00	\$2,540.00

Ceilings, gyp board furr downs	100	l.f.	\$15.00	\$1,500.00
Ceilings, cement plaster at shower rooms & turn out gear	250	s.f.	\$15.00	\$3,750.00
Painting, gyp bd ceilings and soffits	400	s.f.	\$2.50	\$1,000.00
Ceilings, exposed structure, painted	3,800	s.f.	\$2.50	\$9,500.00
Painting, gyp board	4,000	s.f.	\$1.20	\$4,800.00
Painting, concrete block	3,600	s.f.	\$2.00	\$7,200.00
Painting, exposed structure	800	s.f.	\$2.00	\$1,600.00
Subtotal				\$111,437.50

Division 10 - Specialties

Toilet Specialties				
Toilet paper dispensers	3	ea.	\$75.00	\$225.00
Paper towel dispensers, surface mtd.	4	ea.	\$95.00	\$380.00
Trash receipts, free standing	3	ea.	\$50.00	\$150.00
Mirrors, 24" x 36"	3	ea.	\$175.00	\$525.00
Grab bars	15	ea.	\$75.00	\$1,125.00
Soap dispensers, surface	3	ea.	\$90.00	\$270.00
Feminine napkin disposals	1	ea.	\$90.00	\$90.00
Miscellaneous Specialties				
Signage, misc. interior only	1	l.s.	\$1,500.00	\$1,500.00
Signage, exterior	1	l.s.	\$3,000.00	\$3,000.00
Fire extinguishers, wall hung	3	ea.	\$200.00	\$600.00
Tack boards	2	ea.	\$350.00	\$700.00
Signage at entry tower	1	l.s.	\$3,000.00	\$3,000.00
Subtotal				\$11,565.00

Division 11 - Equipment

Range (by Owner)	1	ea.	\$0.00	\$0.00
Refrigerator (by Owner)	3	ea.	\$0.00	\$0.00
Dishwasher (by Owner; Contractor installed)	1	ea.	\$200.00	\$200.00
Microwave (by Owner)	1	ea.	\$0.00	\$0.00
Disposal	1	ea.	\$500.00	\$500.00
Washer (by Owner)	1	ea.	\$0.00	\$0.00
Dryer (by Owner)	1	ea.	\$0.00	\$0.00
Subtotal				\$700.00

Division 12 - Furnishings

Blinds	284	s.f.	\$6.00	\$1,704.00
Subtotal				\$1,704.00

Division 21 - Fire Sprinkler System

Fire water line and tap	125	l.f.	\$30.00	\$3,750.00
Remote fire department connection	1	ea.	\$4,500.00	\$4,500.00
Fire sprinkler system (incl. attic) and riser	8,900	s.f.	\$2.50	\$22,250.00
Subtotal				\$30,500.00

Division 22 - Plumbing

Water closets	3	ea.	\$3,500.00	\$10,500.00
Lavatories (wall hung)	1	ea.	\$3,500.00	\$3,500.00
Showers	2	ea.	\$3,500.00	\$7,000.00
Mop sink	1	ea.	\$3,500.00	\$3,500.00
Floor drain for washer extractor	1	ea.	\$3,500.00	\$3,500.00
Floor drain at addition	1	ea.	\$2,500.00	\$2,500.00
Sinks (scullery type at addition)	1	ea.	\$7,500.00	\$7,500.00
Sink (restroom vanities)	2	ea.	\$3,500.00	\$7,000.00
Sink (kitchen)	1	ea.	\$2,000.00	\$2,000.00
Washer connection	1	ea.	\$1,500.00	\$1,500.00
Water heater	1	ea.	\$5,000.00	\$5,000.00
Subtotal				\$53,500.00

Division 23 - Mechanical

Remove/store/reinstall the vehicle exhaust	1	l.s.	\$18,500.00	\$18,500.00
Mechanical System for living quarters will include standard efficiency split systems and exhaust fans. Controls will be local programmable thermostats	2,300	s.f.	\$15.00	\$34,500.00
Mechanical Systems for addition	800	s.f.	\$11.00	\$8,800.00
Exhaust fans for apparatus bays	1	l.s.	\$8,000.00	\$8,000.00
Radiant heating at apparatus bay, reused but reconfigured	1	l.s.	\$20,000.00	\$20,000.00
Subtotal				\$89,800.00

Division 26 - Electrical

included, light fixture include LED sources	5,400	s.f.	\$17.00	\$91,800.00
Reuse and reconnect existing generator	1	l.s.	\$7,500.00	\$7,500.00
Electrical Systems for addition	900	s.f.	\$10.00	\$9,000.00
Fire alarm system	1	ea.	\$10,000.00	\$10,000.00
Subtotal				\$118,300.00

Subtotal of Construction Costs		\$945,335.30
Construction overhead at 15%		\$141,800.30
General Contractor Fee at 5%		\$54,356.78
Estimating Contingency at 5%		\$57,074.62
Construction Contingency at 5%		\$57,074.62
Total Contingencies	\$114,149.24	
Total Construction Estimate		\$1,255,641.61

The following are NOT included in the above costs

1. Architectural and engineering design fees
2. Soils testing
3. Surveying
4. Special inspections required by the IBC
5. Furniture, Appliances, Computer Equipment, Communication Equipment, etc.

6. Permitting fees
7. Security System, Access Control Systems, Video Surveillance Systems
8. Low voltage/data cabling
9. Sitework, utilities, paving, grading, storm sewers, paving removal, or other sitework
10. Drinking fountain
11. Construct trash dumpster by City

PRELIMINARY ESTIMATE OF PROBABLE COSTS

Breakdown of Add Alternates

1. GENERATOR (150kW) - ADD

Omit existing generator connection (base bid)	1	ea.	-\$7,500.00	-\$7,500.00
Generator & transfer switch	1	ea.	\$54,000.00	\$54,000.00
Concrete pad	100	s.f.	\$10.00	\$1,000.00
Gas line	200	l.f.	\$45.00	\$9,000.00
Installation	1	ea.	\$3,500.00	\$3,500.00
Load testing	1	ea.	\$2,500.00	\$2,500.00
Subtotal of Construction Costs				\$62,500.00
Install new generator				\$84,375.00

2. ENTRY TOWER - ADD

ITEM	QUANTITY	UNIT	COST	SUBTOTAL
Division 3 - Concrete				
Footings for entry tower	40	l.f.	\$120.00	\$4,800.00
Subtotal				\$4,800.00
Division 4 - Masonry				
Exterior brick veneer at entry tower	256	s.f.	\$22.00	\$5,632.00
Subtotal				\$5,632.00
Division 5 - Metals				
Metal frame for entry tower	1	l.s.	\$5,040.00	\$5,040.00
Subtotal				\$5,040.00
Division 6 - Wood and Plastics				
Roof frame, wood rafters/plywood sheath at entry tower	100	s.f.	\$24.00	\$2,400.00
Subtotal				\$2,400.00
Division 7 - Thermal and Moisture Protection				
Metal roofing & flashing at entry tower	230	s.f.	\$15.00	\$3,450.00
Metal siding at entry tower	320	s.f.	\$12.00	\$3,840.00
Sealant at entry tower	1	l.s.	\$250.00	\$250.00
Subtotal				\$7,540.00

Division 9 - Finishes				
Soffit, including framing at entry tower	75	s.f.	\$15.00	\$1,125.00
Painting at entry tower	75	s.f.	\$1.20	\$90.00
Subtotal				\$1,215.00
Division 10 - Specialties				
Signage at entry tower	1	l.s.	\$3,000.00	\$3,000.00
Subtotal				\$3,000.00
Division 26 - Electrical				
Lighting at entry tower	1	l.s.	\$1,000.00	\$1,000.00
Subtotal				\$1,000.00
Subtotal of Construction Costs				\$30,627.00
Construction overhead at 15%				\$4,594.05
General Contractor Fee at 5%				\$1,761.05
Estimating Contingency at 5%				\$1,849.11
Construction Contingency at 5%				\$1,849.11
Total Contingencies			\$3,698.21	
Total Construction Estimate				\$40,680.31

3. TRELLIS - ADD

Add a 10' x 14' free standing flat trellis	1	l.s.	\$26,000.00	\$35,100.00
--	---	------	-------------	--------------------

4-A. KITCHEN CABINETS UPGRADE FROM WOOD TO PAINTED STEEL - ADD

Omit Base cabinets, wood	-25	l.f.	\$430.00	-\$10,750.00
Omit Overhead cabinets, wood	-22	l.f.	\$370.00	-\$8,140.00
Add Base cabinets, painted steel	25	l.f.	\$650.00	\$16,250.00
Add Overhead cabinets, painted steel	22	l.f.	\$420.00	\$9,240.00
Subtotal of Construction Costs				\$6,600.00
Add Alternate Cost with GC Fees and Contingencies				\$8,910.00

4-B. KITCHEN CABINETS UPGRADE FROM WOOD TO STAINLESS STEEL - ADD

Omit Counter tops, solid surface	-25	l.f.	\$245.00	-\$6,125.00
Omit Base cabinets, wood	-25	l.f.	\$430.00	-\$10,750.00
Omit Overhead cabinets, wood	-22	l.f.	\$370.00	-\$8,140.00
Omit Backsplash, solid surface	-19	l.f.	\$155.00	-\$2,945.00
Add Counter tops, stainless steel	25	l.f.	\$380.00	\$9,500.00
Add Base cabinets, stainless steel	25	l.f.	\$780.00	\$19,500.00
Add Overhead cabinets, stainless steel	22	l.f.	\$620.00	\$13,640.00
Add Backsplash, stainless steel	19	l.f.	\$180.00	\$3,420.00
Subtotal of Construction Costs				\$18,100.00
Add Alternate Cost with GC Fees and Contingencies				\$24,435.00

5. UPGRADE TO 10 FOOT HIGH BRICK VENEER AT EXTERIOR WALLS - ADD

Omit low brick veneer (base bid)	-1,290	s.f.	\$20.00	-\$25,800.00
Add brick veneer to approximately 10' high	2,830	s.f.	\$20.00	\$56,600.00
Omit tall metal wall panels (base bid)	-3,080	s.f.	\$12.00	-\$36,960.00
Add metal wall panels above brick	1,540	s.f.	\$12.00	\$18,480.00
Subtotal of Construction Costs				\$12,320.00
Add Alternate Cost with GC Fees and Contingencies				\$16,632.00

6. POLISHED CONCRETE FLOOR - ADD

Omit Sealed concrete floor (base bid)	-1,650		\$2.00	-\$3,300.00
Add grinding/polishing/sealing slab	1,650		\$15.00	\$24,750.00
Subtotal of Construction Costs				\$21,450.00
Add Alternate Cost with GC Fees and Contingencies				\$28,957.50

7. BRICK SCREEN WALL AT PATIO - ADD

Footings for patio wall	60	l.f.	\$24.00	\$1,440.00
Block wall core at patio screen	24	l.f.	\$100.00	\$2,400.00
Exterior brick at patio wall	245	s.f.	\$15.00	\$3,675.00
Cast stone cap at patio wall	24	l.f.	\$110.00	\$2,640.00
Subtotal of Construction Costs				\$10,155.00
Add Alternate Cost with GC Fees and Contingencies				\$13,709.25

8. UPGRADE TO ALL GLASS OVERHEAD BAY DOORS - ADD

Deduct insulated overhead bay doors	-3	ea.	\$6,000.00	-\$18,000.00
Add aluminum and glass overhead bay doors	3	ea.	\$7,500.00	\$22,500.00
Subtotal of Construction Costs				\$4,500.00
Add Alternate Cost with GC Fees and Contingencies				\$6,075.00

Regular Board of Commissioners

8.

Meeting Date: 11/07/2016

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Discuss and consider setting one or more special call meetings with regard to a workshop to discuss city projects, goals, long term needs, budget, and funding options.

Attachments

No file(s) attached.

Regular Board of Commissioners

9.

Meeting Date: 11/07/2016

Park Planning and Design

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

Authorization to negotiate a contract for the Park Planning and Design.

Attachments

Park Planning and Design



Office of the Director of Operations

Date: November 1, 2016
To: Mayor and City Commissioners
From: James Bryce, Director of Operations

RE: Municipal Park Planning and Design

Nature of the Request:

Request to enter into contract negotiation with CLS & Associates, LLC for our Park Planning and Design Phase.

Staff Analysis, Considerations:

Staff received five proposals for the Municipal Park Planning and Design phase of the Parks Master Plan. Staff sifted through the proposals and narrowed the search to two firms that we believe would be best for our project. Staff visited with both groups and called on references from past projects. In the end staff has chosen CLS & Associates, LLC from Oklahoma City and are ready to proceed with contract negotiations. CLS is familiar with Shawnee having completed several projects in this area.

Staff will bring the contract back to the commission for approval when we are ready to begin.

Recommendation:

Staff's recommendation is for authorization to begin contract negotiations with CLS & Associates, LLC.

Budget Consideration:

Project will be funded by the Capital Outlay account:

301 5-0940-5420 709 0940-03 Park Design \$30,000.00

Regular Board of Commissioners

10.

Meeting Date: 11/07/2016

City Manager Report

Submitted By: Kacie Bachhofer, City Clerk

Department: City Clerk

Information

Title of Item for Agenda

City Manager Report

Attachments

City Manager Report

City Manager Report

October 2016



City Manager October Highlights

Wayfinding

City staff has submitted the final Wayfinding Plan to the Oklahoma Department of Transportation for review and approval. A project agreement will have to be signed by both parties. The project should be bid out in November and completed approximately 90 days after a contractor is selected.

Other News

- City staff attended the Avedis Foundation sponsored Blue Zones presentation held at the Citizen Potawatomi Nation's Cultural Heritage Center.
- The City's Community Survey will be mailed to 2,200 random households in November and December.

EXPO Operations

October was a very busy month for the EXPO. Events included: the Oklahoma Quarter Horse Foundation, Good Sam RV Club rally, a Triangle Horse Sale, and many other events.

For a complete listing of scheduled EXPO events, please see:
<http://www.shawneeexpo.org/calendar.html>

OTHER UPDATES BY DEPARTMENT

Finance/Treasurer Report

Sales Tax. A sales tax report will be presented to the Shawnee City Commission on November 7 Commission meeting. The reports will not be available until after the agenda is published. Sales tax collections for the month of October were down slightly from last 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.

Meetings and Noteworthy Items

City Commission – November 7 & 21

Planning Commission – November 2

Beautification Meeting – November 10

Traffic Commission – November 22

Note: Meetings are subject to addition, cancellation and change. Agendas are posted on www.shawneeok.org

Other Important Dates

Bison Stampede: November 12

Third Friday Downtown Block Party and Christmas tree Lighting: November 18

Annual Christmas Parade: December 1

Other Events:

www.visitshawnee.com/Calendar

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

Board Openings:

Planning Commission

Beautification Committee

Traffic Commission

Note: Applications can be obtained:
www.shawneeok.org/gov/Boards/

City Manager Report

October 2016



The projects to be considered for this RFQ are short term recommendations of the Master Plan. Interested Engineers and SMA staff met for site visits at each Plant on July 21, 2016. The City Commission authorized staff to enter into contract negotiations with Burns & McDonnell for engineering services on 08/15/2016. Staff is still in the negotiation phase.

Bathymetry Study. The City of Shawnee has entered into a joint-funding agreement with the U.S. Geological Survey to conduct a bathymetry study. The total cost of the project is \$46,000 and the City's share is \$15,500. Bathymetric data can be used for a myriad of purposes ranging from determination of the elevation, area, and capacity of a body of water, to sediment deposition patterns. The objective of this project will be to conduct complete bathymetric surveys of the Twin Lakes. The study will be completed in 2017. An initial kickoff Meeting was held on May 12, 2016. As of June 27, 2016, USGS advised the field work is almost complete. Maps are being generated and USGS is currently looking for data holes. Staff is reviewing the draft copy – the USGS sent the draft out for peer review before submitting the final study.

Operations Department

Auditorium HVAC Design. This project is 90% complete, parts of the project could be turned on during the first week of November. When the project is complete Parks employees will be giving the building a good cleaning along with some reorganization of the area.

Parks Landscape and Feature Redesign. RFQs are in and staff is close to a decision. Staff may ask the Commission permission to negotiate a contract for the project at the November 7 Commission meeting.

Engineering and Streets

Downtown Streetscape. Project awarded to CGC, LLC in the bid amount of \$3,156,371.50. Construction on Phase I started January 19. Phase 1 was open to the public on July 15. Phase 2 work begun on July 18 and all three blocks are closed to traffic. The first portion of this phase will be demo and removals, followed by installation of the water and Stormwater lines. The sidewalks will be handled in the same manner as the previous phase, by leaving 7 feet of walkable space next to the buildings until it's time to construct the new sidewalks. This will ensure that patrons to businesses have clear and safe access to all businesses.

For Phase 2, the contractor will have 180 days by contract to complete that section, and is expected to be completed in January 2017. With the completion date pushing past Boo-on-Bell and the Christmas Parade, our plans are to begin the reconstruction at Bell St. and move east. This will allow us to have the largest area of the project opened as possible for these events. On September 29, curbing was installed, which will allow installation of the concrete road surface starting in October.

Rehab Asphalt Streets Project. Shawnee Mall Drive from Kickapoo to Harrison (one mile) is the main part of this project and construction is currently in progress along Mall Drive. Project includes milling/overlay of Mall Drive from Kickapoo to just west of Harrison, Center St. from Highland to 10th, 11th St. from Center to Draper, and Whittaker from Center to Draper.

Concrete Streets Rehab. Panel replacement on Market between Midland and Georgia is underway.

City Manager Report

October 2016



Sidewalk/ADA Handicap Ramps Project. The Contractor has begun work on the intersections along Beard beginning with the Burns Street intersection.

Planning Department

Clean-up Efforts. The Action Center maintains a very active caseload, with many complaints related to tall grass and weeds continuing to come in daily. For a complete list of Action Center cases or to submit a complaint online, see: <http://www.shawneeok.org/actioncenter/default.asp>

Transportation Alternatives Program. The City was notified in August that its application to the Oklahoma Department of Transportation for a Transportation Alternatives Program grant was approved. The planned sidewalk will bridge a critical missing gap along MacArthur Street east of Harrison. The Avedis Foundation has agreed to provide matching funds equal to ten percent of the project cost. Staff is working with ODOT on scheduling of this project.

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

Fire Department

Station 2 Rehab/Renovation. We have now reached completion of the design development phase and are requesting authorization to proceed with development of biddable construction documents during at November 7 City Commission meeting.

Fire Prevention Week 2016. This year, we decided to do several fire prevention projects spread over 2 weeks. Here is a list of what was accomplished:

- **Fire Clown Program** – The clowns presented an original fire and life safety education program 18 times from Monday, October 3 through Tuesday, October 11 reaching 3,924 children and 377 adults with their message.
- **Smoke Detector Installations** – The Shawnee Fire Marshal's Office coordinated a partnership with our local Red Cross chapter to install smoke detectors door-to-door on Saturday, October 8. Members of the SFD Red shift and Red Cross volunteers installed 326 smoke detectors covering roughly one square mile of Shawnee on October 8.
- **Public Education Presentations** – Fire Marshal David Anderson conducted fire and life safety education presentations at the Senior Center and Community Center on October 11-12 and coordinated an education presentation / open house at Fire Station #1 on October 13.
- **Car Seat Safety Check / Installations** – Our department, in partnership with the OK Safe Kids Coalition, hosted a car seat safety check & installation event at Fire Station #3 on Saturday, October 15.

Hydrant Painting (ISO requirement). This project has now started on the south part of Shawnee.

City Manager Report

October 2016



Police Department

Administrative. New officer testing set for Thursday, October 27th. Interviews/selection for new records technician have been completed. 13 individual's graduated from this year's Citizen Police Academy.

Patrol. Sgt. Shumaker and Cpl. Lozano visiting area elementary schools for red ribbon week. Patrol has made numerous burglary arrests this month. Officers are actively working the Attorney General's Grant with saturation patrols of the downtown area.

Animal Welfare. Bids received on concrete work for new kennels, waiting on last bid for guttering. Guttering needs to be installed 1st so if we receive a heavy rain runoff will not wash out dirt work. Once installed, concrete work can be poured and sealed and new kennels can be installed.

Dispatch. On October 19, 2016, Dispatcher Tabitha Fitzgerald was able to assist with delivery of baby boy before paramedics or fire could arrive on scene. Dispatcher Rachelle Erickson is the 2017 recipient of scholarship to any APCO class of her choice in 2017.

Emergency Management

North Radio Tower Site. Work completed and the site is on the air. Coverage testing is underway. Preliminary results show improved coverage in previous trouble spots.

EOC Remodel. Ceiling tiles have been installed. Cables and wiring have been run in cable management trays. Re-installation of furniture, computers, televisions and communications equipment in Operations and Radio rooms continues as time allows.

City Manager Report

October 2016



The Shawnee Economic Development Foundation (SEDF) substantially completed its shell building project this month. The building is available for lease or purchase and is located at 8032 Industrial Drive. For more information, please see: <http://sedf.biz/wp-content/uploads/2009/11/Shell-Building-Flyer1.pdf>

