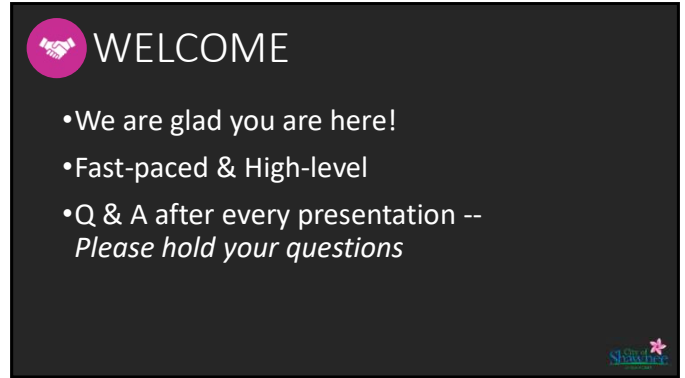




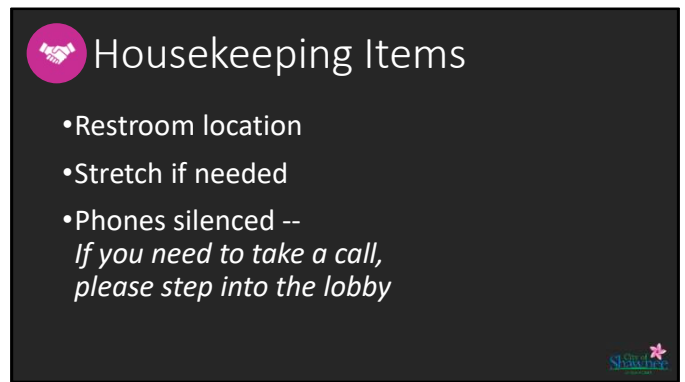
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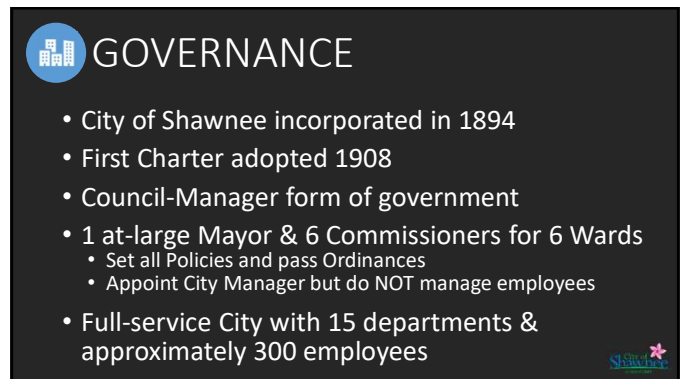
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City of Shawnee Type of Government

- Council-Manager form of government
- Established in the Shawnee City Charter
- Position of city manager created in 1930

City of Shawnee, OK, Charter, Article IV., Section 5. Appointment of city manager.

The board of commissioners, by a majority vote of all its members not including vacant positions, shall appoint a city manager who shall be the administrative head of the municipal government, and shall be appointed without regard to his political beliefs and may or may not be a resident of the City of Shawnee when appointed, but shall reside in the city during his term of office. The city manager shall be appointed and shall hold office at the discretion of the board of commissioners, and shall be subject to removal at any time by a majority vote of all the members of the board of commissioners, not including vacant positions.




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City of Shawnee Type of Government (cont.)

- Similar to a “Board of Directors and CEO”
- Most larger cities are led by a professional administrator / manager
- The Commission serves as the “Legislative” while the City Manager is the “Executive” arm of City government

City of Shawnee, OK, City Code, Article III., Sec. 2-92. Control of administrative work.

All administrative work of the city government shall be under the control of the city manager, except such functions as are by the Charter and appropriate sections of this Code or any other city ordinances in accordance therewith assigned otherwise.



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City Commission’s Role

- City Commission are unpaid volunteers
- Approve the budget
- Policymakers
 - Adopt Ordinances
 - Make zoning/land use decision
- Serve on certain Board & Committees
- Hire and manage performance of...
 - City Manager
 - Municipal Judge
 - City Attorney
 - City Treasurer



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Mayor’s Role


- Presides over City Commission meetings
- Primary spokesperson for City Commission
- Key City representative to other entities
- Nominates Board and Committee members
- Serves on regional boards



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City Managers’ Role

- Oversees operations & manages all employees
- Works with management & staff to:
 - Investigate concerns & address existing issues
 - Develop new strategies and approaches
 - Follow-up on complaints and requests for action
- Corresponds with Mayor & City Commissioners
- Provide guidance to public inquiries



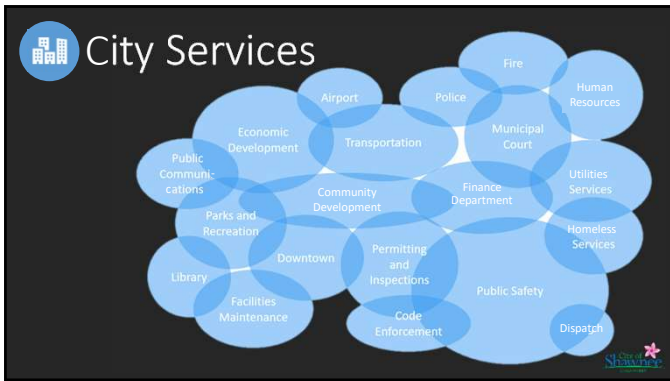
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City Managers’ Role (cont.)

- Propose budget & control expenditures
- Recommend policies & implement the Commission’s vision
- Balance city-wide priorities and needs



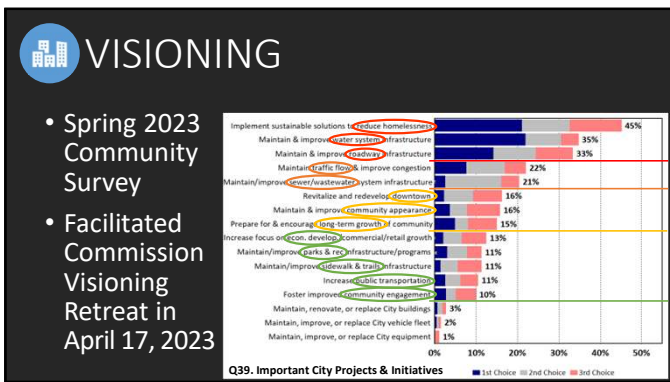

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Major Goals/Pillars

- Improved Quality of Life (24 pts)
- Strategic Operational Growth (17)
- Robust Economic Development (13)
- Infrastructure Modernization (10)
- Strategic City Growth (9)
- Improved Housing Opportunities (7)

Handwritten notes on the right:
 - Expand City Limits
 - Strategic Operational Growth
 - Pursue Infrastructure Modernization
 - Utilize Culture to Community Partnerships
 - Revitalize Depressed areas of town
 - Build Robust Economic Plan
 - Delivering Financial Health & Integrity
 - Enhance Public Safety
 - Improve Quality of Life
 - Improve Housing Opportunities

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Improved Quality of Life
 "Appealing to live and work here"

- Recreation & Parks
- Revitalization & Beautification
- Collaboration & Volunteering
- Public Safety & Fire/Police growth
- Roadways & Traffic congestion
- Service & Retail Diversification

Handwritten notes on the right:
 - Improve Quality of Life
 - Partner with Parks Board to identify viable unused and/or underutilized recreational spaces
 - Implement program disabled (15)
 - Create a detailed process to identify opportunities for revitalization
 - Find one individual partner to promote some opportunities for revitalization (10)
 - Apply for grant funding sources to complete various projects (10)
 - Create fire and police services in line with community growth

"Create and support a welcoming, attractive, safe, and engaging community that has small town charm & big city amenities."

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Strategic Operational Growth

- Peer Cities Set-up
- SWOT & Gap Analysis
- \$\$ Restrictions & Opportunities
- Revenue Generation
- Personnel Staffing Plan (PSP) to Retain / Develop / Grow Staff
- Advertise Achievements

Handwritten notes on the right:
 - Strategic Operational Growth
 - Look/compare to other similar sized cities in similar areas to measure success & explore
 - Analyze data to determine gaps
 - Create revenue restrictions & revenue opportunities
 - Develop P.I.P. - Personnel Improvement Plan
 - Partner with PSP based on the
 - Public Education program to enhance overall

"Ensure effective staffing with a high level of responsive City services that are fiscally responsible, proactive, and technologically advanced."

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Robust Economic Development

- Local Market Needs
- Successful Peers / Site Visits
- Multi-year Plan with Benchmarks
- Site Certification & Incentives
- Coalitions & Roundtables
- Regular Updates on Activities
- "Shop Local" Campaigns

"Pursue economic opportunities, attract and retain businesses, create jobs, and generate revenues to foster community prosperity."

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Modernized Infrastructure

- Capital Improvement Plan (CIP) Adoption / Implementation / Reporting / Long-term Funding
- Bridges & Roadways
- Traffic Flow & Safety
- Water Loss & Distribution System
- Sanitary Sewers & Storm Water

"Manage and improve capital infrastructure to provide high quality and sustainable utilities, transportation, parks, and public facilities."

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Intentional City Growth

"For residents & commerce"

- Successful Peers
- Developable Land
- RFP for Expansion Study
- Expansion Plan for Growth
- Service Planning Requirements
- Phased Implementation

"Encourage and support smart planning to identify and implement deliberate and sustainable growth opportunities."

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Improved Housing Opportunities

- Lien Clearance & Lot Reactivation
- Neighborhood Revitalization
- Multi-family / Infill / Downtown / Mixed-Income Housing
- Homeless Mitigation through Emergency Shelter & Transitional Housing

"Promote and support a variety of housing options to meet the needs of a diverse workforce and community."

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Guidance Framework

Mission
Provide high quality service to support and build a vibrant community together.

Core Values
Accountable + Collaborative + Innovative + Performance-driven + Professional + Respectful + Transparent + Trustworthy

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Policy Framework

- 2024 Lakes Master Plan
- 2019 Comprehensive Plan
- 2018 Heart of Oklahoma Facility Assessment
- 2016 Fire Capital Facilities Assessment Study
- 2015 Parks Master Plan and 2017 Phase 1 Design
- 2007 Master Trails Plan
- 2007 Dunbar Heights Neighborhood Action Plan
- 1990 Subdivision Regulation

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Shawnee's Top Priorities for 2024

- Tornado Recovery
- Airport Terminal Development Plan
- Pressure Pave Roadway Repair
- Water & Sewer Lines
- Wastewater Treatment Plant
- Fire Station 3 Remodel Design (2018 ½-Cent)
- Santa Fe Depot Ext. (2018 ½-Cent)
- Auditorium Roof (2018 ½-Cent)
- Lake Dam #1 Repair
- Improved Public Relations
- Housing & Homelessness Continuum
- Fiscal Sustainability

ONGOING

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ENGAGEMENT


- Reports on key topics - bit.ly/ShawneeInfo
- City participation in external meetings/events
- 24/7 Online Citizen Request Portal - bit.ly/ShawneePortal
- Police Online Reporting System - bit.ly/ShawneePoliceRpt



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Public Information Officer

- PIO position recently added to the CMO
- PIO acts as City's point of contact for all media inquiries
- Sends out timely & accurate info on all communication platforms
- Promotes internal and external transparency with accurate and timely information



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PIO Responsibilities


- Internal Communication -- *Keeps employees up-to-date on policies, activities, and decisions*
- Public Information -- *Creates newsletters, fact sheets, press releases, and more to inform public & media*
- Crisis Communication -- *Implements plan to keep public and media updated during emergency events*



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PIO Relationships


- Recognizes importance of relationships with the public, media, and local authorities
- Ensures that information is accurate and released as soon as possible
- Creates rapport and minimizes misinformation



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Biggest Challenges

- Layers of Federal, States, and Local Rules -- *Not Well Understood*
- Misinformation & Public Image Concerns -- *Need Improved Communication with Citizens and Partners*
- Variety of Issues Require Action



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Biggest Positives

- Diverse management & staff team
- Committed City Commission
- Community partners and high-level volunteerism
- Fresh priorities and ideas that await implementation



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Thank you! Questions?

City Manager's Office



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