

City Council

Item # 6. A. 2.

Meeting Date: 05/23/2016

Submitted For: Steve Commons

Submitted By: Steve
Commons,
City
Manager's
Office

Information

Item

Approval of Transfer of Appropriation for additional expenses for the construction of Covell from I-35 to Fairfax Blvd. from 2000 Capital Improvement Sales Fund - Downtown Storm Water and Parking improvements; \$1,350,000.

Background

When ODOT prepared their estimate for the total project cost it was \$10.5 million. They had \$5.9 million to contribute to the project and we provided the remaining share of \$4.6 million. (To avoid too many digits I have rounded the numbers in this narrative to the nearest \$100,000.) When the actual bids were received the total cost was nearly \$12.5 million. Since the state share was capped with available funds at \$5.9 million the City needs to come up with the nearly \$2 million in additional funds to proceed with the contract.

One project that is still in the design phase and will not be ready for bid by the end of our fiscal year in June is the Downtown Storm Water and Parking Improvement project. The total budget is \$2.6 million and the only contracted expense for this line item is the design engineering which is currently encumbered for \$126,350. This would allow us to transfer the appropriation from that account in this fiscal year to the Covell Roadway improvement without using a supplemental appropriation at this time from reserve accounts.

There was some additional budget authority available in the Covell Roadway account and the actual net amount we need to transfer is \$1,350,000. We still intend to proceed with the funding of the downtown storm water and parking improvements, we will just be using their current year budget authority to transfer to this project. Since we did not have that downtown project ready to bid by the end of this fiscal year, we were going to need to do a supplemental appropriation for that project next year anyway which we will recommend once we are ready to proceed to bid the project in FY 16-17.

Time Frame

Upon City Council approval.

Issue

Funds are needed to cover the additional construction cost of the project.

Recommendations

This item was recommended for approval by the Capital Projects and Financing Tax Force at their meeting on May 17.

Action Needed

Approve Transfer of Appropriation.

Public Notification

Posted City Council agenda.

Fiscal Impact

Funding/Cost: \$1,350,000

Budgeted Item Y/N or N/A: N

Account:

From:

338007-8514 2000 Capital Improvement Sales Tax Fund - Downtown Storm Water and Parking Imp. \$1,350,000

To:

338007-8539 2000 Capital Improvement Sales Tax Fund - Covell Roadway Improvement \$1,350,000

Attachments

No file(s) attached.

City Council

Item # 6. A. 3.

Meeting Date: 05/23/2016

Submitted For: Jerry Cullum

Submitted By: Jan Wells, Public Works

Information

Item

Approval of Transfer of Appropriation for Facility Maintenance; \$20,000.

Background

Additional funds are needed for the completion of the Historical Museum's roof repairs and restoration (Bid #16-023). Facility Maintenance has already allocated \$110,000 for the project through Facility Maintenance operating funds. This amount was what the roof contracting consultant estimated in 2015. However, recent rain events have identified additional roof structural issues causing leaks and that an additional \$20,000 will be needed to make the necessary additional roof repairs. The approval of the \$20,000 will ensure coverage of the bid amount in Bid #16-023 to facilitate restoration of the Museum's flat roof in its entirety and will extend the roof's life expectancy for ten to fifteen years.

Time Frame

Immediate upon approval

Issue

Approval of a Transfer of Appropriation for Facility Maintenance operating expenses.

Recommendations

Staff recommends approval

Action Needed

Approval of a transfer of appropriation

Public Notification

Posted City Council Agenda

Fiscal Impact

Funding/Cost: \$20,000

Budgeted Item Y/N or N/A: N

Account:

FROM: General Fund-Emergencies & Shortfalls \$20,000

TO: General Fund-Transfers Out Admin Support 001001-8811 \$20,000

FROM: Admin Support-Facility Maintenance 652052-7900 \$20,000

TO: Admin Support-Facility Maintenance Maint/Repairs Bldg & Land 652057-8314
\$20,000

Attachments

No file(s) attached.

City Council

Item # 6. A. 4.

Meeting Date: 05/23/2016

Submitted For: Kory Atcuson

Submitted By: Kory
Atcuson,
City
Clerk's
Office

Information

Item

Approval of Transfer of Appropriation for Admin Support-City Clerk; \$20,235.

Background

Additional funds are needed to cover the City Clerk's Office operating expenses for the remainder of the fiscal year. This includes the costs associated with the retirement of an employee as well as the overlap of six weeks pay for training. An additional \$3,000 is needed to cover Legal Publications, as we have spent more money than planned for legal publishing this year.

The appropriation transfer will be from Admin Support-HR division.

Time Frame

Immediate

Issue

Approval of Transfer of Appropriation from Admin Support-HR to Admin Support-City Clerk.

Recommendations

Staff recommends approval.

Action Needed

Approval of Transfer of Appropriation.

Public Notification

Posted City Council Agenda.

Fiscal Impact

Funding/Cost: 20,235.00

Budgeted Item Y/N or N/A: N

Account:

FROM: Admin Support-Human Resources Personal Services 652591-8101 \$20,235.00

TO: Admin Support-City Clerk Personal Services 652053-8101 \$17,235.00

TO: Admin Support-City Clerk Legal Publications 652053-8322 \$3,000.00

Attachments

No file(s) attached.

City Council

Item # 6. A. 5.

Meeting Date: 05/23/2016

Submitted For: Keith Stewart

Submitted By: Keith Stewart,
Public Works

Information

Item

Approval of Transfer of Appropriations for Field Services Traffic Transfers-Vehicle Maintenance Charge; \$7,000.

Background

Due to unexpected vehicle maintenance costs, current funding will not be sufficient to cover vehicle maintenance and upkeep for the remainder of this fiscal year. Consequently, staff is requesting a transfer from the Traffic Supplies budget to resolve this issue. This transfer will not increase the overall Traffic budget, but will simply transfer funds from one account to another.

Time Frame

Immediate upon approval.

Issue

Approval of a transfer to fund vehicle maintenance costs.

Recommendations

Staff recommends approval.

Action Needed

Motion to approve.

Public Notification

Posted Agenda

Fiscal Impact

Funding/Cost: \$7,000

Budgeted Item Y/N or N/A: Y

Account:

From: Field Services-Traffic 654375-8214 Traffic Supplies

To: Field Services-Traffic 654375-8819 Transfers-Vehicle Maintenance Charge

Attachments

No file(s) attached.

City Council

Item # 8. A. 1.

Meeting Date: 05/23/2016

Submitted For: Steve Commons

Submitted By: Steve
Commons,
City
Manager's
Office

Information

Item

Consideration of Transfer of Appropriations from the Park Tax Fund to the Kickingbird Golf Fund for additional expenses incurred for major repair of the water storage facility and for culvert repairs due to flooding at the course; \$60,129.

Background

The Golf Course works to cover their normal operating expenses with fees charged at the course. Last summer we experienced some problems with our storage tank which required more than normal maintenance and major culvert replacement which was required due to flooding on the course. We have used Park Tax funds to help deal with capital expenditures in this operation. Listed below are the abnormal expenditures we experienced:

\$5,930 Davenport Construction – Installing the new pipe from pump station to tank
\$2,734 Hose and Pipe for Temporary water source.
\$2,701 Pipe for #5 Creek Drainage
\$26,000 Spray Liner for the bottom of the tank
\$17,464 Concrete for the new culvert and bridge on #5
\$5,300 Davenport Construction - The work to build the new culvert and bridge on #5
\$60,129

Time Frame

Transfer to occur upon City Council approval.

Issue

These abnormal maintenance, repair and replacement charges have a negative effect reserve account balances. This transfer will help protect their reserves for the normal operation of the golf course.

Recommendations

Approval of the transfer of funds.

Action Needed

Approval of the transfer of funds.

Public Notification

City Council posted agenda.

Fiscal Impact

Funding/Cost: \$60,129

Budgeted Item Y/N or N/A: N

Account:

From: Restricted Reserves Park Tax Fund	\$60,129
To: Park Tax Fund - Transfers Out 116044-8837	\$60,129
From: Kickingbird Golf Fund - Transfers In 570750-7900	\$60,129
To: 570740- 8314 Kickingbird Golf Fund - Maint/Repairs Bldg and Land \$48,000	
570740- 8219 Kickingbird Golf Fund - Water System Materials	\$12,129

Attachments

No file(s) attached.

City Council

Item # 8. A. 2.

Meeting Date: 05/23/2016

Submitted For: Brian Soerensen

Submitted By: Brian
Soerensen,
KickingBird
Golf Course

Information

Item

Approval of Transfer of Appropriations for KickingBird Golf Club; \$19,500.

Background

We have funds that are available in our Golf Maintenance Personnel Accounts that we would like to transfer to our Golf Maintenance Capital Outlay Accounts. We will use these funds to purchase a new trim mower and gas utility cart.

Time Frame

Funds to be transferred upon approval.

Issue

We would like to use these funds to purchase equipment that is budgeted for in future years. This will help in our goal of maintaining a balanced budget in future years while replacing needed equipment.

Recommendations

Staff recommends approval.

Action Needed

Motion to approve

Public Notification

Posted Agenda

Fiscal Impact

Funding/Cost: \$19,500

Budgeted Item Y/N or N/A: Y

Account:

From: 570740 - 8101 \$7,000
To: 570740 - 8413 \$7,000

From: 570740 - 8117 \$12,500
To: 570740 - 8413 \$12,500

Attachments

No file(s) attached.

City Council

Item # 5. A. 3.

Meeting Date: 02/22/2016

Submitted For: Steve Commons

Submitted By: Steve
Commons,
City
Manager's
Office

Information

Item

Approval of Supplemental Appropriation for additional funding for the City's share of improvements on Kelly Widening from Restricted Reserves for Capital Improvements; \$160,800.

Background

The City has been working on a project for a number of years to add additional turn lanes at the intersection of 33rd and Broadway. This project was grant approved, designed and recently bid. Prior to bid the City deposited \$866,000 to cover our estimated share of the project cost with the Oklahoma Department of Transportation (ODOT). Following receipt of bids the project expense came in above the estimate and the City's share of the additional construction cost is \$240,500. Reserves are available to pay this additional expense.

Time Frame

Funds will be transferred to ODOT upon City Council approval.

Issue

Funds are available in the 2000 Capital Improvement Sales Tax Fund to pay the additional expense.

Recommendations

Approval of the Supplemental Appropriation.

Action Needed

Approval of Supplemental Appropriation.

Public Notification

Posted City Council agenda.

Fiscal Impact

Funding/Cost: \$160,800

Budgeted Item Y/N or N/A: N

Account:

From: 2000 Capital Improvement Sales Tax Fund - Restricted Reserve for Capital Improvements - \$160,800

To: 338007 - 8520 2000 Capital Improvement Sales Tax Fund - Kelly from Covell to Coffee Creek - \$160,800

Attachments

No file(s) attached.

City Council

Item # 5. A. 1.

Meeting Date: 02/22/2016

Submitted For: Steve Commons

Submitted By: Steve
Commons,
City
Manager's
Office

Information

Item

Approval of Supplemental Appropriation for Phase I Restoration of the Museum Building from the 2000 Capital Improvement Sales Tax; \$450,000.

Background

In 1936, the WPA erected a National Guard Armory at 431 S Boulevard complete with indoor firing range. The armory became an integral part of our nation's defense and served in this capacity through the major war theaters. Since the armory was obtained by the City of Edmond, it has served many functions including the former operations of public works and parks. Currently, the old armory houses Edmond's Historical Museum with hundreds of donations and collections of historical significance regarding Edmond since its inception. This building is listed on the National Registry of Historical Buildings. Stringent requirements to maintain the original character and architecture of the armory are of great importance. The Department of Environmental Quality just completed a major environmental project to remediate lead based paint, lead dust, and asbestos abatement at no charge to the city to ensure this facility is a safe place to work and visit. The museum is also in desperate need of restoration to maintain stability, aesthetics, functionality and protection of historical collections. All required work will conform to guidelines provided by the State Historical Preservation Office. Hornbeek Blatt Architects is our consultant and on the list of qualified historical preservation firms. Other buildings in Edmond listed on the National Registry are Old North Tower and the Veterans Hut. These structures are a part of history that can't be replaced but can be restored. The museum entertains hundreds of visitors a year as well as children's educational programs and social events.

Phase I scope of work will encompass waterproofing basement wall with installation of rock encapsulated perforated piping; replace windows & downspouts; clean exterior rock walls and re-point grout in identified locations and re-plumb and replace sump pumps in basement.

Future Phase II projects involve interior work with consideration of installing a geothermal well field and the other major improvement would involve energy efficient lighting replacement. This phase of work is estimated \$900,000.

Time Frame

Staff and consultant will begin development of bid documents upon approval.

Issue

Phase I will work to provide a well sealed building before consideration of other interior improvements.

Recommendations

The Capital Projects and Finance Task Force has reviewed the overall improvement plan for the Museum building and recommended at their meeting on February 16 that the Phase I improvements proceed.

Action Needed

Approval of Supplemental Appropriation.

Public Notification

Posted City Council agenda.

Fiscal Impact

Funding/Cost: \$450,000

Budgeted Item Y/N or N/A: N

Account:

From: 2000 Capital Improvement Sales Tax Fund - Restricted Reserve for Capital Improvements \$450,000

To: 338002-8405 2000 Capital Improvement Sales Tax - Downtown Development Building & Improvements \$450,000

Attachments

No file(s) attached.

City Council

Item # 5. A. 2.

Meeting Date: 02/22/2016

Submitted For: Steve Commons

Submitted By: Steve
Commons,
City
Manager's
Office

Information

Item

Approval of Transfer of Appropriation for additional expenses in operation of the competitive pool from Park Tax Fund-Building Improvements to Park Tax-Edmond Recreational and Activity Center (ERAC) Operating Expenses; \$147,000.

Background

When we prepared the budget last year we thought we would see our monthly expenses begin to drop from a level of around \$22,500 for a month to a level closer to \$14,500 per month. The numbers are just not trending down to that level. We know see stable trends in our revenue collection and our average expense after revenues collected are staying around that \$22,500 per month level. We are working with the YMCA and our swim clubs to adjust user fees, but that adjustment will only slightly reduce the monthly fees. So \$96,000 of this adjustment is to reflect the higher monthly expenses than projected.

We also got behind with the YMCA in getting their monthly billings caught up as we both worked together in our payment system. The monthly expenses for April, May and June of the last fiscal year were not posted until this fiscal year which totaled \$51,000. That is why we are requesting the \$147,000 adjustment.

Time Frame

Upon City Council approval.

Issue

Funds needed to cover the operating expenses and for three months of the last fiscal year.

Recommendations

Approve Transfer of Appropriation.

Action Needed

Approve Transfer of Appropriation.

Public Notification

Posted City Council agenda.

Fiscal Impact

Funding/Cost: \$147,000

Budgeted Item Y/N or N/A: N

Account:

From: Restricted Reserves Park Tax Fund \$147,000

To: 116044-8392 Park Tax Fund - Edmond Recreational and Activity Center (ERAC)
Operating Costs \$147,000

Attachments

No file(s) attached.

City Council

Item # 5. B. 2.

Meeting Date: 02/22/2016

Submitted For: Steve Commons, City Manager's Office

Submitted By: Steve Commons, City Manager's Office

Information

Item

Approval of additional costs for maintenance of the Competition Pool with the Young Men's Christian Association of Greater Oklahoma City (YMCA); \$147,000.

Background

As was noted in the previous agenda item requesting the supplemental appropriation, we are requesting \$96,000 additional appropriation because the cost on average are running \$8,000 more a month than we projected. We also had \$51,000 of previous year expenses that did not get booked in last year expenses which we need to account for in the current fiscal year which will bring the total increase to \$147,000.

We have an agreement with the Edmond Public Schools (EPS) that the City will cover the operating costs of the Competition Pool. EPS reimburses the City \$50,000 per year to apply to these operating expenses. EPS will also reimburse us for property insurance expenses which will total another \$27,000 of reimbursement to help offset these costs. The \$50,000 amount is a fixed number for the first five years of operation and then we will renegotiate our operating agreement with EPS after that time.

Time Frame

Upon City Council approval.

Issue

This will pay our annual agreement with the YMCA.

Recommendations

Approval of the additional expense.

Action Needed

Approval of the additional expense.

Public Notification

City Council posted agenda.

Fiscal Impact

Funding/Cost: \$147,000

Budgeted Item Y/N or N/A: N

Account:

116044- 8392 Park Tax Fund - Edmond Recreational and Activity Center (ERAC)
Operating Costs \$147,000

Attachments

No file(s) attached.

City Council

Item # 4. A. 1.

Meeting Date: 01/25/2016

Submitted For: Steve Commons

Submitted By: Steve Commons, City Manager's Office

Information

Item

Approval of Transfer of Appropriation for the development of a Cemetery Master Plan for future capital improvements from Cemetery's Restricted Reserves; \$127,000.

Background

In another agenda item the Council is being asked to consider approving a contract for developing a Master Plan for Cemetery development that encompasses the newly acquired acreage and improvements in the existing cemetery property. Staff initially took this request to the Capital Projects and Financing Task Force. They did not feel comfortable in funding these improvements from that source at this time as is noted in the other agenda item. Staff visited about other sources and agreed this is the best place to obtain the funds to proceed. As is noted in the other agenda item we will need to concurrently develop, as the Master Plan is being developed, a long range financial plan for the cemetery that looks at financing improvements, setting aside funds for operational maintenance and long term endowed perpetual care funds for the property.

Time Frame

Funds would be transferred upon City Council approval.

Issue

This transfer will deplete the current funds available in the Cemetery Care Fund.

Recommendations

Approval of Supplemental Appropriation.

Action Needed

Approval of Supplemental Appropriation.

Public Notification

Posted City Council agenda.

Fiscal Impact

Funding/Cost: \$127,000

Budgeted Item Y/N or N/A: N

Account:

From: Cemetery Care Fund - Restricted (Reserve for Specific Fund Purpose) \$127,000

To: 118015-8401 Cemetery Care Fund - Capitalized Consulting Costs \$127,000

City Council

Item # 5. A. 2.

Meeting Date: 01/11/2016

Submitted For: Keith Stewart

Submitted By: Keith Stewart, Public Works

Information

Item

Approval of Transfer of Appropriations to Field Services-Streets for contract services to collect and grind tree debris; \$800,000.

Background

On November 27 and 28, 2015, Edmond experienced an ice storm resulting in significant tree damage throughout the city. Based on the damage resulting from this ice storm, a level two response was determined to be appropriate. In a level two response, the city will collect tree debris that has been placed at the curb by customers in the affected area, at no charge. The amount of tree debris resulting from this ice storm is far beyond the capabilities of city crews to collect; therefore a contractor was secured to collect the debris at a cost of approximately \$700,000.00. Once the debris has been collected, it will have to be reduced and disposed of. The cost to reduce the debris, by grinding it, will be approximately \$100,000.00. City crews will dispose of the reduced debris, at no cost. Since these funds were not budgeted, a transfer of \$800,000.00 to the street maintenance contract services account is requested.

Time Frame

Immediate upon approval.

Issue

Approval to transfer funds to cover contractual costs.

Recommendations

Staff recommends approval.

Action Needed

Motion to approve transfer.

Public Notification

Posted Agenda

Fiscal Impact

Funding/Cost: \$800,000

Budgeted Item Y/N or N/A: N

Account:

From: GF-Reserves for Emergencies and Shortfalls

To: GF-Transfer Out for Field Services 001003-8817

From: Field Services-Transfers In 654341-7909

To: Field Services-Street Division Contract Labor 654341-8361

City Council

Item # 7. A. 1.

Meeting Date: 01/11/2016

Submitted For: Brian Soerensen

Submitted By: Brian Soerensen, KickingBird Golf Course

Information

Item

Approval of Transfer of Appropriations for KickingBird Golf Club for a New Restaurant Fryer; \$11,296.

Background

We had budgeted for a new fryer last fiscal year but never made the purchase. We normally have funds budgeted in our Minor Tools Supplies account for restaurant purchases. Due to the replacement cost of the fryer and new filter system of \$11,295.22 this is now a capital purchase not a supply. We need to transfer funds to our restaurant machinery and tools capital account.

Time Frame

Funds to be transferred once approved.

Issue

These funds were not budgeted this year in the restaurant machinery and tools capital account.

Recommendations

I have reviewed this with our Purchasing Director Brenda Mayer. Staff recommends approval

Action Needed

Motion to approve

Public Notification

Posted Agenda

Fiscal Impact

Funding/Cost: \$11,296

Budgeted Item Y/N or N/A: N

Account:

From: 570730 8204	Minor Tools	\$7,200
To: 570730 8413	Machinery and Tools	\$7,200

From: 570730 8209	Food Supplies	\$4,096
To: 570730 8413	Machinery and Tools	\$4,096

Attachments

No file(s) attached.

City Council

Item # 7. A. 1.

Meeting Date: 01/11/2016

Submitted For: Brian Soerensen

Submitted By: Brian Soerensen, KickingBird Golf Course

Information

Item

Approval of Transfer of Appropriations for KickingBird Golf Club for a New Restaurant Fryer; \$11,296.

Background

We had budgeted for a new fryer last fiscal year but never made the purchase. We normally have funds budgeted in our Minor Tools Supplies account for restaurant purchases. Due to the replacement cost of the fryer and new filter system of \$11,295.22 this is now a capital purchase not a supply. We need to transfer funds to our restaurant machinery and tools capital account.

Time Frame

Funds to be transferred once approved.

Issue

These funds were not budgeted this year in the restaurant machinery and tools capital account.

Recommendations

I have reviewed this with our Purchasing Director Brenda Mayer. Staff recommends approval

Action Needed

Motion to approve

Public Notification

Posted Agenda

Fiscal Impact

Funding/Cost: \$11,296

Budgeted Item Y/N or N/A: N

Account:

From: 570730 8204	Minor Tools	\$7,200
To: 570730 8413	Machinery and Tools	\$7,200
From: 570730 8209	Food Supplies	\$4,096
To: 570730 8413	Machinery and Tools	\$4,096

Attachments

No file(s) attached.

City Council

Item # 5. A. 3.

Meeting Date: 03/14/2016

Submitted For: Bob Ricks

Submitted By: Larry
Campbell,
Police

Information

Item

Approval of Supplemental Appropriation for the Asset Forfeiture Fund to purchase a replacement bomb suit for bomb squad; \$19,000.

Background

The Edmond Police Department included \$16,000 in the FY16 budget to purchase a replacement bomb suit for bomb squad. The current suit is expired and needs to be replaced. The replacement cost for the suit needed is \$35,000 so this supplemental is needed to allow the purchase of the suit.

Time Frame

Upon approval.

Issue

Supplemental appropriation needed to fund purchase of replacement bomb suit.

Recommendations

Staff recommends approval.

Action Needed

Motion to approve supplemental appropriation request.

Public Notification

Posted Edmond City Council Agenda.

Fiscal Impact

Funding/Cost: \$19,000

Budgeted Item Y/N or N/A: Y

Account:

From: Asset Forfeiture Fund - Restricted Reserve - \$19,000

To: Asset Forfeiture Fund - Miscellaneous Equipment - 115004-8499 - \$19,000

Attachments

No file(s) attached.

City Council

Item # 5. A. 2.

Meeting Date: 03/14/2016

Submitted For: Bob Ricks

Submitted By: Larry
Campbell,
Police

Information

Item

Approval of Supplemental Appropriation for the Asset Forfeiture Fund to purchase personal flotation devices; \$25,000.

Background

The City of Edmond has experienced flooding over the years and over the past several years it seems to have been getting worse. Edmond Police Officers respond to assist motorists and others who find themselves stranded in flood waters. Last year we had several Officers wade through waist deep water to rescue victims. These events prompted us to start researching personal flotation devices for our Officers in case they need to enter water to rescue victims. We received several different types of devices and had them evaluated by our dive team on one of their training days. We have selected three different types and approved them for issue to our Officers. This need came to our attention after last year's budget was approved so this supplemental appropriation is needed to allow these to be purchased. We would like to purchase these immediately so they will be available this spring in case they are needed.

Time Frame

Upon approval.

Issue

Supplemental appropriation needed to fund purchase of personal flotation devices.

Recommendations

Staff recommends approval.

Action Needed

Motion to approve supplemental appropriation request.

Public Notification

Posted Edmond City Council Agenda.

Fiscal Impact

Funding/Cost: \$25,000

Budgeted Item Y/N or N/A: N

Account:

From: Asset Forfeiture Fund - Restricted Reserve - \$25,000

To: Asset Forfeiture Fund - Safety Equipment - 115004-8213 - \$25,000

Attachments

No file(s) attached.

City Council

Item # 5. A. 3.

Meeting Date: 03/28/2016

Submitted For: Steve Commons

Submitted By: Steve
Commons,
City
Manager's
Office

Information

Item

Consideration of Approval for Transfer of Appropriation – From Cemetery Care Fund Reserves for Restricted Purpose to Fleet Fund Capital Equipment for a Power Lift to be used at the Cemetery; \$6,000.

Background

Cemetery staff raised safety concerns about the current lift used at the cemetery. Risk management reviewed the situation and concurred that we should change out the equipment. This request will transfer the funds needed for the lift from the Cemetery Care Fund into the Fleet Fund to purchase and install the lift on an existing vehicle.

Time Frame

Upon City Council, approval staff will proceed to acquire the new lift.

Issue

Addresses a safety issue identified by staff.

Recommendations

Approval of Transfer of Appropriation.

Action Needed

Approval of Transfer of Appropriation.

Public Notification

Posted City Council agenda.

Fiscal Impact

Funding/Cost:

\$6,000

Budgeted Item Y/N or N/A: N

Account:

FROM: Cemetery Care Fund - Reserves for Restricted Purpose \$6,000

TO: Cemetery Care Fund – Transfer Out to Fleet 118015-8807 \$6,000

FROM: Fleet Fund – Transfer In 653022-7900 \$6,000

TO: Fleet Fund – Machinery and Tools 653022- 8413 \$6,000

Attachments

No file(s) attached.

City Council

Item # 7. A. 1.

Meeting Date: 04/11/2016

Submitted For: Brian Soerensen

Submitted By: Brian
Soerensen,
KickingBird
Golf Course

Information

Item

Approval of Transfer of Appropriations for KickingBird Golf Club for the replacement of our golf cart batteries; \$48,960.

Background

We budgeted for this golf cart fleet battery replacement to occur in Fiscal Year 2016-2017. Unfortunately the battery usage has exceeded its useful life and we are needing to replace all of the batteries now. We are fortunate that we will be able to pay for this replacement with the savings from our 100 accounts because of unfilled full time positions.

Time Frame

Funds to be transferred immediately upon approval.

Issue

We have approximately fifteen golf cars that are out of service because of bad batteries. We have rented 10 gas golf cars to help us with the shortage of carts during our busy times. Our customers have been patient with us and we are needing to replace these batteries to insure a good customer experience.

Recommendations

The Golf Advisory Board is aware of our cart issues and support the need to replace the batteries now for customer satisfaction.

Action Needed

Motion to Approve

Public Notification

Posted Agenda

Fiscal Impact

Funding/Cost: \$48,960

Budgeted Item Y/N or N/A: N

Account:

From: 570740 8101 \$34,000

To: 570720 8313 \$34,000

From: 570740 8117 \$14,960

To: 570720 8313 \$14,960

Attachments

No file(s) attached.

City Council

Item # 5. A. 3.

Meeting Date: 04/11/2016

Submitted For: Keith Stewart

Submitted By: Keith Stewart,
Public Works

Information

Item

Approval of Transfer of Appropriations for Field Services-Street Maintenance, Contract Temp Labor; \$75,000.

Background

Due to the Street Maintenance Division incurring higher than expected cost, related to the Center for Employment Opportunities (CEO), current funding will not be sufficient to cover contract labor cost for the remainder of the fiscal year. Consequently, staff is requesting a transfer from the Street Maintenance "Regular Pay-Civilians" and "Fuel & Lubes" budgets to resolve this issue. This transfer will not increase the overall Street Maintenance budget, but will simply transfer funds from one account to another.

Time Frame

Immediate upon approval.

Issue

Approval of a transfer to fund contract labor expenses for the remainder of the fiscal year.

Recommendations

Staff recommends approval.

Action Needed

Motion to approve.

Public Notification

Posted Agenda

Fiscal Impact

Funding/Cost: \$75,000

Budgeted Item Y/N or N/A: Y

Account:

From: 654341-8101 Regular Pay-Civilians (\$45,000) and 654341-8208 Fuel & Lube (\$30,000)

To: 654341-8367 Contract Temp Labor

Attachments

No file(s) attached.

City Council

Item # 4. A. 2.

Meeting Date: 04/25/2016

Submitted For: Steve Commons

Submitted By: Steve
Commons,
City
Manager's
Office

Information

Item

Consideration of a Supplemental Appropriation to mill and overlay Thomas Drive from Danforth to Covell Parkway from our 2000 Capital Improvement Sales Tax Fund; \$300,000.

Background

Thomas Drive has deteriorated to a point that it needs to be repaired before our potential federally funded project which is scheduled for 2019 is available. (The Federal Project will widen and realign the roadway and add appropriate drainage.)

The Street Department has repaired this road numerous times and the pothole repairs do not last long because of the inadequate base under the old roadway. The original road is alligator cracked due to base failure for its entire length. These sections will have to be milled away and 2 ½" of Type 'A' asphalt will be added to provide base stability. The areas widened are in better shape and we will mill 1 ½" of this surface and add 1 ½" of Type 'B' asphalt to provide a continuous driving surface.

We are working to provide this as a change order to our annual reconstruction and resurfacing program in the 2000 Capital Improvement Sales Tax Fund. Quantity adjustments in the current contract have left some funds available for this project to be matched with this additional appropriation.

Time Frame

The current contractor has agreed to honor their current bid prices and this project will begin when school is out for the summer break.

Issue

This project will provide a very good road surface until such time as we get approval to due the federally supported widening project in a few years.

Recommendations

Approval of supplemental appropriation. This additional funding was unanimously recommended by the Capital Projects and Financing Task Force at their meeting on April 19.

Action Needed

Approval of supplemental appropriation.

Public Notification

Posted City Council agenda.

Fiscal Impact

Funding/Cost: \$300,000

Budgeted Item Y/N or N/A: N

Account:

From: 2000 Capital Improvement Sales Tax Fund - Restricted Reserve for Capital Improvements \$300,000

To: 338007 - 8539 2000 Capital Improvement Sales Tax Fund - Street Rehab Resurf. & Reconst. \$300,000

Attachments

No file(s) attached.

City Council

Item # 4. A. 3.

Meeting Date: 04/25/2016

Submitted For: Steve Commons

Submitted By: Steve
Commons,
City
Manager's
Office

Information

Item

Consideration of a Supplemental Appropriation for a storm water box that will collect and move storm water from Covell and Sooner intersection area through the Hotel/Conference Center (HCC) property to a detention pond; \$1,000,000.

Background

In the development of the infrastructure plans with development activity at Covell and I-35, we initially worked with the developer to provide the infrastructure for streets, water and sewer extension and storm water removal on the first phase of development for up to \$2,000,000. That work is nearly completed for the development. As you may remember, the initial site for the HCC was originally planned to be on the east side of the property near I-35. As we proceeded with development planning, it was determined that the west side of the property was a better location for the HCC. The City and Developer have worked through many challenges in making the financing of the project work with the requirements set forth by the lender on the project. All that has been accomplished. Design work proceeded on that site and bids were taken to construct the HCC. The cost to construct the facility came in higher than the developer anticipated and he has worked with the contractor to adjust costs without sacrificing the overall quality of the building. One cost that the developer has asked the City to accept is the construction of the storm water box that crosses along the west side of the property to the detention pond north of the HCC. This drainage system carries water from south of the intersection at Covell and Sooner to the north. This was a cost that would not have occurred on the original site and this is the last issue between the City and the developer to approve so the developer can proceed with construction of the HCC. (Attached is a site plan that shows the box and the drainage basin that flows through the storm box.)

Time Frame

Project will proceed as soon as bids are received and awarded.

Issue

This is an additional expense to the infrastructure portion of the agreement.

Recommendations

Approval of the supplemental appropriation. This has been reviewed and unanimously recommended by the Capital Projects and Financing Task Force at their meeting on April 19.

Action Needed

Approval of a supplemental appropriation for the Storm water box in the area of Covell and Sooner Road.

Public Notification

Posted City Council agenda.

Fiscal Impact

Funding/Cost: \$1,000,000

Budgeted Item Y/N or N/A: N

Account:

From: 2000 Capital Improvement Sales Tax Fund - Restricted Reserve for Capital Improvements \$1,000,000

To: 338008 - 8539 2000 Capital Improvement Sales Tax Fund – Covell/I-35 Infrastructure Dev. \$1,000,000

Attachments

Site and Drainage Area

City Council

Item # 4. A. 4.

Meeting Date: 05/09/2016

Submitted For: Andrew Conyers

Submitted By: Andrew
Conyers,
City
Manager's
Office

Information

Item

Approval of Transfer of Appropriation for Planning and Public Works Building Conference Room; \$10,000.

Background

The condition of the table and chairs in Room 104 in the Planning and Public Works building have deteriorated to the point they need to be replaced. The 20 plus chairs are at least 25 years old and it is not cost effective nor safe to continue to repair them. Room 104 holds a lot of public meetings and City staff have received numerous complaints about the condition of the table and chairs. Staff is requesting a transfer of appropriations to fund the purchase of a new table(s) and new chairs. This transfer of appropriations will not increase the overall City Manager Budget, but will simply transfer funds from one account to another to maintain budget level authority.

Time Frame

Immediate

Issue

Approval of transfer of appropriations to maintain budget level authority

Recommendations

Staff recommends approval

Action Needed

Motion to approve transfer of appropriation

Public Notification

N/A

Fiscal Impact

Funding/Cost: \$10,000

Budgeted Item Y/N or N/A: Y

Account:

From: City Manager - Consulting & Professional
652055 - 8319

To: City Manager - Office Supplies
652055 - 8201

Attachments

No file(s) attached.

City Council

Item # 5. B. 2.

Meeting Date: 06/13/2016

Submitted For: Ryan Ochsner

Submitted By: Ryan
Ochsner,
Community
Image

Information

Item

Approval of Transfer of Appropriation for Urban Forestry; \$14,000.

Background

After the conversion of utility billing software, staff noticed that utility expenses had been billed to the incorrect account, both of which were managed by Urban Forestry. Water fees had been billed to the Urban Forestry (001161), rather than Streetscape / Median Maintenance (001163). The issue causing the billing error has been corrected. Since there are many utility services throughout medians, to credit the Urban Forestry account and bill the Streetscape / Median Maintenance account would be cumbersome. Alternatively, transferring \$14,000 will cover the charges using budgeted funds from the appropriate account.

Time Frame

Upon City Council approval.

Issue

A billing error realized after the implementation of the new utility billing software caused water fees to be paid from the Urban Forestry fund rather than the Streetscape / Median Maintenance fund. This transfer of appropriations will move funds from where they were budgeted in the Streetscape / Median Maintenance fund to the Urban Forestry fund to cover the charges.

Recommendations

Staff recommends approval.

Action Needed

Approval of a transfer of appropriation

Public Notification

Fiscal Impact

Funding/Cost: \$14,000

Budgeted Item Y/N or N/A: Y

Account:

From:

001163 -8308 General Fund - Streetscape Median Maint.- Water/Sewer/Garbage Fees
\$14,000

To:

001161-8308 General Fund - Urban Forestry - Water/Sewer/Garbage Fees \$14,000

Attachments

No file(s) attached.

City Council

Item # 5. B. 3.

Meeting Date: 06/13/2016

Submitted For: Ryan Ochsner

Submitted By: Ryan
Ochsner,
Community
Image

Information

Item

Approval of Transfer of Appropriation for Urban Forestry - Streetscape / Median Maintenance; \$19,500.

Background

Due to the phasing of projects related to the widening of Kelly and Covell, a portion of Kelly median landscape directly north of Covell was not installed at the time of widening Kelly. Funds to install landscape in this area are included in the current year's budget, however they were budgeted in the Contract Services fund (001163-8361) rather than the more appropriate Capital Outlay fund (001163-8404). Approval of the transfer of \$19,500 will cover the amount bid for the landscape installation.

Time Frame

Upon City Council Approval

Issue

Funds need to be paid from the appropriate account to reflect this as a capital outlay and not a maintenance expense.

Recommendations

Staff recommends approval.

Action Needed

Approval of a Transfer of Appropriation.

Public Notification

Posted City Council Agenda

Fiscal Impact

Funding/Cost:

\$19,500

Budgeted Item Y/N or N/A: Y

Account:

From:

001163-8361 General Fund - Streetscape Median Maint. - Contract Services \$19,500

To:

001163-8404 General Fund - Streetscape Median Maint. - Land Betterment \$19,500

Attachments

No file(s) attached.

City Council

Item # 7. A. 1.

Meeting Date: 06/13/2016

Submitted For: Steve Commons

Submitted By: Steve
Commons,
City
Manager's
Office

Information

Item

Approval of Transfer of Appropriation within Edmond Electric Utility Fund to fund ground source heat pump and loop lease activities; \$639,000.

Background

In another agenda item we are considering funding of the ground source heat pump system for the Conference Center. That expenditure is just over \$606,000. There are existing loop lease projects that Edmond Electric has provided that are around \$33,000 which need budget authority. This transfer will cover both these expenditures. Just a reminder that OMPA in the next fiscal year will provide loan funding through Edmond Electric for the loop portion of the Conference Center project in an amount around \$480,000.

Time Frame

Transfer will occur upon City Council approval.

Issue

Even though this funding will occur over two fiscal years, we have to identify the funding in this fiscal year to cover the proposed Ground Source Heat Pump system agreement for the Conference Center if approved by the Council.

Recommendations

Approval of the Transfer of Appropriation.

Action Needed

Approval of the Transfer of Appropriation.

Public Notification

City Council posted agenda.
