

**City Council**

**Item # 5. A. 6.**

**Meeting Date:** 11/28/2016

**Submitted For:** Harry Fenton

**Submitted By:** Harry  
Fenton,  
Engineering

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## **Information**

### **Item**

Consideration of a Supplemental Appropriation to restore funding of the Designated ADA Bus Stop Project; \$400,000.

### **Background**

This project had a \$450,000 budget in last year's 2000 Capital Improvement Sales Tax budget. It was requested that this project be delayed in order to fund repairs to the Museum. The initial plan was to spend about \$150,000 for design service and \$300,000 to match Federal Funds. It was decided that the project was low cost enough that City Staff could design it and then just fund this project with City resources. Originally we were going to pursue Federal Funding from ACOG, but decided to focus the limited resources available on other projects. The stop location sheets were prepared by Sustainability Planner/ADA Coordinator Phil Jones and the project bids were opened November 2, 2016. The low bidder for the concrete work submitted a bid of \$226,362.00 for the landings and connecting sidewalk.

Since the \$450,00.00 was not committed in last year's budget, the project needs a supplemental appropriation. With this request, we are only requesting \$400,000.00 since we received a good bid for concrete work. The remaining funds will be used to reimburse Public Works for installing the Bus Stop signs and to possibly place shelters at the three High Schools and other high use sites as determined by staff in consultation with McDonald Transit.

### **Time Frame**

Funds will be transferred upon City Council approval.

### **Issue**

This project will not only provide ADA access to Citylinks but will improve the operation of bus service and allow the driving public to anticipate bus stopping.

### **Recommendations**

This item was reviewed and recommended by the Capital Improvement Projects Advisory Board.

**Action Needed**

Approval of the supplemental appropriation.

**Public Notification**

Posted City Council agenda.

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**Fiscal Impact**

**Funding/Cost:** \$400,000

**Budgeted Item Y/N or N/A:** Y

**Account:**

TO: 338009-8405 2000 Capital Improvement Sales Tax Fund – Community Development –  
Building & Improvements

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**Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 7.**

**Meeting Date:** 11/28/2016

**Submitted For:** Steve Commons

**Submitted By:** Steve Commons, City  
Manager's Office

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**Information**

**Item**

Consideration of a Supplemental Appropriation for a new restroom building for Stephenson Park; \$200,000.

**Background**

Recently we approved bids to begin construction of Carl Rehman Park. The base bids came in higher than we had hoped and took some budget authority we had for some other projects. A supplemental appropriation from reserves is necessary to proceed with the expense for the restroom project. We had budgeted \$250,000 for the restroom project, but will only need a supplemental appropriation for \$200,000.

This restroom project is part of what we believe will be a series of improvements in Stephenson Park over the next few years. The restroom building will eliminate the currently used portable toilets in the park. The building is adjacent to the now restored Rodkey House which was a commitment by the City to construct this building in conjunction with the improvements by the Museum of the house.

**Time Frame**

Funds would be transferred upon Council approval.

**Issue**

We have a lot of wonderful development opportunities around the park and we look forward to working with that development community to make park improvements that compliment these private investment efforts.

**Recommendations**

Approval of the supplemental appropriation.

**Action Needed**

Approval of a supplemental appropriation.

**Public Notification**

Posted City Council agenda.

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**Fiscal Impact**

**Funding/Cost:** \$200,000

**Budgeted Item Y/N or N/A:** N

**Account:**

From: Restricted Reserves for Capital Improvements - \$200,000 To: Park Tax Fund - Building  
Improvements 116044-8405 - \$200,000

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**Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 5.**

**Meeting Date:** 11/14/2016

**Submitted For:** Ross Vanderhamm

**Submitted By:** Ross  
Vanderhamm,  
Finance

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## **Information**

### **Item**

Approval of Supplemental Appropriation for Applicable Document Imaging Services with ImageNet; \$58,054.

### **Background**

In October of 2014, the Council approved a 5 Year Lease Purchase agreement with Document Imaging Solutions to provide print hardware and software solutions to help automate paper based processes and increase operational efficiencies. We also added "Applicant Online" last year.

This is the second year of this SLA (Service Level Agreement) but the fees were not included in this year's budget; consequently, this supplemental appropriation is necessary.

### **Time Frame**

Upon approval

### **Issue**

The Approval of this Supplemental Appropriation will provide budget authority for the second year of the lease, including licensing and new printer costs.

### **Recommendations**

Staff recommends approval.

### **Action Needed**

Approval of Supplemental Appropriation for Applicable Document Imaging Services in the amount of \$58,054.

### **Public Notification**

As required.

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## **Fiscal Impact**

**Funding/Cost:**

\$58,054

• **Budgeted Item Y/N or N/A:** N

**Account:**

FROM: Administrative Support - Reserves for Other Restricted Purposes - \$58,054

TO: Administrative Support-General Government 652052-8415: \$36,537

Purchasing 652582-8361: \$19,765

Human Resources 652591-8415: \$1,032 (Applicant Online)

Purchasing 652582-8302: \$720 (new printer lease)

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**Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 3.**

**Meeting Date:** 10/24/2016

**Submitted For:** Steve Commons

**Submitted By:** Steve  
Commons,  
City  
Manager's  
Office

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## **Information**

### **Item**

Approval of Transfer of Appropriation for additional funds for trail maintenance; \$75,000.

### **Background**

We are pursuing a very aggressive program of trail maintenance with a current focus on Mitch Park and the Coffee Creek trail. We have tried new methods to fill large cracks and seal smaller cracks and believe the efforts are producing good results. We need to move resources into the maintenance area to continue those efforts. Funds were identified in the Park Tax Fund from our Capital Outlay area to move into the trail maintenance area.

### **Time Frame**

We hope to complete the major crack filling and sealing in Mitch Park and the Coffee Creek trail before the end of the year.

### **Issue**

We want to use existing budgeted funds to do this and that is why we are seeking the transfer of appropriation.

### **Recommendations**

Approval of the Transfer of Appropriation.

### **Action Needed**

Approval of the Transfer of Appropriation.

### **Public Notification**

Posted City Council agenda.

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## **Fiscal Impact**

**Funding/Cost:** \$75,000

**Budgeted Item Y/N or N/A:** N

**Account:**

From: Park Tax Fund - Land Betterment <sup>116044</sup> ~~116004~~-8404 \$75,000 To: Park Tax Fund -  
Maint/Repairs Bldg & Land <sup>116044</sup> ~~116004~~- 8314 \$75,000

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**Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 4.**

**Meeting Date:** 10/24/2016

**Submitted For:** Steve Commons

**Submitted By:** Steve  
Commons,  
City  
Manager's  
Office

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## **Information**

### **Item**

Consideration of a Supplemental Appropriation for extending conduit into the Hotel/Conference Center for fiber access to the City network for the Convention and Visitors Bureau; \$7,000.

### **Background**

The development of the Hotel/Conference Center (HCC) will also involve the providing of office space for the Edmond Convention and Visitors Bureau. Staff is currently in the process of extending fiber across the interstate along Covell in connection with the roadway improvement project. Staff has been working with the contractor constructing the HCC to install conduit within the building to provide access to the ECVB. We have also installed the conduit from our fiber backbone location on Covell to connect with the hotel property. Because of the need to coordinate these projects quickly at the appropriate times in the construction process these charges were paid by our IT Department internal service account. This supplemental appropriation covers these expenses and will be transferred to our I-35 and Covell Infrastructure account if approved by the City Council.

### **Time Frame**

Funds will be transferred upon City Council approval.

### **Issue**

This fiber access is a very small part of the infrastructure expenses on the project for the ECVB to have access to our City data network.

### **Recommendations**

Approval of the supplemental appropriation.

### **Action Needed**

Approval of the supplemental appropriation.

## **Public Notification**

Posted City Council agenda.

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### **Fiscal Impact**

**Funding/Cost:** \$7,000

**Budgeted Item Y/N or N/A:** N

**Account:**

From: Restricted Reserve for Capital Improvements \$7,000 To: 2000 Capital  
Improvement Sales Tax Fund - Covell/I-35 Infrastructure 338008-8539 \$7,000

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### **Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 6.**

**Meeting Date:** 10/24/2016

**Submitted For:** Bob Ricks

**Submitted By:** Larry  
Campbell,  
Police

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## **Information**

### **Item**

Approval of Supplemental Appropriation for the Police Public Safety Limited Tax Fund (PPSLTF) for the Oklahoma Highway Safety Office Grant - Motorcycle Safety Program; \$51,000.

### **Background**

The Edmond Police Department was approved for a grant from the Oklahoma Highway Safety Office (Grant # STMC-17-02-05-19) in the amount of \$51,000 for the period of October 1, 2016 through September 30, 2017. The purpose of this grant is to allow the Department to continue implementing a 2 phase Motorcycle Safety Program, including: 1) a Motorcycle Awareness Program that will provide public awareness, public service announcements and other outreach programs to enhance driver awareness of motorcyclists, such as the "Share the Road" safety messages developed and using Share-the Road model language; and 2) the expansion and delivery of a Motorcyclist Safety Curricula for the purpose of educating motorcycle riders in the safe operation of motorcycles. This is the eighth year for Edmond's program and will include instruction in the area of sport bikes and cruiser bikes. Funds are provided for overtime, equipment, promotional items, travel, training and maintenance expenses. The Oklahoma Highway Safety Office has awarded this grant on an expenditure driven basis therefore this supplemental is needed to fund the expenses until they are reimbursed.

### **Time Frame**

October 1, 2016 through September 30, 2017.

### **Issue**

Supplemental appropriation is needed to fund overtime, equipment, promotional items, travel, training and maintenance expenses which will be reimbursed by a grant from the Oklahoma Highway Safety Office.

### **Recommendations**

Staff recommends approval.

### **Action Needed**

Motion to approve supplemental appropriation request.

## Public Notification

Posted Edmond City Council Agenda.

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### Fiscal Impact

**Funding/Cost:** \$51,000

**Budgeted Item Y/N or N/A:** N

**Account:**

~~TO:~~ ~~From:~~ Federal Public Safety Grants - 122041-7421 - \$51,000  
To: Police–Uniform-Overtime - 122042-8104 - \$33,500  
To: Police–Uniform Division-MSP Supplies - 122042-8253 - \$4,000  
To: Police–Uniform Division-MSP Services - 122042-8370 - \$13,500  
Total \$51,000

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### Attachments

Grant

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**City Council**

**Item # 5. A. 1.**

**Meeting Date:** 10/10/2016

**Submitted For:** Steve Commons

**Submitted By:** Steve  
Commons,  
City  
Manager's  
Office

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## **Information**

### **Item**

Consider a Supplemental Appropriation from Restricted Reserve for Specific Fund Purposes to assist in the purchase of the land for the tennis center; \$1,010,000.

### **Background**

Expendable funds (Interest Income) from the Hospital Trust are transferred into the Real Property Fund to assist in City land purchases. Funds are available in the Real Property Fund to assist in funding the purchase of land for the tennis center property. This request asks for the budget authority to spend those available funds.

### **Time Frame**

Funds to be available upon City Council approval.

### **Issue**

This request along with the funds from the 2000 Capital Improvement Sales Tax and the 2012 Public Safety Center Sales would fund the purchase of the tennis center property.

### **Recommendations**

Approval of supplemental appropriation.

### **Action Needed**

Approval of supplemental appropriation.

### **Public Notification**

City Council posted agenda.

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## **Fiscal Impact**

**Funding/Cost:**

\$1,010,000

**Budgeted Item Y/N or N/A:** N

**Account:**

From: Restricted Reserve for Specific Fund Purposes \$1,010,000 To: 339001-8403 Real  
Property Land Purchase \$1,010,000

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**Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 2.**

**Meeting Date:** 10/10/2016

**Submitted For:** Steve Commons

**Submitted By:** Steve  
Commons,  
City  
Manager's  
Office

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## **Information**

### **Item**

Consideration of a Supplemental Appropriation for purchase of land for a joint tennis center development with the Edmond Public Schools - \$750,000 from the 2000 Capital Improvement Sales Tax Fund and \$750,000 from the Public Safety Center Sales Tax Fund; \$1,500,000.

### **Background**

The City and the Edmond Public Schools have discussed the development of a joint Tennis Center to be developed and operated much in the same way as our joint project to construct the Competition Pool. Once the facility is constructed the time that the Edmond Public Schools do not need to use the facility, it would be available for public use. The initial size of the facility would be up to 10 indoor courts and up to 24 outdoor courts. The facility would have a central clubhouse with locker rooms, pro shop and food services. The structure of the agreement between the two entities is similar to the Competition Pool. The City would own the property and treat it like a city park. The Public Schools would enter into a long term lease for the improvements on the property. The parties would contribute \$7 million each to the development of the project. The first step in moving forward is the land acquisition. The proposed site is located to the north east of the intersection of 15th and Kelly on a 23 acre property. The cost of the property is \$2.5 million. This request of \$1.5 million from these two capital improvement sales tax funds would be matched with \$1 million from our Real Property Fund. This project was specifically identified in the discussions of projects by the task force looking at the need and potential use of the renewal of the ½ cent capital improvement sales tax previously used to finance the Public Safety Center. City staff and staff members from the Edmond Public Schools have met and are moving forward with the development of an Interlocal agreement which outlines the responsibilities of both entities in developing this project. If the City proceeds with the land acquisition, the \$2.5 million would be considered part of our \$7 million commitment to the project. \$4.5 million would be needed in future years to be applied to the construction of the Tennis Center improvements.

The funding for the total cost of the land will come from three sources; 2000 Capital Improvement Sales Tax Fund, 2012 Public Safety Center Sales Tax and the Real Property Fund.

## **Time Frame**

Upon approval by the City Council, we would close on the real estate before the end of October.

## **Issue**

Once this facility is operational the present tennis center would be closed. It is anticipated that some of the property would be sold and some of the existing property would be added to Kickingbird Golf Course for improved practice facilities.

## **Recommendations**

Recommend approval of the Supplemental Appropriation for land acquisition in the area of 15th and Kelly for the purpose of developing a Joint Tennis Center with the Edmond Public Schools. This item was reviewed and recommended by the Capital Improvement Projects Advisory Committee.

## **Action Needed**

Approval of the Supplement Appropriation to acquire the land.

## **Public Notification**

Posted City Council Agenda.

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### **Fiscal Impact**

**Funding/Cost:** \$1,500,000

**Budgeted Item Y/N or N/A:** N

#### **Account:**

From: 2000 Capital Improvement Sales Tax Fund - Restricted Reserve for Capital Improvements \$750,000

To: 338006-8403 2000 Capital Improvement Sales Tax Fund – Park- Land Purchases \$750,000

From: 2012 Public Safety Center Sales Tax – Restricted Reserve for Capital Improvements \$750,000

To: 332002-8403 2012 Public Safety Center Sales Tax – Other Projects – Land Purchase \$750,000

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### **Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 3.**

**Meeting Date:** 10/10/2016

**Submitted For:** Keith Stewart

**Submitted By:** Keith Stewart,  
Public Works

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## **Information**

### **Item**

Approval of Transfer of Appropriations to Street and Alley-Street Rehab Resurface & Reconstruction; \$200,000.

### **Background**

Due to a road reconstruction project, funded in the FY16 budget, not getting scheduled before the end of FY 16, the project had to be funded in the FY 17 budget. Funds for that project were not included in the FY 17 budget, because at the time the FY 17 budget was developed, it was believed the project would begin before the end of FY 16. For that reason we are recommending a transfer of funds to cover the remaining projects, that were included in the FY 17 budget.

### **Time Frame**

Immediate upon approval.

### **Issue**

Approval of transfer of funds.

### **Recommendations**

Staff recommends approval.

### **Action Needed**

Motion to approve.

### **Public Notification**

Posted Agenda

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## **Fiscal Impact**

**Funding/Cost:** \$200,000

**Budgeted Item Y/N or N/A:** Y

**Account:**

From: Street & Alley Fund Restricted Reserve - \$200,000

To: Street Rehab & Reconstruction 001073-8432 - \$200,000

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### **Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 4.**

**Meeting Date:** 10/10/2016

**Submitted For:** Bobby Masterson

**Submitted By:** Jan Wells, Public Works

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### **Information**

#### **Item**

Approval of Transfer of Appropriation for Fleet Management to purchase a Concrete Saw; \$5,785.

#### **Background**

Although the funds to purchase a concrete saw were budgeted in the Machinery and Tools capital line item, the purchase price of \$5,785.00 no longer meets the requirements for a capital purchase, and as such, the saw will have to be purchased from minor tools.

#### **Time Frame**

Upon City Council Approval

#### **Issue**

Funds need to be paid from the appropriate account to reflect this as a supply expense rather than a capital outlay.

#### **Recommendations**

Staff recommends approval

#### **Action Needed**

Approval of a Transfer of Appropriation

#### **Public Notification**

Posted City Council Agenda

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### **Fiscal Impact**

**Funding/Cost:** \$5,785

**Budgeted Item Y/N or N/A:** Y

**Account:**

From:

653022-8413 Machinery & Tools \$5,785.00

To:

653022-8204 Minor Tools \$5,785.00

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**Attachments**

*No file(s) attached.*

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**City Council**

**Item # 4. A. 3.**

**Meeting Date:** 09/26/2016

**Submitted For:** Andrew Conyers, City  
Manager's Office

**Submitted By:** Andrew Conyers

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## **Information**

### **Item**

Approval of Supplemental Appropriation for funding for Office Supplies (City Manager's Office) from Reserve for Other Restricted Purposes; \$6,000.

### **Background**

When preparing the budget for the City Manager's office for FY 16-17, Office Supplies were inadvertently omitted. This account helps pay for everyday functions of the City Manager's office. The annual average amount spent out of this line item is \$6,000.

### **Time Frame**

Upon City Council approval

### **Issue**

Because this was not a budgeted item money needs to be moved from Administrative Reserves to cover the cost of Office Supplies for the City Manager's office.

### **Recommendations**

Approval of Supplemental Appropriation.

### **Action Needed**

Approval of Supplemental Appropriation.

### **Public Notification**

Posted City Council agenda.

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## **Fiscal Impact**

**Funding/Cost:** \$6,000

**Budgeted Item Y/N or N/A:** N

### **Account:**

From: Administrative Support Services - Reserve for Other Restricted Purposes - \$6,000

To: 652055 - 8201 City Manager's Office - Office Supplies - \$6,000

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## **Fiscal Impact**

**Funding/Cost:** \$96,000

**Budgeted Item Y/N or N/A:** N

**Account:**

From: 652581-8101 Finance/Accounting-Regular Pay \$96,000

To: 652581-8319 Finance/Accounting-Consulting & Professional Services \$96,000

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## **Attachments**

*No file(s) attached.*

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**City Council**

**Item # 4. A. 2.**

**Meeting Date:** 09/26/2016

**Submitted For:** Craig Dishman

**Submitted By:** Craig  
Dishman,  
Parks

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### **Information**

#### **Item**

Approval of Transfer of Appropriations for Pelican Bay, materials and supplies; \$4,000.

#### **Background**

We have \$100,000 in General Fund Pelican Bay Maintenance Repairs Building (8314) and Land for this fiscal year, but need \$4,000 for materials and supplies for a controller (8221) for work that has been completed.

#### **Time Frame**

Upon City Council Approval

#### **Issue**

Funds need to be paid from the appropriate account.

#### **Recommendations**

Staff recommends approval

#### **Action Needed**

Approval of a Transfer of Appropriation

#### **Public Notification**

Posted City Council Agenda

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### **Fiscal Impact**

**Funding/Cost:** \$4,000

**Budgeted Item Y/N or N/A:** Y

#### **Account:**

From: 001065-8314 General Fund Pelican Bay Maintenance/Repairs Building and Land  
To: 001065-8221 General Fund Pelican Bay Machine and Equipment Parts

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**City Council**

**Item # 5. A. 4.**

**Meeting Date:** 09/12/2016

**Submitted For:** Ross Vanderhamm

**Submitted By:** Ross  
Vanderhamm,  
Finance

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## **Information**

### **Item**

Transfer of Appropriations for Accounting Services from Crawford & Associates; \$96,000.

### **Background**

At the August 17th, 2016 Finance Committee meeting, staff presented a proposal from Crawford & Associates to perform various accounting services during the transition. This is an initial estimate and will be monitored and reviewed by staff and the Finance Committee.

Also, during this transition, Ross VanderHammm has contractually agreed to assist the Finance Department part-time until the Finance Director's and Assistant Finance Director's positions can be filled. It is anticipated that this would be for no more than 3 months with a maximum of 180 hours - or an average of 15 hours per week.

### **Time Frame**

Staff is currently working with Crawford & Associates.

### **Issue**

The current and anticipated vacancies in the Finance Department require some short-term assistance. This Transfer of Appropriations will move the necessary budget authority to the correct category.

### **Recommendations**

Staff recommends approval.

### **Action Needed**

Approval of a Transfer of Appropriations for Accounting; \$96,000.

### **Public Notification**

As required.

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## **Fiscal Impact**

**Funding/Cost:** \$96,000

**Budgeted Item Y/N or N/A:** N

**Account:**

From: 652581-8101 Finance/Accounting-Regular Pay \$96,000

To: 652581-8319 Finance/Accounting-Consulting & Professional Services \$96,000

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## **Attachments**

*No file(s) attached.*

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**City Council**

**Item # 3. A. 3.**

**Meeting Date:** 08/22/2016

**Submitted For:** Todd Hildabrand

**Submitted By:** Vicki  
Martin,  
City  
Manager's  
Office

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## **Information**

### **Item**

Approval of Transfer of Appropriations for Parks and Recreation-Mitch Park Outer Loop Trail Repairs; \$40,000.

### **Background**

The outer loop trail at Mitch Park is in need of repair. There are roughly 2,500 linear feet of cracks that require filling. The cracks range from 1"- 5" wide and extend to the width of the trail (10 feet wide). The repairs will include cleaning the cracks of debris, filling the identified cracks with recycled material and compact the material. We will later come back and crack seal after the material has compacted even more.

### **Time Frame**

Upon City Council Approval

### **Issue**

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

### **Recommendations**

Staff recommends approval

### **Action Needed**

Approval of a Transfer of Appropriation

### **Public Notification**

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**Fiscal Impact**

**Funding/Cost:** \$40,000

**Budgeted Item Y/N or N/A:** Y

**Account:**

From: Park Tax Fund- Land Betterments 116044-8404 - \$40,000

To: Park Tax Fund- Maintenance/Repairs Building and Land 116044-8314 - \$40,000

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**Attachments**

*No file(s) attached.*

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**City Council****Item # 3. A. 5.****Meeting Date:** 08/22/2016**Submitted For:** Steve Commons**Submitted By:** Steve  
Commons,  
City  
Manager's  
Office

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**Information****Item**

Approval of a Supplemental Appropriation for 33rd and Broadway Intersection improvements for final actual costs to relocate a natural gas pipeline; \$23,000.

**Background**

At the September 9, 2013 City Council meeting, a purchase order was approved to set aside \$118,078 to pay ONG to relocate a gas line. The number provided was an estimate. The actual expense came in at \$140,525.48. The City is responsible for utility relocations on a project like this, therefore additional budget authority of at least \$22,447.48 is needed to pay this current year additional non-budgeted expense.

**Time Frame**

Actual expense will be paid when supplement appropriation and amendment to the purchase order is approved.

**Issue**

No additional budget expenses were projected for this project in the current fiscal year.

**Recommendations**

Approval of supplemental appropriation.

**Action Needed**

Approval of supplemental appropriation.

**Public Notification**

Posted City Council agenda.

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**Fiscal Impact**

**Funding/Cost:** \$23,000

**Budgeted Item Y/N or N/A: N**

**Account:**

From: 2000 Capital Imp. Sales Tax Fund - Restricted Reserves for Capital Imp. \$23,000  
To: 2000 Capital Imp. Sales Tax Fund - 33rd and Broadway Int. Imp. 338007-8465  
\$23,000

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**Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 3.**

**Meeting Date:** 08/22/2016

**Submitted For:** Nancy Kennedy

**Submitted By:** Kay  
Northcutt,  
Engineering

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## **Information**

### **Item**

Approval of Transfer of Appropriation from Drainage Utility Reserves for Emergencies and Shortfalls to Drainage Utility - Consulting and Professional Services for an Engineering Services Contract Amendment with Utley & Associates, LLC for the Coffee Creek Master Drainage Study; \$184,760.

### **Background**

This is a companion item to ensure funding for the subsequent agenda item pertaining to an Engineering Services Contract Amendment to update portions of the Coffee Creek Master Drainage Study's Existing Conditions section for submittal to and coordination with the Federal Emergency Management Agency (FEMA) to update FEMA's Flood Insurance Rate Maps in the Coffee Creek drainage basin.

### **Time Frame**

Upon City Council approval.

### **Issue**

Funds need to be transferred into the appropriate account to fund this Engineering Services Contract Amendment.

### **Recommendations**

The Stormwater Drainage Advisory Board (SWAB) recommends approval.

### **Action Needed**

Approval of a Transfer of Appropriation.

### **Public Notification**

Posted City Council Agenda.

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## **Fiscal Impact**

**Funding/Cost:**

\$184,760

**Budgeted Item Y/N or N/A: N**

**Account:**

From: Drainage Utility Reserves for Emergencies and Shortfalls

To: 568038-8319 - Drainage Utility Consulting & Professional Services

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**Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 4.**

**Meeting Date:** 08/08/2016

**Submitted For:** Kory Atcuson

**Submitted By:** Kory  
Atcuson,  
City  
Clerk's  
Office

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## **Information**

### **Item**

Approval of Transfer of Appropriations for Admin Support-City Clerk; \$11,842.

### **Background**

One of the City Clerk's Office Continuous Improvement goals this year is scanning the existing paper archive into our electronic database. The original budgetary authority was under Contract Services to hire a temporary worker through an agency. This transfer would allow the City Clerk's Office to hire a temporary worker directly as a seasonal employee.

### **Time Frame**

Immediate

### **Issue**

Approval of Transfer of Appropriation from Admin Support-City Clerk Contract Services to Part Time Pay, Social Security Tax, and Medicare Tax.

### **Recommendations**

Staff recommends approval.

### **Action Needed**

Approval of Transfer of Appropriation.

### **Public Notification**

Posted City Council Agenda.

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## **Fiscal Impact**

**Funding/Cost:**

\$11,842

**Budgeted Item Y/N or N/A:** N

**Account:**

FROM: Admin Support-City Clerk Contract Services 652053-8361 \$11,842

TO: Admin Support-City Clerk Part Time Pay 652053-8106 \$11,000

TO: Admin Support-City Clerk Social Security Tax 652053-8118 \$682

TO: Admin Support-City Clerk Medicare Tax 652053-8119 \$160

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**Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 5.**

**Meeting Date:** 08/08/2016

**Submitted For:** Craig Dishman

**Submitted By:** Craig  
Dishman,  
Parks

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## **Information**

### **Item**

Approval of Transfer of Appropriations for Parks and Recreation-Pelican Bay Repairs; \$100,000.

### **Background**

We have had several repairs for Pelican Bay Aquatic Center this past season and envision several more this coming fiscal year. This is a 14-year old facility in need of additional aesthetic upgrades and mechanical repairs. Items will include additional painting, chlorinators, restroom upgrades, additional shade, deck repairs, etc.

Funds were budgeted as part of the 2016-2017 Park Tax Budget capital outlay and moving them to Pelican Bay maintenance expenses.

### **Time Frame**

Upon City Council Approval

### **Issue**

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

### **Recommendations**

Staff recommends approval

### **Action Needed**

Approval of a Transfer of Appropriation

### **Public Notification**

Posted City Council Agenda

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## Fiscal Impact

**Funding/Cost:** \$100,000

**Budgeted Item Y/N or N/A:** Y

### Account:

From: 116044-8405 Park Tax Building and Improvements

To: 001065-8314 General Fund Pelican Bay Maintenance/Repairs Building and Land

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## Attachments

*No file(s) attached.*

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Missing

Transfer In 001004-7900

Transfer Out 116044-8803

**City Council****Item # 7. A. 3.****Meeting Date:** 08/08/2016**Submitted For:** Glenn Fisher**Submitted By:** Glenn  
Fisher,  
Edmond  
Electric

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**Information****Item**

Approval of Transfer of Appropriation from Electric Fund to Water Resources used by Edmond Electric during FY2014 and FY2015; \$6,202,500.

**Background**

Water Resources funding covered a portion of Electric's share of the ROW fee and General Fund transfer in FY2014 and FY2015. This transfer repays the entire balance borrowed back to Water Resources for the funds used with interest. At the time the 2016 budget was approved, Electric was planning on paying back Water over the next 5 years. Electric would like to accelerate this payback schedule to be paid in full. This transfer out was presented in the revised FY2016 budget for a total amount to transfer of \$7,702,500. Electric has already transferred \$1.5M to Water and needs budget authority in transfers out to make the remaining balance owed in the FY2016 fiscal year.

**Time Frame**

Effective upon City Council approval for funds to be transferred in budget fiscal year ending June 30, 2016.

**Issue**

Water Resources funding covered a portion of Electric's share of the ROW fee and General Fund transfer in FY2014 and FY2015. This transfer repays Water Resources for the funds used.

**Recommendations**

Edmond Electric recommends approval.

**Action Needed**

City Council approval.

**Public Notification**

None required.

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### **Fiscal Impact**

**Funding/Cost:** \$6,202,500

**Budgeted Item Y/N or N/A:** N

**Account:**

FROM: Electric Fund - Unrestricted/Unassigned Reserves (Emergencies/Shortfalls)  
\$6,202,500

TO: Electric Fund - Transfers Out (Water Fund) 562032-8805 \$6,202,500

FROM: Water Fund - Transfers In 563332-7900 \$6,202,500

TO: Water Fund - Unrestricted/Unassigned Reserves (Emergencies/Shortfalls)  
\$6,202,500

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### **Attachments**

*No file(s) attached.*

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**City Council**

**Item # 4. A. 2.**

**Meeting Date:** 07/25/2016

**Submitted For:** Johnny Carter

**Submitted By:** Johnny Carter,  
Public Works

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## **Information**

### **Item**

Approval of Transfer of Appropriation from Building Improvement to Consulting and Professional Services in the 2000 Capital Improvement Sales Tax Fund for the purpose of a Future Needs Assessment at the Cross Timbers Complex, \$50,000.

### **Background**

In a companion item on the agenda, the City would like to enter into a contract with Hornbeek Blatt Architects to conduct a Future Needs Assessment at the Cross Timbers Complex. The reason for the study is explained in that agenda summary. Because of favorable bids received on the Museum Exterior Restoration Project, staff is recommending a transfer of appropriation of \$50,000 from that project budget of \$450,000 to pay for these professional services. (The Museum bid was just over \$205,000. Even with potential change orders that can occur on a restoration project, the remaining budget will be more than enough for that project to be completed.)

### **Time Frame**

Upon City Council Approval.

### **Issue**

Plenty of funds are available within the budget for the Museum restoration to allow this transfer to occur.

### **Recommendations**

The Capital Projects and Financing Task Force reviewed and recommended the approval of the Transfer of Appropriation and the contract for the consulting services.

### **Action Needed**

Approval of the Transfer of Appropriation.

### **Public Notification**

Posted City Council agenda.

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## **Fiscal Impact**

**Funding/Cost:** \$50,000

**Budgeted Item Y/N or N/A:** N

**Account:**

From: 2000 Capital Improvement Sales Tax - Building Improvements 338001-8405  
\$50,000

To: 2000 Capital Improvement Sales Tax - Consulting & Professional Service 338001-8319 \$50,000

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## **Attachments**

*No file(s) attached.*

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**City Council**

**Item # 4. A. 3.**

**Meeting Date:** 07/25/2016

**Submitted For:** Larry Stevens, City Manager's Office      **Submitted By:** Larry Stevens

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### **Information**

#### **Item**

Consideration of Supplemental Appropriation from the General Fund to the Edmond/Guthrie Regional Airport for the purchase of Capital Items; \$66,810.

#### **Background**

A supplemental appropriation is needed to fund the identified capital items for the airport as identified in the separate agenda template.

#### **Time Frame**

As soon as possible

#### **Issue**

Should the City Council approve this Supplemental Appropriation as described?

#### **Recommendations**

Staff recommends approval

#### **Action Needed**

Formal City Council approval

#### **Public Notification**

N/A

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### **Fiscal Impact**

**Funding/Cost:** \$66,810

**Budgeted Item Y/N or N/A:** N

#### **Account:**

From: General Fund Unrestricted/Unassigned Reserves (Emergencies/Shortfalls)

To: Edmond/Guthrie Regional Airport Contract Services (001960-8361)

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**City Council**

**Item # 5. A. 1.**

**Meeting Date:** 07/11/2016

**Submitted For:** Steve Commons

**Submitted By:** Steve  
Commons,  
City  
Manager's  
Office

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## **Information**

### **Item**

Approval of Transfer of Appropriations for FY15-16 funding relating to the Public Safety Center Fund 332; \$4,700,000.

### **Background**

You may remember in December you did a transfer of appropriation moving funds from the 2000 Capital Improvement Sales Tax Fund to the 2012 Public Safety Center Fund. This item reverses that transaction which is explained below.

During the preparation of the annual financial report FY15, staff became aware of an accounting issue in the Public Safety Center Fund (332). Specifically, the internal loan from the Hospital Trust Fund, which was approved by the voters to be used with repayment required, created an adjustment entry. All internal loans are reported as receivables and payables respectfully. Therefore, the loan in the PSC Fund was restated in the annual financial report as an internal payable which caused the fund balance as of 6/30/2015 to be negative of \$4,700,00. The December action covered that negative balance.

Because the Revenue Anticipation Notes cannot be pledged as a receivable to offset the internal payable, that is why we did the transfer of appropriation in FY2015 to eliminate the deficit fund balance in the PSC Tax Fund. This transaction returns to the funds to the 2000 Capital Improvement Sales Tax Fund in FY2016. Sales tax collected through the previous fiscal year provided the funding to cover the payable. Prior to the end of this calendar year, the Hospital Trust Fund internal loan will be paid back in full.

### **Time Frame**

Action is needed prior to closing FY15-16 annual financial report.

### **Issue**

Improvement Sales Tax Fund 338; \$4,700,000.

## **Recommendations**

Staff recommends approval.

## **Action Needed**

Approval of a Transfer of Appropriation for funding relating to the Public Safety Center Fund 332; \$4,700,000.

## **Public Notification**

Posted City Council agenda.

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### **Fiscal Impact**

**Funding/Cost:** \$4,700,000

**Budgeted Item Y/N or N/A:** N

#### **Account:**

FROM: 2012 Public Safety Center Tax Fund Restricted Reserves \$4,700,000

TO: 2012 Public Safety Center Tax Fund Transfers Out 332001-8805 \$4,700,000

FROM: 2000 CIP Tax Fund Transfers In- 338001-7900 \$4,700,000

TO: 2000 CIP Tax Fund Reserves for Emergencies and Shortfalls

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### **Attachments**

*No file(s) attached.*

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**City Council**

**Item # 5. A. 3.**

**Meeting Date:** 07/11/2016

**Submitted For:** Johnny Carter

**Submitted By:** Johnny Carter,  
Public Works

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## **Information**

### **Item**

Approval of Supplemental Appropriation for funding in the current budget year for the Exterior Restoration of Historical Museum; \$450,000.

### **Background**

The \$450,000 funding was approved by City Council and budgeted in the previous year, but not needed until this budget year. This Appropriation is needed to provide the budget authority in the current year budget for the expenditure of these funds.

### **Time Frame**

Funds available upon City Council approval.

### **Issue**

Since these funds were budgeted in the prior year, the funds are available within the Capital Reserve to fund this request.

### **Recommendations**

Approval of Supplemental Appropriation.

### **Action Needed**

Motion to approve Supplemental Appropriation.

### **Public Notification**

Posted Agenda

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## **Fiscal Impact**

**Funding/Cost:** \$450,000

**Budgeted Item Y/N or N/A:** N

**Account:**

Improvements \$450,000

To: 331001-8405

338001

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### Attachments

*No file(s) attached.*

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**Meeting Date:** 07/11/2016

**Submitted For:** Susan Miller

**Submitted By:** Susan Miller,  
Planning/Zoning

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**Information**

**Item**

Approval of Supplemental Appropriation for funding in the current budget year for the Community Development Block Grant (CDBG) program; \$113,530.

**Background**

At the time of entering the City budget for 2017 the Community Development Block Grant (CDBG) program had not been given the US Department of Housing and Urban Development (HUD) allocations for the new 2016 Federal Fiscal Year. The new allocation is \$367,744. The City budget was created using the average of the previous years. The budget was set at \$470,176. The transfer of \$113,530 will be used to fund a sidewalk project and to increase the Homebuyer Assistance program. The new budget will be \$583,706 for the Federal Fiscal Year 2016.

**Time Frame**

Funds available upon City Council approval

**Issue**

N/A

**Recommendations**

Staff Recommends Approval

**Action Needed**

Motion to Approve

**Public Notification**

Posted City Council Agenda.

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**Fiscal Impact**

**Funding/Cost:** \$113,530

**Budgeted Item Y/N or N/A:** N

Account:  
FROM: CDBG Inter-governmental Revenue (HUD Block Grant) 112040-7417  
\$113,530

TO: CDBG Public Works Projects <sup>112040</sup>~~122040~~-8449 \$113,530

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**Attachments**

*No file(s) attached.*

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**Meeting Date:** 07/11/2016

**Submitted For:** Doug Hall, Fire

**Submitted By:** Nancy  
Lazzaro,  
Fire

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## **Information**

### **Item**

Approval of Supplemental Appropriations for the construction of Fire Station No. 2 with Kirkpatrick Architecture Studio; \$450,000.

### **Background**

This transfer is necessary to secure architectural services for the relocation of Station No. 2 to the west side of the railroad tracks.

The approval of the contract with Kirkpatrick Architecture Studio for the design services for the relocation and construction of a new building for fire station #2 has been submitted for consideration by Council for the July 11<sup>th</sup> meeting. Kirkpatrick Architecture was selected as they have designed and constructed numerous fire stations in the metro area, to include four fire stations in Oklahoma City, two Fire Stations in Norman, currently constructing a new station in Del City as well as numerous in the Dallas metro area. The City of Edmond has also used them previously for other construction projects and has been very satisfied with their work and attention to detail.

As you are aware over the past 3 months, fire department staff along with Randy Drew and his staff have been working with Kirkpatrick on the preliminary design of the fire station. Upon approval of the contract they will continue with design development, construction cost estimates, construction documents for bidding purposes, pre-bid meetings, evaluation of bid proposals and construction administration. Kirkpatrick has proposed a start date of the above task on November 1, 2016 and are estimating it will take approximately 5 months to be ready to start construction

### **Time Frame**

Immediate Upon Approval.

### **Issue**

N/A

### **Recommendations**

**Action Needed**

Motion to Approve.

**Public Notification**

Posted City Council Agenda.

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**Fiscal Impact**

**Funding/Cost:** \$450,000

**Budgeted Item Y/N or N/A:** N

**Account:**

FROM: Reserves committed for other purposes

TO: 121005-8405 - Fire Public Safety Building and Improvements

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**Attachments**

*No file(s) attached.*

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