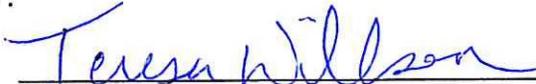


**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO CAPITAL IMPROVEMENTS COMMITTEE**

TYPE OF MEETING: Special
DATE: April 25, 2017
TIME: 6:00 PM
PLACE: Owasso City Hall Community Room
200 South Main, Owasso, Oklahoma

RECEIVED
APR 21 2017
City Clerk's Office

Filed in the office of the Owasso City Clerk and posted at the City Hall West Entrance at 5:00 p.m. on Friday, April 21, 2017.



Teresa Willson, Information Technology Director

AGENDA

1. Call to Order
2. Consideration and appropriate action relating to the approval of the October 25, 2016 minutes
Teresa Willson
3. Update and discussion regarding City facility and land needs
Sherry Bishop
4. Update and discussion regarding projects eligible for excess Vision 2025 funds
Larry Langford
5. Update and discussion regarding City fiber projects
Andrew Neyman
6. Capital Improvement Fund financial report and discussion
Linda Jones
7. Consideration and appropriate action relating to a recommendation to place Public Safety Vehicles on the list of projects eligible to receive Capital Improvement funding
Warren Lehr
Attachment
8. Adjournment

**OWASSO CAPITAL IMPROVEMENT COMMITTEE
MINUTES OF MEETING
Tuesday, October 25, 2016**

The Owasso Capital Improvements Committee met in a special meeting on Tuesday, October 25, 2016 at City Hall Main Conference Room, 200 South Main, per the Notice of Public Meeting and Agenda posted on the City Hall west entrance at 5:00 p.m. on Thursday, October 20, 2016.

1. **Call to Order** - Teresa Willson, Director of Information Technology, called the meeting to order at 6:09 pm. The following committee members were present:
Chris Kelley, Bill Bush, Paul Loving (arrived 6:12 pm), Dirk Thomas, Rob Haskins, Jeff Davis, Jason Drake, Warren Lehr, Linda Jones

The following committee members were not present:
James Hunter, Shawn Reiss, Sherry Bishop

2. **Approval of minutes for the August 11, 2016 Special Meeting** – Teresa Willson presented the item. Warren Lehr moved, seconded by Dirk Thomas to approve the minutes as presented.

YEA: Kelley, Bush, Loving, Thomas, Haskins, Davis, Drake, Lehr, Jones
NAY: None
Motion carried 9-0

3. **Update and discussion regarding improvements at Elm Creek Park** – Larry Langford, Recreation and Culture Director presented and discussion was held.
4. **Update and discussion regarding projects eligible for excess Vision 2025 funds** - John Feary, Public Works, presented and discussion was held.
5. **Capital Improvement Fund financial report and discussion regarding Capital Improvement project financing options** - Linda Jones, Finance Director, presented and discussion was held.

6. **Consideration and appropriate action relating to a recommendation to place Intersection Improvement at E 106 St N and N 129 E Ave on the list of projects eligible to receive Capital Improvement funding** – Dwayne Henderson, Public Works, presented the item and discussion was held. Dirk Thomas moved, seconded by Rob Haskins to recommend adding Intersection Improvement at E 106 St N and N 129 E Ave on the list of projects eligible to receive Capital Improvement funding

YEA: Kelley, Bush, Loving, Thomas, Haskins, Davis, Drake, Lehr, Jones
NAY: None
Motion carried 9-0

7. **Adjournment**
Dirk Thomas moved, seconded by Chris Kelley

YEA: Kelley, Bush, Loving, Thomas, Haskins, Davis, Drake, Lehr, Jones
NAY: None
Motion carried 9-0, meeting adjourned at 7:04 pm

Teresa Willson, IT Director



TO: Capital Improvement Committee

FROM: Warren Lehr
City Manager

SUBJECT: Public Safety Vehicles

DATE: April 21, 2017

BACKGROUND:

Public safety vehicles and apparatus needs are necessary and predictable expenses, similar to other infrastructure the City must plan for and address each budget year. One of the challenges the City must face is that, as personnel increase and facilities are added, to address the public safety demands of a growing community, equipment needs can be a tremendous expense associated with that growth. The funding of public safety vehicles has been a challenge for many years and has never really been addressed in a sustainable manner. Staff from Police, Fire, and Finance has been working for the past year to develop a plan to address the need for a reliable annual source of funding for vehicles and apparatus. One conclusion from this effort is that, if vehicles are not replaced on a schedule, the number of vehicles that must be replaced compounds from year to year.

Prior to the passage of the Public Safety half penny sales tax, there was a Public Safety Capital Fee of \$3 assessed to residents on their utility billing statement each month. The fee was originally dedicated to assist with the capital needs for fire apparatus replacements, but as the vehicle replacement needs for Police became increasingly demanding, the fee was changed from a \$2 Fire Capital Fee to the \$3 Public Safety Capital Fee. Though this fund was helpful, it was not able to reliably and consistently fund public safety vehicle purchases. Additionally, with the passage of the half penny sales tax, the Public Safety Capital Fee was removed from the utility billing statement to help offset the additional sales tax for Owasso residents.

Sales tax reports for recent months of the Fiscal Year 2016-2017 budget cycle have not met projections, and thus, created a strain on the General Fund and the Public Safety Half Penny sales tax fund for the utilization of purchases other than operational needs. As staff prepare for the new budget year, it is apparent that neither the General Fund nor the Public Safety Half Penny fund will be sufficient to meet the needs for additional police vehicles and fire apparatus. It is also staff's belief that the General Fund's operational two cent receipts may not be sufficient to fund these needs even in years when sales tax meets or exceeds projections. It is imperative the City address the ongoing, annual need to replace public safety fleet vehicles and apparatus, and to add new equipment as the Police and Fire departments grow and expand their operations.

OWASSO POLICE DEPARTMENT VEHICLE NEEDS:

The Owasso Police Department is comprised of 56 sworn personnel. There are currently 55 vehicles assigned to sworn staff. These vehicles are primarily marked patrol units with a small number of unmarked detective and administrative vehicles. In addition to assigned vehicles there are eight "fleet" vehicles that are utilized when assigned vehicles are being repaired. Fleet vehicles are high mileage vehicles that have been retired from daily patrol. Several of the fleet vehicles are retired 4X4s that are utilized during inclement weather events. There are also

specialty vehicles utilized by officers and civilian staff such as a prisoner transport van, unmarked travel cars, and SWAT vehicles.

The police department utilizes a take-home vehicle program for its officers. This program allows officers who live within a specific geographic area to take their vehicles home. Officers outside of this defined area are still assigned a car but the car is stored at police headquarters or one of the police substations. There are many benefits to the take-home program. Among those is the ability for officers to rapidly respond to emergencies, neighborhood crime deterrence, and enhanced care of the vehicles due to officers taking ownership of the condition of the vehicle. Research into take-home vehicle programs support the argument that vehicles assigned to one officer last much longer than vehicles that are utilized by multiple officers and driven 24 hours a day, seven days a week. Simply stated, the police vehicle take-home program is a recognized "best practice" regarding police fleet management.

The vehicle replacement criteria used by the police department is based on the vehicle's age, mileage, condition, and primary use. Experience has shown that exceeding the recommended replacement practice for police vehicles creates additional maintenance costs and dependability issues, as well as a direct safety risk to the officers operating aging vehicles during emergency situations. Marked patrol units must meet the extreme demands of high speed pursuit driving as well as the rigors of everyday patrol and call response, which impacts the operational life expectancy of these vehicles more than vehicles in other areas of service. Administrative and detective vehicles are normally operated under much less strenuous conditions and are expected to have a longer service life.

Taking into account the number of vehicles that are currently expired and the number set to expire in the next fiscal year, it has been determined that at least twelve vehicles will need to be replaced. The following chart reflects the number of vehicles that will need to be replaced in FY2018, and the estimated vehicles that may need to be replaced five years beyond FY2018, not counting additional hiring or the replacement of specialty vehicles. The chart also reflects cost estimates for the vehicles and equipment. An amount of \$35,000 per vehicle is used for the estimate. This cost can be higher or lower depending on the model of vehicle and type of equipment installed. The annual cost in the chart below averages \$315,000 (9 vehicles/year).

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Expiring Vehicles	12	7	11	5	4	15
Estimated Cost	\$420,000	\$245,000	\$385,000	\$175,000	\$140,000	\$525,000

OWASSO FIRE DEPARTMENT VEHICLE AND APPARATUS NEEDS:

It is the practice of Owasso Fire Department administrators to routinely inspect and evaluate the motor fleet in order to determine the safety, reliability, and operational capabilities of the vehicles assigned to the department. The evaluations of the motor fleet are used as the basis for the fleet replacement program, which is used for fire department planning and budgeting.

Fire department vehicles are divided into two general categories: emergency response vehicles and support vehicles. Emergency response vehicles are further divided based on their operational purpose and capability: structural fire suppression, wildland fire suppression, and medical response/patient transport.

After reviewing all factors, staff has developed a fire apparatus replacement schedule. In the past, the fire department utilized the fire capital and then public safety capital fund to purchase fire apparatus. The public safety capital fund was dissolved as part of the half penny sales tax

increase. The fire department has since utilized part of the half penny sales tax for department apparatus capital purchases. Fire department staff has determined that \$543,000 will be needed annually to sustain fire apparatus replacement schedule costs and additional needed apparatus. The current revenue from the half penny sales tax fund needed for fire apparatus replacement will be exhausted by 2019. City staff has researched available funding and has determined that the Capital Improvement fund would be the best available funding source for fire apparatus purchases at this time.

The fire department's 75-foot aerial ladder truck, currently in service, was purchased new in the year 2000 and is rapidly approaching the end of its projected 20-year life span. Within the past few years the vehicle has experienced numerous mechanical failures that have caused the truck to be placed out of service for extended periods of time for the repairs to be completed. This out-of-service time creates a void in the department's ability to effectively provide services to the community. The truck's 75-foot ladder has a limited effective reach and operational capabilities.

Although this apparatus has limitations, the 75-foot aerial truck still provides stability to our ISO rating, serves as a reserve aerial/pumper, and provides some limited aerial operations. Therefore staff believes that this truck should remain in service and a new 105-foot aerial platform truck be purchased.



(Example of a 105-foot aerial platform tandem axle truck)



(Current 75-foot ladder single axle truck)

The new 105-foot aerial platform truck will be the primary emergency response fire suppression vehicle housed at the new Fire Station No. 4. The order date and delivery will be coordinated in order to coincide with the opening of the new fire station.

CONCLUSION:

Without a stable funding source for Public Safety vehicles, the City will be challenged to meet future growth of Police and Fire operations. The stability of the Capital Improvement fund allows the City to plan for future needs in this area. It is proposed that Capital Improvement funds be utilized for Public Safety vehicles. Staff will continue a process to review as to whether viable alternative funding sources may provide for the City's public safety vehicle needs.

RECOMMENDATION:

Staff recommends approval to submit a recommendation to the Owasso City Council amending the Capital Improvement Project List to include Public Safety Vehicles.