



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: September 24, 2024

REQUESTER: Lance Harper, Construction and Facilities Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-41: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$70,000 FROM THE FACILITIES ASSESSMENT PROJECT TO CITY HALL EXECUTIVE CONFERENCE ROOM UPDATE PROJECT WITHIN THE CAPITAL FUND.

BACKGROUND:

In the fiscal year 2023-2024 (FYE 24) budget, a Capital Improvements Project (CIP), was accepted and funded in the amount of \$70,000 for a Facilities Assessment Project (EF0238) for emergency response.

DISCUSSION:

The original CIP was for \$70,000 and the intention was to hire an outside contractor to review emergency responsibilities for City facilities. City staff is now working on this plan in-house to provide an emergency action plan at City facilities.

Technology in the City Hall Executive Conference Room is outdated, and staff recommends updating this room with current monitors, software, and recording devices. The current monitor is a projector and projector screen, making it hard to see images and documents. Also, the current setup made video conferences with outside groups and sound/speaker capabilities difficult. The setup also made it difficult for the audience to see the screen depending on where one would sit inside the conference room.

This project will replace the projector and screen with a large TV-type monitor for main viewing and a second monitor for easier guest viewing. The new system will update microphone recording capabilities. The monitors are multi-use: can be used as computer screens, watch live news feeds, as well as link into the Emergency Communications and Operations Center (ECOC) for live feeds during emergency events. This will enable the Executive Conference Room to be used for an Emergency Operations Center at City Hall, if needed, for staff, elected officials or media.

A transfer of \$70,000 is recommended to move the funds from City Facility Assessment Project, Design (Account 50196677-46201; Project EF0238) to the City Hall Executive Conference Room Update Project, Construction (Account 50196677-46101; Project EF0247).

RECOMMENDATION:

It is recommended that the City Council approve Resolution R-2425-41 transferring \$70,000 as noted above.