



O K L A H O M A

Capital Improvement Plan

Updates Adopted May 8, 2018

Updates Adopted April 11, 2017

Adopted April 19, 2016

MISSION STATEMENT

The City of Perkins will provide high quality, innovative, and cost effective municipal services that enhance the lives of our citizens and the vitality of our businesses, by utilizing teamwork, demonstrating integrity, superior customer service, and continuous improvement.

CORE VALUES

Accountability

We accept responsibility for our personal and organizational decisions and actions while delivering cost effective and efficient services with the objective of doing our work right the first time.

Collaboration

We promote external partnerships with governmental, educational, business, nonprofit, neighborhood and faith-based community partners to the benefit of our customers.

Continuous Improvement

We provide the highest quality service with the resources available by promoting innovation and flexibility to meet the changing needs in the community.

Customer Focus

We deliver the highest quality, cost-efficient and most responsive services possible to our customers. We judge our success on one basis: The extent to which we are the location of choice in our region to live, visit, and conduct business.

Integrity

We value ethical conduct, public trust, and commit ourselves to personal and professional excellence. We are committed to upholding our position of public trust and to conduct ourselves responsibly by maintaining the highest moral and ethical standards.

Teamwork

We work together to plan, develop recommendations, deliver services and openly communicate with the public and each other by soliciting feedback and sharing information to achieve our goals.

Trust

We realize the perception of our organization is dependent upon the public's confidence in our commitment to our core values and to meeting the goals set collectively by the Mayor and City Council.

INTRODUCTION

The capital improvement plan (CIP) outlines the City's plan for achieving the goals, objectives, and service delivery levels desired by the Mayor and City Commission. The purpose of this plan is to forecast and match projected revenues and major capital needs over a five-year period. Capital planning is an important management tool that strengthens the linkage between community infrastructure needs and the financial capacity of the City.

The CIP is updated annually to ensure that it addresses new and changing priorities within the City.

CONTACT INFORMATION

If you have any questions regarding this document, please contact City Manager Bob Ernst at (405) 547-2445 or email citymanager@cityofperkins.net.

HOW IS THE CIP DEVELOPED?

The CIP is updated annually as part of the City's regular budget process. After departments submit their CIP requests annually, the City Manager and the Finance Director review and evaluate the proposed projects based on Mayor and City Commission priorities, infrastructure needs, the financial capacity of the city, and the impact the projects could have on the City's operating budget.

Once the projects are evaluated, recommendations are made as to the selection and timing of capital projects through future fiscal years. First-year projects are incorporated into the City Manager's recommended annual operating budget. The Mayor and City Commission are also presented the future, unappropriated, planning years for their consideration, review, and endorsement so that staff can proceed with planning and evaluation of potential capital projects.

CAPITAL IMPROVEMENT PLAN

The capital improvement plan is simply that – a plan. As such, projects are subject to change based on new or shifting service needs, the availability of funds, special financing opportunities, emergency needs, or other directives or priorities established by the Mayor and City Commission. Because priorities can change, projects included in outward planning years are not guaranteed for funding.

CATEGORIES:

Capital Improvement projects are divided into nine categories:

1. *Public Safety (Emergency Management, Fire Department, Police Department, and Animal Control)*
2. *General Fund (City Administration, Municipal Court, Parks and Recreation, and Building Code/Code Enforcement)*
3. *Library*
4. *Streets & Alleys (Streets & Alleys and Drainage)*
5. *Water (Storage, wells, towers, other)*
6. *Wastewater (Sewer and Wastewater Treatment Plant)*
7. *Public Works*
8. *Red Bud Assisted Living Center*
9. *Oklahoma Territorial Plaza*

Key:

AC = Animal Control

BCE = Building Code/Code Enforcement

CH = City Administration

D = Drainage

EM = Emergency Management

FD = Fire Department

LIB = Library

MC = Municipal Court

OPS = Public Works Operations

OTP = Oklahoma Territorial Plaza

PL/Z = Planning/Zoning

PD = Police Department

P/R= Parks & Recreation

RB = Red Bud Assisted Living Center

SA = Streets/Alleys

SEW = Sewer

WA = Water Other

WS = Water Storage

WW = Water Wells

WWTP = Wastewater Treatment Plant

FISCAL YEAR 2018 ACCOMPLISHMENTS

As of the date of submission of this plan, an estimated total of \$1,316,226 has been expensed for capital projects that have been completed or are in progress and will be completed for Fiscal Year 2018 (July 1, 2017 – June 30, 2018). A list of all FY2018 projects and their final or estimated cost can be found below.

Public Safety

- ✓ FD – Station #1 modifications, \$47,092
- ✓ FD – Command truck, \$47,410 (Payne County sales tax, in progress)
- ✓ PD – Laptops or tablets for all officers (10 x \$2000), \$6,000+ (partial completion this year)
- ✓ PD – Handguns, \$2,856
- ✓ PD – Handheld radios, \$4,668
- ✓ EM – Replace one storm siren (Main St.), \$18,368 (second siren moved to FY19)
- ✓ EM – Generator for City Hall/PD, \$18,034

General Fund

BCE – Nuisance building abatement, \$10,000 – funding not available in FY18; moved to FY21

CH – Americans with Disabilities Act (ADA) front door installation, \$3,500 – funding not available in FY18; moved to FY19

P/R – Replace chain link fencing at Dickson and Peters ball fields, \$7,000 – funding not available in FY18; moved to FY20

- ✓ P/R – Zero-turn commercial-grade mower, \$5,000 (lease/purchase, 2nd payment)

Library

LIB – New library truss project, \$17,500 – in progress

Streets, Alleys, and Drainage

- ✓ SA – School zone crossing signs with flashing lights (set at each crosswalk), \$11,250 – project cost came in at \$33,450. REAP amount awarded \$17,000; City portion \$16,450
- ✓ SA – Zero-turn mower engine replacement, \$2,834
- ✓ SA – Street sweeping bi-monthly agreement, done for Old Settler’s Day only, \$200
- ✓ SA – Tree trimming along Highway 33, \$2,600
- ✓ SA – Maintenance agreement, traffic lights, \$1,160

Water

WW – “Sonic” well, \$406,750 final project estimate – in progress, most to be completed FY19

WA – New water tower to be located at 503 E. Highway 33, \$957,745 (includes engineering fees) in progress

WA – Adding/locating valve installation annually, \$5,000 – funding not available in FY18

- ✓ WA – Hydrant annual replacements, \$3,000
- ✓ WA – Annual funds set aside for AMR Meter replacement, \$10,000
- ✓ WA – OWRB loan for automatic meter replacement (year 2), \$63,147
- ✓ WA – Main Street fire hydrants (two), \$9,000

Wastewater

SEW – Sewer line annual replacement, \$40,000 – funding not available in FY18

- ✓ SEW – “Push” sewer camera, \$7,900
- ✓ SEW – Jetter repair, \$7,835
- ✓ SEW – WWTP Lift A repairs, \$25,684

Oklahoma Territorial Plaza

OTP – Seal and re-stripe parking lot, \$2,000 – funding not available in FY18; moved to FY19

OTP – Resurface and repaint splash pad, \$4,375 – in progress

- ✓ OTP – Train depot roof repair in progress (Perkins Community Foundation)

Red Bud Assisted Living

- ✓ RB – Parking lot paint and Seal-Coat, \$1,000 (Completed in late FY17)
- ✓ RB – Replace light fixtures, \$5,345
- ✓ RB – Replace two AC/Heating room units, \$4,150
- ✓ RB – Security cameras, six additional, \$3,330
- ✓ RB – Red Bud vehicle for administrative needs, \$3,470 (lease/purchase, 1st payment)
- ✓ RB – Medication cart, \$2,101
- ✓ RB – Fire suppression system repair, \$5,120
- ✓ RB – Ice dispensing machine, \$1,788
- ✓ RB – Washing machine, \$800

FIRST-YEAR (Fiscal Year 2019) CIP PROJECT HIGHLIGHTS

An estimated total expense of \$1,082,477 in capital projects has been identified for Fiscal Year 2019 (July 1, 2018 – June 30, 2019).

Please note: “normal” expenses such as repairs to wells, machinery for the wastewater treatment plant, replacement traffic signs or asphalt are not included in this plan.

A list of these projects and their estimated costs can be found below.

Public Safety (\$139,200 Public Safety sales tax; \$250,000 Payne County fire sales tax)

EM – Replace storm siren (“Methodist,” originally planned for FY18, possible grant), \$25,000

EM – Computers (two) for Emergency Operations Center, \$2,500

FD – Personal protective equipment (PPE) (five sets), \$9,000 (All gear purchased in 2008 – life of gear is 10 years)

FD – Helmets (20) (All gear purchased in 2008 – life of gear is 10 years), \$4,200

FD – Misc. hoods, gloves, etc., \$1,000

FD – Battery-powered rescue tool, \$10,000

FD – Fire station renovations, \$7,500

FD – Vehicle exhaust system for Station 1, \$12,500

FD – Rescue truck, \$250,000 (Payne County sales tax)

PD – File room in PD/FD storage building, \$1,000

PD – Interior Renovations, \$34,138

PD – Vehicle, (lease/purchase, 1st payment) + equipment, \$19,000

PD – Laptops or tablets for all officers (second half), \$7,500

PD – Body cameras, \$5,862 (1st payment of 5-year agreement)

General Fund (\$15,250 General Admin/Public Works Admin)

MC – Locking, rolling cart for court sessions, \$750

CH – Americans with Disabilities Act (ADA) front door installation, \$3,500

P/R – Marquis sign for Peters Park, \$1,000

P/R – Zero-turn commercial-grade mower, \$5,000 (lease/purchase, 3rd payment)

CH – Website rebuild (current platform no longer being supported), \$5,000 (1st payment)

Library (\$15,000 Capital Improvement sales tax)

LIB – New library building improvements TBD, \$15,000

Streets, Alleys, and Drainage (\$17,160 Capital Improvement sales tax)

D – Culverts and earthwork East Stumbo, \$8,000

D – Culverts and earthwork East Hert, \$8,000

SA – Maintenance agreement, traffic lights, \$1,160

Water (\$409,435 Capital Improvement sales tax, \$17,463 Bond Construction funding, \$199,999 Community Development Block Grant funding)

WW – “Sonic” well, \$406,750

WA – Adding/locating valve installation annually, \$5,000

WA – Annual funds set aside for AMR Meter replacement through 2032, \$10,000

WA – OWRB loan for automatic meter replacement (year 3), \$63,147

WA – Water tower maintenance contract, \$10,000

WA – Rehab Standpipe A (Pogue Street), \$85,000

WA – Well house renovations as required by DEQ, \$40,000

WA – Vehicle, \$7,000 (1st payment of 4)

Wastewater

SEW – \$0

Oklahoma Territorial Plaza (\$5,500 OTP)

OTP – Privacy fence on south side of Vassar Community Center, \$3,500

OTP – Seal and re-stripe parking lot, \$2,000

Red Bud Assisted Living (\$13,470 Red Bud)

RB – Red Bud vehicle for administrative needs, \$3,470 (lease/purchase, 2nd payment)

RB – Repair hand railing, bathroom linoleum and shower trim, \$10,000

FIRST-YEAR PROJECTS CURRENTLY UNFUNDED (\$115,200)

LIB – Renovate meeting room exit door, \$5,000

SA – Tractor and bat-wing mower (lease/purchase, 1st payment), \$13,000

SEW – Sewer line annual replacement, \$20,000

SEW – Vehicle, \$29,000

RB – Roof repairs, \$10,000

RB – Paging system, \$18,000

RB – Replace heating/AC units 6 @ \$1,200, \$7,200

RB – Replace carpet in activities room and hallway, \$13,000

RB – New oven, \$6,000

SECOND-YEAR (Fiscal Year 2020) CIP PROJECT HIGHLIGHTS

An estimated total expense of \$889,664 in capital projects has been identified for Fiscal Year 2020 (July 1, 2019 – June 30, 2020). A list of all second-year projects and their estimated costs can be found below.

Public Safety (\$136, 112 Public Safety sales tax)

FD – Vehicle storage building construction behind Station #1, \$70,000
PD – Vehicle, \$40,000 (with equipment)
PD – Tasers, \$10,000
PD – Vehicle, \$11,000 (lease/purchase 2nd payment)
PD – Body cameras, \$5,112 (2nd payment of 5-year agreement)

General Fund (\$37,000 General Admin/Public Works Admin)

CH – City Hall remodel to yield two additional rooms, \$15,000
CH – Website rebuild (current platform no longer being supported), \$5,000 (2nd payment)
BCE – Nuisance building abatement, \$10,000
P/R – Replace chain link fencing at Dickson and Peters ball fields, \$7,000

Library (\$5,000 Capital Improvement sales tax)

LIB – New library building renovations, TBD
LIB – Renovate meeting room exit door, \$5,000

Public Works (\$80,000 Capital Improvement sales tax)

OPS – New shop building, \$80,000

Streets, Alleys, and Drainage (\$134,535 Capital Improvement sales tax)

SA – 3rd Street overlay, \$55,000
SA – Vehicle, \$25,000
SA – Drainage at N.E. 7th/Kirk area, TBD (possible grant funding available)
SA – Maintenance agreement, traffic lights, \$1,160
SA – Camera for traffic light at Hwy 33, \$2,375
SA – Thermal plastic street striping machine, \$9,000
SA – Vehicle, \$29,000
SA – Tractor and bat-wing mower (lease/purchase, 1st payment), \$13,000

Water (\$256,147 Capital Improvement sales tax)

- WA – Adding/locating valve installation annually, \$5,000
- WA – Hydrant annual replacements, \$6,000
- WA – Annual funds set aside for AMR Meter replacement through 2032, \$10,000
- WA – Water tower maintenance contract, \$10,000
- WA – Vehicle, \$7,000 (2nd payment of 4)
- WA – Replacement of filtering system at Sonic Well, \$10,000
- WA – Rehab Standpipe B (Knipe Street), \$80,000
- WA – OWRB loan for automatic meter replacement (year 4), \$63,147
- WA – Well house #1 renovations, \$50,000
- WA – Standby generator Well #1, \$15,000

Wastewater (\$179,000 Capital Improvement sales tax)

- SEW – Lift Station at RV Park, \$95,000
- SEW – Sewer line annual replacement, \$20,000
- WWTP – Roof repairs, \$15,000
- SEW – Sewer line annual replacement, \$20,000
- SEW – Vehicle, \$29,000

Oklahoma Territorial Plaza (\$3,000 OTP)

- OTP – Floor buffer, \$3,000

Red Bud Assisted Living (\$58,870 Red Bud)

- RB – Red Bud vehicle for administrative needs, \$3,470 (lease/purchase, 3rd payment)
- RB – Replace heating/AC units 12 @ \$1,200, \$14,400
- RB – Roof repairs, \$10,000
- RB – Paging system, \$18,000
- RB – Replace carpet in activities room and hallway, \$13,000

THIRD-YEAR (Fiscal Year 2021) CIP PROJECT HIGHLIGHTS

An estimated total of \$674,839 in capital projects has been identified for Fiscal Year 2021 (July 1, 2020 – June 30, 2021). A list of all third-year projects and their estimated costs can be found below.

Public Safety (\$141,862 Public Safety sales tax & \$100,000 Payne County fire sales tax)

FD – Bunker gear (15 sets), \$38,000
FD – Brush truck, \$100,000 (Payne County sales tax revenue)
EM – Vehicle, \$40,000
PD – Vehicle, \$11,000 (lease/purchase, 3rd payment)
AC – Animal shelter building, \$35,000
PD – Body cameras, \$5,862 (3rd payment of 5-year agreement)
AC – Vehicle (used), \$12,000

General Fund (\$45,000 General Admin/Public Works Admin)

Unspecified
CH/MC – Courtroom/Commission Room Renovations, \$10,000
BCE – Nuisance building abatement, \$10,000
P/R – Sprinkler system at Peters Park, \$5,000
P/R – Vehicle, \$20,000

Library (TBD Capital Improvement sales tax)

LIB – New library building renovations, TBD

Streets, Alleys, and Drainage (\$64,160 Capital Improvement sales tax)

SA – Overlay as needed, \$25,000
SA – Vehicle, \$25,000
SA – Tractor and bat-wing mower (lease/purchase, 2nd payment), \$13,000
SA – Maintenance agreement, traffic lights, \$1,160*

Water (\$185,147 Capital Improvement sales tax)

WA – Adding/locating valve installation annually, \$5,000
WA – Hydrant annual replacements, \$15,000
WA – Annual funds set aside for AMR Meter replacement through 2032, \$10,000
WA – Water tower maintenance contract, \$10,000
WA – Replacement of filtering system at Sonic Well, \$10,000
WA – OWRB loan for automatic meter replacement (year 5), \$63,147
WA – Vehicle, \$7,000 (3rd payment of 4)
WA – Well house #2 renovations, \$50,000
WA – Standby generator Well #2, \$15,000

Wastewater (\$115,000 Capital Improvement sales tax)

SEW – Grinder pumps at Café 33 lift station, \$95,000

SEW – Sewer line annual replacement, \$20,000

Oklahoma Territorial Plaza (\$5,000 OTP)

OTP – Americans with Disabilities Act door, \$5,000

Red Bud Assisted Living (\$18,670 Red Bud)

RB – Red Bud vehicle for administrative needs, \$3,470 (lease/purchase, 3rd payment)

RB – Replace heating/AC units 6 @ \$1,200, \$7,200

RB – Kitchen appliance(s) \$8,000

FOURTH-YEAR (Fiscal Year 2022) CIP PROJECT HIGHLIGHTS

An estimated total of \$608,922 in capital projects has been identified for Fiscal Year 2022 (July 1, 2021 – June 30, 2022). A list of all fourth-year projects and their estimated costs can be found below.

Public Safety (\$25,862 Public Safety sales tax & \$40,000 Payne County fire sales tax)

FD – Command truck, \$40,000 (Payne County sales tax revenue)

EM – Computers for Emergency Operations Center, \$10,000

PD – Computers for Police Department, \$10,000

PD – Body cameras, \$5,862 (4th payment of 5-year agreement)

General Fund (\$7,000 General Admin/Public Works Admin)

Unspecified

P/R – Repair/replace benches at Peters Park, \$2,000

P/R – Picnic tables at Dickson Park, \$5,000

Library (TBD Capital Improvement sales tax)

LIB – New library building renovations, TBD

Streets, Alleys, and Drainage (\$314,160 Capital Improvement sales tax)

SA – Kirk Street overlay, curbs, \$300,000

SA – Maintenance agreement, traffic lights, \$1,160*

SA – Tractor and bat-wing mower (lease/purchase, 3rd payment), \$13,000

Water (\$57,000 Capital Improvement sales tax)

WA – Adding/locating valve installation annually, \$5,000

WA – Hydrant annual replacements, \$15,000

WA – Annual funds set aside for AMR Meter replacement through 2032, \$10,000

WA – Water tower maintenance contract, \$10,000

WA – Replacement of filtering system at Sonic Well, \$10,000

WA – Vehicle, \$7,000 (4th payment of 4)

Wastewater (\$144,000 Capital Improvement sales tax)

SEW – Grinder pumps at Williams grocery store lift station, \$95,000

SEW – Sewer line annual replacement, \$20,000

SEW – Vehicle, \$29,000

Oklahoma Territorial Plaza (\$1,500 OTP)

OTP – Security cameras, \$1,500

Red Bud Assisted Living (\$19,400 Red Bud)

RB – Replace heating/AC units 6 @ \$1,200, \$7,200

RB – Dining room carpet, \$9,000

RB – Washers/Dryers, \$3,200

FIFTH-YEAR (Fiscal Year 2023) CIP PROJECT HIGHLIGHTS

An estimated total of \$254,522 in capital projects has been identified for Fiscal Year 2023 (July 1, 2022 – June 30, 2023). A list of all fifth-year projects and their estimated costs can be found below.

Public Safety (\$47,862 Public Safety sales tax)

PD – Vehicle, \$42,000

PD – Body cameras, \$5,862 (5th payment of 5-year agreement)

General Fund (\$61,000 General Admin/Public Works Admin)

CH – Heating/AC unit, \$7,000

P/R – Sand volleyball courts at Dickson Park, \$25,000 (possible grant funding available)

P/R – Vehicle, \$29,000

Library (TBD Capital Improvement sales tax)

LIB – New library building renovations, TBD

Streets, Alleys, and Drainage (\$1,160 Capital Improvement sales tax)

SA – Maintenance agreement, traffic lights, \$1,160*

Water (\$50,000 Capital Improvement sales tax)

WA – Adding/locating valve installation annually, \$5,000

WA – Hydrant annual replacements, \$15,000

WA – Annual funds set aside for AMR Meter replacement through 2032, \$10,000

WA – Water tower maintenance contract, \$10,000

WA – Replacement of filtering system at Sonic Well, \$10,000

Wastewater (\$80,000 Capital Improvement sales tax)

SEW – Jetter, \$60,000

SEW – Sewer line annual replacement, \$20,000

Oklahoma Territorial Plaza (\$8,000 OTP)

OTP – Splash pad resurfaced and repainted, \$6,000

OTP – Pavilions repainted, \$2,000

Red Bud Assisted Living (\$6,500 Red Bud)

RB – Parking lot sealed and repainted, \$2,500

RB – Replace front sign, \$4,000

CONCLUSION

This Capital Improvement Plan allows the City of Perkins to identify, and plan for Capital Expenditures. These capital needs are identified by City Staff at the direction of the Mayor and City Commission. This is a living document that will be updated and edited as the many variables involved with budgeting and needs change.

This document will assist City Staff in preparing and presenting budgets to the Mayor and City Commission and will also ensure that taxpayer funds are spent in the most responsible way possible.

APPENDIX 1

FISCAL YEAR 2017 ACCOMPLISHMENTS

An estimated total of \$452,675 in capital projects was completed for Fiscal Year 2017.

Public Safety (Public Safety Sales Tax allocated to Police Department)

- ✓ EM – Generator for Emergency Operations Center, \$7,000
- ✓ EM – Air conditioner for Emergency Operations Center, \$1,000
- ✓ EM – Siren refurbished put into service at Ampride location, \$15,000
- ✓ PD – Vehicles (2), \$80,000
- ✓ PD – Offender Data Information System (ODIS) server, \$6,500
- ✓ FD – Completion of Fire Station 1 Phase 1 renovations (roof, entranceway, overhead doors) \$29,262 (two-year project)

General Fund

- ✓ CH – File room built in PD/FD storage building, \$500
- ✓ CH – Telephone system, \$10,000
- ✓ BCE – International Building Code, \$1,500
- ✓ P/R – Sprinkler system repairs at Dickson Park, \$2,500
- ✓ P/R – Zero-turn commercial-grade mower, \$5,000 (lease/purchase, 1st payment)

Library

- ✓ LIB – Americans with Disabilities Act (ADA) front door installation, \$3,000

Streets, Alleys, and Drainage

- ✓ SA – Battery back-ups for traffic lights, \$10,000
- ✓ SA – Replace green lights in traffic light at Hwy 33 & 177 North, \$1,300

Water

- ✓ WS – Exterior and interior refurbishment of old water tower; new fence constructed pursuant to Department of Environmental Quality (DEQ) specifications, \$210,795
- ✓ WA – Annual funds set aside for AMR Meter replacement, \$10,000
- ✓ WA – GIS map of water lines, as part of the new water tower construction process

Wastewater

- ✓ WWTP – Grinder pumps, \$35,000
- ✓ SEW – GIS Map of sewer lines, \$10,000
- ✓ SEW – Sewer line with Iowa Tribe (Tribe is funding), \$6,109 our expense

Red Bud Assisted Living Center

- ✓ RB – Kitchen water heater, \$5,000
- ✓ RB – New clothes dryers (2), \$800
- ✓ RB – Parking lot paint and Seal-Coat, \$1,000