



July 21, 2014

Norman City Council
201 West Gray
Norman, OK 73070

Dear Mayor and Council Members,

I am writing to request an appropriation from the room tax fund balance. The VisitNorman lease is up at the end of August and the board has approved a move back to downtown. VisitNorman will be moving the last week of August to 309 E. Main St. Moving comes with certain expenses and this also gives us an opportunity for some much needed upgrades. The appropriation request is for the amount of \$48,500.00. These expenses include:

- New desks and furniture so we have a professional looking office with matching furniture.
- New phone system. Our phone system is over 7 years old. The new system will allow us to work remotely by forwarding calls to our cell phones and integrating them with our computers.
- Technology upgrade. Our server is over 5 years old and still has water damage from the flood in 2010. Our computers are old and need to be upgraded. The new network will need a firewall, wiring and access points. We will also need to install TVs in the conference room to give presentations to meeting planners.

Technology costs are high and we rely on technology to do our jobs. This move gives us the perfect opportunity to make some much needed upgrades and become more efficient in the process. Thank you for your consideration.

Sincerely,

Dan Schemm
Executive Director