



MEETING AGENDA

SPECIAL MEETING OF THE FINANCE COMMITTEE

Time: 3:30 p.m.
Date: November 4, 2020
Location: 431 W. Main St., Oklahoma City, OK
EMBARK Large Conference Room

COMMITTEE MEMBERS:

Chris Kauffman, Chairman
Brent Bryant, Trustee
Laura Johnson, Surrogate Trustee

It is the policy of COTPA to ensure communication with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability that would like to participate in the meeting but requires an accommodation, modification of policies/procedures, auxiliary aid or service, or an alternate format of the agenda/information provided at the meeting, please contact the Trust Specialist at 405-297-2824 within 48 hours (not including weekends or holidays) of scheduled meeting. Individuals utilizing TTY/TDD technology for telephone communication should utilize the free "711 Relay Oklahoma" service by dialing 711 to assist you in contacting Ms. Newman. The Authority will consider the choice of auxiliary aid or service requested by the individual with a disability.

FINANCE COMMITTEE AGENDA

November 4, 2020

3:30 p.m.

SPECIAL MEETING

- 1. Call to Order**
- 2. Discuss and/or recommend approval of Five-Year Capital Improvement Plan**
- 3. Discuss and/or recommend approval of Land Acquisition – South May Avenue**
- 4. Discuss and/or recommend approval of Budget Amendment**
- 5. Discuss and/or recommend approval of Agenda Memo Format**
- 6. Adjournment**

Public Meeting Guidelines During Covid-19 Pandemic

Masks are required at all City facilities and meeting locations. Masks are required during public meetings by citizens and staff. Meeting facilities will be set up to follow social distancing guidelines. Please do not sit in seats that are blocked off.

Cadets will conduct temperature checks, provide wrist bands, and masks to public participants upon entrance to the City facility. Signs will be posted outside the facility, stating "Masks are Required". The meeting room will be sanitized prior to and immediately following the meeting.

Meeting attendees will be required to sign a log for contact tracing purposes. Wipes and hand sanitizers will be provided.



CENTRAL OKLAHOMA
TRANSPORTATION & PARKING
AUTHORITY

COTPA Finance Agenda
Item No. 2.
11/4/2020

TO: Finance Committee Members

FROM: Administrator

Discuss and/or recommend approval of Five-Year Capital Improvement Plan

Background:

In developing the Five-Year Capital Improvement Plan (CIP) for Transit and Parking services, staff follows the process and schedule established for all City departments and updates the plan each year.

Staff was finalizing the 2021-2025 Five-Year Capital Improvement Plan for the Central Oklahoma Transportation and Parking Authority (COTPA) at the time this agenda was being prepared. The plan will be distributed at the meeting.

Recommendation: Recommend COTPA adopt the resolution approving the Five-Year Capital Improvement Plan for Fiscal Years 2021-2025.

Respectfully,

A handwritten signature in black ink, appearing to read "Jason Ferbrache".

Jason Ferbrache
Administrator



CENTRAL OKLAHOMA
TRANSPORTATION & PARKING
AUTHORITY

COTPA Finance Agenda
Item No. 3.
11/4/2020

TO: Finance Committee Members

FROM: Administrator

Discuss and/or recommend approval of Land Acquisition – South May Avenue.

Background:

In April, the COTPA Board adopted a resolution authorizing the Administrator to negotiate the purchase of a parcel of land within Oklahoma County, Oklahoma for COTPA's public transportation system and facilities.

Shortly thereafter negotiations were initiated, and an agreement was reached. Staff is seeking approval of the land acquisition offer.

Previous Action:

Resolution authorizing the Administrator to negotiate the purchase of real property adopted by COTPA on April 3, 2020 (Item VI.G.).

LFR:

Growth, Service and Safety

Recommendation: Recommend the COTPA Board approve the land acquisition.

Respectfully,

A handwritten signature in blue ink that reads "Jason Ferbrache".

Jason Ferbrache
Administrator



CENTRAL OKLAHOMA
TRANSPORTATION & PARKING
AUTHORITY

COTPA Finance Agenda
Item No. 4.
11/4/2020

TO: Finance Committee Members

FROM: Administrator

Discuss and/or recommend approval of Budget Amendment (Attachment "A").

Background:

The Central Oklahoma Transportation and Parking Fiscal Year 2021 Budget was adopted by the Board of Trustees on June 5, 2020 (Item VI.G.). The budget provides for such items as wages, benefits, insurance, utilities, supplies, fuel, training, travel, and equipment replacement for both parking and transit operations. The proposed budget amendment programs additional CARES Federal Funds revenue to offset underperforming farebox revenues and advertising revenue and reallocates General Fund subsidy to restore Spokies bike share service, provide for maintenance services for Oklahoma River Cruises assets and allows for additional security on Oklahoma City Streetcar. In addition to the revenue changes, the overall budget is being increased by \$907,016, or 2%, to allow for increased personal costs and other expenses related to providing fixed route bus service during pandemic conditions, restoration of Spokies, and maintenance and limited service for Oklahoma River Cruises.

Staff is requesting the Finance Committee recommend approval of the amendment to the Fiscal Year 2021 Budget through the adoption of the resolution that will be presented to the COTPA Board on November 6, 2020.

Previous Action:

Resolution approving the Fiscal Year 2021 Budget adopted by COTPA on June 5, 2020 (Item VI.G.).

LFR:

Growth, Service and Safety

Recommendation: COTPA Board adopt the resolution as presented.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jason Ferbrache', written in a cursive style.

Jason Ferbrache
Administrator

RESOLUTION

RESOLUTION OF THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY AMENDING THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY FISCAL YEAR 2021 BUDGET; AND DIRECTING THE ADMINISTRATOR TO IMPLEMENT AND ADMINISTER THE AMENDED BUDGET.

WHEREAS, the Fiscal Year 2021 Budget for the Central Oklahoma Transportation and Parking Authority (COTPA) was adopted by the Board of Trustees on June 5, 2020 (Item VI.G.); and

WHEREAS, the budget provides for such items as wages, benefits, insurance, utilities, supplies, fuel, training, travel, and equipment replacement for both parking and transit operations; and

WHEREAS, the proposed budget amendment programs additional CARES Federal Funds revenue to offset underperforming farebox revenues and advertising revenue and reallocates General Fund subsidy to restore Spokies bike share service, provide for maintenance services for Oklahoma River Cruises assets and allows for additional security on Oklahoma City Streetcar; and

WHEREAS, In addition to the revenue changes, the overall budget is being increased by \$907,016 (Attachment "A"), or 2%, to allow for increased personal costs and other expenses related to providing fixed route bus service during pandemic conditions, restoration of Spokies, and maintenance and limited service for Oklahoma River Cruises; and

WHEREAS, staff is recommending the amendment to the Fiscal Year 2021 Budget be approved through the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Central Oklahoma Transportation and Parking Authority that they do hereby amend the Central Oklahoma Transportation and Parking Authority Fiscal Year 2021 Budget (Attachment "A").

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Trustees of the Central Oklahoma Transportation and Parking Authority that they do hereby direct the Administrator to implement and administer the amended budget.

APPROVED by the Trustees and **SIGNED** by the Chairman of the Central Oklahoma Transportation and Parking Authority this **6th** day of **November 2020**.

ATTEST:

**Central Oklahoma Transportation
and Parking Authority**

Secretary

Chairman

REVIEWED for form and legality

Assistant Municipal Counselor

ATTACHMENT "A"

COTPA Combined Transportation and Parking Proposed Operating Budget FY 2021

	Adopted Budget FY 2020	Approved Budget FY 2021	Proposed Budget Amendment FY 2021	Difference
REVENUES				
Operating Revenue	\$ 13,145,044	\$ 7,213,254	\$ 6,310,327	\$ (902,927)
Federal Grants	7,687,314	7,322,639	7,322,639	\$ -
CARES Act		9,000,000	10,721,942	\$ 1,721,942
Other Grants	357,098	357,098	357,098	\$ -
Other Reimbursements	1,381,990	4,631,962	4,631,962	\$ -
Leases	183,324	148,428	148,428	\$ -
Interest/Advertising/Misc	441,800	954,550	797,577	\$ (156,973)
General Fund	23,451,208	13,719,719	13,719,719	\$ -
Transfers between COTPA Funds	0	0	244,974	\$ 244,974
Fund Balance	15,713	422,807	422,807	\$ -
Total Revenues	\$ 46,663,491	\$ 43,770,457	\$ 44,677,473	\$ 907,016
EXPENSES				
Personnel	\$ 20,204,494	\$ 21,113,446	\$ 21,414,819	\$ 301,373
Services	19,547,880	17,540,527	17,954,319	\$ 413,792
Supplies	4,587,000	4,025,585	3,972,463	\$ (53,122)
Transfer to Debt Service	846,477	791,592	791,592	\$ -
Transfer between COTPA Funds	240,642	285,961	530,935	\$ 244,974
Transfer to Capital	1,236,998	13,346	13,346	\$ -
Total Expenses	\$ 46,663,491	\$ 43,770,457	\$ 44,677,473	\$ 907,016

**COTPA
Transit - Bus
Proposed Operating Budget FY 2021**

	Adopted Budget FY 2020	Adopted FY 2021	Proposed 2021 Amendment	Difference
REVENUES				
Operating Revenue	\$ 3,080,339	\$ 2,485,369	\$ 1,558,367	\$ (927,002)
Federal Grants	7,667,314	7,322,639	\$ 7,322,639	\$ -
CARES Act		9,000,000	\$ 10,721,942	\$ 1,721,942
Other Grants	357,098	357,098	\$ 357,098	\$ -
Other Public Reimbursements	1,381,990	1,698,883	\$ 1,698,883	\$ -
Leases		36,000	\$ 36,000	\$ -
Interest/Advertising/Misc	220,000	500,000	\$ 293,027	\$ (206,973)
Transfer from River			\$ -	\$ -
Transfer from General Fund	17,786,030	8,789,610	\$ 8,776,385	\$ (13,225)
Fund Balance	15,713	422,807	\$ 422,807	\$ -
Total Revenues	\$ 30,508,484	\$ 30,612,406	\$ 31,187,147	\$ 574,741
EXPENSES				
Personnel	\$ 18,066,897	\$ 18,509,306	\$ 18,748,878	\$ 239,572
Services	8,193,033	8,356,866	\$ 8,505,101	\$ 148,235
Supplies	4,047,649	3,746,234	\$ 3,688,194	\$ (58,040)
Transfers (Local Match Ops)	200,905		\$ 244,974	\$ 244,974
Reserves				\$ -
Total Expenses	\$ 30,508,484	\$ 30,612,406	\$ 31,187,147	\$ 574,741

**COTPA
Oklahoma River Cruises
Proposed Operating Budget FY 2021**

	Adopted Budget FY 2020	Proposed Budget FY 2021	Proposed Budget Amendment FY 2021	Difference
REVENUES				
Operating Revenue	\$ 138,599	\$ -	\$ 9,618	\$ 9,618
Federal Grants	20,000	-	-	-
Interest/Advertising/Misc	1,800	-	50,000	50,000
General Fund	778,622	184,598	184,598	-
Fund Transfer			116,373	116,373
Total Revenues	\$ 939,021	\$ 184,598	\$ 360,589	\$ 175,991
EXPENSES				
Services	921,170	177,747	349,370	171,623
Supplies	17,851	6,851	11,219	4,368
Total Expenses	\$ 939,021	\$ 184,598	\$ 360,589	\$ 175,991

**COTPA
Transit - Spokies
Proposed Operating Budget FY 2021**

	Adopted Budget FY 2020	Proposed Budget FY 2021	Proposed Budget Amendment FY 2021	Difference
REVENUES				
Operating Revenue	\$ 99,787	\$ -	\$ 14,457	\$ 14,457
General Fund	127,059	25,000	\$ 25,000	\$ -
Fund Transfer			\$ 128,601	\$ 128,601
Total Revenues	\$ 226,846	\$ 25,000	\$ 168,058	\$ 143,058
EXPENSES				
Personnel			\$ 61,799	\$ 61,799
Services	226,846	25,000	\$ 105,709	\$ 80,709
Supplies			\$ 550	\$ 550
Total Expenses	\$ 226,846	\$ 25,000	\$ 168,058	\$ 143,058

**COTPA
Transit - Streetcar
Proposed Operating Budget FY 2021**

	Adopted Budget FY 2020	Proposed Budget FY 2021	Proposed Budget Amendment FY 2021	Difference
REVENUES				
Operating Revenue	\$ 702,580	\$ 231,207	\$ 231,207	\$ -
Interest/Advertising/Misc		404,550	\$ 404,550	\$ -
General Fund	4,759,497	4,720,511	\$ 4,733,736	\$ 13,225
Fund Balance			\$ -	\$ -
Total Revenues	\$ 5,462,077	\$ 5,356,268	\$ 5,369,493	\$ 13,225
EXPENSES				
Personnel	\$ 43,973	\$ 93,195	\$ 93,195	\$ -
Services	4,943,104	5,058,073	\$ 5,071,298	\$ 13,225
Supplies	475,000	205,000	\$ 205,000	\$ -
Total Expenses	\$ 5,462,077	\$ 5,356,268	\$ 5,369,493	\$ 13,225



CENTRAL OKLAHOMA
TRANSPORTATION & PARKING
AUTHORITY

COTPA Finance Agenda
Item No. 5.
11/4/2020

TO: Finance Committee Members

FROM: Administrator

Discuss and/or recommend approval of Agenda Memo Format.

Background:

The City of Oklahoma City is implementing a new agenda management software called PrimeGov. The new electronic system offers several agenda formatting sections for use by the City Council and its public trusts. A sample memo with the section headings is attached (Exhibit "A") for your reference.

Staff is seeking input on which sections the COTPA Trustees would prefer on agenda memos to help them make informed decisions and set policy.

Respectfully,

A handwritten signature in black ink, appearing to read "Jason Ferbrache".

Jason Ferbrache
Administrator



CENTRAL OKLAHOMA
TRANSPORTATION & PARKING
AUTHORITY

EXHIBIT "A"

TO: Chairman and Board of Trustees

FROM: Administrator

Title of Agenda Item

Location:

1234 Main Street, Oklahoma City

Purpose:

Purpose for agenda item

Background:

Why staff is requesting board action. Provide historical information or a summary events of why staff is seeking this action. Providing enough information for Board to make an educated decision or set a policy course of action.

Previous Action:

List of previous agenda item, action that was take, date (Item No.) by COTPA.

Item No. 2, action that was taken, date (Item No.) by COTPA.

Specifications Advertised:

January 1 and January 14, 2020.

Engineer:

Name of Engineer

Architect:

Name of Architect

Consultant:

Name of Consultant

Contractor:

Name of Contractor - used on construction projects only.

Estimated Construction Cost:

Used during planning/design phase of project, typical set by architect/engineer.

Justification:

If there is statutory requirements or policies that are driving the requested action.

Final Construction Cost:

Used on construction projects only.

Estimated Completion Date:

Can be used for any project.

Construction Days Allowed:

Used on construction projects only.

Engineering Fee:

Used on construction projects only.

Architectural Fee:

Used on construction projects only.

Lowest and Best Bid:

Used for contract award

Pricing Agreement(s):

List of vendors and contract nos.

Notification:

List required notifications.

Vendor:

Name of vendor, could be used for sole source agreements, etc.

Construction Cost:

Contract Award Amount with change orders/amendments for total construction cost.

Estimated Cost:

Prior to award or used on open market/sole source resolutions.

Cost:

Actual cost.

Deposit of Funds:

Where revenue or grant funds are deposited

Term:

Term of agreement/contract

Revenue:

Estimated revenue that will be received.

Revenue Account:

What revenue account funds will be deposited in.

Source of Funds:

What funding source will fund a purchase or contract.

Other:

LFR measures.

Recommendation: Agreement be approved.

Review

Public Transportation and Parking Department and Municipal
Counselor's Office



Jason Ferbrache
Administrator